



**REGULAR MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JUNE 10, 2024
7:00 PM**

ZOOM MEETING INFORMATION

Members of the public may access live audio and/or video by accessing the following:

<https://us02web.zoom.us/j/84330285543>

1 312 626 6799

Webinar ID: 843 3028 5543

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

CONSENT AGENDA

- 1. Approval of May 28, 2024, City Council Joint Work Session Minutes**
- 2. Approval of May 28, 2024, City Council Regular Meeting Minutes**

BILLS PAYABLE REPORT

For Information Only: Invoices Paid Listing 05-22-2024 to 06-05-2024

UNFINISHED BUSINESS

- 3. Substitute Bill No. 6121- An Ordinance authorizing a second amendment to Ordinance 5570 regarding the rezoning and approval of a residential**



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designed development with accompanying preliminary subdivision plat and site development plan for the Santino Court Subdivision. Final Reading and Passage.

Summary: Randall Mathews, of Renaissance Living, LLC, has submitted an application for amendments to the Residential Design District Preliminary Plat and Subdivision Improvement Plans for the Santino Court Subdivision. The submitted amendments include new home designs, revised entry monument signs, landscaping, fencing, and a revised common ground park. The number and configuration of lots, setbacks, and the storm water design for the subdivision are not proposed to be changed. The Planning and Zoning Commission recommended approval at the May 20th meeting. The proposed substitute bill addresses issues raised during the first reading at the prior Council meeting.

4. Bill No. 6122- An Ordinance adjusting the municipal boundary between the City of Creve Coeur and the City of Town and Country for the property located on Lot 4 of North Forty Estates Subdivision. Final Reading and Passage.

Summary: A request has been submitted by Stock and Associates, on behalf of Grand Communities LLC/Fischer Homes, for a municipal boundary adjustment between the cities of Creve Coeur and Town and Country at 12311 North Forty Drive. The request involves adjusting 0.57 acres from the City of Creve Coeur to the City of Town and Country in support of a new 21 lot single family residential development, known as Deer Hollow, located within Town and Country. The Planning and Zoning Commission recommended approval for the request at the May 20th Planning and Zoning Commission Meeting.

5. Bill No. 6123- An Ordinance Adopting the Annual Budget of the City of Creve Coeur for Fiscal Year 2025. Final Reading and Passage.

Summary: Adopting the Annual Budget of the City of Creve Coeur for the Fiscal Year 2025, commencing on July 1, 2024, 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. The budget includes the changes outlined in the May 29, 2024 memo from the Director of Finance.



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NEW BUSINESS

- 6. Bill No. 6124- An Ordinance amending Ordinance Number 5503 authorizing the issuance of a new Conditional Use Permit for a 5,381 square foot operation of a dry pasta, dough and flour mixes manufacturing from purchased flour (NAICS 311824) for Vero Pasta Fulfillment Center located at 10650 Gateway Boulevard. First Reading.**

Summary: Cary Exler, of Katie's Pizza and Pasta Wholesale, has submitted an application for an amendment to an existing Conditional Use Permit for Vero Pasta Fulfillment Center at 10650 Gateway Boulevard in the "LI" Light Industrial Zoning District. The CUP amendment request is for the installation of a temporary 170 square foot outdoor storage unit to provide additional freezer space for the business. The Planning and Zoning Commission recommended approval at the June 3, 2024 meeting.

- 7. Bill No. 6125 - An Ordinance amending the Personnel Policy and Procedures Manual of the City of Creve Coeur and Amending Related Ordinances. First Reading.**

Summary: This Bill presents two benefit enhancements discussed with the Council at a prior meeting, including 120 hours per year of paid leave for Family and Medical Leave Act qualifying events and a City cost-share of \$300 per month toward retiree health insurance.

APPOINTMENTS

- 8. Nominating Committee- Olia Village Community Improvement District (CID) and Transportation Development District (TDD)**

Summary: A third member of the City Council is needed to serve with the Mayor and Council President on a Nominating Committee for appointment of the city's representatives to the Olia Village Community Improvement District (CID) and Transportation Development District (TDD).

BUSINESS FROM MAYOR AND CITY COUNCIL

- 9. *Council Liaison Reports***

BUSINESS FROM CITY ADMINISTRATOR

- 10. City of Creve Coeur 75th Anniversary**



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Summary: City staff is working with the Creve Coeur Olivette Chamber of Commerce on plans to celebrate the city's 75th anniversary. The tentative plan is to celebrate the anniversary in conjunction with the August 8 summer concert in Millennium Park, which may include extra activities for Creve Coeur families. A staff memo is included in the packet. Staff looks forward to receiving any suggestions or input from City Council regarding the city's 75th anniversary.

11. Triennial Resident Survey

Summary: City staff is seeking feedback on key issue topics for the upcoming triennial resident survey to be conducted this fall.

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.

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.



**JOINT WORK SESSION MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL &
PARKS AND HISTORIC
PRESERVATION COMMITTEE
300 NORTH NEW BALLAS RD
MAY 28, 2024
6:00 PM**

CALL TO ORDER

A joint work session meeting of the City Council and the Parks and Historic Preservation Committee 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 Tuesday, May 28, 2024, at 6:00 PM.

ROLL CALL

Mayor Robert Hoffman
Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Donna Spence
Council Member, Ward 2 Tim Carney
Council Member, Ward 2 Kimberly Norwood
Council Member, Ward 3 David Hoffman
Council Member, Ward 3 Drew Newman via Zoom
Council Member, Ward 4 Joseph Martinich
Council Member, Ward 4 Scott Saunders

Parks and Historic Preservation Committee Members Present: Chair Ralph Merola, Rick Darrow, Joe Harrison, and Teresa Wheeler.

Staff Present: City Administrator Mark Perkins, Assistant City Attorney Stephanie Karr, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Acting Director of Public Works Steven Berecz, Director of Recreation Jason Valvero, Chief of Police Jeffrey Hartman, and Public Information Officer and Management Analyst Melissa Bradford.

DISCUSSION ITEMS

1. Approval of May 13, 2024, City Council Work Session Minutes

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 3 Hoffman

SECONDER: Council Member Ward 4 Saunders

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders



**JOINT WORK SESSION MEETING
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The vote on the motion being 8 ayes and 0 nays, motion carried.

2. Venable Park Concept Plan and Memorial Artwork Review

Director of Recreation Jason Valvero and Acting Director of Public Works Steve Berez provided a preliminary overview of the Venable Park Concept Plan (see Exhibit A). Discussion included replacing the walking paths and current pavilion, renovating the restrooms to be year-round, adding a new central plaza with the memorial artwork, replacing the existing playground, adding a splash pad, renovating the parking lot, replacing the pedestrian bridge, modifying the park entrance, and relocating the park signage. Mr. Berez provided an update on the replacement of the tennis courts and stated they are scheduled to be completed in September this year.

Mr. Valvero discussed proposed accessibility improvements for the site, trails, and parking lot and provided an overview of the conceptual layout. Mr. Valvero stated the memorial artwork and an interpretative sign would be placed in the new park plaza; the location would provide exposure of the artwork and the story of Dr. Venable to the visitors of the park.

Mr. Berez provided an overview of the probable costs of the plan which includes a 10% contingency. Mr. Berez stated funding includes the Parks and Stormwater Fund, City contribution, HDR Foundation Grant, and private donations.

Mr. Berez discussed two possible construction timelines: re-opening the park in October 2025 or in May 2026, depending on weather conditions.

Mr. Valvero provided an overview of next steps which include drafting the final plan, meeting with the Parks and Historic Preservation Committee, and the Planning and Zoning Commission for final comments before presenting to the City Council for review and approval.

Due to potential parking issues and additional costs, Council consensus is to not proceed with the addition of a splash pad. This amenity can be considered as a future phase if so desired and parking concerns can be addressed.



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Discussion also occurred regarding replacement of the pedestrian bridge which connects to the Foxbrook subdivision. The bridge is at least forty years old and the city has no engineered plans for the existing bridge. Some decking was replaced in last year but no structural analysis has been completed. The bridge will be bid as an alternate, so final decision on whether to replace the bridge will be brought back to the City Council following receipt of bids.

ADJOURNMENT

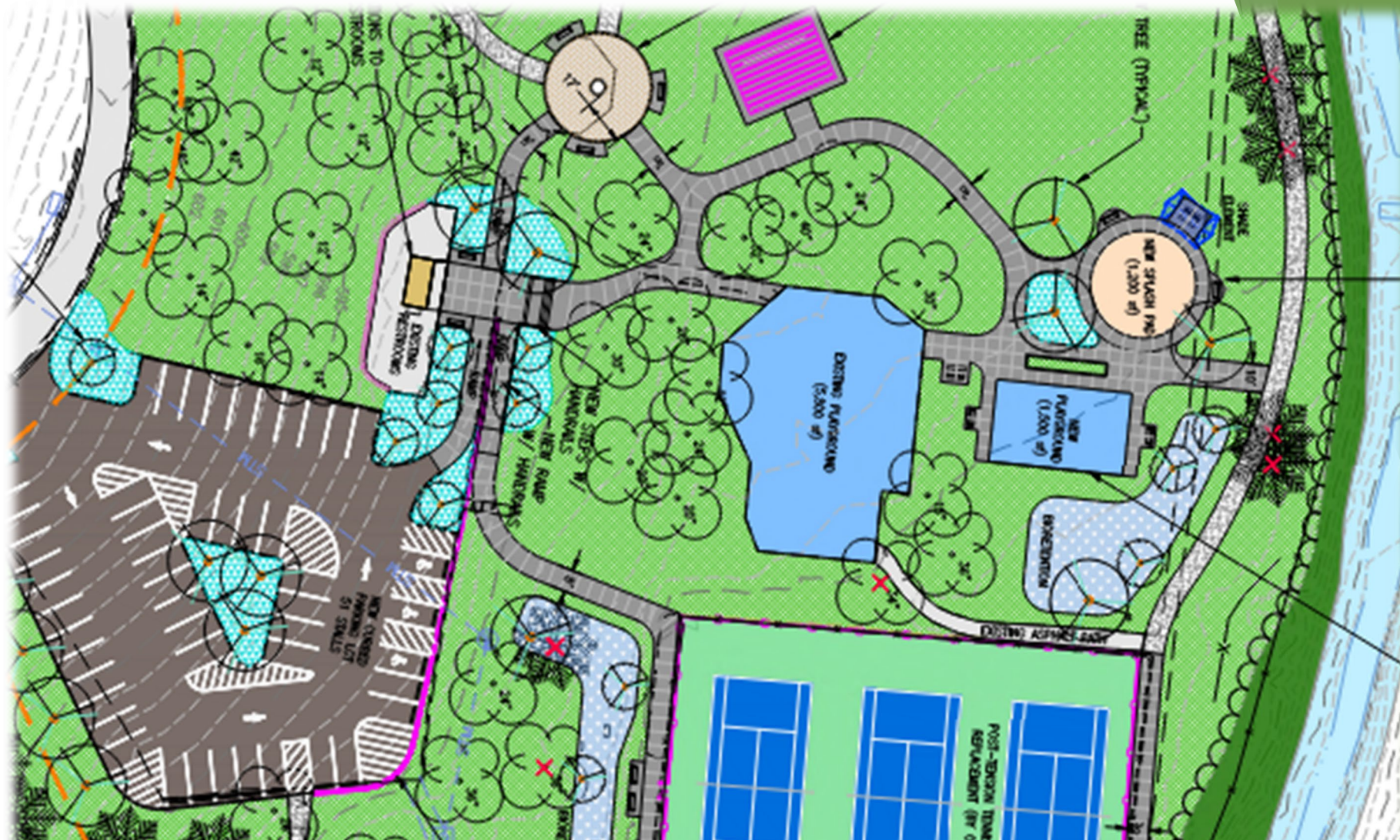
RESULT: APPROVED (UNANIMOUS) MOVER: Council Member Ward 2 Carney SECONDER: Council Member Ward 1 Manlin AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders
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The meeting adjourned at 6:52 PM.

Submitted by:

Kellie Henke
City Clerk

Dr. Robert Hoffman
Mayor



Venable Park

Concept Review – May 28, 2024 City Council Work Session

Agenda

- **Park Concept**
- **Memorial Concept**
- **Cost Estimate**
- **Capital Improvement Program**
- **Possible Schedule**
- **Council Feedback**
- **Next Steps**

Master Plan Elements

- Improved Entrance and Signage
- Expanded Parking Lot (8 space increase, with 3 accessible)
- Accessibility of site, trails and parking lot.
- Replacement of 3-5 Year Old Playground
- Year Round Restrooms
- Replacement of Pavilion
- New Plaza (40' diameter) with Memorial Art
- Replacement of Walking Trail
- Addition of Splash Pad (possible bid alternate)
- Replacement of Bridge (possible bid alternate)
- Replacement of Tennis Courts (this summer)

VENABLE MEMORIAL PARK - CONCEPTUAL LAYOUT

LEGEND

- PROPOSED LANDSCAPED AREAS
- PROPOSED BIORETENTION BASIN
- PROPOSED ASPHALT WALKWAY
- PROPOSED ASPHALT PARKING LOT
- PROPOSED CONCRETE PAVEMENT

PARKING DATA

EXISTING PARKING DATA	PROPOSED PARKING DATA
• 46 TOTAL STALLS	• 51 TOTAL STALLS
• 0 ADA STALLS	• 3 ADA STALLS

ALTERNATE BID ITEMS:

1. PEDESTRIAN BRIDGE
2. SPLASH PAD

Labels on the map:

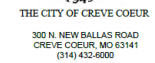
- BID ALTERNATE #1 (PEDESTRIAN BRIDGE)
- 64' L X 8' W PEDESTRIAN BRIDGE (WEATHERING STEEL PEDESTRIAN TRUSS)
- BID ALTERNATE #2 (SPLASH PAD)
- PROPERTY BOUNDARY (TYPICAL)
- MORGANTO SUNSWEEP CREEK
- SUNSWEEP DRIVE
- EXISTING SHADE STRUCTURE (UP)
- NEW TREES (TYPICAL)
- GRASSY OPEN SPACE FOR RECREATION USE (2.0 ACRES)
- NEW PAVILION SHELTER (24' x 34')
- NEW PLAZA AREA (1,200sf)
- NEW PUBLIC ART MEMORIAL
- RENOVATIONS TO EXISTING RESTROOMS
- NEW TREE (TYPICAL)
- NEW SPLASH PAD (1,200 sf)
- NEW PLAYGROUND (1,500 sf)
- BIORETENTION
- POST-TENSION TENNIS COURT REPLACEMENT (BY OTHERS)
- EXISTING PICNIC AREA
- 5' WIDE PATH ACCESS TO TENNIS COURTS
- PROPERTY BOUNDARY (TYPICAL)
- 5' WIDE PATH ACCESS TO TENNIS COURTS
- EXISTING FIRE PIT
- NEW RETAINING WALL
- NEW ASPHALT WALKWAY
- NEW ASPHALT PARKING LOT (51 STALLS)
- NEW TREE (TYPICAL)
- UPDATED PARK ENTRANCE WITH LANDSCAPING AND RELOCATED SIGNAGE
- COUNTRY VIEW DR



ILLINOIS	SWANSEA WATERLOO EDWARDSVILLE PEORIA
MISSOURI	ST. CHARLES ST. LOUIS
TENNESSEE	NASHVILLE CHATTANOOGA

ST. LOUIS OFFICE
3701 LINDBERGH BLVD, SUITE 100
ST. LOUIS, MISSOURI
63127
(314) 241-6300
WWW.TWM-INC.COM

DTLS LANDSCAPE ARCHITECTURE
1624 TOWER GROVE AVE
ST. LOUIS, MO 63110
(314) 534-4000



DATE: 4/26/2024

PROJECT:
VENABLE MEMORIAL PARK -
SITE DESIGN IMPROVEMENTS
10630 COUNTRY VIEW DR.
CREVE COEUR, MO 63141

TITLE:

CONCEPTUAL LAYOUT

SHEET 1 of 2

EXISTING PARKING DATA	PROPOSED PARKING DATA
• 46 TOTAL STALLS	• 51 TOTAL STALLS
• 0 ADA STALLS	• 3 ADA STALLS

	PROPOSED LANDSCAPED AREAS		EXISTING ASPHALT PAVEMENT TO REMAIN
	PROPOSED BIORETENTION BASIN		GRASSED AREAS
	PROPOSED ASPHALT WALKWAY		EXISTING TREELINE
	PROPOSED ASPHALT PARKING LOT		EXISTING CREEK
	PROPOSED CONCRETE PAVEMENT		TREE TO BE REMOVED



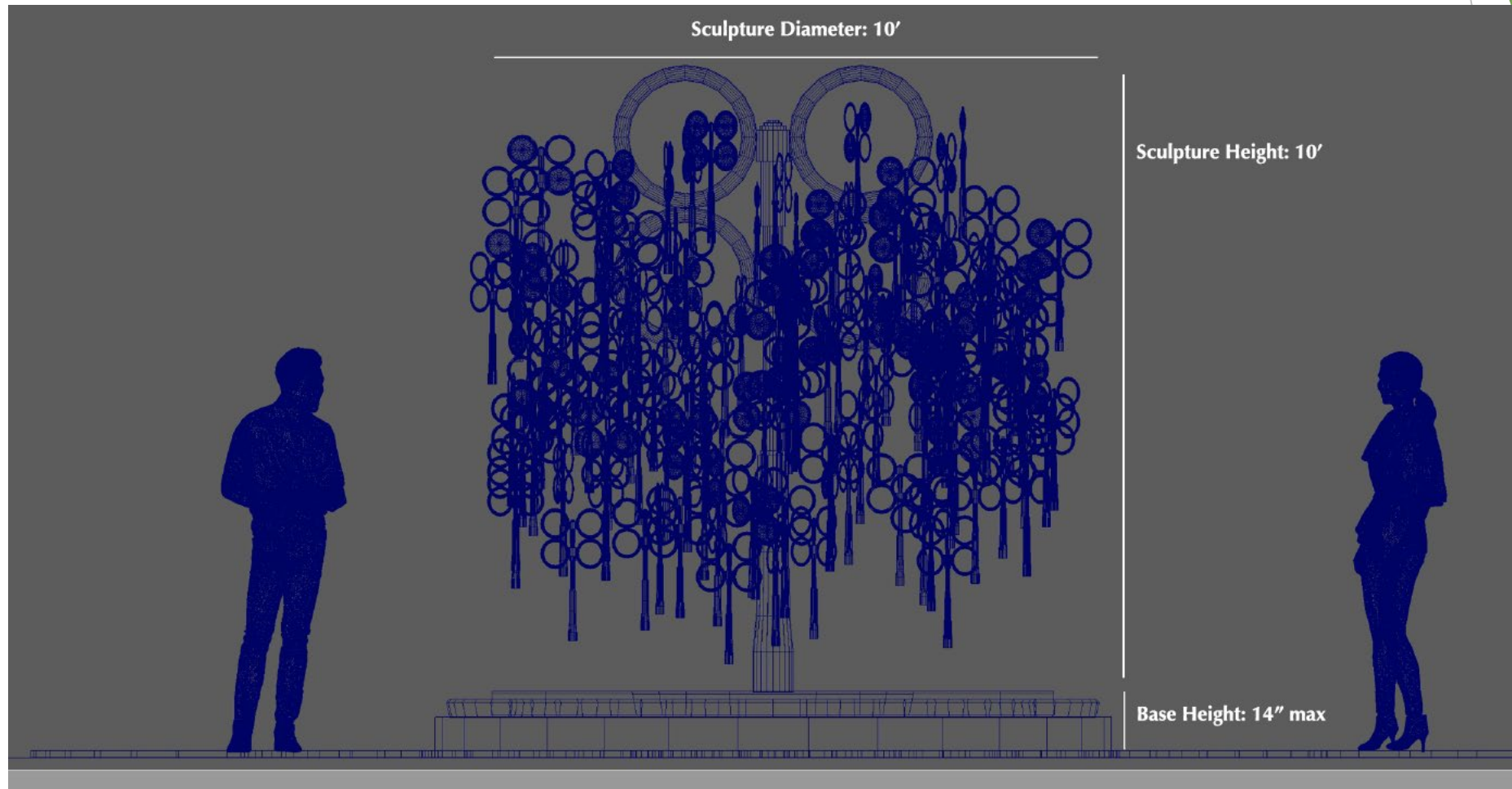
Memorial Art



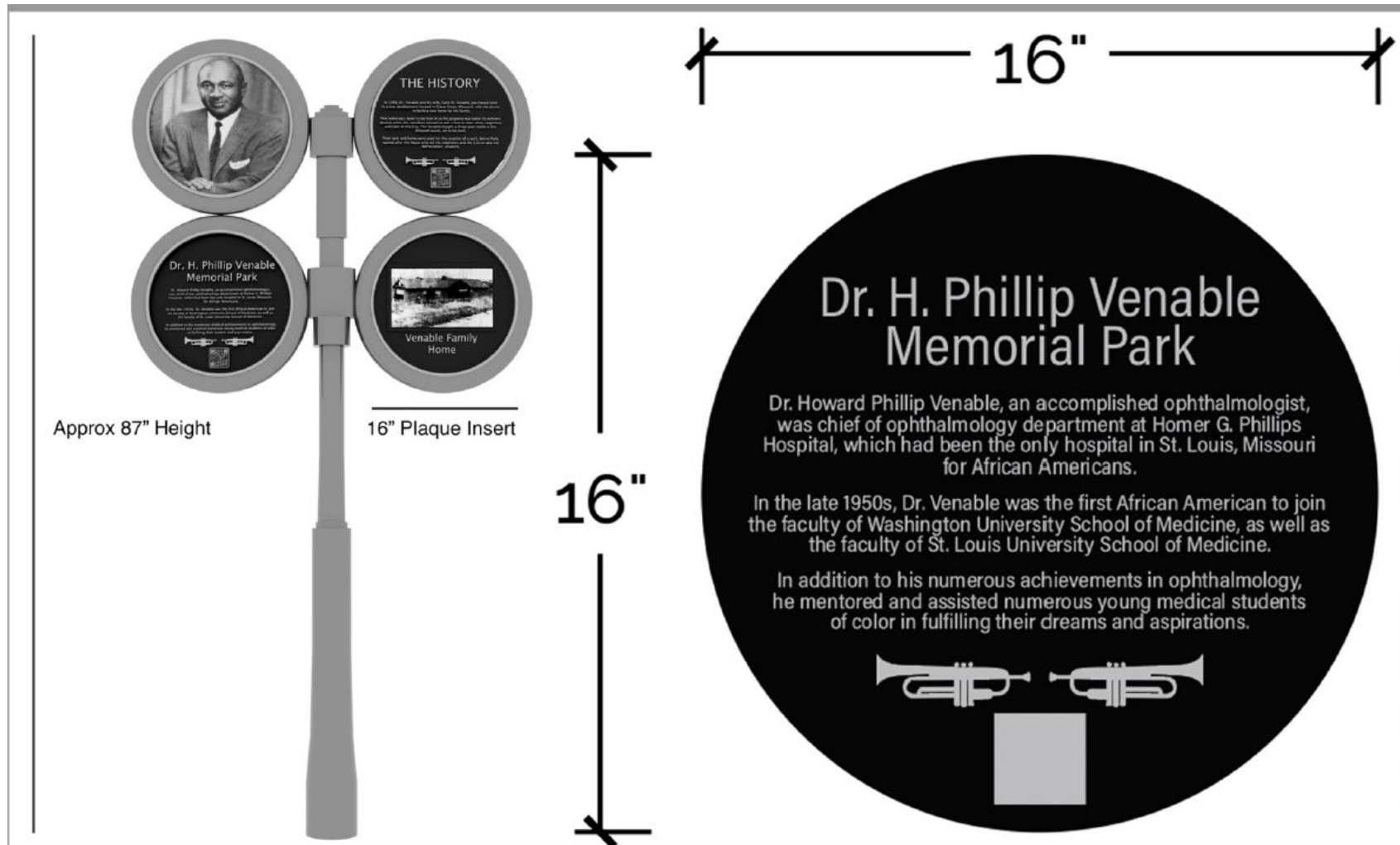
Memorial Art



Memorial Art (approximately 10' diameter)



One Interpretative Sign



Engineer Opinion of Probable Cost

	May 2024	10% Contingency
Earthwork & Removals	\$209,500	
Erosion Control	\$9,800	
Hardscapes	\$557,620	
Utilities	\$153,000	
Miscellaneous Items	\$140,326	
New Pavilion	\$135,000	
Landscaping Items	\$163,316	
Bathroom Renovations	\$125,000	
Playground (3-5 yr)	\$183,900	
Memorial hardscapes	\$100,000	
Memorial - Artwork	\$300,000	
Total Base -w/ Alternates	\$2,077,462	\$208,000
Alt. #1 - Pedestrian Bridge	\$250,000	\$25,000
Alt. #2 - Splash Pad	\$184,390	\$19,000
Total with Alternates	\$2,511,852	\$2,763,852

Funding

	Budget	Cost Estimate May 2024
Master Plan - Playground, Splash Pad, Bridge, Trails, etc.	\$2,200,000	
Memorial Art	\$225,000	
FY2025 Subtotal	\$2,425,000	
Master Plan - Base Bid Items (w/ 10% contingency)		\$2,285,462
Master Plan - Base Bid + Alt. #1 & #2 (w/ 10% contingency)		\$2,763,852

CIP - FY2025 to FY2029

9506 PARKS AND RECREATIONAL FACILITIES	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Millennium Phase 2 - Trails & Ridgemoor Forest Connection	-	-	-	110,000	850,000
Venable Park Phase 1 - Bridge, Playground & Splash pad	2,200,000	-	-	-	-
Playground Safety Surface - Conway 2026 & MTP 2029	-	125,000	-	-	200,000
Millennium Phase 3 - Park Entrance & Parking Lot Imp.			-	70,000	400,000
Lake School Park Renovations (Tennis & pickleball courts)	11,000	75,000	675,000	2,600,000	
Venable Park Memorial (HDR Foundation Grant)	225,000				-
Malcolm Terrace Park Pavilion Replacement					75,000
Millennium Park - Parking Lot Solar Lighting	25,000				
Subtotal	2,461,000	200,000	675,000	2,780,000	1,525,000
Ending Fund Balance (Cash Basis) - Parks and Stormwater Fund	646,881	1,590,998	2,720,066	1,429,239	1,748,575

Memorial (City Contribution)	\$150,000
Memorial (HDR Foundation Grant)	\$100,000
Memorial (Private Donations)	\$50,000
Master Plan (HDR Foundation Grant)	\$300,000

Possible Schedule

- October / November 2024 Public Bid
 - December 2024 Award of Construction Contract
 - January 2025 Construction Commence (weather permitting)
 - October 2025 - Ribbon Cutting Ceremony
-
- **Option #2 - April 2025 Public Bid**
 - **May 2025 Award of Construction Contract**
 - **September 2025 Construction Commence**
 - **May 2026 Ribbon Cutting Ceremony**

Discussion / Next Steps



**REGULAR MEETING
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CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
MAY 28, 2024
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 Tuesday, May 28, 2024, 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 Donna Spence
Council Member, Ward 2 Tim Carney
Council Member, Ward 2 Kimberly Norwood
Council Member, Ward 3 David Hoffman
Council Member, Ward 3 Drew Newman via Zoom
Council Member, Ward 4 Joseph Martinich
Council Member, Ward 4 Scott Saunders

Staff Present: City Administrator Mark Perkins, Assistant City Attorney Stephanie Karr, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Acting Director of Public Works Steven Berecz, Chief of Police Jeffrey Hartman, and Public Information Officer and Management Analyst Melissa Bradford.

COMMENTS FROM THE GENERAL PUBLIC

No one requested to speak.

PUBLIC HEARING

1. Presentation of the FY2025 Annual Budget

City Administrator Mark Perkins and Director of Finance Lori Obermoeller were sworn in by the court reporter. Mr. Perkins presented the FY2025 Annual Budget and thanked Director of Finance Lori Obermoeller, department staff, and Assistant City Administrator Sharon Stott for their time and efforts in completing the budget. Ms. Obermoeller confirmed one adjustment to the FY2025 budget, which involved an increased fee for the West Central Dispatch Center (WCDC), leading to a decrease in the fund balance for FY2025.



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Council Member Manlin confirmed that the sales tax rate for the B zone is statutory for St. Louis County only. Mr. Perkins stated that any property annexed from St. Louis County after the formula's implementation would be placed in the B zone and sales tax generated from the annexed area would involve shared revenues. Mr. Perkins stated that the City retains 85% of the Capital Improvement Sales, city-wide. Parks and Stormwater tax revenues are not subject to sharing.

Council Member Spence confirmed that 15% is a flat rate for sharing of the Capital Improvement sales tax. Mr. Perkins added that the general revenue sales tax fluctuates, but the City typically shares around 18% net, pursuant to the St. Louis County sales tax sharing formula.

There being no comments from the public, Assistant City Attorney Stephanie Karr presented exhibits for the record and the public hearing was closed.

ACCEPTANCE OF THE AGENDA

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 2 Carney

SECONDER: Council Member Ward 4 Saunders

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders

The vote on the motion being 8 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

CONSENT AGENDA

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 4 Saunders

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.



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2. Approval of May 13, 2024, City Council Regular Meeting Minutes

BILLS PAYABLE REPORT

For Information Only: Invoices Paid Listing 05-07-2024 to 05-21-2024

UNFINISHED BUSINESS

- 3. Bill No. 6120- An Ordinance amending the adopted 2024 Capital Fund Budget of the City of Creve Coeur by authorizing additional appropriations to the Capital Fund Budget. Final Reading and Passage.**

The City Administrator read Bill No. 6120 for the final time.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 4 Saunders

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried. Bill No. 6120 becomes Ordinance No. 5893.

NEW BUSINESS

- 4. Bill No. 6121- An Ordinance authorizing a second amendment to Ordinance 5570 regarding the rezoning and approval of a residential designed development with accompanying preliminary subdivision plat and site development plan for the Santino Court Subdivision. First Reading.**

The City Administrator read Bill No. 6121 for the first time.

Director of Community Development Jason Jaggi provided an overview of the amendments which include house designs, exterior materials, color palette, subdivision landscape plan, pocket park features, entry monument signs, and fence designs (see Exhibit A). Mr. Jaggi reviewed the suggested conditions of approval and stated any future changes to the subdivision indentures would require review by the City Attorney prior to recording at St. Louis County. Mr. Jaggi stated the Planning and Zoning



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Commission recommended approval at the meeting held on Monday, May 20, 2024.

Randy Matthews, of Renaissance Living LLC, provided additional details on the exterior materials and the proposed color palette. Mr. Matthews stated the houses would be energy efficient per St. Louis County building code, but they would not be as efficient as initially proposed by the original contractor.

5. Bill No. 6122- An Ordinance adjusting the municipal boundary between the City of Creve Coeur and the City of Town and Country for the property located on Lot 4 of North Forty Estates Subdivision. First Reading.

The City Administrator read Bill No. 6122 for the first time.

Director of Community Development Jason Jaggi stated the City of Town & Country received an application for a new subdivision, part of which falls within the City of Creve Coeur. Mr. Jaggi provided an overview of the municipal boundary adjustment request and discussed the proposed development and landscape plans.

Fred Strasheim, resident of 29 Balcon Estates, expressed opposition to the proposed municipal boundary adjustment and shared his concerns.

Melody Noel, resident of 28 Balcon Estates, spoke in opposition to the proposed municipal boundary adjustment and outlined concessions requested by residents.

Linda Drohlich, resident of 28 Balcon Estates, inquired about the potential revenue losses associated with adjusting the municipal boundary.

Dan McDougell, trustee of Balcon Estates, emphasized that the concessions requested by residents would help preserve the current existence of the subdivision.

Bill Roper, trustee of Balcon Estates, emphasized the concessions requested by residents and urged the City to advocate on their behalf.

Council Member Manlin inquired about the concessions and whether they have been discussed with the developer. In response, Scott Pratt, of Fischer Homes, stated he has met with the residents and expressed a willingness to collaborate with them to ensure they are comfortable with the plan.

Council Member Martinich expressed opposition to the proposed adjustment as currently presented and emphasized the need for concessions to be documented in



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writing, particularly regarding maintenance responsibilities for the new landscape between shared property lines with Balcon Estates and the new development. Council Member Manlin suggested that written rules and protections should be provided to the residents of Balcon Estates.

Council Member Spence shared her concerns about the potential noise impact of the retaining wall.

Council Member Manlin emphasized the importance of documenting concessions in writing and suggested they be addressed before final review.

6. Bill No. 6123- An Ordinance Adopting the Annual Budget of the City of Creve Coeur for Fiscal Year 2025. First Reading.

The City Administrator read Bill No. 6123 for the first time.

Director of Finance Lori Obermoeller reminded the Council that one adjustment to the FY2025 budget, which involves an increased fee for the West Central Dispatch Center (WCDC), and the budget would be updated with the correct information and provided to the Council prior to the second reading. Ms. Obermoeller stated the Finance Committee submitted a letter of recommendation for approval of the FY2025 budget.

7. Resolution No. 1726- A Resolution of the City Council of the City of Creve Coeur, Missouri, to execute the stormwater committee's project recommendations for the pilot year of the City's Stormwater Management Cost-Share Program for the not-to-exceed reimbursement amount of \$18,994.

City Administrator read Resolution No. 1726.

Civil Engineer Dione Garson summarized the recommended projects for the Stormwater Management Cost-Share Program's pilot year. Ms. Garson stated the Stormwater Committee recommended approval at their meeting on May 8, 2024.

Council Member Saunders inquired about who would be responsible for future project maintenance. Ms. Garson stated that the Stormwater Committee reviewed the issue and decided against a written long-term maintenance easement agreement under the program. However, this could be reconsidered in the future.



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RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 4 Martinich

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

BUSINESS FROM MAYOR AND CITY COUNCIL

8. Council Liaison Reports

Council Member Carney stated the Heart-to-Heart Run race will be held on Saturday, June 1, 2024, at 7:30 AM at the Government Center.

BUSINESS FROM CITY ADMINISTRATOR

9. Strategic Plan Update

City Administrator Mark Perkins stated that the review of a new three-year Strategic Plan development will begin in December 2024. Additionally, a citizen survey will be conducted in 2024 to evaluate the level of satisfaction with City services and to receive feedback on key community issues.

There were no questions from the City Council.

10. Deer Creek OMCI District Follow Up

City Administrator Mark Perkins provided an overview of a recent meeting with several other cities and the leadership of the Metropolitan St. Louis Sewer District (MSD). Mr. Perkins stated that MSD is currently planning to set the tax rate at 25% of the current rate. Communication has been sent to MSD leadership to continue operation of the Deer Creek Operations, Maintenance, Construction, and Improvement Taxes (OMCI) district and encourage a higher rate equal to 50% up to 100% of the current rate.

The Council consensus is to continue recommending a higher rate equal to 50% to 100% of the current rate.



**REGULAR MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
MAY 28, 2024
7:00 PM**

ADJOURNMENT

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Manlin

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Spence, Carney, Norwood, Hoffman, Newman, Martinich, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

The meeting adjourned at 9:09 PM.

Submitted by:

Kellie Henke
City Clerk

Dr. Robert Hoffman
Mayor

SANTINO COURT RESIDENTIAL DESIGNED DEVELOPMENT PLAN AMENDMENTS

May 28, 2024 City Council Meeting

Jason Jaggi, AICP Director of Community Development

Exhibit A

BACKGROUND

- **February 2018: City Council approved the rezoning from A Single Family Residential to B Single Family Residential with a Residential Designed Development (RDD) Designation (Ord #5570)**
 - **RDD—zoning procedure that allows for smaller lot sizes, reduced setbacks, can't exceed overall density of zoning district**
- **June 2018: Final plat and improvement plans were approved by City Council**
- **Original builder and applicant: UIC**

ORIGINAL DEVELOPMENT PLAN

- 9 lots on existing Santino Court with pocket park amenity for property owners
- Contemporary house designs and associated contemporary landscape and site design
- To date: 2 out of 9 lots have been developed and sold to private owners, subdivision amenities and landscape/site features not completed



PROPOSED AMENDMENTS

- **Changes are proposed by the new builder, Renaissance Living, LLC affecting the following design elements:**
 - **House designs and exterior materials, color palette**
 - **Subdivision landscape plan**
 - **Pocket park features**
 - **Entry monument signs**
 - **Fence design**
- **No changes are proposed for the following:**
 - **Number of lots, setbacks, density, site coverage of lots**
 - **Stormwater management plan**
 - **Indentures**

PROPOSED AMENDMENTS

■ HOUSE DESIGN

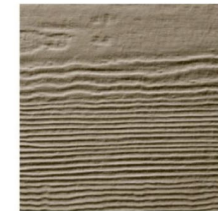
- Traditional architecture
- Exterior Materials: Brick, stone, EIFS, fiber cement siding
- Color palette: natural earthtones: browns, tans, khaki, gray, etc.
- Side entry garages



Santino Court Conceptual James Hardie Siding (and EIFS) Color Palette



Aged Pewter



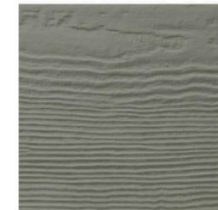
Khaki Brown



Monterey Taupe



Pearl Gray



Gray Slate

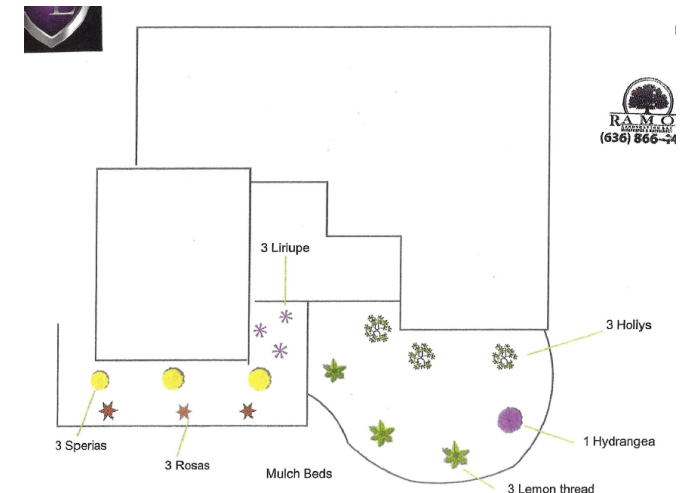
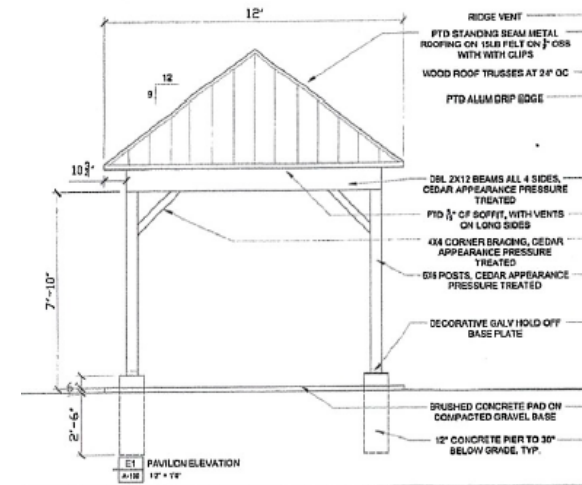


Cobble Stone

PROPOSED AMENDMENTS

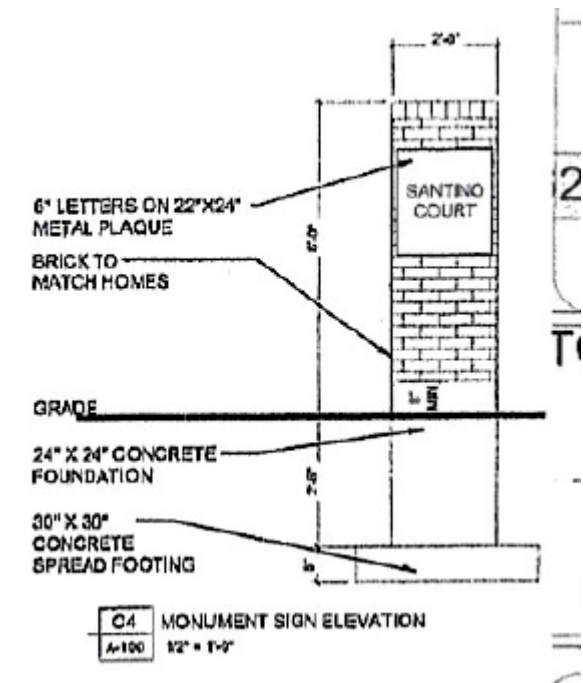
■ LANDSCAPE PLAN

- Complete landscaping proposed by UIC along frontages
- New landscape design for pocket park featuring a gazebo
- Foundation plantings for each new home along street



PROPOSED AMENDMENTS

- **Subdivision Entry Signs**
 - **New design. Brick faced pillar—6-feet in height**
- **Fencing**
 - **3.5-foot decorative aluminum fence along perimeter, Ballas and Ladue frontages**
 - **Remove and replace existing black aluminum fence along Ballas**



SUGGESTED CONDITIONS OF APPROVAL

Highlights of Draft Conditions of Approval for the amendments:

- All conditions from Ordinance 5570 remain in effect, except as modified by this application
- Building elevations and materials, color palette are to be substantially similar to submitted plans, except no EIFS or vinyl siding allowed
- All site improvements shown on the amended plans are to be followed **<replaces prior designs>**
- Front entry garages are prohibited facing Santino Court. Side and rear entry garages are permitted

SUGGESTED CONDITIONS OF APPROVAL

- Final landscape plan to be submitted to staff for review and approval.
 - Incorporate additional shrubs within mulched beds on Ladue and Ballas frontages
 - Replacement of street trees as needed along street frontages
 - Pave walkway leading from sidewalk to the gazebo within pocket park
 - Provide landscaping at base of two new monument signs
 - **Provide irrigation within common landscaped areas—frontages and pocket park**
- Decorative aluminum fence along street frontages, dark in color. Work with staff on specific placement to compliment berms and landscaping. Replace existing fence on Ballas to stair step and be consistent with the new fence design.

SUGGESTED CONDITIONS OF APPROVAL

- The following subdivision improvements must be completed and inspected by the City prior to occupancy permit issued for any of the new homes:
 - Perimeter fencing
 - Perimeter landscaping **and irrigation**
 - Subdivision entry signs
- Any future changes to Santino Court subdivision indentures require review by City Attorney prior to recording at St. Louis County



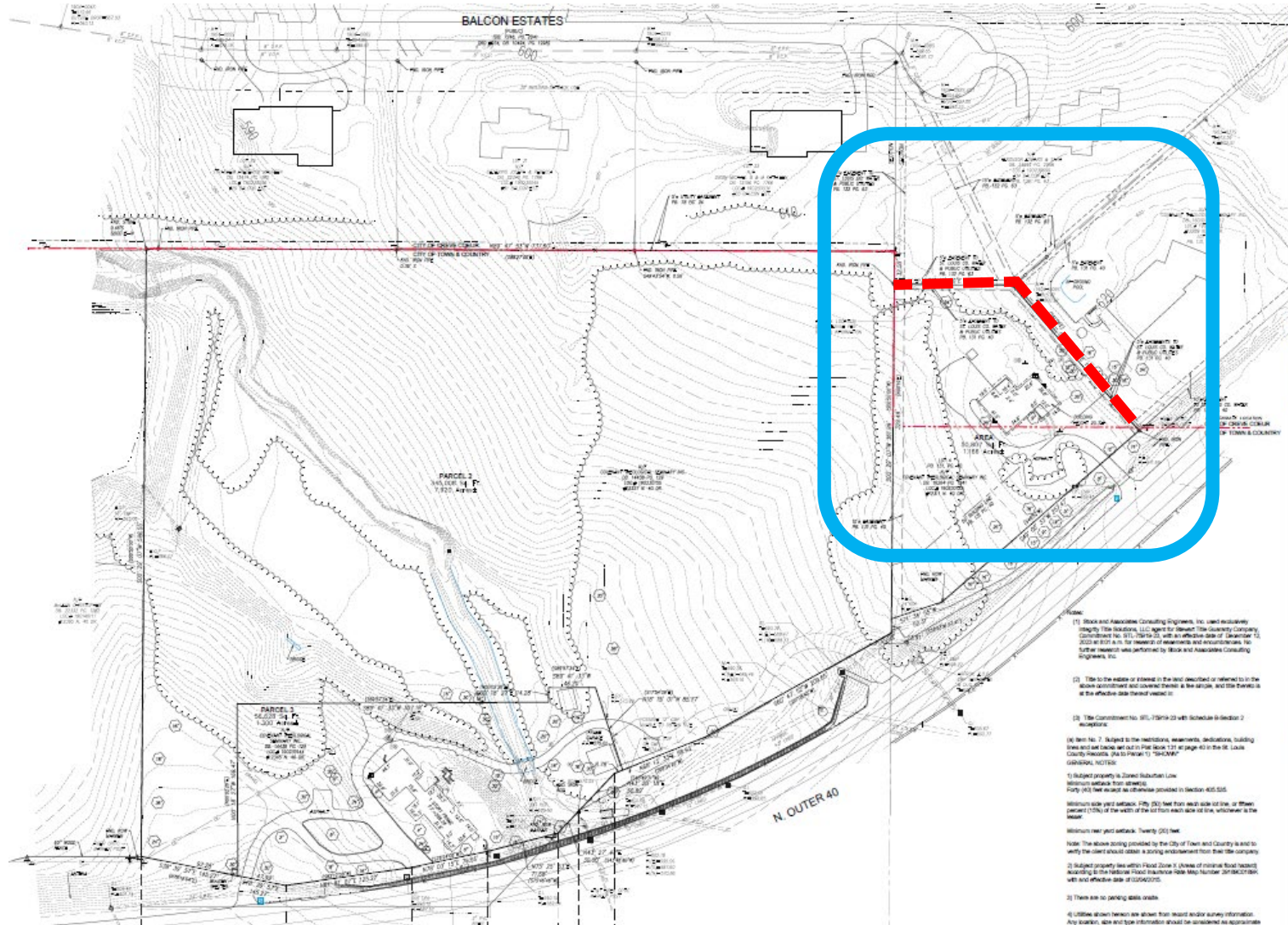
Questions

Municipal Boundary Adjustment Request



- Lot 4 North Forty Estates Subdivision, 3 lots in original subdivision, 12311 N Forty Drive
- 1.17 acres
- Split between Creve Coeur and Town and Country
- Plat approved in 1969 by both cities
- **Transfer 0.57 acres from CC to T&C**
- New 21 home subdivision proposed
- Entire development located within T&C
- Plan approved by T&C P&Z in April, pending review by T&C Board of Aldermen in June
- Borders Balcon Estates subdivision in Creve Coeur

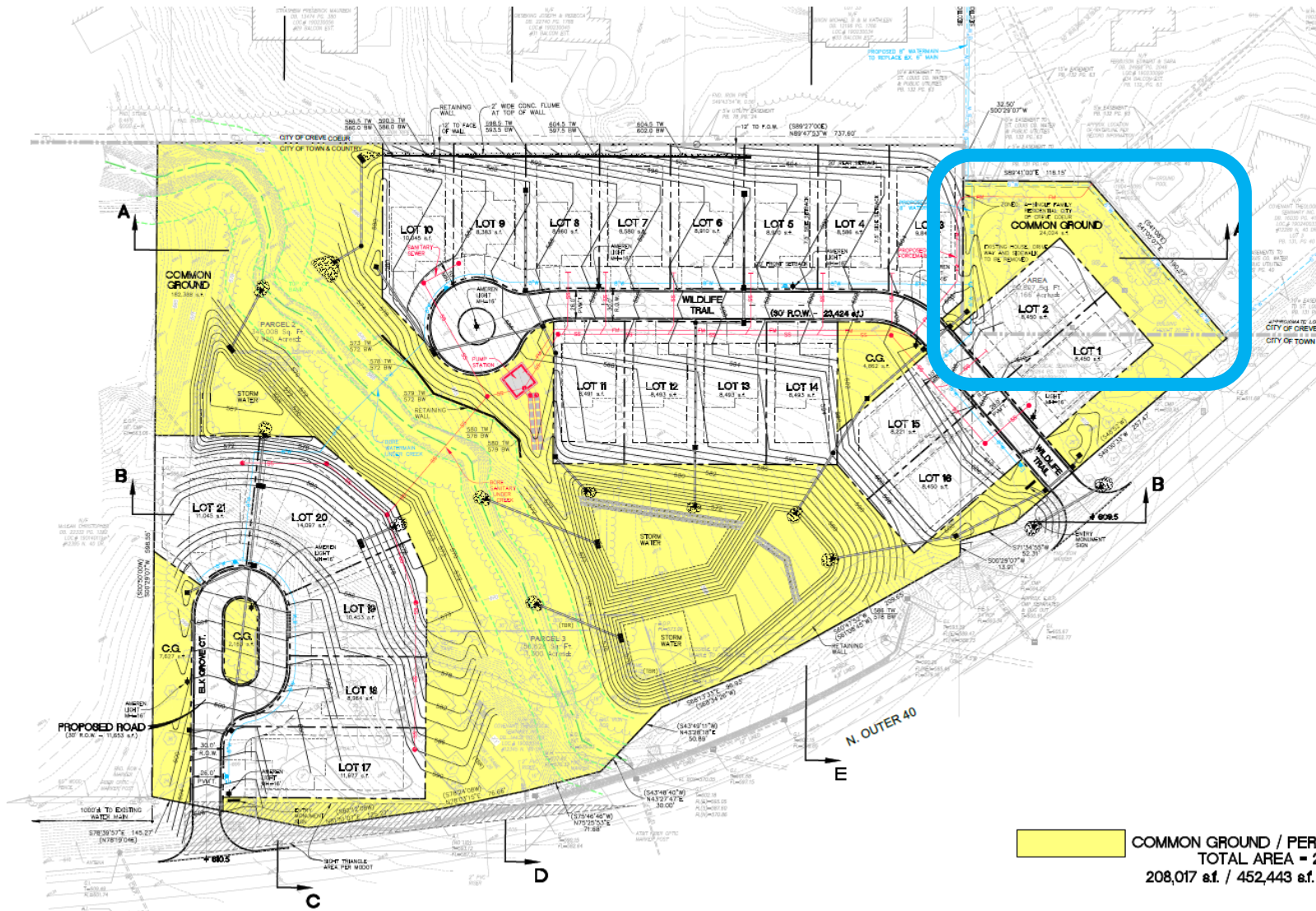
Municipal Boundary Adjustment Request



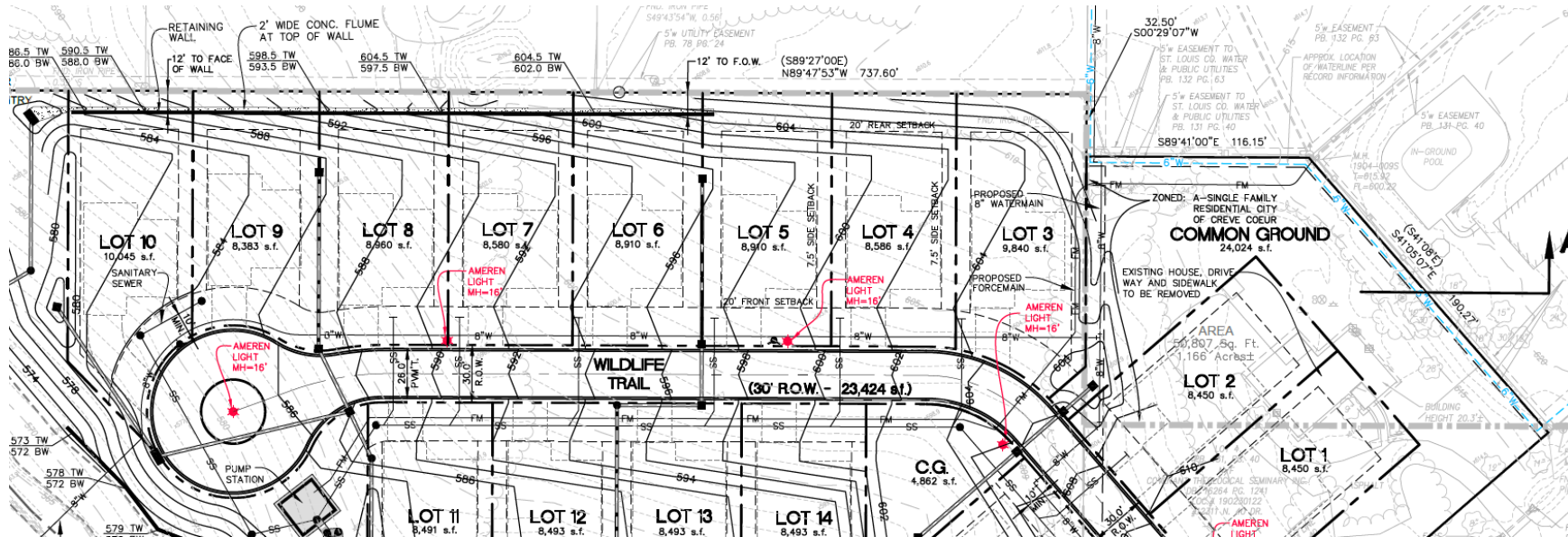
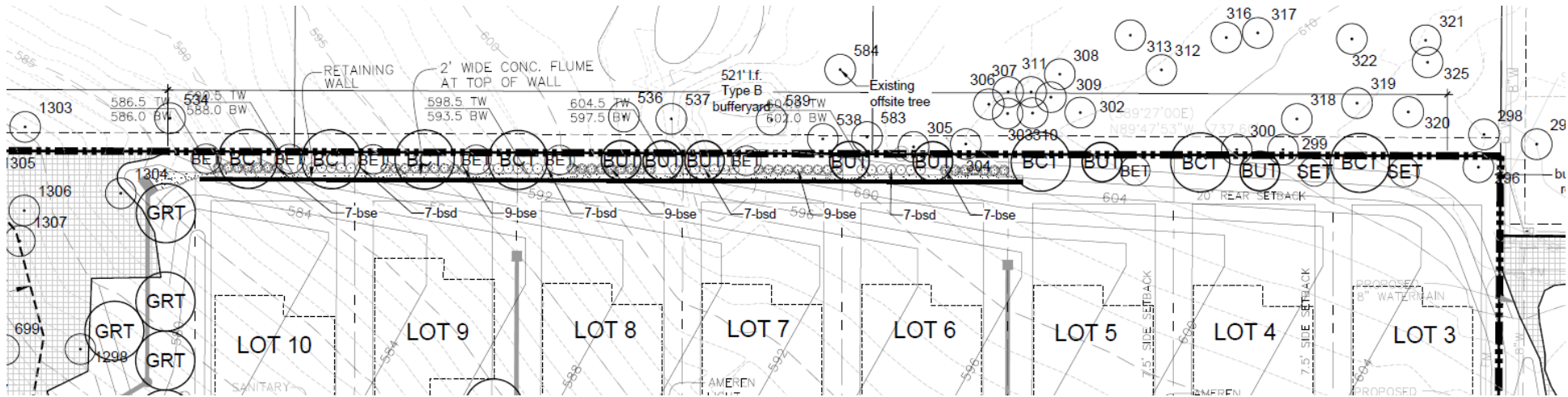
- Red dashed line represents proposed new municipal boundary line—transferring 0.57 acres to Town and Country

Proposed Development Plan

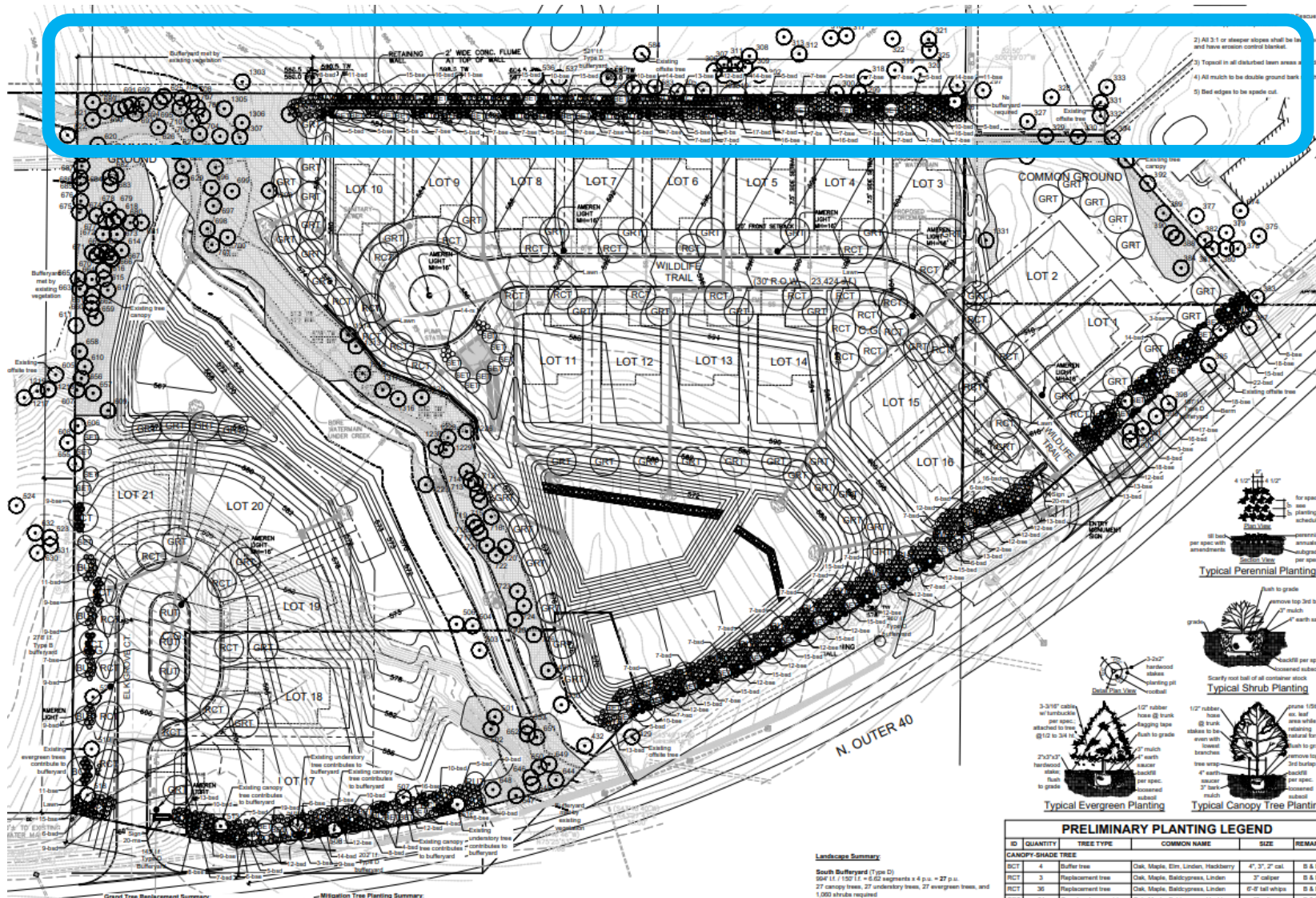
- New stormwater detention basins. MSD standards and permitting requirements
- Lot 4 improvements: demolish existing house, new subdivision street entrance, portions of 4 new lots, common ground with landscaping
- Portion in Creve Coeur: parts of two lots and common ground



Prior Landscape Plan 5-15-24

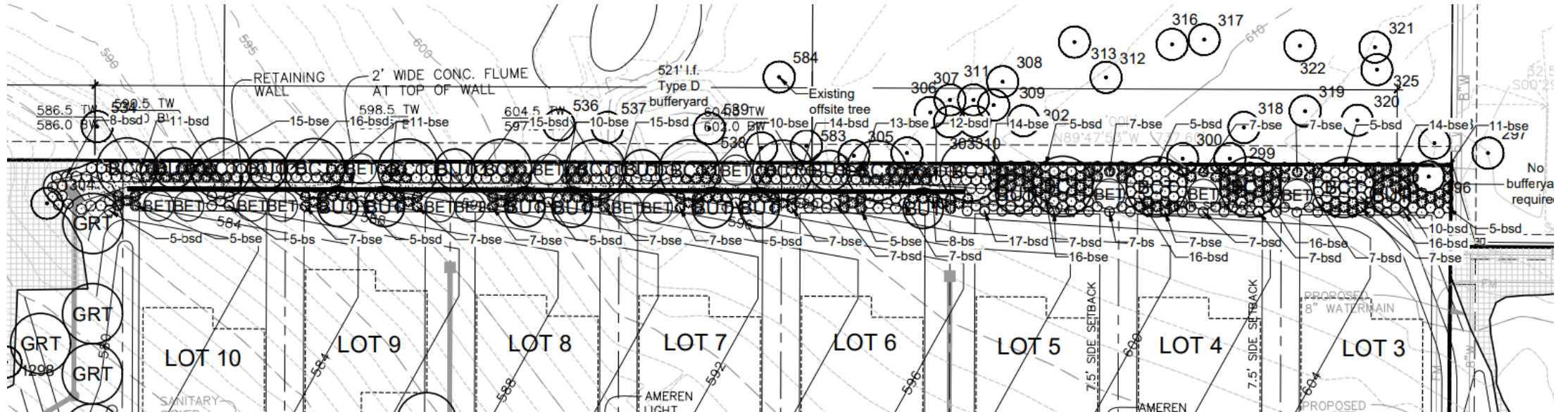


Revised Landscape Plan 5-24-24



- Considerable tree removal
- Row of new trees and shrubs on northern border between shared property line with Balcon Estates and new retaining wall within the development.
- Retaining wall is 12-feet from property line. Revised landscape plan added more trees and shrubs
- Maintained by HOA but not within a landscape easement

Revised Landscape Plan 5-24-24



Strategic Plan 2023-2025



City Council Meeting
May 28, 2024

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**
- 2 Creativity**
- 3 Fairness**
- 4 Inclusion**
- 5 Fiscal Responsibility**
- 6 Caring**
- 7 Commitment**
- 8 Practical and Straightforward**
- 9 Forward Thinking**

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.

GOAL 1

Invest in city services to make them effective and efficient.



FY24 Actions

- Implementation of LAMA building permit software.
- Implemented several benefit enhancements, including (1) added dental and vision option for retirees, (2) increased sick leave for first-year hires, (3) enhanced vacation accrual schedule, and (4) increased personal leave
- Transferred the city's Legacy Pension Plan to LAGERS and increased LAGERS plan to L-6.
- Informed residents about the use tax ballot initiative through the city newsletter.

GOAL 1

Invest in city services to make them effective and efficient.



FY25 Actions

- Continue informing residents about the local use tax.
- Continue implementation of LAMA building permit software.
- Review and re-bid the city's trash and recycling service.
- Consider additional benefit enhancements including (1) retiree health stipend and (2) paid family & medical leave.
- Conduct the triennial community survey to obtain feedback on city services.

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.

GOAL 2

Invest in infrastructure and facilities to support the local economy and quality of life.



FY24 Actions

- Received grant funding for S. New Ballas Road, Fernview sidewalk project, and N. New Ballas Road sidewalk.
- Completed development of a Watershed Management Plan.
- Initiated refrigerant replacement project at the Ice Arena.

GOAL 2

Invest in infrastructure and facilities to support the local economy and quality of life.



FY25 Actions

- Set aside a portion of fund balance annually for future replacement of the Government Center
- Explore renovations of Dielmann Recreation Complex.
- Apply for federal transportation grants to resurface New Ballas Road (Phase 3).
- 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.

GOAL 3

Promote safety and well-being of the community.



FY24 Actions

- Completed Millennium Park renovations.
- Conway Park and Malcolm Terrace Park restrooms converted to year-round use.
- Developed master plan for Venable Park and commemorative artwork.
- Established cost-share program for solar street lighting.
- Secured grants for Fernview Drive and New Ballas sidewalk projects.
- Reached full staffing in the Police Department.

GOAL 3

Promote safety and well-being of the community.



FY25 Actions

- Begin construction of Venable Park renovations and installation of commemorative artwork.
- Pursue grant opportunities to implement the Centennial Greenway and 39 North Connector in Creve Coeur.

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.

GOAL 4

Actively engage Creve Coeur residents and seek input from diverse perspectives.



FY24 Actions

- Held the annual subdivision trustee meeting and ward town hall meetings.
- Developed the Watershed Management Plan with extensive public engagement.
- Planned a Plein Air Art Event for the summer 2024 to engage the community in a cultural event.
- Ongoing planning to celebrate the City's 75th and Golf Course's 100th anniversary.

GOAL 4

Actively engage Creve Coeur residents and seek input from diverse perspectives.



FY25 Actions

- Conduct the triennial community survey to obtain feedback on key issues facing the city.
- Prepare for installation of Venable Park commemorative artwork.
- Host the city's first-ever Plein Air Art Event.
- Encourage City Council attendance at Missouri Municipal League and Municipal League of Metro St. Louis events to promote learning and collaboration.
- Proactively recruit more diverse applicants to boards and commissions.

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.

GOAL 5

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



FY24 Actions

- Updated Comprehensive Plan to include redevelopment of the Bayer West Campus.
- Approved the Olia Village Development.
- Adopted a planned development ordinance to serve as a flexible zoning alternative.
- Pursue grant opportunities to implement the Centennial Greenway and 39 North Connector.
- Established an agreement with 39 North for economic development services.

GOAL 5

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



FY25 Actions

- Complete Old Olive Street Road/Lindbergh Boulevard reconstruction project.
- Develop landscaping plan for Lindbergh and Olive intersection.
- Oversee implementation of Olia Village Plan.
- Identify opportunities to engage with 39 North in support of economic development objectives.

Strategic Plan 2023-2025

Comments/Questions





MEMORANDUM

DATE: June 5, 2024

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 22, 2024 to June 5, 2024 in the amount of \$1,122,992.65.



Creve Coeur, MO

Council Report of invoices Paid Listing

By Fund

Payment Dates 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 01 - GENERAL FUND						
PAYROLL MS CONTRIBUTION	INV0002072	05/24/2024	ICMA ROTH IRA %	01-2319	DFT0008857	104.05
FAMILY SUPPORT DIVISION	INV0002073	05/24/2024	CHILD SUPPORT	01-2113	DFT0008858	184.62
CHILD SUPPORT OFFICE						
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ER PENSION 10%	01-2312	DFT0008859	833.70
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	MS ROTH IRA CATCHUP\$	01-2318	DFT0008859	40.00
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA ROTH 457 %	01-2318	DFT0008859	3,243.80
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA ROTH 457 \$	01-2318	DFT0008859	1,908.08
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA ROTH IRA \$	01-2319	DFT0008859	514.62
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA 457 \$	01-2322	DFT0008859	7,631.40
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA 457 %	01-2322	DFT0008859	1,822.75
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA 457 \$	01-2322	DFT0008859	692.33
PAYROLL MS CONTRIBUTION	INV0002074	05/24/2024	ICMA LOAN PAYMENT	01-2324	DFT0008859	785.60
MOST MISSOURIS 529	INV0002075	05/24/2024	MOST 529 COLLEGE SAVINGS	01-2323	DFT0008860	635.00
SAVINGS PLAN						
VOYA	INV0002076	05/24/2024	VOYA 457\$	01-2321	DFT0008861	290.00
VOYA	INV0002076	05/24/2024	VOYA 457 %	01-2321	DFT0008861	1,470.76
DEPARTMENT OF TREASURY	INV0002077	05/24/2024	SOCIAL SECURITY	01-2102	DFT0008862	38,652.12
DEPARTMENT OF TREASURY	INV0002077	05/24/2024	MEDICARE	01-2103	DFT0008862	9,039.64
DEPARTMENT OF TREASURY	INV0002077	05/24/2024	FEDERAL WITHHOLDING	01-2104	DFT0008862	29,158.71
PAYROLL MISSOURI	INV0002078	05/24/2024	STATE WITHHOLDING	01-2105	DFT0008863	10,990.00
WITHHOLDING TAXES						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	FY25 REGISTRATION FOR FBI	01-1656	DFT0008915	560.00
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	PAYROLL CONFERENCE OCT	01-1656	DFT0008915	575.00
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	FY25 MoCCFOA Dues- 5/1/2	01-1656	DFT0008915	40.00
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	NITRILE GLOVES	01-2410	DFT0008915	39.20
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	5 CANS HOME SPRAY	01-2410	DFT0008915	37.96
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	WIPES FOR LIVESCAN	01-2410	DFT0008915	26.97
INC						
GURLEY LEEP	24-0097-NEWB	05/29/2024	REFUND OVERPAYMENT ON	01-4420	67548	10,000.00
LAGERS	9103 MAY 2024	05/29/2024	9103 MAY 2024	01-2317	DFT0008882	123,318.73
WEST CENTRAL DISPATCH	FY24 REIMBURSEMENT	05/29/2024	REIMBURSEMENT FOR TOW	01-2844	844	99,345.41
CENTER						
QUADIENT FINANCE USA INC	PPLN01-05/15/24	05/29/2024	PREPAID POSTAGE	01-1652	67553	3,000.00

Council Report of invoices Paid Listing

Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
MoCCFOA MEMBERSHIP STATE	FY25 DUES	05/30/2024	FY25 MEMBERSHIP DUES ST	01-1656	67559	20.00
MoCCFOA MEMBERSHIP STATE	FY25 DUES	05/30/2024	FY25 MEMBERSHIP DUES HE	01-1656	67559	40.00
DEPARTMENT OF TREASURY	INV0002079	05/31/2024	SOCIAL SECURITY	01-2102	DFT0008868	573.50
DEPARTMENT OF TREASURY	INV0002079	05/31/2024	MEDICARE	01-2103	DFT0008868	134.14
DEPARTMENT OF TREASURY	INV0002079	05/31/2024	FEDERAL WITHHOLDING	01-2104	DFT0008868	100.00
PAYROLL MISSOURI WITHHOLDING TAXES	INV0002080	05/31/2024	STATE WITHHOLDING	01-2105	DFT0008869	100.00
ST LOUIS AREA HEALTH INSURANCE TRUST MEDICAL	0624	06/05/2024	GROUP HEALTH JUN 24	01-2211	67585	111,744.30
ST LOUIS AREA HEALTH INSURANCE TRUST MEDICAL	0624	06/05/2024	GROUP HEALTH JUN 24	01-2225	67585	3,711.42
FIDELITY SECURITY LIFE INSURANCE COMPANY	166310108	06/05/2024	RETIREES VISION INS JUN 24	01-2218	67572	8.05
FIDELITY SECURITY LIFE INSURANCE COMPANY	166310108	06/05/2024	RETIREES VISION INS JUN 24	01-2224	67572	16.10
FIDELITY SECURITY LIFE INSURANCE COMPANY	166312115	06/05/2024	VISION JUN 24	01-2218	67572	966.25
FIDELITY SECURITY LIFE INSURANCE COMPANY	166312115	06/05/2024	VISION JUN 24	01-2224	67572	-16.12
PATRICK R WORZER	514	06/05/2024	OLIA CONSULTING SERVICES	01-2806	855	652.50
AMERICAN UNITED LIFE INSURANCE COMPANY	619325-06/01/24	06/05/2024	VOL AD&D JUN 24	01-2216	67569	68.60
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	VOL LIFE JUN 24	01-2216	67564	1,297.40
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	VOL AD & D JUN 24	01-2216	67564	81.21
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	SHORT TERM DIS JUN 24	01-2222	67564	660.33
						465,098.13
						465,098.13

Department: 11 - LEGISLATIVE SERVICES

Division: 12 - MAYOR AND CITY COUNCIL

ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MML EOT- Norwood	01-11-12-6264	DFT0008915	26.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Council Dinner 4.8.24	01-11-12-6264	DFT0008915	17.97
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Agenda Review	01-11-12-6264	DFT0008915	74.58
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	New Council Orientation	01-11-12-6264	DFT0008915	15.60
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Council Reception- Incoming	01-11-12-6264	DFT0008915	95.15

Council Report of invoices Paid Listing

Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Agenda Review	01-11-12-6264	DFT0008915	66.12
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Council Dinner 4.24.24	01-11-12-6264	DFT0008915	405.72
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	New Council Orientation	01-11-12-6264	DFT0008915	6.08
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Council Dinner 4.8.24	01-11-12-6264	DFT0008915	405.04
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Donuts- Coffee with the May	01-11-12-6264	DFT0008915	55.17
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Metro St. Louis League Elect	01-11-12-6264	DFT0008915	70.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	CCO April Luncheon-Greer	01-11-12-6265	DFT0008915	150.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MML EOT- Newman & Spenc	01-11-12-6265	DFT0008915	300.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Arbor Day magnifying glasse	01-11-12-7315	DFT0008915	3.75
CHAMBER OF COMMERCE CREVE COEUR OLIVETTE	MAY 24 LUNCH	05/30/2024	MEMBERSHIP LUNCH ON 5/	01-11-12-6264	67558	26.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-11-12-5234	67564	43.84
Division 12 - MAYOR AND CITY COUNCIL Total:						1,761.02
Division: 13 - CITY CLERK						
MoCCFOA MEMBERSHIP STATE	MAY 24 LUNCH	05/29/2024	MEMBERSHIP LUNCH ON 6/	01-11-13-6264	67552	35.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-11-13-5234	67564	24.12
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-11-13-5235	67564	2.11
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-11-13-5236	67564	17.59
Division 13 - CITY CLERK Total:						78.82
Department 11 - LEGISLATIVE SERVICES Total:						1,839.84
Department: 12 - ADMINISTRATION						
Division: 11 - ADMINISTRATIVE						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MACHs Pre-Emp Background	01-12-11-6202	DFT0008915	15.55
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Pre-Employment Backgroun	01-12-11-6202	DFT0008915	30.85
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Monthly Credit Reports	01-12-11-6202	DFT0008915	50.91
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	FY24 HR Software-Annual Fe	01-12-11-6213	DFT0008915	5,268.00

Council Report of invoices Paid Listing

Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Facebook ad - Heart to Heart	01-12-11-6260	DFT0008915	25.40
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	STL Today Subscription	01-12-11-6262	DFT0008915	19.94
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Wall Street Journal Subscrip	01-12-11-6262	DFT0008915	4.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	FY24 MoCCFOA Dues - ACA \$	01-12-11-6262	DFT0008915	15.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	FY24 ICMA Membership Due	01-12-11-6262	DFT0008915	693.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Business e-newsletter subscr	01-12-11-6262	DFT0008915	76.00
MERCY CORPORATE HEALTH	713508	05/29/2024	RANDOM DOT DRUG/ALCOH	01-12-11-6271	67550	91.80
MERCY CORPORATE HEALTH	713513	05/29/2024	RANDOM DOT DRUG/ALCOH	01-12-11-6271	67550	62.05
MERCY CORPORATE HEALTH	713514	05/29/2024	RANDOM DOT DRUG/ALCOH	01-12-11-6271	67550	62.05
MERCY CORPORATE HEALTH	713922	05/29/2024	PRE-EMPLOYMENT SCREENI	01-12-11-6271	67550	110.50
MERCY CORPORATE HEALTH	714101	05/29/2024	PRE-EMPLOYMENT SCREENI	01-12-11-6271	67550	55.25
MERCY CORPORATE HEALTH	714688	05/29/2024	PRE-EMPLOYMENT SCREENI	01-12-11-6271	67550	55.25
MERCY CORPORATE HEALTH	714776	05/29/2024	PRE-EMPLOYMENT SCREENI	01-12-11-6271	67550	62.05
MERCY CORPORATE HEALTH	715808	05/29/2024	PRE-EMPLOYMENT SCREENI	01-12-11-6271	67550	55.25
MoCCFOA MEMBERSHIP STATE	MAY 24 LUNCH	05/29/2024	MEMBERSHIP LUNCH ON 6/	01-12-11-6264	67552	35.00
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES ADMIN 4/21/2	01-12-11-6253	67561	49.50
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-12-11-5234	67564	114.99
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-12-11-5235	67564	10.06
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-12-11-5236	67564	82.68
Division 11 - ADMINISTRATIVE Total:						7,045.08
Division: 14 - MUNICIPAL COURT						
RICOH USA INC	108228104	05/29/2024	COURT COPIER LEASE 4/13/2	01-12-14-6213	67554	192.63
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES COURT 4/21/2	01-12-14-6253	67561	24.75
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-12-14-5234	67564	47.62
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-12-14-5235	67564	4.17
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-12-14-5236	67564	34.72
MARY LEIGHTON BRUNTRAGER	JUDGE MAY 24	06/05/2024	PROVISIONAL JUDGE 5/15 VI	01-12-14-6201	851	500.00
ENGELMEYER & PEZZANI LLC	JUDGE MAY 24	06/05/2024	FY24 JUDICIAL SERVICES MA	01-12-14-6201	67571	1,875.00
Division 14 - MUNICIPAL COURT Total:						2,678.89
Department 12 - ADMINISTRATION Total:						9,723.97

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Department: 13 - FINANCE						
Division: 11 - ADMINISTRATIVE						
PAYROLL MISSOURI WITHHOLDING TAXES	INV0002078	05/24/2024	STATE WITHHOLDING	01-13-11-6202	DFT0008863	0.50
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	WPF DUES	01-13-11-6262	DFT0008915	35.00
ODP BUSINESS SOLUTIONS LLC	352697384001	05/30/2024	1099 FORMS (RETURNED)	01-13-11-7304	67560	21.99
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES FIN 4/21/24-5/	01-13-11-6253	67561	24.75
PAYROLL MISSOURI WITHHOLDING TAXES	INV0002080	05/31/2024	STATE WITHHOLDING	01-13-11-6202	DFT0008869	0.50
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-13-11-5234	67564	97.62
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-13-11-5235	67564	8.52
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-13-11-5236	67564	70.02
Division 11 - ADMINISTRATIVE Total:						258.90
Division: 15 - INTERDEPARTMENTAL						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Employee Wellness - Eclipse	01-13-15-6272	DFT0008915	79.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PARKER'S RETIREMENT CAKE	01-13-15-6272	DFT0008915	50.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	CRACKER JACKS FOR WELLNE	01-13-15-6272	DFT0008915	23.27
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	DAVE MICHAELS RETIREMEN	01-13-15-6272	DFT0008915	50.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PA assist. in court printer	01-13-15-7312	DFT0008915	138.89
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	BUDGET BINDERS	01-13-15-7312	DFT0008915	59.94
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	printer ink	01-13-15-7312	DFT0008915	47.78
ODP BUSINESS SOLUTIONS LLC	366470764001	05/30/2024	PEN REFILLS LANYARDS	01-13-15-7312	67560	22.30
ODP BUSINESS SOLUTIONS LLC	366554473001	05/30/2024	LABELS PRINTABLE CARDS A	01-13-15-7312	67560	83.72
ST LOUIS AREA HEALTH INSURANCE TRUST MEDICAL	0624	06/05/2024	GROUP HEALTH JUN 24	01-13-15-5230	67585	16,184.49
QUADIENT LEASING USA INC	Q1349841	06/05/2024	METER RENTAL FY24 Q2	01-13-15-6266	67582	202.50
Division 15 - INTERDEPARTMENTAL Total:						16,942.88
Division: 51 - MIS OPERATIONS						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	2 volcora cash drawers -recre	01-13-51-6213	DFT0008915	108.90

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	4-USB A to lightning cables	01-13-51-6213	DFT0008915	46.88
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	mice thermal paper	01-13-51-6213	DFT0008915	42.87
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	40ft hdmi cable	01-13-51-6213	DFT0008915	35.49
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	25ft hdmi separation pad ds	01-13-51-6213	DFT0008915	43.86
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	FY24 Solarwinds renewal 1yr	01-13-51-7332	DFT0008915	273.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Zoom subscription	01-13-51-7332	DFT0008915	55.99
CDW LLC	RD02154	05/29/2024	APC BATTERY CARTRIDGE RE	01-13-51-7331	831	407.47
CDW LLC	RH06905	05/29/2024	HP LASERJET M554DN PRINT	01-13-51-7331	831	994.80
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES MIS 4/21/24-5	01-13-51-6253	67561	24.75
WINNING TECHNOLOGIES IN	29906	06/05/2024	IT PROFESSIONAL SERVICES J	01-13-51-6202	860	1,800.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-13-51-5234	67564	26.47
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-13-51-5235	67564	2.32
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-13-51-5236	67564	19.30

Division 51 - MIS OPERATIONS Total: 3,882.10

Department 13 - FINANCE Total: 21,083.88

Department: 14 - COMMUNITY SERVICES

Division: 11 - ADMINISTRATIVE

BEGINNERS WORLD TENNIS	112	05/29/2024	INSTRUCTIONAL TENNIS MA	01-14-11-6202	67545	1,491.00
REGAL MIDWEST INC	3701	06/05/2024	H2H RACE SHIRTS 2024	01-14-11-6281	67583	2,565.18
DOUGLAS VENTURES LLC	406221224-66	06/05/2024	PARK PAVILION CLEANING JU	01-14-11-6203	848	447.02
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-14-11-5234	67564	22.54
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-14-11-5235	67564	1.98
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-14-11-5236	67564	16.43

Division 11 - ADMINISTRATIVE Total: 4,544.15

Department 14 - COMMUNITY SERVICES Total: 4,544.15

Department: 16 - MUNICIPAL FACILITIES MAINTENANCE

Division: 11 - ADMINISTRATIVE

SPIRE	5003001000-05/14/24	05/24/2024	300 N NEW BALLAS CITY HAL	01-16-11-6252	DFT0008925	102.78
UNIFIRST CORPORATION	1880119782	05/29/2024	MAINTENANCE UNIFORMS P	01-16-11-7308	842	8.66
UNIFIRST CORPORATION	1880120884	05/29/2024	MAINTENANCE UNIFORMS F	01-16-11-7308	842	8.66
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES BLDG MAINT 4	01-16-11-6253	67561	24.75
UNIFIRST CORPORATION	1880122203	06/05/2024	MAINTENANCE UNIFORMS	01-16-11-7308	859	8.19

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0247372-6: 300 N NEW BALL	01-16-11-6254	67575	167.34
RENTOKIL NORTH AMERICA INC	3558430	06/05/2024	PEST CONTROL AT GOVERN C	01-16-11-6212	858	102.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-16-11-5234	67564	18.89
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-16-11-5235	67564	1.65
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-16-11-5236	67564	13.78
Division 11 - ADMINISTRATIVE Total:						456.70
Department 16 - MUNICIPAL FACILITIES MAINTENANCE Total:						456.70
Department: 21 - POLICE						
Division: 11 - ADMINISTRATIVE						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	BACKGROUND PD APPLICAN	01-21-11-6203	DFT0008915	600.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	BACKGROUND PD APPLICAN	01-21-11-6203	DFT0008915	600.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	LUNCH FOR TELECOMMUNIC	01-21-11-6264	DFT0008915	91.70
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	5 LEO MEETING FEES	01-21-11-6264	DFT0008915	75.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	2 FBINAA MONTHLY MEETIN	01-21-11-6264	DFT0008915	30.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	CHARGER BLOCK	01-21-11-7302	DFT0008915	13.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PARKER'S RETIREMENT CAKE	01-21-11-7306	DFT0008915	19.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	LUNCH FOR PARKER'S RETIRE	01-21-11-7306	DFT0008915	178.47
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	LUNCH FOR PARKER'S RETIRE	01-21-11-7306	DFT0008915	23.98
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	GASOLINE FOR CHIEF'S VEHI	01-21-11-7307	DFT0008915	25.02
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UNIFORM SHIRTS FOR NON	01-21-11-7308	DFT0008915	376.75
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	COOKIES FOR JUNIOR POLIC	01-21-11-7314	DFT0008915	12.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	CITIZEN'S POLICE ACADEMY	01-21-11-7314	DFT0008915	424.80
UNIFIRST CORPORATION	1880119782	05/29/2024	MAINTENANCE UNIFORMS P	01-21-11-7308	842	8.67
UNIFIRST CORPORATION	1880120884	05/29/2024	MAINTENANCE UNIFORMS F	01-21-11-7308	842	8.67
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES POLICE 4/21/2	01-21-11-6253	67561	54.50
T MOBILE USA	972253619202405	05/30/2024	PD PHONES AND TABLETS PD	01-21-11-6253	67562	34.72
UNIFIRST CORPORATION	1880122203	06/05/2024	MAINTENANCE UNIFORMS	01-21-11-7308	859	8.19

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ENERGY PETROLEUM CO	388321	06/05/2024	REGULAR FUEL AT PW GARA	01-21-11-7307	850	753.10
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE	01-21-11-5234	67564	255.73
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-21-11-5235	67564	22.38
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-21-11-5236	67564	184.34
Division 11 - ADMINISTRATIVE Total:						3,802.99
Division: 21 - INVESTIGATION						
T MOBILE USA	972253619202405	05/30/2024	PD PHONES AND TABLETS PD	01-21-21-6253	67562	47.75
T MOBILE USA	972253619202405	05/30/2024	PD PHONES AND TABLETS PD	01-21-21-6253	67562	-19.76
ENERGY PETROLEUM CO	388321	06/05/2024	REGULAR FUEL AT PW GARA	01-21-21-7307	850	598.20
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-21-21-5234	67564	104.63
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-21-21-5235	67564	9.15
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-21-21-5236	67564	76.31
Division 21 - INVESTIGATION Total:						816.28
Division: 22 - PATROL						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UNLIMITED CAR WASHES FO	01-21-22-6210	DFT0008915	18.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UNLIMITED CAR WASHES FO	01-21-22-6210	DFT0008915	18.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UNLIMITED CAR WASHES FO	01-21-22-6210	DFT0008915	455.76
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UNLIMITED CAR WASHES FO	01-21-22-6210	DFT0008915	18.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SMALL TOOLS FOR CAR 2402	01-21-22-7302	DFT0008915	82.92
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	LOCKOUT KIT	01-21-22-7302	DFT0008915	36.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	LAPTOP BACKPACK	01-21-22-7304	DFT0008915	29.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	N EAR 360 - MOONEY	01-21-22-7308	DFT0008915	209.98
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	OFFICER BIKE HELMETS	01-21-22-7308	DFT0008915	49.95
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	RIFLE CASE	01-21-22-7313	DFT0008915	37.67
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	5 TASER HOLSTERS	01-21-22-9503	DFT0008915	74.40
VALVOLINE LLC	234911	05/29/2024	OIL CHANGE FOR CAR 2417	01-21-22-6210	67556	40.98
LAGERS	9103 MAY 2024	05/29/2024	9103 MAY 2024	01-21-22-5241	DFT0008882	0.12

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-24-118	05/29/2024	UPFIT LABOR FOR 2416	01-21-22-6210	833	2,300.00
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-24-119	05/29/2024	COMPUTER MOUNT 2402	01-21-22-6210	833	375.00
T MOBILE USA	972253619202405	05/30/2024	PD PHONES AND TABLETS PD	01-21-22-6253	67562	18.24
ENERGY PETROLEUM CO	388321	06/05/2024	REGULAR FUEL AT PW GARA	01-21-22-7307	850	12,389.89
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-21-22-5234	67564	952.07
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-21-22-5235	67564	83.32
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-21-22-5236	67564	602.31

Division 22 - PATROL Total:	17,796.56
Department 21 - POLICE Total:	22,415.83

Department: 31 - PUBLIC WORKS
Division: 11 - ADMINISTRATIVE

T MOBILE USA	971998911202405	05/30/2024	CITY PHONES PW ADMIN 4/2	01-31-11-6253	67561	148.50
GEORGE L CRAWFORD & ASSOCIATES INC	00002CY24	06/05/2024	INSTALL BASE AND NEW STR	01-31-11-6211	67573	14,170.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-31-11-5234	67564	112.03
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-31-11-5235	67564	9.81
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-31-11-5236	67564	40.43
DREXEL TECHNOLOGIES INC	INV134907	06/05/2024	COPIER LEASE/MAINTENANC	01-31-11-6213	849	71.96

Division 11 - ADMINISTRATIVE Total:	14,552.73
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Division: 41 - STREET MAINTENANCE

ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SCANNER UPDATE	01-31-41-6202	DFT0008915	1,013.28
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	ARBOR DAY TREE	01-31-41-7303	DFT0008915	150.00
HUMAN RESOURCE STAFFIN	1001077672	05/29/2024	PW TEMPORARY EMPLOYEE	01-31-41-6207	837	1,981.98
SITEONE LANDSCAPE SUPPLY HOLDING LLC	141920670-001	05/29/2024	IRRIGATION SUPPLIES	01-31-41-7303	67555	462.42
WARNING LITES OF SOUTHERN ILLINOIS LLC	32486	05/29/2024	SIGN STOCK	01-31-41-7311	843	2,690.44
GREENSPRO INC	INV0057149	05/29/2024	WEED SPRAYING CHEMICALS	01-31-41-7303	836	167.50
AMERENUE	2316025009-05/08/24	05/30/2024	10276 OLIVE PED LIGHTING	01-31-41-6251	DFT0008926	27.29
AMERENUE	2523023477-05/08/24	05/30/2024	OLIVE LINDBERGH INTERCHA	01-31-41-6251	DFT0008927	46.37
AMERENUE	5439133005-05/08/24	05/30/2024	10600 OLIVE BLVD OLIVE STR	01-31-41-6251	DFT0008928	39.52
SPIRE	7725111000-05/20/24	05/30/2024	996 RUE DE LA BANQUE 4/1	01-31-41-6252	DFT0008923	70.20
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES STREETS 4/21/	01-31-41-6253	67561	123.75

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Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	198 N NEW BALLAS RD IRRIG	01-31-41-6254	67576	208.48
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	533 N NEW BALLAS RD IRRC	01-31-41-6254	67576	33.89
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	6 BEACON HILL LN IRRIG 4/2	01-31-41-6254	67576	40.58
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	451 N NEW BALLAS RD IRR3	01-31-41-6254	67576	32.97
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	1030 N LINDBERGH BLVD 4/1	01-31-41-6254	67576	20.18
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	160 N NEW BALLAS RD IRRIG	01-31-41-6254	67576	20.18
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	740 N NEW BALLAS RD IRR1S	01-31-41-6254	67576	42.12
NEW FRONTIER MATERIALS LLC	12757021	06/05/2024	WALLINGSHIRE PATCH	01-31-41-7305	853	439.25
AIM TO AMAZE OUTDOOR SERVICES INC	2024-189	06/05/2024	EMERGENCY TREE REMOVAL	01-31-41-6212	845	1,450.00
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0549319-2: 1030 N LINDBER	01-31-41-6254	67575	34.14
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0473730-0: 996 E RUE DE LA	01-31-41-6254	67575	84.09
RUSH TRUCK CENTER	3037239439	06/05/2024	318 EXHAUST SENSORS AND	01-31-41-6210	67584	261.12
RUSH TRUCK CENTER	3037294664	06/05/2024	318 EXHAUST PARTS, CLAMP,	01-31-41-6210	67584	658.33
RUSH TRUCK CENTER	3037305181	06/05/2024	CREDIT FOR THE RETURN OF	01-31-41-6210	67584	-937.90
RUSH TRUCK CENTER	3037362027	06/05/2024	CREDIT FOR EXHAUST CLAM	01-31-41-6210	67584	-11.24
RUSH TRUCK CENTER	3037377522	06/05/2024	TUBE PRESSURE LINE, PIPE A	01-31-41-6210	67584	937.90
ENERGY PETROLEUM CO	388321	06/05/2024	REGULAR FUEL AT PW GARA	01-31-41-7307	850	2,281.72
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-31-41-5234	67564	178.60
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-31-41-5235	67564	15.63
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-31-41-5236	67564	130.23
					Division 41 - STREET MAINTENANCE Total:	12,693.02

Division: 43 - PARKS MAINTENANCE

ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	REPLACEMENT PICKLE BALL	01-31-43-6212	DFT0008915	81.59
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	TAPPMAYER HOUSE SUPPLIE	01-31-43-6224	DFT0008915	42.42
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PAINT FOR TAPPMAYER	01-31-43-6224	DFT0008915	187.56
HUMAN RESOURCE STAFFIN	1001077672	05/29/2024	PW TEMPORARY EMPLOYEE	01-31-43-6207	837	660.66
SITEONE LANDSCAPE SUPPLY HOLDING LLC	141653823-001	05/29/2024	IRRIGATION SUPPLIES	01-31-43-6212	67555	74.61

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
SITEONE LANDSCAPE SUPPLY HOLDING LLC	141782174-001	05/29/2024	STARTER FERTILIZER	01-31-43-7303	67555	93.94
WHOLESALE PLUMBING SUPPLY COMPANY INC	S3595796.001	05/29/2024	MILLINIUM PARK BATHROO	01-31-43-6212	67557	51.08
SPIRE	7725111000-05/20/24	05/30/2024	996 RUE DE LA BANQUE 4/1	01-31-43-6252	DFT0008923	70.19
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES PARKS 4/21/24	01-31-43-6253	67561	24.75
MISSOURI AMERICAN WATER CO	1017-210013559299-05/29/	06/05/2024	12301 CONWAY RD 4/25/24-	01-31-43-6254	67579	554.91
MISSOURI AMERICAN WATER CO	1017-210041135520-05/28/	06/05/2024	902 MASON RD 4/19/24-5/2	01-31-43-6224	67576	28.69
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0783768-5: 902 N MASON R	01-31-43-6224	67575	50.79
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0567312-4: 10620 COUNTRY	01-31-43-6254	67575	39.69
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0472261-7: 12100 CONWAY	01-31-43-6254	67575	45.24
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0578025-9: 1000 BARNES W	01-31-43-6254	67575	34.14
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0034325-1: 11370 ST PAUL S	01-31-43-6254	67575	39.69
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	0578184-4: 601 COEUR DE V	01-31-43-6254	67575	61.89
RUSH TRUCK CENTER	3037239439	06/05/2024	318 EXHAUST SENSORS AND	01-31-43-6210	67584	87.04
RUSH TRUCK CENTER	3037294664	06/05/2024	318 EXHAUST PARTS, CLAMP,	01-31-43-6210	67584	219.44
RUSH TRUCK CENTER	3037362027	06/05/2024	CREDIT FOR EXHAUST CLAM	01-31-43-6210	67584	-3.74
ENERGY PETROLEUM CO	388321	06/05/2024	REGULAR FUEL AT PW GARA	01-31-43-7307	850	757.53
PWD SYSTEMS LLC	BGSPT-8290	06/05/2024	DOG PARK BAGS	01-31-43-6247	856	449.50
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-31-43-5234	67564	68.44
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-31-43-5235	67564	5.98
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-31-43-5236	67564	49.90
ST LOUIS COMPOSTING INC	INV206303	06/05/2024	MILLINIUM PARK MULCH	01-31-43-7303	67586	102.00
ST LOUIS COMPOSTING INC	INV206410	06/05/2024	MILLINIUM PARK MULCH	01-31-43-7303	67586	51.00

Division 43 - PARKS MAINTENANCE Total:	3,928.93
Department 31 - PUBLIC WORKS Total:	31,174.68

Department: 32 - COMMUNIITY DEVELOPMENT
Division: 11 - ADMINISTRATIVE

ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MONDAY LUNCH 04-15-24 JA	01-32-11-6265	DFT0008915	14.79
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-14-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	24.99
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-15-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	18.72

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-13-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	24.72
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UBER 04-16-24 TO MN AIRP	01-32-11-6265	DFT0008915	25.26
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SUNDAY LUNCH 04-14-24 JA	01-32-11-6265	DFT0008915	19.32
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-15-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	21.70
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	TUESDAY LUNCH 04-16-24 JA	01-32-11-6265	DFT0008915	14.92
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-13-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	17.84
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	TUESDAY 04-16-24 JAGGI	01-32-11-6265	DFT0008915	11.86
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-12-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	35.59
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-16-2024 FOOD- MISSING	01-32-11-6265	DFT0008915	14.66
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SUNDAY BREAKFAST 04-14-2	01-32-11-6265	DFT0008915	14.28
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MISSING RECEIPT FOR LAMB	01-32-11-6265	DFT0008915	48.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	MONDAY DINNER 04-15-24 J	01-32-11-6265	DFT0008915	46.66
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-15-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	30.77
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	UBER TO STL AIRPORT 04-12-	01-32-11-6265	DFT0008915	34.71
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SUNDAY DINNER 04-14-24 JA	01-32-11-6265	DFT0008915	26.36
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SATURDAY DINNER 04-13-24	01-32-11-6265	DFT0008915	27.98
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SATURDAY LUNCH 04-13-24	01-32-11-6265	DFT0008915	24.72
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-16-2024 LAMBERT PARKI	01-32-11-6265	DFT0008915	45.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	HILTON HOTEL - MOORE	01-32-11-6265	DFT0008915	998.44
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	HILTON HOTEL JAGGI	01-32-11-6265	DFT0008915	952.40
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SATURDAY BREAKFAST 04-13	01-32-11-6265	DFT0008915	9.80
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	04-14-2024 FOOD - MOORE	01-32-11-6265	DFT0008915	18.72
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	FRIDAY DINNER 04-12-24 JA	01-32-11-6265	DFT0008915	17.53
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES PLNING 4/21/2	01-32-11-6253	67561	24.75

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
MISSOURI LAWYERS MEDIA	745698786	06/05/2024	PZ 06/03/24 PUBLIC NOTICE	01-32-11-6260	67580	63.07
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-32-11-5234	67564	77.86
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-32-11-5235	67564	6.81
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-32-11-5236	67564	43.54
INSURANCE COMPANY						
Division 11 - ADMINISTRATIVE Total:						2,755.77
Division: 61 - BUILDING DEPARTMENT						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	RETIREMENT CAKE TAX	01-32-61-7304	DFT0008915	-4.37
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	DAVE MICHAELS RETIREMEN	01-32-61-7304	DFT0008915	32.36
INC						
ARVEST BANK OPERATIONS	PURCHASES APR 24	05/24/2024	BAG FOR SCOTT BOLLS	01-32-61-7308	DFT0008915	33.97
INC						
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES BUILDING 4/21	01-32-61-6253	67561	123.75
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	01-32-61-5234	67564	136.27
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	01-32-61-5235	67564	11.91
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	01-32-61-5236	67564	90.86
INSURANCE COMPANY						
Division 61 - BUILDING DEPARTMENT Total:						424.75
Department 32 - COMMUNIITY DEVELOPMENT Total:						3,180.52
Fund 01 - GENERAL FUND Total:						559,517.70
Fund: 02 - CAPITAL IMPROVEMENT FUND						
Department: 61 - CIP						
Division: 71 - CIP						
SWEETENS CONCRETE	20243998	05/29/2024	NEW BALLAS ROAD IMPROV	02-61-71-9510	840	131,698.60
SERVICES LLC						
JOHNSON CONTROLS INC	1-132497428556-RESUBMIT(	05/31/2024	MUNTERS AC REPLACEMENT	02-61-71-9506	67563	47,592.00
GEORGE L CRAWFORD &	230260006	06/05/2024	CRAIG ROAD STP PROJECT PA	02-61-71-9510	67573	17,578.45
ASSOCIATES INC						
DEKA SERVICE	29985149	06/05/2024	Dielmann East HVAC Replace	02-61-71-9506	67570	116,035.17
BECKER ARENA PRODUCTS	612594	06/05/2024	Ice Rink Rubber Floor Replac	02-61-71-9506	846	52,107.50
INC						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	02-61-71-5234	67564	39.51
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	02-61-71-5235	67564	3.46
INSURANCE COMPANY						

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	02-61-71-5236	67564	28.82

Division 71 - CIP Total: 365,083.51

Department 61 - CIP Total: 365,083.51

Fund 02 - CAPITAL IMPROVEMENT FUND Total: 365,083.51

Fund: 05 - PARKS & STORMWATER FUND

Department: 61 - CIP

Division: 71 - CIP

TWO ALPHA CONTRACTING LLC	20240520.04	05/29/2024	BALLAS CULVERT EROSION P	05-61-71-9509	841	79,576.27
GREENSPRO INC	INV0057286	05/29/2024	MILLINEUM PARK PROJECT R	05-61-71-9506	836	988.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	05-61-71-5234	67564	36.20
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD&D JUN 24	05-61-71-5235	67564	3.17
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	05-61-71-5236	67564	26.40

Division 71 - CIP Total: 80,630.04

Department 61 - CIP Total: 80,630.04

Fund 05 - PARKS & STORMWATER FUND Total: 80,630.04

Fund: 06 - MUNICIPAL ENTERPRISE FUND

Department: 14 - COMMUNITY SERVICES

Division: 31 - ICE ARENA

ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Meeting Room Replacement	06-14-31-9503	DFT0008915	539.90
NEW SYSTEM LLC	103183-01	05/29/2024	MISC RINK SUPPLIES DRC	06-14-31-7301	839	173.76
KURT SCHAMEL	235160	05/29/2024	BACKFLOW TEST	06-14-31-6202	67549	110.00
GRAINGER	9115287329	05/29/2024	MISC MAINT SUPPLIES DRC	06-14-31-6212	835	295.22
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES GOLF 4/21/24-	06-14-31-6253	67561	24.75
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES ICE RINK 4/21/	06-14-31-6253	67561	24.75
R AND R SPECIALTIES OF WISCONSIN INC	0081810-IN	06/05/2024	ICE RINK RENOVATION ICE E	06-14-31-9503	857	3,691.05
R AND R SPECIALTIES OF WISCONSIN INC	0082045-IN	06/05/2024	ICE RINK RENOVATION STEN	06-14-31-9501	857	3,250.00
MISSOURI AMERICAN WATER CO	1017-210013831700-05/21/	06/05/2024	11400 OLDE CABIN RD 4/18/	06-14-31-6254	67578	744.85
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	1049261-9: 11400 OLDE CAB	06-14-31-6254	67575	254.54
DEKA SERVICE	33930734	06/05/2024	EMERGENCY REPAIR TO BOIL	06-14-31-6212	67570	3,310.34
DOUGLAS VENTURES LLC	406565001-220	06/05/2024	DRC ICE RINK CLEANING JUN	06-14-31-6203	848	1,673.75
K AND K SUPPLY	409338	06/05/2024	RINK SHUTDOWN DEHUM R	06-14-31-6212	67574	391.60
K AND K SUPPLY	409338	06/05/2024	RINK SHUTDOWN DEHUM R	06-14-31-6266	67574	600.00

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	06-14-31-5234	67564	59.52
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	06-14-31-5235	67564	5.22
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	06-14-31-5236	67564	43.40
					Division 31 - ICE ARENA Total:	15,192.65
Division: 32 - GOLF MAINTENANCE						
SITEONE LANDSCAPE SUPPLY HOLDING LLC	141549163-001	05/29/2024	T-METHYL AND ANT BAIT	06-14-32-7303	67555	377.60
SITEONE LANDSCAPE SUPPLY HOLDING LLC	141794536-001	05/29/2024	GABION STONE 2 TONS	06-14-32-6212	67555	84.00
KURT SCHAMEL	235160	05/29/2024	BACKFLOW TEST	06-14-32-6202	67549	110.00
ENERGY PETROLEUM CO	386553	05/29/2024	UNLEADED GAS AND DIESEL	06-14-32-7307	834	1,319.86
GREENSPRO INC	INV0057351	05/29/2024	ANUEW EZ AND DRIVE XLR8	06-14-32-7303	836	305.50
T MOBILE USA	971998911202405	05/30/2024	CITY PHONES GOLF MAINT 4	06-14-32-6253	67561	24.75
MISSOURI AMERICAN WATER CO	1017-210013831700-05/21/	06/05/2024	11400 OLDE CABIN RD 4/18/	06-14-32-6254	67578	1,049.56
OREILLY AUTOMOTIVE STORES INC	1388-476759	06/05/2024	PLUGS, GREASE, AND WIPER	06-14-32-6211	854	57.22
OREILLY AUTOMOTIVE STORES INC	1388-476926	06/05/2024	HYDRO OIL	06-14-32-6211	854	149.98
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	06-14-32-5234	67564	51.20
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	06-14-32-5235	67564	4.48
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	06-14-32-5236	67564	37.32
					Division 32 - GOLF MAINTENANCE Total:	3,571.47
Division: 33 - PRO-SHOP						
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Blower	06-14-33-9503	DFT0008915	124.00
METROPOLITAN ST LOUIS SEWER DISTRICT	282585	06/05/2024	1049261-9: 11400 OLDE CAB	06-14-33-6254	67575	84.85
METROPOLITAN AMATEUR GOLF ASSOCIATION INC	5021124	06/05/2024	GHIN MEMBERSHIP 2024	06-14-33-6262	852	1,375.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	06-14-33-5234	67564	19.84
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	06-14-33-5235	67564	1.74
					Division 33 - PRO-SHOP Total:	1,605.43
Division: 34 - FOOD SERVICES						
MISSOURI DIRECTOR OF REVENUE	MO LIQUOR LICENSE 2024 R	05/24/2024	MO STATE LIQUOR LICENSE 2	06-14-34-6202	67485	200.00

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Lighter	06-14-34-7304	DFT0008915	5.44
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Snacks for Resale	06-14-34-8315	DFT0008915	75.42
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Drinks for Resale	06-14-34-8316	DFT0008915	52.45
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Drinks for Resale	06-14-34-8316	DFT0008915	10.49
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	Drink for Resale	06-14-34-8319	DFT0008915	39.96
BREAKTHRU BEVERAGE GROUP	115902002	05/29/2024	BEER FOR RESALE	06-14-34-8316	67546	271.35
D AND D DISTRIBUTORS LLP	675439	05/29/2024	BEER FOR RESALE	06-14-34-8316	832	409.90
D AND D DISTRIBUTORS LLP	675440	05/29/2024	SODA FOR RESALE	06-14-34-8317	832	75.00
PEPSICO BEVERAGE SALES LL	29875556	06/05/2024	SODA FOR RESALE	06-14-34-8317	67581	591.75
D AND D DISTRIBUTORS LLP	680333	06/05/2024	BEER FOR RESALE	06-14-34-8316	847	349.70
D AND D DISTRIBUTORS LLP	680334	06/05/2024	SODA FOR RESALE	06-14-34-8317	847	50.00
Division 34 - FOOD SERVICES Total:						2,131.46
Department 14 - COMMUNITY SERVICES Total:						22,501.01
Fund 06 - MUNICIPAL ENTERPRISE FUND Total:						22,501.01

Fund: 11 - SEWER LATERAL FUND
Department: 61 - CIP
Division: 93 - SEWER LATERAL

DAVID WAGMAN	SLR 05/23/24	05/29/2024	SANITARY SEWER LATERAL R	11-61-93-9315	67547	4,497.50
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LIFE JUN 24	11-61-93-5234	67564	4.26
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	AD & D JUN 24	11-61-93-5235	67564	0.37
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/15	06/05/2024	LTD JUN 24	11-61-93-5236	67564	3.11
Division 93 - SEWER LATERAL Total:						4,505.24
Department 61 - CIP Total:						4,505.24
Fund 11 - SEWER LATERAL FUND Total:						4,505.24

Fund: 19 - PUBLIC SAFETY FUND
Department: 21 - POLICE
Division: 23 - PUBLIC SAFETY

SPIRE	0076006378-05/14/24	05/24/2024	350 N NEW BALLAS RD 4/12/	19-21-23-6252	DFT0008924	112.48
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	SHOWER CURTAINS FOR LOC	19-21-23-6212	DFT0008915	71.97
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	TRAINING FOR PATRICK MCK	19-21-23-6261	DFT0008915	850.00
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	TPR INSTRUCTOR COURS - P	19-21-23-6261	DFT0008915	625.00

Council Report of invoices Paid Listing

Payment Dates: 5/22/2024 - 6/5/2024

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PD BUILDING SUPPLIES	19-21-23-7304	DFT0008915	58.90
ARVEST BANK OPERATIONS INC	PURCHASES APR 24	05/24/2024	PD LOUNGE SUPPLIES	19-21-23-7304	DFT0008915	307.34
METROPOLITAN ST LOUIS SEWER DISTRICT	1225607-9-04-24	05/29/2024	PD SUMMARY BILLING 1225	19-21-23-6254	67551	95.89
MARBECK PRINTING LLC	215370	05/29/2024	K-9 COLLECTOR CARDS	19-21-23-7304	838	163.80
MISSOURI AMERICAN WATER CO	1017-220023905711-05/20/	06/05/2024	350 N NEW BALLAS 4/18/24-	19-21-23-6254	67577	442.99
Division 23 - PUBLIC SAFETY Total:						2,728.37
Department 21 - POLICE Total:						2,728.37
Fund 19 - PUBLIC SAFETY FUND Total:						2,728.37
Fund: 99 - POOLED CASH						
ARVEST BANK	1797-5-22-24	05/22/2024	EPAYMENT 5-22-24	99-2809	DFT0008846	3,882.20
ARVEST BANK	1797-05/27/24	05/29/2024	EPAYMENT 5/29/24	99-2809	DFT0008917	4,188.07
ARVEST BANK	1797-06/03/24	06/05/2024	EPAYMENT 6/5/24	99-2809	DFT0008918	79,956.51
						88,026.78
						88,026.78
Fund 99 - POOLED CASH Total:						88,026.78
Grand Total:						1,122,992.65

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	559,517.70
02 - CAPITAL IMPROVEMENT FUND	365,083.51
05 - PARKS & STORMWATER FUND	80,630.04
06 - MUNICIPAL ENTERPRISE FUND	22,501.01
11 - SEWER LATERAL FUND	4,505.24
19 - PUBLIC SAFETY FUND	2,728.37
99 - POOLED CASH	88,026.78
Grand Total:	1,122,992.65

Account Summary

Account Number	Account Name	Payment Amount
01-11-12-5234	GROUP LIFE INSURANCE	43.84
01-11-12-6264	IN TOWN MEETINGS	1,263.43
01-11-12-6265	TRAVEL & CONFERENCE	450.00
01-11-12-7315	SPECIAL EVENTS	3.75
01-11-13-5234	GROUP LIFE INSURANCE	24.12
01-11-13-5235	ACCIDENTAL DEATH INS	2.11
01-11-13-5236	DISABILITY INSURANCE	17.59
01-11-13-6264	IN TOWN MEETINGS	35.00
01-12-11-5234	GROUP LIFE INSURANCE	114.99
01-12-11-5235	ACCIDENTAL DEATH INS	10.06
01-12-11-5236	DISABILITY INSURANCE	82.68
01-12-11-6202	TECHNICAL AND PERSO	97.31
01-12-11-6213	OFFICE EQUIPMENT MAI	5,268.00
01-12-11-6253	TELEPHONE	49.50
01-12-11-6260	ADVERTISING	25.40
01-12-11-6262	DUES MEMBERSHIPS &	807.94
01-12-11-6264	IN TOWN MEETINGS	35.00
01-12-11-6271	MEDICAL SUPPLIES	554.20
01-12-14-5234	GROUP LIFE INSURANCE	47.62
01-12-14-5235	ACCIDENTAL DEATH INS	4.17
01-12-14-5236	DISABILITY INSURANCE	34.72
01-12-14-6201	LEGAL AND ACCOUNTIN	2,375.00
01-12-14-6213	OFFICE EQUIPMENT MAI	192.63
01-12-14-6253	TELEPHONE	24.75
01-13-11-5234	GROUP LIFE INSURANCE	97.62
01-13-11-5235	ACCIDENTAL DEATH INS	8.52
01-13-11-5236	DISABILITY INSURANCE	70.02
01-13-11-6202	TECHNICAL AND PERSO	1.00
01-13-11-6253	TELEPHONE	24.75

Account Summary

Account Number	Account Name	Payment Amount
01-13-11-6262	DUES MEMBERSHIPS &	35.00
01-13-11-7304	GENERAL SUPPLIES	21.99
01-13-15-5230	HOSPITAL AND MEDICAL	16,184.49
01-13-15-6266	EQUIPMENT RENTAL	202.50
01-13-15-6272	EMPLOYEE RELATIONS	203.26
01-13-15-7312	OFFICE SUPPLIES	352.63
01-13-51-5234	GROUP LIFE INSURANCE	26.47
01-13-51-5235	ACCIDENTAL DEATH INS	2.32
01-13-51-5236	DISABILITY INSURANCE	19.30
01-13-51-6202	TECHNICAL AND PERSO	1,800.00
01-13-51-6213	OFFICE EQUIPMENT MAI	278.00
01-13-51-6253	TELEPHONE	24.75
01-13-51-7331	COMPUTER HARDWARE	1,402.27
01-13-51-7332	COMPUTER SOFTWARE	328.99
01-14-11-5234	GROUP LIFE INSURANCE	22.54
01-14-11-5235	ACCIDENTAL DEATH INS	1.98
01-14-11-5236	DISABILITY INSURANCE	16.43
01-14-11-6202	TECHNICAL AND PERSO	1,491.00
01-14-11-6203	PROFESSIONAL SERVICE	447.02
01-14-11-6281	5K RUN EXPENSES	2,565.18
01-16-11-5234	GROUP LIFE INSURANCE	18.89
01-16-11-5235	ACCIDENTAL DEATH INS	1.65
01-16-11-5236	DISABILITY INSURANCE	13.78
01-16-11-6212	BUILDING AND GROUND	102.00
01-16-11-6252	NATURAL GAS	102.78
01-16-11-6253	TELEPHONE	24.75
01-16-11-6254	WATER AND SEWER	167.34
01-16-11-7308	WEARING APPAREL AND	25.51
01-1652	PREPAID POSTAGE	3,000.00
01-1656	PREPAID MISCELLANEO	1,235.00
01-2102	FICA WITHHOLDING	39,225.62
01-2103	MEDICARE WITHHOLDIN	9,173.78
01-2104	FEDERAL TAX WITHHOL	29,258.71
01-2105	MISSOURI TAX WITHHOL	11,090.00
01-21-11-5234	GROUP LIFE INSURANCE	255.73
01-21-11-5235	ACCIDENTAL DEATH INS	22.38
01-21-11-5236	DISABILITY INSURANCE	184.34
01-21-11-6203	PROFESSIONAL SERVICE	1,200.00
01-21-11-6253	TELEPHONE	89.22
01-21-11-6264	IN TOWN MEETINGS	196.70
01-21-11-7302	SMALL TOOLS	13.99
01-21-11-7306	MEMORIALS AND PLAQ	222.44

Account Summary

Account Number	Account Name	Payment Amount
01-21-11-7307	GASOLINE, PROPANE &	778.12
01-21-11-7308	WEARING APPAREL AND	402.28
01-21-11-7314	CRIME PREVENTION SUP	437.79
01-2113	PAYROLL CHILD SUPPOR	184.62
01-21-21-5234	GROUP LIFE INSURANCE	104.63
01-21-21-5235	ACCIDENTAL DEATH INS	9.15
01-21-21-5236	DISABILITY INSURANCE	76.31
01-21-21-6253	TELEPHONE	27.99
01-21-21-7307	GASOLINE, PROPANE &	598.20
01-21-22-5234	GROUP LIFE INSURANCE	952.07
01-21-22-5235	ACCIDENTAL DEATH INS	83.32
01-21-22-5236	DISABILITY INSURANCE	602.31
01-21-22-5241	PENSION CONTRIBUTIO	0.12
01-21-22-6210	VEHICLE MAINTENANCE	3,228.71
01-21-22-6253	TELEPHONE	18.24
01-21-22-7302	SMALL TOOLS	119.91
01-21-22-7304	GENERAL SUPPLIES	29.99
01-21-22-7307	GASOLINE, PROPANE &	12,389.89
01-21-22-7308	WEARING APPAREL AND	259.93
01-21-22-7313	RANGE SUPPLIES	37.67
01-21-22-9503	EQUIPMENT	74.40
01-2211	HEALTH INSURANCE	111,744.30
01-2216	SUPPLEMENTAL LIFE	1,447.21
01-2218	VISION CARE	974.30
01-2222	SHORT TERM DISABILITY	660.33
01-2224	VISION CARE-COBRA	-0.02
01-2225	HEALTH INS PREM PAID	3,711.42
01-2312	401 - ICMA	833.70
01-2317	MO LAGERS	123,318.73
01-2318	ICMA ROTH 457	5,191.88
01-2319	ICMA ROTH IRA	618.67
01-2321	457 - VOYA	1,760.76
01-2322	457 - ICMA	10,146.48
01-2323	MOST PROGRAM	635.00
01-2324	ICMA LOAN REPAYMENT	785.60
01-2410	INMATE SECURITY ACCO	104.13
01-2806	OLIA REIMBURSABLE RE	652.50
01-2844	MISC. CLEARING ACCOU	99,345.41
01-31-11-5234	GROUP LIFE INSURANCE	112.03
01-31-11-5235	ACCIDENTAL DEATH INS	9.81
01-31-11-5236	DISABILITY INSURANCE	40.43
01-31-11-6211	EQUIPMENT MAINTENA	14,170.00

Account Summary

Account Number	Account Name	Payment Amount
01-31-11-6213	OFFICE EQUIPMENT MAI	71.96
01-31-11-6253	TELEPHONE	148.50
01-31-41-5234	GROUP LIFE INSURANCE	178.60
01-31-41-5235	ACCIDENTAL DEATH INS	15.63
01-31-41-5236	DISABILITY INSURANCE	130.23
01-31-41-6202	TECHNICAL AND PERSO	1,013.28
01-31-41-6207	TEMP PROFESSIONAL SE	1,981.98
01-31-41-6210	VEHICLE MAINTENANCE	908.21
01-31-41-6212	BUILDING AND GROUND	1,450.00
01-31-41-6251	STREET LIGHTING	113.18
01-31-41-6252	NATURAL GAS	70.20
01-31-41-6253	TELEPHONE	123.75
01-31-41-6254	WATER AND SEWER	516.63
01-31-41-7303	HORTICULTURAL SUPPLI	779.92
01-31-41-7305	STREET & SIDEWALK MA	439.25
01-31-41-7307	GASOLINE, PROPANE &	2,281.72
01-31-41-7311	STREET SIGNS	2,690.44
01-31-43-5234	GROUP LIFE INSURANCE	68.44
01-31-43-5235	ACCIDENTAL DEATH INS	5.98
01-31-43-5236	DISABILITY INSURANCE	49.90
01-31-43-6207	TEMP PROFESSIONAL SE	660.66
01-31-43-6210	VEHICLE MAINTENANCE	302.74
01-31-43-6212	BUILDING AND GROUND	207.28
01-31-43-6224	TAPPMAYER HOUSE MAI	309.46
01-31-43-6247	DOG PARK EXPENSES	449.50
01-31-43-6252	NATURAL GAS	70.19
01-31-43-6253	TELEPHONE	24.75
01-31-43-6254	WATER AND SEWER	775.56
01-31-43-7303	HORTICULTURAL SUPPLI	246.94
01-31-43-7307	GASOLINE, PROPANE &	757.53
01-32-11-5234	GROUP LIFE INSURANCE	77.86
01-32-11-5235	ACCIDENTAL DEATH INS	6.81
01-32-11-5236	DISABILITY INSURANCE	43.54
01-32-11-6253	TELEPHONE	24.75
01-32-11-6260	ADVERTISING	63.07
01-32-11-6265	TRAVEL & CONFERENCE	2,539.74
01-32-61-5234	GROUP LIFE INSURANCE	136.27
01-32-61-5235	ACCIDENTAL DEATH INS	11.91
01-32-61-5236	DISABILITY INSURANCE	90.86
01-32-61-6253	TELEPHONE	123.75
01-32-61-7304	GENERAL SUPPLIES	27.99
01-32-61-7308	WEARING APPAREL AND	33.97

Account Summary

Account Number	Account Name	Payment Amount
01-4420	BUILDING PERMITS	10,000.00
02-61-71-5234	GROUP LIFE INSURANCE	39.51
02-61-71-5235	ACCIDENTAL DEATH INS	3.46
02-61-71-5236	DISABILITY INSURANCE	28.82
02-61-71-9506	PARK AND RECREATION	215,734.67
02-61-71-9510	STREETS	149,277.05
05-61-71-5234	GROUP LIFE INSURANCE	36.20
05-61-71-5235	ACCIDENTAL DEATH INS	3.17
05-61-71-5236	DISABILITY INSURANCE	26.40
05-61-71-9506	PARK DEVELOPMENT PR	988.00
05-61-71-9509	STORMWATER PROJECTS	79,576.27
06-14-31-5234	GROUP LIFE INSURANCE	59.52
06-14-31-5235	ACCIDENTAL DEATH INS	5.22
06-14-31-5236	DISABILITY INSURANCE	43.40
06-14-31-6202	TECHNICAL AND PERSO	110.00
06-14-31-6203	PROFESSIONAL SERVICE	1,673.75
06-14-31-6212	BUILDING AND GROUND	3,997.16
06-14-31-6253	TELEPHONE	49.50
06-14-31-6254	WATER AND SEWER	999.39
06-14-31-6266	EQUIPMENT RENTAL	600.00
06-14-31-7301	CHEMICALS & CLEANING	173.76
06-14-31-9501	BUILDINGS AND IMPRO	3,250.00
06-14-31-9503	EQUIPMENT	4,230.95
06-14-32-5234	GROUP LIFE INSURANCE	51.20
06-14-32-5235	ACCIDENTAL DEATH INS	4.48
06-14-32-5236	DISABILITY INSURANCE	37.32
06-14-32-6202	TECHNICAL AND PERSO	110.00
06-14-32-6211	EQUIPMENT MAINTENA	207.20
06-14-32-6212	BUILDING AND GROUND	84.00
06-14-32-6253	TELEPHONE	24.75
06-14-32-6254	WATER AND SEWER	1,049.56
06-14-32-7303	HORTICULTURAL SUPPLI	683.10
06-14-32-7307	GASOLINE, PROPANE &	1,319.86
06-14-33-5234	GROUP LIFE INSURANCE	19.84
06-14-33-5235	ACCIDENTAL DEATH INS	1.74
06-14-33-6254	WATER AND SEWER	84.85
06-14-33-6262	DUES MEMBERSHIPS &	1,375.00
06-14-33-9503	EQUIPMENT	124.00
06-14-34-6202	TECHNICAL AND PERSO	200.00
06-14-34-7304	GENERAL SUPPLIES	5.44
06-14-34-8315	SANDWICHES AND HOT	75.42
06-14-34-8316	BEER	1,093.89

Account Summary

Account Number	Account Name	Payment Amount
06-14-34-8317	COFFEE,TEA & SOFT DRI	716.75
06-14-34-8319	SNACKS	39.96
11-61-93-5234	GROUP LIFE INSURANCE	4.26
11-61-93-5235	ACCIDENTAL DEATH INS	0.37
11-61-93-5236	DISABILITY INSURANCE	3.11
11-61-93-9315	SEWER LATERAL REIMB	4,497.50
19-21-23-6212	BUILDING AND GROUND	71.97
19-21-23-6252	NATURAL GAS	112.48
19-21-23-6254	WATER AND SEWER	538.88
19-21-23-6261	EDUCATION & TRAINING	1,475.00
19-21-23-7304	GENERAL SUPPLIES	530.04
99-2809	EPAYABLES LIABILITY	88,026.78
Grand Total:		1,122,992.65

Project Account Summary

Project Account Key	Payment Amount
None	777,012.03
18702E	17,578.45
201E	116,035.17
204E	988.00
21701E	131,698.60
403E	79,576.27
ISFE	104.13
Grand Total:	1,122,992.65

Arvest Epayables

5/20/24	3,882.20
5/27/24	4,188.07
6/30/24	79,956.51
\$ 88,026.78	



Account Number: XXXX XXXX XXXX 1797
CITY OF CREVE COEUR EPAY
Statement Closing Date: 05/20/24

Cardholder Account Activity					
CITY OF CREVE COEUR EPAY		Credit Limit			
XXXX XXXX XXXX 2282		\$250,000			
			Credits	Purchases	Cash Advances
			\$0.00	\$3,882.20	\$0.00
Trans Date	Post Date	Reference Number	Description		Total Activity
					Amount
05/14	05/15	24789304135624001415940	LEON UNIFORM COMPANY INC 314-8284302 MO		\$566.00
05/14	05/16	24248094136900018565609	FASTSIGNS OF CREVE COEUR 314-8780066 MO		\$105.31
05/15	05/16	24057814137000013164605	REINHOLD ELECTRIC INC 314-6311158 MO		\$215.00
05/15	05/16	24692164136106968803378	FERRELL*GAS LP 888-337-7355 MO		\$315.65
05/14	05/16	24388944136939143027974	GENERAL CODE LLC 585-3281810 NY		\$1,195.00
05/14	05/16	24690294136018017890040	TOMASOVIC GREENHOUSE 314-8214963 MO		\$1,380.00
05/16	05/17	24690294137017049260478	PAVYER PRINTING MACHIN 314-535-0774 MO		\$105.24



Account Number: XXXX XXXX XXXX 1797
CITY OF CREVE COEUR EPAY
Statement Closing Date: 05/27/24

Cardholder Account Activity					
CITY OF CREVE COEUR EPAY		Credit Limit			
XXXX XXXX XXXX 2282		\$250,000			
			Credits	Purchases	Cash Advances
			\$0.00	\$4,188.07	\$0.00
Trans Date	Post Date	Reference Number	Description		Total Activity
					Amount
05/21	05/22	24639234142900010600504	SIRCHIE ACQUISITION COMPA 919-5542244 NC		\$47.40
05/21	05/22	24755424143121436597331	HANDY AUTOMOTIVE INC 314-2914666 MO		\$961.79
05/21	05/22	24000774142000018262468	UMZUZU 191-37359090 KS		\$1,759.56
05/21	05/23	24412954143091847002281	BRANNEKY TRUE VALUE 314-739-0960 MO		\$9.98
05/22	05/23	24412954143700952993098	CEE-KAY SUPPLY 314-644-3500 MO		\$88.60
05/22	05/23	24789304143669102668533	LEON UNIFORM COMPANY INC 314-8284302 MO		\$261.00
05/23	05/24	24690294144017044115918	PAVYER PRINTING MACHIN 314-535-0774 MO		\$55.62
05/23	05/24	24435654145081648951452	CREST INDUSTRIES INC 636-349-4800 MO		\$264.48
05/23	05/24	24412954144700961637602	REJIS COMMISSION 314-535-1950 MO		\$403.25
05/24	05/27	24035994145900018690909	MPR SUPPLY COMPANY GATEWA 800-3697257 MO		\$336.39



Account Number: XXXX XXXX XXXX 1797
CITY OF CREVE COEUR EPAY
Statement Closing Date: 06/03/24

Cardholder Account Activity					
CITY OF CREVE COEUR EPAY		Credit Limit			
XXXX XXXX XXXX 2282		\$250,000			
			Credits	Purchases	Cash Advances
			\$0.00	\$79,956.51	\$0.00
Trans Date	Post Date	Reference Number	Description		Total Activity
					Amount
05/30	05/31	24755424152121527023666	HANDY AUTOMOTIVE INC 314-2914666 MO		\$77.56
05/30	05/31	24035994151900018992728	MPR SUPPLY COMPANY GATEWA 800-3697257 MO		\$112.31
05/30	05/31	24755424151291515438043	BROADWAY FORD TRUCK SALES 314-2419140 MO		\$219.99
05/30	05/31	24941664151083736136209	REPUBLIC SERVICES TRASH 866-576-5548 AZ		\$1,800.69
05/30	05/31	24941664151083717782096	REPUBLIC SERVICES TRASH 866-576-5548 AZ		\$71,255.06
05/30	06/03	24412954152091845000442	BRANNEKY TRUE VALUE 314-739-0960 MO		\$32.47
05/31	06/03	24445004152200137540628	4TE*ALARM 24 636-970-1777 MO		\$126.00
05/31	06/03	24057814153000014667449	REINHOLD ELECTRIC INC 314-6311158 MO		\$215.00
05/31	06/03	24435654152762555410331	GALLS 859-266-7227 KY		\$230.99
05/31	06/03	24412954152700943887498	REJIS COMMISSION 314-535-1950 MO		\$5,886.44

AN ORDINANCE AUTHORIZING A SECOND AMENDMENT TO ORDINANCE 5570 REGARDING THE REZONING AND APPROVAL OF A RESIDENTIAL DESIGNED DEVELOPMENT WITH ACCOMPANYING PRELIMINARY SUBDIVISION PLAT AND SITE DEVELOPMENT PLAN FOR THE SANTINO COURT SUBDIVISION

WHEREAS, Ordinance 5570 authorized the rezoning of property at the northwest corner of Ladue Road and North New Ballas Road from A Single Family Residential to B-RDD and approved preliminary plans for the Santino Court Subdivision on February 26, 2018; and

WHEREAS, Ordinance 5627 corrected an error in the prior ordinance concerning the period of validity with the site development plan and was approved by the City Council on February 11, 2019; and

WHEREAS, the final plat and subdivision improvement plan were subsequently reviewed and approved by the Planning and Zoning Commission and by the City Council by Ordinance 5590 on June 11, 2018; and

WHEREAS, the subdivision has not been completed by the current developer, Urban Improvement Company, LLC (UIC) with only two of the nine platted lots developed and subdivision improvements that remain unfinished; and

WHEREAS, an application by Randall G. Mathews, of Renaissance Living, LLC, owner under contract, has been submitted to amend the Preliminary Subdivision Plat and Site Development Plan and associated Subdivision Improvement Plans associated with the Santino Court Residential Designed Development in order to build homes on the remaining lots and complete the subdivision improvements; and

WHEREAS, the Planning and Zoning Commission reviewed and by a 7-0 vote recommended approval of the amendments to the Preliminary Plat, Site Development Plan and associated Subdivision Improvement Plan, at its meeting on May 20, 2024; and

WHEREAS, all persons who presented themselves and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance was made available for public inspection prior to its further consideration by the City Council; and this Bill having been read by title in open meeting two times by the City Council;

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

SECTION 1: The amendments to the Santino Court Residential Designed Development affecting the preliminary plat, site development plan and subdivision improvement plan are hereby approved, subject to the conditions stated herein.

SECTION 2: The conditions of Ordinances 5570, 5627, and 5590 shall remain in effect except as shown in the revised plans submitted by Renaissance Living, LLC on May 10, 2024, and subject to the following additional conditions:

1. All building elevations shall be in substantial conformance with the "Exterior Elevations" submitted on May 10, 2024 as bound together and submitted in conjunction with Application #24-013 by Renaissance Living, LLC, showing equal design treatment of all

sides. Exterior wall materials shall be limited to brick, fiber cement, stone, stucco, and wood siding, utilizing a neutral color palette as submitted with this application. No EIFS or vinyl siding is permitted.

2. All site improvements shall be in substantial conformance with revised plans submitted on May 10, 2024 as bound together and submitted in conjunction with Application #24-013 by Renaissance Living, LLC, except as modified by this Ordinance.
3. Front entry garages facing Santino Court shall be prohibited. Side or rear entry garages are required.
4. The ground floor of the east elevations of the homes facing North New Ballas Road on Lots 1 and 9 shall be faced with brick in a consistent manner with the front elevations.
5. Final design of the private park amenity shall be submitted as part of the final landscape plan for staff review and approval and shall include a paved path consistent with requirements of law.
6. A final landscape plan shall be submitted to staff for review and approval. The final landscape plan shall incorporate additional shrubs within mulched beds along the Ballas and Ladue frontages, replacement street trees as necessary to meet the requirements of Sections 410.300, and the final landscaping and paved walkway to the pavilion within the common ground park amenity, and landscaping at the base of the two new subdivision entry signs.
- 6.7. An underground irrigation system shall be provided within the 25-foot landscape easements along the Ladue Road and North New Ballas Road frontages. The irrigation system details shall be provided as a component of the final landscape plan for staff review and approval.
- 7.8. Additional evergreen plants shall be provided along the north of Lots 1 and 2 to provide screening for the residents to the north.
- 8.9. The proposed decorative aluminum four-foot fence along Ladue Road shall be dark in color and not be any closer than 25 feet from the property line ~~or be placed behind the existing berms~~ subject to final approval by staff prior to fence permit issuance.
- 9.10. The existing decorative black fence installed along North New Ballas Road shall be removed and replaced to create a stair step appearance and to match the design of the new perimeter fencing for a consistent appearance.
- 10.11. The following subdivision improvements shall be completed and inspected by the City prior to an occupancy permit being issued for any future homes: perimeter fencing, subdivision entry signs and perimeter landscaping.
- 11.12. Any future changes to the Santino Court subdivision indentures shall be approved by the City Attorney prior to recording at St. Louis County Recorder of Deeds.
- 12.13. All signs shall comply with Section 405.940 of the Zoning Ordinance.
- 13.14. All street lighting shall meet with 405.680: Lighting of the Zoning Ordinance.
- 14.15. All other standards not specifically approved by the City Council should be in conformance with Section 405.260, B Single-Family Residential District of the Zoning Code, including the site coverage maximum for each lot of 35 percent.

SECTION 5: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS _____ DAY OF _____, 2024

TIMOTHY CARNEY
PRESIDENT OF CITY COUNCIL

SUBSTITUTE BILL NO. 6121

ORDINANCE NO. _____

APPROVED THIS _____ DAY OF _____, 2024

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

**AN ORDINANCE AUTHORIZING A SECOND AMENDMENT TO ORDINANCE
5570 REGARDING THE REZONING AND APPROVAL OF A RESIDENTIAL
DESIGNED DEVELOPMENT WITH ACCOMPANYING PRELIMINARY
SUBDIVISION PLAT AND SITE DEVELOPMENT PLAN FOR THE SANTINO
COURT SUBDIVISION**

WHEREAS, Ordinance 5570 authorized the rezoning of property at the northwest corner of Ladue Road and North New Ballas Road from A Single Family Residential to B-RDD and approved preliminary plans for the Santino Court Subdivision on February 26, 2018; and

WHEREAS, Ordinance 5627 corrected an error in the prior ordinance concerning the period of validity with the site development plan and was approved by the City Council on February 11, 2019; and

WHEREAS, the final plat and subdivision improvement plan were subsequently reviewed and approved by the Planning and Zoning Commission and by the City Council by Ordinance 5590 on June 11, 2018; and

WHEREAS, the subdivision has not been completed by the current developer, Urban Improvement Company, LLC (UIC) with only two of the nine platted lots developed and subdivision improvements that remain unfinished; and

WHEREAS, an application by Randall G. Mathews, of Renaissance Living, LLC, owner under contract, has been submitted to amend the Preliminary Subdivision Plat and Site Development Plan and associated Subdivision Improvement Plans associated with the Santino Court Residential Designed Development in order to build homes on the remaining lots and complete the subdivision improvements; and

WHEREAS, the Planning and Zoning Commission reviewed and by a 7-0 vote recommended approval of the amendments to the Preliminary Plat, Site Development Plan and associated Subdivision Improvement Plan, at its meeting on May 20, 2024; and

WHEREAS, all persons who presented themselves and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance was made available for public inspection prior to its further consideration by the City Council; and this Bill having been read by title in open meeting two times by the City Council;

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

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SECTION 2: The conditions of Ordinances 5570, 5627, and 5590 shall remain in effect except as shown in the revised plans submitted by Renaissance Living, LLC on May 10, 2024, and subject to the following additional conditions:

1. All building elevations shall be in substantial conformance with the "Exterior Elevations" submitted on May 10, 2024 as bound together and submitted in conjunction with Application #24-013 by Renaissance Living, LLC, showing equal design treatment of all

sides. Exterior wall materials shall be limited to brick, fiber cement, and wood siding, utilizing a neutral color palette as submitted with this application. No EIFS or vinyl siding is permitted.

2. All site improvements shall be in substantial conformance with revised plans submitted on May 10, 2024 as bound together and submitted in conjunction with Application #24-013 by Renaissance Living, LLC, except as modified by this Ordinance.
3. Front entry garages facing Santino Court shall be prohibited. Side or rear entry garages are required.
4. The ground floor of the east elevations of the homes facing North New Ballas Road on Lots 1 and 9 shall be faced with brick in a consistent manner with the front elevations.
5. Final design of the private park amenity shall be submitted as part of the final landscape plan for staff review and approval and shall include a paved path consistent with requirements of law.
6. A final landscape plan shall be submitted to staff for review and approval. The final landscape plan shall incorporate additional shrubs within mulched beds along the Ballas and Ladue frontages, replacement street trees as necessary to meet the requirements of Sections 410.300, and the final landscaping and paved walkway to the pavilion within the common ground park amenity, and landscaping at the base of the two new subdivision entry signs.
7. Additional evergreen plants shall be provided along the north of Lots 1 and 2 to provide screening for the residents to the north.
8. The proposed decorative aluminum four-foot fence along Ladue Road shall be dark in color and not be any closer than 25 feet from the property line or be placed behind the existing berms subject to final approval by staff prior to fence permit issuance.
9. The existing decorative black fence installed along North New Ballas Road shall be removed and replaced to create a stair step appearance and to match the design of the new perimeter fencing for a consistent appearance.
10. The following subdivision improvements shall be completed and inspected by the City prior to an occupancy permit being issued for any future homes: perimeter fencing, subdivision entry signs and perimeter landscaping.
11. Any future changes to the Santino Court subdivision indentures shall be approved by the City Attorney prior to recording at St. Louis County Recorder of Deeds.
12. All signs shall comply with Section 405.940 of the Zoning Ordinance.
13. All street lighting shall meet with 405.680: Lighting of the Zoning Ordinance.
14. All other standards not specifically approved by the City Council should be in conformance with Section 405.260, B Single-Family Residential District of the Zoning Code, including the site coverage maximum for each lot of 35 percent.

SECTION 5: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS _____ DAY OF _____, 2024

TIMOTHY CARNEY
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2024

BILL NO. 6121

ORDINANCE NO. _____

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



**APPLICATION TO PLANNING AND ZONING COMMISSION
#24-013: AMENDMENTS TO THE RESIDENTIAL DESIGN
DISTRICT PRELIMINARY PLAT AND SUBDIVISION
IMPROVEMENT PLANS FOR THE SANTINO COURT
SUBDIVISION WITHIN THE B-RDD SINGLE FAMILY
RESIDENTIAL ZONING DISTRICT**

FOR THE MEETING OF: Monday, May 20, 2024

LOCATION: 11900-11925 Santino Court. Zoned B-RDD Single-Family Residential District

REQUEST: Randall Mathews, of Renaissance Living, LLC, has submitted an application for amendments to the Residential Design District Preliminary Plat and Subdivision Improvement Plans for the Santino Court Subdivision. The Santino Court Residential Design Development was approved by the City Council in 2018 by Ordinance 5570 and further amended by Ordinance 5627 in 2019.

ADDITIONAL INFORMATION: The final plat was approved in 2018 by Ordinance 5590. The applicant is under contract to purchase the remaining 7 lots from the prior developer, UIC Homes and complete the subdivision improvements. The submitted amendments include new home designs, revised entry monument signs, landscaping, fencing, and a revised common ground park. The number and configuration of lots, setbacks, and the stormwater design for the subdivision are not proposed to be changed.

APPLICANT: Randall Mathews, Renaissance Living LLC **OWNER:** 9920 Watson Road, Ste. 110
St. Louis, MO 63126

Key Issues:

- Does the request further the goals and/or implement the Comprehensive Plan?
- Does the request follow the Subdivision Regulations?
- Does the subdivision meet the zoning requirements for Residential Designed Developments?

Creve Coeur 2030 Comprehensive Plan References

- ER-2 Estate Neighborhood 2 Type District
- Design Guidelines

Zoning Code References

- Section 405.260: B-Single Family Residential District
- Section 405.450: Permitted Uses
- Chapter 410: Subdivision and Development of Land

Ballas and Ladue, LLC, c/o UIC.
1536 Tower Grove Avenue
St. Louis, MO 63110

REPORT PREPARED BY: Jason Jaggi, AICP, Director of Community Development
Bethany L. Moore, AICP, City Planner

DATE: May 14, 2024

ATTACHMENTS: Applicant's revised drawings received May 10, 2024
Draft Ordinance

PROJECT BACKGROUND

In 2018, the City Council approved the Santino Court Residential Design Development for 9 single family residences to be developed by Urban Improvement Company, LLC/ UIC Homes. The properties were rezoned from “A” Single-Family Residential to “B” Single Family Residential with RDD-Residential Design Development designation to allow for smaller lot sizes with shared common ground. The lots were originally part of the Emerald Green Estates Subdivision and included four houses which were demolished to make way for the new development. Since its approval, two of the original house designs have been purchased and built, leaving 7 empty lots. The development has been stalled for several years and is in the process of being acquired for development by Randall Mathews of Renaissance Living, LLC.

PROJECT PROPOSAL

The applicant is seeking to make amendments to the RDD preliminary plan and subdivision improvement plans in order to complete the development. The approved final plat, the stormwater design, and the indentures will remain unchanged. The amendments include revised home designs, revised entry monument signage, revised common ground amenities, new fencing around the entire development and landscaping updates as needed to fulfill the approved landscaping plans.

LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Single Family Residences	A and B Single-Family Residential	N/A
South	Woodbridge Subdivision Multi Family Residences	A-RDD, A Single Family Residential with Residential Designed Development	Ladue Road
East	Religious/Institutional Use- Congregation Shaare Emeth	A Single Family Residential	N. New Ballas Road
West	Single Family Residences	A and B Single-Family Residential	NA

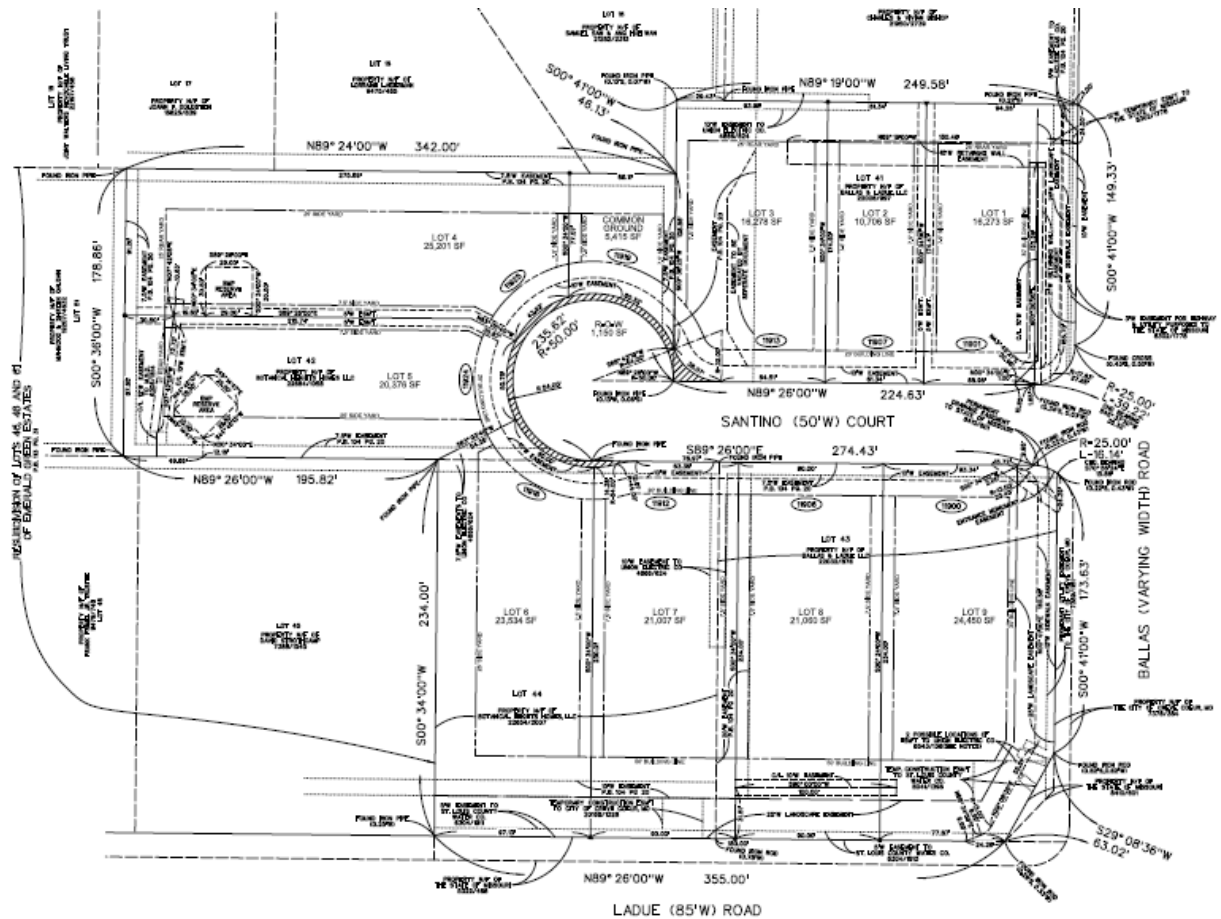


Figure 1: Approved Final Plat to Remain Unchanged.

ZONING ANALYSIS

As part of the Residential Designed Development (RDD) procedure that was approved for the Santino Court Residential Design Development, the previous applicant submitted Preliminary Plat and Subdivision Improvement Plans indicating their plans for the development. Since the development will be completed by a new applicant, parts of those plans would need to be amended based on changes requested by the applicant.

Design

The design of the remaining 7 homes has changed from the designs that were previously approved. The new design scheme for the development includes more traditional designs than the previous contemporary style of architecture. Staff have discussed with the applicant the desire to blend the two existing houses (see Fig. 2 and 3) into the rest of the development. The exteriors of the existing houses feature few materials, mostly dark brick and neutral siding, with minimal ornamentation or decorative elements. The form of the houses is essentially single-story ranch layouts with a small second story element, side entry garages, and low roof lines.

The applicant has proposed a similar neutral color scheme for the James Hardie siding, EIFS and brick proposed for the new houses with the addition of stone materials (see Fig. 4). The applicant has provided four elevation design options for the remaining lots in order to create a more

diverse development to blend in the two existing houses (Fig. 5). The elevations are more traditional and feature more ornamentation and prominent rooflines than the two existing houses. The applicant has expressed that these features are home designs that are more likely to do better in the real estate market for Creve Coeur. Staff have discussed with the applicant that the new homes should have side entry garages like the designs that were previously approved, and the applicant has agreed. This has been added as a condition of approval. The side entry garages, the neutral color scheme with limited variation of materials and no changes to the existing lot layouts all help to blend in the new designs with the existing two houses for a cohesive Residential Designed Development. The Planning and Zoning Commission should review the proposed designs with the applicant to ensure compatibility.



Figure 2: Existing House on Lot 4.



Figure 3: Existing House on Lot 1.

Santino Court Conceptual James Hardie Siding (and EIFS) Color Palette



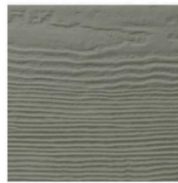
Aged Pewter

Khaki Brown

Monterey Taupe



Pearl Gray



Gray Slate



Cobble Stone

Santino Court Conceptual Brick Color Palette - BrickCraft Coral Blend



Santino Court Conceptual Brick Color Palette - BrickCraft Driftwood



Santino Court Conceptual Brick Color Palette - Acme Brick Tulsa Old Town



Santino Court Conceptual Brick Color Palette - Columbus Brick Company Mill Creek



Santino Court Conceptual Stone Color Palette - Earthworks Aux Vases Dimensional Tumbled



Santino Court Conceptual Stone Color Palette - Earthworks Pewter Mist Dimensional Snapped



Santino Court Conceptual Stone Color Palette - Casa di Sassi Niveo Volterra



Santino Court Conceptual Stone Color Palette - Fond du Lac Country



Figure 4: Proposed Brick, Siding and Stone Materials.

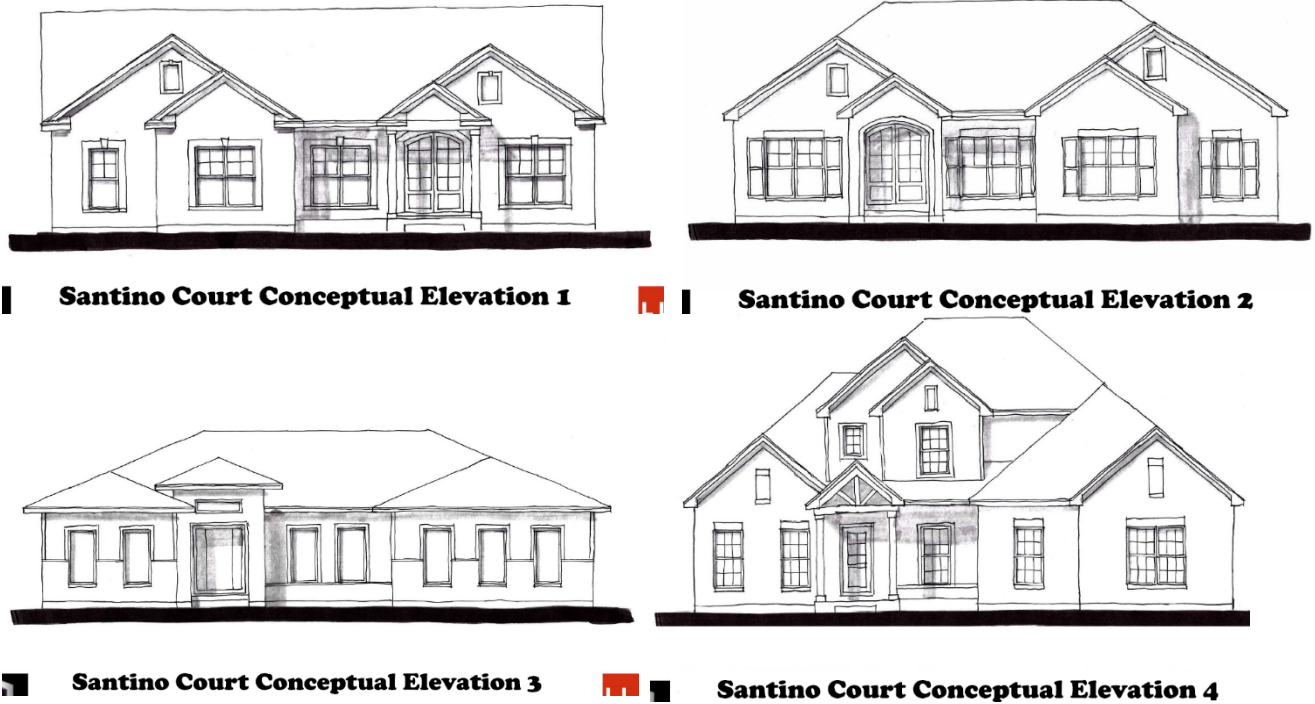


Figure 5: Proposed Elevations

Common Ground and Fence

The original subdivision plans included playground equipment and seating in the common ground which will now be replaced with a pavilion and a landscaped park area (Fig. 6). A mulched path is shown to access the pavilion from the sidewalk; however, Staff have included a condition that this walk be paved for improved access to the pavilion subdivision amenity. The plans also included a 4-foot-tall wood perimeter fence around the development and a 3 ½ foot tall aluminum fence along North New Ballas Road (Fig. 7). The aluminum fence was installed along North New Ballas Road, but it was installed in an abnormal way and needs to be removed. The applicant is proposing to replace the existing aluminum fence with a new 3 ½ foot decorative aluminum fence to be installed consistent with the slope in a typical stair step manner in relation to the existing grade. The aluminum fence will be placed around the entire perimeter in place of the wooden fence. A condition has been included to specify that the fence be placed behind the berm and landscaping along Ladue Road and the new tree line along North New Ballas Road south of the Santino Court entrance.

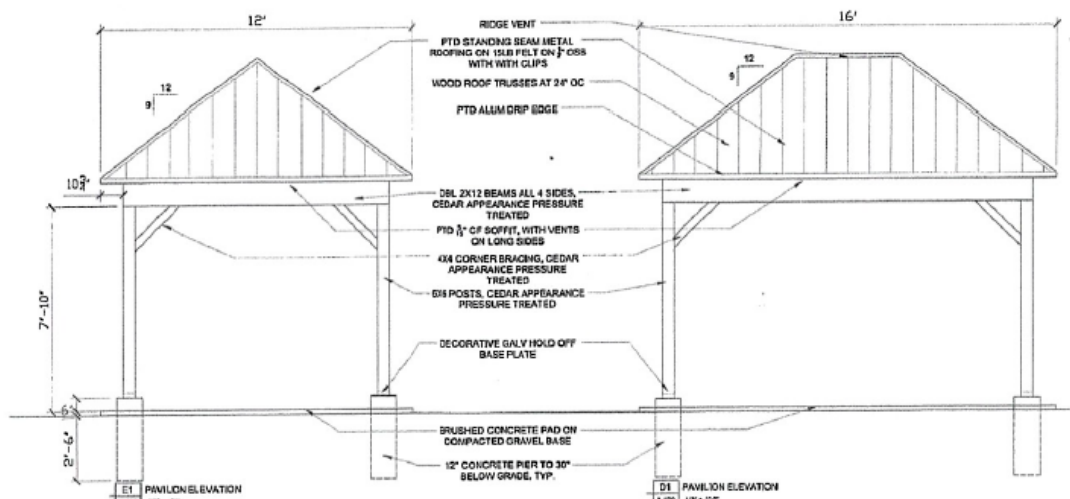


Figure 7: Pavilion design for the common ground park area.



Figure 8: Original Fence Materials and Locations.

Subdivision Entrance Monument Sign

The applicant is proposing two new brick column entrance signs for the development which will be 6 feet tall by 2 feet in width, made of brick to match the homes and includes a 22" x 24" metal plaque with the name of the development (Fig. 8)

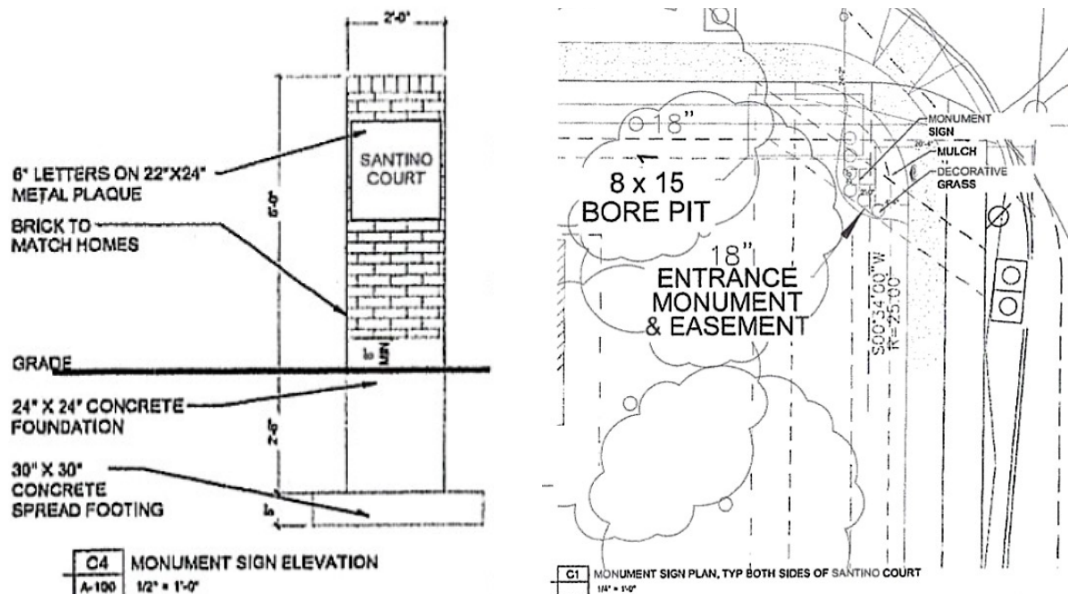
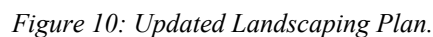


Figure 9: Proposed Monument Sign and Site Plan Location.

SECTION 405.940: SIGNS IN RESIDENTIAL DISTRICTS

The signs meet the requirements of the sign code and are made of durable material. Staff have added a condition that the planting plan be provided at the base of each sign for staff approval prior to the issuance of a sign permit.

All street trees from the approved landscaping plan have been planted on site and most are in good condition. The applicant plans to replace any trees in bad condition and complete all plantings as previously approved per the amended sheet L-1 (Fig. 9) The applicant has also submitted typical lot landscaping plans (Fig. 10)



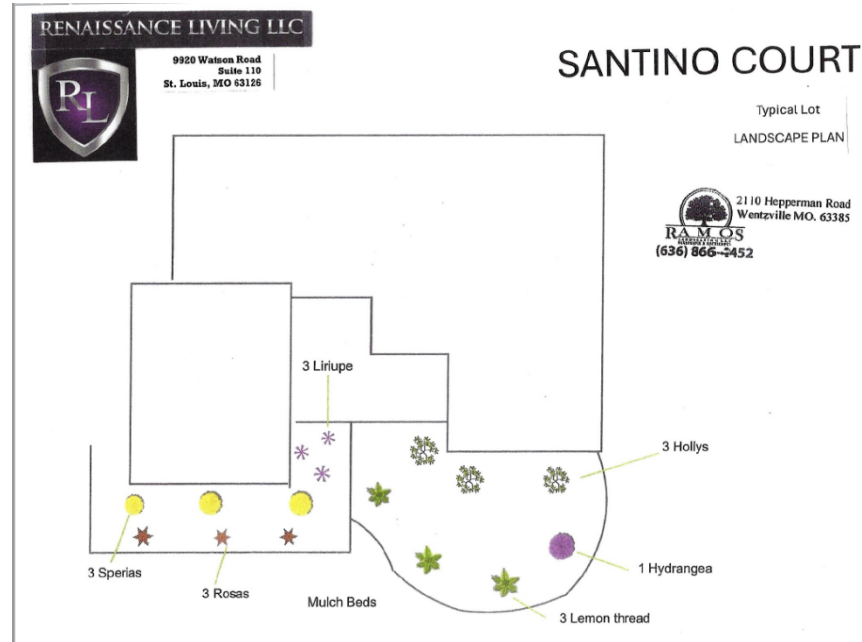


Figure 11: Lot Landscaping Plan

Subdivision Layout, Stormwater Management Plan, Final Plat and Subdivision Indentures

The applicant is not proposing any changes to the number of lots, configuration of lots, or setbacks within the Santino Court subdivision. The site coverage allowance of 35% for each lot is also proposed to remain unchanged. As result, Staff has confirmed with the applicant that no changes to the final record plat or indentures are proposed. Should there be any future changes to the subdivision indentures, a condition of approval has been added to require City Attorney approval prior to recording of any amendments.

CONCLUSION AND MOTION

The applicant is proposing changes mostly affecting the design elements of the previously approved Santino Court RDD subdivision. The applicant believes these changes will help bring the project into better alignment with the market for new single-family homes. Staff largely concurs with this assessment as the existing subdivision design elements have contributed to a stagnant site for several years. The new designs of the homes represent a departure from the former contemporary approach; however, staff believes the new homes will blend in sufficiently if the neutral colors are followed and similar materials are used. The Planning and Zoning Commission should review the proposed designs with the applicant.

After the Commission completed its deliberations on this request and if it believes the proposed changes are appropriate, the following is an example of a motion for a positive recommendation for this application:

“I move to recommend approval of the Amendments to the Residential Design District Preliminary Plat, Site Development Plan and Subdivision Improvement Plans for the Santino Court subdivision submitted with Application #24-013, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of May 20, 2024” (conditions may be added, eliminated, altered, and modified).

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

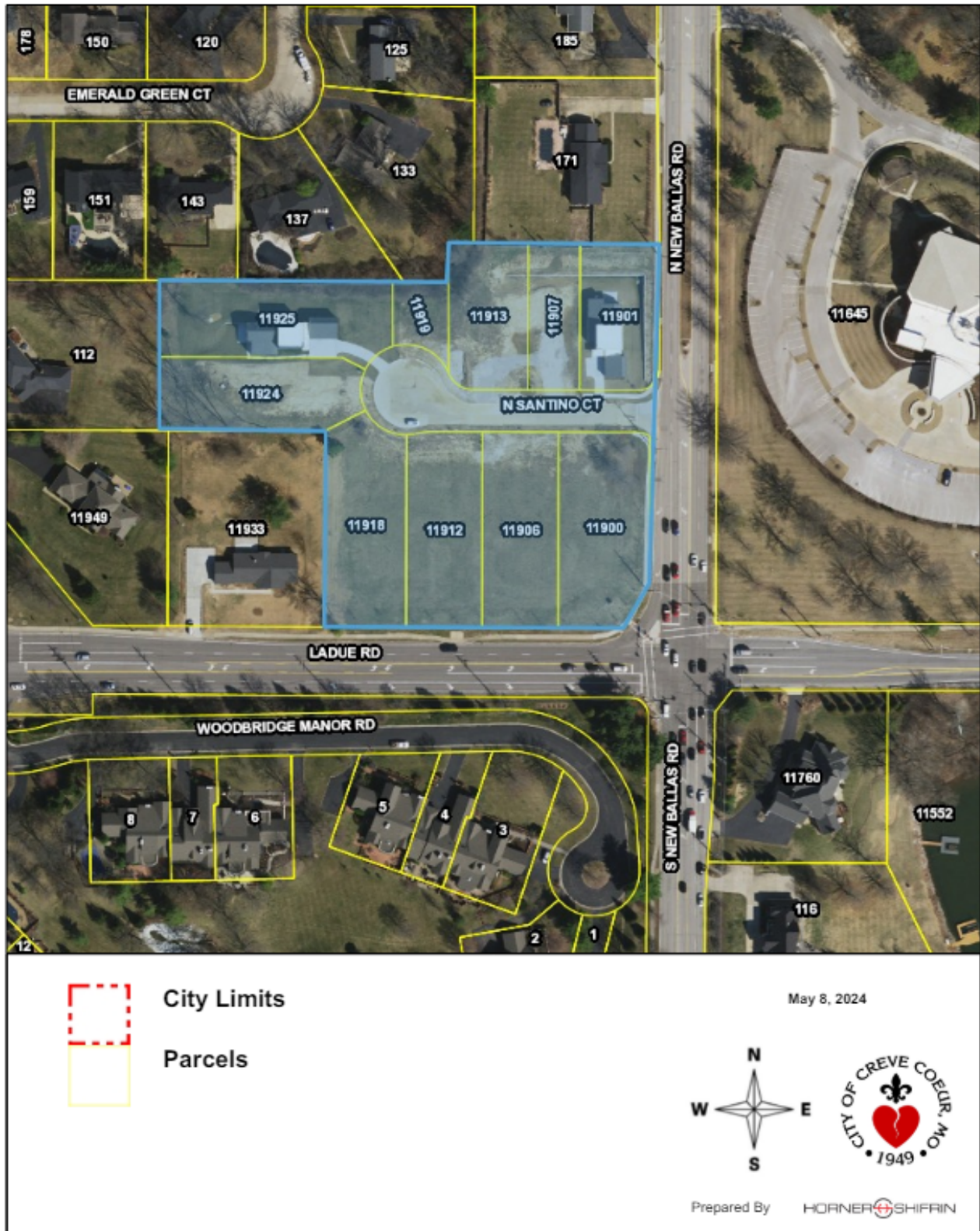
APPENDIX 2: ZONING CODE (CHAPTER 405 OF THE CREVE COEUR MUNICIPAL CODE)

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 3: CREVE COEUR SUBDIVISION AND LAND DEVELOPMENT REGULATIONS (CHAPTER 410 OF THE CREVE COEUR MUNICIPAL CODE)

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 5: AERIAL MAP





city

of

CREVE COEUR

PLANNING DIVISION

300 North New Ballas Road, Creve Coeur, Missouri 63141

Tel. (314) 872-2501 • Fax (314) 872-2505

PLANNING AND ZONING COMMISSION AGENDA APPLICATION SITE DEVELOPMENT PLAN

Select Project Type: Site Development Plan ☒ Site Concept Plan ☐ Minor Site Plan ☐Title of Project: SANTINO COURTLocation of Project: NORTHWEST CORNER OF BALLAS & LADUE Locator # MULTIPLESubject for Agenda: REVISIONS TO ORIGINAL SITE DEVELOPMENT PLAN &
RESIDENTIAL DEVELOPMENT DESIGN PLANApplicant:Architect ☐ Engineer ☐ Contractor ☐ Agent ☐ Owner ☒ (UNDER CONTRACT)

Applicant:	Applicant's Representative (if applicable):
<u>RENAISSANCE LIVING LLC</u> Name	<u>RANDALL G. MATTHEWS</u> Name
<u>9920 WATSON ROAD, STE 110</u> Company (If Applicable) Address	<u>5 HILKIN LN</u> Company (If Applicable) Address
<u>ST LOUIS, MO 63126</u> Address	<u>COLUMBIA, IL 62236</u> Address
Telephone # _____	Telephone # <u>314-575-6985</u>
Fax # _____	Fax # _____
Email: _____	Email: <u>randall.g.mathews@gmail.com</u>
<u>[Signature]</u> Applicant's Signature	<u>[Signature]</u> Applicant's Representative's Signature

Owner's Acknowledgement (if different from applicant):	
<u>BALLES & LADUE, LLC</u> Name	<u>C/O UIC</u> Company (If Applicable)
<u>1536 TOWER GROVE AVE,</u> Address	<u>ST. LOUIS, MO 63110</u>
<u>314-440-3175</u> Phone	<u>berittenden@uicstl.com</u> Email
<u>314-440-3175</u> Fax	
<u>Brent Crittenden</u> Applicant's Signature	<u>MANAGER</u>

Description of Request (attach additional sheets as needed)

General Description: _____

① REVISE ORIGINAL SITE DEVELOPMENT PLAN

A. ELIMINATE PLAYGROUND ON COMMON GROUND

B. ELIMINATE ORIGINAL ENTRANCE MONUMENT AND

REPLACE WITH TWO BRICK COLUMNS WITH NAME PLATE
ON EITHER SIDE OF SANTANO COURT ENTRANCE

② REVISE RESIDENTIAL DEVELOPMENT PLAN PERMIT TO OFFER DIFFERENT
SINGLE FAMILY STYLE HOMES.

Rationale

Please describe in detail, on an attached sheet, the reasons why you believe the request 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.

WE HAVE PROPERTY UNDER CONTRACT. PRODUCT OFFERED UNDER EXISTING
RDD PERMIT IS FAILING AS ONLY TWO HOMES HAVE BEEN BUILT IN 5 YEARS
WE PLAN TO OFFER MORE TRADITIONAL HOMES.

WE FEEL THE PLAYGROUND IS IMPRACTICAL FOR THIS DEVELOPMENT AND RESULTS IN UNNECESSARY
LIABILITY FOR HOMEOWNERS. WE PREFER THE AESTHETICS OF NEW ENTRANCE MONUMENTS.
BMP'S ARE PREFERRED OVER AMENDED SOILS BY MSD FOR STORMWATER CONTROL.

Submittal Checklist

- | | |
|--|--|
| ☒ Rationale | ☒ Building elevations for new construction |
| ☒ Site plan 4 hard copies | ☒ Photographs of existing structures |
| ☒ Access and parking plan-4 hard copies; (may be shown on site plan) | ☒ Materials samples for Commission review |
| ☒ Landscape plan 4 hard copies | ☐ Legal Description in Word format |
| ☐ Floor plan 4 hard copies | ☐ Fees: \$250 (non-refundable) |
| ☐ Electronic copies of all materials | ☐ \$2000 (refundable deposit) |
| | ☐ Other items as requested by staff |

Preferred Public Hearing Date: Monday, MAY 20, 2024.

****Confirm schedule and 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



Renaissance Living, LLC

Santino Court

Residential Development Design Permit Re-Submittal

Elevations designed to be more traditional architectural construction as opposed to the two existing residences in the subdivision that were constructed as contemporary/modern architectural style elevations. We have supplied four examples of styles we will offer. These are examples and not specific elevations as the recorded plat building pads vary from lot to lot regarding buildable widths and driveway access. Each home will be designed to fit the specific lot requirements and buyer's discretionary choices.

We will attempt to provide some consistency in the development with the color pallet we will offer. We use a combination of masonry, stone, efis (stucco variation) and Hardie siding materials in the earthtone/off white color lines. Samples provided for meeting.

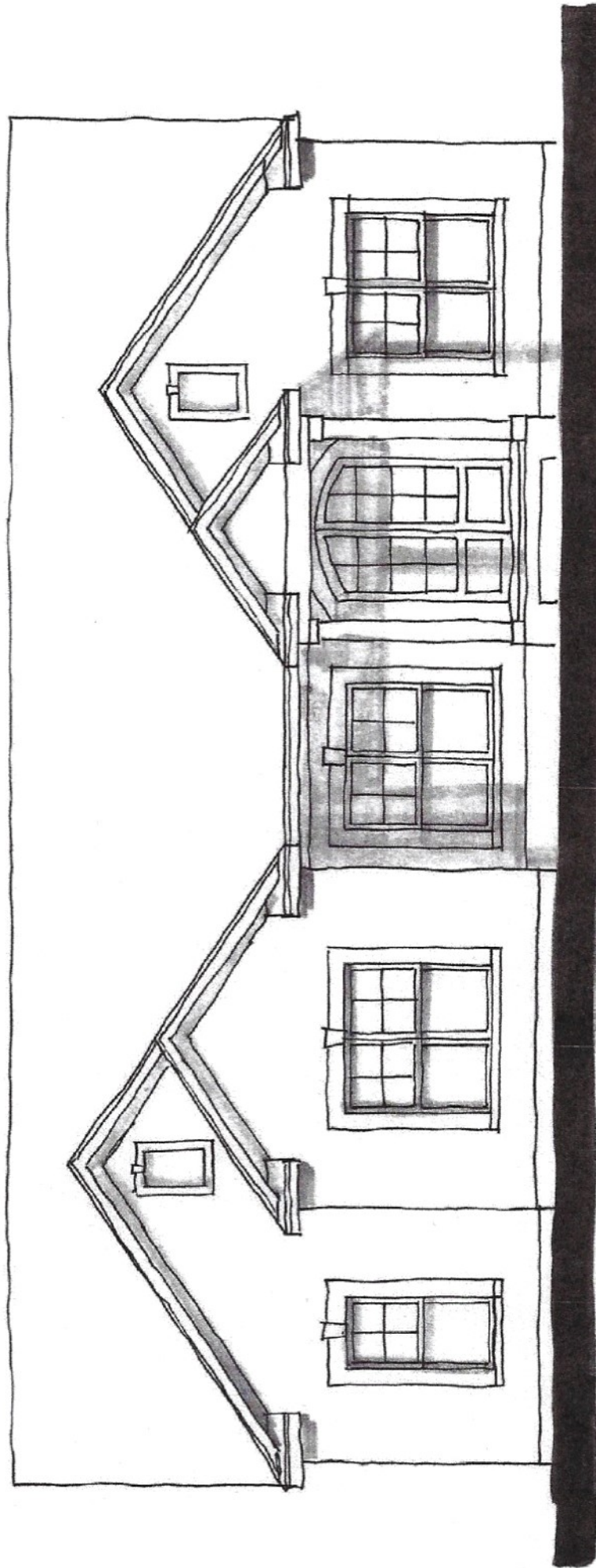
Partial list of material color options:

Stone - Fond Du Lac Country, Earthworks Pewter Mist, Earthworks Aux Vases and
Cassi Di Sassi Niveo Volterra

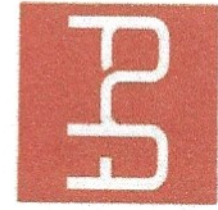
Brick - Brickcraft Coral Blend, Brickcraft Driftwood, Acme Brick Tulsa Old Town and
Columbus Mill Creek

Hardie (& Efis) - Aged Pewter, Khaki Brown, Monterey Taupe, Pearl Gray, Gray Slate and
Cobble Stone

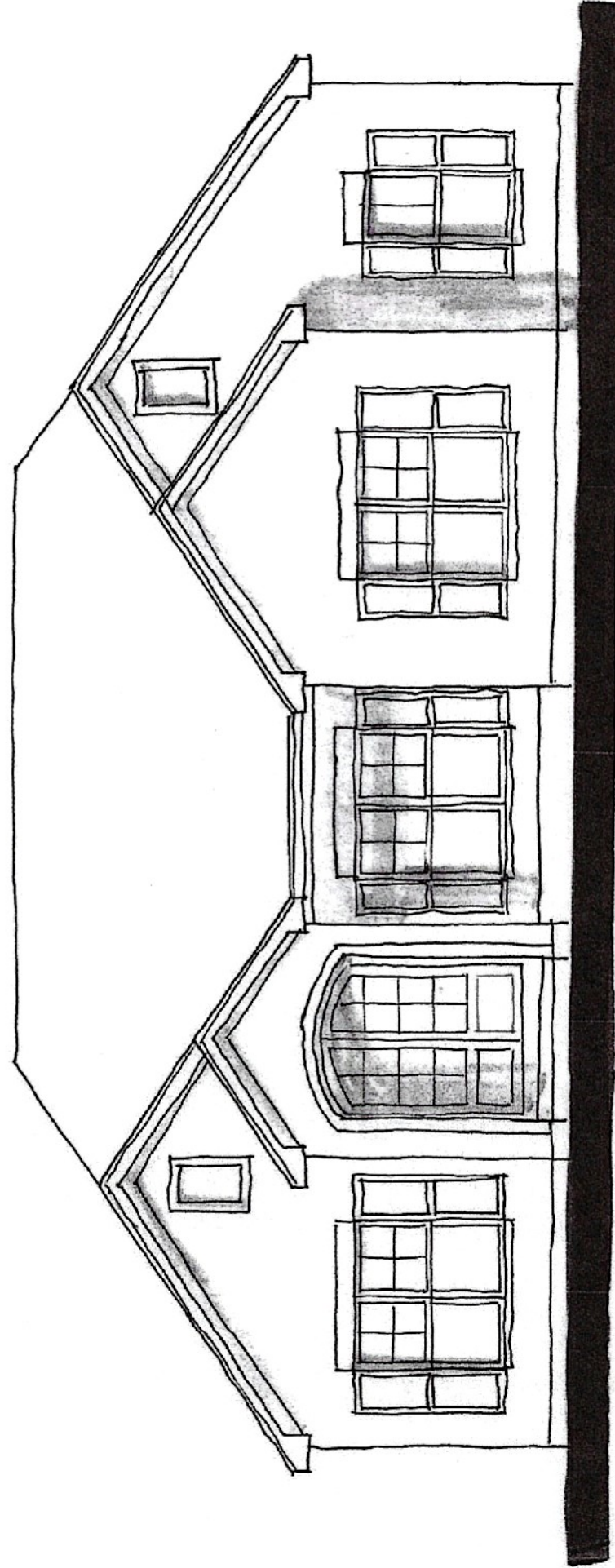




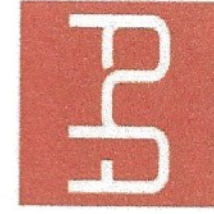
Santino Court Conceptual Elevation 1



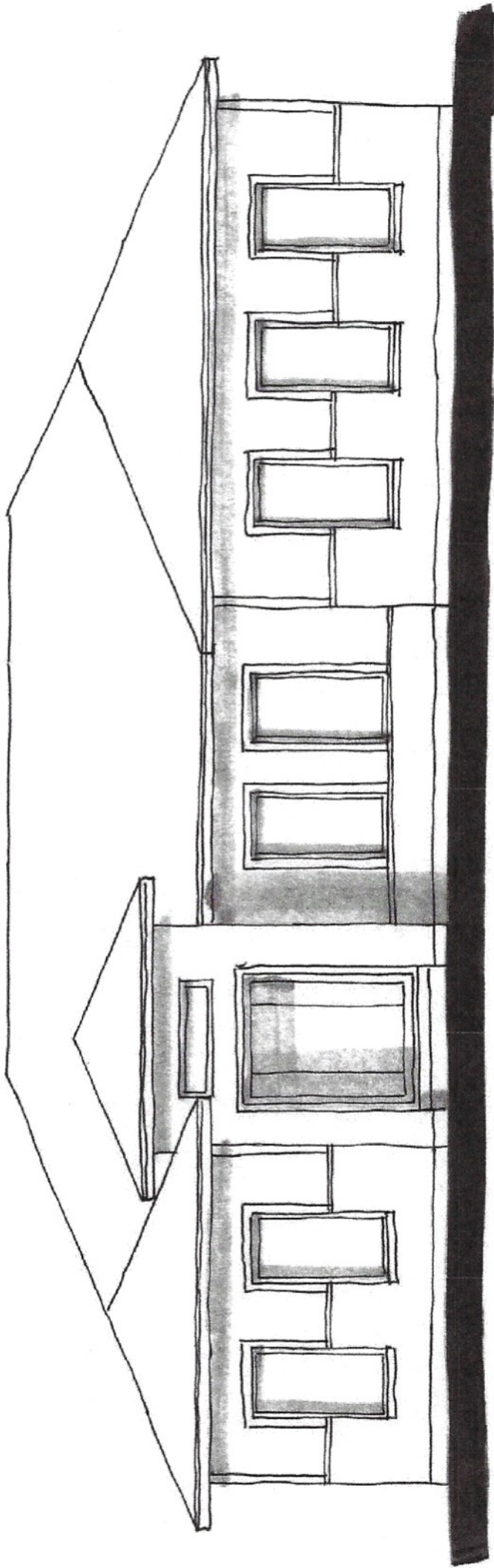
TIM HOLLERBACH
DESIGNS



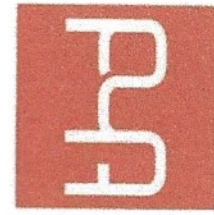
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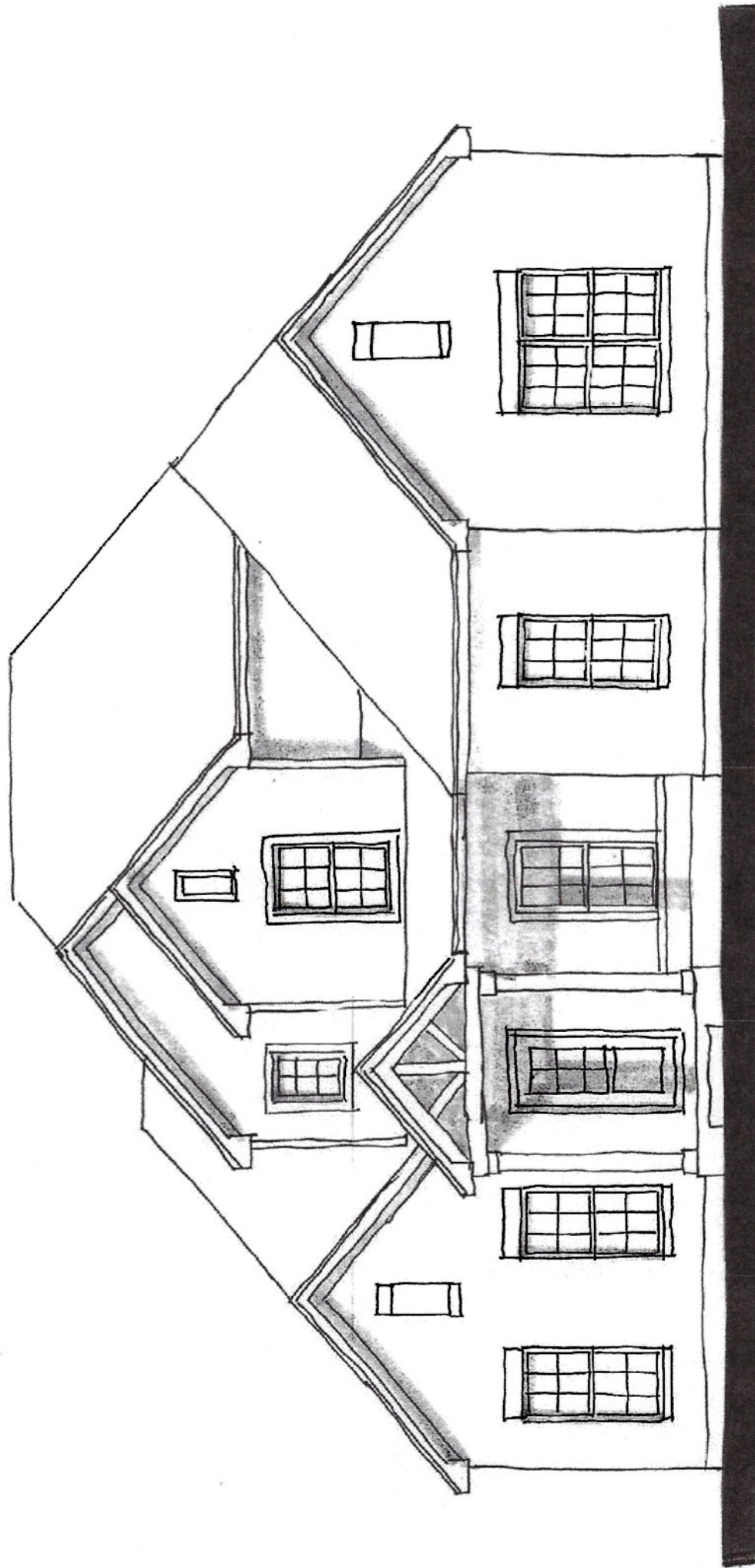
TIM HOLLERBACH
DESIGNS



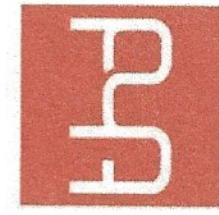
Santino Court Conceptual Elevation 3



TIM HOLLERBACH
DESIGNS



Santino Court Conceptual Elevation 4



TIM HOLLERBACH
DESIGNS



EXISTING HOME – Lot 1



EXISTING HOME – Lot 4

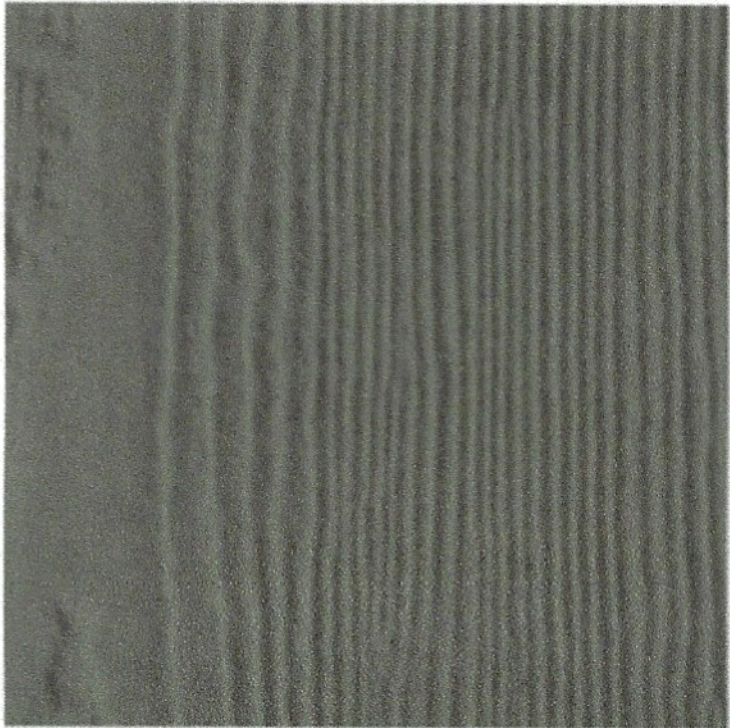
Santino Court - Conceptual Stone Color Palette



Santino Court - Conceptual Brick Color Palette



Santino Court – Conceptual Hardie (& EIFS) Color Palette



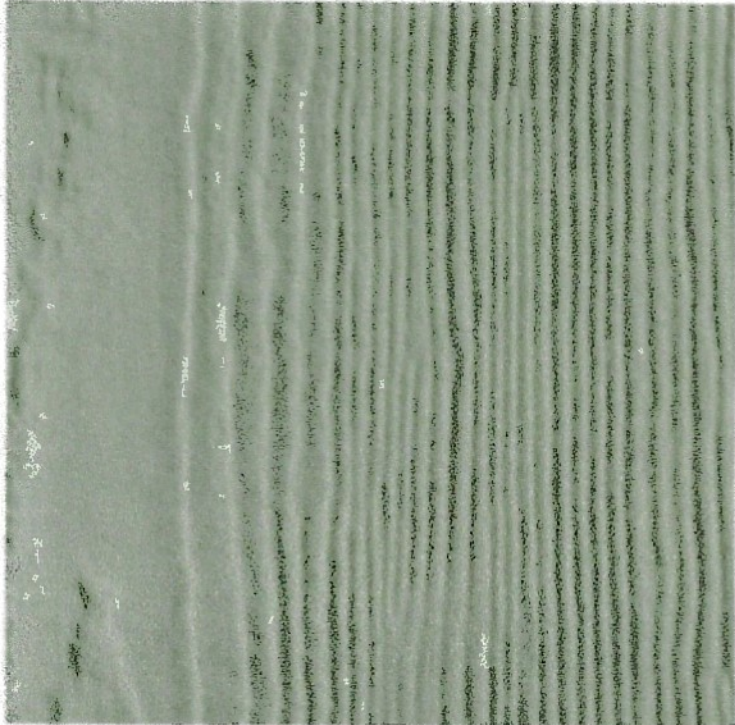
Aged Pewter



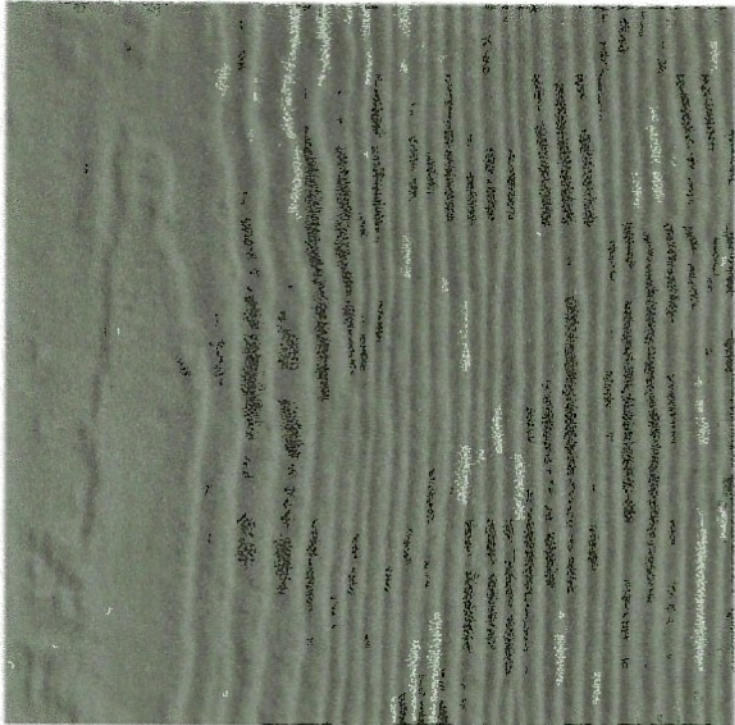
Khaki Brown



Monterey Taupe



Pearl Gray



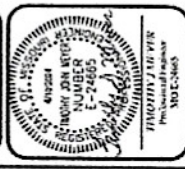
Gray Slate



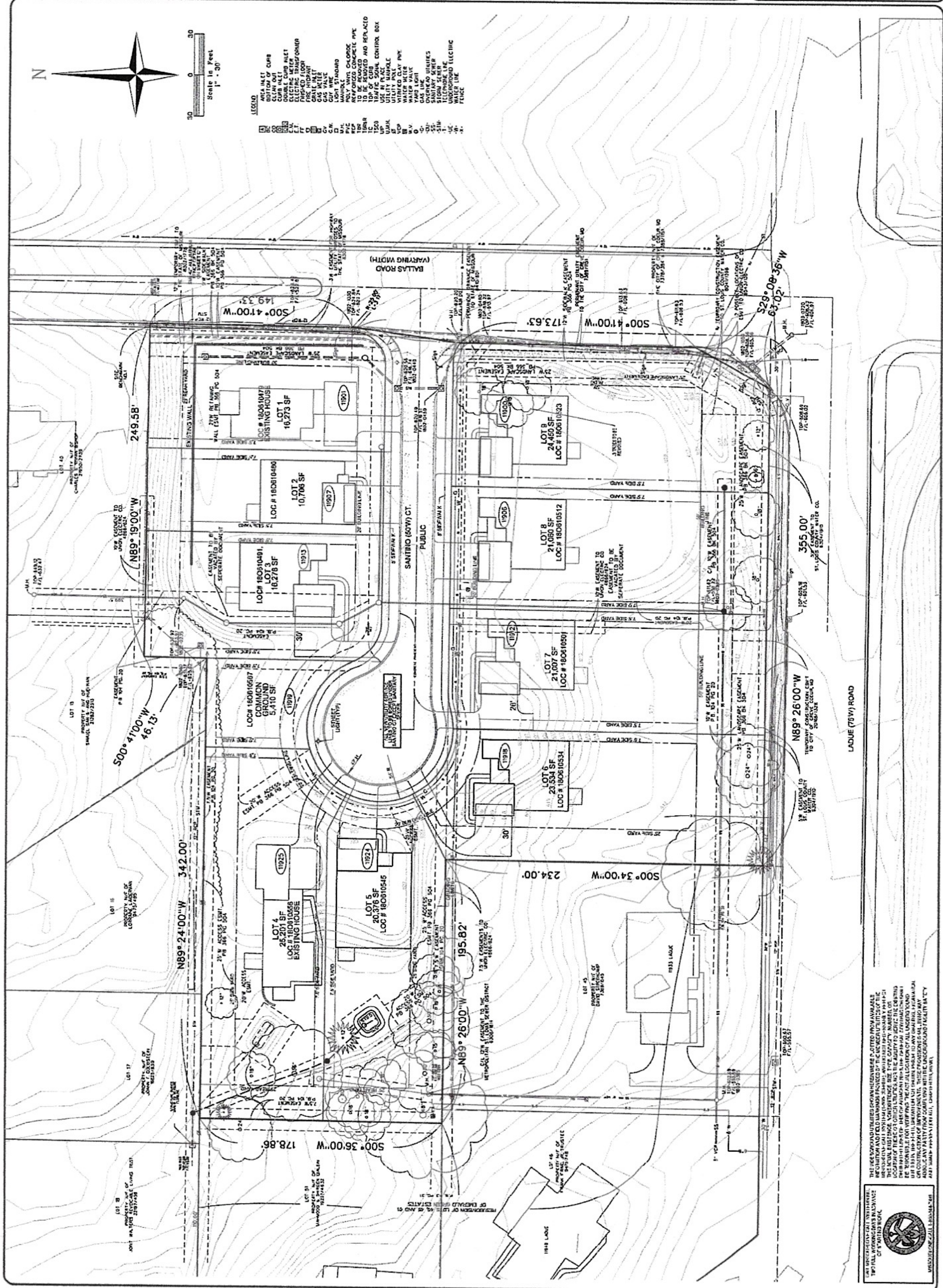
Cobble Stone

SANTINO COURT

OF EMBALD GREEN ESTATE SECTION 12, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

[illegible]

- [illegible]



THE LEEKS WARD AND UTILITIES DIVISIONS WERE PLOTTED FROM AVAILABLE INFORMATION AND FIELD MEASUREMENTS. THE DEGREE OF UNCERTAINTY OF THE DATA, RESULTING FROM THE LIMITED NUMBER OF MEASUREMENTS, WAS PLOTTED AS A RADIUS AROUND EACH MEASUREMENT. THE COORDINATE LOCATIONS OF THESE OTHER UTILITIES ARE THE APPROXIMATE LOCATIONS OF THE UTILITIES. THE LEEKS WARD AND UTILITIES DIVISIONS WERE PLOTTED FROM AVAILABLE INFORMATION AND FIELD MEASUREMENTS. THE DEGREE OF UNCERTAINTY OF THE DATA, RESULTING FROM THE LIMITED NUMBER OF MEASUREMENTS, WAS PLOTTED AS A RADIUS AROUND EACH MEASUREMENT. THE COORDINATE LOCATIONS OF THESE OTHER UTILITIES ARE THE APPROXIMATE LOCATIONS OF THE UTILITIES.





[illegible]



May 9, 2024

RE: Application#24-013: Amendments to Santino Court RDD Preliminary Subdivision Plan and Subdivision Improvement Plans

Dear Sirs:

Our response to your review letter is as follows:

Preliminary Subdivision Plan

1. Stormwater Management. There are no changes from the previously submitted and approved plan. We added page 2 of the preliminary plan and noted the same in the General Notes.
2. Signs. The brick columns are dimensioned on the Common Ground, Monument & Fence Detail. The Sign plaque, "Santino Court", on the columns are drawn and dimensioned at 2' x 2'. The Schedule A-100 is referenced in the General Notes on the aforementioned page 2 of the new preliminary plan.
3. Fencing. The fence location is included on page L1 of the preliminary plan and added in the key detail on the page. The fence detail has been added to the schedule A-100. The fence has been installed on New Ballas Road north of Santino Court in an unacceptable manner. We will remove the fence and install the initial sections of the fence consistent with the slope. The balance of the fence will be installed in a typical stair step manner in relation to the existing grade.
4. Landscape/Tree Plan. UIC planted all trees per Landscape plan along Ladue Road and New Ballas south of Santino Court. Most are surviving and in good condition. It may be necessary to replace two or three trees. We will replant as necessary and complete the planting as previously approved. We added mulched bed notes to Plant Schedule on page L1 and have included a typical basic landscape plan for homes to be built.



5. Common Ground Pocket Park. We have added a pavilion type structure to the pocket park with mulched path to the previously added trees (3) and mulched planting bed.
6. Design of New Houses. I have submitted a revised narrative on compatibility with existing residences and re-worked the color palette submittal for better clarity and will deliver physical samples by Monday, May 13th. The amended preliminary plat has been revised so no garage doors face Santino Court or New Ballas Road (lot 9).
7. Site coverage allowance of 35% is acceptable and no change is being requested.

Additional Information:

1. We are resubmitting documents as electronic files and not scanned documents in most instances.
2. Removed UIC name from title block on Common Ground, Monument and Fence schedule A-100.
3. There are no changes at this time to the Santino Court indentures. I am aware if we have future changes they will need to be reviewed and approved by the City Attorney. I have met with two trustees of Emerald Green Estates and they seem in favor of the new home designs and open to releasing the Santino Court lots from their indentures. It appears to be a matter of determining the compensation for releasing the lots. There is a meeting May 14th of their HOA to hopefully resolve the matter.
4. There are no changes to the final plat.

Sincerely,

Renaissance Living LLC

A handwritten signature in blue ink, appearing to read 'Randall G Mathews', is written over the printed name. The signature is stylized with a large initial 'R' and a long horizontal stroke extending to the right.

Randall G Mathews

Managing Member



Renaissance Living, LLC

Santino Court

Residential Development Design Permit Re-Submittal

Elevations designed to be more traditional architectural construction as opposed to the two existing residences in the subdivision that were constructed as contemporary/modern architectural style elevations. We have supplied four examples of styles we will offer. These are examples and not specific elevations as the recorded plat building pads vary from lot to lot regarding buildable widths and driveway access. Each home will be designed to fit the specific lot requirements and buyer's discretionary choices.

Even though the new homes will be more traditional in design, we feel we can complement the existing homes by using a similar earth tone color palette and introducing some stone and efis exterior finish. We have provided samples.

The new homes will vary from each other given the different building pad restraints. For instance, the home on lot two will be narrower and most likely a two story home given the width and size of the lot and thus similar in dimension to the existing home on lot 1 but not the same elevation. Similarly, lot 5 may require a "courtyard" driveway as existing on the completed residence on lot 4. However, by varying the exterior design and material mix of the remaining seven lots, while keeping the color palette similar, we feel the existing homes will blend better with the completed subdivision than if we built 7 identical homes without regard to the existing two homes.





SANTINO COURT

Typical Lot

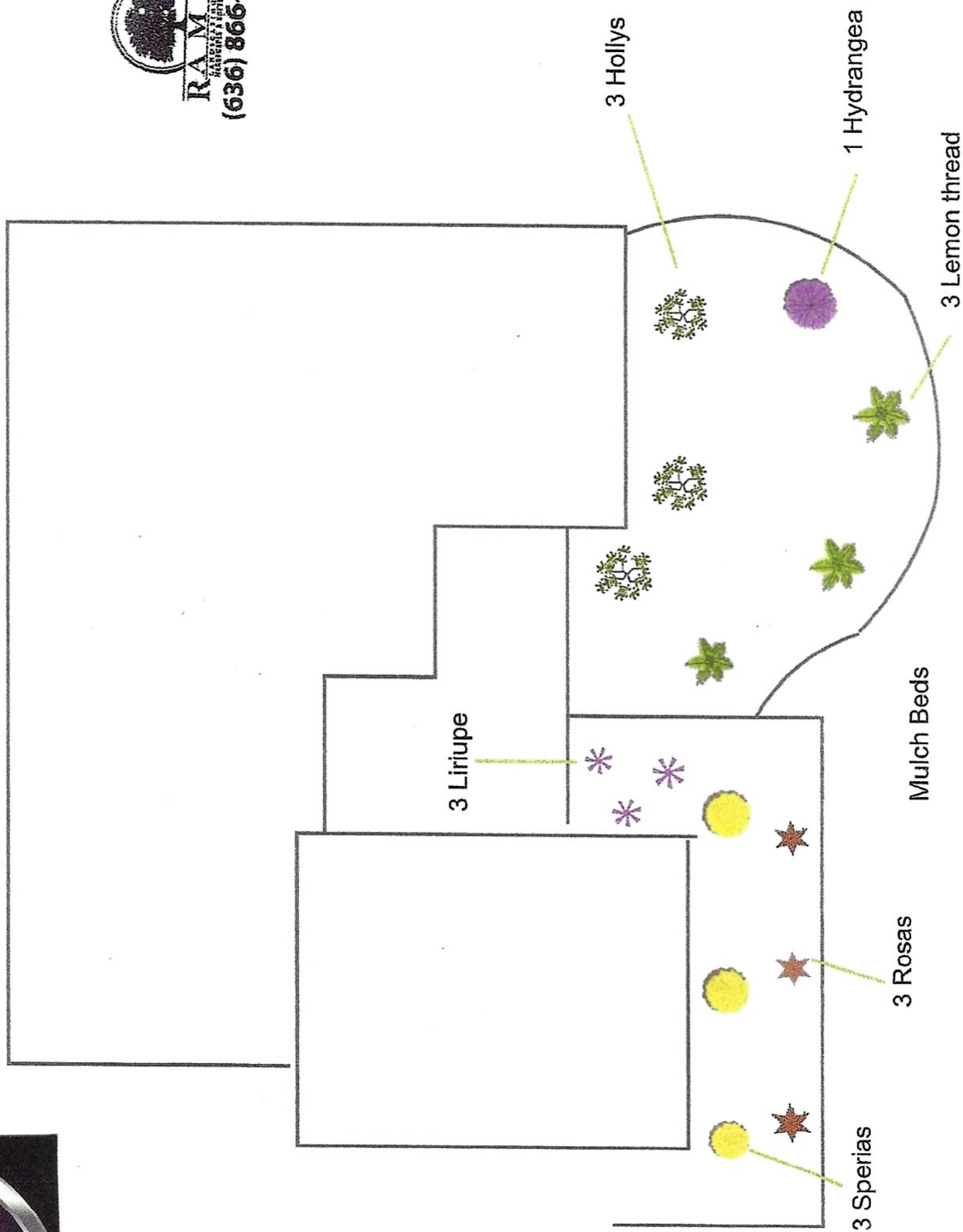
LANDSCAPE PLAN



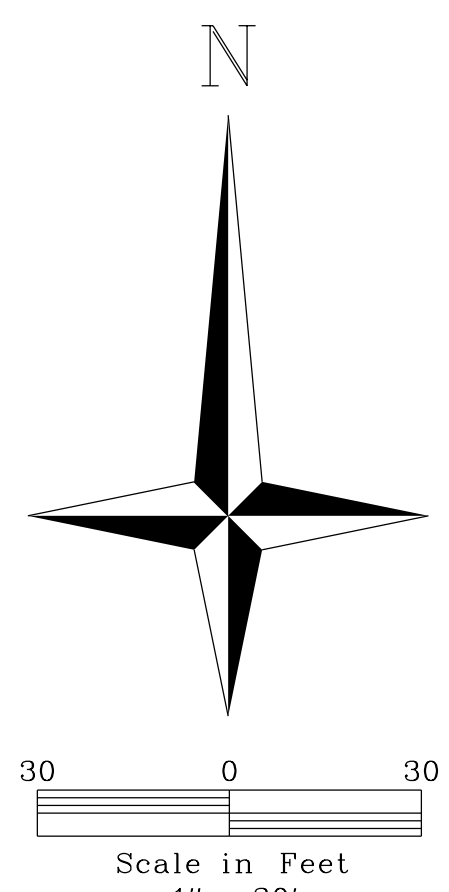
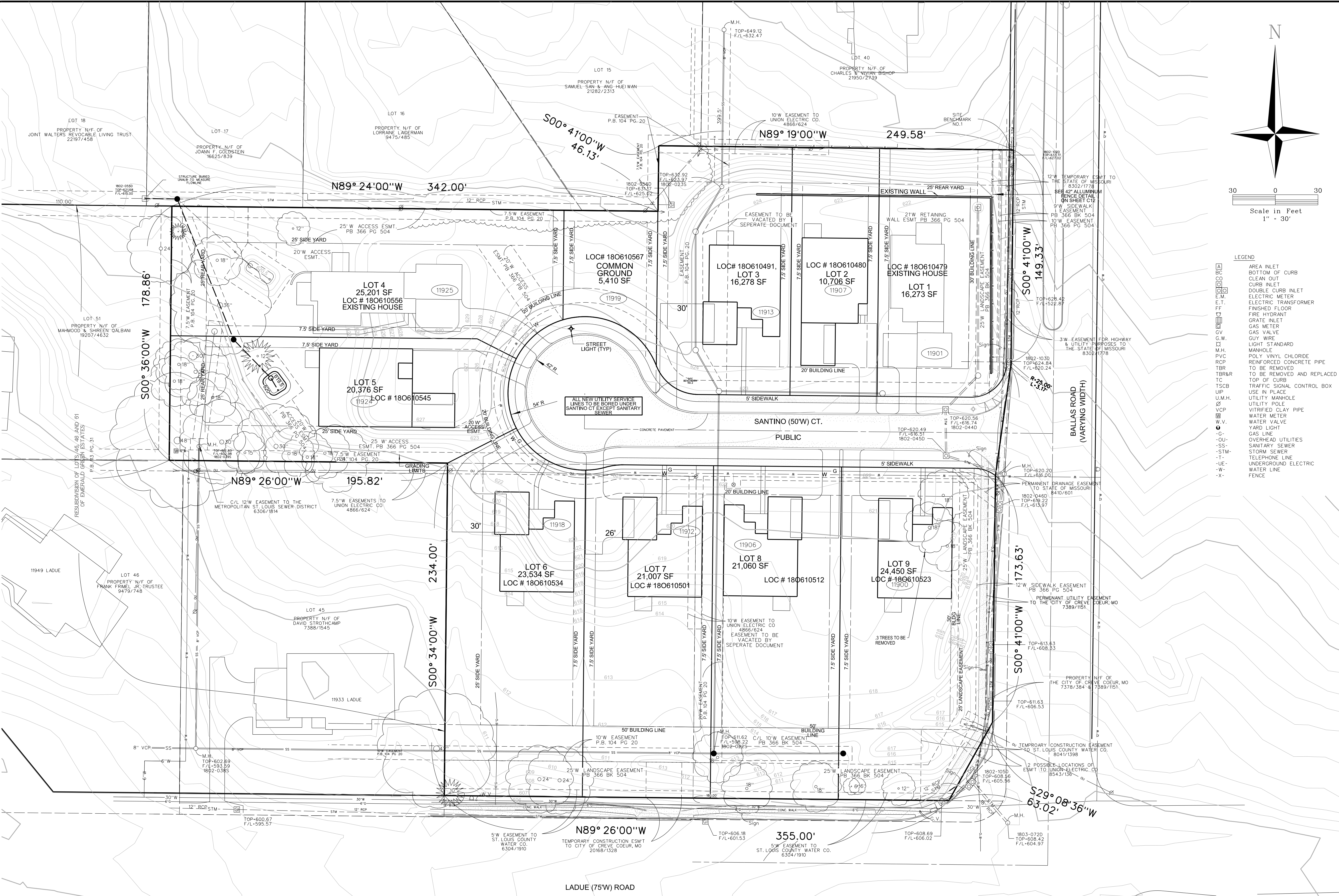
2110 Hepperman Road
Wentzville MO. 63385

RAMOS

(636) 866-2452



H:\CAD\23300-23399\23399\Planning\23399_SDP.dgn Master Model 5/8/2024 10:51:14 AM Plotted by jenkins Plot Scale: 30.000000 1"= 30' Driver: vplot5 PGP: pld5g Pm Table: vplot5 PDF: tbi



- LEGEND
- AREA INLET
 - BOTTOM OF CURB
 - CLEAN OUT
 - CURB INLET
 - DOUBLE CURB INLET
 - ELECTRIC METER
 - ELECTRIC TRANSFORMER
 - FINISHED FLOOR
 - FIRE HYDRANT
 - GRATE INLET
 - GAS METER
 - GAS VALVE
 - GUY WIRE
 - LIGHT STANDARD
 - MANHOLE
 - POLY VINYL CHLORIDE
 - REINFORCED CONCRETE PIPE
 - TO BE REMOVED
 - TOP OF CURB
 - TRAFFIC SIGNAL CONTROL BOX
 - USE IN PLACE
 - UTILITY MANHOLE
 - UTILITY POLE
 - VITRIFIED CLAY PIPE
 - WATER METER
 - WATER VALVE
 - YARD LIGHT
 - GAS LINE
 - OVERHEAD UTILITIES
 - SANITARY SEWER
 - STORM SEWER
 - TELEPHONE LINE
 - UNDERGROUND ELECTRIC
 - WATER LINE
 - FENCE

CALL MISSOURI ONE CALL SYSTEMS INC.
TWO FULL WORKING DAYS IN ADVANCE
OF STARTING WORK.

MISSOURI ONE-CALL 1-800-344-7483

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VOLZ
INCORPORATED
1808 INDIAN HEAD INDUSTRIAL BLVD.
ST. LOUIS, MISSOURI 63132
314.486.8212 MAIN
WWW.VOLZINC.COM
AUTHORITY #003

TIMOTHY J. MEYER
Professional Engineer
MO E-24665

SANTINO COURT
A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44
OF EMERALD GREEN ESTATE SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

AMENDED SITE DEVELOPMENT PLAN
PRELIMINARY PLAT

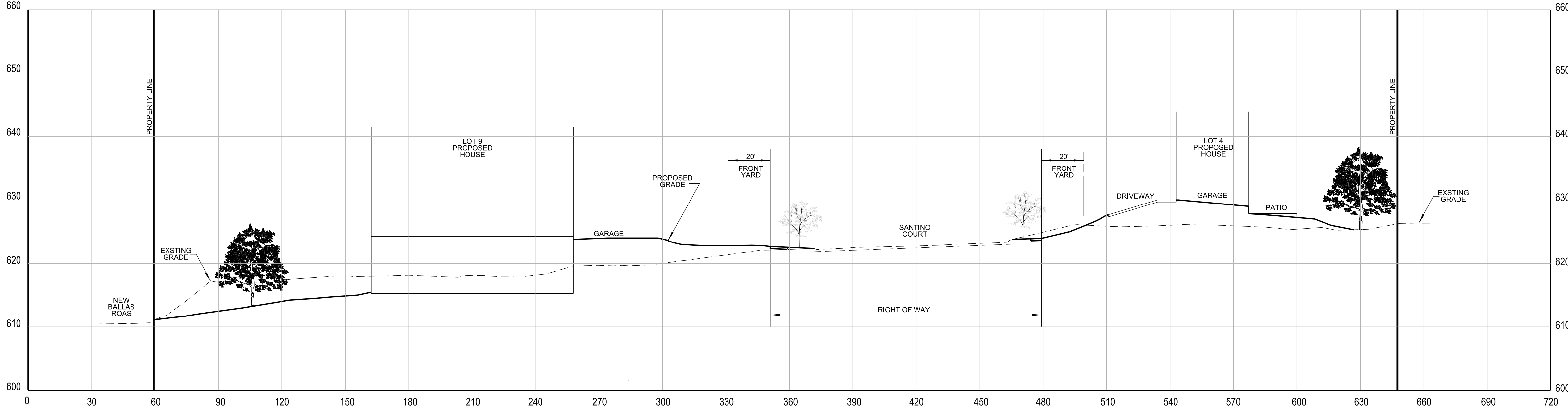
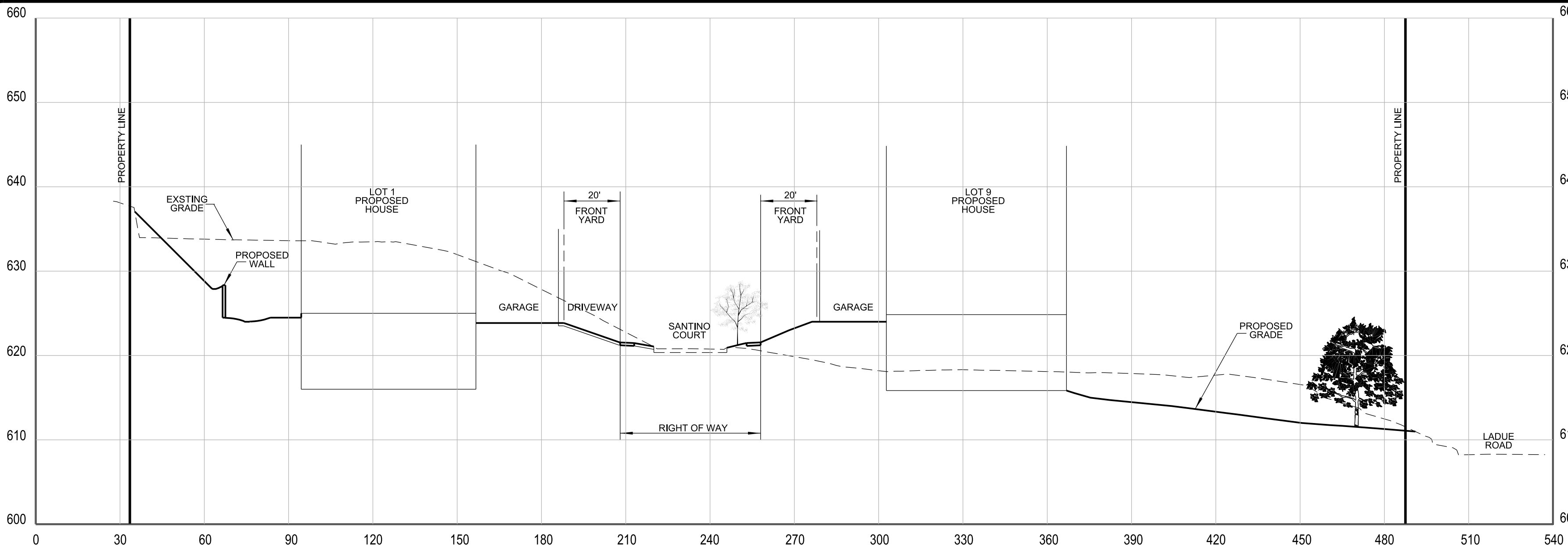
4.732 ACRES

PROJECT # 23396

05/07/2024

7

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STORMWATER MANAGEMENT FLOOD PROTECTION	
TOTAL SITE AREA = 185,130 sf	
EXISTING	
PERVIOUS AREA =	140,317 sf
PERVIOUS PERCENTAGE =	75.8%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	5.48 cfs
IMPERVIOUS AREA =	44,813 sf
IMPERVIOUS PERCENTAGE =	24.2%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	3.64 cfs
FLOWRATE (Q) =	9.12 cfs
PROPOSED	
PERVIOUS AREA =	129,201 sf
PERVIOUS PERCENTAGE =	69.8%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	5.04 cfs
IMPERVIOUS AREA =	55,929 sf
IMPERVIOUS PERCENTAGE =	30.2%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	4.55 cfs
FLOWRATE (Q) =	9.59 cfs
DIFFERENTIAL FLOWRATE	
PROP Q - EX Q =	0.47 cfs
Q _p	Not Required
CHANNEL PROTECTION	
TOTAL SITE AREA = 185,130 sf	
	4.25 Ac
C _{pv}	Not Required
WATER QUALITY	
TOTAL DISTURBED AREA = 172,737 sf	
	3.97 Ac
W _{qv}	Required

DISTRICTS:
METROPOLITAN ST. LOUIS SEWER DISTRICT
CREVE COEUR FIRE PROTECTION DISTRICT PARKWAY SCHOOL DISTRICT
CREVE COEUR CREEK WATERSHED

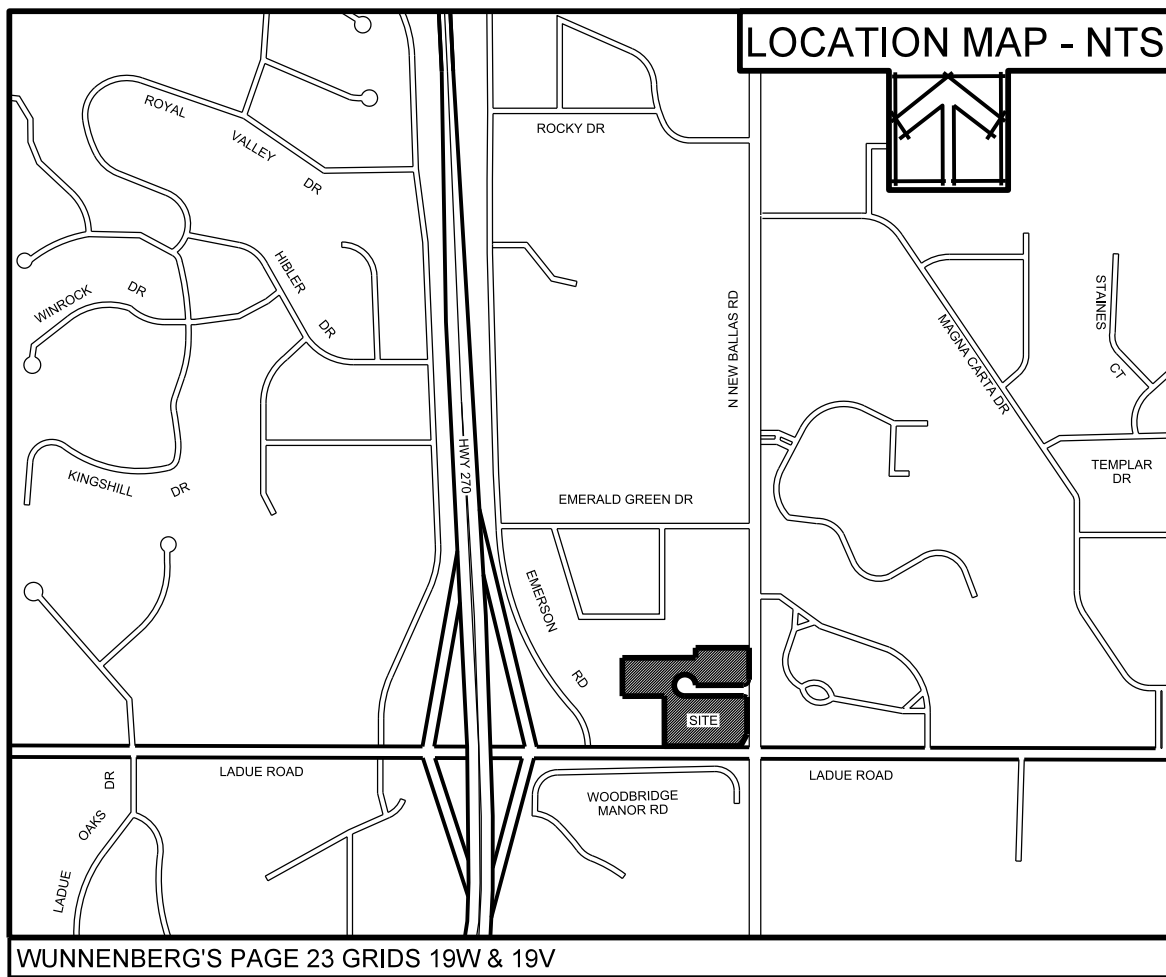
UTILITY SERVICE AREAS:
AMEREN
SPIRE GAS COMPANY
MISSOURI AMERICAN WATER COMPANY
CHARTER COMMUNICATIONS (CABLE TV)
AT&T TELEPHONE COMPANY

GENERAL NOTES:

- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- STORMWATER MANAGEMENT SHALL BE DESIGNED PURSUANT TO THE CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS AND DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE NATURAL DISCHARGE POINTS.
- THE LOCATION OF STORM AND SANITARY SEWER IMPROVEMENTS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS SHALL BE DETERMINED BY FIELD CONDITIONS AND SHALL BE INDICATED ON THE IMPROVEMENT PLANS.
- GRADING AND DRAINAGE SHALL BE PER CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS.
- LANDSCAPING WILL BE PROVIDED AS REQUIRED BY CITY OF CREVE COEUR.
- SLOPE SHALL NOT EXCEED 3 (HORIZONTAL) : 1 (VERTICAL), UNLESS SUPPORTED BY GEOTECHNICAL REPORT AND APPROVED BY THE CITY OF CREVE COEUR STANDARDS.
- SETBACKS FOR RDD REQUIREMENTS TAKE PRECEDENCE OVER "SPECIAL USE" SETBACK REQUIREMENTS.
- THE PROPOSED LIGHT STANDARDS SHALL BE IN COMPLIANCE TO THE CITY OF CREVE COEUR'S LIGHTING CODE.
- THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES SHOWN OR NOT SHOWN AND SHALL BE LOCATED IN EXCAVATION OR CONSTRUCTION OF IMPROVEMENTS IN THE FIELD PRIOR TO ANY GRADING. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

STORMWATER MANAGEMENT PLAN WILL REMAIN THE SAME AS SUBMITTED ON ORIGINAL IMPROVEMENT PLANS AND APPROVED BY MSD ON 11/1/2018.

SEE SCHEDULE A-100 FOR COMMON GROUND AND ENTRANCE MONUMENT DETAIL.



PROJECT NOTES:	
AREA OF SITE:	4.732 ACRES 4.257 ACRES EXCLUDES RIGHT-OF-WAY
LOCATOR NO:	180610479 / LOT 1
OWNER OF RECORD:	11901 SANTINO CT
SITE ADDRESS:	RDZANEK SOPHIA URSZULA TESTAMENTARY
BALLAS & LADUE LLC 1602 TOWER GROVE AVE SAINT LOUIS MO, 63110	180610556 / LOT 4 11925 SANTINO CT PORTER PATRICK A & DIONNE R T/E
PREPARED FOR:	9920 WATSON LIVING LLC SUITE 110 ST. LOUIS, MO. 63126 PHONE 314.575. randall.g.mathews@gmail.com6985
PREPARED BY:	10849 INDIAN HEAD INDL. BLVD. ST. LOUIS, MO 63132 314.426.6212 MAIN 314.890.1250 FAX
RECORDED PLAT:	PLAT 366 BOOK 504
EXISTING ZONING:	NOV 13, 2018 "B" SINGLE FAMILY RESIDENTIAL – SECTION 405.260 RDD – RESIDENTIAL DEVELOPMENT DISTRICT
PROPOSED SETBACKS:	20' FRONT YARD 7.5' SIDE YARD 25' REAR YARD
NEW BALLAS ROAD:	30' SETBACK
LADUE ROAD:	50' SETBACK
OPEN SPACE:	3.45 ACRES / 4.732 ACRES = 73%
DENSITY CALCULATIONS:	4.257 ACRES - 185,434.92 SF EXCLUDES RIGHT OF WAY 185,434.92 SF 20,000 SF = 9.27
PROPOSED LOTS:	9 LOTS
OFF-STREET PARKING REQUIREMENTS:	9 LOTS x 2 PARKING SPACES PER LOT = 18 SPACES
LEGAL DESCRIPTION	A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44 OF EMERALD GREEN ESTATES SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST CITY OF CREVE COEUR, MISSOURI

BASED ON MSD GENERAL DESIGN CRITERIA FOR STORM WATER MANAGEMENT, WATER QUALITY IS THE ONLY ELEMENT REQUIRED. THIS SITE DOES NOT MEET THE THRESHOLD NEEDS FOR CHANNEL PROTECTION OR FLOOD VOLUME DETENTION.

A TRACT OF LAND BEING SANTINO ROAD (50 FEET WIDE), LOTS 41 & 42 AND PART OF LOTS 43 & 44 OF "EMERALD GREEN ESTATES" A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 104, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS IN SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST, CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 42; THENCE EASTWARDLY ALONG THE NORTH LINE OF SAID LOT 42 SOUTH 89 DEGREES 24 MINUTES 00 SECONDS EAST 342.00 FEET TO A POINT ON THE WEST LINE OF SAID LOT 41; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 41 MINUTES 00 SECONDS EAST 46.13 FEET TO THE NORTH LINE OF SAID LOT 41; THENCE EASTWARDLY ALONG SAID NORTH LINE SOUTH 89 DEGREES 19 MINUTES 00 SECONDS WEST 249.58 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF BALLAS ROAD (VARYING WIDTH); THENCE SOUTHWARDLY ALONG SAID WEST RIGHT-OF-WAY LINE THE FOLLOWING COURSES AND DISTANCES: SOUTH 00 DEGREES 41 MINUTES 00 SECONDS WEST 149.33 FEET, ALONG A CURVE TO THE RIGHT WHOSE RADIUS POINT BEARS NORTH 89 DEGREES 19 MINUTES 00 SECONDS WEST 25.00 FEET FROM THE LAST MENTIONED POINT, A DISTANCE OF 3.17 FEET, SOUTH 07 DEGREES 57 MINUTES 04 SECONDS WEST 77.46 FEET, SOUTH 00 DEGREES 41 MINUTES 00 SECONDS WEST 173.63 FEET AND SOUTH 29 DEGREES 08 MINUTES 36 SECONDS WEST 63.02 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF LADUE ROAD (75 FEET WIDE); THENCE WESTWARDLY ALONG SAID NORTH RIGHT-OF-WAY LINE NORTH 89 DEGREES 26 MINUTES 00 SECONDS WEST 355.00 FEET TO THE WEST LINE OF AFOREMENTIONED LOT 44; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 34 MINUTES 00 SECONDS WEST 234.00 FEET TO A POINT ON THE SOUTH LINE OF AFOREMENTIONED LOT 42; THENCE WESTWARDLY ALONG SAID SOUTH LINE NORTH 89 DEGREES 26 MINUTES 00 SECONDS WEST 195.82 FEET TO THE WEST LINE OF SAID LOT 42; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 36 MINUTES 00 SECONDS EAST 178.88 FEET TO THE POINT OF BEGINNING AND CONTAINING 4.732 ACRES ACCORDING TO CALCULATIONS BY VOLZ INCORPORATED DURING NOVEMBER 2017.



THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND FIELD MARKINGS PROVIDED BY THE MEMBER UTILITIES OF THE MISSOURI ONE CALL SYSTEM (1-800-DIG-RITE), AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, CAPACITY, NUMBER, OR LOCATION OF THESE OR OTHER UTILITIES, NOR THE ABILITY TO SERVE THE EXISTING OR INTENDED USES OF THIS OR ADJACENT SITES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES IN THE FIELD, SHOWN OR NOT SHOWN, PRIOR TO ANY GRADING, EXCAVATION, OR CONSTRUCTION OF IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

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10849 INDIAN HEAD INDL. BLVD.
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314.426.6212 MAIN
WWW.VOLZINC.COM
AUTHORITY #003

TIMOTHY J. MEYER
Professional Engineer
MO E-24665

SANTINO COURT

A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44
OF EMERALD GREEN ESTATES SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

AMENDED SITE DEVELOPMENT PLAN
PRELIMINARY PLAT

4.732 ACRES

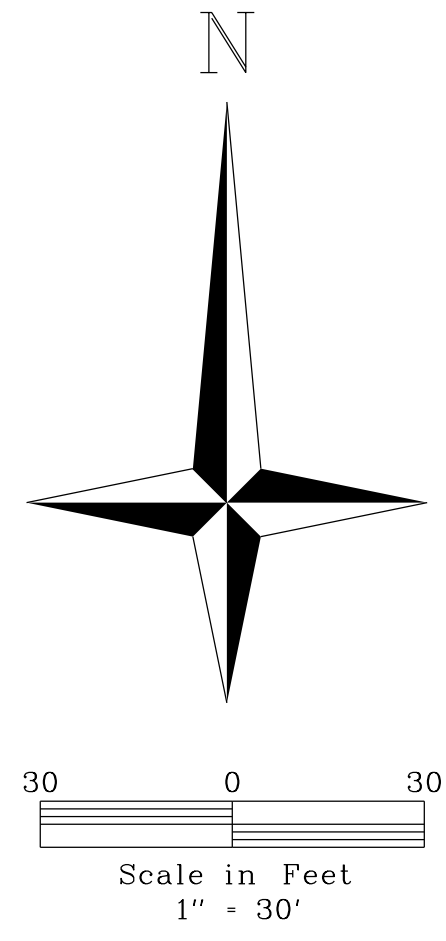
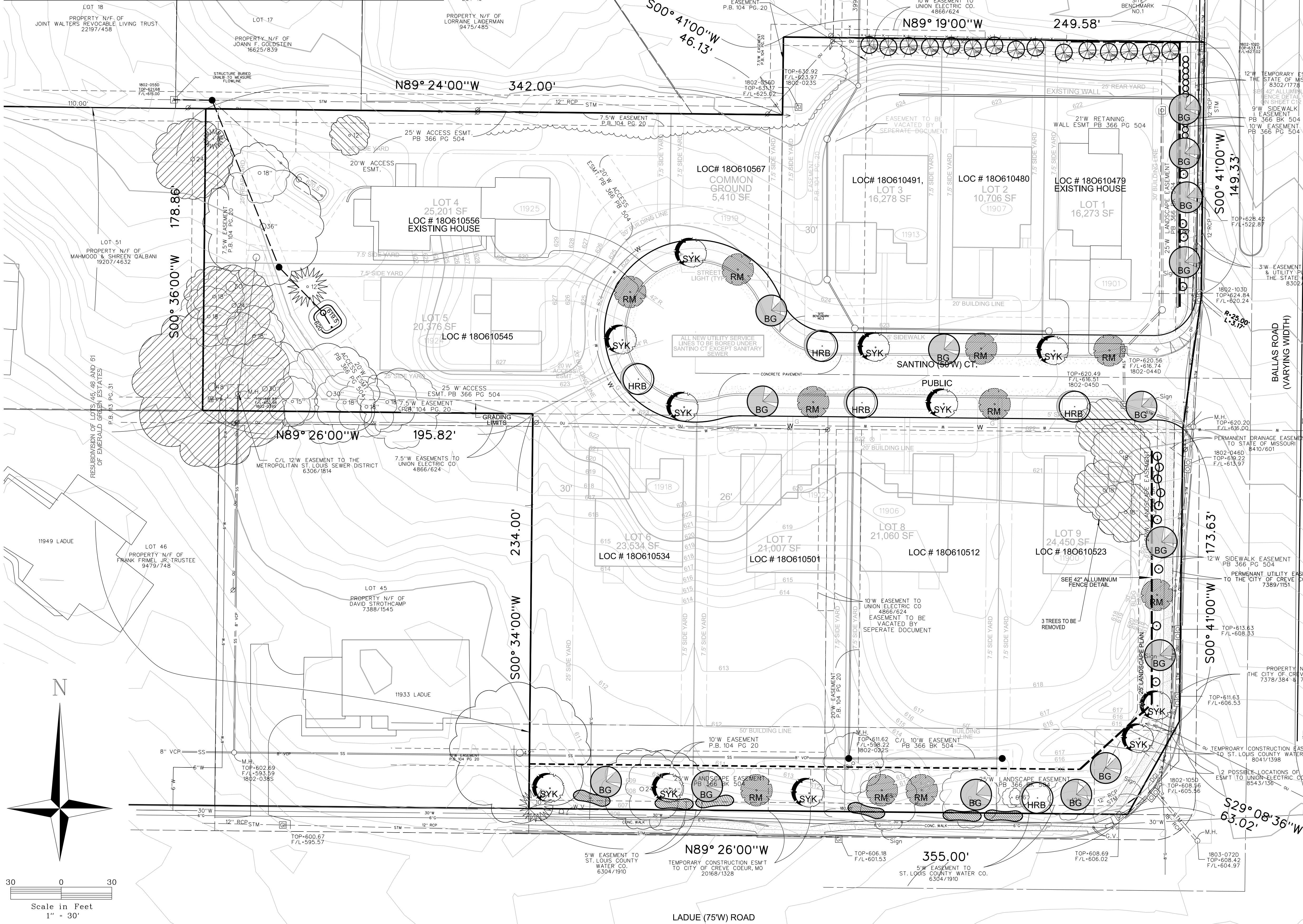
PROJECT # 23396

08/07/2024

2

PLANT SCHEDULE

TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
SYK	11	LONDON PLANE / PLATANUS x ACERIFOLIA	3.0" CAL
BG	9	BLACK GUM / NYSSA SYLVATICA	3.0" CAL
HRB	5	HERTAGE RIVER BIRCH / BETULA NIGRA 'CULLY' HERITAGE	3.0" CAL
RM	14	RED MAPLE / ACER RUBRUM	3.0" CAL
WP	15	WHITE PINE/PINUS STROBUS	6'-8" H
	14	ASSORTED GRASSES - IN MULCH BED	18" O.C.
	9	MAIDEN GRASS - IN MULCH BED	18" O.C.
	9	ARBORVITAE / THUJA - IN MULCH BED	24" O.C.



CALL MISSOURI ONE CALL SYSTEMS INC.
TWO FULL WORKING DAYS IN ADVANCE
OF STARTING WORK.

MISSOURI ONE-CALL 1-800-344-7483

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Street Trees				
Road	Linear Feet	Require Trees	Existing Trees	Proposed Trees
Ballas	385.98'	13	4	9
Ladue	355'	12	0	12
Santino	676.68'	23	3	20

42" ALLUMINUM FENCE

NOTE: USE SHREDDED BARK MULCH ONLY

DECIDUOUS TREE PLANTING
N.T.S.

EVERGREEN TREE PLANTING
N.T.S.

PLANT SPACING AS PER PLAN

2" MULCH INSTALLED BEFORE PLANTING

PREPARE BED AS PER WRITTEN SPECIFICATION

PERENNIAL / ANNUAL PLANTING
N.T.S.

SPADE-CUT EDGE DETAIL
N.T.S.

NOTE: USE SHREDDED BARK MULCH ONLY

SHRUB PLANTING
N.T.S.

TREE PROTECTION DETAIL
N.T.S.

VOLZ Incorporated

9920 WATSON LIVING LLC
10809 INDIAN HEAD IND. BLVD.
ST. LOUIS, MISSOURI 63120
314.486.8212 MAIN
WWW.VOLZINC.COM
PHONE 314.575.7475
randall.g.mathews@gmail.com

SANTINO COURT

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CITY OF CREVE COEUR, MISSOURI

AMENDED SITE DEVELOPMENT PLAN
PRELIMINARY PLAT

4.732 ACRES

PROJECT # 23396

08/07/2024

L7



Santino Court Conceptual Elevation 1



TIM HOLLERBACH
DESIGNS



Santino Court Conceptual Elevation 2





Santino Court Conceptual Elevation 3



TIM HOLLERBACH
DESIGNS



Santino Court Conceptual Elevation 4



TIM HOLLERBACH
DESIGNS

Santino Court Conceptual Stone Color Palette - Earthworks Aux Vases Dimensional Tumbled



Santino Court Conceptual Stone Color Palette - Earthworks Pewter Mist Dimensional Snapped



Santino Court Conceptual Stone Color Palette - Casa di Sassi Niveo Volterra



Santino Court Conceptual Stone Color Palette - Fond du Lac Country



Santino Court Conceptual Brick Color Palette - Columbus Brick Company Mill Creek



Santino Court Conceptual Brick Color Palette - Acme Brick Tulsa Old Town



Santino Court Conceptual Brick Color Palette - BrickCraft Driftwood



Santino Court Conceptual Brick Color Palette - BrickCraft Coral Blend



Santino Court Conceptual James Hardie Siding (and EIFS) Color Palette



Aged Pewter



Khaki Brown



Monterey Taupe



Pearl Gray



Gray Slate



Cobble Stone

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF CREVE COEUR TO REZONE 4.257 ACRES OF LAND FROM "A" SINGLE-FAMILY RESIDENTIAL DISTRICT TO "B" SINGLE-FAMILY RESIDENTIAL DISTRICT AND AUTHORIZING A RESIDENTIAL DESIGNED DEVELOPMENT (RDD) WITH ACCOMPANYING PRELIMINARY SUBDIVISION PLAT AND SITE DEVELOPMENT PLAN FOR THE PROPOSED SANTINO COURT SUBDIVISION, FOR THE PROPERTY CURRENTLY ADDRESSED AS 105 AND 157 N. NEW BALLAS ROAD, 1 SANTINO COURT, AND 11921 LADUE ROAD

WHEREAS, Brent Crittenden, of Urban Improvement Company, LLC, has submitted a request for the rezoning and preliminary plat approval of 4.257 acres at 105 and 157 N. New Ballas Road, 1 Santino Court, and 11921 Ladue Road, Creve Coeur, MO from A Single Family Residential to B Single Family Residential with RDD-Residential Design Development designation to allow for the development of a subdivision of 9 single family homes with an average lot size of 19,817.7 square feet; and

WHEREAS, in accordance with Sections 405.280, 405.450(C), and 405.1080 of the Zoning Ordinance, the applicant has submitted a Site Development Plan (hereafter referred to as the "subdivision improvement plan") and Preliminary Plat to the Department of Planning for the Santino Court subdivision, including 9 lots on the 4.257 acres, with residential designed development (RDD); and

WHEREAS, a public hearing was held by the Creve Coeur Planning and Zoning Commission on Monday, December 18, 2017, beginning at 6:30 p.m., and continued to Tuesday, January 16, 2018, at 6:30 p.m. or immediately following the close of the previous public hearing, on the rezoning and RDD request and accompanying Preliminary Plat; and

WHEREAS, notice of 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 otherwise posted and published in accordance with the Zoning Ordinance; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a 1-5 vote recommended denial of the rezoning, RDD, plat, and site development plan, at its meeting on January 16, 2018; and,

WHEREAS, all persons who presented themselves and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance was made available for public inspection prior to its further consideration by the City Council; and this Bill having been read by title in open meeting two times by the City Council; and

WHEREAS, the City Council being fully informed finds that rezoning the property would be in harmony with and bear a substantial relation to the public welfare, health, safety, comfort and convenience of the citizens of the City of Creve Coeur and in the public interest and in good zoning practice; and

WHEREAS, the City Council finds that the Residential Designed Development proposal, as submitted on December 12, 2018 and when subject to certain conditions set forth herein, is consistent with good planning practice, consistent with good site landscape planning, is not detrimental to the existing and permitted uses in the surrounding area, is deemed desirable to provide the purpose of Section 405.450 of the Zoning Code and is in accordance with the

criteria of Section 405.450(C)(1-3) of the Zoning Code regarding minimum project area, gross acreage, yards, and site and building coverage;

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

SECTION 1: The Official Zoning Map of the City of Creve Coeur shall be amended to rezone the property addressed as 105 and 157 N. New Ballas Road, 1 Santino Court, and 11921 Ladue Road, Creve Coeur, MO from A Single Family Residential to B Single Family Residential with RDD-Residential Design Development designation, subject to the conditions stated herein, which property is more specifically described as follows:

Legal Descriptions

1 Santino Court – Lot 42 of Emerald Green Estates, according to the plat thereof recorded in Plat Book 104 page 20 of the St. Louis County Records

105 N New Ballas - Lot 43 of Emerald Green Estates, according to the plat thereof, recorded in Plat Book 104 page 20, EXCEPTING THEREFROM the South 15 feet thereof conveyed to the State of Missouri by deed recorded in Book 5322 page 466 of the St. Louis County Records and FURTHER EXCEPTING THEREFROM that portion conveyed to the State of Missouri, acting by and through the Missouri Highway and Transportation Commission by deed recorded in Book 8410 page 601 of the St. Louis County Records.

157 N New Ballas – Lot 41 of Emerald Green Estates, according to the plat thereof recorded in plat book 104 page 20 of the St. Louis County Records.

11921 Ladue - Lot 44 of Emerald Green Estates, as per plat thereof recorded in Plat Book 104 page 20 of the St. Louis County Records, excepting therefrom the South 15 feet thereof conveyed to the State of Missouri by deed recorded in Book 5322 page 466.

SECTION 2: A residential designed development (RDD) permit is hereby granted for the Santino Court subdivision, to be located on the land described in Section 1 of this ordinance, subject to the conditions contained herein.

SECTION 3: The Santino Court RDD shall conform to the Site Improvement Plan, the Preliminary Plat and the Landscape Plan, last revised January 10, 2018, or as further revised as required and approved by the City of Creve Coeur, and are further subject to the following conditions:

1. The final plat shall include a 25 foot landscaped easement provided along Ladue Road and N. New Ballas Road, south of Santino Court, and to the top of the retaining wall for Lot 1 to ensure long-term preservation of the green space and landscaping in these areas.
2. The Applicant shall submit a final subdivision plat with trust indentures and final subdivision improvement plans for review and approval by the Planning and Zoning Commission and City Council. The Grading and Subdivision Improvement Plans shall be in substantial conformance with the Site Development Plans and the Landscape Plan submitted on January 10, 2018 as bound together and submitted in conjunction with Application #17-044 by UIC, and as amended below.

3. All building elevations shall be in substantial conformance with the "Exterior Elevations" submitted on January 10, 2018 as bound together and submitted in conjunction with Application #17-044 by UIC, showing equal design treatment of all sides. Exterior wall materials shall be limited to brick, fiber cement, and wood siding, except as modified below. No vinyl siding is permitted.
4. The ground floor of the east elevations of the homes facing North New Ballas Road on Lots 1 and 9 shall be faced with brick in a consistent manner as the front elevations.
5. Final design of the private park amenity shall be specified in the subdivision improvement plans.
6. The Landscape Plan shall be revised to include adding a minimum of one street tree for every 30 lineal feet or part thereof of street frontage, as required in Sections 410.300 and 410.320 of the Subdivision and Land Development Standards along Santino Court, Ladue Road, and North New Ballas Roads, for the Zoning Administrator's approval.
7. Additional evergreen plants shall be provided along the north of Lots 1 and 2 to provide additional screening for the residents to the north.
8. A tree preservation plan shall be submitted showing a minimum of 25% of the existing tree mass or 25% of the trees over 8" caliper shall be preserved as required by Section 405.320 Tree Conservation of the Subdivision Ordinance, and a copy of the Arborist Report regarding the health of the trees to be removed and replaced, subject to Zoning Administrator approval.
9. The proposed four-foot fence along Ladue Road shall not be any closer than 25 feet from the property line.
10. The Subdivision Improvement Plans and final plat shall provide the appropriate easement for the sidewalks along N. New Ballas Road in coordination with the City's Public Works Department
11. Prior to issuance of any building permits, the applicant shall prepare and record the final subdivision plat as approved by the City Council and indentures requiring public access, maintenance, insurance, funding, maintenance of the stormwater BMPs as required by MSD, maintenance of landscaping along Ladue and N. New Ballas roads, and common ground area, to be approved by the City Attorney.
12. All signs shall comply with Section 405.940 of the Zoning Ordinance.
13. All street lighting shall meet with 405.680: Lighting of the Zoning Ordinance.
14. All other standards not specifically approved by the City Council should be in conformance with the Section 405.260, B Single-Family Residential District of the Zoning Code.

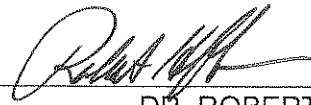
SECTION 4: As set forth in Section 405.1080 of the Zoning Ordinance of the City of Creve Coeur, A Site Development Plan approved by the City of Creve Coeur shall be valid for a period of up to one (1) year from the date it is approved. After one year, a Site Development Plan will no longer be valid unless an extension is granted. The City of Creve Coeur may grant one, one (1) year extension prior to the expiration of the Site Development Plan upon written request of the applicant submitted to the City at least 180 days prior to the expiration date and granted prior to the expiration date.

SECTION 5: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

SUBSTITUTE BILL NO. 5690

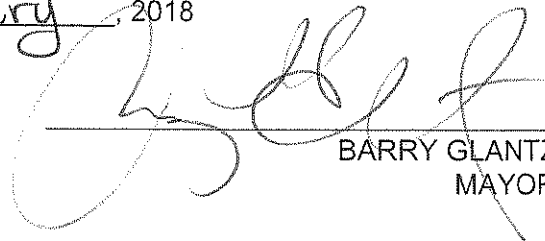
ORDINANCE NO. 5570

ADOPTED THIS 26 DAY OF February, 2018



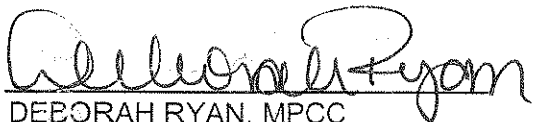
DR. ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS 26 DAY OF February, 2018



BARRY GLANTZ
MAYOR

ATTEST:



DEBORAH RYAN, MPCC
CITY CLERK

**AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR A
SUBDIVISION KNOWN AS SANTINO COURT AT 105 AND 157 N. NEW
BALLAS ROAD, 1 SANTINO COURT, AND 11921 LADUE ROAD, CITY OF
CREVE COEUR, ST. LOUIS COUNTY, MISSOURI**

WHEREAS, an application by Brent Crittenden, of Urban Improvement Company, LLC, has been submitted for the final plat and site improvement plan approval for the 4.257 acres located at 105 and 157 N. New Ballas Road, 1 Santino Court, and 11921 Ladue Road, for 9 single family homes, zoned "B" Single Family Residential with "RDD" Residential Design Development; and

WHEREAS, Ordinance No. 5570 authorized the rezoning for Santino Court Subdivision with the Residential Designed Development designation and the preliminary plat was approved by the City Council on February 23, 2018; and

WHEREAS, the final plat of the Santino Court subdivision substantially conforms to the preliminary plat; and

WHEREAS, public notice of said final plat application was provided in accordance with Section 410.140.C.2 of the Creve Coeur Municipal Code; and

WHEREAS, the Planning and Zoning Commission recommended, by a vote of 7-0, approval of the Santino Court final plat on May 21, 2018; and

WHEREAS, a copy of the proposed ordinance has been made available for public inspection prior to its adoption by the City Council and this bill having been read by title in open meeting two times before final passage by the City Council;

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

SECTION 1: The final plat of the subdivision known as Santino Court, described as a tract of land being Lots 41 & 42 & Parts of Lots 43 & 44 of Emerald Green Estates Section 10, Township 45 North – Range 5 East City of Creve Coeur, St. Louis County, Missouri, as heretofore submitted on April 20, 2018 is hereby approved subject to the following conditions:

1. The Applicant shall provide two (2) disks containing digitized versions of the plat along with two (2) printed copies of the recorded plat. Acceptable data formats include AutoCAD (.dwg or .dxf), MicroStation Design File (.dgn), ArcInfo Coverage, ArcView Shape File (.shp), or MapInfo.
2. The subdivision indentures shall be reviewed and approved by the City Attorney prior to the signing of the Mylar and proof of recording shall be provided prior to the issuance of a building permit.

SECTION 2: Such approval of the plats for the subdivision of the property shall be endorsed on said Plat as indicated in Section 1 hereof under the hand of the City Clerk, and the seal of the City of Creve Coeur, Missouri shall be affixed thereto.

BILL NUMBER 5713

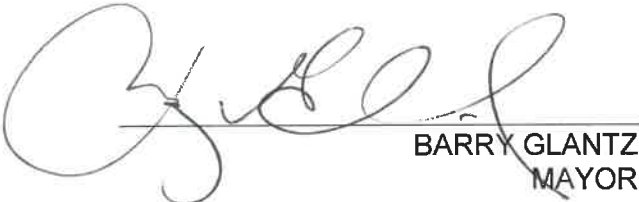
ORDINANCE NUMBER 5590

SECTION 3: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS 11th DAY OF June, 2018.


DR. SCOTT SAUNDERS
PRESIDENT OF CITY COUNCIL

APPROVED THIS 11th DAY OF June, 2018.


BARRY GLANTZ
MAYOR

ATTEST:


DEBORAH RYAN, MPCC
CITY CLERK

**AN ORDINANCE AMENDING ORDINANCE 5570 REGARDING THE REZONING
AND APPROVAL OF A RESIDENTIAL DESIGNED DEVELOPMENT WITH
ACCOMPANYING PRELIMINARY SUBDIVISION PLAT AND SITE
DEVELOPMENT PLAN FOR THE SANTINO COURT SUBDIVISION AT 105 AND
157 N. NEW BALLAS ROAD, 1 SANTINO COURT, AND 11921 LADUE ROAD**

WHEREAS, Ordinance 5570 authorized the rezoning of property at the northwest corner of Ladue Road and N. New Ballas Road from A Single Family Residential to B-RDD and approved preliminary plans for the Santino Court Subdivision on February 26, 2018; and

WHEREAS, the final plat and subdivision improvement plans were subsequently reviewed and approved by the Planning and Zoning Commission and by the City Council through Ordinance 5590; and

WHEREAS, Brent Crittenden, of Urban Improvement Company, LLC, submitted a request for a one-year extension of the approval of the site development plan pursuant to Section 405.1080(K)(4); and

WHEREAS, Section 4 of Ordinance 5570 incorrectly referenced the time period for validity of site development plan approvals; and

WHEREAS, this Ordinance corrects the error; and

WHEREAS, the Planning and Zoning Commission reviewed and by a 5-0 vote recommended approval of the extension request, and clarification of the revised Ordinance; and,

WHEREAS, all persons who presented themselves and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance was made available for public inspection prior to its further consideration by the City Council; and this Bill having been read by title in open meeting two times by the City Council;

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

SECTION 1: The validity of the site development plan approval is hereby extended for a period of an additional 12 months. Section 4 of Ordinance 5570 shall be amended to read as follow, with all other conditions remaining in effect:

As set forth in Section 405.1080 (K)(4) of the Zoning Ordinance of the City of Creve Coeur, no site development plan or minor site plan approval shall be valid for a period longer than twelve (12) months from the date it is approved, unless within such period a building permit is obtained and substantial construction is commenced. Substantial construction shall be deemed to consist of clearing the site, completion of footings, basement or building slab and inspection of such work. The Planning and Zoning Commission and the City Council, when required, may grant extensions not exceeding twelve (12) months each upon written request of the original applicant prior to the expiration of such period and resubmission of the application if the application as resubmitted is substantially the same as the initially approved application. However, the Commission and the Council, as applicable, have the power in such cases to attach new conditions to their re-approval or to disapprove the reapplication. Where the application for re-approval contains changes which the Zoning Administrator concludes materially alter the initial application, the Zoning Administrator

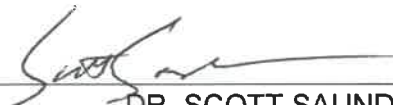
~~SUBSTITUTE~~ BILL NO. 5751
~~5690~~

ORDINANCE NO. 5627

shall initiate a new site development plan review procedure as stated in Section 405.1080
or a new minor site plan review procedure as stated in Section 405.1080.

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

ADOPTED THIS 11th DAY OF February, 2019


DR. SCOTT SAUNDERS
PRESIDENT OF CITY COUNCIL

APPROVED THIS 11th DAY OF February, 2019


BARRY GLANTZ
MAYOR

ATTEST:


DEBORAH RYAN, MPCC
CITY CLERK

March 01, 2018

Members of the Creve Coeur City Council,

This past Monday, February 26, 2018 - Substitute Bill No. 5690 (an Ordinance Amending the Official Zoning Map of the City of Creve Coeur to Rezone 4.257 Acres of Land from "A" Single Family Residential District to "B" Single-Family Residential District and Authorizing a Residential Designed Development (RDD) with Accompanying Preliminary Subdivision Plat and Site Development Plan for the Proposed Santino Court Subdivision, for the Property Currently Addressed as 105 and 157 N. New Ballas Road, 1 Santino Court, and 11921 Ladue Road) received Final Reading / Passage – with a 7-1 City Council vote.

I respectfully request that this item be brought back for further discussion and reconsideration before the City Council - at our meeting on Monday evening, March 12, 2018. A motion (and second) for reconsideration needs to be made by a member of the Council who voted in favor of the project.

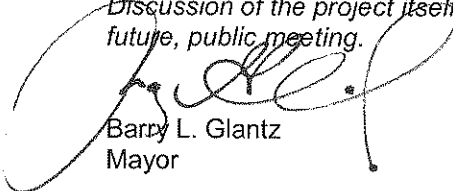
I make this request for the following reasons :

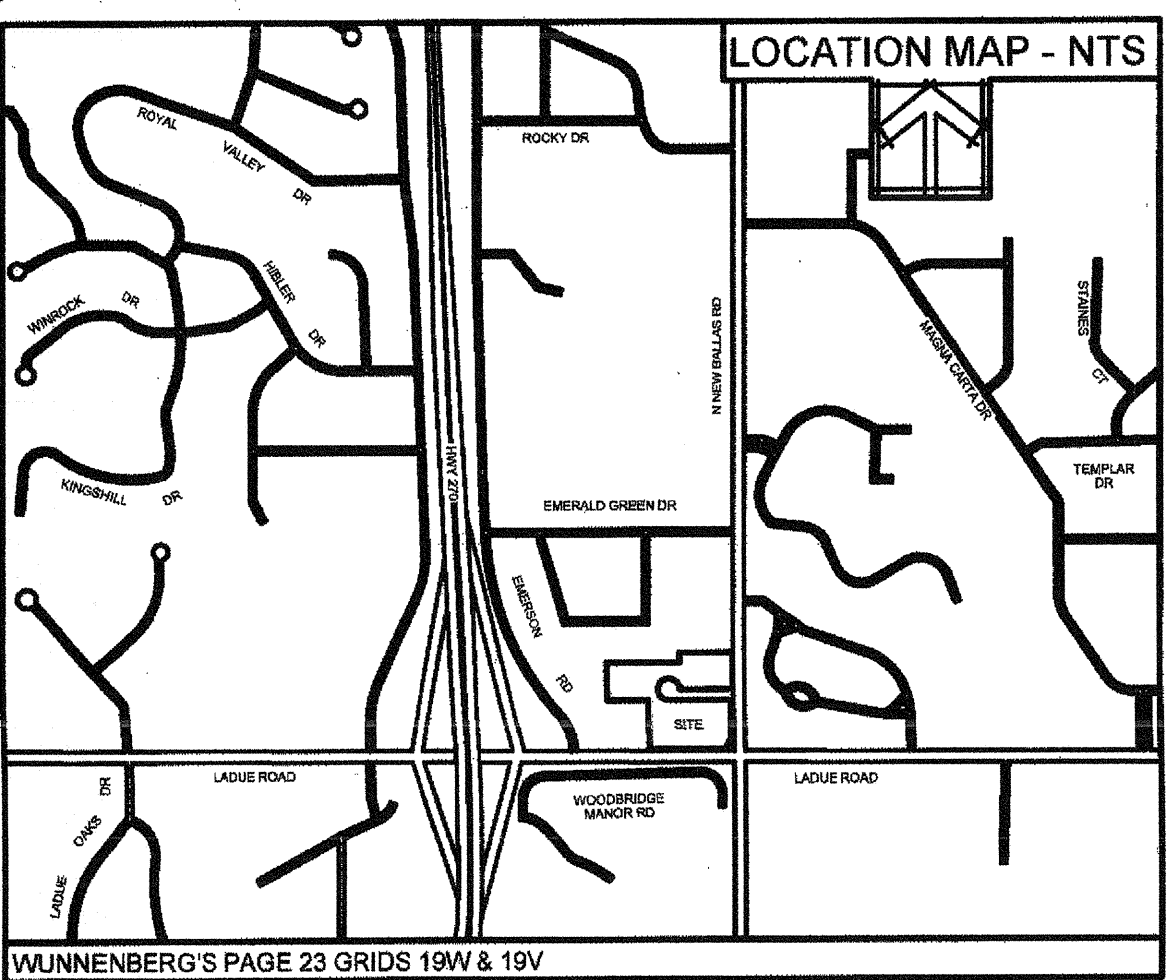
- Statements made by various Council members during the actual vote were quite compelling, and worthy of further public discussion.*
- Numerous subdivision issues with Emerald Green indentures remain unresolved, and City Council approval of this project may be premature to subdivision approval.*
- Unanimous opposition from our Planning and Zoning Commission - along with overwhelming neighborhood opposition.*
- With approval of this project, the remaining "A" zoned properties just to the North (on Ballas Road) and just to the West (on Ladue Road) of the subject property appear to now be "isolated", perhaps inviting additional / similar re-zoning requests.*
- Precedent setting "down-zoning" of residential property along Ladue Road. This was the primary issue of concern during my initial campaign for Mayor in 2012 – and still remains the foremost concern of Creve Coeur citizens living along this residential corridor.*
- Unconventional architectural design. This project is a significant departure from the architecture of the surrounding area, and is a source of concern for neighbors and our Planning and Zoning Commission. The applicant declined to make any substantive design modifications despite strong encouragement from City staff and the Planning and Zoning Commission. Compatibility of design is a risk that must be discussed / addressed in our community. In addition, problems may occur if a project is not embraced by the public (for whatever reason) and remains vacant for too long. This was an issue during the initial development of Enclave Bellerive, and also Ladue Court.*

I have not yet signed the above mentioned ordinance, and would rather not veto the bill – as that would prove to be a rather pointless exercise. But I remain deeply troubled and unsettled about this project as proposed, and believe that further due diligence on our part could be beneficial to all involved.

Therefore, I respectfully request that reconsideration of this issue be added to the agenda for our meeting on Monday, March 12 – under business from the Mayor / City Council. A motion (and second) from a Council member on the prevailing side of this issue would open discussion of reconsideration only.

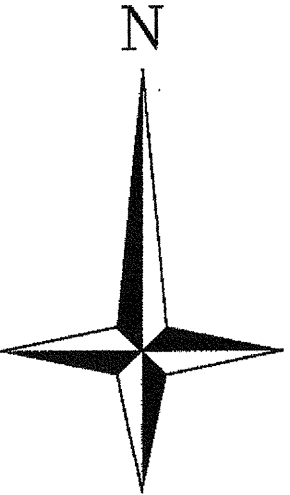
Discussion of the project itself (only if the motion for reconsideration is approved) would be held at a future, public meeting.


Barry L. Glantz
Mayor



201811300463
PLAT BK 368, PG. 504
FILED FOR RECORD
Nov 13, 2018 2:26 PM
RECORDED OF DEEDS
ST. LOUIS COUNTY, MO.
Witness my hand and official seal
on the day and year aforesaid.

Charles E. Smith
Deputy Recorder, J.M.C.



Scale in Feet
Scale: 1"=30'

463

SANTINO COURT

A TRACT OF LAND BEING
LOTS 41 & 42 & PART OF LOTS 43 & 44
OF EMERALD GREEN ESTATES
SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

504

We, Volz Incorporated, have by order of Ballas & Ladue LLC, prepared a subdivision plat of "A tract of land being Lots 41 & 42 and part of Lots 43 & 44 of Emerald Green Estates", recorded in Plat Book 104 page 20 of the St. Louis County records, in Section 10, Township 45 North - Range 5 East, City of Creve Coeur, St. Louis County, Missouri based on a survey by Volz Incorporated dated October 26, 2017 and the results are shown hereon. This survey was executed in compliance with the current Missouri Minimum Standards for Property Boundary Surveys adopted by The Missouri Board of Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects and The Missouri Department of Natural Agriculture, and meets the accuracy requirements set forth for Urban Class property. Monumentation shown on this plat will be set upon completion of construction.

VOLZ INCORPORATED

Eric J. Kirby
Professional Land Surveyor
Mo. P.L.S. #200500074

Notes:

- Bearing system adopted from "Emerald Green Estates" as recorded in Plat Book 104 page 20
- Property referenced from U.S. Title Guaranty Company Commitment No.: 2070018-04790, with a commitment of April 3rd, 2018. The above reference title commitment were relied upon to disclose all easements of record.
- St. Louis County Benchmark 13211 NAVD88(SL02011a) Elev = 698.91 FUS Standard DNR aluminum disk stamped SL-22 situated in an area of gravel and sparse grass south of Olive Boulevard between the on and off ramps connecting northbound Lindbergh Boulevard with eastbound Olive Boulevard; 68.8 feet east of a chiseled "X" 3 feet above ground level on the east face of the northernmost of three steel I-beam support posts for a MoDOT exit sign reading "67 North" with a directional arrow above "Lindbergh Boulevard", roughly 20 feet south of the solid white stripe along the south side of the southernmost eastbound driving lane of Olive Boulevard, and 75 feet northeast of the solid yellow stripe along the northeast side of the exit lane from eastbound Olive Boulevard to northbound Lindbergh Boulevard. (In September 2012, two survey nail markers in the south asphalt shoulder of Olive Boulevard were 20.4 feet northwest of SL-22 and 18 feet northeast of SL-22.)

Parcel No. 1
Lot 41 of Emerald Green Estates, according to the plat thereof recorded in Plat Book 104 page(s) 20 of the St. Louis County Records.

Parcel No. 2
Lot 42 of Emerald Green Estates, according to the plat thereof recorded in Plat Book 104 page(s) 20 of the St. Louis County Records.

Parcel No. 3
Lot 43 of Emerald Green Estates, according to the plat thereof, recorded in Plat Book 104 page 20

EXCEPTING THEREFROM the South 15 feet thereof conveyed to the State of Missouri by deed recorded in Book 5322 page 466 of the St. Louis County Records, FURTHER EXCEPTING THEREFROM that portion conveyed to the State of Missouri, acting by and through the Missouri Highway and Transportation Commission by deed recorded in Book 8410 page 601 of the St. Louis County Records, FURTHER EXCEPTING THEREFROM that portion conveyed to the City of Creve Coeur, Missouri by deed recorded in Book 7378 page 384 of the St. Louis County Records.

Parcel No. 4
Lot 44 of Emerald Green Estates, according to the plat thereof recorded in Plat Book 104 page 20 of the St. Louis County Records.

EXCEPTING THEREFROM the South 15 feet thereof conveyed to the State of Missouri by deed recorded in Book 5322 page 466

U.S. Title Guaranty Company
Commitment No.: 2070018-04790
Commitment Date: April 3rd, 2018
Schedule B Section II
[Note: Surveyor's Comments in Parenthesis]

- Building lines and easements established by plat recorded in Plat Book 104 page 20, and covenants and restrictions, including a provision for Subdivision Assessments recorded in Book 4961 page 466. [Shown, Easements plot on Parcel 1, 2, 3 & 4.]
- Easement granted to St. Louis County Water Company as recorded in Book 4815 Page 499 of the Saint Louis County Records. [Easement does not plot on surveyed property.]
- Permanent easement for highway and utility purposes by instrument recorded in Book 8302 page 1778. [Shown, Easement plots on Parcel 1.]
- Temporary slope and construction license granted to State of Missouri by instrument recorded in Book 8302 page 1778. [Shown, Easement plots on Parcel 1.]
- Easement to Laclede Gas Company by the instrument recorded in Book 4728 page 375. [Easement lies within the right-of-way of Ladue Rd, as widened.]
- Easement granted to St. Louis County Water Company by the instrument recorded in Book 4815 page 499. [Easement lies within the right-of-way of Ladue Rd, as widened.]
- Easement granted to the Metropolitan St. Louis Sewer District by the instrument recorded in Book 6306 page 1814. [Shown, Easement plots on Parcel 1.]
- Easement to Union Electric Company recorded in Book 4866 page 624. [Shown, Easements plot on Parcels 1, 2, 3 & 4.]
- Easement to St. Louis County Water Company recorded in Book 6304 page 1910 and Book 6304 page 1911. [Shown, Easements plot on Parcels 3 and 4.]
- Easement for right-of-way, and a perpetual drainage easement for construction, repair, and maintenance of drainage structures granted to the City of Creve Coeur, Missouri by the instrument recorded in Book 7378 page 384. [Shown, Right-of-Way taking and easement plot on Parcel 3.]
- Perpetual utility easement for construction, repair and maintenance of utility structures granted to the City of Creve Coeur, Missouri by the instrument recorded in Book 7389 page 1151 [Shown, Easements plot on Parcel 3.]
- Easement granted to St. Louis County Water Company recorded in Book 8041 page 1398. [Shown]
- Terms and provisions of Maintenance Agreement recorded in Book 8253 page 610. [Based upon the property description contained therein, instrument does not affect the surveyed property.]
- Permanent easement for construction or improvement of drainage structure granted to the State of Missouri, acting by and through the Missouri Highway and Transportation Commission by deed recorded in Book 8410 page 601. [Shown, Easement plots on Parcel 3.]
- Easement granted to Union Electric Company recorded in Book 8543 page 136. [Description of easement in document is vague. Two possible location are shown on the survey drawing. Easement plots on Parcel 3.]
- Restrictions, Conditions and Reservations together with abutter rights of direct access between highway (now known as Interstate Route 244) and Parcel No. 4 recorded in Book 5322 page 466.
- Easement granted to State of Missouri Highway Commission recorded in Book 5369 page 403. [Easement described below the right-of-way of Ladue Road.]
- Temporary construction easement granted to City of Creve Coeur by instrument recorded in Book 20168 page 1328. [Shown]

Approved by the City of Creve Coeur Planning and Zoning Commission on this 24th day of October, 2018.

Planning and Zoning Commission
City of Creve Coeur, Missouri

Beth Kistner
Beth Kistner, Chair

I, Deborah Ryan, City Clerk for and within the City of Creve Coeur, Missouri, do hereby certify that this plat of "Santino Court" was approved by the City Council of the City of Creve Coeur by Ordinance Number 5570 on June 11th, 2018.

Deborah Ryan
Deborah Ryan, MRCC, City Clerk

We, the undersigned owners of the tract of land herein platted and further described in the foregoing surveyor's certificate have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereafter be known as "Santino Court". The right-of-way dedication shown hereon along Santino Court, is hereby dedicated to the City of Creve Coeur, Missouri for public use forever.

All easements shown on this plat, unless designated for other specific purposes, are hereby dedicated to The City of Creve Coeur, Missouri, American Water, Spire Energy, Ameren Missouri, AT&T, The Metropolitan St. Louis Sewer District and Charter Communications, their successors and assigns, as their interests may appear for the purpose of improving, constructing, replacing, maintaining, and repairing of public utilities, sewer or sewers, storm water improvements and drainage facilities, with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair, or replacement of said utilities, sewer or sewers, storm water improvements and drainage facilities.

The Entrance Monument Easement as shown on this plat is hereby dedicated to the Trustees of this subdivision, their successors and assigns, for the purpose of constructing, maintaining, and repairing a subdivision entrance monument.

The Retaining Wall Easements shown hereon, are hereby dedicated to the Trustees of this subdivision, their successors and assigns, for the purpose of constructing, maintaining and repairing the retaining walls and to use such additional space adjacent to the easements so granted as may be required for working room during construction, reconstruction, maintenance, or repair of the aforementioned retaining walls.

The sidewalk easements shown hereon, are hereby dedicated to the City of Creve Coeur, Missouri, and to its assigns and successors, for the purpose of making cuts, fills, and sloping embankment, using, maintaining, repairing, expanding, reconstructing, or removing sidewalks and other associated facilities; and providing working room and implementing any necessary construction methods within the area of the easement.

The 25 feet wide Landscape Easements shown hereon, are hereby dedicated to the Trustees of this subdivision, with the right to plant, maintain, replace, or remove landscaping in, upon, over and across that certain real property, together with the right to enter upon and to pass and repass over and along said easement and right-of-way and to deposit tools, implements and other materials thereon by said Trustees, their officers, agents, and employees.

The BMP Reserve Areas shown on this plat are hereby established for the stormwater management features, as known as BMP(s) (Best Management Practices). The reserved area hereby established is irrevocable and shall continue forever, subject to a "Maintenance Agreement" dated 10/17/2018 as recorded in the Recorder of Deed's Book 3252, Page 385, or as amended thereafter.

The Access Easement shown on Lots 4 and 5 are hereby dedicated to the Metropolitan St. Louis Sewer District to provide access the BMP Reserve Areas to make repairs and corrections and perform such maintenance as it deems necessary.

Building lines as shown on this plat are hereby established.

This subdivision is subject to conditions and restrictions recorded the 25 day of October, 2018 as Daily Number 378 in the St. Louis County Records.

Two permanent monuments for each block created (indicated as ▲) and semi permanent monuments at all lot corners (indicated as ●) will be set, with the exception that the front lot corners may be monumented by notches or crosses cut in concrete per the provisions of the plat. The provisions of the lot line, within the recording of this subdivision plat, in accordance with 2 CSR 90-60.30 of the Missouri Department of Agriculture and 20 CSR 2030-16.030 of the Missouri Department of Insurance, Financial Institutions and Professional Registration.

IN WITNESS WHEREOF, I have signed and sealed the foregoing this 25th day of October, 2018.

BALLAS & LADUE LLC
Brett Critchfield, Manager
Print Name & Title

STATE OF MISSOURI)
COUNTY OF ST. LOUIS) SS

On this 25th day of October, 2018, before me personally appeared *Brett Critchfield*, who being by me duly sworn did say that he/she is the *Manager* of Ballas & Ladue LLC, a Missouri limited liability company and that said instrument was signed on behalf of said limited liability companies by authority of its members and the said Manager acknowledged said instrument to be the free act and deed of said limited liability companies.

IN WITNESS WHEREOF, I have signed and sealed the foregoing the day and year first above written.

My Commission Expires: 12/27/21
Brett Critchfield
Notary Public

Brett Critchfield
Print Name

WHEREAS, *Ballas & Ladue LLC* by a deed of trust, dated 5-11-18, recorded in the Recorder's office, in and for the County of St. Louis and State of Missouri, in Book 780-22, at page 1127 conveyed to the trustee therein named, certain real estate, to secure the payment of certain note or notes in said deed described and set forth; and whereas, said deed of trust and note or notes has or have been PARTLY paid and satisfied.

NOW, THEREFORE, the undersigned, present holder and legal owner of said deed of trust and note or notes, does hereby by REMISE, RELEASE AND QUIT-CLAIM unto the present owners, PART of the estate in said deed of trust described, situated in the County of St. Louis, and State of Missouri, to wit: all streets, public or private, or roadway easements on this plat.

TO HAVE AND TO HOLD the same, with all the appurtenances thereto belonging free, clear and discharged from the encumbrance of said deed of trust.

IN WITNESS WHEREOF, the undersigned has executed these presents this 25 day of October, 2018.

Midwest Regional Bank
Tyler M. Bender, President

STATE OF MISSOURI)
COUNTY OF ST. LOUIS) SS

On this 25th day of October, 2018, before me personally appeared *Tyler M. Bender*, who being by me duly sworn did say that he is the *President* of *Midwest Regional Bank*, a Corporation of the State of Missouri, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and the said *President* acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have signed and sealed the foregoing the day and year first above written.

My Commission Expires: 1/22/2022
Megan Penkavsky
Notary Public

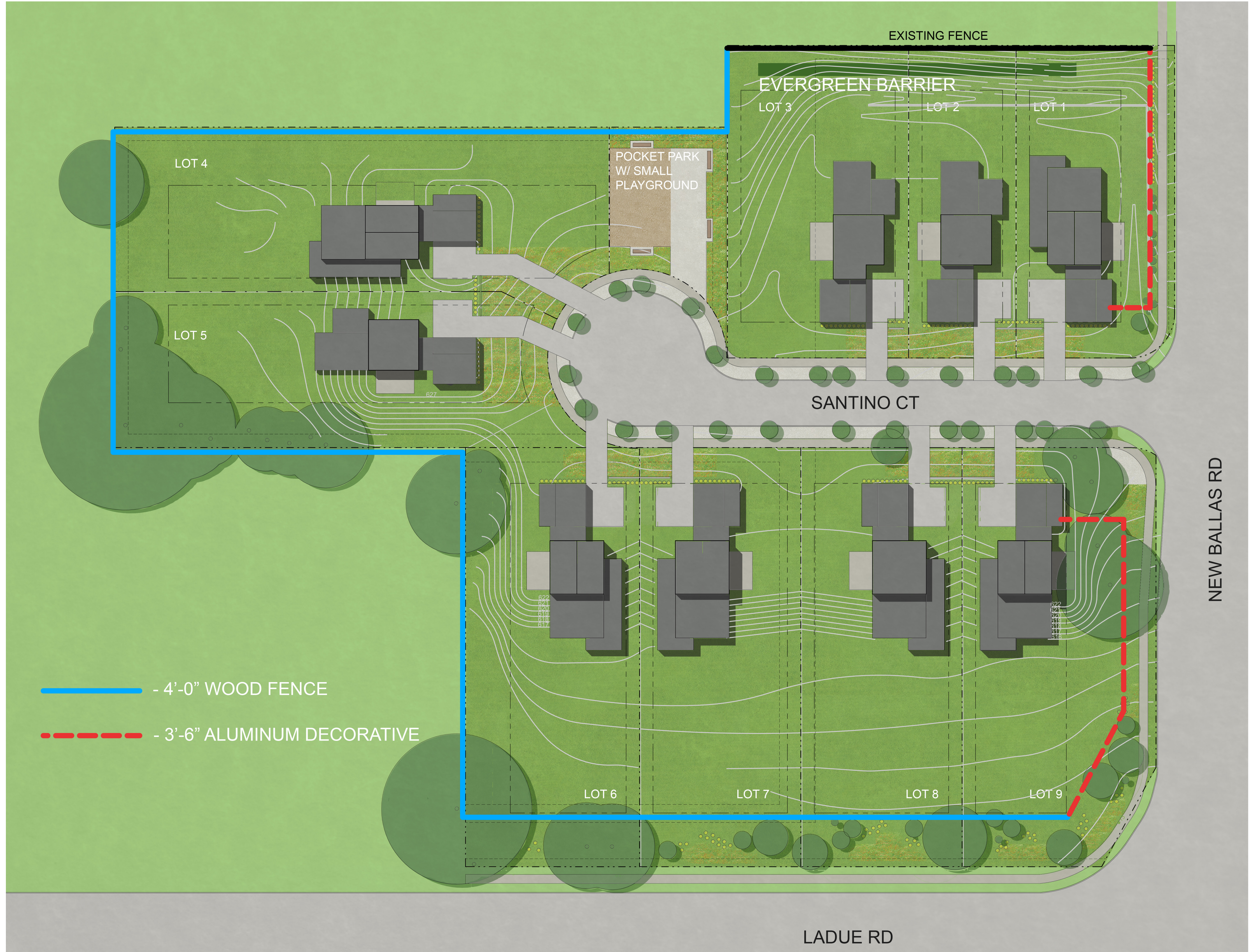
Megan Penkavsky
Print Name

MEGAN K. PENKAVSKY
Notary Public, Notary Seal
JANUARY 22, 2022
My Commission Expires 1/22/2022

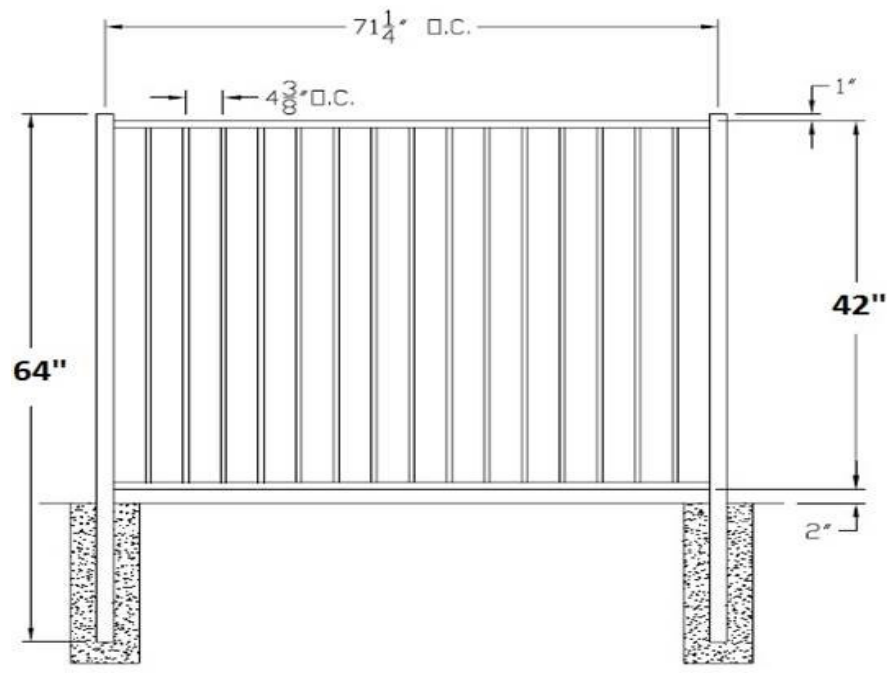
VOLZ
Incorporated
10849 Indian Head Ind'l. Blvd.
St. Louis, Missouri 63132
314.426.6212 main - 314.880.1250 fax
WWW.VOLZINC.COM
MISSOURI CORPORATE CERTIFICATES OF AUTHORITY:
NO. 19 EXPIRES: DECEMBER 31, 2017 - LAND SURVEYING
NO. 203 EXPIRES: DECEMBER 31, 2017 - ENGINEERING

PROJECT NOTES:		
AREA OF SITE:	4.257 ACRES	
LOCATOR NO.:	180610392, 180610062, 180610402, 180610028	
OWNER OF RECORD:	180610392 BALLAS & LADUE LLC 180610062 BALLAS & LADUE LLC 180610402 157 N NEW BALLAS RD 180610028 SAINT LOUIS, MO 63141	
SITE ADDRESS:	180610028 BOTANICAL HEIGHTS HOMES LLC 180610028 BOTANICAL HEIGHTS HOMES LLC 1 SANTINO CT SAINT LOUIS, MO 63141	
ZONING:	B-1 SINGLE FAMILY RESIDENTIAL SECTION 405.280 RDO - RESIDENTIAL DEVELOPMENT DISTRICT	
Subdivider:	UIC 1607 Tower Grove Avenue St. Louis, MO 63110 Ph: 314-771-7200	

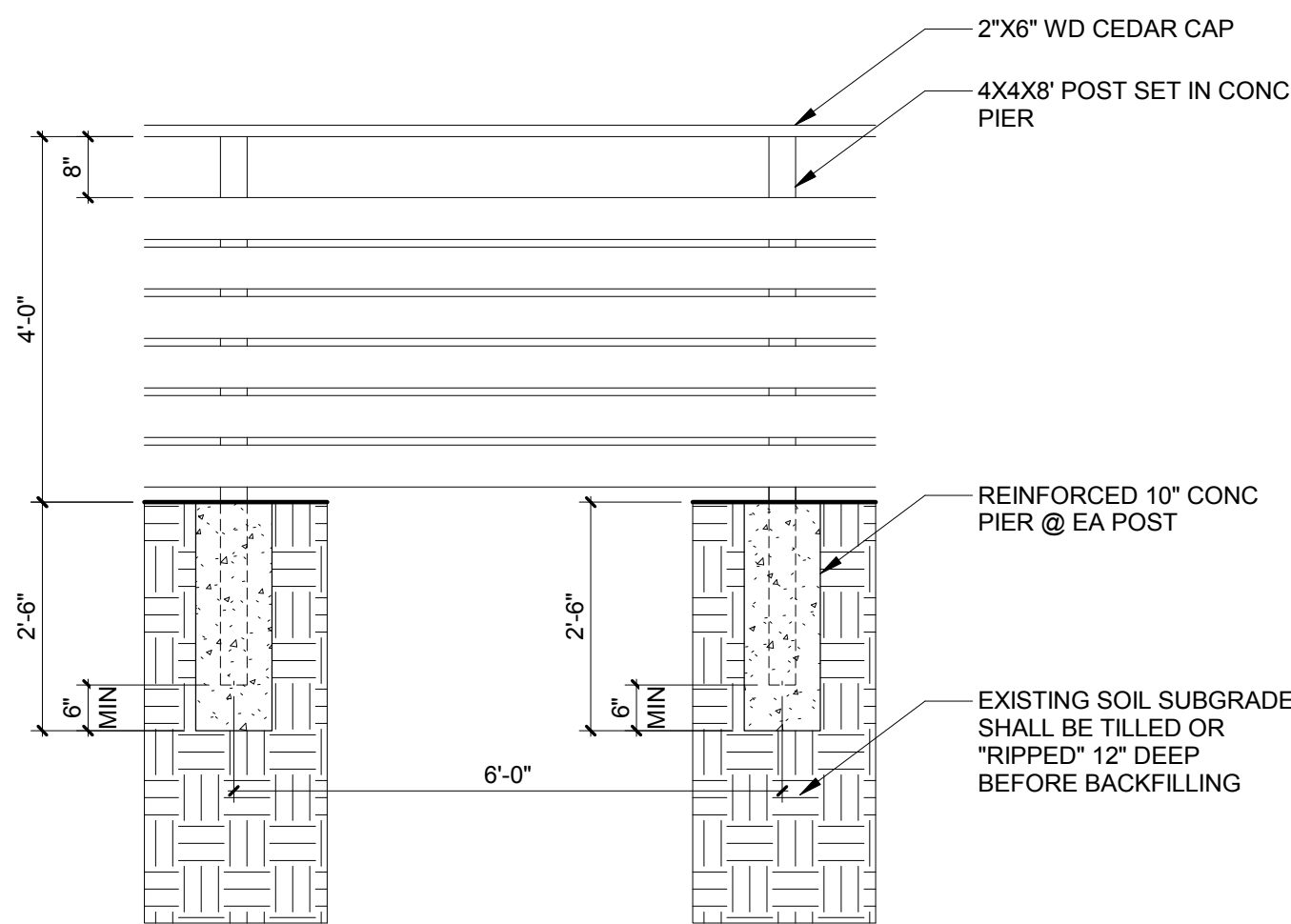
12/8/2017 2:30:45 PM



SITE PLAN



DECORATIVE ALUMINUM FENCE DETAIL



4'-0" WOOD DECORATIVE FENCE DETAIL

OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

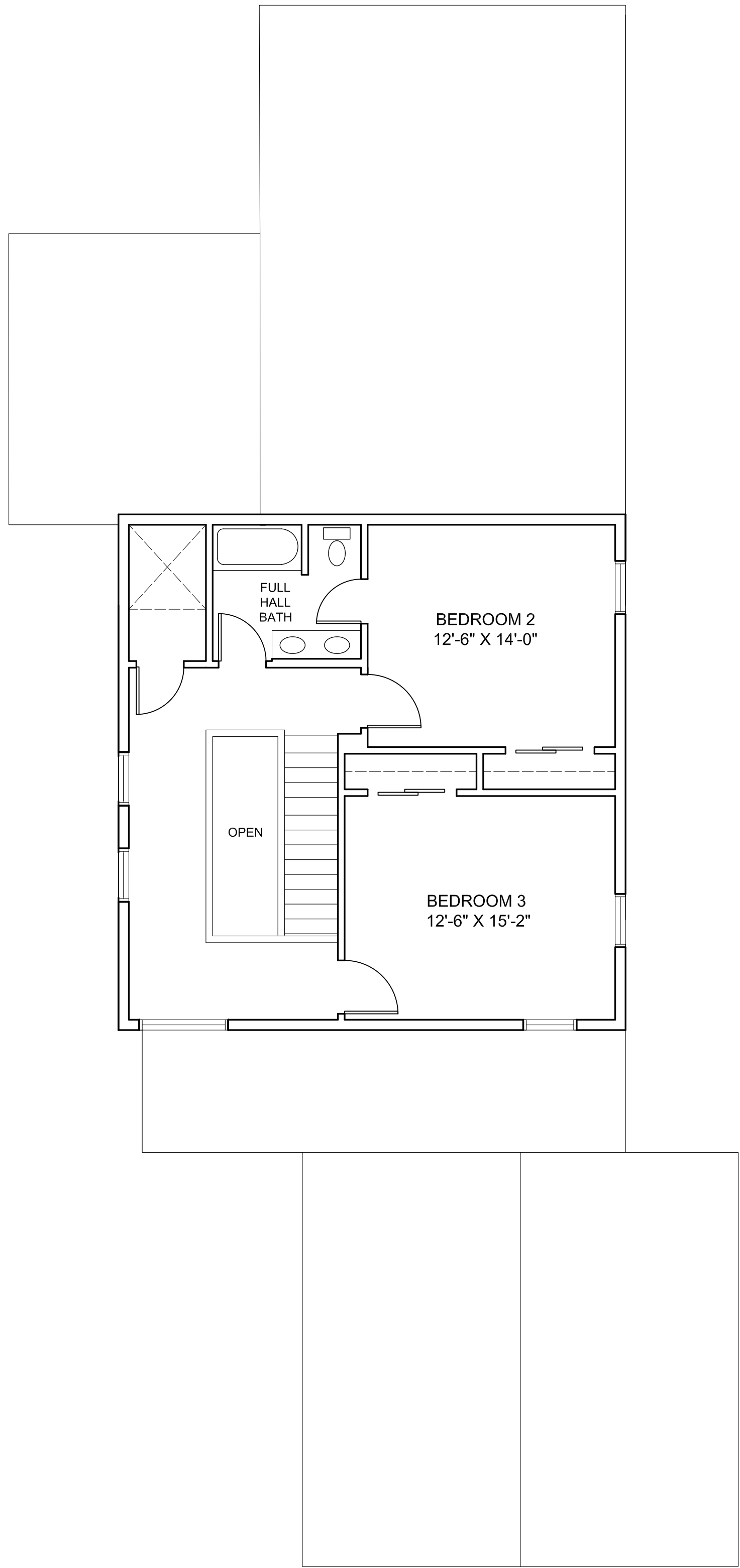
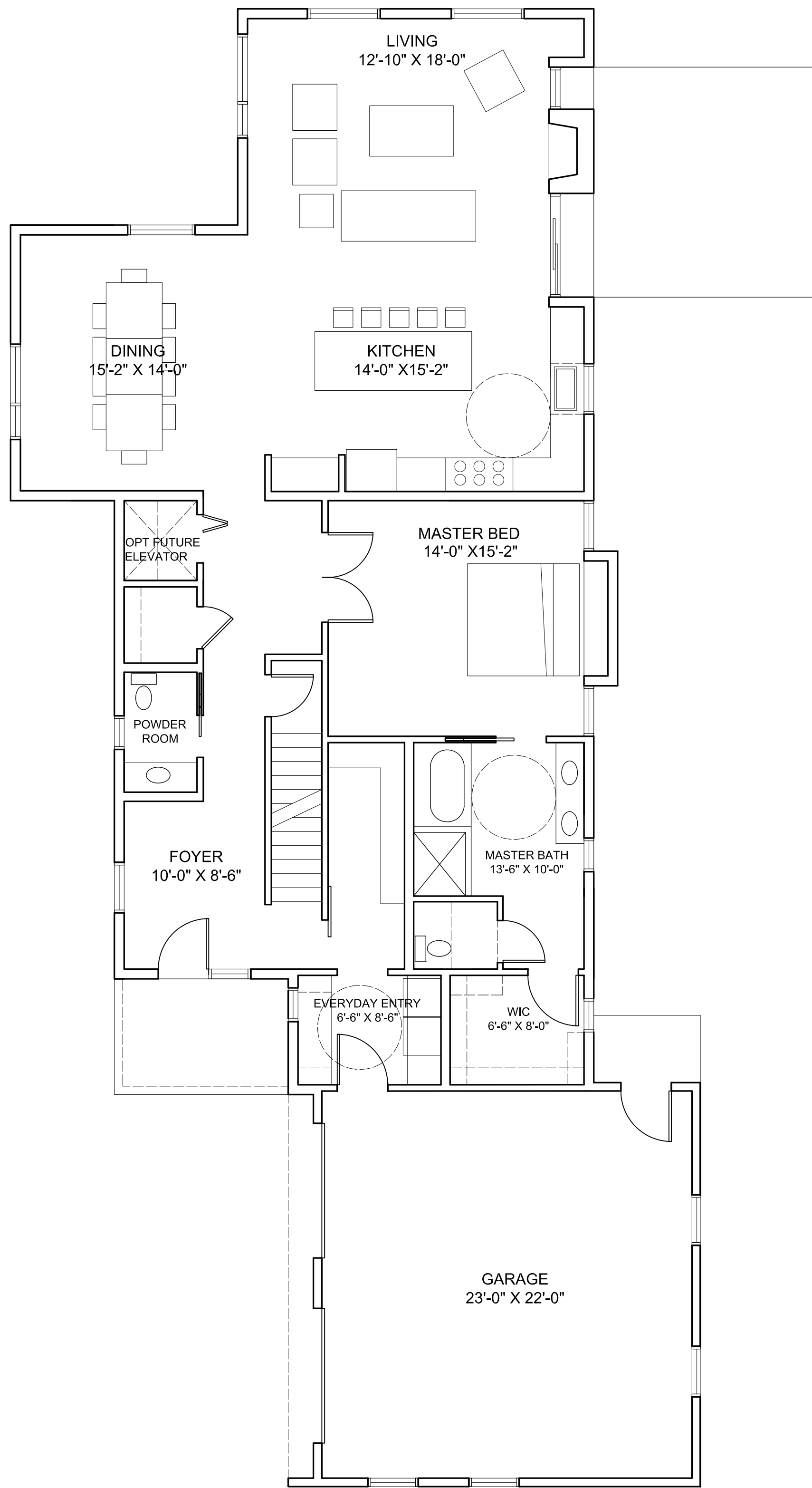
REV	DATE	DESCRIPTION

1" ACTUAL	140.01 00 - SINGLE FAMILY NEW CONSTRUCTION	SANTINO COURT CREVE CEUR, SANTINO COURT
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ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: DECEMBER 11, 2017
DRAWN BY: TNW
SHEET NAME: FENCING LOCATION AND
DETAILS

SHEET
001

1/9/2018 1:35:39 PM



Note: All floor plans and elevations are compatible with each model



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

140.01.00 - SINGLE FAMILY NEW CONSTRUCTION

SANTINO COURT

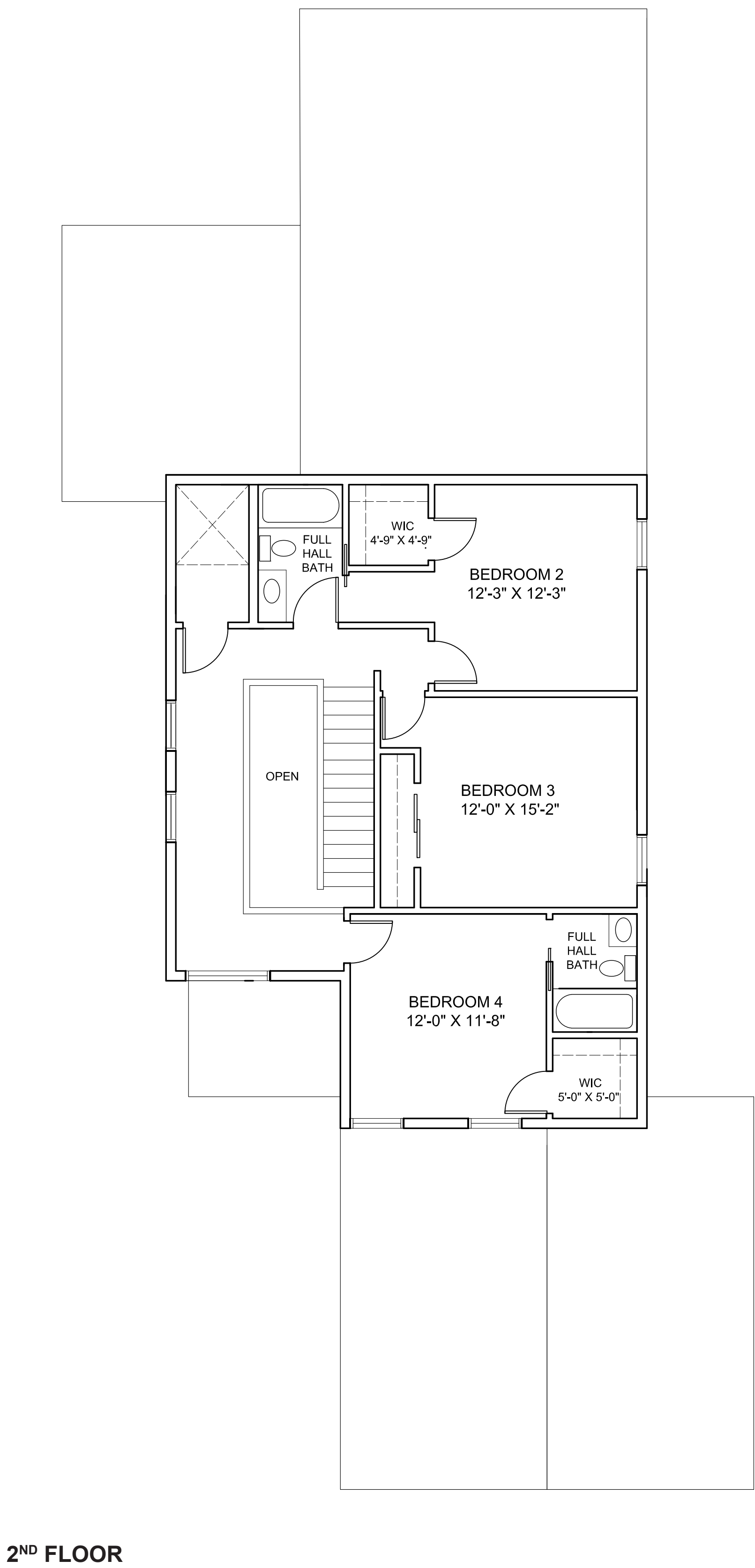
CREVE CEOUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: FLOOR PLANS

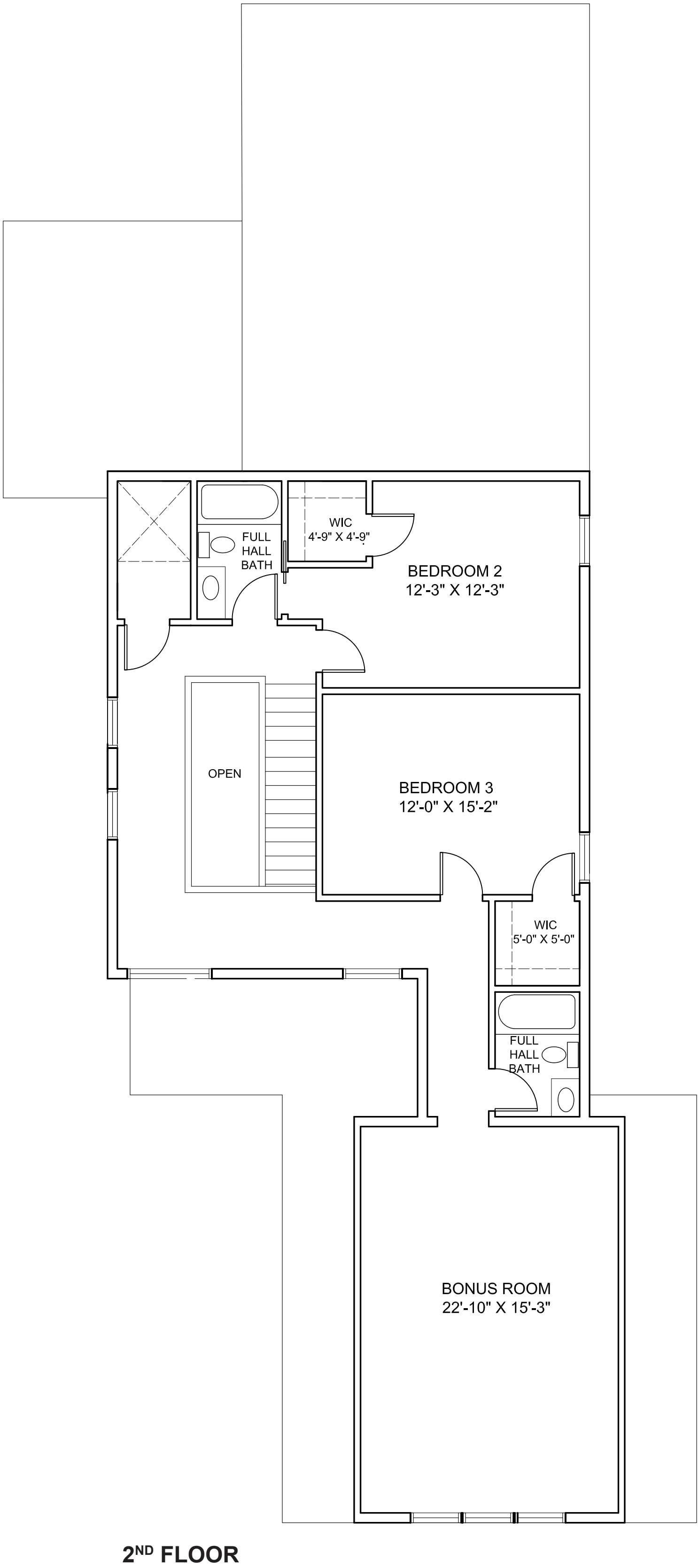
002

SHEET

1/9/2018 1:39:39 PM



FLOOR PLAN A - OPTION 1 - 4 BEDROOM



FLOOR PLAN A - OPTION 2 - BONUS ROOM ABOVE GARAGE

Note: All floor plans and elevations
are compatible with each model



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110


ARCHITECT:
Central Design Office, LLC

1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

140.01.00 - SINGLE FAMILY NEW CONSTRUCTION
SANTINO COURT
CREVE CEOUR, SANTINO COURT

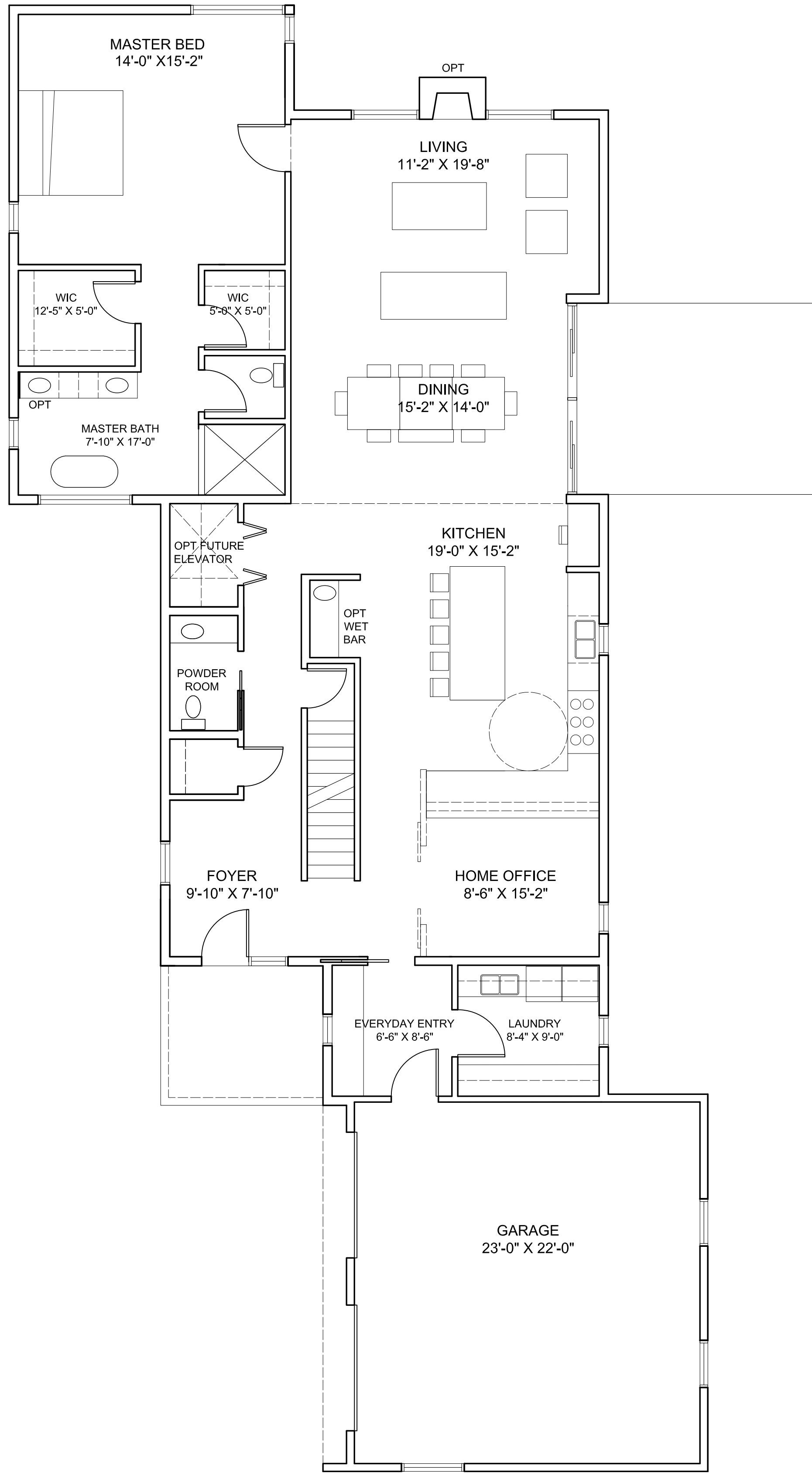
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ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: FLOOR PLANS

SHEET

002

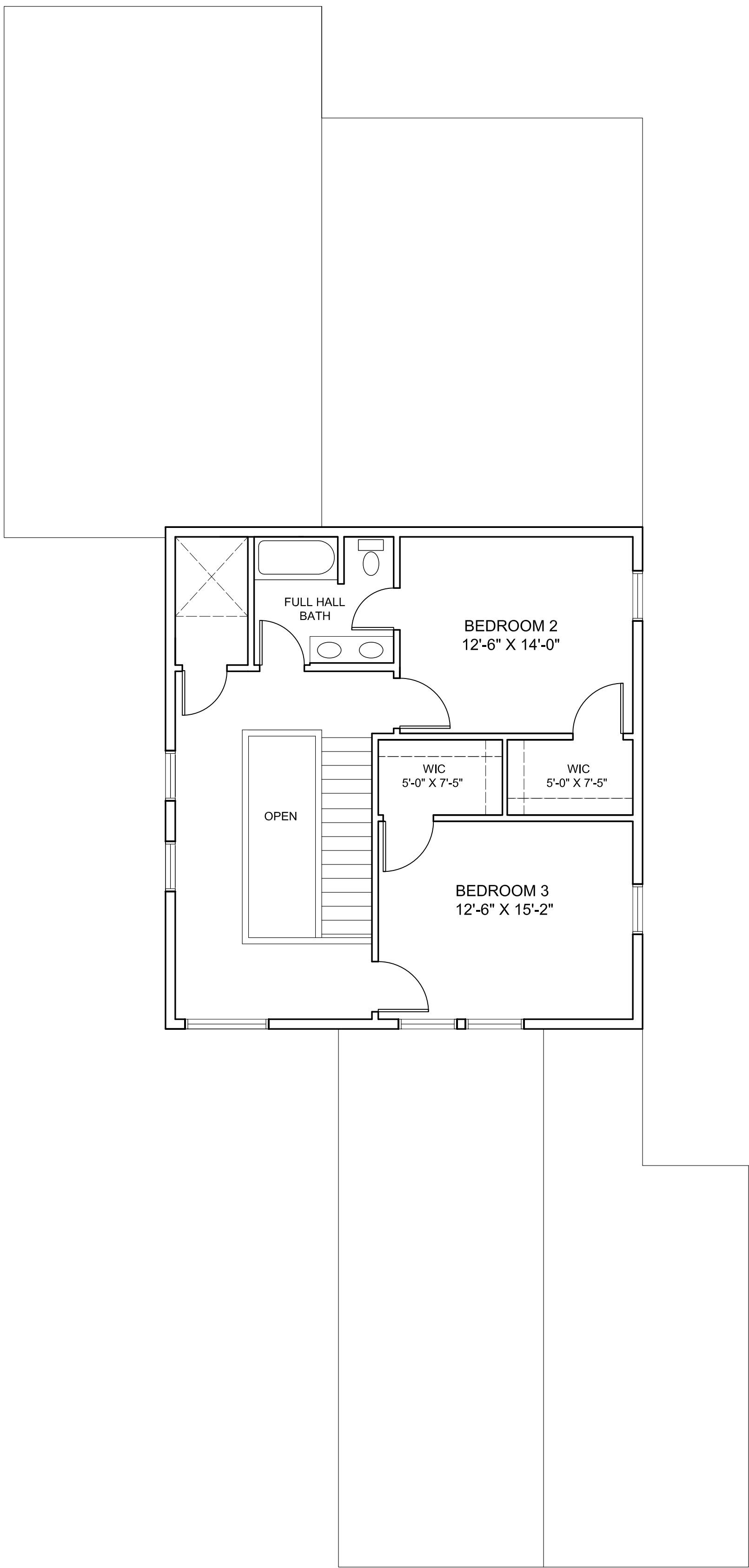
COPYRIGHT 2017 CENTRAL DESIGN OFFICE, LLC

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1ST FLOOR

FLOOR PLAN B - BASE PLANS



2ND FLOOR

Note: All floor plans and elevations are compatible with each model



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



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Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

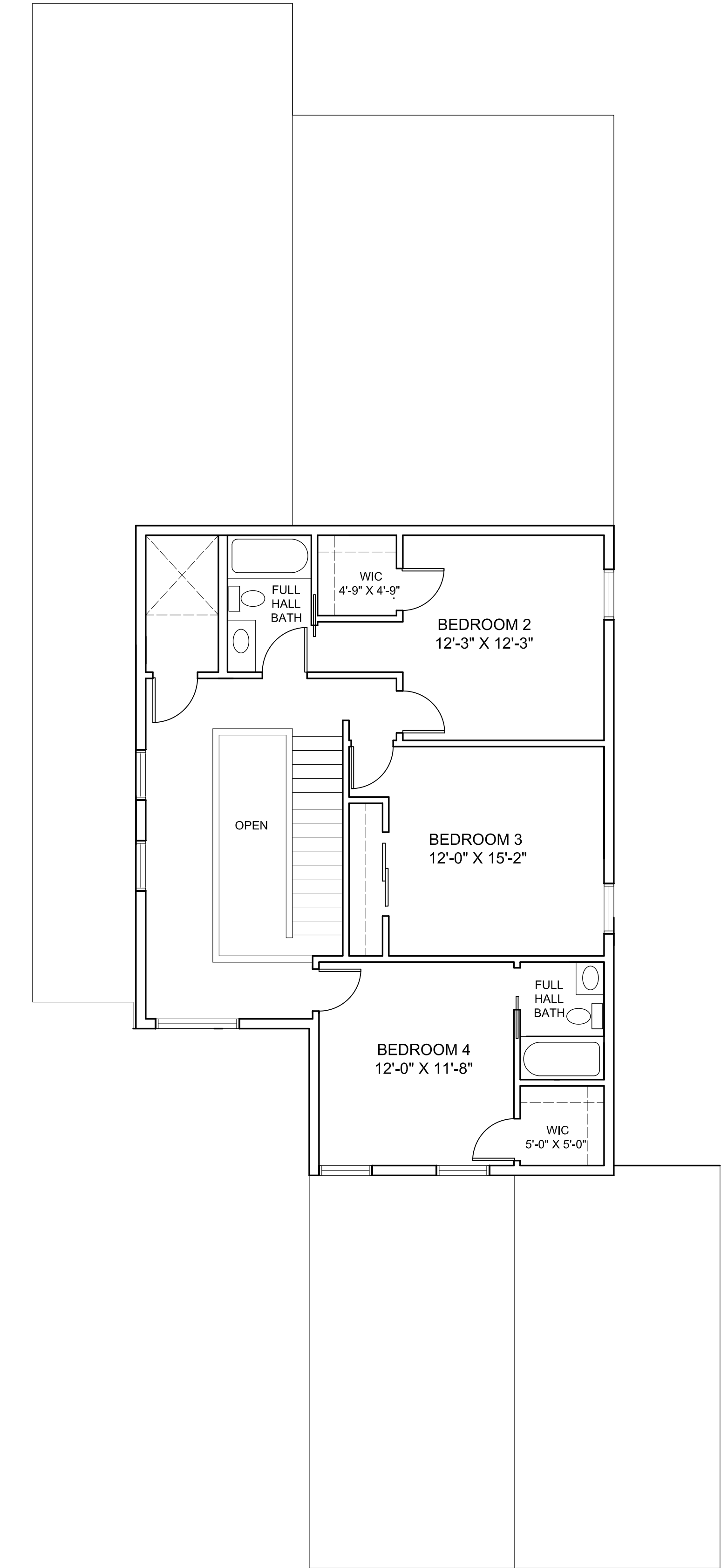
140.01.00 - SINGLE FAMILY NEW CONSTRUCTION

SANTINO COURT
CREVE CEOUR, SANTINO COURT

ISSUE NAME: PRELIMINARY R00
ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: FLOOR PLANS

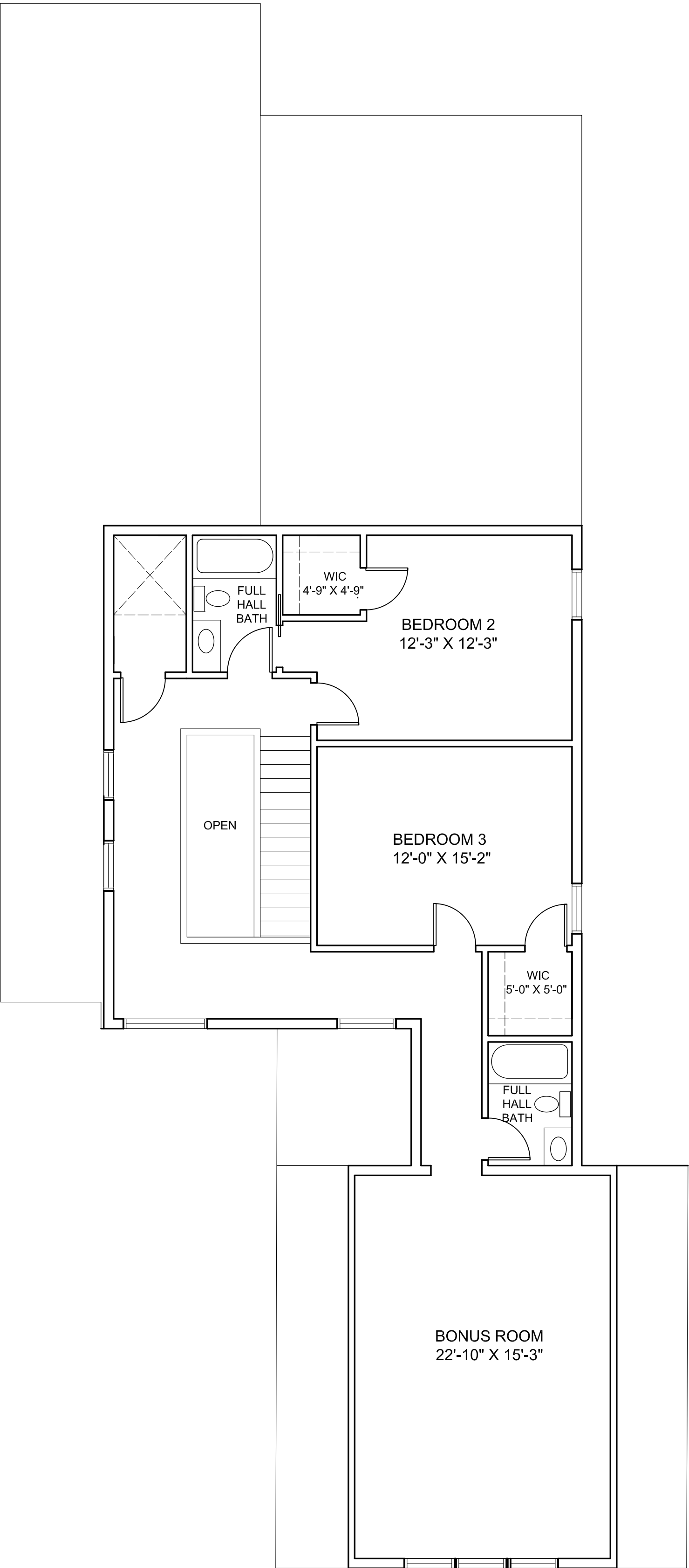
SHEET
003

1/9/2018 1:39:45 PM



2ND FLOOR

FLOOR PLAN B - OPTION 1 - 4 BEDROOMS



2ND FLOOR

FLOOR PLAN B - OPTION 2 - BONUS ROOM ABOVE GARAGE

Note: All floor plans and elevations
are compatible with each model



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110


ARCHITECT:
Central Design Office, LLC

1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

140.01.00 - SINGLE FAMILY NEW CONSTRUCTION
SANTINO COURT
CREVE CEOUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: FLOOR PLANS

003
SHEET

COPYRIGHT 2017 CENTRAL DESIGN OFFICE, LLC

1/9/2018 1:39:47 PM

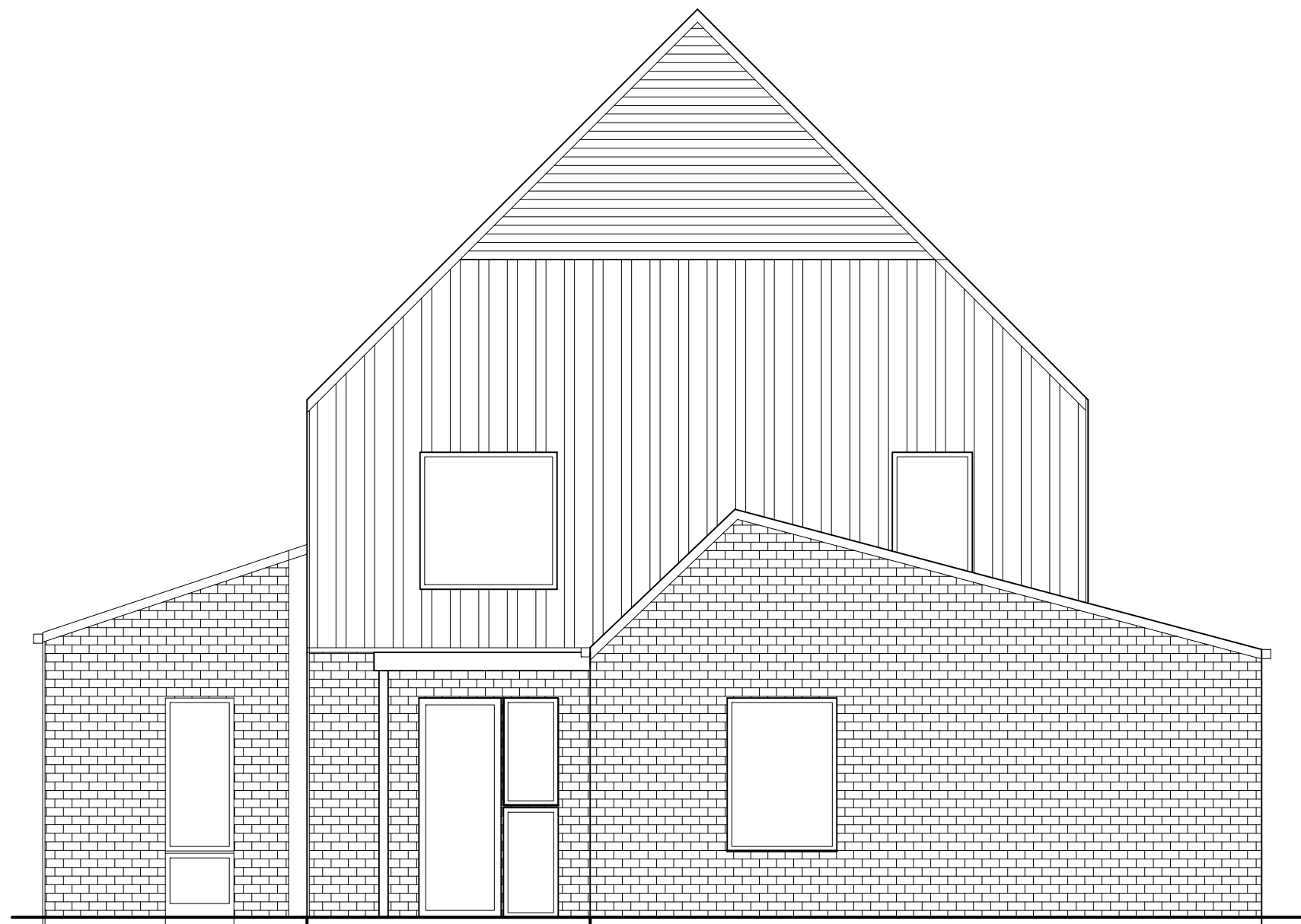


OPTIONAL BONUS ROOM - DESIGN 2

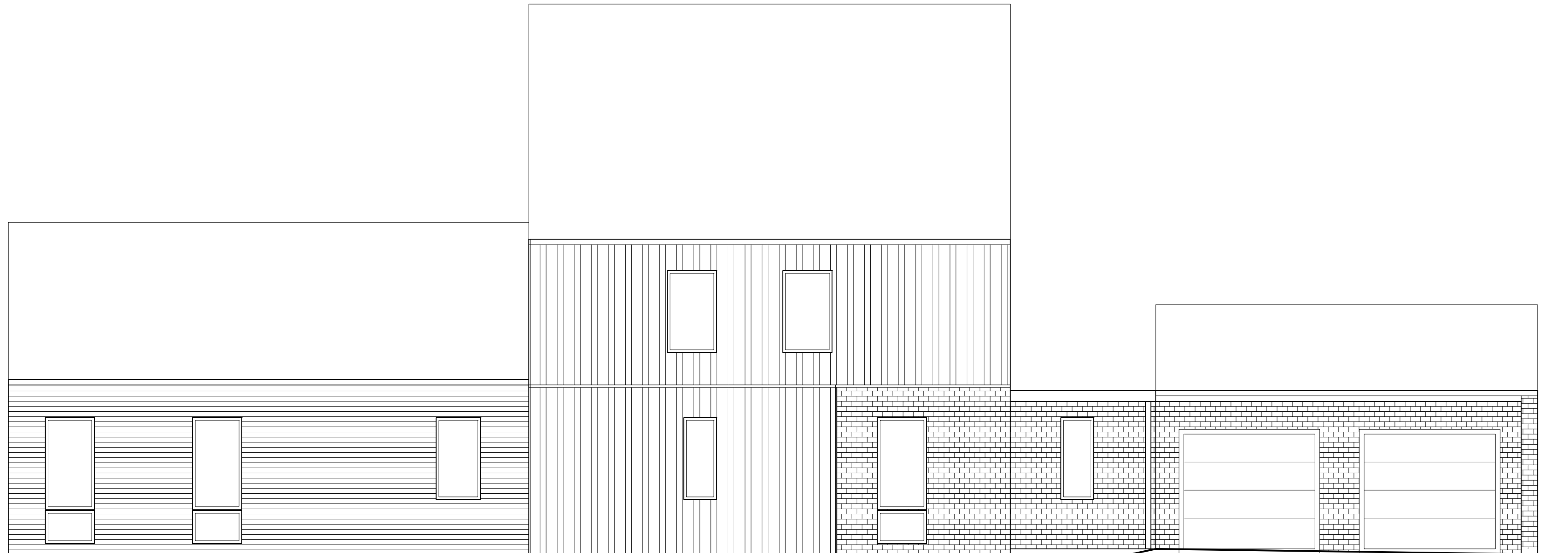


OPTIONAL BONUS ROOM - DESIGN 3

- BOARD AND BATTEN
- CEMENT FIBER LAP SIDING
- BRICK
- WOOD SIDING



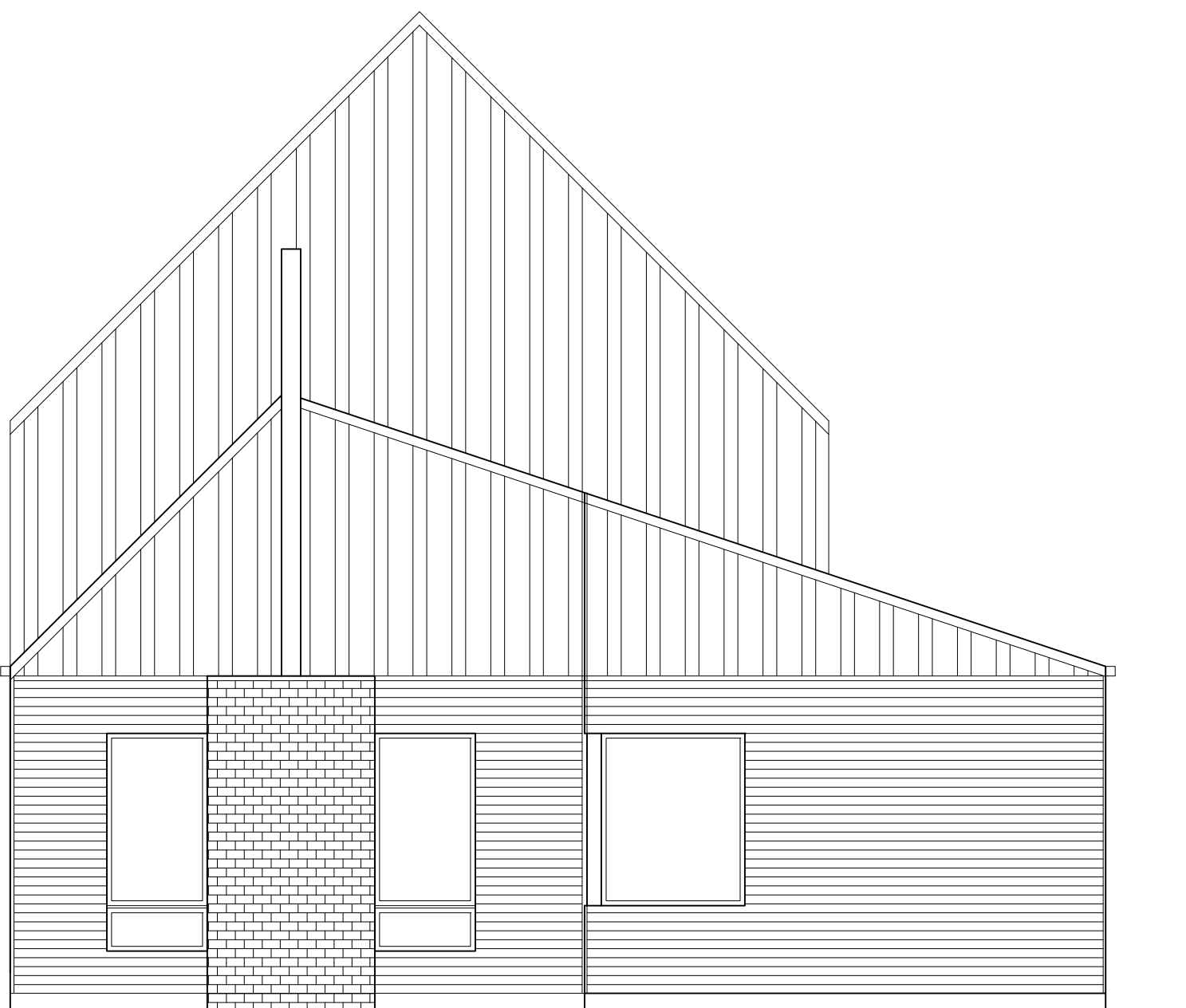
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

ELEVATION STYLE 1

OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

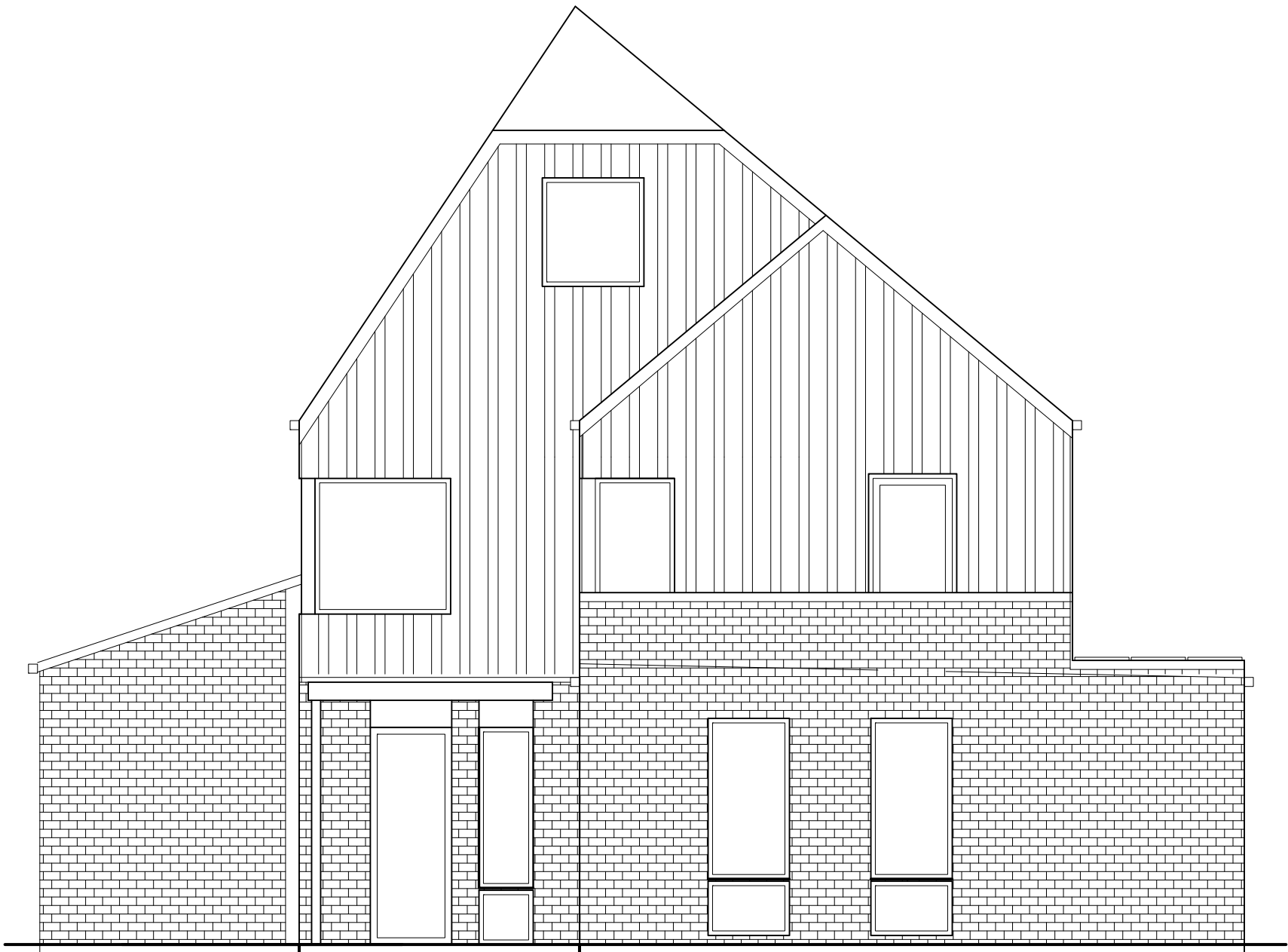
140.01.00 - SINGLE FAMILY NEW CONSTRUCTION
SANTINO COURT
CREVE COEUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: ELEVATIONS

004

SHEET

1/9/2018 1:39:51 PM



OPTIONAL BONUS ROOM - DESIGN 2



OPTIONAL BONUS ROOM - DESIGN 3

- BOARD AND BATTEN
- CEMENT FIBER LAP SIDING
- BRICK
- WOOD SIDING

OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



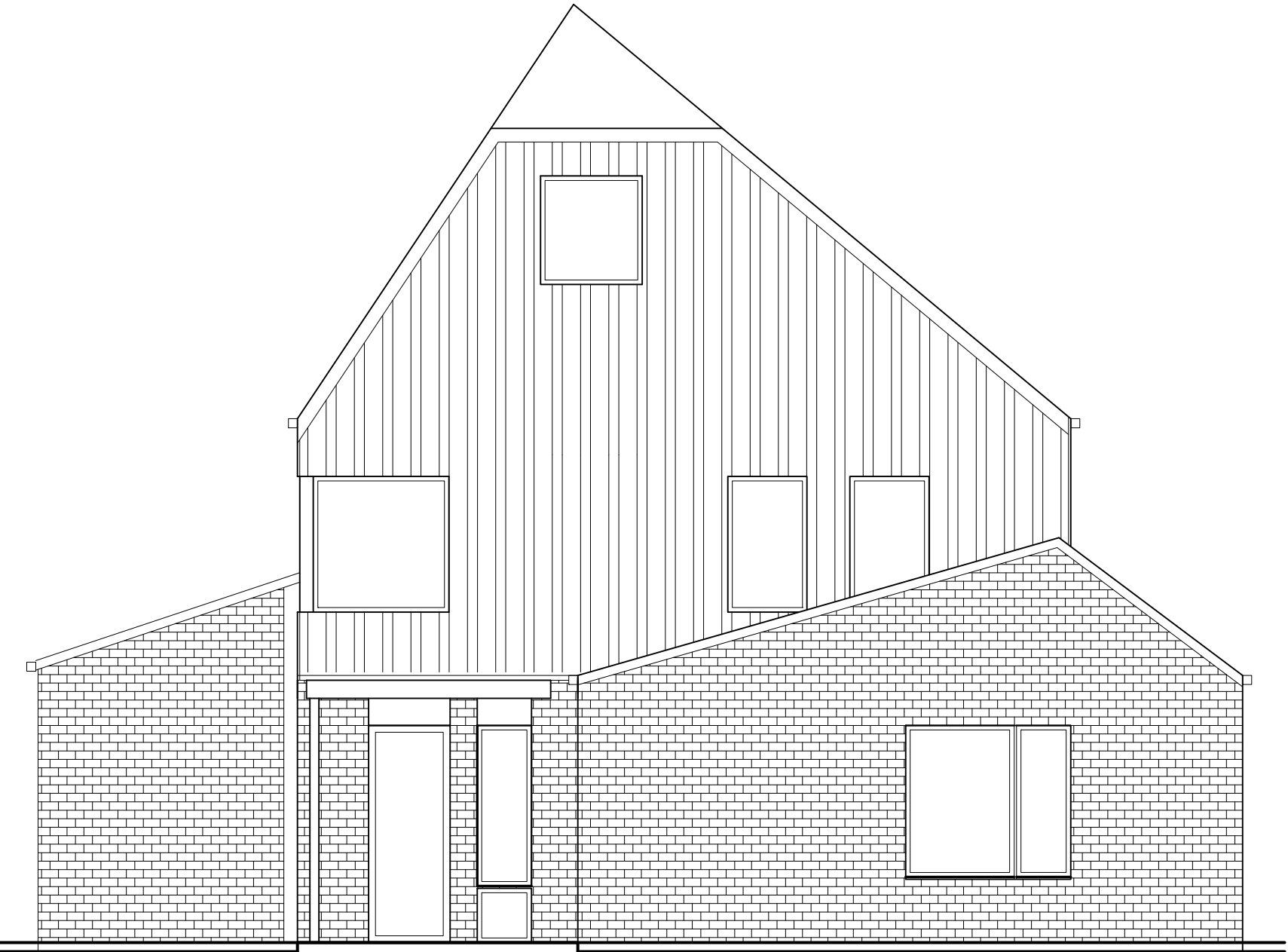
ARCHITECT:
Central Design Office, LLC

1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

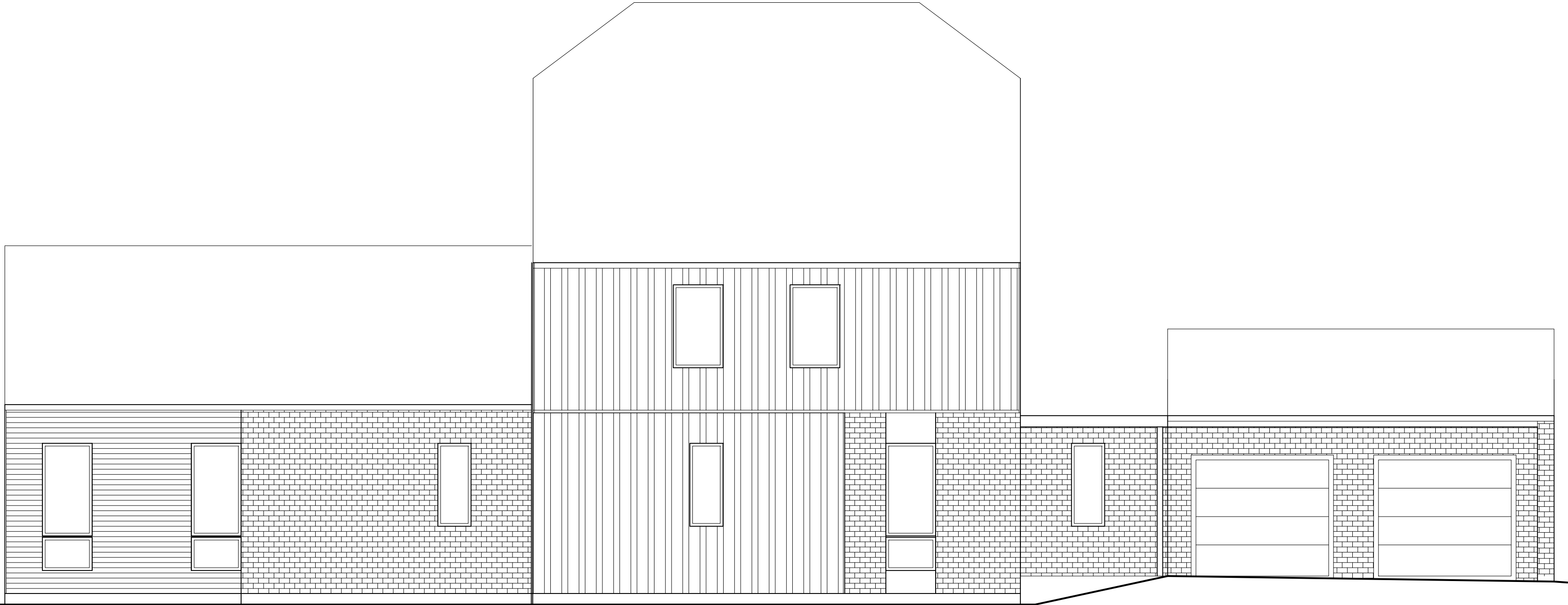
NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION



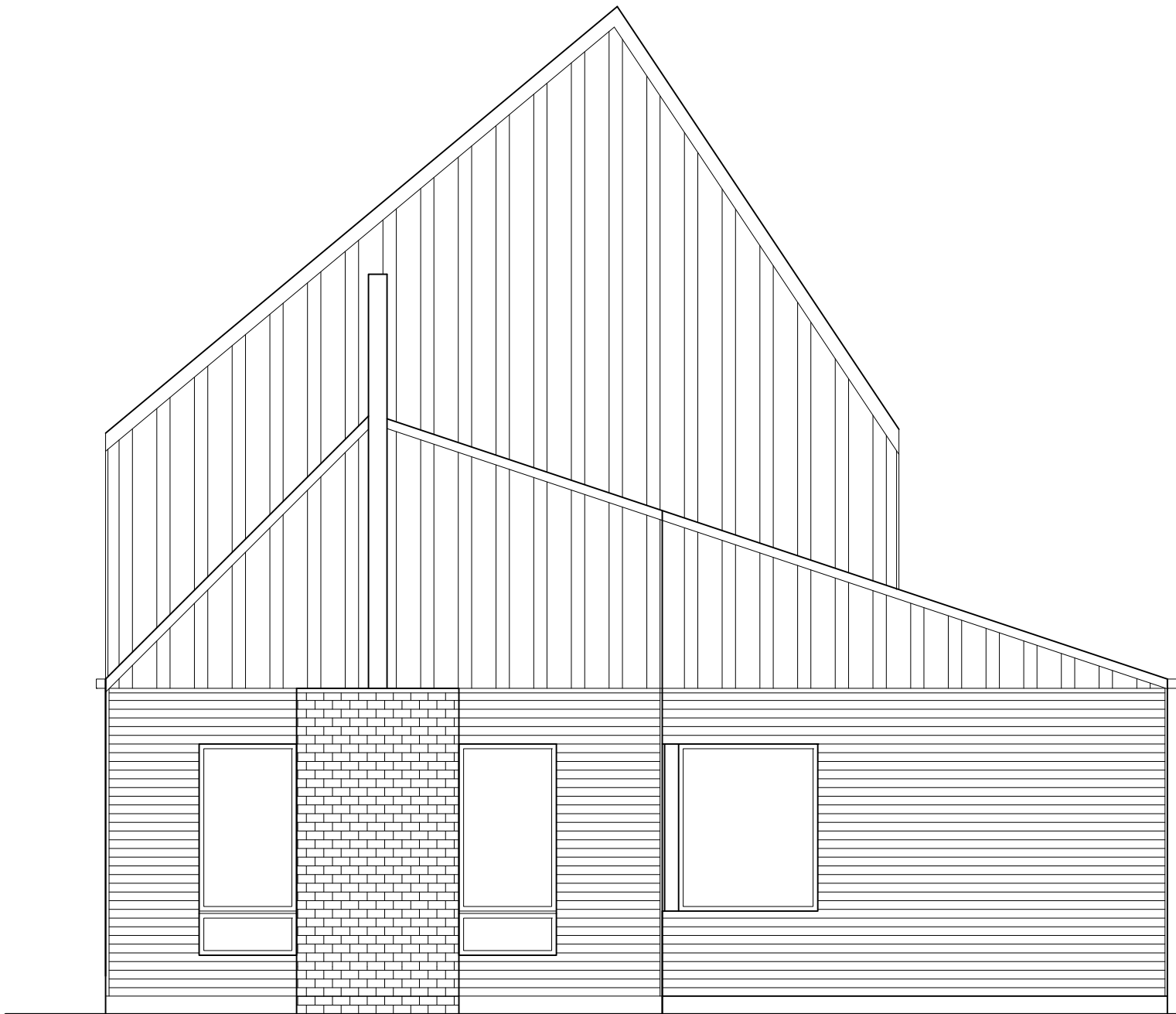
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION
ELEVATION STYLE 2



BACK ELEVATION

1" ACTUAL

140.01.00 - SINGLE FAMILY NEW CONSTRUCTION

SANTINO COURT
CREVE CEUR, SANTINO COURT

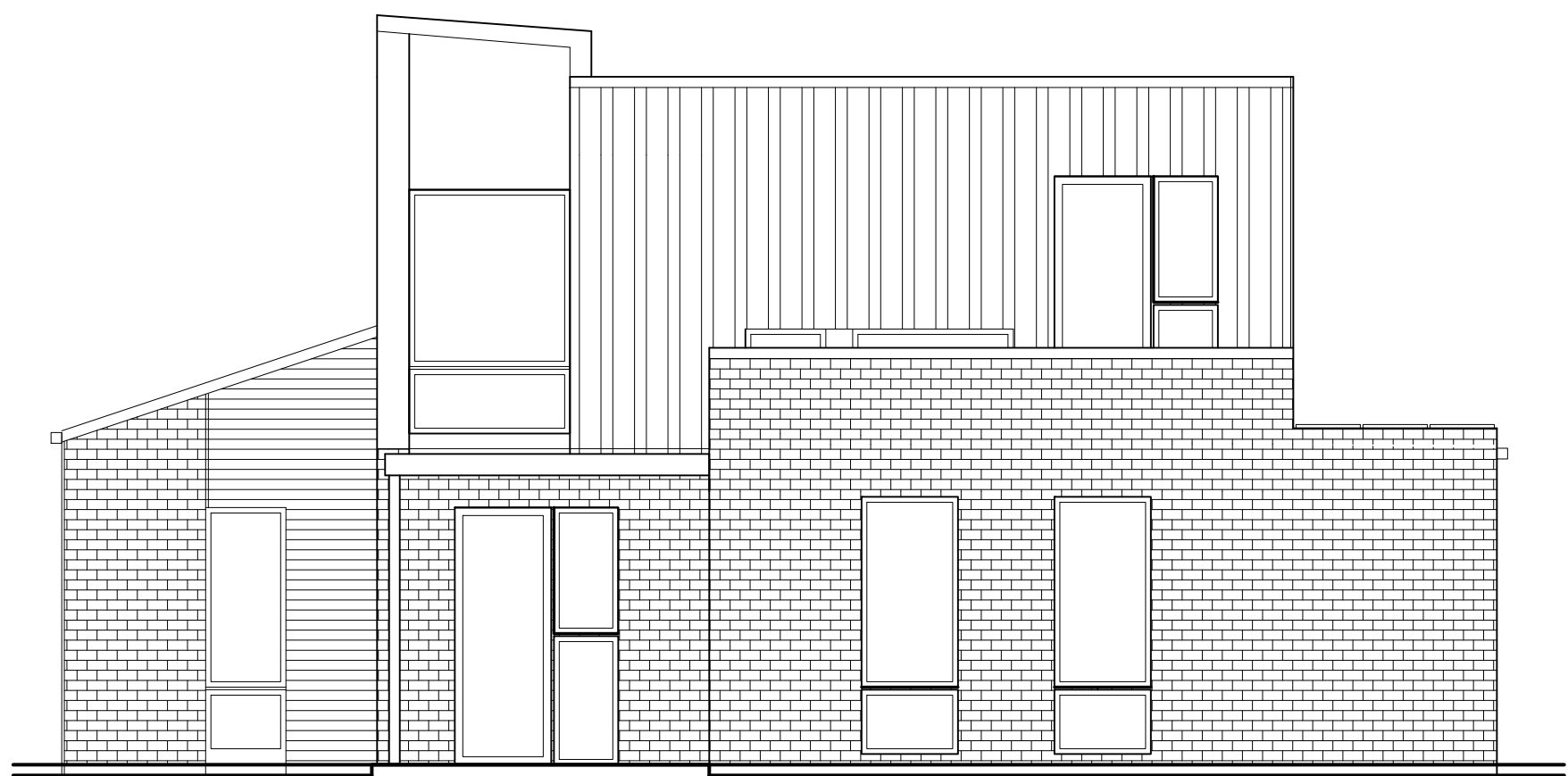
ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: JANUARY 9, 2018
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SHEET NAME: ELEVATIONS

SHEET

005

COPYRIGHT 2017 CENTRAL DESIGN OFFICE, LLC

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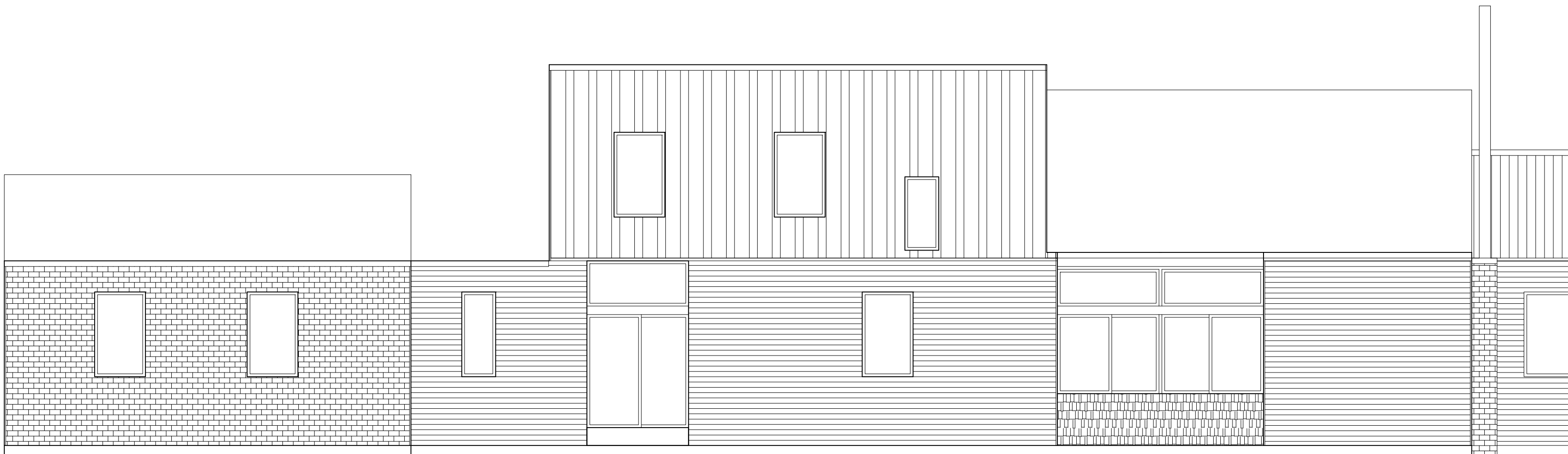


OPTIONAL BONUS ROOM - DESIGN 2

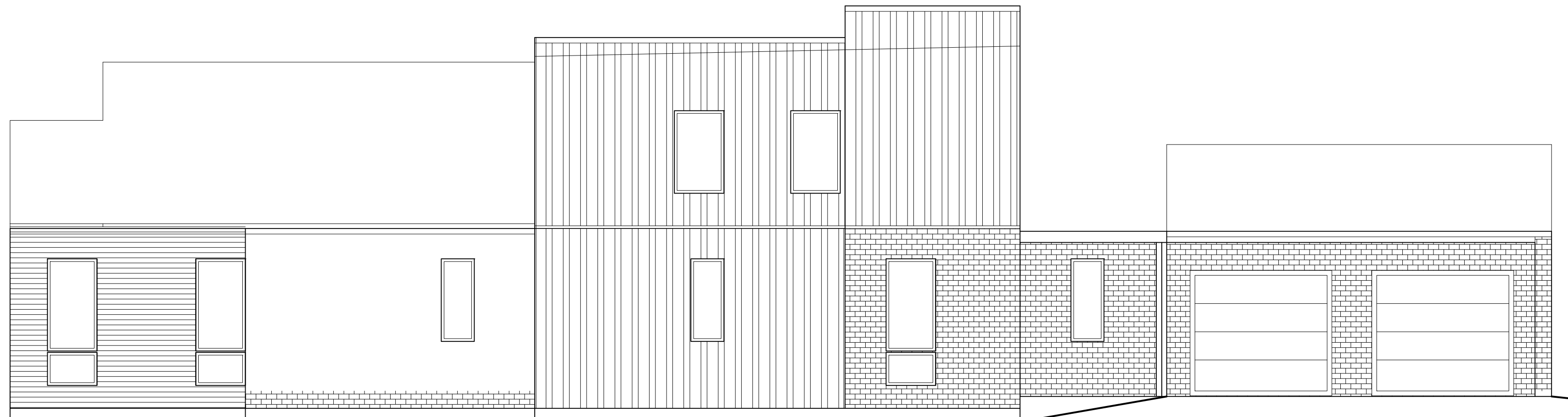
- BOARD AND BATTEN
- CEMENT FIBER LAP SIDING
- BRICK
- WOOD SIDING



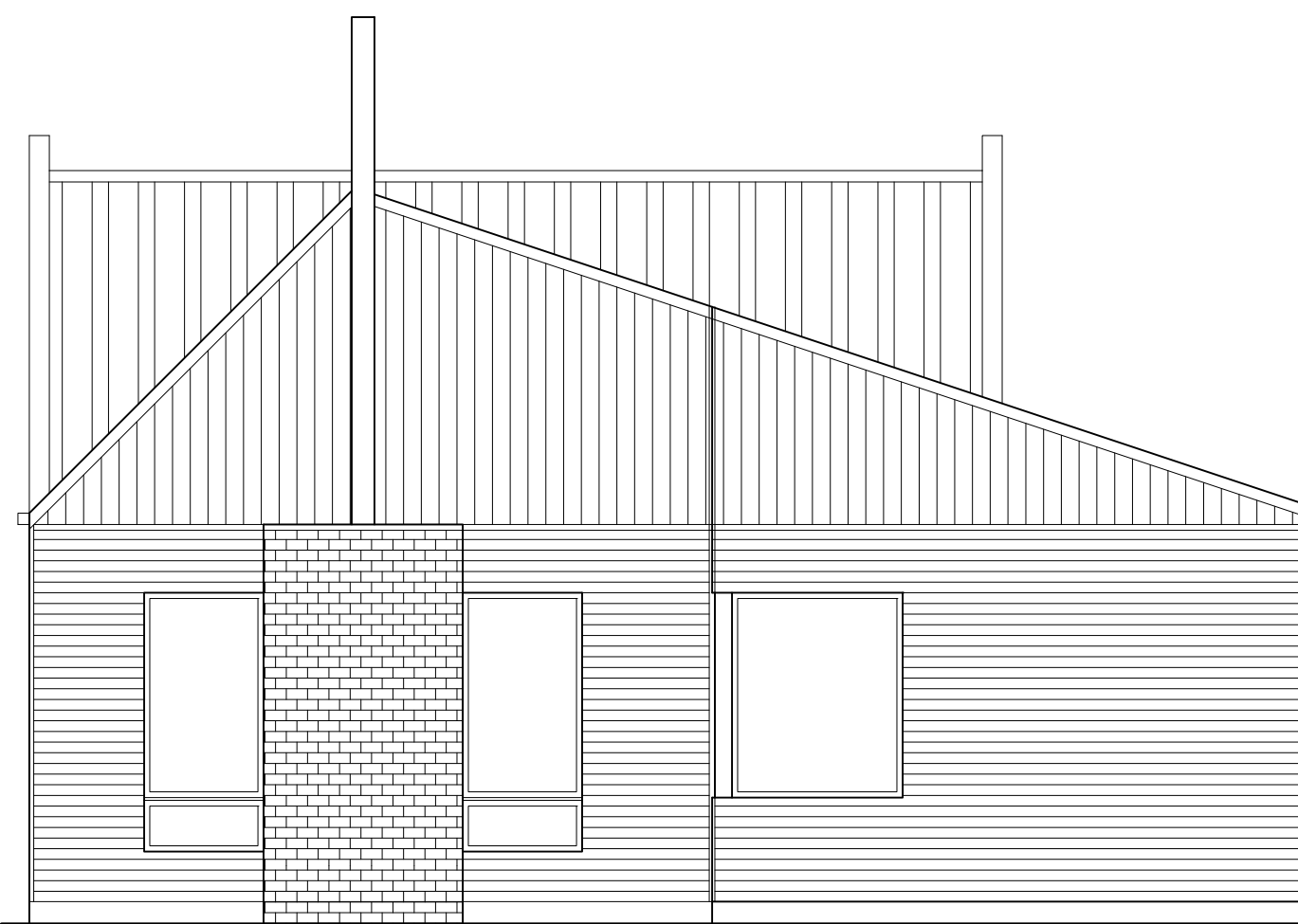
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

ELEVATION STYLE 3

OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

140.01.00 - SINGLE FAMILY NEW CONSTRUCTION
SANTINO COURT
CREVE CEOUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: JANUARY 9, 2018
DRAWN BY: Author
SHEET NAME: ELEVATIONS

SHEET
006



ELEVATION STYLE 3

ELEVATION STYLE 2

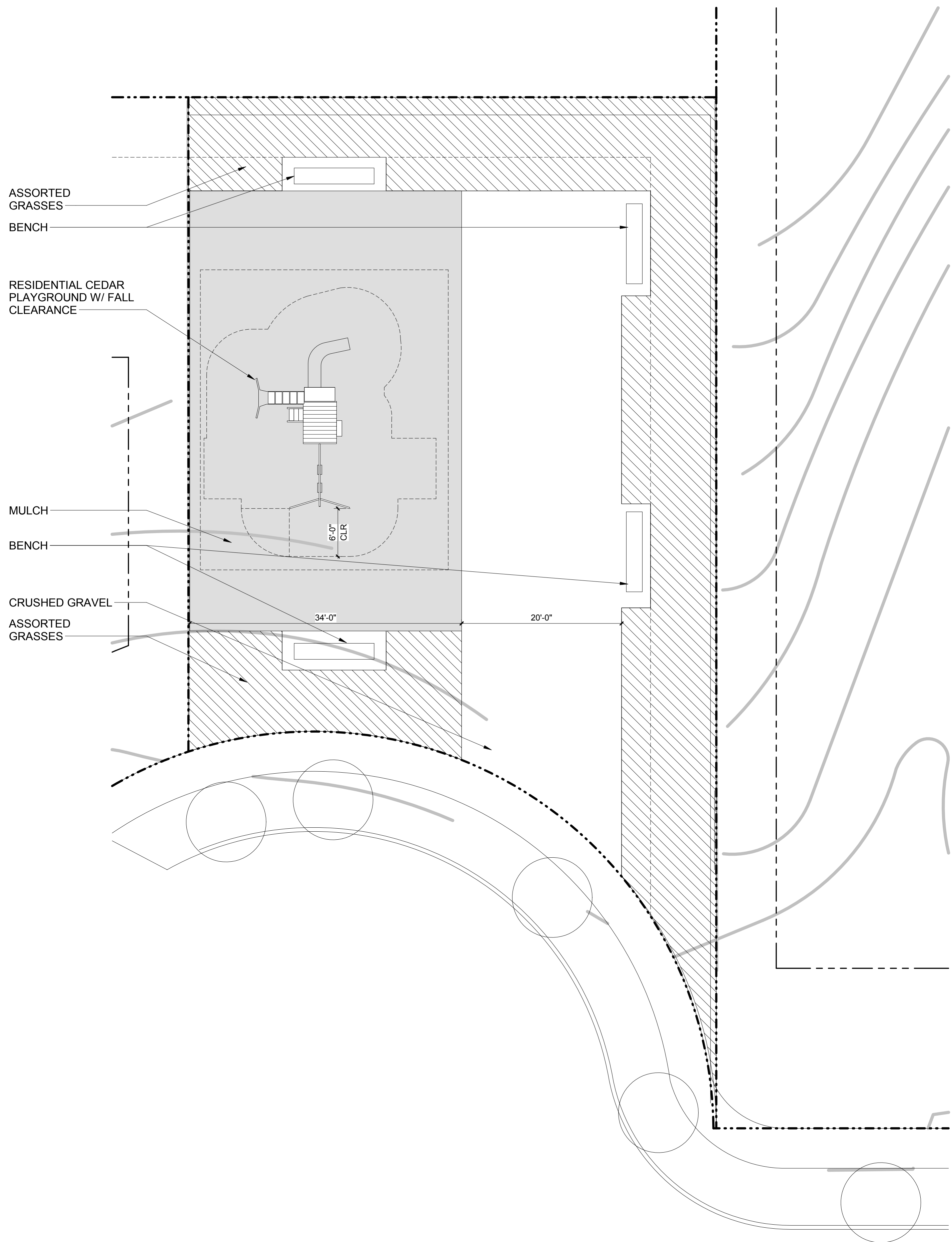
PERSPECTIVE LOOKING NORTH



PERSPECTIVE LOOKING WEST

12/11/2017 5:03:20 PM

COMMON AREA - ENLARGED PLAN



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL

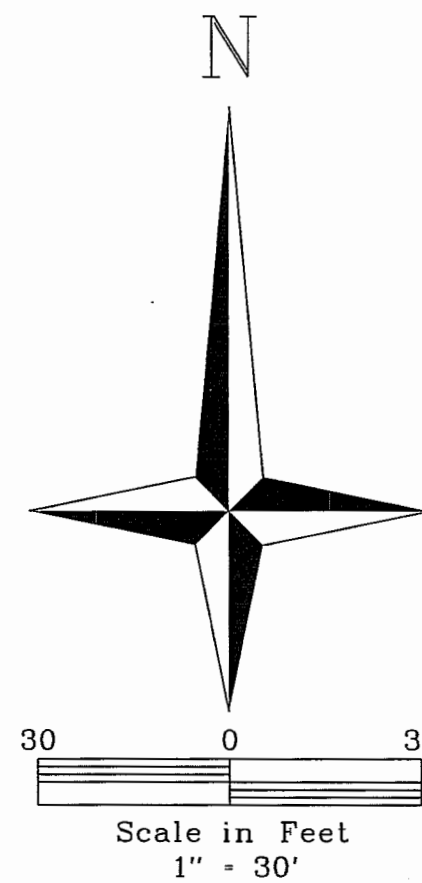
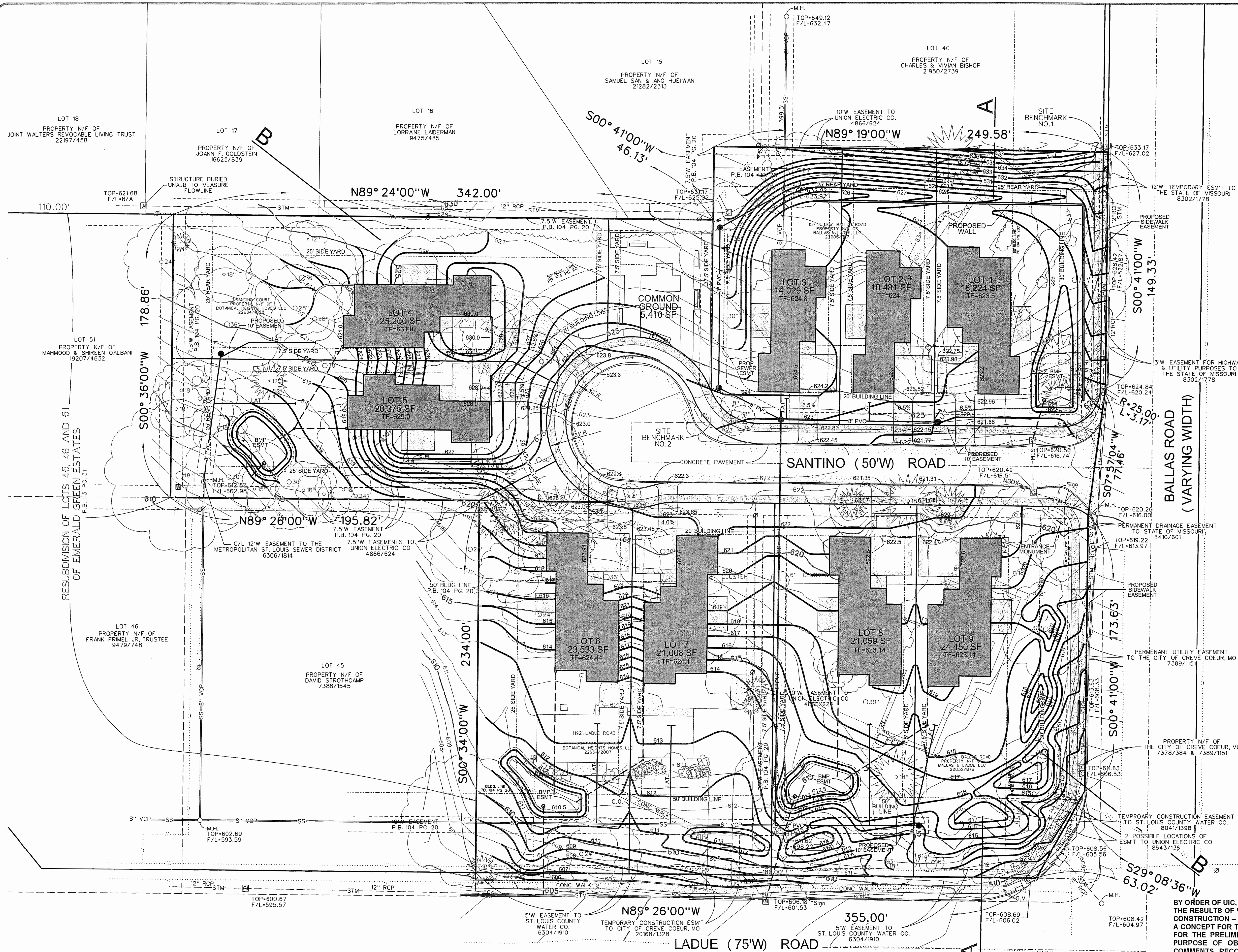
140.01 00 - SINGLE FAMILY NEW CONSTRUCTION

SANTINO COURT
CREVE CEUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: DECEMBER 11, 2017
DRAWN BY: Author
SHEET NAME: PARK ENLARGED PLAN

SHEET

010

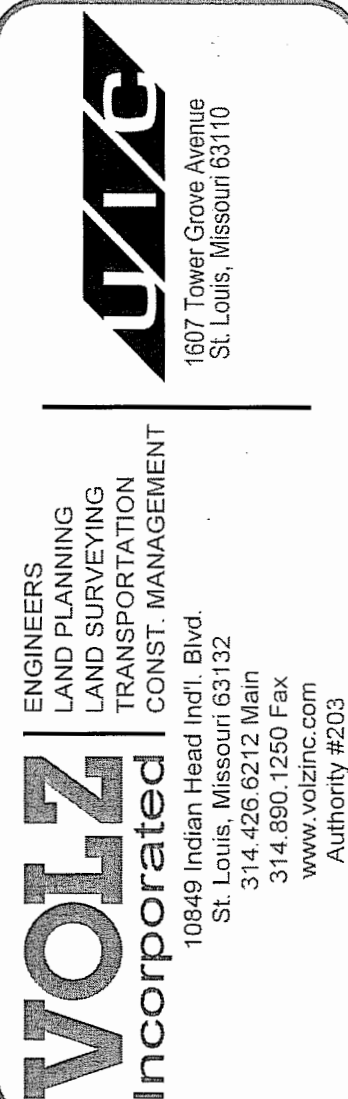
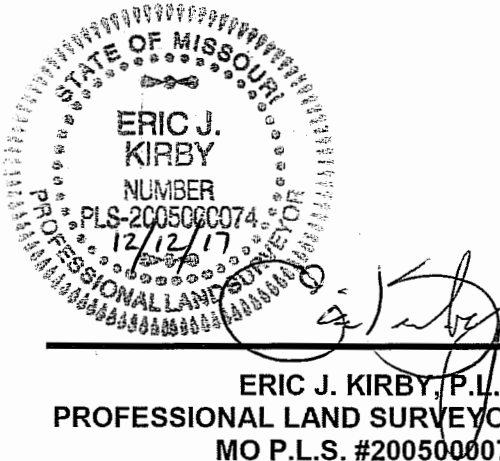
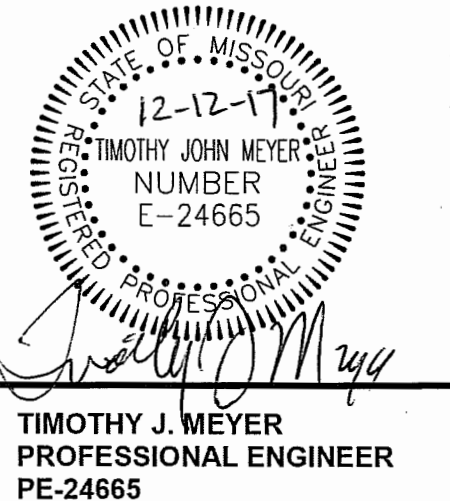


LEGEND

- AREA INLET
- BOTTOM OF CURB
- CLEAN OUT
- CURB INLET
- DOUBLE CURB INLET
- ELECTRIC METER
- ELECTRIC TRANSFORMER
- FINISHED FLOOR
- FIRE HYDRANT
- GRATE INLET
- GAS VALVE
- GUY WIRE
- LIGHT STANDARD
- MANHOLE
- POLY VINYL CHLORIDE
- REINFORCED CONCRETE PIPE
- TO BE REMOVED
- TO BE REMOVED AND REPLACED
- TOP OF CURB
- TRAFFIC SIGNAL CONTROL BOX
- USE IN PLACE
- UTILITY MANHOLE
- UTILITY POLE
- VITRIFIED CLAY PIPE
- WATER METER
- WATER VALVE
- YARD LIGHT
- GAS LINE
- OVERHEAD UTILITIES
- SANITARY SEWER
- STORM SEWER
- TELEPHONE LINE
- UNDERGROUND ELECTRIC
- WATER LINE
- FENCE

REVISED 12-12-2017

BY ORDER OF UIC, WE HAVE PREPARED A SITE DEVELOPMENT PLAN / PRELIMINARY PLAT, THE RESULTS OF WHICH ARE CURRENTLY REPRESENTED ON THIS DRAWING - NOT FOR CONSTRUCTION - AND WAS PREPARED FOR THE SOLE LIMITED PURPOSE OF PROVIDING A CONCEPT FOR THE PROPOSED DEVELOPMENT OF THE TRACT AND IS INTENDED ONLY FOR THE PRELIMINARY USE OF GOVERNMENTAL REVIEWING AUTHORITIES FOR THE PURPOSE OF OBTAINING APPROVAL OF A CONCEPT AND IS SUBJECT TO SUCH COMMENTS, RECOMMENDATIONS OR REVISIONS AS MAY BE DEEMED NECESSARY OR APPROPRIATE IN FURTHERANCE OF SUCH PURPOSES.



SANTINO COURT

A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44
OF EMERALD GREEN ESTATES SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

SITE DEVELOPMENT PLAN
PRELIMINARY PLAT

4.732 ACRES

21495-0

11-17-2017

07

DISTRICTS:
METROPOLITAN ST. LOUIS SEWER DISTRICT
CREVE COEUR FIRE PROTECTION DISTRICT PARKWAY SCHOOL DISTRICT
CREVE COEUR CREEK WATERSHED

UTILITY SERVICE AREAS:

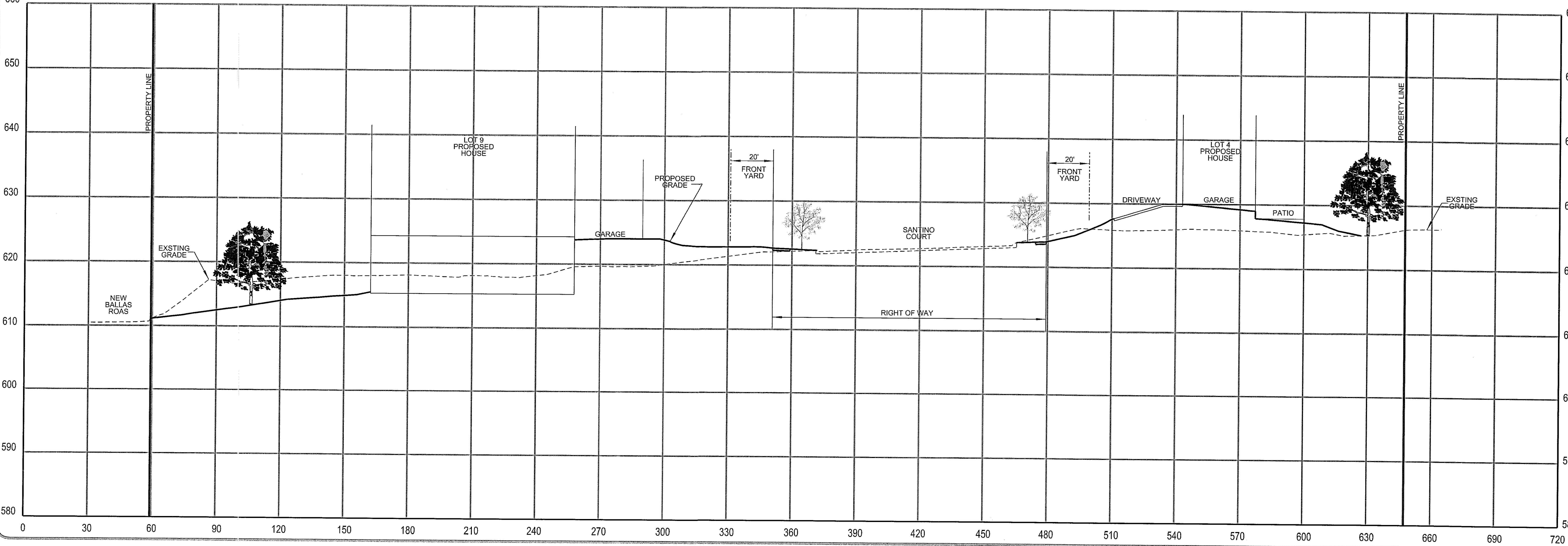
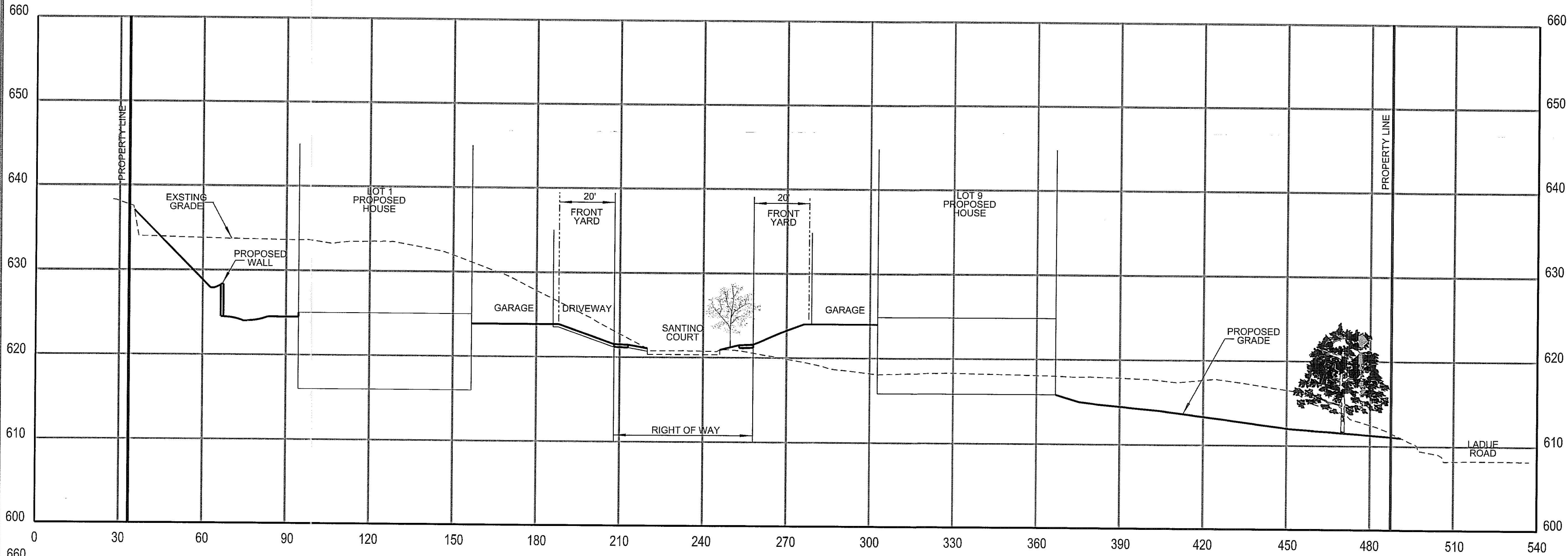
AMEREN
SPIRE GAS COMPANY
MISSOURI AMERICAN WATER COMPANY
CHARTER COMMUNICATIONS (CABLE TV)
AT&T TELEPHONE COMPANY

GENERAL NOTES:

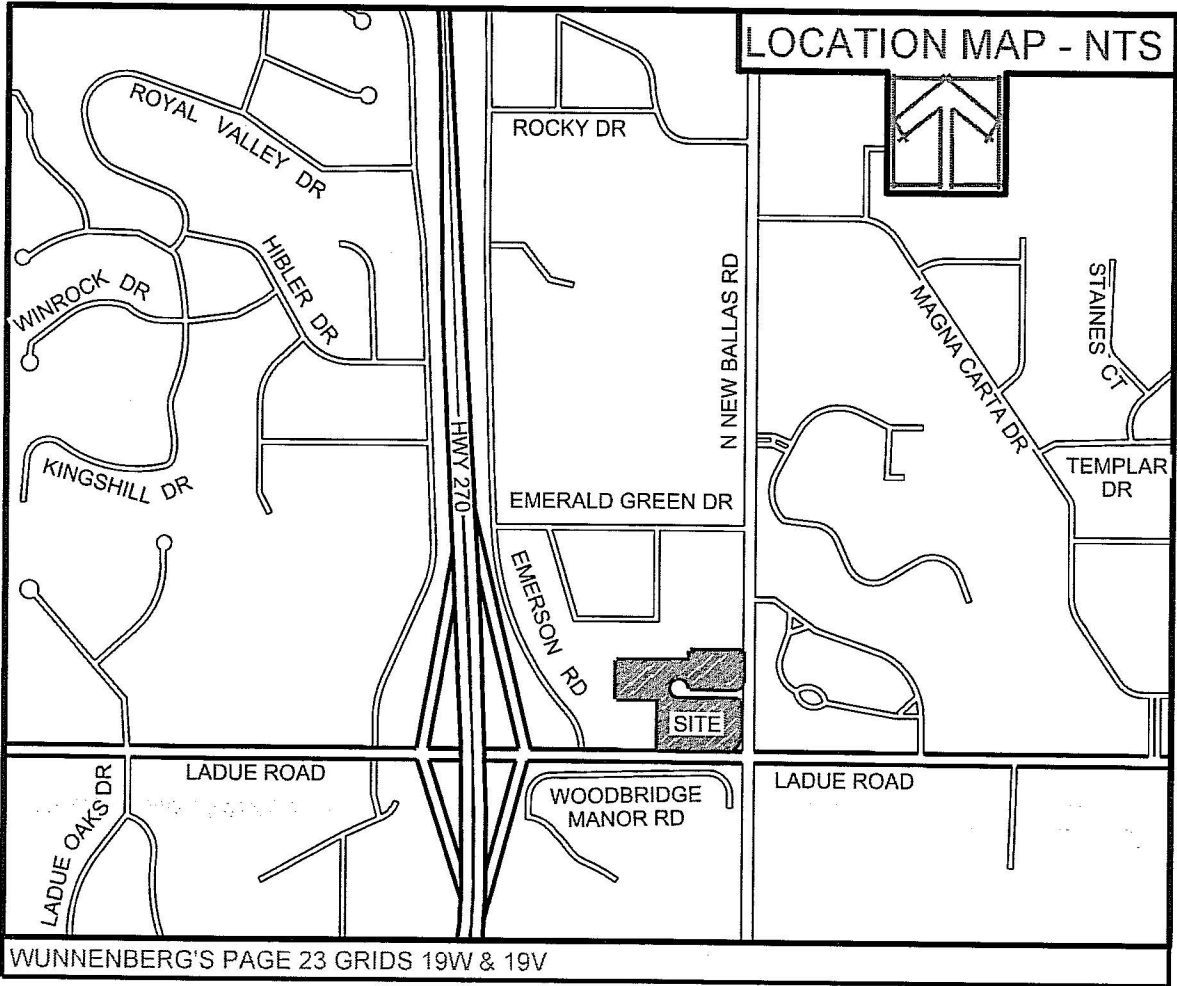
- SANITARY SEWER CONNECTIONS SHALL BE AS APPROVED BY THE METROPOLITAN ST. LOUIS SEWER DISTRICT.
- STORMWATER MANAGEMENT SHALL BE DESIGNED PURSUANT TO THE CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS AND DISCHARGE AT AN ADEQUATE NATURAL DISCHARGE POINT. SINKHOLES ARE NOT ADEQUATE NATURAL DISCHARGE POINTS.
- THE LOCATION OF STORM AND SANITARY SEWER IMPROVEMENTS ARE APPROXIMATE ONLY. ACTUAL LOCATIONS SHALL BE DETERMINED BY FIELD CONDITIONS AND SHALL BE INDICATED ON THE IMPROVEMENT PLANS.
- GRADING AND DRAINAGE SHALL BE PER CITY OF CREVE COEUR STANDARDS AND METROPOLITAN ST. LOUIS SEWER DISTRICT REQUIREMENTS.
- LANDSCAPING WILL BE PROVIDED AS REQUIRED BY CITY OF CREVE COEUR.
- SLOPE SHALL NOT EXCEED 3 (HORIZONTAL) : TO 1 (VERTICAL), UNLESS SUPPORTED BY GEOTECHNICAL REPORT AND APPROVED BY THE CITY OF CREVE COEUR STANDARDS.
- SETBACKS FOR RDD REQUIREMENTS TAKE PRECEDENCE OVER "SPECIAL USE" SETBACK REQUIREMENTS.
- THE PROPOSED LIGHT STANDARDS SHALL BE IN COMPLIANCE TO THE CITY OF CREVE COEUR'S LIGHTING CODE.
- THE UNDERGROUND UTILITIES SHOWN HEREIN WERE PLOTTED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER OR LOCATION OF THESE OR OTHER UTILITIES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES SHOWN OR NOT SHOWN AND SHALL BE LOCATED IN EXCAVATION OR CONSTRUCTION OF IMPROVEMENTS IN THE FIELD PRIOR TO ANY GRADING. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319, RSMO.

A TRACT OF LAND BEING SANTINO ROAD (50 FEET WIDE), LOTS 41 & 42 AND PART OF LOTS 43 & 44 OF "EMERALD GREEN ESTATES" A SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 104, PAGE 20 OF THE ST. LOUIS COUNTY RECORDS IN SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST, CITY OF CREVE COEUR, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 42; THENCE EASTWARDLY ALONG THE NORTH LINE OF SAID LOT 42 SOUTH 89 DEGREES 24 MINUTES 00 SECONDS EAST 342.00 FEET TO A POINT ON THE WEST LINE OF SAID LOT 41; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 41 MINUTES 00 SECONDS EAST 46.13 FEET TO THE NORTH LINE OF SAID LOT 41; THENCE EASTWARDLY ALONG SAID NORTH LINE SOUTH 89 DEGREES 19 MINUTES 00 SECONDS WEST 249.58 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF BALLAS ROAD (VARYING WIDTH); THENCE SOUTHWARDLY ALONG SAID WEST RIGHT-OF-WAY LINE THE FOLLOWING COURSES AND DISTANCES: SOUTH 00 DEGREES 41 MINUTES 00 SECONDS WEST 149.33 FEET, ALONG A CURVE TO THE RIGHT WHOSE RADIUS POINT BEARS NORTH 89 DEGREES 19 MINUTES 00 SECONDS WEST 25.00 FEET FROM THE LAST MENTIONED POINT, A DISTANCE OF 3.17 FEET, SOUTH 07 DEGREES 57 MINUTES 04 SECONDS WEST 77.46 FEET, SOUTH 00 DEGREES 41 MINUTES 00 SECONDS WEST 173.63 FEET AND SOUTH 29 DEGREES 08 MINUTES 36 SECONDS WEST 63.02 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF LADUE ROAD (75 FEET WIDE); THENCE WESTWARDLY ALONG SAID NORTH RIGHT-OF-WAY LINE NORTH 89 DEGREES 26 MINUTES 00 SECONDS WEST 355.00 FEET TO THE WEST LINE OF AFOREMENTIONED LOT 44; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 34 MINUTES 00 SECONDS WEST 234.00 FEET TO A POINT ON THE SOUTH LINE OF AFOREMENTIONED LOT 42; THENCE WESTWARDLY ALONG SAID SOUTH LINE NORTH 89 DEGREES 26 MINUTES 00 SECONDS WEST 198.82 FEET TO THE WEST LINE OF SAID LOT 42; THENCE NORTHWARDLY ALONG SAID WEST LINE NORTH 00 DEGREES 36 MINUTES 00 SECONDS EAST 178.88 FEET TO THE POINT OF BEGINNING AND CONTAINING 4.732 ACRES ACCORDING TO CALCULATIONS BY VOLZ INCORPORATED DURING NOVEMBER 2017.



STORMWATER MANAGEMENT FLOOD PROTECTION	
TOTAL SITE AREA =	185,130 sf
EXISTING	
PERVIOUS AREA =	140,317 sf
PERVIOUS PERCENTAGE =	75.8%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	5.48 cfs
IMPERVIOUS AREA =	44,813 sf
IMPERVIOUS PERCENTAGE =	24.2%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	3.64 cfs
FLOWRATE (Q) =	9.12 cfs
PROPOSED	
PERVIOUS AREA =	129,201 sf
PERVIOUS PERCENTAGE =	69.8%
15YR-20MIN PI FACTOR =	1.70
PERVIOUS FLOWRATE (Q) =	5.04 cfs
IMPERVIOUS AREA =	55,929 sf
IMPERVIOUS PERCENTAGE =	30.2%
15YR-20MIN PI FACTOR =	3.54
IMPERVIOUS FLOWRATE (Q) =	4.55 cfs
FLOWRATE (Q) =	9.59 cfs
DIFFERENTIAL FLOWRATE	
PROP Q - EX Q =	0.47 cfs
Q _p	Not Required
CHANNEL PROTECTION	
TOTAL SITE AREA =	185,130 sf
=	4.25 Ac
C _{pv}	Not Required
WATER QUALITY	
TOTAL DISTURBED AREA =	172,737 sf
=	3.97 Ac
W _{qv}	Required



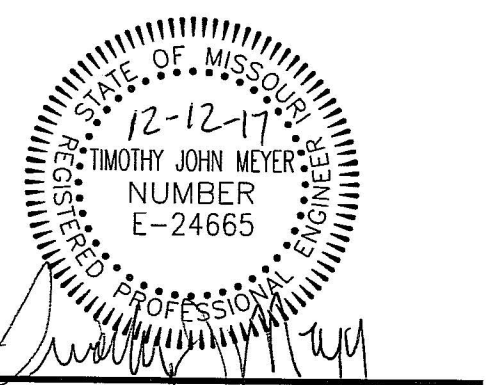
PROJECT NOTES:	
AREA OF SITE:	4.732 ACRES 4.257 ACRES EXCLUDES RIGHT-OF-WAY
LOCATOR NO:	180610392 180610062 180610402 180610028
OWNER OF RECORD:	180610392 BALLAS AND LADUE LLC 157 N NEW BALLAS RD SAINT LOUIS, MO 63141
SITE ADDRESS:	180610402 BALLAS & LADUE LLC 105 N NEW BALLAS RD SAINT LOUIS, MO 63141
PREPARED FOR:	180610062 BOTANICAL HEIGHTS HOMES LLC 1 SANTINO CT SAINT LOUIS, MO 63141
PREPARED BY:	180610028 BOTANICAL HEIGHTS HOMES LLC 11921 LADUE RD SAINT LOUIS, MO 63141
EXISTING ZONING:	SINGLE FAMILY RESIDENTIAL
PROPOSED ZONING:	"B" SINGLE FAMILY RESIDENTIAL - SECTION 405.260 RDD - RESIDENTIAL DEVELOPMENT DISTRICT
PROPOSED SETBACKS:	20' FRONT YARD 7.5' SIDE YARD 25' REAR YARD 30' SETBACK
NEW BALLAS ROAD:	30' SETBACK
LADUE ROAD:	50' SETBACK
OPEN SPACE:	3.45 ACRES / 4.732 ACRES = 73%
DENSITY CALCULATIONS:	4.257 ACRES - 185,434.92 SF EXCLUDES RIGHT OF WAY 185,434.92 SF 20,000 SF = 9.27
PROPOSED LOTS:	9 LOTS
OFF-STREET PARKING REQUIREMENTS:	9 LOTS x 2 PARKING SPACES PER 18 SPACES
LEGAL DESCRIPTION	A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44 OF EMERALD GREEN ESTATES SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST CITY OF CREVE COEUR, MISSOURI

BASED ON MSD GENERAL DESIGN CRITERIA FOR STORM WATER MANAGEMENT, WATER QUALITY IS THE ONLY ELEMENT REQUIRED. THIS SITE DOES NOT MEET THE THRESHOLD NEEDS FOR CHANNEL PROTECTION OR FLOOD VOLUME DETENTION.

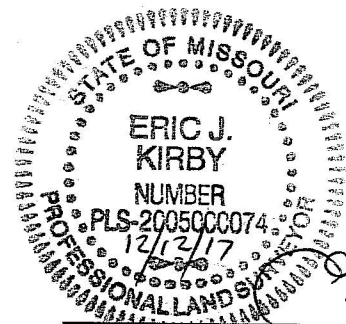
WATER QUALITY WILL BE ADDRESSED IN A SERIES OF RAIN GARDENS AS SHOWN ON THE PROPOSED PLAN.

REVISED 12-12-2017

BY ORDER OF UIC, WE HAVE PREPARED A SITE DEVELOPMENT PLAN / PRELIMINARY PLAT, THE RESULTS OF WHICH ARE CURRENTLY REPRESENTED ON THIS DRAWING - NOT FOR CONSTRUCTION - AND WAS PREPARED FOR THE SOLE LIMITED PURPOSE OF PROVIDING A CONCEPT FOR THE PROPOSED DEVELOPMENT OF THE TRACT AND IS INTENDED ONLY FOR THE PRELIMINARY USE OF GOVERNMENTAL REVIEWING AUTHORITIES FOR THE PURPOSE OF OBTAINING APPROVAL OF A CONCEPT AND IS SUBJECT TO SUCH COMMENTS, RECOMMENDATIONS OR REVISIONS AS MAY BE DEEMED NECESSARY OR APPROPRIATE IN FURTHERANCE OF SUCH PURPOSES.



TIMOTHY J. MEYER
PROFESSIONAL ENGINEER
PE-24665



ERIC J. KIRBY, P.L.S.
PROFESSIONAL LAND SURVEYOR
MO P.L.S. #200500007.

SANTINO COURT

A TRACT OF LAND BEING LOTS 41 & 42 & PART OF LOTS 43 & 44
OF EMERALD GREEN ESTATES SECTION 10, TOWNSHIP 45 NORTH - RANGE 5 EAST
CITY OF CREVE COEUR, MISSOURI

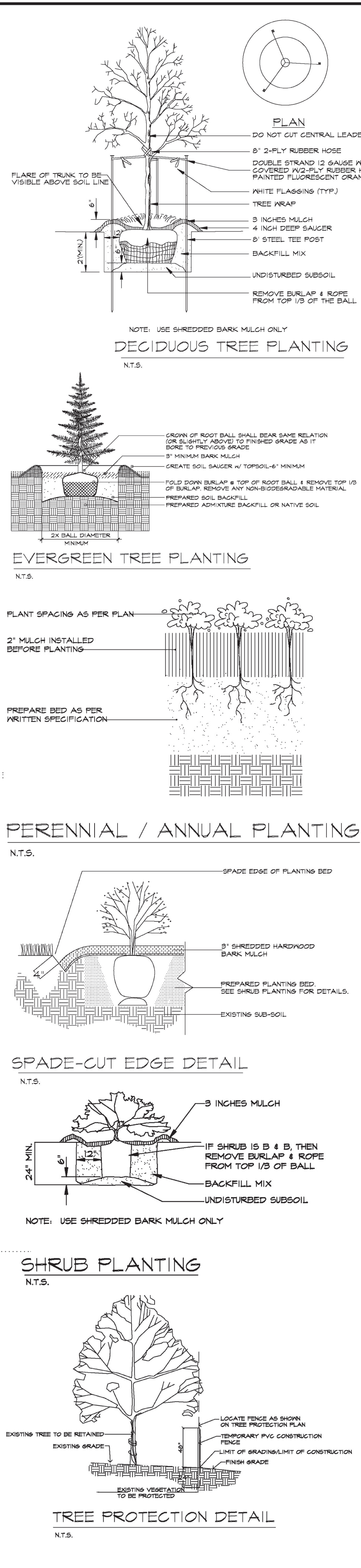
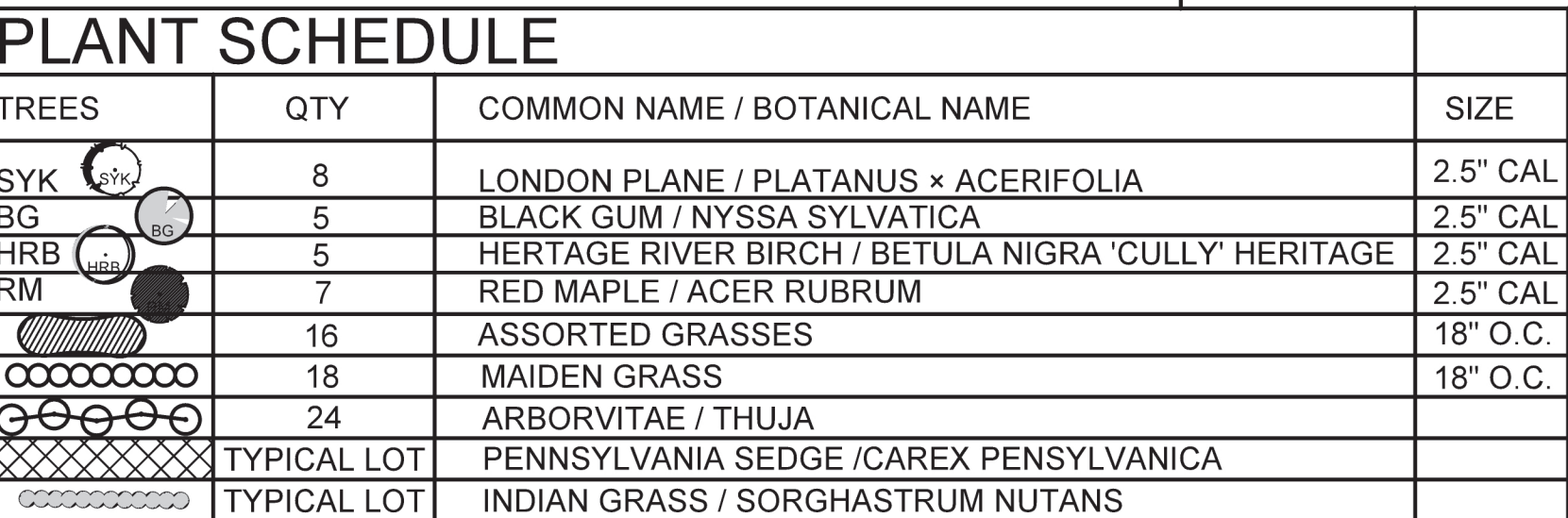
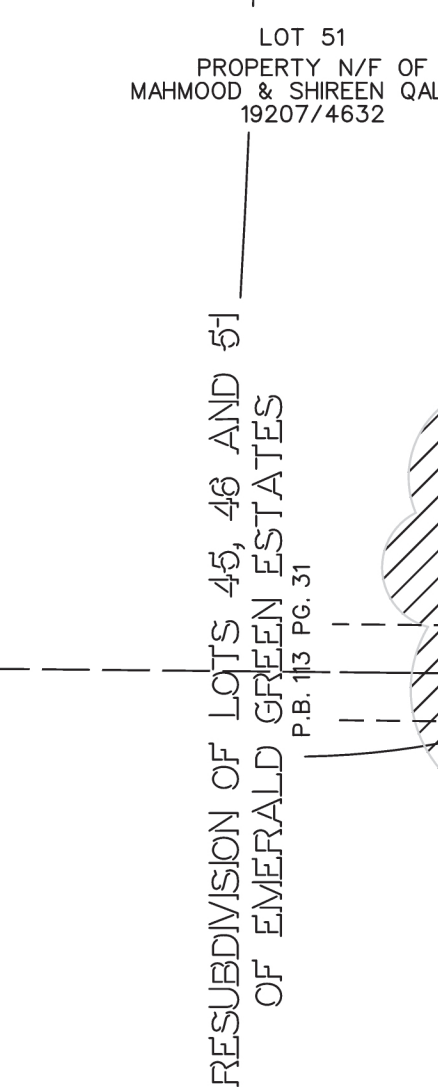
SITE DEVELOPMENT PLAN PRELIMINARY PLAT

4.732 ACRES

21495-0

11-17-2017
02

VOLZ Incorporated
ENGINEERS
LAND PLANNING
LAND SURVEYING
TRANSPORTATION
CONSTRUCTION MANAGEMENT
1807 TOWER GROVE AVENUE
ST. LOUIS, MO 63110
314.426.6212 MAIN
314.890.1250 FAX
www.volzinc.com
Authority #203



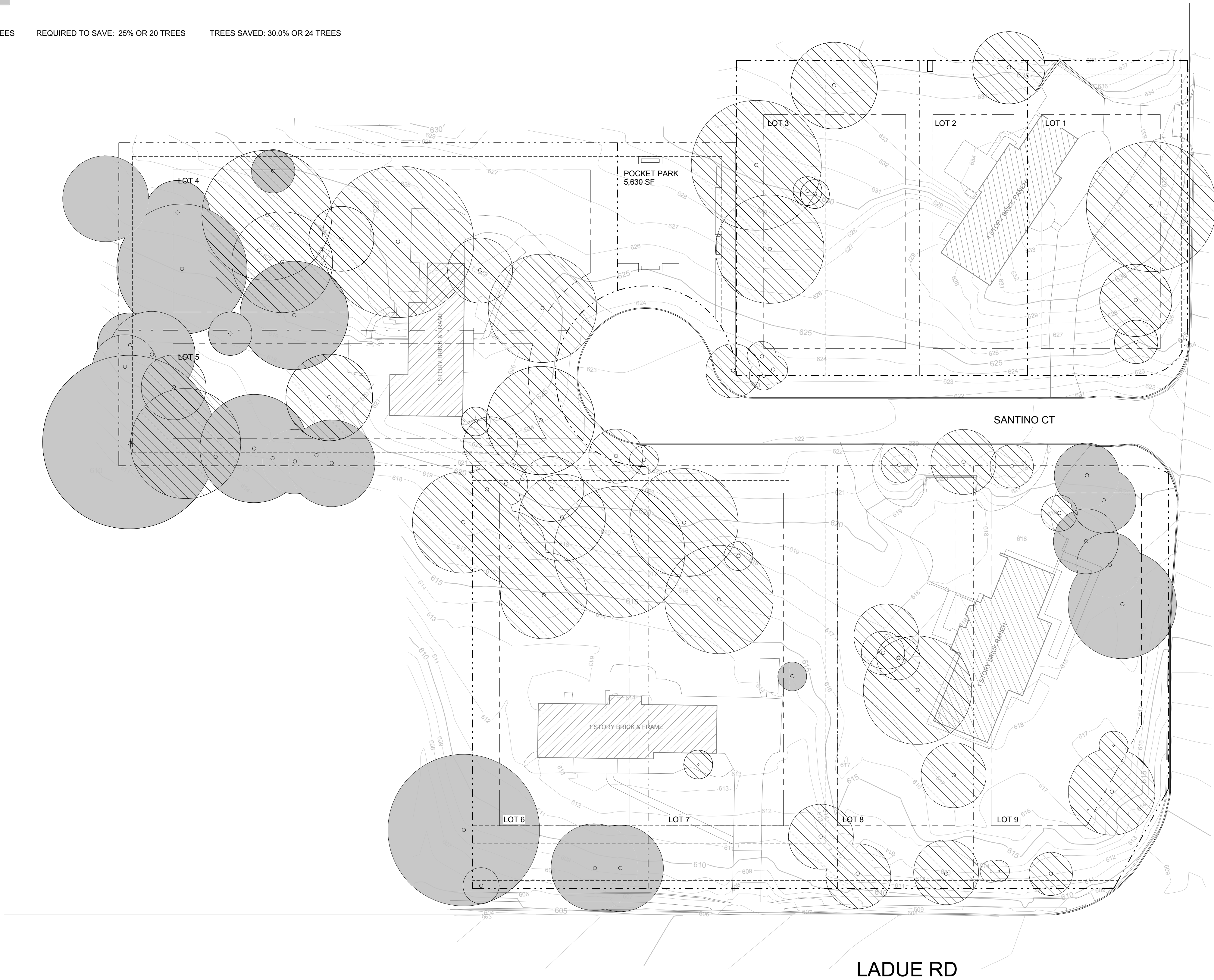
1/9/2018 10:04:36 AM

P:\UC\PROJECTS\14001_Ballas and Ladue Road (UIC Homes)\b. Design\Drawings\Revit\14037_Ballas and Ladue.rvt

1 TREE CENSUS
1/32" = 1'-0"

EXISTING TREES 8"
DIA. OR MORE
TREES TO SAVE

INDIVIDUAL TREES:
8" DIA OR MORE
80 TREES
REQUIRED TO SAVE: 25% OR 20 TREES
TREES SAVED: 30.0% OR 24 TREES



OWNER:
UIC HOMES
1607 Tower Grove Avenue
Saint Louis, Missouri 63110



ARCHITECT:
Central Design Office, LLC



1607 Tower Grove Avenue
Saint Louis, Missouri 63110
centraldesignoffice.com
314.771.7300

NOT FOR
CONSTRUCTION

Brent A. Crittenden
MO# 2006003774

REV	DATE	DESCRIPTION

1" ACTUAL
140.01.00 - SINGLE FAMILY NEW CONSTRUCTION
SANTINO COURT
CREVE CEOUR, SANTINO COURT

ISSUE NAME: PRELIMINARY RDD
ISSUE DATE: DECEMBER 11, 2017
DRAWN BY: Author
SHEET NAME: TREE CENSUS

SHEET
L-100

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AN ORDINANCE ADJUSTING THE MUNICIPAL BOUNDARY BETWEEN THE CITY OF CREVE COEUR AND THE CITY OF TOWN AND COUNTRY FOR THE PROPERTY LOCATED ON LOT 4 OF NORTH FORTY ESTATES SUBDIVISION

WHEREAS, Covenant Theological Seminary, Inc. is the owner of Lot 4 of North Forty Estates Subdivision addressed as 12311 North Forty Drive and located within the City of Creve Coeur and the City of Town and Country (as described in the legal description attached hereto as Exhibit A and incorporated herein), and

WHEREAS, a request was submitted to the City of Creve Coeur Community Development Department on April 19, 2024 by Stock and Associates on behalf of Grand Communities LLC/Fischer Homes, owner under contract, requesting a municipal boundary adjustment of approximately 0.57 acres of the northern portion of Lot 4 from the City of Creve Coeur to the City of Town and Country, and

WHEREAS, the City has determined that the municipal boundary should be adjusted as may be necessary so that this property lie entirely within the City of Town and Country, and

WHEREAS, the aforementioned property would be well-served to be removed from the City of Creve Coeur to consolidate jurisdictional boundaries so that this property will be locate entirely within the boundaries of the City of Town and Country, and

WHEREAS, the City Council has determined pursuant to Section 71.011 RSMo. that such boundary adjustment is appropriate for efficient municipal regulation of and service to the involved property, and that such adjustment is in the best interests of all concerned, and

WHEREAS, the proposed annexation qualifies as a boundary adjustment between two municipalities that is not subject to review by the St. Louis County Boundary Commission, and

WHEREAS, on May 20, 2024, the Planning and Zoning Commission considered the boundary adjustment request and by 4-3 vote recommends approval of the request subject to the condition that the annexation be approved by the City of Creve Coeur and City of Town and Country, and

WHEREAS, copies of this proposed Ordinance have been made available for public inspection prior to consideration by the City Council, and this Bill has been read by title in open meeting twice before final passage by the City Council,

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

SECTION 1. The City hereby adjusts its corporate limits as may be necessary to remove all of the property depicted on **Exhibit A** hereto, subject to the final approved Deer Hollow Residential Subdivision plat and plans including the three concessions described in the attached letter from Stock and Associates dated June 6, 2024 attached as Exhibit B hereto and consent thereto by ordinance of the City of Town and Country.

SECTION 2. Upon verification of adoption of such consent ordinance by the City of Town and Country, any portion of the property described herein that was previously located within the City of Creve Coeur shall be concurrently detached therefrom and annexed into the City of Town and Country for the reasons recited herein, and the City Clerk shall cause certified copies of this ordinance to be filed with the City of Town and Country, Clerk of St. Louis County, the Assessor for St. Louis County, the Recorder of Deeds of St. Louis County, the Clerk of the Circuit Court of St. Louis County, the St. Louis County Boundary Commission, and the Election Authority for St. Louis County, whereupon the annexation shall be complete and final and thereafter all courts of this state shall take judicial notice of the limits of the City as so adjusted.

SECTION 3. This Ordinance shall become effective pursuant to the provisions of Section 3.11(g) of the Charter and as provided herein.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2024.

TIMOTHY CARNEY
PRESIDENT OF THE CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2024.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

Exhibit A**PROPERTY DESCRIPTION
CITY OF CREVE COEUR
(12311 N. Outer 40 Drive)**

A Tract of land being part of Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Section 15, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Commencing at a found Iron Pipe, located at the southeast corner of above said Lot 4, said point also being located on the northern right-of-way line of Northern line of Missouri Interstate Highway 64 (Missouri State Highway 40-61) variable width; thence along the northeastern line of said Lot 4 North 41 degrees 05 minutes 07 seconds West, 4.27 feet to the POINT OF BEGINNING of the herein described tract, said point also being located at the approximate intersection with the city limit line between the cities of Town and Country and Creve Coeur; thence along said city limit line, North 89 degrees 47 minutes 53 seconds West, 239.57 feet to the west line of said Lot 4. said point also being located on the west line of above said Section 15; thence along the west line of said Lot 4, North 00 degrees 29 minutes 07 seconds East, 140.00 feet to an Iron Pipe located at the northwest corner of above said Lot 4; thence along the north line of said Lot 4, South 89 degrees 41 minutes 00 seconds East, 116.15 feet to a found iron pipe located at the northeast corner thereof; thence along the northeastern line of said Lot 4, South 41 degrees 05 minutes 07 seconds East, 186.00 feet to the POINT OF BEGINNING.

Containing 24,872 square feet or 0.571 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024

June 6, 2024

Honorable Mayor & City Councilmembers
c/o Mr. Jason Jaggi, AICP – Director of Community Development
City of Creve Coeur
300 N. Ballas Road
Creve Coeur, MO 63131

RE: Bill No. 6122 – An Ordinance Adjusting the Municipal Boundary Between the City of Creve Coeur & The City of Town & Country for the Property Located on Lot 4 of North Forty Estates Subdivision, Second Reading (Stock Project No. 223-7533)

Dear Honorable Mayor & City Council Members

On behalf of Grand Communities, LLC & Fischer Homes we are pleased to offer the following information.

Following meetings and discussions with both Trustees & Residents of Balcon Estates, Grand Communities, LLC, and Fischer Homes agree to the following as part of their development of the Deer Hollow Residential Subdivision.

1. A twenty (20) foot landscape buffer reservation will be placed on the North twenty (20) feet of proposed Lots 3 through 10 adjacent to Balcon Estates #29, 31, 33, and 34. The Deer Hollow Homeowners Association will be responsible for the on-going maintenance of the landscaping and retaining wall located within the Reservation Area.
2. As depicted on sheets C3.0 and C3.1 dated 6/5/2024 the face of the Modular Retaining wall is twenty (20) feet south of the Balcon Estates property line at #29, 31, and 33.
3. Attached is the revised Loomis & Associates Landscape Plan Sheet L1.01 dated 6/5/2024. This plan increased the quantity and size of the proposed landscaping within the twenty (20) feet Landscape Reservation strip on proposed lots 3 through 10. Landscape Material sizes were determined based on the ability to source the material.

Should you have any questions and/or comments please advise.

Sincerely,

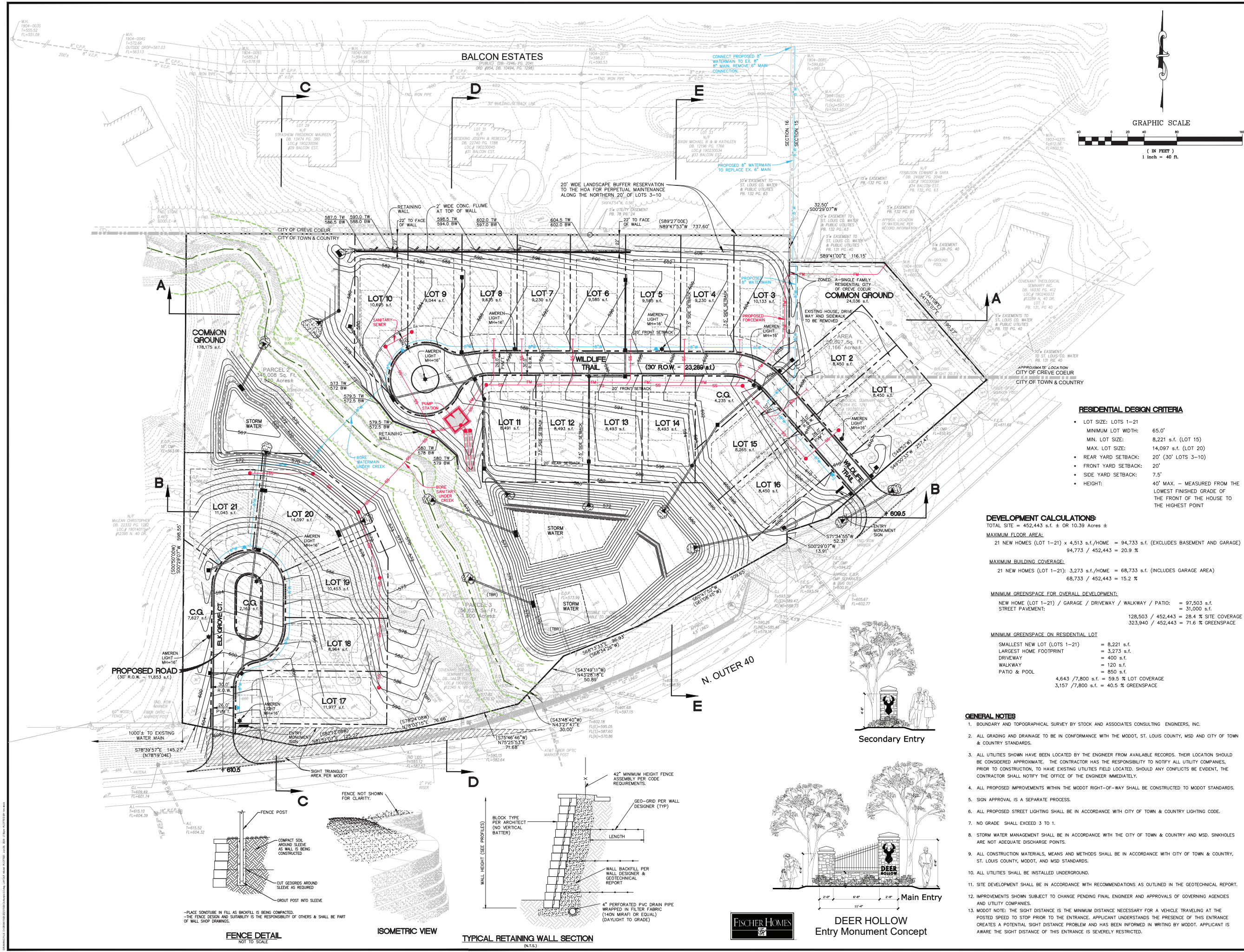


George M. Stock, P.E.
President

CC. Mr. Robert Hayes – Grand Communities, LLC. (rhayes@fischerhomes.com)
Mr. Jason Wisniewski – Grand Communities, LLC (jwisniewski@fischerhomes.com)
Mr. Scott Pratt – Fischer Homes (spratt@fischerhomes.com)
Mr. Rusty Saunders – Loomis & Associates (rsaunders@loomis-associates.com)

Mr. Tim Stock – Executive V.P. (tim.stock@stockassoc.com)
Mr. Doug Bruns, P.E., V.P. of Engineering (doug.bruns@stockassoc.com)
Mr. Bob Shelton, City of Town & Country (sheltonb@town-and-country.org)
Mr. Ryan Spencer, City of Town & Country (spencerr@town-and-country.org)
Ms. Ashley McNamara, City of Town & Country (McNamaraAN@town-and-country.org)

Enclosures: Stock & Associates – Preliminary Site Development Plan, Sheet C3.0
Stock & Associates – Preliminary Site Development Plan, Sheet C3.1 and Common
Ground/Permanent Open Space
Loomis & Associates – Landscape Plan, L1.01, NRP-1, NRP-2, NRP-3 6/5/2024



RESIDENTIAL DESIGN CRITERIA

LOT SIZE: LOTS 1-21	
MINIMUM LOT WIDTH:	65.0'
MIN. LOT SIZE:	8,221 s.f. (LOT 15)
MAX. LOT SIZE:	14,097 s.f. (LOT 20)
REAR YARD SETBACK:	20' (30' LOTS 3-10)
FRONT YARD SETBACK:	20'
SIDE YARD SETBACK:	7.5'
HEIGHT:	40' MAX. - MEASURED FROM THE LOWEST FINISHED GRADE OF THE FRONT OF THE HOUSE TO THE HIGHEST POINT

DEVELOPMENT CALCULATIONS:

TOTAL SITE = 452,443 s.f. ± OR 10.39 Acres ±

MAXIMUM FLOOR AREA:

21 NEW HOMES (LOT 1-21) x 4,513 s.f./HOME = 94,733 s.f. (EXCLUDES BASEMENT AND GARAGE)
94,733 / 452,443 = 20.9 %

MAXIMUM BUILDING COVERAGE:

21 NEW HOMES (LOT 1-21): 3,273 s.f./HOME = 68,733 s.f. (INCLUDES GARAGE AREA)
68,733 / 452,443 = 15.2 %

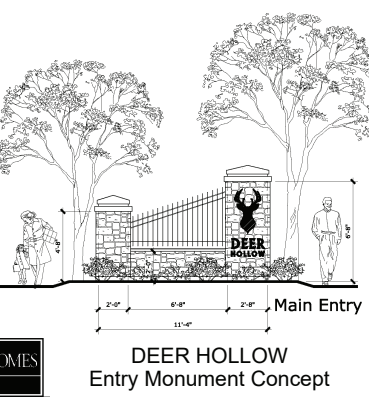
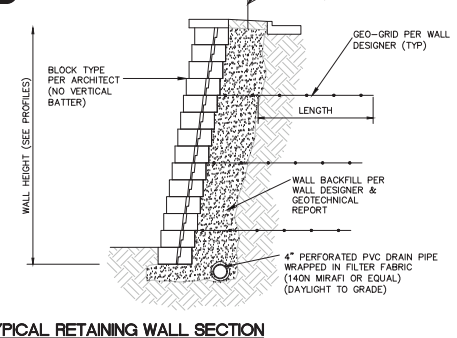
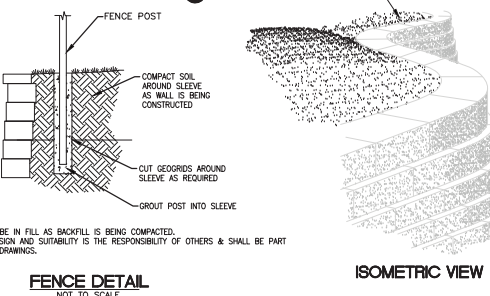
MINIMUM GREENSPACE FOR OVERALL DEVELOPMENT:

NEW HOME (LOT 1-21) / GARAGE / DRIVEWAY / WALKWAY / PATIO: = 97,503 s.f.
STREET PAVEMENT: = 31,000 s.f.
128,503 / 452,443 = 28.4 % SITE COVERAGE
323,940 / 452,443 = 71.6 % GREENSPACE

MINIMUM GREENSPACE ON RESIDENTIAL LOT

SMALLEST NEW LOT (LOTS 1-21)	= 8,221 s.f.
LARGEST HOME FOOTPRINT	= 3,273 s.f.
DRIVEWAY	= 400 s.f.
WALKWAY	= 120 s.f.
PATIO & POOL	= 250 s.f.
4,643 / 7,800 s.f. = 59.5 % LOT COVERAGE	
3,157 / 7,800 s.f. = 40.5 % GREENSPACE	

- GENERAL NOTES**
- BOUNDARY AND TOPOGRAPHICAL SURVEY BY STOOK AND ASSOCIATES CONSULTING ENGINEERS, INC.
 - ALL GRADING AND DRAINAGE TO BE IN CONFORMANCE WITH THE MODOOT, ST. LOUIS COUNTY, MSD AND CITY OF TOWN & COUNTRY STANDARDS.
 - ALL UTILITIES SHOWN HAVE BEEN LOCATED BY THE ENGINEER FROM AVAILABLE RECORDS. THEIR LOCATION SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR HAS THE RESPONSIBILITY TO NOTIFY ALL UTILITY COMPANIES, PRIOR TO CONSTRUCTION, TO HAVE EXISTING UTILITIES FIELD LOCATED. SHOULD ANY CONFLICTS BE EVIDENT, THE CONTRACTOR SHALL NOTIFY THE OFFICE OF THE ENGINEER IMMEDIATELY.
 - ALL PROPOSED IMPROVEMENTS WITHIN THE MODOOT RIGHT-OF-WAY SHALL BE CONSTRUCTED TO MODOOT STANDARDS.
 - SIGN APPROVAL IS A SEPARATE PROCESS.
 - ALL PROPOSED STREET LIGHTING SHALL BE IN ACCORDANCE WITH CITY OF TOWN & COUNTRY LIGHTING CODE.
 - NO GRADE SHALL EXCEED 3 TO 1.
 - STORM WATER MANAGEMENT SHALL BE IN ACCORDANCE WITH THE CITY OF TOWN & COUNTRY AND MSD. SINKHOLES ARE NOT ADEQUATE DISCHARGE POINTS.
 - ALL CONSTRUCTION MATERIALS, MEANS AND METHODS SHALL BE IN ACCORDANCE WITH CITY OF TOWN & COUNTRY, ST. LOUIS COUNTY, MODOOT, AND MSD STANDARDS.
 - ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.
 - SITE DEVELOPMENT SHALL BE IN ACCORDANCE WITH RECOMMENDATIONS AS OUTLINED IN THE GEOTECHNICAL REPORT.
 - IMPROVEMENTS SHOWN SUBJECT TO CHANGE PENDING FINAL ENGINEER AND APPROVALS OF GOVERNING AGENCIES AND UTILITY COMPANIES.
 - MODOOT NOTE: THE SIGHT DISTANCE IS THE MINIMUM DISTANCE NECESSARY FOR A VEHICLE TRAVELING AT THE POSTED SPEED TO STOP PRIOR TO THE ENTRANCE. APPLICANT UNDERSTANDS THE PRESENCE OF THIS ENTRANCE CREATES A POTENTIAL SIGHT DISTANCE PROBLEM AND HAS BEEN INFORMED IN WRITING BY MODOOT. APPLICANT IS AWARE THE SIGHT DISTANCE OF THIS ENTRANCE IS SEVERELY RESTRICTED.



PREPARED BY:

STOOK & ASSOCIATES

Consulting Engineers, Inc.

250 Chestnut Hill Business Parkway
St. Louis, MO 63103
TEL: 314.433.1000 FAX: 314.433.1000
e-mail: general@stookinc.com
Web: www.stookinc.com

PRELIMINARY SITE DEVELOPMENT PLAN FOR:

PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION

BY GRAND COMMUNITIES

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI

GEORGE M. STOOK, E-35116
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000996

REVISIONS:

1	4/10/2024	REVISED PER COMMENTS
2	5/14/2024	REVISED PER COMMENTS
3	6/10/2024	REVISED WALL LOTS 15 SOUTH

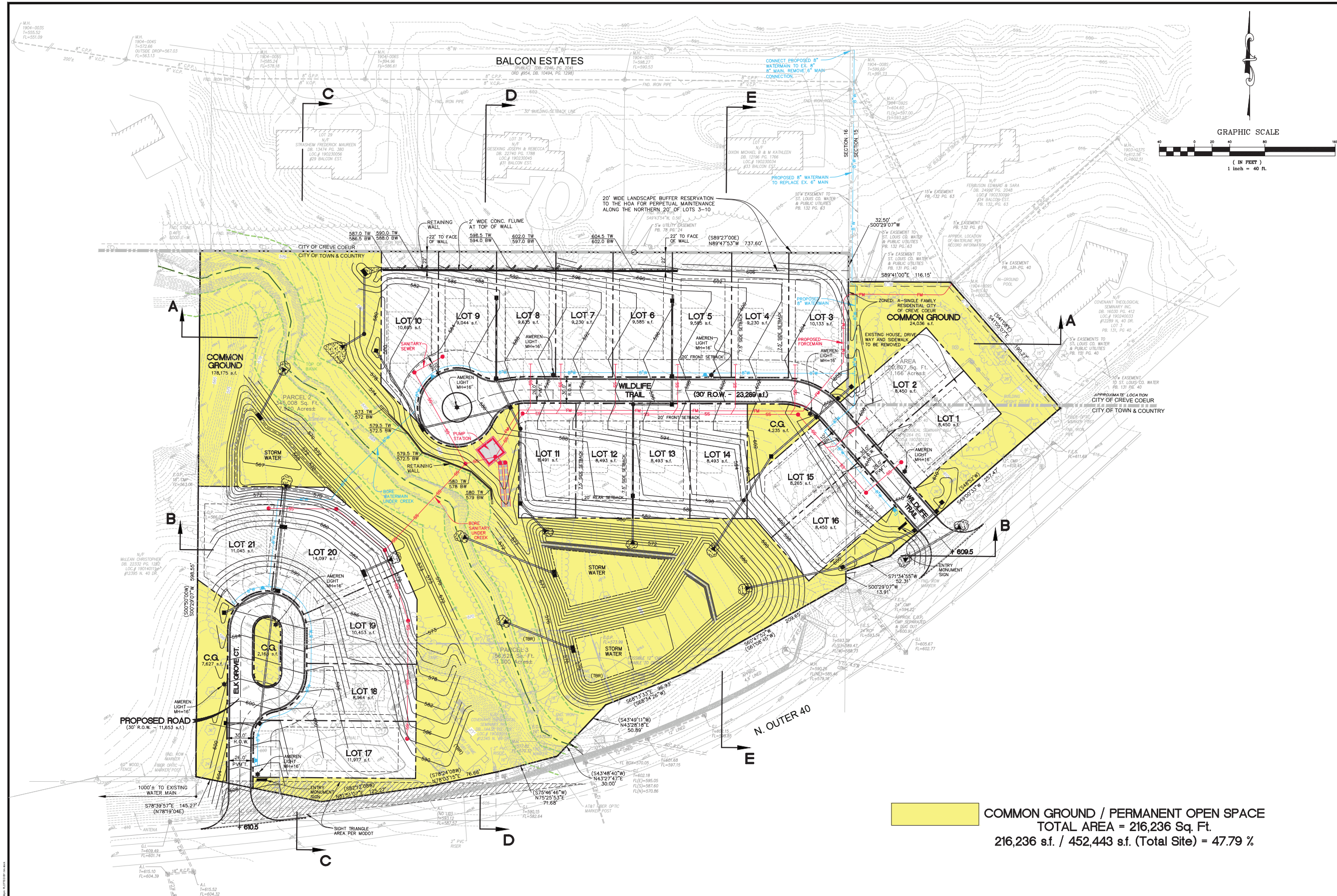
DRAWN BY:	CHECKED BY:
T.S.	G.M.S.
DATE:	JOB NO.:
3/15/2024	2237553
M.S.D. P.#	BASE MAP:
140	140
S.L.C. HAT #	HAT SUP. #
M.S.D. #	USACE #
	MVS-2024-168

SHEET TITLE:

PRELIMINARY SITE DEVELOPMENT PLAN - SITE PLAN

SHEET NO.:

C3.0



COMMON GROUND / PERMANENT OPEN SPACE
TOTAL AREA = 216,236 Sq. Ft.
216,236 s.f. / 452,443 s.f. (Total Site) = 47.79 %

PRELIMINARY SITE DEVELOPMENT PLAN FOR:
**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI



GEORGE M. STOCK
MICHAEL STOCK
CHIEF ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 00096

REVISIONS:
1. 4/19/2024 REVISED PER COMMENTS
2. 5/14/2024 REVISED PER COMMENTS
3. 5/16/2024 REVISED PER COMMENTS
4. 5/16/2024 REVISED PER COMMENTS

DESIGNED BY:	GEORGE M. STOCK
CHECKED BY:	GEORGE M. STOCK
DATE:	3/19/2024
JOB NO.:	223-7563
M.S.D. P. #:	BASE MAP #
S.L.C. HAT #:	HAT S.L.P. #
M.S.N.R. #:	USACE #
SHEET TITLE:	PRELIMINARY SITE DEVELOPMENT PLAN - COMMON GROUND / PERMANENT OPEN SPACE
SHEET NO.:	C3.1

PREPARED BY:
STOCK & ASSOCIATES
Consulting Engineers, Inc.
257 Chesterfield Business Parkway
St. Louis, MO 63117
TEL: 314.433.1000 FAX: 314.433.1001
E-MAIL: gstock@stockandassociates.com
Web: www.stockandassociates.com

Proposed Deer Hollow Residential Subdivision
By Grand Communities
12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Revisions:

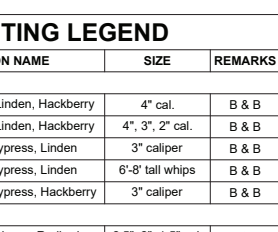
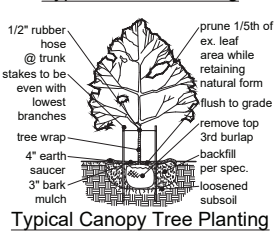
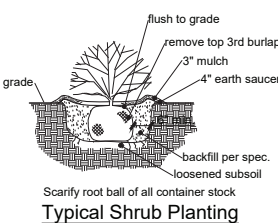
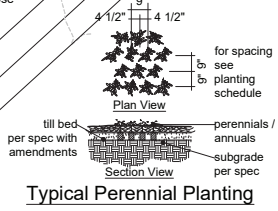
Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2
5/28/24	Site Changes	3
6/5/24	Site Changes	4

Drawn: KP
Checked: RS

LOOMIS ASSOCIATES
landscape architects + planners
1.636.519.8668
www.loomis-associates.com

Sheet Title: Landscape Plan
Sheet No: L1.01
Date: 3/15/24
Job #: 813.134

- Landscape Notes:**
- 1) Lawn areas shall be turf-type Tall Fescue Grass or approved equivalent.
 - 2) All 3:1 or steeper slopes shall be lawn seed and have erosion control blanket.
 - 3) Topsoil in all disturbed lawn areas at 6" depth.
 - 4) All mulch to be double ground bark mulch.
 - 5) Bed edges to be spade cut.



PRELIMINARY PLANTING LEGEND

ID	QUANTITY	TREE TYPE	COMMON NAME	SIZE	REMARKS
CANOPY SHADE TREE					
BCT	14	Buffer tree (North buffer)	Oak, Maple, Elm, Linden, Hackberry	4" cal.	B & B
BCT	27	Buffer tree	Oak, Maple, Elm, Linden, Hackberry	4", 3", 2" cal.	B & B
RCT	3	Replacement tree	Oak, Maple, Baldcypress, Linden	3" caliper	B & B
RCT	42	Replacement tree	Oak, Maple, Baldcypress, Linden	6"-8" tall whips	B & B
GRT	61	Grand replacement tree	Oak, Maple, Baldcypress, Hackberry	3" caliper	B & B
UNDERSTORY-ORNAMENTAL TREE					
BUT	42	Buffer tree	Hornbeam, Serviceberry, Redbud	2.5", 2", 1.5" cal.	B & B
RUT	5	Replacement tree	Serviceberry, Redbud, River Birch	1.5" caliper	B & B
EVERGREEN TREE					
BET	14	Buffer tree (North buffer)	Green Giant Arborvitae	12" tall	B & B
BET	28	Buffer tree	White Pine, Green Giant Arborvitae	10", 8", 6" tall	B & B
SET	14	Screening tree	White Pine, Green Giant Arborvitae	6" tall	B & B
SHRUBS					
bse	609	Buffer shrub (evergreen)	Holly, Inkberry, Juniper	24" tall	Container
bsd	892	Buffer shrub (deciduous)	Viburnum, Lilac	24" tall	Container
rs	18	Replacement shrub	Holly, Inkberry, Juniper, Viburnum	18" tall	Container
ms	40	Monument sign shrubs	T.B.D.	18" tall	Container

Landscape Summary:

South Bufferyard (Type D)
994' l.f. / 150' l.f. = 6.62 segments x 4 p.u. = 27 p.u.
27 canopy trees, 27 understory trees, 27 evergreen trees, and 1,060 shrubs required

North Bufferyard (Type D)
521' l.f. / 150' l.f. = 3.47 segments x 2 p.u. = 14 p.u.
14 canopy trees, 14 understory trees, 14 evergreen trees, and 556 shrubs required

West Bufferyard (Type B)
278' l.f. / 150' l.f. = 1.85 segments x 2 p.u. = 4 p.u.
4 canopy trees, 4 understory trees, 4 evergreen trees, and 74 shrubs required

Total bufferyard plantings = 45 canopy trees, 45 understory trees, 45 evergreen trees, and 1,690 shrubs required

Note: Some existing canopy, understory, and evergreen trees contribute to the quantities in the proposed bufferyard locations.

Landscape Plan
SCALE 1"=30'



Mitigation Tree Planting Summary:

20,389 s.f. x 1.2 = 24,467 s.f. of new woodland
24,467 s.f. = 0.562 acres
Provided:
6 canopy tree at 3" caliper x 0.562 = 3 canopy trees at 3" cal.
75 canopy tree whips at 6"-8" tall x 0.562 = 42 canopy tree whips at 6"-8" tall
8 understory trees at 1.5" caliper x 0.562 = 5 understory trees at 1.5" cal.
30 shrubs at 1.5" tall x 0.562 = 17 shrubs at 1.5" tall

Common Ground Summary:

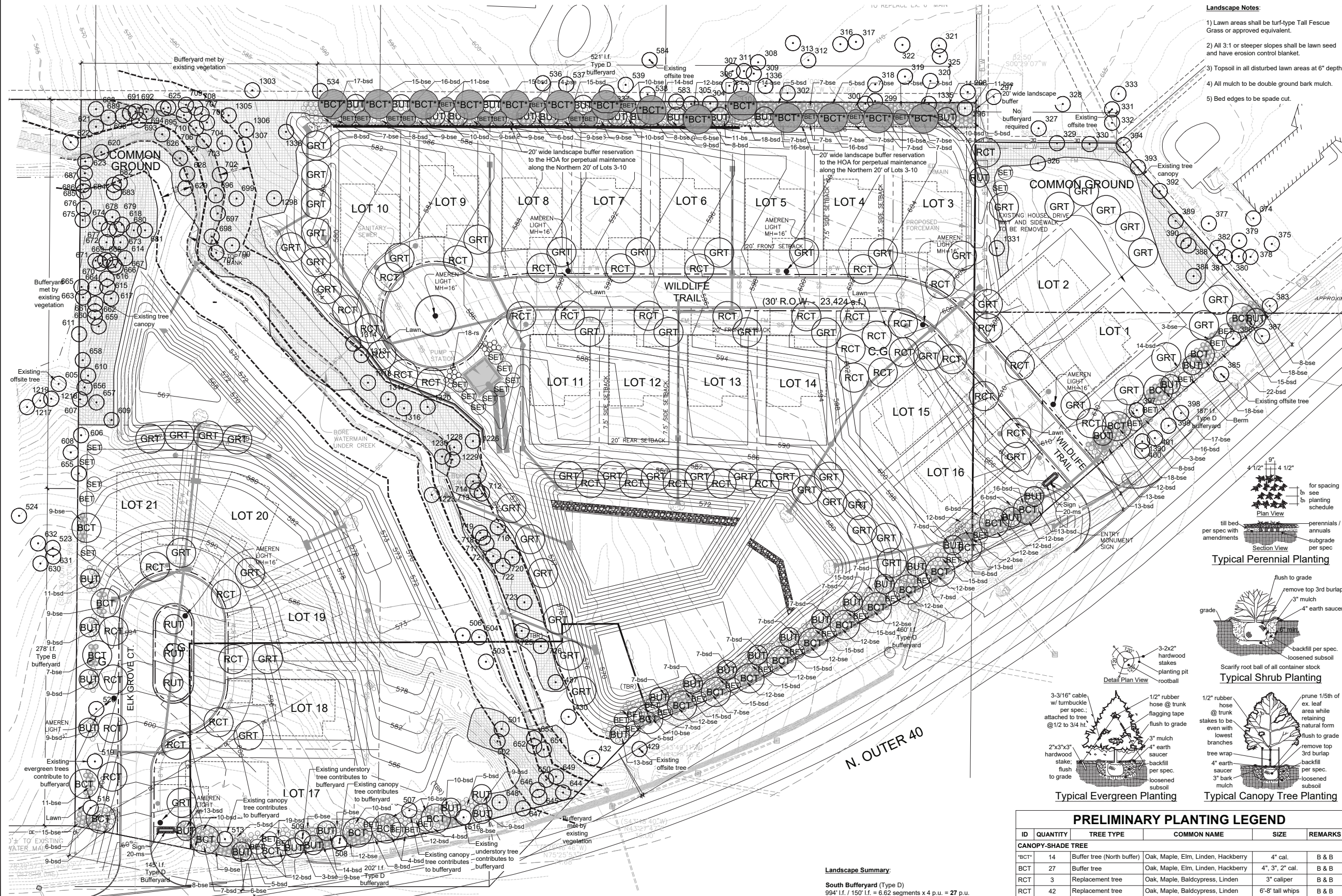
108,653 s.f. (2.49 acres) proposed common ground area -
52,401 s.f. (1.20 acres) preserved woodland area =
56,252 s.f. = 1.29 acres of non-wooded common ground
1.29 acres x 8 plant units per acre = 10.3 plant units = 11 plant units required
Requirement met and exceeded by bufferyard plantings (45 plant units)

Grand Tree Replacement Summary:

Grand trees to be removed =
24" DBH (#287) + 22" DBH (#289) + 23" DBH (#395) +
20" DBH (#403) + 24" DBH (#434) + 28" DBH (#512) + 28" DBH (#515) +
30" DBH (#522) + 21" DBH (#525) + 20" DBH (#544) + 24" DBH (#547) +
28" DBH (#566) + 21" DBH (#567) + 26" DBH (#596) + 26" DBH (#599) +
30" DBH (#643) + 21" DBH (#1175) + 24" DBH (#1187) + 28" DBH
(#1225) + 30" DBH (#1234) + 26" DBH (#1252) + 24" DBH (#1254) + 30"
DBH (#1259) + 26" DBH (#1260) + 27" DBH (#1266) + 24" DBH (#1286) +
24" DBH (#1304) + 30" DBH (#1305) = 729" DBH

729" DBH x 0.25 = 182" DBH
182" DBH / 3" caliper tree = 61 replacement trees at 3" caliper inch size

- Legend:**
- Existing tree canopy
 - Existing individual tree
 - Proposed trees
 - Proposed larger trees
 - Proposed shrubs





Jerald Saunders - Landscape Architect
MO License # LA-007
Consultants:

Proposed Deer Hollow Residential Subdivision By Grand Communities

12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Revisions:

Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2
5/28/24	Site Changes	3
6/5/24	Site Changes	4

Drawn: KP
Checked: RS

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Loomis Associates Inc.
Missouri State Certificate of Authority # LAC #000019

Sheet Title: Natural Resource Plan

Sheet No: NRP-1

Date: 3/15/24
Job #: 813.134



Legend:

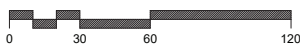
- Existing tree canopy
- Existing individual tree
- Existing Grand tree

Existing Tree Summary:

Existing tree canopy
woodland area total = 187,386 s.f. (4.3 acres)

Existing tree
cross sectional area total = 24,213

Natural Resource Plan
SCALE 1"=30'



Note: Refer to NRP-2 for tree inventory chart.

Tree Inventory												
Tree ID	Tree Name	Condition	Grand Tree	DBH	Indiv Tree	Cross-sectional area	CSA Preserved	Grand Tree CSA	Grand Tree CSA Preserved	To Preserve	To Remove	Observations
286	Black walnut	Good		18	Y						X	
287	Cottonwood	Fair	X	24	Y			452			X	Crown dieback
288	Sycamore	Poor		38	Y					X	X	Poor structure
289	Northern hackberry	Good	X	22				380			X	
290	Green ash	Poor		18							X	
291	Black walnut	Fair		8		50					X	
292	American elm	Fair	X	22				380			X	
293	Boxelder	Poor		14							X	
294	Sycamore	Poor		30							X	
295	Black walnut	Fair		12		113					X	
296	Shingle oak	Fair	X	23				415		X		
297	Northern red oak	Good	X	22						X		Offsite
298	Northern red oak	Fair		7							X	Offsite
299	Pin oak	Good	X	24						X		Offsite, on property line
300	Shingle oak	Good	X	24						X		Offsite, on property line
301	American elm	Poor		30							X	Serious decline
302	Northern red oak	Good	X	22						X		Offsite
303	Shingle oak	Poor		24						X		Offsite, poor structure
304	American elm	Fair	X	24		452				X		On property line, poor struct.
305	Pin oak	Poor		6		28				X		Offsite, poor structure
306	Black cherry	Fair	X	28						X		Offsite
307	Shingle oak	Fair		15						X		Offsite
308	Northern red oak	Good	X	30						X		Offsite
309	Black cherry	Fair		14						X		Offsite
310	Northern red oak	Fair	X	24						X		Offsite
311	Northern red oak	Fair		13						X		Offsite
312	Shingle oak	Good		18						X		Offsite
313	Northern red oak	Good		18						X		Offsite
316	Shingle oak	Fair		19						X		Offsite
317	Northern red oak	Good	X	20						X		Offsite
318	Northern red oak	Fair	X	22						X		Offsite
319	Northern red oak	Good		18						X		Offsite
320	Shingle oak	Fair		12						X		Offsite
321	Black walnut	Good		18						X		Offsite
322	Shingle oak	Fair		18						X		Offsite
325	Red mulberry	Fair		6						X		Offsite
326	Northern hackberry	Good	X	20	Y			314	314	X		Lot 1A, Creve Coeur
327	Sycamore	Poor	X	22						X		Offsite, poor structure
328	Eastern white pine	Poor		14						X		Offsite
329	Northern red oak	Fair		7		38	38			X		Lot 1A, Creve Coeur
330		Dead		30						X		Dead, Lot 1A, Creve Coeur
331	Sycamore	Poor		12						X		Offsite, serious decline
332	Black walnut	Fair		8						X		Offsite
333	Red mulberry	Poor		8						X		Offsite
374	Magnolia	Good		6						X		Offsite
375	Black cherry	Poor		22						X		Offsite, poor structure
377	American elm	Fair		18						X		Offsite
378	Sycamore	Fair		10						X		Offsite
379	Sycamore	Fair		13						X		Offsite
380	Sycamore	Fair	X	24						X		Offsite
381	Sycamore	Fair		13						X		Offsite
382	American elm	Fair		8						X		Offsite
383	Arbutus	Good		18						X		Offsite, poor structure
384	Eastern white pine	Fair	X	20	Y			314	314	X		Lot 1A, Creve Coeur
385	Spruce	Good		8	Y	50	50			X		Offsite, ROW
386	Bradford pear	Good		8	Y	50	50			X		Lot 1A, Town & Country
387	Red maple	Good		6						X		Offsite, ROW
388	Sycamore	Good		18		254	254			X		Lot 1A, Creve Coeur
389	Sycamore	Good		15		177	177			X		Lot 1A, Creve Coeur
390	Sycamore	Fair		10		79	79			X		Lot 1A, Creve Coeur
391	Flowering dogwood	Fair		8	Y						X	Lot 1A, Creve Coeur
392	Black walnut	Fair		8		50	50			X		Lot 1A, Creve Coeur
393	Red mulberry	Poor		8						X		Lot 1A, Creve Coeur
394	American elm	Poor		9							X	Offsite
395	American elm	Fair	X	23	Y			415			X	Lot 1A, Creve Coeur
396	Red maple	Good		14		154					X	Lot 1A, Town & Country
397	Eastern red cedar	Fair	X	21	Y			346	346	X		Lot 1A, Town & Country
398	Green ash	Fair		4	Y					X		Offsite, ROW
399	Red maple	Good		10	Y					X		Offsite, ROW
400	Red maple	Good		10	Y					X		Offsite, ROW
401	Green ash	Fair		7	Y					X		Offsite, ROW
402		Dead			Y						X	Dead, Offsite, ROW
403	Silver maple	Fair	X	20	Y			314			X	Lot 1A, Town & Country
404	Flowering dogwood	Fair		12	Y					X		Offsite, ROW, poor structure
405	Green ash	Fair		8	Y					X		Offsite, ROW
406	Spruce	Good		8	Y					X		Offsite, ROW
407	Flowering dogwood	Fair		16	Y					X		Offsite, ROW, poor structure
408	Green ash	Fair		7	Y	38				X		Lot 1A, Town & Country
409	Bradford pear	Poor		6						X		Offsite, ROW
410	Red maple	Fair		8	Y					X		Lot 1A, Town & Country
411	Northern hackberry	Fair		16						X		Offsite, ROW
412	Green ash	Fair		18	Y					X		
413	Shingle oak	Poor		8						X		Lot 1A, Town & Country
414	American elm	Poor		6						X		Lot 1A, Town & Country
415	Black walnut	Fair		7	Y					X		Lot 1A, Town & Country
416	Black walnut	Poor		10	Y					X		Lot 1A, Town & Country
417	Black walnut	Fair		15	Y					X		
418	Black walnut	Fair		15	Y					X		
419	Green ash	Poor		6						X		
420	American elm	Poor		10						X		
421	Persimmon	Poor		7						X		
422	Black walnut	Fair		11	Y	95					X	
423	American elm	Dead		14	Y						X	Dead
424	American elm	Poor		10	Y					X		Lot 1A
425	American elm	Poor		10	Y					X		Lot 1A
426	American elm	Poor		8	Y					X		Lot 1A
427	Black walnut	Fair		12		113				X		
428	Bur oak	Excellent		14	Y						X	
429	Green ash	Fair		19	Y					X		Offsite, ROW
430	Green ash	Fair		15	Y					X		Stream buffer
431	Green ash	Fair		13	Y						X	
432	Northern hackberry	Poor		15	Y						X	Stream buffer, crown dieback
433	Northern hackberry	Fair		15	Y					X		Crown dieback
434	Northern hackberry	Good	X	24	Y			452			X	Crown dieback
435	Green ash	Poor		12	Y						X	
436	Green ash	Poor		20	Y						X	
437	Green ash	Poor		20	Y						X	Stream buffer
438	Green ash	Poor		16	Y						X	
439	Green ash	Good		14	Y	154					X	
501	Black walnut	Fair		12		113	113			X		Stream buffer
502	White oak	Fair	X	24				452	452	X		
503	Green ash	Fair		21	Y						X	Stream buffer
504	Green ash	Fair		16	Y					X		Stream buffer
505	Green ash	Fair		12	Y					X		
506	Green ash	Fair	X	24	Y			452	452	X		Stream buffer
507	Sycamore	Good	X	36	Y			1017	1017	X		
508	Sycamore	Good	X	21	Y			346	346	X		
509	River birch	Fair		12	Y					X		
510	Sycamore	Good		14	Y						X	
511	Flowering dogwood	Good		5	Y						X	
512	Oak	Good	X	26	Y			531			X	
513	Pin oak	Good	X	29	Y			660	660	X		
515	Pin oak	Good	X	28	Y			615			X	
516	Amur maple	Poor		20	Y						X	
518	Austrian pine	Fair	X	20	Y			314	314	X		
519	Eastern white pine	Good	X	30	Y			707	707	X		
520	Austrian pine	Fair		18	Y	254	254			X		
521	Green ash	Dead		22	Y						X	
522	Sycamore	Good	X	30				707			X	
523	Eastern red cedar	Fair		9						X		Offsite
524	Eastern red cedar	Fair		14						X		Offsite
525	Sycamore	Good	X	21	Y			346	346		X	
527	White oak	Dead		24							X	Dead

Proposed Deer Hollow Residential Subdivision By Grand Communities

12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Revisions:

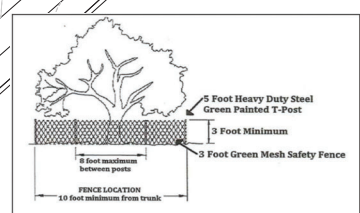
Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2
5/28/24	Site Changes	3
6/5/24	Site Changes	4

Drawn: KP
Checked: RS

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Missouri State Certificate of Authority # LAC #000019

Sheet Title:	Tree Preservation Plan
Sheet No:	NRP-3
Date:	3/15/24
Job #:	813.134

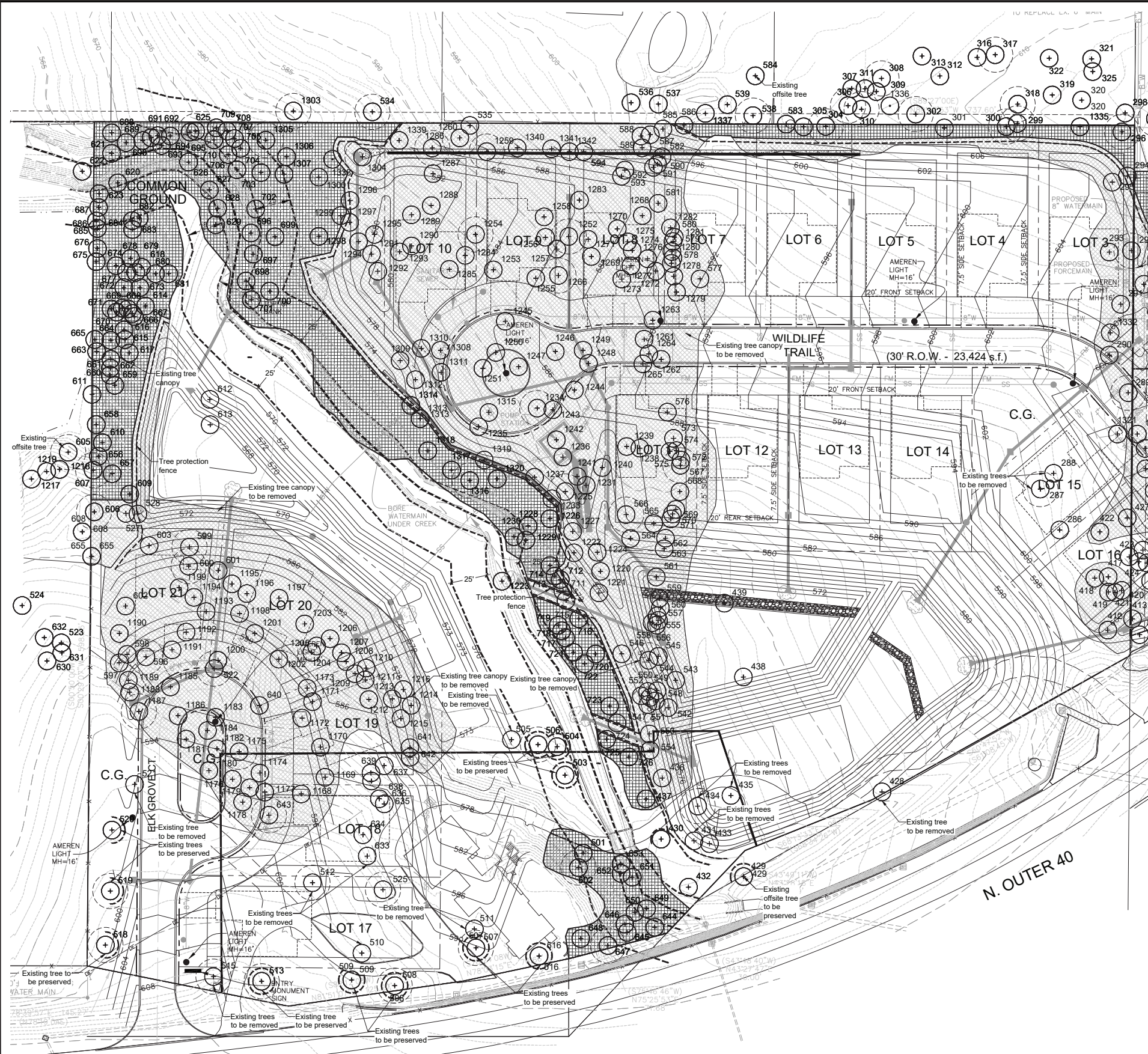


WARNING
TREE PROTECTION ZONE

Tree Protection Measures Per Town and Country Code Section 405.336 Residential Tree Protection And Removal Standards.

- F. Tree Protection Measures.
- Any construction, demolition, site work or similar activity which may injure existing trees which are to be preserved shall require the installation of tree protection measures as set forth in this Section or as otherwise determined by the City. The following tree protection measures are to be followed and must be noted on the TPP:
 - All tree protection measures shall be installed prior to the commencement of demolition, excavation, construction or site work.
 - A pre-construction meeting shall be held on-site to review the installed protection measures with operators, construction supervisors, contractor's representatives, and the City representative (if required by the City).
 - Development impact shall not enter the Critical Root Zone (CRZ) of trees to be preserved. If this is not avoidable, the tree may have to be removed and tree restoration requirements will be applied.
 - Tree protection fencing shall be installed along the edge of the Tree Protection Zone (TPZ) of each preserved and impacted tree within the disturbed areas. Trees that share a TPZ can be fenced together in a cluster. Tree protection fencing shall be installed along hardscape edges that will remain intact. No more than twenty-five percent (25%) of the TPZ can be impacted.
 - The contractor on the site shall stake clearing limits in order to facilitate location for trenching and fencing installation for tree protection.
 - The sequence of tree preservation measures, if required, shall be as follows: tree protection fencing installation to establish the TPZ; root pruning trenching; tree pruning and chemical treatment; and aeration systems.
 - Tree protection fencing shall be maintained and repaired by the contractor for the duration of construction and approved by the City. No alteration shall occur without prior approval by the City.
 - Access to the TPZ by construction equipment, materials, or individuals that may cause harm to protected trees will not be allowed. Only limited access, if necessary, shall be permitted with the prior approval of the City.
 - Removal of trees, shrubs, or undergrowth from protected areas shall only be performed when necessary and must be done with hand/power tools only, no heavy equipment/machinery.
 - Utility locations should be planned for areas outside of the (TPZ). Utilities that must cross through the TPZ of trees due to site constraints and utility design requirements must be approved by the City and will be directional bored. No open trenches are allowed. Tree protection fencing must be maintained on both sides of the boring alignment.
 - Attachment of any construction signs, fencing, etc., to any tree to be saved is strictly prohibited. Construction fence footings or support locations are required to be shown on the plan. Position post locations to span the TPZ. Upon completion of construction, all temporary barriers, fencing, and debris shall be removed from the site by the contractor.
 - Tree protection fencing shall consist of a green mesh safety fence that is a minimum of three (3) feet in height, secured with heavy duty steel t-posts set a maximum of eight (8) feet apart.
 - A moisture protected 8.5" x 11" sign stating, "Warning — Tree Protection Zone" shall be required to be placed on the tree protection fencing at a minimum of twenty (20) foot intervals, with a minimum of one (1) sign on each elevation of fence.

Note: Refer to NRP-2 for tree inventory chart.



Legend:

- Existing tree canopy to remove
- Existing individual tree to remove
- Existing tree canopy to preserve
- Existing individual tree to preserve
- Existing Grand tree to preserve
- Tree protection fence

Existing Tree Summary:

Existing tree canopy woodland area total	= 187,386 s.f. (4.3 acres)
Preserved tree canopy woodland area total	= 52,401 s.f. (1.20 acres)
Existing tree cross sectional area total	= 24,213
Preserved tree cross sectional area total	= 9,537 (39.39 %)
Preserved tree cross sectional area total required	= 12,106 (50 %)
Preserved tree cross sectional area total requiring mitigation	= 2,569

At current CSA per s.f. (0.126 CSA per s.f. woodland canopy)
Provide 20,389 s.f. x 1.2 = 24,467 s.f. (0.56 acres) of new woodland per Ord. 405.335 D. 3. Replacement of Woodlands.



AN ORDINANCE ADJUSTING THE MUNICIPAL BOUNDARY BETWEEN THE CITY OF CREVE COEUR AND THE CITY OF TOWN AND COUNTRY FOR THE PROPERTY LOCATED ON LOT 4 OF NORTH FORTY ESTATES SUBDIVISION

WHEREAS, Covenant Theological Seminary, Inc. is the owner of Lot 4 of North Forty Estates Subdivision addressed as 12311 North Forty Drive and located within the City of Creve Coeur and the City of Town and Country (as described in the legal description attached hereto as Exhibit A and incorporated herein), and

WHEREAS, a request was submitted to the City of Creve Coeur Community Development Department on April 19, 2024 by Stock and Associates on behalf of Grand Communities LLC/Fischer Homes, owner under contract, requesting a municipal boundary adjustment of approximately 0.57 acres of the northern portion of Lot 4 from the City of Creve Coeur to the City of Town and Country, and

WHEREAS, the City has determined that the municipal boundary should be adjusted as may be necessary so that this property lie entirely within the City of Town and Country, and

WHEREAS, the aforementioned property would be well-served to be removed from the City of Creve Coeur to consolidate jurisdictional boundaries so that this property will be locate entirely within the boundaries of the City of Town and Country, and

WHEREAS, the City Council has determined pursuant to Section 71.011 RSMo. that such boundary adjustment is appropriate for efficient municipal regulation of and service to the involved property, and that such adjustment is in the best interests of all concerned, and

WHEREAS, the proposed annexation qualifies as a boundary adjustment between two municipalities that is not subject to review by the St. Louis County Boundary Commission, and

WHEREAS, on May 20, 2024, the Planning and Zoning Commission considered the boundary adjustment request and by 4-3 vote recommends approval of the request subject to the condition that the annexation be approved by the City of Creve Coeur and City of Town and Country, and

WHEREAS, copies of this proposed Ordinance have been made available for public inspection prior to consideration by the City Council, and this Bill has been read by title in open meeting twice before final passage by the City Council,

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

SECTION 1. The City hereby adjusts its corporate limits as may be necessary to remove all of the property depicted on **Exhibit A** hereto, subject to consent thereto by ordinance of the City of Town and Country.

SECTION 2. Upon verification of adoption of such consent ordinance by the City of Town and Country, any portion of the property described herein that was previously located within the City of Creve Coeur shall be concurrently detached therefrom and annexed into the City of Town and Country for the reasons recited herein, and the City Clerk shall cause certified copies of this ordinance to be filed with the City of Town and Country, Clerk of St. Louis County, the Assessor for St. Louis County, the Recorder of Deeds of St. Louis County, the Clerk of the Circuit Court of St. Louis County, the St. Louis County Boundary Commission, and the Election Authority for St. Louis County, whereupon the annexation shall be complete and final and thereafter all courts of this state shall take judicial notice of the limits of the City as so adjusted.

SECTION 3. This Ordinance shall become effective pursuant to the provisions of Section 3.11(g) of the Charter and as provided herein.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2024.

TIMOTHY CARNEY
PRESIDENT OF THE CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2024.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

Exhibit A**PROPERTY DESCRIPTION****CITY OF CREVE COEUR
(12311 N. Outer 40 Drive)**

A Tract of land being part of Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Section 15, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Commencing at a found Iron Pipe, located at the southeast corner of above said Lot 4, said point also being located on the northern right-of-way line of Northern line of Missouri Interstate Highway 64 (Missouri State Highway 40-61) variable width; thence along the northeastern line of said Lot 4 North 41 degrees 05 minutes 07 seconds West, 4.27 feet to the POINT OF BEGINNING of the herein described tract, said point also being located at the approximate intersection with the city limit line between the cities of Town and Country and Creve Coeur; thence along said city limit line, North 89 degrees 47 minutes 53 seconds West, 239.57 feet to the west line of said Lot 4. said point also being located on the west line of above said Section 15; thence along the west line of said Lot 4, North 00 degrees 29 minutes 07 seconds East, 140.00 feet to an Iron Pipe located at the northwest corner of above said Lot 4; thence along the north line of said Lot 4, South 89 degrees 41 minutes 00 seconds East, 116.15 feet to a found iron pipe located at the northeast corner thereof; thence along the northeastern line of said Lot 4, South 41 degrees 05 minutes 07 seconds East, 186.00 feet to the POINT OF BEGINNING.

Containing 24,872 square feet or 0.571 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

MEMO TO PLANNING AND ZONING COMMISSION

Meeting Date: May 20, 2024

Subject: **Application No. 24-012: 12311 North Forty Drive Municipal Boundary Adjustment Request**

Memo Prepared by: Jason W. Jaggi, AICP, Director of Community Development

Attachments: Written Request
Annexation Exhibit and Narrative
North Forty Estates Subdivision Plat, 1969
Revised Site Development Plan

A written request has been submitted to the Department of Community Development by Stock & Associates, on behalf of Grand Communities LLC/Fischer Homes, seeking approval of a municipal boundary adjustment for the property addressed 12311 North Forty Drive. This property is one of three lots within the North Forty Estates subdivision, platted in 1969 and approved by the cities of Creve Coeur and Town and Country. The subject property is 1.17 acres in size and is improved with a single-family home. Approximately, 0.57 acres of the property is located in Creve Coeur and the remaining portion is located in Town and Country. The other two lots within the North Forty Estates subdivision, 12289 and 12273 North Forty Drive are located completely within the City of Creve Coeur.

Covenant Theological Seminary owns the subject property and the adjacent properties to the west, 12327 and 12345 North Forty Drive. The seminary is under contract to sell these properties to Fischer Homes which plans to develop a new residential subdivision.

The most recent plans submitted to the City of Creve Coeur consists of 21 detached single-family homes placed on individual lots. The subject property, 12311 North Forty Drive, is shown on the plan to be incorporated into the development consisting of portions of four new lots, an entrance street for the development and common ground. On the Creve Coeur side, portions of Lots 1 and 2 and common ground are proposed. Please refer to Figure 1 for additional details.

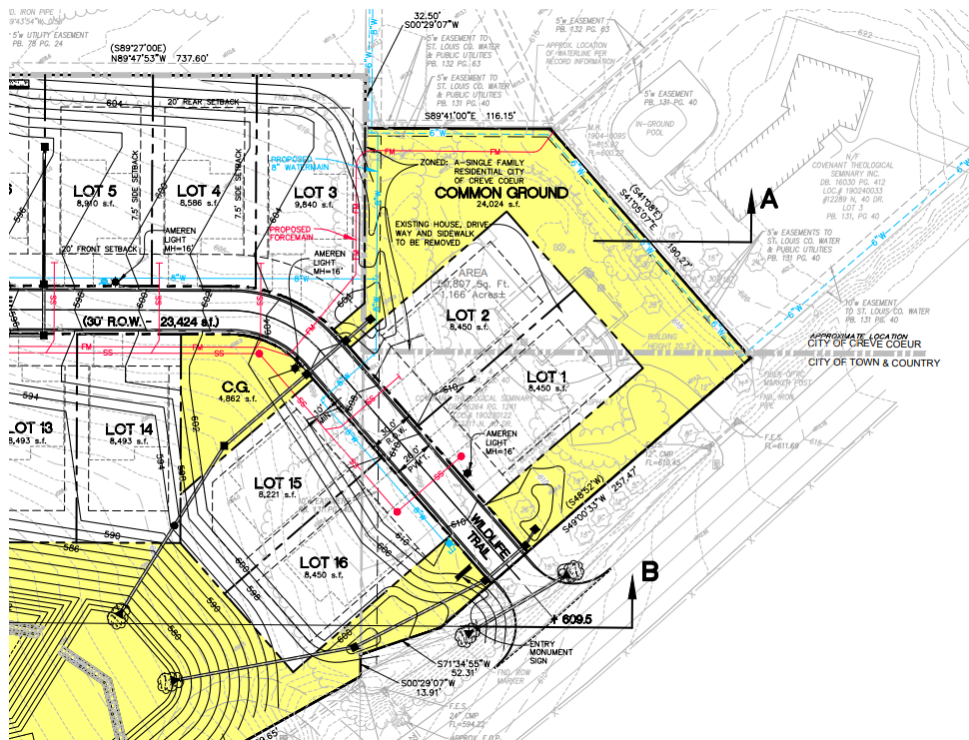


Figure 1: Close up of proposed residential development affecting 12311 North Forty Drive

As shown on the submitted plans and in the written request, most of the trees along the north property line will be removed, except adjacent to the creek. The developer will provide buffer landscaping along the north property line, adjacent to the Balcon Estates subdivision, which is located in Creve Coeur. Stormwater will be mitigated by incorporating three new stormwater basins that will collect run off and detain the water prior to it entering the creek.

The proposed residential development has been submitted to the City of Town and Country and, on April 17th, the proposal received a unanimous recommendation of approval by the Town and Country Planning Commission. The application is being held for final review and approval by the Town and County Board of Aldermen until June 10th to allow time for the municipal boundary adjustment request to be considered by Creve Coeur.

The municipal boundary adjustment request, if approved, would eliminate a single-family zoned property that is currently split between two municipalities. A condition where a single lot is split between two local governments creates difficulties with providing municipal services. The boundary adjustment would resolve this issue if the City of Creve Coeur approves this request by the applicant as the property would be fully within the City of Town and Country. With that being said, the motivation for this request is to support of the redevelopment of these properties for a new 21-lot residential subdivision. The plan appears to be well-supported by the City of Town and Country, having received unanimous approval by the Plan Commission, pending final review and approval by the Town and County Board of Aldermen.

The City's comprehensive plan, *Creve Coeur 2030*, adopted in 2017, addresses annexation matters within Chapter 4, Section 10 (pages 126-127). The annexation potential for Creve Coeur largely focuses

on land to the north of the current city limits within Unincorporated St. Louis County. There is no specific guidance that speaks to this type of request involving transferring 0.57 acres of land to the City of Town and Country.

The Planning and Zoning Commission is being asked to consider this municipal boundary adjustment request and make a recommendation to the City Council. Upon receiving a recommendation from the Planning and Zoning Commission, the City Council will consider the request and make the final determination. The City of Town and Country must also approve the request to annex approximately 0.57 acres of land from the City of Creve Coeur.

If the Commission believes this annexation request is in the best interests of the City, the following motion in support is suggested:

I move to recommend approval of Application 24-012 to the City Council for a request to adjust the municipal boundaries of Creve Coeur and City of Town and Country, consisting of approximately 0.57 acres of land within Lot 4 of the North Forty Estates Subdivision from the City of Creve Coeur to the City of Town and Country as shown on the written request and exhibits submitted by Stock and Associates on behalf of Grand Communities LLC/Fischer Homes.

April 19, 2024

City of Creve Coeur
300 N New Ballas Rd.
Creve Coeur, MO 63141

Attention: Mr. Jason Jaggi – Director of Community Development

RE: Proposed Municipal Boundary Shift (Annexation) of 0.571 Acres @ 12311 North Outer 40 Drive from City of Creve Coeur to City of Town & Country. Associates with the propose 21 Single Family Residential Development known as “Deer Hollow”. (Stock Project No. 223-7553)

Dear Mr. Jaggi,

Pursuant to our on-going discussions regarding a Municipal Line Adjustment, we offer the following.

We respectfully request on behalf of Grand Communities LLC/ Fischer Homes the City of Creve Coeur’s consideration to adjust 0.571 Acres to the City of Town & Country.

The Municipal Line Adjustment is in conjunction with a proposed 21 Single Family Home Development known as “Deer Hollow”. On April 17, 2024, the City of Town & Country Planning and Zoning Commission gave a “unanimous” recommendation approval for the project.

Enclosed with our request are the following items to assist in the City’s consideration of our request:

1. Annexation Exhibit dated 4/19/2024.
2. Property Description – 0.571 Acres A 12311 North Outer Drive, dated 4/18/2024.
3. Deer Hollow Project Narrative
4. Preliminary Site Development Plan, sheets C1.0 – L1.01 Landscape Plan, dated 4/9/2024.
5. Slide show for City of Town & Country Planning & Zoning Commission Meeting 4/17/2024.

Should you have any questions or comments regarding the enclosed information please advise. As always, we appreciate your consideration and support regarding our request. Finally, we understand their request will be considered by the City of Creve Coeur’s Planning & Zoning Commission on 5/20/2024.

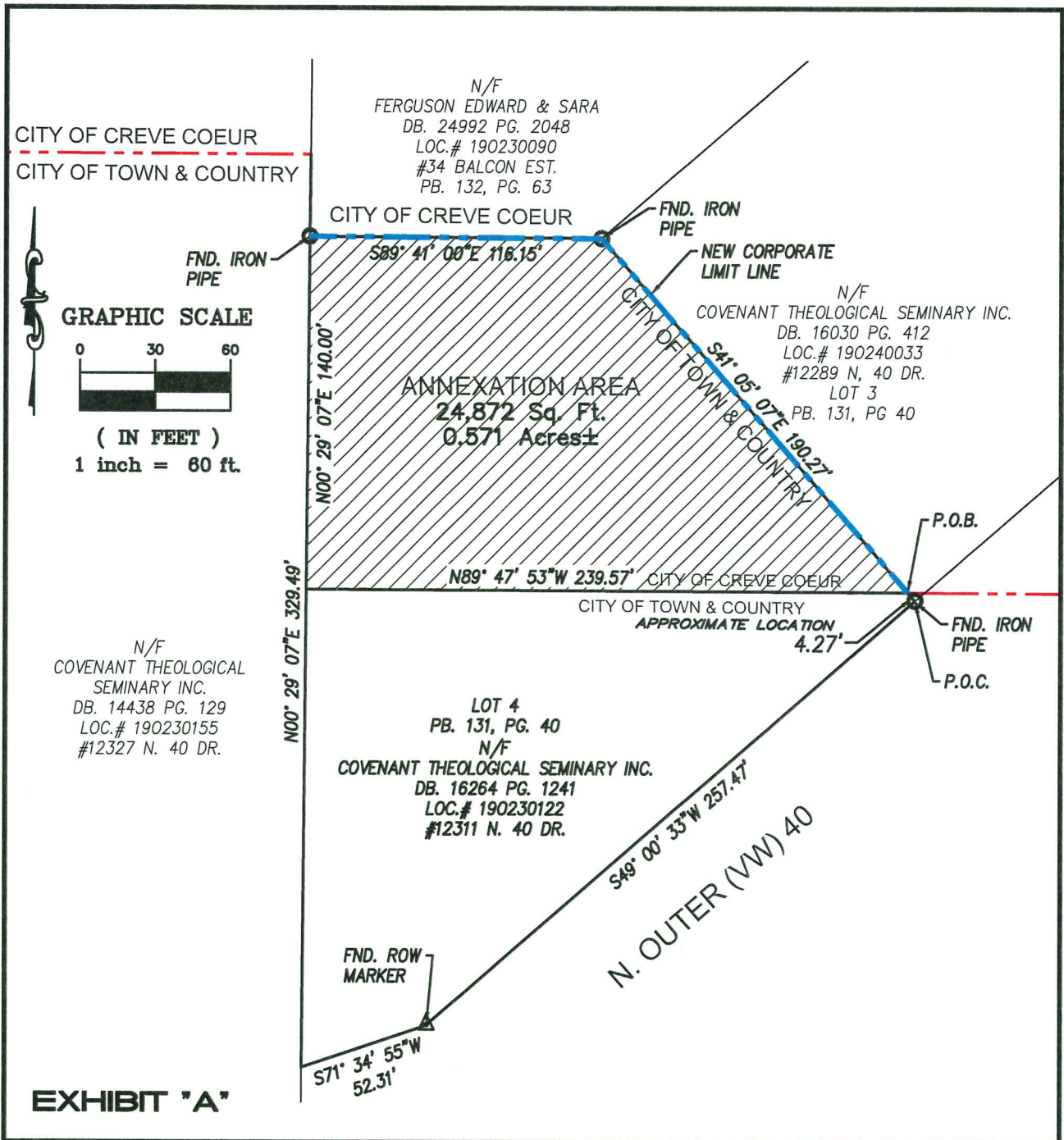
Sincerely,



George M. Stock, P.E.
President

CC. Mr. Robert Hayes – Grand Communities, LLC. / Fischer Homes (rhayes@fischerhomes.com)
Mr. Jason Wisniewski – Grand Communities, LLC / Fischer Homes (jwisniewski@fischerhomes.com)
Mr. Ryan Spencer – City Planner, City of Town & Country (spencerr@town-and-country.org)
Mr. Tim Stock – Executive V.P. (tim.stock@stockassoc.com)
Mr. Joe Pflieger – P.L.S., V.P. Surveying (joe.pflieger@stockassco.com)
Ms. Kate Stock Gitto – P.E. (kate.gitto@stockassco.com)
Mr. Eric Fischer – P.E. (eric.fischer@stockassco.com)

- 1. ANNEXATION EXHIBIT**
- 2. PROPERTY DESCRIPTION**

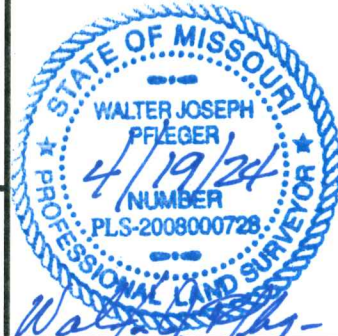


ANNEXATION EXHIBIT

A TRACT OF LAND BEING PART OF LOT 4 OF NORTH FORTY ESTATES
 PER PLAT BOOK 131, PAGE 40 TOWNSHIP 45 NORTH, RANGE 5 EAST
 OF THE 5TH PRINCIPAL MERIDIAN, ST. LOUIS COUNTY, MISSOURI

Stock & Associates
 Consulting Engineers, Inc.
 257 Chesterfield Business Parkway
 Chesterfield, MO. 63005
 (636) 530-9100

WALTER J. PFLEGER
 MO. P.L.S. # 2008-000728



DATE 4/18/24

7553\SURVEY\EXHIBIT\ANNEXATION.DWG

PROPERTY DESCRIPTION
CITY OF CREVE COEUR
(12311 N. Outer 40 Drive)

A Tract of land being part of Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Section 15, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Commencing at a found Iron Pipe, located at the southeast corner of above said Lot 4, said point also being located on the northern right-of-way line of Northern line of Missouri Interstate Highway 64 (Missouri State Highway 40-61) variable width; thence along the northeastern line of said Lot 4 North 41 degrees 05 minutes 07 seconds West, 4.27 feet to the POINT OF BEGINNING of the herein described tract, said point also being located at the approximate intersection with the city limit line between the cities of Town and Country and Creve Coeur; thence along said city limit line, North 89 degrees 47 minutes 53 seconds West, 239.57 feet to the west line of said Lot 4. said point also being located on the west line of above said Section 15; thence along the west line of said Lot 4, North 00 degrees 29 minutes 07 seconds East, 140.00 feet to an Iron Pipe located at the northwest corner of above said Lot 4; thence along the north line of said Lot 4, South 89 degrees 41 minutes 00 seconds East, 116.15 feet to a found iron pipe located at the northeast corner thereof; thence along the northeastern line of said Lot 4, South 41 degrees 05 minutes 07 seconds East, 186.00 feet to the POINT OF BEGINNING.

Containing 24,872 square feet or 0.571 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024

3. DEER HOLLOW PROJECT NARRATIVE

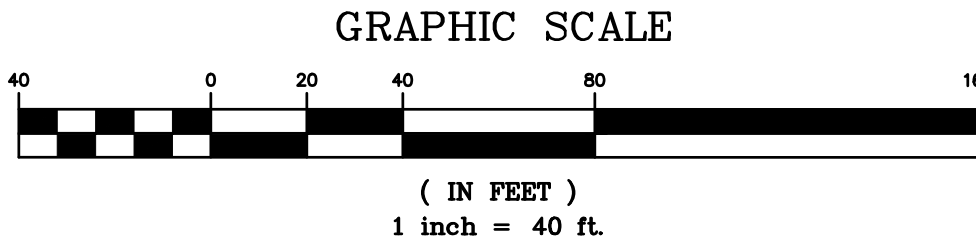
Grand Communities, LLC requests this zone change from Suburban – Low to Planned Residential Development in accordance with the Town and County’s 2020 Comprehensive Plan designation of “Residential – Suburban.” Specifically, the proposed community utilizes creative homesite designs to preserve open space and the existing stream through the property, while providing a housing type that is currently not available in Town and Country. Landscaped buffers provide privacy to the adjacent residents and between the adjacent institutional uses from the proposed development.

Additionally, the proposed plan meets the conditions of Section 405.290 of the Town and Country, Missouri Zoning Regulations. Specifically, the plan provides an opportunity for a “move-down” buyer to remain in Town and Country in a modern home with full maintenance services provided by the Homeowners Association, a housing type that is traditionally lacking in the Town and Country community. As previously stated, the proposed plan is in harmony with the comprehensive plan designation of “Residential – Suburban.” Furthermore, adequate public water and sewer facilities are available to service the site and the public health safety and general welfare will not be damaged.

The proposed Deer Hollow community will not damage the land values of adjoining properties. Buffer landscaping and thoughtful design will provide significant screening between Deer Hollow and the adjacent residential community to the north in Creve Coeur. Additionally, the value of the land will be significantly increased through the redevelopment of these sites, which currently stand as single-family residences. These parcels are located adjacent to a frontage road and unlikely to redevelop individually as single-family homes; the highest and best use of the property is the proposed redevelopment plan.

ALTA/NSPS LAND TITLE SURVEY

A TRACT OF LAND BEING LOT 4 OF NORTH FORTY ESTATES PER PLAT BOOK 131, PAGE 40 AND PART OF THE S.W. 1/4 OF SECTION 15, AND S.E. 1/4 SECTION 16, TOWNSHIP 45 NORTH, RANGE 5 EAST OF THE P.M. CITY OF TOWN AND COUNTY AND CREVE COEUR, ST. LOUIS COUNTY, MISSOURI



ABBREVIATIONS	
C.O.	CLEANOUT
D.R.	DEED BOOK
E	ELECTRIC
FL	FLOWLINE
FT	FEET
FND.	FOUND
G	GAS
M.H.	MANHOLE
N.F.	NOW OR FORMERLY
P.B.	PLAT BOOK
P.C.	PAGE
P.V.C.	POLYVINYL CHLORIDE PIPE
R.B.	RADIAL BEARING
R.C.P.	REINFORCED CONCRETE PIPE
SQ.	SQUARE
T.C.	TELEPHONE CABLE
V.C.P.	VITRIFIED CLAY PIPE
W	WATER
(96°W)	RIGHT-OF-WAY WIDTH

ST. LOUIS COUNTY BENCHMARK

BENCHMARK 13216 NAVD83(SLC2011a) Elev = 630.58
"Standard Aluminum Disk" stamped SL-46 1992 Disk is set along the west side of southbound Hwy. I-270 at the Conway Road overpass, 68' north of the concrete shoulder along Conway Road and 65' east of the southeast corner of a chain link fence.

LOCATION MAP

(NOT TO SCALE)

LEGEND

- | | |
|-------------------------|----------------------------|
| BENCH MARK | FIRE HYDRANT |
| FOUND IRON ROD | FIRE DEPARTMENT CONNECTION |
| FOUND IRON PIPE | WATER MANHOLE |
| RIGHT OF WAY MARKER | WATER METER |
| UTILITY POLE | WATER VALVE |
| SUPPORT POLE | POST INDICATOR VALVE |
| UTILITY POLE WITH LIGHT | CLEAN OUT |
| LIGHT STANDARD | STORM MANHOLE |
| ELECTRIC METER | GRATED MANHOLE |
| ELECTRIC MANHOLE | STORMWATER INLET |
| ELECTRIC PEDESTAL | GRATED STORMWATER INLET |
| ELECTRIC SPICE BOX | SANITARY MANHOLE |
| ELECTRIC BREAKER | TREE |
| GAS DRIP | BUSH |
| GAS METER | TRAFFIC SIGNAL |
| GAS VALVE | PARKING METER |
| TELEPHONE MANHOLE | STREET SIGN |
| TELEPHONE PEDESTAL | SPRINKLER |
| TELEPHONE SPICE BOX | MAIL BOX |
| CABLE TV PEDESTAL | |

PREPARED FOR:
GRAND COMMUNITIES/FISCHER HOMES
3940 OLYMPIC BLVD., SUITE 400
ERLANGER, KY. 41018
C/O MR. ROBERT HAYES,
PLANNING MANAGER & ENTITLEMENTS MANAGER

ALTA/NSPS LAND TITLE SURVEY
PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION BY GRAND COMMUNITIES
12311, 12327, 12345 N. OUTER 40 DR.
CHESTERFIELD, MISSOURI

WALTER J. PFEGER P.L.S. MO. P.L.S. # 2008-000728 CERTIFICATE OF AUTHORITY LC-222-D	
REVISIONS:	
1	00/00/0000-
DRAWN BY:	CHECKED BY:
DATE:	JOB NO.
M.S.D. P. #	BASE MAP #
S.L.C. HAT #	HAT SUP. #
M.D.N.R. #	
SHEET TITLE:	
ALTA/NSPS LAND TITLE SURVEY	
SHEET NO.:	
2 OF 2	

Surveyors Certification

This is to certify to:
Grand Communities, LLC
Fischer Homes
Integrity Title Solutions, LLC
Stewart Title Guaranty Company

That this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1-5, 6(b), 7(a), 7(b)(1), 7(c), 8, 9, 11 and 13 of Table A thereof. The field work was completed during January, 2024.

STOCK AND ASSOCIATES CONSULTING ENGINEERS, INC.
LC 222-D

By: Walter J. Pfefer, Missouri P.L.S. No. 2008-000728

DEER HOLLOW RESIDENTIAL SUBDIVISION

A TRACT OF LAND BEING LOT 4 OF NORTH FORTY ESTATES AS RECORDED IN PLAT BOOK 131, PAGE 40 AND PART OF THE S.E. 1/4 SECTION 16, TOWNSHIP 45 NORTH, RANGE 5 EAST OF THE 5TH PRINCIPAL MERIDIAN CITY OF TOWN AND COUNTY AND CREVE COEUR, ST. LOUIS COUNTY, MISSOURI

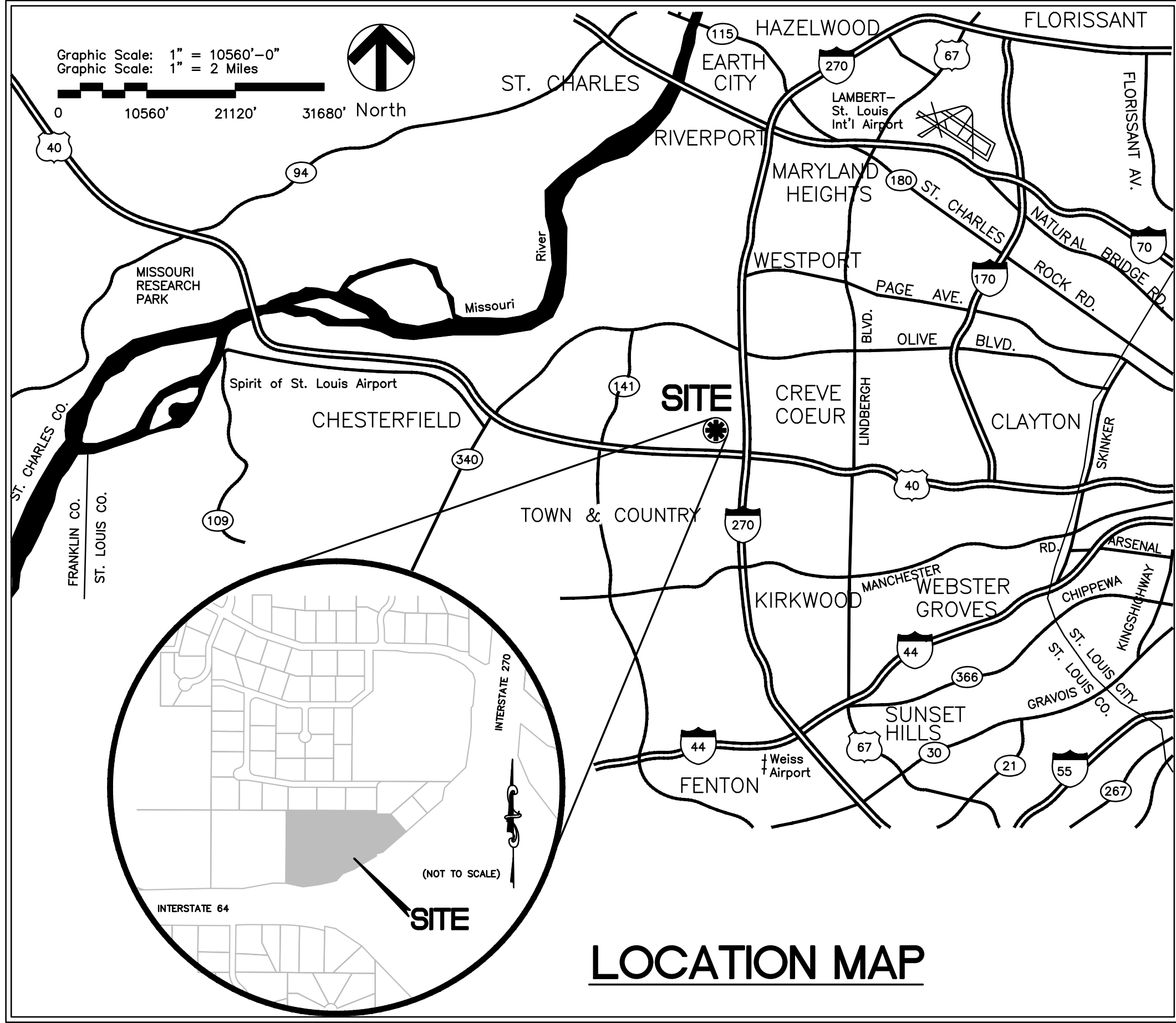
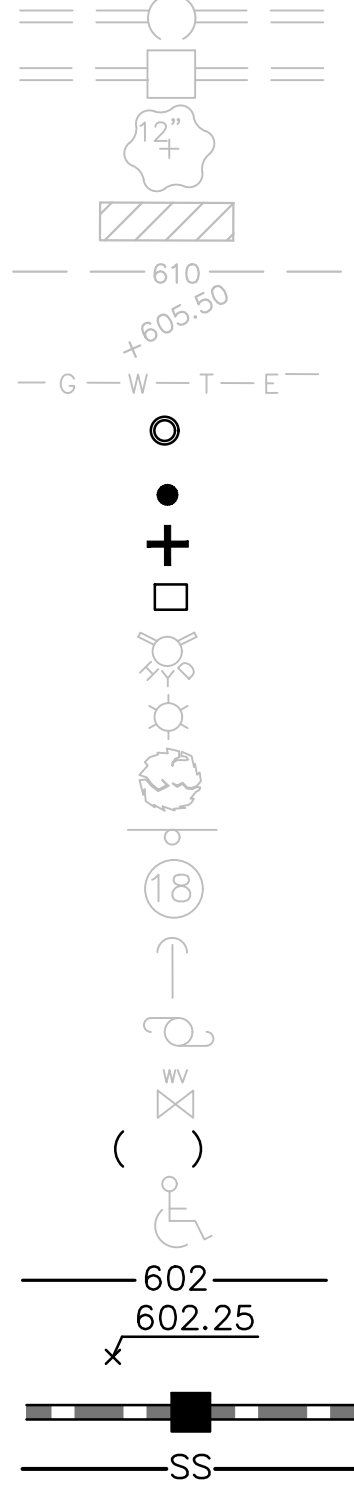
PRELIMINARY SITE DEVELOPMENT PLAN

ABBREVIATIONS

ATG	—	ADJUST TO GRADE
B.C.	—	BACK OF CURB
C.O.	—	CLEANOUT
C.G.	—	COMMON GROUND
DB.	—	DEED BOOK
E	—	ELECTRIC
ELEV.	—	ELEVATION
EX.	—	EXISTING
F.C.	—	FACE OF CURB
FL	—	FLOWLINE
FT.	—	FEET
FM	—	FORCE MAIN
FND.	—	FOUND
G	—	GAS
H.W.	—	HIGH WATER
LFB	—	LOW FLOW BLOCKED
M.H.	—	MANHOLE
N/F	—	NOW OR FORMERLY
PB.	—	PLAT BOOK
PG.	—	PAGE
PR.	—	PROPOSED
P.V.C.	—	POLYVINYL CHLORIDE PIPE
PVMT.	—	PAVEMENT
R.C.P.	—	REINFORCED CONCRETE PIPE
R/W	—	RIGHT-OF-WAY
R.O.W.	—	RIGHT-OF-WAY
SQ.	—	SQUARE
S.F.	—	SQUARE FEET
SS	—	SANITARY SEWER
T	—	TELEPHONE CABLE
T.B.A.	—	TO BE ABANDONED
T.B.R.	—	TO BE REMOVED
T.B.R.&R.	—	TO BE REMOVED AND REPLACED
TYP.	—	TYPICALLY
U.I.P.	—	USE IN PLACE
U.O.N.	—	UNLESS OTHERWISE NOTED
V.C.P.	—	VITRIFIED CLAY PIPE
W	—	WATER
(30'W)	—	RIGHT-OF-WAY WIDTH

LEGEND

EXISTING SANITARY SEWER	==
EXISTING STORM SEWER	==
EXISTING TREE	==
EXISTING BUILDING	==
EXISTING CONTOUR	==
SPOT ELEVATION	==
EXISTING UTILITIES	==
FOUND 1/2" IRON PIPE	==
SET IRON PIPE	==
FOUND CROSS	==
FOUND STONE	==
FIRE HYDRANT	==
LIGHT STANDARD	==
BUSH	==
SIGN	==
NOTES PARKING SPACES	==
GUY WIRE	==
POWER POLE	==
WATER VALVE	==
DENOTES RECORD INFORMATION	==
ACCESSIBLE PARKING	==
PROPOSED CONTOUR	==
PROPOSED SPOT	==
PROPOSED STORM	==
PROPOSED SANITARY	==



PERTINENT DATA

OWNER:	COVENANT THEOLOGICAL SEMINARY, INC.
OWNER UNDER CONTRACT	GRAND COMMUNITIES, LLC / FISCHER HOMES
LOT AREA:	10.387 ACRES (9.816 ± Ac TOWN & COUNTRY / 0.571 ± Ac CREVE COEUR)
EXISTING ZONING:	SUBURBAN LOW (TOWN & COUNTRY) A-SINGLE FAMILY (CREVE COEUR)
PROPOSED ZONING:	PLANNED RESIDENTIAL DEVELOPMENT DISTRICT (TOWN & COUNTRY) A-SINGLE FAMILY (CREVE COEUR)
SITE ADDRESS:	12311, 12327 AND 12345 N. OUTER 40 DRIVE CITIES OF TOWN & COUNTRY AND CREVE COEUR, MO
LOCATOR NO:	190230122, 190230155, 190230144
FIRE DISTRICT:	WEST COUNTY EMS AND FIRE
SCHOOL DISTRICT:	PARKWAY
SEWER DISTRICT:	METROPOLITAN ST. LOUIS SEWER DIST.
WATER SHED:	CREVE COEUR CREEK
FEMA MAP:	29189C0189K
ELECTRIC COMPANY:	AMEREN UE
GAS COMPANY:	SPIRE INC
PHONE COMPANY:	AT&T
WATER COMPANY:	MISSOURI AMERICAN WATER COMPANY

INDEX

C1.0	PRELIMINARY SITE DEVELOPMENT PLAN – TITLE SHEET
C2.0	PRELIMINARY SITE DEVELOPMENT PLAN – EXISTING CONDITIONS
C3.0	PRELIMINARY SITE DEVELOPMENT PLAN – SITE PLAN
C3.1	PRELIMINARY SITE DEVELOPMENT PLAN – COMMON GROUND / PERMANENT OPEN SPACE
C4.0	PRELIMINARY SITE DEVELOPMENT PLAN – SITE SECTIONS
C5.0	PRELIMINARY SITE DEVELOPMENT PLAN – LIGHTING PLAN
C6.0	PRELIMINARY SITE DEVELOPMENT PLAN – PRELIMINARY PLAT
C7.0	PRELIMINARY SITE DEVELOPMENT PLAN – HOME ELEVATIONS
NRP-1	NATURAL RESOURCE PLAN
NRP-2	TREE INVENTORY CHART
NRP-3	TREE PRESERVATION PLAN
L1.01	LANDSCAPE PLAN

OVERALL PROPERTY DESCRIPTION (12311, 12327, 12345 N. Outer 40 Drive)

Tracts of land being Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Sections 15 and 16, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Town and Country and Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Beginning at a found Iron Pipe, located at the southeast corner of above said Lot 4, said point also being located on the northern right-of-way line of Northern line of Missouri Interstate Highway 64 (Missouri State Highway 40-61) variable width; thence along said northern right-of-way line the following courses and distances: South 49 degrees 00 minutes 33 seconds West, 257.47 feet; South 71 degrees 34 minutes 55 seconds West, 52.31 feet; South 00 degrees 29 minutes 07 seconds West, 13.91 feet; South 60 degrees 47 minutes 52 seconds West, 209.65 feet; to a point located 327.92 feet perpendicular distance North of Centerline Station 671 + 65 of above said Missouri Interstate Highway 64; South 68 degrees 13 minutes 33 seconds West, 96.93 feet to a point 291.94 feet perpendicular distance North of Missouri Interstate Highway 64 Centerline Station 670 + 75; South 43 degrees 26 minutes 18 seconds West, 50.89 feet; to a point 255.00 feet perpendicular distance North of Centerline Station 670 + 40; South 43 degrees 27 minutes 47 seconds West, 30.00 feet to a point 233.22 feet perpendicular distance North of Centerline Station 670 + 19.37; South 75 degrees 25 minutes 53 seconds West, 71.68 feet to a point 215.17 feet perpendicular distance North of Centerline Station 669 + 50; South 78 degrees 03 minutes 15 seconds West, 76.66 feet to a point 199.28 feet perpendicular distance North of Centerline Station 668 + 75; South 81 degrees 51 minutes 07 seconds West, 125.27 feet to a point 181.49 feet perpendicular distance North of Centerline Station 667 + 51 and North 78 degrees 39 minutes 57 seconds West, 145.27 feet to the southeast corner of a tract of land as conveyed to Christopher D. McLean by instrument recorded in Book 22332, Page 1282 of above said records; thence along the east line of said McLean tract, North 00 degrees 29 minutes 07 seconds East, 588.55 feet; to the south line of Balcon Estates Section 1 as recorded in Plat Book 24, Page 25 of above said records, from which a found stone lies 0.46 feet south of said line; thence along said south line, South 68 degrees 47 minutes 53 seconds East, 737.60 feet to the west line of above said Section 15; thence south along said Section line, South 00 degrees 29 minutes 07 seconds West, 32.50 feet to an Iron Pipe located at the northwest corner of above said Lot 4, thence along the north line of said Lot 4, South 89 degrees 41 minutes 00 seconds East, 116.15 feet to a found iron pipe located at the northeast corner thereof; thence along the northeastern line of said Lot 4, South 41 degrees 05 minutes 07 seconds East, 190.27 feet to the POINT OF BEGINNING.

Containing 452,443 square feet or 10.387 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024

PROPERTY DESCRIPTION CITY OF TOWN AND COUNTRY (12311, 12327, 12345 N. Outer 40 Drive)

Tracts of land being part of Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Sections 15 and 16, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Town and Country, St. Louis County, Missouri, being more particularly described as follows:

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Containing 427,571 square feet or 9.816 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024

PROPERTY DESCRIPTION CITY OF CREVE COEUR (12311 N. Outer 40 Drive)

A Tract of land being part of Lot 4 of North Forty Estates as recorded in Plat Book 131, Page 40 and a tracts of land as conveyed to Covenant Theological Seminary Inc. by Book 14438, Page 129 all of the St. Louis County records located in the Section 15, Township 45 North, Range 5 East of the Fifth Principal Meridian, City of Creve Coeur, St. Louis County, Missouri, being more particularly described as follows:

Commencing at a found Iron Pipe, located at the southeast corner of above said Lot 4, said point also being located on the northern right-of-way line of Northern line of Missouri Interstate Highway 64 (Missouri State Highway 40-61) variable width; thence along the northeastern line of said Lot 4 North 41 degrees 05 minutes 07 seconds West, 4.27 feet to the POINT OF BEGINNING of the herein described tract, said point also being located at the approximate intersection with the city limit line between the cities of Town and Country and Creve Coeur; thence along said city limit line, North 89 degrees 47 minutes 53 seconds West, 239.57 feet to the west line of said Lot 4, said point also being located on the west line of above said Section 15; thence along the west line of said Lot 4, North 00 degrees 29 minutes 07 seconds East, 140.00 feet to an Iron Pipe located at the northwest corner of above said Lot 4; thence along the north line of said Lot 4, South 89 degrees 41 minutes 00 seconds East, 116.15 feet to a found iron pipe located at the northeast corner thereof; thence along the northeastern line of said Lot 4, South 41 degrees 05 minutes 07 seconds East, 186.00 feet to the POINT OF BEGINNING.

Containing 24,872 square feet or 0.571 acres, more or less according to calculations performed by Stock & Associated Consulting Engineers, Inc. during March 2024

DISCLAIMER:

STOCK AND ASSOCIATES CONSULTING ENGINEERS, INC. AND THE UNDERSIGNED ENGINEER HAVE NO RESPONSIBILITY FOR SERVICES PROVIDED BY OTHERS TO IMPLEMENT THE IMPROVEMENTS SHOWN ON THIS PLAN AND ALL OTHER DRAWINGS WHERE THE UNDERSIGNED ENGINEER'S SEAL APPEARS. THE CONSTRUCTION MEANS AND METHODS ARE THE SOLE RESPONSIBILITY OF THE OWNER AND CONTRACTOR. STOCK AND ASSOCIATES CONSULTING ENGINEERS, INC. HAS NO RESPONSIBILITY TO VERIFY FINAL IMPROVEMENTS AS SHOWN ON THIS PLAN UNLESS SPECIFICALLY ENGAGED AND AUTHORIZED TO DO SO BY THE OWNER OR CONTRACTOR.

PREPARED FOR:
GRAND COMMUNITIES/FISCHER HOMES
3940 OLYMPIC BLVD., SUITE 400
ERLANGER, KY, 41018
C/O MR. ROBERT HAYES,
PLANNING MANAGER & ENTITLEMENTS MANAGER

ST. LOUIS COUNTY BENCHMARK

BENCHMARK# 13216 NAVD83(C2011a) Elev = 630.58
"Standard Aluminum Disk" stamped SL 48 1992 Disk is set along the west side of southbound Hwy. I-270 at the Conway Road overpass; 68' north of the concrete shoulder along Conway Road and 65' east of the southeast corner of a chain link fence.

FLOOD NOTE

Subject property lies within Flood Zone X (Areas of minimal flood hazard) according to the National Flood Insurance Rate Map Number 29189C0189K with and effective date of 02/04/2015.

UTILITY NOTE:

UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS, RECORDS AND INFORMATION, AND, THEREFORE DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, NONEXISTENCE, SIZE, TYPE, NUMBER, OR LOCATION OF THESE FACILITIES, STRUCTURES AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UNDERGROUND FACILITIES, STRUCTURES, AND UTILITIES, EITHER SHOWN OR NOT SHOWN ON THESE PLANS. THE UNDERGROUND FACILITIES, STRUCTURES, AND UTILITIES SHALL BE LOCATED IN THE FIELD PRIOR TO ANY GRADING, EXCAVATION OR CONSTRUCTION OF IMPROVEMENTS. THESE PROVISIONS SHALL IN NO WAY ABSOLVE ANY PARTY FROM COMPLYING WITH THE UNDERGROUND FACILITY SAFETY AND DAMAGE PREVENTION ACT, CHAPTER 319 RSMo.



MoDOT LOCATE (314) 340-4100

PREPARED BY:

257 Chesterfield Business Parkway
St. Louis, MO 63105 PH: (636)
500-9100 FAX: (636) 530-9100
e-mail: general@stockinc.com
Web: www.stockinc.com

Stock & Associates
Consulting Engineers, Inc.

PRELIMINARY SITE DEVELOPMENT PLAN FOR:

**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI

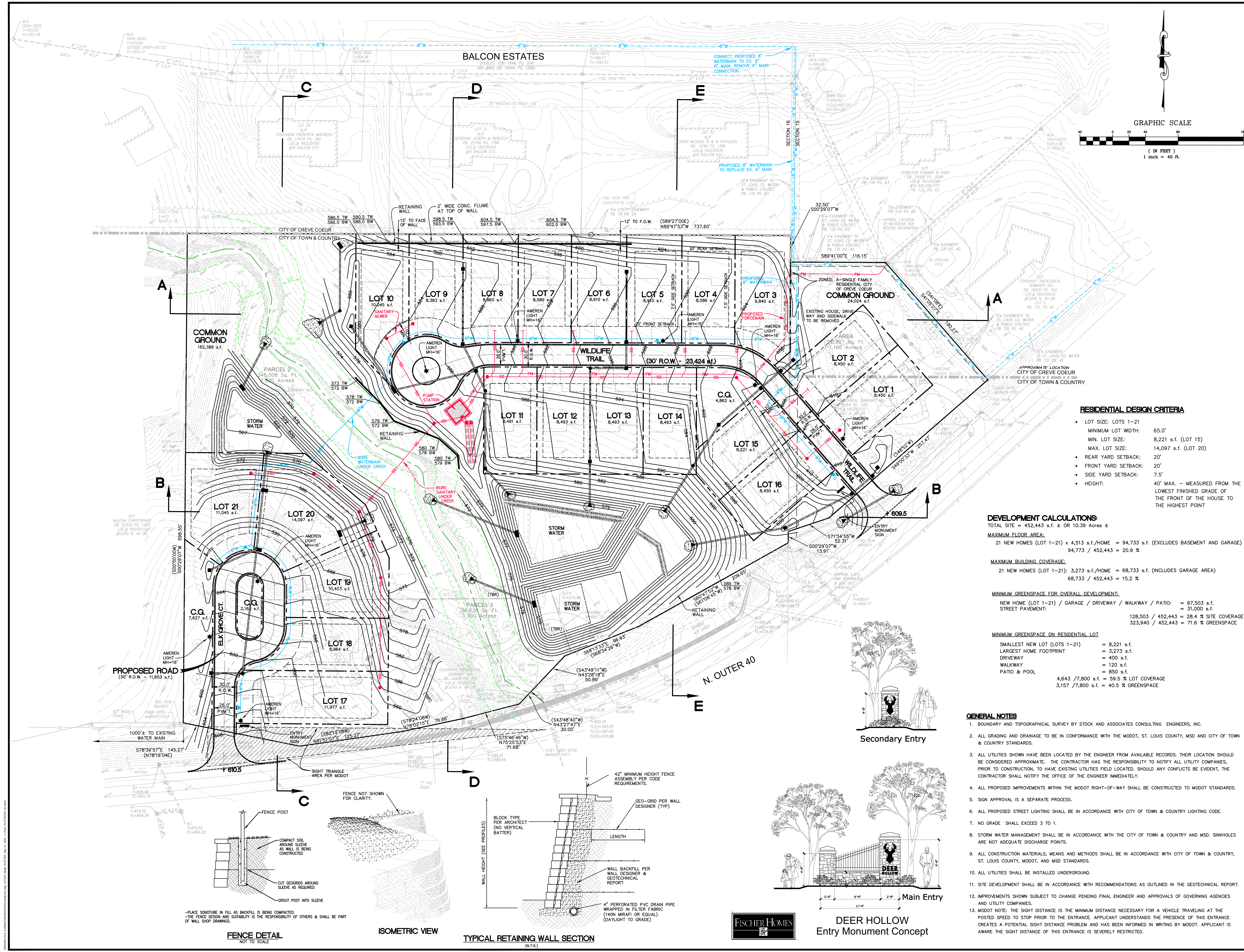


GEORGE M. STOCK E-25116
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000991

REVISIONS:

1	4/30/2024 REVISED PER COMMENTS
2	5/14/2024 REVISED PER COMMENTS

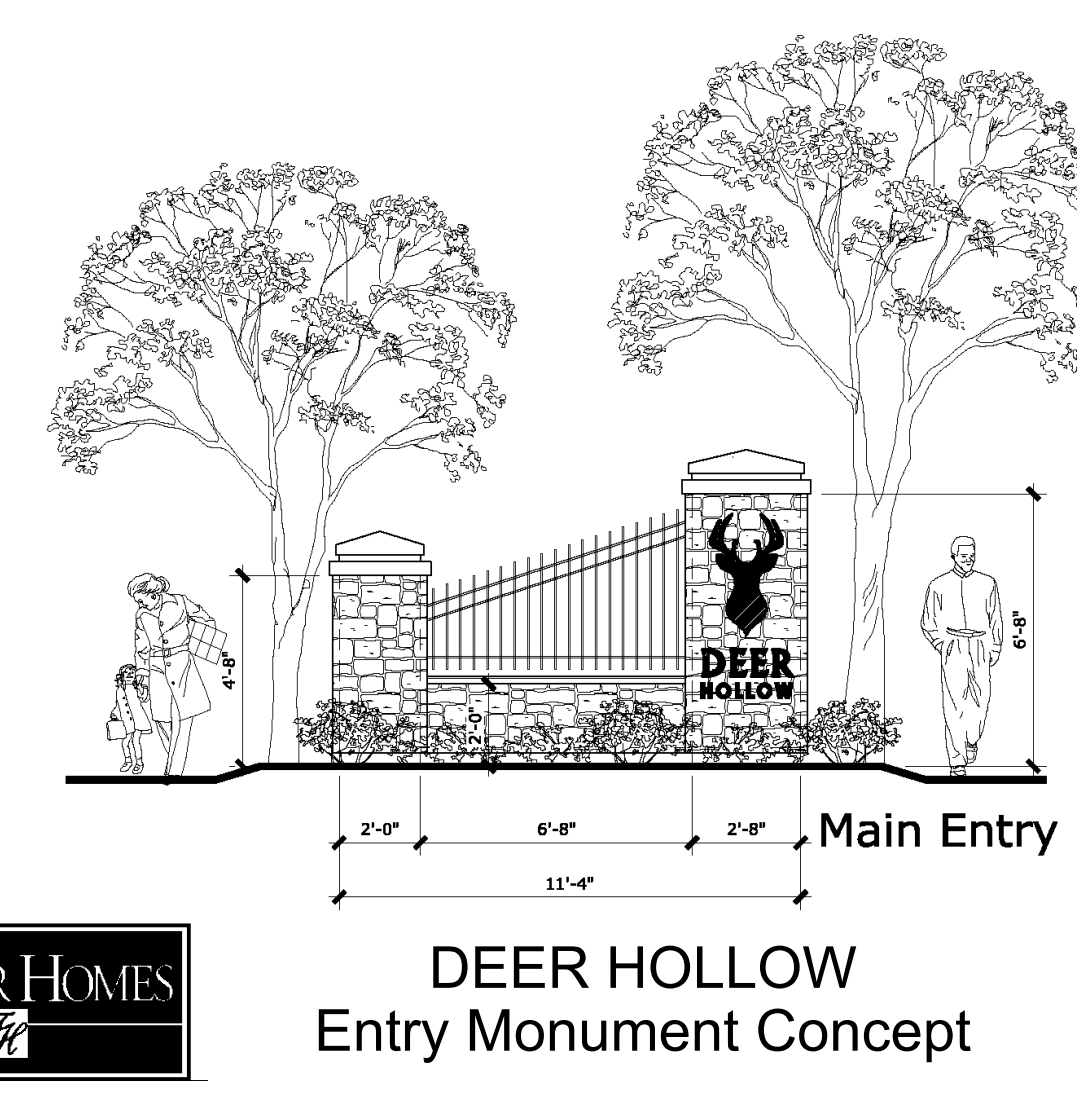
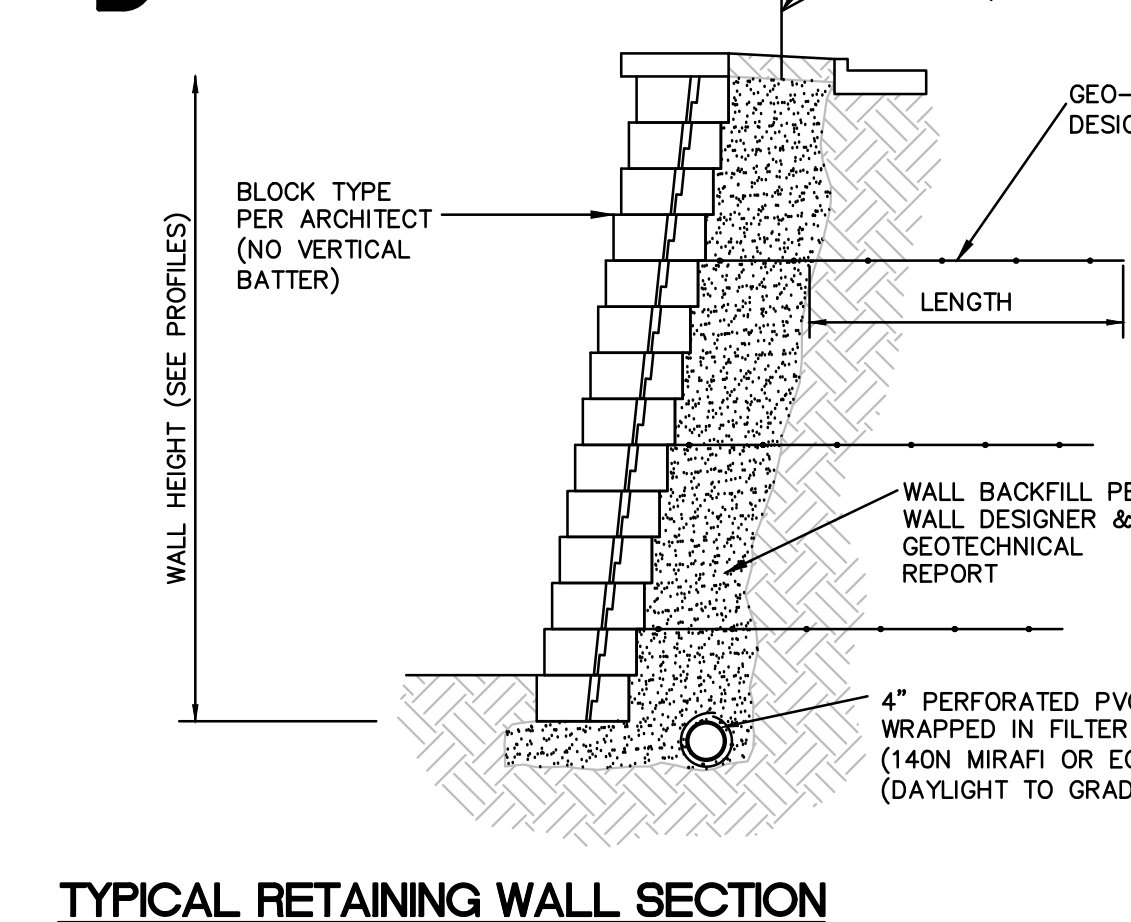
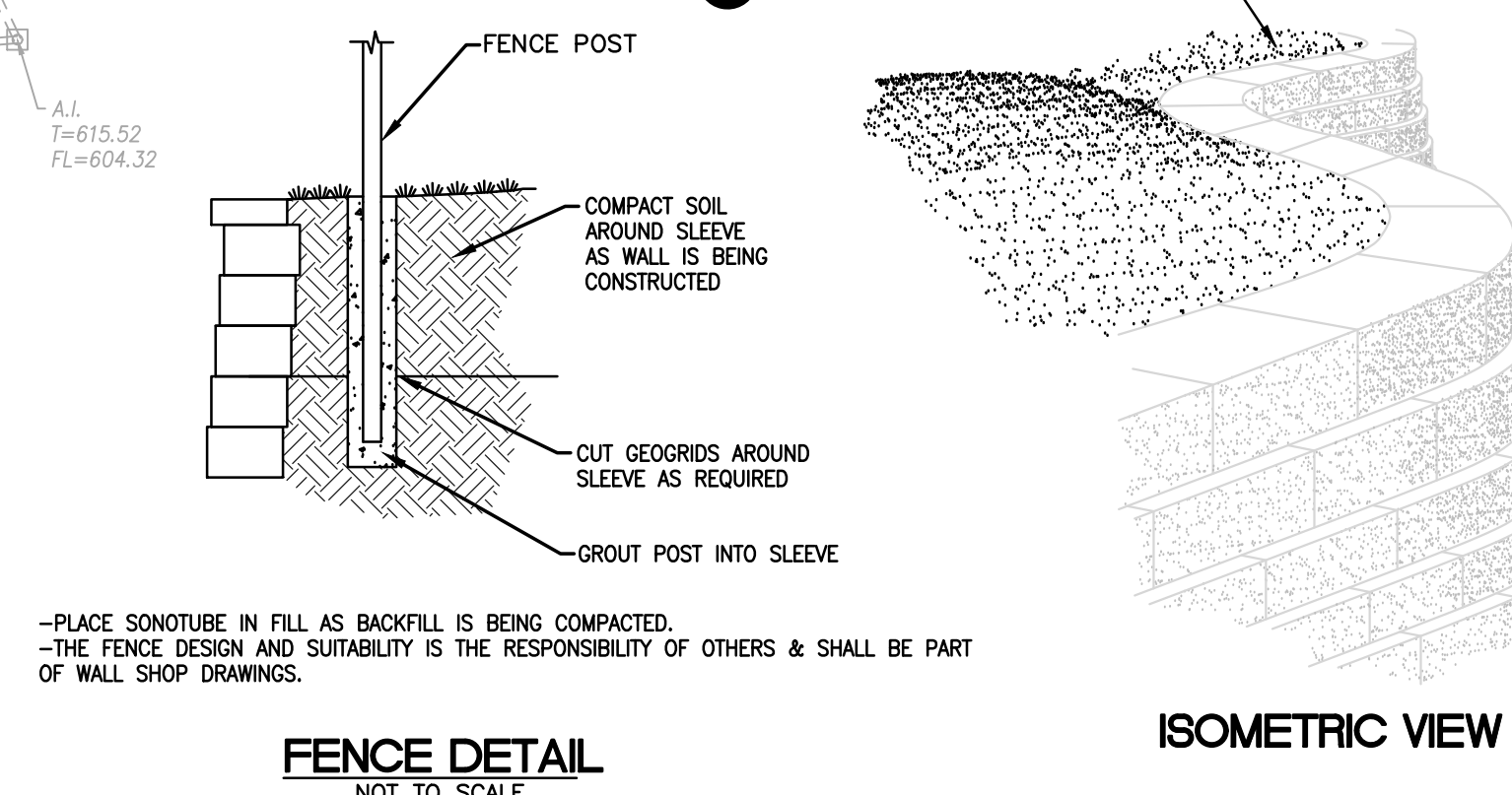
DRAWN BY: T.S.	CHECKED BY: G.M.S.
DATE: 3/15/2024	JOB NO: 223-7593
M.S.D. #	BASE MAP # 190
S.L.C. HAT #	HAT S.U.P. #
M.A.N.R. #	USAGE # MVS-2024-168
SHEET TITLE: PRELIMINARY SITE DEVELOPMENT PLAN TITLE SHEET	
SHEET NO.: C1.0	



RESIDENTIAL DESIGN CRITERIA	
LOT SIZE: LOTS 1-21	
MINIMUM LOT WIDTH:	65.0'
MIN. LOT SIZE:	8,221 s.f. (LOT 15)
MAX. LOT SIZE:	14,097 s.f. (LOT 20)
REAR YARD SETBACK:	20'
FRONT YARD SETBACK:	20'
SIDE YARD SETBACK:	7.5'
HEIGHT:	40' MAX. - MEASURED FROM THE LOWEST FINISHED GRADE OF THE FRONT OF THE HOUSE TO THE HIGHEST POINT

DEVELOPMENT CALCULATIONS:	
TOTAL SITE = 452,443 s.f. ± OR 10.39 Acres ±	
MAXIMUM FLOOR AREA:	
21 NEW HOMES (LOT 1-21) x 4,513 s.f./HOME = 94,733 s.f. (EXCLUDES BASEMENT AND GARAGE)	
94,773 / 452,443 = 20.9 %	
MAXIMUM BUILDING COVERAGE:	
21 NEW HOMES (LOT 1-21): 3,273 s.f./HOME = 68,733 s.f. (INCLUDES GARAGE AREA)	
68,733 / 452,443 = 15.2 %	
MINIMUM GREENSPACE FOR OVERALL DEVELOPMENT:	
NEW HOME (LOT 1-21) / GARAGE / DRIVEWAY / WALKWAY / PATIO: = 97,503 s.f.	
STREET PAVEMENT: = 31,000 s.f.	
128,503 / 452,443 = 28.4 % SITE COVERAGE	
323,940 / 452,443 = 71.6 % GREENSPACE	
MINIMUM GREENSPACE ON RESIDENTIAL LOT	
SMALLEST NEW LOT (LOTS 1-21) = 8,221 s.f.	
LARGEST HOME FOOTPRINT = 3,273 s.f.	
DRIVEWAY = 400 s.f.	
WALKWAY = 120 s.f.	
PATIO & POOL = 850 s.f.	
4,643 / 7,800 s.f. = 59.5 % LOT COVERAGE	
3,157 / 7,800 s.f. = 40.5 % GREENSPACE	

- GENERAL NOTES**
- BOUNDARY AND TOPOGRAPHICAL SURVEY BY STOCK AND ASSOCIATES CONSULTING ENGINEERS, INC.
 - ALL GRADING AND DRAINAGE TO BE IN CONFORMANCE WITH THE MODOOT, ST. LOUIS COUNTY, MSD AND CITY OF TOWN & COUNTRY STANDARDS.
 - ALL UTILITIES SHOWN HAVE BEEN LOCATED BY THE ENGINEER FROM AVAILABLE RECORDS. THEIR LOCATION SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR HAS THE RESPONSIBILITY TO NOTIFY ALL UTILITY COMPANIES, PRIOR TO CONSTRUCTION, TO HAVE EXISTING UTILITIES FIELD LOCATED. SHOULD ANY CONFLICTS BE EVIDENT, THE CONTRACTOR SHALL NOTIFY THE OFFICE OF THE ENGINEER IMMEDIATELY.
 - ALL PROPOSED IMPROVEMENTS WITHIN THE MODOOT RIGHT-OF-WAY SHALL BE CONSTRUCTED TO MODOOT STANDARDS.
 - SIGN APPROVAL IS A SEPARATE PROCESS.
 - ALL PROPOSED STREET LIGHTING SHALL BE IN ACCORDANCE WITH CITY OF TOWN & COUNTRY LIGHTING CODE.
 - NO GRADE SHALL EXCEED 3 TO 1.
 - STORM WATER MANAGEMENT SHALL BE IN ACCORDANCE WITH THE CITY OF TOWN & COUNTRY AND MSD. SINKHOLES ARE NOT ADEQUATE DISCHARGE POINTS.
 - ALL CONSTRUCTION MATERIALS, MEANS AND METHODS SHALL BE IN ACCORDANCE WITH CITY OF TOWN & COUNTRY, ST. LOUIS COUNTY, MODOOT, AND MSD STANDARDS.
 - ALL UTILITIES SHALL BE INSTALLED UNDERGROUND.
 - SITE DEVELOPMENT SHALL BE IN ACCORDANCE WITH RECOMMENDATIONS AS OUTLINED IN THE GEOTECHNICAL REPORT.
 - IMPROVEMENTS SHOWN SUBJECT TO CHANGE PENDING FINAL ENGINEER AND APPROVALS OF GOVERNING AGENCIES AND UTILITY COMPANIES.
 - MODOOT NOTE: THE SIGHT DISTANCE IS THE MINIMUM DISTANCE NECESSARY FOR A VEHICLE TRAVELING AT THE POSTED SPEED TO STOP PRIOR TO THE ENTRANCE. APPLICANT UNDERSTANDS THE PRESENCE OF THIS ENTRANCE CREATES A POTENTIAL SIGHT DISTANCE PROBLEM AND HAS BEEN INFORMED IN WRITING BY MODOOT. APPLICANT IS AWARE THE SIGHT DISTANCE OF THIS ENTRANCE IS SEVERELY RESTRICTED.



PREPARED BY:

STOCK & ASSOCIATES

Consulting Engineers, Inc.

PRELIMINARY SITE DEVELOPMENT PLAN FOR:

PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION

BY GRAND COMMUNITIES

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI

DATE: 3/15/2024

DESIGNED BY: T.S.

CHECKED BY: G.M.S.

DATE: 3/15/2024

JOB NO: 223-7553

SCALE: 1/8\"/>

REVISIONS:

1	4/9/2024	REVISED PER COMMENTS
2	5/14/2024	REVISED PER COMMENT 19

STATE OF MISSOURI

GEORGE MICHAEL STOCK

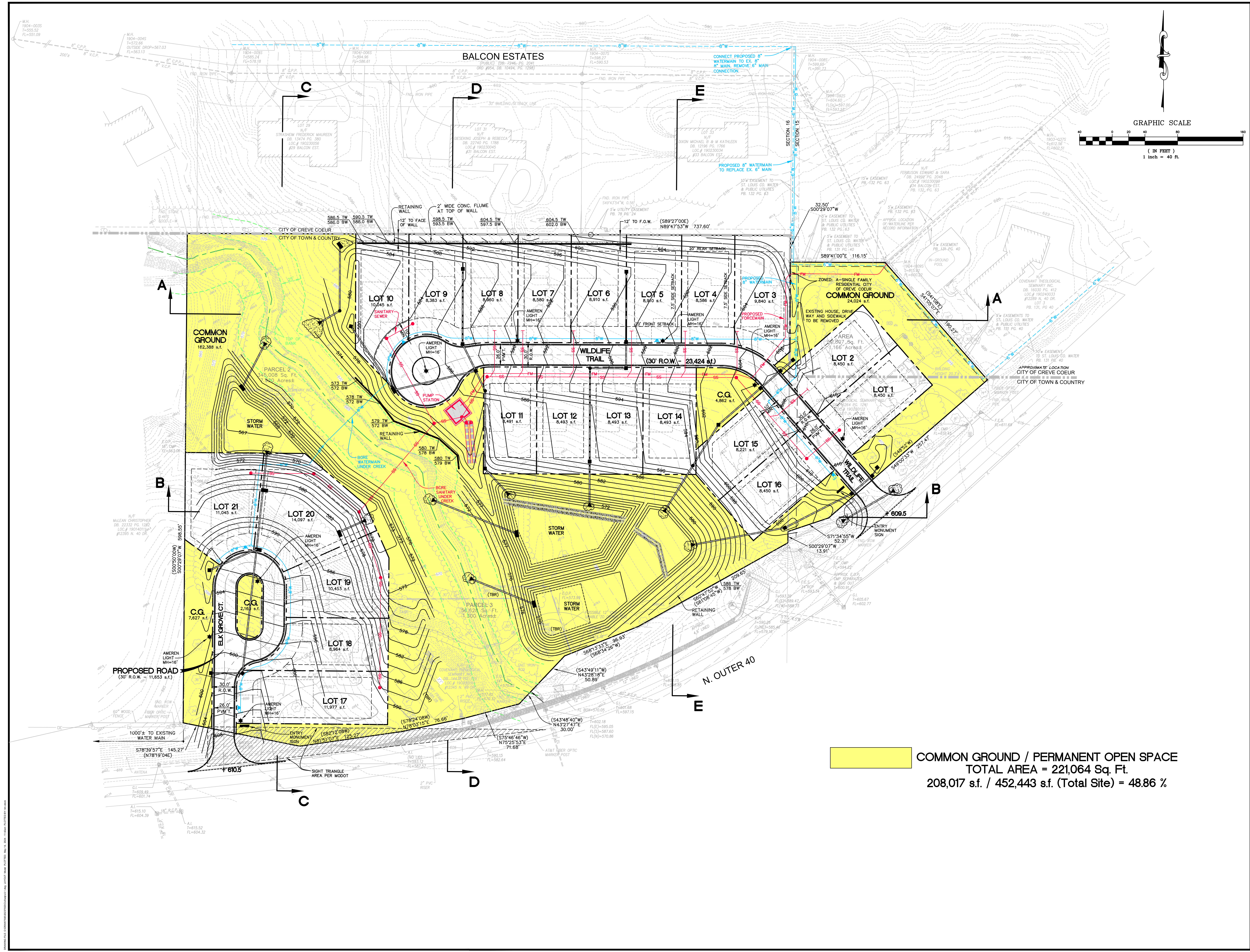
CIVIL ENGINEER

NUMBER: PE-25116

EXPIRATION: 12/31/2026

5/14/2024

9600 Chesterfield Business Parkway
St. Louis, MO 63105 PH: (636) 590-5000 FAX: (636) 590-5000
e-mail: general@stockassoc.com Web: www.stockassoc.com



COMMON GROUND / PERMANENT OPEN SPACE
TOTAL AREA = 221,064 Sq. Ft.
208,017 s.f. / 452,443 s.f. (Total Site) = 48.86 %

PREPARED BY:
STOCK & ASSOCIATES
Consulting Engineers, Inc.

PREPARED FOR:
**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**
12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI

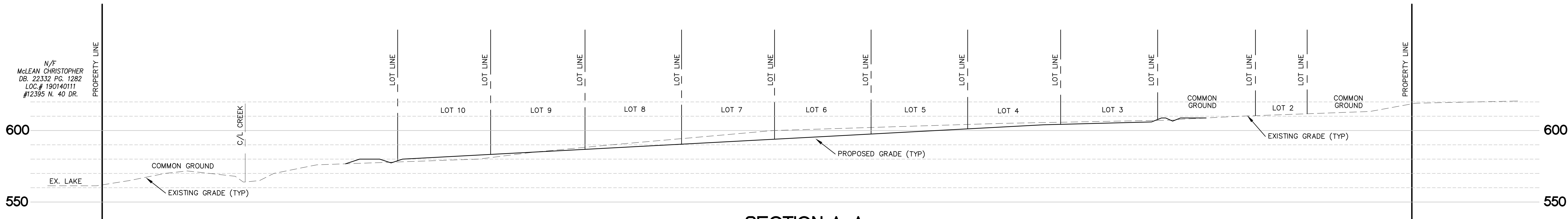
GEORGE M. STOCK
E-25116
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000990
5/14/2024

REVISIONS:

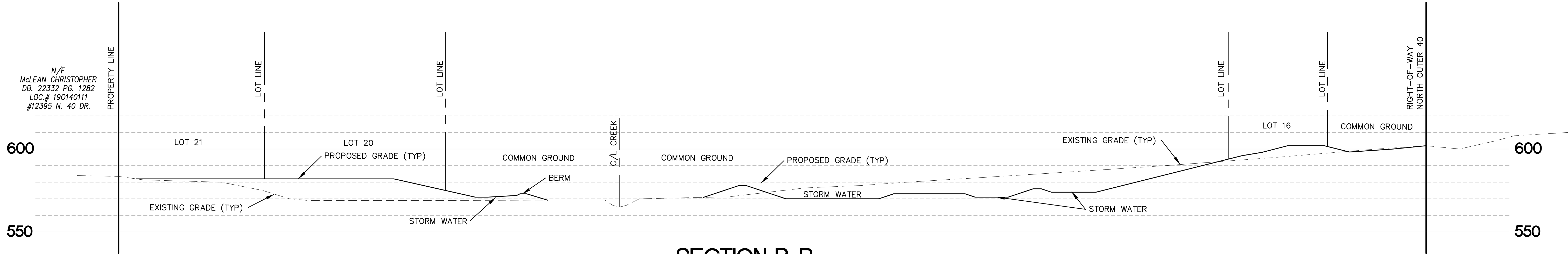
1	4/9/2024	REVISED PER COMMENTS
2	5/14/2024	REVISED PER COMMENTS

DRAWN BY: T.S.	CHECKED BY: G.M.S.
DATE: 3/15/2024	JOB NO: 223-7553
M.S.D. P. #	BASE MAP: 190
S.L.C. HAT. #	HAT SUP. #
M.D.N.R. #	USAGE # MVS-2024-168
SHEET TITLE: PRELIMINARY SITE DEVELOPMENT PLAN - COMMON GROUND / PERMANENT OPEN SPACE	
SHEET NO.: C3.1	

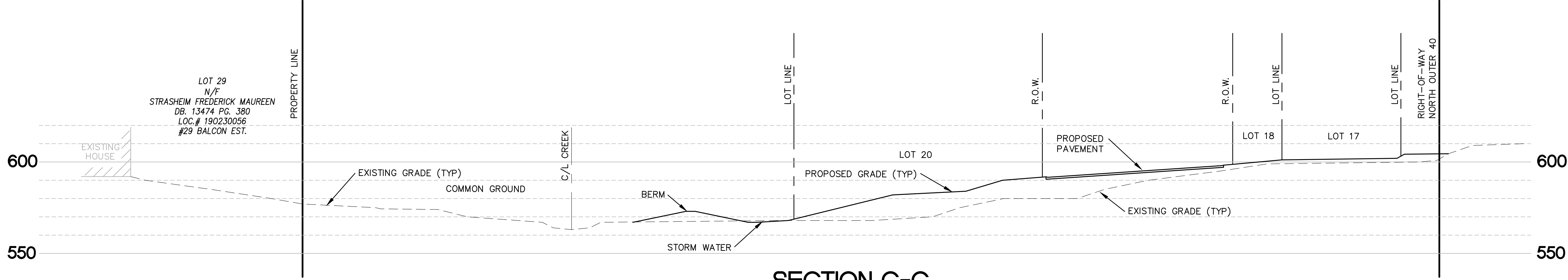
Page 197 of 685



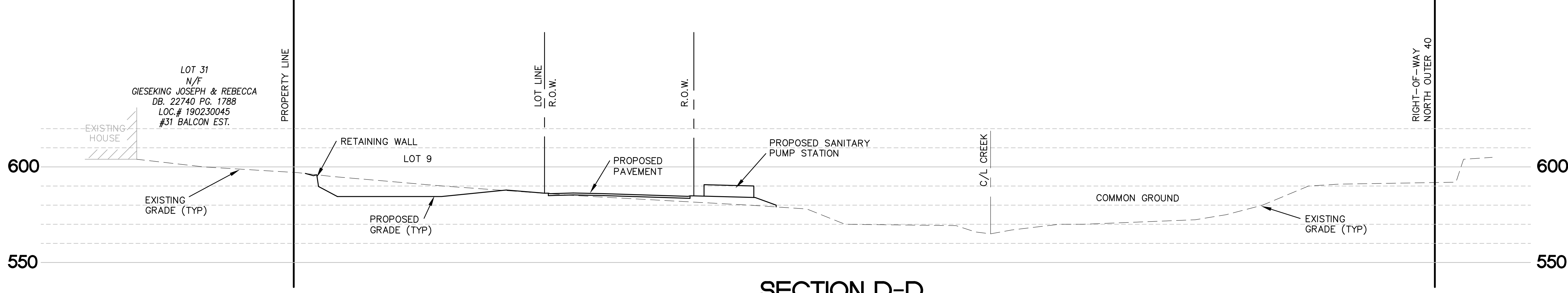
SECTION A-A



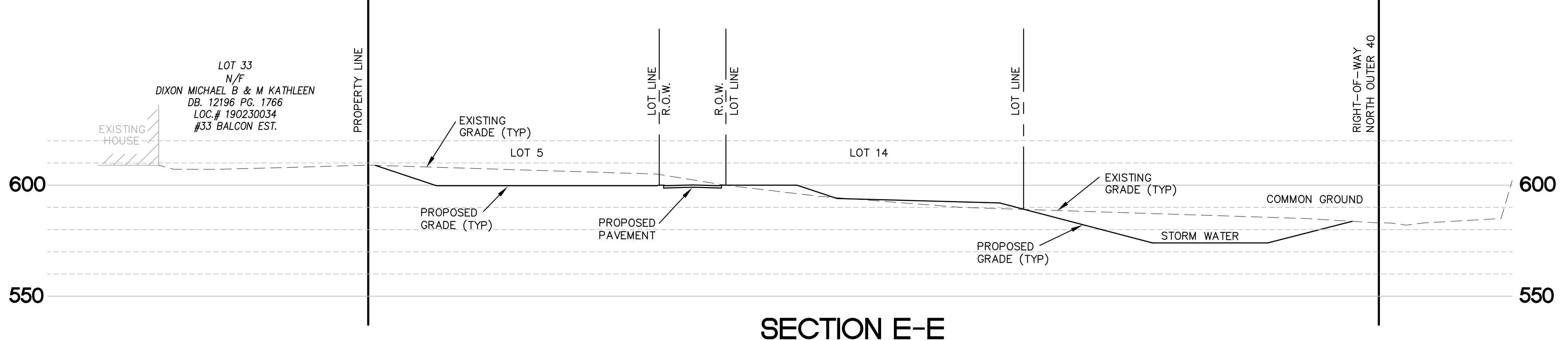
SECTION B-B



SECTION C-C



SECTION D-D



SECTION E-E

SITE SECTIONS
SCALE: 1"=30'

PREPARED BY:

STOCK & ASSOCIATES
Consulting Engineers, Inc.
257 Theanfield Business Parkway
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FAX: (636) 530-9300
e-mail: general@stockassoc.com
Web: www.stockassoc.com

PRELIMINARY SITE DEVELOPMENT PLAN FOR:

**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI



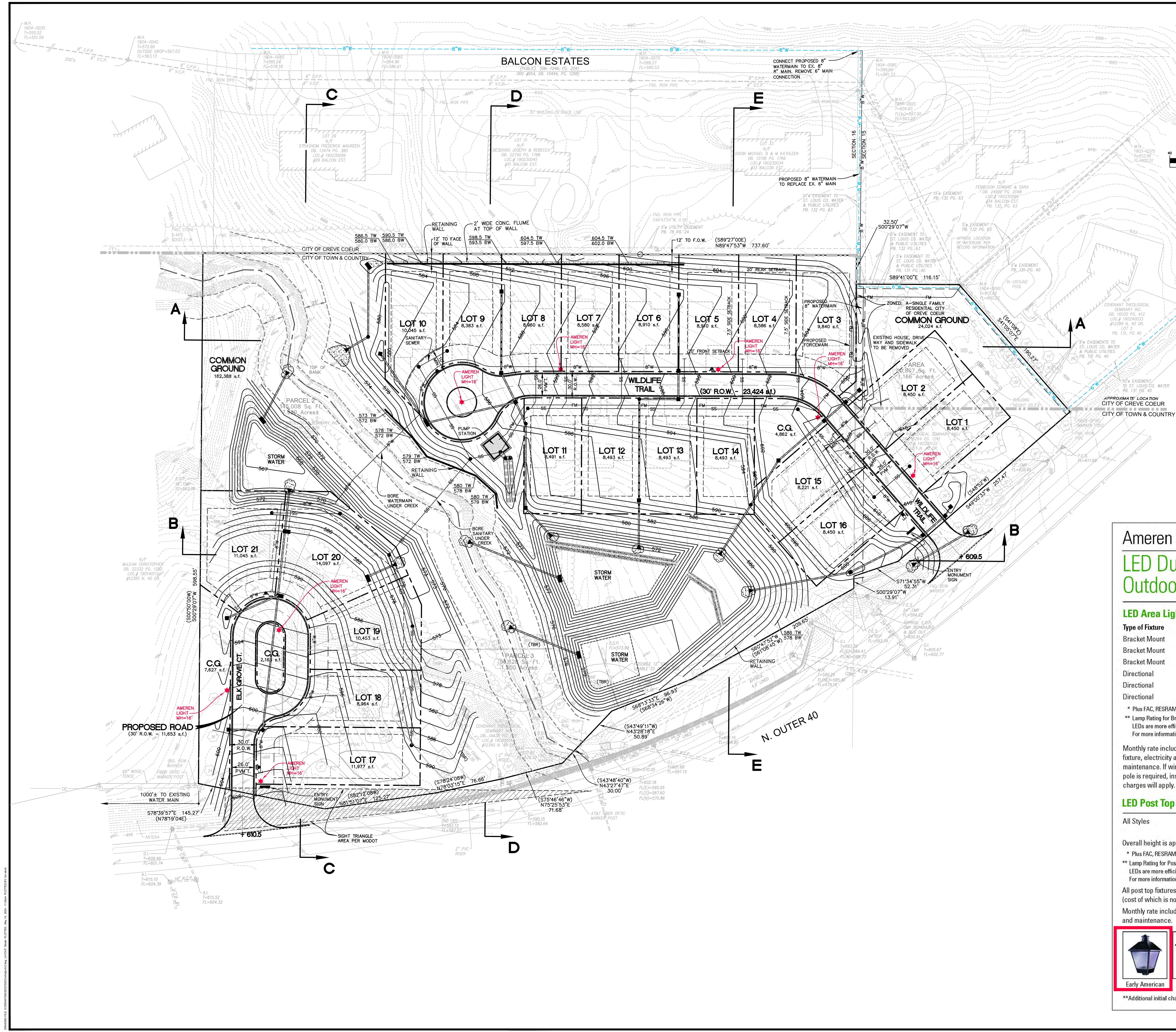
GEORGE M. STOCK E-25116
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000990

REVISIONS:
1. 4/09/2024 REVISED PER COMMENTS
2. 5/14/2024 REVISED PER COMMENTS

DRAWN BY: T.S.	CHECKED BY: G.M.S.
DATE: 3/15/2024	JOB NO: 223-7593
M.S.D. P. #	BASE MAP P. # 190
S.L.C. HAT P. #	HAT SUP. P. #
M.D.N.R. #	USACE # MVS-2024-168

SHEET TITLE:
**PRELIMINARY SITE
DEVELOPMENT PLAN -
SITE SECTIONS**

SHEET NO.:
C4.0



Ameren Missouri

LED Dusk-To-Dawn Outdoor Lighting

LED Area Lighting

Type of Fixture	Lamp Rating**	Monthly Rate*
Bracket Mount	100 LED (Light Emitting Diode)	\$ 9.83
Bracket Mount	250 LED	\$ 15.86
Bracket Mount	400 LED	\$ 29.15
Directional	Small	\$ 20.66
Directional	Medium	\$ 33.12
Directional	Large	\$ 66.02

* Plus FAC, RESRAM and all applicable sales and municipal taxes
** Lamp Rating for Bracket Mount LED is high-pressure sodium watts equivalent. LEDs are more efficient and use less energy than the rating shown. For more information please go to AmerenMissouri.com/Streetlights.

Monthly rate includes fixture, electricity and maintenance. If wire span or pole is required, installation charges will apply.

Bracket Mount

Directional

LED Post Top Lantern

All Styles	Lamp Rating**	Monthly Rate*
	100 LED	\$ 21.83

Overall height is approximately 16 feet on a tapered pole.
* Plus FAC, RESRAM and all applicable sales and municipal taxes
** Lamp Rating for Post Top Lantern LED is high-pressure sodium watts equivalent. LEDs are more efficient and use less energy than the rating shown. For more information please go to AmerenMissouri.com/Streetlights.

All post top fixtures require underground wiring (cost of which is not included in the above).
Monthly rate includes fiberglass pole, fixture, lamp electricity and maintenance.

Early American

Colonial

Contemporary**

Aspen**

**Additional initial charge applies Rates effective April 1, 2020

PREPARED BY:
STOCK & ASSOCIATES
Consulting Engineers, Inc.

257 Chesterfield Business Parkway
St. Louis, MO 63105 PH: (636) 530-9300
FAX: (636) 530-9303
e-mail: general@stockinc.com
Web: www.stockinc.com

PRELIMINARY SITE DEVELOPMENT PLAN FOR:
**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**

12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI

GEORGE MICHAEL STOCK
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER PE-25116
EXPIRATION DATE 5/14/2024

REVISIONS:
1. 4/9/2024 REVISED PER COMMENTS
2. 5/14/2024 REVISED PER COMMENTS

DRAWN BY:
T.S.

CHECKED BY:
G.M.S.

DATE:
3/15/2024

JOB NO:
223-7553

M.S.D. P. #

BASE MAP #

S.L.C. HAT #

HAT S.U.P. #

M.D.N.R. #

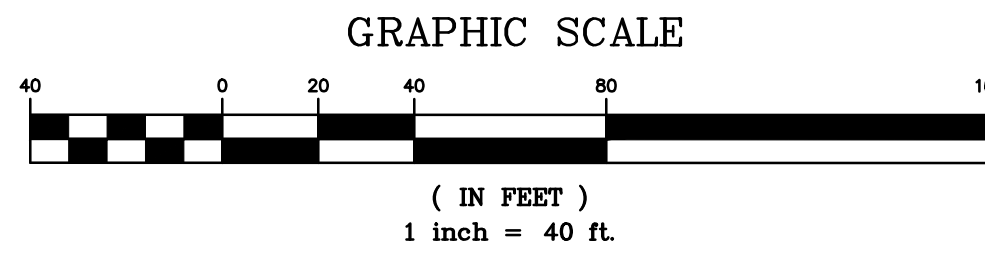
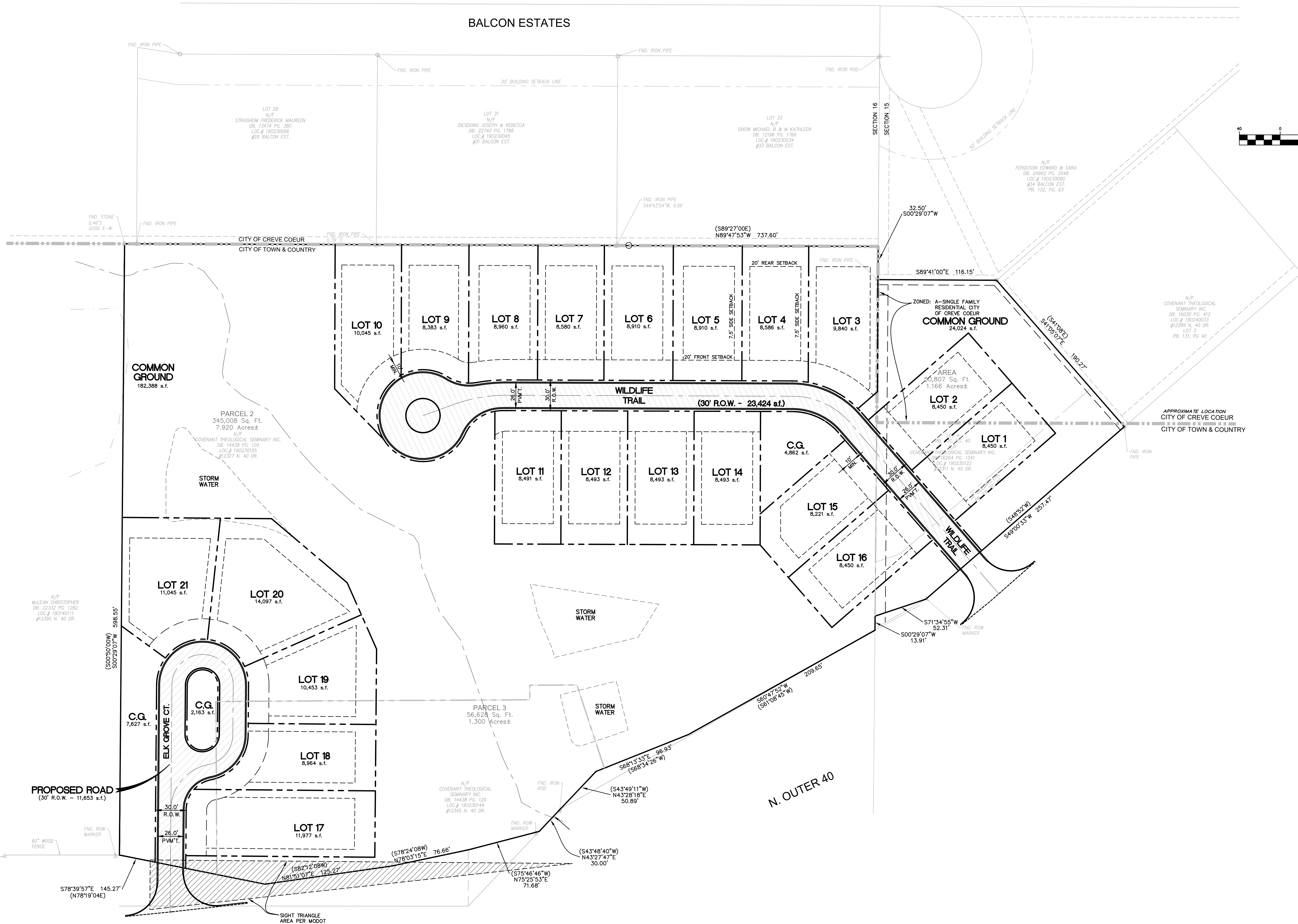
USACE #

MVS-2024-168

SHEET TITLE:
PRELIMINARY SITE
DEVELOPMENT PLAN -
SITE LIGHTING PLAN

SHEET NO.:
C5.0

STOCK & ASSOCIATES, INC. 257 Chesterfield Business Parkway
St. Louis, MO 63105 PH: (636) 530-9300 FAX: (636) 530-9303
e-mail: general@stockassoc.com Web: www.stockassoc.com



PRELIMINARY SITE DEVELOPMENT PLAN FOR:
**PROPOSED DEER HOLLOW RESIDENTIAL SUBDIVISION
BY GRAND COMMUNITIES**
12311, 12327, 12345 N. OUTER 40 DRIVE, TOWN AND COUNTRY AND CREVE COEUR, MISSOURI



GEORGE M. STOCK E-25116
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000990

REVISIONS:
1. 4/09/2024 REVISED PER COMMENTS
2. 5/14/2024 REVISED PER COMMENTS

DRAWN BY: T.S.	CHECKED BY: G.M.S.
DATE: 3/15/2024	JOB NO: 223-7593
M.S.D. P. #	BASE MAP P. # 190
S.L.C. HAT P. #	HAT S.U.P. #
M.D.N.R. #	USAGE # MVS-2024-168

SHEET TITLE:
**PRELIMINARY SITE
DEVELOPMENT PLAN -
DRAFT PLAT**

SHEET NO.:
C6.0

PREPARED BY:
STOCK & ASSOCIATES
Consulting Engineers, Inc.

257 Chesterfield Business Parkway
St. Louis, MO 63105 PH: (636) 530-9300 FAX: (636) 530-9303
e-mail: general@stockassoc.com Web: www.stockassoc.com

THE STANTON MASTERPIECE COLLECTION

3,343-4,387 SQFT

2 Story

4-5 Bedrooms

2-6 Baths

Photos, Q&A
Virtual Tour
& More

English Elegance

THE BECKETT MASTERPIECE COLLECTION

3732+ SQFT

2 Story

4-5 Bedrooms

2.5-5.5 Baths

Photo, Color
Virtual
& More

Modern Farmhouse

American Classic

Coastal Cottage

English Elegance

THE WINSLOW MASTERPIECE COLLECTION

2690-3951 50FT

1 Story

3-5 Bedrooms

2.5-4 Baths

Photos, 3D
Virtual Tour
& More

English Elegance

Modern Farmhouse

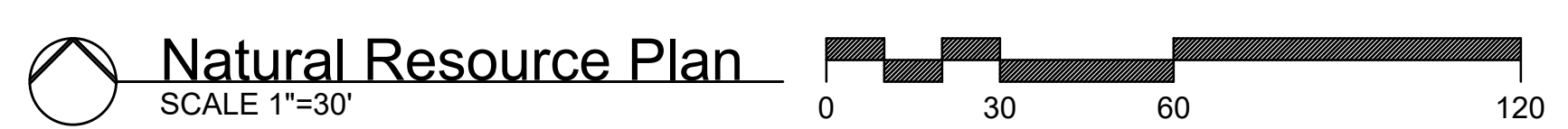
Modern Prairie

Coastal Classic

SHEET NO.: C7.0



- Legend:**
- Existing tree canopy
 - Existing individual tree
 - Existing Grand tree
- Existing Tree Summary:**
- Existing tree canopy
woodland area total = 187,387 s.f. (4.3 acres)
- Existing tree
cross sectional area total = 23,497



Jerald Saunders - Landscape Architect
MO License # LA-007
Consultants:

**Proposed Deer Hollow Residential Subdivision
By Grand Communities**

12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Revisions:

Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2

Drawn: KP
Checked: RS

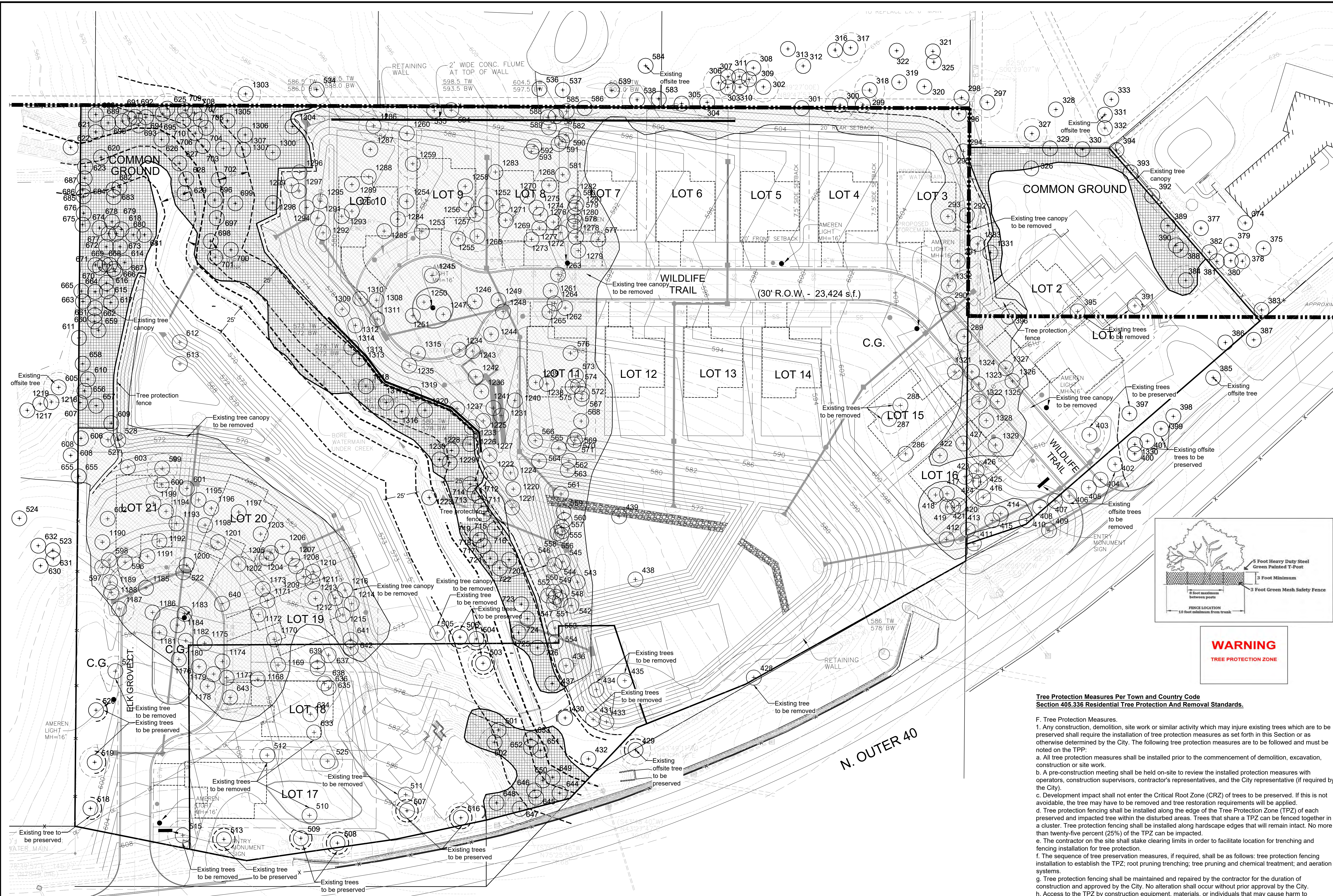
LOOMIS ASSOCIATES
landscape architects + planners
780 south 40 park drive, chesterfield, missouri 63005
t 636-519-8668
www.loomis-associates.com

Loomis Associates, Inc.
Missouri State Certificate of Authority # LAC #000019

Sheet Title:	Natural Resource Plan
Sheet No:	NRP-1
Date:	3/15/24
Job #:	813.134

Note: Refer to NRP-2 for tree inventory chart.

Tree Inventory												
Tree ID	Tree Name	Condition	Grand Tree	DBH	Indiv. Tree	Cross-sectional area	CSA Preserved	Grand Tree CSA	Grand Tree CSA Preserved	To Preserve	To Remove	Observations
286	Black walnut	Good		18	Y						X	
287	Cottonwood	Fair	X	24	Y			452			X	Crown dieback
288	Sycamore	Poor		38	Y						X	Poor structure
289	Northern hackberry	Good	X	22				380			X	
290	Green ash	Poor		18							X	
291	Black walnut	Fair		8		50					X	
292	American elm	Fair	X	22				380			X	
293	Boxelder	Poor		14							X	
294	Sycamore	Poor		30							X	
295	Black walnut	Fair		12		113					X	
296	Shingle oak	Fair	X	23	Y			415		X		
297	Northern red oak	Good	X	22						X		Offsite
298	Northern red oak	Fair		7						X		Offsite
299	Pin oak	Good	X	24						X		Offsite
300	Shingle oak	Good	X	24						X		Offsite
301	American elm	Poor		30						X	X	Serious decline
302	Northern red oak	Good	X	22						X		Offsite
303	Shingle oak	Poor		24						X		Offsite, poor structure
304	American elm	Fair	X	24						X		Offsite, poor structure
305	Pin oak	Poor		6						X		Offsite, poor structure
306	Black cherry	Fair	X	28						X		Offsite
307	Shingle oak	Fair		15						X		Offsite
308	Northern red oak	Good	X	30						X		Offsite
309	Black cherry	Fair	X	14						X		Offsite
310	Northern red oak	Fair	X	24						X		Offsite
311	Northern red oak	Fair		13						X		Offsite
312	Shingle oak	Good		18						X		Offsite
313	Northern red oak	Good		18						X		Offsite
316	Shingle oak	Fair		19						X		Offsite
317	Northern red oak	Good	X	20						X		Offsite
318	Northern red oak	Fair	X	22						X		Offsite
319	Northern red oak	Good		18						X		Offsite
320	Shingle oak	Fair		12						X		Offsite
321	Black walnut	Good		18						X		Offsite
322	Shingle oak	Fair		18						X		Offsite
325	Red mulberry	Fair		6						X		Offsite
326	Northern hackberry	Good	X	20	Y			314	314	X		Lot 1A, Creve Coeur
327	Sycamore	Poor	X	22						X		Offsite, poor structure
328	Eastern white pine	Poor		14						X		Offsite
329	Northern red oak	Fair		7		38	38			X		Lot 1A, Creve Coeur
330	Dead			30						X		Dead, Lot 1A, Creve Coeur
331	Sycamore	Poor		12						X		Offsite, serious decline
332	Black walnut	Fair		8						X		Offsite
333	Red mulberry	Poor		8						X		Offsite
374	Magnolia	Good		6						X		Offsite
375	Black cherry	Poor		22						X		Offsite, poor structure
377	American elm	Fair		18						X		Offsite
378	Sycamore	Fair		10						X		Offsite
379	Sycamore	Fair		13						X		Offsite
380	Sycamore	Fair	X	24	Y					X		Offsite
381	Sycamore	Fair		13						X		Offsite
382	American elm	Fair		8						X		Offsite
383	Arbutus	Good		18						X		Offsite, poor structure
384	Eastern white pine	Fair	X	20	Y			314	314	X		Lot 1A, Creve Coeur
385	Spruce	Good		8						X		Offsite, ROW
386	Bradford pear	Good		8	Y	50	50			X		Lot 1A, Town & Country
387	Red maple	Good		6						X		Offsite, ROW
388	Sycamore	Good		18		254	254			X		Lot 1A, Creve Coeur
389	Sycamore	Good		15		177	177			X		Lot 1A, Creve Coeur
390	Sycamore	Fair		10		79	79			X		Lot 1A, Creve Coeur
391	Flowering dogwood	Fair		8	Y					X	X	Lot 1A, Creve Coeur
392	Black walnut	Fair		8		50	50			X		Lot 1A, Creve Coeur
393	Red mulberry	Poor		9						X		Lot 1A, Creve Coeur
394	American elm	Poor		9						X		Offsite
395	American elm	Fair	X	23	Y			415		X		Lot 1A, Creve Coeur
396	Red maple	Good	X	14		154				X		Lot 1A, Town & Country
397	Eastern red cedar	Fair	X	21	Y			346	346	X		Lot 1A, Town & Country
398	Green ash	Fair		4	Y					X		Offsite, ROW
399	Red maple	Good		10	Y					X		Offsite, ROW
400	Red maple	Good		7	Y					X		Offsite, ROW
401	Green ash	Fair		7	Y					X		Offsite, ROW
402	Dead									X	X	Dead, Offsite, ROW
403	Flower maple	Fair	X	20	Y			314		X		Lot 1A, Town & Country
404	Silvering dogwood	Fair		12	Y					X		Offsite, ROW, poor structure
405	Green ash	Fair		8	Y					X		Offsite, ROW
406	Spruce	Good		8	Y					X		Offsite, ROW
407	Flowering dogwood	Fair		16	Y					X		Offsite, ROW, poor structure
408	Green ash	Fair		7	Y	38				X		Lot 1A, Town & Country
409	Bradford pear	Poor		6						X		Offsite, ROW
410	Red maple	Fair		9	Y					X		Lot 1A, Town & Country
411	Northern hackberry	Fair		16	Y					X		Offsite, ROW
412	Green ash	Fair		18	Y					X		
413	Shingle oak	Poor		6						X		Lot 1A, Town & Country
414	American elm	Poor		7						X		Lot 1A, Town & Country
415	Black walnut	Fair		7	Y					X		Lot 1A, Town & Country
416	Black walnut	Poor		10						X		Lot 1A, Town & Country
417	Black walnut	Fair		15	Y					X		
418	Black walnut	Fair		15	Y					X		
419	Green ash	Poor		6						X		
420	American elm	Poor		10						X		
421	Persimmon	Poor		7						X		
422	Black walnut	Fair		11		95				X		
423	American elm	Dead		14	Y					X		Dead
424	American elm	Poor		10	Y					X		Lot 1A
425	American elm	Poor		10						X		Lot 1A
426	American elm	Poor		8	Y					X		Lot 1A
427	Black walnut	Fair		12		113				X		
428	Bur oak	Excellent		14	Y					X		
429	Green ash	Fair		19	Y					X		Offsite, ROW
430	Green ash	Fair		15	Y					X		Stream buffer
431	Green ash	Fair		13	Y					X		
432	Northern hackberry	Poor		15	Y					X		Stream buffer, crown dieback
433	Northern hackberry	Fair		15	Y					X		Crown dieback
434	Northern hackberry	Good	X	12	Y			452		X		Crown dieback
435	Green ash	Poor		12	Y					X		
436	Green ash	Poor		20	Y					X		
437	Green ash	Poor		20	Y					X		
438	Green ash	Poor		16	Y					X		
439	Green ash	Good		14	Y	154				X		
501	Black walnut	Fair		12		113	113			X		Stream buffer
502	White oak	Fair	X	24				452	452	X		
503	Green ash	Poor		21	Y					X		Stream buffer
504	Green ash	Fair		16	Y					X		Stream buffer
505	Green ash	Fair		12	Y					X		
506	Green ash	Fair	X	24	Y			452	452	X		Stream buffer
507	Sycamore	Good	X	36	Y			1017	1017	X		
508	Sycamore	Good	X	21	Y			346	346	X		
509	River birch	Fair		12	Y					X		
510	Sycamore	Good		14	Y					X		
511	Flowering dogwood	Good		8	Y					X		
512	Oak	Good	X	26	Y			631		X		
513	Pin oak	Good	X	29	Y			560	660	X		
515	Pin oak	Good	X	28	Y			615			X	
516	Amur maple	Poor		20	Y					X		
518	Austrian pine	Fair	X	20	Y			314	314	X		
519	Eastern white pine	Good	X	30	Y			707	707	X		
520	Austrian pine	Fair		18	Y	254	254			X		
521	Green ash	Dead		22	Y			707			X	
522	Sycamore	Good	X	30						X		
523	Eastern red cedar	Fair		9						X		Offsite
524	Eastern red cedar	Fair		14						X		Offsite
525	Sycamore	Good	X	21	Y			346	346		X	
527	White oak	Dead	X	24						X		Dead



Legend:

- Existing tree canopy to remove
- Existing individual tree to remove
- Existing tree canopy to preserve
- Existing individual tree to preserve
- Existing Grand tree to preserve
- Tree protection fence

Existing Tree Summary:

Existing tree canopy woodland area total	= 187,387 s.f. (4.3 acres)
Preserved tree canopy woodland area total	= 49,439 s.f. (1.13 acres)
Existing tree cross sectional area total	= 23,497
Preserved tree cross sectional area total	= 9,593 (40.8 %)
Preserved tree cross sectional area total required	= 11,748 (50 %)
Preserved tree cross sectional area total requiring mitigation	= 2,155

At current CSA per s.f. (0.126 CSA per s.f. woodland canopy)
Provide 17,103 s.f. x 1.2 = 20,524 s.f. (0.47 acres) of new woodland per
Ord. 405.335 D. 3. Replacement of Woodlands.

Tree Preservation Plan

SCALE 1"=30'



Tree Protection Measures Per Town and Country Code
Section 405.336 Residential Tree Protection And Removal Standards.

- F. Tree Protection Measures.
- Any construction, demolition, site work or similar activity which may injure existing trees which are to be preserved shall require the installation of tree protection measures as set forth in this Section or as otherwise determined by the City. The following tree protection measures are to be followed and must be noted on the TFP.
 - All tree protection measures shall be installed prior to the commencement of demolition, excavation, construction or site work.
 - A pre-construction meeting shall be held on-site to review the installed protection measures with operators, construction supervisors, contractor's representatives, and the City representative (if required by the City).
 - Development impact shall not enter the Critical Root Zone (CRZ) of trees to be preserved. If this is not avoidable, the tree may have to be removed and tree restoration requirements will be applied.
 - Tree protection fencing shall be installed along the edge of the Tree Protection Zone (TPZ) of each preserved and impacted tree within the disturbed areas. Trees that share a TPZ can be fenced together in a cluster. Tree protection fencing shall be installed along hardscape edges that will remain intact. No more than twenty-five percent (25%) of the TPZ can be impacted.
 - The contractor on the site shall stake clearing limits in order to facilitate location for trenching and fencing installation for tree protection.
 - The sequence of tree preservation measures, if required, shall be as follows: tree protection fencing installation to establish the TPZ, root pruning trenching; tree pruning and chemical treatment; and aeration systems.
 - Tree protection fencing shall be maintained and repaired by the contractor for the duration of construction and approved by the City. No alteration shall occur without prior approval by the City.
 - Access to the TPZ by construction equipment, materials, or individuals that may cause harm to protected trees will not be allowed. Only limited access, if necessary, shall be permitted with the prior approval of the City.
 - Removal of trees, shrubs, or undergrowth from protected areas shall only be performed when necessary and must be done with hand/power tools only, no heavy equipment/machinery.
 - Utility locations should be planned for areas outside of the (TPZ). Utilities that must cross through the TPZ of trees due to site constraints and utility design requirements must be approved by the City and will be directional bored. No open trenches are allowed. Tree protection fencing must be maintained on both sides of the boring alignment.
 - Attachment of any construction signs, fencing, etc., to any tree to be saved is strictly prohibited. Construction fence footings or support locations are required to be shown on the plan. Position post locations to span the TPZ. Upon completion of construction, all temporary barriers, fencing, and debris shall be removed from the site by the contractor.
 - Tree protection fencing shall consist of a green mesh safety fence that is a minimum of three (3) feet in height, secured with heavy duty steel t-posts set a maximum of eight (8) feet apart.
 - A moisture protected 8.5" x 11" sign stating, "Warning — Tree Protection Zone" shall be required to be placed on the tree protection fencing at a minimum of twenty (20) foot intervals, with a minimum of one (1) sign on each elevation of fence.

Note: Refer to NRP-2 for tree inventory chart.

Proposed Deer Hollow Residential Subdivision
By Grand Communities

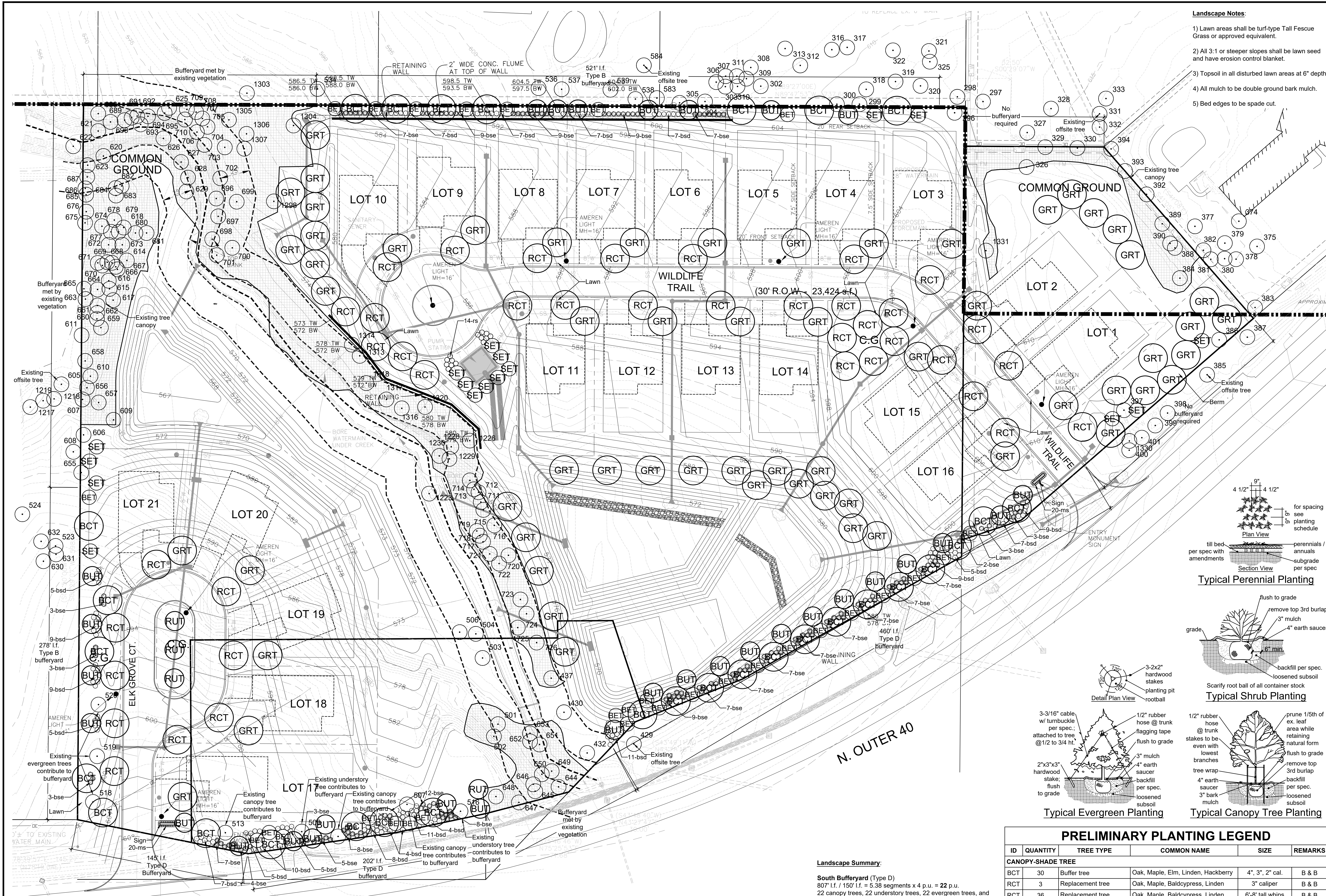
12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2

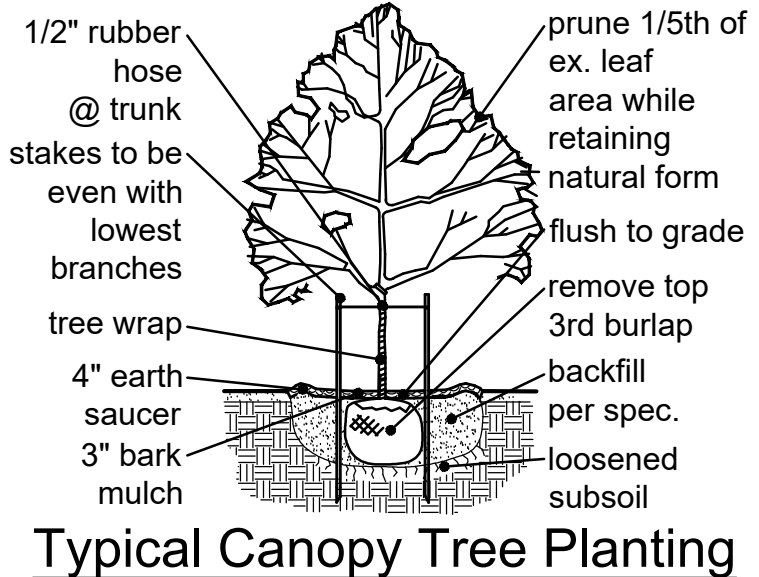
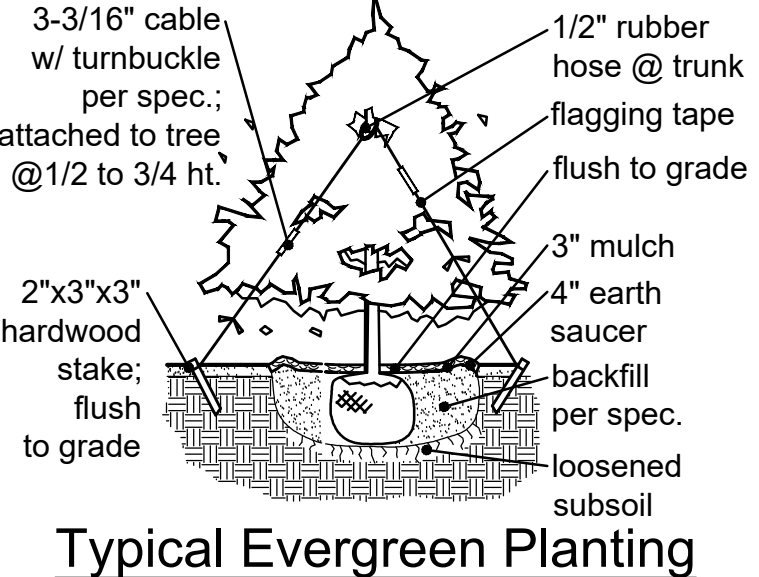
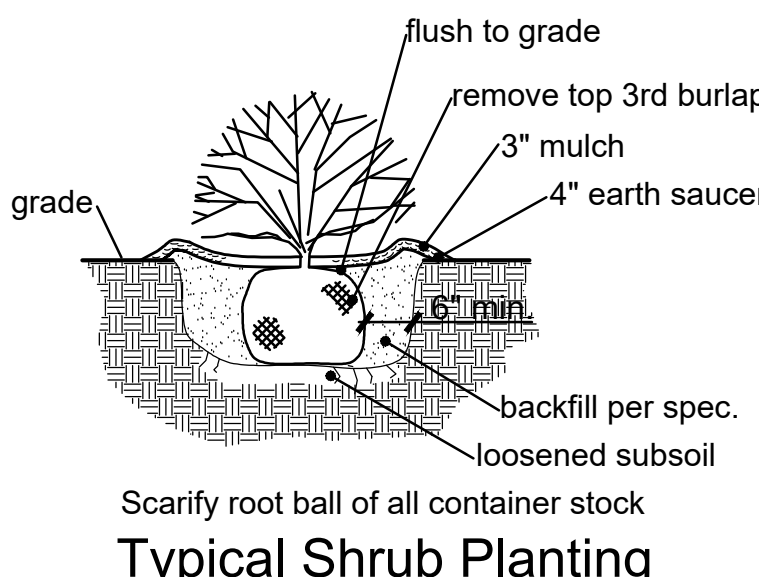
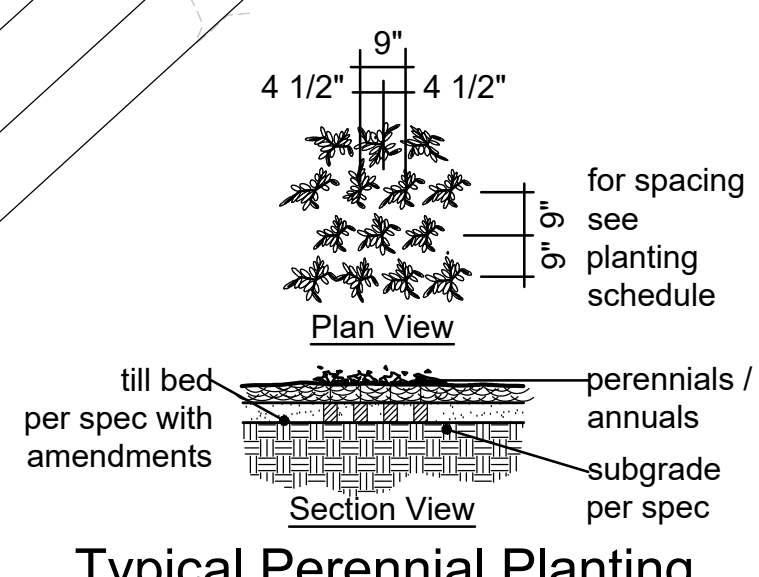
Drawn: KP
Checked: RS

LOOMIS ASSOCIATES
landscape architects + planners
7501 North 40th Drive, Chesterfield, Missouri 63005
t. 636.519.8668
www.loomis-associates.com

Sheet Title:	Tree Preservation Plan
Sheet No:	NRP-3
Date:	3/15/24
Job #:	813.134



- Landscape Notes:**
- 1) Lawn areas shall be turf-type Tall Fescue Grass or approved equivalent.
 - 2) All 3:1 or steeper slopes shall be lawn seed and have erosion control blanket.
 - 3) Topsoil in all disturbed lawn areas at 6" depth.
 - 4) All mulch to be double ground bark mulch.
 - 5) Bed edges to be spade cut.



PRELIMINARY PLANTING LEGEND					
ID	QUANTITY	TREE TYPE	COMMON NAME	SIZE	REMARKS
CANOPY-SHADE TREE					
BCT	30	Buffer tree	Oak, Maple, Elm, Linden, Hackberry	4", 3", 2" cal.	B & B
RCT	3	Replacement tree	Oak, Maple, Baldcypress, Linden	3" caliper	B & B
RCT	36	Replacement tree	Oak, Maple, Baldcypress, Linden	6'-8' tall whips	B & B
GRT	61	Grand replacement tree	Oak, Maple, Baldcypress, Hackberry	3" caliper	B & B
UNDERSTORY-ORNAMENTAL TREE					
BUT	31	Buffer tree	Hornbeam, Serviceberry, Redbud	2.5", 2", 1.5" cal.	B & B
RUT	4	Replacement tree	Serviceberry, Redbud, River Birch	1.5" caliper	B & B
EVERGREEN TREE					
BET	30	Buffer tree	American Holly, Juniper	10", 8', 6" tall	B & B
SET	17	Screening tree	American Holly, Juniper	6' tall	B & B
SHRUBS					
bse	171	Buffer shrub(evergreen)	Holly, Inkberry, Juniper	24" tall	Container
bsd	150	Buffer shrub(deciduous)	Viburnum, Lilac	24" tall	Container
rs	14	Replacement shrub	Holly, Inkberry, Juniper, Viburnum	18" tall	Container
ms	40	Monument sign shrubs	T.B.D.	18" tall	Container

Landscape Summary:

South Bufferyard (Type D)
807' l.f. / 150' l.f. = 5.38 segments x 4 p.u. = 22 p.u.
22 canopy trees, 22 understory trees, 22 evergreen trees, and 215 shrubs required

North Bufferyard (Type B)
521' l.f. / 150' l.f. = 3.47 segments x 2 p.u. = 7 p.u.
8 canopy trees, 8 understory trees, 8 evergreen trees, and 69 shrubs required

West Bufferyard (Type B)
278' l.f. / 150' l.f. = 1.85 segments x 2 p.u. = 4 p.u.
4 canopy trees, 4 understory trees, 4 evergreen trees, and 37 shrubs required

Total bufferyard plantings = 34 canopy trees, 34 understory trees, 34 evergreen trees, and 321 shrubs required

Note: Some existing canopy, understory, and evergreen trees contribute to the quantities in the proposed bufferyard locations.

Grand Tree Replacement Summary:

Grand trees to be removed = 24" DBH (#287) + 22" DBH (#289) + 22" DBH (#292) + 23" DBH (#395) + 20" DBH (#403) + 24" DBH (#434) + 26" DBH (#512) + 28" DBH (#515) + 30" DBH (#522) + 24" DBH (#525) + 20" DBH (#544) + 24" DBH (#547) + 28" DBH (#566) + 21" DBH (#567) + 26" DBH (#596) + 26" DBH (#599) + 30" DBH (#643) + 21" DBH (#1175) + 24" DBH (#1187) + 28" DBH (#1225) + 30" DBH (#1234) + 28" DBH (#1252) + 24" DBH (#1254) + 30" DBH (#1259) + 28" DBH (#1260) + 27" DBH (#1266) + 24" DBH (#1286) + 24" DBH (#1304) + 30" DBH (#1305) = 729" DBH

729" DBH x 0.25 = 182" DBH

182" DBH / 3" caliper tree = 61 replacement trees at 3" caliper inch size

Mitigation Tree Planting Summary:

17,103 s.f. x 1.2 = 20,524 s.f. of new woodland
20,524 s.f. = 0.471 acres
Provided:
6 canopy tree at 3" caliper x 0.471 = 3 canopy trees at 3" cal.
75 canopy tree whips at 6"-8" tall x 0.471 = 36 canopy tree whips at 6"-8" tall
9 understory trees at 1.5" caliper x 0.471 = 4 understory trees at 1.5" cal.
30 shrubs at 1.5" tall x 0.471 = 14 shrubs at 1.5" tall

Common Ground Summary:

122,956 s.f. (4.77 acres) proposed common ground area -
49,439 s.f. (1.13 acres) preserved woodland area =
73,517 s.f. = 1.687 acres of non-wooded common ground
1.687 acres x 8 plant units per acre = 14 plant units required
Requirement met and exceeded by bufferyard plantings (34 plant units)

Proposed Deer Hollow Residential Subdivision
By Grand Communities
12311, 12327, 12345 North Outer 40 Drive
Town and Country and Creve Coeur, Missouri

Revisions:

Date	Description	No.
4/9/24	City Comments	1
5/15/24	Site Changes	2

Loomis Associates Inc.
landscape architects + planners
700 park drive, chesterfield, missouri 63005
t. 636.519.8668
www.loomis-associates.com

Jerald Saunders - Landscape Architect
MO License # LA-007
Consultants:

Sheet Title: Landscape Plan
Sheet No: L1.01
Date: 3/15/24
Job #: 813.134

City of Town & Country
Planning & Zoning Commission 4/17/2024
Proposed: Deer Hollow
Residential Subdivision at
12311, 12327 & 12345 North Forty Drive
By: Grand Communities LLC/Fischer Homes



Who is Grand Communities LLC/Fischer Homes

Legacy

Cincinnati-Based Company

Privately-Owned (Henry + Greg Fischer)

Founded in 1980

Create the best total new home experience

Maintain high customer satisfaction

REQUEST:

Rezone from “Suburban Low” (SL) Zoning District to:
“Suburban Medium” (SM) Zoning District

In addition, A “Planned Residential Community Development” (PRC) w/
a “Preliminary Site Development Plan/ Preliminary Plat”

Comprehensive Plan

Property designated at Residential Suburban per figure 2.2 of Town & Country 2020 Comprehensive Plan.

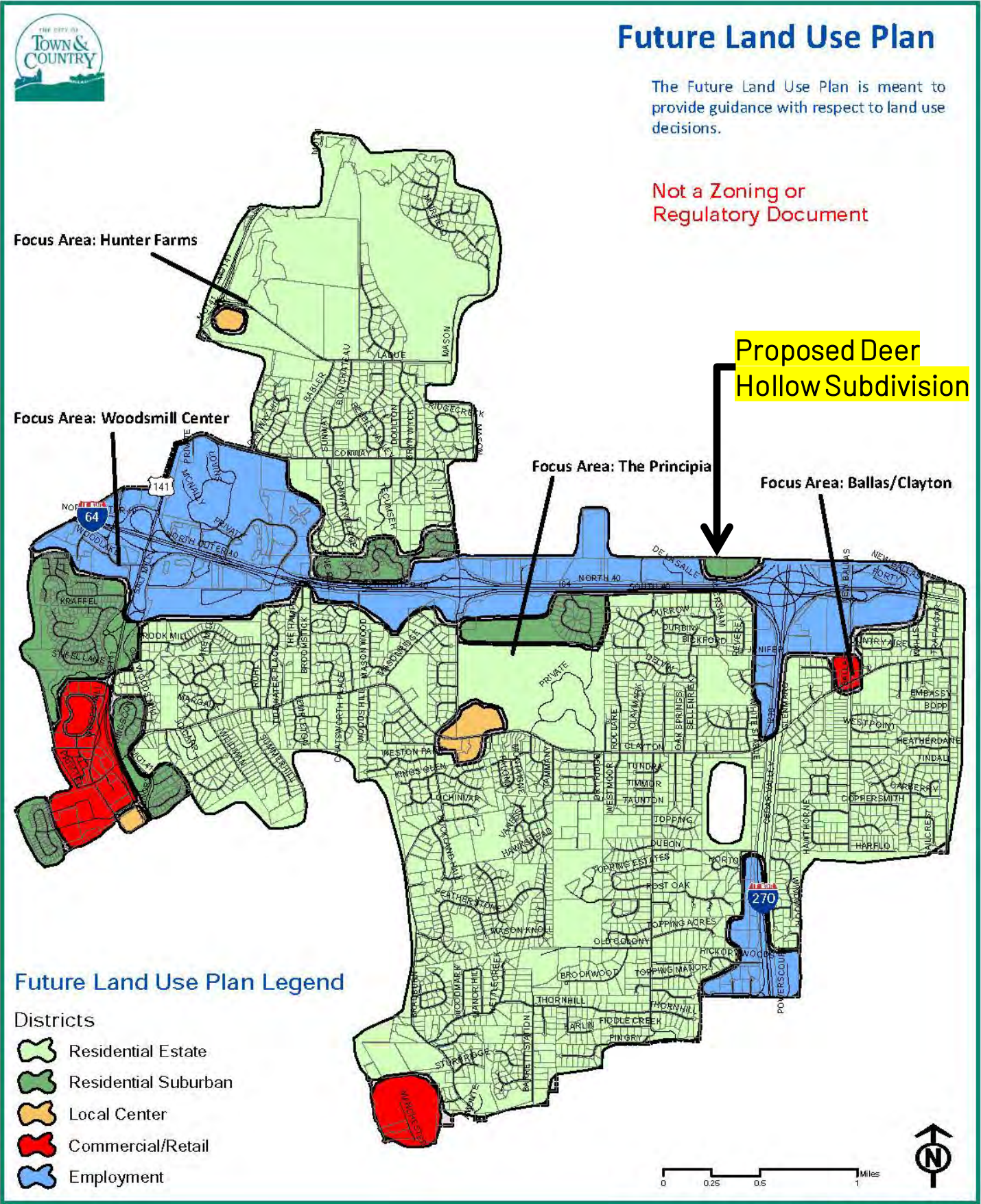
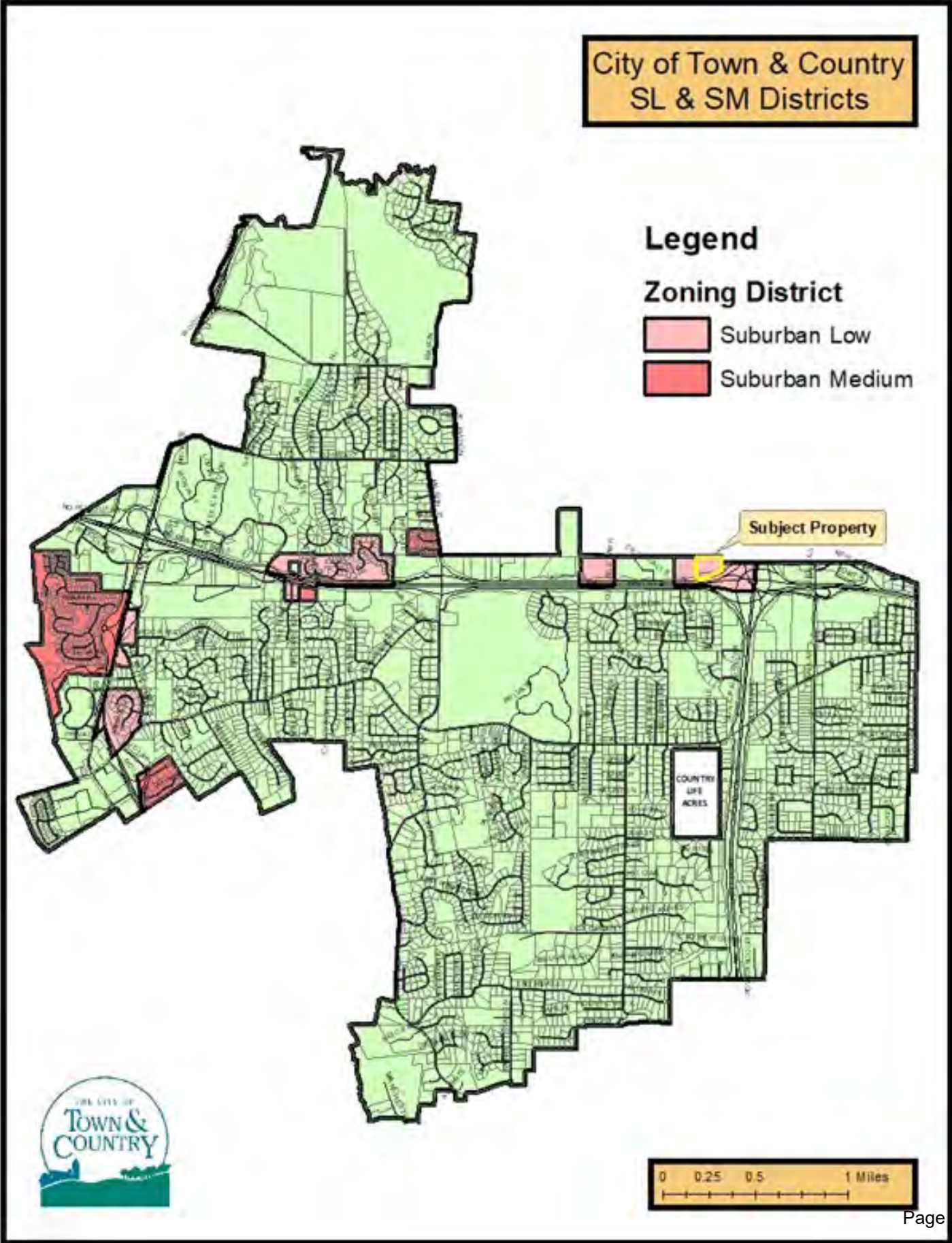


Figure 2.2 Future Land Use

Zoning District Analysis

Property currently zoned "Suburban Low"
Request Rezone to: "Suburban Medium"



RESIDENTIAL SUBURBAN

Design Characteristics

- Creative lot design that grants options for higher density in return for open space.
- A variety of housing types based on physical nature of the property and market trends or desired housing.
- Landscape buffers & natural resource dedication.
- Maximum building height: 2 stories.

Residential Suburban Land Use District

The Residential Suburban Land Use District is defined by residential lots of less than one acre and are found primarily in the vicinity of I-64/40 and MO-141. This district style is defined by residential subdivisions of a higher density, mostly seen in areas of the City that were annexed or created via special zoning regulations such as Suburban Low/Medium.

RESIDENTIAL - SUBURBAN

GENERAL CHARACTERISTICS

- Creative Lot Design that grants options for higher density in return for open space preservation or significant site layout
- A variety of housing types based on the physical nature of the property and market trends or desired housing
- Sensitive design and layout of non-residential uses that are adjacent to residential areas
- Landscape buffers and natural resource dedications
- Maximum building height: 2 stories

PRIMARY DEVELOPMENT TYPES

- Single-Family (Less than 1 acre)

Zoning: Suburban Low/Medium



Single Family Less than 1 Acre Example

SECONDARY DEVELOPMENT TYPES

- Single-Family Greater than an Acre
- Institutional Uses
- Utilities
- Parks and Public Spaces



Single Family 1 acre+ Example



Institutional Use Example (School)



Utilities Example (Storage Tank)

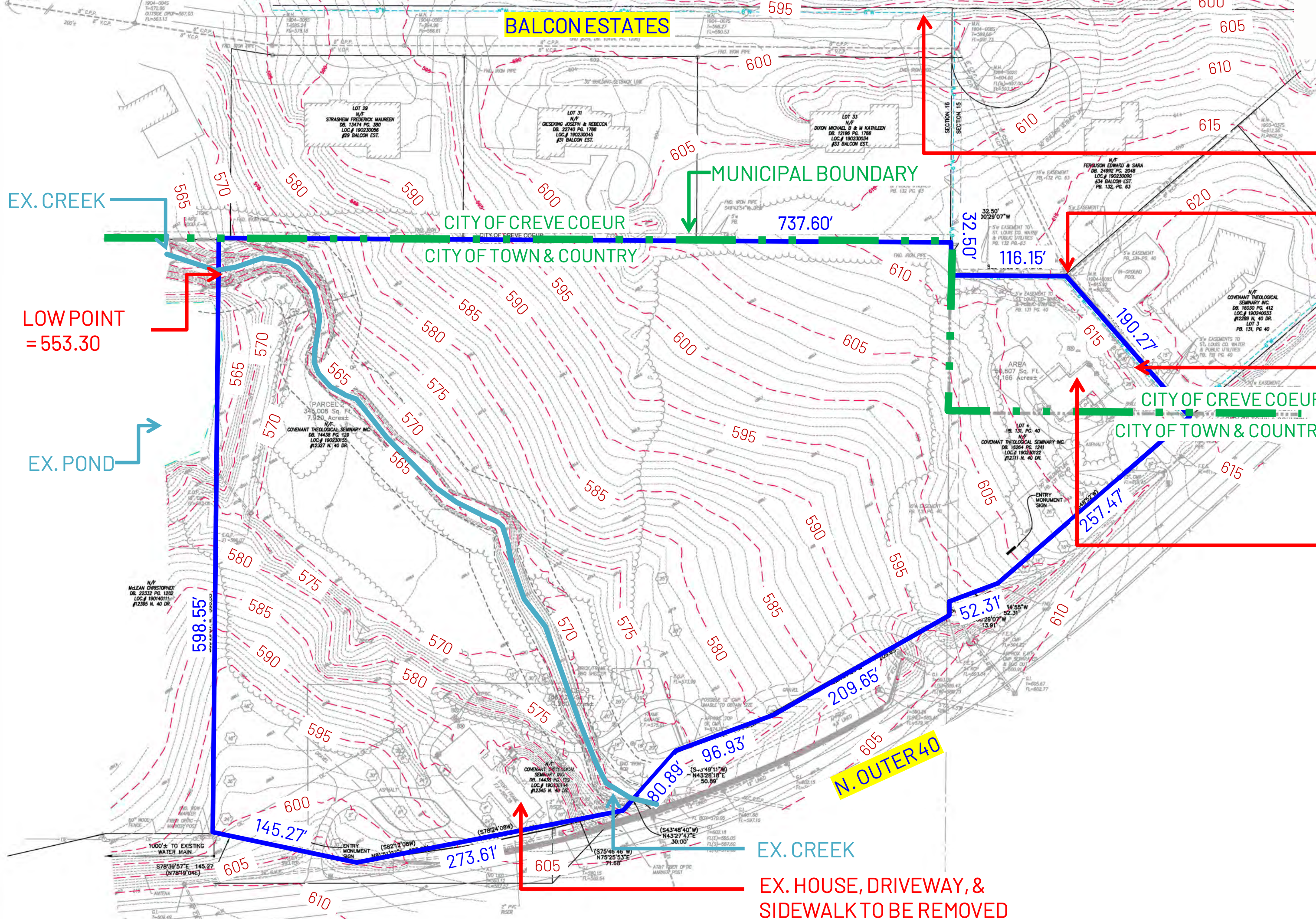


Park & Public Space Example



EX. CONDITIONS

Site Area = 9.816 Ac. (T&C)
Site Area = 0.574 Ac. (C.C)



Existing 8" MAWC
Water main

Existing MSD - 8" P.V.C.
Sanitary Sewer

HIGH POINT = 619

EX. HOUSE, DRIVEWAY, &
SIDEWALK TO BE REMOVED

EX. CREEK
EX. HOUSE, DRIVEWAY, &
SIDEWALK TO BE REMOVED

PROPOSED SITE PLAN

DESIGN CRITERIA

- Lot Size: Lots 1-21
- Minimum Lot Width: 65.0'
- Min. Lot Size: 7,800 S.F. (Lots 10,11,13)
- Max. Lot Size: 14,097 S.F. (Lot 20)
- Rear Yard Setback: 20'
- Front Yard Setback: 20'
- Side Yard Setback: 7.5'
- Height: 40' Max. - Measured from the lowest finished grade of the front of the house to the highest point

DEVELOPMENT CALCULATIONS

TOTAL SITE = 452,443 S.F. ± Or 10.39 Acres ±

Maximum Floor Area:

21 New Homes x 4,513 S.F./Home = 94,733 S.F. (Excludes Basement & Garage)
94,733 / 452,443 = 20.9 %

Maximum Building Coverage:

21 New Homes : 3,273 S.F./Home = 68,733 S.F. (Includes Garage Area)
68,733 / 452,443 = 15.2 %

Minimum Greenspace For Overall Development:

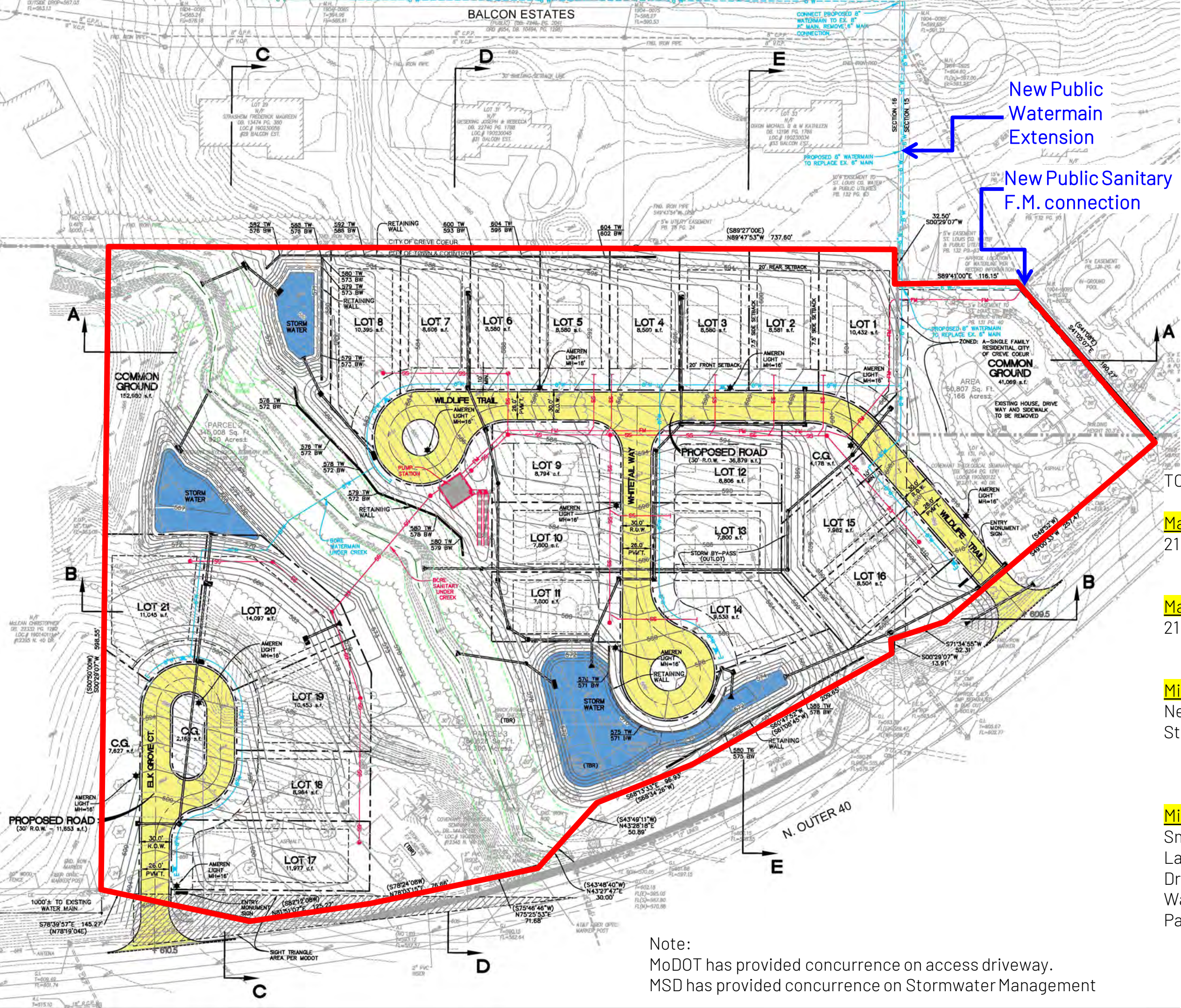
New Home /Garage /Driveway /Walkway /Patio = 88,033 S.F.
Street Pavement: = 41,380 S.F.
129,953 / 452,443 = 28.6 % Site Coverage
323,030 / 452,443 = 71.4 % Greenspace

Minimum Greenspace On Residential Lot

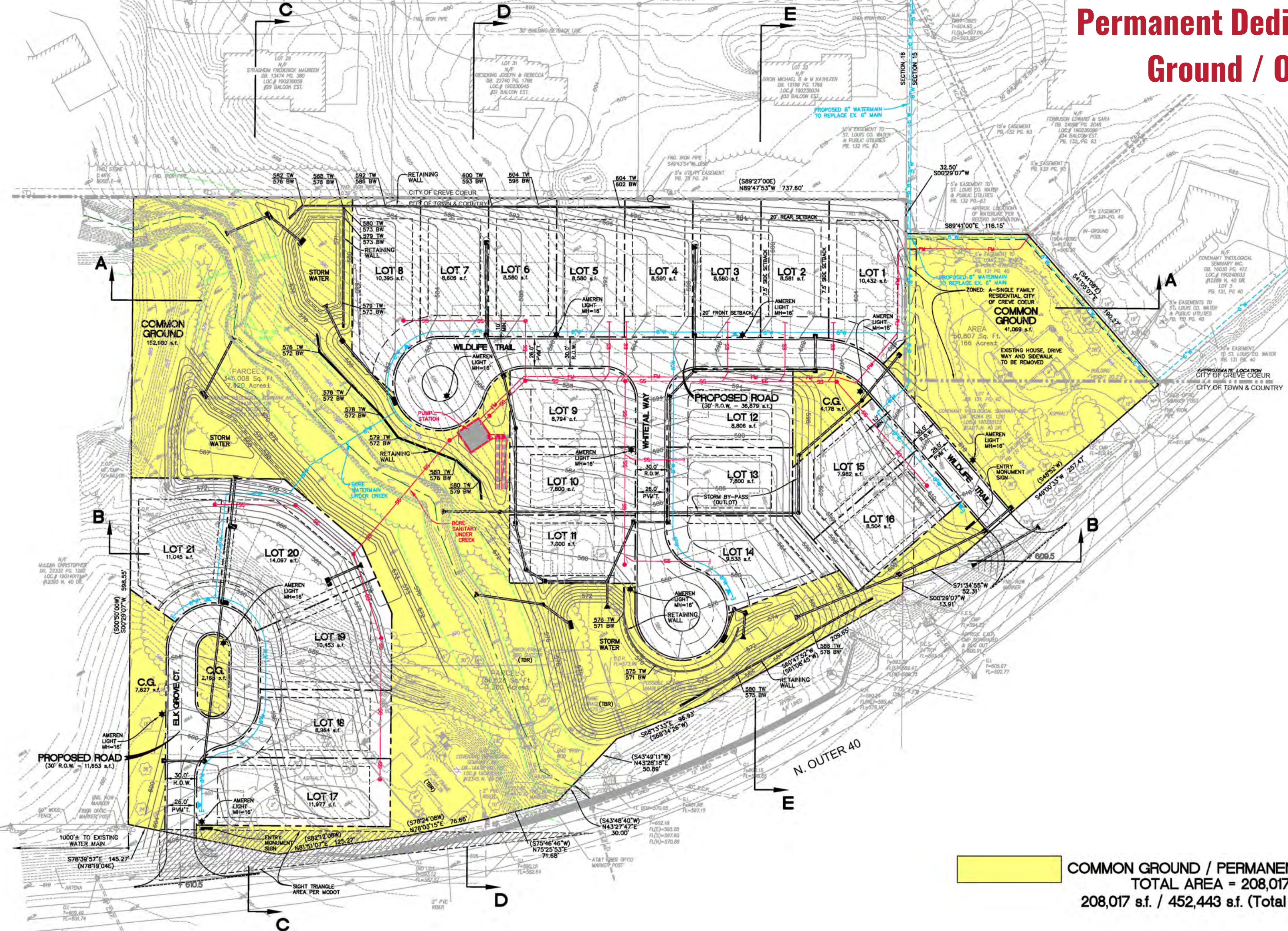
Smallest New Lot (Lots 1-21) = 7,800 S.F.
Largest Home Footprint = 3,273 S.F.
Driveway = 400 S.F.
Walkway = 120 S.F.
Patio & Pool = 850 S.F.

4,643 / 7,800 S.F. = 59.5 % Lot Coverage
3,157 / 7,800 S.F. = 40.5 % Greenspace

Note:
MoDOT has provided concurrence on access driveway.
MSD has provided concurrence on Stormwater Management



Permanent Dedicated Common Ground / Openspace



COMMON GROUND / PERMANENT OPEN SPACE
TOTAL AREA = 208,017 Sq. Ft.
208,017 s.f. / 452,443 s.f. (Total Site) = 45.98 %

Proposed Landscape Plan

Proposed Plantings

Canopy-shade Trees: 131
Understory Trees: 35
Evergreen Trees: 48
Shrubs: 373



Grand Tree Replacement Summary:

Provided = 61 replacement trees at 3" caliper

Mitigation Tree Planting Summary:

Provided

- Canopy Trees @ 3" Caliper = 3
- Canopy Trees @ 6'-8' tall = 37
- Understory Trees @ 1.5" caliper = 4
- Shrubs @ 1.5' tall = 15

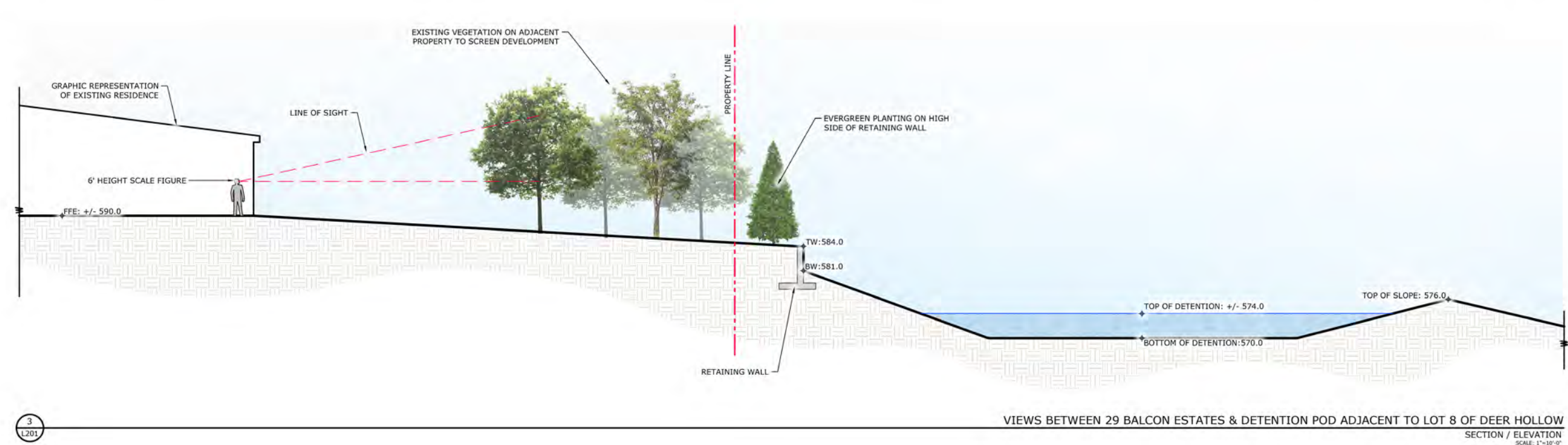
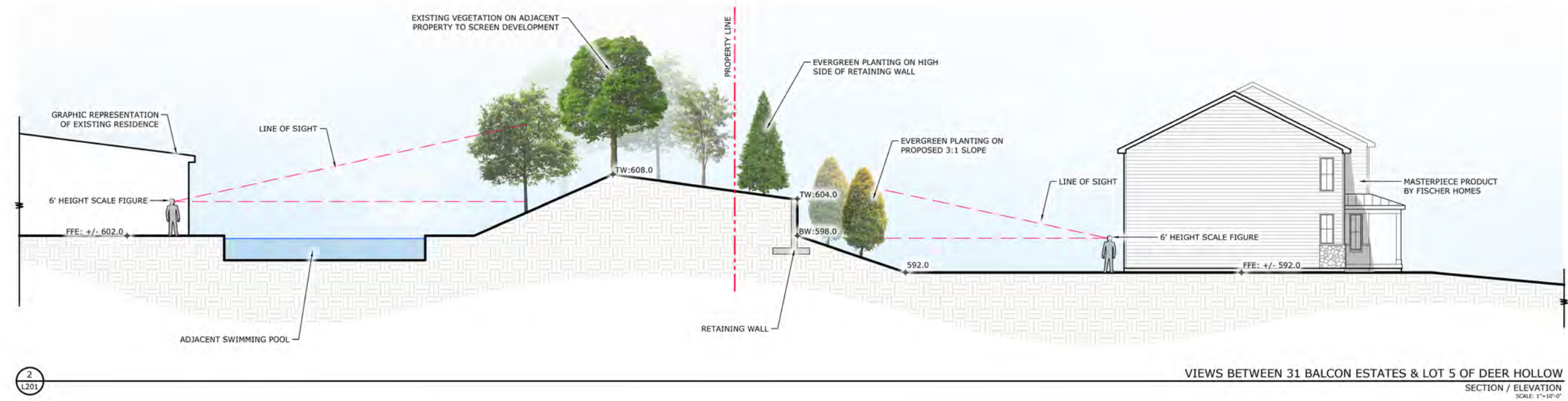
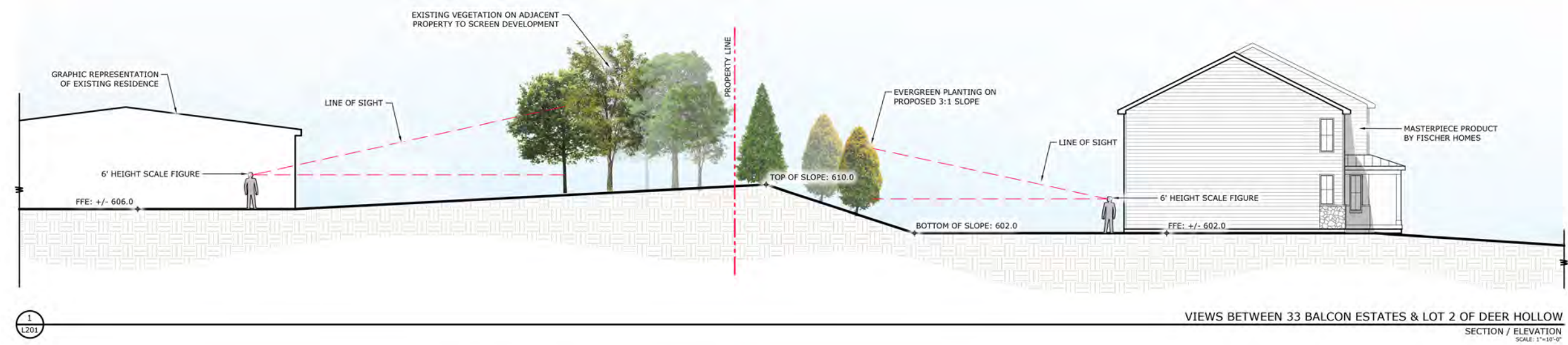
Common Ground Summary:

Proposed Common Ground = 4.77 Ac.
Preserved Woodland = 1.06 Ac.
Non-Wooded Common Ground = 3.71 Ac.
Req. Plant Units = 30
Provided Plant Units = 33

Bufferyard Landscape Summary:

South Buffer: 22 Canopy Trees, 22 Understory Trees, 22 Evergreen, & 215
North Buffer: 8 Canopy Trees, 8 Understory Trees, 12 Evergreen Trees, & 79 Shrubs
West Buffer: 3 Canopy, 3 Understory Trees, 3 Evergreen Trees & 24 Shrubs

Total Buffer Plantings = 33 Canopy, 33 Understory, 37 Evergreen & 318 Shrubs



Community Design

Simple + Understated

Contemporary

Contextual

Create a timeless, high-quality community

Integrate homes with the site

Maximize value



Single-Family Detached (fee-simple)

Option for included maintenance











**average
\$1.2 million**

Luxury Home Lifestyle

Detached homes on low maintenance homesites

One and two-story options

Masterpiece Collection

Spacious open-concept living. Customizable options. Unique design.



2,090 – 4,975
Square Feet



2 – 6
Bedrooms



2 – 6
Bathrooms

Homes That Meet the Modern Lifestyle + Aesthetic

Modern interiors

Natural light

Open concept living









FISCHER HOMES

THE CLAY
MASTERPIECE COLLECTION

3,029-3,916 SQFT 2 Story 4-5 Bedrooms 2-6 Baths



French Manor

Modern Retreat



English Elegance

American Classic

Coastal Classic



Photos, Options,
Virtual Tours
& More

FISCHER HOMES

THE MARGOT
MASTERPIECE COLLECTION

3155 SQFT 2 Story 4 Bedrooms 2.5-3.5 Baths



Modern Retreat



Photos, Options,
Virtual Tours
& More



Modern Farmhouse

Modern European

Coastal Classic

FISCHER HOMES

THE GRAYSON
MASTERPIECE COLLECTION

2929 SQFT 2 Story 4 Bedrooms 2.5-3.5 Baths



Coastal Classic



Photos, Options,
Virtual Tours
& More



Modern Retreat

American Classic

Modern European

FISCHER HOMES

THE TEAGAN
MASTERPIECE COLLECTION

2092 SQFT 1 Story 3-4 Bedrooms 2-3 Baths



Modern Retreat



Photos, Options,
Virtual Tours
& More



Modern European

Coastal Classic

American Classic

FISCHER HOMES

THE STANTON
MASTERPIECE COLLECTION

3,343-4,387 SQFT 2 Story 4-5 Bedrooms 2-6 Baths



English Elegance



Photos, Options,
Virtual Tours
& More



Coastal Classic

Western Craftsman

Modern Farmhouse

FISCHER HOMES

THE FINLEY
MASTERPIECE COLLECTION

2457 SQFT 2 Story 3-5 Bedrooms 2.5-3 Baths



European Romantic



Photos, Options,
Virtual Tours
& More



Modern European

Coastal Classic

French Manor

FISCHER HOMES

THE MITCHELL
MASTERPIECE COLLECTION

2,711-3,520 SQFT 2 Story 4-5 Bedrooms 2-5 Baths



Modern European



Photos, Options,
Virtual Tours
& More



Coastal Classic

American Classic

Western Craftsman

FISCHER HOMES

THE HUXLEY
MASTERPIECE COLLECTION

3114 SQFT 2 Story 4-5 Bedrooms 2.5-5.5 Baths



Modern Farmhouse



Photos, Options,
Virtual Tours
& More



French Manor

Coastal Cottage

English Elegance

FISCHER HOMES

THE PAXTON
MASTERPIECE COLLECTION

3,343-4,387 SQFT 2 Story 4-5 Bedrooms 2-6 Baths



Modern Prairie

American Classic



Modern Retreat

English Elegance

Coastal Classic



Photos, Options,
Virtual Tours
& More

FISCHER HOMES

THE BECKETT
MASTERPIECE COLLECTION

3732+ SQFT 2 Story 4-5 Bedrooms 2.5-5.5 Baths



Modern Farmhouse



Photos, Options,
Virtual Tours
& More



American Classic

Coastal Cottage

English Elegance

FISCHER HOMES

THE EVERETT
MASTERPIECE COLLECTION

2,212-4,295 SQFT 1 Story 2-6 Bedrooms 2-4.5 Baths



Coastal Classic



Photos, Options,
Virtual Tours
& More



Modern Prairie

American Heritage

FISCHER HOMES

THE PEARSON
MASTERPIECE COLLECTION

3529+ SQFT 2 Story 4-5 Bedrooms 2.5-5.5 Baths



Modern Farmhouse



Photos, Options,
Virtual Tours
& More



American Classic

Coastal Cottage

English Elegance

FISCHER HOMES

THE RHODES
MASTERPIECE COLLECTION

3532-4351 SQFT 2 Story 4-5 Bedrooms 2.5-5.5 Baths



Modern Farmhouse



Photos, Options,
Virtual Tours
& More



Modern Retreat

Modern European

American Classic

FISCHER HOMES

THE LELAND
MASTERPIECE COLLECTION

3,045-3,295 SQFT 2 Story 4 Bedrooms 2.5-3.5 Baths



English Elegance

Coastal Classic



American Classic

Modern Farmhouse

Western Craftsman



Photos, Options,
Virtual Tours
& More

FISCHER HOMES

THE WINSLOW
MASTERPIECE COLLECTION

2690-3951 SQFT 1 Story 3-5 Bedrooms 2.5-4 Baths



English Elegance



Photos, Options,
Virtual Tours
& More



Modern Farmhouse

Modern Prairie

Coastal Classic

Thank you!

**BALCON ESTATES
HOMEOWNERS ASSOC.**

32 BALCON ESTATES
CREVE COEUR, MO 63141

Dan & Laurie McDougell, Trustees

32 Balcon Estates / (314) 941-1310

mcdougdo@gmail.com / lmcDougell@gmail.com

Bill Roper, Trustee

12 Balcon Estates / (636) 236-2909

bill@adjunctconsulting.co

Creve Coeur Planning & Zoning Commission

300 N New Ballas Road

Creve Coeur, Missouri 63141

RECEIVED

MAY 15 2024

PLANNING DEPT.

May 15, 2024

The trustees and residents of the Balcon Estates neighborhood in Creve Coeur recognize the likelihood of the Deer Hollow Development directly behind our neighborhood in the City of Town & Country moving forward, and as such, we'd like to strongly emphasize our areas of concern which we believe are reasonable, rationale and merit thoughtful consideration, discussion and *advocacy* by the City of Creve Coeur on behalf of its impacted residents. We appreciate your willingness to engage with us on these issues. These are as follows:

- 1) Environmental - noise/air pollution, wildlife buffer – we request a greater number of and more sizeable trees than currently in the plan.
- 2) Privacy from the construction, and privacy from the homes and their 30' setbacks at the rear – possible fence (proposed as a notion by Jason Jagge of Creve Coeur).
- 3) Stormwater Management – Policing the civil engineering to confirm MSD requirements are met.
- 4) Presenting and discussing the hazards created by both entries proposed off of North Outer 40 as per MODOT comments.
- 5) Earlier designs showed berms and/or retaining walls that encroached 3 properties to accomplish positive drainage away; this needs to be discussed.

We presented these and other issues at the introductory meeting with the developer, Fischer Homes. The preliminary site development plan may have been revised to accomplish their grading requirements without asking the permission of the Balcon property owners, but the visual and maintenance concerns at the actual property line are still very valid.

Our capacity to have our voices heard loudly is limited by the size of our small neighborhood, and we therefore graciously ask that the City of Creve Coeur supplement our own efforts using whatever advocacy avenues that may be reasonable and at your disposal. We greatly thank you in advance for your consideration to our concerns and any help you may be able to provide.

Respectfully,

Dan McDougell, Laurie McDougell & Bill Roper

On behalf of the residents of Balcon Estates

P.S. Please see attached for the documentation provided to the Town & Country Planning & Zoning Committee meeting on April 17th, 2024.

Balcon Estates Homeowners Association (HOA)

This document, and the concerns/issues presented in it, are put forth in good faith by the Balcon Estates Board of Trustees on behalf of all 29 homesteads constituting the Balcon Estates Subdivision ("Balcon").

Trustee: Dan McDougell / 32 Balcon Estates / mcdougdo@gmail.com / (314) 941-1310

Trustee: Laurie McDougell / 32 Balcon Estates / lmcdougell@gmail.com / (314) 283-7005

Trustee: Bill Roper / 12 Balcon Estates / bill@adjunctconsulting.co / (636) 236-2909

Regarding: Fischer Homes development initiative south/southeast of Balcon

Initial Requests

- We request a **traffic study** be conducted to study eastbound and westbound North Outer Forty traffic and the impacts of entrances at the start of wide curves.
- We request that both a **left turn middle lane and right turn turnout lane be added** for these entrances so as to not impede the flow of traffic on North Outer Forty.

Initial Inquiries

- Can MoDOT, Town & Country, and MSD **guarantee** the residents of Balcon that this development, coupled with the planned lane widening on Interstate 270 & approach ramps to Highway 40, won't exacerbate existing flooding potential?
 - In other words, **we request evidence** that both projects – but especially the Fischer Homes development initiative – **will consistently/unfailingly handle** the anomalous, yet recurring rainstorms that are in the ~10"/24 hours magnitude (e.g., one experienced a couple of years ago which broke a 106-year-old record) and not dump higher water volumes into the creek running through Balcon for the duration of the rainfall than the current (pre-development) amount. The creek is already overwhelmed and has flooded homes historically.
- **Is Fischer Homes complying with Town & Country ordinances for pervious area relative to lot size and the proportion of pervious to impervious surfaces?**
 - Seemingly, the proposed Planned Unit Development (PUD) would deviate from the Town & Country standards that were adopted for the purposes of: stormwater management, quality of life and reduction of urban heat islands.

Balcon Estates Homeowners Association (HOA)

Assuming the stormwater issues described above are adequately/fully addressed by the proposed Fischer Homes development, Balcon secondarily makes the following requests and inquiries:

- **Light Pollution:** Concerns with light pollution are real. Balcon requests that only light cut-off type fixtures be allowed on the rear-facing elevations of the homes and that no direct light source can be viewed from either story of Balcon homes.
- **Tree Loss:** In losing mature trees, Balcon requests 3 new evergreen trees for every tree removed, whether deciduous or evergreen. Evergreens in place scrub the air and mitigate sound pollution all year long, and since we are going to lose a volume of pine and other very mature trees, we request this 3-to-1 replacement ratio. Replacement trees should have a minimum 4-inch caliper and height of 10-12 feet. A combination of White Pines and Loblolly Pines (both prevalent in this immediate area) should be used to replace those removed and augment the berms that are going in on the property boundaries.
- We seek a commitment from the city of Town & Country Building Division that would require on-site road cleaning equipment be utilized throughout the life of the development until build out is complete. This is to ensure:
 - Quick address of any mud, spills and rock tracked out onto the roadway that pose a hazard to traffic, as well as to bicyclists and pedestrians who consistently use this side of the North Outer Forty road shoulder.
- Assuming this development is approved by Town & Country, it would seem prudent that poured concrete Jersey barriers similar to those that were installed 5 years ago on Clayton Road would be considered, at least along the area of sweeping curve transition from a south/north orientation into an east/west orientation. The existence of two new subdivision entrances raises the chances for car/bicyclist and car/jogger accidents. Are such installations being considered?
- The curved area of North Outer Forty that crosses over the retaining wall to the northwest and sits below the MoDOT retaining wall to the southeast, already poses problems during icy precipitation. What is being provisioned in the approach aprons to both subdivision streets to capture liquid precipitation before it flows out onto the roadway, exacerbating the problem?
- We request finer be levied if construction noise occurs before/after ordinance-mandated start/end times, respectively.
- Should the Fischer Homes development be approved by Town & Country and, post-development, flooding occurs in our downstream properties to a higher flood level than previously documented flood levels, Balcon reserves the right to pursue litigation to collect damages and preserve the properties, homes, lawns, landscapes and access to the homes of the Balcon Estates Subdivision.

**BALCON ESTATES
HOMEOWNERS ASSOC.**

**32 BALCON ESTATES
CREVE COEUR, MO 63141**

Dan & Laurie McDougell, Trustees

32 Balcon Estates / (314) 941-1310
mcdougdo@gmail.com / lmcDougell@gmail.com

Bill Roper, Trustee

12 Balcon Estates / (636) 236-2909
bill@adjunctconsulting.co

Creve Coeur City Council

300 N New Ballas Road
Creve Coeur, Missouri 63141

May 28, 2024

On behalf of the residents of the Balcon Estates neighborhood, the trustees would like to emphasize the following concerns/requests regarding the Deer Hollow Development: We are **opposed to the City of Creve Coeur allowing the annexation of property without appropriate concessions made by Fischer Homes to the residents of Balcon Estates**. We believe the annexation will lead to a decline in property values due to a loss of privacy, sound attenuation and greenspace density.

We are asking for the following as minimum concessions:

- With the proposed retaining wall just 10' from the property lines, the mature 60'-80' tall trees will have the roots severed with catastrophic results.
- We ask that the buffer zone be increased to 20' from 10'.
- We ask that Fischer provide 14' tall Evergreens in lieu of 8'-10' per their planting legend created by Loomis.
- Larger caliper trees are requested than the proposed 3"-4" per the planting legend Canopy Shade Trees and Understory – Ornamentals.
- Fischer homes mentioned verbally that they would provide trees on the homeowners' property if a mutually agreed upon plan was adopted. We would like to verify that commitment with something in writing.
- We request a provision included in the bylaws of the Deer Hollow HOA to cover costs of tree removal on homeowner property from root damage due to the retaining wall creating root damage.

Respectfully,

Dan McDougell, Laurie McDougell & Bill Roper
On behalf of the residents of Balcon Estates

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE CITY OF CREVE COEUR
FOR THE FISCAL YEAR 2025 COMMENCING JULY 1, 2024 AND
APPROPRIATING FUNDS PURSUANT THERETO**

WHEREAS, THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2024 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 MAY 28, 2024, 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 2, 2024, 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, 2024, 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 \$4,000,000 DURING FY 2025 RESULTING IN AN ASSIGNED FUND BALANCE OF \$7,000,000 FOR THE INTENDED USE OF PAYING FOR PUBLIC FACILITIES.

SECTION 3: COUNCIL HEREBY APPROVES AN ADDITIONAL ASSIGNMENT OF \$1,000,000 DURING FY 2025 RESULTING IN AN ASSIGNED FUND BALANCE OF \$2,000,000 FOR STREET IMPROVEMENTS PER ORDINANCE 5479.

SECTION 4: 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 5: THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

PASSED THIS ____ DAY OF _____, 2024.

TIMOTHY CARNEY, PRESIDENT OF THE CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2024.

DR. ROBERT HOFFMAN, MAYOR

ATTEST:

KELLIE HENKE, CITY CLERK



MEMORANDUM

DATE: May 21, 2024

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Adoption of Proposed FY 2025 Budget

On April 19, 2024 the proposed FY 2025 budget was submitted to City Council and the Finance Committee. The proposed budget was reviewed by the Finance Committee and the City Council during a joint work session on April 24th. Then the Finance Committee met again on May 7th to continue their review of the budget. A letter of recommendation for adopting the proposed budget with some comments for City Council's consideration was submitted on May 9th by the Finance Committee Chair with the Finance Committee's approval.

City Council then held a second work sessions on May 13th. During the budget review process, the City Council did not make any changes to the budget.

A public hearing is to be held on May 28th, 2024.

City staff is recommending adoption of the proposed FY 2025 budget for the City of Creve Coeur. The budget has been posted on the City's website. I would be pleased to respond to any questions.

Finance Committee

May 9, 2024

Honorable Mayor and Members of City Council
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141

Dear Mayor Hoffman and City Council,

On April 24, 2024, the Finance Committee attended the Joint Work Session with the City Council. Then the Finance Committee met again on May 7, 2024 to complete the review of the Operating Budget for FY 2024-2025. Also present were Council Liaison Joe Martinich, Finance Director Lori Obermoeller, and City Administrator Mark Perkins. The Finance Committee regards the review sessions to fully satisfy Charter requirements and recommends the proposed Operating Budget to City Council for adoption. We offer the following comments for your consideration:

1. Revenues. Should there be a reduction in sales tax as a result of the elimination of the food sales tax, the Finance Committee recommends pursuing the Use Tax.

Respectfully,

A handwritten signature in blue ink that reads "Betty J. Kagan". The signature is fluid and cursive, with the first name "Betty" and last name "Kagan" clearly legible.

Betty J. Kagan
Finance Committee Chair



MEMORANDUM

DATE: May 29, 2024

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Amendments to Proposed FY 2025 Budget

On April 19, 2024 the proposed FY 2025 budget was submitted to City Council and the Finance Committee. The first City Council work session with the Finance Committee was held on April 24th to discuss the proposed budget. The proposed budget was also reviewed by the Finance Committee on May 7th. Then the 2nd City Council budget work session was held on May 13th.

As pointed out in the public hearing on May 28, 2024, the WCDC expenditures had not been increased enough from the current fiscal year. Therefore, the following line items have been increased to account for the \$64,504 overall increase to the FY 2025 budget:

- 01-13-15-6213 (Office Equipment Maint.) for REJIS Access Fees - increase \$2,120 to \$6,136.
- 01-13-15-6253 (Telephone) for telephone - increase \$4,200 to \$35,540
- 01-21-11-6202 (Technical & Personal) for Base & User Fees - increase \$58,184 to \$722,632

This will decrease the General Fund balance by \$64,504 for FY 2025.

Any budget page that was affected by the above increase is attached. Also including is the revised Strategic Plan Update, which was also reviewed at the Council Meeting last night. We have removed any of the Five Year CIP pages that don't affect FY 2025 to save budget printing costs. All of the updated pages (Revised as of 5/29/24) will also be included in the council's packet on June 10, 2024. The entire revised budget for FY 2025 has been posted to the website. I would be pleased to respond to any questions.



City of Creve Coeur

FY 2025

Preliminary Operating Budget

Revised 5-29-24

complete in FY 2025 is the reconstruction and signalization of the intersection of Lindbergh Boulevard and Old Olive Street Road. The project will include a pedestrian crossing and will connect Old Olive east and west of Lindbergh, a critical step toward the implementation of the Old Olive Great Street Plan and the 39N Master Plan. Three separate grants have been awarded to the city for the project, covering 83% of the cost.

GENERAL FUND

Long-range revenue and expenditure projections for the General Fund are included in Section 2 of the proposed budget. In FY 2025, operating revenues are projected to outpace operating expenditures by \$405,660. After inter-fund transfers, the fund balance is expected to increase by \$1,206,977. This includes a transfer in from the Public Safety Fund of \$799,822, a transfer in from the Parks & Stormwater Fund of \$565,998, and a transfer out to the Capital Fund of \$500K.

Long-Range Outlook

Before FY 2022, despite a 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 10-year period. However, starting in FY 2022, sales tax and utility taxes have increased significantly, now accounting for 69% of the city's General Fund revenue. Revenue growth is expected to be relatively flat going forward. As the Olia Village development begins to take shape over the next one to two years, we will update our revenue projections accordingly.

The long-term global trend from brick-and-mortar stores to online shopping accelerated during the pandemic and continues to escalate. Cities across the state and nation have increasingly adopted a use tax to recover the revenue losses resulting from the trend to online purchases, and this is something that the City of Creve Coeur will need to consider as a means of maintaining existing service levels in the future.

General Fund Reserves

Creve Coeur continues to maintain a substantial reserve in its General Fund, providing the opportunity to set aside funds for certain long-term capital needs:

- In recent years, the City Council has begun to set aside a portion of the city's General Fund balance for future construction of a new Government Center. For FY 2025, it is recommended that this amount be increased from \$3M to \$7M to be reserved for future replacement of the Government Center, with a goal of further increasing this reserve by \$1M in each of the subsequent three years to reach \$10M in FY 2028. The total cost of replacing the Government Center is estimated to be in the range of \$20M.
- In addition, the General Fund reserve for streets, to cover emergency repairs or other unforeseen street-related projects, is recommended to be increased from \$1M to \$2M. Maintaining a healthy reserve for streets has become more important as the number of scheduled street projects over the next few years has grown considerably.

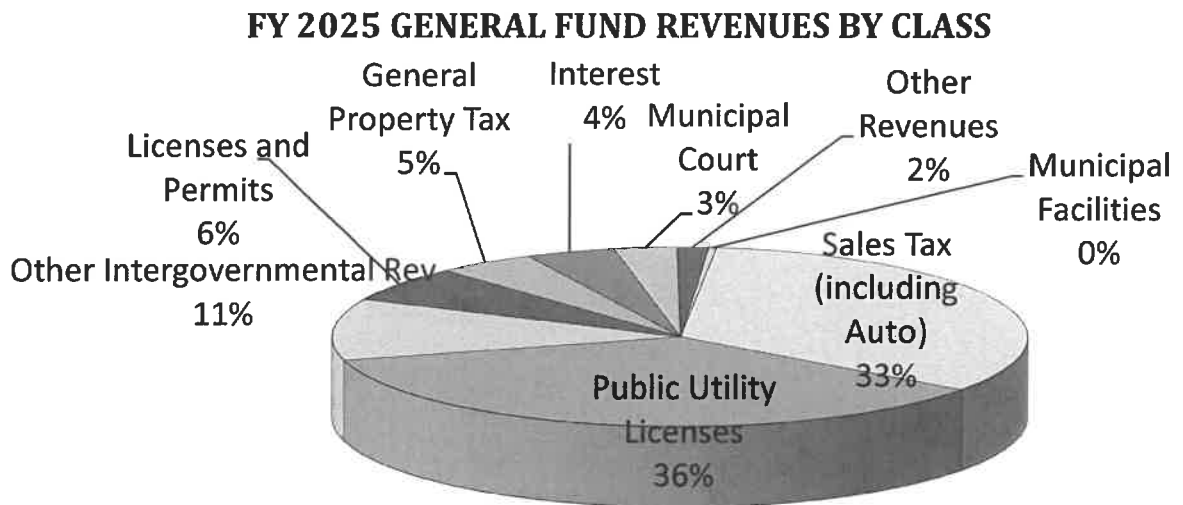
After accounting for these assigned purposes, the city is projected to have an unassigned fund balance of \$13.8M or 77.4% of annual expenditures in FY 2025. By FY 2029, the city's General Fund unassigned reserves are projected to be reduced to \$8.9M, or 44.4% of annual operating expenditures. This figure is still 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 \$500K of County Road and Bridge Tax revenues (up from \$400K) 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 supports Street Division operations in the General Fund. In addition to the \$500K, the City will transfer another \$900K to the Capital Fund in FY 2026 to offset the cost of roof replacement for the Public Works Garage and Ice Arena.

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 (33% of General Fund revenues) and utility licenses (36% of General Fund revenues). For FY 2025, operating revenues for the General Fund are projected to remain flat from projected FY 2024 revenues. While property tax, utility tax, and sales tax are all projected to increase 1%, building permits, apartment re-occupancy fees, and escrow deductions are projected to decrease 16% or return to the normal 5-year average after 3 record years in FY 2020, FY 2021, and FY 2022. A brief explanation of revenue projections for FY 2025 is provided below:



Intergovernmental Revenues, which include sales tax, gas tax, and county road and bridge tax, comprise 44.5% of operating revenue, and are projected to increase by 2%, but only because of the additional grants for Preserving Local Records (\$15,907), the Electronics & Shred Event (\$7,500), as well as funds from the Opioids Settlement (\$15K).

The city's sales tax for FY 2024 is projected to be \$5,711,265, or flat with FY 2023 and 11.5% more than FY 2019, which is the last full year not impacted by the pandemic. For FY 2025, staff is projecting a modest 1% increase. The city's sales tax rate is 1.25%, subject to the St. Louis County sharing formula whereby a portion of revenues are shared with other cities and the county.

Public Utility Licenses, which comprise 36% of the city's operating revenue, are projected to increase 5.2% in FY 2024 over FY 2023. For FY 2025, all utilities are budgeted to increase 1% except Telephone (decrease 2%) and Video Service Fees (flat), for an overall increase of only .6%.

The city's General Fund **Real Estate Tax** rates per \$100 of assessed value are \$.067 for residential and \$.080 for commercial property, which decreased for FY 2024 since it was a reassessment year. FY 2025 is budgeted to increase 1% increase to \$824,867. Higher reassessments will result in lower property tax rates due to Missouri state law. 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 11.6% to \$1,160,319 for FY 2025. Building permit revenues are projected to decrease by 5.5% to \$675,000 following three consecutive exceptional years (FY 2020 – FY 2022), where we saw several large projects being initiated.

Apartment Re-Occupancy permit revenues are projected to decrease 4.1% to \$96,000 in FY 2025 as a result of apartment facilities improving their new occupant procedures.

Escrow Deductions are budgeted to decrease 64.5% to \$65,000 in FY 2025 as a result of fewer deductions being forfeited back to the City.

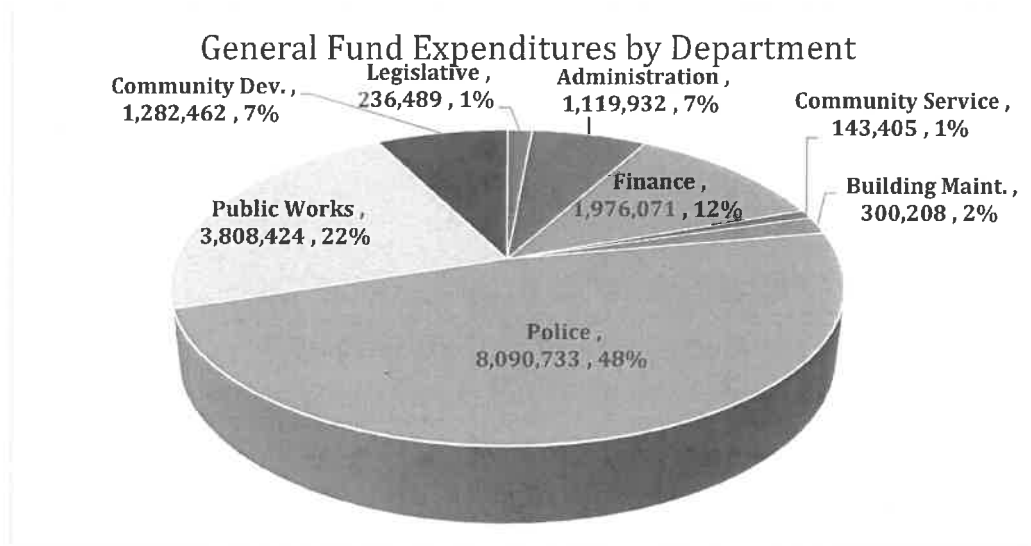
Business license revenues are projected to increase by 1% in FY 2025, at \$212,949. While several businesses closed during the pandemic, since the City continues to gain several new businesses to help offset the loss. The city's business license rates have not been adjusted since the early 1990s.

Municipal Court revenues are projected to increase by 1% in FY 2025 to \$532,270, as Municipal Court sessions have returned to normal with in-person court, while also continuing virtual sessions after curtailing in FY 2021 and FY 2022 due to the pandemic.

Interest on Investments increased in FY 2024 as a result of interest rates continuously increasing after COVID-19. While interest rates are expected to level off for FY 2025, interest revenue is still budgeted to increase 5% to \$750,000. Since the City has a ladder portfolio (most maturing in three years), the leveling off of the rates takes three years to see.

Charges for Municipal Facilities are projected to increase 3% at \$64,000, and can be attributed to the increase in park programs and park rentals. This is still down \$8,500 or 11.7% from the last full pre-pandemic year of FY 2019 as a result of not opening up reservations for the Multi-Purpose Room or either one of the two meeting rooms.

General Fund Expenditures



FY 2024 expenditures are projected to be .67% lower than budgeted mainly due to the timing of filling vacancies. FY 2025 is projected to be .40% less than projected expenditures for FY 2024 mainly as a result of the decrease in pension costs as a result of closing the Legacy Pension Plan and purchasing fewer patrol vehicles (\$518,000) in FY 2025. Several patrol vehicles were ordered in FY 2023 but not received until FY 2024 and two vehicles were totaled following accidents, so FY 2024 had more purchases than expected. As the chart below demonstrates, personnel services comprise 71.28% of our General Fund budget.

<u>Expenditure Category</u>	<u>FY 2024 Projected</u>	<u>FY 2025 Budget</u>	<u>Percentage Change</u>
Personnel Services	\$12,515,988	\$12,685,089	1.4%
Operating Expenses	\$4,613,633	\$4,870,864	5.6%
Capital Outlay	\$758,150	\$260,990	-65.6%
TOTAL	\$17,887,771	\$17,816,944	-.40%

Personnel Services

The Police Department composes the majority (58%) of the General Fund personnel expenditures. The Public Works Department makes up the next largest portion of the city's personnel costs (14.9%).

Major factors affecting personnel expenditures in FY 2025 are outlined below.

- The total full-time employee population remains at 109 employees.
- Minimum and maximum salary ranges are recommended to increase by 2% 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 2% market equity is proposed for all merit-based employees, and a 3.5% market equity is proposed for all step-based employees (police officers and sergeants) for \$232,278.
- A 4% merit increase is proposed for all merit plan employees and a 3.5% step increase is proposed for step plan employees for \$257,800.
- Longevity pay has been frozen since FY 2011 and continues to 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 every year of service up to FY 2011. For FY 2025, longevity pay decreased to \$17,280, down from \$23,424 in FY 2024.
- In 2009, the city elected to pool its health insurance with other municipalities in the St. Louis Area Insurance Trust (SLAIT) to reduce rate volatility and gain more control of the plan from year to year. In FY 2024, rates are projected to increase 7.5% which will increase the premiums by \$184,726 to \$1,417,250*. A spousal surcharge program was created in 2021, which resulted in an annual savings of more than \$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 offer wellness programs to encourage healthy lifestyles among our workforce.
- As mentioned previously, LAGERS assumed administration of the city's closed legacy defined benefit (DB) along with the \$30 million in plan assets on January 1, 2024; therefore, there will be no further city costs associated with the closed plan moving forward.
- A component of the pension changes included providing a COLA to all retirees under the closed legacy DB plan. The total one-time cost of the COLA was \$2.4M, including \$825,900 in cost to the General Fund in FY 2024. Without this one-time cost, the personnel costs would have increased 7.9% instead of the 1.4% listed in the previous chart.
- Effective September 1, 2024, all active employees are now in the L-6 LAGERS plan and contribute 4% of their salary to the plan. The 4% employee contribution is projected to generate \$468,318*. The city's contribution to LAGERS is budgeted at \$1,536,665*.

**Combined General, Capital, Sewer Lateral, Parks & Stormwater, Enterprise, and Public Safety funds.*

Operating Expenses are projected to increase by 5.6% to \$4,870,864 in FY 2025. 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 2025, trash and recycling contract costs are budgeted at \$871,500.

The City's police dispatching services are provided through the West Central Dispatch Center, which is comprised of the cities of Creve Coeur, Ladue, Town & Country and Frontenac, with an estimated annual cost of \$644,704 in FY 2025, or approximately 10% higher than FY 2024. 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 \$260,990 for FY 2025. This amount represents a 65.6% decrease over the estimated FY 2024 expenditures with most of the

decrease due to a decrease in police vehicle replacement. FY 2023 vehicles were not received until FY 2024 and two vehicles were totaled, so FY 2025 included a lot more vehicles than budgeted. 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 that 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 the preservation of existing infrastructure and aggressively pursuing outside funding to offset the city’s cost where possible.

The five-year plan (FY 2025–FY 2029) includes approximately \$21.6M in total capital outlay with a 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 updated by a third-party consultant in FY 2023.

The Capital Fund budget is based on the five-year Capital Improvement Plan (FY 2025 – FY 2029), and was approved on April 8, 2024.

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 \$2,297,611 at the end of the current fiscal year, up only .25% from FY 2023 and up \$304K or 14% over FY 2019, which was the last full pre-pandemic fiscal year. A 1% increase in sales tax revenue is projected in FY 2025.

Historically, General Fund transfers of \$400K have been recommended and included in the Capital Improvement Plan to provide funding to maintain a robust street maintenance program consistent with the intended use of county road and bridge revenues. Starting in FY 2025, this amount has been increased to \$500K.

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 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. About \$660K of these funds were used in FY 2023; about \$2.1M will be spent in FY 2024 and the rest will be spent in FY 2025. The funds were used for the 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 2025 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 - \$240,000
- Park & Recreational Facilities - \$30,500
- Street and Sidewalk Improvements - \$5,382,300
- Capital Equipment - \$400,258
- Administration - \$180,226

PARKS AND STORMWATER FUND

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. The 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

Revenues for FY 2024 are projected to be \$3,493,693 and \$3,367,558 is budgeted for FY 2025, which is a 3.6% decrease. This decrease is due to less funding from other agencies, while sales tax is projected to increase 1%.

The city projects \$281,643 in funding from other agencies (down from \$461,952 in FY 2024), including funding from the re-established Operations, Maintenance, and Capital Improvement (OMCI) Deer Creek Watershed District by MSD.

Parks and Stormwater Expenses

The FY 2025 projects are outlined in detail in the CIP. Expenditures by major category in the Parks-Stormwater Fund are as follows:

- Parks and Recreational Facilities - \$2,336,000
- Stormwater - \$1,691,000
- Capital Equipment - \$30,000
- Administration - \$175,728

BUILDING PROJECT BOND FUND

In FY 2017, voters approved a \$10.635M 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 2025 is \$1,496,924. In addition to the Public Safety Sales Tax, the City began receiving the 3% marijuana sales tax in October 2023, which was passed by the voters and dedicated to public safety. Both of these revenue sources 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 Police Station. The city's adopted policy on the use of these funds can be found under the "Financial Policies" section of the budget.

The Public Safety Fund for FY 2025 includes \$117K for market/step adjustments for police. In total, \$515,401 is charged to the Public Safety Fund to offset police compensation increases which have been made over the last several years to maintain competitive salaries.

Not new to the Budget, but new to the FY 2025 transfer out amount is \$284,421, which is 20% of the Public Safety Sales Tax. This portion of the transfer out of the Public Safety Fund to the General Fund is to cover the pension liability for the Police Department. This amount is up 17% as a result of an increase in sales and the new 3% marijuana sales tax, which began October 1, 2023. This amount was previously paid directly to the Legacy Pension Plan. However, since the city closed the Legacy Pension Plan and transferred the assets and administration to LAGERS in January 2024, this 20% is now transferred to the General Fund to offset the LAGERS pension costs for the Police Department.

Building and operating costs for the Police Station, including utilities and maintenance, are budgeted at \$170,556 for FY 2025.

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 \$43,870 in FY 2025.

Other capital items, including building upgrades, firing range lead abatement, replacement pistols and holsters, replacement administration vehicle, comfort dog, walkie-talkie replacements, and 3 additional Flock license plate recognition (LPR) cameras are just a few of the items included in FY 2025.

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 2025.

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.

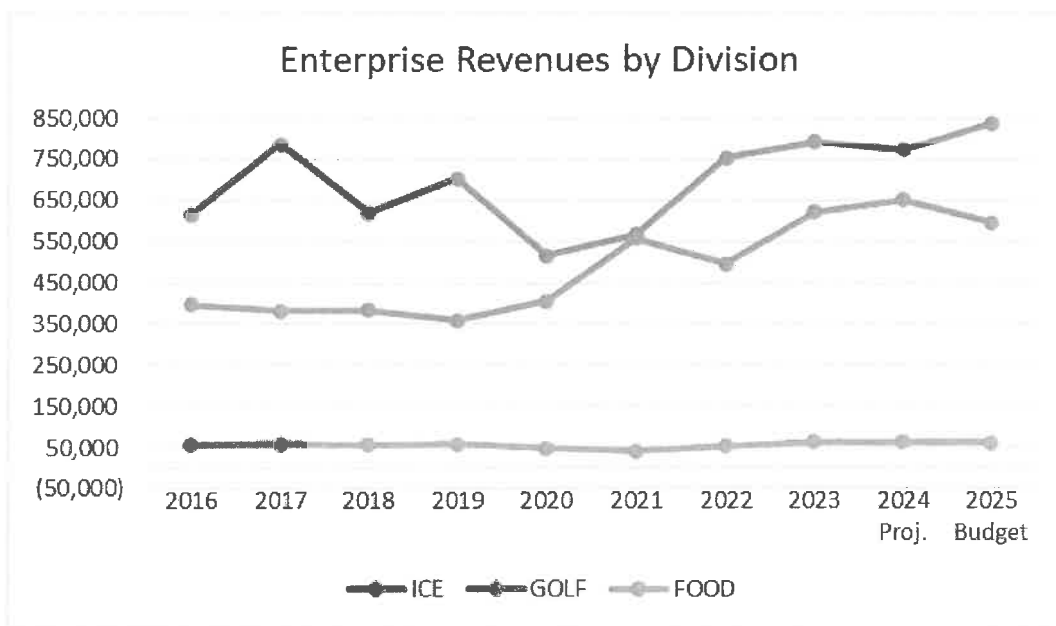
Doing a defeasance allows the city to pay off the bonds faster and also allows the city the option of issuing bonds again before the 20-year maturity at the same rate (subject to voter approval).

In FY 2025, property tax revenue is budgeted to be \$964,600, with interest revenue of \$19,190.

Interest expense is estimated to be \$205,988, and principal expense is anticipated to be \$490,000 in FY 2025.

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 .37% higher in FY 2025 (\$1,493,624). The golf course has seen a substantial increase over FY 2019, up 80.5%, 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 \$59,297 or 8.4%.

Operating Expenses for the Enterprise Fund are anticipated to increase by 5.5% to \$1,465,919. 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 8.3% over projected FY 2024 revenues to \$837,275 in FY 2025. Estimated expenses for FY 2025 are projected to decrease .16% to \$680,647 when compared to projected expenses for FY 2024. The decrease in expenses resulted primarily from a

decrease in ice repairs that occurred in FY 2024 of \$20K. The increase in revenues is due to a projected one-month shutdown of the ice arena during renovations in FY 2024 related to the 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 decrease in FY 2025 by 8.69% to \$595,849 when compared to projected revenues for FY 2024. This amount takes into account the wide variation we have seen in course revenues over the last several years. Estimated expenses for FY 2025 are projected to increase by 11.64% to \$729,935 over projected FY 2024, with most of this increase resulting from \$52K in golf capital equipment. Such capital expenses have previously been charged to the Capital Fund, but the growing fund balance of the Enterprise Fund provides the opportunity for capital equipment expenses to be charged to the Enterprise Fund.

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 decrease slightly in FY 2025 to \$60,500 compared to projected FY 2024 revenues of \$54,326. Estimated expenses are projected to increase to \$55,337 compared to projected FY 2024 expenses of \$54,326.

Budget highlights and detail for Golf, Food, and Ice are included within the proposed budget.

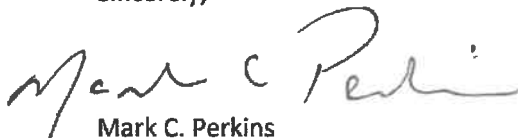
CONCLUSION

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 2025 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, the 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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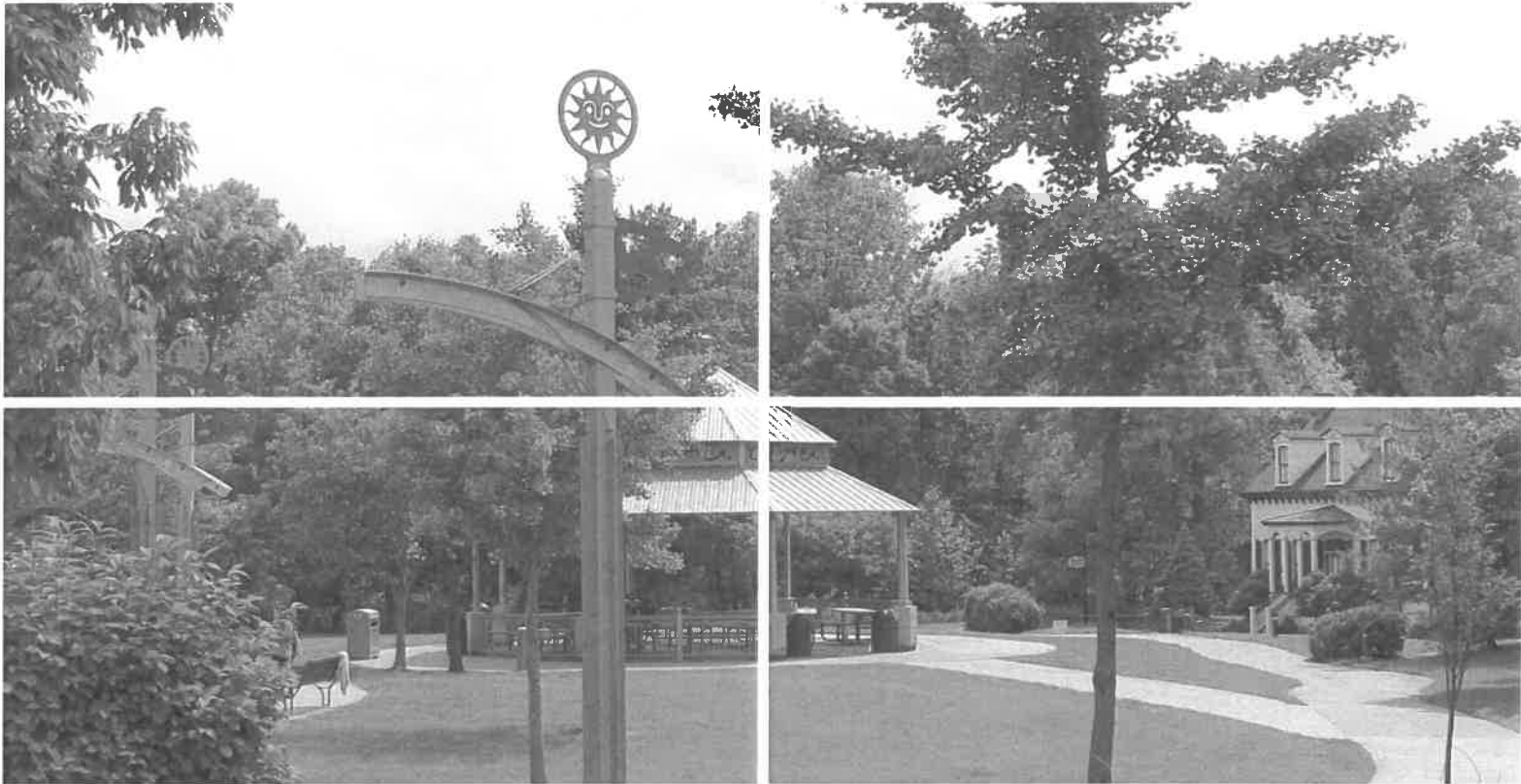
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Budget and Financial Policies (Continued)

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 2025 Fund Balance is 127.8% with Unassigned Fund Balance at 77.4%.
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.

CREVE COEUR MISSOURI STRATEGIC PLAN 2 0 2 3 - 2 0 2 5



Adopted April 11, 2022
Updated May 7, 2024

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.



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)





Invest in city services to make them effective and efficient.

ACTIONS

FY23 Actions:

- Completed a comprehensive review of city's benefit package; reviewed results with City Council at work sessions with proposed enhancements for FY24 and future years.
- Cross-training within city departments has 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.
- Researched onboarding process and applicant tracking systems.
- 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:

- Substantially implemented LAMA building permit software.
- Developed an individualized compensation report to communicate the value of city benefits to employees annually.
- Implemented several benefit enhancements, including (1) added dental and vision option for retirees, (2) implemented salary range increases, merit increases, and cost of living adjustments, (3) increased sick leave for first-year hires, (4) enhanced vacation accrual schedule, (5) increased personal leave, and (6) reduced waiting period for new hires to use sick leave.
- Transferred the city's Legacy Pension Plan to LAGERS and increased LAGERS plan to L-6.
- Informed residents about the use tax ballot initiative through the city newsletter.



Invest in city services to make them effective and efficient.

ACTIONS (CONT.)

- Pursued a grant with Secretary of State Local Records for digital imaging (Phase 1) of permanent City documents.
- Implemented scheduling software and field training software for the Police Department to improve efficiency.
- Began implementation of applicant tracking software for Human Resources Department.

FY25 Actions:

- 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.
- Complete implementation of LAMA building permit software.
- Review and re-bid the city's trash and recycling service to ensure service levels reflect the current needs of the community. The current contract expires on June 30, 2025.
- Consider additional benefit enhancements to maintain a competitive overall benefit package, including consideration of a retiree health stipend and parental or family & medical leave.
- Conduct the triennial community survey to obtain feedback on city services and major issues.
- Implement a web module to better track committees, task forces, membership and term limits.
- Complete implementation of applicant tracking software for Human Resources Department.
- Develop a three-year Strategic Plan with the City Council and staff.



Invest in city services to make them effective and efficient.

MEASURES

- In FY23, the turnover percentage for all full-time employees was 3.7% and the turnover percentage for full-time commissioned employees only was 4.1%. This data excludes retirement, death or employees not completing probation.

	FY2022	FY2023
Full-Time Turnover, All	15.0%	3.7%
Full Time Turnover, Sworn Only	10.2%	4.1%

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)





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 and invest in short-term improvement projects while considering a new facility in 3 to 5 years.
- Began development of a citywide watershed management plan, led by engineering firm Intuition and Logic.
- Considered alternative uses to the Ice Arena prior to Council decision to proceed with conversion of the ice refrigerant system.
- Updated the City's quinquennial street condition analysis, which will guide the pavement management program for the next five years.
- 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:

- Began implementation of short-term improvements to the Government Center to ensure the facility remains functional over the next five years.
- Applied and received grant funding for S. New Ballas Road, Fernview sidewalk project, and N. New Ballas Road sidewalk.
- Completed development of a Watershed Management Plan, adopted by the City Council on April 8, 2024.
- Initiated refrigerant replacement project at the Dielmann Recreation Complex.
- Applied for grant funding for road resurfacing projects and continue to monitor for grant opportunities related to Old Olive Great Streets.

GOAL 2



Invest in infrastructure and facilities to support the local economy and quality of life.

ACTIONS (CONT.)

FY25 Actions:

- Set aside a portion of fund balance annually, for future replacement of the Government Center
- Explore renovations of Dielmann Recreation Complex to provide improved space for golf operations, a small pro shop and more efficient working space for the Golf Course Manager.
- Complete capital improvements for streets, stormwater and parks pursuant to the city's capital improvement plan.
- Apply for federal transportation grants to resurface New Ballas Road (Phase 3).
- Complete construction of Old Olive/Lindbergh intersection project.

MEASURES

- The city's quinquennial street condition analysis was conducted in FY23 and reported 70% of streets had a pavement condition index rating >65.
- The City received \$1,595,000 in grant funding for capital improvement projects in FY23.



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)





Promote safety and well-being of the community.

ACTIONS

FY23 Actions:

- Improved police recruiting significantly due to a number of benefit enhancements and other policy changes.
- Implemented mental health checks for all police officers on a triennial basis.
- Installed license plate reader (LPR) cameras at key intersections and locations to prevent and solve crime, assisting in arrests for serious crimes.
- Significantly completed planning and design for Phase 1 of renovations to Millennium Park.
- Researched options for converting park restrooms for year-round use and entered into a design contract.
- Established online registration for all major park and recreation programs.

FY24 Actions:

- Completed Millennium Park renovations.
- Completed the renovation of the Conway Park and Malcolm Terrace Park restrooms to year-round use.
- Developed a park master plan for renovations to Venable Park and concept plan for commemorative artwork.
- Established cost-share program for solar street lighting, providing another option to encourage improved neighborhood lighting and promote public safety in an environmentally-friendly manner.
- Secured grants to complete the Fernview Drive and New Ballas in-fill sidewalk projects.
- Reached full-staffing in the Police Department for the first time in a decade.



Promote safety and well-being of the community.

ACTIONS (CONT.)

- Installed security cameras in city parks to reduce auto thefts and vandalism.
- Increased participation in the regional Critical Incident Stress Management (CISM) program to train and provide resources for police officers involved in critical incidents that may lead to post-traumatic stress disorder.

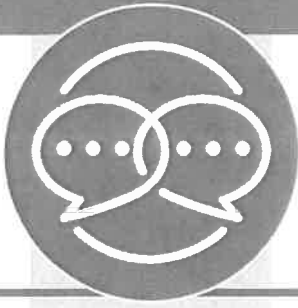
FY25 Actions:

- Begin construction of Venable Park renovations and installation of commemorative artwork.
- Continue collaboration with Great Rivers Greenway in seeking grant opportunities to implement the Centennial Greenway and 39 North Connector in Creve Coeur.
- Complete design of Fernview and New Ballas sidewalk projects.

MEASURES

- In FY23, the Police Department had 444 case assignments with a clearance rate of 46%. The clearance rate for Part I Offenses was 34%. The Police Department conducted 535 arrests, including 142 arrests for Part I Offenses. The crime rate (offenses per 1,000 population) was 23.7.
- The City applied for the Congestion Mitigation and Air Quality Grant to cover 80% of costs for construction for the first phase of the Centennial Greenway project to connect the existing greenway to a point on Baur Boulevard. Great Rivers Greenway will provide the remaining 20%.
- Phase 1 of the Millennium Park Renovation Project is on track to be completed by Memorial Day.

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





Actively engage Creve Coeur residents and seek input from diverse perspectives.

ACTIONS

FY23 Actions:

- Resumed annual subdivision trustee meeting in January 2023, with approximately 75 participants in attendance.
- Implemented new agenda management software for governing bodies (Council, Boards, Commissions & Committees).
- 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:

- Held the annual subdivision trustee meeting in January 2024 with approximately 60 participants in attendance.
- Developed the Watershed Management Plan with extensive public engagement, including four public open houses and periodic updates in the resident newsletter.
- Planned a Plein Air Art Event for the summer 2024 as a way to engage the community in a cultural event, as recommended by the Arts Committee.
- Planned community activities to celebrate the City's 75th anniversary and Creve Coeur Golf Course 100th anniversary in 2024, including sale of anniversary apparel, articles in the city newsletter highlighting the history of the Golf Course, and summer concert highlighting the anniversaries.



Actively engage Creve Coeur residents and seek input from diverse perspectives.

ACTIONS (CONT.)

FY25 Actions:

- Conduct the triennial community survey to obtain feedback on city services and major issues.
- Prepare for installation of Venable Park commemorative artwork in 2025.
- Host the city's first-ever Plein Air Art Event in July 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.
- Proactively recruit more diverse applicants to boards and commissions through outreach to community organizations and businesses.

MEASURES

- The City had approximately 75 attendees at the 2023 subdivision meeting and approximately 60 attendees at the 2024 subdivision meeting.
- Since the beginning of FY23, the City has seen a 15.0% increase in followers on Facebook and 1.3% increase in followers on Twitter.



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





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

ACTIONS

FY23 Actions:

- Adopted 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.

FY24 Actions:

- Updated the Comprehensive Plan (Creve Coeur 2030) to include the redevelopment of the Bayer West Campus.
- Approved the Olia Village Development, to include a mix of restaurants, retail, office, hotel and housing in a pedestrian oriented environment. In addition, the development includes a mix of housing types, including townhomes, condominiums and apartments.
- Adopted a planned development ordinance to serve as a flexible zoning alternative.
- Held work sessions with Planning & Zoning Commission to address and encourage electric vehicle infrastructure in the city and revise the City's zoning ordinance.
- Adopted 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.
- Continued collaboration with Great Rivers Greenway in seeking grant opportunities to implement the Centennial Greenway and 39 North Connector in Creve Coeur
- Established an agreement with 39 North for economic development services to promote the continued growth of the agtech industry.
- Consider ways to encourage redevelopment in the East Olive Corridor consistent with Comprehensive Plan.



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

ACTIONS (CONT.)

FY25 Actions:

- Complete Old Olive Street Road/Olive Boulevard reconstruction project, providing connectivity east and west of Olive Boulevard on Old Olive Street Road.
- Develop landscaping plan for the northwest corner of Lindbergh Boulevard and Olive Boulevard, as a front door to 39 North Innovation District.
- Continue to oversee implementation of Olia Village Plan, providing resources necessary to adequately review and inspect all phases of development.
- Engage with 39 North leadership toward agreed upon objectives under the city's Economic Development Services Agreement.

MEASURES

- Citizen and customer feedback received through our building permit surveys indicate noticeable improvement in user satisfaction. During CY2023, the Building Division received positive feedback from the building permit survey.

	CY2023	
	Residential % of "Strongly Agree" and "Agree" Responses	Commercial % of "Strongly Agree" and "Agree" Responses
The office staff was courteous.	95%	100%
The plan review comments were clear and concise.	95%	94%
The Building Inspector was professional.	91%	93%
The Building Inspector was helpful.	89%	87%
The building inspection process was satisfactory.	88%	80%

CITY OF CREVE COEUR
SUMMARY OF ESTIMATED REVENUES AND EXPENDITURES - ALL FUNDS
AND PROJECTED FUND BALANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2025

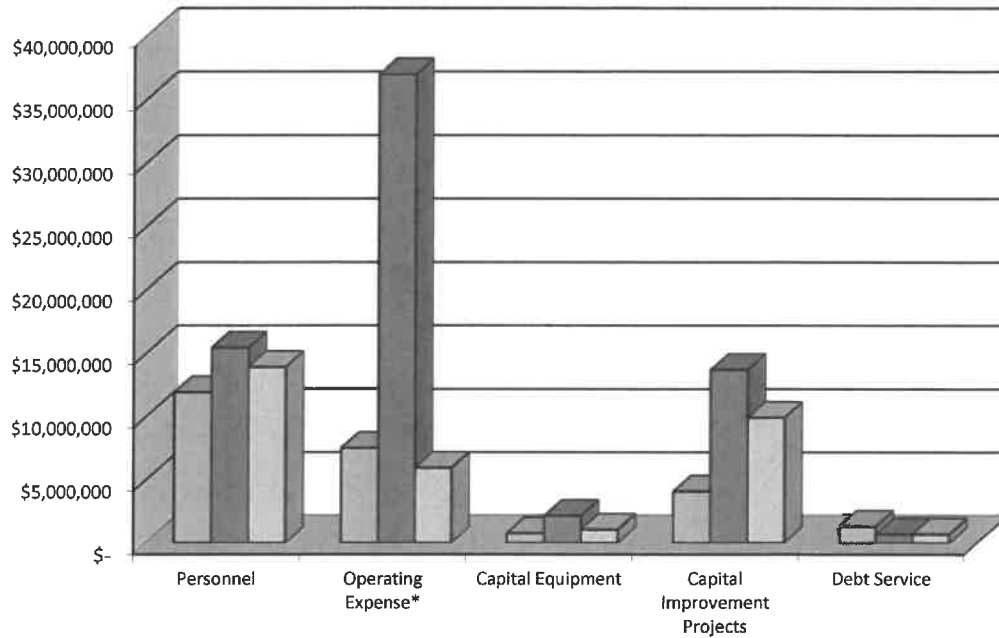
	PROJECTED JUNE 30 2024 FUND BALANCE	REVENUES	TRANSFERS FROM OTHER FUNDS	UTILIZATION OF FUND BALANCE	TOTAL REVENUE	ESTIMATED EXPENDITURES	TRANSFERS TO OTHER FUNDS	SURPLUS/ DEFICIT	PROJECTED JUNE 30 2025 FUND BALANCE
General Fund	\$ 21,610,613	\$ 18,158,100	\$ 1,365,820	\$ 0	\$ 19,523,920	\$ 17,816,944	\$ 500,000	\$ 1,206,977	\$ 22,817,589 (1)
Capital Improv. Fund	219,814	6,255,589	500,000	0	6,755,589	6,233,284	0	522,305	742,119
Parks & Stormwater Fund	2,278,049	3,367,558	0	-1,431,168	3,367,558	4,232,728	565,998	-1,431,168	846,881 (2)
Police Bldg. Fund	1,209,466	50,848	0	-159,152	50,848	210,000	0	-159,152	1,050,314
Public Safety Fund	1,356,508	1,578,924	0	0	1,578,924	633,592	799,822	145,511	1,502,019
Sewer Lateral Fund	241,724	145,500	0	-33,738	145,500	179,238	0	-33,738	207,986
Debt Service Fund	750,485	983,790	0	0	983,790	696,308	0	287,482	1,037,967
Municipal Enterprise Fund	487,295	1,493,624	0	0	1,493,624	1,465,919	0	27,705	515,000
City Employees Retirement Fund	0	0	0	0	0	0	0	0	0
TOTAL-ALL FUNDS	\$ 28,153,953	\$ 32,033,934	\$ 1,865,820	\$ (1,624,058)	\$ 33,899,754	\$ 31,468,013	\$ 1,865,820	\$ 565,922	\$ 28,719,875

"(1) Total Fund Balance includes \$9,000,000 of the following: City Facilities (\$7M) and Streets (\$2M)

"(2) Total Fund Balance includes \$749,533 for Park Improvements

Where the Money Goes

FY 2023 FY 2024 FY 2025



All Fund Expenditures FY 2023 Actual, FY 2024 Projected & FY 2025 Estimated

	FY 2023 Actual	FY 2024 Projected	FY 2025 Estimated
Personnel	\$ 11,903,346	\$ 15,420,225	\$ 13,902,952
Operating Expense*	7,494,427	36,935,302	5,931,002
Capital Equipment	754,606	2,135,390	1,047,950
Capital Improvement Projects	4,062,347	13,686,036	9,889,800
Debt Service	1,307,671	695,908	696,308
Total Expenditures	\$ 25,522,396	\$ 68,872,861	\$ 31,468,012

*Closed Legacy Pension Plan in FY2024 and moved the Plan to LAGERS

Combined Statement of Budgeted Revenues and Expenditures - All Funds
For the Fiscal Year Ending June 30, 2025

	General Fund	Capital Imprvmnt. Fund	Parks & Stormwater Fund	Police Building Fund	Public Safety Fund	Sewer Lateral Fund	Debt Service Fund	Municipal Enterprise Fund	City Employees Retirement Fund	Total
Revenues										
General Property Tax	824,867					135,500	964,600			1,924,967
Public Utility Licenses	6,485,293									6,485,293
Intergovernmental Revenue	8,073,613	6,041,947	3,370,412		1,513,924					18,999,896
Licenses and Permits	1,160,319									1,160,319
Municipal Facilities	64,000									64,000
Municipal Court	532,270									532,270
Investment Interest	750,000	193,643	227,624	50,848	65,000	10,000	19,190	21,484	-	1,337,789
Golf Course & Ice Arena								1,472,140		1,472,140
Bond Proceeds										-
Employer Contributions										-
Employee Contributions										-
Other Revenues	267,739	20,000	(230,478)							57,261
Total Revenues	18,158,100	6,255,589	3,367,558	50,848	1,578,924	145,500	983,790	1,493,624	-	32,033,934
Expenditures										
Personnel	12,685,089	180,226	175,678			18,738		843,221		13,902,952
Operating Expense	4,870,864		50		380,742	160,500		518,846		5,931,002
Capital Equipment	260,990	400,258	30,000		252,850			103,852		1,047,950
Capital Improvement Projects		5,652,800	4,027,000	210,000						9,889,800
Debt Service							696,308			696,308
Total Expenditures	17,816,944	6,233,284	4,232,728	210,000	633,592	179,238	696,308	1,465,919	-	31,468,013
Transfers In	1,365,820	500,000								1,865,820
Transfers (Out)	(500,000)		(565,998)		(799,822)					(1,865,820)
Change in Fund Balance	1,206,977	522,305	(1,431,168)	(159,152)	145,511	(33,738)	287,482	27,705	-	565,921
Fund Balance, July 1, 2024	21,610,613	219,814	2,278,049	1,209,466	1,356,508	241,724	750,485	487,295	-	28,153,953
Fund Balance, June 30, 2025	22,817,589	742,119	846,881	1,050,314	1,502,019	207,986	1,037,967	515,000	-	28,719,875

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 2024 projected revenues and transfers in to the General Fund are estimated to be less than budgeted expenditures and transfers out by \$923K. This is primarily due to transferring \$1.7M out to the Capital Fund for the American Rescue Plan Act (ARPA) Projects. FY 2024 Sales tax is 5.6% less than budget. Utility Taxes and Fees were up 2.8% from budget. Overall expenditures were down .6%. Without the transfer out for the ARPA projects, there would have been a surplus of \$816K for FY 2024.

FY 2025 General Fund budget anticipates a \$1.2M surplus including transfers in and out. Overall revenues are anticipated to increase \$420K or 2.2%. Utility revenues, sales tax and property/road & bridge tax are all projected to increase 1%, where gasoline tax is projected to increase 10%. Telephone receipts continue to decline and will throughout future years.

Salaries are projected to increase 7.71%, but because pension costs are decreasing 35% as result of closing the Legacy Plan, the overall expenditures are projected to decrease by .40% for FY 2025. A 2% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2025 budget. A 3.5% COLA for officers and sergeants in addition to their 3.5% step, averages a 7% increase for FY 2025.

The following table shows the position of the General Fund balance over the next five years, based on estimated numbers as of June 30, 2024 and incorporates the following assumptions:

Revenue Assumptions:

- Sales tax revenue is budgeted to increase 1% in FY 2025 and every year thereafter.
- All Utilities, except Telephone, are increasing 1% in FY 2025 and alternating with .5% thereafter.
- Telephone receipts continue to decrease 2% for FY 2025 and every year thereafter due to more residents eliminating their landlines, less reliance on voice and more use of texting and data.
- Building Permits are budgeted to decrease 5.5% as a result of FY 2024 being another good year with several large projects. FY 2025 uses the last 5 year average (excluding the 2 high years).
- The transfer in from the Parks & Stormwater Sales Tax Fund will decrease 2.8% as a result of a decrease in sales tax revenues from FY 2023 to FY 2024. 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 increase 115% as a result of the Legacy Plan closing, as well as an increase in sales tax from the 3% marijuana tax that began October 1, 2023. Now Public Safety Fund won't be paying the pension costs directly out of its Fund, but rather transferring the funds to the General Fund to make the payment. FY 2025 includes \$117,783 for the cost of doing a market adjustment to the Step Plan (this will be an on-going expenditure). Ongoing years include transitioning the Police officers to 12-hour shifts in FY 2019, making pay adjustments in FY 2022, doing a market equity/step program in FY 2023, and doing a market equity/step increase in FY 2025.

**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

Expenditure & Fund Balance Assumptions:

- Overall expenditures will decrease .40% in FY 2025 and then increase on an average of to 3.29% from FY 2026 through FY 2029.
- An overall 2% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2025 budget. A 3.5% COLA for officers and sergeants, in addition to their 3.5% step increase, averages a 7% increase for FY 2025. A 4% salary increase is projected every year thereafter.
- Total salary & benefits expenditures will increase an average of 3.48% through FY 2029. However, since there is a 35% decrease in pension costs, the overall increase in salaries and benefits for FY 2025 is only 1.31%. Future years includes an average 4.0% increase.
- Health and other personnel benefits (excluding pension) are budgeted to increase 14.4% in FY 2025 and then 3% every year thereafter. Health Insurance will see a 7.5% increase in FY 2025, but an overall increase of 10.6% due to anticipated full employment and changes in coverage levels. Many positions were still vacated and in the process of being filled in FY 2024, thereby reducing the City's health insurance costs. Workmen's compensation insurance is seeing a 30% increase as a result in an increase and fully staffed salaries, in addition to an increase in the rates and the City's experience mod going up
- Pension for the LAGERS Plan for FY 2025 is budgeted to increase as a result of salary increases and several vacancies being filled in FY 2024. In addition, the City upgraded LAGERS from LT-8(65) to L-6, which has increased the rate for all employees.
- The Legacy Pension Plan's contribution ceases in FY 2025 as a result of closing the Legacy Plan and turning the administration of the Plan over to LAGERS.
- 20% of the Public Safety Sales Tax Revenue (\$250,845 as a Transfer In) 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.
- \$2M of the General Fund Balance will be Reserved for Street Reconstruction Emergencies starting in FY 2025 (up from \$1M).
- \$7M is set aside for the Govt. Center in FY 2025, and \$1M each year until there's \$10M in FY 2028.
- The \$400K Transfer Out each year to the Capital Fund will be increased in FY 2025 to \$500K each year from the County Road & Bridge Tax revenue to be used for the improvement and repair of public roads streets and bridges. Then in FY 2026 an additional \$900K will be added to offset the costs for new roofs on the Garage and the Ice Arena. The balance of the funds from Road & Bridge remain in the General Fund to support the Street Division operations.
- The remaining ARPA Funds were transferred to the Capital Fund in FY 2024. All funds have been obligated and will be spent by December 31, 2026 per ARPA requirements.
- No Transfer Out to the Enterprise Fund will be needed in the next 5 years.

**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

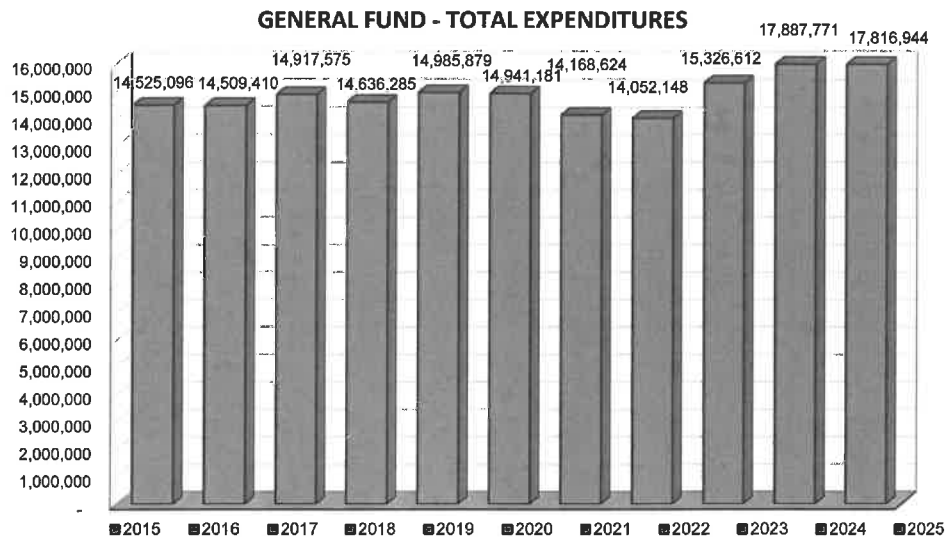
	FY 2024	FY 2025	FY 2026
Revenues	18,149,805	18,158,100	18,307,021
Expenditures	-17,887,771	-17,816,944	-18,386,085
Revenue over (under) Expenditures	262,034	341,157	-79,064
Transfers - In (From Public Safety)	371,606	799,822	832,825
Transfers - In (From Parks & Stormwater)	582,434	565,998	571,658
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	-2,139,305	-500,000	-1,400,000
Net Change in Fund Balance	-923,231	1,206,977	-74,581
Fund Balance - Beginning of year	22,533,844	21,610,613	22,817,589
FUND BALANCE - End of the Year	21,610,613	22,817,589	22,743,009
*Less RESERVE GF BAL. FOR CAPITAL CONST.	4,000,000	9,000,000 *	10,000,000
Unassigned Fund Balance	17,610,613	13,817,589	12,743,009

	FY 2027	FY 2028	FY 2029
Revenues	18,460,189	18,635,164	18,787,516
Expenditures	-19,010,965	-19,608,612	-20,280,697
Revenue over (under) Expenditures	-550,776	-973,447	-1,493,182
Transfers - In (From Public Safety)	854,489	876,836	899,891
Transfers - In (From Parks & Stormwater)	577,375	583,149	588,980
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	-500,000	-500,000	-500,000
Net Change in Fund Balance	381,087	-13,463	-504,311
Fund Balance - Beginning of year	22,743,009	22,546,721	21,950,110
FUND BALANCE - End of the Year	22,546,721	21,950,110	20,856,820
*Less RESERVE GF BAL. FOR CAPITAL CONST.	11,000,000	12,000,000	12,000,000
Unassigned Fund Balance	11,546,721	9,950,110	8,856,820

* Capital Construction Reserve includes \$7M for Govt Center in FY 2025; then \$1M each year until there's \$10M in FY 2028; and \$2M reserved for Streets in FY 2025 - FY 2029

**STATEMENT OF ESTIMATED REVENUE AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023**

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025	% Change to Est. FY 2024
Revenues:						
General Property Taxes	751,204	767,439	824,655	816,700	824,867	1.00%
Public Utility Licenses	5,623,251	6,128,460	6,269,755	6,447,153	6,485,293	0.59%
Intergovernmental Revenue	9,239,234	9,699,929	8,247,052	7,910,660	8,073,613	2.06%
Licenses & Permits	1,879,502	1,369,022	1,151,285	1,313,209	1,160,319	-11.64%
Charges for Municipal Facilities	60,241	66,694	52,000	62,215	64,000	2.87%
Municipal Court Fines	451,432	442,764	393,640	527,000	532,270	1.00%
Interest on Investments	295,808	408,693	450,000	714,380	750,000	4.99%
Other Revenues	342,511	985,843	240,459	358,489	267,739	-25.31%
Total Operating Revenue	18,643,183	19,868,843	17,628,846	18,149,805	18,158,100	0.05%
Other Financing Sources:						
Utilization of Fund Balance	-	-	-	-	-	
Transfers in from Public Safety	209,995	430,816	371,606	371,606	799,822	115.23%
Transfers in from Parks & Stormwtr.	380,000	492,198	582,434	582,434	565,998	-2.82%
Total Other Financing Sources	589,995	923,014	954,040	954,040	1,365,820	43.16%
Total Operating Revenues and Other Financing Sources	19,233,178	20,791,857	18,582,886	19,103,845	19,523,920	2.20%
Expenditures:						
Legislative Services	185,292	222,527	240,789	246,850	283,720	14.94%
Legal Services	165,893	168,498	192,761	189,861	185,548	-2.27%
Administrative Services	614,799	585,932	742,744	767,147	839,091	9.38%
Information Systems	251,537	263,571	268,714	246,101	280,294	13.89%
Finance Department	434,206	506,542	586,430	592,442	635,103	7.20%
Municipal Court	237,029	246,423	292,327	286,349	319,523	11.59%
Interdepartmental	1,336,622	1,016,822	1,239,727	1,211,810	623,047	-48.59%
Community Services	138,610	143,174	155,255	152,597	160,486	5.17%
Maint. of Municipal Property	237,021	298,009	303,708	294,841	302,071	2.45%
Police Department	6,259,217	7,206,918	8,792,151	8,765,068	8,655,922	-1.25%
Public Works	3,008,208	3,469,932	3,851,624	3,746,271	4,095,448	9.32%
Community Development	1,183,715	1,198,264	1,341,762	1,388,434	1,436,690	3.48%
Total Operating Expenditures	14,052,148	15,326,612	18,007,992	17,887,771	17,816,944	-0.40%
Total Rev. and Other Financing Sources Over Expenditures	5,181,030	5,465,245	574,895	1,216,074	1,706,977	40.37%
Other Financing Uses:						
Transfer Out to Enterprise Fund	-	-	-	-	-	
Transfer Out to Capital Improv.	1,149,533	1,149,533	2,070,535	2,139,305	500,000	
Total Other Financing Uses	1,149,533	1,149,533	2,070,535	2,139,305	500,000	-76.63%
Total Rev. and Other Financing Sources Over Expenditures and Other Financing Uses	4,031,497	4,315,712	(1,495,640)	(923,231)	1,206,977	-230.73%



Fiscal Year	Total Expenditures	Amount of Change	Percent Change
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	(772,557)	-5.2%
2022	14,052,148	(116,476)	-0.8%
2023	15,326,612	1,274,464	9.1%
2024	Projected 17,887,771	2,561,159	16.7%
2025	Budgeted 17,816,944	(70,828)	-0.40%

Major causes of change:

- 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.
- 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.

GENERAL FUND EXPENDITURES (CONT'D)

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 5.2%. 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 still slightly decreased .8%. 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 increased 9.1% as a result of vacancies being filled. Personnel costs included 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 was added. While operational expenditures were budgeted to increase
FY 2024	Expenditures increased 16.7% as a result of being fully staffed, giving a 3% cost of living adjustment (COLA) and a 4% merit increase for all employees, except police officers and sergeants who got a 3.5% COLA, in addition to their 3.5% step increase. Pension costs increased \$800K as a result of closing the Legacy Pension Plan, adding a COLA to the Plan before closing it, and transferring the administration to LAGERS. Health insurance increased 5%. Also included was \$50,000 for the 1st year of the 39N 3-Year Economic Development Agreement using ARPA Funds.
FY 2025	FY 2025 is budgeted to decrease .40% as a result of Pension costs decreasing \$320K as a result of closing the Legacy Pension Plan and transferring the administration to LAGERS. Health insurance will increase 7.5%. Contractual Services are expected to increase 4.2% as a result of many contractual agreements increasing, such as Trash Service, Auditing Services, etc. Capital expenditures will decrease almost \$500K as a result of FY 2024 including several patrol vehicles that couldn't be purchased in FY 2023. FY 2025 includes \$50,000 for the 2nd year of the 39N 3-Year Economic Development Agreement.

**GENERAL FUND
SUMMARY OF DEPARTMENTAL APPROPRIATIONS
BY MAJOR EXPENDITURE CATEGORY
FOR FISCAL YEAR ENDING JUNE 30, 2025**

DEPARTMENT/DIVISION	Personnel Expense	Operating Expense	Capital Outlay	Total
Legislative Services	174,000	109,720	-	283,720
Legal Services	-	185,548	-	185,548
Administrative Services	660,582	178,509	-	839,091
Information Systems	132,916	147,378	-	280,294
Finance Department	514,334	120,769	-	635,103
Municipal Court	268,734	49,789	1,000	319,523
Insurance, Benefits, Non-Depart.	198,880	424,167	-	623,047
Community Services	121,371	39,115	-	160,486
Municipal Property	97,695	186,376	18,000	302,071
Police Department - Administration	1,478,175	816,603	3,550	2,298,328
Police Department - Investigations	1,048,180	37,448	3,550	1,089,178
Police Department - Patrol	4,819,961	244,915	203,540	5,268,416
Public Works Administration	566,122	88,182	3,500	657,804
Street Maintenance	901,685	919,825	21,500	1,843,010
Health & Welfare	-	874,900	-	874,900
Parks Maintenance	426,189	288,045	5,500	719,734
Planning Department	410,872	115,160	500	526,532
Building Department	865,393	44,415	350	910,158
Totals	12,685,089	4,870,864	260,990	17,816,944
Transfers To Other Funds	-	-	-	-
TOTAL GENERAL FUND	12,685,089	4,870,864	260,990	17,816,944

**CITY OF CREVE COEUR
ALL DEPARTMENTS FOR GENERAL FUND-FY25**

	2023	2024	2024	2025	% Change From
ACCOUNT NUMBER AND DESCRIPTION	Actual	Budget	Projected	Request	Projected
5101 Salaries, Permanent Empl.	6,929,216	7,205,557	7,641,178	7,743,455	1.34%
5102 Salaries, Temporary Empl.	163,218	227,377	170,887	235,359	37.73%
5103 Overtime	118,132	133,650	104,795	115,900	10.60%
5104 Vacation Pay	31,170	44,190	44,190	44,190	0.00%
5105 Longevity Pay	23,992	26,381	21,257	22,541	6.04%
5106 Holiday Pay	109,926	137,640	142,848	149,420	4.60%
5107 Uniform Allowance	11,365	13,632	13,632	13,632	0.00%
5109 Provision for Salary Adj.	134,469	444,220	0	447,689	0.00%
5110 Auto Allowance	15,690	16,320	16,320	16,320	0.00%
5111 Cell Phone Allowance	300	300	300	300	0.00%
5120 Employee Referral Bonus	3,600	3,000	600	1,200	0.00%
5230 Hospital & Medical Insurance	1,059,339	1,197,159	1,172,841	1,298,198	10.69%
5231 Self Insured Medical Benefits	12,130	12,130	12,030	12,130	0.83%
5233 Dental Insurance	35,536	40,520	39,086	40,715	4.17%
5234 Group Life Insurance	24,837	29,333	29,040	31,871	9.75%
5235 Accidental Death & Dismem.	2,352	2,583	2,508	2,768	10.37%
5236 Disability Insurance	16,082	20,401	18,841	21,689	15.12%
5240 Social Security Contribution	555,863	611,203	600,625	640,960	6.72%
5241 Pension Contribution	1,111,031	2,079,123	2,103,509	1,359,815	-35.35%
5242 Deferred Retirement Comp.	18,840	20,315	21,900	23,213	6.00%
5243 Worker's Compensation Ins.	285,577	331,722	328,601	428,724	30.47%
5244 Unemployment Comp.	0	13,000	1,000	2,000	100.00%
5246 Insurance Deductible	29,349	35,000	30,000	33,000	10.00%
5297 Misc. Payroll Expense	0	0	0	0	0.00%
6201 Legal Services	187,343	217,150	213,280	208,150	-2.41%
6202 Technical & Personal Services	895,385	905,762	805,209	886,421	10.09%
6203 Professional Services	129,295	196,483	186,474	268,573	44.03%
6204 Planning & Design Services	0	30,000	125,000	75,000	0.00%
6207 Temporary Personnel Services	88,580	109,000	100,000	109,000	9.00%
6209 Accounting Services	35,150	53,500	56,750	60,000	5.73%
6210 Vehicle Maintenance	86,776	93,750	94,262	90,140	-4.37%
6211 Equipment Maintenance	125,798	121,700	123,040	107,200	-12.87%
6212 Building & Ground Maint.	342,409	350,870	341,470	346,450	1.46%
6213 Office Equipment Maint.	156,277	163,708	159,634	156,641	-1.87%
6214 Refuse Collections	839,793	871,555	839,000	871,500	3.87%
6215 Weed Cutting/Tree Removal	8,893	6,000	6,000	6,000	0.00%
6216 Larviciding	1,705	3,400	3,400	3,400	0.00%
6217 Recycling	0	0	0	0	0.00%
6220 Liability Insurance	108,168	117,385	127,215	138,332	8.74%
6221 Venable Park Expenses	9,750	5,250	5,250	5,250	0.00%
6222 Pub. Officials Liab.Ins.	40,355	44,380	42,368	46,495	9.74%
6224 Tappemeyer House.	9,588	15,000	15,000	17,440	16.27%
6225 Surety Bonds	1,715	1,845	1,629	1,710	4.97%
6226 Property & Auto Insurance	59,472	74,340	72,008	82,809	15.00%

**CITY OF CREVE COEUR
ALL DEPARTMENTS FOR GENERAL FUND-FY25**

ACCOUNT NUMBER AND DESCRIPTION	2023	2024	2024	2025	% Change From
	Actual	Budget	Projected	Request	Projected
6247 Dog Park Expenses	1,225	3,225	3,225	4,725	46.51%
6250 Electricity	90,399	93,950	90,600	92,600	2.21%
6251 Street Lighting	126,064	120,000	125,000	150,000	20.00%
6252 Natural Gas	16,152	17,870	17,870	17,930	0.34%
6253 Telephone	56,609	71,322	66,149	66,789	0.97%
6254 Water & Sewer	119,012	98,000	117,700	145,700	23.79%
6255 Cable TV	3,302	3,600	4,056	4,068	0.30%
6260 Advertising	6,592	7,250	7,010	6,750	-3.71%
6261 Education & Training	25,258	49,915	41,775	43,910	5.11%
6262 Dues, Memberships & Subsc.	28,695	30,256	28,592	30,075	5.18%
6263 Election Expense	8,931	10,000	11,088	10,000	-9.81%
6264 In Town Meetings	12,960	16,397	15,417	16,267	5.51%
6265 Travel & Conferences	27,632	66,185	56,393	67,343	19.42%
6266 Equipment Rental	11,265	12,516	11,410	9,412	-17.51%
6269 Postage	31,333	33,300	33,300	33,300	0.00%
6271 Medical	14,386	17,700	16,380	14,475	-11.63%
6272 Employee Relations	10,126	15,640	14,625	14,325	0.00%
6281 5K Run Expenses	6,540	6,850	6,850	6,850	0.00%
7301 Chemicals & Cleaning	2,968	4,450	4,050	4,650	14.81%
7302 Small Tools	10,719	14,180	14,901	15,950	7.04%
7303 Horticultural Supplies	15,342	28,000	28,000	32,550	16.25%
7304 General Supplies	26,400	35,800	32,556	40,439	24.21%
7305 Street and Sidewalk Maint.	38,525	32,500	35,000	35,000	0.00%
7306 Memorials & Plaques	803	3,300	3,175	4,450	40.16%
7307 Gasoline & Mileage	149,191	173,375	167,425	172,325	0.00%
7308 Wearing Apparel & Linen	95,944	83,342	80,431	77,861	-3.20%
7310 Snow Removal Supplies	724	1,000	1,000	1,000	0.00%
7310 Snow Removal Supplies	113,904	122,500	98,808	107,500	8.80%
7311 Street Signs	16,602	20,000	20,000	20,000	0.00%
7312 Office Supplies	34,516	35,087	31,000	31,000	0.00%
7313 Range Supplies	10,027	15,340	18,307	14,850	0.00%
7314 Crime Prevention	3,976	5,000	5,000	5,350	7.00%
7315 Special Events	13,067	14,300	16,298	23,400	43.58%
7316 Opioids Settlement Funds	5,463	0	25,515	8,100	-68.25%
7317 SLAIT Wellness	0	5,600	5,600	0	0.00%
7318 Small Storm Water Projects	1,491	0	188	0	0.00%
7331 Computer Hardware	46,958	29,430	29,430	51,800	76.01%
7332 Computer Software	6,239	12,880	12,520	9,610	-23.24%
9501 Buildings & Improvements	0	10,250	10,000	10,250	2.50%
9502 Vehicles	241,216	558,120	656,015	137,700	-79.01%
9503 Equipment	74,596	96,187	85,110	110,340	29.64%
9504 Office Equipment	2,994	7,540	7,025	2,700	-61.57%
	15,326,612	18,007,992	17,887,771	17,816,944	-0.40%

INTERDEPARTMENTAL

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5120 Employee Referral Bonus	-	-	3,000	600	1,200
5230 Hospital & Medical Insurance	136,413	150,619	162,530	158,000	162,530
5233 Dental Insurance	(67)	86	-	-	-
5240 Social Security Contribution	-	4	-	100	150
5241 Pension Contribution	837,109	472,818	624,179	624,163	-
5244 Unemployment Comp.	3,200	-	13,000	1,000	2,000
5246 Insurance Deductible	22,493	29,349	35,000	30,000	33,000
Total Personnel Services	999,147	652,876	837,709	813,863	198,880
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,546	3,183	5,100	5,004	5,100
6203 Professional Services	22,309	34,457	26,475	23,170	21,550
6211 Equipment Maintenance	-	-	300	-	300
6213 Office Equipment Maint.	3,430	3,743	3,980	3,896	6,136
6220 Liability Insurance	94,969	108,168	117,385	127,215	138,332
6222 Pub. Officials Liab.Ins.	37,709	40,355	44,380	42,368	46,495
6225 Surety Bonds	1,671	1,715	1,845	1,629	1,710
6226 Property & Auto Insurance	64,403	59,472	74,340	72,008	82,809
6253 Telephone	31,005	29,684	30,200	31,376	35,540
6255 Cable TV	5,097	3,302	3,600	4,056	4,068
6262 Dues, Memberships & Subsc.	166	155	190	190	190
6265 Travel & Conferences	131	291	800	-	800
6266 Equipment Rental	810	810	1,896	810	812
6269 Postage	30,906	31,333	33,300	33,300	33,300
6272 Employee Relations	10,983	10,126	15,640	14,625	14,325
7304 General Supplies	1,567	1,111	1,900	1,700	1,700
7312 Office Supplies	26,906	34,516	35,087	31,000	31,000
7317 SLAIT Wellness	3,867	-	5,600	5,600	-
Total Operating Expense	337,475	362,421	402,018	397,947	424,167
CAPITAL OUTLAY:					
9504 Office Equipment	-	1,525	-	-	-
Total Capital Outlay	-	1,525	-	-	-
TOTAL INTERDEPARTMENTAL	1,336,622	1,016,822	1,239,727	1,211,810	623,047

POLICE - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	3,606,368	3,972,183	4,184,970	4,441,177	4,449,180
5102 Salaries, Temporary Empl.	38,339	59,700	75,820	62,508	77,328
5103 Overtime	81,669	97,046	95,000	80,550	85,000
5104 Vacation Pay	9,651	11,154	21,900	21,900	21,900
5105 Longevity Pay	17,396	14,013	17,472	12,428	15,552
5106 Holiday Pay	116,699	109,926	137,640	142,848	149,420
5107 Uniform Allowance	9,888	11,365	13,632	13,632	13,632
5109 Provision for Salary Adj.	-	81,932	250,195	-	259,597
5230 Hospital & Medical Insurance	539,036	546,170	607,421	591,404	658,630
5231 Self Insured Medical Benefits	6,000	5,600	5,600	5,600	5,600
5233 Dental Insurance	22,763	20,789	23,940	22,813	22,989
5234 Group Life Insurance	12,217	14,217	16,862	16,966	18,455
5235 Accidental Death & Dismem.	1,309	1,370	1,535	1,492	1,617
5236 Disability Insurance	9,389	9,650	12,202	10,925	12,426
5240 Social Security Contribution	286,869	323,196	355,000	353,100	377,200
5241 Pension Contribution	356,609	390,427	986,108	986,000	880,290
5243 Worker's Compensation Ins.	136,267	192,861	224,022	221,913	297,500
Total Personnel Services	5,250,469	5,865,199	7,029,319	6,985,256	7,346,316
OPERATING EXPENSES:					
6202 Technical & Personal Services	596,959	704,648	741,796	656,223	731,662
6203 Professional Services	13,816	20,928	18,145	16,527	26,749
6210 Vehicle Maintenance	49,139	54,039	46,350	46,862	42,240
6211 Equipment Maintenance	4,373	2,194	5,100	4,770	5,000
6213 Office Equipment Maint.	19,678	23,945	25,777	24,687	12,134
6253 Telephone	14,650	14,494	22,020	17,891	14,272
6260 Advertising	399	(245)	1,200	900	700
6261 Education & Training	16,347	12,634	20,445	19,230	21,200
6262 Dues, Memberships & Subsc.	4,463	4,894	6,705	5,503	5,905
6264 In Town Meetings	2,739	1,723	2,460	2,360	2,410
6265 Travel & Conferences	6,252	6,235	18,085	14,584	15,960
6271 Medical	13,131	10,991	14,225	12,905	9,500
7301 Chemicals & Cleaning	764	200	1,250	1,250	1,750
7302 Small Tools	2,268	4,116	6,680	7,451	6,150
7304 General Supplies	4,387	5,707	8,350	7,936	11,439
7306 Memorials & Plaques	701	380	2,200	2,075	3,350
7307 Gasoline & Mileage	103,455	81,603	102,650	102,500	102,500
7308 Wearing Apparel & Linen	46,128	75,521	63,106	60,685	56,745
7310 Snow Removal Supplies	-	724	1,000	1,000	1,000
7313 Range Supplies	13,734	10,027	15,340	18,307	14,850
7314 Crime Prevention	3,074	3,976	5,000	5,000	5,350
7316 Opioids Settlement Funds	-	5,463	-	25,515	8,100
Total Operating Expense	916,456	1,044,198	1,127,884	1,054,162	1,098,966

POLICE - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	-	250
9502 Vehicles	-	241,216	558,120	656,015	137,700
9503 Equipment	87,243	55,174	70,087	63,110	70,840
9504 Office Equipment	5,048	1,131	6,490	6,525	1,850
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	92,292	297,521	634,947	725,650	210,640
TOTAL POLICE DEPARTMENT	6,259,217	7,206,918	8,792,151	8,765,068	8,655,922

POLICE - ADMINISTRATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	493,376	668,131	741,955	880,697	885,850
5102 Salaries, Temporary Empl.	38,339	59,700	75,820	62,508	77,328
5103 Overtime	71	4,998	5,000	2,550	5,000
5104 Vacation Pay	2,373	2,473	5,300	5,300	5,300
5105 Longevity Pay	5,564	5,089	5,568	5,088	5,088
5106 Holiday Pay	-	2,340	6,140	7,023	9,300
5107 Uniform Allowance	2,400	3,450	3,600	3,600	3,600
5109 Provision for Salary Adj.	-	13,494	50,410	-	55,193
5120 Employee Referral Bonus	-	3,600	-	-	-
5230 Hospital & Medical Insurance	79,952	98,601	107,030	128,125	136,805
5231 Self Insured Medical Benefits	600	600	600	600	600
5233 Dental Insurance	3,575	3,722	4,250	4,644	4,751
5234 Group Life Insurance	1,675	2,338	3,028	3,069	3,630
5235 Accidental Death & Dismem.	179	225	268	280	319
5236 Disability Insurance	1,384	1,718	1,987	2,307	2,627
5240 Social Security Contribution	39,944	56,333	65,000	68,100	72,200
5241 Pension Contribution	55,409	79,677	204,749	204,700	162,780
5243 Worker's Compensation	18,519	24,494	28,451	28,183	47,804
Total Personnel Services	743,359	1,030,982	1,309,156	1,406,774	1,478,175
OPERATING EXPENSES:					
6202 Technical & Personal Services	586,301	693,439	729,904	644,999	722,632
6203 Professional Services	6,454	12,107	5,440	4,940	8,416
6210 Vehicle Maintenance	2,852	2,381	3,450	3,450	3,450
6211 Equipment Maintenance	-	310	850	850	850
6213 Office Equipment Maint.	16,198	16,178	25,437	24,445	11,874
6253 Telephone	12,222	12,762	15,084	14,112	12,322
6260 Advertising	399	(245)	1,200	900	700
6261 Education & Training	5,001	4,799	10,075	9,725	10,275
6262 Dues, Memberships & Subsc.	2,325	3,090	3,695	3,695	3,720
6264 In Town Meetings	2,484	1,723	2,360	2,360	2,410
6265 Travel & Conferences	2,947	3,843	10,535	9,744	7,960
6271 Medical	5,552	6,434	5,125	3,825	5,000
7302 Small Tools	546	359	900	900	600
7304 General Supplies	1,266	1,806	3,000	2,586	6,039
7306 Memorials & Plaques	701	380	2,200	2,075	3,350
7307 Gasoline & Mileage	4,119	3,335	4,000	4,000	4,000
7308 Wearing Apparel & Linen	3,906	5,665	6,781	6,685	6,655
7310 Snow Removal Supplies	-	724	1,000	1,000	1,000
7314 Crime Prevention	-	3,976	5,000	5,000	5,350
Total Operating Expense	653,271	768,366	836,036	745,291	816,603

POLICE - ADMINISTRATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	-	250
9502 Vehicles	-	-	-	-	-
9503 Equipment	2,114	1,215	6,000	6,768	2,800
9504 Office Equipment	354	247	500	500	500
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	2,468	1,462	6,750	7,268	3,550
TOTAL POLICE ADMINISTRATIVE DIVISION	1,399,098	1,800,810	2,151,942	2,159,333	2,298,328

**POLICE - ADMINISTRATION
CAPITAL OUTLAY DETAIL**

<u>Capital Outlay Detail</u>	<u>Annual</u>
9501 Buildings and Improvements	
Parking and Building Signs	250
Total Account 9501	250
9503 Equipment	
Vehicle Upfittings for Admin Car	2,800
Total Account 9502	2,800
9504 Office Equipment	
2 Replacement Chairs	500
Total Account 9504	500
9505 Office Equipment	
(Nothing Budgeted)	0
Total Account 9505	0
TOTAL CAPITAL OUTLAYS	3,050



City of Creve Coeur

FY 2025

Preliminary Operating Budget

Revised 5-29-24



city
of

CREVE COEUR

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April 19, 2024

Mayor Hoffman and Members of the City Council:

I am pleased to present the Fiscal Year 2025 (FY 2025) 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 recent years, state and local governments everywhere have continued to face similar challenges of rising costs. Due to a concerted effort to limit expenditures to the extent possible and monitor threats to revenue stability, the City of Creve Coeur continues to be financially strong while providing the same 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.

A current threat facing local governments in Missouri pertains to the potential elimination of sales tax on groceries, as proposed in numerous bills in the Missouri State Legislature. If successful, such legislation would result in an estimated \$2.1M loss in revenue to the City of Creve Coeur, and \$1B in lost revenue to local governments statewide. Creve Coeur has partnered with other cities in the St. Louis Metropolitan Area to educate legislators about the negative impact passage would have on cities and their constituents.

Long Range Planning

In developing the annual budget, the city staff relies upon various planning documents, including the city's Strategic Plan, Comprehensive Plan, five-year Capital Improvement Plan, the Parks and Recreation Master Plan, and the new Watershed Management Plan. The annual budget provides many resources necessary for implementing the long-range objectives as identified in the city's planning documents. In April 2022, a Strategic Plan was adopted establishing and prioritizing goals for the next three years with new action items in FY 2025 along with the proposed development for a new Strategic Plan anticipated to be completed by late FY 2025.

The city's Strategic Plan includes the following goals:

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

As a public service entity, the majority of the city's expenses are directly related to those who provide the service – our employees. To attract and retain qualified employees, the city must remain competitive in pay and benefits. In mid-FY 2023, a comprehensive review of the city's benefits in comparison with 22 other St. Louis Metropolitan Area cities was completed and several benefit

enhancements were made in FY 2024 to make the city more comparable. Many of the enhancements were at little to no additional cost to the city including increases in sick, personal, and vacation leave accruals, retiree access to the city's dental and vision insurance, and educating employees about the value of their total compensation package with an individualized year-end summary.

Other benefits enhancements implemented in FY 2024 required a financial investment by the city. The city enhanced the Missouri Local Area Government Employee Retirement System (LAGERS) retirement plan to L-6 – the highest plan available – and transferred all active Legacy Plan employees into LAGERS, provided a 3% cost of living adjustment (COLA) to all employees to keep up with inflation (\$243K), and increased reimbursement for college tuition and books (\$10K). A retroactive COLA to Legacy Plan retirees occurred for the first time in 20 years, and a COLA was incorporated into the plan for the future. Also in FY 2024, the city reduced its fiduciary liability by transferring the administration of the closed Legacy plan and all its assets (\$30M) to LAGERS – one of the most well-managed and best-funded municipal retirement plans in the nation. The benefit enhancements may have been a contributing factor to the lowest employee turnover experienced in 10 years which was 2.8% in FY 2024, down from 3.7% in FY 2023 and 15% in FY 2022. Additional benefit enhancements previously discussed with the City Council will be revisited during upcoming budget meeting discussions and may be implemented in FY 2025.

City staff made progress in several areas designed to streamline and improve city processes in FY 2024 including the acquisition and implementation (now underway) of new building permitting software that will provide electronic access to city files for residents and stakeholders, and reduce the city's carbon footprint by utilizing more paperless processes. Also in FY 2024, several department staff purged old paper records in compliance with State record retention laws and pursued a grant to digitally archive permanent records which, if approved, will commence in FY 2025 making access to historical records more efficient and conserving office space.

An ongoing goal of the staff and City Council is to seek opportunities for revenue enhancements to continue being a community of choice with high-level services. More recently, voters approved Prop M, a 3% additional tax on recreational marijuana dedicated to public safety purposes including equipment, training, and other related costs. The new sales tax became effective on October 1, 2023.

If the previously mentioned proposed State legislation eliminating sales tax on groceries is approved, pursuing other revenue sources will be a top priority to offset the estimated \$2.1M loss of revenue. In FY 2024, staff worked with counterparts in neighboring cities to jointly hire a firm to represent the cities' interest in discouraging sales tax exemptions which will erode the city's tax base. In FY 2025, staff plans will continue educating residents about the local use tax, the uses it could serve in maintaining current service levels, and how it is 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 city continues to emphasize the pursuit of grants to offset the cost of city services and capital expenses where possible. In FY 2024, the Creve Coeur Ice Arena required maintenance and capital upgrades to address an aging facility including the conversion of the R-22 coolant system to an

ammonia-based system, HVAC, and flooring replacement. Total costs are estimated to be \$2.7M offset by \$525K in Municipal Park Grant funds, \$1.9M in American Rescue Plan Act (ARPA) funds, and the rest from Capital Improvement funds.

In FY 2023, a space needs analysis was completed for the Government Center to renovate the existing building, or build a new one due to it lacking adequate office and meeting space, and equipment and infrastructure needs for an almost 70-year-old building. Construction costs rose considerably during and following the COVID pandemic, resulting in the deferral of consideration of either major renovations or the construction of a new Government Center. However, this project has been identified as an area of need in the long term. To this end, the proposed FY 2025 budget includes setting aside a portion of the City's General Fund reserves to address the city's long-term facility needs. Short-term repairs and minor renovations to the Government Center will be made with an expectation of continuing to utilize the existing facility for the next five years.

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. The quinquennial street condition analysis – updated in FY 2023 – guides the pavement management program for five years. In FY 2024, a \$1.3M New Ballas Road Improvement Project – Phase I partially funded by an STP grant (\$960K), is estimated to be complete and includes concrete pavement replacement, between Olive Boulevard and Craig Road. A significant road project slated for FY 2025 includes resurfacing, reconstructing, and expanding sidewalks along Craig Road and Olde Cabin Road between Old Ballas Road and Office Parkway (\$1.4M). The project will be offset by a grant covering 60% of the cost.

In FY 2024, a Watershed Management Plan (\$357K) was completed and included an in-depth study of stormwater behavior and needs throughout Creve Coeur to provide a sound, proactive basis by which the city can approach to prioritize stormwater management projects in the future. The city also implemented a new pilot Stormwater Management Cost-Share Program in FY 2024 to help neighborhoods and individual homeowners solve stormwater issues and will reimburse 50% up to a defined maximum for small projects for neighborhoods such as rain gardens or bioswales with funding made possible through the Parks & Stormwater Fund revenues. In April 2024, a Missouri Sewer District Project Clear (MSDPC) ballot issue passed providing additional funding to begin addressing region-wide flooding and erosion problems across St. Louis County, including Creve Coeur.

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

Maintaining a professional and highly skilled Police Department is a top priority in keeping Creve Coeur a safe community. In FY 2024, additional cameras were installed to assist in crime prevention and investigation, and a full-time officer position was transferred to the Crime Prevention Unit to increase community engagement with the Police Department and educate the public about effective ways to avoid being victims of crime. In FY 2025, the city has included funds to purchase a trained comfort dog – an additional resource to foster positive community relations, strengthen established partnerships, and provide emotional support to community members and commissioned officers during times of stress and crisis. The initial cost of acquiring and training a comfort dog will be partially offset by donations. Also in FY 2025, there are plans to replace older service pistols and associated equipment for all commission officers (\$72K) with the cost offset by the sale of existing firearms.

The well-being of the community includes having spaces where people can play and enjoy the great outdoors. The Millennium Park Improvement Project – Phase 1 (\$2.3M) is on track to be completed by June 2024 including a larger playground with shade structures, a bigger splash pad, a new bandstand for summer concerts, park benches, and walkway connections. For FY 2025, Venable Park Improvements are scheduled to include a new pavilion, walking paths, bridge replacement, tennis courts, and splash pad (\$2.7M) made possible through funding from the Parks and Stormwater Fund sales tax.

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

Seeking input from diverse perspectives requires building relationships with others within our community, regionally, and statewide. The city seeks to engage the public through many of the city's ongoing events such as the monthly Coffee with the Mayor, the annual Subdivision Trustee Meeting, quarterly Coffee with a Cop, Cocoa with Cop, and the annual Creve Coeur Night Out. The city also hosted several public forums in FY 2024 seeking input on the Watershed Management Plan and the Venable Park art selection process. These are just a few examples of the city's commitment to community engagement through face-to-face conversations in relaxed and comfortable settings.

Mayor Hoffman continues 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 conference in FY 2024 and are budgeted for FY 2025 where they can learn about the significant role they play in preserving and enhancing the quality of life in our community.

Strategic Goal 5: Encourage high-quality development 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 provides a portfolio of diverse zoning districts to support commercial and residential life. In FY 2024, Staff updated the Comprehensive Plan pertaining to the former Bayer property and updated the City's planned development ordinance to serve as a flexible zoning alternative.

The 39 North Agtech District (39N), which already includes the Donald Danforth Plant Science Center, BRDG Park, Helix Incubator, Benson Hill, Bayer Crop Science, and Covercress, continues to be an area of significant importance, growth, and revenue potential for Creve Coeur and the entire region. In FY 2023, Jack Matthews Development, LLC and Fireside Financial, LLC purchased 95 acres of the former Bayer west campus located in 39N. In FY 2024 a site concept plan was approved by the property for a mixed-use development that will include retail, restaurant, hotel, office, and housing. City Council approved economic incentives for the project in FY 2024 and in FY 2025 Phase 1 of a 5-year development plan is anticipated to begin and will include new roads, walking trails, utilities, and other infrastructure to support the new development. This is the largest development project the city has witnessed since the former Monsanto campus was first developed in the 1960s and it will play a vital role in providing economic diversity and revenues to the city and other taxing entities for years to come.

In FY 2024, the city collaborated with various 39N partners on the preliminary design of the 39N and Centennial Greenway through Creve Coeur with the design cost split equitably among partners with Great Rivers Greenway covering half of the total cost. Staff also worked closely with the Centennial Greenway design team and submitted a joint grant for construction of the first portion of the greenway and a grant decision is anticipated in FY 2025. A grant-funded project estimated to be

complete in FY 2025 is the reconstruction and signalization of the intersection of Lindbergh Boulevard and Old Olive Street Road. The project will include a pedestrian crossing and will connect Old Olive east and west of Lindbergh, a critical step toward the implementation of the Old Olive Great Street Plan and the 39N Master Plan. Three separate grants have been awarded to the city for the project, covering 83% of the cost.

GENERAL FUND

Long-range revenue and expenditure projections for the General Fund are included in Section 2 of the proposed budget. In FY 2025, operating revenues are projected to outpace operating expenditures by \$405,660. After inter-fund transfers, the fund balance is expected to increase by \$1,206,977. This includes a transfer in from the Public Safety Fund of \$799,822, a transfer in from the Parks & Stormwater Fund of \$565,998, and a transfer out to the Capital Fund of \$500K.

Long-Range Outlook

Before FY 2022, despite a 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 10-year period. However, starting in FY 2022, sales tax and utility taxes have increased significantly, now accounting for 69% of the city's General Fund revenue. Revenue growth is expected to be relatively flat going forward. As the Olia Village development begins to take shape over the next one to two years, we will update our revenue projections accordingly.

The long-term global trend from brick-and-mortar stores to online shopping accelerated during the pandemic and continues to escalate. Cities across the state and nation have increasingly adopted a use tax to recover the revenue losses resulting from the trend to online purchases, and this is something that the City of Creve Coeur will need to consider as a means of maintaining existing service levels in the future.

General Fund Reserves

Creve Coeur continues to maintain a substantial reserve in its General Fund, providing the opportunity to set aside funds for certain long-term capital needs:

- In recent years, the City Council has begun to set aside a portion of the city's General Fund balance for future construction of a new Government Center. For FY 2025, it is recommended that this amount be increased from \$3M to \$7M to be reserved for future replacement of the Government Center, with a goal of further increasing this reserve by \$1M in each of the subsequent three years to reach \$10M in FY 2028. The total cost of replacing the Government Center is estimated to be in the range of \$20M.
- In addition, the General Fund reserve for streets, to cover emergency repairs or other unforeseen street-related projects, is recommended to be increased from \$1M to \$2M. Maintaining a healthy reserve for streets has become more important as the number of scheduled street projects over the next few years has grown considerably.

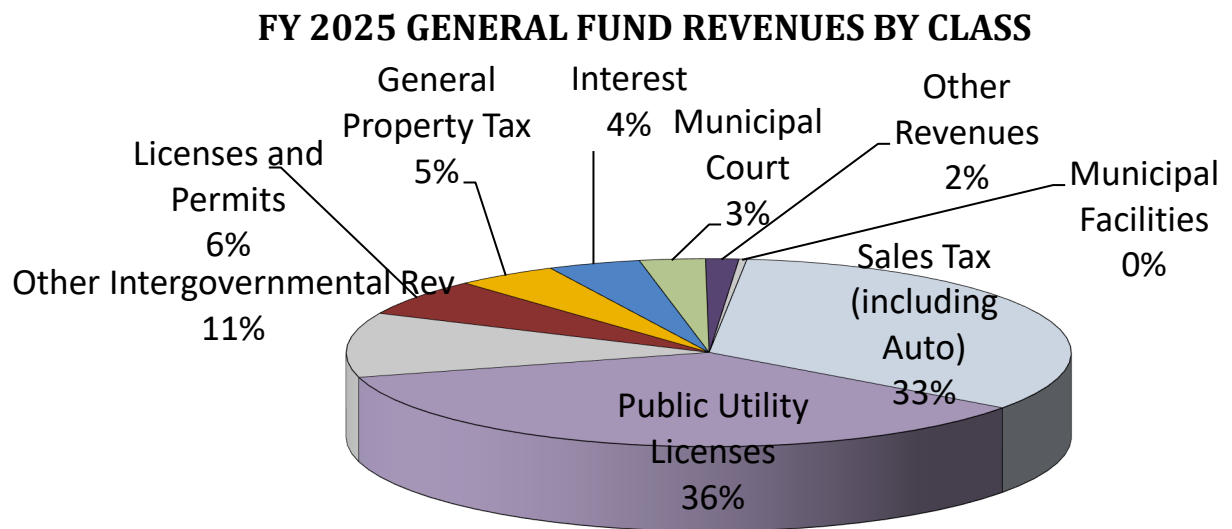
After accounting for these assigned purposes, the city is projected to have an unassigned fund balance of \$13.8M or 77.4% of annual expenditures in FY 2025. By FY 2029, the city's General Fund unassigned reserves are projected to be reduced to \$8.9M, or 44.4% of annual operating expenditures. This figure is still 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 \$500K of County Road and Bridge Tax revenues (up from \$400K) 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 supports Street Division operations in the General Fund. In addition to the \$500K, the City will transfer another \$900K to the Capital Fund in FY 2026 to offset the cost of roof replacement for the Public Works Garage and Ice Arena.

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 (33% of General Fund revenues) and utility licenses (36% of General Fund revenues). For FY 2025, operating revenues for the General Fund are projected to remain flat from projected FY 2024 revenues. While property tax, utility tax, and sales tax are all projected to increase 1%, building permits, apartment re-occupancy fees, and escrow deductions are projected to decrease 16% or return to the normal 5-year average after 3 record years in FY 2020, FY 2021, and FY 2022. A brief explanation of revenue projections for FY 2025 is provided below:



Intergovernmental Revenues, which include sales tax, gas tax, and county road and bridge tax, comprise 44.5% of operating revenue, and are projected to increase by 2%, but only because of the additional grants for Preserving Local Records (\$15,907), the Electronics & Shred Event (\$7,500), as well as funds from the Opioids Settlement (\$15K).

The city's sales tax for FY 2024 is projected to be \$5,711,265, or flat with FY 2023 and 11.5% more than FY 2019, which is the last full year not impacted by the pandemic. For FY 2025, staff is projecting a modest 1% increase. The city's sales tax rate is 1.25%, subject to the St. Louis County sharing formula whereby a portion of revenues are shared with other cities and the county.

Public Utility Licenses, which comprise 36% of the city's operating revenue, are projected to increase 5.2% in FY 2024 over FY 2023. For FY 2025, all utilities are budgeted to increase 1% except Telephone (decrease 2%) and Video Service Fees (flat), for an overall increase of only .6%.

The city's General Fund **Real Estate Tax** rates per \$100 of assessed value are \$.067 for residential and \$.080 for commercial property, which decreased for FY 2024 since it was a reassessment year. FY 2025 is budgeted to increase 1% increase to \$824,867. Higher reassessments will result in lower property tax rates due to Missouri state law. 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 11.6% to \$1,160,319 for FY 2025. Building permit revenues are projected to decrease by 5.5% to \$675,000 following three consecutive exceptional years (FY 2020 – FY 2022), where we saw several large projects being initiated.

Apartment Re-Occupancy permit revenues are projected to decrease 4.1% to \$96,000 in FY 2025 as a result of apartment facilities improving their new occupant procedures.

Escrow Deductions are budgeted to decrease 64.5% to \$65,000 in FY 2025 as a result of fewer deductions being forfeited back to the City.

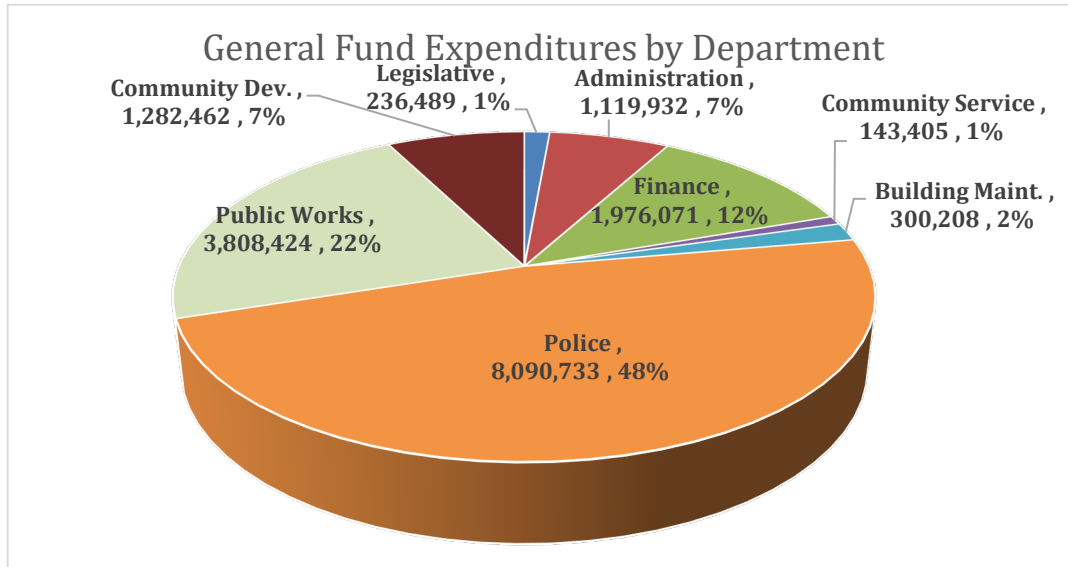
Business license revenues are projected to increase by 1% in FY 2025, at \$212,949. While several businesses closed during the pandemic, since the City continues to gain several new businesses to help offset the loss. The city's business license rates have not been adjusted since the early 1990s.

Municipal Court revenues are projected to increase by 1% in FY 2025 to \$532,270, as Municipal Court sessions have returned to normal with in-person court, while also continuing virtual sessions after curtailing in FY 2021 and FY 2022 due to the pandemic.

Interest on Investments increased in FY 2024 as a result of interest rates continuously increasing after COVID-19. While interest rates are expected to level off for FY 2025, interest revenue is still budgeted to increase 5% to \$750,000. Since the City has a ladder portfolio (most maturing in three years), the leveling off of the rates takes three years to see.

Charges for Municipal Facilities are projected to increase 3% at \$64,000, and can be attributed to the increase in park programs and park rentals. This is still down \$8,500 or 11.7% from the last full pre-pandemic year of FY 2019 as a result of not opening up reservations for the Multi-Purpose Room or either one of the two meeting rooms.

General Fund Expenditures



FY 2024 expenditures are projected to be .67% lower than budgeted mainly due to the timing of filling vacancies. FY 2025 is projected to be .40% less than projected expenditures for FY 2024 mainly as a result of the decrease in pension costs as a result of closing the Legacy Pension Plan and purchasing fewer patrol vehicles (\$518,000) in FY 2025. Several patrol vehicles were ordered in FY 2023 but not received until FY 2024 and two vehicles were totaled following accidents, so FY 2024 had more purchases than expected. As the chart below demonstrates, personnel services comprise 71.28% of our General Fund budget.

<u>Expenditure Category</u>	<u>FY 2024 Projected</u>	<u>FY 2025 Budget</u>	<u>Percentage Change</u>
Personnel Services	\$12,515,988	\$12,685,089	1.4%
Operating Expenses	\$4,613,633	\$4,870,864	5.6%
Capital Outlay	\$758,150	\$260,990	-65.6%
TOTAL	\$17,887,771	\$17,816,944	-.40%

Personnel Services

The Police Department composes the majority (58%) of the General Fund personnel expenditures. The Public Works Department makes up the next largest portion of the city's personnel costs (14.9%).

Major factors affecting personnel expenditures in FY 2025 are outlined below.

- The total full-time employee population remains at 109 employees.
- Minimum and maximum salary ranges are recommended to increase by 2% 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 2% market equity is proposed for all merit-based employees, and a 3.5% market equity is proposed for all step-based employees (police officers and sergeants) for \$232,278.
- A 4% merit increase is proposed for all merit plan employees and a 3.5% step increase is proposed for step plan employees for \$257,800.
- Longevity pay has been frozen since FY 2011 and continues to 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 every year of service up to FY 2011. For FY 2025, longevity pay decreased to \$17,280, down from \$23,424 in FY 2024.
- In 2009, the city elected to pool its health insurance with other municipalities in the St. Louis Area Insurance Trust (SLAIT) to reduce rate volatility and gain more control of the plan from year to year. In FY 2024, rates are projected to increase 7.5% which will increase the premiums by \$184,726 to \$1,417,250*. A spousal surcharge program was created in 2021, which resulted in an annual savings of more than \$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 offer wellness programs to encourage healthy lifestyles among our workforce.
- As mentioned previously, LAGERS assumed administration of the city's closed legacy defined benefit (DB) along with the \$30 million in plan assets on January 1, 2024; therefore, there will be no further city costs associated with the closed plan moving forward.
- A component of the pension changes included providing a COLA to all retirees under the closed legacy DB plan. The total one-time cost of the COLA was \$2.4M, including \$825,900 in cost to the General Fund in FY 2024. Without this one-time cost, the personnel costs would have increased 7.9% instead of the 1.4% listed in the previous chart.
- Effective September 1, 2024, all active employees are now in the L-6 LAGERS plan and contribute 4% of their salary to the plan. The 4% employee contribution is projected to generate \$468,318*. The city's contribution to LAGERS is budgeted at \$1,536,665*.

**Combined General, Capital, Sewer Lateral, Parks & Stormwater, Enterprise, and Public Safety funds.*

Operating Expenses are projected to increase by 5.6% to \$4,870,864 in FY 2025. 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 2025, trash and recycling contract costs are budgeted at \$871,500.

The City's police dispatching services are provided through the West Central Dispatch Center, which is comprised of the cities of Creve Coeur, Ladue, Town & Country and Frontenac, with an estimated annual cost of \$644,704 in FY 2025, or approximately 10% higher than FY 2024. 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 \$260,990 for FY 2025. This amount represents a 65.6% decrease over the estimated FY 2024 expenditures with most of the

decrease due to a decrease in police vehicle replacement. FY 2023 vehicles were not received until FY 2024 and two vehicles were totaled, so FY 2025 included a lot more vehicles than budgeted. 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 that 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 the preservation of existing infrastructure and aggressively pursuing outside funding to offset the city’s cost where possible.

The five-year plan (FY 2025–FY 2029) includes approximately \$21.6M in total capital outlay with a 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 updated by a third-party consultant in FY 2023.

The Capital Fund budget is based on the five-year Capital Improvement Plan (FY 2025 – FY 2029), and was approved on April 8, 2024.

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 \$2,297,611 at the end of the current fiscal year, up only .25% from FY 2023 and up \$304K or 14% over FY 2019, which was the last full pre-pandemic fiscal year. A 1% increase in sales tax revenue is projected in FY 2025.

Historically, General Fund transfers of \$400K have been recommended and included in the Capital Improvement Plan to provide funding to maintain a robust street maintenance program consistent with the intended use of county road and bridge revenues. Starting in FY 2025, this amount has been increased to \$500K.

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 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. About \$660K of these funds were used in FY 2023; about \$2.1M will be spent in FY 2024 and the rest will be spent in FY 2025. The funds were used for the 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 2025 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 - \$240,000
- Park & Recreational Facilities - \$30,500
- Street and Sidewalk Improvements - \$5,382,300
- Capital Equipment - \$400,258
- Administration - \$180,226

PARKS AND STORMWATER FUND

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. The 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

Revenues for FY 2024 are projected to be \$3,493,693 and \$3,367,558 is budgeted for FY 2025, which is a 3.6% decrease. This decrease is due to less funding from other agencies, while sales tax is projected to increase 1%.

The city projects \$281,643 in funding from other agencies (down from \$461,952 in FY 2024), including funding from the re-established Operations, Maintenance, and Capital Improvement (OMCI) Deer Creek Watershed District by MSD.

Parks and Stormwater Expenses

The FY 2025 projects are outlined in detail in the CIP. Expenditures by major category in the Parks-Stormwater Fund are as follows:

- Parks and Recreational Facilities - \$2,336,000
- Stormwater - \$1,691,000
- Capital Equipment - \$30,000
- Administration - \$175,728

BUILDING PROJECT BOND FUND

In FY 2017, voters approved a \$10.635M 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 2025 is \$1,496,924. In addition to the Public Safety Sales Tax, the City began receiving the 3% marijuana sales tax in October 2023, which was passed by the voters and dedicated to public safety. Both of these revenue sources 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 Police Station. The city's adopted policy on the use of these funds can be found under the "Financial Policies" section of the budget.

The Public Safety Fund for FY 2025 includes \$117K for market/step adjustments for police. In total, \$515,401 is charged to the Public Safety Fund to offset police compensation increases which have been made over the last several years to maintain competitive salaries.

Not new to the Budget, but new to the FY 2025 transfer out amount is \$284,421, which is 20% of the Public Safety Sales Tax. This portion of the transfer out of the Public Safety Fund to the General Fund is to cover the pension liability for the Police Department. This amount is up 17% as a result of an increase in sales and the new 3% marijuana sales tax, which began October 1, 2023. This amount was previously paid directly to the Legacy Pension Plan. However, since the city closed the Legacy Pension Plan and transferred the assets and administration to LAGERS in January 2024, this 20% is now transferred to the General Fund to offset the LAGERS pension costs for the Police Department.

Building and operating costs for the Police Station, including utilities and maintenance, are budgeted at \$170,556 for FY 2025.

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 \$43,870 in FY 2025.

Other capital items, including building upgrades, firing range lead abatement, replacement pistols and holsters, replacement administration vehicle, comfort dog, walkie-talkie replacements, and 3 additional Flock license plate recognition (LPR) cameras are just a few of the items included in FY 2025.

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 2025.

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.

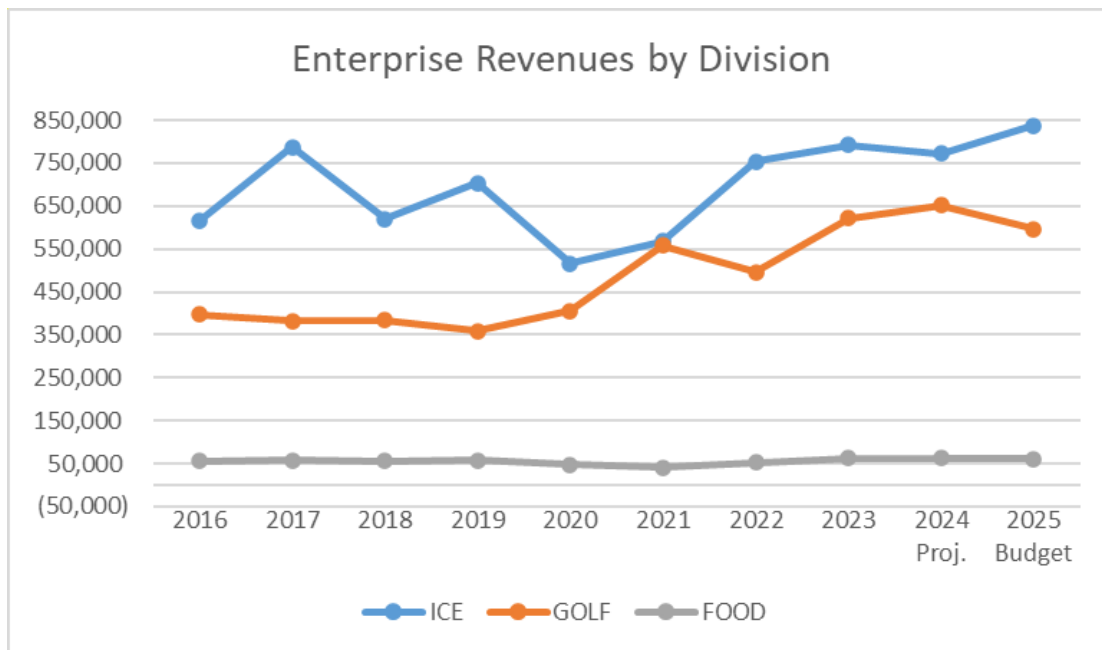
Doing a defeasance allows the city to pay off the bonds faster and also allows the city the option of issuing bonds again before the 20-year maturity at the same rate (subject to voter approval).

In FY 2025, property tax revenue is budgeted to be \$964,600, with interest revenue of \$19,190.

Interest expense is estimated to be \$205,988, and principal expense is anticipated to be \$490,000 in FY 2025.

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 .37% higher in FY 2025 (\$1,493,624). The golf course has seen a substantial increase over FY 2019, up 80.5%, 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 \$59,297 or 8.4%.

Operating Expenses for the Enterprise Fund are anticipated to increase by 5.5% to \$1,465,919. 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 8.3% over projected FY 2024 revenues to \$837,275 in FY 2025. Estimated expenses for FY 2025 are projected to decrease .16% to \$680,647 when compared to projected expenses for FY 2024. The decrease in expenses resulted primarily from a

decrease in ice repairs that occurred in FY 2024 of \$20K. The increase in revenues is due to a projected one-month shutdown of the ice arena during renovations in FY 2024 related to the 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 decrease in FY 2025 by 8.69% to \$595,849 when compared to projected revenues for FY 2024. This amount takes into account the wide variation we have seen in course revenues over the last several years. Estimated expenses for FY 2025 are projected to increase by 11.64% to \$729,935 over projected FY 2024, with most of this increase resulting from \$52K in golf capital equipment. Such capital expenses have previously been charged to the Capital Fund, but the growing fund balance of the Enterprise Fund provides the opportunity for capital equipment expenses to be charged to the Enterprise Fund.

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 decrease slightly in FY 2025 to \$60,500 compared to projected FY 2024 revenues of \$54,326. Estimated expenses are projected to increase to \$55,337 compared to projected FY 2024 expenses of \$54,326.

Budget highlights and detail for Golf, Food, and Ice are included within the proposed budget.

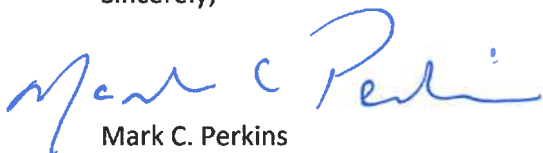
CONCLUSION

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 2025 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, the 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
Donna Spence

Ward II

Tim Carney
Kimberly Norwood

Ward III

David Z. Hoffman
Drew Newman

Ward IV

Joe Martinich
Scott Saunders

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

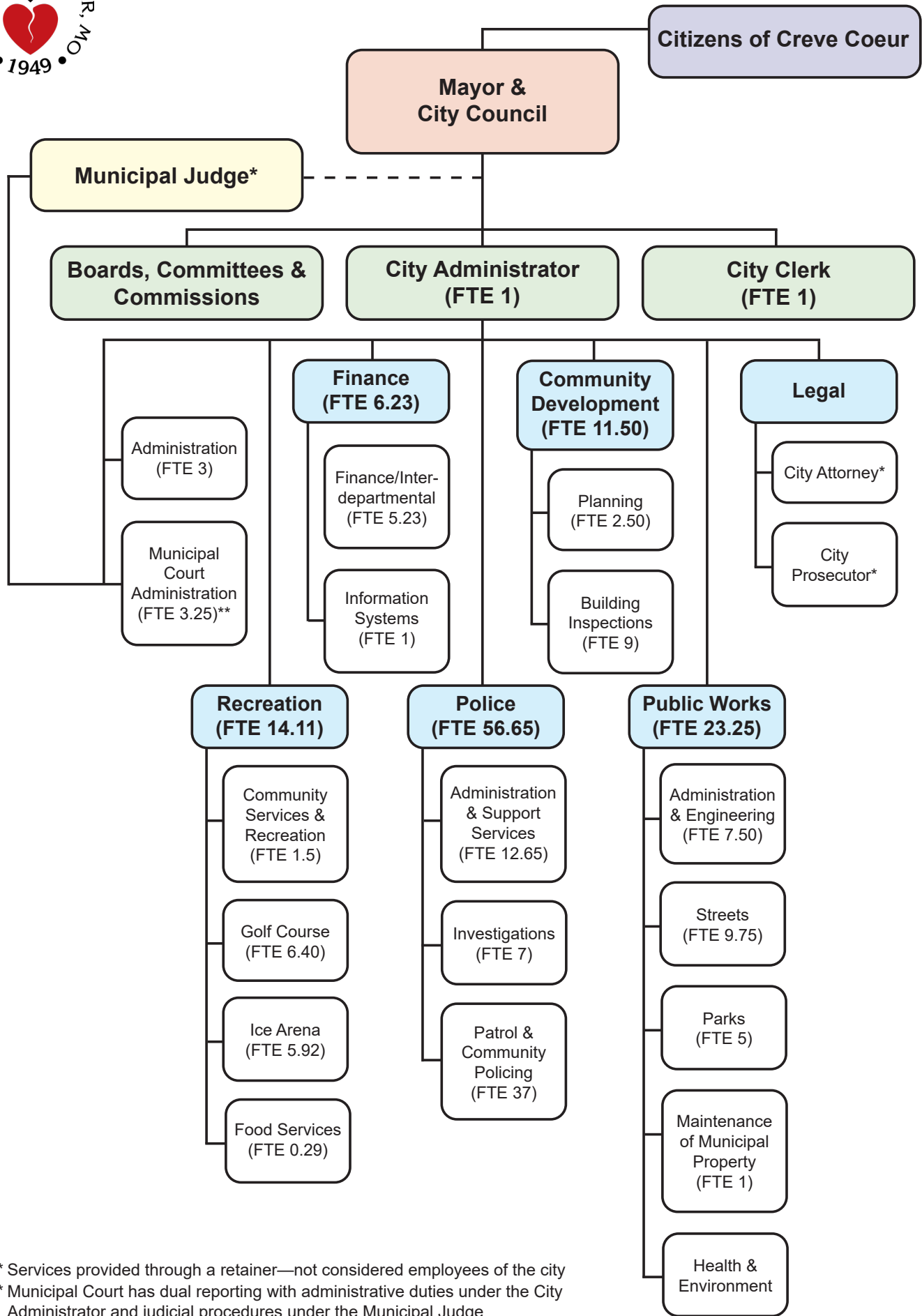
Director of Recreation

Jason E. Valvero

**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, 2023

Christopher P. Morrell

Executive Director

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE CITY OF CREVE COEUR
FOR THE FISCAL YEAR 2025 COMMENCING JULY 1, 2024 AND
APPROPRIATING FUNDS PURSUANT THERETO**

WHEREAS, THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2024 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 MAY 28, 2024, 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 2, 2024, 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, 2024, 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 \$4,000,000 DURING FY 2025 RESULTING IN AN ASSIGNED FUND BALANCE OF \$7,000,000 FOR THE INTENDED USE OF PAYING FOR PUBLIC FACILITIES.

SECTION 3: COUNCIL HEREBY APPROVES AN ADDITIONAL ASSIGNMENT OF \$1,000,000 DURING FY 2025 RESULTING IN AN ASSIGNED FUND BALANCE OF \$2,000,000 FOR STREET IMPROVEMENTS PER ORDINANCE 5479.

SECTION 4: 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 5: THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

PASSED THIS 10TH DAY OF JUNE, 2024.

TIM CARNEY
PRESIDENT OF CITY COUNCIL

APPROVED THIS 10TH DAY OF JUNE, 2024.

ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK
City of Creve Coeur

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
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 .58% overtime expenditures in FY 2024 and .65% in FY 2025.
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 a deficit of \$923K due to spending ARPA Funds in FY 2024, and \$1.2M surplus in FY 2025 due to an increase in revenues.

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 no less than every 2 years. Most recently updated on January 1, 2024 for Golf and Room Rentals, and September 1, 2023 for Ice.
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 2025 Fund Balance is 127.8% with Unassigned Fund Balance at 77.4%.
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) 48.47% (b) 16.89% (c) 11.39% (d) 20.0% 3.25% is unallocated for future reserves

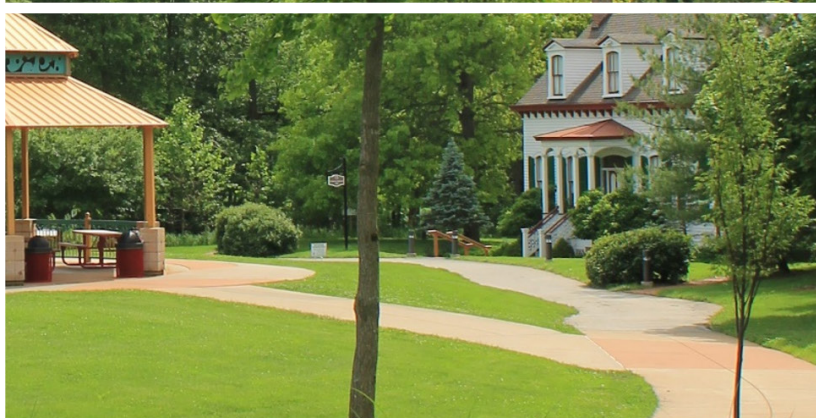
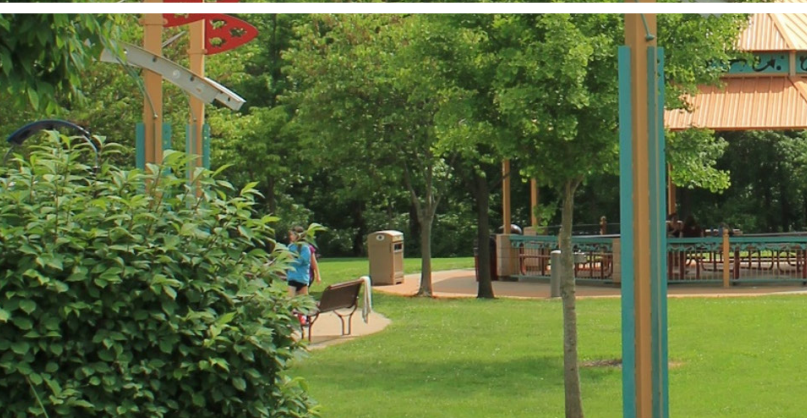
Budget and Financial Policies (Continued)

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) \$2,263,993 (80% of \$2,829,991) is budgeted to remain in the P&S Fund for capital improvements – 100% compliance. (b) \$565,998 (20% of \$2,829,991) 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 May 7, 2024

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.



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)





Invest in city services to make them effective and efficient.

ACTIONS

FY23 Actions:

- Completed a comprehensive review of city's benefit package; reviewed results with City Council at work sessions with proposed enhancements for FY24 and future years.
- Cross-training within city departments has 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.
- Researched onboarding process and applicant tracking systems.
- 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:

- Substantially implemented LAMA building permit software.
- Developed an individualized compensation report to communicate the value of city benefits to employees annually.
- Implemented several benefit enhancements, including (1) added dental and vision option for retirees, (2) implemented salary range increases, merit increases, and cost of living adjustments, (3) increased sick leave for first-year hires, (4) enhanced vacation accrual schedule, (5) increased personal leave, and (6) reduced waiting period for new hires to use sick leave.
- Transferred the city's Legacy Pension Plan to LAGERS and increased LAGERS plan to L-6.
- Informed residents about the use tax ballot initiative through the city newsletter.



Invest in city services to make them effective and efficient.

ACTIONS (CONT.)

- Pursued a grant with Secretary of State Local Records for digital imaging (Phase 1) of permanent City documents.
- Implemented scheduling software and field training software for the Police Department to improve efficiency.
- Began implementation of applicant tracking software for Human Resources Department.

FY25 Actions:

- 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.
- Complete implementation of LAMA building permit software.
- Review and re-bid the city's trash and recycling service to ensure service levels reflect the current needs of the community. The current contract expires on June 30, 2025.
- Consider additional benefit enhancements to maintain a competitive overall benefit package, including consideration of a retiree health stipend and parental or family & medical leave.
- Conduct the triennial community survey to obtain feedback on city services and major issues.
- Implement a web module to better track committees, task forces, membership and term limits.
- Complete implementation of applicant tracking software for Human Resources Department.
- Develop a three-year Strategic Plan with the City Council and staff.



Invest in city services to make them effective and efficient.

MEASURES

- In FY23, the turnover percentage for all full-time employees was 3.7% and the turnover percentage for full-time commissioned employees only was 4.1%. This data excludes retirement, death or employees not completing probation.

	FY2022	FY2023
Full-Time Turnover, All	15.0%	3.7%
Full Time Turnover, Sworn Only	10.2%	4.1%

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)





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 and invest in short-term improvement projects while considering a new facility in 3 to 5 years.
- Began development of a citywide watershed management plan, led by engineering firm Intuition and Logic.
- Considered alternative uses to the Ice Arena prior to Council decision to proceed with conversion of the ice refrigerant system.
- Updated the City's quinquennial street condition analysis, which will guide the pavement management program for the next five years.
- 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:

- Began implementation of short-term improvements to the Government Center to ensure the facility remains functional over the next five years.
- Applied and received grant funding for S. New Ballas Road, Fernview sidewalk project, and N. New Ballas Road sidewalk.
- Completed development of a Watershed Management Plan, adopted by the City Council on April 8, 2024.
- Initiated refrigerant replacement project at the Dielmann Recreation Complex.
- Applied for grant funding for road resurfacing projects and continue to monitor for grant opportunities related to Old Olive Great Streets.



Invest in infrastructure and facilities to support the local economy and quality of life.

ACTIONS (CONT.)

FY25 Actions:

- Set aside a portion of fund balance annually, for future replacement of the Government Center
- Explore renovations of Dielmann Recreation Complex to provide improved space for golf operations, a small pro shop and more efficient working space for the Golf Course Manager.
- Complete capital improvements for streets, stormwater and parks pursuant to the city's capital improvement plan.
- Apply for federal transportation grants to resurface New Ballas Road (Phase 3).
- Complete construction of Old Olive/Lindbergh intersection project.

MEASURES

- The city's quinquennial street condition analysis was conducted in FY23 and reported 70% of streets had a pavement condition index rating >65.
- The City received \$1,595,000 in grant funding for capital improvement projects in FY23.



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)





Promote safety and well-being of the community.

ACTIONS

FY23 Actions:

- Improved police recruiting significantly due to a number of benefit enhancements and other policy changes.
- Implemented mental health checks for all police officers on a triennial basis.
- Installed license plate reader (LPR) cameras at key intersections and locations to prevent and solve crime, assisting in arrests for serious crimes.
- Significantly completed planning and design for Phase 1 of renovations to Millennium Park.
- Researched options for converting park restrooms for year-round use and entered into a design contract.
- Established online registration for all major park and recreation programs.

FY24 Actions:

- Completed Millennium Park renovations.
- Completed the renovation of the Conway Park and Malcolm Terrace Park restrooms to year-round use.
- Developed a park master plan for renovations to Venable Park and concept plan for commemorative artwork.
- Established cost-share program for solar street lighting, providing another option to encourage improved neighborhood lighting and promote public safety in an environmentally-friendly manner.
- Secured grants to complete the Fernview Drive and New Ballas in-fill sidewalk projects.
- Reached full-staffing in the Police Department for the first time in a decade.



Promote safety and well-being of the community.

ACTIONS (CONT.)

- Installed security cameras in city parks to reduce auto thefts and vandalism.
- Increased participation in the regional Critical Incident Stress Management (CISM) program to train and provide resources for police officers involved in critical incidents that may lead to post-traumatic stress disorder.

FY25 Actions:

- Begin construction of Venable Park renovations and installation of commemorative artwork.
- Continue collaboration with Great Rivers Greenway in seeking grant opportunities to implement the Centennial Greenway and 39 North Connector in Creve Coeur.
- Complete design of Fernview and New Ballas sidewalk projects.

MEASURES

- In FY23, the Police Department had 444 case assignments with a clearance rate of 46%. The clearance rate for Part I Offenses was 34%. The Police Department conducted 535 arrests, including 142 arrests for Part I Offenses. The crime rate (offenses per 1,000 population) was 23.7.
- The City applied for the Congestion Mitigation and Air Quality Grant to cover 80% of costs for construction for the first phase of the Centennial Greenway project to connect the existing greenway to a point on Baur Boulevard. Great Rivers Greenway will provide the remaining 20%.
- Phase 1 of the Millennium Park Renovation Project is on track to be completed by Memorial Day.

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





Actively engage Creve Coeur residents and seek input from diverse perspectives.

ACTIONS

FY23 Actions:

- Resumed annual subdivision trustee meeting in January 2023, with approximately 75 participants in attendance.
- Implemented new agenda management software for governing bodies (Council, Boards, Commissions & Committees).
- 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:

- Held the annual subdivision trustee meeting in January 2024 with approximately 60 participants in attendance.
- Developed the Watershed Management Plan with extensive public engagement, including four public open houses and periodic updates in the resident newsletter.
- Planned a Plein Air Art Event for the summer 2024 as a way to engage the community in a cultural event, as recommended by the Arts Committee.
- Planned community activities to celebrate the City's 75th anniversary and Creve Coeur Golf Course 100th anniversary in 2024, including sale of anniversary apparel, articles in the city newsletter highlighting the history of the Golf Course, and summer concert highlighting the anniversaries.



Actively engage Creve Coeur residents and seek input from diverse perspectives.

ACTIONS (CONT.)

FY25 Actions:

- Conduct the triennial community survey to obtain feedback on city services and major issues.
- Prepare for installation of Venable Park commemorative artwork in 2025.
- Host the city's first-ever Plein Air Art Event in July 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.
- Proactively recruit more diverse applicants to boards and commissions through outreach to community organizations and businesses.

MEASURES

- The City had approximately 75 attendees at the 2023 subdivision meeting and approximately 60 attendees at the 2024 subdivision meeting.
- Since the beginning of FY23, the City has seen a 15.0% increase in followers on Facebook and 1.3% increase in followers on Twitter.



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





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

ACTIONS

FY23 Actions:

- Adopted 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.

FY24 Actions:

- Updated the Comprehensive Plan (Creve Coeur 2030) to include the redevelopment of the Bayer West Campus.
- Approved the Olia Village Development, to include a mix of restaurants, retail, office, hotel and housing in a pedestrian oriented environment. In addition, the development includes a mix of housing types, including townhomes, condominiums and apartments.
- Adopted a planned development ordinance to serve as a flexible zoning alternative.
- Held work sessions with Planning & Zoning Commission to address and encourage electric vehicle infrastructure in the city and revise the City's zoning ordinance.
- Adopted 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.
- Continued collaboration with Great Rivers Greenway in seeking grant opportunities to implement the Centennial Greenway and 39 North Connector in Creve Coeur
- Established an agreement with 39 North for economic development services to promote the continued growth of the agtech industry.
- Consider ways to encourage redevelopment in the East Olive Corridor consistent with Comprehensive Plan.



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

ACTIONS (CONT.)

FY25 Actions:

- Complete Old Olive Street Road/Olive Boulevard reconstruction project, providing connectivity east and west of Olive Boulevard on Old Olive Street Road.
- Develop landscaping plan for the northwest corner of Lindbergh Boulevard and Olive Boulevard, as a front door to 39 North Innovation District.
- Continue to oversee implementation of Olia Village Plan, providing resources necessary to adequately review and inspect all phases of development.
- Engage with 39 North leadership toward agreed upon objectives under the city's Economic Development Services Agreement.

MEASURES

- Citizen and customer feedback received through our building permit surveys indicate noticeable improvement in user satisfaction. During CY2023, the Building Division received positive feedback from the building permit survey.

	CY2023	
	Residential % of "Strongly Agree" and "Agree" Responses	Commercial % of "Strongly Agree" and "Agree" Responses
The office staff was courteous.	95%	100%
The plan review comments were clear and concise.	95%	94%
The Building Inspector was professional.	91%	93%
The Building Inspector was helpful.	89%	87%
The building inspection process was satisfactory.	88%	80%

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. Closed in FY 2024.
City Employees Retirement Fund	Funds used to account for assets held in a trustee capacity for the city’s eligible employees. Closed in FY 2024.

Use of Funds by Department

The following table reflects the funds included in each Department/Division (**5 Major Funds are in Bold**):

Fund Categories	Governmental Funds								Proprietary Fund	Fiduciary Funds Eliminated FY 2024
Department	General Fund	Escrow & Court Bonds	Capital Fund	P & S Fund	Police Bldg Fund	Debt Service Fund	Public Safety Fund	Sewer Lateral Fund	Enterprise Fund	City EE Retire. Fund
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 and public participation/input is encouraged in the City's newsletter and on the City's website. 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.

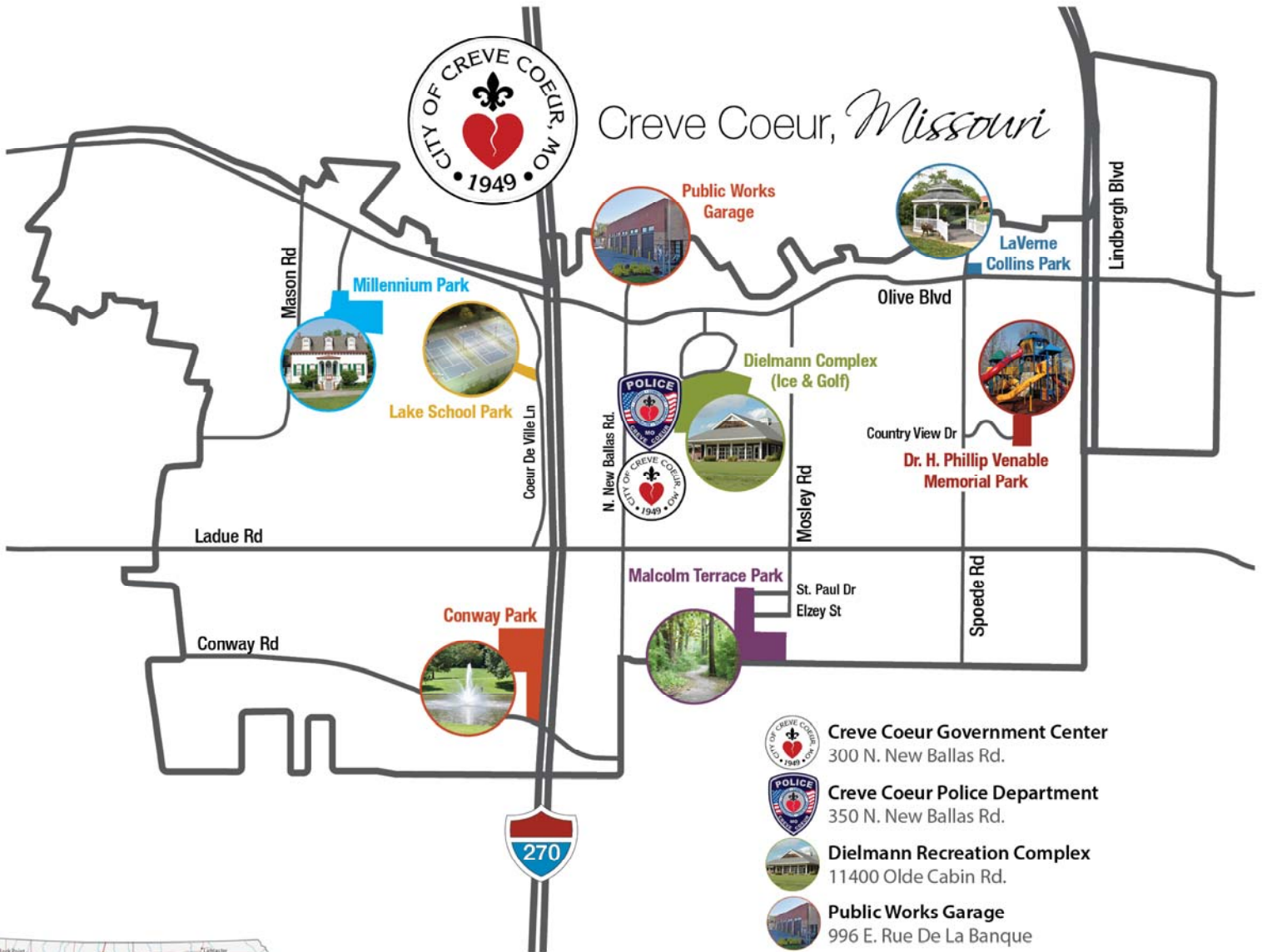
(c) *Transfer of appropriations*: At any time during the fiscal year the City Administrator may transfer part or all of any unencumbered appropriation balance, not including salaries or capital expenditures, among programs within a department, office or agency and, upon written request by the City Administrator, 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. 1129, & 1 (Prop. 7), 12-16-85)

Any amount remaining on a purchase order at the end of the fiscal year, will be reviewed by staff and may be rolled and re-budgeted through the financial software's year-end process. Because the purchase order was already approved by the appropriate Department Director, Director of Finance, City Administrator or City Council, this process does not require re-approval and is not considered one of the budget amendments as defined under Section 9.8 of the City's Charter.

**City of Creve Coeur
Preliminary Operating Budget Calendar
Fiscal Year 2025**

January 30, 2024	Budget and Financial Policies are Reviewed and Updated with Finance Committee.
February 16, 5:00 p.m.	Operating Budget Requests due to Director of Finance office.
February 16 to March 4	Finance Reviews Departmental Budget Submissions.
February 26	Work Session to Review Strategic Plan with City Council.
March 4	Finance Office Submits FY 2025 Preliminary Revenue Projections to City Administrator's Office.
March 11	Work Session with Finance Committee & City Council to Discuss the 5-Year CIP Budget.
March 11 to March 15	Budget Reviews and Discussions between City Administrator's Office, Finance Office, and Operating Departments.
March 19	Budget Review with Finance Committee
March 20 to April 12	FY 2025 Preliminary Budget Prepared by Finance and City Administrator's Office.
April 8	Adoption of the 5-Year CIP Budget.
April 19	Submission of FY 2025 Preliminary Operating Budget to City Council and Finance Committee.
April 22	Joint Work Session on Preliminary Operating Budget with City Council and Finance Committee.
May 3	Advertise Public Hearing on Proposed FY 2025 Operating Budget.
May 7	Second Review of Budget by Finance Committee, if Needed.
May 13	Second Work Session on Preliminary Operating Budget by City Council, if Needed.
May 15 to May 21	Staff Adjustments to Preliminary Operating Budget.
May 28	Public Hearing on FY 2025 Operating Budget before City Council. First Reading on Budget Ordinance.
June 10	Final Reading on Budget Ordinance.
July 1, 2024	Effective Date for adopted of the FY 2025 Budget.



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

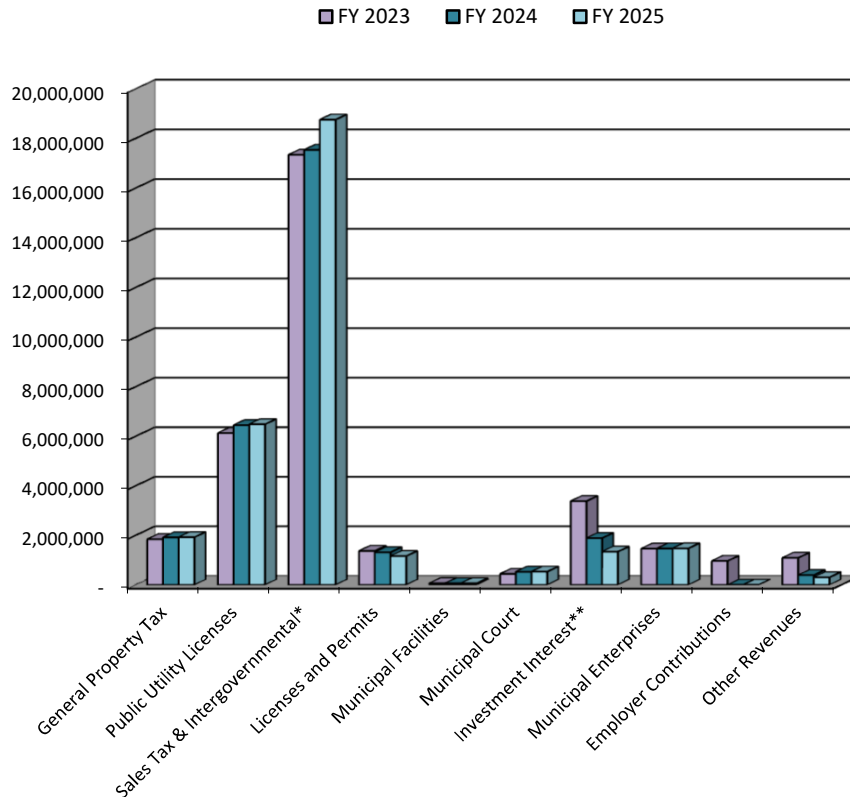
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CITY OF CREVE COEUR
SUMMARY OF ESTIMATED REVENUES AND EXPENDITURES - ALL FUNDS
AND PROJECTED FUND BALANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2025

	PROJECTED JUNE 30 2024 FUND BALANCE	REVENUES	TRANSFERS FROM OTHER FUNDS	UTILIZATION OF FUND BALANCE	TOTAL REVENUE	ESTIMATED EXPENDITURES	TRANSFERS TO OTHER FUNDS	SURPLUS/ DEFICIT	PROJECTED JUNE 30 2025 FUND BALANCE
General Fund	\$ 21,610,613	\$ 18,158,100	\$ 1,365,820	\$ 0	\$ 19,523,920	\$ 17,816,944	\$ 500,000	\$ 1,206,977	\$ 22,817,589 (1)
Capital Improv. Fund	219,814	6,255,589	500,000	0	6,755,589	6,233,284	0	522,305	742,119
Parks & Stormwater Fund	2,278,049	3,367,558	0	-1,431,168	3,367,558	4,232,728	565,998	-1,431,168	846,881 (2)
Police Bldg. Fund	1,209,466	50,848	0	-159,152	50,848	210,000	0	-159,152	1,050,314
Public Safety Fund	1,356,508	1,578,924	0	0	1,578,924	633,592	799,822	145,511	1,502,019
Sewer Lateral Fund	241,724	145,500	0	-33,738	145,500	179,238	0	-33,738	207,986
Debt Service Fund	750,485	983,790	0	0	983,790	696,308	0	287,482	1,037,967
Municipal Enterprise Fund	487,295	1,493,624	0	0	1,493,624	1,465,919	0	27,705	515,000
City Employees Retirement Fund	0	0	0	0	0	0	0	0	0
TOTAL-ALL FUNDS	\$ 28,153,953	\$ 32,033,934	\$ 1,865,820	\$ (1,624,058)	\$ 33,899,754	\$ 31,468,013	\$ 1,865,820	\$ 565,922	\$ 28,719,875

"(1) Total Fund Balance includes \$9,000,000 of the following: City Facilities (\$7M) and Streets (\$2M)
"(2) Total Fund Balance includes \$749,533 for Park Improvements

Where the Money Comes From



All Fund Revenues FY 2023 Actual, FY 2024 Projected & FY 2025 Estimated

	FY 2023 Actual	FY 2024 Projected	FY 2025 Estimated
General Property Tax	1,842,474	1,916,800	1,924,967
Public Utility Licenses	6,128,460	6,447,153	6,485,293
Sales Tax & Intergovernmental*	17,336,991	17,536,447	18,752,418
Licenses and Permits	1,369,022	1,313,209	1,160,319
Municipal Facilities	66,694	62,215	64,000
Municipal Court	442,764	527,000	532,270
Investment Interest**	3,378,650	1,888,044	1,337,789
Municipal Enterprises	1,460,829	1,467,287	1,472,140
Employer Contributions	965,205	-	-
Other Revenues	1,089,619	392,288	304,739
Total Revenue Sources	\$ 34,080,708	\$ 31,550,442	\$ 32,033,934

*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 awarded or received grants in FY2024 or open as of July 1, 2025. 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 \$8,800):* FY 2024 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 \$4,000):* FY 2024 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 2024 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.

Coalition for Roadway Safety (Show Me Zero/Blueprint Grant)

- *The Police Department was awarded \$3,442.60 under the Blueprint Grant from MoDot, for the purchase of an in-car radar unit. The funds awarded through this grant are to be used to support the “Show Me Zero” initiatives.*

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 \$5,837.50 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 2024 the Parkway School District will reimburse the Police Department for the services of a School Resource Officer (SRO) in the amount of \$78,865.50. 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.

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 October 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 2025. Grant reimbursement will be spread over FY 2025-FY 2026 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.
- *Surface Transportation Program (grant not to exceed \$960,000)*: Grant awarded in FY 202 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.
- *Surface Transportation Program (grant not to exceed \$960,000)*: Grant awarded in FY 2024 for the acquisition of easements, construction of sidewalks, curbing, road pavement, and stormwater improvements along South New Ballas Rd. from Ladue Rd. to Conway Rd. Design was not included in this grant in order to begin design sooner. Design began in FY 2024, and construction is planned for FY 2026. Grant reimbursement is anticipated in FY 2026 as applicable costs are incurred. Grant status: open.
- *Transportation Alternative Program (grant not to exceed \$550,000)*: Grant awarded in FY 2024 for the acquisition of easements, construction of sidewalks, curbing, relocation of a water main, grading and restoration of the site. The Project limits are contained to

425 N. New Ballas Rd. Design was not included in this grant in order to begin design sooner. Final design began in FY 2024, and construction is planned for FY 2026. Grant reimbursement is anticipated in FY 2026 as applicable costs are incurred. Grant status: open.

- *Transportation Alternative Program (grant not to exceed \$1,000,000):* Grant awarded in FY 2024 for the acquisition of easements, construction of sidewalks, curbing, grading and restoration of the site. Sidewalk improvements will be constructed along Fernview Dr. from Olive Blvd to Gallagher Rd. as well as the connections to sidewalks along side streets within the project limits. Design was not included in this grant in order to begin design sooner. Final design began in FY 2024, and construction is planned for FY 2026. Grant reimbursement is anticipated in FY 2026 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 2025. 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)

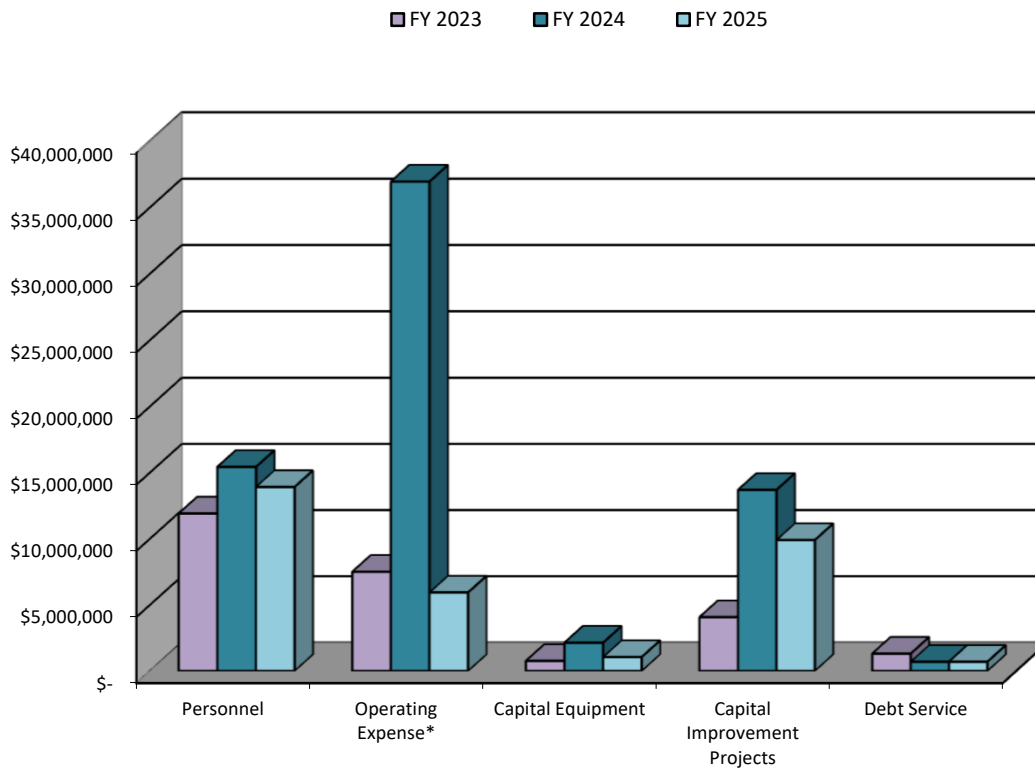
St. Louis Area Insurance Trust (SLAIT)

- *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: closed.

St. Louis County Department of Public Health

- *Municipal Waste Reduction Grant (grant not to exceed \$12,526.20):* Grant awarded in FY 2024 for the fourth consecutive year and reimburses expenses associated with a community electronics recycling event, including costs of negative value items dropped off for recycling. Final reimbursement amount was \$4,945. We anticipate receiving the grant again in FY 2025 for a similar event. Grant status: closed.

Where the Money Goes



All Fund Expenditures FY 2023 Actual, FY 2024 Projected & FY 2025 Estimated

	FY 2023 Actual	FY 2024 Projected	FY 2025 Estimated
Personnel	\$ 11,903,346	\$ 15,420,225	\$ 13,902,952
Operating Expense*	7,494,427	36,935,302	5,931,002
Capital Equipment	754,606	2,135,390	1,047,950
Capital Improvement Projects	4,062,347	13,686,036	9,889,800
Debt Service	1,307,671	695,908	696,308
Total Expenditures	\$ 25,522,396	\$ 68,872,861	\$ 31,468,012

*Closed Legacy Pension Plan in FY2024 and moved the Plan to LAGERS

**Combined Statement of Budgeted Revenues and Expenditures - All Funds
For the Fiscal Year Ending June 30, 2025**

	General Fund	Capital Imprvmnt. Fund	Parks & Stormwater Fund	Police Building Fund	Public Safety Fund	Sewer Lateral Fund	Debt Service Fund	Municipal Enterprise Fund	City Employees Retirement Fund	Total
Revenues										
General Property Tax	824,867					135,500	964,600			1,924,967
Public Utility Licenses	6,485,293									6,485,293
Intergovernmental Revenue	8,073,613	6,041,947	3,370,412		1,513,924					18,999,896
Licenses and Permits	1,160,319									1,160,319
Municipal Facilities	64,000									64,000
Municipal Court	532,270									532,270
Investment Interest	750,000	193,643	227,624	50,848	65,000	10,000	19,190	21,484	-	1,337,789
Golf Course & Ice Arena								1,472,140		1,472,140
Bond Proceeds										-
Employer Contributions										-
Employee Contributions										-
Other Revenues	267,739	20,000	(230,478)		-					57,261
Total Revenues	18,158,100	6,255,589	3,367,558	50,848	1,578,924	145,500	983,790	1,493,624	-	32,033,934
Expenditures										
Personnel	12,685,089	180,226	175,678		-	18,738		843,221		13,902,952
Operating Expense	4,870,864		50		380,742	160,500		518,846	-	5,931,002
Capital Equipment	260,990	400,258	30,000		252,850			103,852		1,047,950
Capital Improvement Projects		5,652,800	4,027,000	210,000						9,889,800
Debt Service							696,308			696,308
Total Expenditures	17,816,944	6,233,284	4,232,728	210,000	633,592	179,238	696,308	1,465,919	-	31,468,013
Transfers In	1,365,820	500,000						-	-	1,865,820
Transfers (Out)	(500,000)		(565,998)		(799,822)					(1,865,820)
Change in Fund Balance	1,206,977	522,305	(1,431,168)	(159,152)	145,511	(33,738)	287,482	27,705	-	565,921
Fund Balance, July 1, 2024	21,610,613	219,814	2,278,049	1,209,466	1,356,508	241,724	750,485	487,295	-	28,153,953
Fund Balance, June 30, 2025	22,817,589	742,119	846,881	1,050,314	1,502,019	207,986	1,037,967	515,000	-	28,719,875

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 2024 projected revenues and transfers in to the General Fund are estimated to be less than budgeted expenditures and transfers out by \$923K. This is primarily due to transferring \$1.7M out to the Capital Fund for the American Rescue Plan Act (ARPA) Projects. FY 2024 Sales tax is 5.6% less than budget. Utility Taxes and Fees were up 2.8% from budget. Overall expenditures were down .6%. Without the transfer out for the ARPA projects, there would have been a surplus of \$816K for FY 2024.

FY 2025 General Fund budget anticipates a \$1.2M surplus including transfers in and out. Overall revenues are anticipated to increase \$420K or 2.2%. Utility revenues, sales tax and property/road & bridge tax are all projected to increase 1%, where gasoline tax is projected to increase 10%. Telephone receipts continue to decline and will throughout future years.

Salaries are projected to increase 7.71%, but because pension costs are decreasing 35% as result of closing the Legacy Plan, the overall expenditures are projected to decrease by .40% for FY 2025. A 2% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2025 budget. A 3.5% COLA for officers and sergeants in addition to their 3.5% step, averages a 7% increase for FY 2025.

The following table shows the position of the General Fund balance over the next five years, based on estimated numbers as of June 30, 2024 and incorporates the following assumptions:

Revenue Assumptions:

- Sales tax revenue is budgeted to increase 1% in FY 2025 and every year thereafter.
- All Utilities, except Telephone, are increasing 1% in FY 2025 and alternating with .5% thereafter.
- Telephone receipts continue to decrease 2% for FY 2025 and every year thereafter due to more residents eliminating their landlines, less reliance on voice and more use of texting and data.
- Building Permits are budgeted to decrease 5.5% as a result of FY 2024 being another good year with several large projects. FY 2025 uses the last 5 year average (excluding the 2 high years).
- The transfer in from the Parks & Stormwater Sales Tax Fund will decrease 2.8% as a result of a decrease in sales tax revenues from FY 2023 to FY 2024. 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 increase 115% as a result of the Legacy Plan closing, as well as an increase in sales tax from the 3% marijuana tax that began October 1, 2023. Now Public Safety Fund won't be paying the pension costs directly out of its Fund, but rather transferring the funds to the General Fund to make the payment. FY 2025 includes \$117,783 for the cost of doing a market adjustment to the Step Plan (this will be an on-going expenditure). Ongoing years include transitioning the Police officers to 12-hour shifts in FY 2019, making pay adjustments in FY 2022, doing a market equity/step program in FY 2023, and doing a market equity/step increase in FY 2025.

**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

Expenditure & Fund Balance Assumptions:

- Overall expenditures will decrease .40% in FY 2025 and then increase on an average of to 3.29% from FY 2026 through FY 2029.
- An overall 2% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2025 budget. A 3.5% COLA for officers and sergeants, in addition to their 3.5% step increase, averages a 7% increase for FY 2025. A 4% salary increase is projected every year thereafter.
- Total salary & benefits expenditures will increase an average of 3.48% through FY 2029. However, since there is a 35% decrease in pension costs, the overall increase in salaries and benefits for FY 2025 is only 1.31%. Future years includes an average 4.0% increase.
- Health and other personnel benefits (excluding pension) are budgeted to increase 14.4% in FY 2025 and then 3% every year thereafter. Health Insurance will see a 7.5% increase in FY 2025, but an overall increase of 10.6% due to anticipated full employment and changes in coverage levels. Many positions were still vacated and in the process of being filled in FY 2024, thereby reducing the City's health insurance costs. Workmen's compensation insurance is seeing a 30% increase as a result in an increase and fully staffed salaries, in addition to an increase in the rates and the City's experience mod going up
- Pension for the LAGERS Plan for FY 2025 is budgeted to increase as a result of salary increases and several vacancies being filled in FY 2024. In addition, the City upgraded LAGERS from LT-8(65) to L-6, which has increased the rate for all employees.
- The Legacy Pension Plan's contribution ceases in FY 2025 as a result of closing the Legacy Plan and turning the administration of the Plan over to LAGERS.
- 20% of the Public Safety Sales Tax Revenue (\$250,845 as a Transfer In) 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.
- \$2M of the General Fund Balance will be Reserved for Street Reconstruction Emergencies starting in FY 2025 (up from \$1M).
- \$7M is set aside for the Govt. Center in FY 2025, and \$1M each year until there's \$10M in FY 2028.
- The \$400K Transfer Out each year to the Capital Fund will be increased in FY 2025 to \$500K each year from the County Road & Bridge Tax revenue to be used for the improvement and repair of public roads streets and bridges. Then in FY 2026 an additional \$900K will be added to offset the costs for new roofs on the Garage and the Ice Arena. The balance of the funds from Road & Bridge remain in the General Fund to support the Street Division operations.
- The remaining ARPA Funds were transferred to the Capital Fund in FY 2024.
All funds have been obligated and will be spent by December 31, 2026 per ARPA requirements.
- No Transfer Out to the Enterprise Fund will be needed in the next 5 years.

**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

	FY 2024	FY 2025	FY 2026
Revenues	18,149,805	18,158,100	18,307,021
Expenditures	-17,887,771	-17,816,944	-18,386,085
Revenue over (under) Expenditures	262,034	341,157	-79,064
Transfers - In (From Public Safety)	371,606	799,822	832,825
Transfers - In (From Parks & Stormwater)	582,434	565,998	571,658
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	-2,139,305	-500,000	-1,400,000
Net Change in Fund Balance	-923,231	1,206,977	-74,581
Fund Balance - Beginning of year	22,533,844	21,610,613	22,817,589
FUND BALANCE - End of the Year	21,610,613	22,817,589	22,743,009
*Less RESERVE GF BAL. FOR CAPITAL CONST.	4,000,000	9,000,000 *	10,000,000
Unassigned Fund Balance	17,610,613	13,817,589	12,743,009

	FY 2027	FY 2028	FY 2029
Revenues	18,460,189	18,635,164	18,787,516
Expenditures	-19,010,965	-19,608,612	-20,280,697
Revenue over (under) Expenditures	-550,776	-973,447	-1,493,182
Transfers - In (From Public Safety)	854,489	876,836	899,891
Transfers - In (From Parks & Stormwater)	577,375	583,149	588,980
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	-500,000	-500,000	-500,000
Net Change in Fund Balance	381,087	-13,463	-504,311
Fund Balance - Beginning of year	22,743,009	22,546,721	21,950,110
FUND BALANCE - End of the Year	22,546,721	21,950,110	20,856,820
*Less RESERVE GF BAL. FOR CAPITAL CONST.	11,000,000	12,000,000	12,000,000
Unassigned Fund Balance	11,546,721	9,950,110	8,856,820

* Capital Construction Reserve includes \$7M for Govt Center in FY 2025; then \$1M each year until there's \$10M in FY 2028; and \$2M reserved for Streets in FY 2025 - FY 2029

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 information as of June 30, 2024 and incorporates the following assumptions:

- Assumes an increase in FY 2025 for the transfer of funds of \$400K to \$500K from the General Fund as outlined in the Five Year Plan. It includes an additional \$900K in FY 2026 for roofing at the Garage and the Ice Arena.
- Grant revenues will increase in accordance with Five-Year Financial Plan assumptions.
- Sales Tax is projected to increase 1% for FY 2025 and every year thereafter.
- Capital improvements will be in accordance with the Five-Year Capital Improvement Plan.
- There are projections for grant revenues in FY 2025, 2026, & 2027, but not in FY 2028 or FY 2029 since they are not secured grants that far in the future.

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Revenues	5,012,744	6,255,589	4,799,371
Expenditures	-10,372,346	-6,233,284	-6,858,251
Revenue over (under) Expenditures	-5,359,602	22,305	-2,058,880
Operating transfers – In (From General Fund)	2,139,305	500,000	1,400,000
Operating transfers - Out	0	0	0
Net Change in Fund Balance	-3,220,297	522,305	-658,880
Fund Balance - Beginning of year	3,440,111	219,814	742,119
FUND BALANCE-End of the Year	<u>219,814</u>	<u>742,119</u>	<u>83,240</u>

	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>
Revenues	2,624,765	2,650,413	2,676,317
Expenditures	-2,800,488	-2,816,386	-2,799,493
Revenue over (under) Expenditures	-175,723	-165,973	-123,176
Operating transfers – In (From General Fund)	500,000	500,000	500,000
Operating transfers - Out	0	0	0
Net Change in Fund Balance	324,277	334,027	376,824
Fund Balance - Beginning of year	83,240	407,517	741,544
FUND BALANCE-End of the Year	<u>407,517</u>	<u>741,544</u>	<u>1,118,367</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 improvement plan (CIP) 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 information as of June 30, 2024 and incorporates the following assumptions:

- FY 2024 Sales Tax had a 5.37% increase over FY 2023. FY 2025 through FY 2029 includes a projected 1% increase every year.
- FY2025 includes a Transfer Out to the General Fund (\$565,998,) 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 CIP.
- FY 2024 included donations of \$450K for Venable Park Memorial. FY 2025 through FY 2029 includes funding from Deer Creek OMCI.
- \$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 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Revenues	3,493,692	3,367,558	3,276,774
Expenditures	-4,772,033	-4,232,728	-1,961,000
Revenue over (under) Expenditures	-1,278,341	-865,170	1,315,774
Transfers – In (From General Fund)	0	0	0
Transfers - Out (To General Fund)	-582,434	-565,998	-571,658
Net Change in Fund Balance	-1,860,775	-1,431,168	744,116
Fund Balance - Beginning of year	4,138,824	2,278,049	846,881
FUND BALANCE-End of the Year	2,278,049	846,881	1,590,997
Less RESERVE GF BALANCE FOR PARKS	749,533	749,533	749,533
Unassigned Fund Balance	1,528,516	97,348	841,464

	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>
Revenues	3,937,942	3,679,422	3,536,216
Expenditures	-2,231,500	-4,387,100	-2,627,900
Revenue over (under) Expenditures	1,706,442	-707,678	908,316
Transfers – In (To General Fund)	0	0	0
Transfers - Out (From General Fund)	-577,375	-583,149	-588,980
Net Change in Fund Balance	1,129,067	-1,290,827	319,336
Fund Balance - Beginning of year	1,590,997	2,720,065	1,429,238
FUND BALANCE-End of the Year	2,720,065	1,429,238	1,748,574
Less RESERVE GF BALANCE FOR PARKS	749,533	749,533	749,533
Unassigned Fund Balance	1,970,532	679,705	999,041

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 2024 budget expenditures are estimated to be \$812,726 more than revenues, and \$1,184,332 more than revenues after the transfer out, due to the one-time payment of \$1.5M for the COLA costs to the Legacy Pension Plan. FY 2025 includes a full year of the 3% marijuana sales tax, which started October 1, 2023. FY 2025 revenues, after the transfers out, is \$145,511 more than expenditures.

Pursuant to the Public Safety Policy, below are how the funds will be allocated over the next five years:

- FY 2025 includes a transfer out to the General Fund (\$515,401) to cover the annual cost of transitioning the police department to 12-hour shifts in FY 2019, for the Pay Adjustments in FY 2022, for the market equity/step program/probation completion bonus in FY 2023, and for the market equity step adjustments in FY 2025.
- FY 2025 also includes a transfer out to the General Fund of 20% of the prior year sales tax revenue (\$284,421) to be used to offset the Police pension costs. This amount used to be under expenditures, but since we closed the Legacy Pension Plan in FY 2024 and no longer have these expenditures coming out of this fund, we are now transferring the funds to the General Fund to cover the Police pension costs to LAGERS.
- For specialized training.
- For the police building's maintenance and operating costs, including utilities.
- Public safety capital expenditures.

FY 2025 - 2029 includes a 2.5% increase in expenditures, even though these numbers can vary greatly year to year.

	FY 2024	FY 2025	FY 2026
Revenues	1,495,698	1,578,924	1,576,893
Expenditures	-2,308,423	-633,592	-649,432
Revenue over (under) Expenditures	-812,726	945,332	927,462
Transfers - In	0	0	0
Transfers - out (To General Fund)	-371,606	-799,822	-832,825
Net Change in Fund Balance	-1,184,332	145,511	94,637
Fund Balance - Beginning of year	2,540,840	1,356,508	1,502,019
FUND BALANCE - End of the Year	<u>1,356,508</u>	<u>1,502,019</u>	<u>1,596,655</u>

	FY 2027	FY 2028	FY 2029
Revenues	1,592,012	1,607,282	1,622,705
Expenditures	-665,668	-682,309	-699,367
Revenue over (under) Expenditures	926,345	924,973	923,338
Transfers - In	0	0	0
Transfers - out (To General Fund)	-854,489	-876,836	-899,891
Net Change in Fund Balance	71,856	48,137	23,448
Fund Balance - Beginning of year	1,596,655	1,668,511	1,716,648
FUND BALANCE - End of the Year	<u>1,668,511</u>	<u>1,716,648</u>	<u>1,740,095</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 2024 projected revenues for the Municipal Enterprise Fund are estimated to be more than expenses by \$98,263. There are no transfers in or out of the Municipal Enterprise Fund. FY 2025 is budgeted with a surplus of \$27,705.

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 2025 are expected to increase .37%, but then incr. an average of 1.89% for FY 2026-2029.
- FY 2024 Revenues includes a full year of FY 2023 rate increases, as well as a decrease of \$42,620 dues to the ice arena being shut down for one month while the refrigerant is being replaced. FY 2025 Revenues assumes Golf Revenues return to a more normal year instead of the record year in FY 2024.
- FY 2026 and FY 2028 Revenues include rate increases in Ice Rink, Golf Course and Meeting Room Fees.
- Salaries are expected to increase 4% for FY 2025 and then 4% from FY 2026 through FY 2029.
- Health and other insurance benefits are budgeted with an overall increase of 7.19% for FY 2025 as a result of an increase in pension benefits, and then with an average 4% increase over the next 4 years.
- Pension for the LAGERS Plan is budgeted to increase in FY 2025, mainly as a result of an increase in salaries, filling vacated positions, and increasing the LAGERS benefit from LT-8 to L-6. Future years include a 5% incr.
- Operating expenditures will increase 1.5% for contractual services and 2% for commodities annually.
- Overall expenditures will incr. 3.5% due to normal increases to personnel, maint. and operational costs.
- Transfers from the General Fund are not needed in the next 5 years.

	FY 2024	FY 2025	FY 2026
Revenues	1,488,146	1,493,624	1,516,029
Expenditures	-1,389,883	-1,465,919	-1,511,720
Revenue over (under) Expenditures	98,263	27,705	4,309
Transfers - In (From General Fund)	0	0	0
Transfers - Out	0	0	0
Net Change in Fund Balance	98,263	27,705	4,309
Fund Balance - Beginning of year	389,032	487,295	515,000
FUND BALANCE - End of the Year	487,295	515,000	519,309

	FY 2027	FY 2028	FY 2029
Revenues	1,550,769	1,574,030	1,609,641
Expenditures	-1,555,631	-1,601,053	-1,648,042
Revenue over (under) Expenditures	-4,862	-27,023	-38,401
Transfers - In (From General Fund)	0	0	0
Transfers - Out	0	0	0
Net Change in Fund Balance	-4,862	-27,023	-38,401
Fund Balance - Beginning of year	519,309	514,447	487,424
FUND BALANCE - End of the Year	514,447	487,424	449,023

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 increased \$30M in FY 2024 as a result of closing the Legacy Pension Plan and transferring the administration of the closed Plan to Missouri Local Government Employees Retirement System (LAGERS) in January 2024. Prior to closing the Plan and transferring the assets, the City modified the Plan to include a .75% COLA to retirees for each full year from the later of the retiree's date of retirement and January 1, 2002 through August 31, 2023. The City also modified the Plan to include a .50% COLA for all retirees every year going forward starting October 1, 2024. The cost to modify the Plan to include a COLA was approximately \$2.4M. \$1.5M of this cost was funded from the Public Safety Fund and the General Fund covered most of the remaining cost.

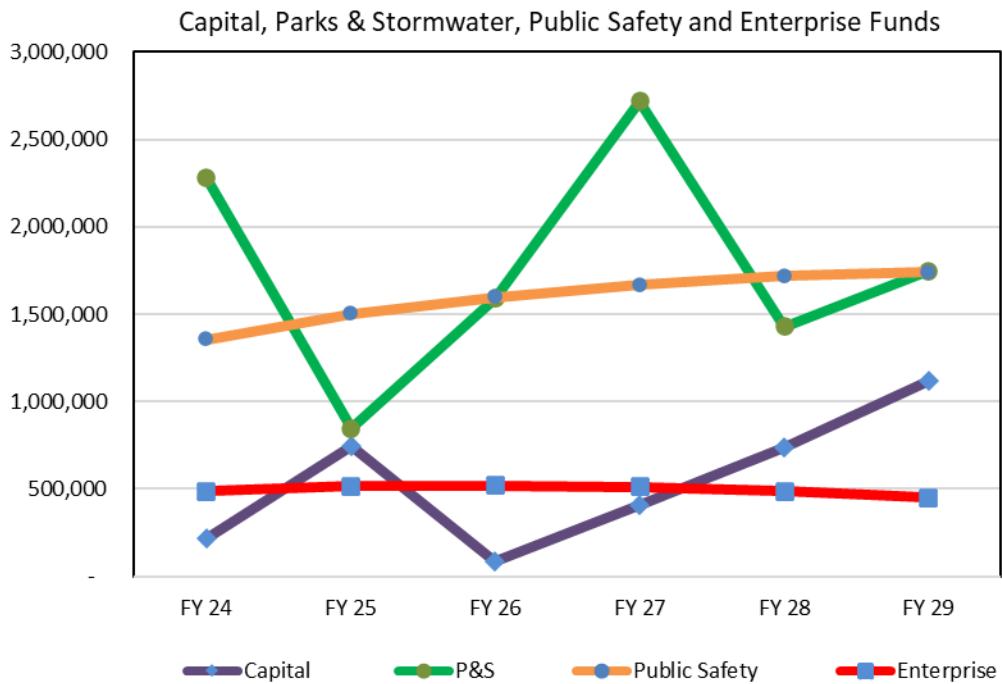
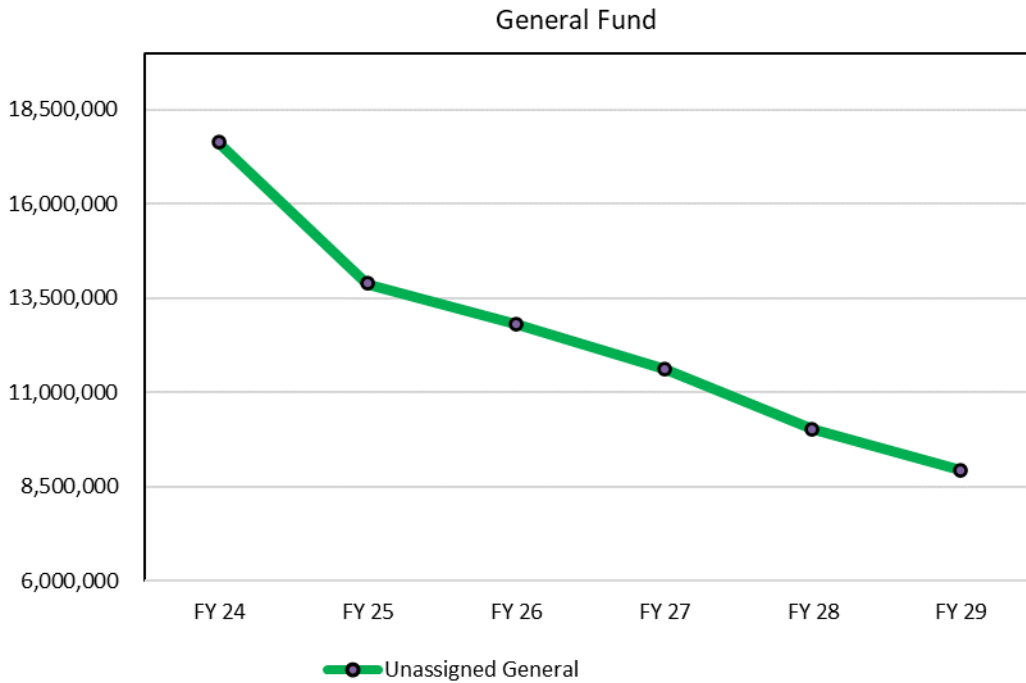
All current employees are now on the LAGERS Plan, and the pension payments for the retirees in the Legacy Plan are now administered by LAGERS.

Future years reflect the closure of the Plan as of January 2024.

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
Revenues	730,913	0	0
Expenditures	-31,256,767	0	0
Revenue over (under) Expenditures	-30,525,854	0	0
Transfers-In (From General Fund)	0	0	0
Net Change in Fund Balance	-30,525,854	0	0
Fund Balance - Beginning of year	30,525,854	0	0
FUND BALANCE-End of the Year	<u>0</u>	<u>0</u>	<u>0</u>

	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>
Revenues	0	0	0
Expenditures	0	0	0
Revenue over (under) Expenditures	0	0	0
Transfers-In (From General Fund)	0	0	0
Net Change in Fund Balance	0	0	0
Fund Balance - Beginning of year	0	0	0
FUND BALANCE-End of the Year	<u>0</u>	<u>0</u>	<u>0</u>

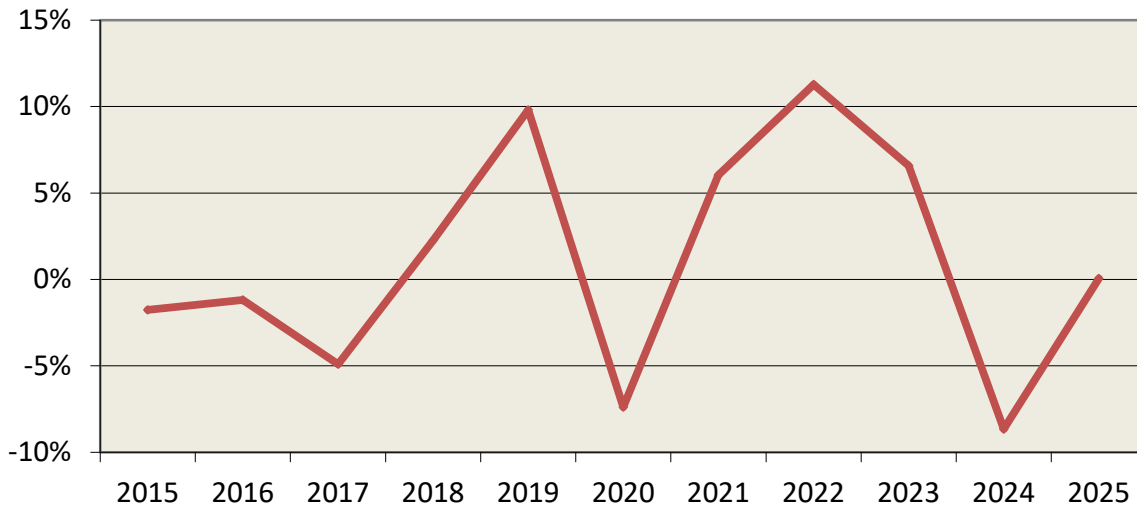
Fund Balance Projections FY 2024 – 2029



**STATEMENT OF ESTIMATED REVENUE AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023**

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025	% Change to Est. FY 2024
Revenues:						
General Property Taxes	751,204	767,439	824,655	816,700	824,867	1.00%
Public Utility Licenses	5,623,251	6,128,460	6,269,755	6,447,153	6,485,293	0.59%
Intergovernmental Revenue	9,239,234	9,699,929	8,247,052	7,910,660	8,073,613	2.06%
Licenses & Permits	1,879,502	1,369,022	1,151,285	1,313,209	1,160,319	-11.64%
Charges for Municipal Facilities	60,241	66,694	52,000	62,215	64,000	2.87%
Municipal Court Fines	451,432	442,764	393,640	527,000	532,270	1.00%
Interest on Investments	295,808	408,693	450,000	714,380	750,000	4.99%
Other Revenues	342,511	985,843	240,459	358,489	267,739	-25.31%
Total Operating Revenue	18,643,183	19,868,843	17,628,846	18,149,805	18,158,100	0.05%
Other Financing Sources:						
Utilization of Fund Balance	-	-	-	-	-	
Transfers in from Public Safety	209,995	430,816	371,606	371,606	799,822	115.23%
Transfers in from Parks & Stormwtr.	380,000	492,198	582,434	582,434	565,998	-2.82%
Total Other Financing Sources	589,995	923,014	954,040	954,040	1,365,820	43.16%
Total Operating Revenues and Other Financing Sources	19,233,178	20,791,857	18,582,886	19,103,845	19,523,920	2.20%
Expenditures:						
Legislative Services	185,292	222,527	240,789	246,850	283,720	14.94%
Legal Services	165,893	168,498	192,761	189,861	185,548	-2.27%
Administrative Services	614,799	585,932	742,744	767,147	839,091	9.38%
Information Systems	251,537	263,571	268,714	246,101	280,294	13.89%
Finance Department	434,206	506,542	586,430	592,442	635,103	7.20%
Municipal Court	237,029	246,423	292,327	286,349	319,523	11.59%
Interdepartmental	1,336,622	1,016,822	1,239,727	1,211,810	623,047	-48.59%
Community Services	138,610	143,174	155,255	152,597	160,486	5.17%
Maint. of Municipal Property	237,021	298,009	303,708	294,841	302,071	2.45%
Police Department	6,259,217	7,206,918	8,792,151	8,765,068	8,655,922	-1.25%
Public Works	3,008,208	3,469,932	3,851,624	3,746,271	4,095,448	9.32%
Community Development	1,183,715	1,198,264	1,341,762	1,388,434	1,436,690	3.48%
Total Operating Expenditures	14,052,148	15,326,612	18,007,992	17,887,771	17,816,944	-0.40%
Total Rev. and Other Financing Sources Over Expenditures	5,181,030	5,465,245	574,895	1,216,074	1,706,977	40.37%
Other Financing Uses:						
Transfer Out to Enterprise Fund	-	-	-	-	-	
Transfer Out to Capital Improv.	1,149,533	1,149,533	2,070,535	2,139,305	500,000	
Total Other Financing Uses	1,149,533	1,149,533	2,070,535	2,139,305	500,000	-76.63%
Total Rev. and Other Financing Sources Over Expenditures and Other Financing Uses	4,031,497	4,315,712	(1,495,640)	(923,231)	1,206,977	-230.73%

Percentage Change in General Fund Revenues FY 2015 - 2025



<u>Fiscal Year</u>	<u>Total Revenue</u>	<u>Amount of Change</u>	<u>Percent Change</u>
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	19,868,843	1,225,660	6.6%
2024	Projected 18,149,805	(1,719,038)	-8.7%
2025	Budgeted 18,158,100	8,295	0.0%

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.

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.

GENERAL FUND REVENUES (Cont.)

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. pre-pandemic numbers. However, building permits were once again double the normal
FY 2023	The City received another \$1.9M from the ARPA Funds. Building permits started returning to normal. All utilities, including Telephone, increased. Sales Tax increased 6% and Interest increased 38%. Overall increase was \$1.2M or 6.6%.
FY 2024	The City receive another \$1.9M from the ARPA Funds and they were allocated to the Capital Fund. All utilities, including Telephone, are projected to increase. Sales Tax is projected to remain flat. Overall decrease of \$1.7M, or 8.7%, as a result of ARPA Funds received in FY 2023.
FY 2025	Property Tax and all Utilities, except Telephone and Cable TV, are budgeted to increase 1%. Sales tax is also budgeted to increase 1%. Gasoline Tax is budgeted to increase 10%. Building Permits, Apartment Re-Occupancy and Escrow Deductions are all expected to decrease after having a few record-high years. Overall increase is flat with only an \$8K increase.

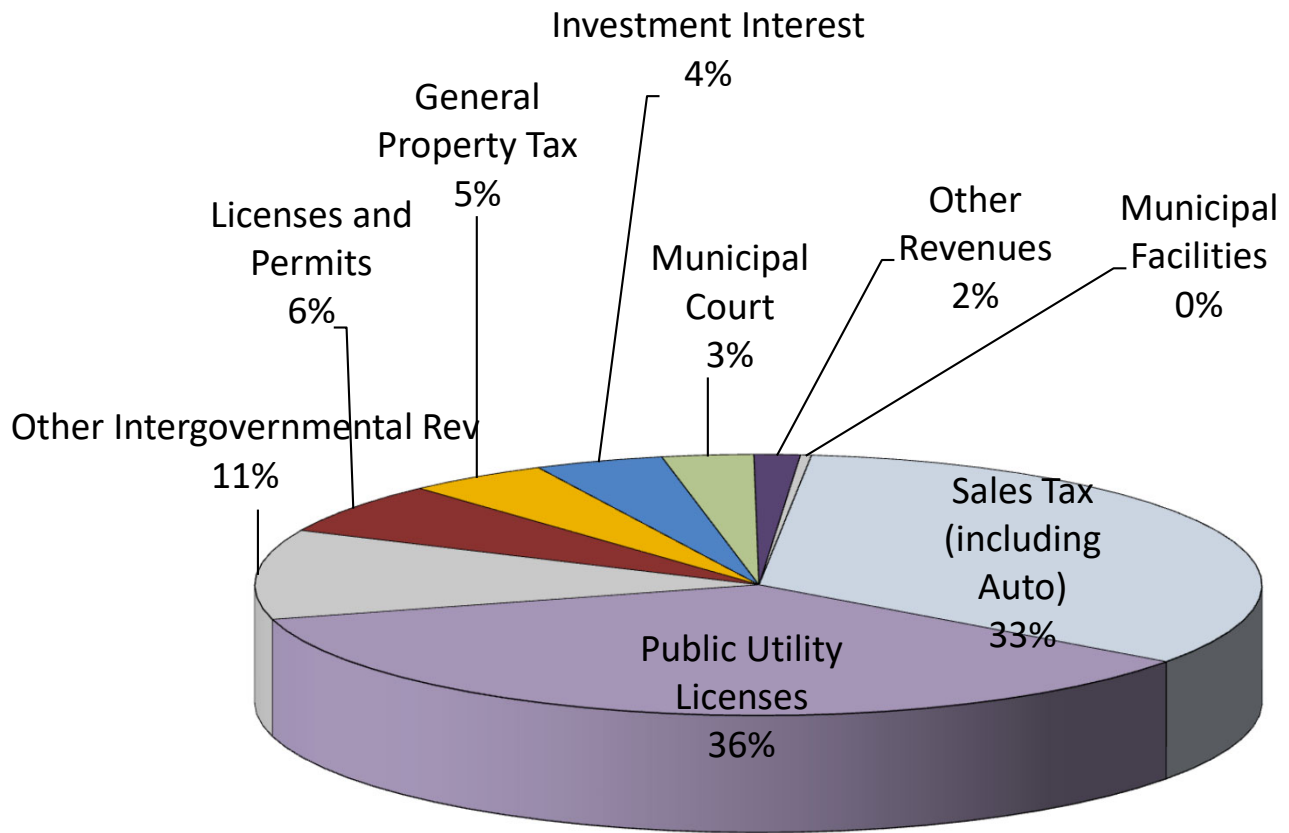
GENERAL FUND REVENUES

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025	% Change to Estimated FY 2024
GENERAL PROPERTY TAXES:						
4101 Real Property-Current	751,204	767,439	824,655	816,700	824,867	1.00%
Total General Property Tax	751,204	767,439	824,655	816,700	824,867	1.00%
PUBLIC UTILITY LICENSES:						
4201 Electric	3,365,735	3,626,760	3,827,817	3,805,345	3,843,399	1.00%
4202 Gas (Natural)	650,352	753,271	791,487	775,775	783,533	1.00%
4203 Telephone	774,903	789,064	658,953	805,700	789,586	-2.00%
4204 Water	510,881	632,086	665,828	762,000	769,620	1.00%
4207 Cable TV Franchise Fee	283,999	287,337	284,929	257,170	257,170	0.00%
4208 Fiber Optics Franchise Fees	37,380	39,942	40,741	41,162	41,985	2.00%
Total Public Utility Licenses	5,623,251	6,128,460	6,269,755	6,447,153	6,485,293	0.59%
INTERGOVERNMENTAL REVENUE:						
4301 City Sales Tax	5,371,201	5,697,965	6,053,147	5,711,265	5,768,377	1.00%
4302 City Sales Tax-Auto	260,827	285,272	279,284	284,640	287,487	1.00%
4303 Cigarette Tax	32,902	29,262	28,116	29,490	29,490	0.00%
4304 Gasoline Tax	523,058	638,771	677,829	707,460	778,206	10.00%
4305 County Road & Bridge Tax	1,033,893	1,038,122	1,148,277	1,090,000	1,100,900	1.00%
4737 Other Agency Funding	2,017,352	2,010,536	60,400	87,805	109,153	24.31%
Total Intergovernmental Revenue	9,239,234	9,699,929	8,247,052	7,910,660	8,073,613	2.06%
LICENSES & PERMITS:						
4402 Business License	211,993	210,902	210,406	210,840	212,949	1.00%
4404 Liquor License	35,850	33,938	33,935	34,050	34,391	1.00%
4405 Vending Machine License	715	2,215	775	3,370	2,520	-25.22%
4406 Emergency Alarm License	(25)	125	125	125	125	0.00%
4415 Dog Park License Fees	11,424	6,205	9,926	7,830	11,745	50.00%
4420 Building Permits	1,256,614	756,436	675,000	714,630	675,000	-5.55%
4422 Apartment Re-Occupancy Fee	97,095	136,215	96,000	100,140	96,000	-4.13%
4424 Escrow Deductions	199,026	144,128	65,000	182,970	65,000	-64.47%
4426 Occupancy Permits	13,130	10,335	11,487	11,800	11,800	0.00%
4427 Sign Permits	6,350	7,275	6,000	7,025	6,000	-14.59%
4431 Street Excavation Fees	24,405	33,450	20,185	26,190	26,190	0.00%
4444 Misc.	490	320	320	450	450	0.00%
4450 Planning & Zoning Application Fee	11,198	13,900	12,125	8,150	8,150	0.00%
4457 Site Improvement Permits	10,393	13,579	10,000	5,640	10,000	77.30%
4536 Farmers Market	845	-	-	-	-	-
Total Licenses and Permits	1,879,502	1,369,022	1,151,285	1,313,209	1,160,319	-11.64%

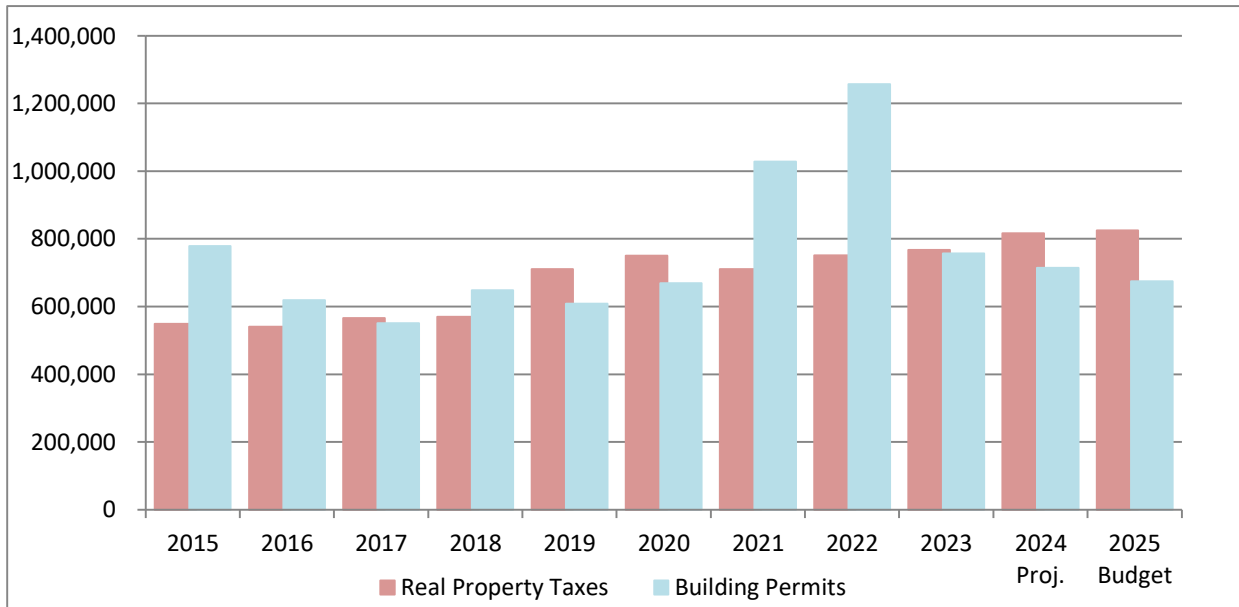
GENERAL FUND REVENUES

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025	% Change to Estimated FY 2024
CHARGES FOR MUNICIPAL FACILITIES (Community Services):						
4540 Multi-Purpose Rental	-	(600)	-	-	-	0.00%
4541 Meeting Room Rental	-	-	-	-	-	0.00%
4542 Gymnasium Rental	12,030	16,640	16,000	16,500	16,000	-3.03%
4544 Recreational Programs	26,332	31,865	19,000	33,215	29,000	-12.69%
4546/4547 Donations/Sponsorships	6,260	-	-	-	-	0.00%
4554 Park Rentals	15,619	18,789	17,000	12,500	19,000	52.00%
Total Charges For Municipal Facilities (Community Services)	60,241	66,694	52,000	62,215	64,000	2.87%
MUNICIPAL COURT:						
4601 Municipal Court Fines	28,359	30,646	26,318	37,000	37,370	1.00%
4602 Traffic Violations Bureau	423,072	412,117	367,323	490,000	494,900	1.00%
Total Municipal Court	451,432	442,764	393,640	527,000	532,270	1.00%
4704 Investment Income	295,808	408,693	450,000	714,380	750,000	4.99%
OTHER REVENUES:						
4425 WDCD Acct. Service Fee	3,300	3,900	3,600	5,400	7,200	0.00%
4604 Police Misc. Revenue	8,921	5,744	7,900	6,900	6,900	0.00%
4606 Police Service Contract	78,796	76,942	80,789	80,789	80,789	0.00%
4608 False Alarm Charges	7,675	6,075	5,825	6,225	6,225	0.00%
4610 Copies of Police Reports	9,533	8,701	7,095	9,375	9,375	0.00%
4723 Surplus Property	360	1,232	200	160	200	25.00%
4725 Arvest Rewards	16,620	19,187	16,000	19,670	19,000	-3.40%
4729 Miscellaneous Revenue	79,104	725,117	17,000	88,700	50,000	-43.63%
4730 Reimbursements	126,615	94,016	34,000	112,195	50,000	-96.60%
4747 Police Reimbursements	394	-	50	-	50	-53.48%
4749 Inmate Security	4,599	4,944	5,500	5,210	5,500	-53.48%
4750 Law Enforce. Training (LET)	4,602	4,954	5,500	5,205	5,500	-53.48%
4751 Police Officer Standard Train.	1,991	1,937	2,000	1,940	2,000	-53.48%
4771 Sale of Fixed Assets	-	33,095	55,000	16,720	25,000	0.00%
Total Other Revenues	342,511	985,843	240,459	358,489	267,739	-25.31%
Total Current Year's Revenue	18,643,183	19,868,843	17,628,846	18,149,805	18,158,100	0.05%
8000 Other Financing Sources	589,995	923,014	954,040	954,040	1,365,820	
TOTAL GENERAL FUND	19,233,178	20,791,857	18,582,886	19,103,845	19,523,920	2.20%

FY 2025 GENERAL FUND REVENUES BY CLASS



Real Property Taxes and Building Permits



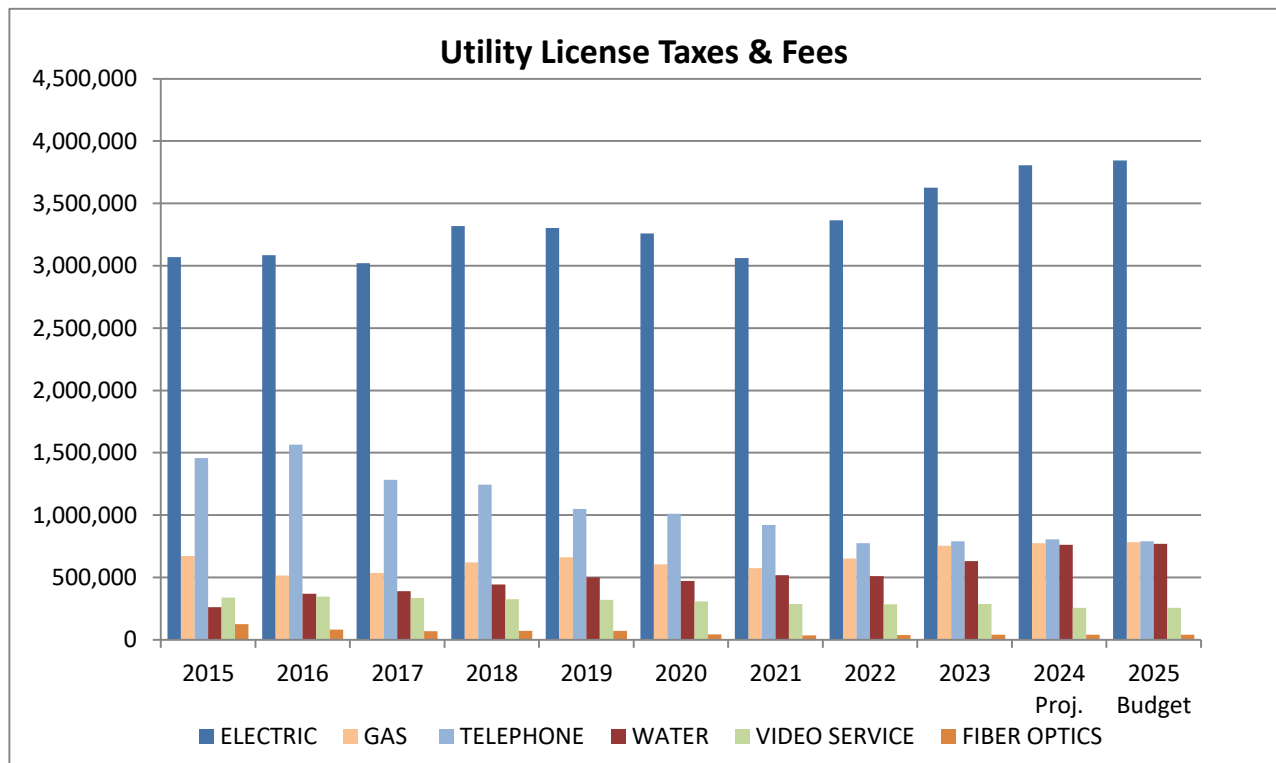
Real Property Taxes

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 2025 revenue is estimated at \$824,867. This estimate is based upon an estimated 1% increase in assessed valuation.

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 2025 revenues are estimated at \$675,000 based upon a decrease in development projects and using an average of the last 5 years (excluding the 2 years when we had record building permit revenue).

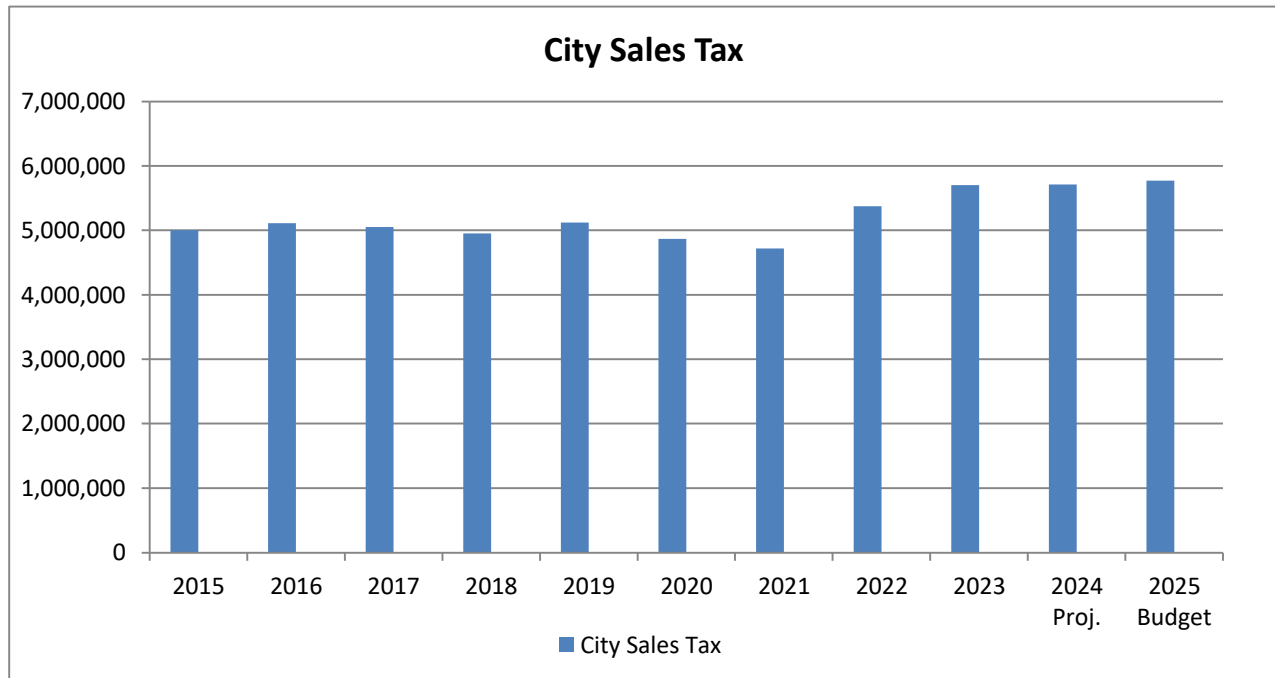
Fiscal Year	Real Property Taxes	Building Permits
2015	549,217	778,984
2016	540,881	618,616
2017	565,888	550,801
2018	569,870	648,249
2019	710,164	608,059
2020	750,734	668,798
2021	710,619	1,027,716
2022	751,204	1,256,614
2023	767,439	756,436
2024 Proj.	816,700	714,630
2025 Budget	824,867	675,000



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 had an increase effective July 2023; Spire had a 7% increase in January 2023; Missouri American Water had an 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 2025 revenues are estimated to be \$6,485,293, which includes an overall increase of only .6%. Most utilities include a 1% increase with the exception of Telephone, which has a 2% decrease.

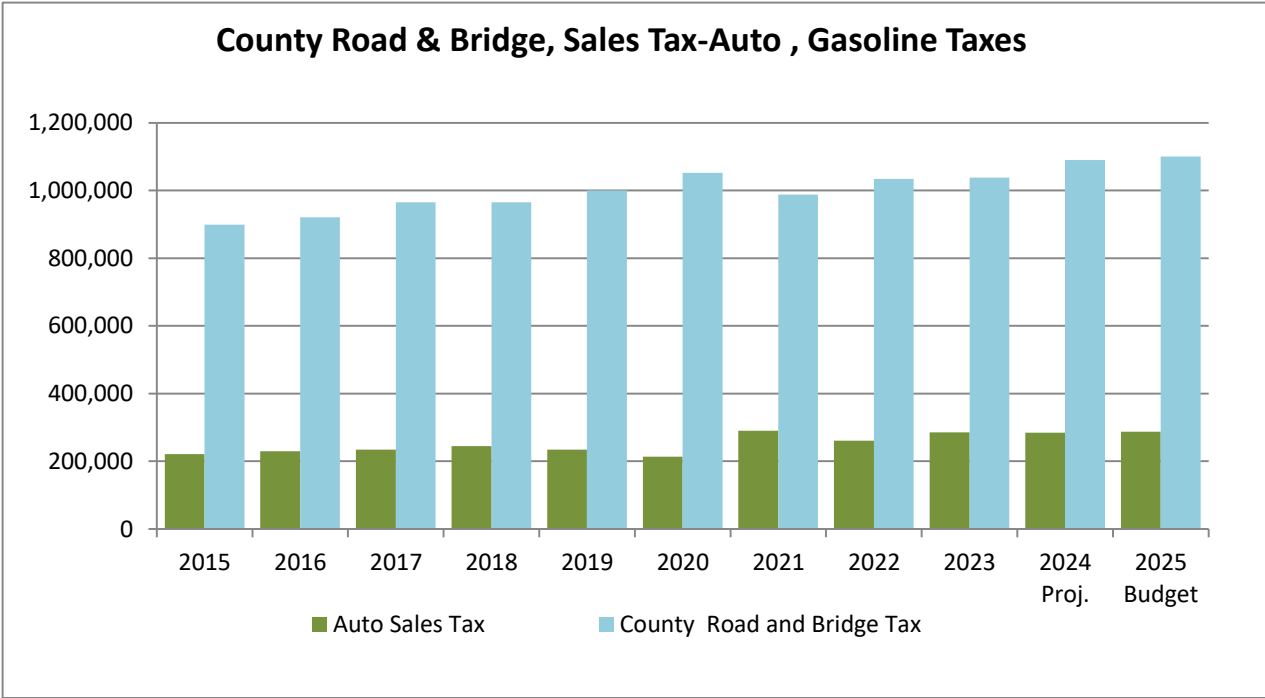
Fiscal Year	TAXES & LICENSE FEES					
	ELECTRIC	GAS	TELEPHONE	WATER	VIDEO SERVICE	FIBER OPTICS
2015	3,069,232	673,046	1,457,574	261,093	338,596	125,583
2016	3,085,154	516,861	1,565,192	368,658	346,508	82,061
2017	3,019,789	535,069	1,282,109	390,060	335,699	67,986
2018	3,317,383	620,800	1,245,526	442,886	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	3,626,760	753,271	789,064	632,086	287,337	39,942
2024 Proj.	3,805,345	775,775	805,700	762,000	257,170	41,162
2025 Budget	3,843,399	783,533	789,586	769,620	257,170	41,985



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 2025 \$.0125 point of sale revenue is estimated at \$5,744,816 less \$1,075,756 for sharing with "B" pooled cities. The "B" pooled areas of the City are expected to produce revenue of \$1,099,319 for FY 2025. Therefore, total FY 2025 revenue is estimated at \$5,768,377. The projections are based on a .23% increase in FY 2024 and a 1% increase in FY 2025.

Fiscal Year	City Sales Tax
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	5,697,965
2024 Proj.	5,711,265
2025 Budget	5,768,377

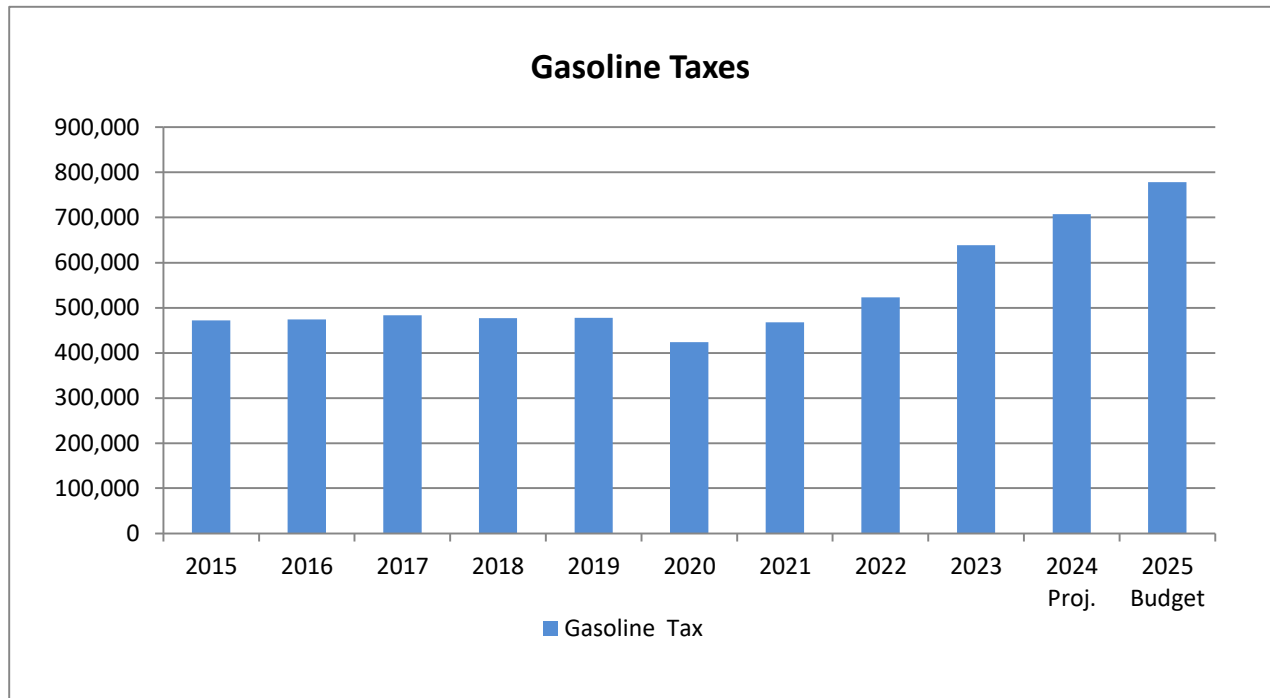


County Road & Bridge Tax

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 2024 revenue estimated at \$1,090,000. The revenue estimates for 2025 are budgeted to increase 1% to \$1,100,900. 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. Starting in FY 2025, the transfer of \$400,000 will increase to \$500,000 per year. This transfer out from the General Fund to the Capital Fund is dedicated to street projects.

City Sales Tax - Auto

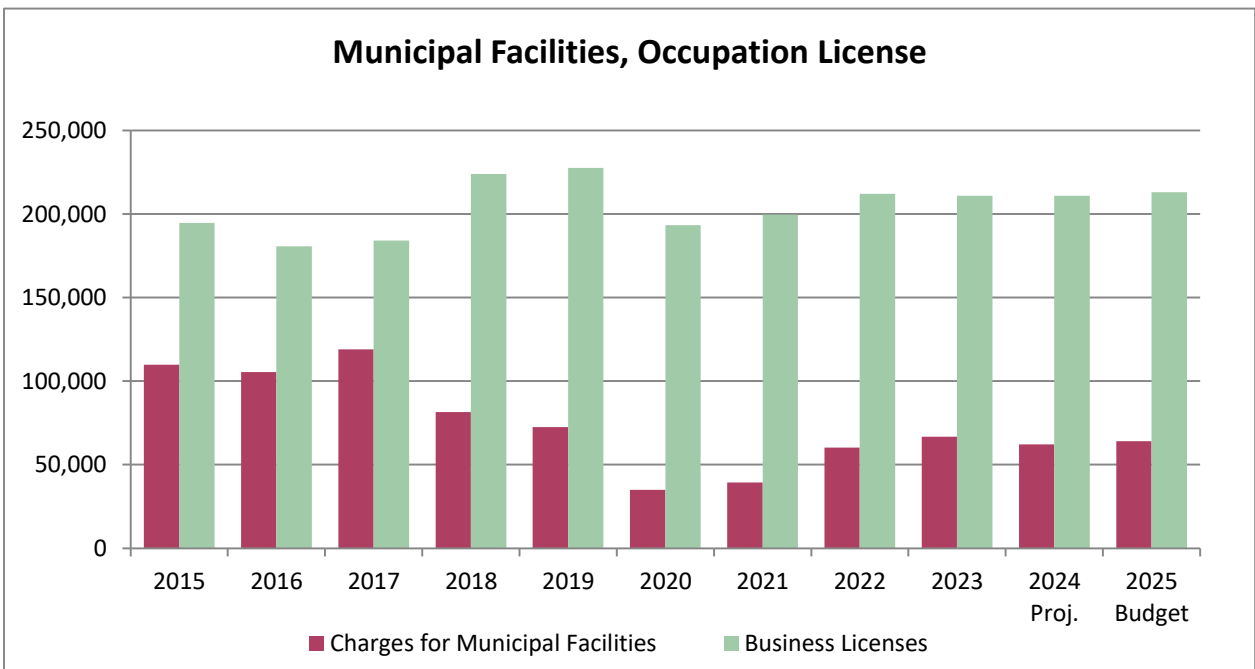
In accordance with Missouri Statute - 66.630 Revised, sales tax is collected by the State on motor vehicles. Taxes are distributed based on a formula set forth In sections 66.620 and 66.630. The FY 2024 revenue is estimated at \$284,640. The projected FY 2025 revenues are estimated at \$287,487. The FY 2025 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 2024 revenue is estimated at \$707,460. The FY 2025 estimated revenues of \$778,206 is a 10% increase.

Fiscal Year	Auto Sales Tax	County Road and Bridge Tax	Gasoline Tax
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	285,272	1,038,122	638,771
2024 Proj.	284,640	1,090,000	707,460
2025 Budget	287,487	1,100,900	778,206



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 2024 revenues were down slightly as a result of not renting the Multipurpose or meeting rooms. FY 2025 is projected to increase 3% as a result of increasing recreational programs and park rentals.

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.

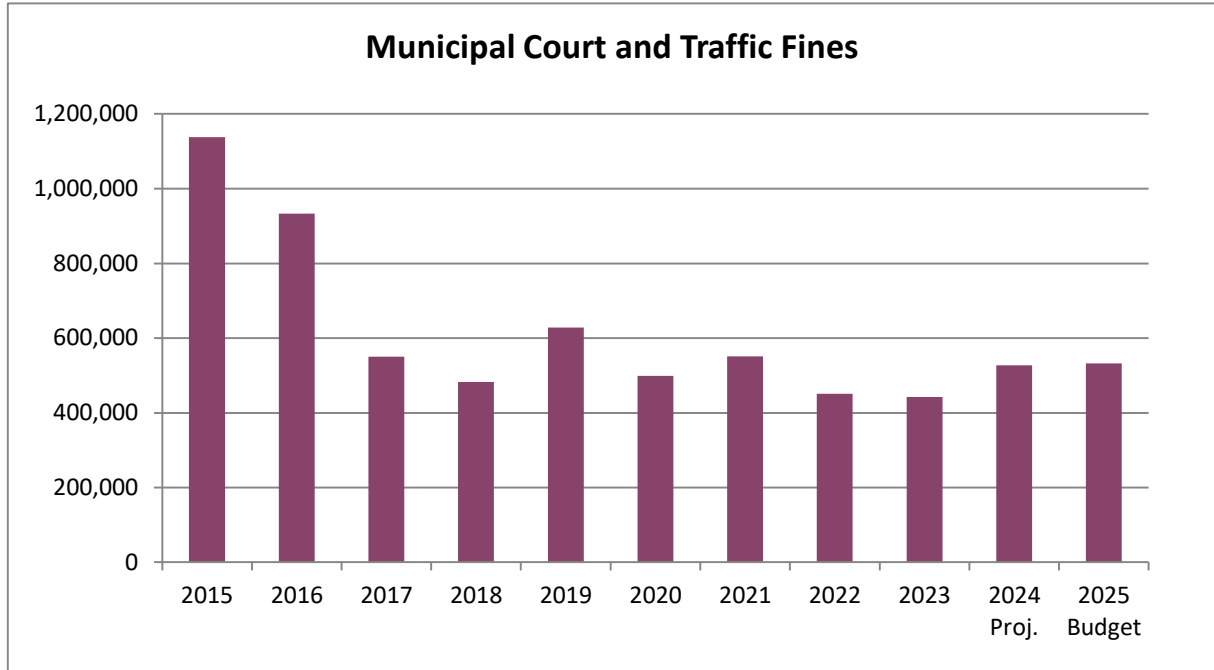
Not for Profit Businesses: Fee is waived.

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 2025 revenue is estimated to increase 1% to \$212,949.

Fiscal Year	Charges for Municipal Facilities	Business Licenses
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	66,694	210,902
2024 Proj.	62,215	210,840
2025 Budget	64,000	212,949

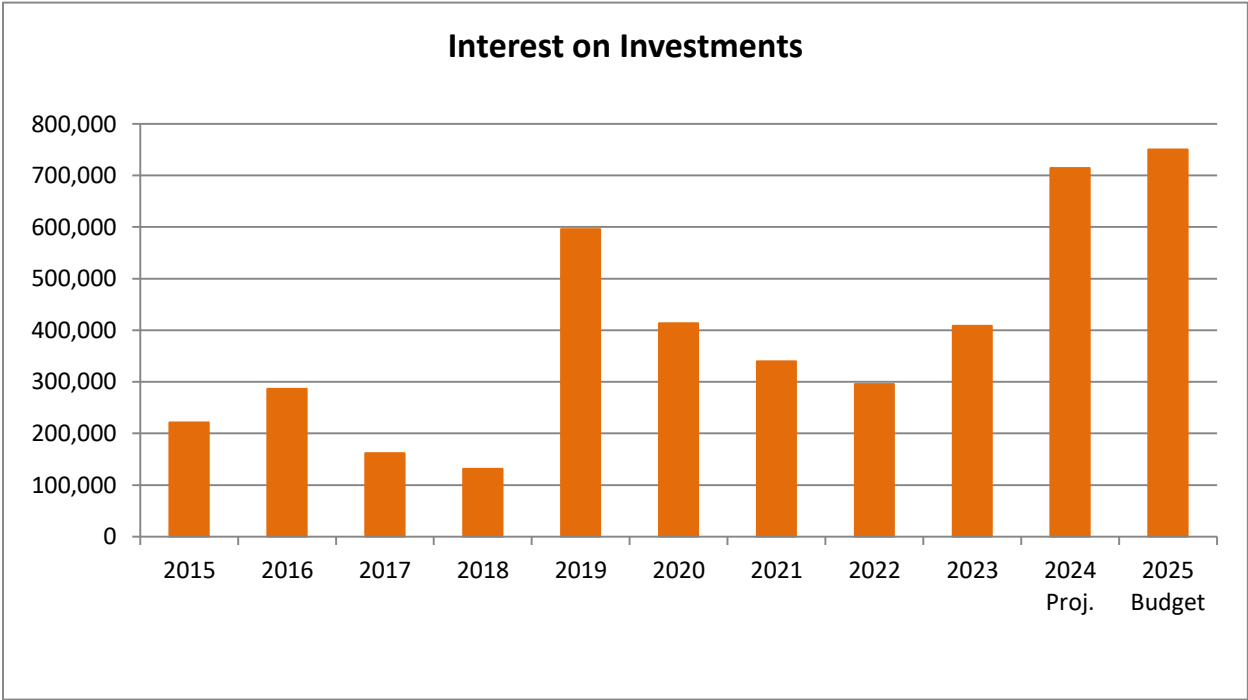


Municipal Court and Traffic Fines

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 2024 are estimated to be \$527,000. Total FY 2025 revenue has an estimated 1% increase to \$532,270.

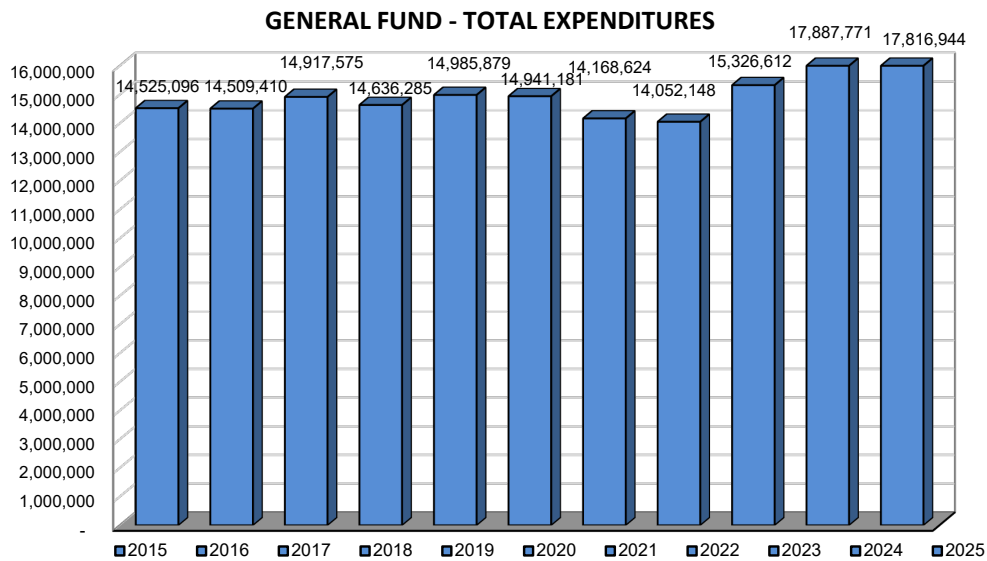
Fiscal Year	Municipal Court and Traffic Fines
2015	1,137,912
2016	933,402
2017	550,811
2018	482,945
2019	628,209
2020	499,153
2021	551,411
2022	451,432
2023	442,764
2024 Proj.	527,000
2025 Budget	532,270



Interest on Investments

In accordance with Administrative policy, interest is earned on excess monies invested in Treasuries and/or agencies. Total FY 2025 revenue is estimated at \$714,380, which is a 75% increase from FY 2024 as a result of an increase in interest rates. Even though Interest rates are anticipated to start leveling off in FY 2025, the City's laddered investments will continue to see an increase over the next few years.

Fiscal Year	Interest on Investments
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	408,693
2024 Proj.	714,380
2025 Budget	750,000



Fiscal Year	Total Expenditures	Amount of Change	Percent Change
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	(772,557)	-5.2%
2022	14,052,148	(116,476)	-0.8%
2023	15,326,612	1,274,464	9.1%
2024 Projected	17,887,771	2,561,159	16.7%
2025 Budgeted	17,816,944	(70,828)	-0.40%

Major causes of change:

- 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.
- 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.

GENERAL FUND EXPENDITURES (CONT'D)

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 5.2%. 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 still slightly decreased .8%. 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 increased 9.1% as a result of vacancies being filled. Personnel costs included 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 was added. While operational expenditures were budgeted to increase
FY 2024	Expenditures increased 16.7% as a result of being fully staffed, giving a 3% cost of living adjustment (COLA) and a 4% merit increase for all employees, except police officers and sergeants who got a 3.5% COLA, in addition to their 3.5% step increase. Pension costs increased \$800K as a result of closing the Legacy Pension Plan, adding a COLA to the Plan before closing it, and transferring the administration to LAGERS. Health insurance increased 5%. Also included was \$50,000 for the 1st year of the 39N 3-Year Economic Development Agreement using ARPA Funds.
FY 2025	FY 2025 is budgeted to decrease .40% as a result of Pension costs decreasing \$320K as a result of closing the Legacy Pension Plan and transferring the administration to LAGERS. Health insurance will increase 7.5%. Contractual Services are expected to increase 4.2% as a result of many contractual agreements increasing, such as Trash Service, Auditing Services, etc. Capital expenditures will decrease almost \$500K as a result of FY 2024 including several patrol vehicles that couldn't be purchased in FY 2023. FY 2025 includes \$50,000 for the 2nd year of the 39N 3-Year Economic Development Agreement.

**GENERAL FUND
SUMMARY OF DEPARTMENTAL APPROPRIATIONS
BY MAJOR EXPENDITURE CATEGORY
FOR FISCAL YEAR ENDING JUNE 30, 2025**

DEPARTMENT/DIVISION	Personnel Expense	Operating Expense	Capital Outlay	Total
Legislative Services	174,000	109,720	-	283,720
Legal Services	-	185,548	-	185,548
Administrative Services	660,582	178,509	-	839,091
Information Systems	132,916	147,378	-	280,294
Finance Department	514,334	120,769	-	635,103
Municipal Court	268,734	49,789	1,000	319,523
Insurance, Benefits, Non-Depart.	198,880	424,167	-	623,047
Community Services	121,371	39,115	-	160,486
Municipal Property	97,695	186,376	18,000	302,071
Police Department - Administration	1,478,175	816,603	3,550	2,298,328
Police Department - Investigations	1,048,180	37,448	3,550	1,089,178
Police Department - Patrol	4,819,961	244,915	203,540	5,268,416
Public Works Administration	566,122	88,182	3,500	657,804
Street Maintenance	901,685	919,825	21,500	1,843,010
Health & Welfare	-	874,900	-	874,900
Parks Maintenance	426,189	288,045	5,500	719,734
Planning Department	410,872	115,160	500	526,532
Building Department	865,393	44,415	350	910,158
Totals	12,685,089	4,870,864	260,990	17,816,944
Transfers To Other Funds	-	-	-	-
TOTAL GENERAL FUND	12,685,089	4,870,864	260,990	17,816,944

CITY OF CREVE COEUR

ALL DEPARTMENTS FOR GENERAL FUND-FY25

ACCOUNT NUMBER AND DESCRIPTION	2023	2024	2024	2025	% Change From
	Actual	Budget	Projected	Request	Projected
5101 Salaries, Permanent Empl.	6,929,216	7,205,557	7,641,178	7,743,455	1.34%
5102 Salaries, Temporary Empl.	163,218	227,377	170,887	235,359	37.73%
5103 Overtime	118,132	133,650	104,795	115,900	10.60%
5104 Vacation Pay	31,170	44,190	44,190	44,190	0.00%
5105 Longevity Pay	23,992	26,381	21,257	22,541	6.04%
5106 Holiday Pay	109,926	137,640	142,848	149,420	4.60%
5107 Uniform Allowance	11,365	13,632	13,632	13,632	0.00%
5109 Provision for Salary Adj.	134,469	444,220	0	447,689	0.00%
5110 Auto Allowance	15,690	16,320	16,320	16,320	0.00%
5111 Cell Phone Allowance	300	300	300	300	0.00%
5120 Employee Referral Bonus	3,600	3,000	600	1,200	0.00%
5230 Hospital & Medical Insurance	1,059,339	1,197,159	1,172,841	1,298,198	10.69%
5231 Self Insured Medical Benefits	12,130	12,130	12,030	12,130	0.83%
5233 Dental Insurance	35,536	40,520	39,086	40,715	4.17%
5234 Group Life Insurance	24,837	29,333	29,040	31,871	9.75%
5235 Accidental Death & Dismem.	2,352	2,583	2,508	2,768	10.37%
5236 Disability Insurance	16,082	20,401	18,841	21,689	15.12%
5240 Social Security Contribution	555,863	611,203	600,625	640,960	6.72%
5241 Pension Contribution	1,111,031	2,079,123	2,103,509	1,359,815	-35.35%
5242 Deferred Retirement Comp.	18,840	20,315	21,900	23,213	6.00%
5243 Worker's Compensation Ins.	285,577	331,722	328,601	428,724	30.47%
5244 Unemployment Comp.	0	13,000	1,000	2,000	100.00%
5246 Insurance Deductible	29,349	35,000	30,000	33,000	10.00%
5297 Misc. Payroll Expense	0	0	0	0	0.00%
6201 Legal Services	187,343	217,150	213,280	208,150	-2.41%
6202 Technical & Personal Services	895,385	905,762	805,209	886,421	10.09%
6203 Professional Services	129,295	196,483	186,474	268,573	44.03%
6204 Planning & Design Services	0	30,000	125,000	75,000	0.00%
6207 Temporary Personnel Services	88,580	109,000	100,000	109,000	9.00%
6209 Accounting Services	35,150	53,500	56,750	60,000	5.73%
6210 Vehicle Maintenance	86,776	93,750	94,262	90,140	-4.37%
6211 Equipment Maintenance	125,798	121,700	123,040	107,200	-12.87%
6212 Building & Ground Maint.	342,409	350,870	341,470	346,450	1.46%
6213 Office Equipment Maint.	156,277	163,708	159,634	156,641	-1.87%
6214 Refuse Collections	839,793	871,555	839,000	871,500	3.87%
6215 Weed Cutting/Tree Removal	8,893	6,000	6,000	6,000	0.00%
6216 Larviciding	1,705	3,400	3,400	3,400	0.00%
6217 Recycling	0	0	0	0	0.00%
6220 Liability Insurance	108,168	117,385	127,215	138,332	8.74%
6221 Venable Park Expenses	9,750	5,250	5,250	5,250	0.00%
6222 Pub. Officials Liab.Ins.	40,355	44,380	42,368	46,495	9.74%
6224 Tappemeyer House.	9,588	15,000	15,000	17,440	16.27%
6225 Surety Bonds	1,715	1,845	1,629	1,710	4.97%
6226 Property & Auto Insurance	59,472	74,340	72,008	82,809	15.00%

CITY OF CREVE COEUR

ALL DEPARTMENTS FOR GENERAL FUND-FY25

ACCOUNT NUMBER AND DESCRIPTION	2023 Actual	2024 Budget	2024 Projected	2025 Request	% Change From Projected
6247 Dog Park Expenses	1,225	3,225	3,225	4,725	46.51%
6250 Electricity	90,399	93,950	90,600	92,600	2.21%
6251 Street Lighting	126,064	120,000	125,000	150,000	20.00%
6252 Natural Gas	16,152	17,870	17,870	17,930	0.34%
6253 Telephone	56,609	71,322	66,149	66,789	0.97%
6254 Water & Sewer	119,012	98,000	117,700	145,700	23.79%
6255 Cable TV	3,302	3,600	4,056	4,068	0.30%
6260 Advertising	6,592	7,250	7,010	6,750	-3.71%
6261 Education & Training	25,258	49,915	41,775	43,910	5.11%
6262 Dues, Memberships & Subsc.	28,695	30,256	28,592	30,075	5.18%
6263 Election Expense	8,931	10,000	11,088	10,000	-9.81%
6264 In Town Meetings	12,960	16,397	15,417	16,267	5.51%
6265 Travel & Conferences	27,632	66,185	56,393	67,343	19.42%
6266 Equipment Rental	11,265	12,516	11,410	9,412	-17.51%
6269 Postage	31,333	33,300	33,300	33,300	0.00%
6271 Medical	14,386	17,700	16,380	14,475	-11.63%
6272 Employee Relations	10,126	15,640	14,625	14,325	0.00%
6281 5K Run Expenses	6,540	6,850	6,850	6,850	0.00%
7301 Chemicals & Cleaning	2,968	4,450	4,050	4,650	14.81%
7302 Small Tools	10,719	14,180	14,901	15,950	7.04%
7303 Horticultural Supplies	15,342	28,000	28,000	32,550	16.25%
7304 General Supplies	26,400	35,800	32,556	40,439	24.21%
7305 Street and Sidewalk Maint.	38,525	32,500	35,000	35,000	0.00%
7306 Memorials & Plaques	803	3,300	3,175	4,450	40.16%
7307 Gasoline & Mileage	149,191	173,375	167,425	172,325	0.00%
7308 Wearing Apparel & Linen	95,944	83,342	80,431	77,861	-3.20%
7310 Snow Removal Supplies	724	1,000	1,000	1,000	0.00%
7310 Snow Removal Supplies	113,904	122,500	98,808	107,500	8.80%
7311 Street Signs	16,602	20,000	20,000	20,000	0.00%
7312 Office Supplies	34,516	35,087	31,000	31,000	0.00%
7313 Range Supplies	10,027	15,340	18,307	14,850	0.00%
7314 Crime Prevention	3,976	5,000	5,000	5,350	7.00%
7315 Special Events	13,067	14,300	16,298	23,400	43.58%
7316 Opioids Settlement Funds	5,463	0	25,515	8,100	-68.25%
7317 SLAIT Wellness	0	5,600	5,600	0	0.00%
7318 Small Storm Water Projects	1,491	0	188	0	0.00%
7331 Computer Hardware	46,958	29,430	29,430	51,800	76.01%
7332 Computer Software	6,239	12,880	12,520	9,610	-23.24%
9501 Buildings & Improvements	0	10,250	10,000	10,250	2.50%
9502 Vehicles	241,216	558,120	656,015	137,700	-79.01%
9503 Equipment	74,596	96,187	85,110	110,340	29.64%
9504 Office Equipment	2,994	7,540	7,025	2,700	-61.57%
	15,326,612	18,007,992	17,887,771	17,816,944	-0.40%

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. 5101 – Increase in salary for Mayor effective 5/1/2024 and Council effective 5/1/2025.
- Acct. 7315 – Increase for Plein Air Art Event hosted by the Arts Committee (\$1,000).
- Acct. 7315 – Increase for St. Louis County Reduction Grant Program; Electronics Recycling and Shredding Events hosted by the Energy and Environment Committee (\$7,500).

Budget Highlights – City Clerk

- Acct. 6203 – Increase due to FY 2025 Local Records Grant Application with Missouri Secretary of State's office for digital imaging (\$15,907); if approved, expenses are reimbursable through the grant.
- Acct. 6265 – Increase due to attendance at the International Institute of Municipal Clerks Annual Conference held in St. Louis, Missouri (\$1,000).

LEGISLATIVE SERVICES

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	106,268	115,923	115,925	121,820	124,950
5102 Salaries, Temporary Empl.	1,254	-	-	-	-
5109 Provision for Salary Adj.	-	1,404	5,000	-	5,368
5110 Auto Allowance	1,200	1,200	1,200	1,200	1,200
5111 Cell Phone Allowance	550	300	300	300	300
5230 Hospital & Medical Insurance	11,827	15,457	17,165	16,978	18,725
5233 Dental Insurance	620	649	694	694	728
5234 Group Life Insurance	626	739	844	809	850
5235 Accidental Death & Dismem.	18	24	25	26	28
5236 Disability Insurance	144	197	210	212	231
5240 Social Security Contribution	7,582	7,946	9,103	9,425	10,050
5241 Pension Contribution	4,371	5,139	9,814	9,772	11,230
5243 Worker's Compensation Ins.	4,780	244	285	283	340
Total Personnel Services	139,240	149,222	160,565	161,519	174,000
OPERATING EXPENSES:					
6202 Technical & Personal Services	840	3,300	3,000	3,000	3,000
6203 Professional Services	5,138	6,245	6,500	6,500	22,407
6213 Office Equipment Maint.	11,348	16,971	14,011	16,850	17,440
6253 Telephone	360	-	-	-	-
6260 Advertising	554	573	500	560	500
6261 Education & Training	110	505	600	600	600
6262 Dues, Memberships & Subsc.	8,480	8,693	9,775	10,013	9,775
6263 Election Expense	7,213	8,931	10,000	11,088	10,000
6264 In Town Meetings	7,609	9,430	10,538	10,538	10,598
6265 Travel & Conferences	548	4,101	8,950	7,834	9,950
7304 General Supplies	473	1,067	850	850	850
7306 Memorials & Plaques	780	423	1,100	1,100	1,100
7307 Gasoline & Mileage	91	-	100	100	100
7315 Special Events	2,508	13,067	14,300	16,298	23,400
Total Operating Expenses	46,052	73,305	80,224	85,331	109,720
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL LEGISLATIVE SERVICES	185,292	222,527	240,789	246,850	283,720

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 the City Administrator, Mayor, City Council, and appropriate staff informed about pending matters and pertinent changes in law.
- Timely attend to the 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.
- Appropriately maintain records and handle public requests for documents.

Budget Highlights

- Acct. 6201 – All independent contractor fees for legal services associated with the City Attorney, City Prosecutor, Special Prosecutor, and Administrative Assistant to the Prosecutor (\$176,800).
- Acct. 6262 – Software dues and document imaging storage fees for City Prosecutor access to electronic court files (\$8,349).
- Acct. 7304 – Increase for general office supplies necessary for the City Prosecutor's office in the Government Center (\$300).

LEGAL SERVICES

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
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	162,528	163,366	185,000	180,980	176,000
6202 Technical and Personal	-	-	6,861	7,981	8,348
6262 Dues, Memberships & Subsc.	3,365	5,132	900	900	900
6265 Travel & Conferences	-	-	-	-	-
7304 General Supplies	-	-	-	-	300
Total Operating Expenses	165,893	168,498	192,761	189,861	185,548
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL LEGISLATIVE SERVICES	165,893	168,498	192,761	189,861	185,548

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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
PERSONNEL				
Average Years of Service, All Full-Time Employees	11.3	9	10	10.1
Percentage of Full-Time Turnover, All ¹	15%	3.7%	2.8	6%
Percentage of Full-Time Turnover, Sworn Only ¹	10.2%	4.1%	2%	3%
Number of New Employee Orientations, All	39	34	25	25
Number of Employee Candidate Interviews Conducted by Administrative Services Staff, Non-Sworn Only	25	6	7	10
Number of Employee Training & Wellness Events Provided ²	7	14	14	12
External Survey, Percentage of Residents Satisfied with the Quality of the City's Newsletter (rating 4 or 5 on a 5-point scale) ³	89%	N/A	N/A	89%
Website, Unique Page Views	259K	384K	400K	400K
Press Releases, All	12	17	10	10
Facebook Posts ⁴	149	170	156	156
Twitter Posts ⁴	153	161	156	156
Videos Posted to Website/YouTube	1	3	3	3
Business Newsletter Open Rate	37.7%	43.9%	44%	44%
Business Newsletter Click-Through Rate	3.6%	4.4%	3.5%	3.5%

¹Turnover does not include retirement, death, or employees not completing initial probationary period.

²Reduction in employee training and wellness events due to ongoing COVID-19 in FY 2022.

³Triennial Resident Survey will be conducted in FY 2025; last conducted in FY 2022.

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 decision-making. Weekly City Administrator Reports are emailed and City Council meeting agenda packets are provided Thursday before Council meetings.
- Provide an 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 to 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 daily.
- Maintain up-to-date information on the 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 the 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. 6202 – Increase due to Federal Motor Carrier Safety Administration new hire and annual queries and follow-up drug testing required for employees with a commercial driver's license (\$332).
- Acct. 6203 – Second year of a three-year agreement for 39N Economic Development Services funded with American Rescue Plan Act funds (\$52,500).
- Acct. 6203 – Increase due to strategic planning consultant to assist the City Council and staff in developing a new plan in FY 2025 (\$23,980).
- Acct. 6203 – Increase due to the triennial resident survey scheduled in FY 2025 (\$20,000).
- Acct. 6253 – Increase due to cell phone replacement for Assistant City Administrator per the replacement schedule (\$200).
- Acct. 6265 – Costs associated with ICMA Annual Conference with attendance in Pittsburgh, PA for the City Administrator and Assistant City Administrator (\$4,228).
- Acct. 6203 – Increase for resident newsletter printing and handling services anticipated due to upcoming request for proposal process for a new three-year contract (\$34,668).
- Acct. 6203 – Increase to special project printing for possible postcard mailing to educate residents on a ballot measure (\$1,600).

ADMINISTRATIVE SERVICES

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	392,538	410,679	414,425	447,685	453,265
5104 Vacation Pay	1,485	4,707	8,425	8,425	8,425
5105 Longevity Pay	1,056	1,012	1,056	1,056	1,056
5109 Provision for Salary Adj.	-	4,302	26,580	-	24,983
5110 Auto Allowance	6,600	6,325	6,600	6,600	6,600
5230 Hospital & Medical Insurance	9,925	12,808	14,033	33,687	36,720
5231 Self Insured Medical Benefits	1,800	1,250	1,200	1,100	1,200
5233 Dental Insurance	519	445	480	869	1,045
5234 Group Life Insurance	1,107	1,224	1,398	1,380	1,505
5235 Accidental Death & Dismem.	119	118	122	121	132
5236 Disability Insurance	909	938	1,004	993	1,082
5240 Social Security Contribution	27,533	29,594	30,000	31,000	32,860
5241 Pension Contribution	35,976	37,618	87,259	87,200	67,160
5242 Deferred Retirement Comp.	18,857	18,840	20,315	21,900	23,213
5243 Worker's Compensation Ins.	12,306	865	1,005	996	1,336
Total Personnel Services	510,730	530,726	613,902	643,012	660,582
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,053	1,149	1,023	1,319	1,688
6203 Professional Services	86,480	36,727	97,959	94,973	146,263
6213 Office Equipment Maint.	-	-	6,000	6,000	6,000
6253 Telephone	593	586	600	600	830
6260 Advertising	1,928	3,249	2,350	2,350	2,350
6261 Education & Training	1,113	1,155	1,300	100	1,300
6262 Dues, Memberships & Subsc.	5,497	6,179	6,470	5,696	7,000
6264 In Town Meetings	1,586	946	1,355	1,065	1,425
6265 Travel & Conferences	1,574	2,153	8,610	8,858	8,478
6271 Medical	4,245	2,647	2,575	2,575	2,575
7304 General Supplies	-	77	300	300	300
7307 Gasoline & Mileage	-	-	100	100	100
7308 Wearing Apparel & Linen	-	-	200	200	200
Total Operating Expenses	104,069	54,868	128,842	124,135	178,509
CAPITAL OUTLAYS:					
9504 Office Equipment	-	338	-	-	-
Total Capital Outlay	-	338	-	-	-
TOTAL ADMINISTRATIVE SERVICES	614,799	585,932	742,744	767,147	839,091

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 two (2) part-time Court Clerks. All are considered city employees for purposes of municipal employment practices, and as 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. Records of the Court are considered as records of the State Judiciary.

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 the daily and yearly operations of the Municipal Division and the 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 operating 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 daily.
- 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 the accuracy and accessibility of records 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 policies and procedures in a manner that 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 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 that may be fiscally beneficial to the Municipality in which the court serves.

Budget Highlights

- Acct 5102 – Increase in part-time wages to comply with expanded operating procedures within the state-mandated operating software (\$30,000).
- Acct. 6265 – Decrease in travel and conference fees now shared with another municipality the judge presides over (-\$1,800).
- Acct. 9503 - Increase due to replacement of two (2) scanners with increased capacity to expedite court operation procedures (\$2,000).

MUNICIPAL COURT

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	135,247	139,624	139,135	148,710	147,420
5102 Salaries, Temporary Empl.	13,308	11,988	16,798	16,798	46,908
5103 Overtime	449	392	500	830	500
5104 Vacation Pay	1,140	2,326	2,490	2,490	2,490
5105 Longevity Pay	2,304	2,208	2,304	2,304	2,304
5109 Provision for Salary Adj.	-	2,778	9,890	-	7,638
5230 Hospital & Medical Insurance	16,007	24,261	26,582	21,095	22,995
5231 Self Insured Medical Benefits	600	-	-	-	-
5233 Dental Insurance	626	871	932	931	977
5234 Group Life Insurance	460	508	580	572	623
5235 Accidental Death & Dismem.	49	49	51	51	55
5236 Disability Insurance	383	395	423	417	455
5240 Social Security Contribution	11,444	11,729	13,000	13,000	13,800
5241 Pension Contribution	12,349	12,787	28,983	28,900	22,140
5243 Worker's Compensation Ins.	4,717	293	340	337	429
Total Personnel Services	199,084	210,211	242,008	236,435	268,734
OPERATING EXPENSES:					
6201 Legal Services	25,318	23,977	32,150	32,300	32,150
6202 Technical & Personal Services	4,876	4,876	4,874	4,874	4,874
6213 Office Equipment Maint.	3,675	3,381	3,900	3,900	3,900
6253 Telephone	-	-	300	300	300
6261 Education & Training	100	-	200	200	200
6262 Dues, Memberships & Subsc.	300	530	530	575	700
6264 In Town Meetings	74	60	265	265	265
6265 Travel & Conferences	1,653	1,244	4,600	4,000	5,200
7304 General Supplies	1,254	1,856	3,000	2,000	2,200
Total Operating Expenses	37,249	35,925	49,819	48,414	49,789
CAPITAL OUTLAY:					
9503 Equipment	696	288	500	1,500	1,000
Total Capital Outlay	696	288	500	1,500	1,000
TOTAL MUNICIPAL COURT	237,029	246,423	292,327	286,349	319,523

MUNICIPAL COURT
CAPITAL OUTLAY

Capital Outlay Detail	Annual
9503 Equipment	
Document Scanners	1,000
Total Account 9503	1,000
TOTAL CAPITAL OUTLAY	1,000

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 Finance Manager (changed from Senior Accounting Associate starting July 1, 2024), 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Workers Compensation (WC) Claims	7	11	16	11
WC Claims per 100 FTEs	6.54	10.19	14.68	10.09
WC Days Lost to Injury per 100 FTEs	55.63	90.56	67.25	71.3
Vehicle Liability Claims	0	5	1	1

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 5102 – Costs associated with one (1) part-time intern originally budgeted in FY 2024 but remains unfilled and has been re-budgeted for FY 2025 (\$6,240).
- Acct. 6209 – Increase due to contracted auditing services due to GASB 75 OPEB Valuation previously coded to the closed Pension Fund (\$8,000), as well as adding extra auditing expenditures for GASB 87 & 96 (\$4,200).
- Acct. 6261 – Decrease due to FY 2024 participation in the college tuition reimbursement benefit program for two (2) employees who have since graduated (-\$8,600).

FINANCE DEPARTMENT

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	267,840	293,272	293,275	317,670	326,475
5102 Salaries, Temporary Empl.	27,478	36,018	51,628	50,028	52,628
5103 Overtime	3,974	39	500	265	500
5104 Vacation Pay	1,243	1,307	2,800	2,800	2,800
5109 Provision for Salary Adj.	-	5,856	18,990	-	19,812
5230 Hospital & Medical Insurance	25,054	25,616	28,067	27,800	30,305
5231 Self Insured Medical Benefits	600	600	600	600	600
5233 Dental Insurance	989	900	955	951	998
5234 Group Life Insurance	888	1,049	1,197	1,172	1,277
5235 Accidental Death & Dismem.	95	101	105	103	112
5236 Disability Insurance	615	675	858	841	916
5240 Social Security Contribution	22,583	25,328	28,000	28,000	29,700
5241 Pension Contribution	19,102	19,942	41,030	40,970	47,270
5243 Worker's Compensation Ins.	10,892	599	696	690	941
Total Personnel Services	381,352	411,302	468,701	471,890	514,334
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,163	963	1,188	1,108	1,108
6203 Professional Services	7,600	-	-	-	-
6209 Accounting Services	31,800	35,150	53,500	56,750	60,000
6213 Office Equipment Maint.	(3,133)	42,423	40,850	40,231	40,481
6253 Telephone	296	289	300	300	300
6261 Education & Training	5,393	6,402	10,200	9,205	3,400
6262 Dues, Memberships & Subsc.	994	938	1,126	1,126	1,090
6264 In Town Meetings	164	338	715	425	505
6265 Travel & Conferences	5,783	5,933	6,525	7,142	8,710
7304 General Supplies	2,634	2,609	3,100	4,070	4,950
7307 Gasoline & Mileage	7	10	25	25	25
7308 Wearing Apparel & Linen	153	185	200	170	200
7332 Computer Software	-	-	-	-	-
Total Operating Expenses	52,854	95,240	117,729	120,552	120,769
CAPITAL OUTLAYS:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL FINANCE DEPARTMENT	434,206	506,542	586,430	592,442	635,103

**FINANCE DEPARTMENT
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail

9504 Office Equipment	Annual
Standup Desk	-
Total Account 9504	-
TOTAL CAPITAL OUTLAY	-

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, and self-insured deductible expenses for employee health insurance. Until mid-FY 2024, this department included excess expenditures associated with the Legacy Pension Plan; however, since this Pension Plan was terminated and administration of the Plan is now managed by the Missouri Local Government Employees Retirement System (LAGERS) there are no excess expenditures. 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.

Budget Highlights

- Acct. 5120 – Decrease in Recruitment Incentive Program due to fewer full-time position openings (-\$1,800).
- Acct. 5241 – Decrease in Legacy Pension Plan contributions due to plan termination and contracting administration of the Legacy Plan with LAGERS in FY 2024 (-\$624,163).
- Acct. 5244 – Decrease in Unemployment Claims (-\$11,000).
- Acct. 6220 – Increase in general, police and auto liability insurance premium rates following higher-than-normal claims in FY 2024 and an overall increase company-wide (\$11,117).
- Acct. 6222 – Increase in public official liability insurance premium rates (\$4,127).
- Acct. 6226 – Increase in property and auto insurance premium rates (\$10,801).
- Acct. 6266 – Decrease in postage machine maintenance fees due to the machine being paid in full and incurring only maintenance costs (-\$1,084).
- Acct. 7317 – Decrease in wellness expenses associated with the biennial St. Louis Area Insurance Trust Biennial Wellness Grant received and completed in FY 2024 (-\$5,600).

INTERDEPARTMENTAL

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5120 Employee Referral Bonus	-	-	3,000	600	1,200
5230 Hospital & Medical Insurance	136,413	150,619	162,530	158,000	162,530
5233 Dental Insurance	(67)	86	-	-	-
5240 Social Security Contribution	-	4	-	100	150
5241 Pension Contribution	837,109	472,818	624,179	624,163	-
5244 Unemployment Comp.	3,200	-	13,000	1,000	2,000
5246 Insurance Deductible	22,493	29,349	35,000	30,000	33,000
Total Personnel Services	999,147	652,876	837,709	813,863	198,880
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,546	3,183	5,100	5,004	5,100
6203 Professional Services	22,309	34,457	26,475	23,170	21,550
6211 Equipment Maintenance	-	-	300	-	300
6213 Office Equipment Maint.	3,430	3,743	3,980	3,896	6,136
6220 Liability Insurance	94,969	108,168	117,385	127,215	138,332
6222 Pub. Officials Liab.Ins.	37,709	40,355	44,380	42,368	46,495
6225 Surety Bonds	1,671	1,715	1,845	1,629	1,710
6226 Property & Auto Insurance	64,403	59,472	74,340	72,008	82,809
6253 Telephone	31,005	29,684	30,200	31,376	35,540
6255 Cable TV	5,097	3,302	3,600	4,056	4,068
6262 Dues, Memberships & Subsc.	166	155	190	190	190
6265 Travel & Conferences	131	291	800	-	800
6266 Equipment Rental	810	810	1,896	810	812
6269 Postage	30,906	31,333	33,300	33,300	33,300
6272 Employee Relations	10,983	10,126	15,640	14,625	14,325
7304 General Supplies	1,567	1,111	1,900	1,700	1,700
7312 Office Supplies	26,906	34,516	35,087	31,000	31,000
7317 SLAIT Wellness	3,867	-	5,600	5,600	-
Total Operating Expense	337,475	362,421	402,018	397,947	424,167
CAPITAL OUTLAY:					
9504 Office Equipment	-	1,525	-	-	-
Total Capital Outlay	-	1,525	-	-	-
TOTAL INTERDEPARTMENTAL	1,336,622	1,016,822	1,239,727	1,211,810	623,047

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 2025 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 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 the Police Department receive immediate priority.
- Backups of servers and databases every 24 hours, no less than five days per 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 on the same business day. Normal response and corrections within 12 to 48 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 systems, 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 – Decrease in information technology contract services due to reduction in hours (\$22,140).

- Acct. 6213 – Increase in City website hosting service fee (\$17,527).
- Acct. 6213 – Decrease due to change in social media archiving service provider (\$2,975).
- Acct. 6213 – Decrease in Google Workspace service due to new renegotiated discounted rate (\$21,115).
- Acct. 7331 – Increase due to purchase of fifteen (15) desktop computers in preparation for Windows 10 end-of-support lifecycle (\$30,000).
- Acct. 7331 – Increase due to purchase of nine (9) laptop computers in preparation for Windows 10 end-of-support lifecycle (\$16,600).
- Acct. 7332 – Increase in email encryption services (\$2,973).
- Acct. 7332 – Decrease due to reduction in users from Zoom licensing subscription (\$660).

INFORMATION SYSTEMS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	74,621	77,721	77,725	83,302	83,295
5104 Vacation Pay	1,433	2,985	3,200	3,200	3,200
5109 Provision for Salary Adj.	-	1,552	5,525	-	5,030
5230 Hospital & Medical Insurance	18,190	17,857	19,565	19,378	21,125
5233 Dental Insurance	747	649	700	693	728
5234 Group Life Insurance	250	279	319	318	347
5235 Accidental Death & Dismem.	27	27	28	28	31
5236 Disability Insurance	209	217	233	232	253
5240 Social Security Contribution	5,480	5,937	6,300	6,100	6,460
5241 Pension Contribution	5,743	5,680	10,793	10,726	12,200
5243 Worker's Compensation Ins.	2,222	164	191	189	247
Total Personnel Services	108,921	113,068	124,579	124,166	132,916
OPERATING EXPENSES:					
6202 Technical & Personal Services	52,560	38,400	40,320	21,600	22,140
6213 Office Equipment Maint.	58,409	58,617	60,120	57,000	62,878
6253 Telephone	296	289	735	735	300
6261 Education & Training	-	-	600	600	600
7308 Wearing Apparel & Linen	-	-	50	50	50
7331 Computer Hardware	23,080	46,958	29,430	29,430	51,800
7332 Computer Software	8,270	6,239	12,880	12,520	9,610
Total Operating Expenses	142,616	150,503	144,135	121,935	147,378
CAPITAL OUTLAYS:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL INFORMATION SYSTEMS	251,537	263,571	268,714	246,101	280,294

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 gymnasium, two meeting rooms at the Dielmann Complex, and the Tappmeyer House at Millennium Park.

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Programs Offered ¹	10	17	20	30
Participants in Program/Classes	250	270	282	350
Participants in Heart-to-Heart Run	N/A	353	300	350
Participants in Summer Concert Series	150	1,050	1,250	1,300

¹Programs and special events include, but are not limited to, tennis lessons, specialty camps, Arbor Day, programming for seniors, as well as the Heart to Heart run/walk event and the concert series.

Service Standards

- Recreational programs are taken on a first-come, first-served basis.
- Provide residents with a discounted rate on rental and program fees.
- Give residents early access to reserve pavilion and field rentals beginning in January before opening reservations to non-residents on March 1.
- Provide high-quality customer service to encourage customers to return and use the facility or enroll in another recreation program.
- Conduct ongoing cost/benefit analysis for all recreation programs to ensure the user fees are covering operating costs.
- Provide a diverse offering of recreational programs such as sports camps, tennis lessons and fitness for citizens of all ages and abilities.

Objectives

- Increase awareness of the projects taking place in the parks with periodic articles in the monthly newsletters, as well as social media posts.
- Implement post-program surveys to compile feedback that will help improve and grow programs.
- Maintain participation numbers for the annual Heart to Heart run/walk. This year's event is being held at City Hall due to the construction at Millennium Park. Numbers may dip some due to the new location for a year.
- Increase attendance numbers for the annual concert series by offering quality bands, and food and alcohol sales in 2024.

Budget Highlights

- Acct. 5102 – Increase in part-time wages to recruit new staff and retain current staff members.
- Acct. 6266 – Decrease due to the elimination of bandwagon rental fees for the concert series with the construction of a permanent bandstand in Millennium Park (-\$2,000).

COMMUNITY SERVICES/RECREATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	60,715	65,791	66,585	71,377	70,965
5102 Salaries, Temporary Empl.	8,018	8,720	8,505	8,505	8,625
5103 Overtime	50	41	150	-	150
5109 Provision for Salary Adj.	-	1,316	4,645	-	4,783
5110 Auto Allowance	720	690	720	720	720
5230 Hospital & Medical Insurance	9,378	8,116	9,609	11,093	14,350
5231 Self Insured Medical Benefits	150	300	300	300	300
5233 Dental Insurance	719	292	997	457	598
5234 Group Life Insurance	213	235	270	271	295
5235 Accidental Death & Dismem.	23	23	24	24	26
5236 Disability Insurance	60	124	193	198	215
5240 Social Security Contribution	5,094	5,699	6,100	5,800	6,150
5241 Pension Contribution	3,245	4,058	10,959	10,898	10,860
5243 Worker's Compensation Ins.	2,263	2,208	2,565	2,541	3,334
Total Personnel Services	90,648	97,613	111,622	112,184	121,371
OPERATING EXPENSES:					
6202 Technical & Personal Services	17,692	19,570	15,000	17,000	16,000
6203 Professional Services	1,730	4,199	3,804	2,604	2,604
6213 Office Equipment Maint.	767	3,137	3,270	3,270	3,572
6221 Venable Park Expenses	14,860	9,750	5,250	5,250	5,250
6230 Farmers Market	750	-	-	-	-
6260 Advertising	1,103	760	1,000	1,000	1,000
6261 Education & Training	-	-	700	200	200
6262 Dues, Memberships & Subsc.	555	175	745	745	745
6264 In Town Meetings	-	-	44	44	44
6265 Travel & Conferences	474	-	1,750	750	1,750
6266 Equipment Rental	2,200	900	3,520	2,000	-
6281 5K Run Expenses	7,573	6,540	6,850	6,850	6,850
7304 General Supplies	258	530	1,100	700	1,100
Total Operating Expense	47,962	45,561	43,033	40,413	39,115
CAPITAL OUTLAY:					
9503 Equipment	-	-	600	-	-
Total Capital Outlay	-	-	600	-	-
TOTAL COMMUNITY SERVICES	138,610	143,174	155,255	152,597	160,486

**COMMUNITY SERVICES/RECREATION
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9503 Equipment	
Basketball Nets, Soccer Nets, Balls, Etc.	-
Replacement Tables for the Multi-Purpose Room	-
Total Account 9503	-
TOTAL CAPITAL IMPROVEMENTS	-

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. The 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, lawns, and planting beds at the Government Center and Police Building complex are included in the Division's 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Estimated Number of Hours Meeting Rooms, Gym, and Multipurpose Room Requiring Room Set-up by Staff	530	933	859	600
HVAC Failures/Repairs	14	16	13	17
Roof Repairs/Patches	11	15	12	0

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.
- Laundering of tablecloths and custodial linens (mops, towels, and rags).
- Weekly inspection and operation of the emergency generator.
- Weekly inspections of the boilers, pumps, and hot water system.
- Set up for Municipal Court.
- Semi-monthly set-up for City Council and Planning & Zoning Commission meetings.
- Monthly inspection and maintenance of the 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 the water system and inspection of the 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 to improve efficiency.
- Repair plumbing, drywall, paint, and electrical repairs, troubleshoot HVAC, and perform preventative maintenance on all mechanical equipment in the building.

Budget Highlights

- Acct. 6211 – Costs associated with emergency repairs to glycol loop piping in Government Center (\$8,000).
- Acct. 6212 – Costs associated with the Government Center share of contract cleaning services (\$36,000).
- Acct. 9501 – Costs associated with small building improvement projects at the Government Center (\$10,000).
- Acct. 9503 – Costs associated with the replacement of one (1) small heat pump at the Government Center (\$8,000).
- Acct. 9503 – Costs associated with the replacement of two (2) automated external defibrillator (AED) units at the Government Center (\$3,400).

MAINTENANCE OF MUNICIPAL PROPERTY

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	57,444	65,852	51,995	58,145	59,415
5103 Overtime	331	234	500	50	150
5104 Vacation Pay	1,103	-	-	-	-
5105 Longevity Pay	1,344	672	-	-	-
5109 Provision for Salary Adj.	-	-	2,525	-	2,260
5230 Hospital & Medical Insurance	10,878	12,731	19,565	16,978	18,723
5233 Dental Insurance	490	492	694	693	728
5234 Group Life Insurance	197	197	226	227	248
5235 Accidental Death & Dismem.	21	19	20	20	22
5236 Disability Insurance	164	85	82	165	181
5240 Social Security Contribution	4,234	4,648	4,200	4,000	4,240
5241 Pension Contribution	6,129	6,714	7,231	7,140	8,530
5243 Worker's Compensation Ins.	2,880	4,299	4,994	4,947	3,198
Total Personnel Services	85,215	95,943	92,032	92,365	97,695
OPERATING EXPENSES:					
6202 Technical & Personal Services	-	3,850	-	-	-
6211 Equipment Maintenance	24,162	23,878	25,700	25,700	20,000
6212 Building & Ground Maint.	43,362	83,330	69,150	69,150	70,750
6250 Electricity	57,292	60,684	62,000	60,000	62,000
6252 Natural Gas	6,797	8,204	9,570	9,570	9,570
6253 Telephone	296	289	730	730	730
6254 Water & Sewer	12,454	15,430	19,000	12,700	16,700
6261 Education & Training	-	-	400	400	400
6271 Medical	-	18	100	100	100
7301 Chemicals & Cleaning	-	20	-	-	-
7302 Small Tools	-	511	400	500	500
7304 General Supplies	2,120	4,325	6,000	5,000	5,000
7308 Wearing Apparel & Linen	649	728	626	626	626
Total Operating Expense	147,132	201,267	193,676	184,476	186,376
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	10,000	10,000	10,000
9503 Equipment	4,674	799	8,000	8,000	8,000
Total Capital Outlay	4,674	799	18,000	18,000	18,000
TOTAL MAINTENANCE OF MUNICIPAL PROPERTY	237,021	298,009	303,708	294,841	302,071

MAINTENANCE OF MUNICIPAL PROPERTY
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9501 Building Improvements	
Misc.	10,000
Total Account 9501	<u>10,000</u>
9503 Equipment	
Small Heat Pump HVAC Units	8,000
AED Replacement (2)	-
Total Account 9503	<u>8,000</u>
TOTAL CAPITAL OUTLAY	<u>18,000</u>

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POLICE - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	3,606,368	3,972,183	4,184,970	4,441,177	4,449,180
5102 Salaries, Temporary Empl.	38,339	59,700	75,820	62,508	77,328
5103 Overtime	81,669	97,046	95,000	80,550	85,000
5104 Vacation Pay	9,651	11,154	21,900	21,900	21,900
5105 Longevity Pay	17,396	14,013	17,472	12,428	15,552
5106 Holiday Pay	116,699	109,926	137,640	142,848	149,420
5107 Uniform Allowance	9,888	11,365	13,632	13,632	13,632
5109 Provision for Salary Adj.	-	81,932	250,195	-	259,597
5230 Hospital & Medical Insurance	539,036	546,170	607,421	591,404	658,630
5231 Self Insured Medical Benefits	6,000	5,600	5,600	5,600	5,600
5233 Dental Insurance	22,763	20,789	23,940	22,813	22,989
5234 Group Life Insurance	12,217	14,217	16,862	16,966	18,455
5235 Accidental Death & Dismem.	1,309	1,370	1,535	1,492	1,617
5236 Disability Insurance	9,389	9,650	12,202	10,925	12,426
5240 Social Security Contribution	286,869	323,196	355,000	353,100	377,200
5241 Pension Contribution	356,609	390,427	986,108	986,000	880,290
5243 Worker's Compensation Ins.	136,267	192,861	224,022	221,913	297,500
Total Personnel Services	5,250,469	5,865,199	7,029,319	6,985,256	7,346,316
OPERATING EXPENSES:					
6202 Technical & Personal Services	596,959	704,648	741,796	656,223	731,662
6203 Professional Services	13,816	20,928	18,145	16,527	26,749
6210 Vehicle Maintenance	49,139	54,039	46,350	46,862	42,240
6211 Equipment Maintenance	4,373	2,194	5,100	4,770	5,000
6213 Office Equipment Maint.	19,678	23,945	25,777	24,687	12,134
6253 Telephone	14,650	14,494	22,020	17,891	14,272
6260 Advertising	399	(245)	1,200	900	700
6261 Education & Training	16,347	12,634	20,445	19,230	21,200
6262 Dues, Memberships & Subsc.	4,463	4,894	6,705	5,503	5,905
6264 In Town Meetings	2,739	1,723	2,460	2,360	2,410
6265 Travel & Conferences	6,252	6,235	18,085	14,584	15,960
6271 Medical	13,131	10,991	14,225	12,905	9,500
7301 Chemicals & Cleaning	764	200	1,250	1,250	1,750
7302 Small Tools	2,268	4,116	6,680	7,451	6,150
7304 General Supplies	4,387	5,707	8,350	7,936	11,439
7306 Memorials & Plaques	701	380	2,200	2,075	3,350
7307 Gasoline & Mileage	103,455	81,603	102,650	102,500	102,500
7308 Wearing Apparel & Linen	46,128	75,521	63,106	60,685	56,745
7310 Snow Removal Supplies	-	724	1,000	1,000	1,000
7313 Range Supplies	13,734	10,027	15,340	18,307	14,850
7314 Crime Prevention	3,074	3,976	5,000	5,000	5,350
7316 Opioids Settlement Funds	-	5,463	-	25,515	8,100
Total Operating Expense	916,456	1,044,198	1,127,884	1,054,162	1,098,966

POLICE - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	-	250
9502 Vehicles	-	241,216	558,120	656,015	137,700
9503 Equipment	87,243	55,174	70,087	63,110	70,840
9504 Office Equipment	5,048	1,131	6,490	6,525	1,850
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	92,292	297,521	634,947	725,650	210,640
TOTAL POLICE DEPARTMENT	6,259,217	7,206,918	8,792,151	8,765,068	8,655,922

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 full-time to the St. Louis County and Municipal Police Academy as an instructor. The salary and direct benefits of the Police Academy Instructor are reimbursed by St. Louis County. 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 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.

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 including submission, storage, packaging, laboratory examinations and transfers, and disposal through court-ordered destruction, as well as collection and disposal of prescription drug take-back supplies.
- 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

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 per 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

“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 per 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.
- In June 2023, the Police Department successfully transitioned to a new Computer-Aided Dispatch (CAD) system from Motorola. This transition resulted in a decrease in Global Software (CAD Restricted Licenses and RMS Per Concurrent Session). The department no longer requires the older (Mreach CAD Mobile Access and the CAD Mobile Access) and mobile functionalities have been entirely removed. A small number of restricted Global CAD licenses are still maintained to allow records clerks to access historical data from the previous system.

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.
- 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. 5101 – Full-time salaries include one (1) full-time Police Officer position assigned to instruct at the St. Louis County and Municipal Police Academy; salary and fringe benefits are reimbursed by St. Louis County.
- Acct. 6203 – Increase due to new expenses for grooming, veterinary services, and kenneling for a Community Resource/Comfort Dog (\$1,950).
- Acct. 6203 – Increase due to outsourcing pre-employment background services for applicants (\$2,400).
- Acct. 6213 – Transfer of expenses associated with a Computer Aided Dispatch software to Acct. 6202 (\$15,084).
- Acct. 6213 – Increase in annual maintenance fees for evidence software (\$7,875).
- Acct. 7304 – Increase due to new expenses associated with food and supplies for a Community Resource/Comfort Dog (\$3,000).
- Acct. 7314 – Increase due to a new communitywide paper shredding event (\$700).
- Acct. 7314 – Increase in DARE program supply costs to provide instruction for an additional school (\$1,000).
- Acct. 9503 – Decrease due to one-time purchase of refrigerator and icemaker for employee breakroom in FY 2024 (-\$4,000).

POLICE - ADMINISTRATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	493,376	668,131	741,955	880,697	885,850
5102 Salaries, Temporary Empl.	38,339	59,700	75,820	62,508	77,328
5103 Overtime	71	4,998	5,000	2,550	5,000
5104 Vacation Pay	2,373	2,473	5,300	5,300	5,300
5105 Longevity Pay	5,564	5,089	5,568	5,088	5,088
5106 Holiday Pay	-	2,340	6,140	7,023	9,300
5107 Uniform Allowance	2,400	3,450	3,600	3,600	3,600
5109 Provision for Salary Adj.	-	13,494	50,410	-	55,193
5120 Employee Referral Bonus	-	3,600	-	-	-
5230 Hospital & Medical Insurance	79,952	98,601	107,030	128,125	136,805
5231 Self Insured Medical Benefits	600	600	600	600	600
5233 Dental Insurance	3,575	3,722	4,250	4,644	4,751
5234 Group Life Insurance	1,675	2,338	3,028	3,069	3,630
5235 Accidental Death & Dismem.	179	225	268	280	319
5236 Disability Insurance	1,384	1,718	1,987	2,307	2,627
5240 Social Security Contribution	39,944	56,333	65,000	68,100	72,200
5241 Pension Contribution	55,409	79,677	204,749	204,700	162,780
5243 Worker's Compensation	18,519	24,494	28,451	28,183	47,804
Total Personnel Services	743,359	1,030,982	1,309,156	1,406,774	1,478,175
OPERATING EXPENSES:					
6202 Technical & Personal Services	586,301	693,439	729,904	644,999	722,632
6203 Professional Services	6,454	12,107	5,440	4,940	8,416
6210 Vehicle Maintenance	2,852	2,381	3,450	3,450	3,450
6211 Equipment Maintenance	-	310	850	850	850
6213 Office Equipment Maint.	16,198	16,178	25,437	24,445	11,874
6253 Telephone	12,222	12,762	15,084	14,112	12,322
6260 Advertising	399	(245)	1,200	900	700
6261 Education & Training	5,001	4,799	10,075	9,725	10,275
6262 Dues, Memberships & Subsc.	2,325	3,090	3,695	3,695	3,720
6264 In Town Meetings	2,484	1,723	2,360	2,360	2,410
6265 Travel & Conferences	2,947	3,843	10,535	9,744	7,960
6271 Medical	5,552	6,434	5,125	3,825	5,000
7302 Small Tools	546	359	900	900	600
7304 General Supplies	1,266	1,806	3,000	2,586	6,039
7306 Memorials & Plaques	701	380	2,200	2,075	3,350
7307 Gasoline & Mileage	4,119	3,335	4,000	4,000	4,000
7308 Wearing Apparel & Linen	3,906	5,665	6,781	6,685	6,655
7310 Snow Removal Supplies	-	724	1,000	1,000	1,000
7314 Crime Prevention	-	3,976	5,000	5,000	5,350
Total Operating Expense	653,271	768,366	836,036	745,291	816,603

POLICE - ADMINISTRATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	-	250
9502 Vehicles	-	-	-	-	-
9503 Equipment	2,114	1,215	6,000	6,768	2,800
9504 Office Equipment	354	247	500	500	500
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	2,468	1,462	6,750	7,268	3,550
TOTAL POLICE ADMINISTRATIVE DIVISION	1,399,098	1,800,810	2,151,942	2,159,333	2,298,328

**POLICE - ADMINISTRATION
CAPITAL OUTLAY DETAIL**

<u>Capital Outlay Detail</u>	<u>Annual</u>
9501 Buildings and Improvements	
Parking and Building Signs	250
Total Account 9501	<u>250</u>
9503 Equipment	
Vehicle Upfittings for Admin Car	2,800
Total Account 9502	<u>2,800</u>
9504 Office Equipment	
2 Replacement Chairs	500
Total Account 9504	<u>500</u>
9505 Office Equipment	
(Nothing Budgeted)	0
Total Account 9505	<u>0</u>
TOTAL CAPITAL OUTLAYS	<u><u>3,050</u></u>

POLICE DEPARTMENT – INVESTIGATIONS BUREAU

Mission Statement

The mission of the Investigations Bureau is to investigate, deter, and 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 can conduct covert surveillance operations.

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Total Case Assignments	427	444	433	435
Percentage of Clearance Rate for Cases Assigned	43%	46.4%	45.5%	45%
Percentage of Part I Clearance Rate (violent crimes)	68%	70%	68%	69%
Total Arrests	70	65	72	69
Property Value Recovery	\$849,442	\$2,065,245*	\$960,000	\$900,000
Percentage of Property Value Recovery	48%	90.7%	67%	68%

**FY23 had a significant increase in property value recovery due to a spike in vehicle thefts and the recovery of the vehicles.*

During FY23, detectives were assigned to assist with Major Case Squad homicide investigations in Breckenridge Hills, Pagedale, North Count Co-Op, and Clayton. Detectives also investigated and solved several shots-fired calls, assaults, theft reports, ATM heists, ID thefts, burglaries, 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 new detectives are provided training to prepare them for their new role in the bureau, including classroom courses and on-the-job training from peers and various experiences.
- 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.

Budget Highlights

- Acct. 6203 – Costs associated with software used in the recovery of stolen property and analyzing cell phone data; contract pricing includes a staggered three-year price increase (\$5,818).
- Acct. 6203 – Increase due to new Facial Recognition Artificial Intelligence (AI) Software (\$1,750).
- Acct. 6203 – Increase in court service fees for paying for information received from vendors via subpoena (\$1,000).
- Acct. 6253 – Decrease in cell phone services due to overestimation of costs in FY 2024.

POLICE - INVESTIGATIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	499,913	467,177	587,980	592,410	615,810
5103 Overtime	21,323	30,992	25,000	30,000	30,000
5104 Vacation Pay	-	2,977	-	-	-
5105 Longevity Pay	2,504	2,024	2,112	2,052	672
5106 Holiday Pay	18,760	15,146	21,000	20,025	21,620
5107 Uniform Allowance	5,438	5,564	7,632	7,632	7,632
5109 Provision for Salary Adj.	-	8,147	26,925	-	26,960
5230 Hospital & Medical Insurance	42,227	64,231	91,634	104,141	112,920
5231 Self Insured Medical Benefits	2,400	1,200	1,200	1,200	1,200
5233 Dental Insurance	2,344	2,855	4,748	4,506	3,692
5234 Group Life Insurance	1,711	1,752	1,984	2,694	2,591
5235 Accidental Death & Dismem.	183	165	218	198	227
5236 Disability Insurance	1,426	1,314	1,541	1,645	1,890
5240 Social Security Contribution	41,400	39,595	50,000	49,000	52,000
5241 Pension Contribution	52,712	52,088	153,856	153,800	127,720
5243 Worker's Compensation	14,837	26,145	30,369	30,083	43,246
Total Personnel Services	707,180	721,370	1,006,199	999,386	1,048,180
OPERATING EXPENSES:					
6202 Technical & Personal Services	4,065	4,532	4,842	4,174	1,870
6203 Professional Services	6,991	8,207	10,955	11,045	16,583
6210 Vehicle Maintenance	2,269	1,906	2,900	2,900	2,400
6213 Office Equipment Maint.	3,151	7,584	-	-	-
6253 Telephone	900	820	2,552	386	1,610
6261 Education & Training	5,185	1,050	3,295	3,295	3,295
6262 Dues, Memberships & Subsc.	1,590	1,085	1,340	975	1,100
6264 In Town Meetings	255	-	-	-	-
6265 Travel & Conferences	1,301	455	1,500	722	1,500
7301 Chemicals & Cleaning	-	200	250	250	750
7302 Small Tools	217	102	300	300	300
7304 General Supplies	1,845	1,890	2,600	2,600	2,700
7307 Gasoline & Mileage	3,577	4,091	3,500	3,500	3,500
7308 Wearing Apparel & Linen	42	1,314	1,800	1,800	1,840
7313 Range Supplies	750	-	-	-	-
7314 Crime Prevention Supplies	3,074	-	-	-	-
Total Operating Expense	35,211	33,238	35,834	31,947	37,448
CAPITAL OUTLAY:					
9502 Vehicles	-	-	5,154	5,154	2,700
9503 Equipment	-	-	-	-	-
9504 Office Equipment	-	482	5,490	5,525	850
Total Capital Outlay	-	482	10,644	10,679	3,550
TOTAL POLICE INVESTIGATIONS DIVISION	742,391	755,090	1,052,677	1,042,012	1,089,178

**POLICE - INVESTIGATIONS
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9501 Buildings and Improvements	
(Nothing Budgeted)	-
Total Account 9501	-
9502 Vehicles	
Light/Siren Package for Existing Detective Vehicle	2,700
Total Account 9502	2,700
9503 Equipment	
(Nothing Budgeted)	-
Total Account 9503	-
9504 Office Equipment	
SMETA Mini Fridge with Lock	350
Office Chairs (Replacement) - 2	500
Total Account 9504	850
TOTAL CAPITAL OUTLAY	3,550

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. There are four patrol squads, each supervised by a team of two (2) Sergeants with each sergeant team responsible for five (5) Patrol Officers. Supplemental staffing in the Patrol Division consists of a K9 Officer, two (2) Traffic Safety Officers, and two (2) layover officers, and two (2) Impact Unit 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, if required, 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Average Response Time (Priority I)	4:19 min.	4:50 min.	4:20 min.	4:19 min.
Average Response Time (Priority II)	4:33 min.	5:00 min.	4:45 min.	4:40 min.
Crime Rate ¹	25.2	23.8	23.8	23.7
Total Crimes Reported²	908	1,051	1,060	1,086
Total Maintenance and Preventative Expenditures per Vehicle	\$1,402	\$1,374	\$1,400	\$1,450
Total Vehicle Maintenance Expenditures per Mile Driven	\$0.07	\$0.09	\$0.09	\$0.09
Arrests	500	572	580	600
Total Arrests Per Officer ³	12.8	16.3	16.4	16.5
Traffic Citations	2,653	3,531	3,500	3,500
Total Citations per Officer ⁴	76	100	90	90
Total DWI Arrests	84	83	83	85
Total DWI Arrests per Officer ⁵	2.4	2.3	2.3	2.4
Citizen Police Academy Sessions	2	2	2	2
Crash Reports	1,032	1,106	1,100	1,100
Total Calls for Service	16,540	16,576	16,700	16,800
Total Reports Taken	2,051	2,259	2,300	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 staff 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 staff authorized to the patrol function. The actual number of officers assigned to that function varied throughout the FY.

⁵ Calculated using the number of staff 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 24-hours per day.
- Continue improving patrol availability through full staffing of five (5) patrol sectors.
- Operate patrol vehicles safely and responsibly in all aspects of the job, including pursuit and emergency response 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 victims of domestic violence.
- Submit the Annual Vehicle Stops Report to the 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, which prepares personnel in proper tactics for 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.

Benchmarking/Budgetary Savings

- The police department receives annual Opioid Settlement Funds. These funds will be allocated towards expenses related to:
 - DARE Conference Expenses and Supplies
 - Narcan Replacement
 - DRE Conference Expenses

Previously, these expenses were covered by the Administrative, Patrol, and Public Safety budgets. Now, they will be funded through the Opioid Settlement Funds allocated within the Patrol division budget.

- The sale of one of the department's two motorcycles resulted in a reduction in expenses for motorcycle vehicle maintenance (6210), gasoline (7307), and motorcycle helmets and uniforms (7308).

Budget Highlights

- Acct. 6210 – Decrease due to removal of motorcycles from the fleet and applicable repairs/preventative maintenance costs (-\$2,100).
- Acct. 6265 – Increase due to sending two (2) officers to Women’s Leadership training in FY 2025. (\$2,000).
- Acct. 7316 – Transfer of drug-recognition training and supplies related to Opioid Settlement expenditures to Police-Administration (\$2,200) and Public Safety (\$1,000).
- Acct. 9502 – One (1) Hybrid Ford Interceptor Utility Patrol Vehicle (\$53,000) and one (1) Ford F-150 Police Responder Patrol (\$53,000); new equipment (\$23,000); and changeover over services for the two (2) aforementioned vehicles (\$6,000).
- Acct. 9503 – New drone with improved night-searching capabilities (\$16,000).
- Acct. 9503 – Electronic speed trailer (\$13,000).
- Acct. 9503 – New Bolawrap Restraint Devices for supervisors (\$3,600).
- Acct. 9503 – Replacement of nine (9) ballistic vests to replace those due to expire and newly hired officers (\$7,875).
- Acct. 9503 – Replacement of one (1) radar unit (\$3,100); cost may be reimbursable through grant funding.
- Acct. 9503 – Replacement of nine (9) tasers with 4-year extended warranties (\$16,740).
- Acct. 9503 – Replacement of one (1) speed trailer (\$13,000); cost may be reimbursable if with grant funding.
- Acct. 9503 – New Traffic Counter (\$3,800).
- Acct. 9503 – Replacement of ten (10) duty holsters (\$1,200).
- 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).
- Acct. 9503 – Replacement of nine (9) tasers with 4-year extended warranties (\$16,740).

POLICE - PATROL

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	2,613,079	2,836,875	2,855,035	2,968,070	2,947,520
5103 Overtime	60,275	61,055	65,000	48,000	50,000
5104 Vacation Pay	7,278	5,704	16,600	16,600	16,600
5105 Longevity Pay	9,328	6,900	9,792	5,288	9,792
5106 Holiday Pay	97,939	92,439	110,500	115,800	118,500
5107 Uniform Allowance	2,050	2,352	2,400	2,400	2,400
5109 Provision for Salary Adj.	-	60,292	172,860	-	177,444
5230 Hospital & Medical Insurance	416,857	383,339	408,757	359,138	408,905
5231 Self Insured Medical Benefits	3,000	3,800	3,800	3,800	3,800
5233 Dental Insurance	16,844	14,212	14,942	13,663	14,546
5234 Group Life Insurance	8,830	10,128	11,850	11,203	12,234
5235 Accidental Death & Dismem.	946	980	1,049	1,014	1,071
5236 Disability Insurance	6,579	6,618	8,674	6,973	7,909
5240 Social Security Contribution	205,525	227,268	240,000	236,000	253,000
5241 Pension Contribution	248,488	258,663	627,503	627,500	589,790
5243 Worker's Compensation	102,911	142,223	165,202	163,647	206,450
Total Personnel Services	3,799,929	4,112,847	4,713,964	4,579,096	4,819,961
OPERATING EXPENSES:					
6202 Technical and Personal Services	6,594	6,676	7,050	7,050	7,160
6203 Professional Services	371	614	1,750	542	1,750
6210 Vehicle Maintenance	44,018	49,752	40,000	40,512	36,390
6211 Equipment Maintenance	4,373	1,884	4,250	3,920	4,150
6213 Office Equipment Maintenance	330	183	340	242	260
6253 Telephone	1,527	912	4,384	3,393	340
6261 Education & Training	6,161	6,785	7,075	6,210	7,630
6262 Dues, Memberships & Subsc.	548	719	1,670	833	1,085
6264 In Town Meetings	-	-	100	-	-
6265 Travel & Conferences	2,004	1,937	6,050	4,118	6,500
6271 Medical	7,579	4,557	9,100	9,080	4,500
7301 Chemicals & Cleaning	764	-	1,000	1,000	1,000
7302 Small Tools	1,505	3,655	5,480	6,251	5,250
7304 General Supplies	1,277	2,011	2,750	2,750	2,700
7307 Gasoline & Mileage	95,759	74,177	95,150	95,000	95,000
7308 Wearing Apparel & Linen	42,180	68,542	54,525	52,200	48,250
7313 Range Supplies	12,984	10,027	15,340	18,307	14,850
7316 Opioids Settlement Funds	-	5,463	-	25,515	8,100
Total Operating Expense	227,974	237,894	256,014	276,924	244,915
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	-	-	-
9502 Vehicles	-	241,216	552,966	650,861	135,000
9503 Equipment	85,129	53,959	64,087	56,342	68,040
9504 Office Equipment	4,694	402	500	500	500
Total Capital Outlay	89,824	295,577	617,553	707,703	203,540
TOTAL PATROL DIVISION	4,117,727	4,646,318	5,587,531	5,563,723	5,268,416

**POLICE - PATROL
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9502 Vehicles	
Ford F-150 Police Responder Patrol Vehicle (1)	53,000
Hybrid Ford Interceptor Utility Patrol Vehicle (1)	53,000
Vehicle Changeover for New Vehicles (2)	6,000
Vehicle Equipment for New Vehicles (2)	23,000
Total Account 9502	135,000
9503 Equipment	
Bolawrap Restraint	3,600
Digital Camera Sergeant's Car-Crime Scene Backup	650
Evidence Storage Bags-Bank Bags	650
Male and Female Ballistic Vests (9)	7,875
Personal Gun Safe for Home Use (7)	525
Portable Breath Test Unit (Reimburse by Blue Print Grant)	400
Radar Units(Reimbursed by Grant)	3,500
Replacement Duty Holsters (10)	1,200
Speed Trailer	13,000
Tasers and Four Year Extended Warranties (9)	16,740
Traffic Cones (ANSI Compliant Cones)	600
UAV Upgraded Patrol UAV with Night Vision	16,000
Zebra Mobile Ticket Printers Cradles and Installation (4)	3,300
Total Account 9503	68,040
9504 Office Equipment	
Office Chairs (Replacement) - 2	500
Total Account 9504	500
TOTAL CAPITAL OUTLAY	203,540

PUBLIC WORKS - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
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PERSONNEL SERVICES:

5101 Salaries, Permanent Empl.	826,728	1,007,129	1,088,907	1,126,880	1,166,185
5102 Salaries, Temporary Empl.	12,558	9,370	34,944	19,992	41,600
5103 Overtime	29,670	18,460	34,000	22,500	29,000
5104 Vacation Pay	2,408	5,019	5,375	5,375	5,375
5105 Longevity Pay	3,221	2,282	2,381	2,381	2,381
5109 Provision for Salary Adj.	-	19,900	65,090	-	70,269
5110 Auto Allowance	4,200	4,025	4,200	4,200	4,200
5230 Hospital & Medical Insurance	138,866	157,373	190,718	186,078	208,615
5231 Self Insured Medical Benefits	1,680	2,355	2,380	2,380	2,380
5233 Dental Insurance	5,804	6,266	6,710	6,939	7,733
5234 Group Life Insurance	2,822	3,672	4,450	4,261	4,777
5235 Accidental Death & Dismem.	302	357	394	374	439
5236 Disability Insurance	1,811	1,821	2,872	2,781	3,448
5240 Social Security Contribution	64,444	78,302	93,000	87,000	92,350
5241 Pension Contribution	74,985	74,409	140,027	165,080	173,460
5243 Worker's Compensation Ins.	33,288	55,493	64,459	63,852	81,784
Total Personnel Services	1,202,789	1,446,233	1,739,907	1,700,073	1,893,996

OPERATING EXPENSES:

6202 Technical & Personal Services	9,354	97,550	80,600	80,600	86,000
6203 Professional Services	50,031	11,669	24,600	12,700	28,000
6207 Temporary Personnel Services	127,400	88,580	109,000	100,000	109,000
6210 Vehicle Maintenance	34,215	32,737	47,400	47,400	47,900
6211 Equipment Maintenance	76,533	99,726	90,600	92,570	81,900
6212 Building & Ground Maint.	222,656	259,079	281,720	272,320	275,700
6213 Office Equipment Maint.	3,930	3,948	3,800	3,800	4,100
6214 Refuse Collections	800,800	839,793	871,555	839,000	871,500
6216 Larviciding	2,584	1,705	3,400	3,400	3,400
6224 Tappemeyer House.	20,245	9,588	15,000	15,000	17,440
6247 Dog Park Expenses	1,225	1,225	3,225	3,225	4,725
6250 Electricity	27,988	29,715	31,950	30,600	30,600
6251 Street Lighting	119,158	126,064	120,000	125,000	150,000
6252 Natural Gas	7,575	7,948	8,300	8,300	8,360
6253 Telephone	4,264	5,180	7,962	6,762	7,122
6254 Water & Sewer	63,718	103,582	79,000	105,000	129,000
6260 Advertising	475	161	200	200	200
6261 Education & Training	892	2,724	11,480	7,250	12,020
6262 Dues, Memberships & Subsc.	215	574	1,130	1,130	1,130
6264 In Town Meetings	-	25	120	120	120
6265 Travel & Conferences	2,587	1,768	4,165	4,625	5,995
6266 Equipment Rental	5,723	9,555	7,100	8,600	8,600
6271 Medical	213	731	800	800	2,300
7301 Chemicals & Cleaning	971	2,748	3,200	2,800	2,900
7302 Small Tools	5,688	5,915	6,200	6,250	8,400
7303 Horticultural Supplies	28,400	15,342	28,000	28,000	32,550
7304 General Supplies	2,549	3,018	3,700	2,500	3,700

PUBLIC WORKS - ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
OPERATING EXPENSES (CONT'D):					
7305 Street and Sidewalk Maint.	22,043	38,525	32,500	35,000	35,000
7307 Gasoline & Mileage	53,451	55,738	57,900	54,600	57,500
7308 Wearing Apparel & Linen	17,209	18,454	17,610	17,150	18,290
7310 Snow Removal Supplies	63,158	113,904	122,500	98,808	107,500
7311 Street Signs	14,297	16,602	20,000	20,000	20,000
7318 Small Storm Water Projects	1,395	1,491	-	188	-
Total Operating Expense	1,790,942	2,005,364	2,094,717	2,033,698	2,170,952
CAPITAL OUTLAY:					
9503 Equipment	14,477	18,335	17,000	12,500	30,500
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	14,477	18,335	17,000	12,500	30,500
TOTAL PUBLIC WORKS	3,008,208	3,469,932	3,851,624	3,746,271	4,095,448

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.
- Manage the Stormwater Cost-share program.
- Manage the Solar Street Light Cost-share program

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Number of Open Engineering and Construction Projects (includes all capital, Parks-Stormwater Tax Fund)	34	35	34	27
Dollar Amount of Grants Awarded ¹	\$0	\$1,505,000	\$2,208,000	\$1,300,000
Average Hours of Training per Employee, All Department Divisions	22	25	27	24
Total Number of Workman's Compensation Claims, All Department Divisions	2	2	8	4
Total Days of Missed Work Due to On-The-Job Injuries, All Department Divisions	55.63	34.81	6.25	32.25
Dollar Amount of Spending Through Cooperative Purchasing, All Divisions (i.e., vehicles, salt, micro-surfacing)	\$352,000	\$333,281	\$781,220	\$521,258

¹Grant funding approved for project application during Fiscal Year specified.

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.
- Administer Stormwater Management Plan and evaluate new stormwater concerns.
- 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. 6203 – Increase GIS Consulting Services for additional layers on the city's GIS Mapping System (\$5,000).
- Acct. 6203 – Increase due to additional licensing necessary for Appia project management software to communicate with MoDOT regarding road grant projects (\$11,000).
- Acct. 6203 – Cost includes design consultant fees for small projects (\$10,000).
- Acct. 6211 – Cost includes funding for traffic signal locates (\$17,500) and maintenance (\$17,500).
- Acct. 6253 – Increase due to the purchase of three (3) smartphones per the replacement schedule (\$1,290).
- Acct. 9503 – New lease of a GIS data collection mobile unit (\$3,800).

PUBLIC WORKS ADMINISTRATION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	285,603	306,121	366,982	355,800	388,300
5103 Overtime	1,127	2,256	1,000	1,000	1,000
5104 Vacation Pay	2,408	5,019	5,375	5,375	5,375
5105 Longevity Pay	2,381	2,282	2,381	2,381	2,381
5109 Provision for Salary Adj.	-	5,210	20,320	-	20,179
5110 Auto allowance	4,200	4,025	4,200	4,200	4,200
5230 Hospital & Medical Insurance	26,101	29,771	44,372	38,525	47,905
5231 Self-insured Medical Benefits	480	755	780	780	780
5233 Dental Insurance	1,095	1,336	1,462	1,479	1,782
5234 Group Life Insurance	891	1,129	1,432	1,305	1,555
5235 Accidental Death & Dismem.	96	111	130	115	137
5236 Disability Insurance	685	530	750	626	939
5240 Social Security Contribution	22,174	24,455	30,000	27,200	28,850
5241 Pension Contribution	25,590	25,768	39,996	62,300	57,100
5243 Worker's Compensation	10,963	3,530	4,100	4,061	5,639
Total Personnel Services	383,793	412,298	523,280	505,147	566,122
OPERATING EXPENSES:					
6202 Technical & Personal Services	5,786	5,954	9,000	9,000	9,000
6203 Professional Services	7,726	11,669	24,600	12,700	28,000
6211 Equipment Maintenance	42,213	45,078	45,000	44,170	35,000
6213 Office Equipment Maint.	3,930	3,948	3,500	3,500	3,500
6253 Telephone	1,333	1,790	3,122	2,522	2,522
6260 Advertising	475	161	200	200	200
6261 Education & Training	773	500	1,000	1,000	1,000
6262 Dues, Memberships & Subsc.	215	574	1,130	1,130	1,130
6264 In Town Meetings	-	25	120	120	120
6265 Travel & Conferences	2,587	-	2,290	2,750	2,490
7302 Small Tools	80	70	200	250	200
7304 General Supplies	465	730	200	200	200
7307 Gasoline & Mileage	301	303	300	300	2,500
7308 Wearing Apparel & Linen	437	1,345	1,960	1,500	2,320
Total Operating Expense	66,320	72,147	92,622	79,342	88,182
CAPITAL OUTLAY:					
9503 Equipment	-	-	-	-	3,500
Total Capital Outlay	-	-	-	-	3,500
TOTAL PUBLIC WORKS ADMINISTRATION	450,114	484,445	615,902	584,489	657,804

**PUBLIC WORKS - ADMINISTRATION
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9503 Equipment	
Trimble GIS/Support Equipment/Programs	<u>3,500</u>
Total Account 9503	<u>3,500</u>
TOTAL CAPITAL OUTLAY	<u><u>3,500</u></u>

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 *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.

**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 and leaf/limb collection 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
FLEET				
Average Age, Heavy-Duty Vehicles (>19,500 GVW)	9.7	9	9.9	10
Average Miles Driven, Heavy-Duty Vehicles	3,600	3,250	1,750	2,500
Average Age, Medium-Duty Vehicles (10,000-19,500 GVW)	6	7	7.3	7
Average Miles Driven, Medium-Duty Vehicles	2,236	2,450	1,878	2,800
Average Age, Light Vehicles (<10,000 GVW)	5.5	5.5	8.8	7
Average Miles Driven, Light-Duty Vehicles	3,117	2,850	3,500	3,750
Total Fleet Maintenance Expenditures, In-House (Parts and Supplies only)	\$30,000	\$ 20,735	\$ 41,000	\$41,000
Total Fleet Maintenance Expenditures, (Contracted)	\$0	\$0	\$590	\$1,000
Percentage of Contracted-Out Fleet Maintenance	0%	0%	2.0%	3.0%

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
STREETS/SIDEWALKS				
Expenditures (In-House), Road Rehabilitation, Per Lane Mile	\$167	\$167	\$175	\$222
Expenditures, Road Rehabilitation (Contracted)	\$1,848,000	\$3,234,000	\$2,747,000	\$3,536,000
Expenditures, Sidewalk Rehabilitation (Contracted)	\$146,000	\$ 256,000	\$ 181,000	\$210,000
Expenditures, (Contracted) Road Rehabilitation, Per Lane Mile	\$10,270	\$18,480	\$15,697	\$20,205
Paved Lane Miles Assessed as Being Satisfactory or Better	133	137	138	139
Percentage of Streets with Pavement Index of Rating 65 or Higher (By Square Yard Area)	73%	73%	74%	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	8.0	16	9.3	16
Total Number of Lane Miles Treated for Snow/Ice Control	3,134	2,500	2,567	3,000
LEAF & LIMB PICK-UP				
Number of Verified Leaf Misses	3	2	2	2
Number of Verified Limb Misses	2	2	2	2
Number of Dead Animal Pick-Ups (In-House)	30	32	40	35
Number of Signs Fixed, Repairs or Replaced	236	278	150	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 daily.
- Provide at least four (4) leaf collections¹ per residence each year for a total of approximately 19,600 pickups citywide.
- Provide an average of seventeen (17) collections¹ 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 collections per household in fall and one (1) per household in spring. Limb collection runs continuously from mid-March through mid-October with one (1) mid-winter collection in January. Collection estimates are 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 an 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 – Costs associated with part-time seasonal maintenance workers necessary during peak service months to transport contracted seasonal workers to various job sites within the city (\$34,944).
- Acct. 6202 – Costs associated with contracted leaf collection services to provide additional leaf collection during peak fall leaf season (\$61,600).
- Acct. 6207 – Costs associated with contracted temporary workers to supplement full-time staff with leaf collection and chipping services (\$75,000).
- Acct. 6210 – Vehicle maintenance repair cost-shared between Streets (75%) and Parks (25%) (\$38,400).
- Acct. 6251 – Increase due to the new Solar Street Light Share Program (\$20,000).
- Acct. 6271 – Increase due to replacement of an automated external defibrillator (AED) machine (\$1,700).
- Acct. 7303 – Increase due to replacement of deceased shrubs in landscape at the Government Center (\$4,000).
- Acct. 9503 – Increase due to replacement of parking lot light at Public Works Maintenance Facility with LED fixtures (\$5,000).

- Acct. 9503 – Increase due to new irrigation controller at Olive Boulevard/Interstate 270 (\$11,500).
- Acct. 9503 – Increase due to plow replacement (\$10,000).

STREET MAINTENANCE

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	372,323	483,319	474,580	510,030	515,735
5102 Salaries, Temporary Empl.	12,558	9,370	34,944	19,992	41,600
5103 Overtime	20,672	12,094	25,000	14,000	20,000
5105 Longevity Pay	624	-	-	-	-
5109 Provision for Salary Adj.	-	9,754	28,765	-	34,393
5230 Hospital & Medical Insurance	72,553	74,938	81,301	94,626	103,575
5231 Self Insured Medical Benefits	1,200	1,600	1,600	1,600	1,600
5233 Dental Insurance	3,362	3,609	3,792	4,009	4,194
5234 Group Life Insurance	1,390	1,758	2,004	1,966	2,143
5235 Accidental Death & Dismem.	149	170	175	160	188
5236 Disability Insurance	889	881	1,466	1,336	1,563
5240 Social Security Contribution	29,659	37,714	43,000	39,000	41,400
5241 Pension Contribution	33,024	35,494	70,231	72,990	78,010
5243 Worker's Compensation	16,932	41,300	47,973	47,522	57,284
Total Personnel Services	565,335	712,001	814,831	807,231	901,685
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,068	88,991	69,100	69,100	74,000
6203 Professional Services	42,305	-	-	-	-
6207 Temporary Personnel Services	99,750	66,435	75,000	74,000	75,000
6210 Vehicle Maintenance	26,093	25,070	38,400	38,400	38,400
6211 Equipment Maintenance	27,609	47,226	38,400	38,400	38,400
6212 Buildings & Grounds Maint.	154,161	172,577	185,000	185,000	186,380
6213 Office Equipment Maint.	-	-	300	300	600
6250 Electricity	13,045	13,998	14,100	14,100	14,100
6251 Street Lighting	119,158	126,064	120,000	125,000	150,000
6252 Natural Gas	4,508	3,974	4,900	4,900	4,900
6253 Telephone	2,482	2,695	3,870	3,270	3,270
6254 Water and Sewer	56,811	98,740	71,000	65,000	71,000
6261 Education & Training	119	1,518	9,500	5,500	10,000
6265 Travel & Conferences	-	1,768	1,875	1,875	1,975
6266 Equipment Rental	2,724	5,040	5,100	5,100	5,100
6271 Medical	107	548	600	600	2,100
7301 Chemicals & Cleaning	107	781	700	800	900
7302 Small Tools	4,362	4,376	4,500	4,500	5,500
7303 Horticulture Supplies	20,835	7,408	18,000	18,000	22,000
7304 General Supplies	961	1,389	2,200	1,000	2,200
7305 Street & Sidewalk Maint.	22,043	38,525	32,500	35,000	35,000
7307 Gasoline & Mileage	45,840	48,549	50,000	40,000	40,000
7308 Wearing Apparel & Linen	12,537	12,918	11,500	11,500	11,500
7310 Snow Removal Supplies	63,158	113,904	122,500	98,808	107,500
7311 Street Signs	14,297	16,602	20,000	20,000	20,000
7318 Small Storm Water Projects	1,395	1,491	-	188	-
Total Operating Expenses	735,475	900,587	899,045	860,341	919,825

STREET MAINTENANCE

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
9501 Building and Improvements	-	-	-	-	-
9503 Equipment	10,822	11,619	12,000	9,500	21,500
Total Capital Outlay	10,822	11,619	12,000	9,500	21,500
TOTAL STREET MAINTENANCE	1,311,632	1,624,207	1,725,876	1,677,072	1,843,010

STREET MAINTENANCE
CAPITAL OUTLAY DETAIL

9503 Equipment	
IRR Controller for Olive/270 (2)	11,500
Plow Replacement #218	10,000
Total Account 9503	21,500
9505 Office Equipment	
(Nothing Budgeted)	-
Total Account 9505	-
TOTAL CAPITAL OUTLAY	21,500

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 weekly. The city provides for the collection of all refuse and recyclable materials from single-family residences and participating condominiums.

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
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	1,364	1,475	1,550
All Trash (tons)	3,911	3,633	3,750	3,750
All Yard Waste (cubic yards), contracted	2,326	2,207	2,250	2,300
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%	11.7%	11.7%	11.6%

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 collections at 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 a 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

- Acct. 6214 – Costs associated with providing curbside trash and recycling services to single-family property residents and dumpster service to multi-family condominium buildings, includes a potential 4% increase (\$871,500). The City's 5-year contract is expiring and request proposals for these services will occur in FY 2025.

HEALTH AND ENVIRONMENT

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
OPERATING EXPENSES:					
6214 Refuse Collections	800,800	839,793	871,555	839,000	871,500
6215 Weed Cutting/Tree Removal	-	-	-	-	-
6216 Larviciding	2,584	1,705	3,400	3,400	3,400
6253 Telephone	-	-	-	-	-
7302 Small Tools	-	-	-	-	-
Total Operating Expenses	803,384	841,498	874,955	842,400	874,900
CAPITAL OUTLAY:					
9502 Vehicles			-	-	-
9503 Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL HEALTH & WELFARE	803,384	841,498	874,955	842,400	874,900

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 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 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/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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Number of Trees Planted/Removed (in-house) ¹	12	24	31	70
Number of Trees Planted/Removed (contracted) ¹	194	35	88	30
Total Percent of Trees and Shrubs Planted/Removed (in-house) ¹	18%	18 %	30%	35%
Number of City Trees in Inventory (includes parks, rights-of-ways, streets) ¹	7,659	7,115	7,037	7,100
Percentage of Public Land Maintained (in-house)	18%	18%	15%	15%
Cost to Maintain Parks (per acre)	\$4,785	\$ 5,471	\$ 6,445	\$6,922

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. 6207 – Increase due to increase in the hourly rate for temporary laborers; expenses are shared between Streets (75%) and Parks (25%) to provide additional labor force and leaf and limb services (\$34,000).
- Acct. 6210 – Vehicle maintenance expenses are cost-shared between Streets (75%) and Parks (25%) budgets (\$9,500).
- Acct. 6211 – Equipment maintenance expenses cost-shared between Streets (75%) and Parks (25%) budgets (\$7,200).
- Acct. 6212 – Costs associated with mowing contract services for parks (\$47,200).
- Acct. 6224 – Costs associated with maintenance and repairs at the Tappmeyer House in Millennium Park (\$15,000).
- Acct. 6250 – Increase in electricity in anticipation of costs associated with winterizing additional park bathrooms (\$16,500).
- Acct. 6254 – Increase in water usage for spray pad at Millennium Park (\$50,000).
- Acct. 7307 – Gasoline and propane expenses cost-shared between Streets (75%) and Parks (25%) budgets (\$7,600).
- Acct. 9503 – Replacement of irrigation controllers (\$2,500).
- Acct. 9503 – Replacement of flail mower quick connect and controls (\$2,500).

PARKS MAINTENANCE

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	168,802	217,689	247,345	261,050	262,150
5103 Overtime	7,871	4,110	8,000	7,500	8,000
5105 Longevity Pay	216	-	-	-	-
5109 Provision for Salary Adj.	-	4,936	16,005	-	15,697
5230 Hospital & Medical Insurance	40,213	52,664	65,045	52,927	57,135
5233 Dental Insurance	1,348	1,321	1,456	1,451	1,757
5234 Group Life Insurance	540	785	1,014	990	1,079
5235 Accidental Death & Dismem.	58	76	89	99	114
5236 Disability Insurance	236	410	656	819	946
5240 Social Security Contribution	12,611	16,133	20,000	20,800	22,100
5241 Pension Contribution	16,371	13,147	29,800	29,790	38,350
5243 Worker's Compensation	5,393	10,663	12,386	12,269	18,861
Total Personnel Services	253,660	321,934	401,796	387,695	426,189
OPERATING EXPENSES:					
6202 Technical & Personal Services	2,500	2,605	2,500	2,500	3,000
6207 Temporary Personnel Services	27,650	22,145	34,000	26,000	34,000
6210 Vehicle Maintenance	8,122	7,667	9,000	9,000	9,500
6211 Equipment Maintenance	6,711	7,422	7,200	10,000	8,500
6212 Building & Ground Maint.	68,495	86,502	96,720	87,320	89,320
6224 Tappemeyer House Maint.	20,245	9,588	15,000	15,000	17,440
6247 Dog Park Expenses	1,225	1,225	3,225	3,225	4,725
6250 Electricity	14,943	15,717	17,850	16,500	16,500
6252 Natural Gas	3,067	3,974	3,400	3,400	3,460
6253 Telephone	449	695	970	970	1,330
6254 Water & Sewer	6,907	4,842	8,000	40,000	58,000
6261 Education and Training	-	706	980	750	1,020
6265 Travel & Conferences	-	-	-	-	1,530
6266 Equipment Rental	2,999	4,515	2,000	3,500	3,500
6271 Medical	107	183	200	200	200
7301 Chemicals & Cleaning	864	1,967	2,500	2,000	2,000
7302 Small Tools	1,246	1,469	1,500	1,500	2,700
7303 Horticultural Supplies	7,565	7,934	10,000	10,000	10,550
7304 General Supplies	1,123	899	1,300	1,300	1,300
7307 Gasoline & Mileage	7,309	6,886	7,600	14,300	15,000
7308 Wearing Apparel & Linen	4,236	4,191	4,150	4,150	4,470
Total Operating Expense	185,763	191,132	228,095	251,615	288,045
CAPITAL OUTLAY:					
9503 Equipment	3,654	6,716	5,000	3,000	5,500
Total Capital Outlay	3,654	6,716	5,000	3,000	5,500
TOTAL PARK MAINTENANCE	443,078	519,782	634,891	642,310	719,734

**PARKS MAINTENANCE
CAPITAL OUTLAY DETAIL**

9503 Equipment

Irrigation Controllers (10)

Tilt Trailer

Total Account 9503

TOTAL CAPITAL OUTLAY

Annual

2,500

3,000

5,500

5,500

COMMUNITY DEVELOPMENT-ALL DIVISIONS

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	817,071	781,042	772,615	824,412	862,305
5102 Salaries, Temporary Empl.	22,638	37,422	39,682	13,056	8,270
5103 Overtime	1,574	1,921	3,000	600	600
5105 Longevity Pay	4,224	3,806	3,168	3,088	1,248
5109 Provision for Salary Adj.	-	15,429	55,780	-	47,949
5110 Auto Allowance	3,600	3,450	3,600	3,600	3,600
5230 Hospital & Medical Insurance	100,398	88,330	101,904	90,350	105,480
5231 Self Insured Medical Benefits	1,400	2,025	2,050	2,050	2,050
5233 Dental Insurance	5,479	4,098	4,418	4,046	4,191
5234 Group Life Insurance	2,546	2,716	3,187	3,064	3,494
5235 Accidental Death & Dismem.	274	263	279	269	306
5236 Disability Insurance	1,610	1,979	2,324	2,077	2,482
5240 Social Security Contribution	63,317	63,481	66,500	63,100	68,000
5241 Pension Contribution	74,378	81,438	132,740	132,660	126,675
5243 Worker's Compensation Ins.	29,483	28,551	33,165	32,853	39,615
Total Personnel Services	1,127,992	1,119,622	1,224,412	1,175,225	1,276,265
OPERATING EXPENSES:					
6202 Technical & Personal Services	3,343	17,896	6,000	6,500	6,500
6203 Professional Services	6,125	15,070	19,000	30,000	21,000
6204 Planning & Design Services	-	-	30,000	125,000	75,000
6213 Office Equipment Maint.	-	112	2,000	-	-
6215 Weed Cutting/Tree Removal	6,013	8,893	6,000	6,000	6,000
6253 Telephone	6,510	5,798	8,475	7,455	7,395
6260 Advertising	954	2,094	2,000	2,000	2,000
6261 Education & Training	3,407	1,838	3,990	3,990	3,990
6262 Dues, Memberships & Subsc.	1,554	1,424	2,685	2,714	2,640
6264 In Town Meetings	310	438	900	600	900
6265 Travel & Conferences	7,115	5,907	12,700	8,600	10,500
7302 Small Tools	550	177	900	700	900
7304 General Supplies	7,223	6,099	7,500	7,500	8,900
7307 Gasoline & Mileage	11,106	11,840	12,600	10,100	12,100
7308 Wearing Apparel & Linen	1,181	1,056	1,550	1,550	1,750
Total Operating Expense	55,390	78,642	116,300	212,709	159,575
CAPITAL OUTLAY:					
9504 Office Equipment	333	-	1,050	500	850
Total Capital Outlay	333	-	1,050	500	850
TOTAL COMMUNITY DEVELOPMENT	1,183,715	1,198,264	1,341,762	1,388,434	1,436,690

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 (BOA), and the Arts and 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, perspectives, 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 within the predetermined schedule.
- Ensure agendas and reports shall be professional, technically accurate, per city policies, and distributed to the various committees as necessary.
- Prepare meeting minutes by the next packet deadline and provide follow-up communications to applicants the same week.

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025*
Planning Applications Reviewed	29	51	40	45
Sign Permit Applications Reviewed	87	68	120	85
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, the review is completed, and a 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 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 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 the applicability of potential development proposals.
- Review, analyze, and propose changes, additions, and modifications 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 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 the Economic Development Committee to further the City's economic development efforts as requested.
- Review and improve intra-office communication and review processes to reduce errors and improve customer response times.

Budget Highlights

- Acct. 5102 – Increase in monthly pay for P&Z Chair, and per session pay for P&Z commissioners and BOA members in FY 2025.
- Acct. 6204 – Decrease in planning services due to one-time costs associated with the review of the development financing proposal for Olia Village in FY 2024 (\$125,000); fees are reimbursable pursuant under the approved funding agreement.

COMMUNITY DEVELOPMENT - PLANNING DIVISION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	211,634	207,089	208,340	250,212	277,205
5102 Salaries, Temporary Empl.	5,805	7,425	7,650	7,650	8,270
5103 Overtime	525	1,023	1,000	300	300
5109 Provision for Salary Adj.	-	4,161	13,545	-	15,972
5110 Auto Allowance	3,600	3,450	3,600	3,600	3,600
5230 Hospital & Medical Insurance	26,673	21,432	23,486	29,681	39,350
5231 Self-insured Medical Benefits	-	275	300	300	300
5233 Dental Insurance	1,300	821	878	1,113	1,466
5234 Group Life Insurance	695	745	855	955	1,153
5235 Accidental Death & Dismem.	75	72	75	84	101
5236 Disability Insurance	410	498	623	612	742
5240 Social Security Contribution	16,328	16,749	17,500	19,100	20,600
5241 Pension Contribution	12,467	15,489	32,887	32,880	40,995
5243 Worker's Compensation Ins.	9,767	436	507	502	818
Total Personnel Services	289,277	279,665	311,246	346,989	410,872
OPERATING EXPENSES:					
6202 Technical & Personal Services	3,343	17,896	6,000	6,500	6,500
6203 Professional Services	5,000	15,070	19,000	30,000	21,000
6204 Planning & Design Services	-	-	30,000	125,000	75,000
6253 Telephone	296	292	800	600	600
6260 Advertising	954	2,094	2,000	2,000	2,000
6261 Education & Training	940	1,455	1,450	1,450	1,450
6262 Dues, Memberships & Subsc.	844	844	1,360	1,684	1,610
6264 In Town Meetings	177	438	500	500	500
6265 Travel & Conferences	5,236	2,675	6,800	6,800	4,600
7302 Small Tools	27	-	100	100	100
7304 General Supplies	255	1,532	500	500	1,500
7307 Gasoline & Mileage	-	-	100	100	100
7308 Wearing Apparel and Linen	-	-	200	200	200
Total Operating Expense	17,072	42,296	68,810	175,434	115,160
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	700	500	500
Total Capital Outlay	-	-	700	500	500
TOTAL PLANNING DEPARTMENT	306,350	321,961	380,756	522,923	526,532

COMMUNITY DEVELOPMENT - PLANNING DIVISION
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9504 Office Equipment	
Misc. (Shelves, Chairs, etc)	500
Total Account 9504	500
TOTAL CAPITAL OUTLAY	500

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 nine (9) full-time employees including a Chief Building Official, two (2) Plans Examiners, three (3) Building Inspectors, one (1) Code Enforcement Officer, and two (2) Administrative Services Associates. 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, additions and detached garages.
- 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
External Survey, Percentage of Residents Rating Overall Satisfaction with Permit Services as Very Satisfied or Satisfied	N/A	47%	95%	95%
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	1,617	1,426	1,200	1,250
Apartment Re-Occupancy Permits Issued	1,020	1,073	1,050	1,050

Other Permits Issued	301	314	315	315
Permits Issued per Full-Time Building Staff	243	272	240	240
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 ³	\$28,819,642	\$25,637,614	\$13,000,000	\$20,000,000
Value of Commercial Building Permits Issued ³ (FY23)	\$131,403,681	\$124,341,522	\$50,000,000	\$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.

² Based on nine (9) full-time employees.

³ Value of construction cost estimated based upon doubling the first six (6) months of FY 2023.

Percentage (%) of Recovered Building Code Enforcement Costs

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5-Year Average	Projected FY 2024	Estimated FY 2025
Total Revenue ¹	\$718,894	\$761,230	\$1,144,164	\$1,475,120	\$918,174	\$1,003,516	\$916,425	\$757,800
Total Expenditures ²	\$1,040,877	\$1,094,354	\$1,050,765	\$846,366	\$845,961	\$975,665	\$820,631	\$861,923
-Loss/Gain	-\$321,983	-\$333,124	\$93,399	\$628,754	\$72,213	\$27,852	\$95,795	-\$104,123
% of Recovered Costs ³	69%	70%	109%	174%	109%	103%	112%	88%

¹ The 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.

² Total 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 FY 2024 and \$108K for FY 2025). Dollar amounts are from fiscal year expenditure statements. FY 2021-FY 2023 percentage of recovered cost experienced a sharp increase because of the record years for building permit revenues. FY 2022 Pension Expenditures decreased by more than \$150K as a result of re-allocating costs to the Interdepartmental Division.

³ The city's goal is to recover at least 80% of its building code enforcement costs each fiscal year per Ord. No. 5166 as approved in 2011.

Service Standards

- Intake and process applications for building permits, demolition permits, certificate of occupancy, fence permits, and excavation permits per 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 monthly.
- Ensure staff attend necessary professional training seminars consistently in preparation for 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 the 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.

Budget Highlights

- Revenues – Over the past five (5) fiscal years, the Building Division has recovered an average of 103% of its building code enforcement costs.

- In late FY 2024, the Building Department contracted with The Davenport Group to utilize their LAMA permitting software which will improve efficiencies by accommodating online plan submittals, digital plan review, immediate inspection results, and more.
- Acct. 7304 – Increase due to purchase of 2021 code books and supplies in anticipation of 2021 code adoption by mid FY 2025.

COMMUNITY DEVELOPMENT - BUILDING DIVISION

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	605,437	573,953	564,275	574,200	585,100
5102 Salaries, Temporary Empl.	16,833	29,997	32,032	5,406	-
5103 Overtime	1,050	898	2,000	300	300
5104 Vacation Pay	-	3,672	-	-	-
5105 Longevity Pay	4,224	3,806	3,168	3,088	1,248
5109 Provision for Salary Adj.	-	11,268	42,235	-	31,977
5230 Hospital & Medical Insurance	73,725	66,898	78,418	60,669	66,130
5231 Self-insured Medical Benefits	1,400	1,750	1,750	1,750	1,750
5233 Dental Insurance	4,178	3,277	3,540	2,933	2,725
5234 Group Life Insurance	1,851	1,971	2,332	2,109	2,341
5235 Accidental Death & Dismem.	199	191	204	185	205
5236 Disability Insurance	1,201	1,481	1,701	1,465	1,740
5240 Social Security Contribution	46,989	46,732	49,000	44,000	47,400
5241 Pension Contribution	61,911	65,949	99,853	99,780	85,680
5243 Worker's Compensation	19,717	28,115	32,658	32,351	38,797
Total Personnel Services	838,715	839,957	913,166	828,236	865,393
OPERATING EXPENSES:					
6203 Professional Services	1,125	-	-	-	-
6213 Office Equipment Maint.	-	112	2,000	-	-
6215 Weed Cutting and Tree Removal	6,013	8,893	6,000	6,000	6,000
6253 Telephone	6,213	5,506	7,675	6,855	6,795
6261 Education & Training	2,467	383	2,540	2,540	2,540
6262 Dues, Memberships & Subsc.	710	580	1,325	1,030	1,030
6264 In Town Meetings	133	-	400	100	400
6265 Travel & Conferences	1,879	3,232	5,900	1,800	5,900
7302 Small Tools	523	177	800	600	800
7304 General Supplies	6,968	4,567	7,000	7,000	7,400
7307 Gasoline & Mileage	11,106	11,840	12,500	10,000	12,000
7308 Wearing Apparel & Linen	1,181	1,056	1,350	1,350	1,550
Total Operating Expense	38,318	36,346	47,490	37,275	44,415
CAPITAL OUTLAY:					
9504 Office Equipment	333	-	350	-	350
Total Capital Outlay	333	-	350	-	350
TOTAL BUILDING DEPARTMENT	877,366	876,303	961,006	865,511	910,158

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.

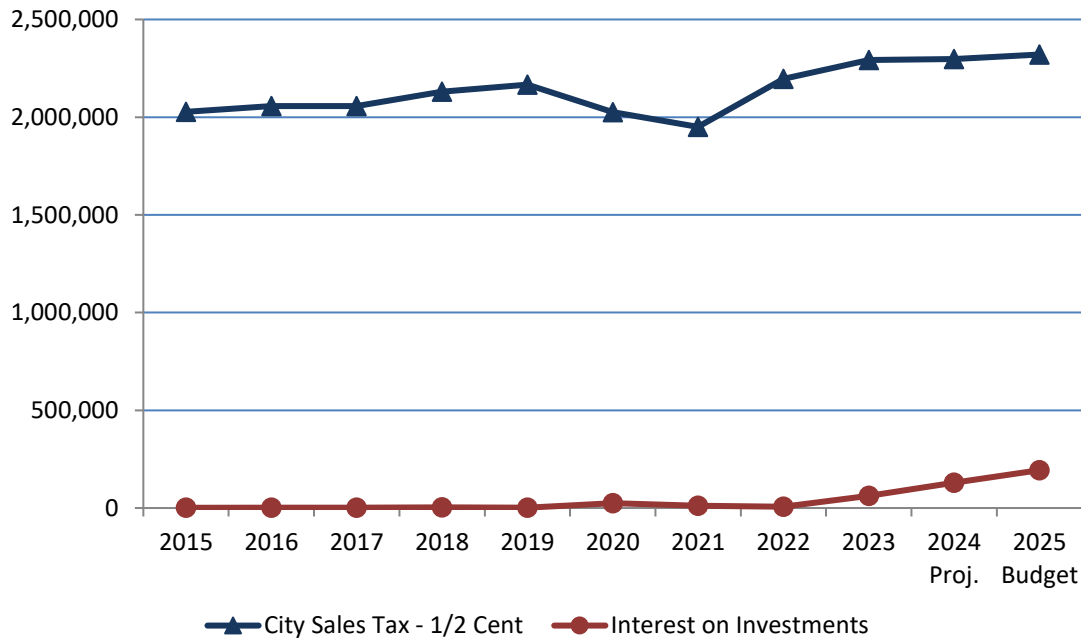
**CAPITAL IMPROVEMENT FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023**

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025	% Change to Projected FY 2024
Revenues:						
Intergovernmental Revenue	2,694,347	3,781,098	5,624,964	4,861,742	6,041,947	24.28%
Other Revenues	228,793	87,676	18,997	151,002	213,643	41.48%
Total Operating Revenues	2,923,140	3,868,774	5,643,961	5,012,744	6,255,589	10.84%
Other Financing Sources:						
Transfers From General Fund	400,000	400,000	2,070,535	2,139,305	500,000	-76.63%
Bond Proceeds	-	-	-	-	-	0.00%
Total Other Financing Sources	400,000	400,000	2,070,535	2,139,305	500,000	
Total Operating Revenues and Other Financing Sources	3,323,140	4,268,774	7,714,496	7,152,049	6,755,589	-5.54%
Expenditures:						
Personnel	93,634	138,621	163,104	165,081	180,226	9.17%
Operations	-	169	-	-	-	0.00%
Building & Improvements	99,705	38,317	498,153	346,000	240,000	-30.64%
Park Development Projects	123,483	299,693	3,027,867	3,024,043	30,500	-98.99%
Street Overlay/Repair	2,171,189	2,616,837	6,097,538	5,734,928	5,382,300	-6.15%
Capital Equipment	267,982	355,125	1,106,845	1,102,294	400,258	-63.69%
Total Expenditures	2,755,993	3,448,759	10,893,505	10,372,346	6,233,284	-39.90%
Other Financing Uses:						
Transfer Out to General Fund	-	-	-	-	-	
Total Other Financing Uses	-	-	-	-	-	
REVENUES AND OTHER FINANCING USES OVER (UNDER) EXPENDITURES	567,147	820,014	(3,179,008)	(3,220,297)	522,305	
FUND BALANCE - BEGINNING OF YEAR	2,052,950	2,620,097	1,764,727	3,440,111	219,814	
FUND BALANCE - END OF YEAR	2,620,097	3,440,111	(1,414,281)	219,814	742,119	

CAPITAL IMPROVEMENTS FUND
COMPARISON OF FISCAL YEAR 2025 ESTIMATED REVENUE WITH 2024 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2022 AND 2023

	Actual Revenues FY 2022	Actual Revenues FY 2023	Budgeted Revenues FY 2024	Projected Revenues FY 2024	Estimated Revenues FY 2025
INTERGOVERNMENTAL REVENUE:					
4301 City Sales Tax - 1/2 Cent	2,195,653	2,291,905	2,470,850	2,297,611	2,320,587
4737 Other Agency Funding	498,694	1,489,193	3,154,114	2,564,131	3,721,360
Total Intergovernmental Revenue	2,694,347	3,781,098	5,624,964	4,861,742	6,041,947
OTHER REVENUES:					
4703 Gain (loss) on Investments	-	-	-	-	-
4704 Interest on Investments	6,166	63,112	8,997	129,095	193,643
4730 Reimbursements	177,803	7,563	-	907	-
4729 Misc. Revenues	41,724	-	-	-	-
4771 Proceeds-Sales of Fixed Asset	3,100	17,000	10,000	21,000	20,000
Total Other Revenues	228,793	87,676	18,997	151,002	213,643
Total Current Year's Revenue	2,923,140	3,868,774	5,643,961	5,012,744	6,255,589
4901 Transfers From Other Funds	400,000	400,000	2,070,535	2,139,305	500,000
Total Intergovernmental Funding	400,000	400,000	2,070,535	2,139,305	500,000
TOTAL REVENUES	3,323,140	4,268,774	7,714,496	7,152,049	6,755,589

Sales Tax, Interest on Investments



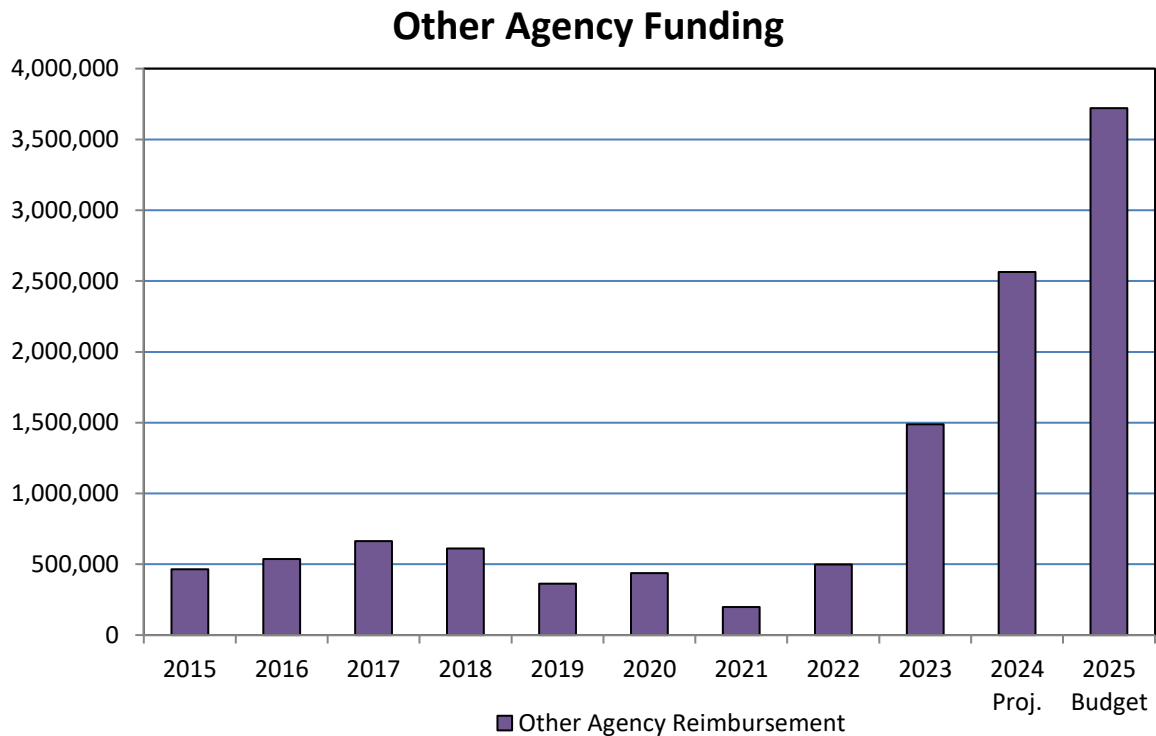
City Sales Tax - 1/2 Cent

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 2024 budget reflects a .25% increase over FY 2023. FY 2025 budget reflects a 1% increase over FY 2024.

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 2024 revenue is estimated at \$129,095. FY 2025 revenue is estimated to increase to \$193,643 (.5%), as a result of an increase in interest rates.

Fiscal Year	City Sales Tax - 1/2 Cent	Interest on Investments
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	2,291,905	63,112
2024 Proj.	2,297,611	129,095
2025 Budget	2,320,587	193,643



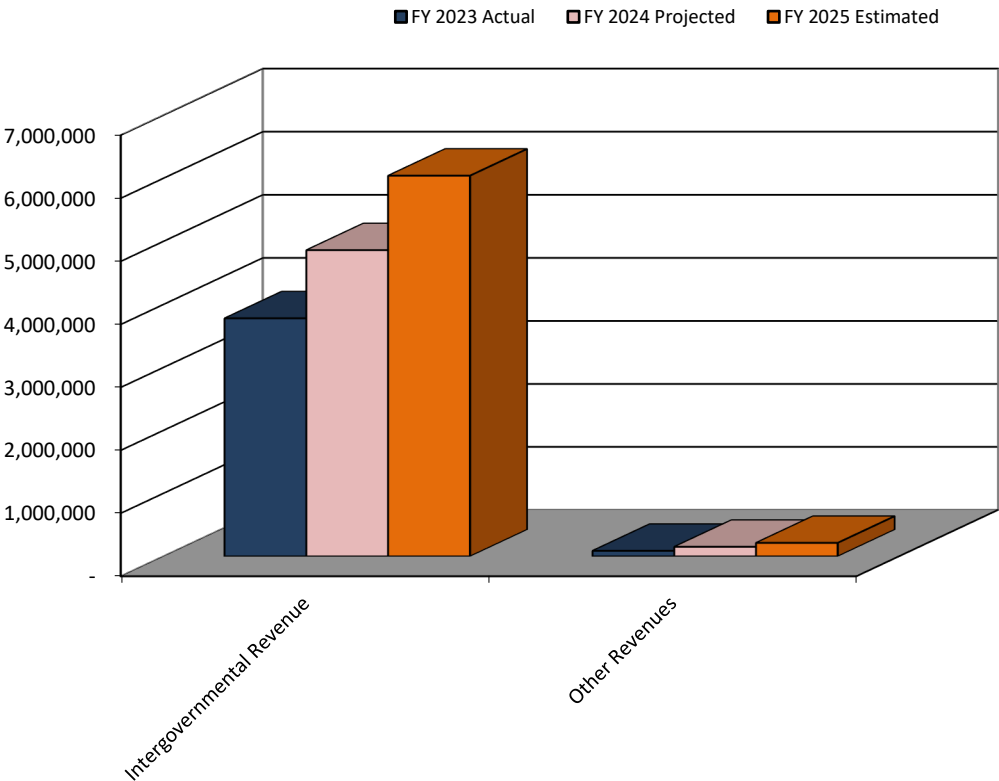
Other Agency Reimbursement

As per Administrative policy, the City shares with other agencies or third parties the costs associated with completion of projects. FY 2025 revenue is estimated at \$3,721,360 and involves the following projects and other participating agencies:

New Ballas Improvements Phase I	\$904,000
Craig Road Improvements	\$960,000
ADA Improvements	\$20,000
Lindbergh-Old Olive Intersection Improvements	\$1,809,360
Olive Median Enhancement Stock	\$20,000
New Ballas Sidewalk	\$8,000
	\$3,721,360

Fiscal Year	Other Agency Reimbursement
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	1,489,193
2024 Proj.	2,564,131
2025 Budget	3,721,360

Capital Improvement Fund Revenues

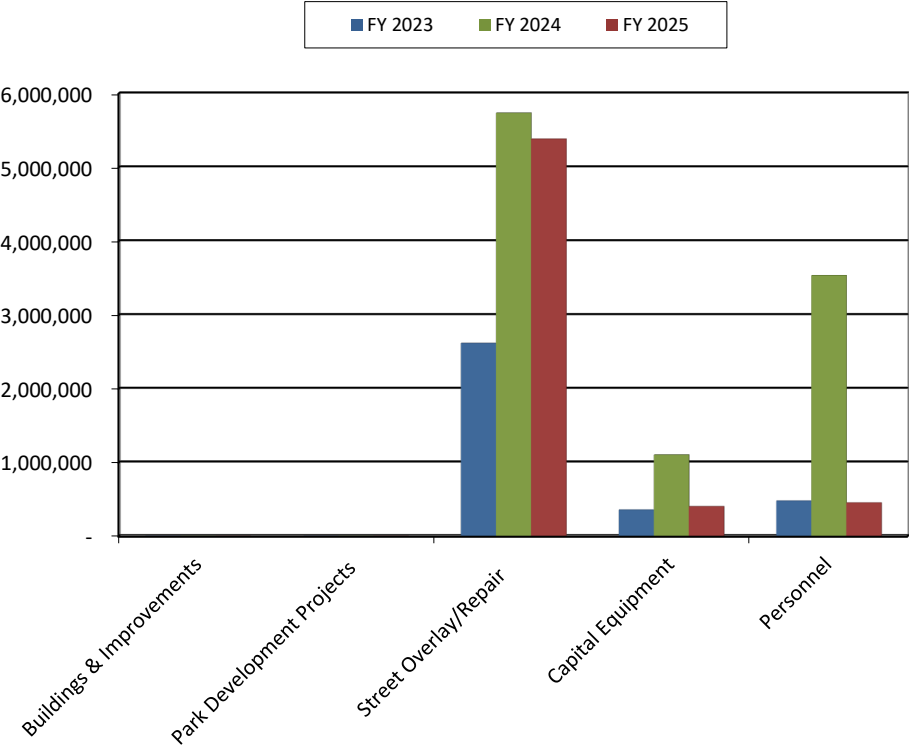


FY 2023 Actual, FY 2024 Projected & FY 2025 Estimated

	FY 2023 Actual	FY 2024 Projected	FY 2025 Estimated
Intergovernmental Revenue	3,781,098	4,861,742	6,041,947
Other Revenues	87,676	151,002	213,643
Total Revenue Sources	<u>\$ 3,868,774</u>	<u>\$ 5,012,744</u>	<u>\$ 6,255,589</u>

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Capital Improvement Fund Expenditures



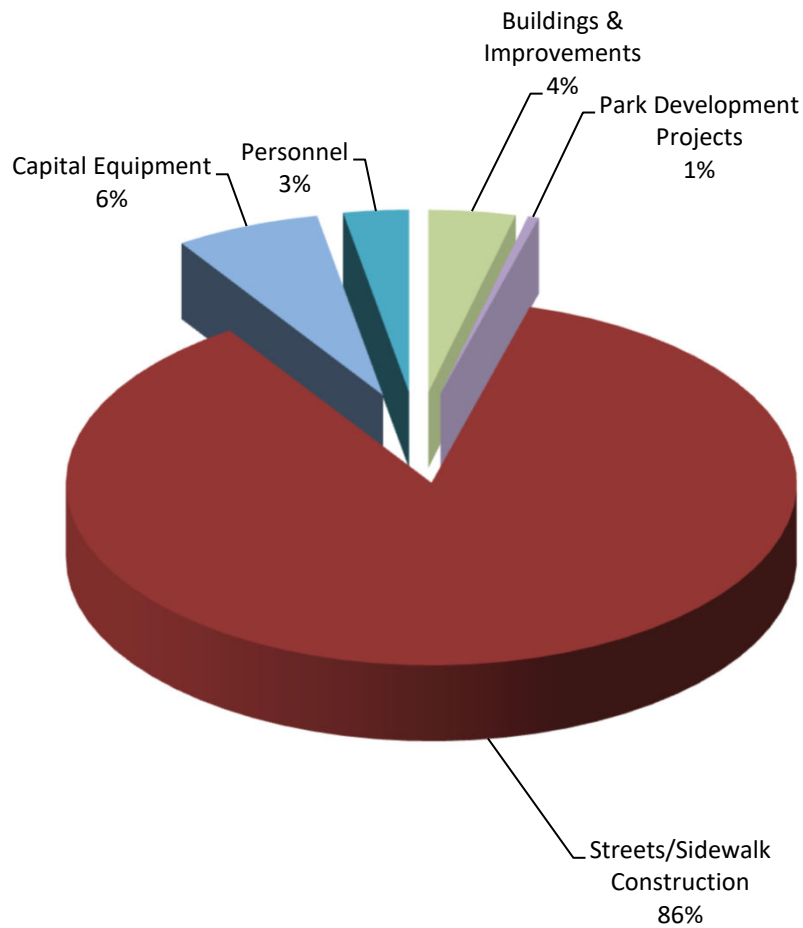
FY 2023 Actual, FY 2024 Projected & FY 2025 Estimated

	FY 2023 Actual	FY 2024 Projected	FY 2025 Estimated
Buildings & Improvements	169	-	-
Park Development Projects	-	-	-
Street Overlay/Repair	2,616,837	5,734,928	5,382,300
Capital Equipment	355,125	1,102,294	400,258
Personnel	476,630	3,535,124	450,726
Total Expenditures	\$ 3,448,761	\$ 10,372,346	\$ 6,233,284

**CAPITAL IMPROVEMENT FUND
SUMMARY OF APPROPRIATIONS FOR FISCAL YEAR 2025**

Category	Capital Expenditures
Buildings & Improvements	240,000
Park Development Projects	30,500
Streets/Sidewalk Construction	5,382,300
Capital Equipment	400,258
Personnel	180,226
Total	6,233,284

Summary of Expenditures



**CAPITAL IMPROVEMENTS FUND
SUMMARY OF CAPITAL OUTLAYS BY ACTIVITY**

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025	% of Total CIP
CAPITAL OUTLAY:						
5101 Salaries, Permanent Empl.	69,953	108,359	115,010	124,006	124,345	1.99%
5103 Overtime	-	-	100	100	100	0.00%
5109 Provision for Salary Adj.	-	2,300	7,905	-	8,482	0.14%
5230 Hospital & Medical Insurance	6,264	6,404	7,017	6,950	7,575	0.12%
5231 Self Insured Medical Benefits	600	650	900	900	900	0.01%
5233 Dental Insurance	250	223	238	238	250	0.00%
5234 Group Life Insurance	235	391	473	475	517	0.01%
5235 Accidental Death & Dismem.	25	38	55	42	46	0.00%
5236 Disability Insurance	196	217	326	346	377	0.01%
5240 Social Security Contribution	5,312	8,429	8,371	9,425	10,000	0.16%
5241 Pension Contribution	5,430	6,376	16,629	16,576	18,350	0.29%
5243 Worker's Compensation	5,370	5,234	6,080	6,023	9,284	0.15%
7307 Gasoline & Mileage	-	169	-	-	-	0.00%
9501 Government Facilities	99,705	38,317	498,153	346,000	240,000	3.85%
9506 Parks and Recreational Facilities	123,483	299,693	3,027,867	3,024,043	30,500	0.49%
9510 Streets and Sidewalks	2,171,189	2,616,837	6,097,538	5,734,928	5,382,300	86.35%
9516 Capital Equipment	267,982	355,125	1,106,845	1,102,294	400,258	6.42%
TOTAL CAPITAL OUTLAYS	2,755,995	3,448,761	10,893,506	10,372,346	6,233,284	100%

**CAPITAL IMPROVEMENTS FUND
ESTIMATED FY 2025 CAPITAL OUTLAY PROJECTS**

9501 Buildings & Improvements

EV Charging Stations at Police Station & Government Center (Grant Match)	100,000
Government Center Renovations	30,000
PW Settlement Study	35,000
PW Garage Parking Lot Repairs	75,000
Total Account 9501	<u>240,000</u>

9506 Park Development Projects

Dielmann Recreation Complex Improvements	30,500
Total Account 9506	<u>30,500</u>

9510 Street & Sidewalk Improvements

Streets & Sidewalks Maintenance Program	1,442,300
Craig Road Improvements (STP Grant)	1,315,000
Fernview Sidewalk (Grant Match)	230,000
Ladue Road Improvements-Phase 1 (Design & STP Grant)	175,000
Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant Match)	2,045,000
Mason Road Pedestrian Signal	25,000
New Ballas Sidewalk Phase 3 (TAP Grant)	10,000
N New Ballas Road Improvements - Phase 2 (STP Grant)	50,000
Olive Median Enhancement Stock	20,000
Olive-270 Overpass Cleaning and Painting	20,000
Olive-Lindbergh Interchange Enhancements	50,000
Total Account 9510	<u>5,382,300</u>

9516 Capital Equipment

3/4 Ton Dump Truck	68,600
Electric Truck (PW Engineering)	52,000
Leaf Vacuum	104,800
2 Ton Dump Truck with Plow	174,858
Total Account 9516	<u>400,258</u>

Administration

Project Manager	0
Total Account 9516	<u>0</u>

TOTAL CAPITAL IMPROVEMENTS FUND

\$ 6,053,058

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2025-2029



CAPITAL FUND

PARKS AND STORMWATER FUND

BUILDING PROJECT BOND FUND

Adopted by the City Council of the City of Creve Coeur through Resolution No. 1715 on April 8, 2024.

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.

Prior to 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 prior to City Council review, approval, and adoption. A public hearing is held each spring (typically in April) by the City Council to review the final draft of the CIP in March or April, prior to adoption.

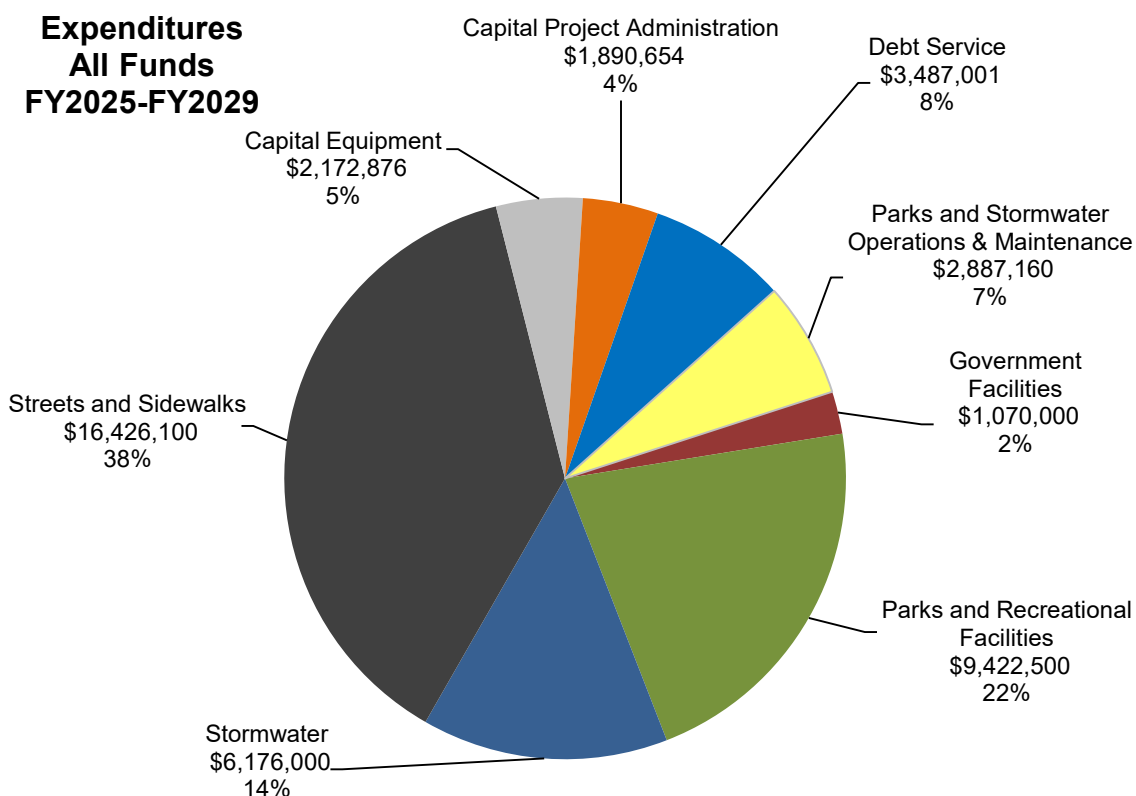
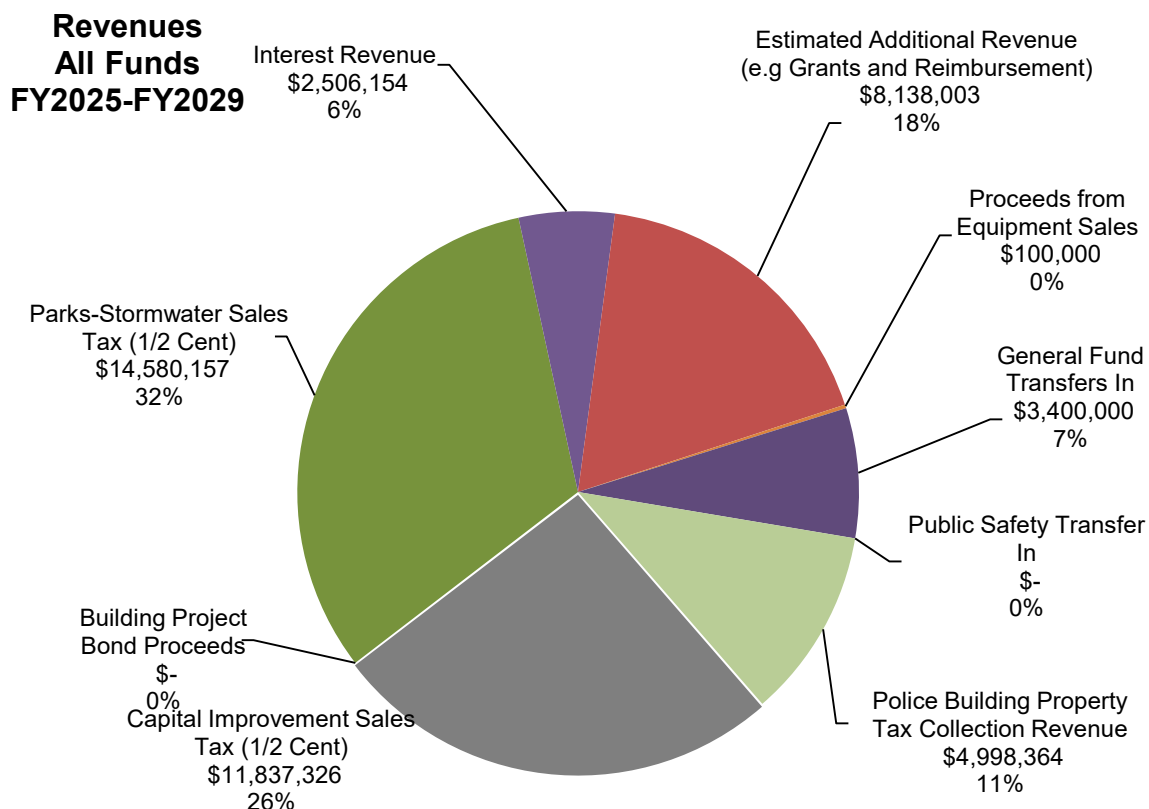
The CIP includes a description of each proposed project and equipment with details regarding justification, cost estimate, operating and maintenance budget impact, and funding sources.

Funds in the CIP

There will be three funds that contribute to the FY2025-FY2029 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: \$22.4 million
 - Total Capital Fund expenditures: \$21.5 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 Tax Fund revenues: \$17.8 million
 - Total Parks-Stormwater Tax Fund expenditures: \$18.3 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 FY2025-FY2029 CIP is related to the fund's debt service.
 - Total Building Project Bond Fund revenues: \$5.4 million
 - Total Building Project Bond Fund expenditures: \$3.7 million

Combined, these three funds have a projected revenue of \$45.6 million and projected expenditures of \$43.5 million for the FY2025-FY2029 CIP. The charts below break down these revenues and expenditures 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 FY2025-FY2029 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 FY2024 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: FY2025-FY2029 CIP Spreadsheets

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. All funding sources combined, including interest revenue and other proceeds, are projected to generate \$22.4 million over the FY2025-FY2029 CIP.

Half-Cent Capital Improvement Sales Tax. Projected sales tax revenues are approximately \$11.8 million for the FY2025-FY2029 CIP, which averages out to approximately \$2.37 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 projections in the FY2025-FY2029 CIP include an estimated 1% increase each year, which will return the sales tax revenues to the FY2020 level by FY2025.

Grants and Outside Funding. Federal grants for roadway projects and accessibility improvements will provide approximately \$6.1 million over the FY2025-FY2029 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

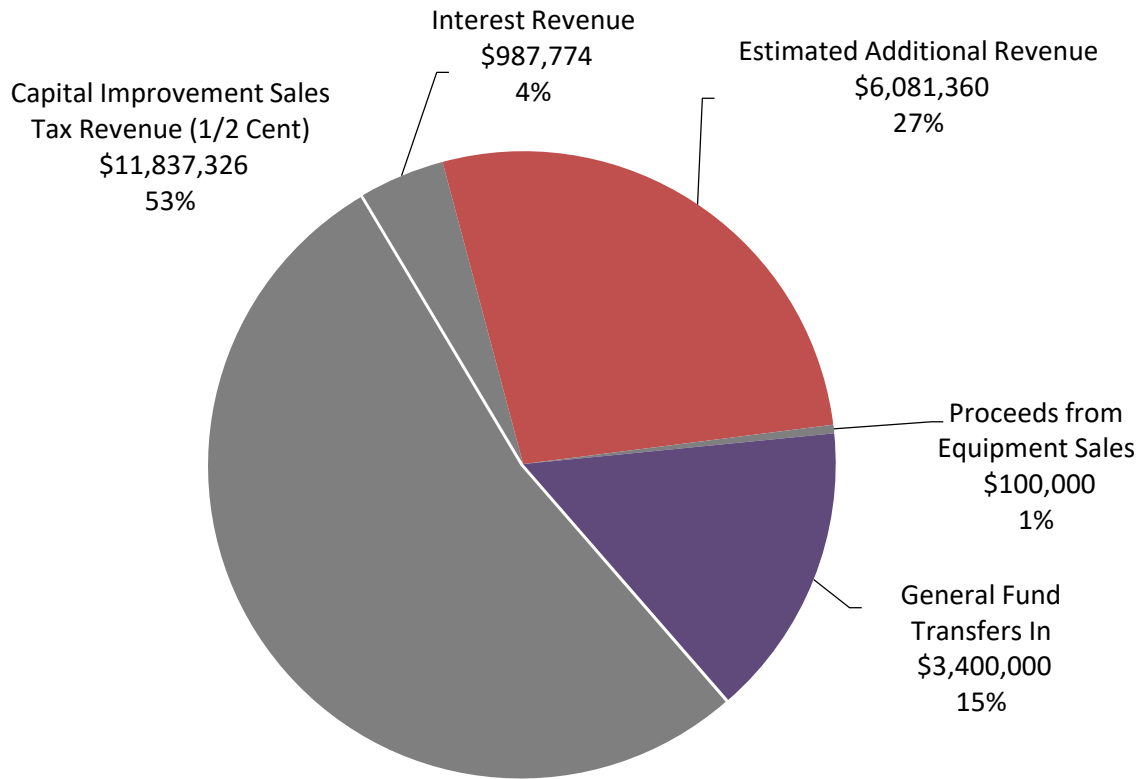
the phases of the project are planned to occur. The full cost of the project and the associated grant funding will be programmed into the CIP upon notification of award of the grant.

Transfers from the General Fund. The total transfer from the General Fund to the Capital Fund over the proposed FY2025-FY2029 CIP is \$3.4 million.

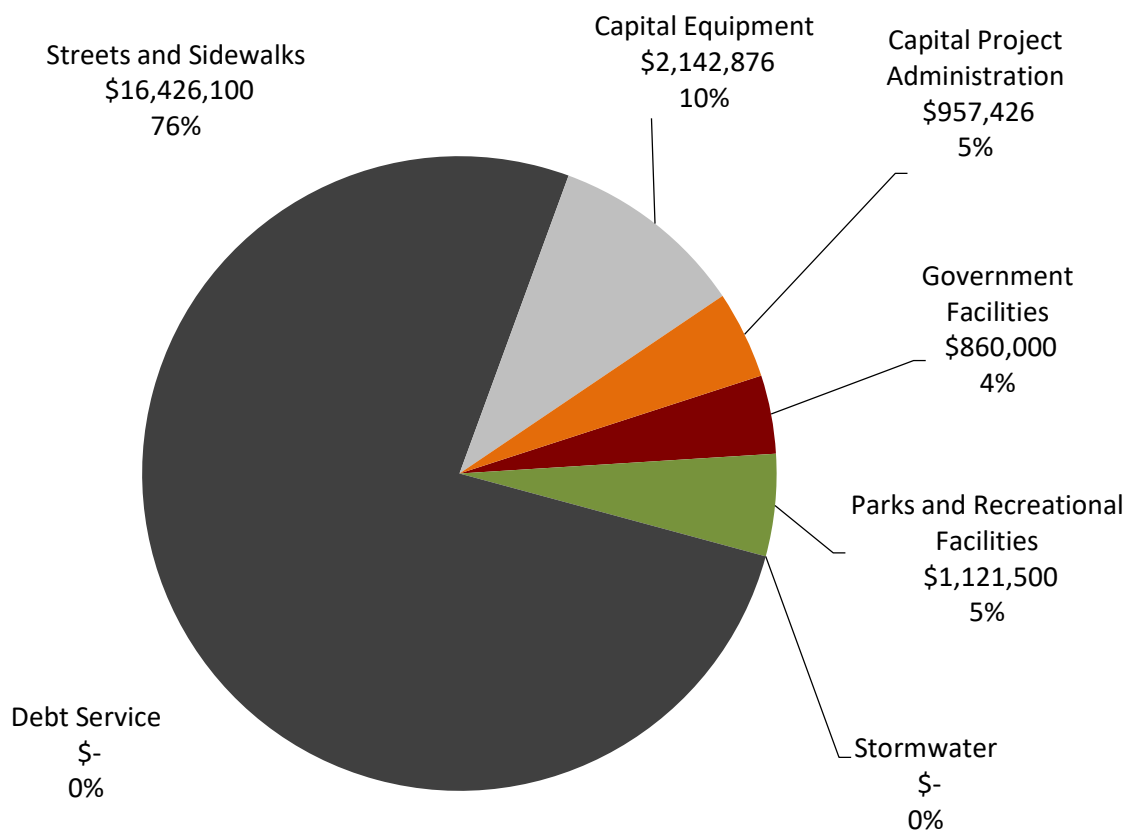
A transfer from the General Fund to the Capital Fund is proposed for each fiscal year in the proposed CIP. Annual General Fund transfers to the Capital Fund have been increased from \$400,000 to \$500,000, based on the transportation-oriented revenue sources of the General Fund which include the County road and bridge tax revenues. FY2028 also includes an additional transfer of \$900,000 to be used for the roofing improvements to the Ice Arena and the Public Works Service Center.

Capital Fund Expenditures

Capital expenditures from the Capital Fund are projected to be approximately \$21.5 million over the proposed FY2025-FY2029 CIP, with a maximum annual expenditure of \$6.9 million in FY2026. Details about these expenditures can be found in the project summary sheets that follow.



FY2025-FY2029 CAPITAL FUND REVENUES



FY2025-FY2029 CAPITAL FUND EXPENDITURES

GOVERNMENT CENTER RENOVATIONS

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$113,128	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0

Project Description:

Proposed projects in FY2025 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 FY2025 will include continued lighting efficiencies that will help to lower energy cost and provide a well lite environment for various meetings and work areas. Construction of a training room that can also be used as a conference room, to provide improve learning and working conditions for staff.

Operating Budget Impact:

The proposed renovations will improve energy efficiency and replace aging systems that need frequent and costly maintenance.

Comments:

None

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 25,000
Land Acquisition	\$ 0
Construction	\$ 125,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025 – FY2029)	\$ 150,000

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	\$ 150,000
Total Funding	\$
City's Contribution (FY2025 – FY2029)	\$ 150,000

EV CHARGING STATIONS AT THE POLICE DEPARTMENT AND GOVERNMENT CENTER

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$100,000	\$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. Currently the Ameren Missouri program grant only covers public facing EV charging stations. Therefore, it is anticipated that EV charging station(s) at the Police Department would be installed at a later date, but the electrical underground infrastructure would be installed as part of the Government Center project.

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 changers 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 changed 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 (green house gases) emissions.

Operating Budget Impact:

As more EVs are added to City fleets, maintenance and fuel costs should decrease.

Comments:

None

EV CHARGING STATIONS AT THE POLICE DEPARTMENT AND GOVERNMENT CENTER

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 115,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 115,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 15,000
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 15,000

Summary	Amount
Total Expenditures	\$ 115,000
Total Funding	\$ (15,000)
City's Contribution	\$ 100,000

PUBLIC WORKS GARAGE PARKING LOT REPAIRS

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$75,000	\$0	\$0	\$0	\$0	\$0

Project Description:

Sections of the Public Works Garage parking lot were installed many years ago and have experienced a high volume of traffic due to the nature of the operations required. The project proposes to repair failing asphalt and concrete sections of the parking lot to allow for the safe operation of equipment and vehicles.

Existing Conditions:

The parking lot has excessive potholing and cracking of the original asphalt and concrete pavements at numerous locations which will be rehabilitated as part of this project.

Justification: *Condition of Existing Facility & Operating Efficiency*

The Public Works garage houses Public Works equipment and is where City-owned equipment is repaired and maintained. The parking lot is vital in keeping the Public Works fleet on the streets to serve the community. Repairing the lot now will keep City-owned equipment from damage and possibly prevent further damage to the base layer of the lot in the future that may be even more costly to repair.

Operating Budget Impact:

Repairing the lot now will keep City-owned equipment from damage and possibly prevent further damage to the base layer of the lot in the future that may be even more costly to repair.

Comments:

None

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 75,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 75,000

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	\$ 75,000
Total Funding	\$
City's Contribution	\$ 75,000

PUBLIC WORKS SETTLEMENT STUDY

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$35,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Public Works building has experienced differential settlement over the years. A consultant has been retained in the past to conduct settlement studies at various locations within the building. The project will have the consultant to perform detailed surveys at multiple locations throughout the building to monitor the cracks in the walls, facades and other locations. The survey will occur over an eighteen to twenty-four month timeframe. The consultant will also recommend stabilization methods as/if necessary for the building.

Existing Conditions:

The Public Works building has experienced settlement in the past mainly due to the building being constructed on a fill site. Repairs to the building have been previously made due to the settlement experienced. A settlement study has been performed previously at the Public Works building and this project will be a continuation of the previous studies.

Justification: *Protection & Conservation*

New cracks are forming in the block walls at the maintenance facility. In addition, older cracks are widening causing loose blocks to fall from the walls. Safety of workers and the building structural integrity are our concerns.

Operating Budget Impact:

None

Comments:

None

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 35,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 35,000

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	\$ 35,000
Total Funding	\$
City's Contribution	\$ 35,000

PARK OR DIELMANN COMPLEX IMPROVEMENTS (GRANT MATCH)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$30,500	\$30,500	\$0	\$30,500	\$0	\$0

Project Description:

Funds listed in this account represent the City's anticipated matching funds for projects funded through Municipal Park Grants. To remain competitive, the City can only apply for Municipal Park Grants every other year. The FY2024 grant was used to assist with the costs for the Dielmann Recreation Complex including the refrigerant switchover and mechanical equipment replacement.

Existing Conditions:

Many aspects of the City's ice arena, golf course, and parks (including tennis courts, playgrounds, walking paths, pavilions, and other amenities) require maintenance, improvements, or replacement.

Justification: *Availability of Outside Funding; Condition of Ex. Facility; Others Depend Upon the Project*

By budgeting for the local match, a grant application can be completed without searching for available funds or making amendments to the program. Available grants may help to address any number of CIP criteria including, but not limited to, improving condition of existing facilities, operating efficiency, beautification, and protection and conservation of the park system or historical landmarks. These projects are supported by the needs assessments of the Dielmann Recreation Complex (FY2014) and Golf Course (FY2016) and the Parks and Recreation Master Plan (FY2019-FY2020).

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 current maximum amount of funding that the City is eligible for through the Municipal Park Grant program is currently \$525,000 per project. These grants are competitive, and the City's contribution to the project affects the project application score and likelihood of a funding award. The City plans to provide a 6% grant match for its projects in order to maximize the number of points related to the City's contribution, which would make the grant match about \$30,500 for a project that receives the maximum grant funding.

PARK OR DIELMANN COMPLEX IMPROVEMENTS (GRANT MATCH) CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 30,500
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025)	\$ 30,500

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 (FY2025)	\$ 0

Summary	Amount
Total Expenditures	\$ 30,500
Total Funding	\$ (TBD)
City's Contribution (FY2025)	\$ 30,500

STREET AND SIDEWALK MAINTENANCE PROGRAM

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$3,549,000	\$1,442,300	\$1,463,900	\$1,485,900	\$1,508,200	\$1,530,800	\$0

Project Description:

The project includes concrete pavement replacement, asphalt pavement resurfacing, asphalt pavement maintenance, micro surfacing, 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.

STREET AND SIDEWALK MAINTENANCE PROGRAM

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 30,000
Land Acquisition	\$ 0
Construction	\$ 1,412,300
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025)	\$ 1,442,300

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)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 1,442,300
Total Funding	\$ 0
City's Contribution (FY2025)	\$ 1,442,300

FERNVIEW SIDEWALK PROJECT**PHASE 1 – OLIVE TO GALLAGHER (DESIGN & TAP GRANT)**

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$187,724	\$230,000	\$645,000	\$0	\$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 FY2025 and FY2026 represents the City's matching funding for design, easement acquisition, and construction for a federal Transportation Alternatives Program (TAP) grant. The TAP grant application was approved and will cover 80% of the right-of-way and construction cost in FY2025 & FY2026.

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 FY2025 and FY2026.

FERNVIEW SIDEWALK PROJECT**PHASE 1 – OLIVE TO GALLAGHER (DESIGN & TAP GRANT)**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 187,724
Land Acquisition	\$ 230,000
Construction (TAP Grant)	\$ 645,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 1,062,724

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 700,000
State Cost-Share Program	\$ 0
Outside Funding Source:()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 1,062,724
Total Funding	\$ (700,000)
City's Contribution	\$ 362,724

NEW BALLAS SIDEWALK EXTENSION**PHASE 3 – (FEDERAL TAP GRANT)**

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$67,037	\$10,000	\$550,000	\$0	\$0	\$0	\$0

Project Description:

This project involves relocating a retaining wall and underground utilities to accommodate a new sidewalk along the west side of North New Ballas Road between Magna Carta Drive and Rocky Drive. Constructing this sidewalk will connect two sections of sidewalk to create a continuous pedestrian path along the west side of New Ballas from Conway Road to Old Ballas Road. The City was awarded a federal grant for this project through the Transportation Alternatives Program (TAP), but a water main relocation will be required which caused the project to exceed the City's budget. In FY2024, the City reapplied and was approved for a TAP grant for this project, with funding to cover 80% of the right-of-way and construction cost in FY2025 & FY2026.

Existing Conditions:

No sidewalk currently exists at this site, but pedestrians commonly use the small grass strip nonetheless. The property's retaining wall has been a barrier to constructing a sidewalk here.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding; Resident Request*

Completion of this sidewalk will provide a more suitable pedestrian route for those wishing to walk north along the west side of New Ballas Road.

Operating Budget Impact:

No significant maintenance is anticipated in the near future. The new retaining wall will be located outside of the right of way and will be maintained by the property owner.

Comments:

This project will complete the sidewalk improvements envisioned in a sidewalk concept study from 2008. The conceptual plans from that study provided the basis of the design for a portion of the Ladue Road Sidewalk Project in 2013 and for the New Ballas sidewalk improvements between Ladue Road and De Smet Jesuit High School in 2019.

Funding shown for "prior years" includes a preliminary design and preparation of easement documents that were completed to coordinate with the property owners and to prepare for the grant application.

NEW BALLAS SIDEWALK EXTENSION**PHASE 3 – (FEDERAL TAP GRANT)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 77,037
Land Acquisition	\$ 0
Construction	\$ 550,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 627,037

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 448,000
State Cost-Share Program	\$ 0
Outside Funding Source	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 627,037
Total Funding	\$ (448,000)
City's Contribution	\$ 179,037

LINDBERGH-OLD OLIVE INTERSECTION

(STATE COST-SHARE/STP GRANT)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$553,935	\$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.

LINDBERGH-OLD OLIVE INTERSECTION

(STATE COST-SHARE/STP GRANT)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 233,935
Land Acquisition	\$ 320,000
Construction	\$ 1,870,000
Equipment	\$ 0
Other (Construction Inspections)	\$ 175,000
Total Expenditures	\$ 2,598,935

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 934,360
Federal Transportation Alternative Program Grant	\$ TBD
State Cost-Share Program	\$ 1,024,395
Outside Funding Source	\$ 0
Total Funding	\$ 1,958,755

Summary	Amount
Total Expenditures	\$ 2,598,935
Total Funding	\$ (1,958,755)
City's Contribution	\$ 640,180

OLIVE-LINDBERGH INTERCHANGE & OLIVE ENHANCEMENTS

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$302,250	\$50,000	\$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 FY2025 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 FY2025, the design plans for landscaping will be done. The City will hire a consultant to complete the required engineering design.

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.

OLIVE-LINDBERGH INTERCHANGE & OLIVE ENHANCEMENTS CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 50,000
Equipment	\$ 0
Other (Construction Inspections)	\$ 0
Total Expenditures	\$ 50,000

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	\$ 50,000
Total Funding	\$ 0
City's Contribution	\$ 50,000

OLIVE MEDIAN ENHANCEMENT STOCK

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$59,841	\$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

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 20,000
Equipment	\$ 0
Other (Construction Inspections)	\$ 0
Total Expenditures (FY2025)	\$ 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 (FY2025)	\$ 0

CRAIG ROAD IMPROVEMENTS (STP GRANT)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$179,800	\$1,315,000	\$0	\$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.

CRAIG ROAD IMPROVEMENTS (STP GRANT)

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 179,800
Land Acquisition	\$ 75,000
Construction	\$ 1,240,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 1,589,800

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	\$ 1,589,800
Total Funding	\$ (960,000)
City's Contribution	\$ 629,800

NEW BALLAS IMPROVEMENTS**PHASE 2 – S NEW BALLAS (DESIGN AND STP GRANT)**

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$150,000	\$50,000	\$1,275,000	\$0	\$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. The City has been awarded a federal Surface Transportation Program (STP) grant for this project. The grant will reimburse the City for 80% of the right-of-way and construction costs in FY2025 & FY2026.

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.

NEW BALLAS IMPROVEMENTS**PHASE 2 – S NEW BALLAS (DESIGN AND STP GRANT)**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 150,000
Land Acquisition	\$ 50,000
Construction	\$ 1,275,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 1,475,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 1,060,000
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source ()	\$ 0
Total Funding	\$ 1,060,000

Summary	Amount
Total Expenditures	\$ 1,475,000
Total Funding	\$ (1,060,000)
City's Contribution	\$ 415,000

LADUE ROAD IMPROVEMENTS PHASE 1

(DESIGN & STP GRANT)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$175,000	\$25,000	\$480,000	\$0	\$0	\$0

Project Description:

This project will include pavement resurfacing and sidewalk accessibility improvements along Ladue Road, from Emerson Road to Ladue Estates Drive and would be the first of two phases of work to repave Ladue Road. Staff applied for a federal grant for this project in FY2024. If successful, construction would be in FY2027. The grant match shown above includes 100% of the design costs (FY2025) 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 for the work.

Existing Conditions:

Ladue Road's pavement is fifteen years old and is beginning to show its age. Multiple utility projects and failing repairs from the previous paving project have given Ladue Road an uneven ride.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

Ladue Road serves approximately 10,000 vehicles per day and is one of the City's most-traveled streets. Preservation of the Ladue Road pavement should be a high priority for the City. According to the proposed plan, construction of this project would take place when the pavement is 16-17 years old. At that age, Ladue Road will likely need pavement resurfacing.

Operating Budget Impact:

A newer road surface will require few (if any) repairs by the City's staff.

Comments:

None

LADUE ROAD IMPROVEMENTS PHASE 1**PHASE 1 (DESIGN & STP GRANT)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 175,000
Land Acquisition	\$ 25,000
Construction	\$ 480,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 680,000

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	\$ 680,000
Total Funding	\$ (TBD)
City's Contribution	\$ 680,000

OLIVE-270 OVERPASS CLEANING & PAINTING

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$20,000	\$200,000	\$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

OLIVE 270 OVERPASS CLEANING & PAINTING

Expenditure Type	Amount
Planning, Design, and Engineering (FY2025)	\$ 20,000
Land Acquisition	\$ 0
Construction	\$ 200,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 220,000

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	\$ 220,000
Total Funding	\$ 0
City's Contribution	\$ 220,000

MASON ROAD PEDESTRIAN SIGNAL

Estimated Annual Costs

Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$25,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The project will include the installation of a solar powered pedestrian signal (rectangular rapid flashing beacons {RRFB}) on Mason Road near the walking path entrance for Millennium Park. With Millennium Park renovations being completed in the spring of 2025, an increase in pedestrians crossing Mason Road at this location is anticipated. Also, construction of the Duever Estates subdivision on the West side of Mason Road near this location has started and an increase of pedestrian activity is anticipated from the new homes. This project will provide a sidewalk link section to the newly construction public sidewalk along the Duever Estates frontage along Mason Road.

Existing Conditions:

Mason Road is a two-lane roadway section at this location with one travel lane in each direction. There are sidewalks generally on both sides of the road. The existing midblock crossing has pavement markings and signage at the roadway edges.

Justification: *Community Demand; Public Safety*

The solar powered RRFB at this location will provide an increase in visibility for pedestrians using this crossing, will enhance safety at this location and will increase the percentage of motorists yielding for pedestrians using the crosswalk.

Operating Budget Impact:

None

Comments:.

None

MASON ROAD PEDESTRIAN SIGNAL

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 25,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 25,000

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	\$ 25,000
Total Funding	\$
City's Contribution	\$ 25,000

PUBLIC WORKS CAPITAL EQUIPMENT

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$831,915	\$400,258	\$433,151	\$428,288	\$435,586	\$445,593	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.

PUBLIC WORKS CAPITAL EQUIPMENT**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	\$ 174,858.00	2011 Two-ton Dump Truck
3/4-ton Pickup Truck (Asphalt flat bed)	\$ 68,600.00	2013 3/4 Ton Pickup Truck
Leaf Vacuum (20 CY; Diesel Powered)	\$ 104,800.00	2013 Leaf Vacuum (Diesel Powered)
Electric Pickup Truck (PW Engineering)	\$ 52,000.00	New to Fleet
	<u>\$ 400,258.00</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	\$ 178,355.00	2011 Two-ton Dump Truck
One-ton Dump Truck	\$ 81,600.00	2013 One-ton Dump Truck
Skid Steer	\$ 66,300.00	2012 Skid Steer
Leaf Vacuum (20 CY; Diesel Powered)	\$ 106,896.00	2014 Leaf Vacuum (Diesel Powered)
	<u>\$ 433,151.00</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	\$ 181,922.00	2012 Two-ton Dump Truck
One-ton Dump Truck	\$ 83,232.00	2015 One-ton Dump Truck
Electric Pickup Truck (PW Engineering)	\$ 54,100.00	2006 3/4-ton Project Manager Truck
Leaf Vacuum (20 CY; Diesel Powered)	\$ 109,034.00	2015 Leaf Vacuum (Diesel Powered)
	<u>\$ 428,288.00</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	\$ 158,558.00	2015 Two-ton Dump Truck
Back Hoe	\$ 150,000.00	2008 John Deere 410J
3/4-ton Pickup Truck (Service Body)	\$ 76,090.00	2015 3/4-ton Pickup (Sign Truck)
4 - Mobile Column Lifts for Large Trucks	\$ 50,938.00	New to Fleet Maintenance
	<u>\$ 435,586.00</u>	

FY2029 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	\$ 189,272.00	2016 Two-ton Dump Truck
One-ton Dump Truck	\$ 86,595.00	2016 One-ton Dump Truck
Electric Pickup Truck (PW Engineering)	\$ 56,287.00	2012 Colorado - Project Manager Truck
Leaf Vacuum (20 CY; Diesel Powered)	\$ 113,439.00	2016 Leaf Vacuum (Diesel Powered)
	<u>\$ 445,593.00</u>	

PUBLIC WORKS CAPITAL EQUIPMENT

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 2,142,876
Other	\$ 0
Total Expenditures (FY2025–FY2029)	\$ 2,142,876

Funding Type	Amount
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 2,142,876
Total Funding	\$ 0
City's Contribution (FY2025–FY2029)	\$ 2,142,876

PROJECT MANAGEMENT

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$165,081	\$180,226	\$185,700	\$191,300	\$197,100	\$203,100	TBD

Project Description:

This line item includes the costs associated with the full-time salary and benefits for three Public Works staff members to help oversee the design and construction of projects outlined in the Capital Improvement Program. One Public Works staff member will be 100% funded through the Capital Fund, one Public Works staff member will be 100% funded through the Parks and Stormwater Fund, and one Public Works staff member 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

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 957,426
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY25-FY29)	\$ 957,426

Funding Type	Amount
Outside Funding Source	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 957,426
Total Funding	\$ 0
City's Contribution (FY25-FY29)	\$ 957,426

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. All the funding sources, including interest revenue, are projected to generate approximately \$17.8 million over the FY2025-FY2029 CIP.

Half-Cent Parks and Stormwater Sales Tax. The projected sales tax revenues are approximately \$14.58 million for the FY2025-FY2029 CIP, which averages out to approximately \$2.92 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 year. This funding source will be shared with the Capital Fund and will be identified in the proper fund as projects are identified.
- *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. In addition, there is also University City MSD OMCI District, which is a relatively small geographic area north of Olive Boulevard and east of North Lindbergh Boulevard. University City OMCI District is the watershed drainage district that generally flows into/through University City, but also flows into other municipalities including Creve Coeur. The City plans to seek approximately \$1.3 million in reimbursement from this program over the five-year CIP.

Parks and Stormwater Fund Expenditures

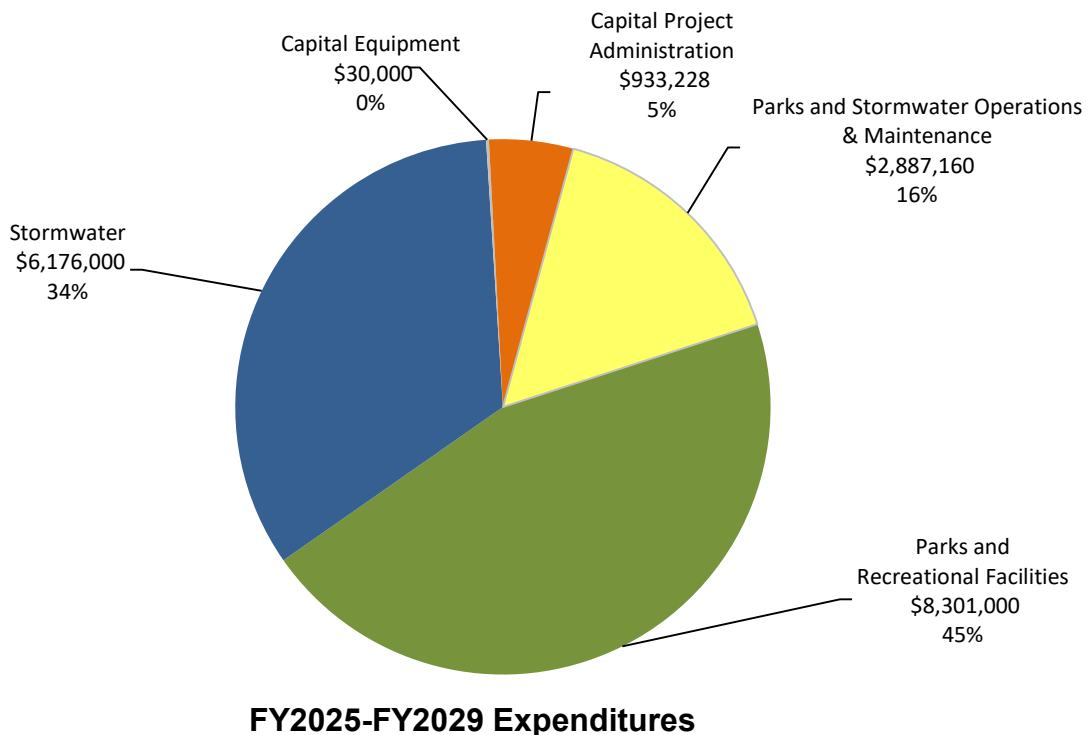
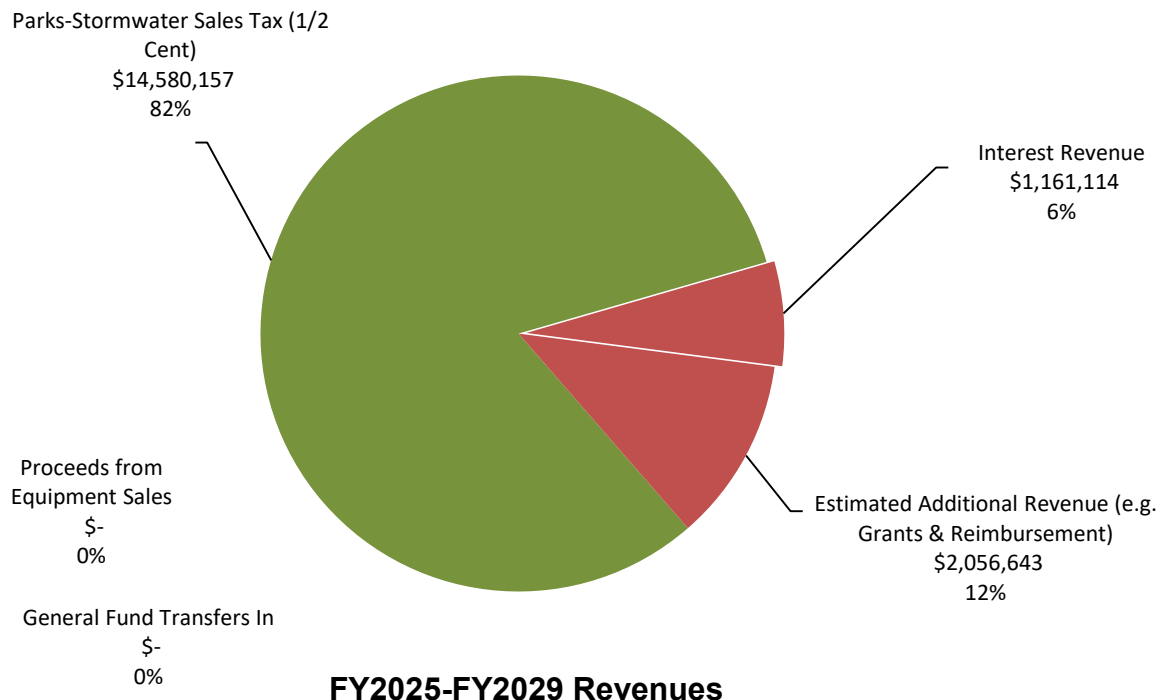
This sales tax revenue does not have a designated division of how it will be spent, but the City Council can decide to set the allocation amounts or to evaluate the division of funds through each CIP process. The proposed five-year CIP includes the following allocation of the sales tax revenue:

- | | |
|---|-----|
| • Parks Projects | 48% |
| • Stormwater Projects | 31% |
| • Capital Project Administration | 5% |
| • Parks and Stormwater Operations & Maintenance | 16% |

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 through the Parks-Stormwater Tax Fund. Projects involving this property are included in the Capital Fund.

Summaries of the projected revenues and expenditures 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.



HISTORIC BUILDING REHABILITATION AND PRESERVATION

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$69,030	\$55,000	\$25,000	\$80,000	\$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 FY2025, the focus will be on repairing interior window sills, interior issue, lighting and removal of the exterior chair lift at Tappmeyer. Future funding years could be combined to allow for a larger project, such as Tappmeyer House exterior painting.

Existing Conditions:

The interior of the Tappmeyer House has a few conditions that need attention in the coming year. They include repairs to the interior wall from water damage, repair and reconditioning of a few interior window sills, repaint of the front porch flooring, lighting needs on 2nd floor, and the removal of the exterior ADA chair lift and repair of the railing as the same location.

Justification: *Condition of Existing Facility; Protection and Conservation*

Like any of the City's buildings and facilities, the 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 this building.

Comments:

None

HISTORIC BUILDING REHABILITATION AND PRESERVATION**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 210,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025-FY2029)	\$ 210,000

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	\$ 210,000
Total Funding	\$ 0
City's Contribution (FY2025-FY2029)	\$ 210,000

PARK FURNITURE REPLACEMENT

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	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 within the City's park network.

Justification: *Condition of Existing Facility; Operating Efficiency; Beautification*

Sharp edges and other hazards can develop on park furniture during the aging process and from normal wear and tear. 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

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 100,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025-FY2029)	\$ 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 (FY2025-FY2029)	\$ 100,000

VENABLE PARK IMPROVEMENTS**PHASE 1: TRAIL, BRIDGE, TENNIS COURTS, & SPLASH PAD**

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$514,270	\$2,200,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The exact scope of this project has not yet been determined, but it will 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 with post-tension concrete 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. Additionally, 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:

None

VENABLE PARK IMPROVEMENTS**PHASE 1: TRAIL, BRIDGE, TENNIS COURTS, & SPLASH PAD****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 514,270
Land Acquisition	\$ 0
Construction	\$ 2,200,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 2,714,270

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	\$ 2,714,270
Total Funding	\$ 0
City's Contribution	\$ 2,714,270

LAKE SCHOOL PARK RENOVATIONS

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$55,710	\$11,000	\$75,000	\$675,000	\$2,600,000	\$0	\$0

Project Description:

This project involves the design and construction of numerous renovations at Lake School Park. The project plan is to replace the existing tennis courts with post-tensioned concrete courts, construct new pickleball courts, construct a playground area, renovations to restroom facilities and associated work items.

Existing Conditions:

The current tennis courts are nearly 20 years old and are nearing the end of their life expectancy. Existing restroom facilities are likewise 20 years old and in need of updates to allow access year-round by visitors.

Justification: *Condition of Existing Facilities; Community Demand*

One of the primary user requests in the Parks and Recreation Master Plan was to offer year-round restroom facilities in the parks and update of tennis facilities with pickleball. Existing courts will be good candidates for replacement in 5 to 7 years, and will reduce the maintenance associate with older facilities to keep them open for public use.

Operating Budget Impact:

The main impact to the operating budget will involve additional electrical cost for lighting both the tennis and pickleball courts. We will see a reduction in staff maintenance labor hours to address cracking and tennis court related issues.

Comments:

The renovation project is in the concept design phase and public meetings will be held to review concept plans for the project.

LAKE SCHOOL PARK RENOVATIONS

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 130,710
Land Acquisition	\$ 0
Construction	\$ 3,286,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 3,416,710

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	\$ 3,416,710
Total Funding	\$ 0
City's Contribution	\$ 3,416,710

VENABLE PARK MEMORIAL (HDR FOUNDATION GRANT)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$75,000	\$225,000	\$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

VENABLE PARK MEMORIAL (HDR FOUNDATION GRANT)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 75,000
Land Acquisition	\$ 0
Construction	\$ 225,000
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

MILLENNIUM PARK – PARKING LOT SOLAR LIGHTING

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$25,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves the placement of solar powered street lighting to Millennium Park parking lot. In 2024 the Creve Coeur City Council approved a new “Solar Powered Street Light Cost-Share Program”, which offered residents a more cost-effective way to have street lights installed in neighborhoods. Installation of the lighting in the park will provide residents an opportunity to see the effectiveness of the lights and provide support for the program.

Existing Conditions:

Current lighting at the Millennium Parking lot is non-existent, with only residual lighting available from the nearby BJC rear parking lot.

Justification: *Public Safety; Beautification*

The lack of lighting in the Millennium Parking lot poses some safety issues for visitors to the park, both walking in the lot and driving. The Creve Coeur Police Department is planning on upgrading the camera system in the park and the additional lighting will provide improved security to protect visitors and the park amenities.

Operating Budget Impact:

None

Comments:

None

MILLENNIUM PARK – PARKING LOT SOLAR LIGHTING

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 25,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 25,000

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	\$ 25,000
Total Funding	\$ 0
City's Contribution	\$ 25,000

LAKE DREDGING – CONWAY PARK & GOLF COURSE

(DESIGN & CONSTRUCTION)

Estimated Annual Costs

Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$450,000	\$0	\$300,000	\$0	\$0	TBD

Project Description:

Over time, the lakes at Conway Park and the Golf Courses have received a large volume of sediment. As a result, the lakes have become shallower. At Conway Park, the depth of the lake is no longer deep enough for a fountain to be able to properly function. At the Golf Course, sediment buildup contributes to foul smells that distract golfers. At both lakes, additional suspended solids have a negative impact on water quality.

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. Conway Park Lake is planned to be dredged in FY2025, and the Golf Course lakes is planned to be dredged in FY2027. Both project locations may include the installation of a forebay to settle out suspended solids, which will extend the amount of time before the lakes will likely need to be dredged again.

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 by slightly increasing the available storage volume. 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 help 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

LAKE DREDGING – CONWAY PARK & GOLF COURSE**(DESIGN & CONSTRUCTION)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 90,000
Land Acquisition	\$ 0
Construction	\$ 660,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 750,000

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	\$ 750,000
Total Funding	\$ TBD
City's Contribution	\$ 750,000

STORMWATER MANAGEMENT COST-SHARE PROGRAM

(GRANT PROGRAM)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$120,000	\$60,000	\$60,000	\$60,000	\$60,000	TBD

Project Description:

The Stormwater Management Cost-Share Program will help individual homeowners and homeowner associations solve stormwater issues that are unlikely to be addressed by a City-funded project or receive funding from existing programs such as the Deer Creek Watershed Rainscaping Program and the MSD Rainscaping Small Grants Program.

Existing Conditions:

Individual homeowners and homeowner associations have asked the City for assistance in solving stormwater issues. Homeowner associations report delaying maintenance because of high costs. Properly maintaining detention basins helps ensure that the basins are detaining the intended volume; flows are flowing from the basin as designed; and stormwater is being managed more effectively. Some basins receive and manage flows from other neighborhoods and nearby roadways. These basins, in particular, serve the greater public good by reducing flood risks and helping protect streambanks from erosion.

The City's Watershed Management Plan identified more than one hundred possible public projects, and more than fifty reported issues were classified as private homeowner issues. Private issues include yard flooding and erosion. While private issues will not be solved with a publicly-funded solution, the Stormwater Management Cost-Share Program will help these homeowners control stormwater.

Justification: *Community Demand; Public Safety; and Protection & Conservation*

Homeowners and homeowner associations have asked the City for assistance in solving stormwater issues. Managing stormwater helps improve public safety by reducing flood risks. Keeping more water longer onsite keeps stormwater from roadways and neighboring sites and flowing too quickly into streams and creeks. Too much water flowing too quickly into roadways can create driving safety issues. Better controlling the amount and rate at which water enters creeks during the peak of storm events helps prevent erosion.

Operating Budget Impact:

The City has no anticipated ongoing operating budget expenses with this cost-share program.

Comments:

None

STORMWATER MANAGEMENT COST-SHARE PROGRAM**(GRANT PROGRAM)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other (five-year program cost)	\$ 300,000
Total Expenditures (FY2025- FY2029)	\$ 300,000

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	\$ 300,000
Total Funding	\$ 0
City's Contribution (FY2025-FY2029)	\$ 300,000

WOODBIDGE MANOR & MASON FOREST DRIVE (DESIGN & CONSTRUCTION)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$190,000	\$0	\$0	\$0	\$0	TBD

Project Description:

Woodbridge Manor and Mason Forest Drive were identified as possible public projects under the City's most recent Watershed Management Plan. With the Prioritization Ranking System, the Watershed Management Plan ranked each possible project by assigning a score based on the severity of the issues, benefits, and estimated costs. Woodbridge Manor and Mason Forest Drive were among the plan's highest scoring possible projects.

Combining two project locations into one project will provide a better opportunity for potential cost-savings in both the engineering design and construction phases.

Woodbridge Manor is experiencing street and structural flooding in part from offsite flows. This project will provide an overland flow path for flows coming from beyond the site and direct the water to an existing onsite detention basin. Mason Forest experiences street, structural, and yard flooding. With this project, a swale will be constructed to direct flows to an existing stormwater inlet that will be modified under this project to improve performance.

Existing Conditions:

Both sites are subject to street, structural, and yard flooding.

Justification: *Community Demand; Public Safety*

The Stormwater Committee is in favor of projects that address structural and roadway flooding being an early priority of the City's Stormwater Program. Prioritization Ranking Scores support this strategy as potential projects with structural and roadway flooding score highly.

Structural and roadway flooding are public safety and public health risks. Addressing these types of issues helps protect the public and reduces the City's risk exposure.

Operating Budget Impact:

This project has no anticipated impact on the City's Operating Budget.

Comments:

None

WOODBIDGE MANOR & MASON FOREST DRIVE**(DESIGN & CONSTRUCTION)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 115,000
Land Acquisition	\$ 0
Construction	\$ 75,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 190,000

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	\$ 190,000
Total Funding	\$ 0
City's Contribution	\$ 190,000

FERNPARK DRIVE & WARRINGTON SQUARE (DESIGN & CONSTRUCTION)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$427,000	\$0	\$0	\$0	\$0	TBD

Project Description:

Fernpark Drive and Warrington Square were identified as possible public projects under the City's most recent Watershed Management Plan. With the Prioritization Ranking System, the Watershed Management Plan ranked each possible project by assigning a score based on the severity of the issues, benefits, and estimated costs. Fernpark Drive and Warrington Square were among the plan's highest scoring possible projects.

Combining two project locations into one project will provide a better opportunity for potential cost-savings in both the engineering design and construction phases.

This project will address basement and yard flooding at Fernpark Drive by constructing a swale, curb, and inlet to direct flows to an existing stormwater inlet. Properties and yards on the south side of Warrington Square are experiencing yard and structural flooding. To alleviate the issues, this project will likely install swales that will take flows to existing stormwater inlets.

Existing Conditions:

Both sites are subject to street, structural, and yard flooding.

Justification: *Community Demand; Public Safety*

The Stormwater Committee is in favor of projects that address structural and roadway flooding being an early priority of the City's Stormwater Program. Prioritization Ranking Scores support this strategy as potential projects with structural and roadway flooding score highly.

Structural flooding is a public safety and public health risk. Addressing this issue will help to improve public health and safety.

Operating Budget Impact:

This project has no anticipated impact on the City's Operating Budget.

Comments:

None

FERNPARK DRIVE & WARRINGTON SQUARE**(DESIGN & CONSTRUCTION)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 131,000
Land Acquisition	\$ 0
Construction	\$ 296,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 427,000

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	\$ 427,000
Total Funding	\$ 0
City's Contribution	\$ 427,000

BEAVER DRIVE CROSSING

(DESIGN & CONSTRUCTION)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$174,000	\$345,000	\$0	\$0	\$0	TBD

Project Description:

This project will address the public safety risks of the failing existing rusting corrugated metal roadway culvert; protect the creek by repairing rusted gabion rock baskets; and address structural flooding and erosion issues at nearby homes.

When the roadway culvert is replaced, the roadway will be raised to provide additional cover over the culvert pipe. This will improve public safety by improving the strength of the roadway. To alleviate stormwater issues, a storm sewer inlet and pipes, berm, swale, and curbing will be installed.

Existing Conditions:

The existing corrugated metal pipe is rusted and failing. The roadway above the culvert is cracking and the depth of cover over the pipe is less than recommended. Downstream of the culvert, gabion rock baskets are also failing. Homes near the culvert are experiencing structural flooding and erosion.

The roadway culvert is under the only roadway access to the four homes on Beaver Drive. Failure of the roadway would prevent any roadway access to the homes east of the culvert.

Justification: *Public Safety; Condition of Existing Facility; Community Demand; Protection & Conservation*

This project will reduce the risk of a roadway collapse by replacing a failing roadway culvert. Given the deteriorated condition of the culvert and the poor condition of the cover above the pipe, this project will protect the public from harm and reduce the City's risk exposure.

The Stormwater Committee is in favor of projects that address structural and roadway flooding being an early priority of the City's Stormwater Program. Prioritization Ranking Scores support this strategy as potential projects with structural and roadway flooding score highly.

Replacing the failing gabion rock baskets will help stabilize the creek banks, which protects an environmental asset.

Operating Budget Impact:

Roadway culverts should be regularly inspected.

Comments:

None

BEAVER DRIVE CROSSING

(DESIGN & CONSTRUCTION)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 174,000
Land Acquisition	\$ 0
Construction	\$ 345,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 519,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 345,000
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 345,000

Summary	Amount
Total Expenditures	\$ 519,000
Total Funding	\$ 345,000
City's Contribution	\$ 174,000

SONA LANE & BELLINGTON LANE (DESIGN & CONSTRUCTION)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$160,000	\$445,000	\$0	\$0	\$0	TBD

Project Description:

This project will address structural flooding and yard erosion for the homes on the west side of Sona Lane. The project will also work towards solving basement and yard flooding at 252 Bellington Lane.

For the homes on Sona Lane, the project will install berms and swales between the homes on Sona Lane and Bellington Lane. The swales will convey flows to a new stormwater pipe and inlet system that will also be constructed as part of this project. At the home on Bellington Lane, a berm and swale with an underdrain will be installed. This system will carry flows to the street and west of the home.

Combining project locations into one project will provide a better opportunity for potential cost-savings in both the engineering design and construction phases.

Existing Conditions:

Homes along the west side of Sona Lane receive large volumes of flow from the east side of Deaver Lane. Flows are eroding yards and flooding homes.

Justification: *Community Demand; Public Safety*

The Stormwater Committee is in favor of structural and roadway flooding being an early priority of the City's Stormwater Program. Prioritization Ranking Scores support this strategy as potential projects with structural and roadway flooding score highly.

Structural and roadway flooding are public safety and public health risks. Addressing these types of issues helps protect the public and reduces the City's risk exposure.

Operating Budget Impact:

This project has no anticipated impact on the City's Operating Budget. After construction, it is likely that the stormwater conveyance system will be dedicated to MSD.

Comments:

None

SONA LANE & BELLINGTON LANE

(DESIGN & CONSTRUCTION)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 160,000
Land Acquisition	\$ 0
Construction	\$ 445,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 605,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 445,000
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 445,000

Summary	Amount
Total Expenditures	\$ 605,000
Total Funding	\$ TBD
City's Contribution	\$ 160,000

DRAIN REPLACEMENTS – WEST RUE DE LA BANQUE & BELLERIVE MANOR

(DESIGN & CONSTRUCTION)

Estimated Annual Costs						
Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$70,000	\$0	\$0	\$0	\$0	TBD

Project Description:

The roadway trench drain near 920 Bellerive Manor Drive is failing. Stormwater inlets near 11939 West Rue De La Banque are also failing. This project will replace the City-owned roadway trench drain and stormwater inlets. Like past trench drain replacement projects, this project will use standard details, and engineering design will likely not be needed.

Existing Conditions:

The roadway trench drain at Bellerive Manor Drive is in becoming unstable. The grates are sinking and the concrete slab approach shows signs of cracking. Similarly, the stormwater inlets along West Rue De La Banque are in need of replacement. The metal inlets are sinking and the surrounding concrete is in poor condition.

Justification: *Condition of Existing Facilities; Public Safety*

The City has an obligation to keep its roadway stormwater assets in good repair. Replacing the roadway trench drain and inlets will improve public safety and make the driving experience of the roadways smoother.

Operating Budget Impact:

The roadway trench drain and inlets will require inspections and maintenance.

Comments:

None

DRAIN REPLACEMENTS – WEST RUE DE LA BANQUE & BELLERIVE MANOR

(DESIGN & CONSTRUCTION)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 70,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 70,000

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	\$ 70,000
Total Funding	\$ 0
City's Contribution	\$ 70,000

GRANT FUNDING CONSULTANT RESEARCH FOR STORMWATER PROJECTS

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$25,000	\$0	\$0	\$0	\$0	TBD

Project Description:

This line item includes the costs associated with hiring a professional consultant to research opportunities for Local, State and Federal grants that might be available to possibly help fund design and/or construction of some of the projects listed in the prioritization list contained in most recent version of the Watershed Management Plan (WMP). It is anticipated that the consultant will be able to identify numerous grants that will assist with funding and ultimately completion of numerous projects detailed in the WMP. In addition, the professional consultant might assist City Staff with making grant application submissions.

Existing Conditions:

The City's Department of Public Works typically manages the research for and submission for grants for roadway and sidewalk projects. With the newly completed WMP, it is anticipated that numerous additional grant opportunities will arise and having a professional consultant research and identify such grants will provide the best opportunity for the City to secure such grants.

Justification: *Operating Efficiency*

The responsible and effective administration of the City's parks and stormwater projects requires significant staff time. Projects often have similar schedules, and multiple projects often require immediate attention at the same time. The professional consultant costs provided for in this item will be important to identify and hopefully secure as many grants as practical for future stormwater improvement projects detailed in the WMP.

Operating Budget Impact:

None

Comments:

None

GRANT FUNDING CONSULTANT RESEARCH FOR STORMWATER PROJECTS

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 25,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025-FY2029)	\$ 25,000

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 25,000
Total Funding	\$ 0
City's Contribution (FY2025-FY2029)	\$ 25,000

VIDEO INSPECTION BALLAS STORM SEWER (OLIVE TO CONWAY) AND VIDEO OF ROADWAY CULVERTS

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$75,000	\$0	\$0	\$0	\$0	TBD

Project Description:

This line item includes the costs associated with hiring a contractor to perform a video inspection of the entire storm sewer system along New Ballas Road from Conway Road to Olive Boulevard. Currently the City owns and maintains this storm sewer system. This video inspection includes a complete analysis of the interior condition of the storm sewers along with a corresponding report of the condition of the entire system. Once the work is completed, City Staff will meet with MSD with the ultimate goal of having MSD take over ownership and maintenance of the storm sewer system along New Ballas Road.

This item also includes the costs associated with hiring a contractor to perform a video inspection of the critical roadway culvert crossing major roadways throughout the City. Currently the City owns and maintains the majority of these culvert crossings. The video inspection will assist in evaluation for future repairs and/or replacements of roadway culverts that could be in a poor structural condition. The video inspection should allow the City to proactively plan for these improvements moving forward.

Existing Conditions:

None of these storm sewers or roadway culverts have been video inspected in well over a decade. The existing structural conditions of these underground sewers is not known.

Justification: *Operating Efficiency*

Video inspection of the storm sewers on New Ballas Road along with video inspection of the roadway culverts crossing major streets will allow the City to proactively plan, design and budget for repairs and replacements that might be necessary.

Operating Budget Impact:

If MSD accepts the New Ballas Road storm sewer system, there would be a savings since future repairs of this system by the City would not be necessary.

Comments:

None

VIDEO INSPECTION BALLAS STORM SEWER (OLIVE TO CONWAY) AND VIDEO OF ROADWAY CULVERTS

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 75,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025-FY2029)	\$ 75,000

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 75,000
Total Funding	\$ 0
City's Contribution (FY2025-FY2029)	\$ 75,000

PARKS CAPITAL EQUIPMENT

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$33,271	\$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

PARKS CAPITAL EQUIPMENT**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

PROJECT MANAGEMENT

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$160,968	\$175,728	\$181,000	\$186,500	\$192,100	\$197,900	TBD

Project Description:

This line item includes the costs associated with the full-time salary and benefits for three Public Works staff members to help oversee the design and construction of projects outlined in the Capital Improvement Program. One Public Works staff member will be 100% funded through the Capital Fund, one Public Works staff member will be 100% funded through the Parks and Stormwater Fund, and one Public Works staff member 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

PROJECT MANAGEMENT**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 933,228
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2025-FY2029)	\$ 933,228

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 933,228
Total Funding	\$ 0
City's Contribution (FY2025-FY2029)	\$ 933,228

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.

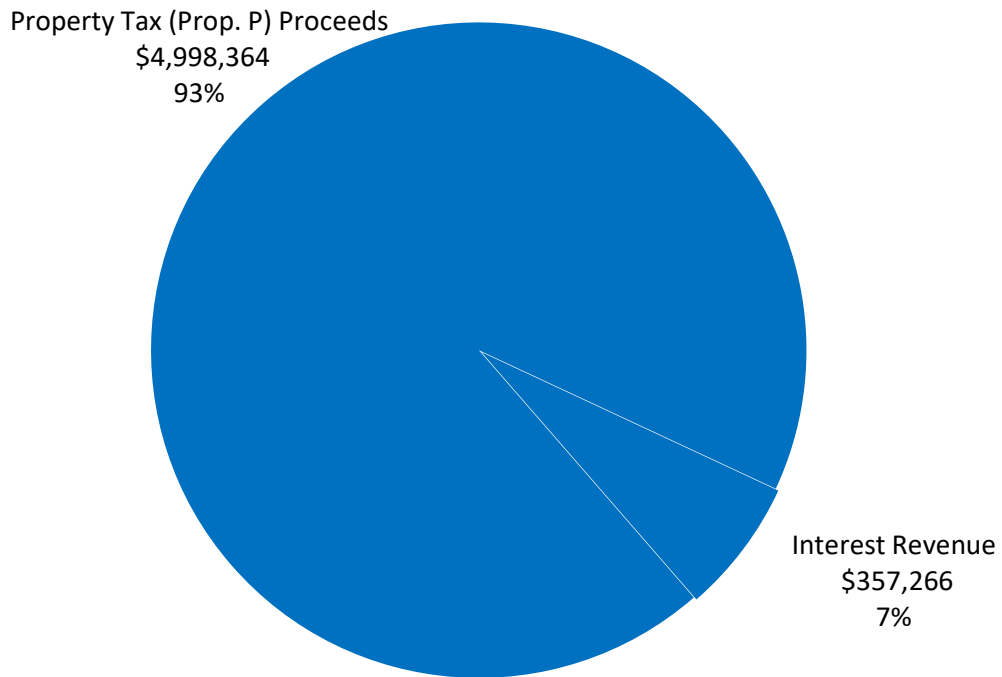
Now that the police building project is complete, the remaining balance of this fund will be allocated to safety, security, and accessibility improvements to the Creve Coeur Government Center and the Police Station. Planning and design for the renovation of the Government Center are identified as a project in the Capital Fund. The renovations of the Government Center are tentatively planned for FY2030 or FY2031. Future Capital Improvement Programs will program the contribution from the Building Project Bond Fund for the Government Center project.

Debt Service

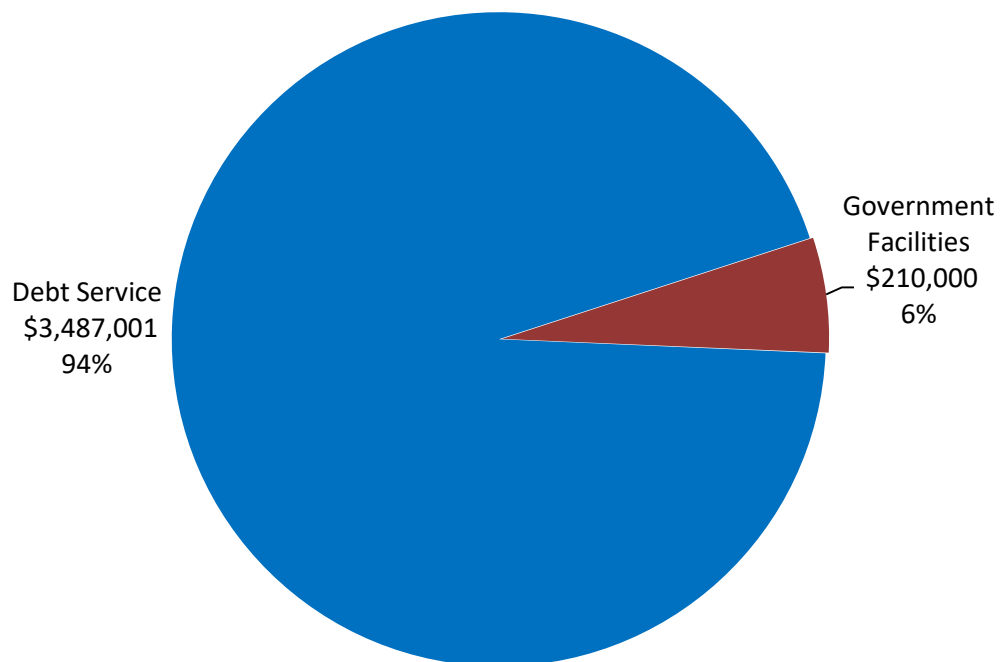
Most of the remaining revenues and expenses for the Building Project Bond Fund involve the debt service for the bonds. The debt service for the Building Project Bond Fund will be paid through a 20-year real estate and personal property tax levy, which is anticipated to sunset in 2037.

The property tax that funds the debt service was reduced by approximately 25% in FY2022 and is proposed to remain at this level 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.



FY2025-FY2029 BUILDING PROJECT BOND FUND REVENUES



FY2025-FY2029 BUILDING PROJECT BOND FUND EXPENSES

POLICE PARKING LOT SECURITY FENCE

Estimated Annual Costs						
Prior Year	FY2025	FY2026	FY2027	FY2028	FY2029	Future
\$0	\$210,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Police Department's vehicle fleet parking lot is located on the east side of the Police Building. Access to this lot is controlled along the driveways with vehicle security barriers, but the lot is otherwise open for pedestrians to enter. This project would construct a fence and automated gates to secure this parking lot.

Existing Conditions:

The parking lot for the City's police vehicles currently limits vehicular access through the use of vehicle security barriers at both entrances to the area. A pedestrian, however, would have only minimal restrictions from entering this parking lot.

Justification: *Public Safety*

The City's police vehicles need to be located in a secure area so that they are most likely to be available to respond to calls for service and emergencies. Although there are not specific CALEA requirements for the proposed fence, there are generally accepted practices in the field of security and emergency management that fencing, barriers, and other "target hardening" methods should be used to protect critical facilities, including police departments, emergency operation centers, and jails – all of which are functions of the Creve Coeur police building.

Operating Budget Impact:

The proposed gates would require electricity to operate, but the additional cost to the City is expected to be negligible.

Comments:

None.

POLICE PARKING LOT SECURITY FENCE**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 210,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 210,000

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 210,000
Total Funding	\$ 0
City's Contribution	\$ 210,000

FY 2025 Capital Fund Projects*

Government Center Renovations

FY 2025 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.

EV Charging Stations at the Police Station & Government Center

FY 2025 Capital Expenses: \$100,000

Operating Budget Impact: None

The project will involve the design, planning and construction of electronic Vehicle (EV) charging stations at the Government Center. This project is eligible for rebates (as available) under an Ameren Missouri program that covers up to half the cost of EV charging station equipment and installation.

Public Works Garage Parking Lot Improvements

FY 2025 Capital Expenses: \$75,000

Operating Budget Impact: None

This project involves removal and replacement of sections of the parking lot that have excessive potholing and cracking. New asphalt and concrete pavement will be installed.

Public Works Settlement Study

FY 2025 Capital Expenses: \$35,000

Operating Budget Impact: None

This project involves hiring a consultant to perform detailed surveys at multiple locations within the building. The project will have the consultant monitor the cracks in the walls, facades and other locations. The survey will occur over a two-year period. Consultant will provide stabilization recommendations as/if necessary for the building.

Park or Dielmann Complex Improvements

FY 2025 Capital Expenses: \$30,500

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.

Street and Sidewalk Maintenance Program

FY 2025 Capital Expenses: \$1,442,300

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.

Fernview Sidewalk Concept Plan – Phase 1

FY 2025 Capital Expenses: \$230,000

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 with matching funding through a federal Transportation Alternative Program (TAP) grant.

FY 2025 Capital Fund Projects (Continued)**Lindbergh-Old Olive Intersection Reconstruction*

FY 2025 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 2025 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.

Olive-Lindbergh Interchange & Olive Enhancements

FY 2025 Capital Expenses: \$50,000

Operating Budget Impact: Increase

The project calls for hiring a landscape architect to provide design services for this interchange (mainly the southeast quadrant) and also along Olive Blvd. throughout most of the City. Some sections might be concept plans that can be developed further as plan progress. The cost to construct any landscape improvements will not be know until after the design is completed.

Olive Median Enhancement Stock

FY 2025 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 2025 Capital Expenses: \$1,315,000

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 2025 Capital Expenses: \$50,000

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.

FY 2025 Capital Fund Projects (Continued)*

Ladue Road Improvements – Phase 1

FY 2025 Capital Expenses: \$175,000

Operating Budget Impact: Decrease

The project includes pavement resurfacing, concrete curb and sidewalk replacement, and accessibility improvements along Ladue Road. The City applied for a TAP grant in January of 2024 and should know if the grant application was successful by October of 2024. Road resurfacing and sidewalk reconstruction would reduce future maintenance costs.

Olive-270 Overpass Cleaning & Painting

FY 2025 Capital Expenses: \$20,000

Operating Budget Impact: None

In FY2025, this project will include the design of improvements that could be made. Improvements could involve nighttime cleaning and/or repainting of the exterior (i.e., facing Interstate 270) faces of the Olive Boulevard bridge over Interstate 270. Any improvements would be done in FY2026 or later. The project has no impact on the operating budget.

Mason Road Pedestrian Signal

FY 2025 Capital Expenses: \$25,000

Operating Budget Impact: None

This project will include the installation of a solar powered pedestrian signal (rectangular rapid flashing beacons {RRFB}) on Mason Road near the walking path entrance for Millennium Park. With Millennium Park renovations being completed in the spring of 2025, an increase in pedestrians crossing Mason Road at this location is anticipated.

Public Works Capital Equipment

FY 2025 Capital Expenses: \$400,258

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.

Capital Project Administration - Project Manager

FY 2025 Capital Expenses: \$180,226

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 2025 Capital Expenses: \$55,000

Operating Budget Impact: Decrease

This project involves repairs and improvements to the Tappmeyer House. Improvements anticipated are window sills, interior issues, lighting and other upgrades. Improvements to historic buildings will help minimize more costly maintenance needs in the future if repairs are postponed further.

Park Furniture Replacement

FY 2025 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.

Venable Park Improvements - Phase 1

FY 2025 Capital Expenses: \$2,200,000

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.

Lake School Park Renovations

FY 2025 Capital Expenses: \$11,000

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, pickleball courts, playground area and other improvements. For FY 2025, work will focus on concept plans.

Venable Park Memorial

FY 2025 Capital Expenses: \$225,000

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.

Millennium Park Parking Lot Solar Lighting

FY 2025 Capital Expenses: \$ 25,000

Operating Budget Impact: None

This project involves the placement of solar powered street lighting to Millennium Park parking lot. In 2024 the Creve Coeur City Council approved a new "Solar Powered Street Light Cost-Share Program", which offered residents a more cost-effective way to have street lights installed in neighborhoods. Installation of the lighting in the park will provide residents an opportunity to see the effectiveness of the lights and provide support for the program.

Parks-Stormwater Tax Fund Projects* (Continued...)

Lake Dredging - Conway Park and Golf Course

FY 2025 Capital Expenses: \$450,000

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.

Stormwater Management Cost Share Program

FY 2025 Capital Expenses: \$120,000

Operating Budget Impact: None

This City-funded grant program will help homeowner associations and individual homeowners install and maintain stormwater management best practices. For homeowner associations, up to 50% of eligible costs up to a maximum of \$20,000 per project will be reimbursed. The total budget allocated to homeowner associations is \$40,000 per fiscal year. For individual homeowners, \$20,000 per fiscal year has been allocated to reimburse up to four homeowners 50% of eligible costs up to \$4,000 per project. This program is funded by the Parks-Stormwater Tax and will not impact the operating budget.

Woodbridge Manor & Mason Forest Drive

FY 2025 Capital Expenses: \$190,000

Operating Budget Impact: None

Residents at Woodbridge Manor have been experiencing structural and roadway flooding. This project seeks to reduce flooding risks by establishing an overland flow path to and from the existing detention basin. The project will also address structural, roadway, and yard flooding at Mason Forest Drive and Hibler Woods Court. The concept design calls for the construction of a swale and installing a manhole with an inlet over an existing stormwater sewer. This project is funded by the Parks-Stormwater Tax and will not impact the operating budget.

Fernpark Drive & Warington Square

FY 2025 Capital Expenses: \$427,000

Operating Budget Impact: None

This project aims to reduce structural and yard flooding risks at Fernpark Drive. Flows will be piped to the street, and a new curb and inlet will convey flows to the existing system. The project will also do work to address structural and yard flooding risks faced by the residents on the south side of Warington Square. Flows will be better managed with swales and by expanding the exiting stormwater system. This program is funded by the Parks-Stormwater Tax and will not impact the operating budget.

Parks-Stormwater Tax Fund Projects* (Continued...)

Beaver Drive Crossing (Deer Creek OMCI)

FY 2025 Capital Expenses: \$174,000

Operating Budget Impact: None

The roadway culvert under Braver Drive is in poor condition and at risk of failing. The roadway above the culvert is cracking. Downstream of the culvert, sections of the gabion walls along the left descending bank are failing. Structural flooding has been reported at 27 Beaver Drive, and yard erosion is evident at 41 Beaver Drive. This project will design an engineering solution to reduce public safety risks, address streambank issues, and reduce structural flooding and yard erosion risks.

This project includes only the design phase. In the design phase, a plan set and associated bid documents will be created. The intent is to advertise the bid for construction in FY2026. The design phase of this project will have no impact on the operating budget.

Sona Lane (Deer Creek OMCI) and Bellington Lane

FY 2025 Capital Expenses: \$160,000

Operating Budget Impact: None

Runoff from the properties on the east side of Deaver Lane is causing structural flooding and erosion for homes on the west side of Sona Lane. The design phase of this project will develop engineering solutions to convey flows around the homes on Sona Lane to reduce the risks of flooding and erosion.

This project includes only the design phase. In the design phase, a plan set and associated bid documents will be created. The intent is to advertise the bid for construction in FY2026. The design phase of this project will have no impact on the operating budget.

Drain Replacement – West Rue De La Banque & Bellerive Manor

FY 2025 Capital Expenses: \$70,000

Operating Budget Impact: Small decrease

The roadway trench drain near 920 Bellerive Manor Drive is failing. Stormwater inlets near 11939 West Rue De La Banque are also failing. This project will replace the City-owned roadway trench drain and stormwater inlets. This construction project is funded by the Parks-Stormwater Tax.

Grant Funding Consultant Research for Stormwater Projects

FY 2025 Capital Expenses: \$25,000

Operating Budget Impact: None

This project involves costs for a professional consultant to research opportunities for Local, State and Federal grants that might be available to possibly help fund design and/or construction of stormwater projects. In addition, the professional consultant might assist City Staff with making grant application submissions. This is a professional services project and will have no impact on the operating budget.

Parks-Stormwater Tax Fund Projects* (Continued...)

Video Inspection Ballas Storm Sewer & Video of Roadway Culverts

FY 2025 Capital Expenses: \$75,000

Operating Budget Impact: Possible decrease

With this project, a contractor will be hired to perform a video inspection of the entire storm sewer system along New Ballas Road from Conway Road to Olive Boulevard. Currently, the City owns and maintains this storm sewer system. This video inspection includes a complete analysis of the interior condition of the storm sewers along with a corresponding report of the condition of the entire system. After the work is completed, City Staff will meet with MSD with the ultimate goal of having MSD take ownership and maintenance of the storm sewer system along New Ballas Road. MSD taking ownership of the system would have a positive impact on the operating budget as the City would no longer be responsible for maintenance costs.

Capital Project Administration - Project Manager

FY 2025 Capital Expenses: \$175,728

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 is 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 2025 Capital Expenses: \$210,000

Operating Budget Impact: None

Project involves the Installation of a security fence around 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 2025-2029 in the budget document.*

CAPITAL FUND

9501 GOVERNMENT FACILITIES		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01 Accessibility Improvements (CDBG)		-	-	-	-	-	-	-	-	-
02 Government Center Renovations		20,000	38,317	30,000	15,000	30,000	30,000	30,000	30,000	30,000
04 Salt Dome Roof Repairs (Insurance Claim)		400,000	-	60,000	41,000	-	-	-	-	-
06 Government Center Roof Repairs (Insurance Claim)		-	-	255,653	250,000	-	-	-	-	-
07 Demo of 1030 N Lindbergh Blvd Building		-	-	40,000	40,000	-	-	-	-	-
08 Roofing for Public Works Garage		-	-	-	-	100,000	500,000	-	-	-
09 EV Charging Stations at the Police Station and Government Center (Grant Match)		-	-	112,500	-	75,000	-	-	-	-
10 Public Works Garage Parking Lot Repairs		-	-	-	-	35,000	-	-	-	-
11 Public Works Settlement Study		-	-	-	-	-	-	-	-	-
Subtotal (Government Facilities) % of Total Capital Fund Outlay		420,000 8%	38,317 1%	498,153 5%	346,000 3%	240,000 4%	530,000 8%	30,000 1%	30,000 1%	30,000 1%

9506 PARKS AND RECREATIONAL FACILITIES		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
02 Park or Dierlmann Complex Improvements (Grant Match)		30,500	-	-	-	30,500	30,500	-	30,500	-
14 Ice Arena Refrigerant Switchover (Municipal & ARPA Grant)		100,000	170,423	2,412,970	2,534,553	-	-	-	-	-
16 Dierlmann Recreation Complex HVAC Replacement - Phase 2 (Dierlmann East)		110,000	6,853	127,259	124,769	-	-	-	-	-
17 Dierlmann Recreation Complex Roof Drainage		30,000	42,962	93,000	108,334	-	-	-	-	-
18 Ice Arena Flooring Replacement		-	-	200,000	104,215	-	-	-	-	-
21 Ice Arena Dehumidification System Repair (ARPA)		-	-	68,704	68,704	-	-	-	-	-
23 Dierlmann Complex Concessions Area Renovation (Planning & Design)		30,000	-	-	15,500	-	-	-	-	-
24 Dierlmann Recreation Complex Fire Alarm Repair (Insurance Claim)		-	9,007	-	-	-	-	-	-	-
25 Golf Course Perimeter Fencing Replacement		-	-	40,000	17,968	-	-	-	-	-
26 Golf Course Maintenance Bridge		-	-	-	-	-	-	-	-	-
27 Dierlmann Structural Repairs		-	-	20,000	20,000	-	20,000	20,000	20,000	20,000
28 Accessibility Improvements (CDBG)		-	-	20,000	-	-	400,000	-	-	-
29 Roofing for Ice Arena (Insurance Claim)		-	-	-	-	-	-	-	-	-
30 Dierlmann Compressor Repairs (ARPA)		-	70,448	30,000	30,000	-	-	-	-	-
32 Golf Course Maintenance Building Replacement (Planning)		-	-	-	-	-	-	-	-	-
33 Golf Course Irrigation System Replacement (Municipal Park Grant)		-	-	-	-	-	-	-	-	-
Subtotal (Parks and Recreational Facilities) % of Total Capital Fund Outlay		300,500 6%	299,693 9%	3,011,933 29%	3,024,043 29%	30,500 0%	1,000,500 15%	20,000 1%	50,500 2%	20,000 1%

9510 STREETS AND SIDEWALKS		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01 Street and Sidewalk Maintenance Program		1,400,000	699,304	2,732,527	3,549,000	1,442,300	1,463,900	1,485,900	1,508,200	1,530,800
02 Street Reconstruction/Rehabilitation		300,000	419,240	300,000	-	-	300,000	-	300,000	300,000
04 Fernview Sidewalk - Phase 1 Olive to Gallagher (Design & TAP Grant)		-	5,092	50,000	120,000	230,000	645,000	-	-	-
05 New Ballas Median Plantings		-	-	50,000	40,000	-	-	-	-	-
09 Mosley Road Improvement Project (STP Grant)		-	1,124,717	-	-	-	-	-	-	-
10 N Ballas Road Improvements - Phase 1 - Olive to Craig (STP Grant)		1,136,600	153,816	-	1,161,000	-	-	-	-	-
11 N Ballas Sidewalk - Phase 3 (TAP Grant)		210,000	4,688	29,751	50,000	10,000	550,000	-	-	-
12 Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant)		460,000	122,177	2,045,500	345,000	2,045,000	-	-	-	-
13 Olive-Lindbergh Interchange & Olive Enhancements		-	-	30,000	-	50,000	-	-	-	-
14 Pavement Condition Ratings Update		-	27,962	-	-	-	-	-	-	-
15 Olive Median Enhancement Stock		-	59,841	20,000	59,841	20,000	20,000	20,000	20,000	20,000
16 Craig Road Improvements (STP Grant)		150,000	-	225,600	225,600	1,315,000	-	-	-	-
17 N Ballas Road Improvements - Phase 2 S. New Ballas (Design & STP Grant)		-	-	150,000	150,000	50,000	1,275,000	-	-	-
18 N Ballas Road Improvements - Phase 3 - Ladue to Magna C (Design & STP Grant)		-	-	-	-	-	150,000	20,000	250,000	-
19 N Ballas Road Improvements - Phase 4 - Magna C to Olive (Design & STP Grant)		-	-	-	-	-	-	125,000	25,000	250,000
20 Ladue Road Improvements - Phase 1 (Design & STP Grant)		-	-	-	-	175,000	25,000	480,000	-	-
21 Olive-270 Overpass Cleaning & Painting		-	-	-	-	20,000	200,000	-	-	-
22 Old Olive Sidewalk Extension (Design & Construct)		-	-	80,000	-	-	-	-	-	-
23 Fernview Sidewalk - Phase 2 Gallagher to LeHavre (Design & STP Grant)		-	-	34,159	34,487	-	-	-	-	-
24 Mason Road Pedestrian Signal		-	-	-	-	25,000	80,000	-	-	-
Subtotal (Streets and Sidewalks) % of Total Capital Fund Outlay		3,656,600 73%	2,616,837 76%	5,747,537 55%	5,734,928 55%	5,382,300 86%	4,708,900 69%	2,130,900 76%	2,103,200 75%	2,100,800 75%

9516 CAPITAL EQUIPMENT		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01 Public Works Capital Equipment		331,000	223,029	814,265	831,915	400,258	433,151	428,288	435,586	445,593
02 Golf Course Capital Equipment		-	1,270	55,000	52,000	-	-	-	-	-
03 Police Department Capital Equipment		42,000	71,714	-	-	-	-	-	-	-
06 Permitting Software		70,000	42,112	114,537	59,858	-	-	-	-	-
07 Meeting Management Software		20,000	17,000	-	-	-	-	-	-	-
09 Capital Equipment Back Order		-	-	123,042	123,042	-	-	-	-	-
10 Olympia Zamboni Repair		-	-	-	35,479	-	-	-	-	-
Subtotal (Capital Equipment) % of Total Capital Fund Outlay		463,000 9%	355,125 10%	1,106,844 11%	1,102,294 11%	400,258 6%	433,151 6%	428,288 15%	435,586 15%	445,593 16%
CAPITAL PROJECT ADMINISTRATION		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01 Project Management		145,258	138,789	163,104	165,081	180,226	185,700	191,300	197,100	203,100
Subtotal (Administration) % of Total Capital Fund Outlay		145,258 3%	138,789 4%	163,104 2%	165,081 2%	180,226 3%	185,700 3%	191,300 7%	197,100 7%	203,100 7%
TOTAL CAPITAL FUND OUTLAY		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
9514 DEBT SERVICE		4,985,358	3,448,761	10,527,571	10,372,346	6,233,284	6,858,251	2,800,488	2,816,386	2,799,493
N/A		-	-	-	-	-	-	-	-	-
Subtotal % of Total Year End Figures		- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%
TOTAL YEAR END FIGURES (Capital Outlay & Debt Service)		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
		4,985,358	3,448,761	10,527,571	10,372,346	6,233,284	6,858,251	2,800,488	2,816,386	2,799,493

CAPITAL FUND REVENUES		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)		2,620,094	2,620,094	1,764,724	3,432,544	212,247	734,554	75,675	399,953	733,981
Estimated Capital Improvement Sales Tax Revenue (Half-Cent Sales Tax)		2,206,608	2,291,905	2,470,850	2,297,611	2,320,587	2,343,793	2,367,231	2,390,903	2,414,812
Estimated Interest Revenue		2,150	63,112	8,997	129,095	193,643	195,579	197,535	199,511	201,506
Estimated Additional Revenue (Grants, Reimbursement, and Other)		1,448,346	1,489,193	5,561,190	4,304,344	3,721,360	2,240,000	40,000	40,000	40,000
Proceeds from Equipment Sales		10,000	17,000	10,000	21,000	20,000	20,000	20,000	20,000	20,000
General Fund Transfers In		800,000	400,000	400,000	400,000	500,000	1,400,000	500,000	500,000	500,000
Total Revenues & General Fund Transfers In - Capital Fund		4,467,104	4,261,210	8,451,037	7,152,050	6,755,590	6,199,372	3,124,766	3,150,414	3,176,318
Total Anticipated Year End Expenditures		4,985,358	3,448,761	10,527,571	10,372,346	6,233,284	6,858,251	2,800,488	2,816,386	2,799,493
Ending Fund Balance (Cash Basis) - Capital Fund		2,101,840	3,432,544	(311,810)	212,247	734,554	75,675	399,953	733,981	1,110,806
ESTIMATED ADDITIONAL REVENUE (FUNDING SOURCES)		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
ADA Improvements (Community Development Block Grant)		20,000	-	20,000	-	20,000	20,000	20,000	20,000	20,000
Mosley Road Improvements - North Phase (STP Grant)		705,306	680,014	-	-	-	-	-	-	-
New Ballas Improvements - Phase 1 (STP Grant)		144,000	56,048	816,000	-	904,000	-	-	-	-
Lindbergh-Old Olive Intersection (State Cost-Share Program)		95,200	93,021	875,050	56,374	875,000	-	-	-	-
Lindbergh-Old Olive Intersection (STP Grant)		229,840	-	934,360	-	934,360	-	-	-	-
New Ballas Sidewalk - Phase 3 (TAP Grant)		4,000	-	-	-	8,000	440,000	-	-	-
Ice Arena Refrigerant Switchover (Municipal Park Grant)		-	-	-	525,000	-	-	-	-	-
Craig Road Improvements (STP Grant)		-	-	80,000	-	960,000	-	-	-	-
Olive TOD Closeout		250,000	-	-	115,000	-	-	-	-	-
Misc.		-	-	-	63,134	-	-	-	-	-
Olive Arena Refrigerant Switchover & dehumidification (ARPA)		-	-	20,000	59,841	20,000	20,000	20,000	20,000	20,000
Deimann Compressor Repairs (ARPA)		141,480	141,480	1,670,535	1,830,879	-	-	-	-	-
Street and Sidewalk Maintenance Program (ARPA)		99,390	99,390	-	-	-	-	-	-	-
Golf Course Irrigation System Replacement (Municipal Park Grant possible \$500,000)		-	-	1,145,245	1,145,245	-	-	-	-	-
New Ballas Improvements - Phase 2 (STP Grant)		-	-	-	-	1,060,000	-	-	-	-
Fernview Sidewalk - Phase 1 (TAP Grant)		-	-	-	-	700,000	-	-	-	-
Missouri American Water Concrete Reimbursement		-	-	-	-	-	-	-	-	-
Subtotal		1,448,346	1,489,193	5,561,190	4,304,344	3,721,360	2,240,000	40,000	40,000	40,000

PARKS AND STORMWATER FUND

9501 GOVERNMENT FACILITIES		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Subtotal (Government Facilities) % of Total Parks-Stormwater Tax Fund Outlay		0%	0%	0%	0%	0%	0%	0%	0%	0%
9506 PARKS AND RECREATIONAL FACILITIES										
03	Historic Building Rehabilitation and Preservation	25,000	12,490	100,000	22,030	55,000	25,000	80,000	25,000	25,000
04	Conway Park Cabins Relocation	75,000	65,012	-	-	-	-	-	-	-
05	Park Restroom Renovations	40,000	22,088	120,000	152,927	-	-	-	-	-
06	Park Path Improvements (Municipal Park Grant)	-	168,952	-	-	-	-	25,000	-	-
09	Park Parking Lot Sealing	-	-	-	-	20,000	20,000	20,000	20,000	20,000
10	Park Furniture Replacement	-	-	20,000	-	-	25,000	-	-	-
11	Malcolm Terrace Park Trail Improvements	-	22,459	-	-	-	-	-	-	-
14	Millennium Park Improvements - Phase 1	1,590,000	56,655	2,300,000	2,575,460	-	-	-	-	-
15	Millennium Park Improvements - Phase 2 - Trails & Ridgemoor Forest Connection	100,000	-	-	-	-	-	-	110,000	850,000
17	Venable Park Improvements - Phase 1 - Trail, Bridge, Tennis Courts & Splash pad	-	-	125,000	514,270	2,200,000	-	-	-	-
18	Conway Park Parking Lot Expansion (Design)	-	133,597	-	20,500	-	-	-	-	-
19	Playground Safety Surface Replacement (Conway 2026 & MTP 2029)	-	-	-	-	-	125,000	-	-	200,000
21	Millennium Park - Phase 3 - Park Entrance & Parking Lot Improvements	30,000	30,710	9,000	8,552	11,000	75,000	675,000	70,000	400,000
22	Lake School Park Renovations	-	-	33,750	45,750	225,000	300,000	-	2,600,000	-
24	Venable Park Memorial (HDR Foundation Grant)	-	-	288,500	75,000	-	-	-	-	-
25	Malcolm Terrace Park Pavilion Replacement	-	-	-	-	-	-	-	-	75,000
26	Millennium Park - Parking Lot Solar Lighting	-	-	-	-	25,000	-	-	-	-
Subtotal (Parks and Recreational Facilities) % of Total Parks and Stormwater Fund Outlay		1,860,000	511,962	2,996,250	3,414,469	2,536,000	570,000	800,000	2,825,000	1,570,000
		67%	42%	66%	72%	57%	32%	36%	64%	60%

9509 STORMWATER		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01	Watershed Management Plan	448,026	158,393	289,633	225,000	-	-	-	-	-
04	Hibler Roadside Drainage	25,000	58,853	339,000	493,309	-	-	-	-	-
05	Alden Lane Drain Replacement (Deer Creek OMC)	20,000	20,630	67,000	97,557	-	-	-	-	-
06	Ballas Culvert Erosion Rehabilitation (Deer Creek OMC)	50,000	76,686	380,000	281,643	-	-	-	-	-
07	Golf Course Pond Aeration	25,000	12,350	64,000	69,034	-	-	-	-	-
08	Hibler Woods Drain Replacement	20,000	26,800	30,000	33	-	-	-	-	-
09	Stormwater Concept Plans (Design)	175,000	-	150,000	-	450,000	-	300,000	-	-
11	Lake Dredging - Conway Park & Golf Course	-	241,656	40,000	-	-	-	-	-	-
12	Millennium Park Detention Emergency Repair	-	-	-	-	-	-	-	-	-
13	Stormwater Management Cost-Share Program	-	-	-	-	120,000	60,000	60,000	60,000	60,000
14	Woodbridge Manor & Mason Forest Drive	-	-	-	-	190,000	-	-	-	-
15	Fernpark Drive & Warrington Square	-	-	-	-	427,000	-	-	-	-
16	Beaver Drive Crossing (Deer Creek OMC)	-	-	-	-	174,000	345,000	-	-	-
17	Sona Lane (Deer Creek OMC) & Bellington Lane	-	-	-	-	160,000	445,000	885,000	810,000	600,000
18	Stormwater Projects from Watershed Management Plan	-	-	-	-	-	-	-	500,000	200,000
19	Deer Creek OMC Construction Projects	-	-	-	-	-	160,000	-	-	-
20	Various Projects - University City (OMC)	-	-	-	-	-	-	-	-	-
21	Drain Replacements - West Rue De La Banque & Bellerive Manor	-	-	-	-	70,000	-	-	-	-
22	Grant Funding Consultant Research for Stormwater Projects	-	-	-	-	25,000	-	-	-	-
23	Video Inspection Ballas storm sewer (Olive to Conway) Video of Roadway Culverts	-	-	-	-	75,000	-	-	-	-
Subtotal (Stormwater) % of Total Parks and Stormwater Fund Outlay		763,026	595,369	1,359,633	1,166,576	1,691,000	1,010,000	1,245,000	1,370,000	860,000
		28%	48%	30%	24%	38%	57%	56%	31%	33%
9510 STREETS AND SIDEWALKS										
Subtotal (Streets and Sidewalks)		-	-	-	-	-	-	-	-	-

		% Total Parks-Stormwater Tax Fund Outlay		0%		0%		0%		0%		0%		0%	
9516 CAPITAL EQUIPMENT		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED					
01 Parks Capital Equipment		30,000	-	30,000	30,000	30,000	-	-	-	-					
Subtotal (Capital Equipment)		30,000	-	30,000	30,000	30,000	-	-	-	-					
% of Total Parks and Stormwater Fund Outlay		1%	0%	1%	1%	1%	0%	0%	0%	0%					
CAPITAL PROJECT ADMINISTRATION		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED					
01 Project Management		120,896	121,624	137,795	160,968	175,728	181,000	186,500	192,100	197,900					
Subtotal (Administration)		120,896	121,624	137,795	160,968	175,728	181,000	186,500	192,100	197,900					
% of Total Parks and Stormwater Fund Outlay		4%	10%	3%	3%	4%	10%	8%	4%	8%					
CAPITAL OUTLAY SUMMARY		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED					
Total Parks-Stormwater Tax Fund Outlay		2,773,922	1,228,955	4,523,678	4,772,033	4,432,728	1,761,000	2,231,500	4,387,100	2,627,900					
% of Total Annual Expenses		85%	71%	89%	89%	89%	75%	79%	88%	82%					
OPERATIONS AND MAINTENANCE		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED					
Transfer Out - General Fund (Parks and Stormwater Operations and Maintenance)		492,198	492,198	582,434	582,434	565,998	571,658	577,375	583,149	588,980					
Subtotal		492,198	492,198	582,434	582,434	565,998	571,658	577,375	583,149	588,980					
% of Total Annual Expenses		15%	29%	11%	11%	11%	25%	21%	12%	18%					
9514 DEBT SERVICE		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED					
N/A		-	-	-	-	-	-	-	-	-					
Subtotal		-	-	-	-	-	-	-	-	-					
% of Total Annual Expenses		0%	0%	0%	0%	0%	0%	0%	0%	0%					

TOTAL ANNUAL EXPENSES (Capital Outlay, Transfers Out, and Debt Service)	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
	3,266,120	1,721,153	5,106,112	5,354,467	4,998,726	2,332,658	2,808,875	4,970,249	3,216,880

PARKS AND STORMWATER FUND REVENUES									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)			4,106,102	4,138,823	2,278,049	646,881	1,590,998	2,720,066	1,429,239
Estimated Parks-Stormwater Tax Revenue (Half-Cent Sales Tax)	2,988,692	2,988,692	2,970,411	2,829,991	2,888,291	2,886,874	2,915,743	2,944,900	2,974,349
Estimated Interest Revenue	100	93,435	25,049	151,750	227,624	229,901	232,200	234,522	236,867
Estimated Additional Revenue (Grants, Reimbursement, and Other)	140,000	92,059	215,000	511,952	281,643	160,000	790,000	500,000	325,000
Capital Fund Transfers In	-	-	-	-	-	-	-	-	-
General Fund Transfers In	-	-	-	-	-	-	-	-	-
Proceeds from Equipment Sales	-	-	-	-	-	-	-	-	-
Total Revenues & Transfers In - Parks and Stormwater Fund	2,625,701	2,871,285	3,210,460	3,493,693	3,367,558	3,276,775	3,937,943	3,679,422	3,536,216
Total Anticipated Year End Expenditures	3,266,120	1,721,153	5,106,112	5,354,467	4,998,726	2,332,658	2,808,875	4,970,249	3,216,880
Ending Fund Balance (Cash Basis) - Parks and Stormwater Fund	2,348,273	4,138,823	2,210,450	2,278,049	646,881	1,590,998	2,720,066	1,429,239	1,748,575

ESTIMATED ADDITIONAL REVENUE (FUNDING SOURCES)									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
ADA Improvements (Community Development Block Grant)	-	-	-	-	-	-	-	-	-
Stormwater Improvements (Deer Creek OMCI)	680,034	-	65,000	61,952	281,643	-	790,000	500,000	200,000
Park Path Improvements (Municipal Park Grant)	-	91,959	-	-	-	-	-	-	-
Venable Park Memorial (HDR Foundation Grant)	-	-	100,000	100,000	-	-	-	-	-
Venable Park Memorial (Private Donations)	-	100	50,000	50,000	-	-	-	-	-
Venable Park Master Plan (HDR Foundation Grant)	-	-	-	300,000	-	-	-	-	-
Various Projects - (University City OMCI)	-	-	-	-	-	160,000	-	-	125,000
Annual Total	680,034	92,059	215,000	511,952	281,643	160,000	790,000	500,000	325,000

BUILDING PROJECT BOND FUND (PROP P)

BUILDING PROJECT BOND FUND REVENUES									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)	1,123,984	1,123,984	1,159,121	1,159,121	1,209,466	1,050,314	1,101,671	1,153,542	1,205,931
Estimated Bond Proceeds	-	-	-	-	-	-	-	-	-
Estimated Interest Revenue	850	35,137	33,000	50,345	50,848	51,357	51,871	52,389	52,913
Reimbursement from Smoke Evacuation System Settlement Transfers In	-	-	-	-	-	-	-	-	-
Total Revenues & Transfers In	850	35,137	33,000	50,345	50,848	51,357	51,871	52,389	52,913
9501 BUILDING DESIGN AND CONSTRUCTION									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
01 Police Building Professional Services	-	-	-	-	-	-	-	-	-
02 Police Building Site Work and Building Constructor	-	-	-	-	-	-	-	-	-
03 Government Center Accessibility & Security Improvements	-	-	-	-	-	-	-	-	-
04 Government Center Electrical Switchgear Replacement	-	-	-	-	-	-	-	-	-
05 Government Center Renovations	-	-	-	-	-	-	-	-	-
06 Police Parking Lot Security Fence	-	-	80,000	-	210,000	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Total Anticipated Year End Expenditures & Transfers	-	-	80,000	-	210,000	-	-	-	-
Ending Fund Balance (Cash Basis) - Building Project Bond Fund	1,124,834	1,159,121	1,112,121	1,209,466	1,050,314	1,101,671	1,153,542	1,205,931	1,258,844
9514 DEBT SERVICE									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)	817,964	817,964	462,792	462,792	740,984	1,028,466	1,344,778	1,662,647	2,008,392
Estimated Property Tax Collection Revenue	670,000	939,484	964,600	964,600	964,600	993,538	993,538	1,023,344	1,023,344
Estimated Interest Revenue	500	13,014	9,500	19,000	19,190	19,382	19,576	19,771	19,969
Total Anticipated Revenues	670,500	952,493	974,100	983,600	983,790	1,012,920	1,013,114	1,043,115	1,043,313
DEBT SERVICE (PROP P) EXPENSES									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	FY2029 PROJECTED
Estimated Expenditures	600,320	598,999	320	320	320	320	320	320	320
Estimated Interest Expenses	247,657	238,672	215,588	215,588	205,988	191,288	179,925	167,050	151,150
Estimated Principal Expenses	470,000	470,000	480,000	480,000	490,000	505,000	515,000	530,000	550,000
Total Anticipated Expenditures	1,317,977	1,307,671	695,908	695,908	696,308	696,608	695,245	697,370	701,470
Ending Cash Balance - Debt Service	170,487	462,792	740,984	750,484	1,028,466	1,344,778	1,662,647	2,008,392	2,350,235

9501 GOVERNMENT FACILITIES ACCOUNT SUMMARY									
CAPITAL FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
01 Accessibility Improvements (CDBG)	20,000	-	-	-	30,000	30,000	30,000	30,000	
02 Government Center Renovations	400,000	38,317	30,000	15,000	-	-	-	-	
04 Salt Dome Roof Repairs (Insurance Claim)	-	-	60,000	41,000	-	-	-	-	
06 Government Center Roof Repairs (Insurance Claim)	-	-	255,653	250,000	-	-	-	-	
07 Demo of 1030 N Lindbergh Blvd Building	-	-	40,000	40,000	-	-	-	-	
08 Roofing for Public Works Garage	-	-	-	-	100,000	500,000	-	-	
09 EV Charging Stations at the Police Station and Government Center (Grant Match)	-	-	112,500	-	75,000	-	-	-	
10 Public Works Garage Parking Lot Repairs	-	-	-	-	35,000	-	-	-	
11 Public Works Settlement Study	-	-	-	-	-	-	-	-	
Subtotal - Government Facilities Expenses - Capital Fund	420,000	38,317	498,153	346,000	240,000	530,000	30,000	30,000	
PARKS AND STORMWATER FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
Subtotal - Government Facilities Expenses - Parks and Stormwater Fund	-	-	-	-	-	-	-	-	
BUILDING PROJECT BOND FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
01 Police Building Professional Services	-	-	-	-	-	-	-	-	
02 Police Building Site Work and Building Construction	-	-	-	-	-	-	-	-	
03 Government Center Accessibility & Security Improvements	-	-	-	-	-	-	-	-	
04 Government Center Electrical Switchgear Replacement	-	-	-	-	-	-	-	-	
05 Government Center Renovations	-	-	-	-	-	-	-	-	
06 Police Parking Lot Security Fence	-	-	80,000	-	210,000	-	-	-	
Transfers Out	-	-	-	-	-	-	-	-	
Subtotal - Government Facilities Expenses - Building Project Bond Fund	-	-	80,000	-	210,000	-	-	-	
TOTAL CAPITAL EXPENSES (ALL FUNDS)	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
GOVERNMENT FACILITIES	\$ 420,000	\$ 38,317	\$ 578,153	\$ 346,000	\$ 450,000	\$ 530,000	\$ 30,000	\$ 30,000	
Total Capital Expenses - Government Facilities									

9506 PARKS AND RECREATIONAL FACILITIES ACCOUNT SUMMARY

CAPITAL FUND	FY2023 ACTUAL	FY2023 PROJECTED	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
02 Park or Diekmann Complex Improvements (Grant Match)	30,500	-	-	2,412,970	30,500	30,500	-	30,500
14 Ice Arena Refrigerant Switchover (Municipal & ARPA Grant)	100,000	170,423	2,412,970	2,534,553	-	-	-	-
16 Diekmann Recreation Complex HVAC Replacement - Phase 2 (Diekmann East)	110,000	6,853	127,259	124,769	-	-	-	-
17 Diekmann Recreation Complex Roof Drainage	30,000	42,962	93,000	108,334	-	-	-	-
18 Ice Arena Flooring Replacement	-	-	200,000	104,215	-	-	-	-
21 Ice Arena Dehumidification System Repair (ARPA)	-	-	68,704	68,704	-	-	-	-
23 Diekmann Complex Concessions Area Renovation (Planning & Design)	30,000	-	-	15,500	-	-	-	-
24 Diekmann Recreation Complex Fire Alarm Repair (Insurance Claim)	-	9,007	-	-	-	-	-	-
25 Golf Course Perimeter Fencing Replacement	-	-	40,000	17,968	-	-	-	-
26 Golf Course Maintenance Bridge	-	-	-	-	-	-	-	-
27 Diekmann Structural Repairs	-	-	20,000	20,000	-	20,000	20,000	20,000
28 Accessibility Improvements (ODBG)	-	-	20,000	-	-	400,000	-	-
29 Roofing for Ice Arena (Insurance Claim)	-	-	-	-	-	-	-	-
30 Diekmann Compressor Repairs (ARPA)	-	70,448	-	-	-	-	-	-
32 Golf Course Maintenance Building Replacement (Planning)	-	-	-	-	-	-	-	-
33 Golf Course Irrigation System Replacement (Municipal Park Grant)	-	-	30,000	30,000	-	550,000	-	-
Subtotal - Parks and Recreational Facilities Expenses - Capital Fund	300,500	299,693	3,011,933	3,024,043	30,500	1,000,500	20,000	50,500

PARKS AND STORMWATER FUND	FY2023 ACTUAL	FY2023 PROJECTED	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
03 Historic Building Rehabilitation and Preservation	25,000	12,490	100,000	22,030	55,000	25,000	80,000	25,000
04 Conway Park Cabins Relocation	75,000	65,012	-	-	-	-	-	-
05 Park Restroom Renovations	40,000	22,088	120,000	152,927	-	-	-	-
06 Park Path Improvements (Municipal Park Grant)	-	168,952	-	-	-	-	-	-
09 Park Parking Lot Sealing	-	-	-	-	-	-	25,000	-
10 Park Furniture Replacement	-	-	20,000	-	20,000	20,000	20,000	20,000
11 Malcolm Terrace Park Trail Improvements	-	22,459	-	-	-	25,000	-	-
14 Millennium Park Improvements - Phase 1	1,590,000	56,655	2,300,000	2,575,460	-	-	-	-
15 Millennium Park Improvements - Phase 2 - Trails & Ridgemoor Forest Connection	100,000	-	-	-	-	-	-	110,000
17 Venable Park Improvements - Phase 1 - Trail, Bridge, Tennis Courts & Splash pad	-	-	125,000	514,270	2,200,000	-	-	-
18 Conway Park Parking Lot Expansion (Design)	-	-	-	20,500	-	-	-	-
19 Playground Safety Surface Replacement (Conway 2026 & MTP 2029)	-	133,597	-	-	-	125,000	-	-
21 Millennium Park - Phase 3 - Park Entrance & Parking Lot Improvements	-	-	-	-	-	-	-	-
22 Lake School Park Renovations	30,000	30,710	9,000	8,552	11,000	75,000	675,000	70,000
23 39N Greenway Connection to Centennial Trail	-	-	33,750	45,750	-	300,000	-	2,600,000
24 Venable Park Memorial (HDR Foundation Grant)	-	-	288,500	75,000	225,000	-	-	-
25 Malcolm Terrace Park Pavilion Replacement	-	-	-	-	-	-	-	-
26 Millennium Park - Parking Lot Solar Lighting	-	-	-	-	25,000	-	-	-
Subtotal - Parks and Rec. Facilities Expenses - Parks and Stormwater Fund	1,860,000	511,962	2,996,250	3,414,489	2,536,000	570,000	800,000	2,825,000

BUILDING PROJECT BOND FUND	FY2023 ACTUAL	FY2023 PROJECTED	FY2024 BUDGETED	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)	FY2023 ACTUAL	FY2023 PROJECTED	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
PARKS AND RECREATIONAL FACILITIES								
Total Capital Expenses - Parks and Recreational Facilities	\$ 2,160,500	\$ 811,656	\$ 6,008,183	\$ 6,438,532	\$ 2,566,500	\$ 1,570,500	\$ 820,000	\$ 2,875,500

9509 STORMWATER ACCOUNT SUMMARY

CAPITAL FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Subtotal - Stormwater Expenses - Capital Fund	-	-	-	-	-	-	-	-

PARKS AND STORMWATER FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Watershed Management Plan	448,026	158,393	289,633	225,000	-	-	-	-
04 Hibler Roadside Drainage	25,000	58,853	339,000	493,309	-	-	-	-
05 Alden Lane Drain Replacement (Deer Creek OMCI)	20,000	20,630	67,000	97,557	-	-	-	-
06 Ballas Culvert Erosion Rehabilitation (Deer Creek OMCI)	50,000	76,686	380,000	281,643	-	-	-	-
07 Golf Course Pond Aeration	25,000	12,350	64,000	69,034	-	-	-	-
08 Hibler Woods Drain Replacement	20,000	26,800	30,000	33	-	-	-	-
09 Stormwater Concept Plans (Design)	175,000	-	150,000	-	-	-	-	-
11 Lake Dredging - Conway Park & Golf Course	-	-	40,000	-	450,000	-	300,000	-
12 Millennium Park Detention Emergency Repair	-	241,656	-	-	-	-	-	-
13 Stormwater Management Cost-Share Program	-	-	-	-	120,000	60,000	60,000	60,000
14 Woodbridge Manor & Mason Forest Drive	-	-	-	-	190,000	-	-	-
15 Fempark Drive & Warrington Square	-	-	-	-	427,000	-	-	-
16 Beaver Drive Crossing (Deer Creek OMCI)	-	-	-	-	174,000	345,000	-	-
17 Sona Lane (Deer Creek OMCI) & Bellington Lane	-	-	-	-	160,000	445,000	-	-
18 Stormwater Projects from Watershed Management Plan	-	-	-	-	-	-	885,000	810,000
19 Deer Creek OMCI Construction Projects	-	-	-	-	-	160,000	-	500,000
20 Various Projects - University City (OMCI)	-	-	-	-	-	-	-	-
21 Drain Replacements - West Rue De La Banque & Bellerive Manor	-	-	-	-	70,000	-	-	-
22 Grant Funding Consultant Research for Stormwater Projects	-	-	-	-	25,000	-	-	-
23 Video Inspection Ballas storm sewer (Olive to Conway) Video of Roadway Culvert	-	-	-	-	75,000	-	-	-
Subtotal - Stormwater Expenses - Parks and Stormwater Fund	763,026	595,369	1,359,633	1,166,576	1,691,000	1,010,000	1,245,000	1,370,000

BUILDING PROJECT BOND FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Subtotal - Stormwater Expenses - Building Project Bond Fund	-	-	-	-	-	-	-	-

TOTAL CAPITAL EXPENSES (ALL FUNDS) STORMWATER	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Capital Expenses - Stormwater	\$ 763,026	\$ 595,369	\$ 1,359,633	\$ 1,166,576	\$ 1,691,000	\$ 1,010,000	\$ 1,245,000	\$ 1,370,000

9510 STREETS AND SIDEWALKS ACCOUNT SUMMARY

CAPITAL FUND		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Street and Sidewalk Maintenance Program		1,400,000	699,304	2,732,527	3,549,000	1,442,300	1,463,900	1,485,900	1,508,200
02 Street Reconstruction/Rehabilitation		300,000	419,240	300,000	-	-	300,000	-	300,000
04 Fernview Sidewalk - Phase 1 Olive to Gallagher (Design & TAP Grant)		-	5,092	50,000	120,000	230,000	645,000	-	-
05 New Ballias Median Plantings		-	-	50,000	40,000	-	-	-	-
09 Mosley Road Improvement Project (STP Grant)		-	1,124,717	-	-	-	-	-	-
10 N Ballias Road Improvements - Phase 1 - Olive to Craig (STP Grant)		1,136,600	153,816	-	1,161,000	-	-	-	-
11 N Ballias Sidewalk - Phase 3 (TAP Grant)		210,000	4,688	29,751	50,000	10,000	550,000	-	-
12 Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant)		460,000	122,177	2,045,500	345,000	2,045,000	-	-	-
13 Olive-Lindbergh Interchange & Olive Enhancements		-	-	30,000	-	50,000	-	-	-
14 Pavement Condition Ratings Update		-	27,962	-	-	-	-	-	-
15 Olive Median Enhancement Stock		-	59,841	20,000	59,841	20,000	20,000	20,000	20,000
16 Craig Road Improvements (STP Grant)		150,000	-	225,600	225,600	1,315,000	-	-	-
17 N Ballias Road Improvements - Phase 2 S. New Ballias (Design & STP Grant)		-	-	150,000	150,000	50,000	1,275,000	-	-
18 N Ballias Road Improvements - Phase 3 - Ladue to Magna C (Design & STP Grant)		-	-	-	-	-	150,000	20,000	250,000
19 N Ballias Road Improvements - Phase 4 - Magna C to Olive (Design & STP Grant)		-	-	-	-	-	25,000	125,000	25,000
20 Ladue Road Improvements - Phase 1 (Design & STP Grant)		-	-	-	-	175,000	25,000	480,000	-
21 Olive-270 Overpass Cleaning & Painting		-	-	80,000	-	20,000	200,000	-	-
22 Old Olive Sidewalk Extension (Design & Construct)		-	-	34,159	34,487	-	-	-	-
23 Fernview Sidewalk - Phase 2 Gallagher to LeHavre (Design & TAP Grant)		-	-	-	-	-	80,000	-	-
24 Mason Road Pedestrian Signal		-	-	-	-	25,000	-	-	-
Subtotal - Streets and Sidewalks - Capital Fund		3,656,600	2,616,837	5,747,537	5,734,928	5,382,300	4,708,900	2,130,900	2,103,200

PARKS AND STORMWATER FUND		FY2023 BUDGETED	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
Subtotal - Streets and Sidewalks - Parks and Stormwater Fund		-	-	-	-	-	-	-

BUILDING PROJECT BOND FUND		FY2023 BUDGETED	FY2024 BUDGETED	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		FY2023 BUDGETED	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Capital Expenses - Streets and Sidewalks		\$ 3,656,600	\$ 2,616,837	\$ 5,747,537	\$ 5,734,928	\$ 4,708,900	\$ 2,130,900	\$ 2,103,200

9516 CAPITAL EQUIPMENT ACCOUNT SUMMARY									
CAPITAL FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
01 Public Works Capital Equipment	331,000	223,029	814,265	831,915	400,258	433,151	428,288	435,586	
02 Golf Course Capital Equipment	-	1,270	55,000	52,000	-	-	-	-	
03 Police Department Capital Equipment	42,000	71,714	-	-	-	-	-	-	
06 Permitting Software	70,000	42,112	114,537	59,858	-	-	-	-	
07 Meeting Management Software	20,000	17,000	-	-	-	-	-	-	
09 Capital Equipment Back Order	-	-	123,042	123,042	-	-	-	-	
10 Olympia Zamboni Repair	-	-	-	35,479	-	-	-	-	
Subtotal - Capital Equipment - Capital Fund	463,000	355,125	1,106,844	1,102,294	400,258	433,151	428,288	435,586	
PARKS AND STORMWATER FUND									
01 Parks Capital Equipment	30,000	-	30,000	30,000	30,000	-	-	-	
Subtotal - Capital Equipment - Parks and Stormwater Fund	30,000	-	30,000	30,000	30,000	-	-	-	
BUILDING PROJECT BOND FUND									
	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
Subtotal - Capital Equipment - Building Project Bond Fund	-	-	-	-	-	-	-	-	
TOTAL CAPITAL EXPENSES (ALL FUNDS)									
CAPITAL EQUIPMENT	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
Total Capital Expenses - Capital Equipment	\$ 493,000	\$ 355,125	\$ 1,136,844	\$ 1,132,294	\$ 430,258	\$ 433,151	\$ 428,288	\$ 435,586	

New or Substantially Modified Projects are in Bold

CAPITAL PROJECT ADMINISTRATION ACCOUNT SUMMARY

CAPITAL FUND		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Project Management		145,258	138,789	163,104	165,081	180,226	185,700	191,300	197,100
Subtotal - Capital Project Administration - Capital Fund		145,258	138,789	163,104	165,081	180,226	185,700	191,300	197,100
PARKS AND STORMWATER FUND									
01 Project Management		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
		120,896	121,624	137,795	160,968	175,728	181,000	186,500	192,100
Subtotal - Capital Project Administration - Parks and Stormwater Fund		120,896	121,624	137,795	160,968	175,728	181,000	186,500	192,100
BUILDING PROJECT BOND FUND									
		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
		-	-	-	-	-	-	-	-
Subtotal - Capital Project Administration - Building Project Bond Fund		-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES (ALL FUNDS)									
CAPITAL PROJECT ADMINISTRATION		FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Capital Expenses - Capital Project Administration		\$ 266,154	\$ 260,413	\$ 300,899	\$ 326,049	\$ 355,954	\$ 366,700	\$ 377,800	\$ 389,200

CAPITAL IMPROVEMENT PROGRAM SUMMARY

CAPITAL FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (Estimated Cash Basis as of July 1)	2,620,094	2,620,094	1,764,724	3,432,544	212,247	734,554	75,675	399,953
Total Anticipated Annual Revenues	4,467,104	4,261,210	8,451,037	7,152,050	6,755,590	6,199,372	3,124,766	3,150,414
Total Anticipated Annual Expenses	(4,985,358)	(3,448,761)	(10,527,571)	(10,372,346)	(6,233,284)	(6,858,251)	(2,800,488)	(2,816,386)
Total Anticipated Debt Service Revenues	-	-	-	-	-	-	-	-
Total Anticipated Debt Service Expenses	-	-	-	-	-	-	-	-
Ending Cash Balance - Capital Fund	2,101,840	3,432,544	(311,810)	212,247	734,554	75,675	399,953	733,981

PARKS-STORMWATER TAX FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (Estimated Cash Basis as of July 1)	2,988,692	2,988,692	4,106,102	4,138,823	2,278,049	646,881	1,590,998	2,720,066
Total Anticipated Annual Revenues	2,625,701	2,871,285	3,210,460	3,493,693	3,367,558	3,276,775	3,937,943	3,679,422
Total Anticipated Annual Expenses	(3,266,120)	(1,721,153)	(5,106,112)	(5,354,467)	(4,998,726)	(2,332,658)	(2,808,875)	(4,970,249)
Total Anticipated Debt Service Revenues	-	-	-	-	-	-	-	-
Total Anticipated Debt Service Expenses	-	-	-	-	-	-	-	-
Ending Cash Balance - Parks-Stormwater Tax Fund	2,348,273	4,138,823	2,210,450	2,278,049	646,881	1,590,998	2,720,066	1,429,239

BUILDING PROJECT BOND FUND	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (Estimated Cash Basis as of July 1)	1,941,948	1,941,948	1,621,913	1,621,913	1,950,450	2,078,780	2,446,449	2,816,189
Total Anticipated Annual Revenues	850	35,137	33,000	50,345	50,848	51,357	51,871	52,389
Total Anticipated Annual Expenses	-	-	(80,000)	-	(210,000)	-	-	-
Total Anticipated Debt Service (Prop P) Revenues	670,500	952,499	974,100	983,600	983,790	1,012,920	1,013,114	1,043,115
Total Anticipated Debt Service (Prop P) Expenses	(1,317,977)	(1,307,671)	(695,908)	(695,908)	(696,308)	(696,608)	(695,245)	(697,370)
Ending Cash Balance - Building Project Bond Fund	1,295,321	1,621,913	1,853,105	1,959,950	2,078,780	2,446,449	2,816,189	3,214,323

TOTAL COMBINED CAPITAL IMPROVEMENT PROGRAM (CAPITAL, PARKS-STORMWATER, AND BUILDING PROJECT BOND FUNDS)	FY2023 BUDGETED	FY2023 ACTUAL	FY2024 BUDGETED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Combined Beginning Fund Balance	7,550,734	7,550,734	7,492,739	9,193,280	4,440,746	3,460,215	4,113,122	5,936,208
Total Combined Revenues & Transfers In	7,764,155	8,120,131	12,668,597	11,679,688	11,157,786	10,540,424	8,127,694	7,925,340
Total Combined Anticipated Year End Expenditures & Transfers	(9,569,455)	(6,477,585)	(16,409,591)	(16,422,721)	(12,138,318)	(9,887,517)	(6,304,608)	(8,484,005)
Ending Fund Balance (Cash Basis) - All Capital Funds	5,745,434	9,193,280	3,751,745	4,450,246	3,460,215	4,113,122	5,936,208	5,377,543

PARKS & STORMWATER FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025	% Change to Projected FY 2024
<u>Revenues:</u>						
Intergovernmental Revenue	3,045,352	2,685,791	3,370,412	3,341,943	3,139,934	-6.04%
Other Revenues	4,466	185,494	25,049	151,750	227,624	50.00%
Total Operating Revenues	3,049,818	2,871,285	3,395,461	3,493,692	3,367,558	-3.61%
Transfers From General Fund	749,533	-	-	-	-	
Total Revenues	3,799,351	2,871,285	3,395,461	3,493,692	3,367,558	-3.61%
<u>Expenditures:</u>						
Personnel	42,002	121,455	147,495	160,918	175,678	9.17%
Operating	-	169	-	50	50	0.00%
Park Development Projects	846,524	511,962	3,073,018	3,414,489	2,336,000	-31.59%
Stormwater Projects	28,040	595,369	1,445,644	1,166,576	1,691,000	44.95%
Capital Equipment	-	-	30,000	30,000	30,000	0.00%
Total Expenditures	916,566	1,228,955	4,696,157	4,772,033	4,232,728	-11.30%
<u>Other Financing Uses:</u>						
Transfer Out for P&S Oper. and Maint.	380,000	492,198	582,434	582,434	565,998	-2.82%
Total Other Financing Uses	380,000	492,198	582,434	582,434	565,998	
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	2,502,785	1,150,132	(1,883,130)	(1,860,775)	(1,431,168)	
FUND BALANCE-BEGINNING OF YEAR	485,907	2,988,692	4,074,160	4,138,824	2,278,049	
FUND BALANCE-END OF YEAR	2,988,692	4,138,824	2,191,030	2,278,049	846,881	

PARKS & STORMWATER FUND
COMPARISON OF FISCAL YEAR 2025 ESTIMATED REVENUE WITH 2024 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2022 AND 2023

	Actual Revenues FY 2022	Actual Revenues FY 2023	Budgeted Revenues FY 2024	Projected Revenues FY 2024	Estimated Revenues FY 2025
INTERGOVERNMENTAL REVENUE:					
4301 City Sales Tax - 1/2 Cent	2,564,852	2,685,791	2,970,412	2,829,991	2,858,291
4737 Other Agency Funding*	480,500	-	400,000	511,952	281,643
Total Intergovernmental Revenue	3,045,352	2,685,791	3,370,412	3,341,943	3,139,934
OTHER REVENUES:					
4703 Gain (loss) on investments	-	-	-	-	-
4704 Interest on Investments	4,466	93,435	25,049	151,750	227,624
4730 Reimbursements	-	91,959	-	-	-
4755 Other Revenues	-	100	-	-	-
4771 Proceeds-Sales of Fixed Asset	-	-	-	-	-
Total Other Revenues	4,466	185,494	25,049	151,750	227,624
Total Current Year's Revenue	3,049,818	2,871,285	3,395,461	3,493,692	3,367,558
4901 Transfers From Other Funds	749,533	-	-	-	-
Total Intergovernmental Funding	749,533	-	-	-	-
TOTAL REVENUES	3,799,351	2,871,285	3,395,461	3,493,692	3,367,558

*Comprised of Deer Creek OMCI (\$281,643)

**PARKS & STORMWATER FUND
SUMMARY OF CAPITAL OUTLAYS BY ACTIVITY**

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
CAPITAL OUTLAY:					
5101 Salaries, Permanent Empl.	33,653	98,604	106,875	113,614	113,955
5103 Overtime	47	915	-	1,300	1,500
5109 Provision for Salary Adj.	-	2,134	5,965	-	7,746
5230 Hospital & Medical Insurance	-	-	2,410	14,145	15,419
5231 Self Insured Medical Benefit	-	600	900	900	900
5233 Dental Insurance	-	373	459	459	481
5234 Group Life Insurance	116	356	473	435	474
5235 Accidental Death & Dismem.	12	34	52	38	42
5236 Disability Insurance	-	103	301	317	346
5240 Social Security Contribution	2,597	7,822	9,000	8,800	9,500
5241 Pension Contribution	205	5,725	15,498	15,400	16,810
5243 Worker's Compensation	5,371	4,788	5,562	5,510	8,505
7307 Gasoline & Mileage	-	169	-	50	50
9506 Parks and Recreational Facilities	846,524	511,962	3,073,018	3,414,489	2,336,000
9509 Stormwater Projects	28,040	595,369	1,445,644	1,166,576	1,691,000
9516 Capital Equipment	-	-	30,000	30,000	30,000
TOTAL CAPITAL OUTLAY	916,566	1,228,955	4,696,157	4,772,033	4,232,728

**PARKS & STORMWATER FUND
ESTIMATED FY 2025 CAPITAL OUTLAY PROJECTS**

Capital Outlay Detail	Annual
9506 Park Development Projects	
Historical Building Rehabilitation and Preservation	55,000
Millennium Park Parking Lot Solar Lighting	25,000
Park Furniture Replacement	20,000
Venable Park Improvements	2,000,000
Lake School Park Renovations	11,000
Venable Park Memorial	225,000
Total Account 9506	<u>2,336,000</u>
9509 Storm Water Projects	
Beaver Drive Crossing (Deer Creek OMCI)	174,000
Consultant Research for Stormwater Projects-Grant	25,000
Drain Replacement-West Rue De La Banque & Bellerive Manor	70,000
Fernpark Drive & Warrington Square	427,000
Lake Dredging - Conway Park & Golf Course	450,000
Sona Lane (Deer Creek OMCI) & Bellington Lane	160,000
Stormwater Management Cost-Share Program	120,000
Video of Ballas Storm Sewer (Olive to Conway)	75,000
Woodbridge Manor & Mason Forest Drive	190,000
Total Account 9509	<u>1,691,000</u>
9516 Capital Equipment	
Used Tractor	30,000
Total Account 9516	<u>30,000</u>
Administration	
Project Manager & Operations	175,728
Total Account 9516	<u>175,728</u>
Total Capital Outlay	<u>\$ 4,232,728</u>

POLICE BUILDING FUND

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025
OPERATING REVENUES					
4704 Interest Revenue	3,185	35,137	33,000	50,345	50,848
4730 Reimbursements			-	-	-
Total Operating Revenues	3,185	35,137	33,000	50,345	50,848
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	35,137	33,000	50,345	50,848

POLICE BUILDING FUND

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
OPERATING EXPENSES:					
6203 Professional Services	5,000	-	-	-	-
6299 Quality and Control Testing	-	-	-	-	-
9501 Building & Improvement Projects	-	-	80,000	-	210,000
9515 Bond Issuance Costs	-	-	-	-	-
TOTAL POLICE BUILDING FUND OPERATING EXPENDITURES	5,000	-	80,000	-	210,000
 Total Transfers Out	 -	 -	 -	 -	 -
TOTAL POLICE BUILDING FUND EXP. AND TRANSFERS OUT	5,000	-	80,000	-	210,000
 EXCESS OF REV. OVER EXP.	 (1,815)	 35,137	 (47,000)	 50,345	 (159,152)
 FUND BALANCE-BEGINNING OF YEAR	 1,125,798	 1,123,984	 1,156,879	 1,159,121	 1,209,466
FUND BALANCE-END OF YEAR	1,123,984	1,159,121	1,109,879	1,209,466	1,050,314

**POLICE BUILDING FUND
ESTIMATED FY 2025 CAPITAL OUTLAY PROJECTS**

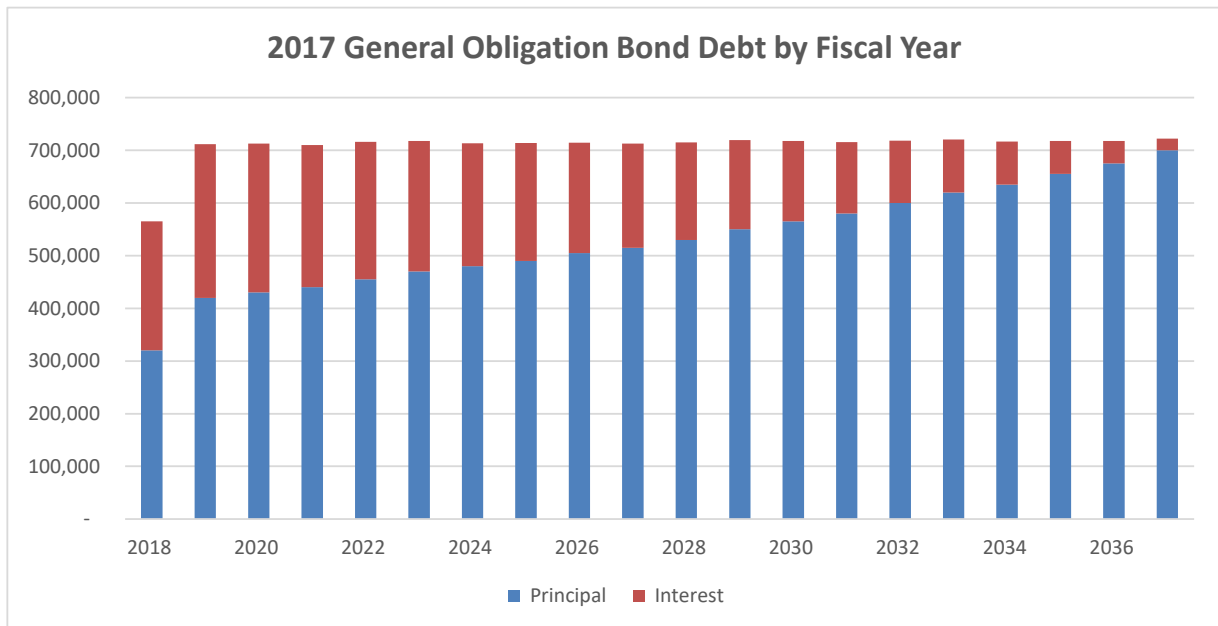
Capital Improvement Projects	
Police Parking Lot Security Fence	210,000
Total Capital Improvement Projects	210,000

DEBT SERVICE FUND

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025
OPERATING REVENUES					
4101 Property Taxes	672,670	802,109	821,500	821,500	821,500
4104 Personal Property Taxes	107,051	137,375	143,100	143,100	143,100
4704 Interest Revenue	2,082	13,014	9,500	19,000	19,190
Total Operating Revenues	<u>781,803</u>	<u>952,499</u>	<u>974,100</u>	<u>983,600</u>	<u>983,790</u>
OTHER REVENUES					
	-	-	-	-	-
Total Other Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING FUND REVENUES	<u>781,803</u>	<u>952,499</u>	<u>974,100</u>	<u>983,600</u>	<u>983,790</u>

DEBT SERVICE FUND

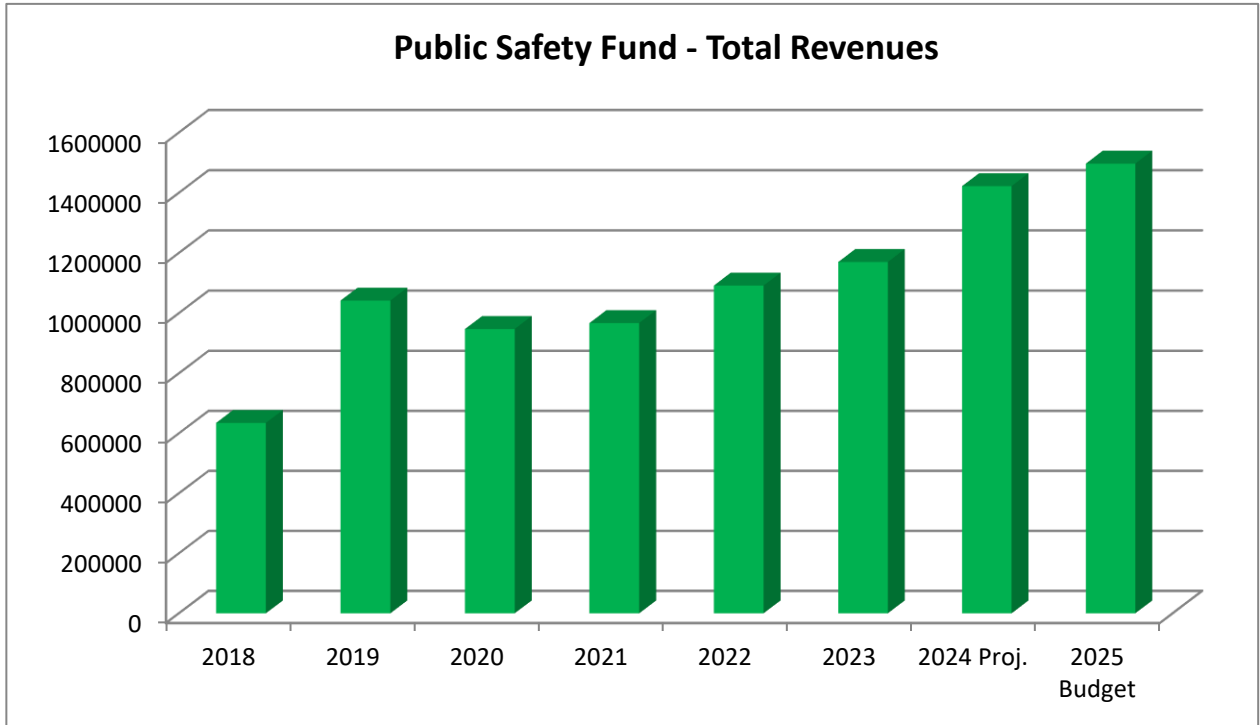
	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
OPERATING EXPENSES:					
6202 Technical & Personal Services	318	598,999	320	320	320
8410 Interest Expenditures	261,306	238,672	215,588	215,588	205,988
9514 Principal Expenditures	455,000	470,000	480,000	480,000	490,000
Total Operating Expenses	716,624	1,307,671	695,908	695,908	696,308
TOTAL DEBT SERVICE FUND EXP.	716,624	1,307,671	695,908	695,908	696,308
EXCESS OF DEBT SERVICE REVENUES OVER EXPENDITURES	65,179	(355,172)	278,192	287,692	287,482
FUND BALANCE-BEGINNING OF YEAR	752,786	817,965	429,692	462,793	750,485
FUND BALANCE-END OF YEAR	817,965	462,793	707,884	750,485	1,037,967



More information about the Bond can be found under Part XII - General Information: Computation of Legal Debt Margin

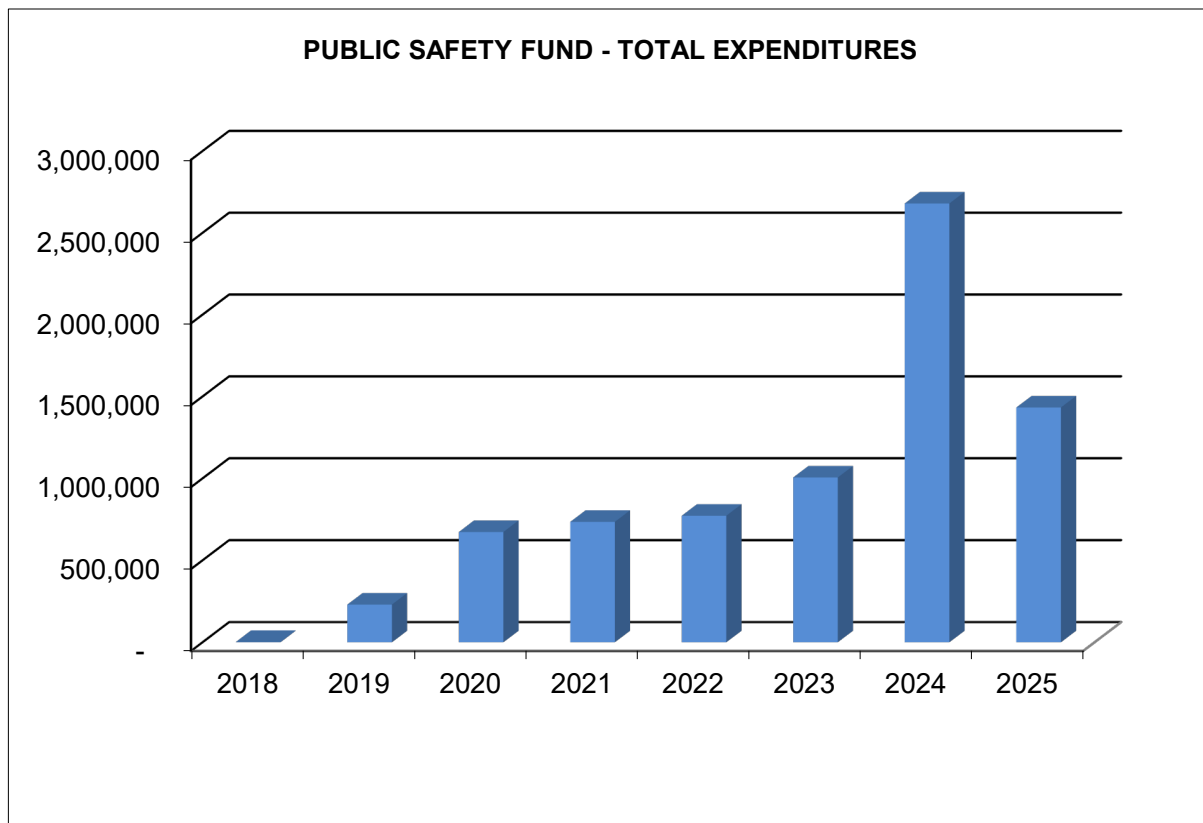
PUBLIC SAFETY FUND - REVENUES

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025
OPERATING REVENUES					
4301 Public Safety Sales Tax	1,091,699	1,170,174	1,235,028	1,422,103	1,496,924
4546 Donations	-	-	-	-	-
4704 Interest	5,425	60,202	30,000	73,594	65,000
4737 Other Agency Funding	-	-	-	-	17,000
Total Operating Revenues	<u>1,097,124</u>	<u>1,230,376</u>	<u>1,265,028</u>	<u>1,495,698</u>	<u>1,578,924</u>
TRANSFERS					
4901 Transfer In From Other Funds	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PUBLIC SAFETY REVENUES	<u><u>1,097,124</u></u>	<u><u>1,230,376</u></u>	<u><u>1,265,028</u></u>	<u><u>1,495,698</u></u>	<u><u>1,578,924</u></u>



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. FY 2024 revenue is estimated to be \$1,422,103, up 21.5% from FY 2023 as a result of the 3% marijuana sales tax that started October 2023. Revenue is projected to increase 5.3% to \$1,496,924 for FY 2025, mainly due to a full year of the marijuana sales tax.

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	144,209	14.9%
2023	1,170,174	202,952	18.6%
2024 Proj.	1,422,103	251,929	21.5%
2025 Budget	1,496,924	74,821	5.3%



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	1,006,023	233,440	30.2%
2024 Projected	2,680,029	1,674,007	166.4%
2025 Budgeted	1,433,414	(1,246,616)	-46.5%

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 FY 2023 included an increase for Market Equity/Step Program/Probation Completion Bonus (\$128,900) and \$83,521 for a one-time 2% COLA.

FY 2024 An increase of 166.4% occurred in FY 2024 as a result of closing the Legacy Pension Plan and transferring the administration to LAGERS. Prior to closing the Plan, the City changed the Plan to include a Cost of Living Increase (COLA), which cost \$2.4M. The Public Safety Fund covered over \$1.5M of this \$2.4M.

FY 2025 A decrease of 46.5% is projected for FY 2025 as a result of the one-time payment in FY 2024 of over \$1.5M for the COLA. Also included in FY 2025 is an increase of \$117,783 for an increase in the Market Equity/Step Program for the Patrolman, as well as almost a \$100K increase in annual operating expenditures. Half of this increase is due to an increase in capital expenditures.

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 – 20% of sales tax is dedicated to the Police Department pension costs (\$251,845).

Expenses

- Acct. 6211 – Increase due to Flock license plate recognition (LPR) upgrades and maintenance (\$17,500) with expenses partially reimbursable through a grant, and purchase of two (2) new Flock Condor park cameras (\$6,000).
- Acct. 6226 – Increase in Police Building Property Insurance (\$47,845).
- Acct. 6265 – Increase due to attendance for two (2) individuals to attend the CALEA Conference (\$3,000) and Red Dot Pistol Instructor Course (\$2,000).
- Acct. 7313 – Increase due to increase in firing range filters for lead abatement in shooting range (\$6,000).
- Acct. 7332 – Decrease in scheduling/timekeeping software (\$10,525).
- Acct. 9501 – Increase in firing range lead abatement fees (\$15,000).
- Acct. 9502 – Increase due to replacement of administrative vehicle (\$45,000).
- Acct. 9503 – Increase due to purchase of new pistols, sights, holsters, lights, etc. (\$72,000); cost will be offset by the sale of existing firearms.
- Acct. 9503 – Increase due to replacement of ten (10) older model gas masks for Mobile Response Team (\$10,000), and replacement of expiring gas mask canisters (\$3,600).
- Acct. 9503 – Increase due to new Community Resource/Comfort Dog for Crime Prevention (\$11,000).
- Acct. 9503 – Increase due to replacement of five (5) automated external defibrillators (AEDs); existing models are discontinued and out of warranty (\$9,300).

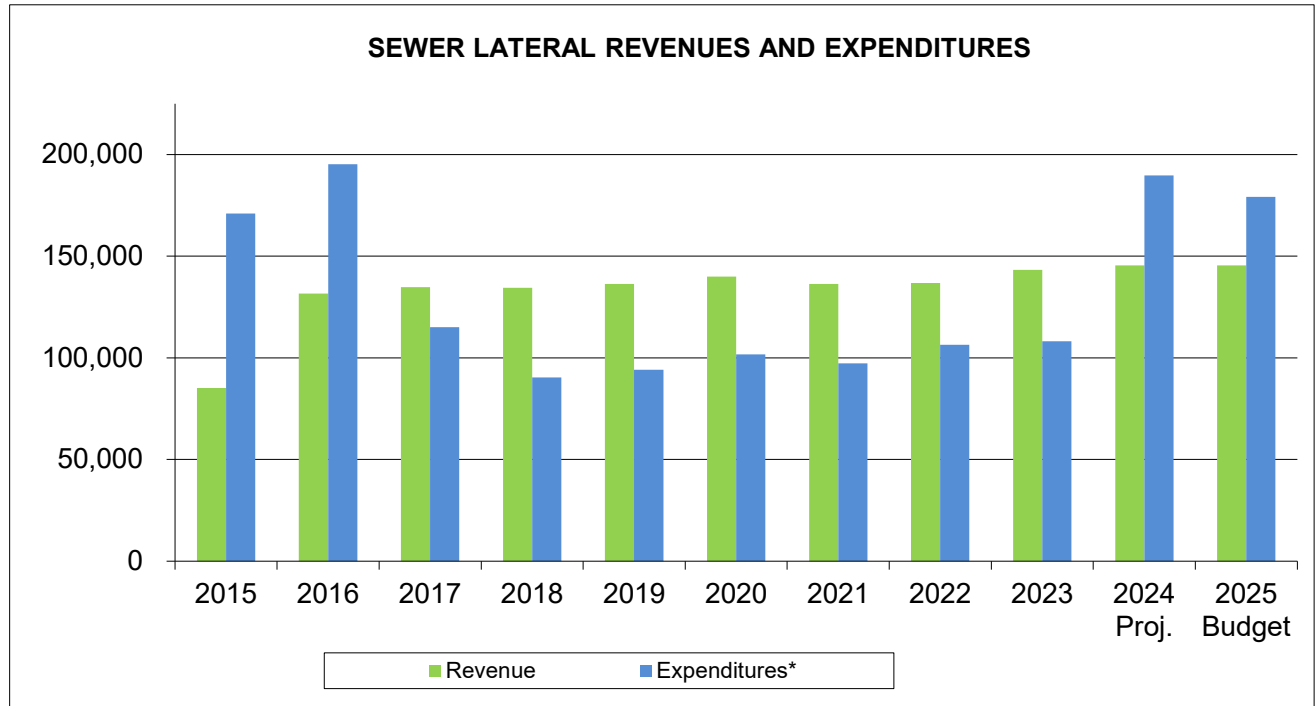
PUBLIC SAFETY FUND - EXPENDITURES

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5241 Pension Contribution	176,335	211,118	1,772,362	1,772,359	-
Total Personnel Services	176,335	211,118	1,772,362	1,772,359	-
OPERATING EXPENSES:					
6203 Professional Services	4,116	5,316	6,666	6,666	2,550
6211 Equipment Maintenance	28,194	24,547	39,490	41,389	52,352
6212 Building and Grounds Main.	34,516	26,458	33,333	32,433	40,933
6213 Office Equipment Maint.	-	367	1,000	1,000	1,000
6226 Property Insurance	33,474	34,038	42,548	41,604	47,845
6250 Electricity	60,836	64,238	64,800	64,800	64,800
6252 Natural Gas	2,181	2,059	2,100	2,100	2,100
6253 Telephone	3,458	3,359	3,360	3,422	3,360
6254 Water and Sewer	7,091	8,437	7,386	7,386	7,386
6255 Cable TV and Internet	2,666	3,029	3,012	3,292	3,132
6260 Advertising	175	50	1,000	-	1,000
6261 Education & Training	28,685	25,476	31,500	31,000	30,820
6264 In Town Meetings	-	-	500	625	700
6265 Travel & Conferences	7,955	6,840	11,250	6,645	12,350
6266 Equipment Rental	64,964	64,964	64,964	64,964	64,964
7302 Small Tools	897	765	1,000	1,000	1,000
7303 Horticultural Supplies	-	214	500	500	500
7304 General Supplies	3,459	6,870	10,500	5,750	8,000
7307 Gasoline & Mileage	1,882	454	2,500	2,500	2,750
7313 Range Supplies	5,458	5,703	7,500	5,500	12,000
7331 Computer Hardware	75,648	4,086	5,000	5,000	7,100
7332 Computer Software	-	35,714	34,500	19,025	14,100
Total Operating Expense	365,655	322,984	374,409	346,601	380,742
CAPITAL OUTLAY:					
9501 Buildings & Improvements	6,910	11,051	14,600	14,600	22,500
9502 Vehicles	-	-	45,000	41,745	45,000
9503 Equipment	13,688	30,054	150,270	133,118	185,350
Total Capital Outlay	20,598	41,105	209,870	189,463	252,850
Other Financing Uses:					
Transfer Out to General Fund	209,995	430,816	\$ 371,606	371,606	\$ 799,822
Transfer Out to Capital Improvements	-	-	-	-	-
Total Other Financing Uses	209,995	430,816	371,606	371,606	799,822
TOTAL PUBLIC SAFETY EXP.	772,583	1,006,023	2,728,247	2,680,029	1,433,414
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES					
	324,541	224,353	(1,463,219)	(1,184,332)	145,511
FUND BALANCE-BEGINNING OF YEAR	1,991,946	2,316,487	2,459,461	2,540,840	1,356,508
FUND BALANCE-END OF YEAR	2,316,487	2,540,840	996,242	1,356,508	1,502,019

**PUBLIC SAFETY FUND
ESTIMATED FY 2025 CAPITAL OUTLAY PROJECTS**

9501 Buildings & Improvements	
Building Upgrades and Repairs	7,500
Firing Range Lead Abatement	15,000
Total Account 9501	<u>22,500</u>
9502 Vehicles	
Replace Admin Vehicle	45,000
	-
	-
Harley Davidson Motorcycle Replacement	-
Total Account 9502	<u>45,000</u>
9503 Equipment	
Backpack Blower	500
Flock LPR Cameras (3 Total with 1 Reimbursed @ 50% thru Grant)	9,450
Kettlebell Weights for Workout Room	800
New Pistols, Sights, Holsters, Lights, Etc.	72,000
Comfort Dog and Handler Training	11,000
Replacement Gas Mask Cannisters	3,600
Replacement Gas Masks - MRT Members	10,000
Replacement of Discontinued AEDs	9,300
Traffic Counter	4,700
Walkie Talkie Replacements	64,000
Total Account 9503	<u>185,350</u>
TOTAL CAPITAL OUTLAY	<u><u>252,850</u></u>

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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
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	\$28	143,267	108,156	35,111	\$285,955	50%
2024 Proj.	\$28	145,500	189,730	(44,230)	\$241,725	70%
2025 Budget	\$28	145,500	179,238	(33,738)	\$207,987	70%

* 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, 2025**

	Actual FY 2022	Actual FY 2023	Budgeted FY 2024	Projected FY 2024	Estimated FY 2025
DISTRICT OPERATING REVENUE:					
4101 Real Property, Current	136,188	135,551	135,500	135,500	135,500
Total Property Taxes	136,188	135,551	135,500	135,500	135,500
OPERATING REVENUES					
4704 Interest Revenue	647	7,716	200	10,000	10,000
Total Operating Revenues	647	7,716	200	10,000	10,000
TOTAL SEWER LATERAL REVENUES	136,836	143,267	135,700	145,500	145,500

**SEWER LATERAL FUND
SUMMARY OF OPERATING EXPENSES BY ACTIVITY
FOR FISCAL YEAR ENDING JUNE 30, 2025**

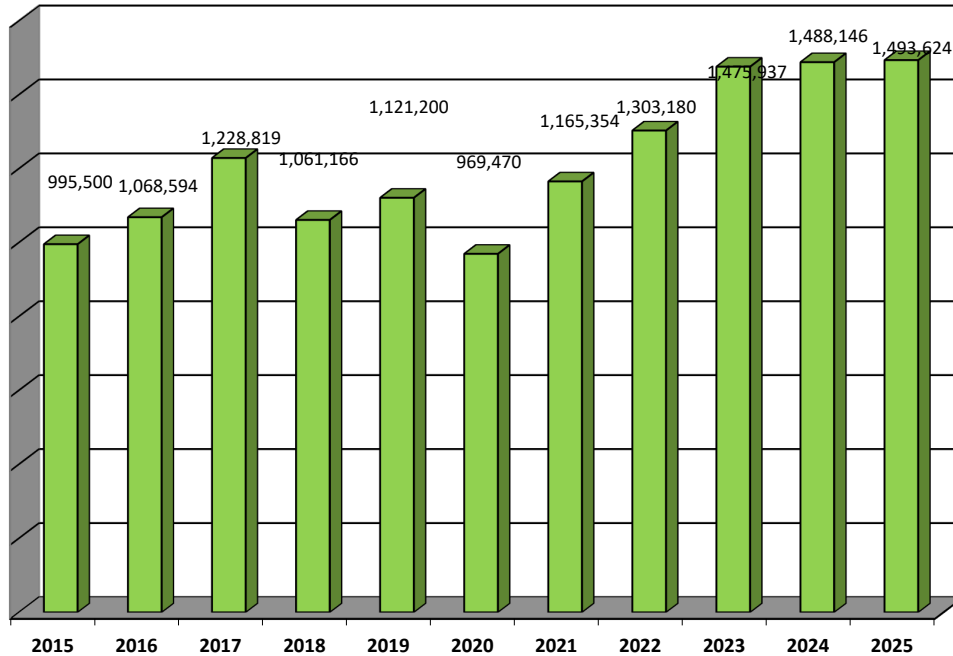
	Actual FY 2022	Actual FY 2023	Budgeted FY 2024	Projected FY 2024	Estimated FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	11,302	12,409	12,390	13,301	13,310
5103 Overtime	195	308	100	150	100
5105 Longevity Pay	115	110	115	115	115
5109 Provision for Salary Adj.	-	248	885	-	940
5231 Self Insured Medical Benefit	120	120	120	120	120
5233 Dental Insurance	50	45	48	48	50
5234 Group Life Insurance	38	45	51	51	56
5235 Accidental Death & Dismem.	4	4	4	4	5
5236 Disability Insurance	32	35	37	38	41
5240 Social Security Contribution	901	1,013	1,000	1,060	1,130
5241 Pension Contribution	1,531	1,664	3,694	3,640	1,970
5243 Worker's Compensation Ins.	-	612	710	703	901
Total Personnel Services*	14,289	16,614	19,154	19,230	18,738
*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	92,176	91,543	100,000	170,000	160,000
Total Operating Expenses	92,176	91,543	100,500	170,500	160,500
TOTAL SEWER LATERAL EXP.	106,465	108,156	119,654	189,730	179,238
EXCESS OF REV. OVER EXP.	30,370	35,111	16,046	(44,230)	(33,738)
FUND BALANCE-BEGINNING OF YEAR	220,473	250,844	279,317	285,954	241,724
FUND BALANCE-END OF YEAR	250,844	285,954	295,363	241,724	207,986

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**MUNICIPAL ENTERPRISE FUND
STATEMENT OF ESTIMATED REVENUE AND EXPENSES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023**

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025	% Change to Projected FY 2024
Revenues:						
Ice Arena	753,305	792,931	784,188	773,112	837,275	8.30%
Golf Course	496,498	620,886	551,563	652,534	595,849	-8.69%
Food Service	53,377	62,120	59,800	62,500	60,500	-3.20%
Total Operating Revenues	1,303,180	1,475,937	1,395,551	1,488,146	1,493,624	0.37%
Utilization of Retained Earnings	-	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-	-
Total Revenues	1,303,180	1,475,937	1,395,551	1,488,146	1,493,624	0.37%
Expenses:						
Ice Arena	554,938	627,054	657,666	681,717	680,647	-0.16%
Golf Course	582,972	602,078	638,880	653,840	729,935	11.64%
Food Service	49,116	57,740	49,445	54,326	55,337	1.86%
Total Operating Expenses	1,187,026	1,286,872	1,345,991	1,389,883	1,465,919	5.47%
Total Expenses	1,187,026	1,286,872	1,345,991	1,389,883	1,465,919	5.47%
TOTAL REVENUES OVER EXPENSES	116,154	189,065	49,560	98,263	27,705	

MUNICIPAL ENTERPRISE FUND - TOTAL REVENUES



Fiscal Year		Total revenues	Amount of Change	Percent Change
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	195,884	20.2%
2022		1,303,180	137,826	11.8%
2023		1,475,937	172,757	13.3%
2024	Projected	1,488,146	12,208	0.8%
2025	Budgeted	1,493,624	5,479	0.4%

Major causes of change:

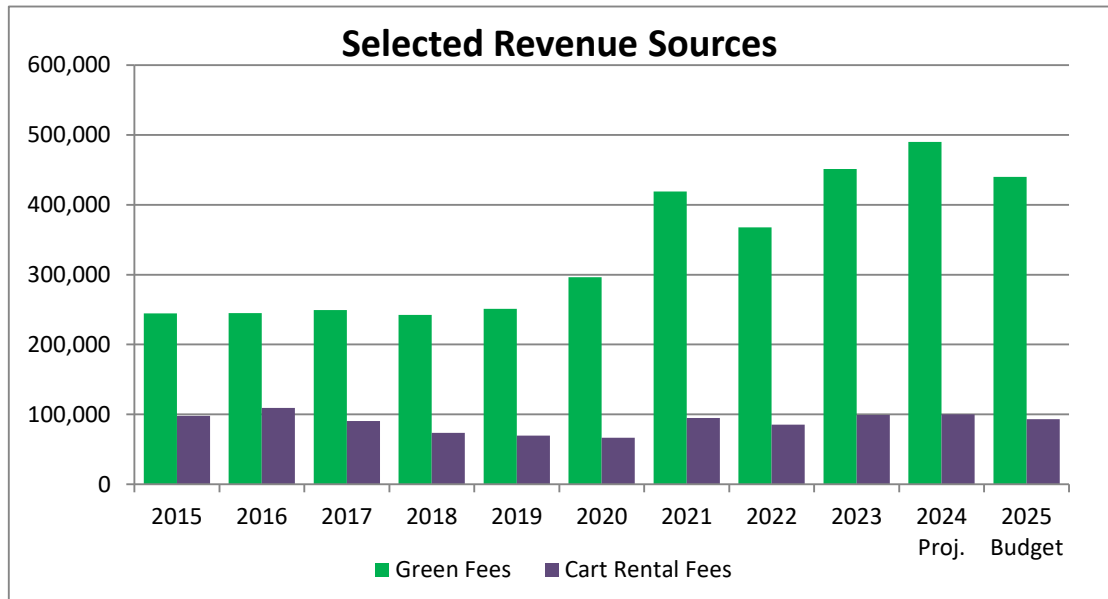
- FY 2015 A decrease of .7% in Revenues occurred in FY 2015. Revenues at the Golf Course and Snack Bar were down, primarily due to decreased usage and a one-time accounting adjustment in FY 2014 for Skating Lessons and Figure Skating Contracts.
- FY 2016 An increase of 7.3% in revenues as a result of 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.

MUNICIPAL ENTERPRISE FUND REVENUES (CONT'D)

- 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 20.2% 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 11.8% 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 13.3% in revenues occurred as a result of record Golf revenues, as well as an increase in Ice and Food revenues.
- FY 2024 Only and overall increase of .8% is expected in FY 2024. While there is an increase in Golf, Ice Revenues are projected to decrease as a result of closing the arena for 1 month while the refrigerant is being replaced.
- FY 2025 An overall increase of .4% in revenues is budgeted for FY 2025. Ice Arena Revenues are expected to increase since it will have a full year of operation, but Golf Revenues are budgeted to return to the normal 5-year average after having a record year.

MUNICIPAL ENTERPRISE FUND
COMPARISON OF FISCAL YEAR 2025 ESTIMATED REVENUE WITH 2024 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2022 AND 2023

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025	% Change to Projected FY 2024
CHARGES FOR MUNICIPAL FACILITIES:						
Ice Arena:						
4519 Hockey Merchandise	12	136	50	150	50	-66.67%
4520 Admissions	52,526	60,960	49,684	60,000	61,000	1.67%
4521 Youth Hockey Association	174,656	174,551	186,250	178,150	193,000	8.34%
4522 Hockey Contract Rentals	333,840	347,511	359,982	343,000	379,000	10.50%
4523 Skate Rental	9,676	10,238	12,364	13,200	13,200	0.00%
4524 Skate Sharpening	204	6	100	-	-	0.00%
4525 Learn to Skate	55,396	56,765	51,300	51,300	56,000	9.16%
4526 Locker Rental	94	26	25	50	25	-49.49%
4527 Figure Skating Contracts	41,645	41,215	34,280	27,000	34,280	26.96%
4528 Miscellaneous Revenue	440	823	670	670	670	0.00%
4530 Freestyle	31,904	30,353	25,580	26,000	30,000	15.38%
4532 Dielmann Tower Lease Payments	10,805	11,096	11,463	11,463	11,807	3.00%
4533 Instructional Hockey	3,554	5,068	3,070	3,700	3,600	-2.70%
4534 Stick & Puck	12,966	13,769	12,370	13,000	13,900	6.92%
4540 Dielmann West Meeting Room Ren	25,284	32,861	35,000	35,000	30,000	-14.29%
4704 Interest on Investments	304	7,554	2,000	10,429	10,742	3.00%
4730 Reimbursements	-	-	-	-	-	
Total Ice Arena	753,305	792,931	784,188	773,112	837,275	8.30%
Golf Course:						
4500 Green Fees	367,898	451,295	400,000	490,000	440,000	-10.20%
4501 Cart Rental	85,417	99,397	92,000	100,000	93,000	-7.00%
4502 Equipment Rental	610	1,010	700	700	700	0.00%
4506 Misc. Golf Course Revenue	10,964	11,266	11,463	11,518	11,807	2.51%
4509 Merchandise Revenue	17,264	21,439	18,400	18,887	18,600	-1.52%
4541 Dielmann East Meeting Room Rent	14,042	28,926	27,000	21,000	21,000	0.00%
4704 Interest on Investments	304	7,554	2,000	10,429	10,742	3.00%
Total Golf Course	496,498	620,886	551,563	652,534	595,849	-8.69%
Food Service:						
4504 Alcoholic Beverages	26,030	29,656	28,000	35,000	31,000	-11.43%
4505 Sandwiches & Hotdogs	7,659	8,643	9,000	6,000	8,000	33.33%
4507 Coffee, Tea, Soft drinks	13,663	16,724	15,500	16,000	16,000	0.00%
4508 Snacks	6,025	7,097	7,300	5,500	5,500	0.00%
Total Food Service	53,377	62,120	59,800	62,500	60,500	-3.20%
Total Municipal Facilities	1,303,180	1,475,937	1,395,551	1,488,146	1,493,624	0.37%
TOTAL MUNICIPAL ENTERPRISE FUND	1,303,180	1,475,937	1,395,551	1,488,146	1,493,624	



Green Fees

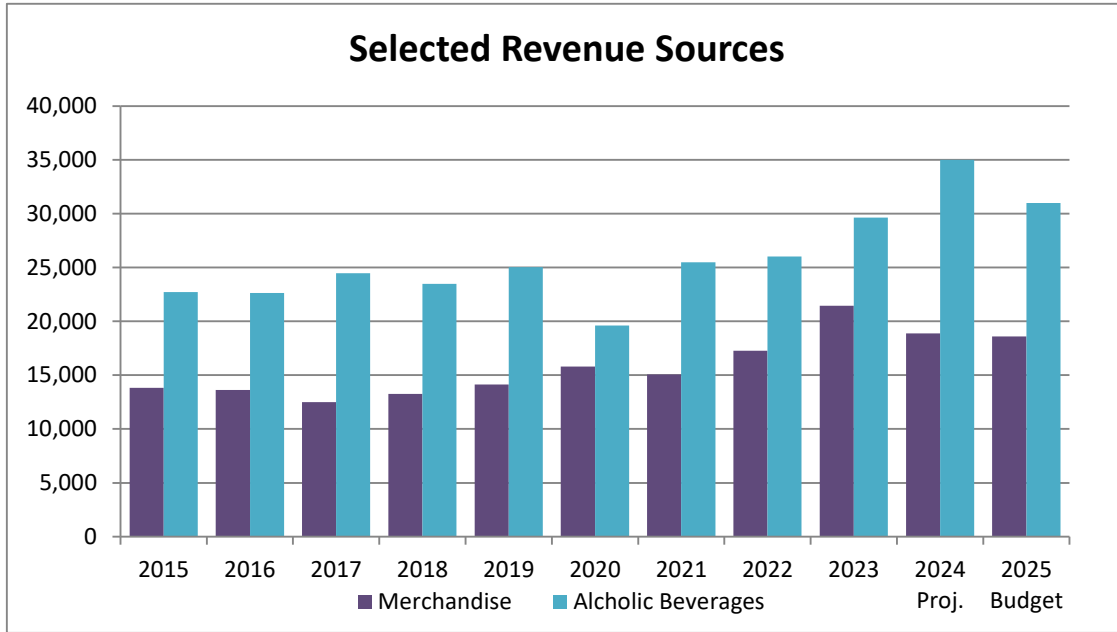
In accordance with City Ordinance, a fee is charged for all users of the Golf Course. The FY 2024 revenue is estimated at \$490,000. Because FY 2024 had a record year, FY 2025 is budgeted with a decrease to \$440,000. The greens fees revenues are based upon projected usage of the course year round. The following fees (in red) were increased March 1, 2024; those rates are now the same every day and not higher on weekends:

	<u>Resident</u>	<u>Non-Resident</u>
Daily	16.00	19.00
Daily, Senior or Junior	15.00	18.00
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 \$9 per player per round. FY 2024 revenue is estimated at \$100,000. The FY 2025 revenue is projected to decrease to \$93,000.

Fiscal Year	Green Fees	Cart Rental Fees
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	451,295	99,397
2024 Proj.	490,000	100,000
2025 Budget	440,000	93,000



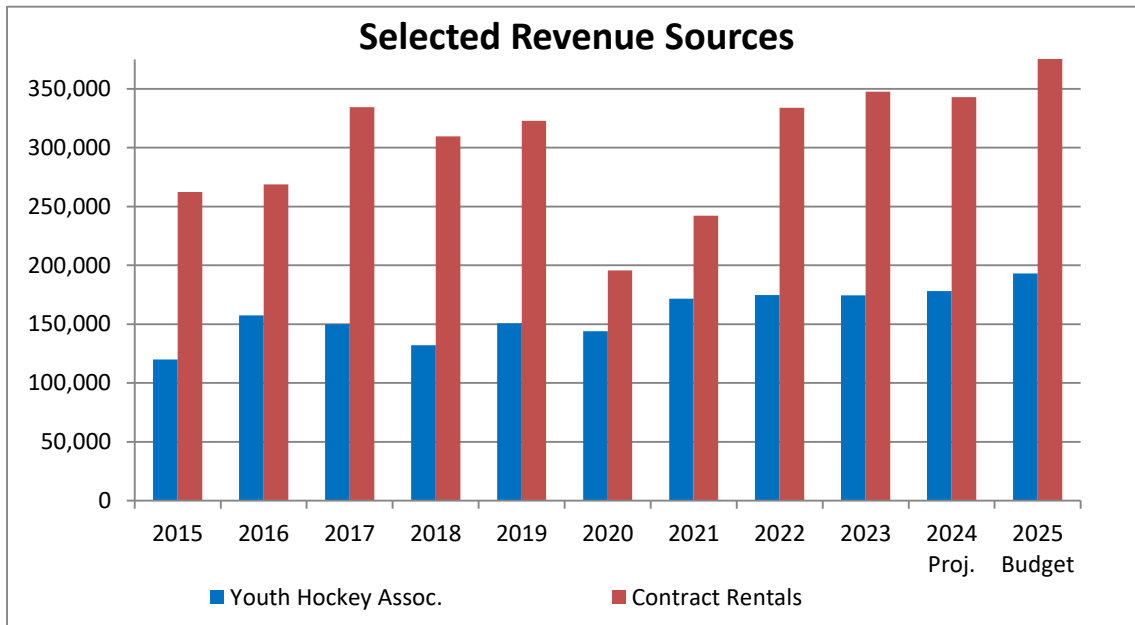
Merchandise

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 2025 revenue is estimated at \$18,600, and represents a slight decrease over the previous fiscal year (\$18,887).

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 2025 revenue is estimated at \$31,000.

Fiscal Year	Merchandise	Alcoholic Beverages
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	21,439	29,656
2024 Proj.	18,887	35,000
2025 Budget	18,600	31,000



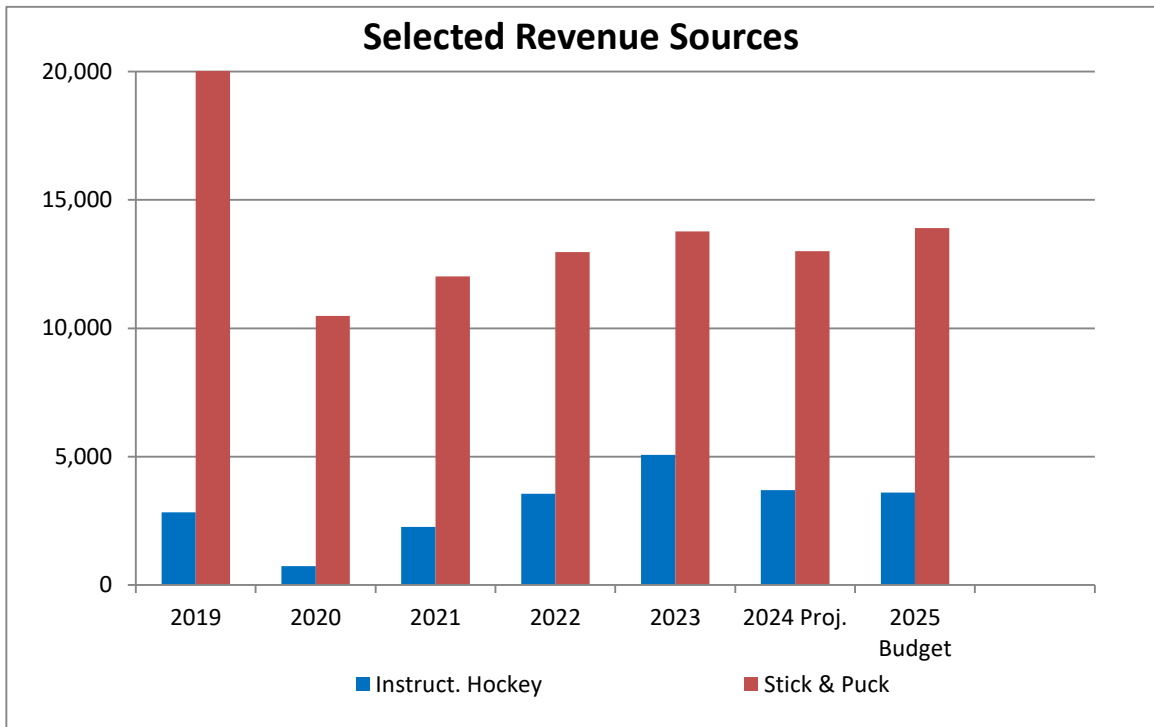
Youth Hockey Association

The Hockey Association pays a user fee for rental of ice time. FY 2024 Ice Rental for the Hockey Association is based upon a rental of 714 hours at an average rate of \$270 per hour. FY 2025 revenue is estimated at \$193,000.

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 2024 revenue is estimated at \$343,000. FY 2025 revenue is based on 1,579 hours of ice time or estimated at \$379,000.

Fiscal Year	Youth Hockey Assoc.	Contract Rentals
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	174,551	347,511
2024 Proj.	178,150	343,000
2025 Budget	193,000	379,000



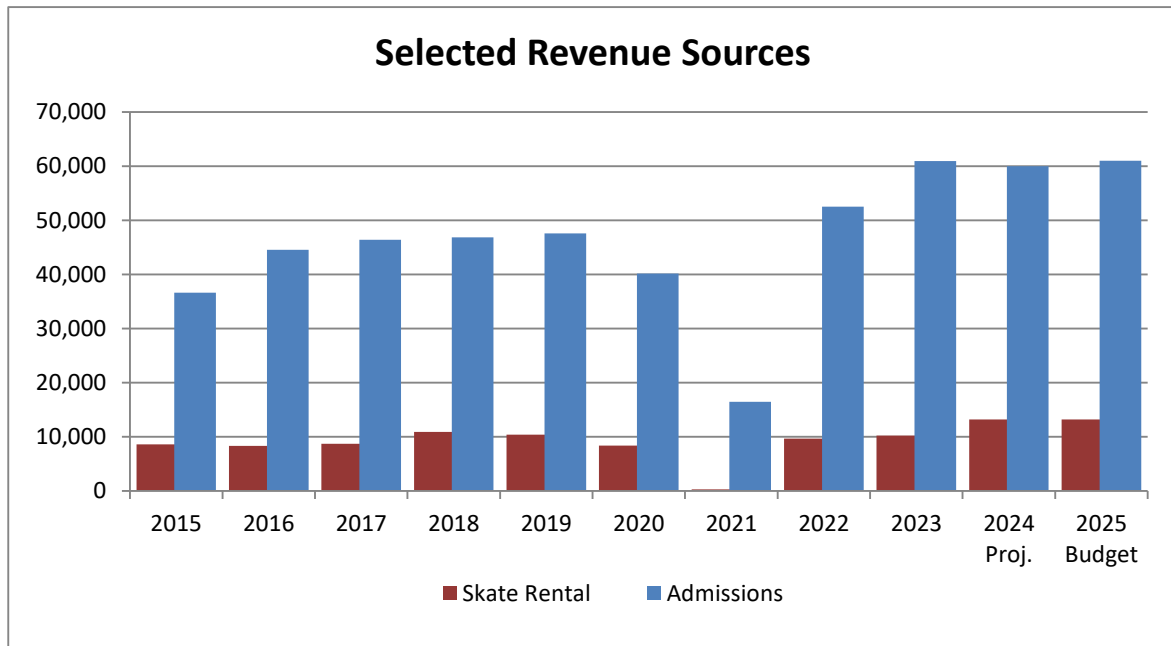
Instructional Hockey

Fees for instructional hockey are \$5 per person per half an hour. FY 2025 revenue is estimated at \$3,600.

Stick & Puck

FY 2025 Revenue for Stick & Puck is estimated at \$7 per person for a total of \$13,900.

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	5,068	13,769
2024 Proj.	3,700	13,000
2025 Budget	3,600	13,900



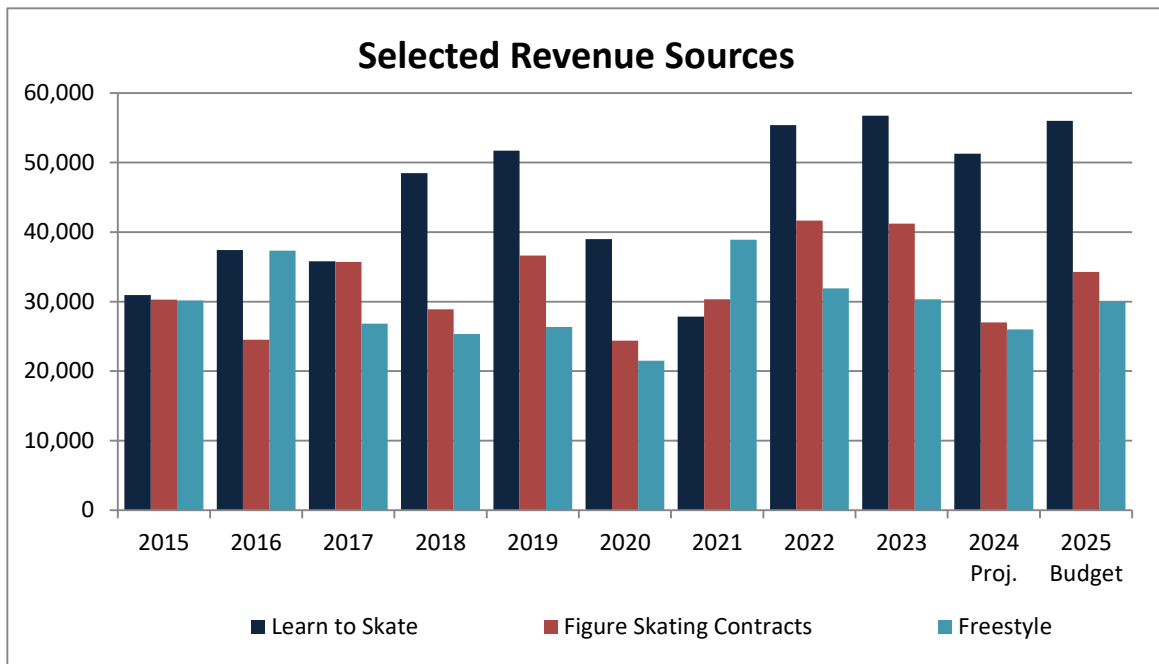
Admissions

In accordance with City Ordinance, a user fee is charged for admission to the Ice Arena to skate. Estimated FY 2024 is projected at \$60,000 down slightly from FY 2023. The FY 2025 admission revenues are estimated to increase to \$61,000.

Skate Rental

In accordance with City Ordinance, a fee is charged for rental of skates. Rental fees are currently \$3 per pair. FY 2024 revenue is estimated at \$13,200. The projected skate rental revenues for FY 2025 are \$13,200.

Fiscal Year	Admissions	Skate Rental
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	60,960	10,238
2024 Proj.	60,000	13,200
2025 Budget	61,000	13,200



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 2024 revenue is estimated at \$51,300. The FY 2025 revenues are estimated to be \$56,000.

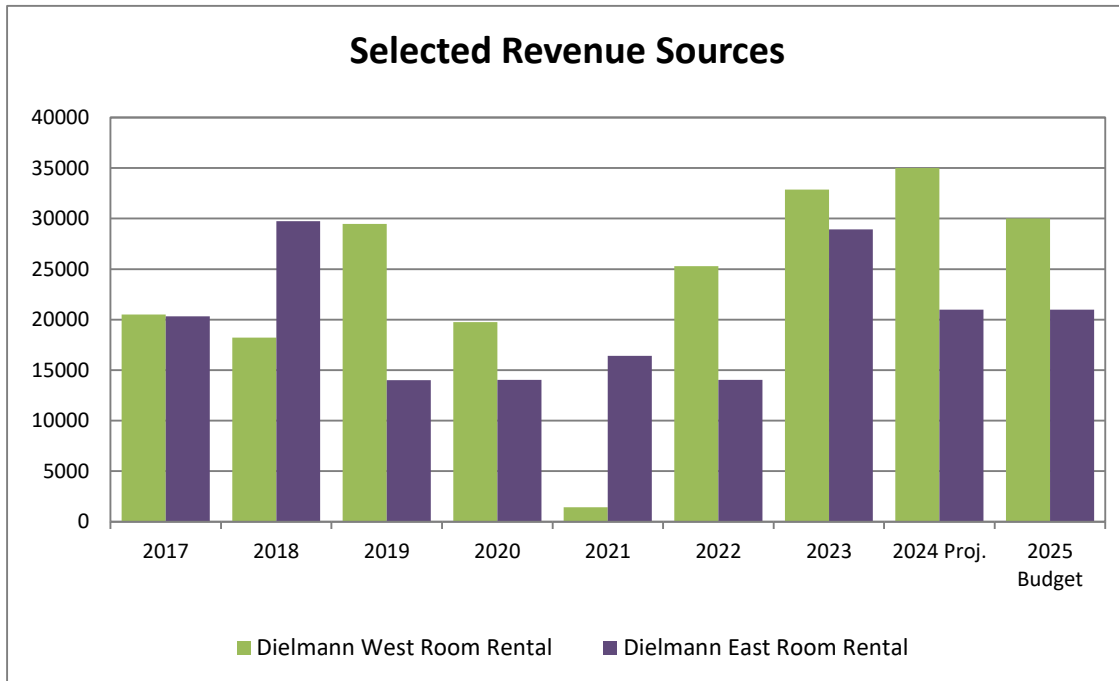
Figure Skating Contracts

In accordance with City Ordinance, a user fee is charged to the Creve Coeur Figure Skating Club. The user fee is \$240 per hour. FY 2025 revenue is estimated at \$34,280.

Freestyle

In accordance with City Ordinance, a \$5 per half hour fee is charged for ice skating. FY 2025 is estimated to be \$30,000.

Fiscal Year	Learn to Skate	Figure Skating Contracts	Freestyle
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	56,765	41,215	30,353
2024 Proj.	51,300	27,000	26,000
2025 Budget	56,000	34,280	30,000



Dielmann West Room Rental

FY 2024 revenue is estimated at \$35,000 up from FY 2023 as a result of an increase in fees. The FY 2025 revenues are estimated to decrease slightly to \$30,000 as a result of a loss of a year-round room renter.

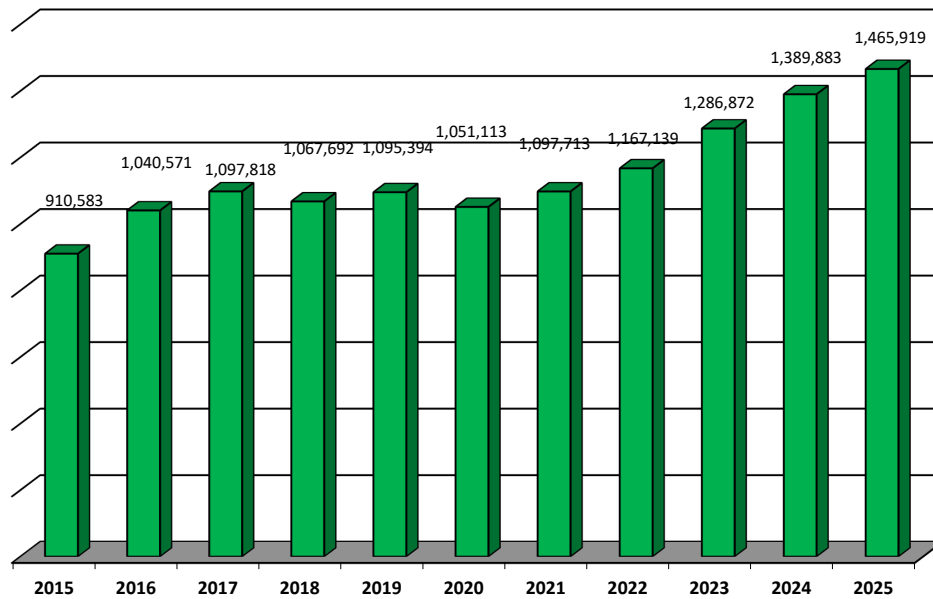
Dielmann East Room Rental

FY 2024 revenue is estimated to be down from FY 2023 to \$21,000 as a result of a loss of three (3) year-round room renters. The FY 2025 revenues are estimated to remain the same at \$21,000.

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	32,861	28,926
2024 Proj.	35,000	21,000
2025 Budget	30,000	21,000

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MUNICIPAL ENTERPRISE FUND - TOTAL EXPENDITURES



Fiscal Year	Total Expenditures	Amount of Change	Percent Change
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	46,600	4.4%
2022	1,167,139	69,426	6.3%
2023	1,286,872	119,733	10.3%
2024	Projected 1,389,883	103,011	8.0%
2025	Budgeted 1,465,919	76,037	5.5%

Factors impacting variances:

- 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.
- 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.

MUNICIPAL ENTERPRISE FUND EXPENDITURES (CONT.)

- 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 4.4%. 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 6.3% 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 10.3% occurred in FY 2023. Personnel costs included a 4% salary increase, as well as a 2% one-time bonus as a result of a high inflation rate in 2022. Benefit expenditures increased 6%.
- FY 2024 An increase of 8% is projected for FY 2024. Personnel costs included a 3% COLA, as well as a 4% Merit. Insurance included a 5% increase.
- FY 2025 An overall increase of 5.5% is budgeted for FY 2025. Personnel costs include a 2% COLA, as well as a 4% Merit. Insurance includes a 7.5% increase. Contractual Services and Commodities are budgeted to decrease 29K. Capital Equipment is budgeted to increase \$48K as a result of capital equipment being moved from the Capital Fund to the Enterprise Fund starting in FY 2025.

CITY OF CREVE COEUR
ALL DEPARTMENTS FOR ENTERPRISE FUND-FY25

ACCOUNT NUMBER AND DESCRIPTION	2023 Actual	2024 Budget	2024 Projected	2025 Request	% Change From Proj.
5101 Salaries, Permanent Empl.	386,966	393,240	406,561	414,040	1.84%
5102 Salaries, Temporary Empl.	165,597	166,990	185,283	175,985	-5.02%
5103 Overtime	1,986	1,500	1,675	1,500	-10.45%
5104 Vacation Pay	3,443	3,000	3,000	3,000	0.00%
5109 Provision for Salary Adj.	7,857	29,020	0	25,723	0.00%
5110 Auto Allowance	2,760	2,880	2,880	2,880	0.00%
5230 Hospital & Medical Insurance	62,954	69,810	68,137	86,899	27.54%
5231 Self-Insured Medical Benefit	500	900	900	900	0.00%
5233 Dental Insurance	2,145	2,212	2,096	2,644	26.15%
5234 Group Life Insurance	1,399	1,614	1,580	1,721	8.92%
5235 Accidental Death & Dismem.	134	141	139	152	9.35%
5236 Disability Insurance	927	1,052	969	1,118	15.38%
5240 Social Security Contribution	42,479	43,601	44,325	47,055	6.16%
5241 Pension Contribution	26,193	53,028	48,050	61,089	27.14%
5243 Worker's Compensation Ins.	18,183	21,122	21,054	18,515	-12.06%
6202 Technical & Personal Services	22,827	28,680	27,944	27,210	-2.63%
6203 Professional Services	19,500	19,500	20,940	20,940	0.00%
6210 Vehicle Maintenance	1,661	3,000	3,000	3,000	0.00%
6211 Equipment Maintenance	32,640	35,815	36,115	38,635	6.98%
6212 Building & Ground Maint.	39,802	41,586	43,086	37,686	-12.53%
6213 Office Equipment Maint.	3,922	4,160	4,281	4,590	7.22%
6220 Liability and Property Insurance	7,712	8,483	9,054	9,960	10.01%
6226 Property Insurance	24,579	30,724	30,041	34,547	15.00%
6250 Electricity	112,551	111,840	116,906	107,984	-7.63%
6252 Natural Gas	26,027	26,000	26,000	28,000	7.69%
6253 Telephone	578	1,460	1,460	660	-54.79%
6254 Water & Sewer	87,247	58,500	80,500	79,700	-0.99%
6255 Cable TV	2,542	2,498	2,898	2,902	0.14%
6260 Advertising	1,370	2,300	2,300	2,100	-8.70%
6261 Education and Training	1,615	854	854	854	0.00%
6262 Dues, Memberships & Subsc.	4,837	3,291	3,326	3,394	2.04%
6264 In Town Meetings	0	50	0	50	0.00%
6265 Travel & Conferences	443	2,500	0	1,500	0.00%
6266 Equipment Rental	1,445	900	900	900	0.00%
6268 Ice Repairs	17,816	15,000	20,000	0	-100.00%
6271 Medical	187	400	400	400	0.00%
7301 Chemicals & Cleaning	6,600	6,200	10,871	10,871	0.00%
7302 Small Tools	969	1,225	1,225	1,225	0.00%
7303 Horticultural Supplies	26,386	25,018	25,018	25,018	0.00%
7304 General Supplies	8,512	6,750	7,545	7,850	4.04%
7307 Gasoline & Mileage	10,849	11,000	12,000	11,500	-4.17%
7308 Wearing Apparel & Linen	2,290	3,610	5,010	4,010	-19.96%
8310 Food For Resale	45,140	34,625	42,400	40,400	-4.72%
8320 Merchandise	12,139	10,660	12,677	11,960	-5.66%
8321 Miscellaneous Supplies	1,589	1,000	1,000	1,000	0.00%
9501 Buildings & Improvements	12,581	13,400	16,131	13,500	-16.31%
9502 Vehicles	0	0	0	0	0.00%
9503 Equipment	26,988	44,652	39,152	90,152	130.26%
9504 Office Equipment	0	200	200	200	0.00%
	<u>1,286,872</u>	<u>1,345,991</u>	<u>1,389,883</u>	<u>1,465,919</u>	<u>5.47%</u>

**MUNICIPAL ENTERPRISE FUND
SUMMARY OF DEPARTMENTAL APPROPRIATIONS
BY MAJOR EXPENDITURE CATEGORY**

Department/Division	Personnel Expenses	Operating Expenses	Capital Outlay	Capital Improvement	Total
Ice Arena	402,142	266,805	11,700	-	680,647
Golf Course Maintenance	275,853	120,179	52,000	-	448,032
Golf Course	156,031	86,720	39,152	-	281,903
Food Service	9,195	45,142	1,000	-	55,337
Total Operations	843,221	518,846	103,852	-	1,465,919
TOTAL OPERATING EXPENSES MUNICIPAL ENTERPRISE FUND	843,221	518,846	103,852	-	1,465,919

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 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 private 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 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Ice Arena Operating Revenues Per Operating Expenditures (i.e., Revenues Per Dollar Spent)	\$1.27	\$1.25	\$1.12	\$1.21
Participants in Public Skating Sessions	7,900	10,664	11,500	11,700
Participants in Figure Skating, Stick & Puck, and Instructional Hockey	8,075	7,703	7,500	7,725
Participants in Learn to Skate Program	600	610	595	650

Service Standards

- Provide the maximum possible use of the Ice Arena while focusing on efficiency, profitability and best ice practices with minimal downtime.
- 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 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.
- Provide training for all workers at the ice arena to control loss and prevent accidents.
- Review and update maintenance standards and records to improve building maintenance and cleanliness, reduce operating expenditures, and maximize revenues.

- Increase customer awareness of the ice arena through in-house literature, phone messaging, and customer service.

Budget Highlights

- Acct. 5102 – Increase in part-time wages to attract new employees and retain current employees in a competitive market.
- Acct. 6268 – Decrease in anticipated ice repairs due to the installation of a new ice system in FY 2024 (-\$20,000).
- Acct. 9501 – Decrease due to several one-time building and maintenance projects conducted in FY 2024.
- Acct. 9503 – Decrease due to several one-time equipment purchases conducted in FY 2024.

ICE ARENA

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	158,928	179,571	173,655	187,881	187,360
5102 Salaries, Temporary Empl.	85,005	87,996	92,215	92,973	98,055
5103 Overtime	535	314	500	350	500
5104 Vacation Pay	-	140	-	-	-
5109 Provision for Salary Adj.	-	3,473	12,305	-	11,975
5110 Auto Allowance	2,880	2,760	2,880	2,880	2,880
5230 Hospital & Medical Insurance	23,558	23,673	27,430	30,880	35,920
5231 Self Insured Medical Benefit	150	500	900	900	900
5233 Dental Insurance	1,394	889	806	1,054	1,224
5234 Group Life Insurance	556	610	713	715	779
5235 Accidental Death & Dismem.	60	58	62	63	69
5236 Disability Insurance	244	313	395	521	568
5240 Social Security Contribution	18,383	19,970	21,000	22,500	23,400
5241 Pension Contribution	9,474	10,460	26,106	26,030	27,900
5243 Worker's Compensation Ins.	5,022	11,964	13,897	13,897	10,612
Total Personnel Services	306,187	342,690	372,864	380,644	402,142
OPERATING EXPENSES:					
6202 Technical & Personal Services	6,201	4,524	5,500	6,000	6,000
6203 Professional Services	11,987	19,500	19,500	20,940	20,940
6211 Equipment Maintenance	26,150	21,897	27,015	24,515	28,035
6212 Building & Ground Maint.	17,540	26,237	17,536	17,536	18,686
6213 Office Equipment Maint.	852	3,215	3,320	3,441	3,750
6220 Liability and Property Insurance	7,524	3,772	4,149	4,332	4,765
6226 Property Insurance	8,369	21,888	27,361	26,753	30,766
6250 Electricity	87,740	89,402	88,560	93,000	83,700
6252 Natural Gas	19,194	18,219	19,000	19,000	21,000
6253 Telephone	296	289	730	730	360
6254 Water & Sewer	16,991	19,952	19,000	24,000	25,000
6255 Cable TV	1,109	1,779	1,600	2,000	2,004
6260 Advertising	800	185	350	350	350
6261 Education and Training	-	1,345	400	400	400
6262 Dues, Memberships & Subsc.	1,311	1,822	1,381	1,381	1,449
6265 Travel & Conferences	-	443	2,500	-	1,500
6266 Equipment Rental	-	700	-	-	-
6268 Ice Repairs	21,155	17,816	15,000	20,000	-
6271 Medical	558	103	300	300	300
7301 Chemicals & Cleaning	1,955	5,455	5,000	9,000	9,000
7302 Small Tools	427	369	500	500	500
7304 General Supplies	1,007	1,496	1,000	795	1,000
7307 Gasoline & Mileage	5,242	3,831	5,000	4,500	5,000
7308 Wearing Apparel & Linen	1,952	1,259	2,300	2,300	2,300
Total Operating Expenses	238,360	265,499	267,002	281,773	266,805
CAPITAL OUTLAY:					
9501 Buildings & Improvements	2,672	10,135	9,100	14,600	10,500
9503 Equipment	7,720	8,729	8,700	4,700	1,200
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	10,392	18,864	17,800	19,300	11,700
TOTAL ICE ARENA	554,938	627,054	657,666	681,717	680,647

**ICE ARENA
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9501 Building and Improvements	
DRC Landscape Supplies	500
Emergency Exit Plan Signs	3,000
Painting Ice Rink Locker Room Walls	4,000
Wood Fence Replacement - Materials Only	3,000
Total Account 9501	10,500
9503 Equipment	
Hockey Goals	1,200
Total Account 9503	1,200
Total Capital Outlay	11,700

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 systems, 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 regularly. Construction activities are undertaken 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 the 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 the safety of patrons.
- Install drain pipes in fairways for better playability during inclement weather.
- Continue to complete projects in the spirit of Audubon Certification for the course.

Budget Highlights

- Acct. 6254 – Increase due to rising cost of water for irrigation and drought conditions (\$47,000).
- Acct. 6250 – Increase due to new pond aerators being installed in #5 pond (\$4,284).
- Acct. 6253 – Decrease due to one-time purchase of phone for the Superintendent per the City's replacement schedule in FY 2024 (\$300).
- Acct. 9503 – Increase due to one-time purchase of new greens mower (\$52,000).

GOLF COURSE - MAINTENANCE

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	138,087	147,775	148,305	158,465	161,280
5102 Salaries, Temporary Empl.	19,453	15,324	22,950	20,010	21,350
5103 Overtime	705	1,595	1,000	1,275	1,000
5104 Vacation Pay	-	562			
5109 Provision for Salary Adj.	-	2,959	11,525	-	11,564
5230 Hospital & Medical Insurance	29,372	28,480	30,035	32,624	35,561
5233 Dental Insurance	956	812	885	885	927
5234 Group Life Insurance	460	533	608	615	670
5235 Accidental Death & Dismem.	49	52	53	54	59
5236 Disability Insurance	370	414	443	448	489
5240 Social Security Contribution	11,580	12,404	13,101	12,625	13,600
5241 Pension Contribution	10,902	10,932	21,325	21,320	23,850
5243 Worker's Compensation Ins.	5,063	3,643	4,232	4,192	5,503
Total Personnel Services	216,995	225,483	254,462	252,513	275,853
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,610	400	250	250	530
6210 Vehicle Maintenance	858	1,051	1,500	1,500	1,500
6211 Equipment Maintenance	6,185	10,449	8,000	11,000	10,000
6212 Building & Ground Maint.	13,276	13,480	23,350	24,850	18,300
6220 Liability and Property Insurance	-	1,916	2,108	2,348	2,583
6226 Property Insurance	-	437	547	535	615
6250 Electricity	2,037	3,421	3,780	3,906	4,284
6253 Telephone	296	289	730	730	300
6254 Water & Sewer	24,116	64,501	35,000	49,000	47,000
6261 Education and Training	425	270	354	354	354
6262 Dues, Memberships & Subsc.	1,017	1,215	1,250	1,285	1,285
6266 Equipment Rental	195	-	100	100	100
6271 Medical	94	85	100	100	100
7301 Chemicals & Cleaning	286	301	400	400	400
7302 Small Tools	591	573	600	600	600
7303 Horticultural Supplies	23,389	26,386	25,018	25,018	25,018
7307 Gasoline & Mileage	5,652	7,018	6,000	7,500	6,500
7308 Wearing Apparel & Linen	699	532	710	710	710
Total Operating Expense	80,727	132,323	109,797	130,186	120,179
CAPITAL OUTLAY:					
9501 Buildings & Improvements	19,173	2,446	3,300	1,031	-
9503 Equipment	-	4,656	-		52,000
Total Capital Outlay	19,173	7,103	3,300	1,031	52,000
TOTAL GOLF COURSE	316,895	364,909	367,559	383,730	448,032

GOLF COURSE - MAINTENANCE
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9501 Building and Improvements	
Boring and Conduit for Future Irrigation Pumphouse	-
Total Account 9501	-
9502 Vehicles	
(Nothing Budgeted)	-
Total Account 9502	-
9503 Equipment	
Golf Course Greens Mower	52,000
Total Account 9503	52,000
Total Capital Outlay	52,000

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 professionals. The check-in desk also provides general merchandise from gloves to golf balls. Special events may be arranged for groups of all sizes including tournaments and "Glow Golf" events. The course is also home to a 9-hole foot golf course available for special events. Food service is available to complement any group outings.

Service, Performance and Workload Levels

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Operating Rev Per Operating Exp (Revenues per Dollar Spent) ¹	\$.87	\$1.08	\$.98	\$.80
Rounds Played	25,421	30,780	31,000	30,890
Number Resident Rounds	6,406	5,700	6,000	5,850
Program Participants (Camps, Leagues)	222	275	246	225
Group Outings Held (Corporate/Private)	29	27	22	20
Website Visits (Sessions) ²	24,500	27,000	28,000	27,500
Website Bookings ²	3,824	12,000	12,500	12,250
Website Visits to Bookings, Conversion ²	15.6%	44.4%	44.6%	44.5%
Overall Customer Ratings (1-5) ²	4.3	4.4	4.5	4.5
Revenue Per Available Tee Time ²	\$4.25	\$5.50	\$5.60	\$5.70
Weather, Days 90+ degrees ²	70	37	50	44
Total Number of playable days ²	217	239	240	239
Total Precipitation (inches) ²	49	31	35	30

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 tee sheet management, merchandising, leagues, and corporate and private golf outings:
 - Guest service training involves a 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.
- 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.
- Standard of play is an average of 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, high school golf teams, soccer teams, and families all have an opportunity to play golf at Creve Coeur Golf Course.

Objectives

- Continue to maintain and best utilize databases, 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.
- 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 businesses 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

- Acct. 5102 – Decrease in part-time staff utilization anticipated in FY 2025 due to unpredicted warm weather resulting in more golf rounds during the offseason in FY 2024.
- Acct. 6202 – Decrease in credit card fees due to the aforementioned increase in rounds played during the offseason in FY 2024 (\$15,000).
- Acct. 9501 – Increase due to replacement of men's locker room countertop (\$2,500).
- Acct. 9503 – Increase due to the one-time purchase of outside deck fans and PA system for tee box #1 (\$2,000).

GOLF COURSE-PRO SHOP

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	67,162	59,621	71,280	60,215	65,400
5102 Salaries, Temporary Empl.	44,036	54,381	44,625	66,300	48,300
5103 Overtime	-	78	-	50	-
5104 Vacation Pay	1,270	2,741	3,000	3,000	3,000
5109 Provision for Salary Adj.	-	1,426	5,190	-	2,184
5230 Hospital & Medical Insurance	12,047	10,801	12,345	4,633	15,418
5233 Dental Insurance	558	445	521	157	493
5234 Group Life Insurance	223	257	293	250	272
5235 Accidental Death & Dismem.	24	25	26	22	24
5236 Disability Insurance	185	200	214	-	61
5240 Social Security Contribution	8,302	9,521	9,000	8,800	9,500
5241 Pension Contribution	5,093	4,801	5,597	700	9,339
5243 Worker's Compensation Ins.	1,007	2,266	2,632	2,607	2,040
Total Personnel Services	139,907	146,559	154,723	146,734	156,031
OPERATING EXPENSES:					
6202 Technical & Personal Services	20,964	17,442	22,235	20,999	19,985
6210 Vehicle Maintenance	14,509	610	1,500	1,500	1,500
6211 Equipment Maintenance	-	-	200	200	200
6212 Building & Ground Maint.	43	85	-	-	-
6213 Office Equipment Maint.	767	707	840	840	840
6220 Liability and Property Insurance	7,524	1,952	2,147	2,276	2,504
6226 Property Insurance	8,369	1,905	2,381	2,328	2,677
6250 Electricity	19,947	19,728	19,500	20,000	20,000
6252 Natural Gas	7,980	7,808	7,000	7,000	7,000
6254 Water & Sewer	2,252	2,794	4,500	7,500	7,700
6255 Cable TV	519	763	898	898	898
6260 Advertising	660	1,185	1,950	1,950	1,750
6262 Dues, Memberships & Subsc.	550	1,800	660	660	660
6264 In Town Meetings	-	-	50	-	50
6266 Equipment Rental	690	745	800	800	800
7301 Chemicals & Cleaning	-	-	200	871	871
7302 Small Tools	106	27	75	75	75
7304 General Supplies	7,704	7,016	5,450	6,350	6,450
7308 Wearing Apparel & Linen	300	300	400	1,800	800
8320 Merchandise	9,399	12,139	10,660	12,677	11,960
Total Operating Expense	102,281	77,007	81,446	88,724	86,720
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	1,000	500	3,000
9503 Equipment	23,890	13,603	33,952	33,952	35,952
9504 Office Equipment	-	-	200	200	200
Total Capital Outlay	23,890	13,603	35,152	34,652	39,152
TOTAL GOLF COURSE	266,077	237,170	271,321	270,110	281,903

**GOLF COURSE - PRO SHOP
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9501 Buildings & Improvements	
Locker Room Counter Top Replacement Project	3,000
Total Account 9501	<u>3,000</u>
9503 Equipment	
Deck Fans	1,200
Foot Golf Equipment	200
Golf Cart Lease	32,040
Misc. Items for Cart Storage	200
PA System for Tee Box #1	2,000
Pull Carts	312
Total Account 9503	<u>35,952</u>
9504 Office Equipment	
Misc.	200
Total Account 9504	<u>200</u>
Total Capital Outlay	<u><u>39,152</u></u>

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 concession services, bbq items and snacks, as well as catering for special events.

Performance and Workload Measures

	FY 2022	FY 2023	Projected FY 2024	Estimated FY 2025
Operating Revenues Per Operating Expenditures (Revenue per Dollar Spent)	\$1.08	\$1.08	\$1.15	\$1.09

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 sales/revenue by closely monitoring price of product and sale price.

Objectives

- Offer grab-n-go items consistently during the golf season and standard concession services during ice rink demand.
- Establish and maintain sound inventory control and purchasing policies, provide for rotation of stock to ensure high-quality food service, schedule trained personnel to ensure quality customer service, and perform 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 the sale of alcoholic beverages.

Budget Highlights

- Acct. 5102 – Increase due to raising part-time wages to recruit new staff and retain current staff members, as well as offer more concession stand open hours.

FOOD SERVICES

	Actual Expenditures FY 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025
PERSONNEL SERVICES:					
5102 Salaries, Temporary Empl.	5,185	7,897	7,200	6,000	8,280
5240 Social Security Contribution	417	585	500	400	555
5243 Worker's Compensation Ins.	269	310	361	358	360
Total Personnel Services	5,870	8,792	8,061	6,758	9,195
OPERATING EXPENSES:					
6202 Technical & Personal Services	445	461	695	695	695
6211 Equipment Maintenance	1,420	294	600	400	400
6212 Building & Ground Maint.	10	-	700	700	700
6220 Liability and Property Insurance	-	72	79	98	108
6226 Property Insurance	-	348	435	425	489
6261 Education and Training	-	-	100	100	100
7301 Chemicals & Cleaning	573	844	600	600	600
7302 Small Tools	14	-	50	50	50
7304 General Supplies	235	-	300	400	400
7308 Wearing Apparel & Linen	100	200	200	200	200
8310 Food For Resale	39,293	45,140	34,625	42,400	40,400
8321 Miscellaneous Supplies	1,156	1,589	1,000	1,000	1,000
Total Operating Expense	43,245	48,948	39,384	47,068	45,142
CAPITAL OUTLAY:					
9503 Equipment	-	-	2,000	500	1,000
Total Capital Outlay	-	-	2,000	500	1,000
TOTAL FOOD SERVICES	49,116	57,740	49,445	54,326	55,337

FOOD SERVICE CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9503 Equipment	
Misc.	1,000
Total Account 9503	1,000
Total Capital Outlay	1,000

**MUNICIPAL ENTERPRISE
ANNUAL SURPLUS/DEFICIT BY DEPARTMENT
2015-2025**

YEAR	2015*			2016*			2017*			2018*		
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	562,286	449,047	113,238	615,392	518,700	96,692	787,584	562,035	225,550	620,484	497,863	122,621
**GOLF	378,840	418,922	(40,082)	397,348	473,966	(76,618)	383,155	487,583	(104,428)	383,923	514,336	(130,414)
FOOD	52,497	40,597	11,900	55,854	49,922	5,932	58,080	48,201	9,879	56,759	54,843	1,916
Total	993,622	908,567	85,056	1,068,593	1,042,587	26,006	1,228,819	1,097,818	131,001	1,061,166	1,067,043	(5,877)
	-6.00%	2.94%		7.55%	14.75%		14.99%	5.30%		-13.64%	-2.80%	

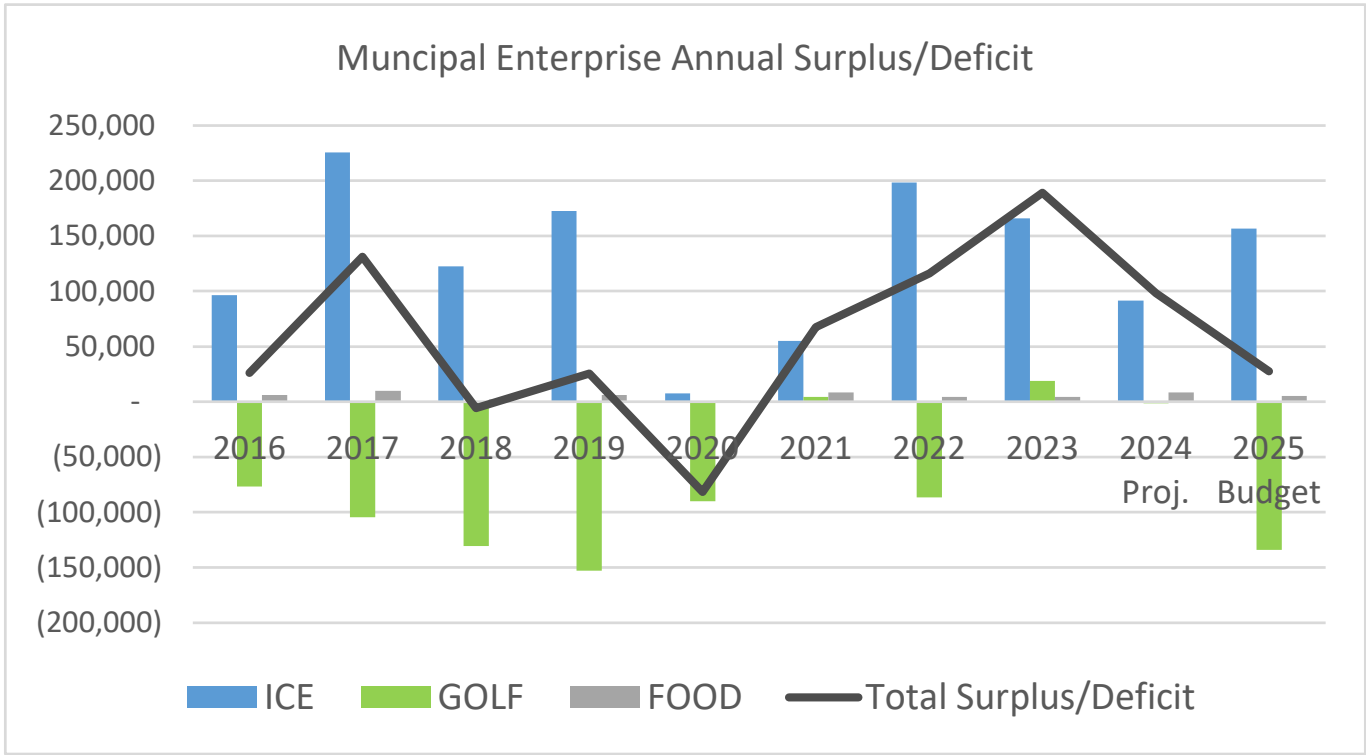
YEAR	2019*			2020*			2021*			2022*		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	703,384	530,670	172,714	516,501	508,741	7,760	567,754	512,869	54,885	753,305	554,938	198,367
**GOLF	359,463	512,278	(152,815)	405,928	496,116	(90,188)	557,297	552,801	4,496	496,498	582,972	(86,474)
FOOD	58,353	52,445	5,908	47,041	46,255	785	40,303	32,042	8,261	53,377	49,116	4,261
Total	1,121,200	1,095,394	25,806	969,470	1,051,113	(81,642)	1,165,354	1,097,712	67,642	1,303,180	1,187,026	116,155
	5.66%	2.66%		-13.53%	-4.04%		20.21%	4.43%		11.83%	8.14%	

YEAR	2023*			2024 Projected*			2025 Budget*		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	792,931	627,054	165,877	773,112	681,717	91,396	837,275	680,647	156,628
**GOLF	620,886	602,078	18,808	652,534	653,840	(1,306)	595,849	729,935	(134,086)
FOOD	62,120	57,740	4,380	62,500	54,326	8,174	60,500	55,337	5,163
Total	1,475,937	1,286,872	189,065	1,488,146	1,389,883	98,263	1,493,624	1,465,919	27,705
	13.26%	8.41%		0.83%	8.00%		0.37%	5.47%	

YEAR	10 Year Average (2015-2024)			5 Year Average (2020-2024)		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	669,273	544,363	124,910	680,721	577,064	103,657
**GOLF	463,587	529,489	(65,902)	546,629	577,561	(30,933)
FOOD	54,688	48,549	6,140	53,068	47,896	5,172
Total	1,187,549	1,122,401	65,147	1,280,417	1,202,521	77,896
	4.11%	4.78%		6.52%	4.99%	

* 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

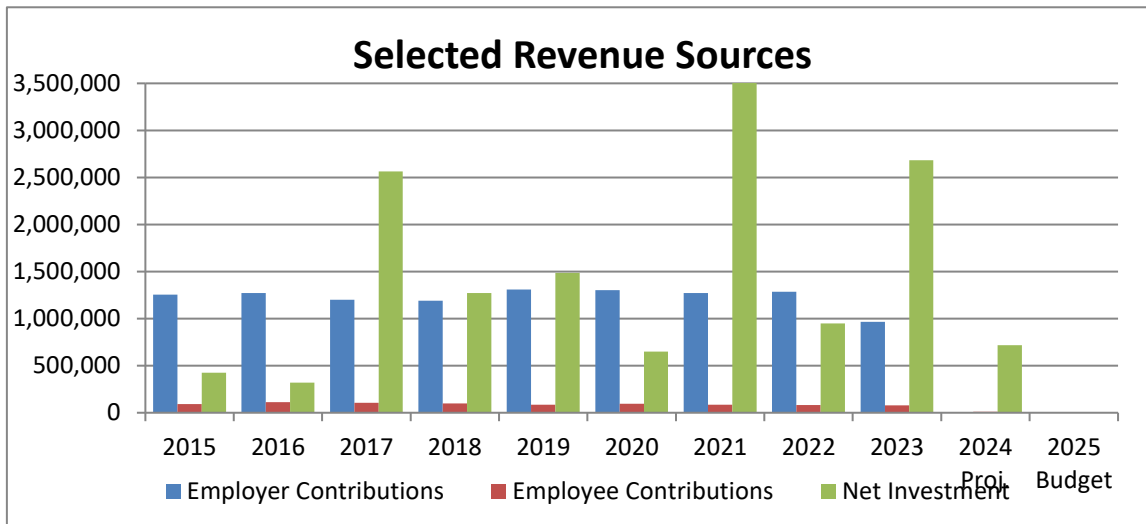
** Depreciation expense is excluded



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CITY EMPLOYEES RETIREMENT FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2025
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2024
AND ACTUAL TOTALS FOR FY 2022 & FY 2023

	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Estimated FY 2025
<u>Revenues:</u>					
Employer Contributions-Public Safety	176,335	211,118	242,162	-	-
Employer Contributions-General Fund	1,110,782	754,087	820,658	-	-
Employee Contributions	82,726	79,212	78,200	11,892	-
Other Revenues	(3,287,646)	2,682,233	1,743,307	719,021	-
Total Operating Revenues	(1,917,803)	3,726,649	2,884,327	730,913	-
Operating Transfer	-	-	-	-	-
Total Revenues	(1,917,803)	3,726,649	2,884,327	730,913	-
<u>Expenditures:</u>					
Professional Services	23,824	19,709	30,096,725	30,078,719	-
Investment Manager Fees	59,700	59,134	59,000	30,171	-
Employee Benefits Expense	2,057,704	2,161,318	2,220,000	1,147,877	-
Total Expenditures	2,141,228	2,240,161	32,375,725	31,256,767	-
TOTAL REV. OVER (UNDER) EXP.	(4,059,031)	1,486,488	(29,491,398)	(30,525,854)	-
****Closed Plan January 2024					



Employer Contributions

The City closed and transferred the administration of City's Legacy Defined Benefit Retirement Plan in January 2024. Therefore, there are no more Employer Contributions.

Employee Contributions

The City closed and transferred the administration of City's Legacy Defined Benefit Retirement Plan in January 2024. Therefore, there are no more Employee Contributions.

Net Investment Incr/Decr

The City closed and transferred the administration of City's Legacy Defined Benefit Retirement Plan in January 2024. Therefore, there are no more Investment Income.

Fiscal Year	Employer Contributions	Employee Contributions	Net Investment
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	948,322
2023	965,205	79,212	2,682,233
2024 Proj.	0	11,892	719,021
2025 Budget	0	-	0

CITY EMPLOYEES RETIREMENT FUND
COMPARISON OF FISCAL YEAR 2025 ESTIMATED REVENUE WITH 2024 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2022 AND 2023

	Actual Revenue FY 2022	Actual Revenue FY 2023	Budgeted Revenue FY 2024	Projected Revenue FY 2024	Estimated Revenue FY 2025	
INTERGOVERNMENTAL REVENUES:						
4307 Employer Contrib.-Public Safety	176,335	211,118	242,162	-	-	1
4308 Employer Contrib.-General Fund	1,110,782	754,087	820,658	-	-	1
	<u>1,287,117</u>	<u>965,205</u>	<u>1,062,820</u>	<u>-</u>	<u>-</u>	
Total Intergovernmental Revenue	1,287,117	965,205	1,062,820	-	-	
OTHER REVENUES:						
4309 Employee Contributions	82,726	79,212	78,200	11,892	-	
4704 Investment Income-Other	865,596	922,617	800,000	219,688	-	2
4709 Unrealized Gains	(4,153,242)	1,759,616	943,307	499,333	-	2
	<u>(3,204,920)</u>	<u>2,761,445</u>	<u>1,821,507</u>	<u>730,913</u>	<u>-</u>	
Total Other Revenues	(3,204,920)	2,761,445	1,821,507	730,913	-	
Operating Transfers In	-	-	-	-	-	
Total Current Year's Total Current Year's Revenues	<u>(1,917,803)</u>	<u>3,726,649</u>	<u>2,884,327</u>	<u>730,913</u>	<u>-</u>	
TOTAL CITY EMPLOYEES RETIREMENT FUND	<u>(1,917,803)</u>	<u>3,726,649</u>	<u>2,884,327</u>	<u>730,913</u>	<u>-</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 2022	Actual Expenditures FY 2023	Budgeted Expenditures FY 2024	Projected Expenditures FY 2024	Estimated Expenditures FY 2025	
6203 Professional Services	23,824	19,709	30,096,725	30,078,719	-	
6205 Investment Manager Fees	59,700	59,134	59,000	30,171	-	
6206 Employee Benefits Expense	2,057,704	2,161,318	2,220,000	1,147,877	-	
TOTAL BENEFITS AND OPERATING EXPENDITURES	2,141,228	2,240,161	32,375,725	31,256,767	-	
EXCESS OF REV. OVER EXP.	(4,059,031)	1,486,488	(29,491,398)	(30,525,854)	-	
FUND BALANCE-BEGINNING OF YEAR	33,098,402	29,039,364	29,055,119	30,525,854	0	
FUND BALANCE-END OF YEAR	29,039,364	30,525,854	(436,279)	0	0	****

****Closed Plan January 2024

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 area's 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, 2022, the estimated population of the city is 18,565 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 four times a month, both virtually and in-person.

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

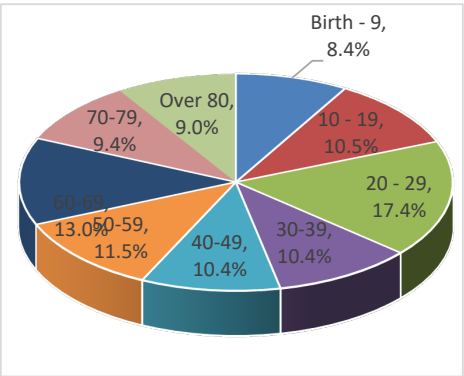
Population Growth

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
2022	18,565

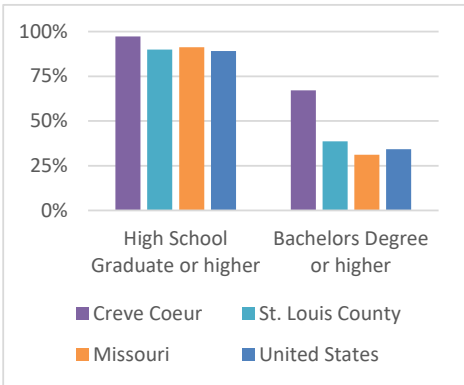
General Information and Statistical Data (Cont'd)

Median Household Income ¹	115,120
Median Age (years) ¹	44.3

Age of Residents¹



Education¹



Occupation²

Management, business, science, and arts occupations	64.0%
Sales and office occupations	17.0%
Service occupations	12.0%
Production, transportation, and material moving occupations	3.0%
Natural resources, construction, and maintenance occupations	3.0%
Other	1.0%

Ethnicity¹

Caucasian	73.5%
African-American	10.0%
American Indian and Alaskan Native	0.1%
Asian	10.8%
Other	3.9%
Other	1.7%

Housing¹

Owner Occupied	62.8%
Renter Occupied	37.2%

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	50
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%
Parks	8%

Largest Employers (number of employees)³

Mercy Hospital St. Louis	6,158
Bayer	3,800
SSM Health Care Corporation	1,217
Barnes West County Hospital	848
London Stock Exchange Group	391
Plaza Motor Company	359
The Climate Corporation	311
Midwest Series of Lockton Companies LLC	254
Commerce Bank	225
Hicuity Health Inc.	221

Number of City of Creve Coeur Authorized Full-Time Employees 109.0

¹ Per U.S. Census Bureau, Census, 2018-2022 (5-Year Estimate)

² Per Creve Coeur Planning Department, 2023

³ Per 2023 Comprehensive Annual Financial Report (Creve Coeur Finance Department 2023 Business Licenses)

CITY OF CREVE COEUR, MISSOURI
COMPUTATION OF LEGAL DEBT MARGIN
June 30, 2023

Net Assessed Value: as of January 1, 2022	<u>\$ 1,192,729,321</u>
Debt Limit: 10% of Assessed Value	119,272,932
Total Bonded Debt	7,668,588
Less: Assets in Debt Service Fund	<u>(462,793.00)</u>
Total Amount of General Obligation Debt Applicable to Debt Limit	<u>7,205,795</u>
Legal Debt Margin	<u>\$ 112,067,137</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.

FY 2023 included a defeasance of \$575K towards Principal, which reduced 2037 Principal and Interest.

The annual principal and interest requirements to maturity of the General Obligation Bonds as of June 30, 2023 are as follows:

Years Ending June 30,	Principal	Interest	Total
2024	480,000	215,588	695,588
2025	490,000	205,988	695,988
2026	505,000	191,288	696,288
2027	515,000	179,925	694,925
2028	530,000	167,050	697,050
2029	550,000	151,150	701,150
2030	565,000	134,650	699,650
2031	580,000	117,700	697,700
2032	600,000	100,300	700,300
2033	620,000	82,300	702,300
2034	635,000	63,700	698,700
2035	655,000	44,650	699,650
2036	675,000	25,000	700,000
2037	125,000	3,906	128,906
	<u>7,525,000</u>	<u>1,683,194</u>	<u>9,208,194</u>

Source: 2023 Comprehensive Annual Financial Report

**CITY OF CREVE COEUR, MISSOURI
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
JUNE 30, 2023**

<u>Name of Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Percentage Applicable To City of Creve Coeur</u>	<u>Amount Applicable To City Of Creve Coeur</u>
St. Louis County	59,790,000	4.11%	2,457,369
Parkway School District	303,365,000	13.32%	40,408,218
Ladue School District	219,040,672	19.72%	43,194,821
Pattonville School District	49,860,000	3.58%	1,784,988
Monarch Fire District	8,425,000	4.30%	362,275
West Overland Fire District	2,250,000	9.20%	207,000
Creve Coeur Fire	14,970,000	61.91%	9,267,927
Sub-total	657,700,672		97,682,598
City of Creve Coeur	7,668,588	100.00%	7,668,588
Total Direct and Overlapping Debt	665,369,260		105,351,186

Source: 2023 Comprehensive Annual Financial Report

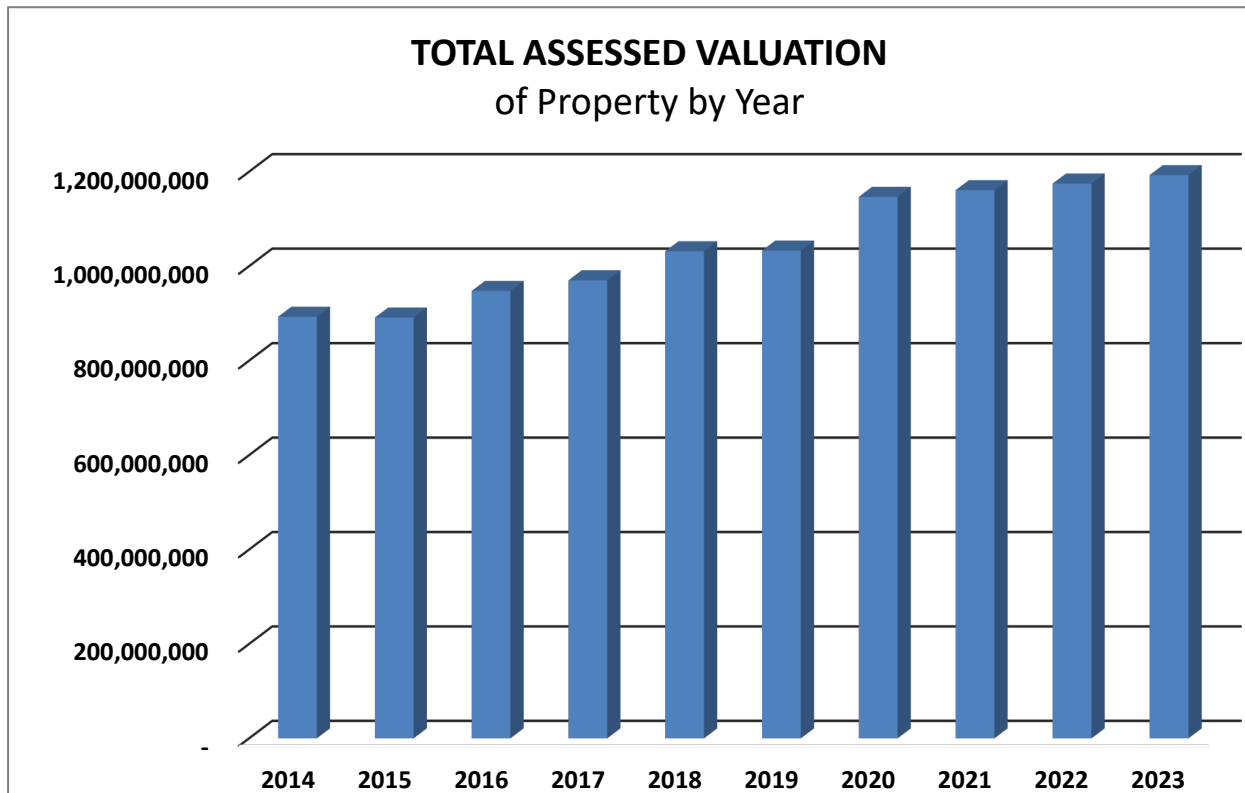
The percentage applicable to the City of Creve Coeur is based on the jurisdiction's assessed value within the boundaries of Creve Coeur.

**CITY OF CREVE COEUR
PRINCIPAL REAL ESTATE TAXPAYERS (1)
JUNE 30, 2023**

Taxpayer	Type of Business	2023 Assessed Valuation	Percent of Total (2)
Bayer Research/Monsanto Company	Regional Headquarters	58,437,350	4.90 %
RNSI City Place Owner LLC	Developers	39,977,410	3.35
Emerson Rd LLC (formerly I & G Direct Real Estate 18, LP)	Developers	24,000,100	2.01
Missouri American Water/St. Louis Co Water	Water Company	12,173,380	1.02
MRES CP6 Holdings LP	Real Estate	10,542,820	0.88
Waterfront Creve Coeur MO LLC (Formerly Cross Creek Multifamily Apartments LP)	Rental Apartments	10,029,510	0.84
Asbury Automotive St. Louis, LLC	Retail auto sales	9,834,550	0.82
Danforth Plant Center	Bio-Research & Developmen	8,046,360	0.67
AVBH VICINO LLC	Rental Apartments	6,950,670	0.58
St. Josephs Convent of Mercy	Religious	6,411,160	0.54
		\$ 186,403,310	15.63 %

(1) Source - 2023 Comprehensive Annual Financial Report

(2) Total assessed value of the City was \$1,192,729,321 as of December 31, 2022



Fiscal Year	Real Property	Personal	Railroad & Utilities	Total
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
2023	1,011,081,620	171,171,210	10,476,491	1,192,729,321

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						
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			
2023	5,072,530,955	4	39,910,418	9	6,060,000	535	59,163,925	15			

(1) Source - 2023 Comprehensive Annual Financial Report (St. Louis County Assessor)

(2) Source - 2023 Comprehensive Annual Financial Report (City of Creve Coeur Building Department)

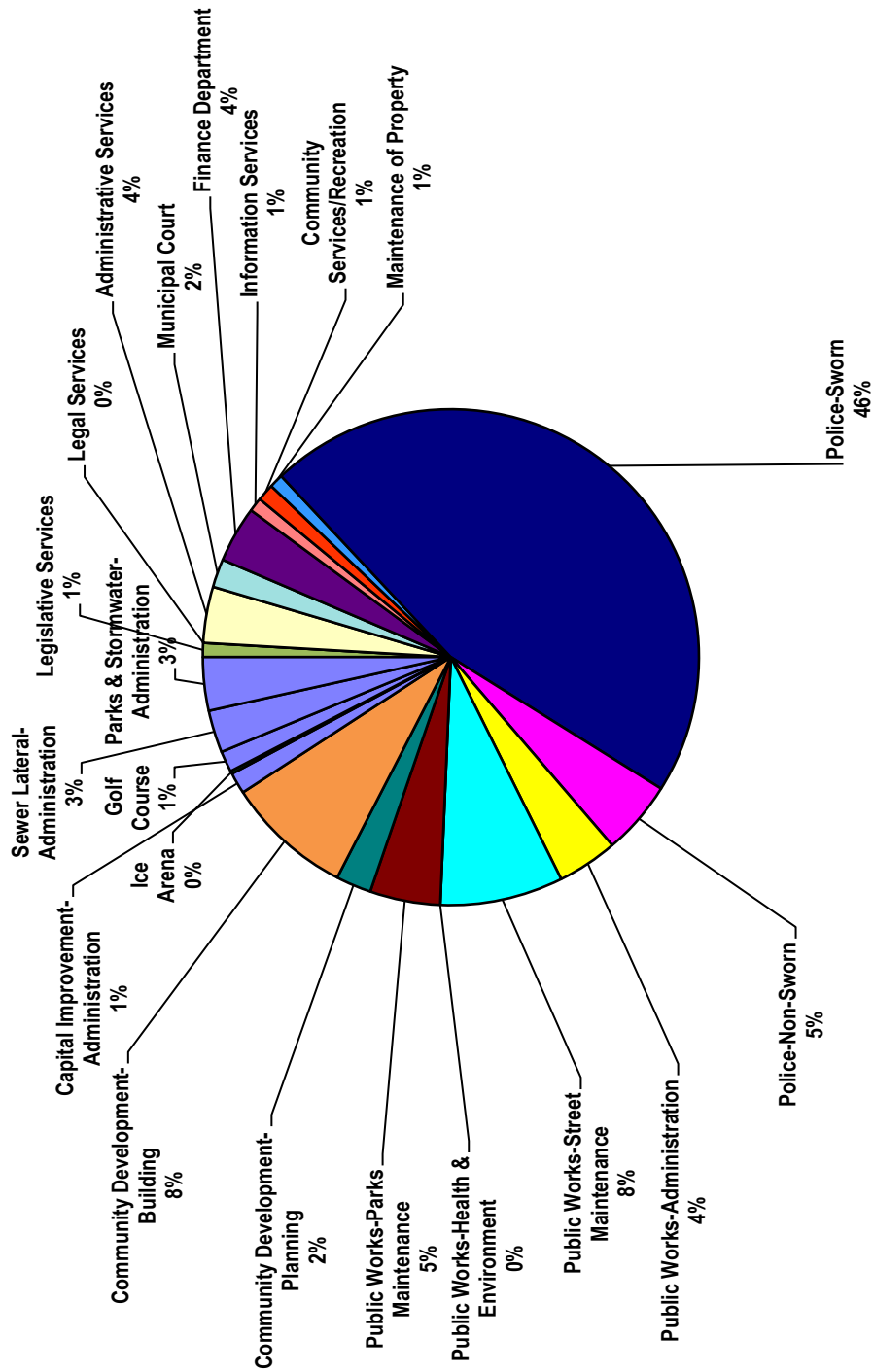
ALL FUNDS
SUMMARY OF FULL-TIME AUTHORIZED PERSONNEL¹
BY DEPARTMENT/FUND

DEPARTMENT/DIVISION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<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	4	4	4	4	4
Information Services	1	1	1	1	1
Community Services/Recreation	1.20	1.20	1.20	1.20	1.20
Maintenance of Property	2.50	1	1	1	1
Police-Sworn	49	49	49	50	50
Police-Non-Sworn	4	5	5	5.25	5.25
Public Works-Administration	3.3	3.3	4.3	4.3	4.3
Public Works-Street Maintenance	9	9	9	8.75	8.75
Public Works-Health & Environment	0	0	0	0	0
Public Works-Parks Maintenance	3.5	4	5	5	5
Community Development-Planning	3.5	3.5	2.5	2.5	2.5
Community Development-Building	10	10	10	9	9
Subtotal ²	98.00	98.00	99.00	99.00	99.00
<u>CAPITAL IMPROVEMENT FUND:</u>					
Capital Improvement-Administration	1	1	1.5	1.5	1.5
Subtotal	1	1	1.5	1.5	1.5
<u>SEWER LATERAL FUND:</u>					
Sewer Lateral-Administration	0.2	0.2	0.2	0.2	0.2
Subtotal ²	0.2	0.2	0.2	0.2	0.2
<u>PARKS & STORMWATER FUND:</u>					
Parks & Stormwater-Administration	0	1	1.5	1.5	1.5
Subtotal	0	1	1.5	1.5	1.5
<u>MUNICIPAL ENTERPRISE FUND:</u>					
Ice Arena	3.00	3.00	3.00	3.00	3.00
Golf Course	3.80	3.80	3.80	3.80	3.80
Subtotal ²	6.80	6.80	6.80	6.80	6.80
TOTAL AUTHORIZED FULL-TIME EMPLOYEES:	106.00	107.00	109.00	109.00	109.00

¹ Temporary/short-term allowances of over-staffing of FTEs may be permitted in situations where known vacancies will be occurring and it is necessary to ensure continuation of City operations.

² 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 2025



**CITY OF CREVE COEUR
FISCAL YEAR 2025
FULL-TIME SALARIES BY GRADE**

GRADE	ANNUAL SALARY			HOURLY RATES*		
	MIN	MID	MAX	MIN	MID	MAX
7	42,500.14	50,980.87	59,461.60	20.4328	24.5100	28.5873
8	45,406.34	54,465.75	63,525.16	21.8300	26.1855	30.5409
9	49,547.05	59,429.46	69,311.86	23.8207	28.5719	33.3230
10	56,015.30	67,196.50	78,377.70	26.9304	32.3060	37.6816
11	62,715.02	75,233.59	87,752.16	30.1515	36.1700	42.1885
11a ¹	66,275.62	76,774.16	87,272.70	31.8633	36.9107	41.9580
12	70,096.28	84,100.11	98,103.94	33.7001	40.4327	47.1654
13	77,233.22	92,645.14	108,057.07	37.1314	44.5409	51.9505
13a ¹	84,176.86	95,636.83	107,096.79	40.4696	45.9792	51.4888
14	82,891.33	99,422.02	115,952.70	39.8516	47.7990	55.7465
14a ¹	94,640.93	106,434.99	118,229.05	45.5004	51.1707	56.8409
15	89,179.55	106,996.17	124,812.79	42.8748	51.4405	60.0062
15a ¹	101,891.75	118,052.36	134,212.97	48.9864	56.7559	64.5255
16	95,892.13	115,052.55	134,212.97	46.1020	55.3137	64.5255
17	103,299.11	123,919.07	144,539.03	49.6630	59.5765	69.4899
18	111,760.56	134,071.52	156,382.48	53.7310	64.4575	75.1839
19a ¹	120,366.12	144,394.95	168,423.79	57.8683	69.4207	80.9730

¹ 11a, 12a, 13a, 14a, 15a and 19a denote commissioned officer salaries based on market pay.

**CITY OF CREVE COEUR
FISCAL YEAR 2025
FULL-TIME POLICE DEPARTMENT SALARIES BY GRADE/STEP¹**

GRADE	STEP	ANNUAL SALARY	HOURLY RATES*
11a	0	66,275.62	31.8633
11a	1	68,595.89	32.9788
11a	2	70,996.51	34.1329
11a	3	73,481.75	35.3278
11a	4	76,052.69	36.5638
11a	5	78,714.69	37.8436
11a	6	81,469.88	39.1682
11a	7	84,321.47	40.5392
11a	8	87,272.70	41.9580
13a	0	84,176.86	40.4696
13a	1	87,123.80	41.8864
13a	2	90,172.51	43.3522
13a	3	93,328.33	44.8694
13a	4	96,595.58	46.4402
13a	5	99,976.36	48.0656
13a	6	103,474.97	49.7476
13a	7	107,096.79	51.4888

*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 2025
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
7	Building Maintenance Technician Maintenance Worker	Community Services, Ice Arena Golf Course, Ice Arena, Police-Administration, Public Works-Streets, Parks	42,500.14	59,461.60
8	Accounting Associate Administrative Services Associate Court Clerk I Maintenance Worker I Records Associate Support Services Associate	Finance Community Development-Building, Public Works- Administration, Recreation Administrative Services-Municipal Court Building Maintenance, Golf Course, Public Works- Streets, Parks Police-Administration Police-Administration	45,406.34	63,525.16
9	Code Enforcement Officer Court Clerk II Executive Assistant to Chief of Police Maintenance Worker II Payroll Associate Police Academy Recruit Recreation Supervisor	Community Development-Building Administrative Services-Municipal Court Police-Administration Building Maintenance, Public Works-Streets, Parks, Golf Course Finance Police-Patrol Community Services, Ice Arena	49,547.05	69,311.86
10	Administrative Services Supervisor Foreman I Golf Course Manager Human Resources Generalist Mechanic Residential Building Inspector	Community Development-Planning, Public Works- Administration Public Works-Parks, Streets Golf Course Administrative Services Police-Administration, Public Works-Streets Community Development-Building	56,015.30	78,377.70
11	Building Inspector City Planner Golf Maintenance Superintendent Plans Examiner Public Information Officer & Project Manager-Engineering	Community Development-Building Community Development-Planning Golf Course Community Development-Building Administrative Services Public Work-Administration	62,715.02	87,752.16

**CITY OF CREVE COEUR
FISCAL YEAR 2025
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
11a Step	Police Officer Police Officer-Detective Police Officer-Special Assignment	Police-Patrol Police-Investigations Police-Administration, Patrol	66,275.62	87,272.70
12	City Clerk Court Administrator Finance Manager Information Systems Coordinator	Legislative Administrative Services-Municipal Court Finance Finance-Information Systems	70,096.28	98,103.94
13	Chief Building Official Civil Engineer Operations Superintendent	Community Development-Building Public Works-Administration Public Works-Parks, Streets	77,233.22	108,057.07
13a Step	Sergeant Sergeant-Administrative Sergeant-CALEA	Police-Patrol, Investigations Police-Administration Police-Administration	84,176.86	107,096.79
14	<i>Currently Vacant</i>		82,891.33	115,952.70
14a	Lieutenant Lieutenant-Professional Standards	Police-Administration, Patrol Police-Administration	94,640.93	118,229.05
15	Assistant City Administrator Assistant Director of Public Works / City Engineer Director of Recreation	Administrative Services Public Works-Administration Ice Arena, Community Services	89,179.55	124,812.79
15a	Captain	Police-Administration, Investigations, Patrol	101,891.75	134,212.97
16	<i>Currently Vacant</i>		95,892.13	134,212.97
17	Director of Finance Director of Community Development Director of Public Works Director	Finance Community Development-Planning Public Works-Administration	103,299.11	144,539.03
18	<i>Currently Vacant</i>		111,760.56	156,382.48
19a¹	Chief of Police	Police-Administration	120,366.12	168,423.79

*Hourly rate is calculated by dividing annual rate by 2080 hours.

Note: Grades 11a, 12a, 13a, 14a, 15a, and 19a denote commissioned officers generally salaries than grades 11, 12, 13, 15 based on market pay; 11a and 13a are step systems.

**CITY OF CREVE COEUR
FISCAL YEAR 2025
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 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 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 2025 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 2025 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 in 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 2025 is budgeted at 2% of the 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 bonus pay – half 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 in 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. It is calculated using the number of calendar days from the employee's probation-completion merit increase to July 1.

For example, if 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 on July 1 is 4.2%, 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*

Except for 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 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 a 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 outlined in the job description.

"Good" performance is defined as a performance that consistently meets the standards outlined 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 outlined 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 in 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 daily.

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 a 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 outlined 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 2025
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 those assigned to the St. Louis County Police and Fire Academy) and consists of nine steps: Step 0 through Step 8 (see Full-Time Salaries by Grade for more information). In FY 2025, 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 2025, 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 are 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 of 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 2025

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 Night Shift 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 increases the diversity of experience of officers working the night shift. In FY 2025, the Police Night Shift Differential Pay is \$1.00 per hour for all officers who work between the hours of 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 the 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 an appearance in court at a time that is outside their shift, they shall receive one (1) hour of pay for that 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 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 to education, physical fitness, and 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 2025

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 (\$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 2025

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 following 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 the 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 at its discretion.

CITY SPOUSAL HEALTH INSURANCE SURCHARGE FY 2025

On and after January 1, 2021, 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 the City Council as part of the annual fiscal budget process. The City Council may amend these provisions by resolution at any time at its discretion. The monthly spousal health insurance surcharge for FY 2025 is \$200.00 per month.

**CITY OF CREVE COEUR
FY 2025 PAY SCHEDULE**

SALARIES OF ELECTED AND APPOINTED OFFICIALS

POSITION TITLE

Mayor	\$750.00	Per Month
City Council	\$400.00	Per Month*
Planning & Zoning Commission Chairperson	\$187.50	Per Month
Planning & Zoning Commission Member	\$56.25	Per Session
Board of Adjustment Member	\$56.25	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	\$17.00 - \$25.00
Intern	\$17.00 - \$25.00
MUNICIPAL COURT	
Court Clerk	\$17.00 - \$25.00
FINANCE	
Accountant	\$30.00 - \$45.00
Accounting Clerk	\$17.00 - \$25.00
COMMUNITY DEVELOPMENT	
Planner	\$30.00 - \$45.00
Community Development Clerk	\$17.00 - \$25.00
PUBLIC WORKS	
Seasonal Maintenance Worker	\$17.00 - \$25.00
GOLF COURSE	
Greenskeeper	\$15.00 - \$20.00
Concession Attendant	\$13.80 - \$17.00
Recreation Aide-Golf	\$13.80 - \$17.00
ICE ARENA	
Learn to Skate Instructor	\$18.00 - \$34.00
Learn to Skate Coordinator	\$17.00 - \$28.00
Building Supervisor-Ice	\$16.50 - \$20.50
Custodian-Ice	\$16.00 - \$22.00
Intern	\$17.00 - \$25.00
Receptionist	\$13.80 - \$17.00
Recreation Aide-Ice	\$13.80 - \$17.00
COMMUNITY SERVICES	
Community Center Recreation Monitor	\$14.00 - \$20.00
Intern	\$17.00 - \$25.00
Receptionist	\$13.80 - \$17.00
Recreation Aide-Community Services	\$13.80 - \$17.00
POLICE	
CALEA Accreditation Assistant	\$25.00 - \$35.00
Evidence Custodian	\$25.00 - \$35.00
Administrative Assistant	\$20.00 - \$30.00

**Increasing from \$400.00 to \$500.00 per month May 1, 2025 per Ordinance #5880.*

***Independent contractor*

GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)¹
BY DEPARTMENT FY 2025

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS			
LEGISLATIVE SERVICES			
	City Clerk	<u>1</u>	<u>1</u>
		1	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>	<u>1</u>
		4	4
FULL-TIME POSITIONS			
ADMINISTRATIVE SERVICES - MUNICIPAL COURT			
	Court Administrator	1	1
	Court Clerk	<u>1</u>	<u>1</u>
		2	2
PART-TIME POSITIONS			
ADMINISTRATIVE SERVICES - MUNICIPAL COURT			
	Clerk	0.51	1.25
		<u>0.51</u>	<u>1.25</u>
		1063	2600
		1063	2600
FULL-TIME POSITIONS			
FINANCE - ADMINISTRATION			
	Director of Finance	1	1
	Finance Manager	0	1
	Senior Accounting Associate	1	0
	Payroll Associate	1	1
	Accounting Associate	<u>1</u>	<u>1</u>
		4	4
PART-TIME POSITIONS			
FINANCE - ADMINISTRATION			
	Intern	0.23	0.23
	Accounting Clerk	<u>1.00</u>	<u>1.00</u>
		1.23	1.23
		2560	2560
FULL-TIME POSITIONS			
FINANCE - MIS OPERATIONS			
	Information Systems Coordinator	<u>1</u>	<u>1</u>
		1	1

GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)¹
BY DEPARTMENT FY 2025

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(2) Director of Recreation	0.2	0.2
	(2) Recreation Supervisor	0.5	0.5
	(2) Administrative Services Associate	0.5	0.5
		<u>1.2</u>	<u>1.2</u>
PART-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(2) Receptionist - Comm. Serv./Ice	0.30	0.30
		<u>0.30</u>	<u>0.30</u>
		630	625
		<u>630</u>	<u>625</u>
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 Captain-Support Services	1	1
	Police Lieutenant-Professional Standards	1	1
	Police Officer-CPO	2	2
	Police Officer- SLCMPA Instructor (FT Detachment)	1	1
	(3) Maintenance Worker II/Mechanic	0.25	0
	(3) Mechanic	0	0.25
	Executive Assistant to Police Chief	1	1
	Support Services/Fleet Maintenance Associate	1	1
	Records Associate	2	2
	Building Maintenance Worker	1	1
		<u>11.25</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
		<u>2912</u>	<u>2912</u>
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)¹
BY DEPARTMENT FY 2025

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 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	24
	Police Officer-K9	1	1
	Police Officer-TSO	4	2
		<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
	⁽⁴⁾ Project Manager-Engineering	0.8	0.8
	⁽⁵⁾ 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
	⁽³⁾ Maintenance Worker II/Mechanic	0.75	0
	Maintenance Worker I	2	2
	⁽³⁾ Mechanic	0	0.75
		<u>8.75</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>
		2080	2080
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
	⁽⁴⁾ Administrative Services Supervisor	0.5	0.5
		<u>2.5</u>	<u>2.5</u>

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)¹
BY DEPARTMENT FY 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY DEVELOPMENT - BUILDING			
	Chief Building Official	1	1
	Plans Examiner	2	2
	Building Inspector	3	3
	Code Enforcement Officer	1	1
	Administrative Support Associate	2	2
		<u>9</u>	<u>9</u>
GENERAL FUND TOTAL FULL-TIME (FTEs)		99.00	99.00
GENERAL FUND TOTAL PART-TIME (FTEs)		4.44	5.18

**CAPITAL IMPROVEMENT FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(6) 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 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(4) 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 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(b) 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)¹
BY DEPARTMENT FY 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
FULL-TIME POSITIONS			
ICE ARENA			
	(2) Director of Recreation	0.8	0.8
	(2) Recreation Supervisor	0.5	0.5
	(2) Administrative Services Associate	0.5	0.5
	Building Maintenance Technician	1	1
	(7) Maintenance Worker	0.2	0.2
		<u>3</u>	<u>3</u>
PART-TIME POSITIONS			
ICE ARENA			
		HRS	HRS
	Building Supervisor - Ice	1.73	1.83
	Custodian - Ice	0.00	0.00
	Learn to Skate Instructor	0.29	0.26
	Learn to Skate Coordinator	0.04	0.00
	(2) Receptionist-Comm. Serv./Ice	0.30	0.30
	Recreation Aide - Ice	0.38	0.53
		<u>2.75</u>	<u>2.92</u>
		5715	6075
FULL-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
	Golf Maintenance Superintendent	1	1
	Maintenance Worker II	1	1
	(7) Maintenance Worker	0.8	0.8
		<u>2.80</u>	<u>2.80</u>
PART-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
		HRS	HRS
	Greenskeeper	0.82	0.67
		<u>0.82</u>	<u>0.67</u>
		1700	1400
FULL-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
	Golf Course Manager	1	1
		<u>1</u>	<u>1</u>
PART-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
		HRS	HRS
	Recreation Aide - Golf	1.68	1.92
		<u>1.68</u>	<u>1.92</u>
		3500	4000
PART-TIME POSITIONS			
GOLF COURSE - FOOD SERVICES			
		HRS	HRS
	Concession Attendant	0.29	0.29
		<u>0.29</u>	<u>0.29</u>
		600	600

**MUNICIPAL ENTERPRISE FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)¹
BY DEPARTMENT FY 2025**

DEPARTMENT	POSITION TITLE	FY 2024 AUTHORIZED FTEs	FY 2025 AUTHORIZED FTEs
ENTERPRISE FUND TOTAL FULL-TIME (FTEs)		6.80	6.80
ENTERPRISE FUND TOTAL PART-TIME (FTEs)		5.54	5.80
TOTAL FULL-TIME FTEs (ALL FUNDS)		109.00	109.00
TOTAL PART-TIME FTEs (ALL FUNDS)		9.98	10.98

- Notes:** ⁽¹⁾ Temporary/short-term over-staffing of FTEs may be permitted in situations where known vacancies will be occurring and it is necessary to ensure continuation of City operations.
- ⁽²⁾ Shared between Community Services and Ice Arena
- ⁽³⁾ Shared between Public Works-Streets and Police-Administration
- ⁽⁴⁾ Shared between Public Works-Administration and Sewer Lateral Fund
- ⁽⁵⁾ Shared between Public Works-Administration and Community Development-Planning
- ⁽⁶⁾ Shared between Capital Improvement Fund & Parks & Stormwater Fund
- ⁽⁷⁾ 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.

Bond Defeasance: A financing tool by which outstanding bonds may be retired without a bond redemption.

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.

Enterprise Fund: The City uses Enterprise Funds to account for the operations at the Ice Arena & Municipal Golf Course. The City reports these functions as business-type activities.

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.

Fiduciary Funds: Funds used to account for resources held for the benefit of parties outside the City.

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: A grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All funds are then divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

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.

GAAP: Generally Accepted Accounting Principles.

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.

Governmental Funds: Funds used to account for the same functions reported as governmental activities in the government-wide financial statements, but with the focus being narrower. These funds focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year.

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.

Proprietary Funds: These funds provide the same type of information as the government-wide statements, only in more detail. The Enterprise Funds are considered Proprietary Funds.

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.

**CITY OF CREVE COEUR
FISCAL YEAR 2025
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
7	Building Maintenance Technician Maintenance Worker	Community Services, Ice Arena Golf Course, Ice Arena, Police-Administration, Public Works-Streets, Parks	42,500.14	59,461.60
8	Accounting Associate Administrative Services Associate Court Clerk I Maintenance Worker I Records Associate Support Services Associate	Finance Community Development-Building, Public Works- Administration, Recreation Administrative Services-Municipal Court Building Maintenance, Golf Course, Public Works- Streets, Parks Police-Administration Police-Administration	45,406.34	63,525.16
9	Code Enforcement Officer Court Clerk II Executive Assistant to Chief of Police Maintenance Worker II Payroll Associate Police Academy Recruit Recreation Supervisor	Community Development-Building Administrative Services-Municipal Court Police-Administration Building Maintenance, Public Works-Streets, Parks, Golf Course Finance Police-Patrol Community Services, Ice Arena	49,547.05	69,311.86
10	Administrative Services Supervisor Foreman I Golf Course Manager Human Resources Generalist Mechanic Residential Building Inspector	Community Development-Planning, Public Works- Administration Public Works-Parks, Streets Golf Course Administrative Services Police-Administration, Public Works-Streets Community Development-Building	56,015.30	78,377.70
11	Building Inspector City Planner Golf Maintenance Superintendent Plans Examiner Public Information Officer & Project Manager-Engineering	Community Development-Building Community Development-Planning Golf Course Community Development-Building Administrative Services Public Work-Administration	62,715.02	87,752.16

**CITY OF CREVE COEUR
FISCAL YEAR 2025
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
11a	Police Officer	Police-Patrol	66,275.62	87,272.70
Step	Police Officer-Detective	Police-Investigations		
	Police Officer-Special Assignment	Police-Administration, Patrol		
12	City Clerk	Legislative	70,096.28	98,103.94
	City Planner	Community Development-Planning		
	Court Administrator	Administrative Services-Municipal Court		
	Finance Manager	Finance		
	Information Systems Coordinator	Finance-Information Systems		
13	Chief Building Official	Community Development-Building	77,233.22	108,057.07
	Civil Engineer	Public Works-Administration		
	Operations Superintendent	Public Works-Parks, Streets		
13a	Sergeant	Police-Patrol, Investigations	84,176.86	107,096.79
Step	Sergeant-Administrative	Police-Administration		
	Sergeant-CALEA	Police-Administration		
14	Currently Vacant		82,891.33	115,952.70
14a	Lieutenant	Police-Administration, Patrol	94,640.93	118,229.05
	Lieutenant-Professional Standards	Police-Administration		
15	Assistant City Administrator	Administrative Services	89,179.55	124,812.79
	Assistant Director of Public Works /	Public Works-Administration		
	City Engineer			
	Director of Recreation	Ice Arena, Community Services		
15a	Captain	Police-Administration, Investigations, Patrol	101,891.75	134,212.97
16	Currently Vacant		95,892.13	134,212.97
17	Director of Finance	Finance	103,299.11	144,539.03
	Director of Community Development	Community Development-Planning		
	Director of Public Works Director	Public Works-Administration		
18	Currently Vacant		111,760.56	156,382.48
19a¹	Chief of Police	Police-Administration	120,366.12	168,423.79

*Hourly rate is calculated by dividing annual rate by 2080 hours.

Note: Grades 11a, 12a, 13a, 14a, 15a, and 19a denote commissioned officers generally salaries than grades 11, 12, 13, 15 based on market pay; 11a and 13a are step systems.

**AN ORDINANCE AMENDING ORDINANCE NUMBER 5503
AUTHORIZING THE ISSUANCE OF A NEW CONDITIONAL USE PERMIT FOR A
5,381 SQUARE FOOT OPERATION OF A DRY PASTA, DOUGH AND FLOUR
MIXES MANUFACTURING FROM PURCHASED FLOUR (NAICS 311824) FOR
VERO PASTO FULFILLMENT CENTER LOCATED AT
10650 GATEWAY BOULEVARD**

WHEREAS, under Section 405.380(C), all dry pasta, dough, and flour mixes manufacturing from purchased flour require the issuance of a conditional use permit as provided in Section 405.1070, Conditional Use Permits; and

WHEREAS, Ordinance NO. 5503 authorized the issuance of a conditional use permit for a 2,836 square foot Vero Pasto Fulfillment Center within the 5,381 square foot leased tenant space, for the manufacturing and assembly of pasta products for artisan pizza and pasta meal kits; and with a condition that 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; and

WHEREAS, an application was submitted by Cary Exler, of Katie's Pizza and Pasta Frozen, for an amendment to the conditional use permit for the installation of an exterior freezer storage unit; and

WHEREAS, a public hearing was held by the Creve Coeur Planning and Zoning Commission on Monday, June 3, 2024, 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 5-0 vote, recommended approval of the conditional use permit, subject to the conditions contained herein, at its meeting on June 3, 2024; 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. Complies with all applicable provisions of this Zoning Ordinance Chapter 405 including but not limited to environmental performance standards presented in Section 405.550, the criteria in Section 405.470 and the standards of this chapter in regard to yard and setback, parking and loading areas, screening and buffering, refuse, storage and service areas and signs.
2. Will contribute to and promote the welfare and convenience of the community at the specific location.

3. Will not cause substantial injury to the value of neighboring property.
4. Is consistent with the applicable provisions of the City's Comprehensive Plan and any applicable neighborhood or sector plans, unless good cause is demonstrated for deviation there from.
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 pedestrian or vehicular traffic or on community facilities or services, including but not limited to emergency services.

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

Section 1: An amended Conditional Use Permit is authorized to be issued pursuant to Section 3 hereof to amend the previous Conditional Use Permit granted by Ordinance 5503, per Section 2 hereof, for the operation of a 5,381 square foot operation of a dry pasta, dough and flour mixes manufacturing from purchased flour (NAICS 311824) for Vero Pasto Artisan Pizza and Pasta Meal Kits Fulfillment Center at 10650 Gateway Boulevard, in LI (Light Industrial) District, whose legal description is as follows:

A tract of land in Lot 12 and part of Lot 11 of the Resubdivision of Section 2, 3 and 4 Of Lindbergh Warson Industrial Center Addition No. 1 as shown on the plat thereof recorded on Plat Book 100 page 52 of the St. Louis County Records and further described as follows:

Beginning at the Southwest corner of said Lot 12; thence South 89 degrees 14 minutes East 274.38 feet along the South lines of Lots 12 and 11 to a point; thence North 0 degrees 50 minutes East 271.74 feet to a point on the South line of Gateway Boulevard, 50 feet wide; thence on said South line of Gateway Boulevard along a curve to the right having a radius of 238.50 feet, a distance of 54.15 feet to a point of tangency; thence along said South line, North 62 degrees 55 minutes West, 0.15 feet to the Northwest corner of said Lot 11; thence continuing along said South line, North 62 degrees 55 minutes West, 12.27 feet to a point of curve; thence along a curve to the left having a radius of 188.50 feet, a distance of 86.75 feet to a point of tangency; thence North 78 degrees 17 minutes West 13.15 feet to the Northwest corner of said Lot 12; thence along the West line of said Lot 12 the following courses and distances: South 7 degrees 41 minutes 30 seconds West 158.46 feet to a point; thence along a curve to the right having a radius of 200.00 feet a distance of 131.01 feet to a point of tangency; thence South 45 degrees 13 minutes 30 seconds West 58.59 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 governing Ordinance 5503 as amended as follows:

1. A building permit must be applied for in order to place the exterior freezer unit at the proposed location according to the site plan attached to Application #24-015.
2. The exterior freezer unit shall be allowed to be located at 10650 Gateway Boulevard for a period of no more than 24 months after approval of this amendment by the City Council or at such a time as the applicant, Katie's Pizza and Pasta Frozen, vacates the premises, whichever is less, subject to building permit approval. If the amount of time needs to be extended, the applicant shall bring the matter before the Planning and Zoning Commission and City Council for approval.

BILL NO. 6124

ORDINANCE NO. _____

3. Appropriate signage must be displayed in the parking lot in order to prohibit parking along the freezer unit.

Section 3: The City Administrator of the City of Creve Coeur is hereby authorized and directed to issue an amended 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 _____, 2024.

TIMOTHY CARNEY
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2024.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



**APPLICATION TO PLANNING AND ZONING COMMISSION
#24-015: AN AMENDMENT TO THE EXISTING CONDITIONAL
USE PERMIT FOR VERO PASTO FULFILLMENT CENTER AT
10650 GATEWAY BOULEVARD**

FOR THE MEETING OF: Monday June 3, 2024

LOCATION: 10650 Gateway Boulevard, in the LI (Light Industrial) District

REQUEST: Cary Exler, of Katie's Pizza and Pasta Wholesale, has submitted an application for an amendment to an existing Conditional Use Permit for Vero Pasto Fulfillment Center at 10650 Gateway Boulevard in the "LI" Light Industrial Zoning District. The CUP amendment request is for the installation of a temporary 170 square foot outdoor storage unit to provide additional freezer space for the business. The freezer unit will include a perimeter fence around it to comply with screening requirements for outdoor storage in the "LI" Light Industrial Zoning District.

ADDITIONAL INFORMATION: The current Conditional Use Permit was approved in 2016 for a NAICS 311824, Dry Pasta, Dough, and Flour Mixes Manufacturing from Purchased Flour Operation use. The applicant is seeking the outdoor freezer on a temporary basis as they look for a new space for their growing business.

Key Issues:

- Does the request integrate with the surrounding uses?
- Does the request further the goals and/or implement the Comprehensive Plan?

Creve Coeur 2030

Comprehensive Plan References

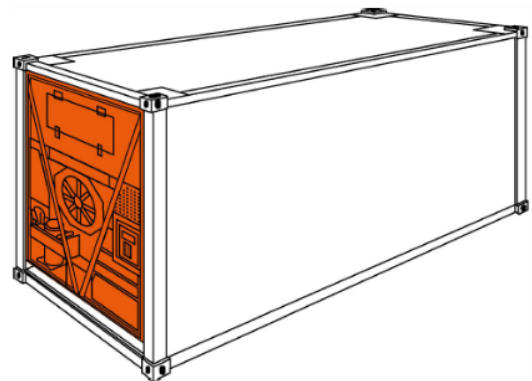
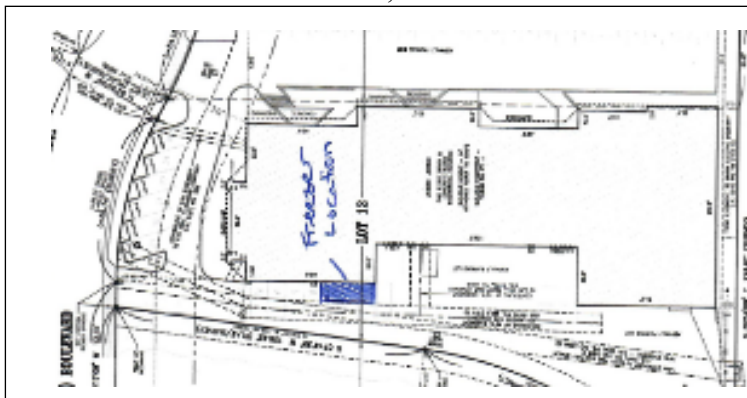
- Mixed-Use Innovation Campus
- Design Guidelines

Zoning Code References

- Section 405.210: Regulation of Uses
- Section 405.380: LI Light Industrial District
- Section 405.470: Conditional Uses
- Article VII Off-Street Parking And Loading Regulations

APPLICANT: Cary Exler
Katie's Pizza and Pasta Frozen
1428 Chestnut Street, Ste 110
Creve Coeur, MO 63132

PROPERTY OWNER: PPM/Warson Road. LLC
1034 S. Brentwood, Suite 300
St. Louis, MO 63117



REPORT PREPARED BY: Bethany L. Moore, AICP, City Planner
DATE: June 3, 2024
ATTACHMENTS: Applicant's Materials received May 3, 2024
Draft Ordinance

PROJECT DETAILS AND ZONING HISTORY

The existing 19,609 sq. ft. warehouse building was originally built in 1974 on a site of approximately 1.32 acres in the Lindberg-Warson Industrial Center. Originally developed under St. Louis County jurisdiction, the entire area was annexed into the City of Creve Coeur in 1990 and subsequently zoned LI (Light Industrial) District. The property has remained largely unchanged since that time.

In 2016, a conditional use permit was approved for the tenant space for Vero Pasto Fulfillment Center for Katie's Pizza as Ordinance #5503 and this is the conditional use permit ordinance that will be amended to include the allowance for the exterior frozen storage unit. A conditional use permit was issued in 2022 for the use of the adjacent tenant space at 10640 Gateway Boulevard for White Glove Exotic Services in order to conduct their repair work on high end, luxury, and exotic cars. There is also an existing art studio tenant, which is a permitted use.

The applicant is seeking an amendment to the existing conditional use permit for Vero Pasto in order to install the exterior freezer storage unit at the rear of the building. The applicant has stated that the freezer unit is needed to store excess ingredients and products on a temporary basis of approximately 12-24 months while the applicant looks for another building space to relocate the business. The unit will be 8.5 feet tall, 8 feet wide and 20 feet long. It will take up portions of 2 existing parking spaces. The applicant is proposing to install a fence around the unit to comply with Section 405.380(G)(3) which requires all activities to be conducted indoors or within a fenced and screened area.

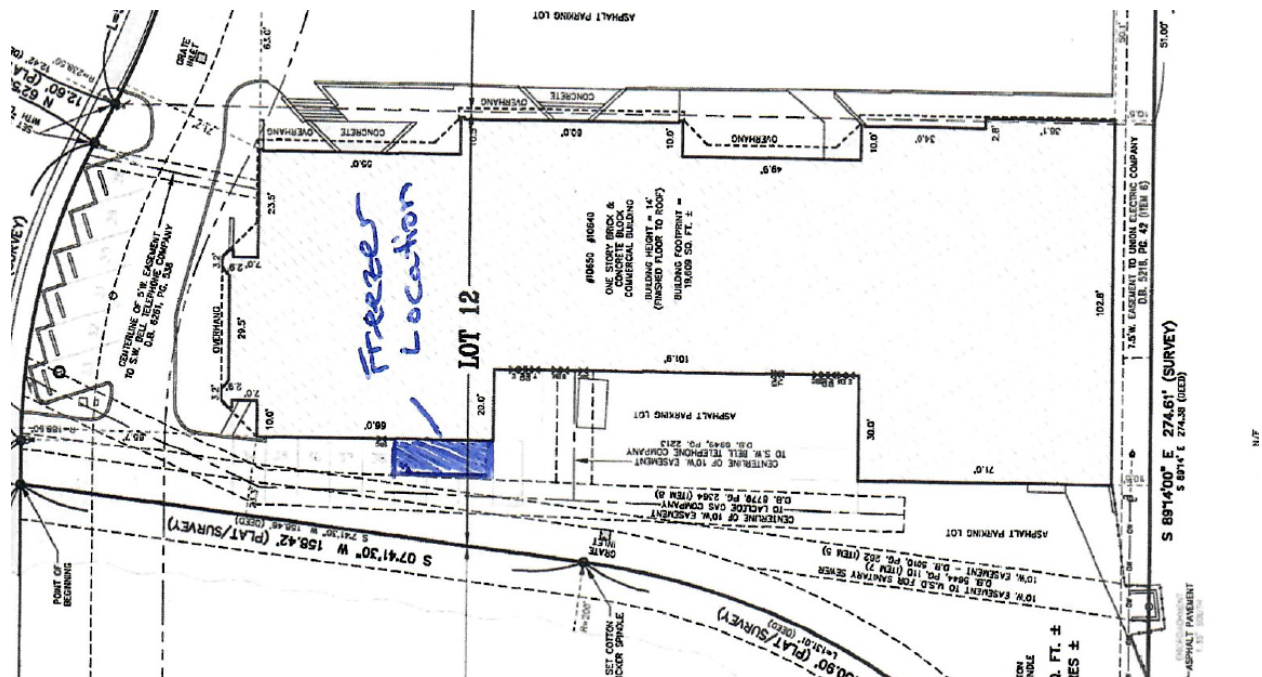


Figure 1: Proposed freezer unit location.

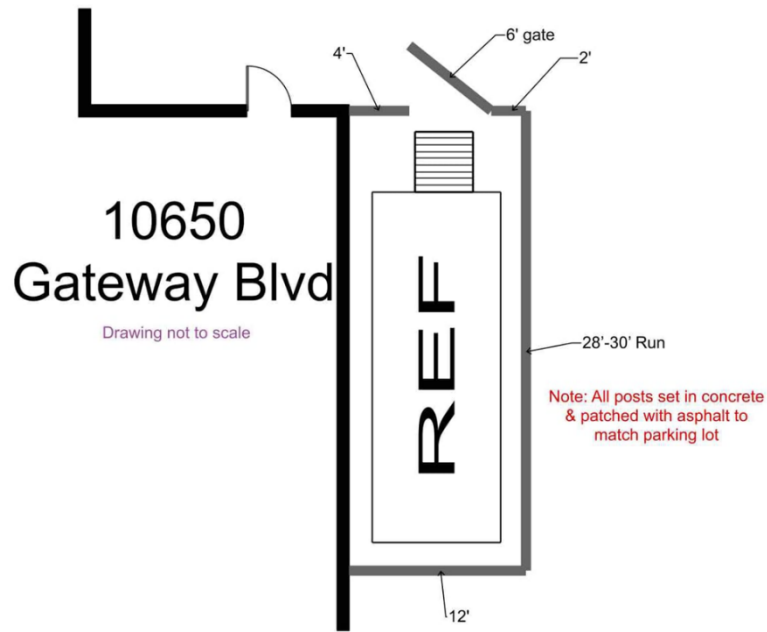


Figure 2: Site plan detail showing freezer location and proposed fence.

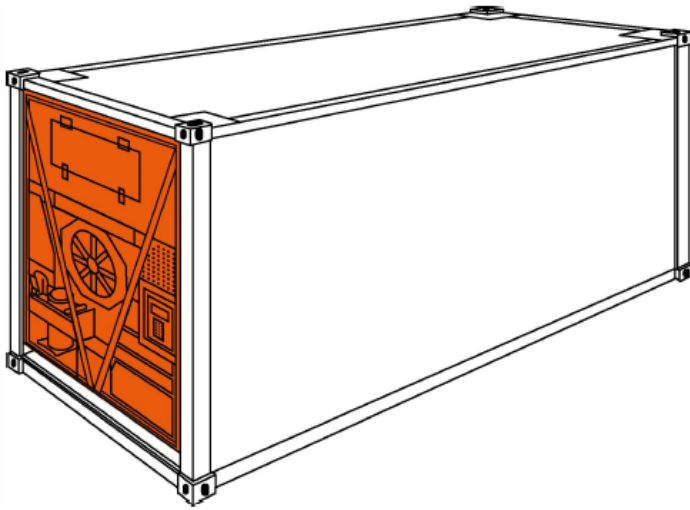


Figure 3: Freezer unit.

LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Industrial	“LI” Light Industrial	Gateway Boulevard
South	Industrial	“LI” Light Industrial	N/A
East	Industrial	“LI” Light Industrial	N/A
West	Industrial	“LI” Light Industrial	N/A

COMPREHENSIVE PLAN REVIEW

The subject property is located within the Mixed-Use Innovation Campus District (MUIC) located on the east end of Olive Boulevard. The Comprehensive Plan recommends that a variety of active, office and residential uses be allowed and encouraged with side and rear lot parking. The focus of the MUIC is to develop the 39 North plant science and agricultural technology district. The property at 10650 Gateway Boulevard was developed in St. Louis County prior to incorporation into the City of Creve Coeur and has remained largely unchanged since. The proposed storage use will only be taking up a portion of the existing lot and not adding additional site coverage. Therefore, the proposal would satisfy the goals and objectives of the Comprehensive Plan as much as such a use could.

ZONING REVIEW

As the proposal is for an existing use within a multi-tenant building, and will not be making any changes to the exterior of the building or site coverage, the only zoning issue would be parking and the requirements for exterior screening of business activities in association with this use. The applicant proposes to place the unit on two parking spaces in order to accommodate it. These parking spaces would then be eliminated from the shared total available parking spaces on the lot.

Parking:

In 2016, the Conditional Use Permit for Vero Pasto for Katie’s Frozen Pizza was approved requiring 11 parking spaces for the manufacturing use with 5 employees. At the time, Staff did not foresee a parking issue with the use, should it grow to utilize the entire 5,381 square foot space, and recommended that the Ordinance authorize the use for the entire leased space without additional zoning approvals. White Glove Exotic Motors requires 36 parking spaces per the approved Conditional Use Permit. There are 51 parking spaces existing on-site and the approval of the proposed exterior storage use to remove 2 parking spaces would not reduce the available parking on site below code requirements.

Screening:

Section 405.380(G)(3), “LI” Light Industrial District, states:

All business, services, storage, merchandise display and repairing and processing shall be conducted wholly within an enclosed building or within a fenced and screened exterior storage area, except for off-street automobile parking and off-street loading unless expressly permitted by a conditional use permit (see Section 405.1070).

The applicant has submitted documents showing landlord approval for the project and the proposed location of a screening fence around the freezer unit with a bid for the fence. Staff feels that since the unit itself is already enclosed it therefore complies with Section 405.380(G)(3) Staff feels that adding a fence would be redundant and suggests fencing not be required if the

approval is limited to 2 years with any extensions requested by the applicant requiring Council upon recommendation by the Planning and Zoning Commission.

RECOMMENDATION

Based on the above analysis, the request for an amendment to the conditional use permit appears to meet all of the requirements of the Comprehensive Plan and Zoning Ordinance, subject to agreement with the temporary placement of the storage unit for a period of two years. Therefore, Staff recommends approval subject to the conditions below which are included in the draft ordinance:

1. A building permit must be applied for in order to place the unit at the proposed location according to the site plan attached to Application #24-015.
2. The exterior freezer unit shall be allowed to be located at 10650 Gateway Boulevard for a period of no more than 24 months after approval of this amendment by the City Council or at such a time as the applicant, Katie's Pizza and Pasta Frozen, vacates the premises, whichever is less, subject to building permit approval. If the amount of time needs to be extended, the applicant shall bring the matter before the Planning and Zoning Commission and City Council for approval.

ACTION

If the Planning and Zoning Commission finds the attached draft amended conditional use permit ordinance to be in conformance with the purposes and regulations of the Comprehensive Plan and Zoning Code, it may vote on a recommendation to the City Council. Any changes to the draft ordinance should be discussed and made by separate actions.

MOTION

The following is an example of an appropriate motion for this application:

"I move to recommend approval of a Conditional Use Permit amendment for Vero Pasto Fulfilment Center at 10650 Gateway Boulevard, subject to the conditions contained in the draft ordinance attached to the staff report on Application #24-015, for the meeting of June 3, 2024" (conditions may be added, eliminated, or modified by preceding motion).

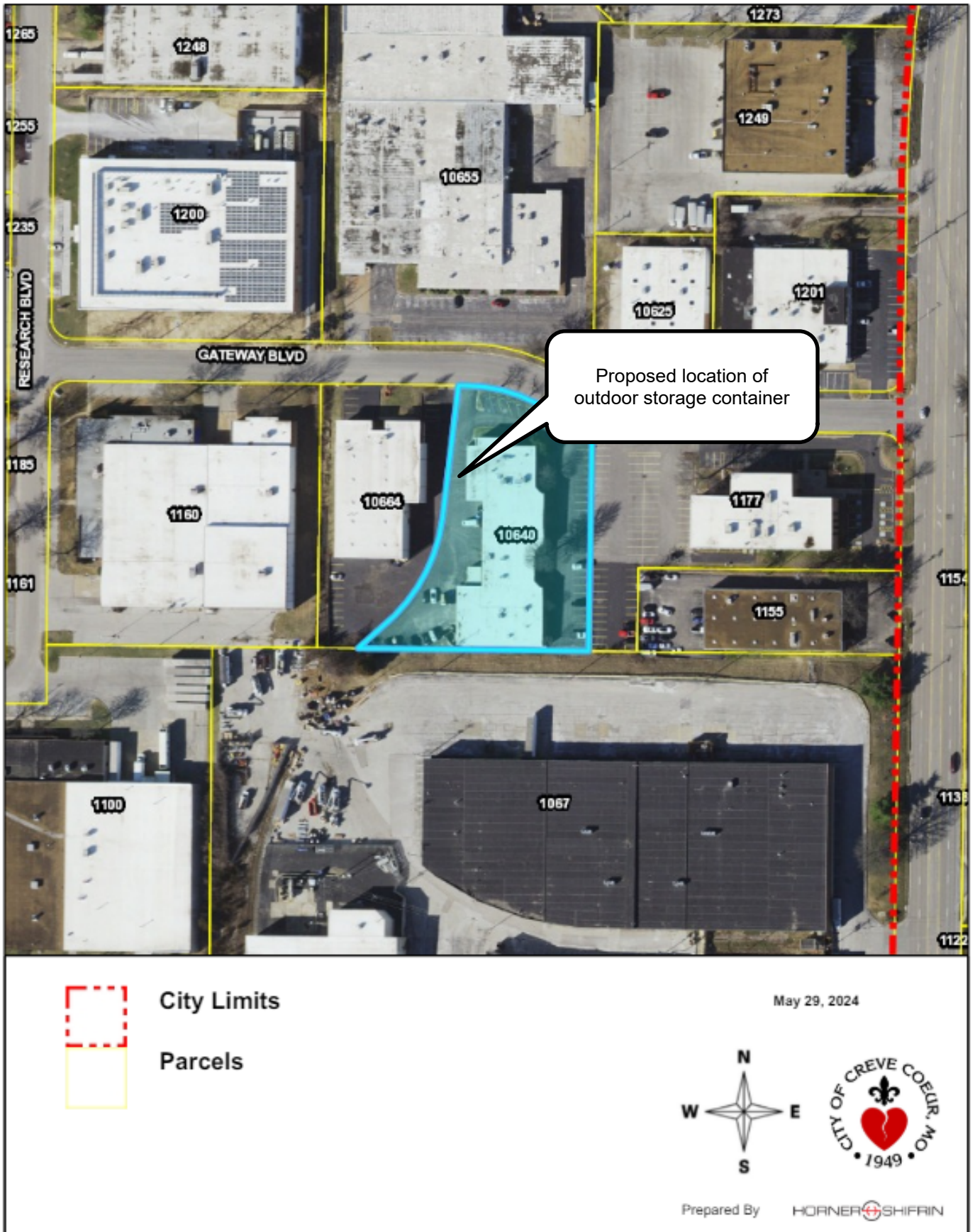
APPENDIX 1: COMPREHENSIVE PLAN

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 PHOTO



APPENDIX 4: SITE PHOTOGRAPHS



Description:
Proposed freezer
location.



Description:
Google image of
front of building.

Rationale for the Conditional Use Permit Application for Katie's Pizza and Pasta at 10650 Gateway Blvd, St. Louis, MO. 63132.

We at Katie's Pizza and Pasta Wholesale produce Frozen Pizzas and Pasta Entrees. Creve Coeur has been an optimal production area for us since we first procured the space in 2017, first as a base for Vero Pasta, then as a commissary kitchen and now as a full scale Inspected Production Facility. We started Wholesaling our Pizzas in 2022 and will have grown sales within 2 years from \$1.2 million to over \$6 million. In 2025, we anticipate that number being closer to \$10 million in sales.

All of that has lead to us needing to file for this amendment to our conditional use permit. While the city of Creve Coeur has been amazing, our current building is no longer sufficient for our needs. Our current freezer capacity is only around 800-900 cases. While that was perfectly sufficient in the past, we have taken on a large number of national retailers within the last 6 months, greatly increasing our national exposure and sales. Just last week we shipped out 1 – 660 case order an within the course of 2 weeks shipped 1250 total cases. At times, this required us using our Delivery Truck to store additional product for our orders.

While our building itself is completely up to the task of supporting this increase in production (we currently make 1000 pizzas a day, it does not take much more space or equipment to make 4000 pizzas) our Freezer capacity is absolutely not capable of supporting that growth. While we will need a new facility in the future, this unit would allow us to stay in our current space for another 12-24 months. Meaning we could still support Creve Coeur as a resident business and not need to find a larger facility in another part of St. Louis.

Additionally, we do not have any functional space within the building that we could install a freezer in. We could build a custom freezer in an obscure portion of the building but it would hold less product than an exterior unit and cost approximately \$90-100,000 (possibly more with building construction needs included). Additionally, by building the exterior freezer, we would actually free up more space within the building for other storage needs. We believe that the 20' Freezer Container Mobile Storage Unit is the perfect solution to our needs for numerous reasons, including but not limited to:

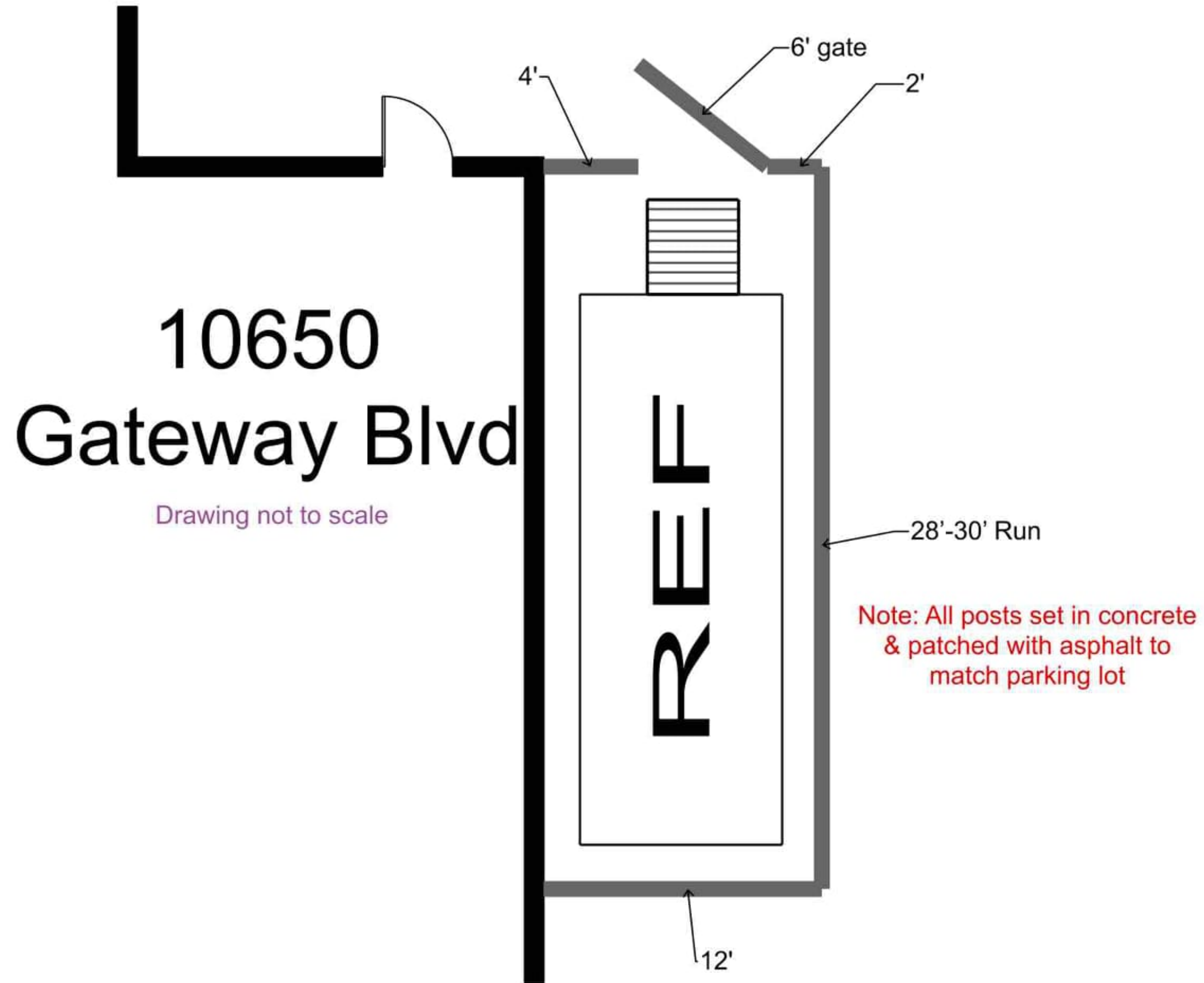
- Size, it can accommodate 9 pallets or an additional 810+ Cases of Pizza
- Easy access for Distributors picking up orders. It would simplify pickups significantly, allowing us to simply bring a pallet from the exterior unit onto a truck.

- Lower power usage: Being an insulated container unit with a specific refrigerator/freezer unit, they notoriously use less electricity than built in walk in units, meaning a lower operational cost.
- Overall Cost: The container unit will end up costing us between \$12-23,000. When you include the fence and the electric, that still comes in under \$35,000. That is a fraction of what an internal walk in would cost us.
- Mobile and therefore Not a sunk cost: We will outgrow this facility eventually. Whether that is in 12 or 18 or 24 months, we will need more space and more ovens. When that time comes and we need to move, we can bring this unit with us so it is not a sunk cost into a facility we do not own. Additionally, all construction is being done so as to be removable when we do move sites.
- Pallet Entry: Arguably the most important thing is that we can wheel pallets in and out of the freezer. Currently, we have to build pallets of product in the parking lot regardless of weather, bringing out a cartful of product at a time. This is because none of the doors of our facility are wide enough to bring a pallet through. The construction on this alone would cost \$40,000+ making the internal freezer even less viable.

We have done several things to lessen the impact on Gateway Blvd and specifically our neighboring tenants in this building. We picked a location that would specifically not inconvenience any other building. Any other site placement would hinder entrances to businesses, gas and electric meters, trash services or visibility to signages and other businesses. We are installing an 8' tall privacy fence around the unit and purchasing a new unit to ensure it is not an eyesore to anyone. We are putting locks on both the gate and unit door and installing additional security cameras at our own cost to ensure there is no theft related to the storage. We have checked with all neighboring tenants and all have approved of our plans. This would cause the least interruption in their business due to the nature of construction (unit is just delivered, fence would take 1-2 days and electric would not interrupt their operations at all) compared to tearing apart our facility and the construction needs that would require. Lastly, we have planned to take the handicapped, number 40 and number 39 parking spaces on the west side of the building to accommodate this freezer. We also planned to turn parking space number 38 into a new handicapped parking space. We have also ensured with our neighboring tenants that the removal of 3 spaces would not cause any issues. They all agree there is more than enough space for everyone's needs, especially since the space in the middle of the building is now just an Art Studio and not gallery (tenant purchased an Art Gallery in CWE so he does not show works from this space, meaning he needs fewer of the spaces he is allotted).

We have tried to work through numerous options and truly believe this is the best proposal we can put forth. We have received approval from both our landlord and neighboring tenants. We greatly desire the opportunity to stay in this building, and Creve Coeur in general, for as long as possible. This project would allow us to do so. We appreciate the opportunity to discuss this with the Planning and Zoning board, and Creve Coeur as a whole.

Cary Exler, Wholesale Logistics Manager, Katie's Pizza and Pasta Wholesale



Container Specification

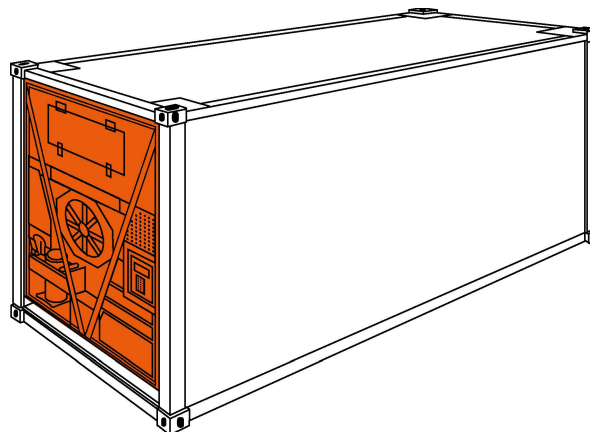
20' 40' Refrigerated Containers

REFRIGERATED CONTAINER (TEMPERATURE-CONTROLLED CONTAINER)

ISO Size Type Code: 22R1, 22R9

SKU Code: CX20RF

20'



- Low CO₂ footprint due to less power-consuming refrigeration technology
- Pre-Trip Inspection (PTI) and maintenance procedure prior to each shipment
- Container built and tested to fulfil or even exceed industrial standards and regulations
- Constant high airflow for perishable products guarantees best temperature maintenance
- Hygienically designed sealing-free container with side lining protecting scuff lining
- Container certified for cold treatment control e.g. meeting requirement of the USDA
- Contemporary insulation factors
- Low tare weight offers advantage of high payload designed container
- Dedicated equipment available for non-foodstuff cargoes
- Container available to maintain temperature control range as low as -40°C up to +30°C
- Container built to maintain temperature in ambient environment up to 50°C
- Multi-temperature setting (MTS) option available
- “On demand” defrosting assists to avoid unnecessary heat supply
- Reefer containers equipped with de-humidification option (including sensor)
- Maximum stowage height indicated by red line inside the container in order to ensure proper air circulation
- ATO-DLO certified by Agrotechnological Research Institute e.g. for flower bulb transportation, bulb mode option available
- All containers are suitable for shore power supply, voltages: 460 V / 60 Hz or 230 V / 60 Hz 3 Phase.
- For the technical specification and illustration of electric plug, see page 6

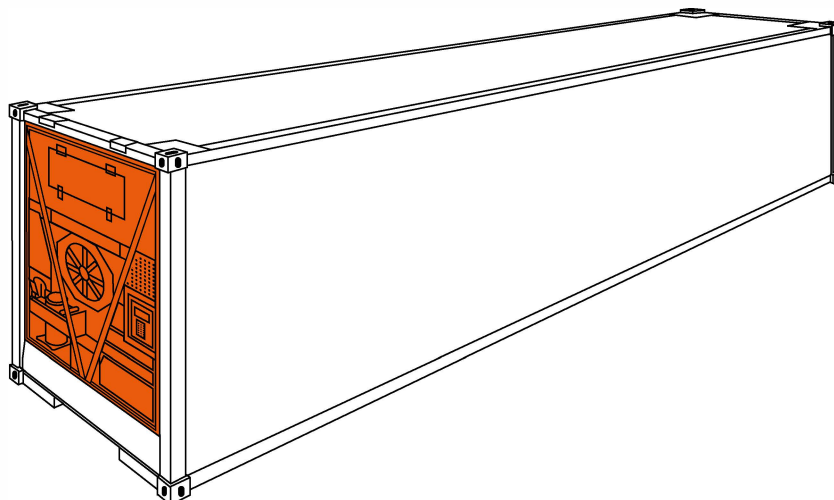
8' 6" high	Inside dimensions				Door openings		Weights			Capacity
	Length	Width	Height	Max. stow. height (to load line)	Width	Height	Max. gross	Tare	Max. payload	
	mm ft	mm ft	mm ft	mm ft	mm ft	mm ft	kg lbs	kg lbs	kg lbs	m ³ ft ³
	5,450 17' 10½"	2,284 7' 5⅞"	2,267 7' 5¼"	2,184 7' 2"	2,290 7' 6⅛"	2,264 7' 5⅛"	30,480 67,196	2,905 6,404	27,575 60,792	28.2 996
		2,280 7' 5¾"	2,259 7' 4⅞"	2,159 7' 1"			32,000 70,547	2,860 6,305	29,140 64,242	28.1 1,006
		2,293 7' 6¼"	2,255 7' 4¾"	2,155 7' 7⁄8"			30,480 67,196	2,920 6,437	27,560 60,759	28.2 996
	5,446 17' 10⅜"	2,290 7' 6⅛"	2,263 7' 5⅛"	2,163 7' 1⅛"		2,252 7' 4⅝"	31,400 69,220	2,770 6,110	28,630 63,118	
	5,454 17' 10¾"	2,316 7' 7⅛"	2,331 7' 7¾"	2,211 7' 3"		2,290 7' 6⅛"	30,480 67,196	3,030 6,680	27,450 60,516	29.9 1,056
		2,284 7' 5⅞"	2,270 7' 5⅜"	2,150 7' 5⁄8"			30,480 67,196	2,900 6,393	27,580 60,803	28.7 1,014
	5,535 18' 1⅞"	2,316 7' 7⅛"	2,331 7' 7¾"	2,211 7' 3"		2,290 7' 6⅛"	30,480 67,196	3,030 6,680	27,450 60,516	29.9 1,056
Non-Foodstuff	5,535 18' 1⅞"	2,316 7' 7⅛"	2,331 7' 7¾"	2,211 7' 3"	2,316 7' 7⅛"	2,290 7' 6⅛"	30,480 67,196	3,030 6,680	27,450 60,516	29.9 1,056
		2,284 7' 5⅞"	2,270 7' 5⅜"	2,150 7' 5⁄8"	2,290 7' 6⅛"	2,264 7' 5⅛"	30,480 67,196	2,900 6,393	27,580 60,803	28.7 1,014

REFRIGERATED CONTAINER (TEMPERATURE-CONTROLLED CONTAINER)

ISO Size Type Code: 45R1 High Cube, 45R9

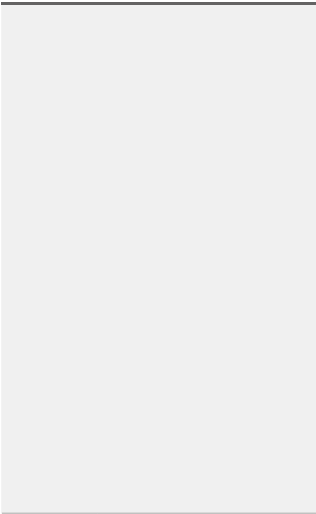
SKU Code: CX40RF

40'

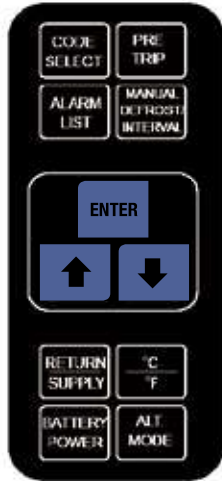


- Low CO₂ footprint due to less power-consuming refrigeration technology
- Pre-Trip Inspection (PTI) and maintenance procedure prior each shipment
- Container built and tested to fulfill or even exceed industrial standards and regulations
- Constant high airflow for perishable products guarantees best temperature maintenance
- Hygienically designed sealing-free container with side lining protecting scuff lining
- Container certified for cold treatment control e.g. meeting requirement of the USDA
- Contemporary insulation factors
- Low tare weight offers advantage of high payload designed container
- Dedicated equipment available for non-foodstuff cargoes
- Container available to maintain temperature control range as low as -40°C up to +30°C
- Container built to maintain temperature in ambient environment up to 50°C
- Multi-temperature setting (MTS) option available
- “On demand” defrosting assists to avoid unnecessary heat supply
- Reefer containers equipped with de-humidification option (including sensor)
- Maximum stowage height indicated by red line inside the container in order to ensure proper air circulation
- Tailor-made atmosphere (TMA) via gas injection (controlled atmosphere technology) available
- ATO-DLO certified by Agrotechnological Research Institute e.g. for flower bulb transportation, bulb mode option available
- All containers are suitable for shore power supply, voltages: 460 V / 60 Hz or 230 V / 60 Hz 3 Phase.
- For the technical specification and illustration of electric plug, see page 6

9' 6" high	Inside dimensions				Door openings		Weights			Capacity
	Length	Width	Height	Max. stow. height (to load line)	Width	Height	Max. gross	Tare	Max. payload	
	mm ft	mm ft	mm ft	mm ft	mm ft	mm ft	kg lbs	kg lbs	kg lbs	m ³ ft ³
	11,578 37' 11¼"	2,280 7' 5¾"	2,525 8' 3⅜"	2,425 7' 11½"	2,276 7' 5⅝"	2,535 8' 3¾"	34,000 74,957	4,300 9,480	29,700 65,477	66.7 2,356
	11,599 38' ¼"	2,290 7' 6⅛"	2,545 8' 4⅛"		2,290 7' 6⅛"	2,557 8' 4⅝"	34,000 74,956	4,420 9,744	29,580 65,212	67.6 2,387
	11,580 37' 11⅞"	2,290 7' 6⅛"	2,540 8' 4"	2,420 7' 11¼"		2,569 8' 5⅛"	34,000 74,957	4,450 9,810	29,550 45,146	67.3 2,380
Non-Foodstuff	11,580 37' 11⅞"	2,290 7' 6⅛"	2,543 8' 4⅛"	2,423 7' 11⅜"	2,294 7' 6¼"	2,550 8' 4⅜"	34,000 74,957	4,550 10,031	29,450 64,925	67.4 2,380
	11,590	2,294	2,594	2,474	2,290	2,569	34,000	4,660	29,340	67.9
	38' ¼"	7' 6¼"	8' 6⅞"	8' 1⅜"	7' 6⅛"	8' 5⅛"	74,956	10,273	64,683	2,398



CHANGE OF TEMPERATURE SETPOINT ON REFRIGERATED CONTAINERS

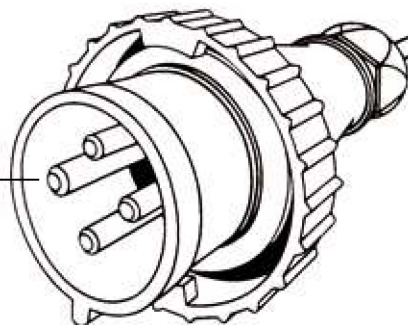


Carrier

1. Press the  or  key to change the setpoint (the left display will blink).
2. Press the  key at the desired setting to confirm and exit the selection menu.

ELECTRIC PLUG ON REFRIGERATED CONTAINERS

Earth contact



All series

- Refrigerated containers are equipped with 460 V / 60 Hz (32 A) plug
- There are fixed cables with a length of up to 18 m (49ft)
- Couplings for adapters are available
- **Adapters are subject to corresponding safety regulations**

460 V plugs:

- 4 poles according to CEE
- According to ISO 1496-2 annex M
- **Earth contact in 3 o'clock position according to socket**

230 V plugs (requires transformer):

- 4 poles according to CEE
- According to ISO 1496-2 annex M
- **Earth contact in 3 o'clock position according to socket**





PARTNERSHIP PROPERTY MANAGEMENT, LLC



Corbin Holtzman
5/3/2024

To Whom It May Concern,

This letter is to inform you of the approval for Katie's Pizza exterior storage.

Katie's Pizza is to follow local rules and regulations pertaining to this request.

Site: 10650 Gateway Blvd, St. Louis, MO 63132

Thank you

Corbin Holtzman

A handwritten signature in black ink, appearing to read "Corbin Holtzman", is written over a light grey horizontal line.



1034 S. Brentwood Blvd
Suite 1300
St Louis, Mo 63117

PHONE (314) 863-3700
FAX (314) 863-3703
WEB SITE www.stlcre.com



Kirkwood Fence
200 S. Elam Ave. Suite 200
Valley Park, MO 63088 United States
(314) 329-4442

BILL TO

Katie's Frozen
10650 Gateway Boulevard
St. Louis, MO 63132 USA

ESTIMATE
82578895

ESTIMATE DATE
May 01, 2024

JOB ADDRESS

Katie's Frozen
10650 Gateway Boulevard
St. Louis, MO 63132 USA

Job: 82560465

ESTIMATE DETAILS

1050 Gateway Blvd. - 8' Tall External Cold Storage Privacy Enclosure: Cary Exer (410)877-4029

No removal or disposal

Installation of approximately 48 linear feet of GRAY 8' Tall *PRIVACY-LINK* HD Fence
- All posts Set 3' In concrete then patched with asphalt to match the existing parking lot
- Installation of one 6' wide walk gate with one Commercial grade strong arm latch
- All Terminal posts 40 weight 3" diameter
- Line posts 2.5" 40 Weight
- Top rail and gate frame 1-5/8' 40 weight
- 95-98% opacity

Customer responsible for fence placement & conditional use permit approval along with any private utility marking

Kirkwood Fence to handle all public utility location

50% due at proposal acceptance

Current lead time Approx 4 weeks upon receiving down payment

For questions or changes please contact Jordan Kuiper (636)893-3423

TASK	DESCRIPTION	QTY	PRICE	TOTAL
CHAINLINK	Chain Link Fence	1.00	\$8,290.00	\$8,290.00

#	DESCRIPTION	TOTAL
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250+FTDISCOUNT5% discount for fences 250 FT and over. *AWESOME PIZZA DISCOUNT!!*	\$-414.50
--	-----------

POTENTIAL SAVINGS	\$0.00
-------------------	--------

SUB-TOTAL	\$7,875.50
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TOTAL	\$7,875.50
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EST. FINANCING	\$134.67
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Thank you for choosing Kirkwood Fence, your locally owned fencing company and part of the Second Mile Service family of companies. For questions regarding your invoice please call our Accounting department at (314) 329-4442.

CUSTOMER AUTHORIZATION

The proposal above is furnished by Kirkwood Fence as a good faith estimate of work to be performed at the location described above, subject to all sales Terms and Conditions. Due to material price volatility, this estimate is good for 10 days. Balance is due upon completion.

Sign here

Date



The Specialty Stuff

1. **Electric, Irrigation & Low Voltage:** The Company accepts no responsibility for any damage to/or resulting from electrical, irrigation and/or low voltage systems that are not marked.
2. **Hazardous Materials:** If hazardous materials are present at the jobsite the Customer agrees to have an environmental remediation contractor properly remove & dispose of said materials prior to work commencement.
3. **Presence of Rock or Tree Roots:** In the event there are rocks or tree roots present in the work area an additional charge of \$50.00 per hole will apply.
4. **Landscaping:** The Company assumes no responsibility for damage to landscaping resulting from completion of the work
5. **Natural Materials:** If the fence is built using natural materials (i.e., wood) cracking, checking, warping, fading, etc., may occur, however they are not considered failures of the product. The Company recommends proper maintenance to ensure maximum life of the fence.
6. **Retaining Wall:** In the event the fence is being built along a retaining wall, Sono Tubes must be installed prior to commencement of the work.
7. **Limited Craftsmanship Warranty:** Kirkwood Fence warrants to the Customer that, the installation services performed pursuant to these Sales Terms and Conditions shall be free from defects in workmanship from the date of completion for a period of two years if the product installed is properly used and maintained in accordance with Kirkwood Fence's instructions and/or recommendations. Kirkwood Fence makes NO WARRANTY concerning components or accessories not manufactured by Kirkwood Fence that may have been incorporated into any fence or product installed by Kirkwood Fence, however Kirkwood Fence will pass on to the Purchaser all manufacturer warranties of such components to the extent that such warranties exist, if at all. THE WARRANTY SET FORTH HEREIN IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. PURCHASER SHALL HAVE NO CLAIM FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, PROXIMATE DAMAGES FOR ANY REASON, INCLUDING WITHOUT LIMITATION THE SETTLING OR SHIFTING OF THE GROUND OR SUNKEN OR LEANING POSTS. ALSO, PURCHASER AGREES AND ACCEPTS FULL RESPONSIBILITY FOR ANY DAMAGES CAUSED BY FAILURE TO PROVIDE REQUIRED MAINTENANCE FOLLOWING DATE OF COMPLETION, INCLUDING WITHOUT LIMITATION DAMAGES CAUSED BY FAILURE TO SECURE OR AND LATCH ANY GATES.

The Financial Stuff

8. For the agreed upon Price, Kirkwood Fence a Series of Second Mile Service Series, LLC, hereinafter referred to as "Company", shall furnish the labor, materials, work, and/or supervision as described in the Estimate and Scope of Work attached to this Agreement. The Customer agrees to pay the entire amount shown on the Company's Estimate for the products sold or installation services provided by the Company upon completion.

9. **Deposits:** No material shall be ordered, or work shall begin without a deposit of 50% of the agreement price unless prior credit approval or financing has been granted. If credit or financing is insufficient to cover the full agreement price, then partial deposit may be required.
10. **Payments:** Payment due upon completion of work or receipt of progress billing. Payment cannot be withheld due to non-completion of any other contractor's work, other contractor's non-compliance regarding code, license, permits, and paperwork or changes in the acceptance of insurance certificates, liability amounts, or lack of, by any other party. Should the Company be unable to complete the installation within 90 days of contract acceptance due to delays outside of the Company's control, including but not limited to delays caused by Homeowner's Associations, permitting, other trades, weather, etc. The Company reserves the right in its sole discretion to cancel this agreement or adjust the cost of the project to reflect pricing at the time of installation. Projects not paid in full at the time of completion will accrue a 1.5% per month late fee until the entire amount, including late fees, plus the Company's reasonable attorneys' fees and other collection costs are paid. Non-payment will result in voided warranties. Customer shall be deemed to have accepted all goods or installation services performed by the Company upon payment.
11. **Progress Billing:** If the work contemplated in the Agreement is estimated to take longer than two (2) weeks, the Company may elect to invoice Customer in installments based on the percentage of work completed, which shall be determined by the Company in its sole and absolute discretion. In addition, if the Agreement contains multiple scopes of work, the Company may elect to invoice Customer upon the completion of each individual scope of work and will not be required to complete all contracted work for the invoice(s) for the completed scopes of work to be due and payable.
12. **Cancellations & Rescheduling:** Should Customer wish to cancel the work after Agreement acceptance, a rescheduling and restocking fee of 10% of the Agreement plus all costs of any special-order materials shall apply. These fees will be due immediately upon cancellation. The Company reserves the right to reschedule or cancel appointments due to inclement weather or unforeseen circumstances. In such cases, we will make every effort to notify you in advance and arrange an alternative date for the service.
13. **Changes in Scope of Work:** Except as otherwise provided in this Agreement, the Company shall have no obligation to perform a change in the work unless the Company and Customer sign a change order describing the change and the corresponding adjustment in the Agreement Price and time for completion. However, if the Company encounters a hidden or other condition at the jobsite not known by the Company prior to or during work that requires an increase in the labor, materials, or work to be furnished, the Agreement Price and time for completion shall be adjusted by the Company accordingly. The Company may, at its sole discretion, require a signed Change Order prior to proceeding with work.
14. Due to the ever-changing costs of materials, the Company reserves the right to rescind this offer if not accepted by the Customer within 60 days of the Agreement date or at any other time by providing written notice to the Customer.

The Jobsite Stuff

15. **Workspace:** Sufficient workspace shall be made available to the Company. The Customer shall be responsible for removing all obstacles including but not limited to furniture, fixtures, personal property, landscaping, or any other obstacles from the Company-designated work area. Failure to comply with this provision will result in a trip charge fee. The Customer bears all risk of loss or damage to furniture, fixtures, personal property, landscaping, or any other obstacles not removed from the work area, even if caused by the Company's negligence, though reasonable care will be taken.

16. **Utility Access:** The Company may require use of electric and/or water to complete the scope of work as described in the Agreement. Customer agrees to grant use and reasonable access to said utilities.
17. **Parking and Jobsite Access:** Customer agrees to grant convenient access to jobsite for Company vehicles and equipment, which may include use of driveways, sidewalks, yard areas, etc. The Company will take reasonable care but accepts no liability with respect to any damage caused to these areas.
18. **Underground Obstructions:** If the Company deems it necessary, the Company will call 1-800-DIG-RITE to mark all public utilities. Further, the Company will make every effort to use caution to avoid underground obstructions not marked by Dig Rite, however, any damage to unmarked private utilities, irrigation lines, invisible pet fences, underground electrical lines or other underground obstructions not located by Dig Rite will be the sole responsibility of the Customer, and Customer agrees to hold harmless, indemnify and defend The Company from any liability resulting from damage to said obstructions.

The Legal Stuff

19. **ARBITRATION:** Parties agree that all disputes arising under this agreement shall be governed by and interpreted in accordance with the laws of Missouri, without regard to principles of conflict of laws. The parties to this Agreement agree to submit all disputes with an amount in controversy of over \$10,000 to arbitration in St. Louis, County Missouri before a single arbitrator from USA&M. If USA&M is unable to arbitrate for any reason the parties agree to a single mediator from the American Arbitration Association ("AAA"). The arbitrator shall be selected by application of the rules of USA&M (or, if AAA is the arbitrator, then the rules of AAA) or by mutual agreement of the parties, except that such arbitrator shall be an attorney admitted to practice law Missouri. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled of costs of suit including a reasonable attorney's fee for having to compel arbitration or defend or enforce this reward. No party to this agreement will challenge the jurisdiction or venue provisions as provided in this section. Nothing contained herein shall prevent the party from obtaining an injunction or filing a civil proceeding for amounts in controversy under \$10,000.
20. **LIMITATION OF LIABILITY:** CUSTOMER ACKNOWLEDGES AND AGREES THAT IF ANY LOSS OR DAMAGE SHOULD RESULT FROM FAILURE OF PRODUCTS OR SERVICES, OR FROM IMPROPER DESIGN, INSTALLATION, APPLICATION OR MAINTENANCE OF PRODUCTS OR SERVICES, COMPANY'S LIABILITY, IF ANY, IS EXPRESSLY SUBJECT TO THE MANUFACTURER'S WARRANTY AND/OR ANY COMPANY ISSUED LIMITED WARRANTY, WHICH IS LIMITED TO A SUM NOT GREATER THAN THE AMOUNT THE CUSTOMER PAID TO THE COMPANY FOR THE PRODUCTS OR SERVICES THE COMPANY DEEMS DEFECTIVE UPON INSPECTION BY THE COMPANY. CUSTOMER ACKNOWLEDGES THAT THE COMPANY IS PERFORMING A SERVICE AND WAIVES ANY CLAIMS FOR PERSONAL OR PROPERTY DAMAGE RELATED TO ANY SERVICE THE COMPANY PERFORMS.
21. The Company is not an engineering firm or certified building inspector and is not licensed to practice engineering or make recommendations with respect to other building components. Nothing in this Agreement shall be construed as the Company making any judgments or recommendations on these matters.
22. **Lien Rights:** Customer acknowledges that The Company has and may exercise all lien rights against the property upon which the work is performed or to which materials are supplied. If the Customer is not the Customer of the property upon which the work is performed, the Customer agrees to obtain the Customer's written consent to The Company's full exercise of such lien

rights. To the greatest extent permitted by law, Customer and/or Customer hereby waive any and all objections to any defect in any such lien documents. The Company's exercise or non-exercise of such lien rights will not alter or amend these Sales Terms and Conditions or release any of the Customer's obligations hereunder. This Contract and its performance are governed by the laws of the place of the project. A lien waiver shall be furnished to the Customer upon payment of the Contract Price in full. Missouri law requires the furnishing of the following notice:

- a. NOTICE TO CUSTOMER FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

23. **Indemnity:** To the greatest extent permitted by law the Customer shall indemnify, defend, hold and save The Company (and its officers, shareholders, managers, agents, employees, servants and independent contractors) harmless from all claims and expenses, including court costs and attorney's fees, for damages or injuries to persons or property which are related in any manner, directly or indirectly, to the supplying of any materials or performance of any installation services contemplated by these Sales Terms and Conditions regardless of whether the injury or damage is caused in part by the Company's negligence or gross negligence or any other act or omission of The Company or its agents.
24. **Successor and Assigns:** These Sales Terms and Conditions shall be binding upon and shall inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto.
25. **Severability:** If any provision of these Sales Terms and Conditions is held to be unenforceable The Company may sever the unenforceable language and these Sales Terms and Conditions shall be construed as if they did not contain the unenforceable language and the rights and obligations of the parties and shall be enforced accordingly. Alternatively, the Company, at its sole option, may cancel these Sales Terms and Conditions entirely.
26. **Headings:** All paragraph headings set forth in these Sales Terms and Conditions are for reference only and shall not be considered in interpreting the intent of the parties with respect to the matters set forth.
27. **Electronic Signature:** Customer agrees to conduct business electronically with the Company in accordance with the federal Electronic Signatures in Global and National Commerce Act (E-Sign), 15 U.S.C.A. § 7001-7031 (Supp. 2001). Customer acknowledges that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or digital signature satisfies that requirement.
28. The Company maintains Commercial General Liability, Automobile Liability, and Worker's Compensation Insurance.



city of **CREVE COEUR**

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 872-2500/872-2501 • Fax (314) 872-2505 • Relay MO 1-800-735-2966
www.creve-coeur.org

June 4, 2024

Mr. Cary Exler
Katie's Pizza and Pasto Frozen
1428 Chestnut Street Suite 110
Creve Coeur, MO 63132

**RE: APPLICATION #24.015: AN AMENDMENT TO AN EXISTING CONDITIONAL
USE PERMIT FOR VERO PASTO FOR OUTDOOR STORAGE LOCATED AT 10650
GATEWAY BOULEVARD**

Dear Mr. Exler,

The Planning and Zoning Commission, at its meeting of June 3, 2024 reviewed and recommended approval to the City Council the amendment to the existing conditional use permit subject to the following conditions:

1. A building permit must be applied for in order to place the unit at the proposed location according to the site plan attached to Application #24-015.
2. The exterior freezer unit shall be allowed to be located at 10650 Gateway Boulevard for a period of no more than 24 months after approval of this amendment by the City Council or at such a time as the applicant, Katie's Pizza and Pasta Frozen, vacates the premises, whichever is less, subject to building permit approval. If the amount of time needs to be extended, the applicant shall bring the matter before the Planning and Zoning Commission and City Council for approval.
3. Appropriate signage must be displayed in the parking lot in order to avoid parking along the freezer unit

The application will appear before the City Council on Monday, June 10, 2024 at 7:30 PM. You or a representative should plan to be in attendance to present the application and to answer any questions from the City Council.

If you have any questions, please contact the Planning Division staff (314) 872-2501 as soon as possible. Note that significant changes may require that the matter be returned to the Planning and Zoning Commission.

Sincerely,

CITY OF CREVE COEUR

A handwritten signature in dark ink, appearing to read "Julie LaBonte". The signature is fluid and cursive, with the first name "Julie" and last name "LaBonte" clearly distinguishable.

Julie LaBonte, Chairman
Planning & Zoning Commission

JL: cs

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 April 24, 2024 is hereby amended effective as of July 1, 2024 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 effective July 1, 2024 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 _____, 2024.

TIMOTHY CARNEY
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2024.

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: June 6, 2024
Re: Proposed Personnel Policy and Procedures Manual Update Effective on or after July 1, 2024

The City Administrator's Office and the City Attorney have updated the City Personnel Policy and Procedures Manual for City Council review and approval.

These updates clarify current policies, document changes, make minor edits, and ensure compliance with current laws. The last update was on April 24, 2024.

The main reason for this revision is to enhance employee benefits, as discussed with the City Council on May 13, 2024. The City Council agreed to add two new benefits: paid Family and Medical Leave Act (FMLA) Leave and a City-paid monthly contribution toward retiree health insurance for active employees hired on or after July 1, 2001.

These enhancements align with the Strategic Plan 2023-2025 and the Comprehensive Benefit Survey and Employee Benefit Questionnaire from FY23 (see FY25 Memo to City Council Proposed Benefit Enhancements 5/9/2024).

If approved, the changes will take effect on July 1, 2024 (FY 2025). Below is a summary of the proposed changes:

Title Page/Table of Contents

- Updated with the revision date, new ordinance number, and repagination.

Section 1 – Legislative History of Revisions

- Indicates sections that have been added or changed.

Section 8.9 – Positions Exempt from Overtime

- Updated the title of Finance Manager.

Section 11 – Leave System

- Made minor edits for simplicity and clarity throughout.
- Added references to Paid FMLA throughout as necessary.
- Introduced a new section (11.7.11) for Paid Family and Medical Leave Act (FMLA) Leave:
 - Provides up to 120 hours (approximately 15 workdays) of Paid FMLA per calendar year for eligible full-time employees with qualifying events as defined by federal FMLA.
 - Paid FMLA runs concurrently with regular FMLA leave.
 - Proper documentation must be received by the Office of the City Administrator before such paid leave can be utilized.
 - Paid FMLA cannot be converted into compensation at any time.

Section 15.3 – Insurance Upon Retirement

- Revised 15.3.a.2 (for employees reaching normal retirement age: 55 for police; 60 for general employees, hired on or after July 1, 2001):
 - The City will pay a fixed \$300 monthly toward the retiree-only insurance premium until Medicare eligibility (age 65).
 - Retiree eligibility criteria:
 - Coverage availability by the health insurance carrier.
 - Completion of at least 5 years of full-time City employment before retirement.
 - Timely payment of the remaining premium cost by the retiree to the City.
 - Upon Medicare eligibility, dependents are eligible for COBRA coverage as per federal guidelines, at the full premium cost.
- Revised 15.3.b.2 (for employees reaching early retirement age: 50 for police; 55 for general employees, hired on or after July 1, 2001):
 - Early retirees must pay the full health insurance premium until reaching normal retirement age.
 - Upon reaching normal retirement age, they are eligible for the \$300/month cost share until Medicare eligibility.
 - Once eligible for Medicare, dependents can access COBRA coverage as per federal guidelines, at the full premium cost.

Please let me or City Attorney Carl Lumley know if you have any questions.

Attachments:

Marked-Up Version of City of Creve Coeur Personnel Policy and Procedures Manual dated 4/24/2024

FY25 Memo to City Council Proposed Benefit Enhancements 5/9/2024



CITY OF CREVE COEUR, MISSOURI

PERSONNEL POLICY AND PROCEDURES MANUAL

~~April 24~~, 2024

Ordinance #~~5892~~

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	
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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.

“LAGERS” means Missouri Local Government Employees Retirement System.

“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 LAGERS.

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. An employee on a performance improvement plan is not eligible for promotion consideration. 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 policy 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, the Director of Finance and the LAGERS board, 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

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 (16) hours off with pay as a personal leave. 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 (16) hours of personal 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 leave may be carried over from one calendar year to the next. Personal 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 [for a Department Head by 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. [The](#) 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 [applicablecertain](#) circumstances, up to twelve (12) weeks of [unpaid FMLA](#) 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 Leave](#), 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 that increases the size of the employee's family by birth, or adoption, or the acceptance of a child for foster care, or related to the serious illness of a parent.

"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, or the employee's child.

"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 [leave for which](#) 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.

Claiming leave or benefits under any conditions other than those permitted by these regulations shall be cause for disciplinary action. Falsification of any written evidence or feigning eligibility pertaining to 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 or feigning

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 2 yrs. (80.08 hours annual accrual)	120.08 hours
3 to 4 yrs. (100.10 hours annual accrual)	140.10 hours
5 to 9 yrs. (120.12 hours annual accrual)	160.12 hours
10 to 14 yrs. (160.16 hours annual accrual)	200.16 hours
15 to 19 yrs. (180.18 hours annual accrual)	220.18 hours
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 [the combination of paid FMLA Leave and](#) accrued Sick Leave in a calendar year shall be granted an additional eight (8) hours of Vacation in the following year. A day of [such 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. Any employee who has completed less than three (3) years of employment will accrue 3.08 hours per full pay period worked.
- 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.
- 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.
- d. Any employee who has completed ten (10) years of employment but less than fifteen (15) years of employment will accrue 6.16 hours per full pay period worked.
- 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 [paid](#) 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 is paid 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. Sick leave and reasonable accommodations shall be made available due to pregnancy, childbirth and recuperation in compliance with the Pregnancy Discrimination Act and the Pregnant Workers Fairness 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. [If the situation qualifies under FMLA, paid FMLA leave would apply as provided below.](#)

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, ~~which is addressed below~~), 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 ~~may~~ result in discipline including termination.

5. Proof of Illness – Sick Leave

If an employee utilizes Sick Leave only (and not also FMLA [which is addressed below](#)) 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. 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 [they/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.

8. 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 FMLA Leave, Sick Leave and Vacation will not be required. However, concurrent use of available Medical Leave is required during Occupational Injury and Illness Leave but shall not reduce available paid FMLA Leave.

Occupational Injury and Illness Leave 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.](#)

[The City offers paid FMLA as provided below.](#)

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 in a calendar years. Each are also individually entitled to twelve (12) weeks of Medical Leave in a calendar year, 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 once a completed Certification of Health Form (WH-380-E or F) has been received and reviewed by the Office of the City Administrator, in accordance with applicable law.

4. FMLA To Run Concurrent with Applicable Paid Leave

After an employee [has received all available FMLA pay as provided below](#), they 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 break time (unpaid to the extent allowed by law) to express breast milk for her nursing child after the child's birth each time such employee needs to do so, in a place other than a bathroom that is shielded from view and free from intrusion. There would not be a pay deduction for an exempt employee or for a break less than 20 minutes for any employee.

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. [If the situation qualifies under FMLA, paid FMLA leave would apply as provided below.](#)

11. Paid Family and Medical Leave Act (FMLA) Leave

[The City of Creve Coeur is committed to supporting its employees' family and medical needs while maintaining compliance with FMLA regulations. This policy is designed to facilitate the effective administration of paid FMLA leave fairly and consistently.](#)

[Effective on or after July 1, 2024, Paid FMLA Leave is provided to full-time FMLA-eligible employees, to attend to qualifying family and medical needs while ensuring job security and continued income during their absence. Paid FMLA must correspond to a qualifying event under FMLA law as outlined in Section 11.7, and pay is the equivalent of the employee's current base hourly rate.](#)

[Full-time employees are eligible for up to one-hundred twenty \(120\) hours of Paid FMLA Leave per calendar year. An employee applying for Paid FMLA Leave must complete a Request for Family and Medical Leave Form and ensure the healthcare provider certification is provided to the Office of the City Administrator. The City reserves the right to designate FMLA; however, utilization of Paid FMLA shall not be approved until required documentation is received by the Office of the City Administrator.](#)

[Paid FMLA Leave runs concurrently with FMLA leave. Employees are required to utilize accrued paid leave \(sick, vacation, personal, compensatory time\) for FMLA leave exceeding 120 hours. Paid FMLA Leave at no time shall be considered a benefit convertible to compensation during employment or at the time of employment separation.](#)

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, 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 States 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.

If two employees are eligible for Military Caregiver Leave due to the same circumstances, they are only entitled to an aggregate of 26 weeks in a single 12-month period for such leave, either alone or in combination with Qualifying Exigency Leave.

[To the extent the employee has available Paid FMLA Leave, they may request to apply such pay during their Military Caregiver Leave.](#)

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.

If two employees are eligible for Qualifying Exigency Leave due to the same circumstances, they are only entitled to an aggregate of 12 weeks in a single 12-month period for such leave. (See above for a combination of Qualifying Exigency Leave with Military Caregiver Leave).

[To the extent the employee has available Paid FMLA Leave, they may request to apply such pay during their Qualifying Exigency Leave](#)

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, 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 ~~FMLA Leave pay~~, Sick Leave pay, or Vacation Leave ~~p~~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 the City LAGERS retirement plan 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 [and FMLA pay shall apply as provided above](#).
 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. LAGERS defined benefit retirement plan 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 INSURANCE COVERAGE UPON RETIREMENT

Whenever an employee meets the retirement conditions under the applicable City retirement plan¹, the employee may elect to retire and receive applicable benefits.

¹ Under the LAGERS statutory plan, **Normal Retirement Age** is age sixty (60) years, except fifty-five (55) years for police officers. **Early Retirement Age** means retirement after five years of credited service and within five (5) years of minimum service retirement age, see 700.670 RSMo.

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).

In addition, the City makes available 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 Retirement Age under LAGERS:

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 retired employee becomes ineligible for group coverage, the retired employee and 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. 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.

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

~~The retired employee may continue individual or family health coverage through the City's group policy, provided: (1) the City's health insurance carrier makes such coverage available; (2) the retired employee completed a minimum of five (5) consecutive years of regular full-time service with the City prior to retirement; and (3) 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.~~

~~Alternatively, the retired employee may continue individual or family health insurance under the provisions of 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 COBRA. At the time the retired employee becomes ineligible for group coverage, the retiree and 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. 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.~~

Effective on or after July 1, 2024, the City will pay a fixed rate of three hundred dollars (\$300) toward the retiree-only insurance premium until the retired employee becomes ineligible for this insurance, due to eligibility for Medical coverage, which is a qualifying event under COBRA. The retired employee may continue individual or family health coverage through the City's group policy, provided: (1) the City's health insurance carrier makes such coverage available; (2) the retired employee completed a minimum of five (5) consecutive years of regular full-time service with the City before retirement; and (3) retired employee timely pays the total difference in cost of the elected coverage to the City.

At the time the retired employee becomes ineligible for group coverage, the retired employee and 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. Once the maximum period of coverage provided under COBRA expires, participation in the City's group health insurance will end they may not enroll at a later date.

b. For a Regular, Full-Time Employee, Who Shall Work Until Early Retirement Age (as defined under LAGERS:

1. Employee Hired before July 1, 2001:

The early-retired employee, who had City group coverage on the day before early retirement, may continue 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, until the early-retired 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 or family 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. Alternatively, the early-retired employee may continue individual or family health insurance under the provisions of 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 retired employee and dependents and they shall be eligible to continue City group coverage 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.

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

~~The early-retired employee and dependents, who had City group coverage on the day before early retirement, may continue as group participants through the City's group policy provided: (1) the City's health insurance carrier makes such coverage available; (2) the early-retired employee has completed a minimum of five (5) consecutive years of regular full-time service with the City prior to early retirement; and (3) the early-retired employee timely pays the total actual monthly cost of the coverage to the City.~~

~~Alternatively, the early retired employee may continue individual or family health insurance under the provisions of COBRA.~~

~~Regardless of the option chosen, when the retiree becomes eligible for Medicare, coverage for the retiree and covered dependents will end and this is a qualifying event for the retiree and dependents as defined under COBRA and they shall be eligible to continue City group coverage 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.~~

The early-retired employee and dependents, who had City group coverage on the day before early retirement, may continue as group participants through the City's group policy provided: (1) the City's health insurance carrier makes such coverage available; (2) the early-retired employee has completed a minimum of five (5) consecutive years of regular full-time service with the City prior to early retirement; and (3) the early-retired employee timely pays the total actual monthly cost of the coverage to the City.

Alternatively, the early retired employee may continue individual or family health insurance under the provisions of COBRA.

Effective on or after July 1, 2024, once the early-retired employee reaches such normal retirement date, the City will pay a fixed rate of three hundred dollars (\$300) toward the retiree-only insurance premium until the retired employee becomes ineligible for this insurance, due to eligibility for Medical coverage, which is a qualifying event under COBRA.

Regardless of the option chosen, when the retiree becomes eligible for Medicare, coverage for the retiree and covered dependents will end and this is a qualifying event for the retiree and dependents as defined under COBRA and they shall be eligible to continue City group coverage 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.

c. Dental and Vision

Effective July 1, 2023, retirees who worked to early or full normal retirement as defined by LAGERS may continue as group participants through the City's group policies provided: (1) the City's dental and vision insurance carriers make such coverage available; (2) the retired employee has completed a minimum of five (5) consecutive years of regular full-time service with the City prior to retirement; and (3) the retired employee timely pays the total actual monthly cost of dental and/or vision. A retired employee who drops his/her individual or family group dental and/or vision insurance at any time after retirement is not eligible to re-enroll and the decision is irrevocable.

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 and family coverage provided the following conditions are met: (1) the retired employee dropped individual or family 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 or family 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.

Alternately if a retiree elects COBRA coverage, 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.

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 and dependents who had coverage on the day before such termination shall be eligible to continue group insurance coverage with the City's insurer at the total expense under the provisions of COBRA. Once continuous participation in the City's group insurance plan will end and 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 \$3,600.
- 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 \$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'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, 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.



CREVE COEUR

Proposed New/Enhanced Employee Benefits



AGENDA

- I. Why add new or enhance employee benefits?
- II. Regional Comprehensive Benefit Survey Results
- III. Employee Benefit Questionnaire Results
- IV. Completed FY24 Benefit Enhancements
- V. Proposed FY25 Benefit Enhancements
- VI. Future Benefit Enhancements

WHY ADD NEW OR ENHANCE?



Creve Coeur Strategic Plan 2023-2025

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

Strategy: *Retain and attract qualified employees through competitive pay and benefits.*

1st Year Action Item: *Conduct a comprehensive review of city's benefit package. **[Completed FY 2023]***

FALL 2022 REGIONAL SURVEY TOOL



Survey consisted of 150+ questions focused on benefits:

- General information
- Group Insurance Plans
- Paid Time Off
- Retirement Benefits
- Miscellaneous

REGIONAL SURVEY PARTICIPANTS



22 agencies were solicited & 100% participated

- Select Cities (n=16): Ballwin, Brentwood, Chesterfield, Clayton, Des Peres, Frontenac, Kirkwood, Ladue, Maplewood, Maryland Heights, Olivette, Richmond Heights, St. Peters, Town & Country, University City, Webster Groves
- Others (n=6): St. Charles County and cities of Ellisville, Lake Saint Louis, O'Fallon (MO), St. Charles, Wentzville

CREVE COEUR STRENGTHS



COMPETITIVE

- Method of Overtime Pay
- Health Insurance: Coverage, City Cost-Share of Dependent Premiums, Deductible Reimbursement, Incentive for Waiving
- City-Paid Life & Accidental Death & Dismemberment Insurance
- Pay-In-Lieu of Vacation
- Donation of Paid Leave (vacation & comp time)

CREVE COEUR STRENGTHS



COMPETITIVE...*continued*

- Sick Leave Accrual Maximum (1,056 hrs)
- New Hire Use of Paid Leave (*enhanced FY23*)
- Carryover of Personal Days (40 hrs)
- One-Time Merit Bonus
- Independent Financial Planning Advisors (RPA)
- Holiday Award
- Light/Restricted Duty Policy
- Recruitment Incentive Program (*new FY23*)

CREVE COEUR OPPORTUNITIES



OPPORTUNITIES

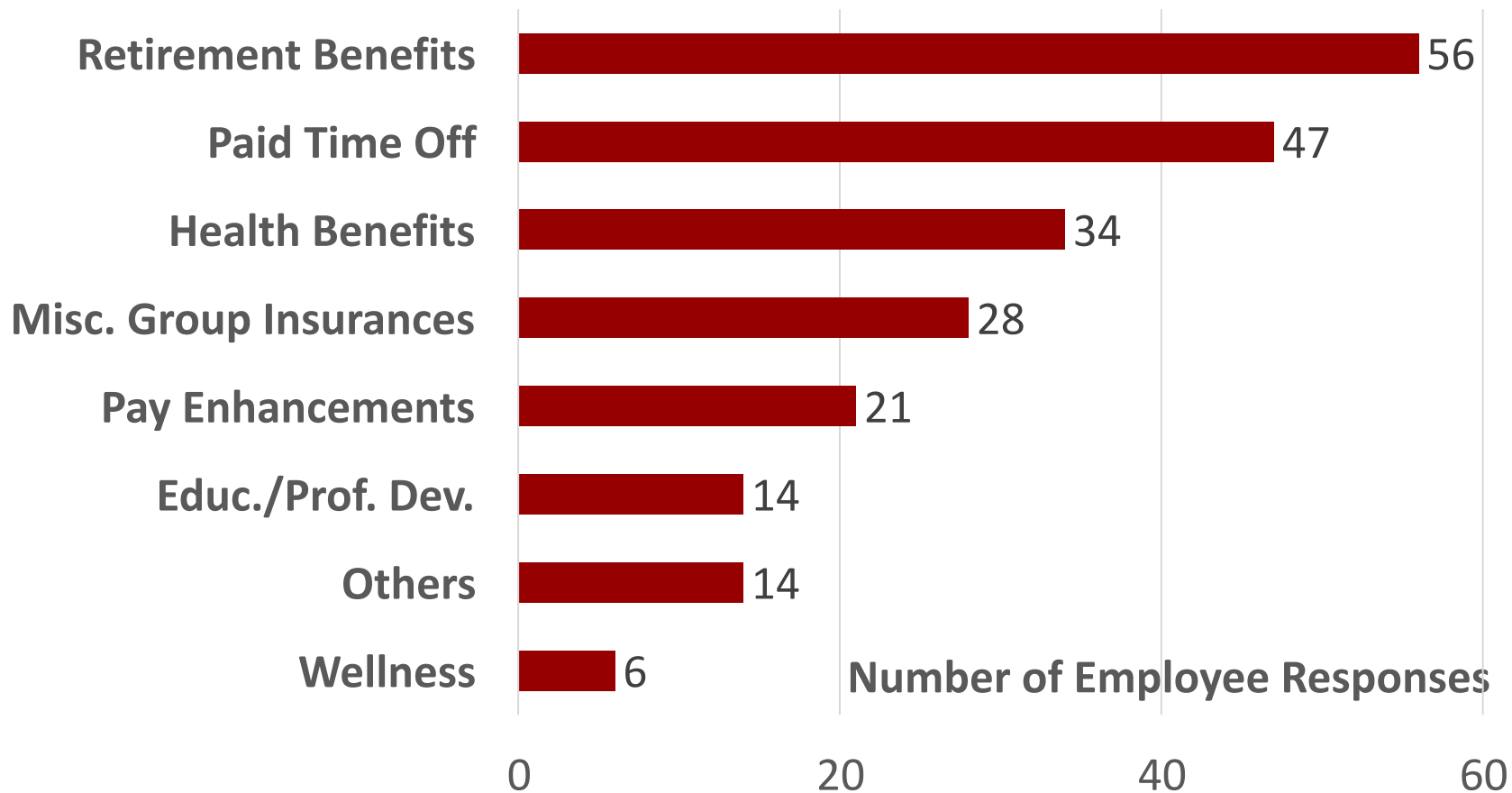
- Retirement Benefits
 - Defined Benefit Plan
 - Matching Defined Contribution Plan
- Health Benefits
 - Retiree Health Insurance Cost Share
 - Spousal Surcharge
- Paid Time Off
 - Vacation, Holidays, Personal Days, Parental Leave
- Educational/Professional Development

EMPLOYEE QUESTIONNAIRE

- Sent to employees (EEs) in February 2023
- Demographic information & two 2 open-ended questions:
 - 1. List up to 3 benefits you would like to see enhanced***
 - 2. List up to 3 new benefits that the City doesn't currently offer that you would like to see added.***
- 75% participation (n=74 out of 98); data compiled into 8 main categories to better quantify results

FEBRUARY 2023

EMPLOYEE QUESTIONNAIRE RESULTS



FY24 ENHANCEMENTS

Pay Enhancements - *#5 EE Choice*

- Cost of Living Adjustment (COLA)
 - 3% for merit-based & 3.5% step-based (Police Officers & Police Sergeants)
- Merit & Step Increases
 - 4% average for merit increases & 3.5% step increases; performance-based
- Market Equities
 - 2%-5% for a few positions to more closely align with similar positions in select cities

FY24 ENHANCEMENTS *(CONTINUED...)*

Defined Benefit Retirement - *#1 EE Choice*

■ LAGERS Upgrade & Transition

- Upgraded from LT8-65 plan to the highest plan available = L6
- Transferred active Legacy Plan EEs to LAGERS 9/1/24

■ Creve Coeur Legacy Plan

- Provided a retroactive COLA to retirees; modified the plan to include future COLAs, and transferred administration of Legacy Plan to LAGERS 1/1/24

FY24 ENHANCEMENTS *(CONTINUED...)*

Paid Time Off - #2 EE Choice

- **Vacation Leave:** Increased accrual schedule by adding 20 hours at years 3 and 15 of full-time service
- **Sick Leave:** Increased accrual schedule during 1st year for new hires by adding 49 hours more (145 hours total)
- **Personal Leave:** Deposited one-time 16 hours at 30 days of full-time service for new hires **(New)**; increased from 8 hours to 16 hours annually for all EEs

FY 2024 ENHANCEMENTS (CONTINUED...)

Dental / Vision Insurances - *#4 EE Choice*

- **Retiree Dental & Vision Insurances - *(New)***
 - Added retirees as an eligible class to dental & vision until age 65; no City-cost share
- **Dental/Vision Insurance Coverages - *(Reviewed)***
 - Level & cost of insurance coverages during RFP process in October 2023
 - No changes recommended by the Employee Benefits Committee due to the cost of upgrading outweighed minor benefit enhancements

FY24 ENHANCEMENTS (CONTINUED...)

Educational & Professional Development - **#6 EE Choice**

- **Tuition Reimbursement (*Enhanced*)**
 - Increased tuition reimbursement from \$2,500 to \$3,600/annually
- **Book Reimbursement (*Enhanced*)**
 - Increased book reimbursement from \$200 to \$400/annually

ENHANCEMENTS INCLUDED IN FY25 BUDGET

Pay Enhancements - *#5 EE Choice*

- **Market Equities & Salary Range Increases**
 - Market Equities: 2% for merit-based employees & 3.5% for step-based employees (POs/Sergeants)
 - A few other minor market equities for select positions based on annual salary survey (1%-7%)
 - Raised the salary ranges accordingly
- **Merit/Step Increases**
 - 4% average for merit increases & 3.5% step increases

FOR CITY COUNCIL CONSIDERATION

FY25

- Paid Family & Medical Leave
- Retiree Health Insurance Cost Share

FUTURE

- Juneteenth Holiday
- Spousal Health Insurance Surcharge
- Matching 457 Contribution
- Fitness Class Reimbursement

FOR CONSIDERATION IN FY25

(CONTINUED...)

City-Paid Parental Leave / Family & Medical Leave Act (FMLA) Leave - **#2 EE Choice**

- 22.7% (n=5) offer paid parental leave
 - Average of 216 hrs (5.4 weeks) provided by those cities offering it
- 13.6% (n=3) offer paid short-term disability - **\$**
 - Applies for illness or medical condition; not bonding
- 4.5% (n=1) offer paid extended sick leave
 - Any FMLA qualifying event (max of 1,040 hrs/accrued) in addition to PTO, including bonding

FOR CONSIDERATION IN FY25

(CONTINUED...)

Existing City Policy for Parental Leave / FMLA Leave

- FMLA leave is unpaid
- City requires concurrent use of accrued paid leave until exhausted then unpaid leave applies
- Limits use of sick leave to 120 hrs (3 weeks) per year for bonding or to care for a sick family member
- Current policies do not work well for new(er) hires
- Directors met and discussed in FY23 & FY24 seeking a reasonable solution/accommodation

FOR CONSIDERATION IN FY25

(CONTINUED...)

- Directors' consensus was to recommend 120 hours (approximately 3 weeks) of **Paid FMLA**
- Would apply to any FMLA qualifying event:
 - Birth of a child & bonding
 - Employee's serious illness/medical condition
 - Employee's family member's serious illness/medical condition, etc.
- Equitable to employees in all life stages

FOR CONSIDERATION IN FY25

(CONTINUED...)

Paid FMLA - Pros

- Generally would be cost-neutral to the City
 - No payout during or after employment
- Applies to any FMLA qualifying event
- Equitable to all full-time EEs in various life stages
- Recruitment & Retention Tool
 - Hard to fill positions
 - The City would be more competitive
 - Responsive to EEs request for paid “parental” leave

FOR CONSIDERATION IN FY25

(CONTINUED...)

Paid FMLA - Cons

- Department staff scheduling may be impacted
- Possible decrease in employee (EEs) morale
 - Additional workload to EEs for an extended time
 - Vacation requests could be denied or delayed
- Overtime rates may apply, if necessary

Note: When FMLA leave applies, an employee is entitled to take up to 12 weeks/year off work regardless if leave is paid or unpaid

FOR CONSIDERATION IN FY25

(CONTINUED...)

***Does the City Council want to approve
120 hours of PAID FMLA?***

FOR CONSIDERATION IN FY 2025

Retiree Health Insurance - *#3 EE Choice*

- 90.1% (n=20) allow employees to remain on insurance; Creve Coeur does until age 65
- 55% (n=11) contribute toward retiree health premiums
 - Creve Coeur eliminated City cost-share of retiree health for those hired on or after 7/1/2001 prior to joining St. Louis Area Insurance Trust (SLAIT) in 2009; rate increases have since stabilized
- 22.7% (n=5) contribute toward the retiree deductibles; Creve Coeur does

FOR CONSIDERATION IN FY 2025

(CONTINUED...)

Retiree Health Insurance **#3 EE Choice**

Of the cities that contribute toward the retiree health premiums:

- 81.8% (n=9) pay a percentage
 - City share varies between 10% - 100%
 - Three cities pay the same cost share as full-time EEs
- 18.2% (n=2) provide a fixed monthly amount averaging between \$200-\$400 per month

FOR CONSIDERATION IN FY 2025

(CONTINUED...)

Retiree Health Insurance – Pros

- Rewards employees for retiring from public service vs. private sector
- May reduce the liability of older employees in physically demanding jobs
- May incentivize higher compensated EEs to retire sooner and be replaced by EEs at lower salaries
- Reduces out-of-pocket expenses for retirees on fixed income
- Financial exposure to the city can be determined

FOR CONSIDERATION IN FY 2025

(CONTINUED...)

Retiree Health Insurance – Cons

- Could expedite retirement (age 55 police; age 60 for all others)
 - Loss of expertise, historical knowledge
- Long-term financial commitment
 - Difficult benefit to take away once retirees rely on it
- Cost
 - Varies based on the approach

FOR CONSIDERATION IN FY 2025

(CONTINUED...)

Retiree Health Insurance - **#3 EE Choice**

- Directors met in FY23 & FY24 to discuss a reasonable and affordable solution
- Consensus was to recommend \$300/month = approx. 41% of Retiree-Only premium
 - For employees hired on or after July 1, 2001
- \$49K average/year based on 10-year projections (assumes every employee maintains coverage, retires when eligible, and no spousal surcharge applies)

FOR CONSIDERATION IN FY25

(CONTINUED...)

Retiree Health Insurance - *#3 EE Choice*

Premium Tier	Per Month 100% Premium	Per Month w/\$300 City Contrib.
Retiree Only	\$732.45	\$432.45
Retiree & Child(ren)	\$1,391.72	\$1,091.72
Retiree & Spouse	\$1,538.20*	\$1,238.20*
Family	\$2,124.17*	\$1,824.17*

**\$200 spousal health insurance surcharge may apply*

FOR CONSIDERATION IN FY25

(CONTINUED...)

Retiree Health Insurance Example - **#3 EE Choice**

Example:

\$6,305 avg. monthly salary x 2% x 20 years of service

Description	Per Month @ 100%	Per Month w/\$300
LAGERS Pension (pre-tax)	\$2,522.33	\$2,522.33
Retiree-Only Health Premium	-\$735.45	-\$432.45
Pension minus health insurance	\$1,789.78	\$2,089.88

FOR CONSIDERATION IN FY25

(CONTINUED...)

***Does the City Council want to approve
a fixed monthly contribution of
\$300/month for retirees hired on or
after 7/1/2001?***

FOR FUTURE CONSIDERATION

- **Juneteenth Holiday:** \$ revisit discussion; consider adding as a paid holiday
- **Spousal Health Insurance Surcharge:** \$ consider reducing or removing
- **Matching Defined Contribution Plan:** \$ research costs and feasibility, consider adding to incentivize employees to save and plan for retirement
- **Fitness Class Reimbursement:** \$ consider partial reimbursement to encourage employees to engage in fitness programs



Questions?



CITY OF CREVE COEUR



MEMORANDUM

Date: June 5, 2024
To: Mark Perkins, City Administrator
From: Jason Valvero, Director of Recreation
CC:
Subject: Creve Coeur 75th Anniversary Celebration

The City of Creve Coeur was approached by the Creve Coeur Olivette Chamber of Commerce to see how they could get involved in helping promote and celebrate the city turning 75 years old in 2024. As a result, city staff has attended two planning meetings with the executive director and board members from the chamber. The city departments represented are the Clerk's Office, City's Public Information Officer and Recreation Department.

The planning group has decided on the following to help provide direction for the event:

- Hold the evening of the Augst 8, 2024 concert with Rock Opera
- Promote as a family and community event
- Conduct a broad solicitation to area business and organizations to get involved to create a buzz around the celebration
- Raise funds to help cover the additional event activities, which may include bubble bus, dunking booth, yard games, kid's activities, etc.
- The Chamber will take the lead on soliciting sponsors and processing the payments
- The sponsorship fee has been set at \$250
- Staff has shared the City's policy on sponsorships with the Chamber to follow
- Each sponsor will receive a booth space with a table and two chairs

Event to include a short speech by the mayor and maybe a proclamation? Staff will continue to work alongside with the Chamber on planning the event and any feedback by the Mayor and City Council is welcome.



city of CREVE COEUR

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www.crevecoeurmo.gov

MEMORANDUM

Date: June 10, 2024
To: Mark Perkins, City Administrator
From: Melissa Bradford, Public Information Officer & Management Analyst
Subject: Triennial Resident Survey – Key Issue Questions

Once every three years, the City conducts a resident survey to track citizen satisfaction with city services over time, obtain feedback on key issues facing the community, and provide data for benchmarking satisfaction levels with other cities. The results of triennial survey are used to assist the City Council and staff on establishing long-term goals and developing the city's strategic plan.

Previous resident survey results are available on the [city's website](#), with the most recent survey conducted in 2021. The City is currently accepting proposals to conduct its next resident survey this fall. The survey firm will assist with developing the survey instrument, mailing out the survey to a random sample of households and ensuring a minimum of 400 responses, analyzing the results, writing the final report, and presenting the results to the City Council. More information about the survey methodology will be presented at a future City Council meeting after all proposals from survey companies have been received.

Key Issue Questions

Most of the survey consists of questions measuring citizen satisfaction with city services. These questions are repeated with each survey and allow us to measure and compare citizen satisfaction over time. In addition to these standard questions, we also include 4-7 key issue questions. The purpose of the key issue questions is to get resident feedback on special issues currently important to the City.

At this time, City staff is looking for feedback on what key issue questions should be included in the 2024 resident survey.

Some topics suggested by staff for the Council's consideration include:

1. Regarding **rising costs and decreasing revenues**:
 - Feedback on whether the city should (1) maintain current tax rates and cut back on city services or (2) increase taxes to maintain present level of city services
 - Feedback on which city services should be reduced to maintain current tax rates (e.g., limb chipping, leaf pick up, street maintenance, police patrol)

- Feedback on which revenue options should the city pursue to maintain current level of services (e.g., use tax, property tax rate increase, utility tax rate increase, fee for trash service, business license fee increase)
- 2. Level of support for a **bond issue** on single-family homes to fund renovations or construction of a new Government Center, in the range of \$0.08 per \$100 assessed value
- 3. Level of support for requiring **occupancy permits** for condos /single-family homes
- 4. Feedback regarding whether the City should require developers to include a small number of **affordable housing units** in new apartment developments
- 5. Feedback on what are the **priorities of the community**, based on the priorities listed in the Comprehensive Plan (e.g., business preservation; residential/neighborhood protection; community sustainability; parks/trails/greenways; walkable/bikeable community; traffic congestion; community identity; housing and community diversity; community facilities, amenities, and services, etc.)
- 6. Feedback on **amenities and services** lacking in Creve Coeur, based on the priority for Community Facilities, Amenities, and Services listed in the Comprehensive Plan
- 7. Feedback regarding the number one **public safety concern** for residents

In previous years, the survey included key issue topics such as: frequency of use of the golf course and ice arena; level of support for a downtown Creve Coeur; drive-thru restaurant regulations; experience with stormwater issues; feedback regarding options for additional revenue and reduction of services; level of support for a parks and stormwater sales tax; requirements for occupancy permits; valet trash service; and level of support for sewer lateral program fee increase.

Conclusion

City staff is looking for feedback from the City Council on which 4-7 key issue questions should be included in the 2024 resident survey. Using feedback from the City Council, staff will work with the survey firm to compose the key issue questions and present a draft survey at a future City Council meeting.



2021 City of Creve Coeur, Missouri Community Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's ongoing effort to improve the quality of City services and to identify priorities for the community. If you have questions, please contact Melissa Orscheln, Public Information Officer and Management Analyst, at (314) 442-2081. Thank you!

1. **Perception of the City.** Please rate Creve Coeur using a scale of 1 to 5, where 5 means "Excellent" and 1 means "Poor," with regard to each of the following.

How would you rate the City...	Excellent	Good	Neutral	Fair	Poor	Don't Know
1. As a place to live	5	4	3	2	1	9
2. As a place to raise children	5	4	3	2	1	9
3. As a place to work	5	4	3	2	1	9
4. As a City that is moving in the right direction	5	4	3	2	1	9

2. **Several items that may influence your perception of the City of Creve Coeur are listed below.** Please rate Creve Coeur using a scale of 1 to 5, where 5 means "Excellent" and 1 means "Poor," with regard to each of the following.

	Excellent	Good	Neutral	Fair	Poor	Don't Know
1. Overall quality of services provided by the City of Creve Coeur	5	4	3	2	1	9
2. Overall image of the City	5	4	3	2	1	9
3. Overall quality of life in the City	5	4	3	2	1	9
4. Overall value that you receive for your local tax dollars and fees	5	4	3	2	1	9
5. How well your community is planning for the future	5	4	3	2	1	9
6. Efforts to conserve energy and protect the environment	5	4	3	2	1	9

3. **Major Categories of City Services.** Please rate your overall satisfaction with the major categories of services provided by the City of Creve Coeur using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall maintenance of City parks	5	4	3	2	1	9
02. Quality of limb chipping	5	4	3	2	1	9
03. Quality of leaf vacuuming	5	4	3	2	1	9
04. Overall quality of Police services	5	4	3	2	1	9
05. Overall quality of recreation services	5	4	3	2	1	9
06. Overall quality of building inspections and permits	5	4	3	2	1	9
07. Overall quality of municipal court services	5	4	3	2	1	9
08. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
09. Overall quality of customer service you receive from City employees	5	4	3	2	1	9
10. Overall effectiveness of City communication	5	4	3	2	1	9

4. **Which THREE of the major categories of city services listed in Question 3 do you think should receive the MOST EMPHASIS from City leaders over the next TWO years?** [Write in your answers below using the numbers from the list in Question 3.]

1st: ____ 2nd: ____ 3rd: ____

5. **What can the city do to improve customer service?**

6. Do you live in a single-family home or townhome (not in a condo or apartment)?

____(1) Yes [Answer Q6a.] ____ (2) No [Skip to Q7.]

6a. How satisfied are you with the City's trash and recycling service?

____(1) Very satisfied ____ (3) Neutral ____ (5) Very dissatisfied
____(2) Satisfied ____ (4) Dissatisfied ____ (9) Don't know

7. **Communication.** Please rate your satisfaction using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following aspects of communication provided by the City of Creve Coeur.

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. City efforts to keep you informed about important issues	5	4	3	2	1	9
2. The quality of the City's newsletter	5	4	3	2	1	9
3. City efforts to keep you informed about planning and zoning matters	5	4	3	2	1	9
4. The availability of information about City programs and services	5	4	3	2	1	9
5. The level of public involvement in local decision making	5	4	3	2	1	9
6. The quality of the City's social media (e.g. Facebook, Twitter)	5	4	3	2	1	9
7. The quality of the City's website	5	4	3	2	1	9

8. Which TWO of the communication services listed in Question 7 do you think should receive the MOST EMPHASIS from City leaders over the next TWO years? [Write in your answers below using the numbers from the list in Question 7.]

1st: ____ 2nd: ____

9. How often would you say you read the City's newsletter?

____(1) Every month ____ (2) A few times a year ____ (3) Never

10. What can the city do to improve communication with residents?

11. **Parks and Recreation.** Please rate your satisfaction using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following Parks and Recreation services.

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Maintenance of City parks	5	4	3	2	1	9
02. Number of City parks	5	4	3	2	1	9
03. Number of walking/biking trails	5	4	3	2	1	9
04. Overall satisfaction with the ice arena	5	4	3	2	1	9
05. Overall satisfaction with the golf course	5	4	3	2	1	9
06. Overall satisfaction with the dog park	5	4	3	2	1	9
07. Youth recreation programs	5	4	3	2	1	9
08. Adult recreation programs	5	4	3	2	1	9
09. Senior recreation programs	5	4	3	2	1	9
10. Maintenance of historic buildings in Conway, Millennium and Lake School parks	5	4	3	2	1	9

12. Which TWO of the Parks and Recreation services listed in Question 11 do you think should receive the MOST EMPHASIS from City leaders over the next TWO years? [Write in your answers below using the numbers from the list in Question 11.]

1st: ____ 2nd: ____

13a. In the past two years, how many times have you or members of your household visited one of the City's parks?

____(1) None ____ (2) 1-4 times ____ (3) 5-9 times ____ (4) 10 or more times

13b. In the past two years, how many times have you or members of your household visited the Creve Coeur Ice Arena?

____(1) None ____ (2) 1-4 times ____ (3) 5-9 times ____ (4) 10 or more times

13c. In the past two years, how many times have you or members of your household visited the Creve Coeur Golf Course?

____(1) None ____ (2) 1-4 times ____ (3) 5-9 times ____ (4) 10 or more times

14. The Ice Arena will require a significant investment of City funds in the near future to make infrastructure improvements necessary to maintain the ice arena. Knowing this, how supportive are you that the City should continue to operate the ice arena in the future?

____(1) Very supportive ____ (2) Somewhat supportive ____ (3) Not supportive ____ (9) Don't know

15. If you could propose only one thing to improve City parks, recreation facilities, equipment or services, what would it be?

16. **Public Safety.** Using a scale of 1 to 5, where 5 means "Very Safe" and 1 means "Very Unsafe," please rate how safe you feel in the following situations.

How safe do you feel...		Very Safe	Safe	Neutral	Unsafe	Very Unsafe	Don't Know
1.	Walking alone in your neighborhood during the day	5	4	3	2	1	9
2.	Walking alone in your neighborhood at night	5	4	3	2	1	9
3.	In City parks	5	4	3	2	1	9

17. Please rate your satisfaction using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following public safety services provided by the City of Creve Coeur.

		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Overall quality of local police protection	5	4	3	2	1	9
2.	Visibility of police in neighborhoods	5	4	3	2	1	9
3.	Visibility of police in commercial and retail areas	5	4	3	2	1	9
4.	How quickly police respond to emergencies	5	4	3	2	1	9
5.	Efforts to prevent crime	5	4	3	2	1	9
6.	Enforcement of local traffic laws	5	4	3	2	1	9

18. Which TWO of the public safety services listed in Question 17 do you think should receive the MOST EMPHASIS from City leaders over the next TWO years? *[Write in your answers below using the numbers from the list in Question 17.]*

1st: ____ 2nd: ____

19. If you could recommend one thing for the City's Police Department to do to improve its service, what would it be?

20. Have you had any contact with the Creve Coeur Police Department in the last year?

____(1) Yes [Answer Q20a-c.] ____ (2) No [Skip to Q21.]

20a. What type of contact have you had with the Creve Coeur Police Department most recently?

____(1) Reported a crime (e.g. burglary, domestic violence, assault) ____ (4) Crime prevention or safety promotion program
 ____ (2) Traffic stop ____ (5) Police assistance (e.g. motorist assist, response to an alarm)
 ____ (3) Criminal arrest ____ (6) Other: _____

20b. How would you rate the quality of your contact with the police officer?

____(1) Excellent ____ (2) Good ____ (3) Fair ____ (4) Poor

20c. How would you rate the dispatcher you interacted with?

____(1) Very courteous ____ (3) Discourteous ____ (5) Did not have contact with a dispatcher
 ____ (2) Courteous ____ (4) Very discourteous

21. Customer Service. Have you called or visited the City with a question, problem, or complaint during the past year?

____(1) Yes [Answer Q21a-d.] ____ (2) No [Skip to Q22.]

21a. How did you contact the City?

____(1) By phone ____ (2) By email ____ (3) By social media ____ (4) In person

21b. Which department did you contact the City about MOST RECENTLY?

____ (01) Administration ____ (07) Mayor and City Council
 ____ (02) Building Permits and Inspections ____ (08) Municipal Court
 ____ (03) Planning and Zoning ____ (09) Parks and Recreation
 ____ (04) Finance ____ (10) Police
 ____ (05) Human Resources ____ (11) Public Works/Streets
 ____ (06) Legislative

21c. How easy/difficult was it to address your issue?

____(1) Very easy ____ (3) Difficult ____ (9) Don't know
 ____ (2) Somewhat easy ____ (4) Very difficult

21d. Several factors that may influence your perception of the quality of customer service you receive from City employees are listed below. For each item, please rate how often the employees you have contacted during the past year have displayed the behavior described using a scale of 1 to 5, where 5 means "Always" and 1 means "Never."

	Always	Usually	Sometimes	Seldom	Never	Don't Know
1. They were courteous and polite	5	4	3	2	1	9
2. They gave accurate answers to your questions	5	4	3	2	1	9
3. They did what they said they would do in a timely manner	5	4	3	2	1	9
4. They helped you resolve an issue to your satisfaction	5	4	3	2	1	9

22. **Community Development.** Please rate your satisfaction using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following community services provided by the City of Creve Coeur.

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Enforcing the city's building code in your community	5	4	3	2	1	9
2. Enforcing the mowing and cutting of weeds and grass on private property	5	4	3	2	1	9
3. Enforcing the exterior maintenance of residential property	5	4	3	2	1	9
4. Enforcing the exterior maintenance of commercial/business property	5	4	3	2	1	9
5. Overall quality of new residential development	5	4	3	2	1	9
6. Overall quality of new commercial development	5	4	3	2	1	9

23. Which TWO of the community development services listed in Question 22 do you think should receive the MOST EMPHASIS from City leaders over the next TWO years? [Write in your answers below using the numbers from the list in Question 22.]

1st: _____ 2nd: _____

24. As opportunities present themselves, how supportive are you that the City should support development of a downtown Creve Coeur (south of Olive and east of New Ballas) to consist of pedestrian-oriented retail, restaurants, and community event space?

____(1) Very supportive ____ (2) Somewhat supportive ____ (3) Not supportive ____ (9) Don't know

25. City ordinances contain standards for the condition of residential properties. How would you rate the City's enforcement of exterior property maintenance?

____(1) Too strict ____ (2) About right ____ (3) Not strict enough ____ (9) Don't know

26. Current regulations in the City's zoning code have resulted in very few (three) drive-thru restaurants in Creve Coeur. Would you be in favor of changing the regulations to allow for more opportunities for drive-thru restaurants to locate in Creve Coeur?

____(1) Yes ____ (2) No ____ (9) Don't know

27. The City's Building Division handles building permitting and inspections as well as exterior property maintenance and nuisance matters. Have you had any contact with the Creve Coeur Building Division in the last year?

____(1) Yes [Answer Q27a-c.] ____ (2) No [Skip to Q28.]

- 27a. What type of contact have you had with the Creve Coeur Building Division most recently?

____(1) Reported a complaint ____ (4) I obtained a building permit
 ____ (2) Building inspections for my home renovation project ____ (5) Other: _____
 ____ (3) I was issued a field correction notice or stop work order

- 27b. How would you rate the quality of your contact with the Building Inspector?

____(1) Excellent ____ (2) Good ____ (3) Fair ____ (4) Poor

- 27c. How would you rate the administrative assistant you interacted with?

____(1) Very courteous ____ (3) Discourteous ____ (5) Did not have contact with an administrative assistant
 ____ (2) Courteous ____ (4) Very discourteous

28. **Public Works.** Please rate your satisfaction using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," with the following public works services provided by the City of Creve Coeur.

		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1.	Maintenance of City streets (does not include County or State maintained streets such as Olive Boulevard, Old Olive Street Road, Lindbergh Boulevard or I-270)	5	4	3	2	1	9
2.	Condition of City sidewalks	5	4	3	2	1	9
3.	Adequacy of street lighting	5	4	3	2	1	9
4.	Snow/ice removal on City streets	5	4	3	2	1	9
5.	Appearance of landscaped medians	5	4	3	2	1	9
6.	Cleanliness of City streets	5	4	3	2	1	9

29. Which TWO of the public works services listed in Question 28 do you think should receive the **MOST EMPHASIS** from City leaders over the next TWO years? *[Write in your answers below using the numbers from the list in Question 28.]*

1st: ____ 2nd: ____

30. The sewer lateral insurance program provides for reimbursement of 50% of sewer lateral replacement costs. How supportive would you be of an annual fee increase from \$28 to \$50 annually, if the reimbursement was increased to 80%?

____(1) Very supportive ____ (2) Somewhat supportive ____ (3) Not supportive ____ (9) Don't know

31. Have you experienced any issues with stormwater on your property within the last THREE years?

____(1) Yes *[Answer Q31a.]* ____ (2) No *[Skip to Q32.]*

- 31a. Which of the following issues have you had with stormwater on your property in the last THREE years?

____(1) An increase in the amount of stormwater that collects on my property from the past
 ____ (2) Changes in the way stormwater flows across my property
 ____ (3) Increases or other changes in the amount and flow of stormwater on streets
 ____ (4) Erosion on my property
 ____ (5) Flooded basement/ground floor
 ____ (6) Other: _____

32. As with many cities, Creve Coeur City officials are concerned about being able to maintain the current level of services in the face of rising costs and decreasing revenues. Given such realities, which one of the following options would you prefer?

____(1) Maintaining current tax rates and cutting back on some city services
 ____ (2) Increasing taxes to maintain the present level of city services

33. Which TWO services would you prefer to reduce in order to maintain current tax rates?

____(1) Limb chipping service ____ (4) Police patrol ____ (9) Don't know
 ____ (2) Leaf pick up ____ (5) Police crime prevention
 ____ (3) Street maintenance ____ (6) Other: _____

34. Which of the following revenue options would you prefer the City use to maintain city services?

____(1) Use tax for online purchases ____ (3) Utility tax rate increase ____ (9) Don't know
 ____ (2) Property tax rate increase ____ (4) Charge a fee for trash service

35. Do you have any other suggestions for the city?

Demographics

To complete the survey, please answer a few questions to help us understand you as a resident.

36. How long have you lived in Creve Coeur?

____(1) Less than a year ____ (3) 4-6 years ____ (5) 11-20 years
____(2) 1-3 years ____ (4) 7-10 years ____ (6) More than 20 years

37. Including yourself, how many people in your household are...

Under age 10: ____ Ages 18-34: ____ Ages 45-54: ____ Ages 65+: ____
Ages 10-17: ____ Ages 35-44: ____ Ages 55-64: ____

38. What is your age? ____ years ____ Prefer not to disclose

39. Your gender:

____(1) Man ____ (3) Nonbinary ____ (5) Prefer to self-describe: ____
____(2) Woman ____ (4) Prefer not to disclose

40. Which of the following best describes your race/ethnicity? [Check all that apply.]

____(1) White ____ (4) American Indian/Alaskan Native ____ (7) Prefer not to disclose
____(2) Black/African American ____ (5) Hispanic
____(3) Asian ____ (6) Other: ____

This concludes the survey. Thank you for your time!

Please return your completed survey in the enclosed postage-paid envelope addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will only be used to help identify which areas of the City are having problems with city services. If your address is not correct, please provide the correct information. Thank you.