



**REGULAR MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
SEPTEMBER 11, 2017
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

COMMENTS FROM THE GENERAL PUBLIC

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

ACCEPTANCE OF THE AGENDA

ANNOUNCEMENTS

The City Council meets the 2nd and 4th Monday of each month

6:00 p.m. - 7:00 p.m. - Work Session

7:00 p.m. - Regular Meeting of the City Council

PUBLIC HEARING - Monday, September 11, 2017 - 7:00 Pm - Setting Of 2017
Property Tax Rate

1. CONSENT AGENDA

a. Park Sponsorship Acceptance - Sachs Financial

Summary: The Park Sponsorship Program received a \$1,000 donation from Sachs Financial to sponsor the Farmer's Market. City Council approval is required for donations of \$1,000 or more.

b. Park Sponsorship Acceptance - Land Rover of St. Louis

Summary: The Park Sponsorship Program received a \$1,000 donation from Land Rover St. Louis to sponsor the annual Heart to Heart Run/Walk event. City Council approval is required for sponsorships of \$1,000 or more.

c. Council Minutes Dated August 28, 2017

BILLS PAYABLE REPORT

For Information Only

Summary: Attached for your review is a listing of invoices paid August 24 to September 7, 2017 in the amount of \$929,710.40. No vote is required.



**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
SEPTEMBER 11, 2017
7:00 PM**

UNFINISHED BUSINESS

- 2. Bill No. 5664 - an Ordinance Approving a Cooperation Agreement Between and Among the City of Creve Coeur, St. Louis County, and the St. Louis Economic Development Partnership Regarding the Development of a Plan for Old Olive Street in the 39 North Innovation District. Final Reading and Passage**

Summary: An intergovernmental agreement with St. Louis County and St. Louis Economic Development Partnership (STLEDP) will provide for the creation of a master plan for Old Olive. The plan will be jointly created by the entities with administration and contract oversight by STLEDP. St. Louis County will contribute up to \$450,000, and the City of Creve Coeur will contribute up to \$50,000 in this collaborative effort. The City is requesting deferral of this Bill until September 25, 2017.

NEW BUSINESS

- 3. Bill No. 5665 - an Ordinance Ordering the Levy and Establishment of the Rates of Annual Taxes for Municipal Purposes in the City of Creve Coeur for the Year of 2017. First Reading**

Summary: An ordinance ordering the levy and establishment of the rates of annual taxes for municipal purposes in the City of Creve Coeur for the year 2017.

- 4. Bill No. 5666 - an Ordinance Amending Ordinance Number 5276 and Authorizing an Additional 155 Square Foot "Mercy Kids" Wall Sign on the South Elevation of the Childrens Hospital. First Reading**

Summary: Bill Behrens, of Warren Sign Company, on behalf of Mercy Hospital, has submitted an application for an amendment to the Master Sign Plan for the Mercy campus at 615 S. New Ballas Road, in the PH-Planned Hospital Zoning District to allow for an additional 155 square foot wall sign on the Children's Hospital Building. Section 405.950.6 Master Signage Plans allows as an alternative to what would otherwise be allowed, a comprehensive plan of signage subject to the recommendation of the Planning and Zoning Commission and approval by the City Council. A master sign plan for the campus was originally approved in 2005 and last revised by Ordinance 5276 on September 24, 2012.

- 5. Bill No. 5667 - an Ordinance Authorizing the City of Creve Coeur, Missouri, to Enter into an Agreement with the Missouri Highways and Transportation Commission Regarding the Blueprint for Safer Roadways Program. First Reading**

Summary: The grant contract allows the funds to be used for expenses associated with Occupant Protection, Hazardous Moving Violations, and Impaired Driving enforcement activities and educational outreach.



**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
SEPTEMBER 11, 2017
7:00 PM**

6. Bill No. 5668 - an Ordinance Amending the Personnel Policy and Procedures Manual of the City of Creve Coeur. First Reading

Summary: Staff recommends updates to the Personnel Policy and Procedures Manual to provide clarification to employees of existing city policies, make minor edits or bring the manual up-to-date with current laws.

BUSINESS FROM MAYOR AND CITY COUNCIL

7. Council Liaison Reports

8. Exterior Maintenance Code and Repeat Offenders

Summary: Council Member D'Alfonso has requested discussion of the city's exterior maintenance code and repeat offender ordinance.

BUSINESS FROM CITY ADMINISTRATOR

9. Creative Cities Alliance and Sculpture on the Move Program

Summary: The Creve Coeur Arts Committee is seeking the City Council's permission for the city to join the Creative Cities Alliance (CCA) and to participate in the CCA's Sculpture on the Move program.

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: _____ posted 09/7/2017
Deborah Ryan, MPCC
City Clerk



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: Legislative /City Clerk
Category: Public Hearing
Prepared By: Debbie Ryan
Initiator: Debbie Ryan
Sponsors:
DOC ID: 2638

SCHEDULED

PUBLIC HEARING (ID # 2638)

Public Hearing - Monday, September 11, 2017 - 7:00 PM - Setting of 2017 Property Tax Rate



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: Parks and Recreation Department
Category: Report
Prepared By: Jason Valvero
Department Head: Jason Valvero

SCHEDULED

STAFF REPORT

Park Sponsorship Acceptance - Sachs Financial

The Park Sponsorship Program received a \$1,000 donation from Sachs Financial to sponsor the Farmer's Market. City Council approval is required for donations of \$1,000 or more.

CITY OF CREVE COEUR

**MEMORANDUM**

Date: September 1, 2017
To: Mark Perkins, City Administrator
From: Jason Valvero, Director of Recreation
CC:
Subject: Park Program Sponsorship Donations

Please consider acceptance of the following donation for the Farmer's Market presented by the Parks and Recreation Department:

- A \$1,000 donation from Sachs Financial

The donation will help off-set some of the costs associated with planning and implementing the program.



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: Parks and Recreation Department
Category: Report
Prepared By: Jason Valvero
Department Head: Jason Valvero

SCHEDULED

STAFF REPORT

Park Sponsorship Acceptance - Land Rover of St. Louis

The Park Sponsorship Program received a \$1,000 donation from Land Rover St. Louis to sponsor the annual Heart to Heart Run/Walk event. City Council approval is required for sponsorships of \$1,000 or more.

CITY OF CREVE COEUR

**MEMORANDUM**

Date: September 1, 2017
To: Mark Perkins, City Administrator
From: Jason Valvero, Director of Recreation
CC:
Subject: Park Program Sponsorship Donations

Please consider acceptance of the following donation for the Heart to Heart run/walk event presented by the Parks and Recreation Department:

- A \$1,000 donation from Land Rover St. Louis (A Plaza Motor Company) for sponsorship of the annual Heart 2 Heart event.

The donation will help off-set some of the costs associated with planning and implementing the event.



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Debbie Ryan
City Clerk
(314) 872-2517
www.creve-coeur.org/

Meeting: 09/11/17 07:00 PM

DOC ID: 2636

COUNCIL MINUTES (ID # 2636)

Council Minutes Dated August 28, 2017



**REGULAR MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
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 Glantz at the Creve Coeur Government Center, 300 N. New Ballas Road on Monday, August 28, 2017 at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Glantz led the Pledge of Allegiance.

INVOCATION

Mayor Glantz gave the invocation and asked for a moment of silence for former council member Marty Barnholtz, who passed away in the last week.

ROLL CALL

Mr. Glantz	Mayor
Mr. Faron	Council Member Ward I
Ms. Travers	Council Member Ward I
Mr. Ruzicka	Council Member Ward II
Dr. Lawrence	Council Member Ward II
Dr. Hoffman	Council Member Ward III
Mrs. Baseley	Council Member Ward IV
Dr. Saunders	Council Member Ward IV

ABSENT: Mrs. D'Alfonso, Council Member Ward III

COMMENTS FROM THE GENERAL PUBLIC

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

Mark Perkins stated Council Member D'Alfonso received an email from resident Jeanne Szarwinski of 405 Falaise Drive requesting the city address the issues with Falaise Drive and the nearby failing slope. (Exhibit A)

ACCEPTANCE OF THE AGENDA

Council Member Saunders moved, seconded by Council Member Hoffman to accept the agenda as presented, with the vote upon such motion as follows, to-wit:

Council Member Hoffman – Aye
Council Member Lawrence – Aye
Council Member Baseley – Aye
Council Member Travers – Aye
Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders – Aye



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
7:00 PM**

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

ANNOUNCEMENTS

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

Future Public Hearing - Monday, September 11, 2017 - 7:00 P.M. - Setting of the 2017 Property Tax Rates

1. CONSENT AGENDA

Council Member Saunders moved, seconded by Council Member Faron to approve the consent agenda as presented.

- a. Records Destruction**
- b. Council Minutes Dated August 14, 2017**

Mayor Glantz called the question to approve the consent agenda as presented, with the vote upon such motion as follows, to-wit:

Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman - Aye
Council Member Saunders – Aye
Council Member Ruzicka – Aye
Council Member Faron – Aye

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

BILLS PAYABLE REPORT

For Information Only

Summary: Included for your information is a listing of invoices paid during the period August 11, 2017 through August 24, 2017. No vote is required.

UNFINISHED BUSINESS



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
7:00 PM**

- 2. Bill No. 5658 - an Ordinance Renewing an Existing Franchise and Granting for a Period of Twenty (20) Years to Union Electric Company D/B/A Ameren Missouri, a Corporation, Its Successors and Assigns, a Non-Exclusive Franchise, Right, Permission and Authority to Construct, Reconstruct, Excavate For, Place, Maintain, Operate, and Use All Equipment, Facilities, Devices, Materials, Apparatus or Media Including But Not Limited to Ducts, Lines, Pipes, Hoses, Cables, Culverts, Tubes, Poles, Towers, Wires, Conduits, Conductors, Manholes, Transformers Underground Vaults, Switchgear, Capacitors, Receivers, and Transmitters, with All Necessary or Appropriate Appurtenances and Appliances in Connection Therewith, In, Along, Across, Over and Under Rights of Way, Such as Streets, Roads, Alleys, Sidewalks, Squares and Bridges, as Well as Other Public Places that May be Designated by the City of Creve Coeur and Areas Dedicated to the City for Public Utility Use, for the Purpose of Transmitting, Furnishing and Distributing Electricity Within and through Said City, Prescribing the Terms and Conditions of Such Grant, and Imposing Certain Obligations Upon the Grantee, Its Successors and Assigns, Successively, in Connection Therewith. Final Reading and Passage**

City Clerk read Bill No. 5658 for the final time.

Mel Klearman asked about tree trimming practices. Mark Perkins and Carl Lumley responded that Ameren has improved due to PSC oversight.

Council Member Hoffman moved, seconded by Council Member Faron to approve Bill No. 5658, with the vote upon such motion as follows, to-wit:

Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders – Aye
Council Member Hoffman – Aye
Council Member Lawrence – Aye
Council Member Baseley – Aye
Council Member Travers – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5658 becomes Ordinance No. 5536.



**MINUTES
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CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
7:00 PM**

- 3. Bill No. 5659 - an Ordinance Renewing a Contract for Providing Electric Service for the Lighting by Electricity of the Public Right-Of-Way and Other Public Places in the City of Creve Coeur, in the State of Missouri, and Other Electric Service Requirements of the City, Setting Forth the Terms of the Renewed Contract Between the City and Union Electric Company D/B/A Ameren Missouri, Its Successors and Assigns, and Continuing to Permit Said Company to Erect, Operate, and Maintain Poles, Lines, Wires, Cables, Transformers, and Other Appliances in the Public Right-Of-Way and Other Public Places, Necessary for and Appurtenant to the Performance of Said Renewed Contract as Described Herein. Final Reading and Passage**

City Clerk read Bill No. 5659 for the final time.

Council Member Baseley moved, seconded by Council Member Saunders to approve Bill No. 5659.

Council Member Saunders moved, seconded by Council Member Lawrence to add regarding Appendix 1 "and subject to audit and correction thereof", with the vote upon such motion as follows, to-wit:

Council Member Saunders - Aye
Council Member Ruzicka – Aye
Council Member Faron – Aye
Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman – Aye

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

Mayor Glantz called the question to approve Bill No. 5659 as amended, with the vote upon such motion as follows, to-wit:

Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman – Aye
Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Amended Bill No. 5659 becomes Ordinance no. 5537.



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
7:00 PM**

4. Bill No. 5660 - an Ordinance of the City Council of the City of Creve Coeur, Missouri, Reestablishing and Making Public Previously Established Methods of Disclosing Potential Conflicts of Interest and Substantial Interests Pursuant to Section 105.485 of the Revised Statutes of Missouri. Final Reading and Passage

City Clerk read Bill No. 5660 for the final time.

Council Member Hoffman moved, seconded by Council Member Faron to approve Bill No. 5660, with the vote upon such motion as follows, to-wit:

Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders – Aye
Council Member Hoffman – Aye
Council Member Lawrence – Aye
Council Member Baseley – Aye
Council Member Travers – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5660 becomes Ordinance No. 5538.

5. Bill No. 5661 - an Ordinance Revising Section 600.150.A.1 of the Code of Ordinances of the City of Creve Coeur, Missouri, Regarding Alcoholic Beverage Licenses. Final Reading and Passage

City Clerk read Bill No. 5661 for the final time.

Council Member Hoffman moved, seconded by Council Member Travers to approve Bill No. 5661, with the vote upon such motion as follows, to-wit:

Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman – Aye
Council Member Saunders – Aye
Council Member Ruzicka - Aye
Council Member Faron – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5661 becomes Ordinance no. 5539.



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7:00 PM**

6. Bill No. 5662 - an Ordinance Revising Various Sections of the Traffic Code of the Code of Ordinances of the City of Creve Coeur, Missouri. Final Reading and Passage

City Clerk read Bill No. 5662 for the final time.

Council Member Faron moved, seconded by Council Member Saunders to approve Bill No. 5662, with the vote upon such motion as follows, to-wit:

Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman – Aye
Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5662 becomes Ordinance no. 5540.

7. Bill No. 5663 - an Ordinance Revising Section 210.485.C of the Code of Ordinances of the City of Creve Coeur, Missouri, Regarding Restrictions on Offenders Against Children. Final Reading and Passage

City Clerk read Bill No. 5663 for the final time.

Council Member Hoffman moved, seconded by Council Member Faron to approve Bill No. 5663, with the vote upon such motion as follows, to-wit:

Council Member Hoffman – Aye
Council Member Lawrence – Aye
Council Member Baseley – Aye
Council Member Travers – Aye
Council Member Saunders – Aye
Council Member Ruzicka – Aye
Council Member Faron – Aye

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 5663 becomes Ordinance No. 5541.

NEW BUSINESS



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 28, 2017
7:00 PM**

8. Bill No. 5664 - an Ordinance Approving a Cooperation Agreement Between and Among the City of Creve Coeur, St. Louis County, and the St. Louis Economic Development Partnership Regarding the Development of a Plan for Old Olive Street in the 39 North Innovation District. First Reading

City Clerk read Bill No. 5664 for the first time.

Mark Perkins stated a major component of the recently-adopted 39 North Innovation District Plan is to re-make Old Olive Street into a vibrant and multi-faceted pedestrian, bike and transit network. This corridor will serve as a critical link between the Danforth Center on the east end of the district, and the retail, restaurants, and residential areas to the west. The proposed agreement with St. Louis County and St. Louis Economic Development Partnership (STLEDP) will provide for the creation of a master plan for Old Olive. The plan will be jointly created by the entities with administration and contract oversight by STLEDP. St. Louis County will contribute up to \$450,000, and the City of Creve Coeur will contribute up to \$50,000 in this collaborative effort. The Old Olive Plan will provide a detailed road map for future infrastructure improvements along the corridor, and serve as the basis for future grant applications for construction. A budget adjustment will be necessary, but sufficient funds are available in the Capital Improvement Fund for this expenditure.

Council Member Hoffman asked if this is a onetime cost.

Mark Perkins stated yes.

9. Resolution No. 1308 - a Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of a Contract with CTM Services, Inc. for the Purchase of a 2014 Olympia Millennium Ice Resurfacer for the Sum of \$74,500.

City Clerk read Resolution No. 1308.

Council Member Hoffman moved, seconded by Council Member Saunders to approve Resolution No. 1308, with the vote upon such motion as follows, to-wit:

Council Member Saunders - Aye
Council Member Ruzicka – Aye
Council Member Faron – Aye
Council Member Travers – Aye
Council Member Baseley – Aye
Council Member Lawrence – Aye
Council Member Hoffman – Aye

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



**MINUTES
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AUGUST 28, 2017
7:00 PM**

BUSINESS FROM MAYOR AND CITY COUNCIL

10 Council Liaison Reports

Council Member Faron stated the Facilities Task Force met on August 17 and reviewed the informational presentation regarding the proposed police building as presented to Council. Construction documents will now be prepared and a progress presentation will be made to Council at a work session scheduled for September 11.

Council Member Travis stated Energy and Environment is requesting share the road signs for bicycles and currently working on information to present to Council for the request.

BUSINESS FROM CITY ADMINISTRATOR

None

Council Member Hoffman moved, seconded by Council Member Baseley to adjourn at 7:27 p.m., with the vote upon such motion being as follows, to-wit:

Council Member Hoffman – Aye
Council Member Lawrence – Aye
Council Member Baseley - Aye
Council Member Travers – Aye
Council Member Faron – Aye
Council Member Ruzicka – Aye
Council Member Saunders - Aye

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

Submitted by:

Deborah Ryan
City Clerk

Barry Glantz
Mayor



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 09/11/17 07:00 PM
Department: Finance Department
Category: Report
Prepared By: Sherry Hall
Initiator: Lori Obermoeller
Sponsors:

INVOICES PAID LISTING (ID # 2639)

DOC ID: 2639

Invoices Paid Listing

Attached for your review is a listing of invoices paid August 24 to September 7, 2017 in the amount of \$929,710.40. No vote is required.



City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, Missouri 63141
(314) 432-6000
www.creve-coeur.org

DATE: September 7, 2017

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Invoices Paid

For your information and transmittal to the City Council, is a list of invoices paid August 24 through September 7, 2017 in the amount of \$929,710.40



**City of Creve Coeur
Paid Invoice Listing
August 24, 2017 - September 7, 2017**

a

9/7/17

Vendor	PurchaseOrder	APInvoice	InvoiceDate	Vendor Name	Description	Account	InvoiceAmount	Check Date	Check #
No Dept - No Division									
00291		081417	14-Aug-17	ADK SOLUTIONS, INC.	REFUND O/P BUSINESS LICENSE	01-00-00-4402	20.00	30-Aug-17	51442
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	CONFERENCE REG-FRANCIS	01-00-00-2411	125.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	TRAINING-SCHNEIDER	01-00-00-2411	190.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	COPIES	01-00-00-4729	373.26	28-Aug-17	51441
00344		1002657370	18-Jul-17	BRIDGESTONE GOLF, INC.	GOLF BALLS FOR RESALE	06-00-00-1625	390.00	06-Sep-17	9328
00344		1002667738	10-Aug-17	BRIDGESTONE GOLF, INC.	GOLF BALLS FOR RESALE	06-00-00-1625	418.32	30-Aug-17	9315
00344		1002668433	14-Aug-17	BRIDGESTONE GOLF, INC.	HATS FOR RESALE	06-00-00-1628	66.00	06-Sep-17	9328
00188		081717	17-Aug-17	BROWN, WILLIS	SEWER LATERAL REPAIR REIMB	02-00-00-1901	807.50	30-Aug-17	8154
00121		928182947	15-Aug-17	CALLAWAY GOLF	GOLF BALLS FOR RESALE	06-00-00-1625	613.44	30-Aug-17	9316
00291		082217	22-Aug-17	CHEAK, NICOLE	LEARN TO SKATE REFUND	06-00-00-4525	60.00	06-Sep-17	9330
00062		5166-3075 9/17	31-Aug-17	DELTA DENTAL OF MISSOURI	DENTAL INSURANCE-SEPT 2017	01-00-00-2213	7,430.92	06-Sep-17	51489
00188		090517 273	29-Aug-17	EPSTEIN, MARTIN	SEWER LATERAL REPAIR REIMB	02-00-00-1901	1,430.00	06-Sep-17	8158
00188		082417	24-Aug-17	EQUITY TRUST FBO ANN BUELER IRA	SEWER LATERAL REPAIR REIMB	02-00-00-1901	1,025.00	06-Sep-17	8159
02611		163244046	31-Aug-17	FIDELITY SECURITY LIFE INSURANCE COMPANY	VISION INSURANCE-SEPT 2017	01-00-00-2218	858.53	06-Sep-17	51491
00710		1554999VL09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	VOLUNTARY LIFE-SEPT 2017	01-00-00-2216	595.35	05-Sep-17	51498
00710		1555332 9/17	31-Aug-17	LINCOLN NATIONAL LIFE INSURANCE CO.	VOLUNTARY AD&D-SEPT 2017	01-00-00-2216	116.50	06-Sep-17	51499
00710		155499909051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	SHORT TERM DISAB INS SEP 2017	01-00-00-2222	245.12	05-Sep-17	51496
00188		051917	19-May-17	MEYER, DAVID	SEWER LATERAL REPAIR REIMB	02-00-00-1901	2,939.50	06-Sep-17	8160
02094		081817	18-Aug-17	MISSOURI STATE HIGHWAY PATROL	CONTINUING ED. CERTIFICATES	01-00-00-2411	40.00	30-Aug-17	51465
00168		082317	23-Aug-17	PETTY CASH	GAS FOR TRUCK-P/U TRAILER IN I	01-00-00-1651	65.06	30-Aug-17	51471
00605	P002830	7727	13-Jun-17	POLICE LEGAL SCIENCES	RENEW 34 (\$180 EA) OF 50 MISSO	01-00-00-2414	6,120.00	30-Aug-17	51472
00188		080317 270	03-Aug-17	ROVICS, JULIE	SEWER LATERAL REPAIR REIMB	02-00-00-1901	1,407.50	06-Sep-17	8161
00188		082517	17-Apr-17	SHANAHAN, PHIL	SEWER LATERAL REPAIR REIMB	02-00-00-1901	905.00	30-Aug-17	8157
02406		0917	20-Aug-17	ST LOUIS AREA INSURANCE TRUST	HEALTH INSURANCE-SEPT 2017	01-00-00-2211	100,047.62	06-Sep-17	51511
01222		0093442-001 9/17	18-Aug-17	UNUM LIFE INSURANCE	LONG TERM CARE INS-SEPT 2017	01-00-00-2219	38.00	06-Sep-17	51516
01809		E0132308 9/17	30-Aug-17	UNUM LIFE INSURANCE	WHOLE LIFE INS-SEPT 2017	01-00-00-2220	147.37	06-Sep-17	51517
02805		083117 PAYROLL	31-Aug-17	US DEPARTMENT OF EDUCATION	PAYROLL FOR - 083117	01-00-00-2111	214.12	31-Aug-17	51478
Legislative									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	FOOD FOR STAFF COUNCIL	01-11-12-6264	188.54	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	AGENDA REVIEW MTGS	01-11-12-6264	24.10	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	SILVER SCREEN SERIES FLYERS	01-11-12-7315	623.31	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	AGENDA MGR FEE-AUGUST 2017	01-11-13-9504	945.70	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	AGENDA MGR FEE-JULY 2017	01-11-13-9504	945.70	28-Aug-17	51441
02113		PG000012803	14-Aug-17	GENERAL CODE	SUPPLEMENT NO. 27	01-11-13-6203	789.25	30-Aug-17	51458
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-11-12-5234	51.10	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-11-12-5235	2.12	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-11-12-5236	8.04	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-11-13-5234	24.30	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-11-13-5235	4.86	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-11-13-5236	18.55	05-Sep-17	51497
00303		743422190	25-Aug-17	MISSOURI LAWYERS MEDIA	PUB HRG NOTICE-2017 TAX RATE	01-11-13-6260	142.68	30-Aug-17	51464
01535		082817	28-Aug-17	MISSOURI STATE UNIVERSITY - MDI	2017 MACA CONF REG-VIDEMSCHEK	01-11-12-6264	125.00	30-Aug-17	51467
00168		082317	23-Aug-17	PETTY CASH	FOOD FOR COUNCIL MEETING	01-11-12-6264	11.24	30-Aug-17	51471
02689		083117	31-Aug-17	RICHARD C. BRESNAHAN, ATTY	SVCS AS PROS. ATTY AUG 2017	01-11-12-6201	3,409.00	06-Sep-17	51508



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Administration									
01120		A0001786780883L	31-Aug-17	ASI	ADMIN FEES-AUGUST 2017	01-12-11-6203	508.00	06-Sep-17	51482
01120		090117	01-Sep-17	ASI	AUGUST HRA FEE	01-12-11-6203	200.00	06-Sep-17	51481
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	CONSTANT CONTACT MONTHLY FEE	01-12-11-6203	70.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	ADVERTISING-FACEBOOK	01-12-11-6260	9.97	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	ADVERTISING-INDEED, INC.	01-12-11-6260	79.42	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	MONTHLY SUBSCRIPTION-WSJ	01-12-11-6262	38.08	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	PIZZA	01-12-11-6264	34.20	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	ICMA CONF REG FEE-PERKINS	01-12-11-6265	665.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	REG FEE-2017 ICMA CONF-STOTT	01-12-11-6265	708.00	28-Aug-17	51441
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-12-11-5234	98.40	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-12-11-5235	19.68	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-12-11-5236	56.91	05-Sep-17	51497
01771		40448402 8/17	29-Aug-17	ST LOUIS POST-DISPATCH	PAPER SUBSC 8/24 - 10/18/17	01-12-11-6262	55.01	30-Aug-17	51476
MIS									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	PUBLISHER 2017	01-12-51-7332	109.99	28-Aug-17	51441
02554		46292	25-Aug-17	COMMUNICATIONS TECHNOLOGIES, INC.	EXTENSION REPAIR	01-12-51-6213	125.00	30-Aug-17	51452
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-12-51-5234	20.85	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-12-51-5235	4.17	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-12-51-5236	15.96	05-Sep-17	51497
02654	P002782	0116959	01-Sep-17	UMZUZU LLC	GOOGLE APPS-SEPT 2017	01-12-51-6213	1,280.00	06-Sep-17	51515
Finance									
00016		081817	18-Aug-17	COLLECTOR OF REVENUE	SALES TAX REPORT-AUGUST 2017	01-13-11-6202	20.00	30-Aug-17	51451
01400		081517	28-Aug-17	GATEWAY ASSOCIATION OF PAYROLL PROFESSIONALS	ANNUAL MEETING REG-BROTHERS	01-13-11-6264	65.00	30-Aug-17	51457
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-13-11-5234	102.00	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-13-11-5235	20.40	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-13-11-5236	52.58	05-Sep-17	51497
Municipal Court									
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-13-14-5234	39.30	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-13-14-5235	7.86	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-13-14-5236	30.03	05-Sep-17	51497
02220		081717	17-Aug-17	M. DEANN OUTLAW, LLC	PROVISIONAL JUDGE 6/21/17	01-13-14-6201	300.00	30-Aug-17	51462
01535		083017	30-Aug-17	MISSOURI STATE UNIVERSITY - MDI	REG FEE-MACA FALL SEMIN-HARRIS	01-13-14-6265	125.00	30-Aug-17	51466
00050		INV0055834	15-Aug-17	REJIS	REJIS SUBSCRIPTION FEES-AUG 17	01-13-14-6202	1,140.65	30-Aug-17	51474
Interdepartmental									
01739		3149832705 8/18	07-Aug-17	AT&T	MONITOR LINE-ICE ARENA	01-13-15-6253	100.38	30-Aug-17	51445
01739		314A730714 8/18	25-Jul-17	AT&T	ANALOG LINES 7/25 - 8/24/17	01-13-15-6253	485.08	30-Aug-17	51446
01739		3145790412 8/17	01-Aug-17	AT&T	SECURITY LINES-TAPPMAYER	01-13-15-6253	290.72	30-Aug-17	51444
01743		842513366 8/17	09-Aug-17	AT&T LONG DISTANCE	ANALOG LINE USED FOR DEMO'S	01-13-15-6253	91.29	30-Aug-17	51447
01743		957595480 8/17	06-Aug-17	AT&T LONG DISTANCE	LONG DISTANCE-GARAGE FAX	01-13-15-6253	0.60	30-Aug-17	51448



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Interdepartmental (Cont'd)									
00014		0215116080617	06-Aug-17	CHARTER COMMUNICATIONS	SVC AT SHIP 8/16 - 9/15/17	01-13-15-6255	512.44	30-Aug-17	51450
00137		082417	24-Aug-17	CREVE COEUR PARKS & REC	REIMB TURKEY BURGERS, CHIX,BUN	01-13-15-7317	155.00	30-Aug-17	51454
00080		9179-128-5	21-Aug-17	DIERBERGS	FOOD FOR ECLIPSE WELLNESS EVNT	01-13-15-7317	38.50	30-Aug-17	51455
02559		N6714670	27-Aug-17	MAILFINANCE	METER RENTAL 6/29 - 9/28/17	01-13-15-6266	405.00	06-Sep-17	51500
00255		0518895000 8/17.	23-Aug-17	MISSOURI DIVISION OF EMPLOYMENT SECURITY	UNEMPLOYMENT INS.	01-13-15-5244	10.07	30-Aug-17	51463
00045		952969785002	17-Aug-17	OFFICE DEPOT	BUBBLE MAILERS-P.D.	01-13-15-7312	27.58	06-Sep-17	51507
00045		953640369001	15-Aug-17	OFFICE DEPOT	BULLETIN BOARD FOR PD	01-13-15-7312	69.99	30-Aug-17	51470
00045		952174426001	10-Aug-17	OFFICE DEPOT	TONER-PROSECUTOR ASST.	01-13-15-7312	193.58	30-Aug-17	51470
00045		952969785001	14-Aug-17	OFFICE DEPOT	BUBBLE MAILERS, PAPER FOR PD	01-13-15-7312	26.28	30-Aug-17	51470
02406		0917	20-Aug-17	ST LOUIS AREA INSURANCE TRUST	HEALTH INSURANCE-SEPT 2017	01-13-15-5230	11,845.13	06-Sep-17	51511
01169		3349970834	19-Aug-17	STAPLES ADVANTAGE	TONER CARTRIDGE-DETECTIVES	01-13-15-7312	77.45	06-Sep-17	51513
00075		4468	29-Aug-17	WUSSLER BUSINESS FORMS	10000 1-COLOR WINDOW ENVELOPES	01-13-15-7312	394.00	06-Sep-17	51518
00075		4469	29-Aug-17	WUSSLER BUSINESS FORMS	BUSINESS CARDS	01-13-15-7312	191.00	06-Sep-17	51518
Community Services									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	PORTA-POTTY FOR FARMERS MARKET	01-14-11-6230	112.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	FARMERS MKT FACEBOOK ADS	01-14-11-6230	20.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	CONCERT SERIES AD-NEWMAGAZINE	01-14-11-6260	560.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	NRPA MEMBER FEE-VALVERO	01-14-11-6262	170.00	28-Aug-17	51441
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-14-11-5234	11.20	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-14-11-5235	2.24	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-14-11-5236	8.48	05-Sep-17	51497
01693		1071672544 GF	21-Aug-17	RICOH USA, INC	SHIPPING FEE FOR INK	01-14-11-6213	3.84	06-Sep-17	51509
01693		99280948 GF	18-Aug-17	RICOH USA, INC	COPIER LEASE 8/12 - 9/11/17	01-14-11-6213	141.06	06-Sep-17	51509
Building Maintenance									
01550		312806342	05-Sep-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (9/5/17)	01-16-11-7308	4.07	06-Sep-17	51480
01550		312781873	29-Aug-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (8/29/17)	01-16-11-7308	4.07	06-Sep-17	51480
01867		21884	01-Sep-17	AUTHORIZED ELEVATOR	QTRLY MAINT FEE-SEPT-NOV 2017	01-16-11-6211	125.00	06-Sep-17	51484
00117		2014441	29-Aug-17	HOME DEPOT	PARTS FOR RESTRM REPAIR	01-16-11-6212	24.45	06-Sep-17	51494
00117		8022171	23-Aug-17	HOME DEPOT	MOTION SENSOR-MAYOR'S OFFICE	01-16-11-6212	20.76	30-Aug-17	51460
00039		1096999	21-Aug-17	INDUSTRIAL SOAP	PAPER PRODUCTS	01-16-11-6212	524.10	30-Aug-17	51461
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-16-11-5234	25.85	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-16-11-5235	5.17	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-16-11-5236	19.79	05-Sep-17	51497
00162		1391510309051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	300 N. NEW BALLAS RD 5/27-8/24	01-16-11-6254	3,246.72	05-Sep-17	51501
Police - Admin									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	BAGELS FOR REJIS COORD MTG	01-21-11-6264	18.97	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	LODGING FOR CONF-WILLIAMS	01-21-11-6265	427.14	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	6 PAIR SEARCH GLOVES	01-21-11-7302	229.80	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	BUSINESS CARDS-SERGEANT/COMMAN	01-21-11-7304	131.99	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	GAS FOR MOTORCYCLES	01-21-11-7307	24.72	28-Aug-17	51441
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-21-11-5234	153.35	05-Sep-17	51497



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Police - Admin (Cont'd)									
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-21-11-5235	30.67	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-21-11-5236	109.43	05-Sep-17	51497
00050	P002794	IN0055835	15-Aug-17	REJIS	SUBSCRIPTION FEES-AUGUST 2017	01-21-11-6202	4,030.39	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	NETMOTION WIRELESS-AUG 2017	01-21-11-6202	8.00	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	LIVESCAN CONNECTION-AUGUST 201	01-21-11-6202	50.00	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	10% REBATE ON SUBSC. FEE-AUG 2	01-21-11-6202	(604.56)	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	IMDS ORACLE DB MAINT-AUG 2017	01-21-11-6202	21.00	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	ASA 5505 MAINT-AUGUST 2017	01-21-11-6202	20.77	30-Aug-17	51474
00050	P002767	INV0055835.	15-Aug-17	REJIS	GLOBAL SOFTWARE SVCS-AUG 2017	01-21-11-6213	1,155.00	30-Aug-17	51474
00050		INV0055835..	15-Aug-17	REJIS	12 EA DATA LINES-AUGUST 2017	01-21-11-6253	588.00	30-Aug-17	51474
01048		9791180886	18-Aug-17	VERIZON WIRELESS	AIR CARD CHARGES 7/19-8/18/17	01-21-11-6253	40.01	30-Aug-17	51479
Police - Investigations									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	CARD READER	01-21-21-6203	50.41	28-Aug-17	51441
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-21-21-5234	136.20	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-21-21-5235	27.24	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-21-21-5236	103.68	05-Sep-17	51497
02107	P002833	7004	18-Aug-17	NITV FEDERAL SERVICES	CEC-CVSA TNG-MUELLER	01-21-21-6261	1,295.00	30-Aug-17	51468
00050		INV0055835..	15-Aug-17	REJIS	IMDS ORACLE DB MAINT-AUG 2017	01-21-21-6202	10.50	30-Aug-17	51474
Police - Patrol									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	72 CAR WASHES	01-21-22-6210	124.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	SHIPPING FEE-GUN SIGHT REPAIR	01-21-22-6211	10.17	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	LODGING FOR CONF-DEUTMAN	01-21-22-6265	407.88	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	10 EA FLASH DRIVES	01-21-22-7302	88.57	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	CREDIT FOR RETURNED MDSE	01-21-22-7308	(484.26)	28-Aug-17	51441
00364	P002814	1277751-IN	15-Aug-17	GULF STATES DISTRIBUTORS	7000 ROUNDS AR-15 RIFLE PRACTI	01-21-22-7313	2,366.00	30-Aug-17	51459
00125	P002798	416137	16-Aug-17	LEON UNIFORM	UNIFORMS FOR NEW OFFICER	01-21-22-5107	1,180.08	06-Sep-17	51495
00125	P002801	416036-03	30-Aug-17	LEON UNIFORM	UNIFORM ITEMS FOR NEW OFFICER	01-21-22-5107	347.50	06-Sep-17	51495
00125	P002801	416036	17-Jul-17	LEON UNIFORM	UNIFORM ITEMS FOR NEW OFFICER	01-21-22-5107	252.36	06-Sep-17	51495
00125	P002799	416142	22-Aug-17	LEON UNIFORM	ALPHA ELITE BALLISTIC VEST	01-21-22-9503	775.00	06-Sep-17	51495
00125	P002800	416060	30-Aug-17	LEON UNIFORM	ALPHA ELITE BALLISTIC VEST	01-21-22-9503	775.00	06-Sep-17	51495
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-21-22-5234	844.35	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-21-22-5235	168.87	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-21-22-5236	543.71	05-Sep-17	51497
Public Works									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	SEAT CUSHION	01-31-11-7304	34.97	28-Aug-17	51441
02169		466618	30-Aug-17	DREXEL TECHNOLOGIES, INC.	COPIER MAINT FEE	01-31-11-6213	80.00	06-Sep-17	51490
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-31-11-5234	113.74	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-31-11-5235	22.75	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-31-11-5236	85.66	05-Sep-17	51497
00168		082317	23-Aug-17	PETTY CASH	TITLE FOR NEW PW TRUCK	01-31-11-6202	11.00	30-Aug-17	51471
00168		082317	23-Aug-17	PETTY CASH	PARKING FEE-DROP PLANS AT COUN	01-31-11-6202	0.50	30-Aug-17	51471



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Streets									
01550	P002777	312757568	22-Aug-17	ARAMARK UNIFORM SERVICES	MOP RENTAL (8/22/17)	01-31-41-6212	4.39	30-Aug-17	51443
01550	P002777	312757568	22-Aug-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (8/22/17)	01-31-41-7308	63.82	30-Aug-17	51443
01739		3149891879 9/17	19-Aug-17	AT&T	IRRIGATION SENSOR-OLIVE & 270	01-31-41-6253	140.82	06-Sep-17	51483
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	VIZIO SMARTCAST 65" ULTRA HD	01-31-41-9503	1,132.15	28-Aug-17	51441
00712		P77347	22-Aug-17	BOBCAT COMPANY	PARTS FOR SWEEPER FOR SKIDSTEE	01-31-41-6211	160.29	06-Sep-17	51486
00010		1005128	24-Aug-17	BRANNEKY HARDWARE	FENCE POST BASE	01-31-41-6212	58.60	30-Aug-17	51449
00826		2392723	25-Aug-17	CREST INDUSTRIES, INC.	FITTINGS FOR SALT SPREADERS	01-31-41-6211	450.75	06-Sep-17	51488
00826		2393626	30-Aug-17	CREST INDUSTRIES, INC.	RAGS FOR SHOP	01-31-41-6212	89.25	06-Sep-17	51488
00826		2391937	22-Aug-17	CREST INDUSTRIES, INC.	GLASS CLEANER FOR SHOP	01-31-41-7301	22.86	30-Aug-17	51453
00826		2374430	08-May-17	CREST INDUSTRIES, INC.	ELECTRICAL TAPE, CLEANER	01-31-41-7304	125.32	30-Aug-17	51453
00826		2392922	25-Aug-17	CREST INDUSTRIES, INC.	MARKING PAINT FOR STREET WORK	01-31-41-7305	157.40	06-Sep-17	51488
00826		2374832	10-May-17	CREST INDUSTRIES, INC.	MARKING PAINT	01-31-41-7305	146.85	30-Aug-17	51453
00826		2391936	22-Aug-17	CREST INDUSTRIES, INC.	SAFETY GLOVES	01-31-41-7308	19.53	30-Aug-17	51453
00023		12128154	18-Aug-17	FRED WEBER	ASPHALT FOR WORK ON COUNTRY FA	01-31-41-7305	361.80	30-Aug-17	51456
00023		12130707	29-Aug-17	FRED WEBER	ASPHALT FOR GASCOGNE	01-31-41-7305	100.46	06-Sep-17	51492
00023		12130291	28-Aug-17	FRED WEBER	ASPHALT FOR GASCOGNE	01-31-41-7305	86.37	06-Sep-17	51492
00023		12129809	25-Aug-17	FRED WEBER	ASPHALT FOR RETAINING WALL-GC	01-31-41-7305	304.20	06-Sep-17	51492
00023		12129447	24-Aug-17	FRED WEBER	ASHPALT FOR COUNTRY FAIR	01-31-41-7305	358.80	06-Sep-17	51492
00023		12129074	23-Aug-17	FRED WEBER	MICRO PREP MATERIAL	01-31-41-7305	598.20	06-Sep-17	51492
02402		6219-341536	31-Aug-17	HANDY AUTOMOTIVE	SHOP SUPPLIES	01-31-41-6212	34.09	06-Sep-17	51493
00117		2014383	29-Aug-17	HOME DEPOT	ITEMS FOR STREET REPAIRS	01-31-41-7305	73.28	06-Sep-17	51494
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-31-41-5234	183.45	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-31-41-5235	36.69	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-31-41-5236	130.65	05-Sep-17	51497
00162		391602109051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/25/17	01-31-41-6254	346.17	05-Sep-17	51501
00162		391806509051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/23/	01-31-41-6254	135.72	05-Sep-17	51501
00162		391778909051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/25/17	01-31-41-6254	175.72	05-Sep-17	51501
00162		391736909051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/24/17	01-31-41-6254	254.98	05-Sep-17	51501
00162		391717809051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/23/17	01-31-41-6254	152.27	05-Sep-17	51501
00162		391698409051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/23/17	01-31-41-6254	236.84	05-Sep-17	51501
00162		938447209051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	12536 OLIVE SPRINKLER 5/27-8/2	01-31-41-6254	3,057.85	05-Sep-17	51501
00162		1391911209051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	996 RUE DE LA BANQUE 5/27-8/24	01-31-41-6254	100.89	05-Sep-17	51501
00162		1391679309051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27/8/24/17	01-31-41-6254	1,068.48	05-Sep-17	51501
00162		1391661809051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKLER 5/27-8/24/17	01-31-41-6254	440.53	05-Sep-17	51501
00162		1043628109051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	1030 LINDBERGH 5/18-8/17/17	01-31-41-6254	24.18	05-Sep-17	51501
00162		031432909051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BEACON HILL 6 SPRINKLER	01-31-41-6254	334.70	05-Sep-17	51501
00162		016548009051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	OLIVE/270 SPRINKLER 5/26-8/24/	01-31-41-6254	2,769.26	05-Sep-17	51501
00162		1391638009051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	BALLAS SPRINKER 5/27-8/25/17	01-31-41-6254	414.04	05-Sep-17	51501
00160		0549319-209051712	05-Sep-17	MSD	1030 N. LINDBERGH-JULY 2017	01-31-41-6254	24.47	05-Sep-17	51502
00818		1201047	29-Aug-17	NU WAY CONCRETE FORMS	ITEMS RENTED FOR CONCRETE WORK	01-31-41-7305	685.00	06-Sep-17	51505
00291		082917 474	29-Aug-17	O'NEILL, JIM	REIMB-BROKEN SPRINKLER HEAD	01-31-41-6212	85.00	06-Sep-17	51506
00970		1388-242728	24-Aug-17	O'REILLY AUTO PARTS	BATTERY FOR TRK 103	01-31-41-6210	57.66	30-Aug-17	51469
00970		1388-242512	22-Aug-17	O'REILLY AUTO PARTS	MOTOR OIL FOR TRUCKS	01-31-41-6210	60.73	30-Aug-17	51469
00970		1852-196347	23-Aug-17	O'REILLY AUTO PARTS	POWER STEERING FLUID	01-31-41-6210	11.07	30-Aug-17	51469



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Streets (Cont'd)									
00168		082317	23-Aug-17	PETTY CASH	TEAM PLAYER MTG/LUNCH	01-31-41-7304	75.00	30-Aug-17	51471
02777		1089	15-Aug-17	PROGRESSIVE WASTE SOLUTIONS OF MO, INC.	DISPOSE CONCRETE FROM GASCOGNE	01-31-41-7305	1,862.37	30-Aug-17	51473
01352		1720514	24-Mar-17	ST LOUIS COMPOSTING, INC.	TOPSOIL FOR OLIVE ISLANDS	01-31-41-6212	260.00	30-Aug-17	51475
01352		1725418	25-Apr-17	ST LOUIS COMPOSTING, INC.	RAISED BED MIX	01-31-41-6212	272.00	30-Aug-17	51475
01352		442390	25-Apr-17	ST LOUIS COMPOSTING, INC.	RAISED BED MIX CONTRACTOR	01-31-41-7303	272.00	06-Sep-17	51512
00692		566108	22-Aug-17	ST LOUIS SAFETY, INC.	SAFETY SHIRTS, GLOVES, GLASSES	01-31-41-7308	114.49	30-Aug-17	51477
Parks									
01550	P002777	312757568	22-Aug-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (8/22/17)	01-31-43-7308	21.27	30-Aug-17	51443
02673		48978	31-Aug-17	BERGFELD RECREATION, INC.	ADAPTIVE SWING SEAT W/HARNESS	01-31-43-9503	761.00	06-Sep-17	51485
00712		P77347	22-Aug-17	BOBCAT COMPANY	PARTS FOR SWEEPER FOR SKIDSTEE	01-31-43-6211	53.43	06-Sep-17	51486
00010		1005510	01-Sep-17	BRANNEKY HARDWARE	BOLTS/WASHERS FOR ADAPTIVE SWI	01-31-43-6212	9.62	06-Sep-17	51487
00826		2392723	25-Aug-17	CREST INDUSTRIES, INC.	FITTINGS FOR SALT SPREADERS	01-31-43-6211	150.25	06-Sep-17	51488
00826		2391937	22-Aug-17	CREST INDUSTRIES, INC.	GLASS CLEANER FOR SHOP	01-31-43-7301	22.86	30-Aug-17	51453
00826		2391936	22-Aug-17	CREST INDUSTRIES, INC.	SAFETY GLOVES	01-31-43-7308	6.51	30-Aug-17	51453
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-31-43-5234	34.00	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-31-43-5235	6.80	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-31-43-5236	25.88	05-Sep-17	51497
00162		1355929909051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	CONWAY FOUNTAIN 5/27-8/23/17	01-31-43-6254	236.84	05-Sep-17	51501
00162		1355936709051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	CONWAY RESTROOMS 5/26-8/23/17	01-31-43-6254	128.88	05-Sep-17	51501
00162		1261060309051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	902 MASON RD. 5/25-8/22/17	01-31-43-6254	82.90	05-Sep-17	51501
00162		1410856409051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	MILLENNIUM PARK 5/26-8/22/17	01-31-43-6254	9,274.10	05-Sep-17	51501
00162		1391911209051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	996 RUE DE LA BANQUE 5/27-8/24	01-31-43-6254	100.88	05-Sep-17	51501
00162		1518383409051712	05-Sep-17	MISSOURI AMERICAN WATER CO.	FOUNTAIN PARK 5/27-8/23/17	01-31-43-6254	211.36	05-Sep-17	51501
00160		0578025-909051712	05-Sep-17	MSD	1000 BARNES WEST JULY 2017	01-31-43-6254	40.35	05-Sep-17	51503
00160		0578184-409051712	05-Sep-17	MSD	601 COEUR DE VILLE DR. JULY 17	01-31-43-6254	44.32	05-Sep-17	51504
00970		1388-242728	24-Aug-17	O'REILLY AUTO PARTS	BATTERY FOR TRK 103	01-31-43-6210	19.22	30-Aug-17	51469
00970		1388-242512	22-Aug-17	O'REILLY AUTO PARTS	MOTOR OIL FOR TRUCKS	01-31-43-6210	20.24	30-Aug-17	51469
00970		1852-196347	23-Aug-17	O'REILLY AUTO PARTS	POWER STEERING FLUID	01-31-43-6210	3.69	30-Aug-17	51469
00168		082317	23-Aug-17	PETTY CASH	PART FOR MILL PRK HAND WASH ST	01-31-43-6212	2.10	30-Aug-17	51471
00896		97702	29-Aug-17	SHAPIRO SALVAGE & SUPPLY CO.	SINK AT MILLENNIUM PARK	01-31-43-6212	200.00	06-Sep-17	51510
00692		566108	22-Aug-17	ST LOUIS SAFETY, INC.	SAFETY SHIRTS, GLOVES, GLASSES	01-31-43-7308	38.16	30-Aug-17	51477
00173		IN144595	24-Aug-17	SUPREME TURF PRODUCTS	GRASS SEED	01-31-43-7303	560.00	06-Sep-17	51514
Planning Division									
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-32-11-5234	86.10	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-32-11-5235	17.22	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-32-11-5236	43.21	05-Sep-17	51497
Building Division									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	MTG REGISTRATION-REID	01-32-61-6261	69.57	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	MTG REGISTRATION-BOLLS	01-32-61-6261	69.57	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	ICC MEMBER FEE-REID	01-32-61-6262	55.00	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	NFSA	01-32-61-6262	85.00	28-Aug-17	51441



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Building Division (Cont'd)									
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	LODGING-MABOI CONF-MICHEL	01-32-61-6265	123.76	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	LODGING-MABOI CONF-HOLMES	01-32-61-6265	123.76	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	3-SPEED OSCILLATING TABLE FAN	01-32-61-7302	119.34	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	INSPECTION REQUEST FORMS	01-32-61-7304	455.24	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	TRODAT PRINT STAMP	01-32-61-7304	56.71	28-Aug-17	51441
00134		02741946 GF 7/18	06-Aug-17	BANK OF AMERICA	COPIES FOR RECORDS REQUEST	01-32-61-7304	72.97	28-Aug-17	51441
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE-SEPT 2017	01-32-61-5234	164.89	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	AD&D-SEPT 2017	01-32-61-5235	32.98	05-Sep-17	51497
00710		1554999GR09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	LTD-SEPT2017	01-32-61-5236	137.75	05-Sep-17	51497
Capital Improvement									
02159	P002837	3884	30-Aug-17	CTM SOLUTIONS	2014 OLYMPIA ICE RESURFACER	02-61-71-9516	69,500.00	30-Aug-17	8155
02816	P002826	PAY #1 LADUE	23-Aug-17	DRILLING SERVICE CO.	LADUE STABILIZATION PROJECT	02-61-71-9510-17711	172,270.04	30-Aug-17	8156
02816	P002826	FINAL PAY-LADUE	25-Aug-17	DRILLING SERVICE CO.	LADUE STABILIZATION- CONSTRUCT	02-61-71-9510-17711	422,529.96	30-Aug-17	8156
02816	P002826	FINAL PAY-LADUE	25-Aug-17	DRILLING SERVICE CO.	LADUE STABILIZATION- DESIGN	02-61-71-9510-17711	10,000.00	30-Aug-17	8156
Ice Arena									
00195		10739	15-Aug-17	ALARM 24, INC.	MAINT/MONITORY SEP-NOV 2017	06-14-31-6202	60.00	06-Sep-17	9324
01550		312757570	22-Aug-17	ARAMARK UNIFORM SERVICES	MOP RENTAL (8/22/17)	06-14-31-7301	7.91	06-Sep-17	9325
01550		312781874	29-Aug-17	ARAMARK UNIFORM SERVICES	MOP RENTAL (8/29/17)	06-14-31-7301	7.91	06-Sep-17	9325
01550		312757570	22-Aug-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (8/22/17)	06-14-31-7308	5.89	06-Sep-17	9325
01550		312781874	29-Aug-17	ARAMARK UNIFORM SERVICES	UNIFORM RENTAL (8/29/17)	06-14-31-7308	5.89	06-Sep-17	9325
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	INT'L TRANSACTION FEE	06-14-31-6202	12.81	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	SUPPLIES FOR THE BUILDING	06-14-31-6212	59.65	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	PARTS FOR THE SKATE SHARPENER	06-14-31-6212	426.78	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	LTS FACEBOOK PROMO	06-14-31-6260	30.00	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	MISC. SUPPLIES	06-14-31-7301	4.94	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	COLORED PAPER, DIVIDERS	06-14-31-7304	48.95	28-Aug-17	9314
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	PORTABLE AC UNIT	06-14-31-9503	279.00	28-Aug-17	9314
00078		1008992	17-Aug-17	BECKER ARENA PRODUCTS	RUBBER FLOORING	06-14-31-6212	438.90	06-Sep-17	9327
00078		1008889	16-Aug-17	BECKER ARENA PRODUCTS	HOCKEY NET	06-14-31-6212	233.44	06-Sep-17	9327
00014		0136635082317	23-Aug-17	CHARTER COMMUNICATIONS	TV/PHONE/INTERNET SEPT 2017	06-14-31-6255	198.85	06-Sep-17	9329
00520		4981701000 8/17	17-Aug-17	LACLEDE GAS	LACLEDE ACH DIRECT DEBIT	06-14-31-6252	1,130.53	28-Aug-17	900058
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE	06-14-31-5234	40.42	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP AD&D	06-14-31-5235	8.10	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LTD	06-14-31-5236	30.65	05-Sep-17	9333
02818		567230	20-Aug-17	MOBILE EQUIPMENT MAINTENANCE LLC	OLYMPIA INSP AT SCOTTRADE CTR	06-14-31-6203	250.00	30-Aug-17	9321
00867	P002832	104486	30-Aug-17	MURPHY	AUGUST MONTHLY WALK THROUGH	06-14-31-6211	448.00	06-Sep-17	9334
02717		954627094001	18-Aug-17	OFFICE DEPOT BUSINESS ACCOUNT	RECEIPT BOOKS	06-14-31-7304	67.14	06-Sep-17	9336
01693		1071672544 EF	21-Aug-17	RICOH USA, INC	SHIPPING FEE FOR INK	06-14-31-6213	3.83	06-Sep-17	9338
01693		99280948	18-Aug-17	RICOH USA, INC	COPIER LEASE 8/12-9/11/17	06-14-31-6213	141.05	06-Sep-17	9338



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Golf Maintenance									
02814	P002805	37032	19-Aug-17	CHESTERFIELD FENCE & DECK CO.	REPLACE FENCE DAMAGED FROM FAL	06-14-32-6212	2,498.00	30-Aug-17	9317
02084		235261939	29-Aug-17	HELENA CHEMICAL CO.	TEBUCONAZOLE AND CELERO	06-14-32-7303	398.18	06-Sep-17	9331
00117		9081085	22-Aug-17	HOME DEPOT	2 CYCLE OIL	06-14-32-6211	42.72	30-Aug-17	9319
00117		9081085	22-Aug-17	HOME DEPOT	BUILDING SUPPLIES	06-14-32-6212	158.10	30-Aug-17	9319
00117		8081716	23-Aug-17	HOME DEPOT	CREDIT FOR RETURNED MDSE	06-14-32-6212	(147.00)	30-Aug-17	9319
00117		9081085	22-Aug-17	HOME DEPOT	KNEEPADS	06-14-32-7308	17.97	30-Aug-17	9319
00660	P002818	11533	29-Aug-17	KEEVEN BROTHERS, INC.	S&H	06-14-32-6212	100.00	06-Sep-17	9332
00660	P002818	11533	29-Aug-17	KEEVEN BROTHERS, INC.	260 SQ YRDS ZOYSIA SOD	06-14-32-6212	854.10	06-Sep-17	9332
00458		707624021	14-Aug-17	LAFARGE NORTH AMERICA, INC.	SAND FOR DEEP TINE AERIFICATIO	06-14-32-9501	704.75	30-Aug-17	9320
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE	06-14-32-5234	37.65	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP AD&D	06-14-32-5235	7.53	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LTD	06-14-32-5236	28.77	05-Sep-17	9333
00173		IN144365	12-Aug-17	SUPREME TURF PRODUCTS	TURFRX SUPREME	06-14-32-7303	230.00	30-Aug-17	9323
00173		IN144366	12-Aug-17	SUPREME TURF PRODUCTS	AQUATROLS REVOLUTION	06-14-32-7303	585.00	30-Aug-17	9323
00173		IN144362	14-Aug-17	SUPREME TURF PRODUCTS	DACONIL ACTION	06-14-32-7303	384.00	30-Aug-17	9323
Pro Shop									
00195		10739	15-Aug-17	ALARM 24, INC.	MAINT/MONITORY SEP-NOV 2017	06-14-33-6202	60.00	06-Sep-17	9324
01140		56765	22-Aug-17	ARCHWAY BOWLING & TROPHY	HOLE-IN-ONE TROPHY	06-14-33-7304	11.00	06-Sep-17	9326
00344		1002667738	10-Aug-17	BRIDGESTONE GOLF, INC.	SHIPPING FEE	06-14-33-8324	0.18	30-Aug-17	9315
00121		928182947	15-Aug-17	CALLAWAY GOLF	SHIPPING	06-14-33-8325	0.36	30-Aug-17	9316
00014		0136635082317	23-Aug-17	CHARTER COMMUNICATIONS	TV/PHONE/INTERNET SEPT 2017	06-14-33-6255	66.28	06-Sep-17	9329
00520		4981701000 8/17	17-Aug-17	LACLEDE GAS	LACLEDE ACH DIRECT DEBIT	06-14-33-6252	376.85	28-Aug-17	900058
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LIFE	06-14-33-5234	19.62	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP AD&D	06-14-33-5235	3.92	05-Sep-17	9333
00710		1554999GP09051712	05-Sep-17	LINCOLN NATIONAL LIFE INSURANCE CO.	GROUP LTD	06-14-33-5236	14.50	05-Sep-17	9333
00045		950020272001	04-Aug-17	OFFICE DEPOT	POS REGISTER ROLLS	06-14-33-7304	71.20	06-Sep-17	9335
01693		1071672544 EF	21-Aug-17	RICOH USA, INC	SHIPPING FEE FOR INK	06-14-33-6213	3.83	06-Sep-17	9338
01693		99280948	18-Aug-17	RICOH USA, INC	COPIER LEASE 8/12-9/11/17	06-14-33-6213	141.05	06-Sep-17	9338
Snack Bar									
01550		312757570	22-Aug-17	ARAMARK UNIFORM SERVICES	WIPING TOWELS (8/22/17)	06-14-34-7301	2.87	06-Sep-17	9325
01550		312781874	29-Aug-17	ARAMARK UNIFORM SERVICES	WIPING TOWELS (8/29/17)	06-14-34-7301	2.87	06-Sep-17	9325
00134		02741946 ef 8/17	06-Aug-17	BANK OF AMERICA	ICE CREAM FOR RESALE	06-14-34-8319	223.00	28-Aug-17	9314
00001	P002766	390431	28-Aug-17	GREY EAGLE	BEER FOR RESALE	06-14-34-8316	644.70	30-Aug-17	9318
00001	P002766	386435	21-Aug-17	GREY EAGLE	BEER FOR RESALE	06-14-34-8316	481.80	30-Aug-17	9318
02632		3501955	30-Aug-17	PERFORMANCE FOOD GROUP, INC.	FOOD FOR RESALE	06-14-34-8315	273.53	06-Sep-17	9337
01471		101451	15-Aug-17	RL MUELLER NATIONAL DIST., INC.	SNACKS FOR RESALE	06-14-34-8319	217.42	30-Aug-17	9322
01471		101451	15-Aug-17	RL MUELLER NATIONAL DIST., INC.	FOOD TRAYS, MUSTARD	06-14-34-8321	22.23	30-Aug-17	9322
Police Building Fund									
02765	P002671	33804	15-Aug-17	ARCHIMAGES, INC.	DESIGN DEVELOPMENT-JULY 2017	15-00-00-6203	35,281.10	30-Aug-17	1008

929,710.40



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 09/11/17 07:00 PM
Department: City Administrator
Category: Ordinance
Prepared By: Mark Perkins
Department Head: Carl Lumley

STAFF REPORT

Bill No. 5664 - an Ordinance Approving a Cooperation Agreement Between and Among the City of Creve Coeur, St. Louis County, and the St. Louis Economic Development Partnership Regarding the Development of a Plan for Old Olive Street in the 39 North Innovation District. Final Reading and Passage

An intergovernmental agreement with St. Louis County and St. Louis Economic Development Partnership (STLEDP) will provide for the creation of a master plan for Old Olive. The plan will be jointly created by the entities with administration and contract oversight by STLEDP. St. Louis County will contribute up to \$450,000, and the City of Creve Coeur will contribute up to \$50,000 in this collaborative effort. The City is requesting deferral of this Bill until September 25, 2017.

HISTORY:

08/28/17

City Council

CONTINUED

Next: 09/11/17

BILL NO. 5664

ORDINANCE NO. _____

AN ORDINANCE APPROVING A COOPERATION AGREEMENT BETWEEN AND AMONG THE CITY OF CREVE COEUR, ST. LOUIS COUNTY, AND THE ST. LOUIS ECONOMIC DEVELOPMENT PARTNERSHIP REGARDING THE DEVELOPMENT OF A PLAN FOR OLD OLIVE STREET IN THE 39 NORTH INNOVATION DISTRICT.

WHEREAS, St. Louis County (the County), the St. Louis Economic Development Partnership (the Partnership) and the City of Creve Coeur are committed to allocate resources and talent to help grow the plant science and agricultural technology sector (collectively referred to as "AgTech") in Creve Coeur, Missouri; and

WHEREAS, the Partnership, with grant funds from the U.S. Department of Commerce and assistance from Creve Coeur and the County and other partners, created a Master Plan for an AgTech innovation district located in Creve Coeur and branded the 39 North Innovation District ("39 North Master Plan"); and

WHEREAS, the Creve Coeur Planning and Zoning Commission adopted pertinent portions of the 39 North Master Plan as part of the City's Comprehensive Plan 2030; and

WHEREAS, the 39 North Master Plan recommends that Old Olive Street, which lies between Olive Boulevard east and west of Lindbergh Boulevard within Creve Coeur, be transformed from highway to local corridor and serve as an integral part of the 39 North Innovation District; and

WHEREAS, the Partnership, the County and Creve Coeur desire to implement the recommended transformation of Old Olive Street in accordance with the 39 North Master Plan; and

WHEREAS, the first step in implementation is obtaining a detailed study of Old Olive Street and the development of a plan to transform Old Olive Street from a highway to a local street ("Old Olive Street Plan" or the "Plan"); and

WHEREAS, the County and Creve Coeur wish to provide the funding necessary to obtain the Old Olive Street Plan; and

WHEREAS, the County and Creve Coeur desire for the Partnership to receive the funds and manage, oversee and administer the funds and any services needed to prepare the Plan, with collaboration by the County and Creve Coeur; and

WHEREAS, the Partnership desires to receive the funds and provide management, oversight and administration of the development of the Plan; and

WHEREAS, such cooperation between and among political subdivisions is authorized by Chapter 70 of the RSMo; and

WHEREAS, all persons who presented themselves before the City Council and desiring to be heard about this matter 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 City Council; and the Bill was read by title in open meeting two times before final passage by the City Council;

BILL NO. 5664

ORDINANCE NO. _____

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, as follows:

Section 1: The Cooperation Agreement attached hereto as Exhibit A between the City, St. Louis County, and the St. Louis Economic Development Partnership regarding the development of the Old Olive Street Plan is hereby approved. The document as executed shall include such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Ordinance and necessary, desirable, convenient, or proper in order to carry out the matters herein authorized. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient or proper in order to carry out the intent of this Ordinance, the matters herein authorized, and the rights and duties of the City under the agreement.

Section 2: The City Council hereby approves payment of the sum of \$50,000 pursuant to the terms and conditions of the Agreement (Exhibit A), to come from the capital improvement fund..

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

ADOPTED THIS ____ DAY OF _____, 2017.

DR. ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2017.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK

COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT (this “Agreement”) is entered as of the ____ day of _____, 2017 (the “Effective Date”) by the **St. Louis Economic Development Partnership** (the “Partnership”), **St. Louis County, Missouri** (the “County”), and the **City of Creve Coeur, Missouri** (“Creve Coeur”).

WHEREAS, the County, Partnership and Creve Coeur are committed to allocate resources and talent to help grow the plant science and agricultural technology sector (collectively referred to as “AgTech”) in St. Louis County, Missouri; and

WHEREAS, the Partnership, with grant funds from the U.S. Department of Commerce and assistance from the County and other partners, created a Master Plan for an AgTech innovation district located within the County in Creve Coeur and branded the 39 North Innovation District (“39 North Master Plan”); and

WHEREAS, the 39 North Master Plan recommends that Old Olive Street, which lies between Olive Boulevard east and west of Lindbergh Boulevard within Creve Coeur, be transformed from highway to local corridor and serve as an integral part of the 39 North Innovation District; and

WHEREAS, the Partnership, the County and Creve Coeur desire to implement the recommended transformation of Old Olive Street in accordance with the 39 North Master Plan; and

WHEREAS, the first step in implementation is obtaining a detailed study of Old Olive Street and the development of a plan to transform Old Olive Street from a highway to a local street, as more fully described below (“Old Olive Street Plan” or the “Plan”); and

WHEREAS, the County and Creve Coeur wish to provide the funding necessary to obtain the Old Olive Street Plan; and

WHEREAS, the County and Creve Coeur desire for the Partnership to receive the funds and manage, oversee and administer the funds and any services needed to prepare the Plan, with collaboration by the County and Creve Coeur; and

WHEREAS, the Partnership desires to receive the funds and provide management, oversight and administration of the development of the Plan.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants hereinafter contained, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to support the preparation of a plan to transform Old Olive Street from a highway to a local corridor to support a more intuitive, efficient and comprehensive transportation infrastructure which works in tandem with a multi-faceted pedestrian, bike and transit network within the 39 North Innovation District.

2. Funding. The County and Creve Coeur agree to provide funding for the Old Olive Street Plan. The County agrees to provide up to Four Hundred Fifty Thousand Dollars and No Cents (\$450,000.00) (“County Funds”). Creve Coeur agrees to provide up to Fifty Thousand Dollars and No Cents (\$50,000.00) (“Creve Coeur Funds”) (collectively, the “Funds”). Under no circumstances will the County or Creve Coeur be obligated to provide more than the amount of funds set forth in this paragraph. Upon expiration of the Term of this Agreement, the Partnership will return any unobligated Funds to the County and Creve Coeur pro-rata in proportion to the total Funds committed under this agreement; provided, however, that if any party terminates the Agreement pursuant to Paragraph 14 below, then whether any unobligated Funds will be returned to the parties shall be governed by the provisions of Paragraph 14.

3. Scope of Work. The Partnership agrees to provide management, oversight and administration of the Funds for the purpose of obtaining the Old Olive Street Plan as described in Section 1. The Partnership will engage a consultant to assist in preparing the Plan. The parties will collaborate regarding selection of the consultant and establishing the consultant’s scope of work, deliverables and deadlines. The Partnership will manage, oversee and administer the procurement of the consultant, the work performed by the consultant, and payments to the consultant. The parties will collaborate regarding review and acceptance of the final Old Olive Street Plan.

4. Disbursement of Funding. The County and Creve Coeur will disburse their respective Funds in a lump sum to the Partnership within thirty (30) days of the Effective Date of this Agreement. The Partnership shall expend such funds consistent with the proportion of the County and Creve Coeur funding amounts.

5. Term. The term of this Agreement begins on the Effective Date and ends eighteen (18) months from the Effective Date, or such later date if mutually agreed to in writing by the parties hereto (the “Term”).

6. Amendments, Changes and Modifications. This Agreement may be amended, changed, modified, or altered only by mutual, written agreement of the County, Partnership and Creve Coeur.

7. Representations of the County. The County represents, warrants and covenants to the Partnership and Creve Coeur as follows:

- a. The County has full power and authority to enter into this Agreement and to carry out its obligations hereunder, and by proper action has duly authorized the execution and delivery of this Agreement by Ordinance No. XXXXXX.
- b. Neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with the terms and conditions hereof, conflicts with or results in a breach of the terms, conditions or provisions of any restrictions or any agreement or instrument to which the County is now a party or by which the County is bound.

8. Representations of the Partnership. The Partnership represents, warrants and covenants to the County and Creve Coeur as follows:

- a. The Partnership has the power to enter into this Agreement and has duly authorized execution and delivery of this Agreement by its Board of Directors in Resolution No. 17-SLEDP-XX.
- b. Neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with the terms and conditions hereof, conflicts with or results in a breach of the terms, conditions or provisions of any restrictions or any agreement or instrument to which the Partnership is now a party or by which the Partnership is bound.

9. Representations of Creve Coeur. Creve Coeur represents, warrants and covenants to the County and Partnership as follows:

- a. Creve Coeur has full power and authority to enter into this Agreement and to carry out its obligations hereunder, and by proper action has duly authorized the execution and delivery of this Agreement by Ordinance No. XXXXXX.
- b. Neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with the terms and conditions hereof, conflicts with or results in a breach of the terms, conditions or provisions of any restrictions or any agreement or instrument to which Creve Coeur is now a party or by which Creve Coeur is bound.

10. Notices. Any notice, request, complaint, demand or other communication required by this Agreement to be given to or filed with the County, Partnership or Creve Coeur shall be in writing and shall be given or filed in the manner and at the addresses specified below.

- a. If to the County:

St. Louis County Department of Transportation
1050 N. Lindbergh Blvd.
St. Louis, MO 63132
ATTN: _____
(314) 615-8504

- b. If to the Partnership:

St. Louis Economic Development Partnership
7733 Forsyth Blvd., Suite 2200
St. Louis, MO 63105
ATTN: Janet Wilding, Vice President, Major Projects
And ATTN: Dustin Allison, General Counsel
(314) 615-7663

c. If to Creve Coeur:

City of Creve Coeur, Missouri
 300 N. New Ballas Rd.
 Creve Coeur, MO 63141
 ATTN: Jason Jaggi, Director of Community Development
 (314) 872-2504

11. Compliance with Federal Requirements. The Contributions are subject to applicable federal procurement and other requirements for contracts involving non-federal entities using federal awards of money. These requirements include, but are not limited to, the regulations set forth in the Brooks Act of 1972, 40 U.S.C. § 1101, *et seq.*, 23 C.F.R. 172, as amended, governing selection of engineering and architecture firms based upon their competency, qualifications and experience rather than by price and the provisions set forth on **Exhibit A**, Required Contract Provisions for Non-Federal Entity Contracts.

12. Contract Documents. The contract documents making up this Agreement shall include the following (collectively, the “Contract Documents”):

- a. This Agreement and all Exhibits attached hereto or documents incorporated herein by reference; and
- b. Required Federal Contract Certifications and Representations set forth in the attached Exhibit A, to the extent applicable.

The Contract Documents represent the entire understanding between the parties regarding this subject and supersede all prior written or oral communications between the parties regarding this subject.

13. Jurisdiction of Old Olive Street. The parties understand and agree that currently the Missouri Department of Transportation has jurisdiction over Old Olive Street and that no provisions or terms of this agreement or performance thereunder affect that jurisdiction.

14. Termination. Any party may terminate their rights, benefits and obligations under this Agreement, with or without cause, upon giving the other parties ninety (90) days prior written notice; provided, however, that if either the County or Creve Coeur (or both) elect to terminate their rights, benefits and obligations under this Agreement, with or without cause, the Partnership shall not be obligated to return the County Funds or Creve Coeur Funds. If this Agreement is terminated by the Partnership, with or without cause, the Partnership shall return any unobligated Funds to the County and Creve Coeur pro-rata in proportion to the total Funds committed under this agreement, shall deliver all materials regarding the Old Olive Street Plan to Creve Coeur and County, and on request of Creve Coeur or County made within thirty (30) days of notice of termination, shall take reasonable steps to assign the contract(s) with consultant(s) to Creve Coeur, including securing consultant approval of the assignment of the contract (if

required by the contract). Notwithstanding the foregoing, if only one of the County or Creve Coeur terminate their rights, benefits and obligations under this Agreement, the Agreement will remain effective and in force as to the parties that did not elect to terminate.

15. Indemnification.

- a. The Partnership agrees to indemnify and hold the County and Creve Coeur harmless from and against all damages, losses, costs and expenses, including reasonable attorneys' fees and court costs, arising out of the Partnership's performance pursuant to this Agreement, to the extent caused by the negligent errors, acts, omissions of or breach of contract by the Partnership and any other persons or entities for whom the Partnership is legally responsible. In addition, the Partnership agrees to defend and save the County and Creve Coeur harmless from and against all lawsuits, demands, claims or actions asserted against the County and/or Creve Coeur to the extent they involve or assert claims, matters or allegations that, if successful, would require the Partnership to indemnify the County and/or Creve Coeur.
- b. Creve Coeur agrees to indemnify and hold the County and Partnership harmless from and against all damages, losses, costs and expenses, including reasonable attorneys' fees and court costs, arising out of Creve Coeur's performance pursuant to this Agreement, to the extent caused by the negligent errors, acts, omissions of or breach of contract by Creve Coeur and any other persons or entities for whom Creve Coeur is legally responsible. In addition, Creve Coeur agrees to defend and save the County and Partnership harmless from and against all lawsuits, demands, claims or actions asserted against the County and/or Partnership to the extent they involve or assert claims, matters or allegations that, if successful, would require Creve Coeur to indemnify the County and/or Partnership.

16. Venue. It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the 21st Judicial Circuit Court in the County of St. Louis.

17. Assignments. No party may assign its rights or benefits under this Agreement without the written consent of the other parties.

18. Law of Missouri to Govern. This Agreement shall be construed according to the laws of the State of Missouri.

19. Federal, State and County Laws. This Agreement shall not be construed so as to conflict with or supersede or otherwise limit any applicable law, rule, or regulation of the government of the United States, State of Missouri or the County. The parties shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

20. Severability. The captions included in this Agreement are used for the purposes of convenience only and shall not be construed as limiting or otherwise affecting the Agreement itself. In the event any portion of this Agreement shall for any reason be declared invalid or unenforceable, such invalidity or unenforceability shall not affect the remaining provisions hereof.

21. Waiver. Waiver by a party of any breach of any provision of this Agreement by any other party shall not operate, or be construed, as a waiver of any subsequent or other breach.

22. Counterparts. This Agreement may be executed in one or more counterparts, the combination of which shall be considered an original document.

[Signature page to follow.]

IN WITNESS WHEREOF, the parties have entered this Agreement as of the date first above written.

ST. LOUIS COUNTY, MISSOURI

APPROVED:

Director, Transportation and Public Works

Attest:

County Clerk

County Executive

APPROVED AS TO LEGAL FORM:

St. Louis County Counselor

**ST. LOUIS ECONOMIC
DEVELOPMENT PARTNERSHIP**

Sheila Sweeney, Chief Executive Officer

Attest:

City Clerk

CITY OF CREVE COEUR, MISSOURI

Mark Perkins, City Administrator

Exhibit A
Required Contract Provisions for Non-Federal Entity Contracts

DRAFT



CITY OF CREVE COEUR

August 23, 2017

To: Mayor and City Council

Re: Old Olive Plan – 39 North Innovation District

A major component of the recently-adopted 39 North Innovation District Plan is to re-make Old Olive Street into a vibrant and multi-faceted pedestrian, bike and transit network. This corridor will serve as a critical link between the Danforth Center on the east end of the district, and the retail, restaurants, and residential areas to the west.

The attached intergovernmental agreement with St. Louis County and St. Louis Economic Development Partnership (STLEDP) will provide for the creation of a master plan for Old Olive. The plan will be jointly created by the entities with administration and contract oversight by STLEDP. St. Louis County will contribute up to \$450,000, and the City of Creve Coeur will contribute up to \$50,000 in this collaborative effort.

The Old Olive Plan will provide a detailed road map for future infrastructure improvements along the corridor, and serve as the basis for future grant applications for construction.

A budget adjustment will be necessary, sufficient funds are available in the Capital Improvement Fund for this expenditure.

Sincerely,

Mark Perkins
City Administrator



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: City Council
Category: Ordinance
Prepared By: Lori Obermoeller
Department Head: Lori Obermoeller

SCHEDULED

ORDINANCE

**Bill No. 5665 - an Ordinance Ordering the Levy and
Establishment of the Rates of Annual Taxes for Municipal
Purposes in the City of Creve Coeur for the Year of 2017.
First Reading**

An ordinance ordering the levy and establishment of the rates of annual taxes for municipal purposes in the City of Creve Coeur for the year 2017.

**AN ORDINANCE ORDERING THE LEVY AND ESTABLISHMENT OF
THE RATES OF ANNUAL TAXES FOR MUNICIPAL PURPOSES IN
THE CITY OF CREVE COEUR FOR THE YEAR 2017**

WHEREAS, THE CITY COUNCIL OF THE CITY OF CREVE COEUR HELD A PUBLIC HEARING REGARDING THE SETTING OF ITS PROPERTY TAX RATES FOR 2017 AT THE CREVE COEUR GOVERNMENT CENTER ON SEPTEMBER 11, 2017 AT 7:00 P.M. OR IMMEDIATELY FOLLOWING THE CLOSE OF THE PREVIOUS PUBLIC HEARING; AND,

WHEREAS, NOTICE OF THE PUBLIC HEARING ON THE 2017 PROPERTY TAX RATES WAS PREVIOUSLY PUBLISHED AT LEAST 15 DAYS PRIOR TO THE HEARING, IN THE ST. LOUIS COUNTIAN, A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY; AND,

WHEREAS, ALL PERSONS WHO PRESENTED THEMSELVES AT SAID MEETINGS 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 CONSIDERATION BY THE CITY COUNCIL AND THIS BILL HAVING BEEN READ BY TITLE AT TWO SEPARATE OPEN MEETINGS BEFORE FINAL PASSAGE BY THE CITY COUNCIL; AND,

WHEREAS, 2017 TAX RATES OF \$.063 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR RESIDENTIAL REAL PROPERTY, \$.074 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR COMMERCIAL REAL PROPERTY, \$.087 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR AGRICULTURAL REAL PROPERTY, AND \$.082 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR DEBT SERVICE LEVY ON REAL AND PERSONAL PROPERTY COMPLY WITH THE LAWS OF THE STATE OF MISSOURI AND MEET THE CITY'S BUDGETED REVENUE REQUIREMENTS FOR SUCH TAXES;

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

SECTION 1. THERE IS HEREBY LEVIED UPON ALL REAL PROPERTY SUBJECT TO TAXATION FOR SAID PURPOSE IN THE CITY OF CREVE COEUR, MISSOURI, AND EACH CLASS AND SUBCLASS THEREOF AS ESTABLISHED BY STATE LAW, AND IN THE CASE OF THE DEBT LEVY ALSO ON PERSONAL PROPERTY, TAXES FOR MUNICIPAL PURPOSES FOR THE YEAR 2017 AS FOLLOWS:

RESIDENTIAL REAL PROPERTY	\$.063 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION
---------------------------	--

COMMERCIAL REAL PROPERTY	\$.074 ON EACH ONE HUNDRED DOLLARS
--------------------------	------------------------------------

Ordinance

Meeting of September 11, 2017

(\$100.00) OF ASSESSED VALUATION

AGRICULTURAL REAL PROPERTY

\$.087 ON EACH ONE HUNDRED DOLLARS
(\$100.00) OF ASSESSED VALUATION

DEBT SERVICE LEVY (PERSONAL AND

\$.082 ON EACH ONE HUNDRED DOLLARS REAL
PROPERTY)
(\$100.00) OF ASSESSED VALUATION**SECTION 2.** THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF
3.11(G) OF THE CHARTER.

PASSED BY CITY COUNCIL THIS _____ DAY OF SEPTEMBER 2017.

ROBERT HOFFMAN
PRESIDENT, CITY COUNCIL

APPROVED THIS _____ DAY OF SEPTEMBER, 2017.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN
CITY CLERK

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE ORDERING THE LEVY AND ESTABLISHMENT OF
THE RATES OF ANNUAL TAXES FOR MUNICIPAL PURPOSES IN
THE CITY OF CREVE COEUR FOR THE YEAR 2017**

WHEREAS, THE CITY COUNCIL OF THE CITY OF CREVE COEUR HELD A PUBLIC HEARING REGARDING THE SETTING OF ITS REAL PROPERTY TAX RATES FOR 2017 AT THE CREVE COEUR GOVERNMENT CENTER ON SEPTEMBER 11, 2017 AT 7:00 P.M. OR IMMEDIATELY FOLLOWING THE CLOSE OF THE PREVIOUS PUBLIC HEARING; AND,

WHEREAS, NOTICE OF THE PUBLIC HEARING ON THE 2017 REAL PROPERTY TAX RATES WAS PREVIOUSLY PUBLISHED AT LEAST 15 DAYS PRIOR TO THE HEARING, IN THE ST. LOUIS COUNTIAN, A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY; AND,

WHEREAS, ALL PERSONS WHO PRESENTED THEMSELVES AT SAID MEETINGS 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 CONSIDERATION BY THE CITY COUNCIL AND THIS BILL HAVING BEEN READ BY TITLE AT TWO SEPARATE OPEN MEETINGS BEFORE FINAL PASSAGE BY THE CITY COUNCIL; AND,

WHEREAS, 2017 TAX RATES OF \$.063 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR RESIDENTIAL PROPERTY, \$.074 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR COMMERCIAL PROPERTY, \$.087 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR AGRICULTURAL PROPERTY, AND \$.082 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION FOR DEBT SERVICE LEVY COMPLY WITH THE LAWS OF THE STATE OF MISSOURI AND MEET THE CITY'S BUDGETED REVENUE REQUIREMENTS FOR SUCH TAXES;

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

SECTION 1. THERE IS HEREBY LEVIED UPON ALL REAL PROPERTY SUBJECT TO TAXATION FOR SAID PURPOSE IN THE CITY OF CREVE COEUR, MISSOURI, AND EACH CLASS AND SUBCLASS THEREOF AS ESTABLISHED BY STATE LAW, A TAX FOR MUNICIPAL PURPOSES FOR THE YEAR 2017 AS FOLLOWS:

RESIDENTIAL PROPERTY	\$.063 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION
COMMERCIAL PROPERTY	\$.074 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION
AGRICULTURAL PROPERTY	\$.087 ON HEACH ONE HUNDRED DOLLARS

BILL NO. _____

ORDINANCE NO. _____

(\$100.00) OF ASSESSED VALUATION

DEBT SERVICE LEVY

\$.082 ON EACH ONE HUNDRED DOLLARS
(\$100.00) OF ASSESSED VALUATION

SECTION 2. THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF
3.11(G) OF THE CHARTER.

PASSED BY CITY COUNCIL THIS _____ DAY OF SEPTEMBER 2017.

ROBERT HOFFMAN
PRESIDENT, CITY COUNCIL

APPROVED THIS _____ DAY OF SEPTEMBER, 2017.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN
CITY CLERK



MEMORANDUM

DATE: September 1, 2017

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: 2017 Property Tax Rate

Attached is legislation setting the 2017 property tax rates for the City of Creve Coeur. The proposed property tax rates for 2017 as compared to the current rates are as follows:

	<u>Tax Rate 2016</u>	<u>Proposed 2017 Tax Rates</u>	<u>Proposed 2017 Debt Service Levy (NEW)</u>
Residential	.068	.063	.082
Commercial	.076	.074	.082
Agricultural	.059	.087	.082
Personal	.000	.000	.082

The proposed tax rates are based upon the rates imposed as a result of the voluntary reduction. The city is not allowed to raise the rates back to the cap until 2018.

The increase in the assessed value for residential and commercial property has resulted in a decrease in the residential and commercial tax rates in tax year 2017. The current assessment numbers for 2016 and 2017 are:

	<u>2017 (pre-BOE)</u>	<u>2016 (post-BOE)</u>
Residential	517,372,190	466,458,630
Commercial	375,597,023	360,741,720
Agricultural	2,310	3,420

The proposed tax rates are based upon figures prior to the Board of Equalization (BOE) adjustments. It could be necessary to adjust the tax rates at the final meeting in September based upon the post-BOE assessment figures. Also, please note that assessed value, which property taxes are based upon, is 19% of estimated market value for residential and 32% of estimated market value for commercial real estate, and 33% for personal property.

Based upon the proposed tax rate for residential property and the debt service levy a person with a house valued at \$400,000 and personal property with market value of \$30,000 would pay the City of

Creve Coeur \$118.32 in property taxes for 2017. \$47.88 of the \$118.32 would go to the General Fund and \$70.44 would go to the Debt Service Fund. It is estimated that this amount represents about 2% of the property owners' total property tax bill.

New to this year is the Debt Service Levy which is a result of the passing of the General Obligation Bonds, Series 2017, for \$10,635,000 for the purpose of constructing, furnishing and equipping a new police station and making safety, security and accessibility renovations to the existing building. The debt levy will pay the principal and interest of the bonds as they become due each year.

Staff recommends approval of the proposed legislation setting the 2017 tax rates for the City of Creve Coeur. I would be pleased to respond to any questions.



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 09/11/17 07:00 PM
Department: Planning Division
Category: Ordinance
Prepared By: Whitney Kelly
Department Head: Jason Jaggi

STAFF REPORT

Bill No. 5666 - an Ordinance Amending Ordinance Number 5276 and Authorizing an Additional 155 Square Foot “Mercy Kids” Wall Sign on the South Elevation of the Childrens Hospital. First Reading

Bill Behrens, of Warren Sign Company, on behalf of Mercy Hospital, has submitted an application for an amendment to the Master Sign Plan for the Mercy campus at 615 S. New Ballas Road, in the PH-Planned Hospital Zoning District to allow for an additional 155 square foot wall sign on the Children's Hospital Building. Section 405.950.6 Master Signage Plans allows as an alternative to what would otherwise be allowed, a comprehensive plan of signage subject to the recommendation of the Planning and Zoning Commission and approval by the City Council. A master sign plan for the campus was originally approved in 2005 and last revised by Ordinance 5276 on September 24, 2012.

BILL NO. 5666

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NUMBER 5276 AND AUTHORIZING AN
ADDITIONAL 155 SQUARE FOOT “MERCY KIDS” WALL SIGN ON THE SOUTH
ELEVATION OF THE CHILDRENS HOSPITAL**

WHEREAS, an application was submitted by Bill Behrens, of Warren Sign Company, on behalf of Mercy Hospital, for an amendment to the Master Sign Plan for the Mercy campus at 615 S. New Ballas Road as authorized in Ordinance Number 5276, in the PH-Planned Hospital Zoning District, to allow for an additional 155 square foot wall sign on the Children's Hospital Building; and

WHEREAS, City Council approved Ordinance Number 5276 on September 24, 2012 authorizing as an alternative to what would otherwise be allowed, a comprehensive plan of signage for the Mercy Campus pursuant to Section 405.950.J of the City of Creve Coeur's Code of Ordinances; and

WHEREAS, all new or altered signage on the campus shall not substantively depart from the Master Sign Plan, unless approved by the City of Creve Coeur based upon the recommendation of the Planning and Zoning Commission.

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri, held a public hearing thereon at the Creve Coeur Government Center on August 21, 2017, beginning at 6:30 p.m., or immediately following the close of the previous public hearing, and continued on September 5, 2017 at 6:30 p.m., or immediately following the close of the previous public hearing; and,

WHEREAS, the Planning and Zoning Commission reviewed and by a vote of 6-0 recommended approval of the subject amendment at its meeting on September 5, 2017; and,

WHEREAS, notice of said public hearing had previously been 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, all persons who presented themselves at said meeting and desiring to be heard 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 City 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 being fully informed finds that approving the application 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.

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

Section 1: Ordinance No. 5276 is hereby amended to authorize an additional 155 square foot “Mercy Kid’s” wall sign as proposed in the Applicant’s Materials submitted June 29, 2017. The Applicant shall submit sign permit application with structural engineering information showing that it meets with the Building Code for wind and snow loads for the proposed sign. The Applicant shall follow the Master Signage Plan received August 10, 2012 and as amended, for all new or altered signage on the campus, as approved by the City of Creve Coeur. The location, size, shape, color, type, and design of each sign shall not substantively depart from the

BILL NO. 5666

ORDINANCE NO. _____

Master Sign Plan, unless approved by the City of Creve Coeur. All other conditions of Ordinance No. 5276 remain in effect.

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

ADOPTED THIS ____ DAY OF _____, 2017.

DR. ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2017.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN, MPCC
CITY CLERK



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 THE PLANNING AND ZONING COMMISSION

Meeting Date: September 5, 2017

**Subject: #17-024 Mercy Master Sign Plan Amendment To Allow For
A 155 Square Foot “Mercy Kids” Sign**

Prepared by: Whitney Kelly, AICP, City Planner

The Public Hearing for this application was continued from the August 21st, Planning and Zoning Commission meeting. Staff has requested additional information to address the comments raised during that meeting. Such information has not been provided in advance, however, a representative from Mercy will be available to address the Commission and answer any questions that they may have.



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

APPLICATION TO PLANNING AND ZONING COMMISSION
#17-024: AMENDMENT TO THE MASTER SIGN PLAN FOR MERCY
MEDICAL CAMPUS AT 615 S NEW BALLAS ROAD TO ALLOW FOR
A 155 SQUARE FOOT “MERCY KIDS” SIGN

FOR THE MEETING OF: Monday, August 21, 2017, 6:30 PM.

LOCATION: 615 S. New Ballas. Zoned PH Planned Hospital District

REQUEST: Bill Behrens, of Warren Sign Company, on behalf of Mercy Hospital, has submitted an application for an amendment to the Master Sign Plan for the Mercy campus at 615 S. New Ballas Road, in the PH-Planned Hospital Zoning District to allow for an additional 155 square foot wall sign on the Children's Hospital Building. Section 405.950(J) Master Signage Plans allows as an alternative to what would otherwise be allowed, a comprehensive plan of signage subject to the recommendation of the Planning and Zoning Commission and approval by the City Council. A master sign plan for the campus was originally approved in 2005 and last revised by Ordinance 5276 on September 24, 2012.

ADDITIONAL INFORMATION: Section 405.950(J) Master Signage Plans allows for consideration of a comprehensive plan of signage subject to the recommendation of the Planning and Zoning Commission and approval of the City Council. The primary expectations for any master sign plan are that it will increase public convenience by providing better direction information and that the signs will do so with a well-designed, coordinated appearance throughout the campus. Without the Master Sign Plan provision the maximum wall sign allowed for this use would be one wall sign with a maximum sign area of 80 square feet.

Key Issues:

- Does the request further the goals and/or implement the Comprehensive Plan?
- Does the request follow the Design Guidelines?
- Consistency in design, materials, and siting
- Visual clutter
- Protection of pedestrian and vehicular traffic safety from the proliferation of signs.

Creve Coeur 2030 Comp. Plan References

- Campus (CP) Place Type
- Design Guidelines

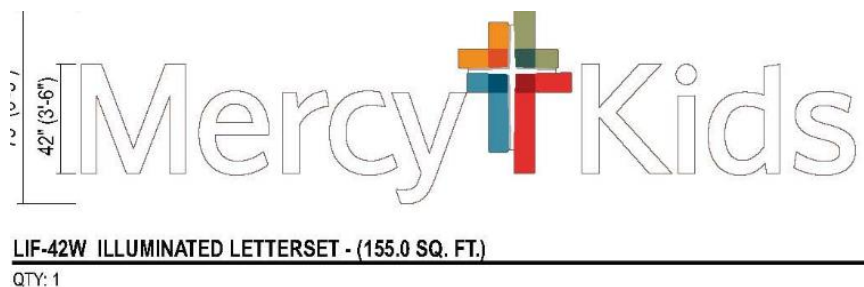
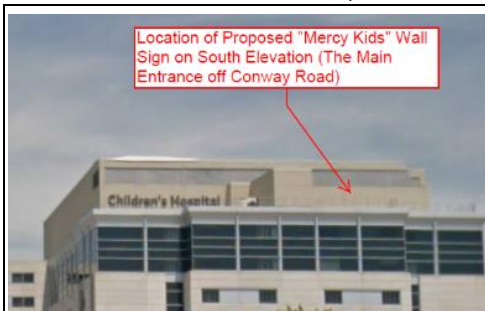
Zoning Code References

- Section 405.310: PH-Planned Hospital District
- Article VIII Sign Regulations
- 405.950.6 Master Signage Plans
- Section 405.1080: Site Concept, Site Development And Minor Site Plan Approval

APPLICANT: Terry Herbert
Executive Director, Community Relations
Mercy
615 S. New Ballas Road, Suite 5018
Creve Coeur, MO 63141

**APPLICANT'S
REPRESENTATIVE:**

Bill Behrens
Warren Sign Co.
2955 Arnold Tenbrook Road
Arnold, MO 63010



REPORT PREPARED BY: Whitney Kelly, AICP, City Planner
DATE: August 14, 2017
ATTACHMENTS: Applicant's Materials received June 29, 2017
Draft Ordinance
Ordinance No. 5276

BACKGROUND AND MASTER SIGN PLAN PROPOSAL

The Mercy Campus received approval for the last Master Sign Plan in 2012. As part of that plan, the Ordinance authorized a sign on the Children's Hospital Building with a sign area of 144 square feet. The proposal is to amend that plan to allow for a second wall sign on the same façade as the existing building with a sign area of 155 square feet to allow for the branded sign of "Mercy Kids". The stated reason for the additional sign is that Mercy Kids is a separate business entity from Mercy and has their own branding as depicted in the proposed logo artwork provided here. The Children's Hospital is considered a hospital within a hospital and the branding should reflect the business operations in that tower.

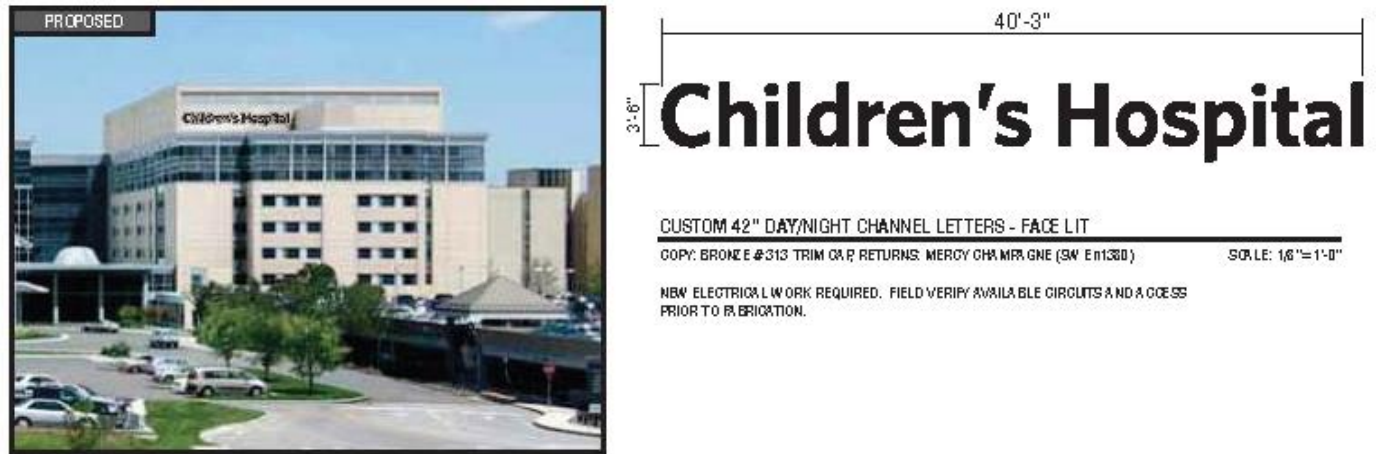


Figure 1: Sign area location and proposed sign area for the Children's Hospital sign authorized with Ordinance 5276

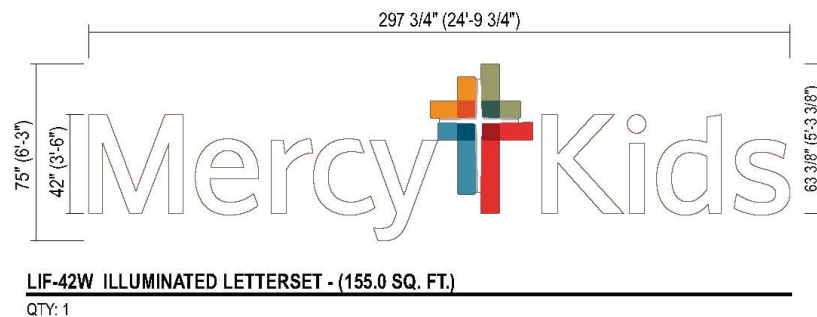


Figure 2: proposed additional sign area.

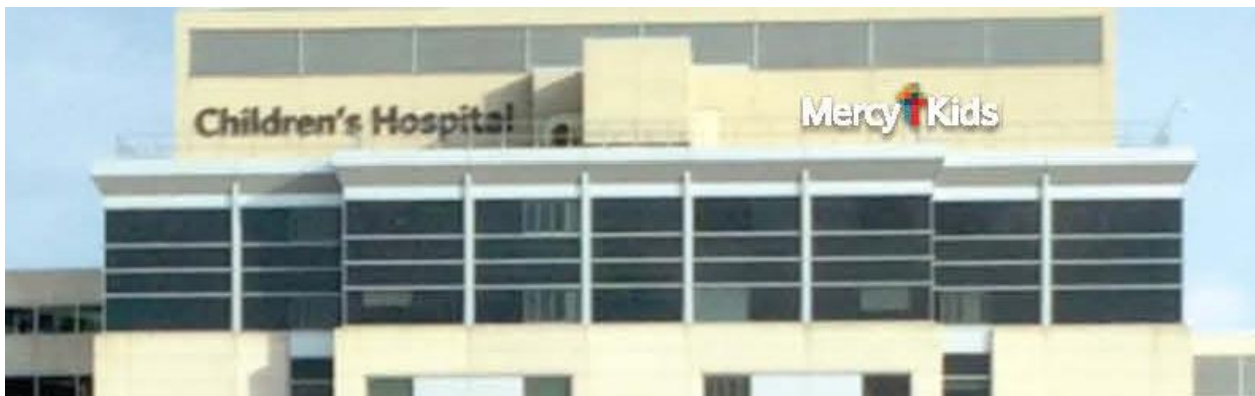


Figure 3: Close-up of the proposed additional sign location adjacent to the existing Children's Hospital sign

The previously approved signs reviewed as part of the master sign plan were well-designed in similar style and use of materials and limited to within the campus and away from the residential areas. The existing Children's Hospital sign was coordinated with the adjacent building with similar design and size as the Heart Hospital, and the large Mercy logo sign between the two. The existing Mercy logo sign is 304 square feet of sign area and the Heart Hospital sign was approved at 108 square feet of sign area.



Figure 4: Applicant's Sign Perspective of the proposed Mercy Kids logo, with the Children's Hospital, Heart Hospital and Mercy signs.

The design of the "Children's Hospital" and "Heart Hospital" sign were intended to be consistent with all of the other buildings signs throughout the Mercy Campus.

The adjacent zoning and land uses are as follows:

Direction	Use	Zoning District	Separated by
North	Main hospital campus	PH-Planned Hospital	Conway Road
South	Office Buildings	Town & Country zoning	N/A
East	Single Family Residential	Village of Westwood	N. New Ballas Road
West	Covenant Theological Seminary; Single Family Residential	HE-Higher Education District; A Single-Family Residential	I-270

COMPREHENSIVE PLAN REVIEW

The Mercy Campus is within the Campus (CP) Place Type of the *Creve Coeur 2030* Plan, with a vision for the development of large, multi-building office structures, institutional facilities, research building and healthcare facilities, deeply setback from site edges and surrounded by beautiful landscape buffers.

The Design Guidelines offer further recommendations in reviewing signs, by recommending that sign plans include a consistency of materials, siting, and design. Specifically, all signs are to be architecturally integrated and complement their surroundings in terms of size, shape, color, texture and lighting. Signs are to complement the overall design of the building and are not to be designed to be in visual competition with other signs in the area. New signs proposed for existing buildings should provide a compatible appearance with other building signage. Where no sign program exists there should be an attempt to bring in a unifying element (such as size). (Chapter 5, page 17).

The proposal is generally consistent with these recommendations; with the exception of the placement. The new sign would create a condition where two signs would be placed on one tower; which deviates from the current sense of balance of the signage.

ZONING CODE REVIEW

All signs within the City are regulated under Article VIII of the Zoning Ordinance. The purpose of the Sign Regulations are to encourage the effective use of signs as a means of communication, to maintain and enhance the aesthetic appearance of the City and to facilitate and improve pedestrian and vehicular traffic safety, and to lessen confusion and visual clutter caused by a proliferation of signs competing for attention.

Under general standards of Signs in Non-Residential Districts, wall signs are allowed for multi-floor buildings under Section 405.950(D) provides for each freestanding, single or multi-tenant office building of three (3) or more floors of leasable space may have one (1) attached sign affixed parallel to the building, with a sign area of up to fifty (50) square feet for a three-story building, with an additional ten (10) square feet of sign area allowed for each additional floor over three (3), up to a maximum of one hundred fifty (150) square feet. One (1) additional attached sign may be permitted, subject to the same size limitations, where the building faces two (2) or more public streets and is not separated from the streets by any other building. Therefore, for a 6 story office building the maximum sign area allowed is 80 square feet.

The Master Signage Plan allows for deviation from the sign regulations on large campuses in order to provide for a more consistent program as to ensure convenience to the visitor, user or occupant of the development while not adding to street clutter or otherwise detracting from the planned unit nature of the development. All signs shall be in scale and harmonious with the development and provide an overall design theme throughout the campus in a comprehensive manner. The prior plan authorized much larger and a greater number of wall signs and ground signs throughout the campus due to the unique nature of a hospital setting. However, such deviations should be reasonable and in keeping with the overall intent of the code. Staff has some concerns with the placement of the additional Mercy Kids sign on the same elevation as the existing Children's Hospital sign. This would allow two signs on the same elevation which the City seeks to avoid in most cases. As an alternative, Staff has suggested to the applicant that reworking the existing sign to include the "Mercy Kids" content within the prior sign area, would maintain the balance of the signs and would limit the number of separate areas of signage on the tower. This option would also avoid amending the Master Sign Plan, since the City cannot regulate the content of signs. Another option is to allow an increase in the sign area for the Children's Hospital Tower to allow the Mercy Kids sign to be incorporated as part of the existing Children's Hospital sign within the same location. Staff would recommend either of these options which would be consistent with the intent of the City's Sign Regulations. Nonetheless, if the Commission finds that the additional sign is warranted due to the unique nature of the medical complex, the Master Sign Plan process allows for such discretion.

FORM OF THE DRAFT ORDINANCE

Should the Commission find Mercy's reasoning for a fourth sign on this building, attached is a draft ordinance that contains the following customary conditions:

- Ordinance 5276 shall be amended to allow for an additional 155 square foot "Mercy Kid's" wall sign as proposed in the Applicant's Materials submitted June 29, 2017.
- The Applicant shall submit sign permit and/or building permit applications for the proposed sign.
- The Applicant shall follow the Master Signage Plan received August 10, 2012 and as amended, for all new or altered signage on the campus, as approved by the City of Creve Coeur. The location, size, shape, color, type, and design of each sign shall not substantively depart from the Master Sign Plan, unless approved by the City of Creve Coeur.

CONCLUSION AND ACTION

If the Planning and Zoning Commission finds that the Master Sign Plan proposal for the additional "Mercy Kids" Hospital is consistent with the purpose and requirements of Article VIII, a recommendation to the City Council for approval is necessary. Action on the proposal will come in the form of a recommendation of approval, approval with conditions, or denial. The following is an example of an appropriate motion for this application:

"I move to recommend approval of the amendment to the Master Signage Plan for the Mercy Campus, as submitted with Application #17-024, subject to the conditions contained in the draft ordinance attached to the staff report for the meeting of August 21, 2017" (conditions may be added, eliminated, or modified by preceding motion).

APPENDIX 1: COMPREHENSIVE PLAN, INCLUDING DESIGN GUIDELINES

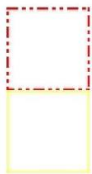
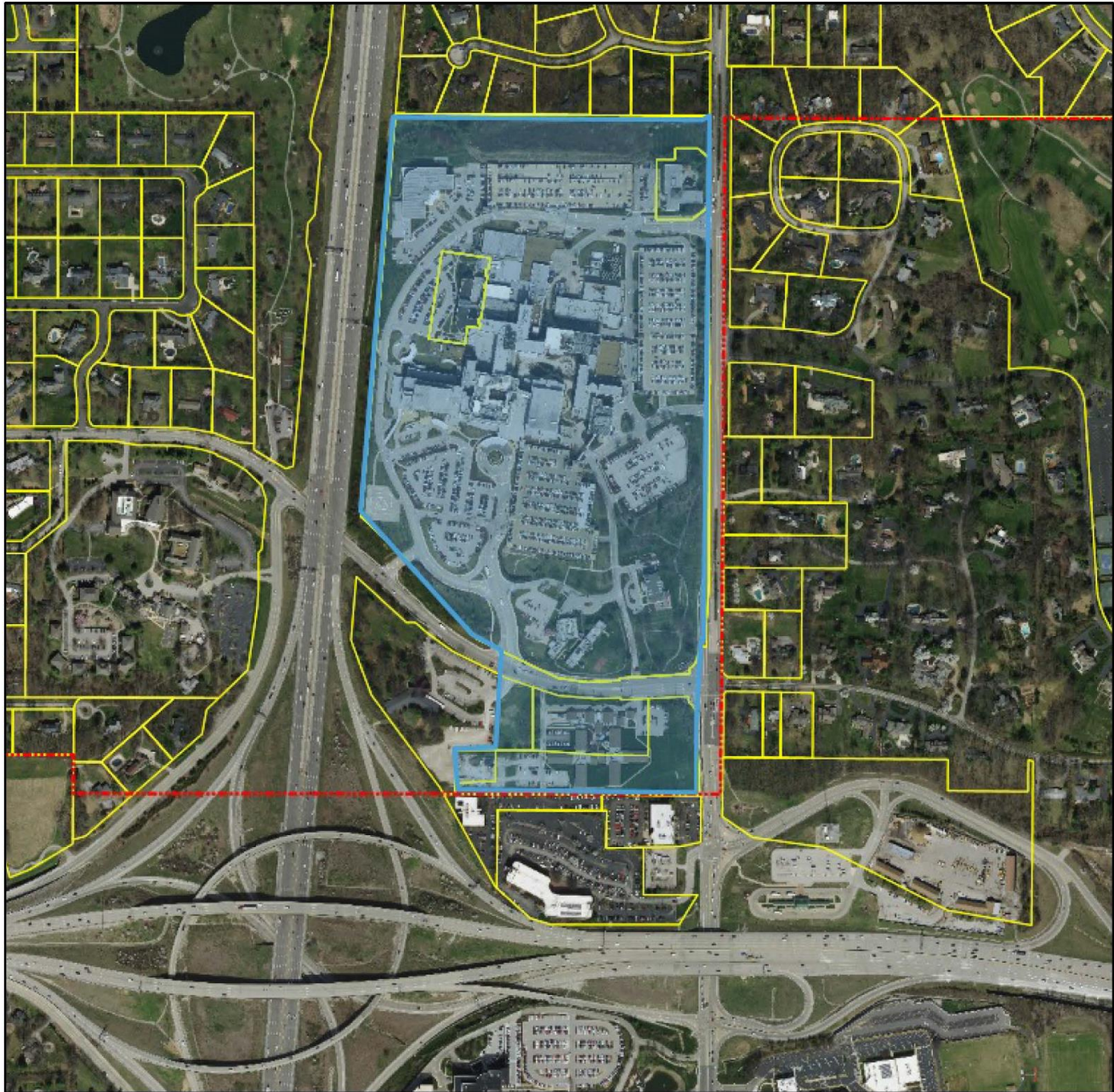
Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

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

APPENDIX 3: AERIAL PHOTO

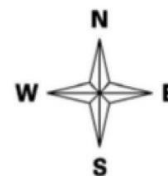
Mercy Hospital, 615 S. New Ballas Road



City Limits

Parcels

January 23, 2017



Prepared By

HORNER SHIFRIN

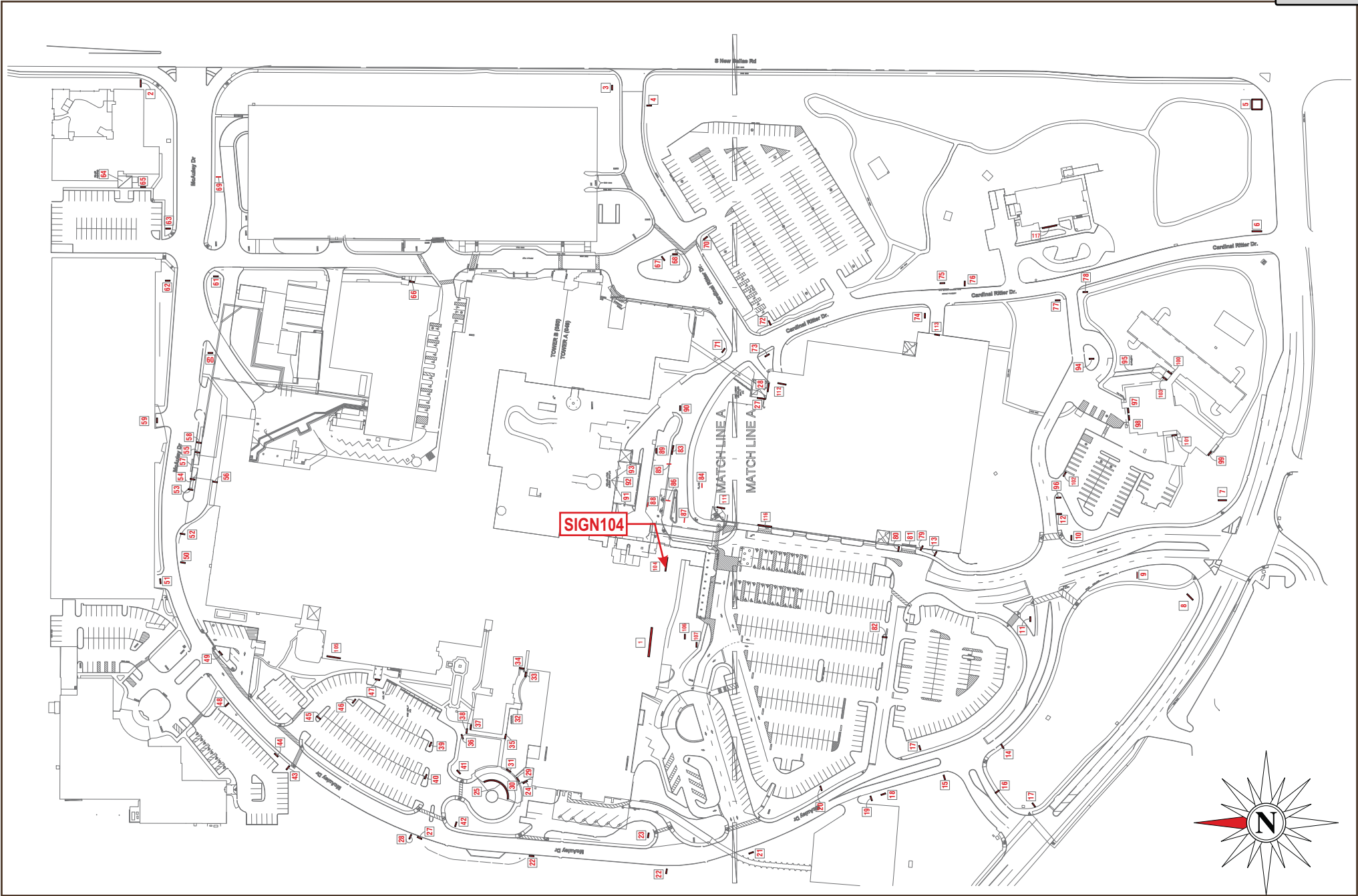
**MERCY HOSPITAL
615 S. NEW BALLAS ROAD
CREVE COEUR, MO 63141**

AMEND 2012 SIGN PLAN FOR THE FOLLOWING REASONS:

Mercy Kids is a separate business entity from Mercy and has their own branding as depicted in the proposed logo artwork provided here. The Children's Hospital is considered a hospital within a hospital and the branding should reflect the business operations in that tower.

Our patients and their families often ask where our Children's Hospital is. A number of them have asked about whether we were going to add the logo to the side of the building to make it easier to locate.

For these reason, we kindly request that the City of Creve Coeur approve our sign plan amendment request to add "Mercy Kids" to the Children's Hospital tower elevation.



Drawing prepared by:

The logo for 'Icon' is displayed, featuring the word 'icon' in a white, lowercase, sans-serif font. The letters are positioned on a dark red background that forms a horizontal band across the middle of the page. Above this band, the background is a solid dark grey. Below the band, the background is a solid dark red.

SITE PLAN	
Location:	Proj #:
615 S. New Ballas Road	3566
St. Louis, MO. 63141	Loc #:
File Path:	003

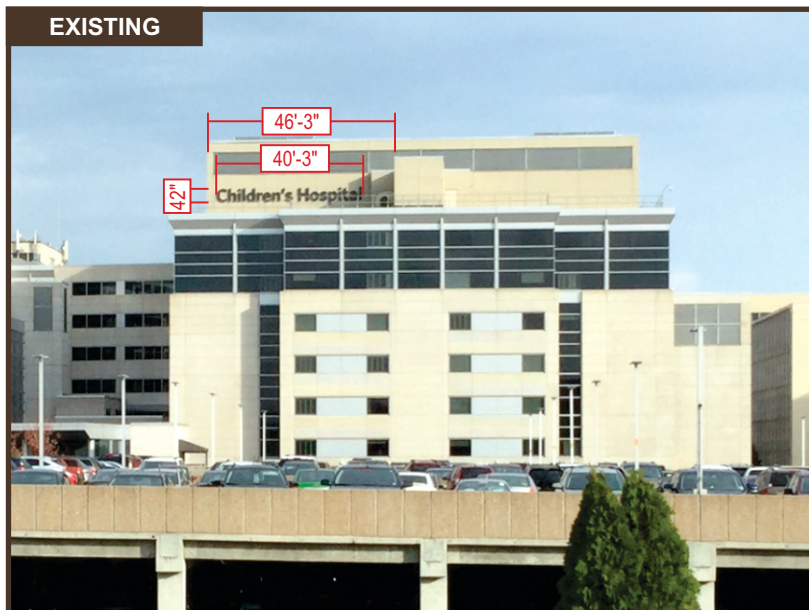


Mercy Kids

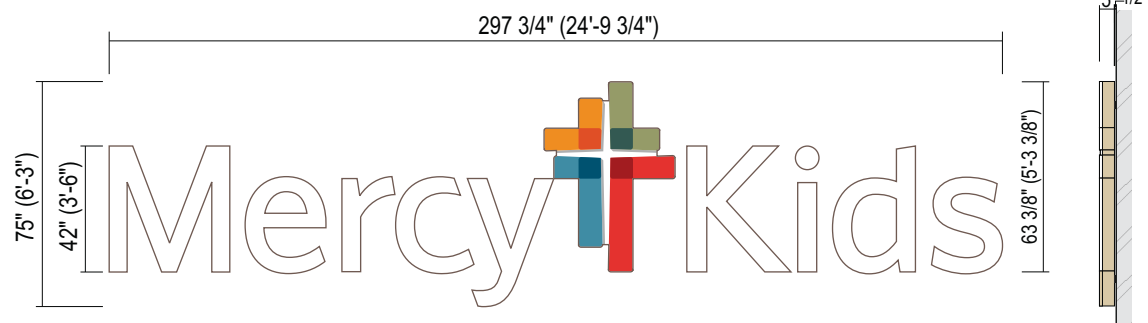
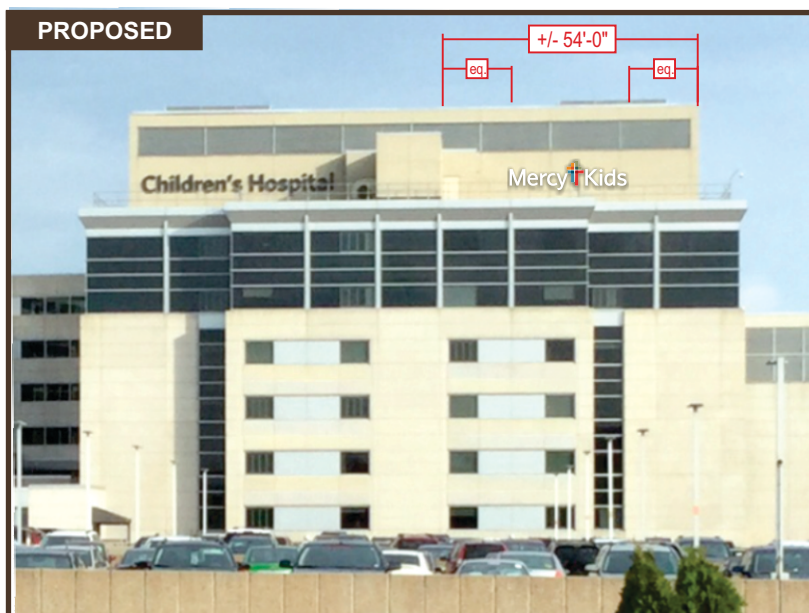
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Original	204214	02/05/15	FS	KP						
Rev 1	204561	02/11/15	FS	KWK	Changed to 42"	Rev #:	Req#:	Date:	Req. By:	Drawn By:
Rev 2	242747	12/01/16	FS	KP	See request	Rev 7	000000	00/00/00	XXX	XXX
Rev 3	244463	01/19/17	FS	KP	See request	Rev 8	000000	00/00/00	XXX	XXX
Rev 4	000000	00/00/00	XXX	XXX		Rev 9	000000	00/00/00	XXX	XXX
Rev 5	000000	00/00/00	XXX	XXX		Rev 10	000000	00/00/00	YYY	YYY
Rev 6	000000	00/00/00	XXX	XXX						

Packet Pg. 58

EXISTING



PROPOSED



LIF-42W ILLUMINATED LETTERSET - (155.0 SQ. FT.)

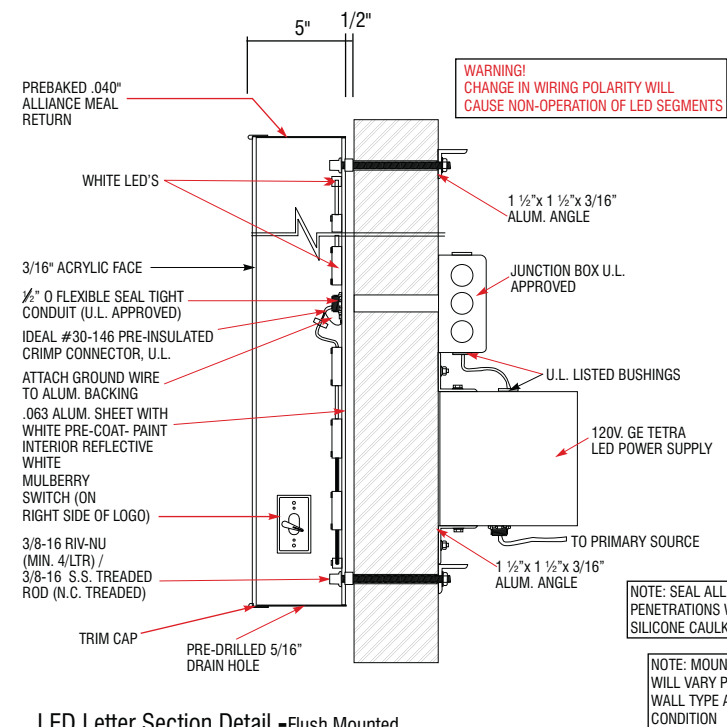
SIDE VIEW

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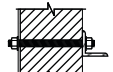
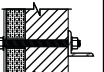
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CROSS: WHITE TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)



LED Letter Section Detail -Flush Mounted

SCALE: N.T.S.

		WALL TYPE	CMU, BRICK	PRE-CAST CONCRETE CONCRETE
		SECTION		
		ANCHOR TYPE	ø1/2" SLEEVE ANCHOR (ø3/8" BOLT), 2" MIN. EMBEDMENT	ø3/8" EXPANSION ANCHOR, 2 1/2" MIN. EMBEDMENT
WALL TYPE	WOOD, CONCRETE BLOCK, EIFS WALL SYSTEMS	EIFS WALL W/ FOAM INSULATION	GLASS MATTE SHEATHING, PLYWOOD	
SECTION				
ANCHOR TYPE	ø3/8" TREADED ROD	ø3/8" TREADED ROD W/ ALUMINUM OR PVC COMPRESSION SLEEVE	ø3/8" TOGGLE BOLT (WING OR PIVOT ROD)	

MOUNTING OPTIONS

SCALE: N.T.S.



Drawing prepared by:

SIGN 104

Drawing prepared for:



Location:
615 S. New Ballas Road
St. Louis, MO. 63141

Proj #:
3566
Loc #:
003

File Path:

Active\ACCOUNTS\MMercy Health System\Locations\3566_003_St. Louis MO letterset_R3



Rev #:	Req#:	Date:	Req. By:	Drawn By:	Revision Description:	Drawings are the exclusive property of ICON. Any unauthorized use or duplication is not permitted.				
Original	204214	02/05/15	FS	KP						
Rev 1	204561	02/11/15	FS	KWK	Changed to 42"					
Rev 2	242747	12/01/16	FS	KP	See request					
Rev 3	244463	01/19/17	FS	KP	See request					
Rev 4	000000	00/00/00	XXX	XXX						
Rev 5	000000	00/00/00	XXX	XXX						
Rev 6	000000	00/00/00	XXX	XXX						
Rev #:	Req#:	Date:	Req. By:	Drawn By:						
Rev 7	000000	00/00/00	XXX	XXX						
Rev 8	000000	00/00/00	XXX	XXX						
Rev 9	000000	00/00/00	XXX	XXX						
Rev 10	000000	00/00/00	XXX	XXX						



Drawing prepared by:

SIGN 104 PERSPECTIVE

Drawing prepared for:



Location: 615 S. New Ballas Road
St. Louis, MO. 63141
File Path: Active\ACCOUNTS\MMercy Health System\Locations\3566_003_St. Louis MO letterset_R3

Proj #: 3566
Loc #: 003



Rev #:	Req#:	Date:	Req. By:	Drawn By:	Revision Description:	Drawings are the exclusive property of ICON. Any unauthorized use or duplication is not permitted.				
Original	204214	02/05/15	FS	KP						
Rev 1	204561	02/11/15	FS	KWK	Changed to 42"	Rev 7	000000	00/00/00	XXX	XXX
Rev 2	242747	12/01/16	FS	KP	See request	Rev 8	000000	00/00/00	XXX	XXX
Rev 3	244463	01/19/17	FS	KP	See request	Rev 9	000000	00/00/00	XXX	XXX
Rev 4	000000	00/00/00	XXX	XXX		Rev 10	000000	00/00/00	XXX	XXX
Rev 5	000000	00/00/00	XXX	XXX						
Rev 6	000000	00/00/00	XXX	XXX						

Concept Photo



40'-3"

3'-6"

Children's Hospital

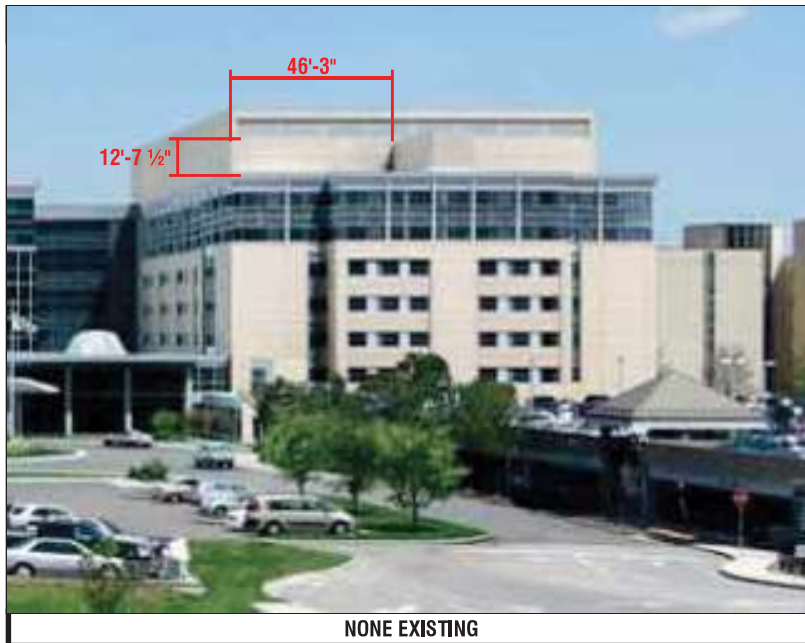
CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW En1380)

SCALE: 1/8" = 1'-0"

NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS PRIOR TO FABRICATION.

Approved Sign #104
from 2012 Sign Plan



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 4.cdr

Drawings are the exclusive property of Icon Identity Solutions Inc.. Any unauthorized use or duplication is not permitted.

DATE: 06/08/12
Rev. 1: 06/15/12
Rev. 2: 00/00/00
Rev. 3: 00/00/00
Rev. 4: 00/00/00
Rev. 5: 00/00/00

SCALE:
As Noted
DRAWN BY:
TVS
PAGE #:
24

DRAWINGS PREPARED BY:

The Icon Companies®



Location of Proposed "Mercy Kids" Wall Sign on South Elevation (The Main Entrance off Conway Road)





270

Muckerman Dr

Mercy Hospital St.
Louis: Emergency Room

H

615 South New
Ballas Road

3.3.d

Location of Proposed "Mercy Kids"
Wall Sign on the South Elevation

Mercy C
yn - M

H

270

BILL NO. 5388ORDINANCE NO. 5276

**AN ORDINANCE REPEALING ORDINANCE NUMBERS 3041 AND 5095, AND
APPROVING A NEW MASTER SIGN PLAN FOR THE MERCY CAMPUS LOCATED AT 615
S. NEW BALLAS ROAD AND ZONED "PH" PLANNED HOSPITAL DISTRICT**

WHEREAS, Bill Behrens, of Warren Sign Company, on behalf of Mercy Hospital, has submitted an application for a new Master Sign Plan for the campus at 615 S. New Ballas Olive, pursuant to Section 405.950.6 of the City of Creve Coeur's Code of Ordinances, to include new signage throughout the campus; and

WHEREAS, the boundaries of the Master Signage Plan will be for the entire development including all existing and proposed signage as demonstrated in the Plan received August 10, 2012 and attached as Exhibit 1; and

WHEREAS, a master sign plan for the campus was originally approved by Ordinance No. 3041 on February 14, 2005 and amended by Ordinance No. 5095 on August 10, 2009; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri, held a public hearing thereon at the Creve Coeur Government Center on September 4, 2012, beginning at 7:00 p.m., or immediately following the close of the previous public hearing; and

WHEREAS, notice of said public hearing had previously been 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, all persons who presented themselves at said meeting and desiring to be heard were given an opportunity to be heard; and

WHEREAS, the Planning and Zoning Commission reviewed and, by 5-0 vote, recommended approval of the conditional use permit, subject to the conditions contained herein, at its meeting on September 4, 2012; and

WHEREAS, the City Council being fully informed finds that approving the Plan subject to certain conditions 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.

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

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

SECTION 1: Ordinance No. 3041 and Ordinance No. 5095 are hereby repealed.

SECTION 2: A Master Sign Plan is approved for the Mercy Hospital campus at 615 S. New Ballas, in the "PH" Planned Hospital zoning district whose legal description is as follows:

BILL NO. 5388ORDINANCE NO. 5276

A tract of land being part of the Northwest Quarter of Section 15, Township 45 North, Range 5 East St. Louis County, Missouri and being part of a larger tract conveyed to St. John's Hospital by a Deed recorded in Deed Book 4198 page 544, dated the 20th day of November, 1959, and being described as follows:

Beginning at the Southeast corner of Lot 17 Sackston Woods, a subdivision filed for record in Plat Book 53 page 15 of the St. Louis county land records, said point also being on the North line of Section 15 as previously described; thence South 00 degrees 17 minutes 23 seconds West along the Western Right of Way of State Highway JJ (also known as Ballas road) a distance of 1948.90 feet to a point; thence South 04 degrees 06 minutes 14 seconds East a distance of 150.33 feet to a point; thence South 00 degrees 17 minutes 23 seconds West a distance of 180.02 feet to a point; thence South 45 degrees 44 minutes 49 seconds West a distance of 74.41 feet to a point on the Northern Right of Way line of Conway Road; thence leaving said State Highway JJ South 86 degrees 40 minutes 24 seconds West along the Northern Right of Way line of Conway Road a distance of 309.41 feet to a point; thence South 03 degrees 19 minutes 36 seconds East a distance of 10.00 feet to a point; thence North 86 degrees 44 minutes 23 seconds West a distance of 133.17 feet to a point; thence North 82 degrees 15 minutes 37 seconds West a distance of 126.95 feet to a point; thence North 49 degrees 47 minutes 04 seconds West a distance of 103.54 feet to a point; thence North 71 degrees 35 minutes 09 seconds West a distance of 71.15 feet to a point; thence North 66 degrees 18 minutes 46 seconds West a distance of 165.61 feet to a point; hence North 48 degrees 41 minutes 22 seconds West a distance of 205.70 feet to a found iron pin; thence North 39 degrees 57 minutes 17 seconds West a distance of 228.02 feet to a found iron pin; thence North 47 degrees 30 minutes 53 seconds West a distance of 303.12 feet to a point on the Eastern Right of Way line of interstate Highway I@270 (also known as 244); thence leaving the Northern Line of said Conway Road North 04 degrees 44 minutes 05 seconds East along said Eastern Right of Way line a distance of 1687.62 feet to a point, said point to be hereafter known as point "A" and being on the Southern line of Sackston Woods Plat 2 a subdivision filed for record in Plat Book 100 page 80 of the St. Louis County Land Records; thence leaving said Eastern Right of Way line South 89 degrees 50 minutes 00 seconds East a distance of 1325.29 feet to the point of beginning and containing 70.32 Acres

Less and Excepting a tract of land being part of the previously described larger tract and commencing at point "A" as previously described; thence South 04 degrees 44 minutes 05 seconds West along the Eastern Right of way line a distance of 534.95 feet; thence leaving said Right of Way line South 81 degrees 43 minutes 15 seconds East a distance of 244.80 feet to the point of beginning of the tract excepted; thence continuing South 81 degrees 43 minutes 15 seconds East a distance of 202.16 feet to a point on the Western wall of the Existing Hospital Building; thence South 08 degrees 09 minutes 44 seconds West along said Wall a distance of 51.07 feet; thence North 82 degrees 09 minutes 01 seconds West a distance of 15.34 feet; thence South 08 degrees 00 minutes 53 seconds West a distance of 27.32 feet to a point on a Party wall; thence South 82 degrees 08 minutes 49 seconds East along said Party wall a distance of 17.16

feet to a point; thence South 08 degrees 09 minutes 53 seconds West 32.96 feet to a point; thence North 86 degrees 28 minutes 35 seconds West a distance of 3.70 feet; thence South 08 degrees 06 minutes 32 seconds West a distance of 22.65 feet to a point; thence South 81 degrees 54 minutes 24 seconds East a distance of 3.72 feet to a point; thence South 07 degrees 54 minutes 53 seconds West a distance of 31.85 feet to a point; thence South 81 degrees 53 minutes 15 seconds East a distance of 2.45 feet to a point; thence South 08

BILL NO. 5388ORDINANCE NO. 5276

degrees 06 minutes 45 seconds West a distance of 84.18 feet; thence North 81 degrees 55 minutes 58 seconds West a distance of 9.61 feet to a point; thence South 08 degrees 16 minutes 37 seconds West a distance of 27.98 feet to a point; thence South 81 degrees 37 minutes 30 seconds East a distance of 9.69 feet to a point; thence South 08 degrees 06 minutes 45 seconds West a distance of 15.96 feet to a point; thence North 81 degrees 40 minutes 49 seconds West a distance of 49.76 feet; thence leaving said Party wall and continuing on the Western wall of the Existing Hospital Building South 08 degrees 02 minutes 33 seconds West a distance of 78.57 feet to a corner of said Building; thence leaving said Building North 81 degrees 58 minutes 04 seconds West a distance of 156.35 feet to a point; thence North 08 degrees 01 minutes 52 seconds East a distance of 373.51 feet to the point of beginning and containing 71,712 square feet.

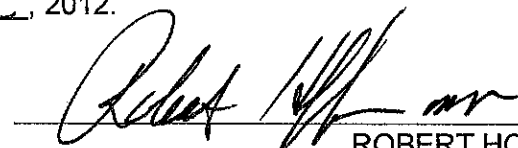
Subject to Easements Restrictions and Covenants of record if any

SECTION 3: Such approval of the Master Signage Plan for the Mercy campus shall be subject to the following conditions:

1. The applicant shall submit sign permit and/or building permit applications for proposed signs referred to in the Master Sign Plan that currently do not possess a sign permit.
2. The applicant shall follow the Master Signage Plan received August 10, 2012 for all new or altered signage on the campus, as approved by the City of Creve Coeur. The location, size, shape, color, type, and design of each sign shall not substantively depart from the Master Sign Plan, unless approved by the City of Creve Coeur.
3. Incidental signage shown within the plan does not require a permit.
4. No additional permanent signage is allowed for the campus. Permitted temporary banners are allowed as provided under Section 405.950(3).

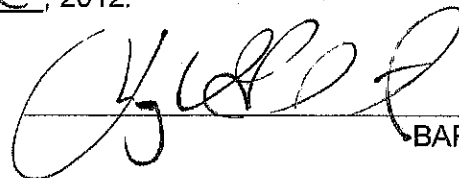
SECTION 4: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS 24 DAY OF September, 2012.



ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS 24 DAY OF September, 2012.



BARRY GLANTZ
MAYOR

ATTEST:



DEBORAH RYAN, MPCC
CITY CLERK



Location #: 003-1

**615 S. New Ballas Rd.
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
1	1	CUSTOM 74" ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT (304 SQ. FT.)
2	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
3	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
4	1	REMOVE EXISTING
5	1	CUSTOM INTERNALLY ILLUMINATED MONUMENT SIGN
6	1	REMOVE EXISTING
7	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
8	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
9	1	REMOVE EXISTING
10	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
11	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
12	1	REMOVE EXISTING
13	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
14	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
15	1	REMOVE EXISTING
16	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
17	1	D3-B 8'-0" ILLUMINATED BRANDED DIRECTIONAL
18	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
19	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
20	1	REMOVE EXISTING
21	1	REMOVE EXISTING
22	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
23	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
24	1	CUSTOM RE-FACE AND RETRO-FIT
25	2	CUSTOM RE-FACE AND RETRO-FIT



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_003_St Louis_MO Part 1.cdr

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RECOMMENDATIONS

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ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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Rev. 5: **00/00/00**

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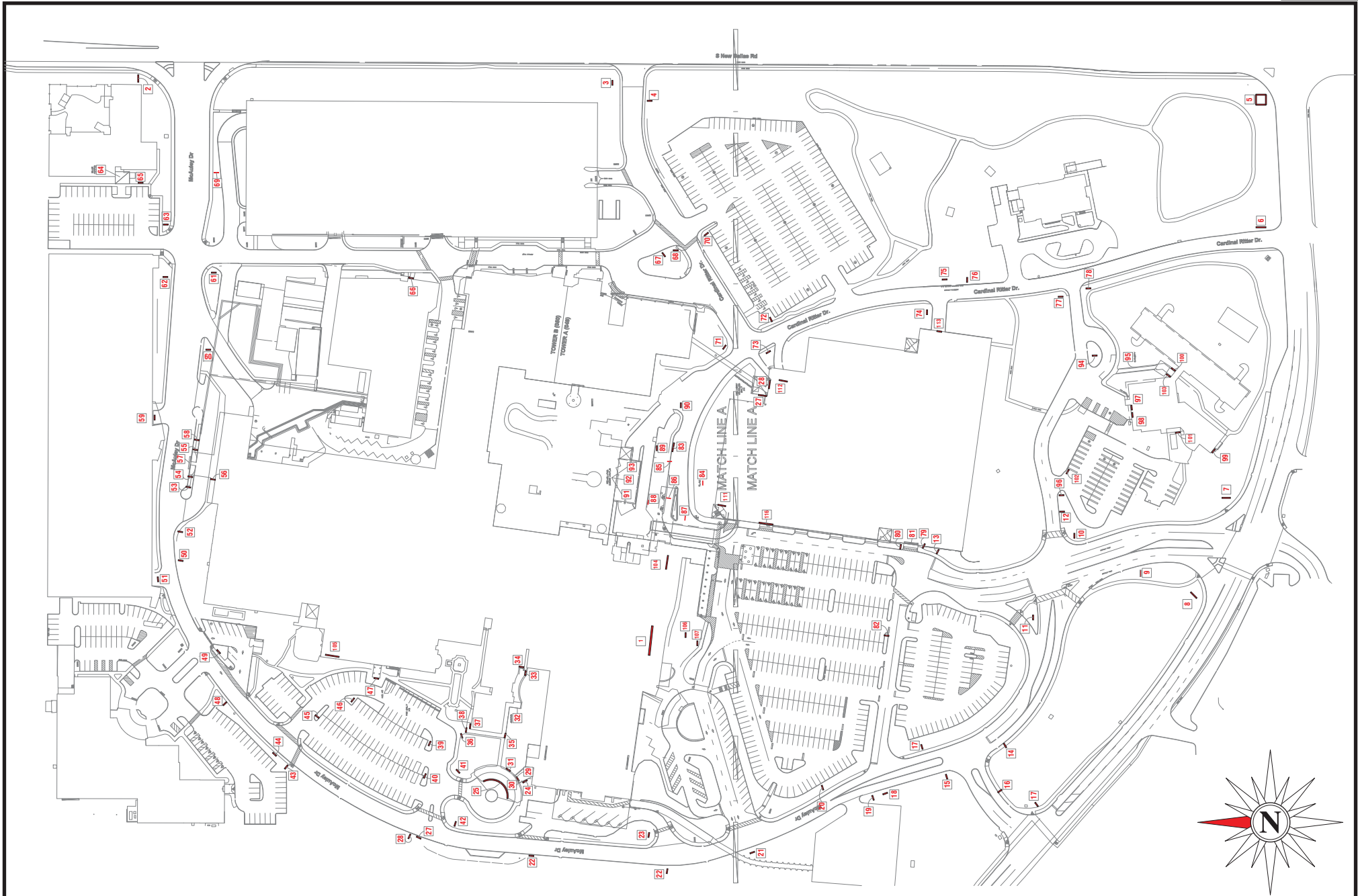
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ims 
Image Management Solutions



SITE PLAN

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
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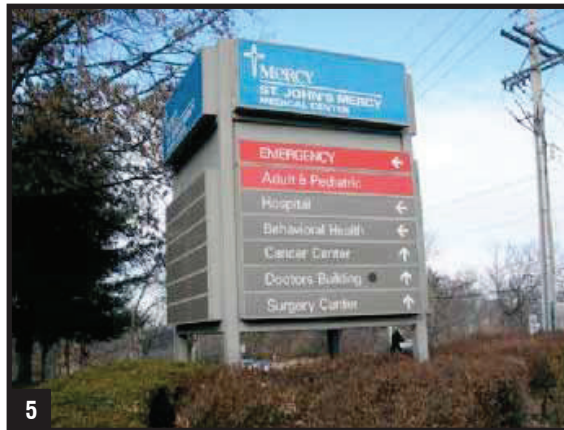
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OVERVIEW PHOTOS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

003

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OVERVIEW PHOTOS

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ZIP: 63141

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OVERVIEW PHOTOS

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CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #: 3566
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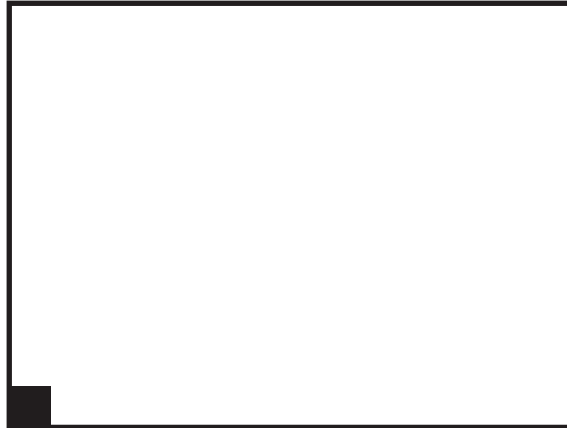
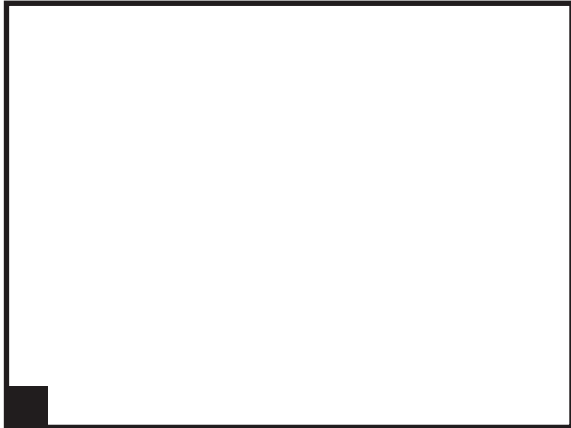




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OVERVIEW PHOTOS

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CITY/STATE: St. Louis, MO
ZIP: 63141

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Rev. 5:	00/00/00

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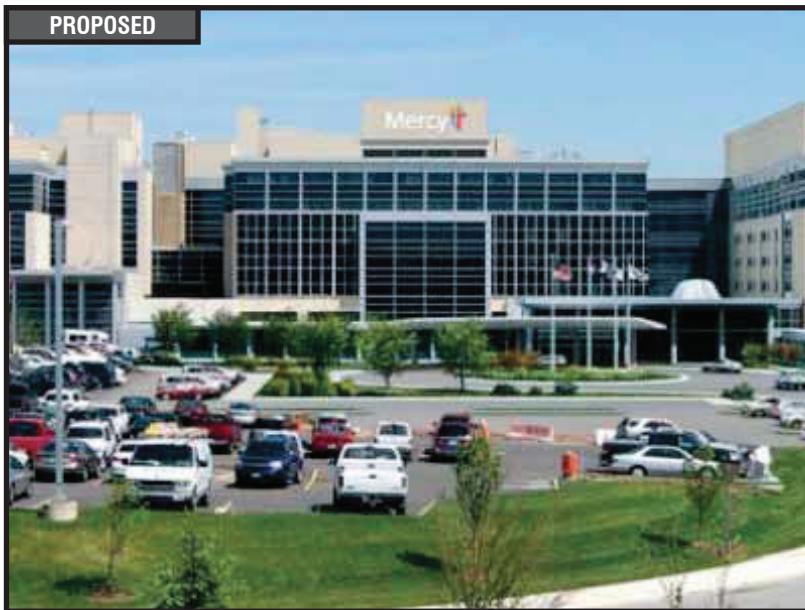
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icon ims

Icon Identity Solutions



NONE EXISTING



PROPOSED

**CUSTOM 74" ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT (304 SQ. FT.)**

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 1/4"=1'-0"

CROSS: WHITE TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

FASCIA IS SCHEDULED TO RECEIVE MAJOR ALTERATIONS WITH A NEW METAL COMPOSITE MATERIAL PANELS - BY OTHERS. LETTERSET INSTALL TO BE COORDINATED WITH CONTRACTOR.

ALREADY APPROVED AND COMPLETED

Custom channel letterset - scale to be determined by detailed tech audit - scale letters to match visual appearance shown in proposed image. Refer to design control drawings for typical fabrication. Note: design intent is to match the 74" 'M' height on the temporary banner. ***Note: Sign 001 fabrication and installation is to be completed prior to the full sign conversion.

Existing surface / paneling system will need to be replaced w/ new panels as existing signs penetrate face.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR
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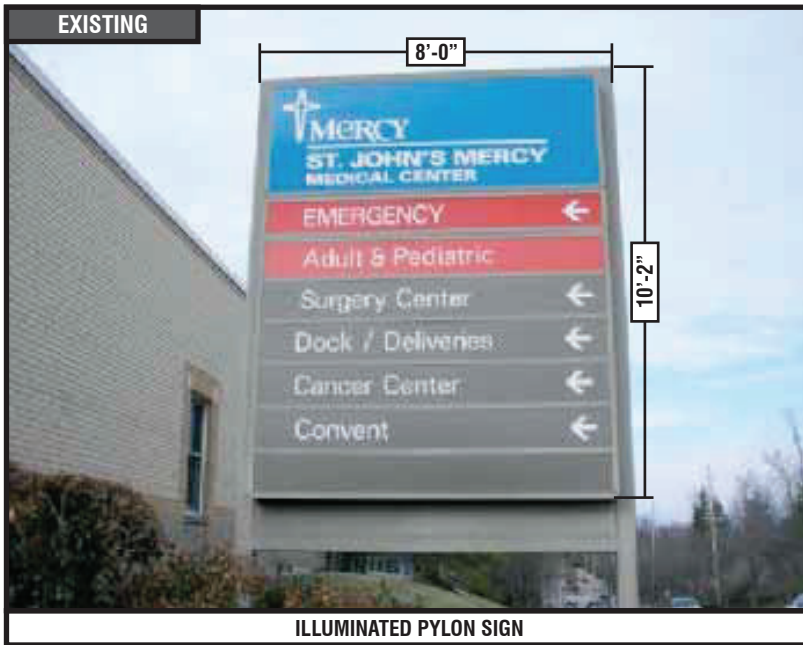
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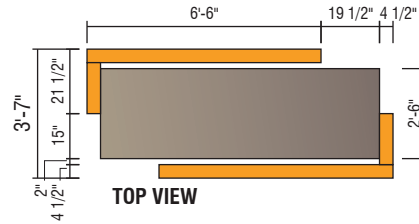
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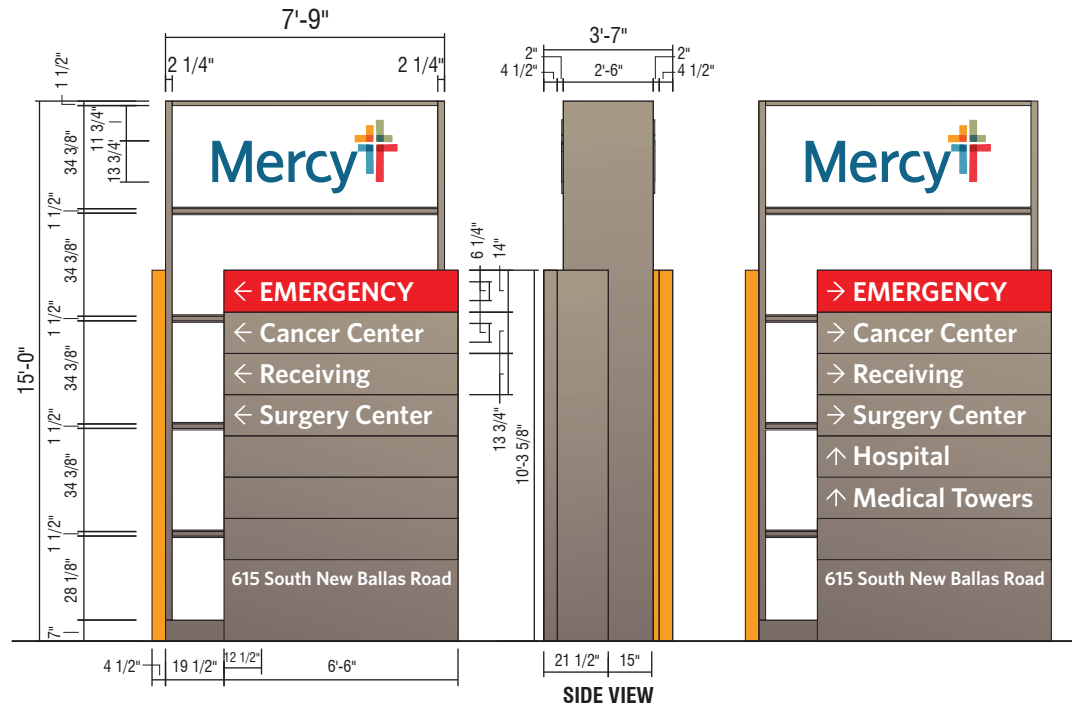
EXISTING



ILLUMINATED PYLON SIGN



TOP VIEW



SIDE VIEW

D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
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CLIENT CONTRACTOR

DATE

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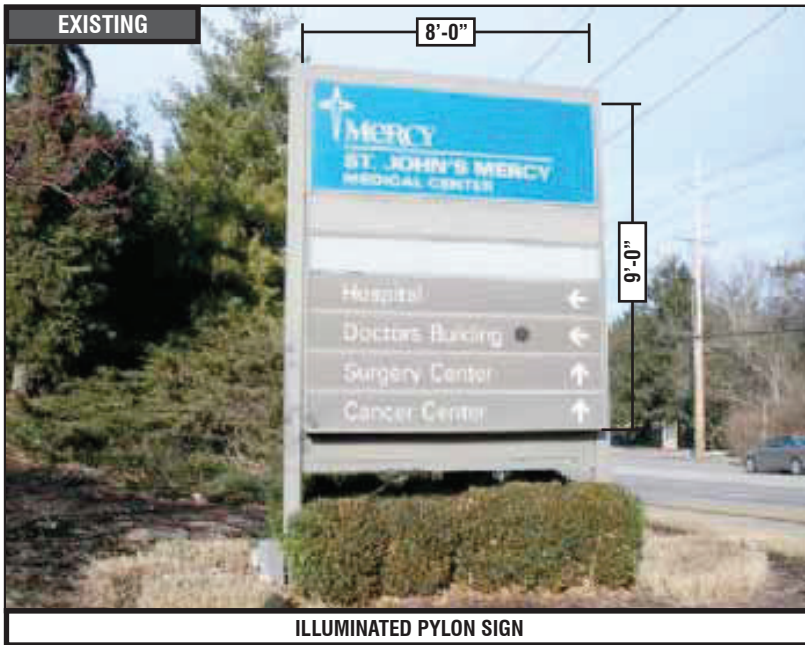
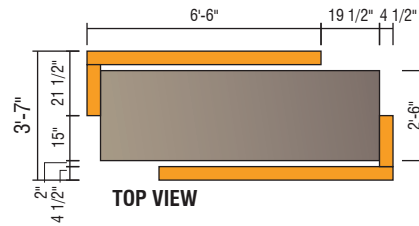
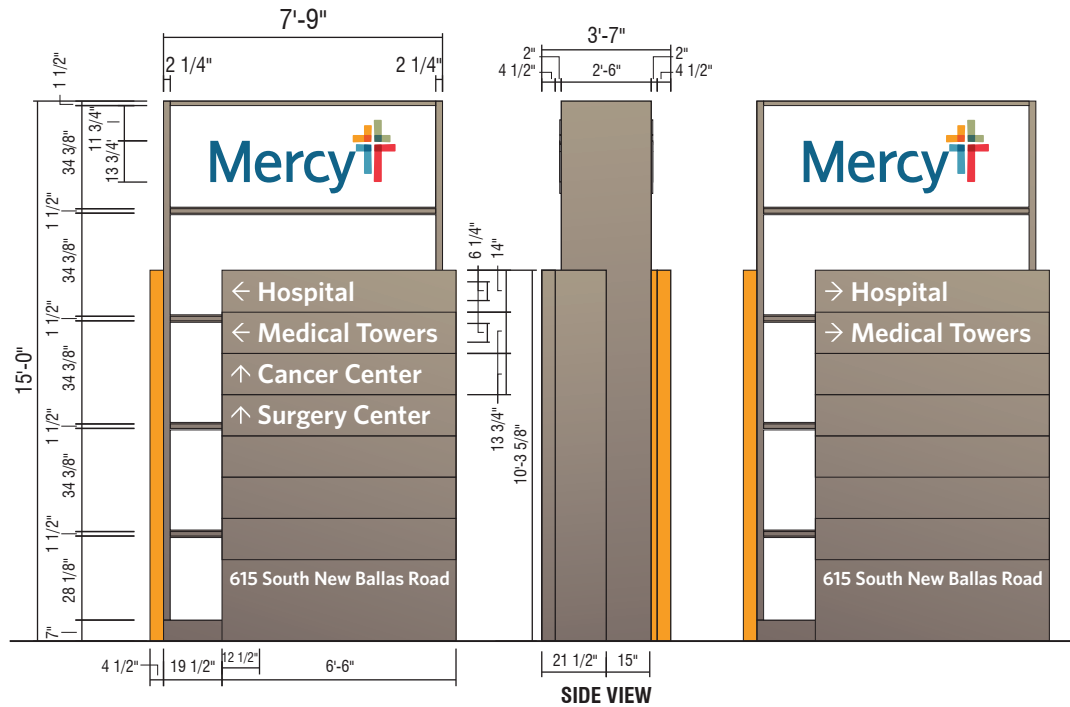
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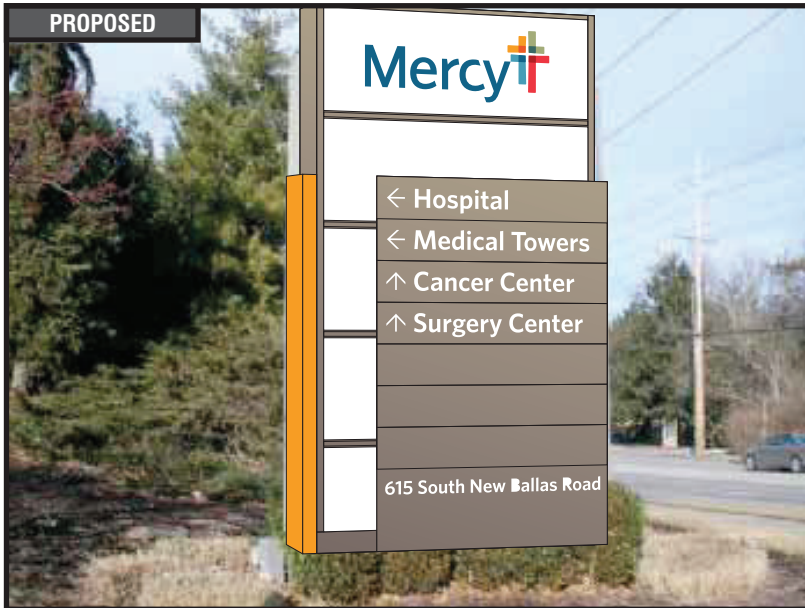


Packet Pg. 77

EXISTING**ILLUMINATED PYLON SIGN****TOP VIEW****SIDE VIEW****D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS:

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CLIENT CONTRACTOR

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ILLUMINATED MONUMENT SIGN

REMOVE EXISTING

QTY: 1

Remove existing "Thank You / Welcome" sign and do not replace.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

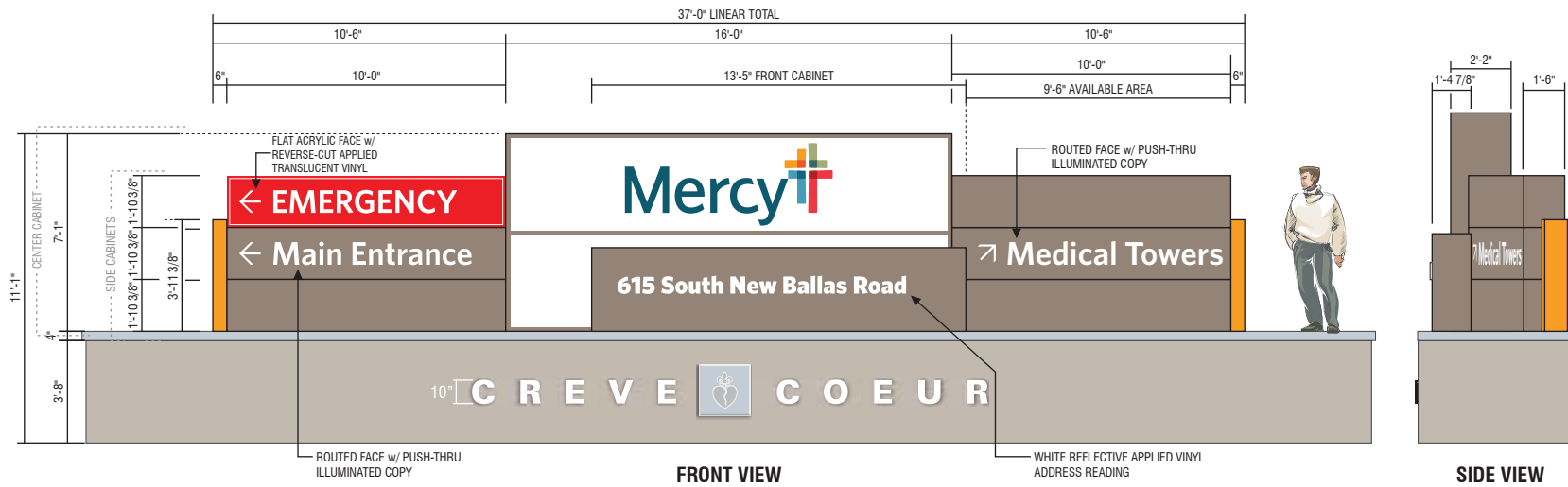
PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr		
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CUSTOM INTERNALLY ILLUMINATED MONUMENT SIGN

See design intent drawings provided by Monigle Associates. New sign is to mimic new sign design w/ center brand panel facing the intersection at a 45 degree angle - two directional side panels to angle and flank the center brand panel.

New foundation, stone retaining walls and landscaping as shown.

ALREADY APPROVED AND COMPLETED

EXISTING



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS: ☐ APPROVED
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EXISTING



ILLUMINATED PYLON SIGN

REMOVE EXISTING

QTY: 1

The current campus masterplan shows this entrance being removed in its entirety. Remove the existing signage so as not to confuse the public.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	_____ _____/_____/_____ DATE	CLIENT CONTRACTOR
LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr		
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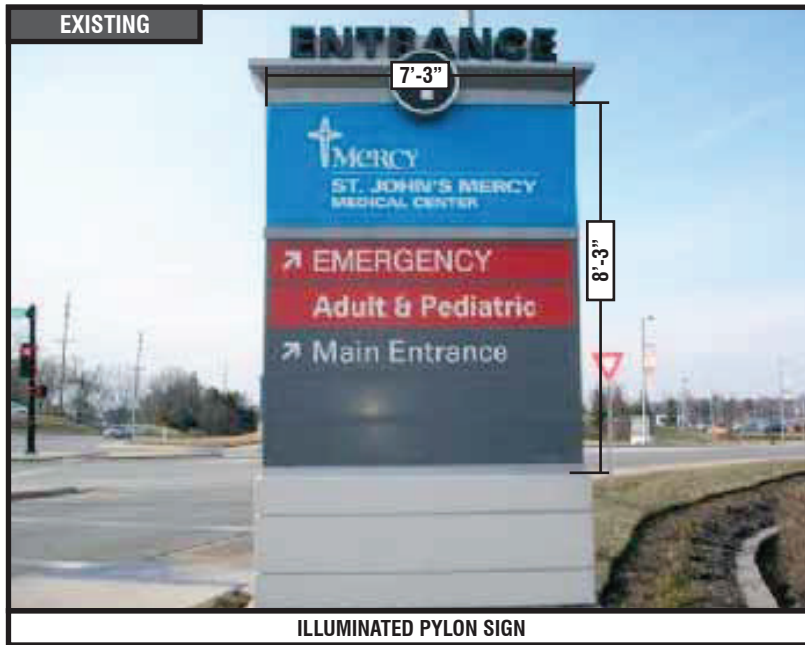
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PAGE #: 14

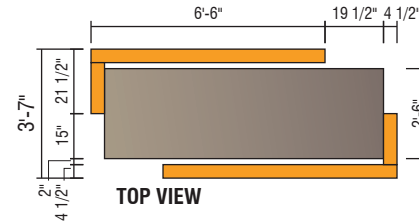
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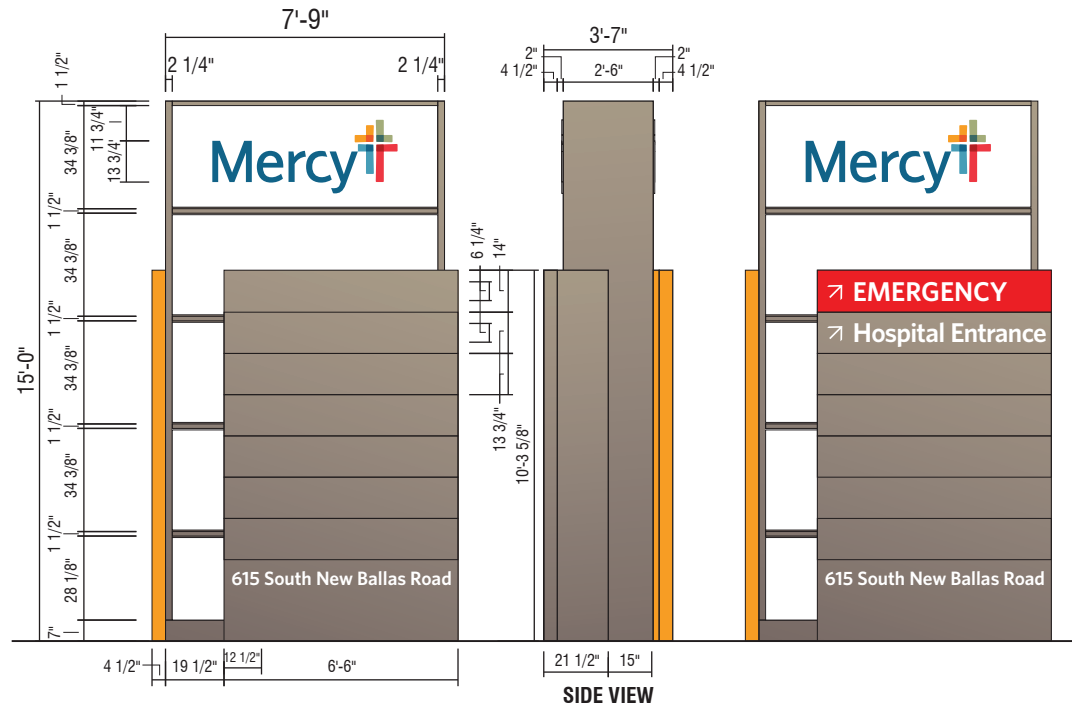
EXISTING



ILLUMINATED PYLON SIGN



TOP VIEW



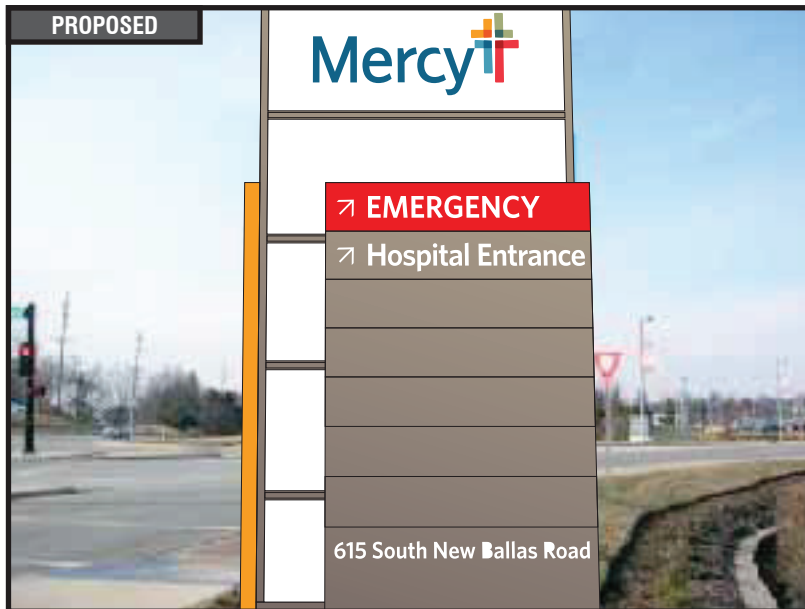
SIDE VIEW

D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

PROPOSED

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

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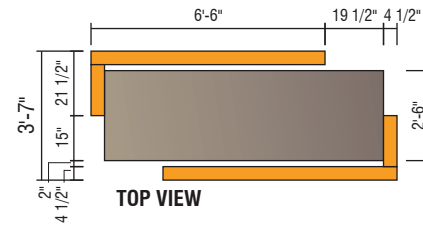
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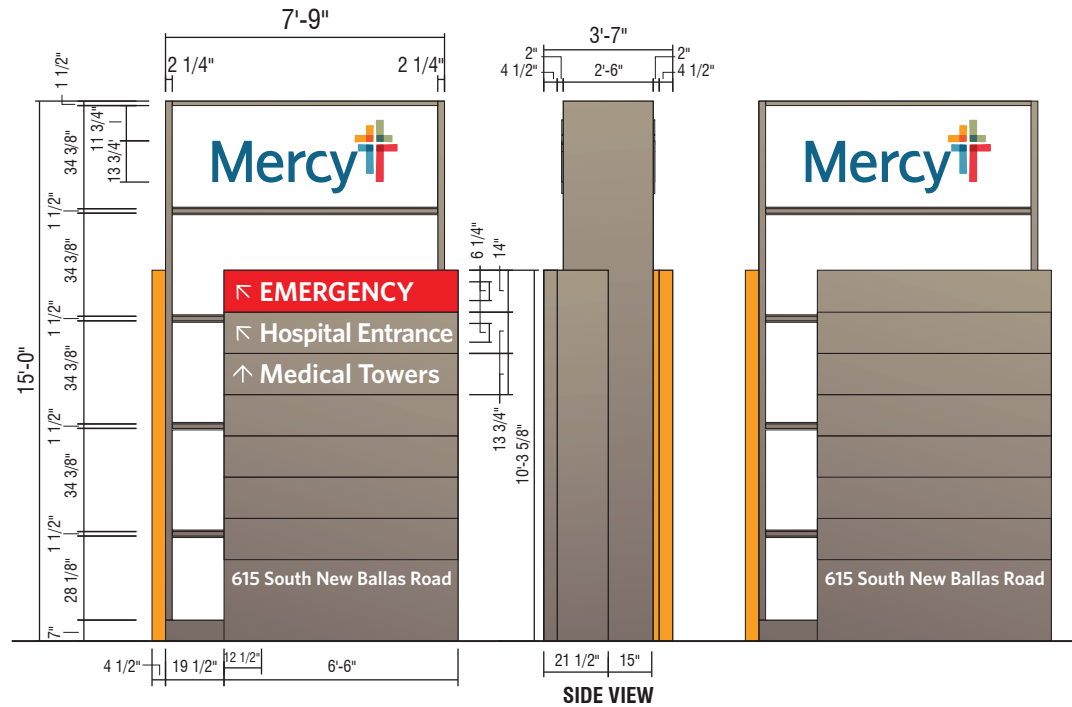
EXISTING



ILLUMINATED PYLON SIGN



TOP VIEW



SIDE VIEW

D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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DATE

LOCATION #:

003

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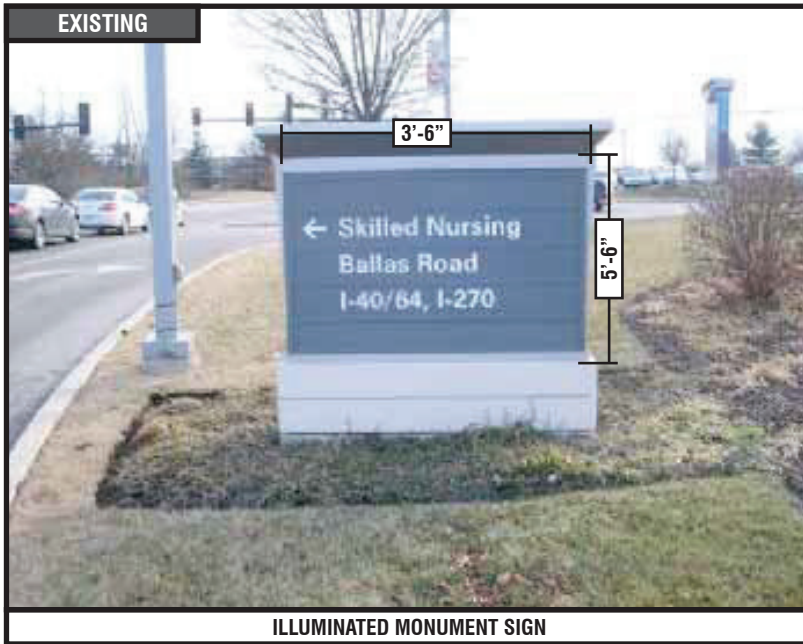
The Icon Companies®

icon
Icon Identity Solutions

ims
Icon Identity Solutions



EXISTING



ILLUMINATED MONUMENT SIGN

REMOVE EXISTING

QTY: 1

Existing sign is blank on the back side and Skilled Nursing is off campus, across the street - recommend removing and not replacing.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

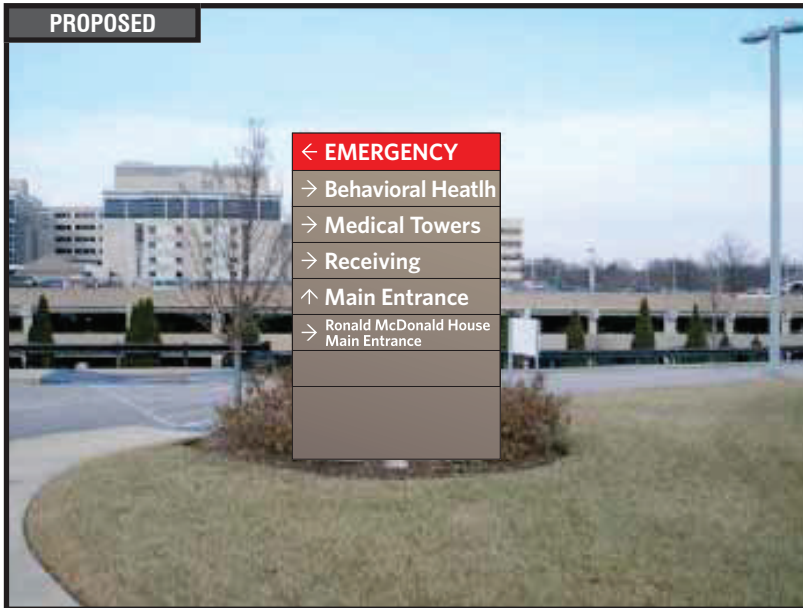
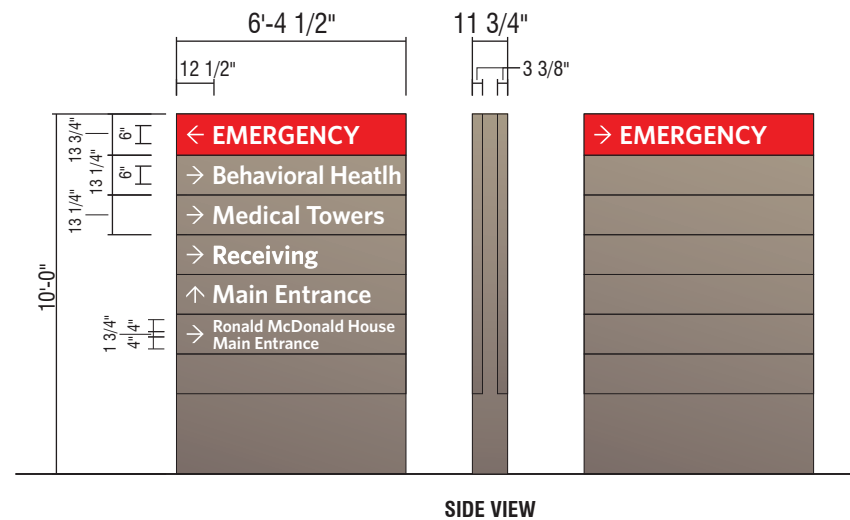
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3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr		
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EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****TOP VIEW****SIDE VIEW****D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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DATE

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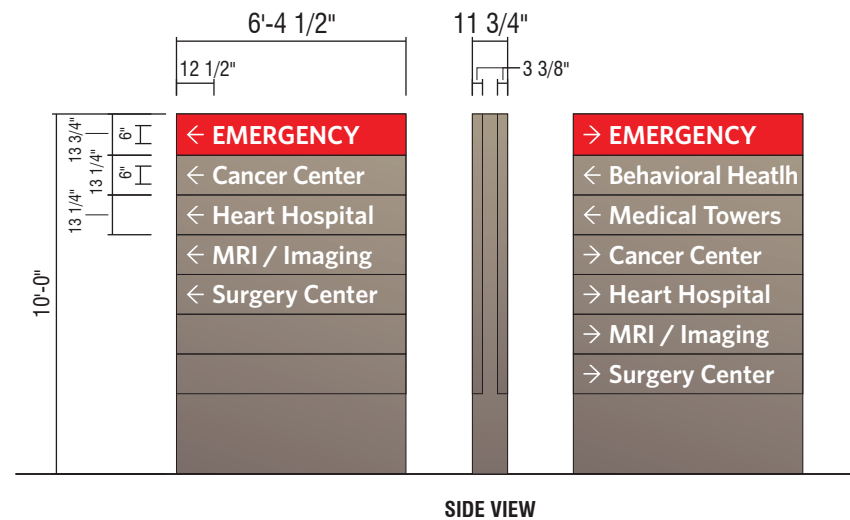
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18

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EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****TOP VIEW****SIDE VIEW****D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS:

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CLIENT CONTRACTOR

DATE

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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Remove temporary parking sign and do not replace.

Remove sign and support pole flush with grade or patch and repair existing wall surface to like new condition. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
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_____/_____/_____
DATE

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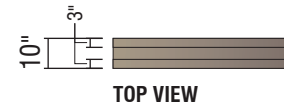
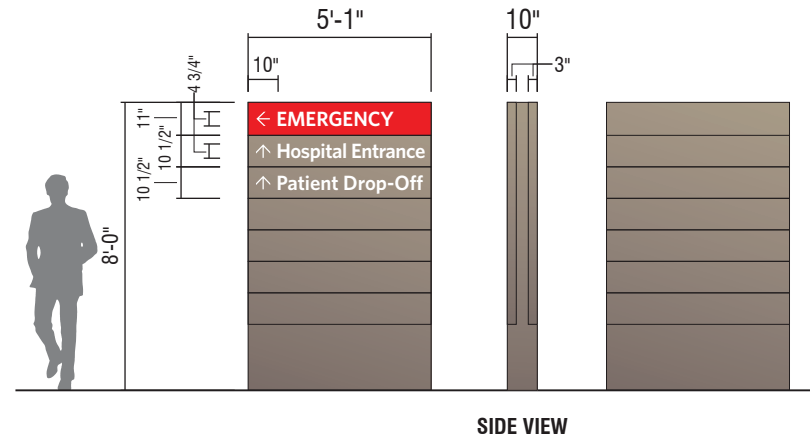
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20

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EXISTING**ILLUMINATED MONUMENT SIGN****TOP VIEW****SIDE VIEW****D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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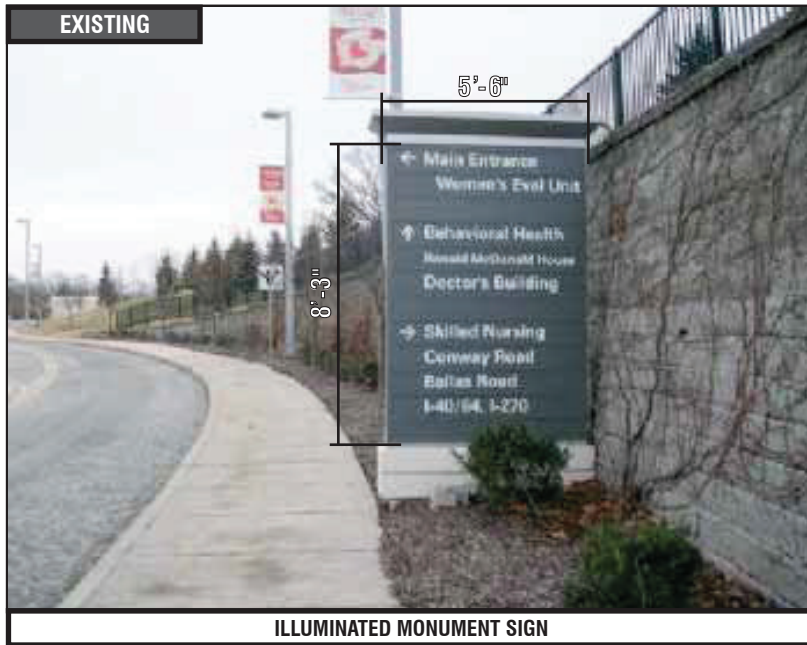
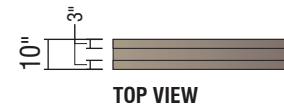
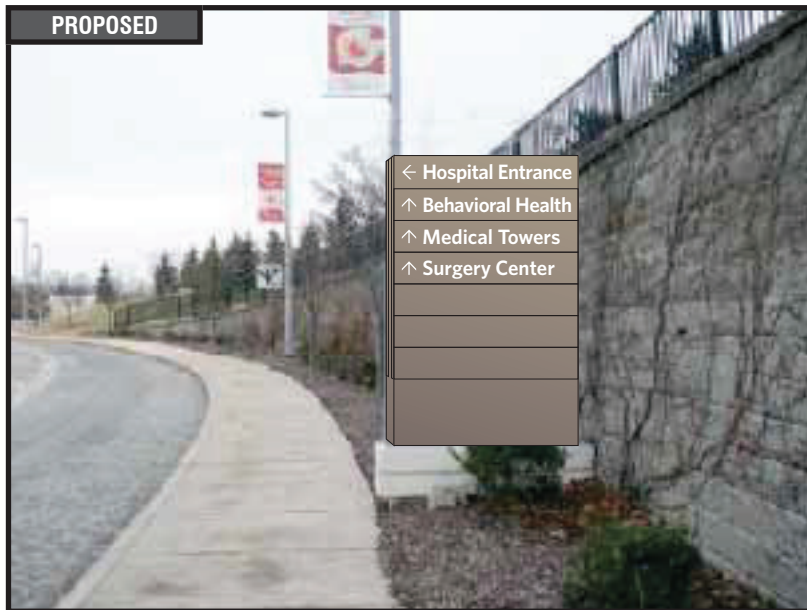
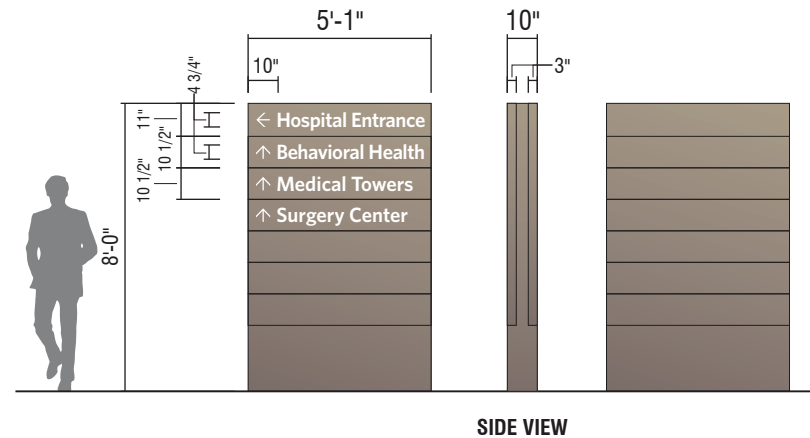
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The Icon Companies®

EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****TOP VIEW****SIDE VIEW****D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

See Photo 644 for general location

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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DATE

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22

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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Valet parking sign is located in a random location far from the valet parking service, remove and do not replace.

Remove sign and support pole flush with grade or patch and repair existing wall surface to like new condition. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

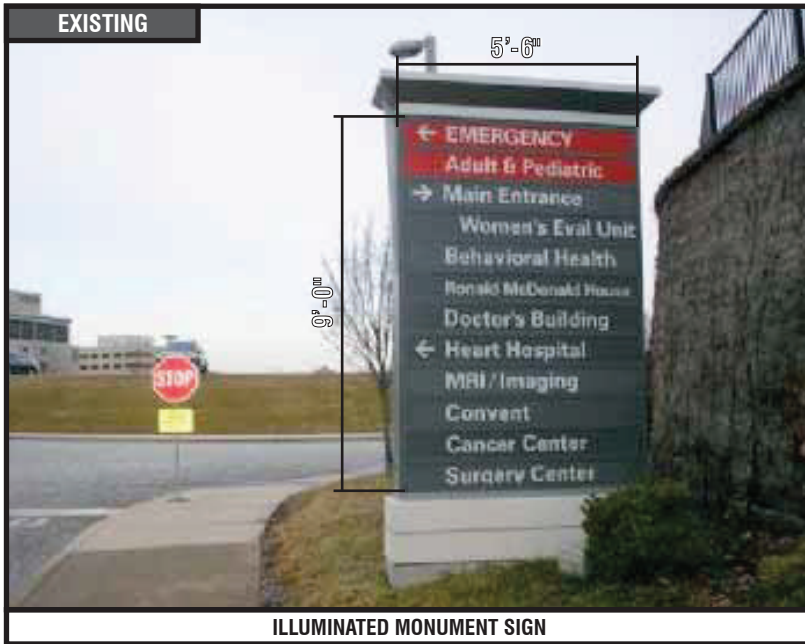
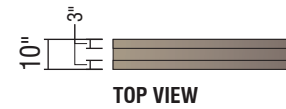
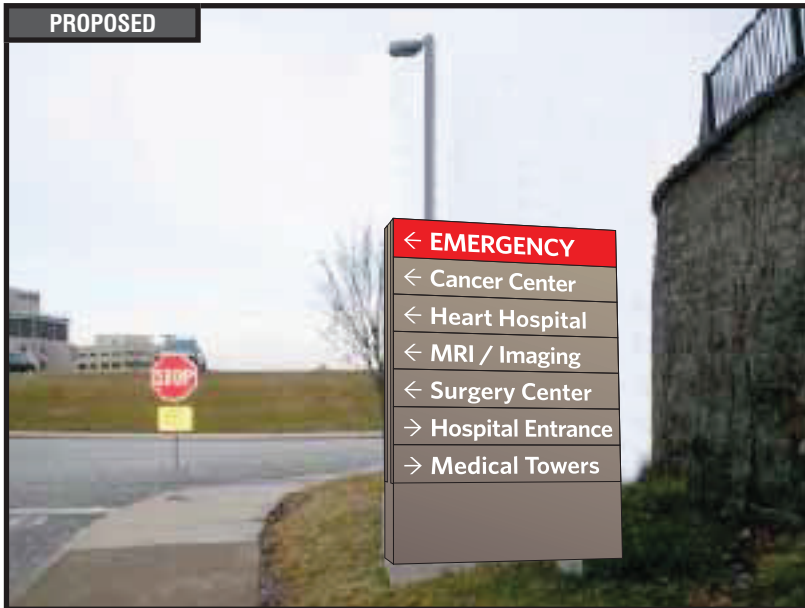
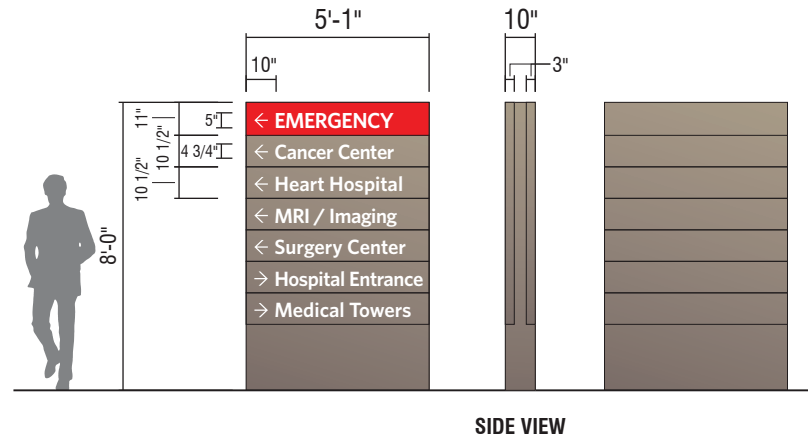
PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr		
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EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****TOP VIEW****SIDE VIEW****D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
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3566

LOCATION #:

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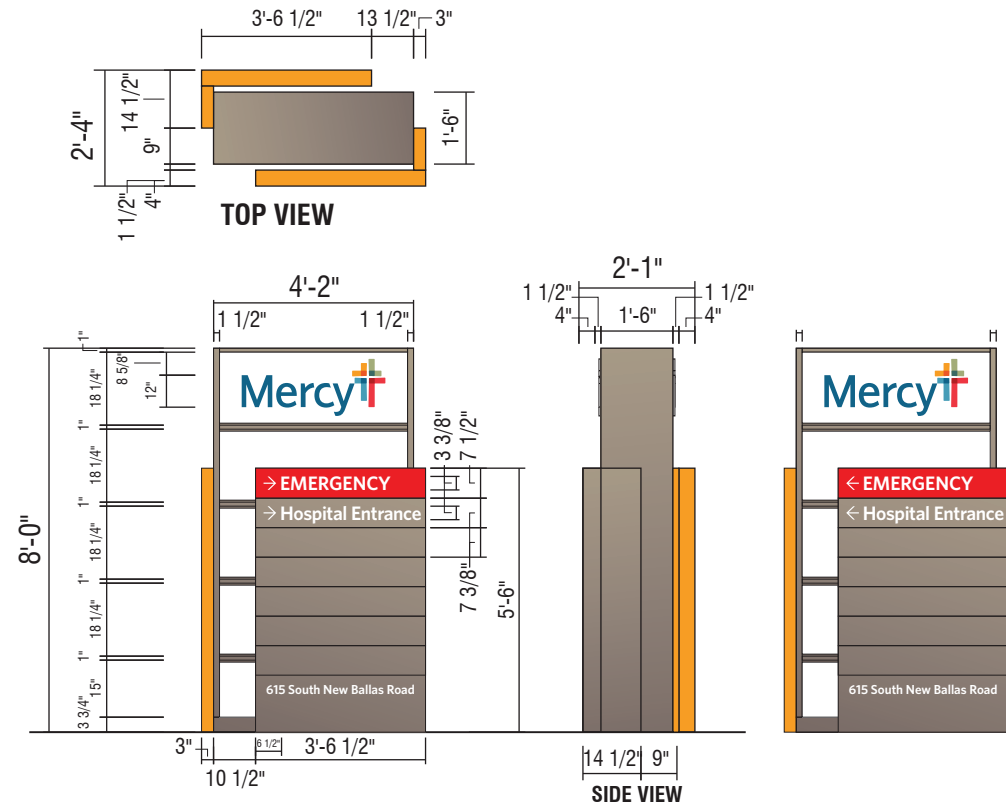
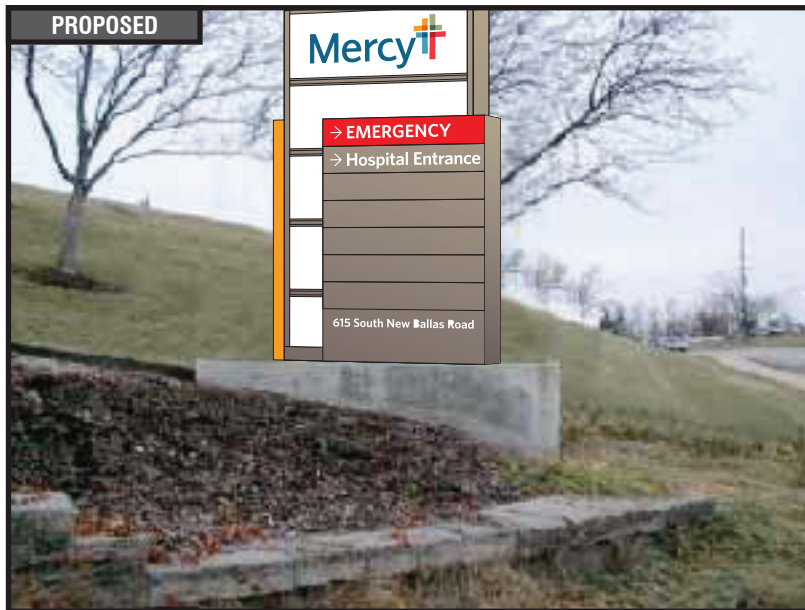
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**D3-B 8'-0" ILLUMINATED BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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PROJECT #:
3566

LOCATION #:
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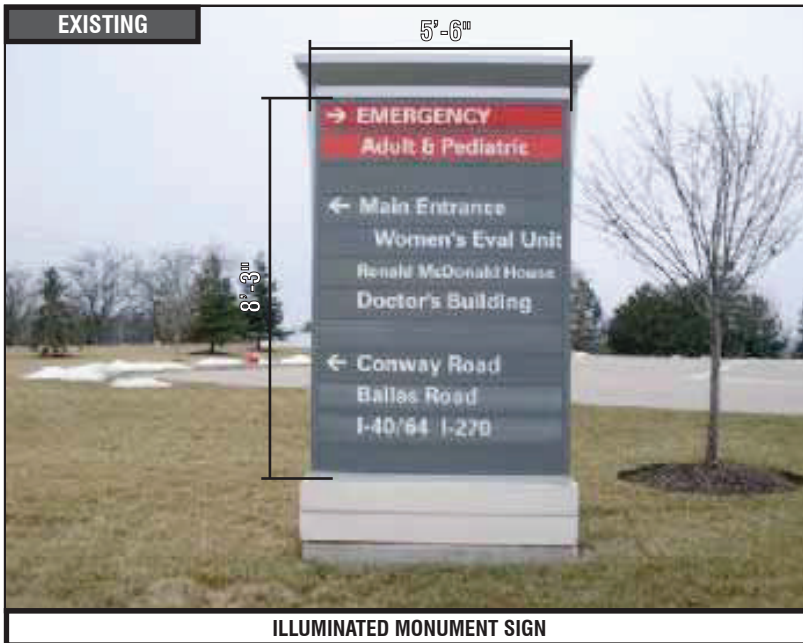
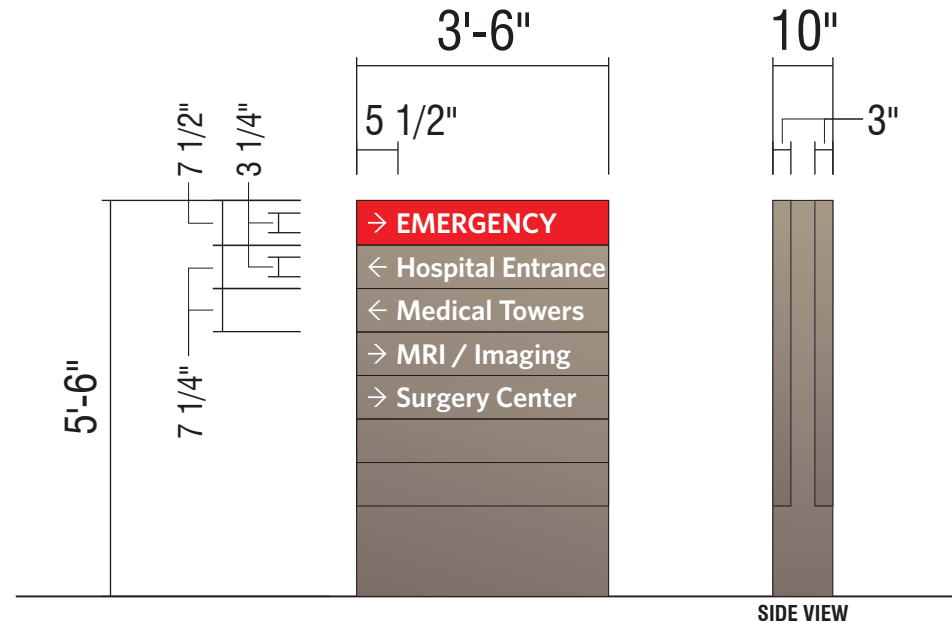
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EXISTING**ILLUMINATED MONUMENT SIGN****TOP VIEW****SIDE VIEW****D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

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3566

LOCATION #:

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DATE

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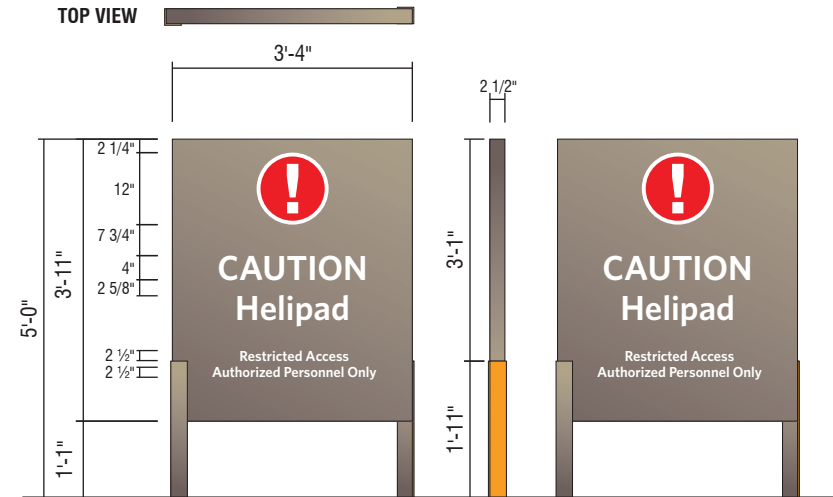


ILLUMINATED MONUMENT SIGN

PROPOSED



TOP VIEW



D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

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EXISTING



ILLUMINATED DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

General location is over-signed, including sign 20 there are 5 illuminated directionals within 130 yards (see signs 018, 021, 022 and the Heart Hospital monument which is being changed to a directional) all in same general location. Sign 020 adds the least amount of value as it is on a straight away with no decision points - recommendation is to remove and not replace.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR
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28

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EXISTING



ILLUMINATED DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

General location is over-signed, including sign 21 there are 5 illuminated directionals within 130 yards (see signs 018, 020, 022 and the Heart Hospital monument which is being changed to a directional) all in same general location. Sign 020 will be redundant with the Heart Hospital monument changing to a directional - recommendation is to remove and not replace.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

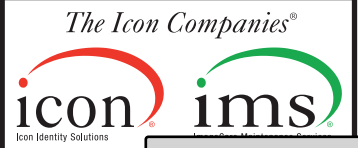
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CITY/STATE: **St. Louis, MO**
ZIP: **63141**

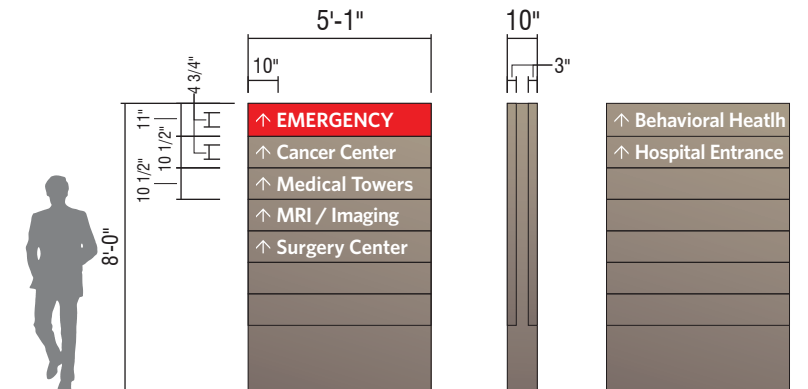
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LOCATION #:	003	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr	
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TVS
PAGE #:
29

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EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****TOP VIEW****SIDE VIEW****D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

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DATE

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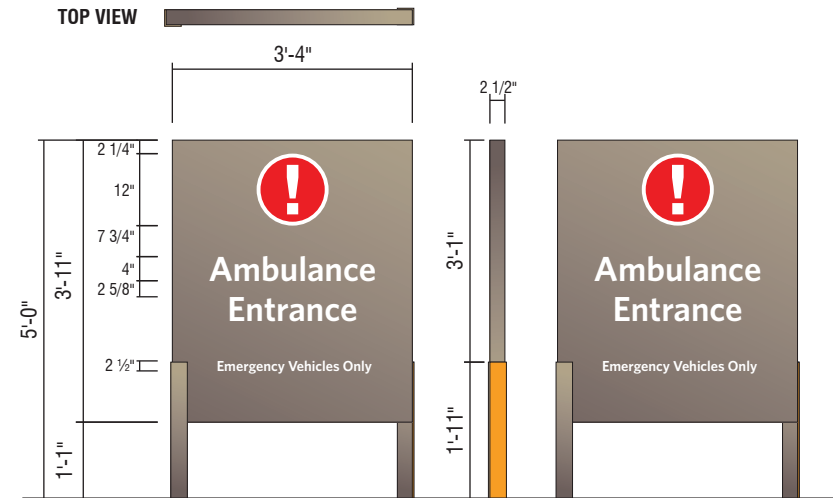
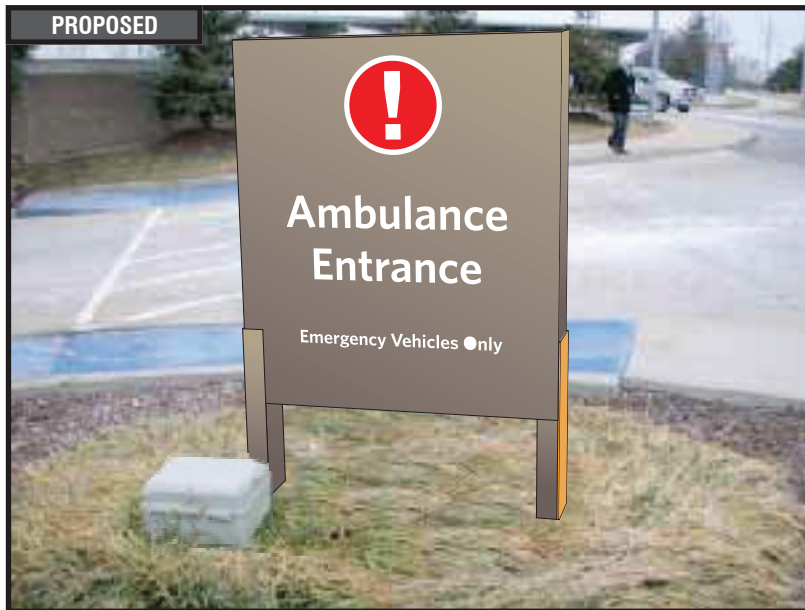
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30

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EXISTING**ILLUMINATED DIRECTIONAL SIGN****PROPOSED****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
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PROJECT #:

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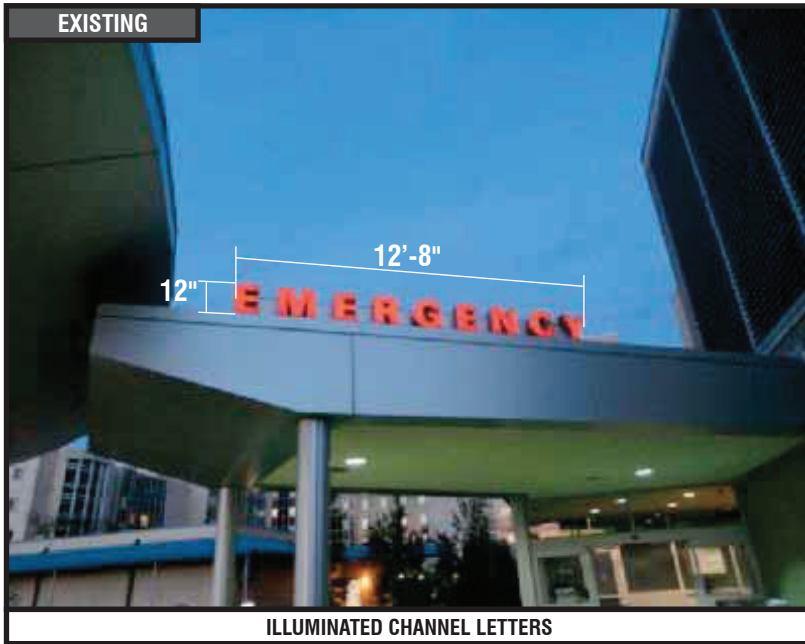
PAGE #:

31

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EXISTING



ILLUMINATED CHANNEL LETTERS

CUSTOM RE-FACE AND RETRO-FIT

QTY: 1

Existing letterset is in good condition however faces should be replaced with new faces and neon replaced with LED so that the red vinyl is consistent and even across the faces. Field verify existing conditions and make stencil or rubbing of existing cans to insure fit of new faces and baffles for new LED mounts.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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EXISTING



ILLUMINATED CHANNEL LETTERS

CUSTOM RE-FACE AND RETRO-FIT

QTY: 1

Existing letterset is in good condition however faces should be replaced with new faces and neon replaced with LED so that the red vinyl is consistent and even across the faces. Field verify existing conditions and make stencil or rubbing of existing cans to insure fit of new faces and baffles for new LED mounts.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
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ILLUMINATED DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Sign only conveys exit messages,
replacement is not required - remove only.

Remove support pole to grade and cap.
Remove, dispose and cap off to code all
existing electrical components / hardware
previously connected to existing signage.
Restore ground material and clean area of all
debris. See master agreement for removal
requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	_____ _____/_____/_____ DATE	CLIENT CONTRACTOR
LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr		
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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Sign only conveys exit messages, replacement is not required - remove only.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

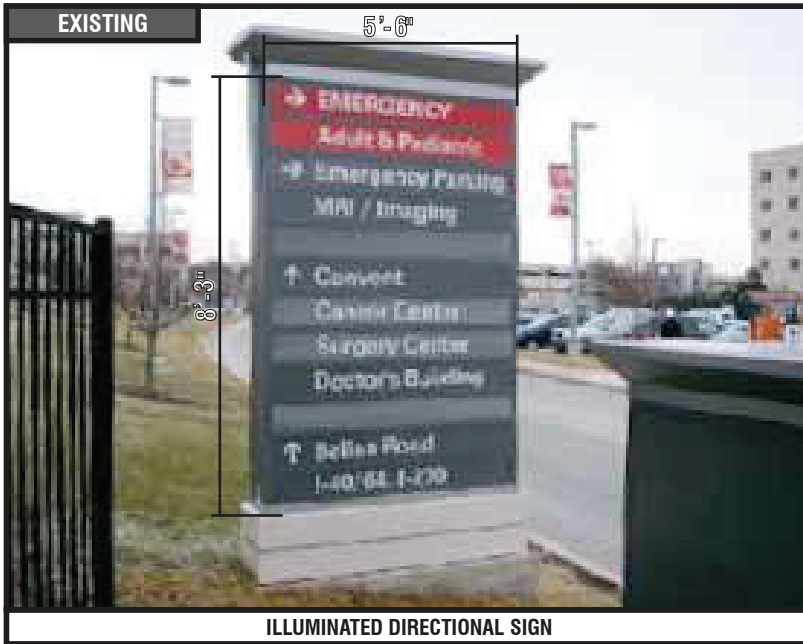
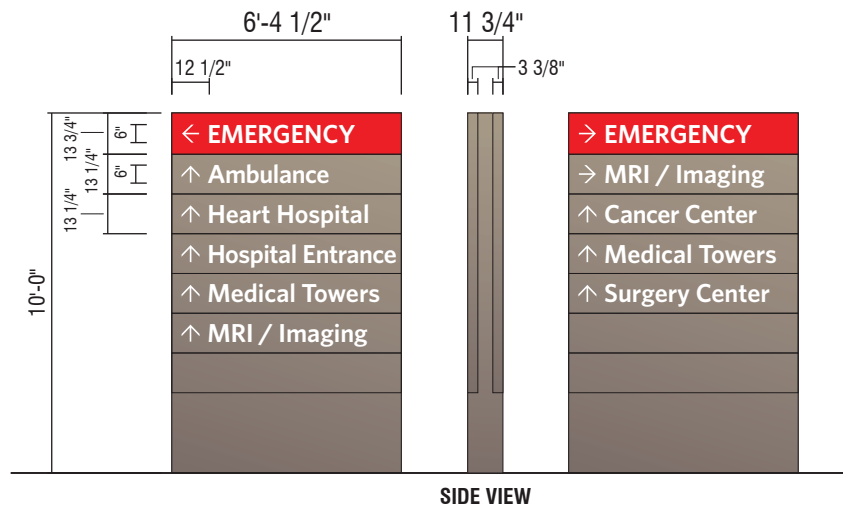
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3566		☐ APPROVED AS NOTED	
		☐ REVISED AND RESUBMIT	
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 1.cdr	
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35

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EXISTING**ILLUMINATED DIRECTIONAL SIGN****TOP VIEW****SIDE VIEW****D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566LOCATION #:
003

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DATE

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Location #: 003-2

**615 S. New Ballas Rd.
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
30	1	CUSTOM DV-1 DOOR VINYL TYP. INSTALLATION
31	1	CUSTOM RE-FACE AND RETRO-FIT
32	1	CUSTOM AWNING RE-SKIN
33	1	REMOVE EXISTING
34	1	DV-1 DOOR VINYL TYP. INSTALLATION
35	1	F2-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
36	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
37	1	CUSTOM NON-ILLUMINATED CHANNEL LETTERS
38	1	F2-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
39	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
40	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
41	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
42	1	B1 6'-0" MONUMENT
43	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
44	1	REMOVE EXISTING
45	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
46	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
47	1	LEAVE EXISTING
48	1	REMOVE EXISTING
49	1	REMOVE EXISTING
50	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
51	1	CUSTOM 10" BLACK PLATE LETTERS
52	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
53	1	CUSTOM 10" DAY/NIGHT CHANNEL LETTERS
54	2	REMOVE EXISTING



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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3566

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RECOMMENDATIONS

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PROJECT #:

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LOCATION #

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CLIENT CONTRACTOR
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 _____ / _____ / _____
 _____ / _____ / _____

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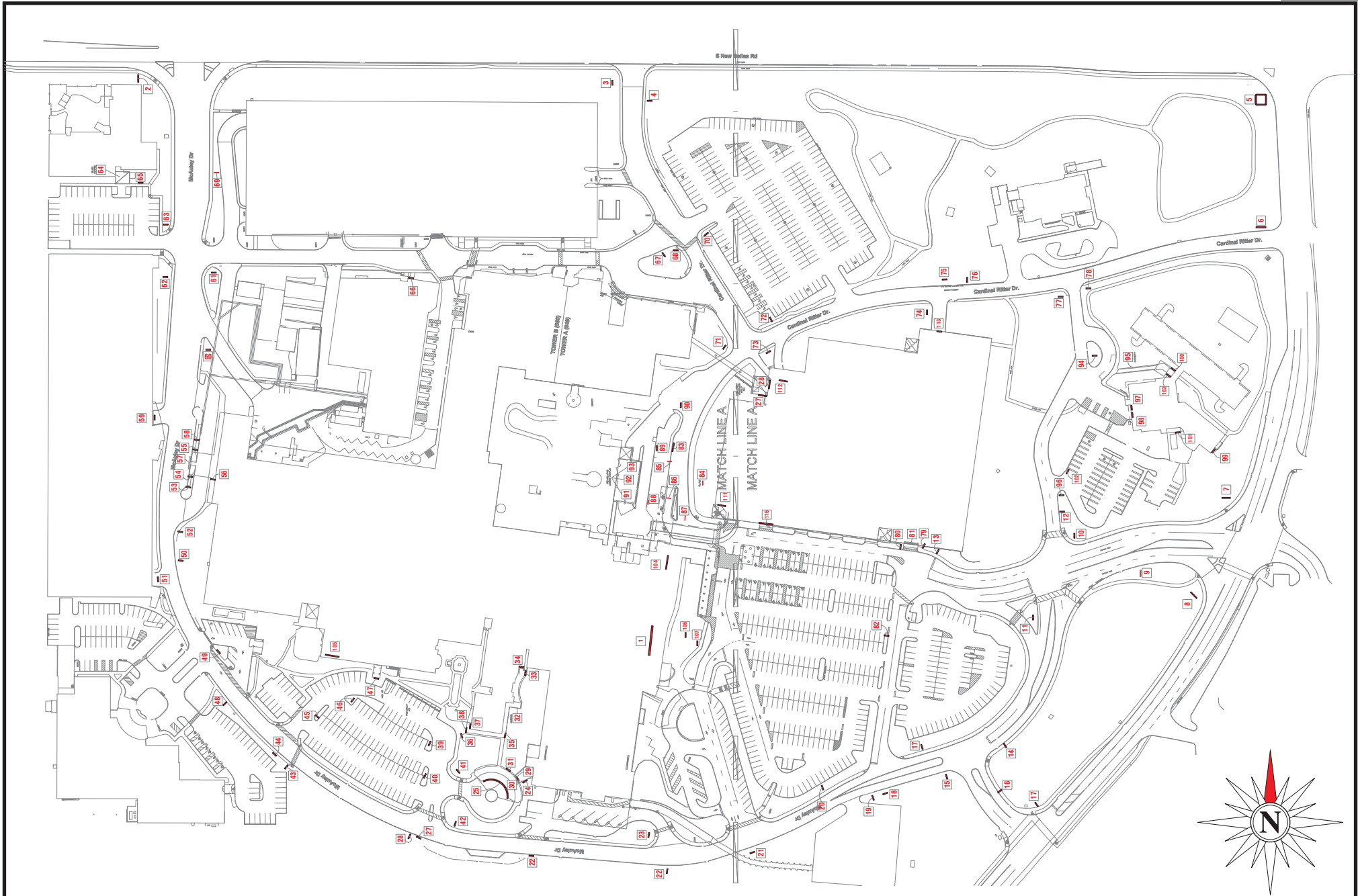
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SITE PLAN

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

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OVERVIEW PHOTOS

ADDRESS: 615 S. New Ballas Rd.
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ZIP: 63141

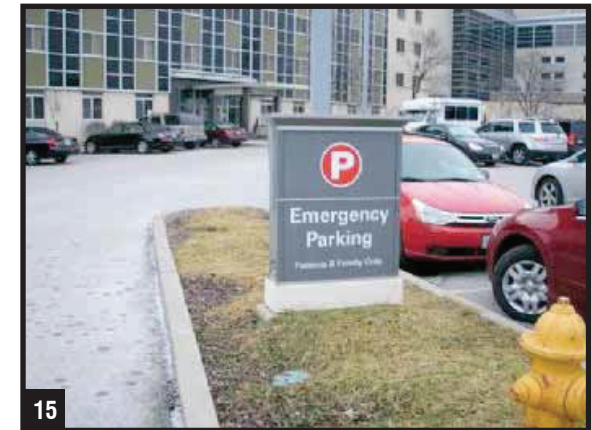
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OVERVIEW PHOTOS

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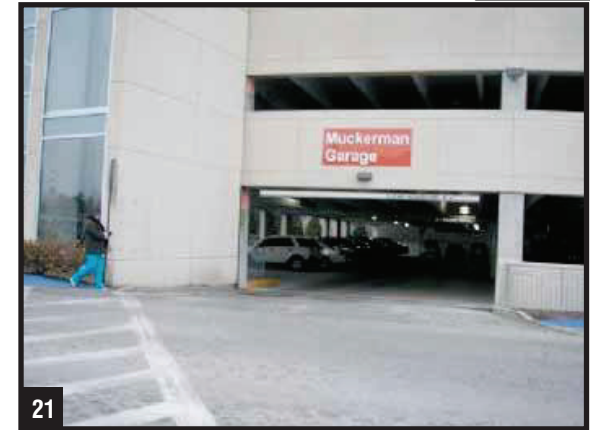




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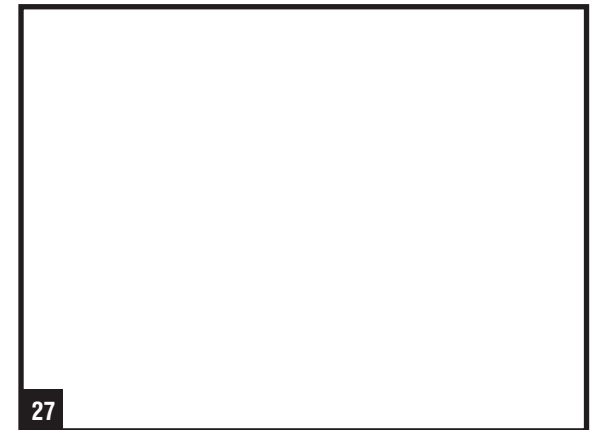
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25



26



27



OVERVIEW PHOTOS

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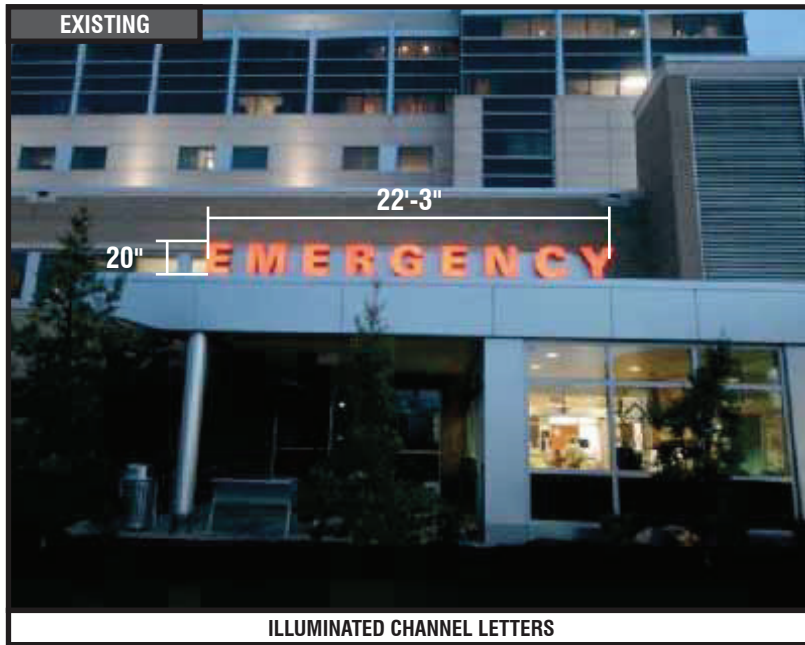
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7

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ILLUMINATED CHANNEL LETTERS

CUSTOM RE-FACE AND RETRO-FIT

QTY: 1

Existing letterset is in good condition however faces should be replaced with new faces and neon replaced with LED so that the red vinyl is consistent and even across the faces. Field verify existing conditions and make stencil or rubbing of existing cans to insure fit of new faces and baffles for new LED mounts.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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EXISTING



NON ILLUMINATED AWNING

PROPOSED



CUSTOM AWNING RE-SKIN

QTY: 1

Re-skin existing awning w/ Cooley Weathertyte material; color - Charcoal. Copy to be black. See design control documents for proper material specifications. Replace "Entrance" copy on right side of awning - do not replace copy above existing plate letters sign 037.

Restore frame as required. Field verify dimensions of awning prior to fabrication. If the existing awning frame IS NOT a neutral color (aluminum, silver, white or black) then the frame should be painted to match recommended awning material. If the existing color is in question or site has landlord requirements, please contact Monigle for direction.



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EXISTING



VINYL COPY

REMOVE EXISTING

QTY: 1

Existing sign has zero visibility, remove and do not replace.

Remove all decals or graphics and clean surface of all residue.

**RECOMMENDATIONS**

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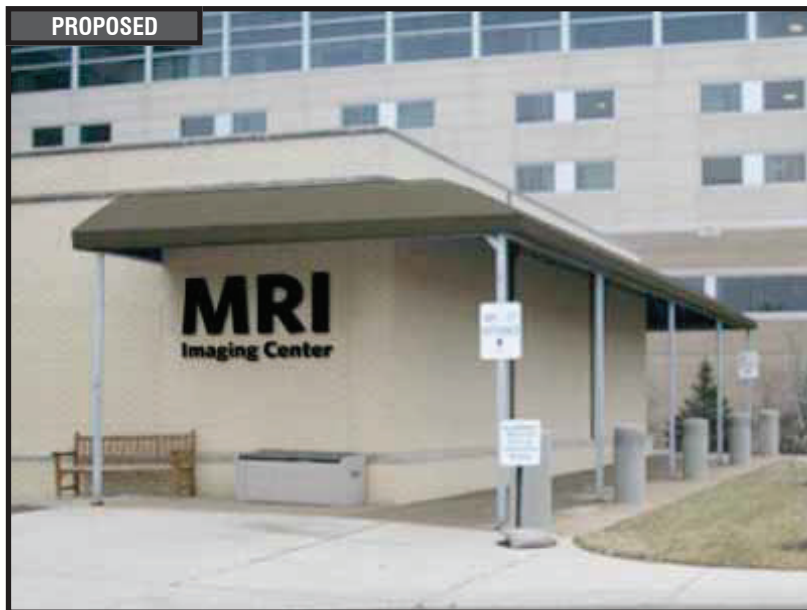
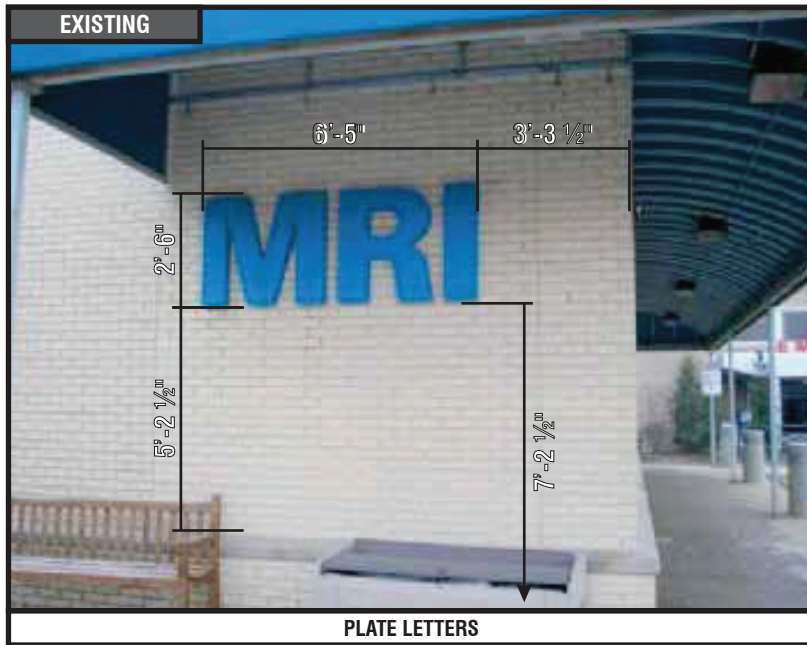
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CUSTOM NON-ILLUMINATED CHANNEL LETTERS

QTY. 1

SCALE: 1/2"=1'-0"

CENTER ON WALL AS SHOWN. LETTERS TO BE BLACK NON-ILLUMINATED CHANNEL LETTERS.

Scale custom letterset as shown. Letters to be black dimensional non-illuminated channel letters. Font to be Whitney Semibold

Patch and repair existing wall surface to like new condition. Repaint to match existing color finish. For brick or stone walls fill holes with matching silicone. Power wash wall if required. Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letterset will fit in area and meet clear zone tolerances - refer to Control Documents. ***Change letterset height if required. See control documents for product specification and master agreement for installation requirements.



RECOMMENDATIONS

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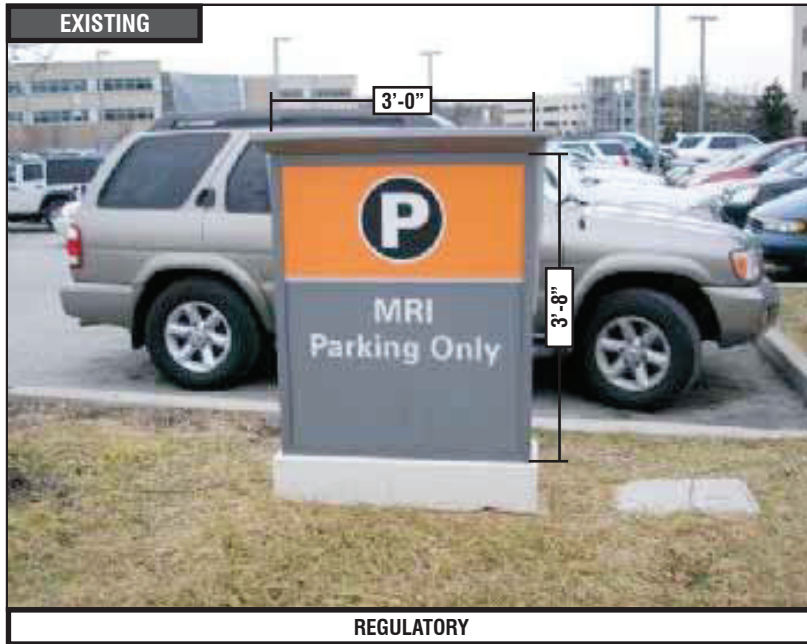
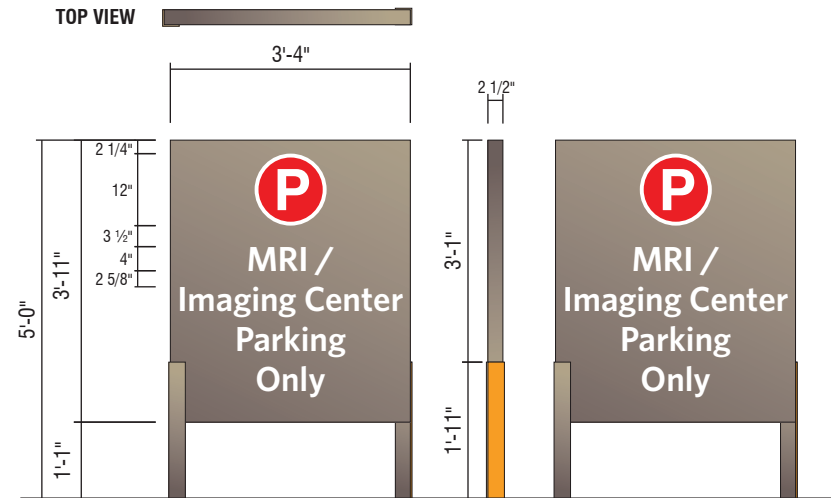
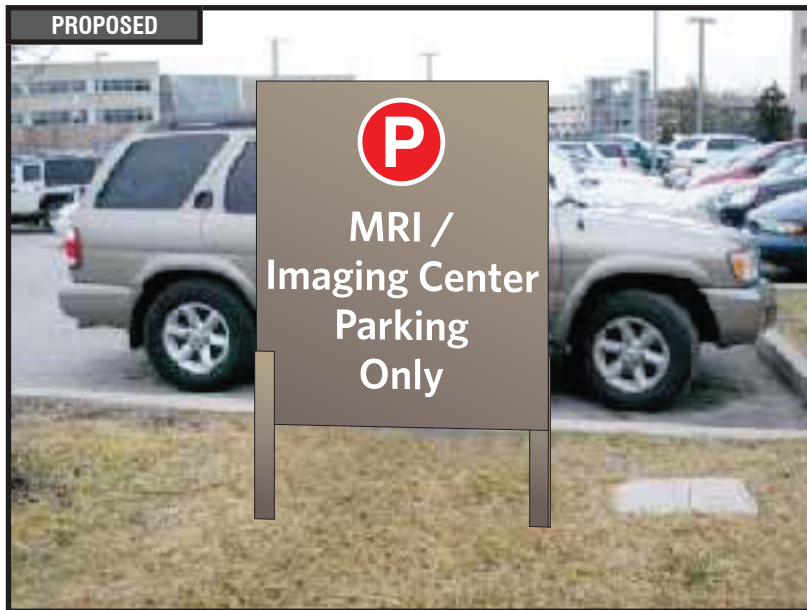
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EXISTING**REGULATORY****PROPOSED****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

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3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_003_St Louis_MO Part 2.cdr**

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SCALE:

As Noted

DRAWN BY:

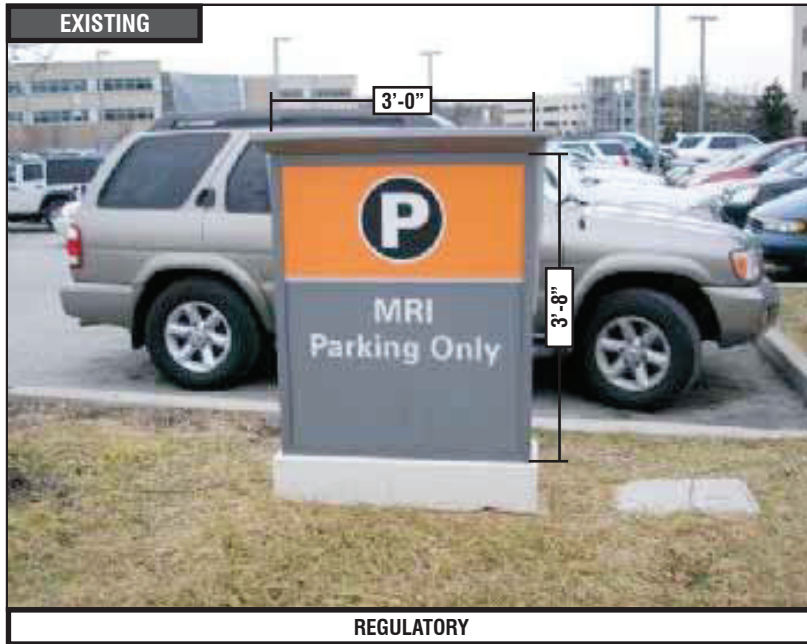
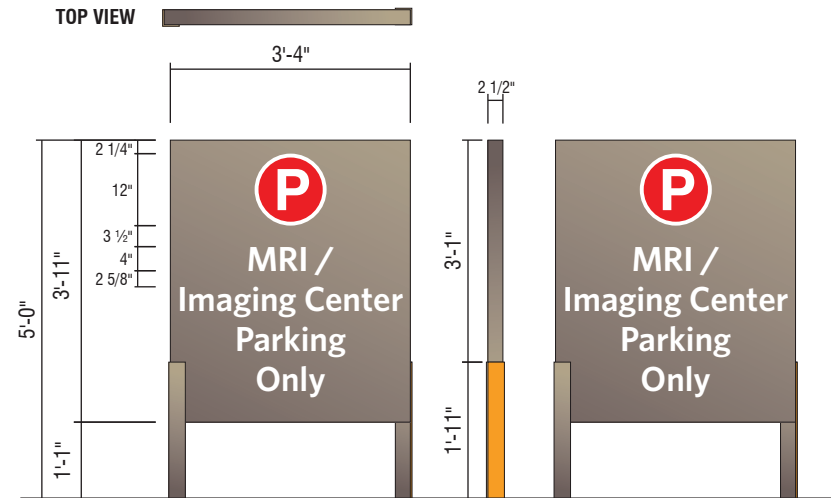
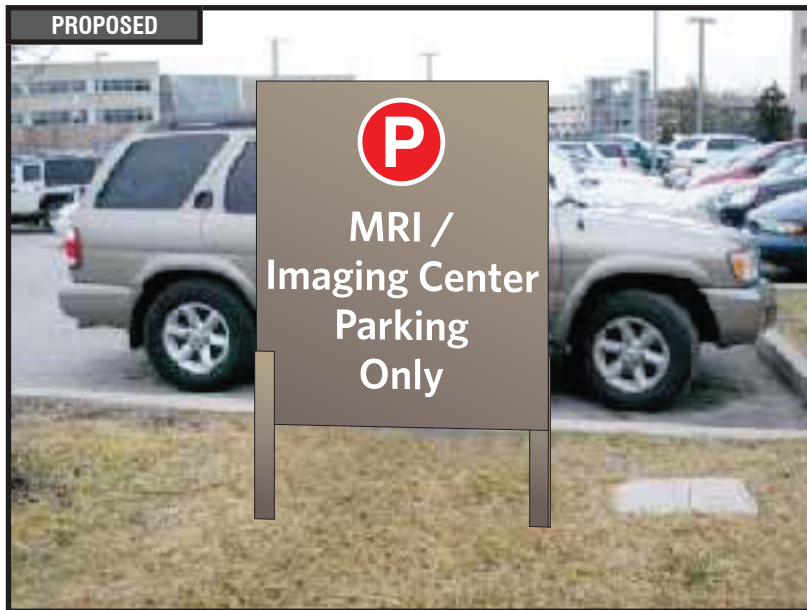
TVS

PAGE #:

17

DRAWINGS PREPARED BY:

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EXISTING**REGULATORY****PROPOSED****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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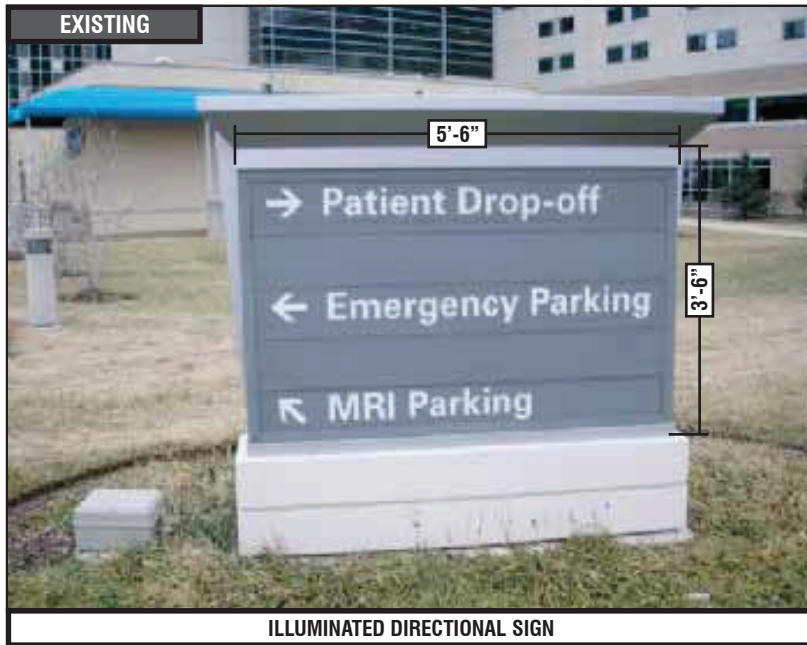
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18

DRAWINGS PREPARED BY:

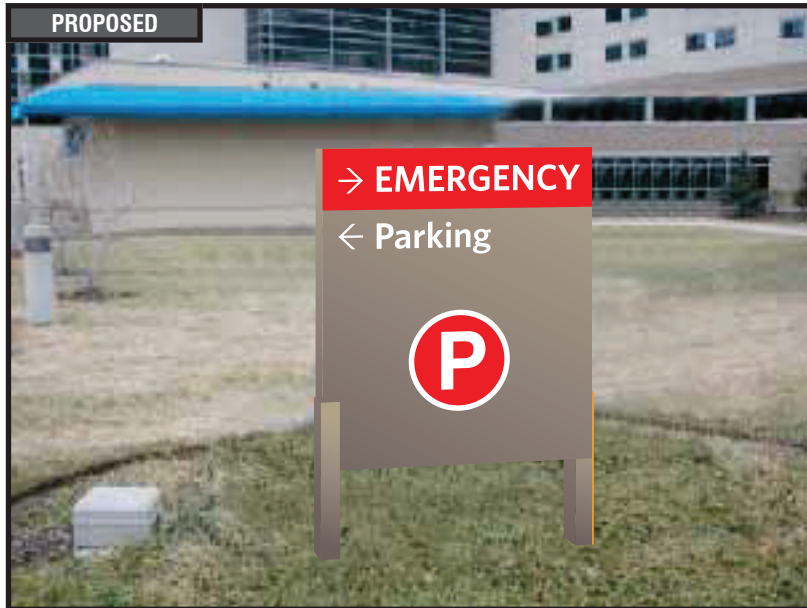
The Icon Companies®

EXISTING

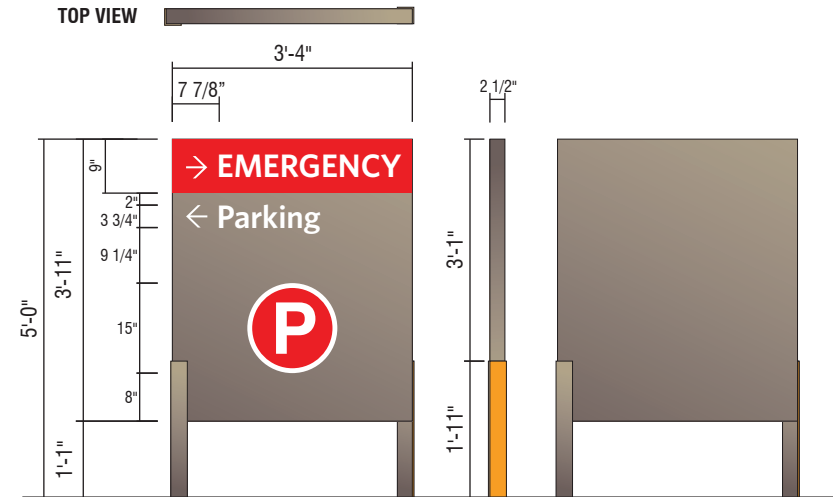


ILLUMINATED DIRECTIONAL SIGN

PROPOSED



TOP VIEW



D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS:

☐ APPROVED
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CLIENT CONTRACTOR

DATE

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Rev. 4: 06/27/12

Rev. 5: 00/00/00

SCALE:

As Noted

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TVS

PAGE #:

19

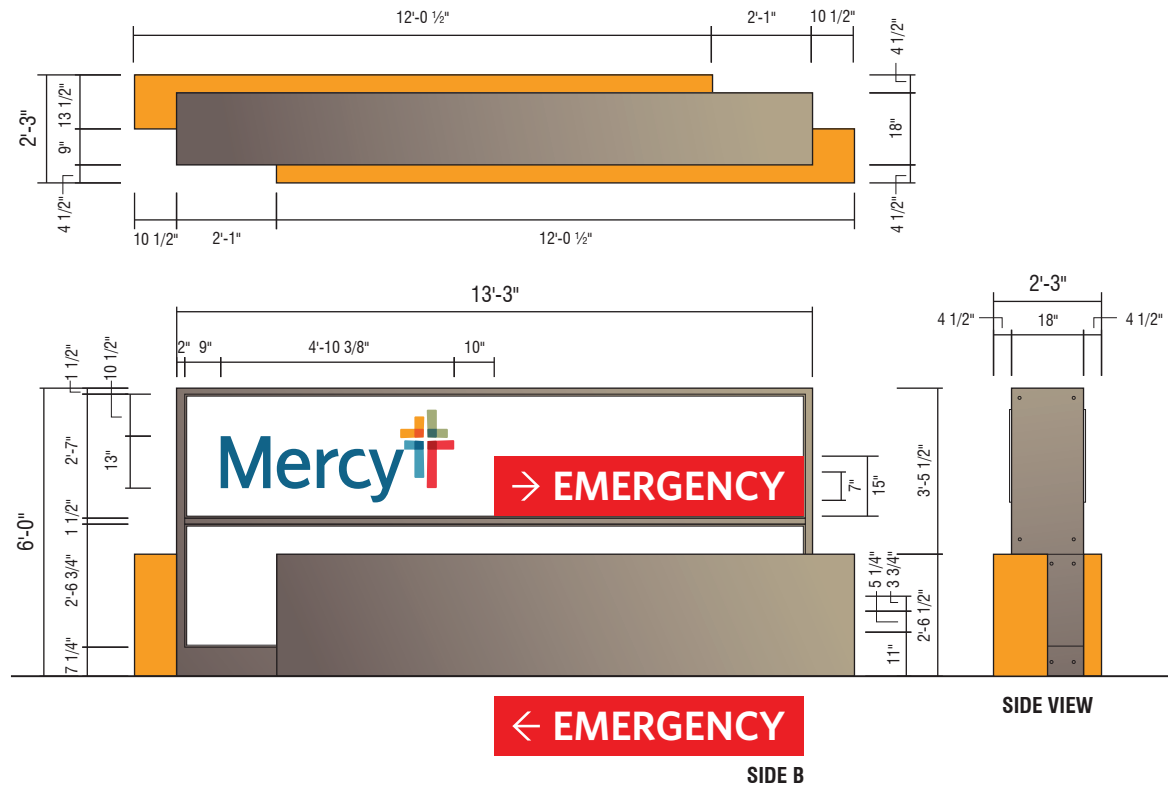
DRAWINGS PREPARED BY:



EXISTING



ILLUMINATED MONUMENT SIGN



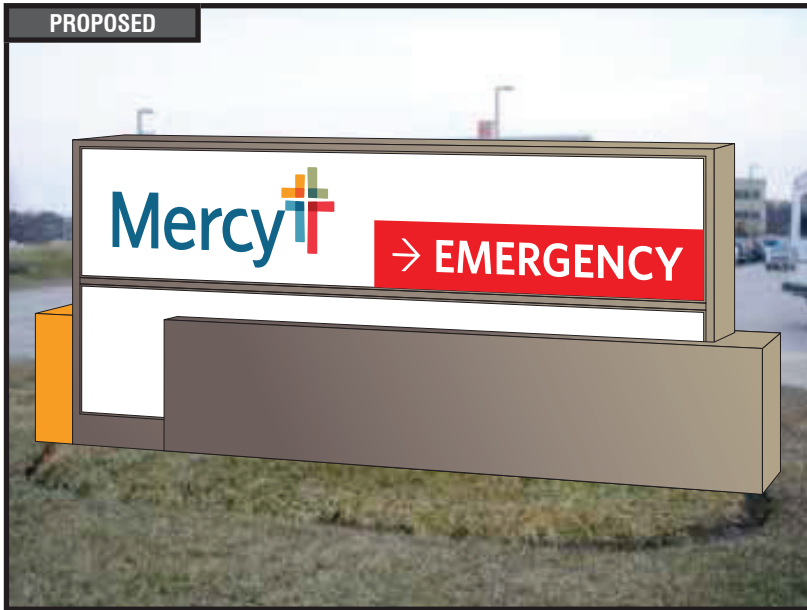
B1 6'-0" MONUMENT

QTY: 1

Relocate Closer to curb, see photo 656 for general location. Sign to have red Emergency Band.

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

PROPOSED



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
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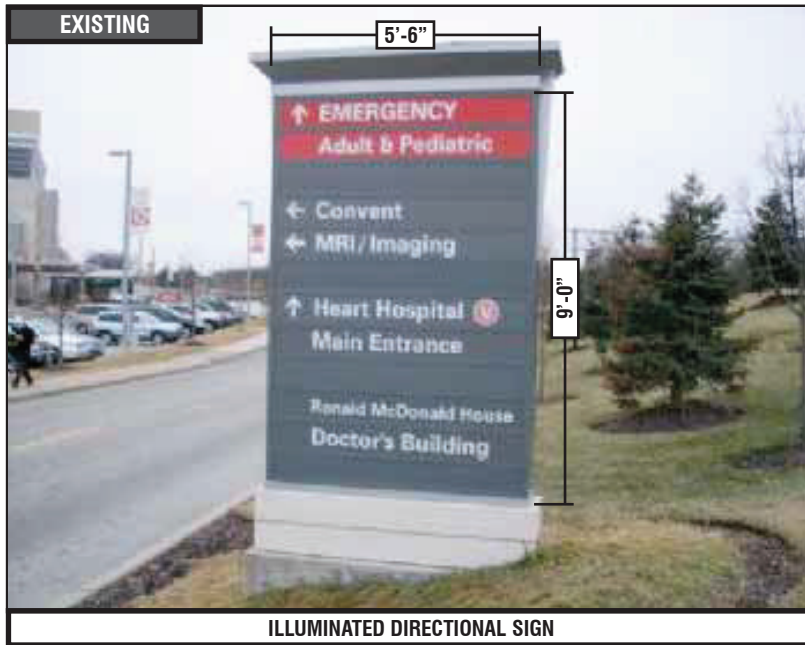
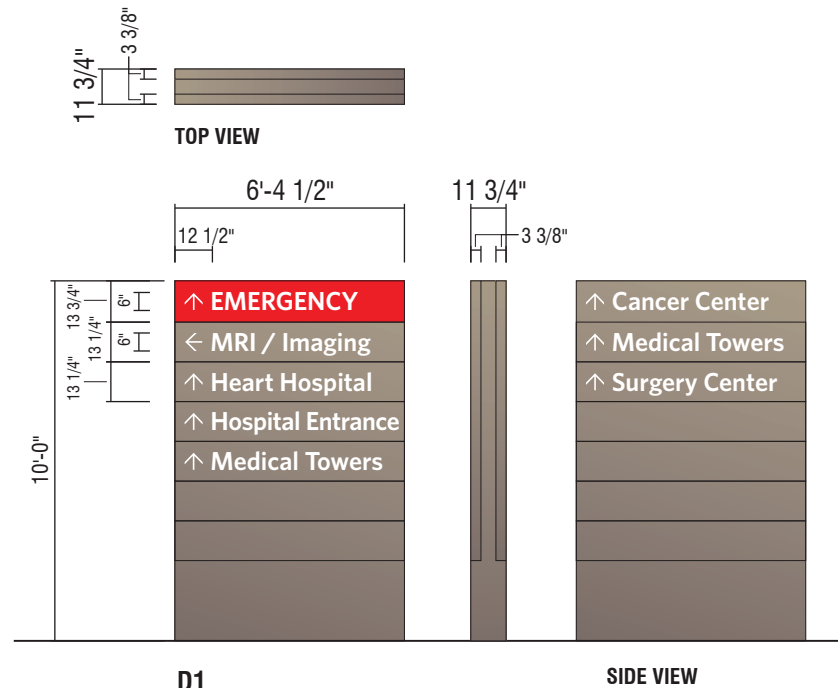
DATE: 06/10/12
Rev. 1: 06/15/12
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Rev. 4: 06/27/12
Rev. 5: 00/00/00

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TVS
PAGE #:
20

DRAWINGS PREPARED BY:

The Icon Companies®



EXISTING**ILLUMINATED DIRECTIONAL SIGN**

D1
10'-0" ILLUMINATED
NON-BRANDED DIRECTIONAL

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
003

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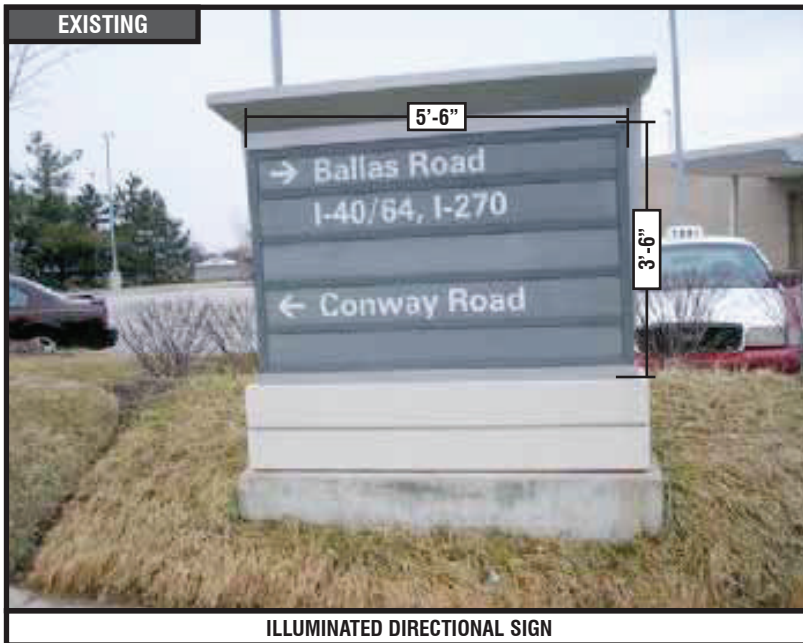
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 Rev. 4: **06/27/12**
 Rev. 5: **00/00/00**

SCALE:
As Noted
 DRAWN BY:
TVS
 PAGE #:
21

DRAWINGS PREPARED BY:



EXISTING**ILLUMINATED DIRECTIONAL SIGN****REMOVE EXISTING**

QTY: 1

Sign only conveys exit messages,
replacement is not required - remove only.

Remove support pole to grade and cap.
Remove, dispose and cap off to code all
existing electrical components / hardware
previously connected to existing signage.
Restore ground material and clean area of all
debris. See master agreement for removal
requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS:

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CLIENT CONTRACTOR

DATE

FILE PATH:

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SCALE:

As Noted

DRAWN BY:

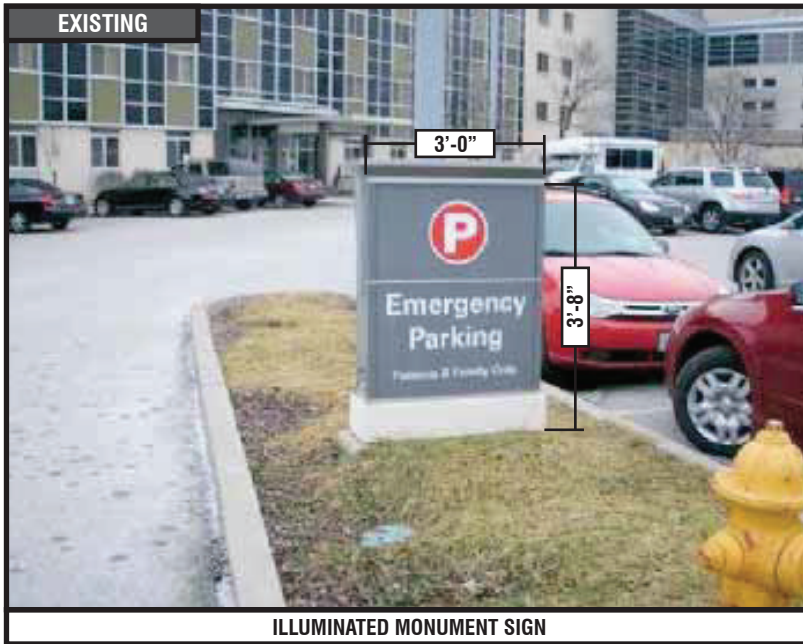
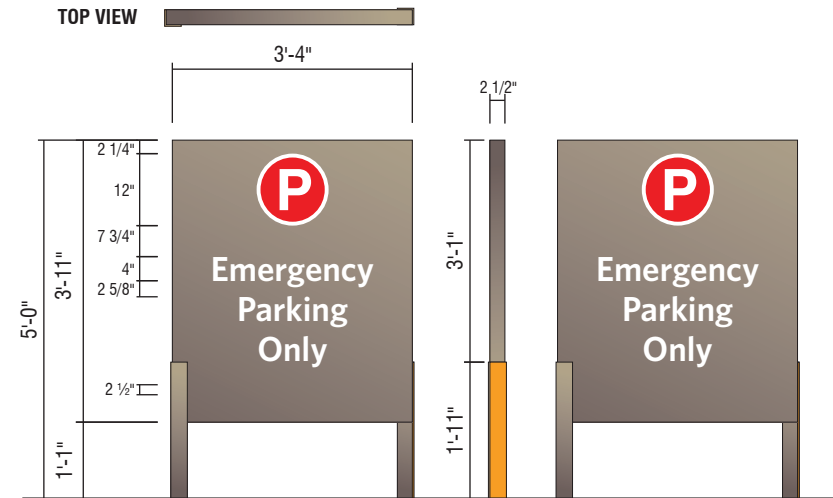
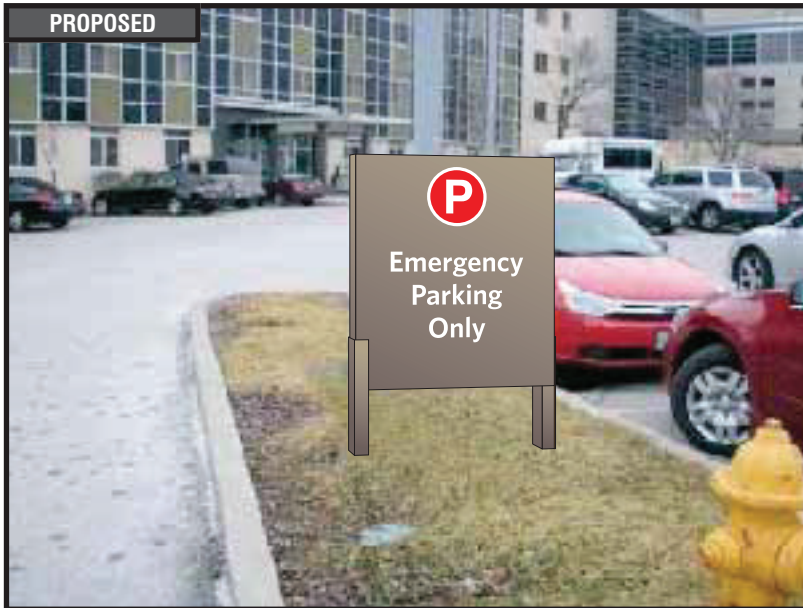
TVS

PAGE #:

22

DRAWINGS PREPARED BY:



EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

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PROJECT #:

3566

LOCATION #:

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SCALE:

As Noted

DRAWN BY:

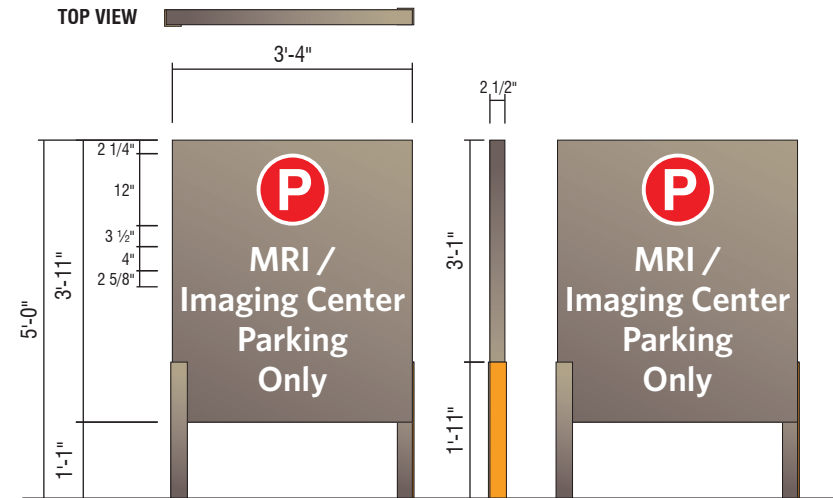
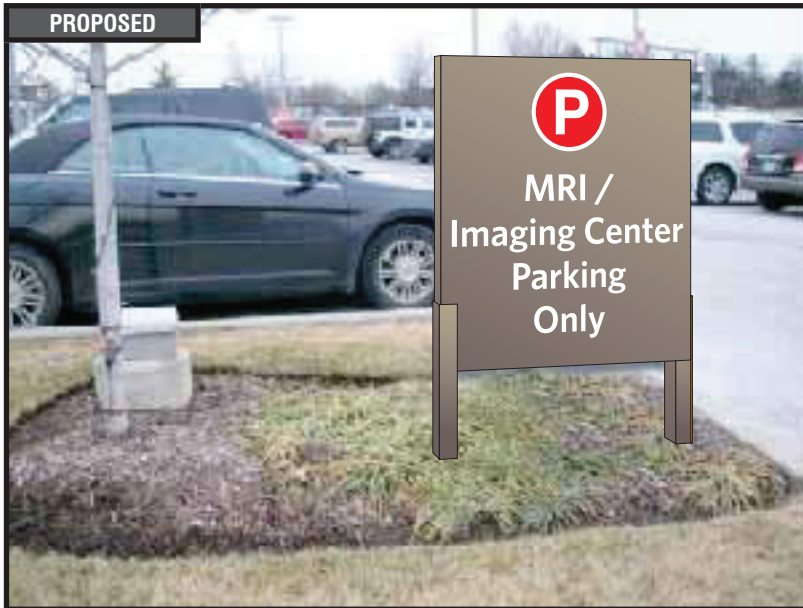
TVS

PAGE #:

23

DRAWINGS PREPARED BY:

The Icon Companies®

EXISTING**ILLUMINATED MONUMENT SIGN****PROPOSED****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

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SCALE:

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TVS

PAGE #:

24

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The Icon Companies®

EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Valet parking sign is located in a random location far from the valet parking service, remove and do not replace.

Remove sign and support pole flush with grade or patch and repair existing wall surface to like new condition. See master agreement for removal requirements.

**RECOMMENDATIONS**

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TVS

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26

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EXISTING**DIRECTIONAL SIGN****REMOVE EXISTING**

QTY: 1

Sign only conveys exit messages, replacement is not required - remove only.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

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SCALE:

As Noted

DRAWN BY:

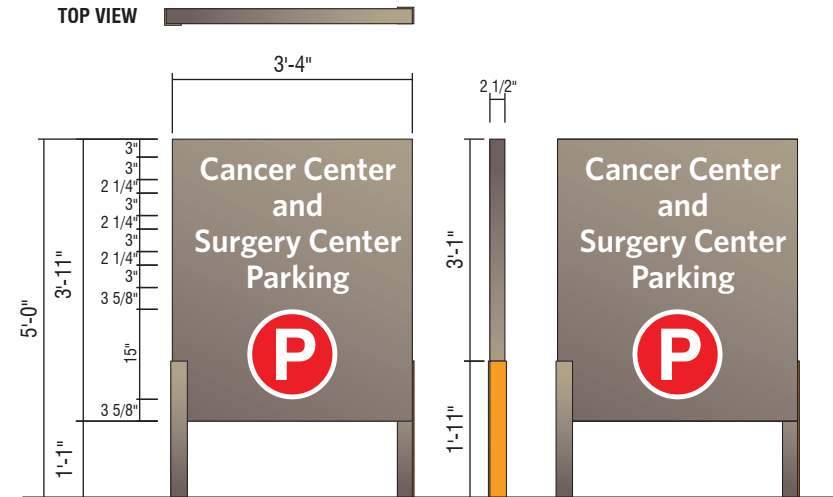
TVS

PAGE #:

27

DRAWINGS PREPARED BY:



EXISTING**REGULATORY****PROPOSED****TOP VIEW****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

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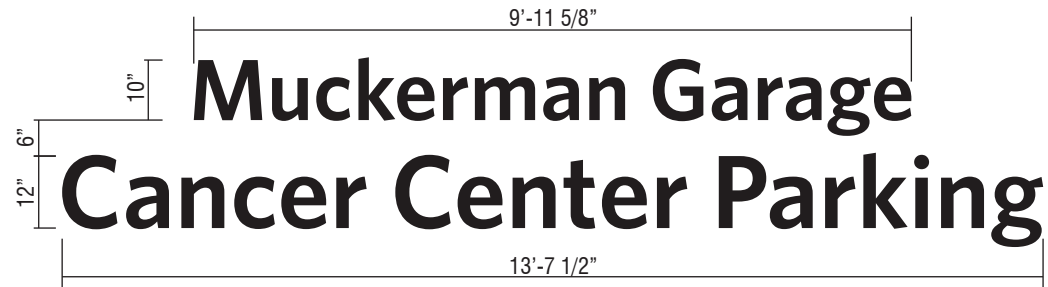
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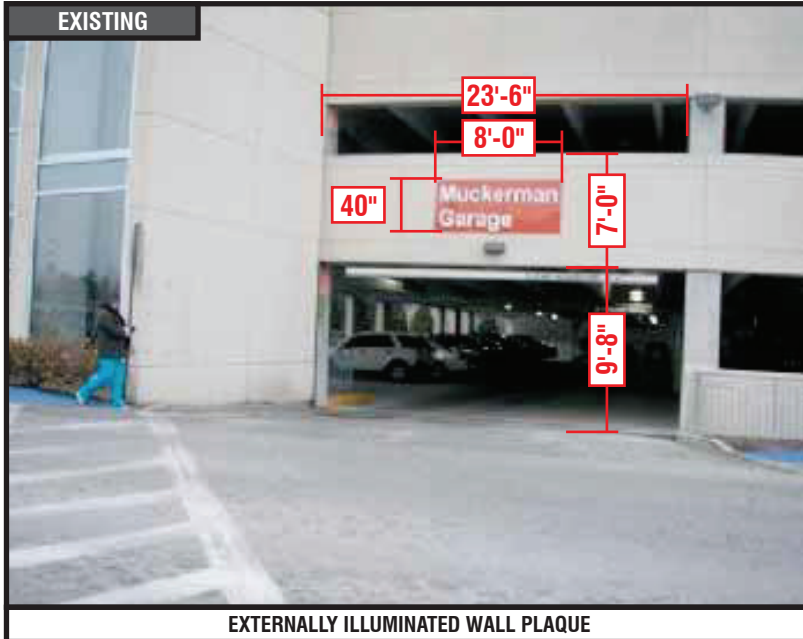
**CUSTOM BLACK PLATE LETTERS**

1/4" BLACK ALUMINUM PLATE LETTERS.

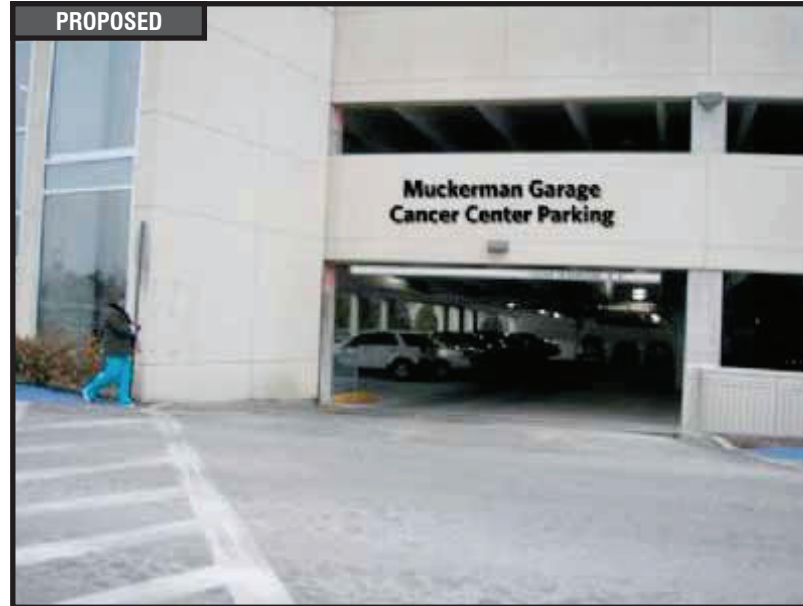
SCALE: 3/8" = 1'-0"

Custom dimensional letterset - scale to be determined by detailed tech audit - scale letters to match visual appearance shown in proposed image. Refer to design control drawings for typical fabrication.

Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letterset will fit in area and meet clear zone tolerances - refer to Control Documents. ***Change letterset height if required. See control documents for product specification and master agreement for installation requirements.

EXISTING

EXTERNALLY ILLUMINATED WALL PLAQUE

PROPOSED**RECOMMENDATIONS**

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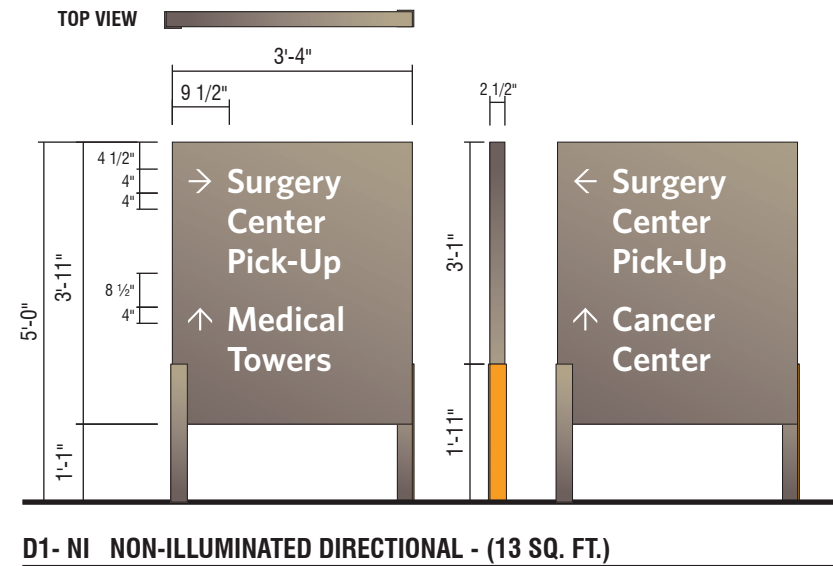
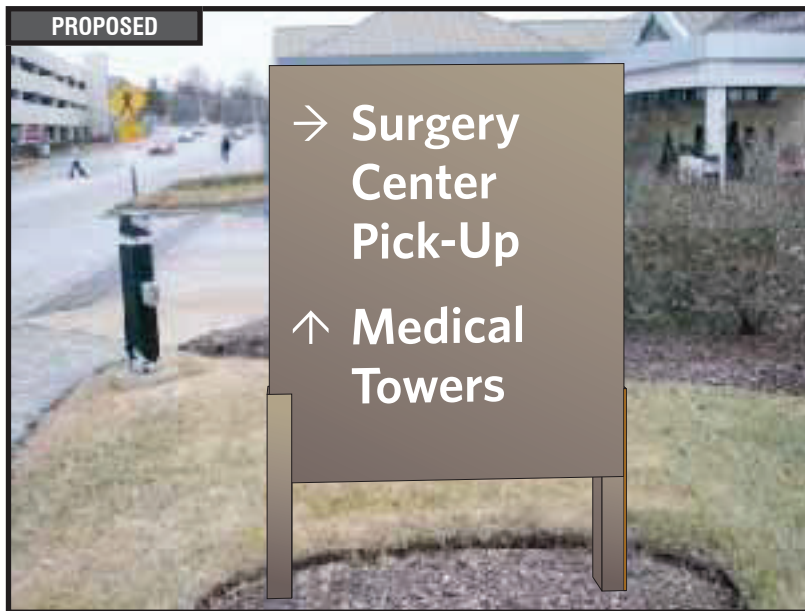
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Rev. 4: 06/27/12
Rev. 5: 00/00/00

SCALE:
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29

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Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
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PAGE #:
30

DRAWINGS PREPARED BY:



7'-7 1/2"

10"

Surgery Center

CUSTOM 10" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 3/4" = 1'-0"

End caps signs 053 & 058 are vinyl only. Remove existing vinyl, clean and prepare surface as required. Mount new channel letters to end cap as required. Letters to be black, Whitney Semibold letters. Scale as shown.

Patch and repair existing wall surface to like new condition. Repaint to match existing color finish. For brick or stone walls fill holes with matching silicone. Power wash wall if required. Install new signage using existing primary electrical. Verify if additional circuits are required for new sign. Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letter set will fit in area and meet clear zone tolerances - refer to Control Documents.

***Change letter set height if required. See control documents for product specification and master agreement for removal & installation requirements.



RECOMMENDATIONS

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Rev. 5: 00/00/00

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PAGE #:

31

DRAWINGS PREPARED BY:

The Icon Companies®



Packet Pg. 128

17'-11 1/4"

3.3.f

SIGN 57

23 3/4"
13 1/2"

Surgery Center

CUSTOM FASCIA PANEL W/DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 3/8" = 1'-0"

Existing letters are routed out of the existing fascia and backed up copy. Reskin or overlaminate fascia with new panel to match existing. Mount new channel letters to new fascia as required. Letters to be black, Whitney Semibold letters. Scale as shown.

Patch and repair existing wall surface to like new condition. Repaint to match existing color finish. For brick or stone walls fill holes with matching silicone. Power wash wall if required. Install new signage using existing primary electrical. Verify if additional circuits are required for new sign. Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letterset will fit in area and meet clear zone tolerances - refer to Control Documents.

EXISTING



ROUTED ALUMINUM PANELS

PROPOSED



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

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Rev. 4: 06/27/12
Rev. 5: 00/00/00

SCALE:
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TVS
PAGE #:
35

DRAWINGS PREPARED BY:

The Icon Companies®



Packet Pg. 129

7'-7 1/2"

10"

Surgery Center

CUSTOM 10" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 3/4" = 1'-0"

End caps signs 053 & 058 are vinyl only. Remove existing vinyl, clean and prepare surface as required. Mount new channel letters to end cap as required. Letters to be black, Whitney Semibold letters. Scale as shown.

Patch and repair existing wall surface to like new condition. Repaint to match existing color finish. For brick or stone walls fill holes with matching silicone. Power wash wall if required. Install new signage using existing primary electrical. Verify if additional circuits are required for new sign. Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letter set will fit in area and meet clear zone tolerances - refer to Control Documents.

***Change letter set height if required. See control documents for product specification and master agreement for removal & installation requirements.

EXISTING



METAL PANEL W/VINYL GRAPHICS

PROPOSED



RECOMMENDATIONS

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Location #: 003-3

**615 S. New Ballas Rd.
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
59	1	CUSTOM 10" BLACK PLATE LETTERS
60	1	D3-NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
61	1	REMOVE EXISTING
62	1	REMOVE EXISTING
63	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
64	1	NOT IN SCOPE
65	1	NOT IN SCOPE
66	1	DV-1 DOOR VINYL TYP. INSTALLATION
67	1	REMOVE EXISTING
68	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
69	1	REMOVE EXISTING
70	1	REMOVE EXISTING
71	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
72	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
73	1	REMOVE EXISTING
74	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
75	1	REMOVE EXISTING
76	1	REMOVE EXISTING
77	1	REMOVE EXISTING
78	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
79	1	REMOVE EXISTING
80	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
81	1	CUSTOM BLACK PLATE LETTERS
82	1	REMOVE EXISTING
83	2	LEAVE EXISTING



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003

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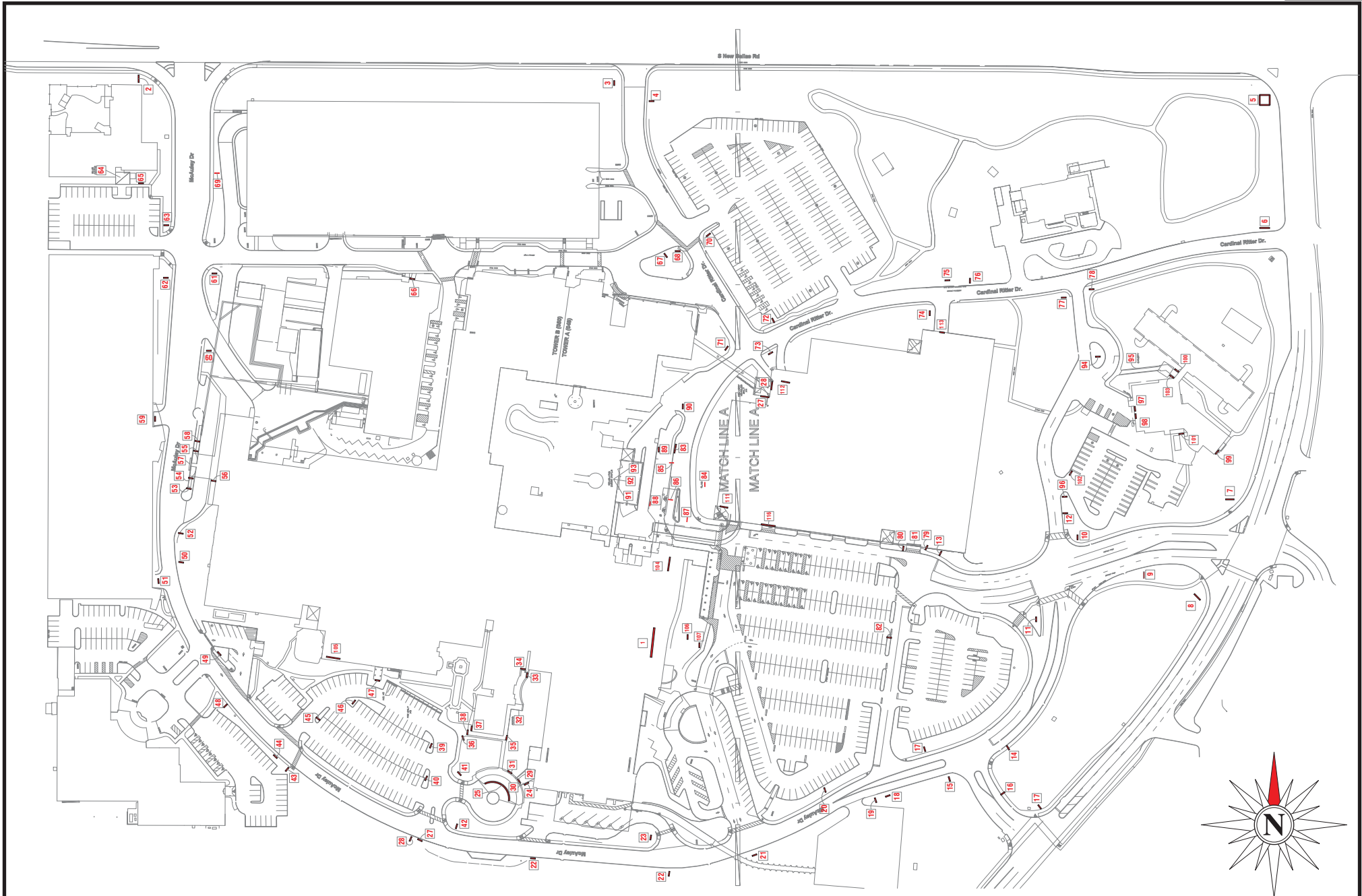
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	RECOMMENDATIONS		PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	DATE: 06/08/12 Rev. 1: 06/15/12 Rev. 2: 06/21/12 Rev. 3: 06/25/12 Rev. 4: 06/27/12 Rev. 5: 00/00/00	SCALE: N.T.S.	DRAWINGS PREPARED BY: 
	ADDRESS: 615 S. New Ballas Rd. CITY/STATE: St. Louis, MO ZIP: 63141	LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 3.cdr	CLIENT CONTRACTOR _____ DATE ____/____/____	DRAWN BY: TVS PAGE #: 3		



SITE PLAN

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
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DATE

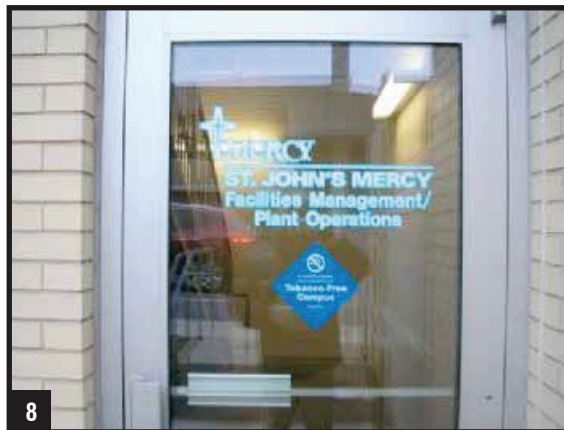
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OVERVIEW PHOTOS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
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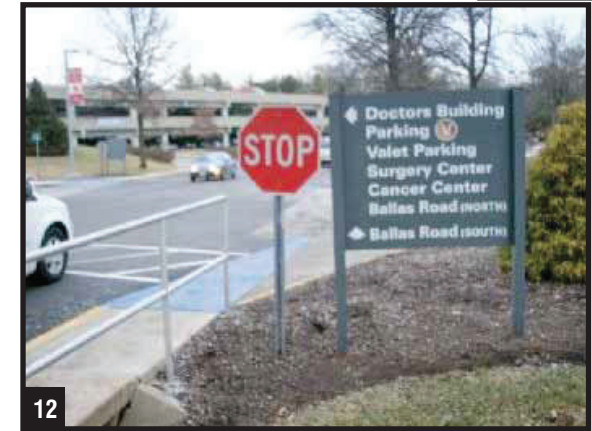
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OVERVIEW PHOTOS

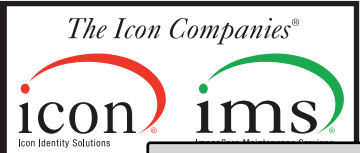
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CITY/STATE: St. Louis, MO
ZIP: 63141

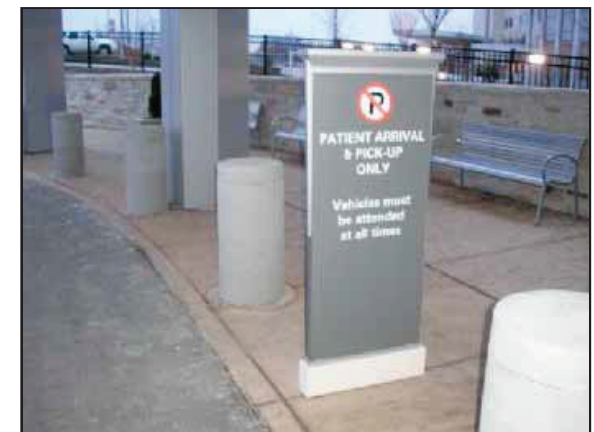
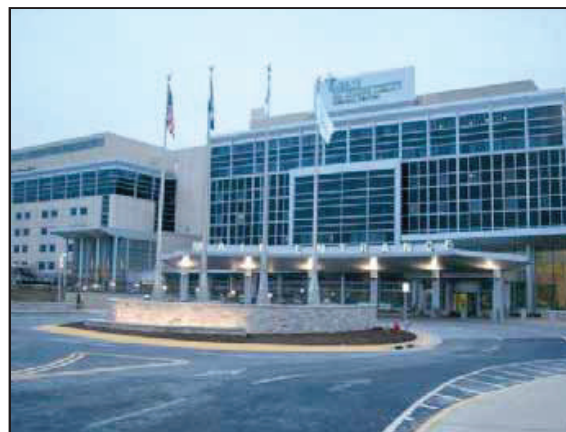
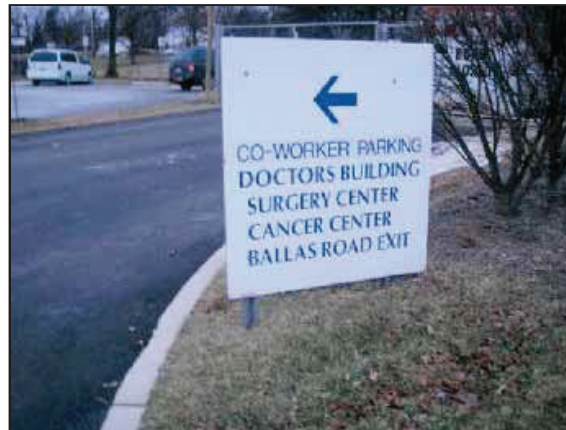
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LOCATION #:	003	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_003_St Louis_MO Part 3.cdr	
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OVERVIEW PHOTOS

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CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

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LOCATION #:

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OVERVIEW PHOTOS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

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9'-11 5/8"

10"

12"

Muckerman Garage Surgery Center Parking

14'-1 1/4"

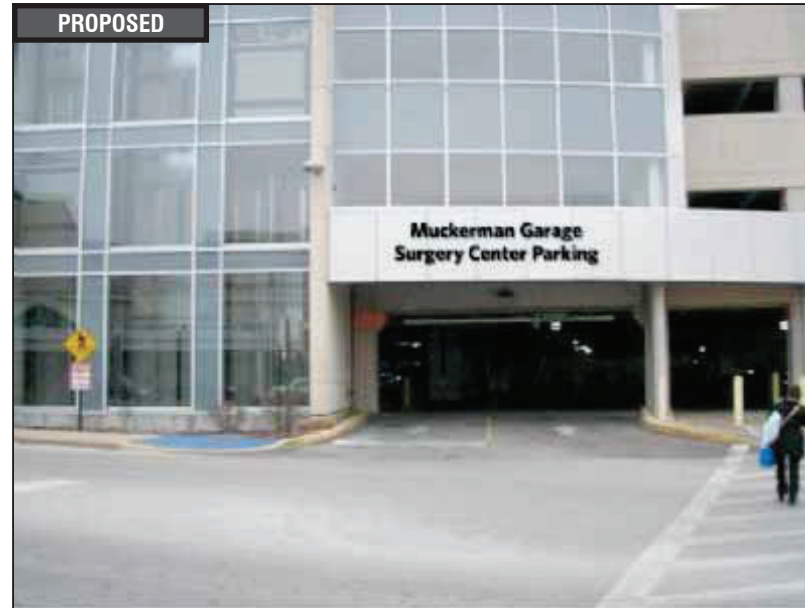
CUSTOM BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

Custom dimensional letterset - scale to be determined by detailed tech audit - scale letters to match visual appearance shown in proposed image. Refer to design control drawings for typical fabrication.

Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letterset will fit in area and meet clear zone tolerances - refer to Control Documents. ***Change letterset height if required. See control documents for product specification and master agreement for installation requirements.

EXISTING**WALL PLAQUE****PROPOSED****RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

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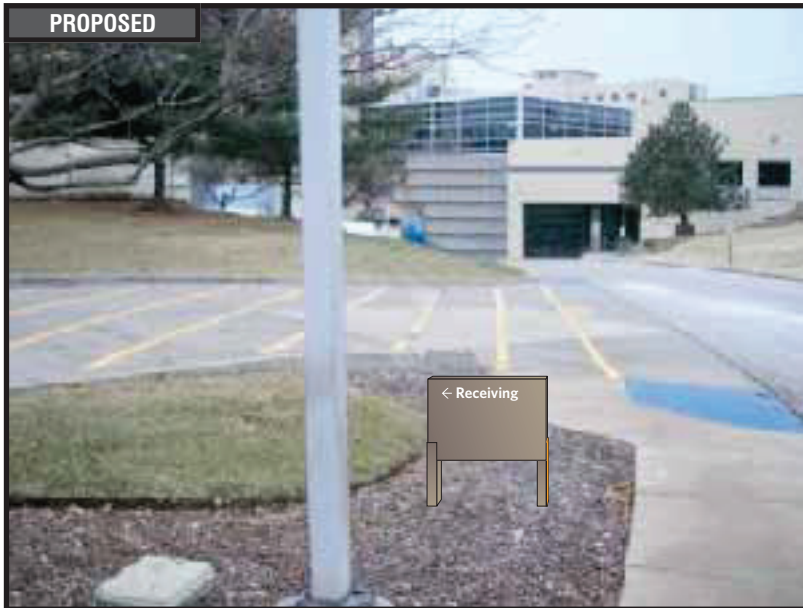
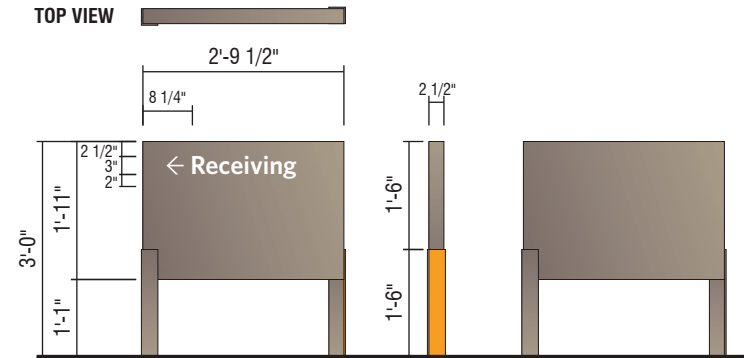
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EXISTING**DIRECTIONAL SIGN****PROPOSED****TOP VIEW****D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

Relocate to other side of drive Reference photo 677 for general location (remove restricted area sign)

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____/_____/_____	DATE
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**DIRECTIONAL SIGN****REMOVE EXISTING**

QTY: 1

Remove existing directional and do not replace. There are 3 non-illuminated directionals on 3 different corners on this intersection - signs 061, 062 & 063. All 3 to be replaced with on internally illuminated directional, sign 063.

Remove support pole to grade and cap. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	_____ _____/_____/_____ DATE	CLIENT CONTRACTOR
LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 3.cdr		
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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Remove existing directional and do not replace. There are 3 non-illuminated directionals on 3 different corners on this intersection - signs 061, 062 & 063. All 3 to be replaced with on internally illuminated directional, sign 063.

Remove support pole to grade and cap. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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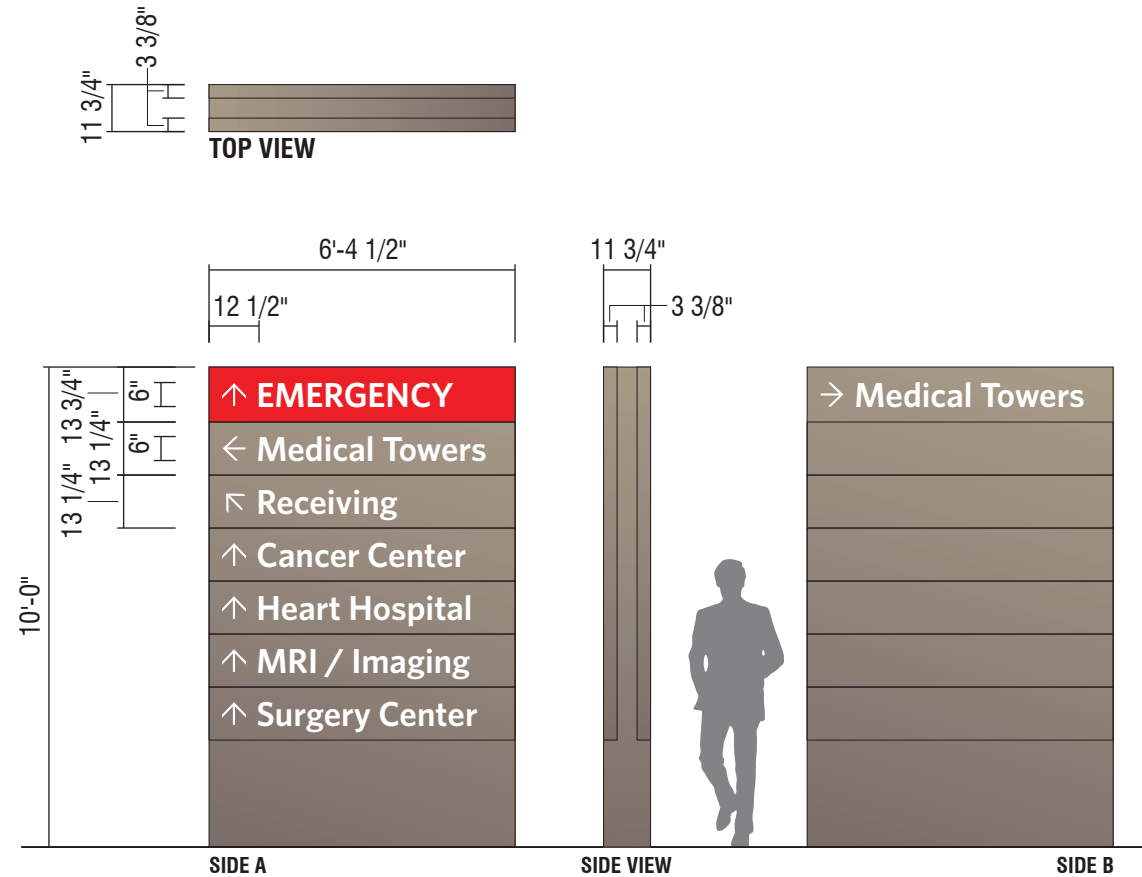
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12

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**D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

SCALE: 1/4" = 1'-0"

There are 3 non-illuminated directionals on 3 different corners on this intersection - signs 061, 062 & 063. All 3 to be replaced with on internally illuminated directional, sign 063.

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to fabrication. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR _____/_____/_____ DATE
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REMOVE EXISTING

QTY: 1

General location is over-signed - recommendation is to remove only and not replace. See sign 068 which is being replaced by an illuminated directional to address this intersection.

Remove support pole to grade and cap. Remove hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

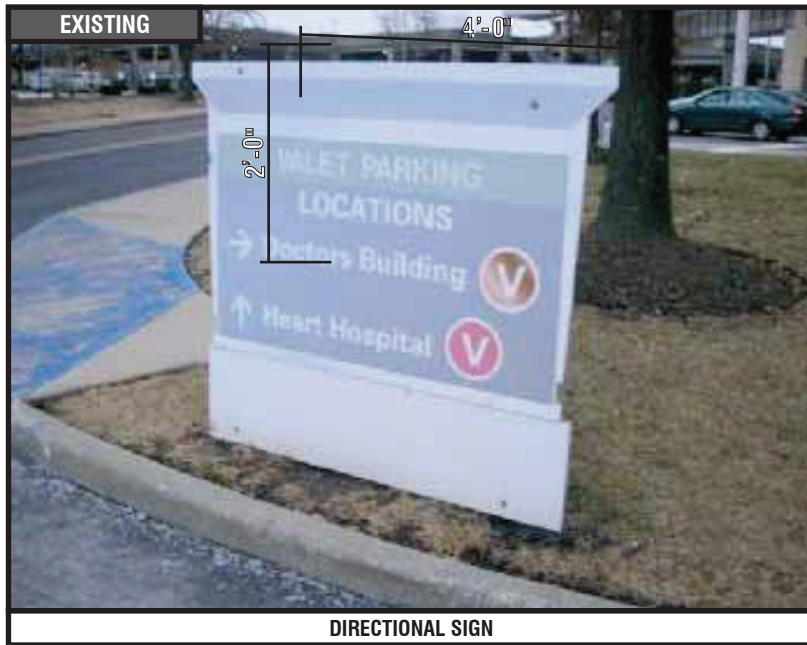
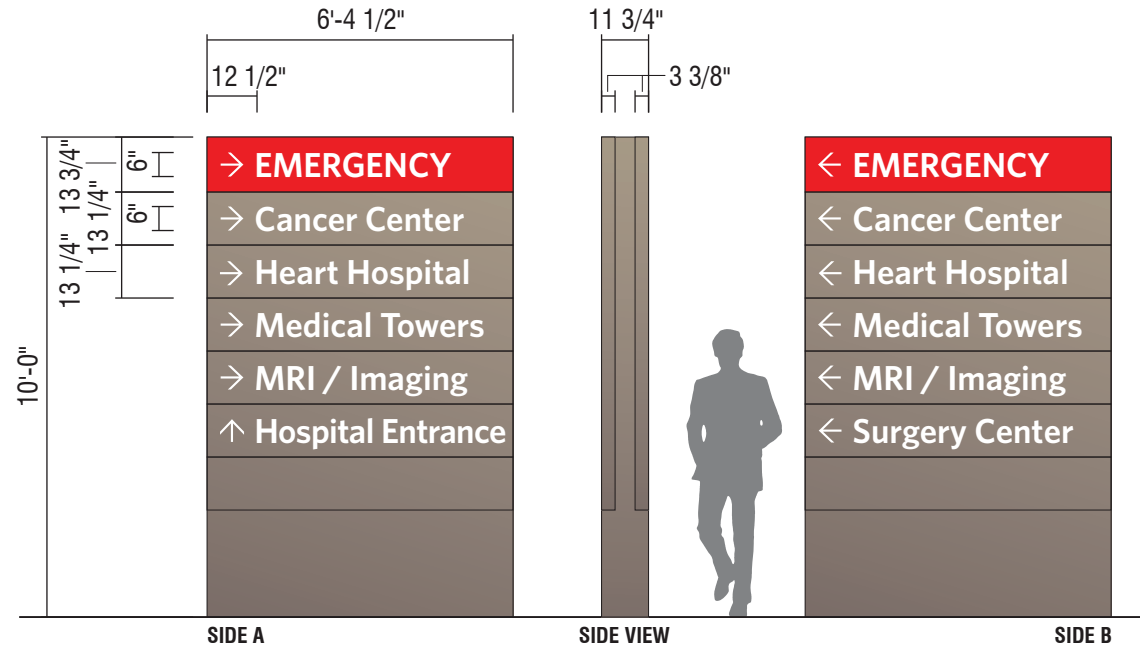
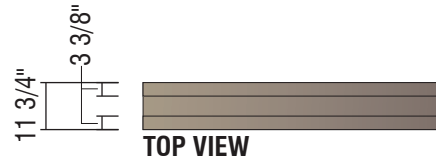
PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
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**DIRECTIONAL SIGN****D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

SCALE: 1/4"=1'-0"

The existing location for sign 068 is the best location to address this intersection and to clean up the excessive number of signs.

Perform utility locates and verify setbacks prior to fabrication / installation. Field verify available circuits and access prior to base of new sign. Restore ground material to base of new sign. See control documents for product specification and master agreement for installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
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EXISTING**MONUMENT SIGN****REMOVE EXISTING**

QTY: 1

Remove existing "Thank You / Welcome" sign and do not replace.

Remove support pole to grade and cap. Remove, dispose and cap off to code all existing electrical components / hardware previously connected to existing signage. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

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EXISTING**DIRECTIONAL SIGN****REMOVE EXISTING**

QTY: 1

General location is over-signed - recommendation is to remove only and not replace. See sign 068 which is being replaced by an illuminated directional to address this intersection.

Remove support pole to grade and cap. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

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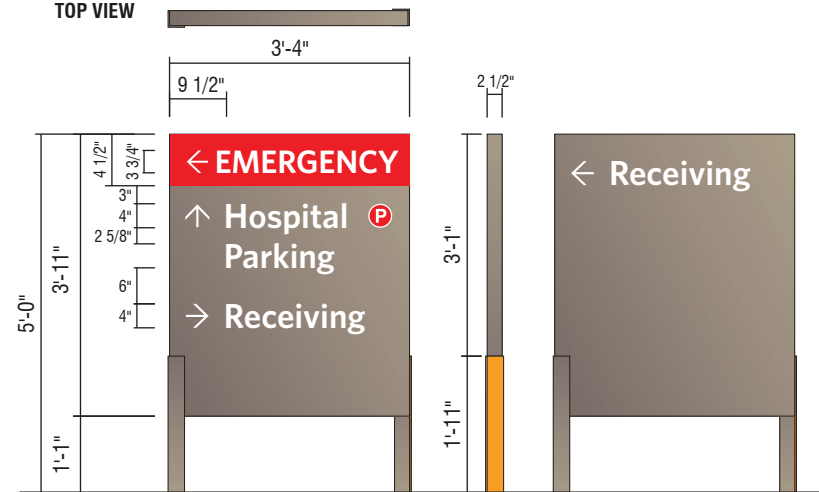
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EXISTING**REGULATORY****TOP VIEW****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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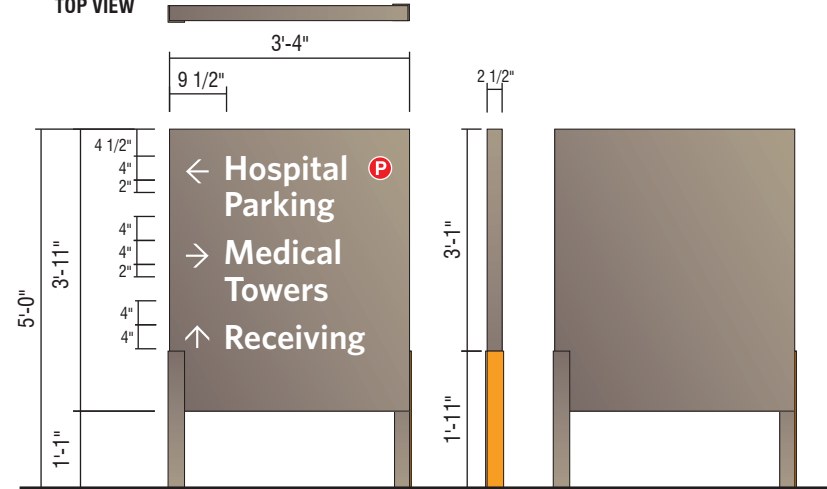
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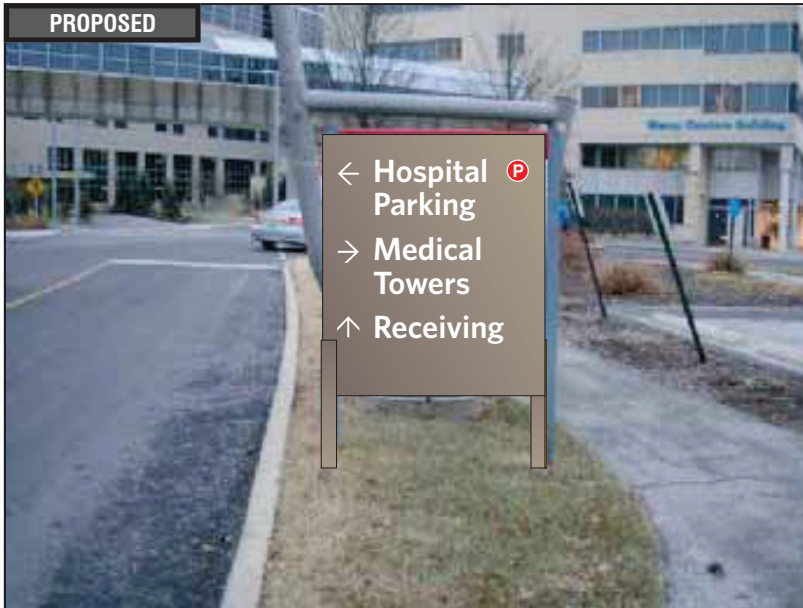
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EXISTING**DIRECTIONAL SIGN****TOP VIEW****D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_003_St Louis_MO Part 3.cdr**

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SCALE:

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PAGE #:

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EXISTING

**DIRECTIONAL SIGN****REMOVE EXISTING**

QTY: 1

General location is over-signed - recommendation is to remove only and not replace. See signs 071 & 072 which are being replaced by directionals to address this intersection.

Remove support pole to grade and cap. Restore ground material and clean area of all debris. See master agreement for removal requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

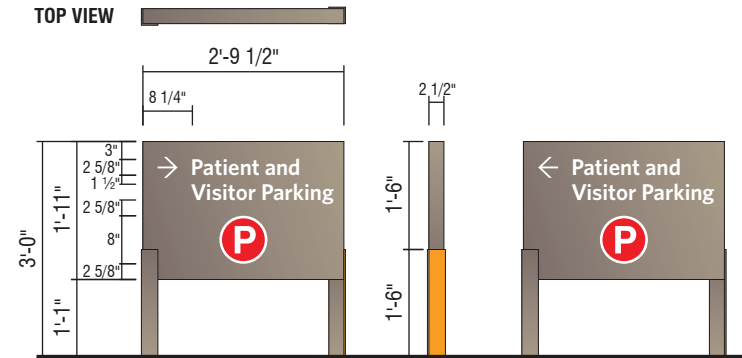
PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____/_____/_____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 3.cdr		
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EXISTING**DIRECTIONAL SIGN****PROPOSED****TOP VIEW****D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
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PROJECT #:

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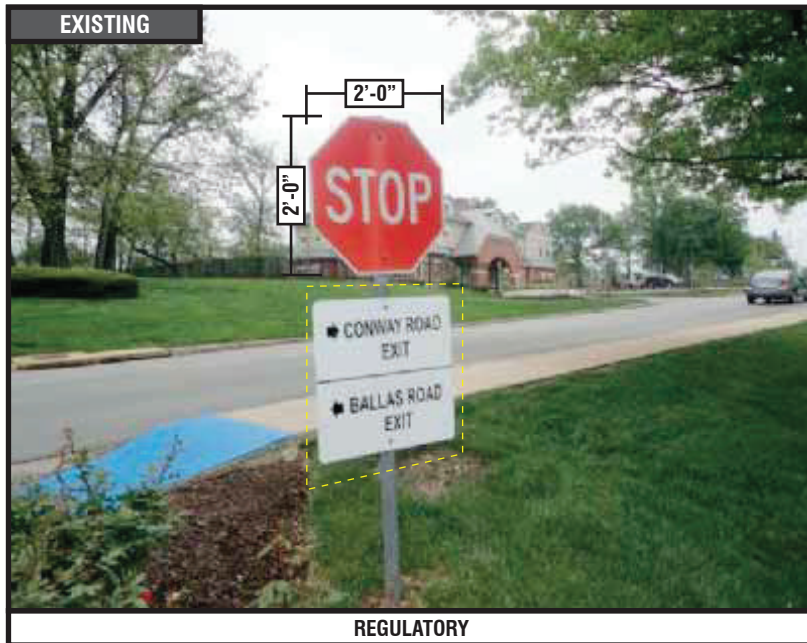
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24

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EXISTING**REGULATORY****PROPOSED****REMOVE EXISTING**

QTY: 1

Sign only conveys exit messages,
replacement is not required - remove only.

Remove support pole to grade and cap.
Restore ground material and clean area of all
debris. See master agreement for removal
requirements.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
003

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REGULATORY

REMOVE EXISTING

QTY: 1

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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PROJECT #:

3566

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EXISTING



REGULATORY

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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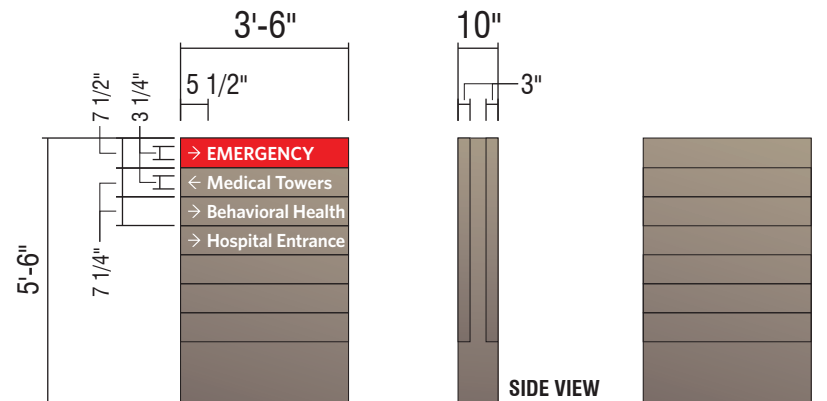
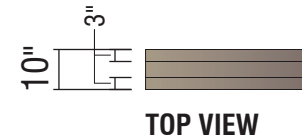
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EXISTING**DIRECTIONAL SIGN**

D3
5'-6" ILLUMINATED
NON-BRANDED DIRECTIONAL

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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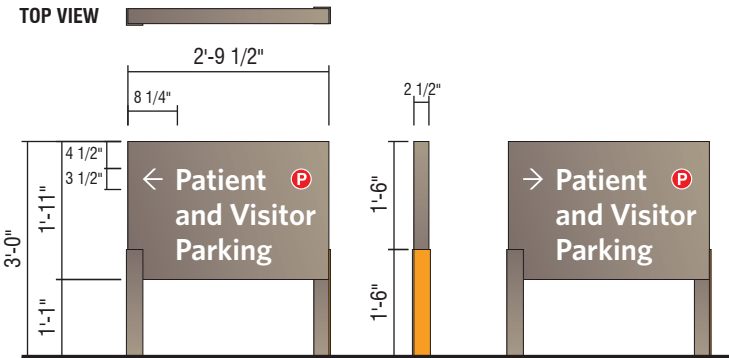
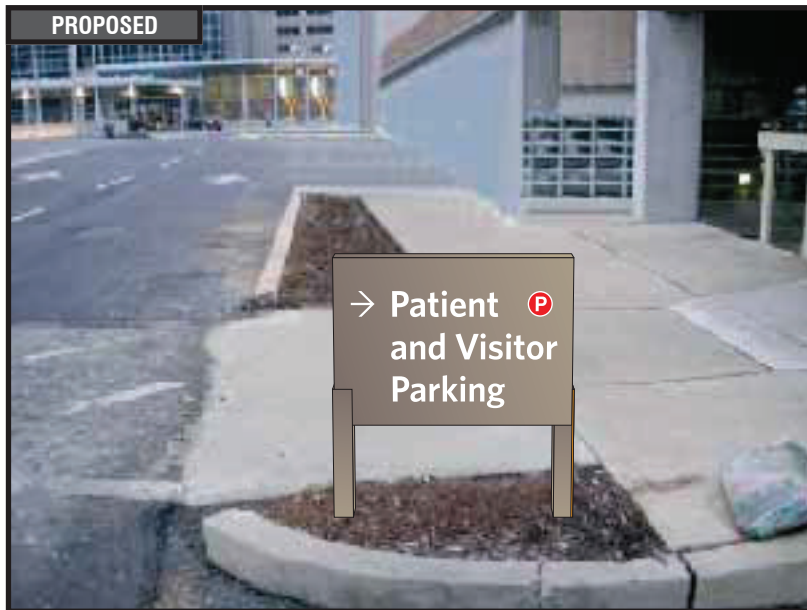
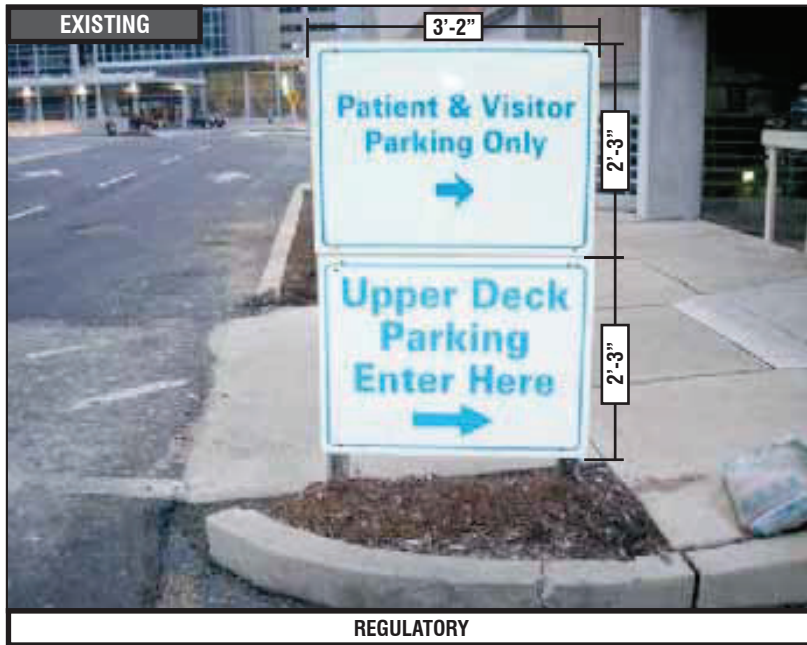
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28

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**D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
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PROJECT #:
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Hospital Parking

CUSTOM BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4" = 1'-0"

Custom dimensional letterset - scale to be determined by detailed tech audit - scale letters to match visual appearance shown in proposed image. Refer to design control drawings for typical fabrication.

Field verify dimensions of space shown in photo morph prior to fabrication to verify if specified letterset will fit in area and meet clear zone tolerances - refer to Control Documents. ***Change letterset height if required. See control documents for product specification and master agreement for installation requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1

Directional sign not required in this location.

Remove support pole to grade and cap.
Restore ground material and clean area of all debris. See master agreement for removal requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
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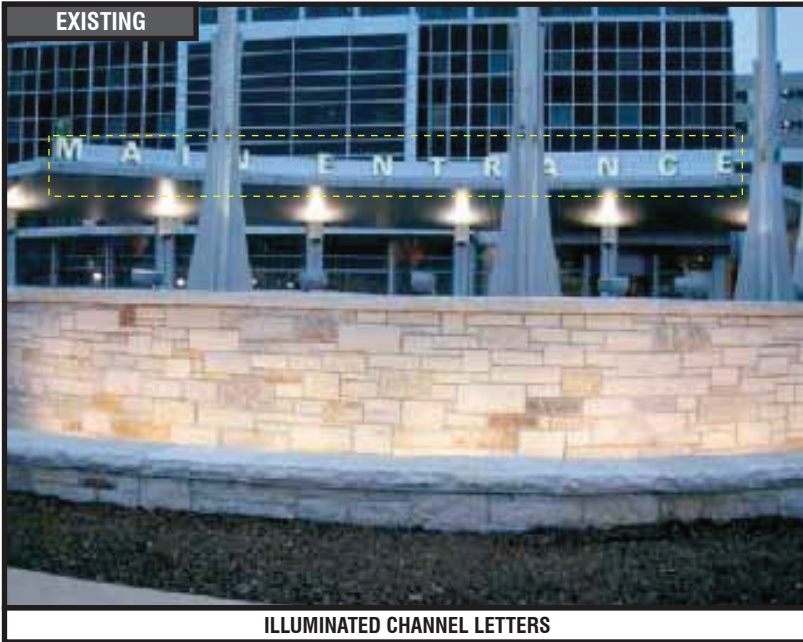
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EXISTING



ILLUMINATED CHANNEL LETTERS

LEAVE EXISTING

QTY: 1

Leave non-branded "Main Entrance" letterset.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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EXISTING



FLAGS

LEAVE EXISTING

QTY: 1

Branded flag to be replaced by others.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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3566

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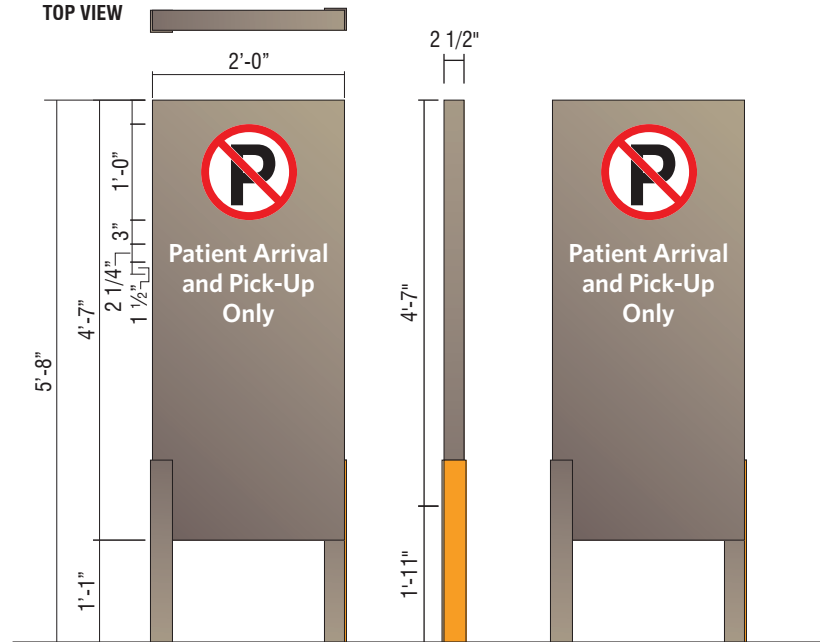
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EXISTING**REGULATORY****TOP VIEW****CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

PROPOSED**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

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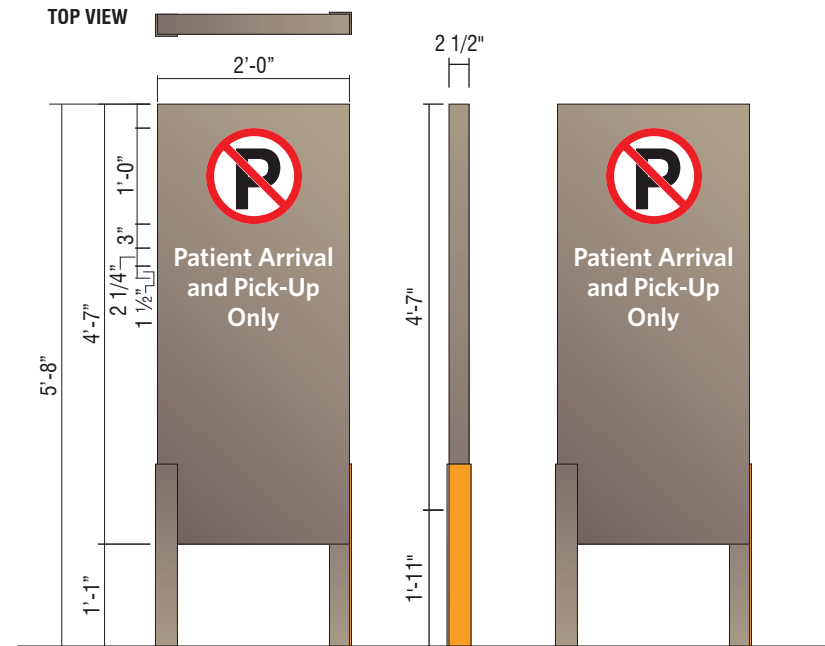
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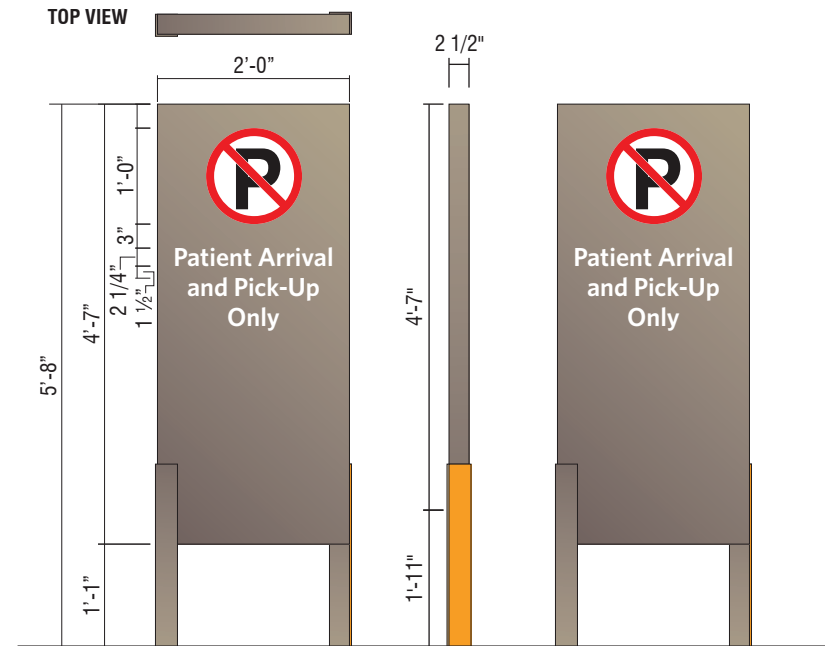


QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

	RECOMMENDATIONS		PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	DATE: 06/08/12 Rev. 1: 06/15/12 Rev. 2: 06/21/12 Rev. 3: 06/25/12 Rev. 4: 06/27/12 Rev. 5: 00/00/00	SCALE: As Noted DRAWN BY: TVS PAGE #: 36	DRAWINGS PREPARED BY: 
	ADDRESS: 615 S. New Ballas Rd. CITY/STATE: St. Louis, MO ZIP: 63141	LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 3.cdr	CLIENT CONTRACTOR _____ _____/_____/_____ _____ DATE			
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Packet Pg. 162



CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
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Location #: 003-4

**615 S. New Ballas Rd.
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
88	1	CUSTOM VINYL APPLICATION
89	1	CUSTOM VINYL APPLICATION
90	1	CUSTOM VINYL APPLICATION
91	1	CUSTOM VINYL APPLICATION
92	1	CUSTOM VINYL APPLICATION
93	1	CUSTOM VINYL APPLICATION
94	1	B2 4'-0" MONUMENT
95	1	CUSTOM AWING RE-SKIN
96	1	D2- NI NON-ILLUMINATED DIRECTIONAL - (8 SQ. FT.)
97	1	F-1-W WALL MOUNTED REGULATORY (3 SQ. FT.)
98	1	LEAVE EXISTING
99	1	REMOVE EXISTING
100	1	DV-1 DOOR VONY TYP. INSTALLATION
101	1	CUSTOM VINYL APPLICATION
102	1	REMOVE EXISTING
103	1	LNIP-8-B NON ILLUMINATED BLUE PLATE LETTERS (3.5 SQ. FT.)
104	1	CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT
105	1	CUSTOM 84" ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT _392 SQ. FT.)
106	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
107	1	LNIP-12-B NON ILLUMINATED BLUE PLATE LETTERS (8 SQ. FT.)
108	1	CUSTOM 12" ALUMINUM PLATE LETTERS (8 SQ. FT.)
109	1	CUSTOM 30" NON ILLUMINATED CHANNEL LETTERS
110	1	CUSTOM VINYL APPLICATION
111	1	CUSTOM AWNING RE-SKIN
112	1	CUSTOM 12" BLACK PLATE LETTERS



RECOMMENDATIONS

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RECOMMENDATIONS

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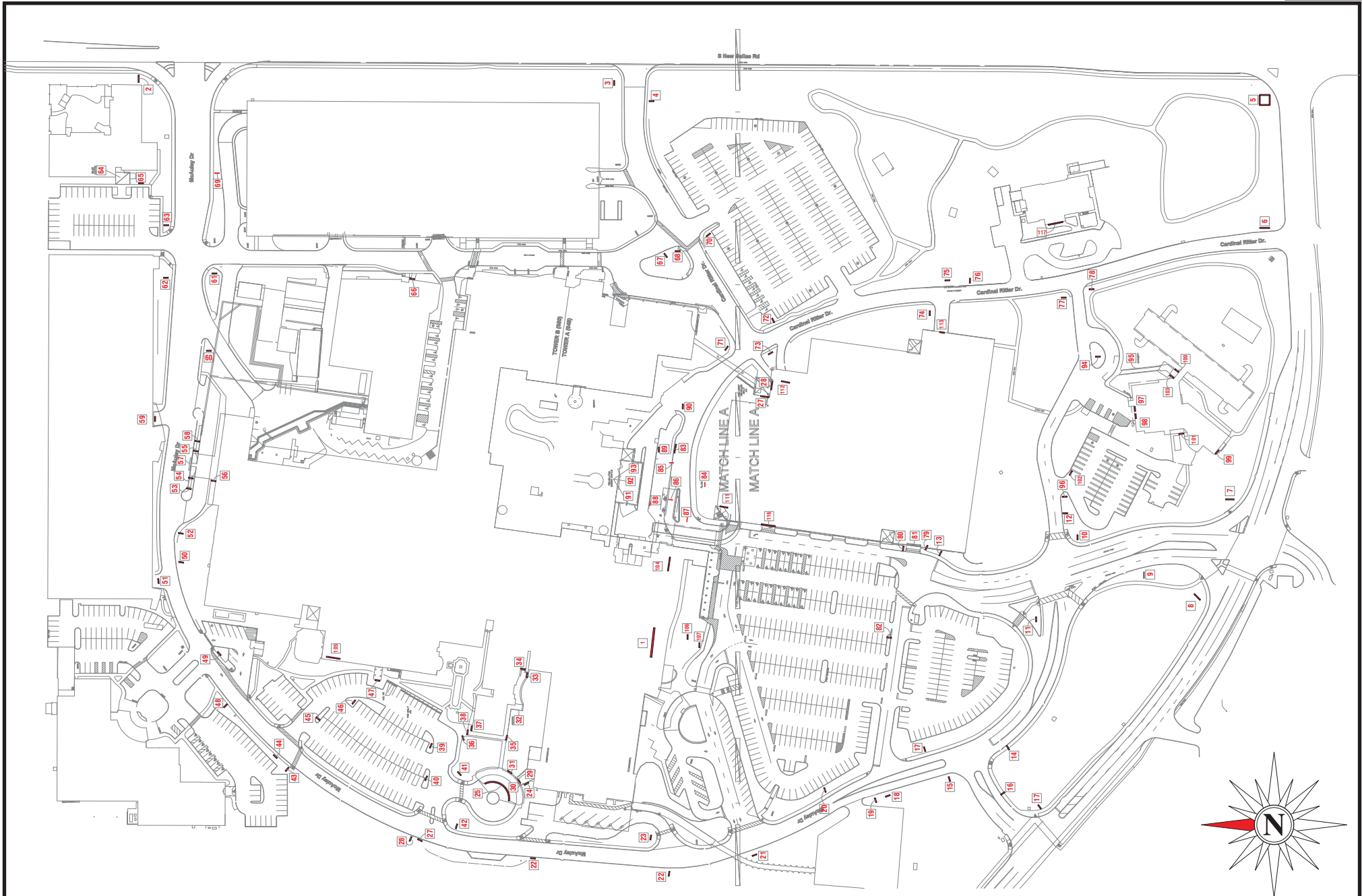
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icon 
Icon Identity Solutions

ims 
Icon Identity Management Solutions



SITE PLAN

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CITY/STATE: St. Louis, MO
ZIP: 63141

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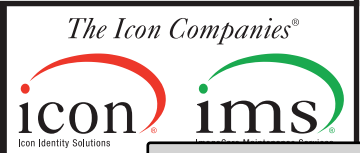
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OVERVIEW PHOTOS

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CITY/STATE: St. Louis, MO
ZIP: 63141

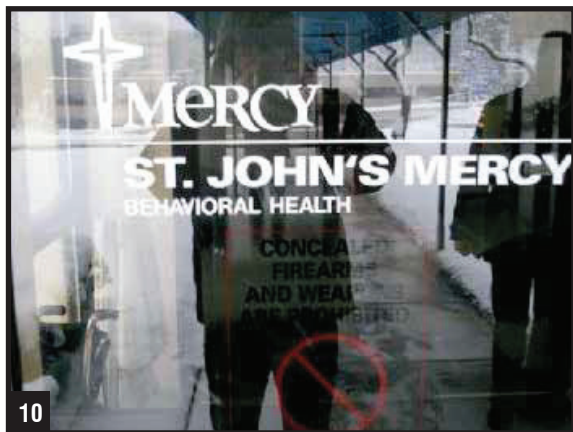
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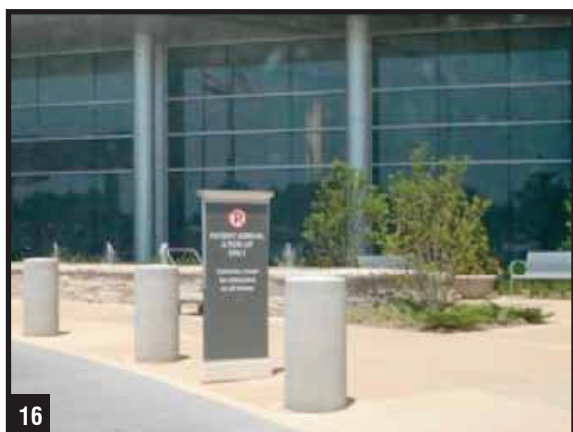
13



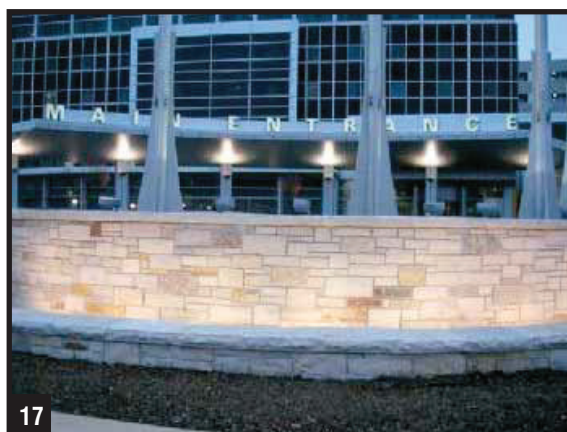
14



15



16



17



18



OVERVIEW PHOTOS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR	DATE
LOCATION #:	003	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_003_St Louis_MO Part 4.cdr		
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Rev. 1: 06/15/12
Rev. 2: 00/00/00
Rev. 3: 00/00/00
Rev. 4: 00/00/00
Rev. 5: 00/00/00

SCALE:
As Noted
DRAWN BY:
TVS
PAGE #:
6

DRAWINGS PREPARED BY:





19



20



21



22



23



24



25



26



27



OVERVIEW PHOTOS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

LOCATION #:

003

FILE PATH:

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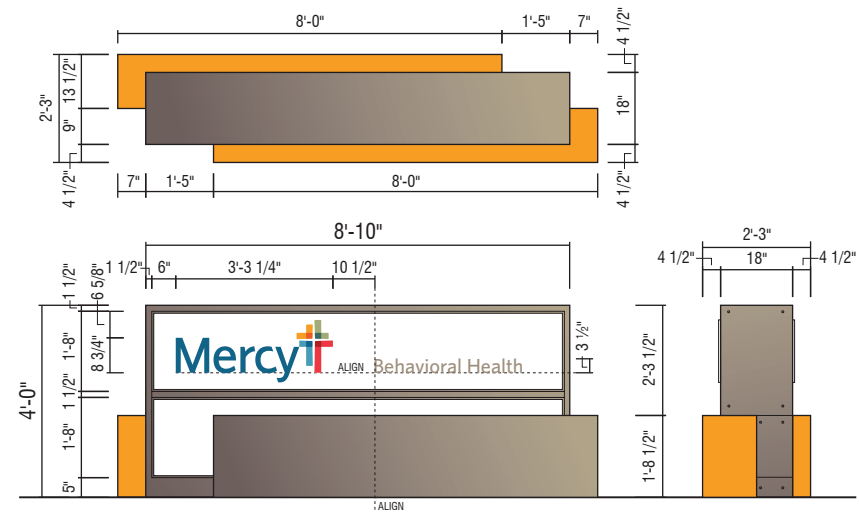
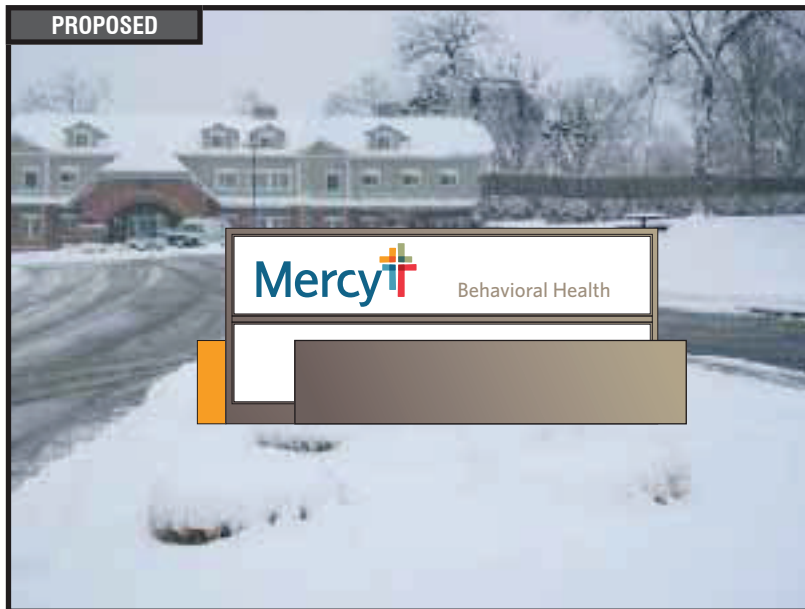
TVS

PAGE #:

7

DRAWINGS PREPARED BY:



EXISTING**MONUMENT SIGN****PROPOSED****B2 4'-0" MONUMENT****SIDE VIEW**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION.
NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS
PRIOR TO FABRICATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 4.cdr**

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Rev. 5: **00/00/00**

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14

DRAWINGS PREPARED BY:



EXISTING



NON-ILLUMINATED AWNING

PROPOSED



CUSTOM AWNING RE-SKIN

QTY: 1

RE-SKIN AWNING W/COOLEY WEATHERLYTE MATERIAL; COLOR - CHARCOAL. RESTORE FRAME AS REQUIRED. FIELD VERIFY DIMENSIONS OF AWNING PRIOR TO FABRICATION. IF THE EXISTING AWNING FRAME IS NOT A NEUTRAL COLOR (ALUMINUM, SILVER, WHITE OR BLACK) THEN THE FRAME SHOULD BE PAINTED TO MATCH RECOMMENDED AWNING MATERIAL.



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

003

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- ☐ APPROVED
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CLIENT CONTRACTOR

DATE

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Rev. 4: 00/00/00

Rev. 5: 00/00/00

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EXISTING

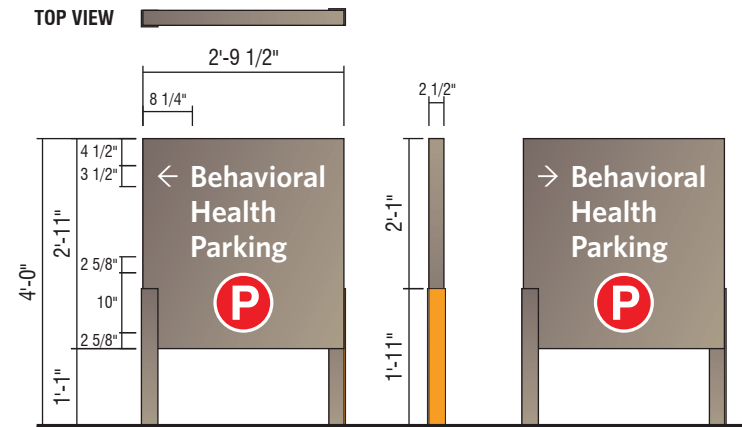


DIRECTIONAL SIGN

PROPOSED



TOP VIEW

**D2- NI NON-ILLUMINATED DIRECTIONAL - (8 SQ. FT.)**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION.
NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS
PRIOR TO FABRICATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

003

SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

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Rev. 4: 00/00/00

Rev. 5: 00/00/00

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16

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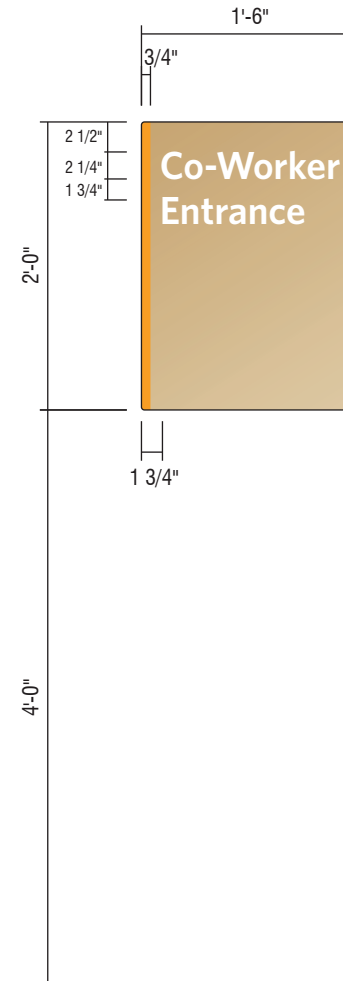


EXISTING



WALL PLAQUE

TOP VIEW



PROPOSED



F-1-W WALL MOUNTED REGULATORY (3 SQ. FT.)

QTY: 1



RECOMMENDATIONS

ADDRESS: 615 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
003

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
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DATE

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EXISTING



WALL PLAQUE

LEAVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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PROJECT #:
3566

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003

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☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 _____ / _____ / _____
 DATE

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EXISTING



PLATE LETTERS

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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As Noted

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DRAWINGS PREPARED BY:

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40'-3"

3'-6"

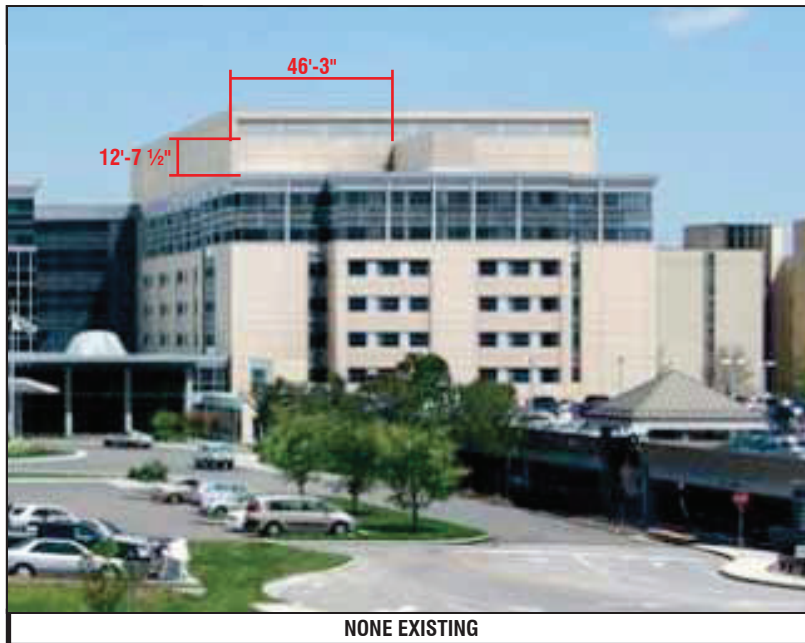
Children's Hospital

CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW En1380)

SCALE: 1/8" = 1'-0"

NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS PRIOR TO FABRICATION.



RECOMMENDATIONS

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☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

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Rev. 5: **00/00/00**

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24

DRAWINGS PREPARED BY:

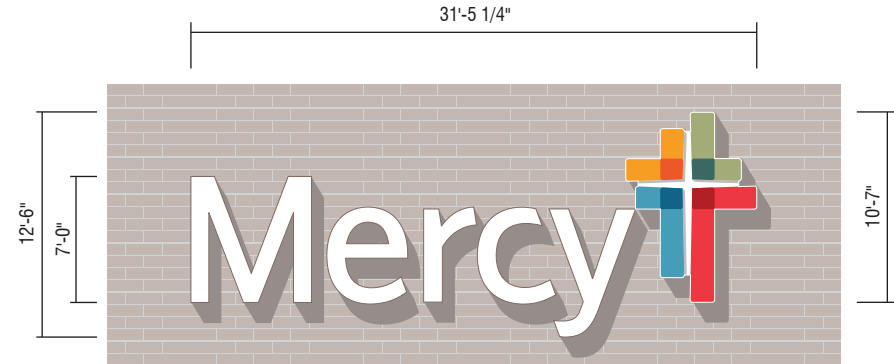
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EXISTING



NONE EXISTING

**CUSTOM 84" ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT (392 SQ. FT.)**

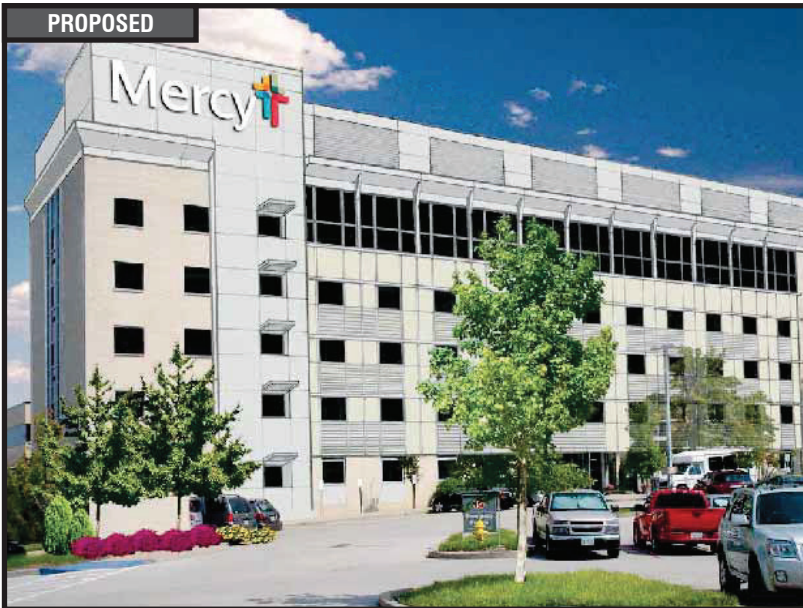
COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 3/32"=1'-0"

CROSS: WHITE TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

FASCIA IS SCHEDULED TO RECEIVE MAJOR ALTERATIONS WITH A NEW METAL COMPOSITE MATERIAL PANELS - BY OTHERS. LETTERSET INSTALL TO BE COORDINATED WITH CONTRACTOR.

PROPOSED

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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As Noted

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PAGE #:

25

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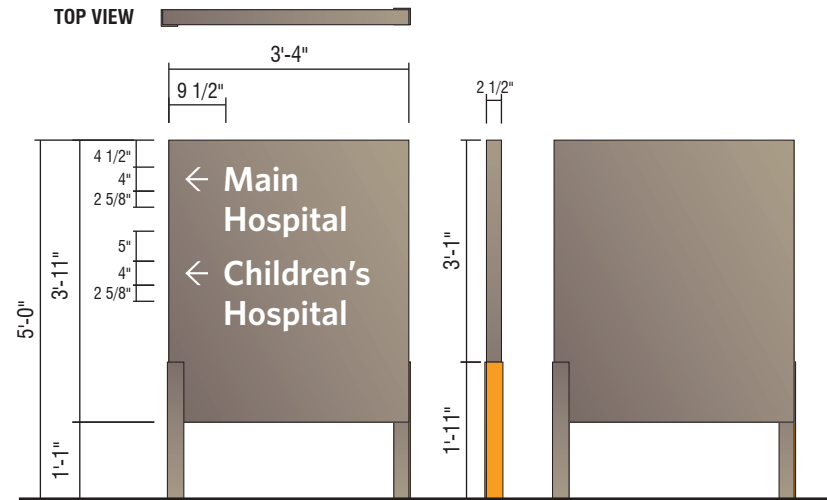
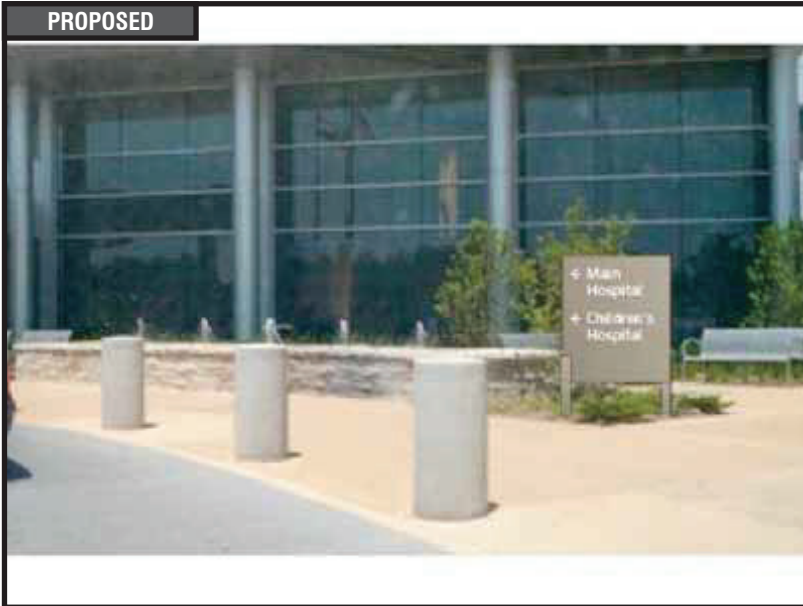
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EXISTING



NONE EXISTING

PROPOSED

**D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)**

QTY. 1

INSTALL NEW SIGN IN LANDSCAPE AREA AS SHOWN, SEE SITE PLAN FOR GENERAL LOCATION AND FIELD VERIFY EXACT LOCATION.



RECOMMENDATIONS

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

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003

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☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 DATE

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 Rev. 5: **00/00/00**

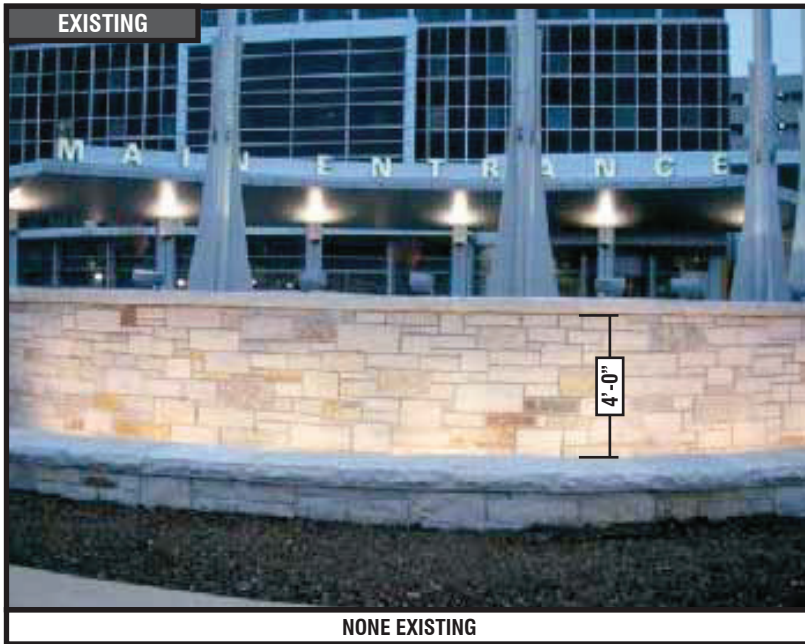
SCALE:
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26

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EXISTING



NONE EXISTING

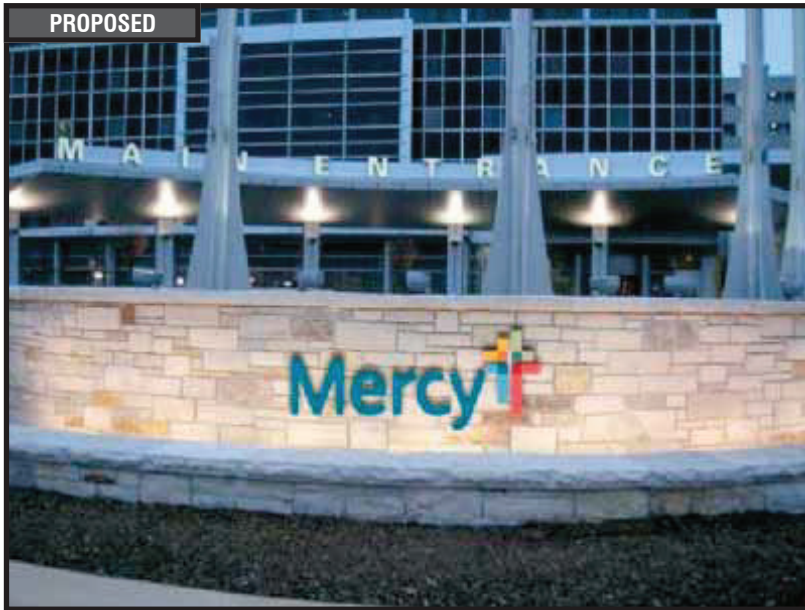
**LNIP-12-B NON-ILLUMINATED BLUE PLATE LETTERS (8 SQ. FT.)**

QTY. 1

SCALE: 1"=1'-0"

CENTER NEW SIGN ON RADIUSSED STONE WALL AS SHOWN.

PROPOSED

**RECOMMENDATIONS**

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3566

LOCATION #:

003SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

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EXISTING



NONE EXSITING

5'-11 1/2"

2'-6"

4"

10 1/4"

MRI

Imaging Center

CUSTOM 30" NON-ILLUMINATED CHANNEL LETTERS

QTY. 1

SCALE: 1/2"=1'-0"

CENTER ON WALL AS SHOWN. LETTERS TO BE BLACK NON-ILLUMINATED CHANNEL LETTERS.

PROPOSED



RECOMMENDATIONS

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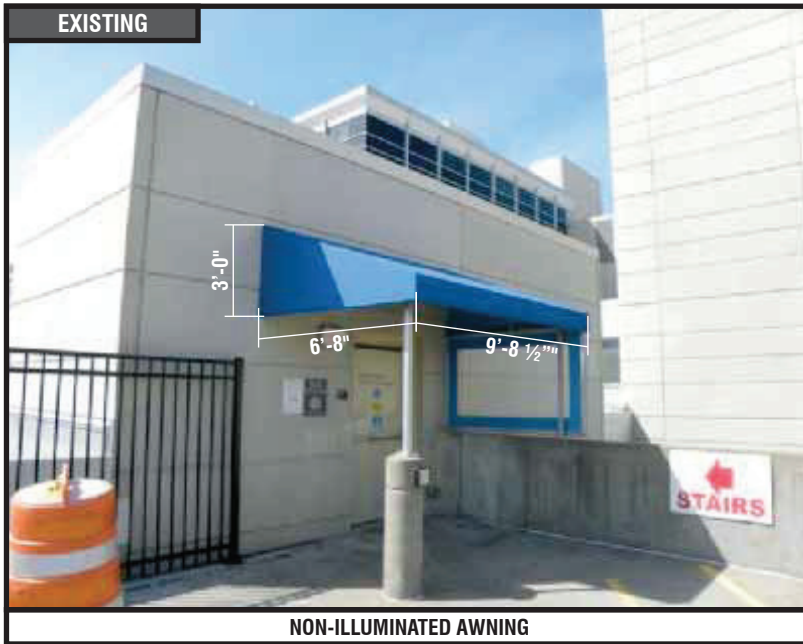
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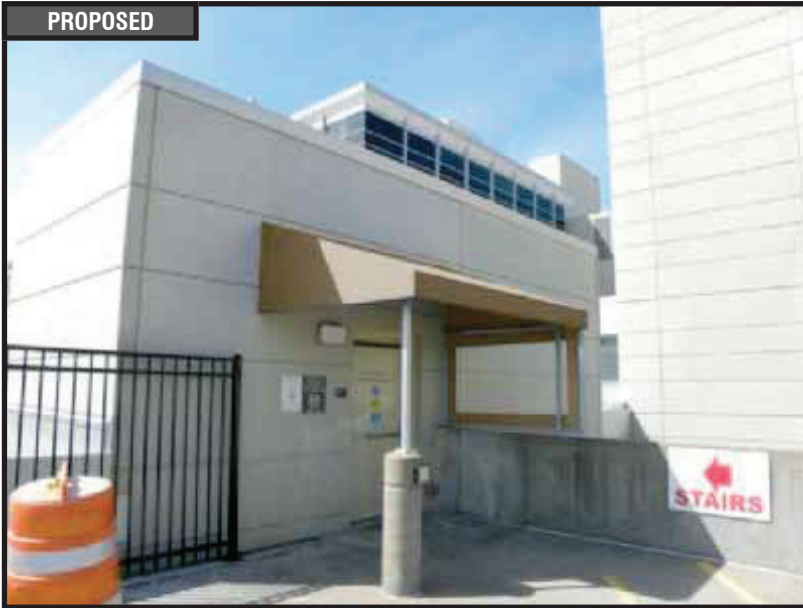


EXISTING



NON-ILLUMINATED AWNING

PROPOSED



CUSTOM AWNING RE-SKIN

QTY: 1

RE-SKIN AWNING W/COOLEY WEATHERLYTE MATERIAL; COLOR - CHARCOAL. RESTORE FRAME AS REQUIRED. FIELD VERIFY DIMENSIONS OF AWNING PRIOR TO FABRICATION. IF THE EXISTING AWNING FRAME IS NOT A NEUTRAL COLOR (ALUMINUM, SILVER, WHITE OR BLACK) THEN THE FRAME SHOULD BE PAINTED TO MATCH RECOMMENDED AWNING MATERIAL.



RECOMMENDATIONS

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10'-0 1/8"

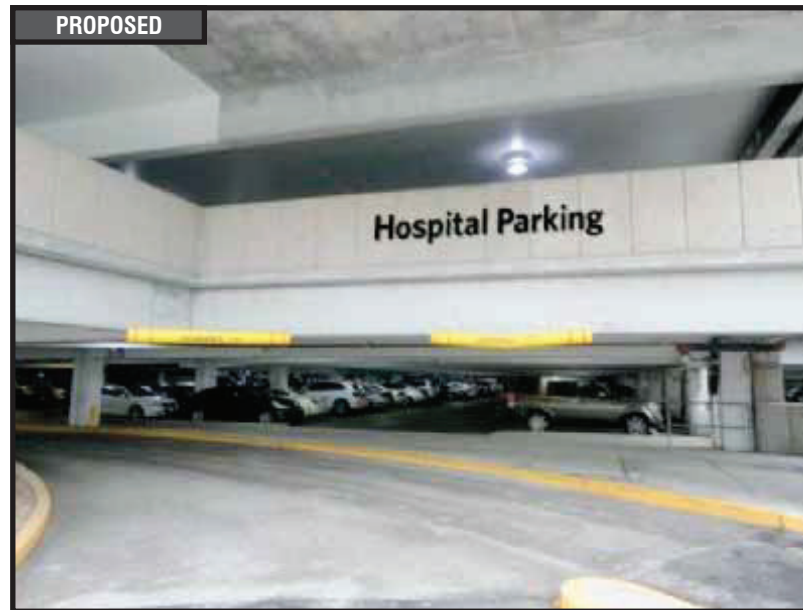
12"

Hospital Parking

CUSTOM 12" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

EXISTING**PROPOSED****RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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6'-8"

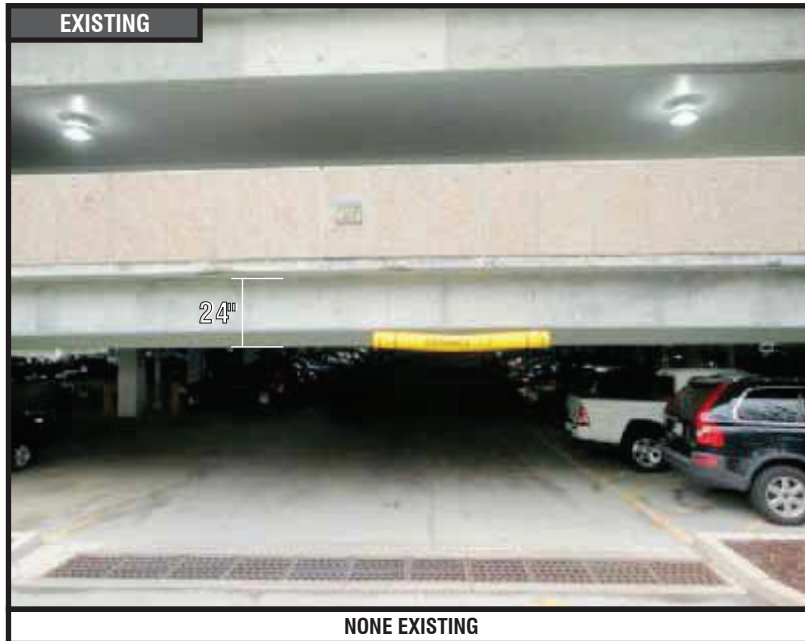
8"

Hospital Parking

CUSTOM 8" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4" = 1'-0"

EXISTING**PROPOSED****RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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6'-8"

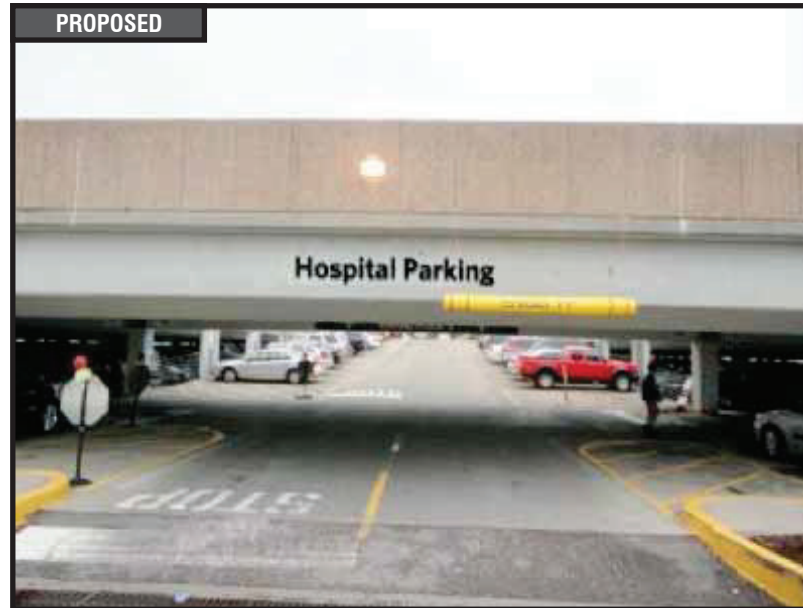
8"

Hospital Parking

CUSTOM 8" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4" = 1'-0"

EXISTING**PROPOSED****RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
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EXISTING



PLATE LETTERS

LEAVE AS IS

QTY: 1

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
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EXISTING



BANNERS

**SPECIAL EVENTS BANNERS**

QTY: 40

TO BE LOCATED AT VARIOUS LOCATIONS AROUND CAMPUS.

BANNERS MAY CHANGE FREQUENTLY TO ADVERTISE SPECIAL EVENTS

**RECOMMENDATIONS**

ADDRESS: **615 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_003_St Louis_MO Part 4.cdr		
003		Drawings are the exclusive property of Icon Identity Solutions Inc.. Any unauthorized use or duplication is not permitted.		

DATE: **06/08/12**
 Rev. 1: **06/15/12**
 Rev. 2: **00/00/00**
 Rev. 3: **00/00/00**
 Rev. 4: **00/00/00**
 Rev. 5: **00/00/00**

SCALE:
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TVS
 PAGE #:
19

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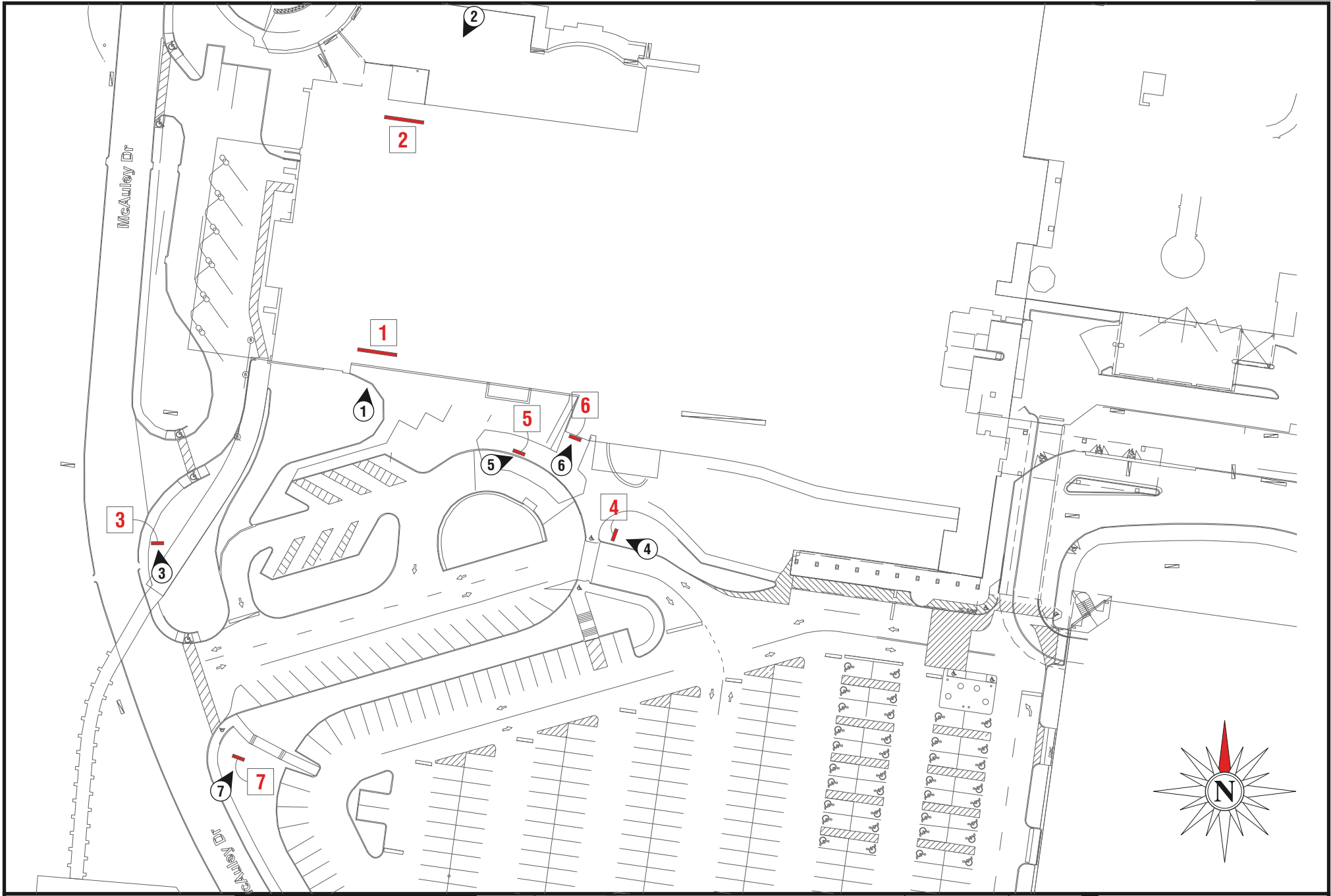
The Icon Companies®



Location #: 004

**625 S. New Ballas Rd.
St. Louis, MO
63141**





SITE PLAN

ADDRESS: 625 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
004

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT
CLIENT CONTRACTOR
DATE
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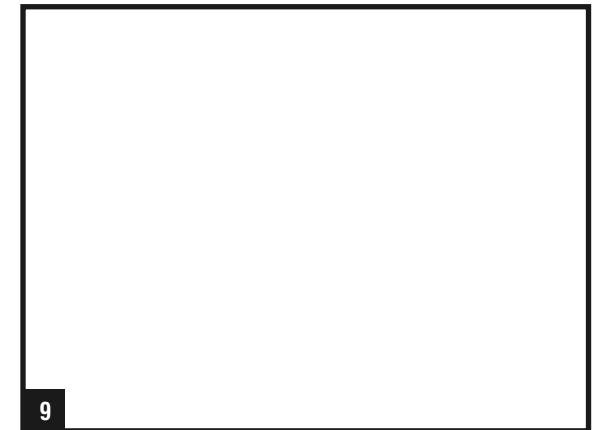
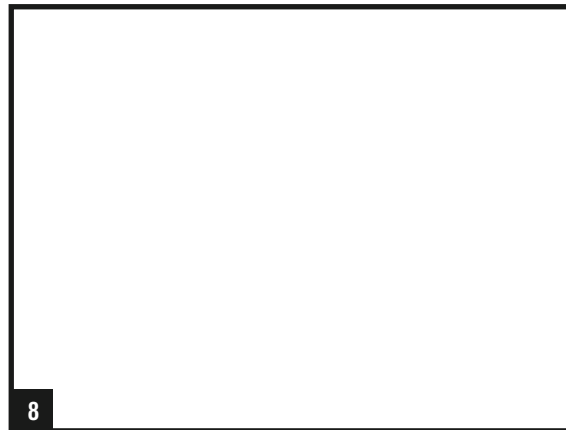
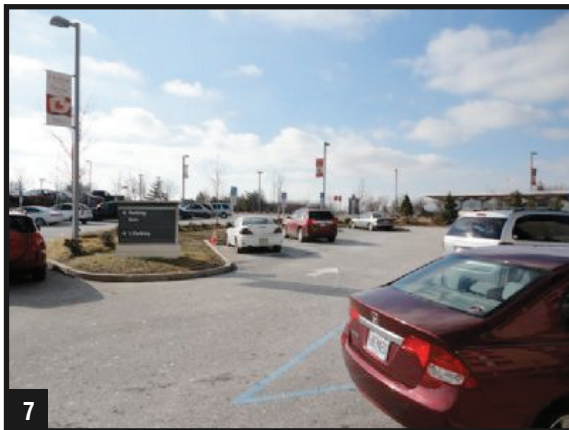
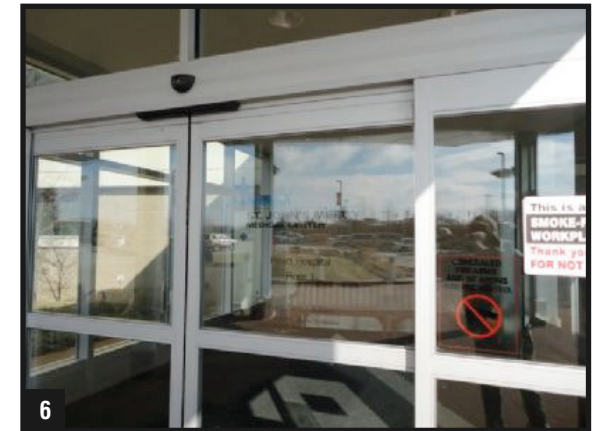
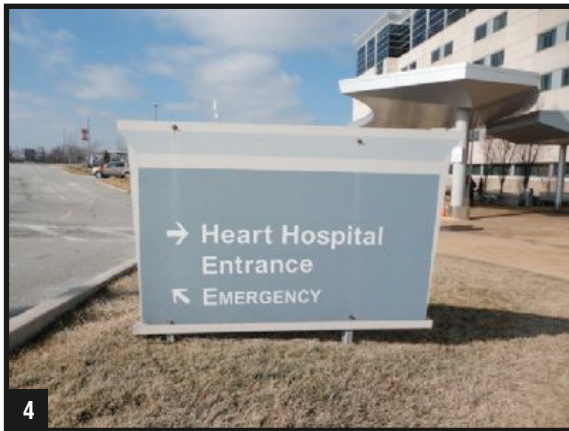
DATE: 06/06/12
Rev. 1: 06/22/12
Rev. 2: 06/27/12
Rev. 3: 00/00/00
Rev. 4: 00/00/00
Rev. 5: 00/00/00

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OVERVIEW PHOTOS

ADDRESS: 625 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

SUBMITTAL IS: ☐ APPROVED

☐ APPROVED AS NOTED

☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

LOCATION #:

004

FILE PATH:

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Rev. 2: 06/27/12

Rev. 3: 00/00/00

Rev. 4: 00/00/00

Rev. 5: 00/00/00

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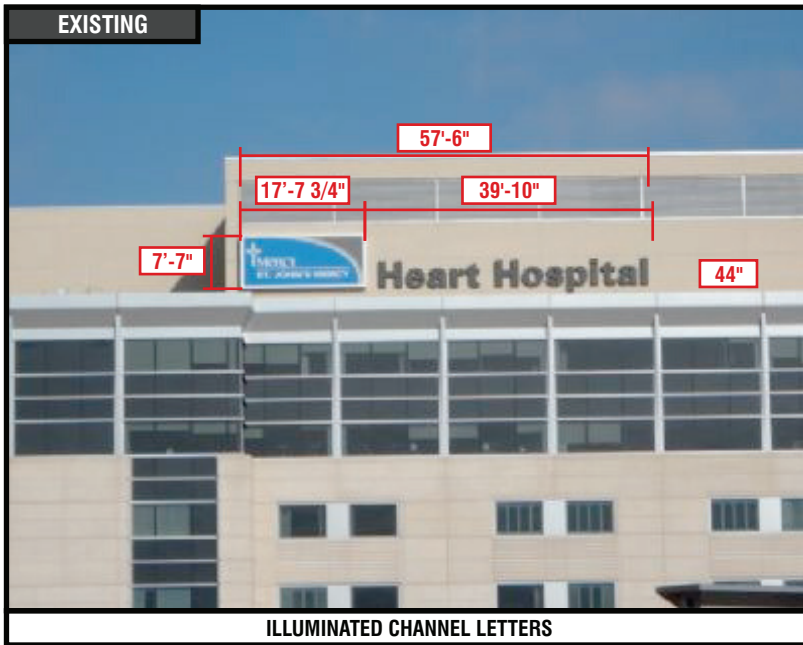
PAGE #:

4

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EXISTING



ILLUMINATED CHANNEL LETTERS

30'-10 7/8"

4'-5 3/8" 3'-6"

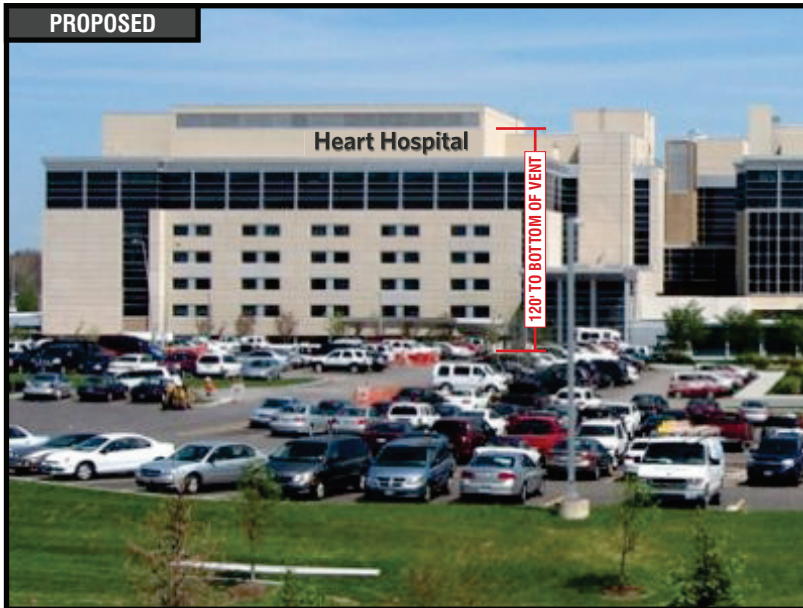
Heart Hospital

CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT (108 SQ. FT.)

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 1/8"=1'-0"

PROPOSED



RECOMMENDATIONS

ADDRESS: 625 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

004

SUBMITTAL IS:

- ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr

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DATE: 06/06/12

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Rev. 3: 00/00/00

Rev. 4: 00/00/00

Rev. 5: 00/00/00

SCALE:

As Noted

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PAGE #:

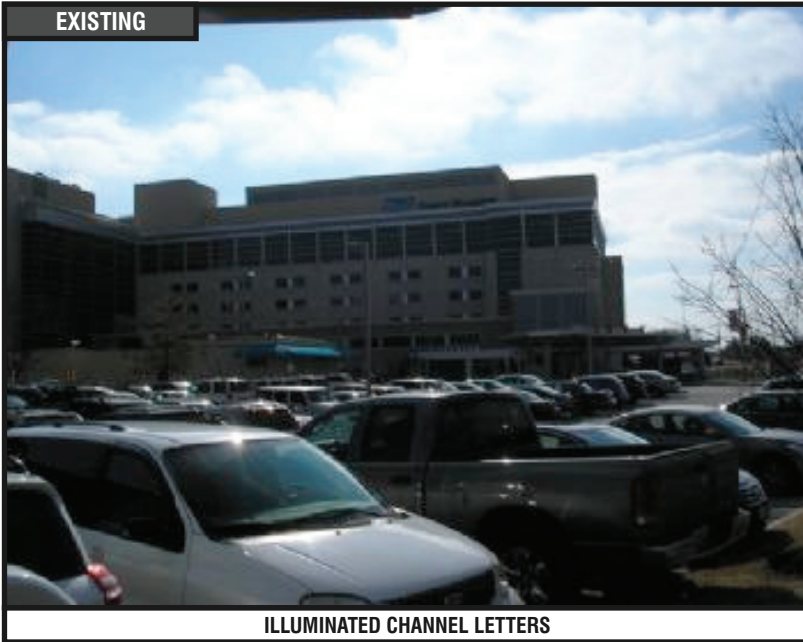
5

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The Icon Companies®



EXISTING



ILLUMINATED CHANNEL LETTERS

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **625 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
004

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

 DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr**

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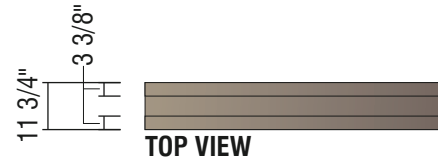
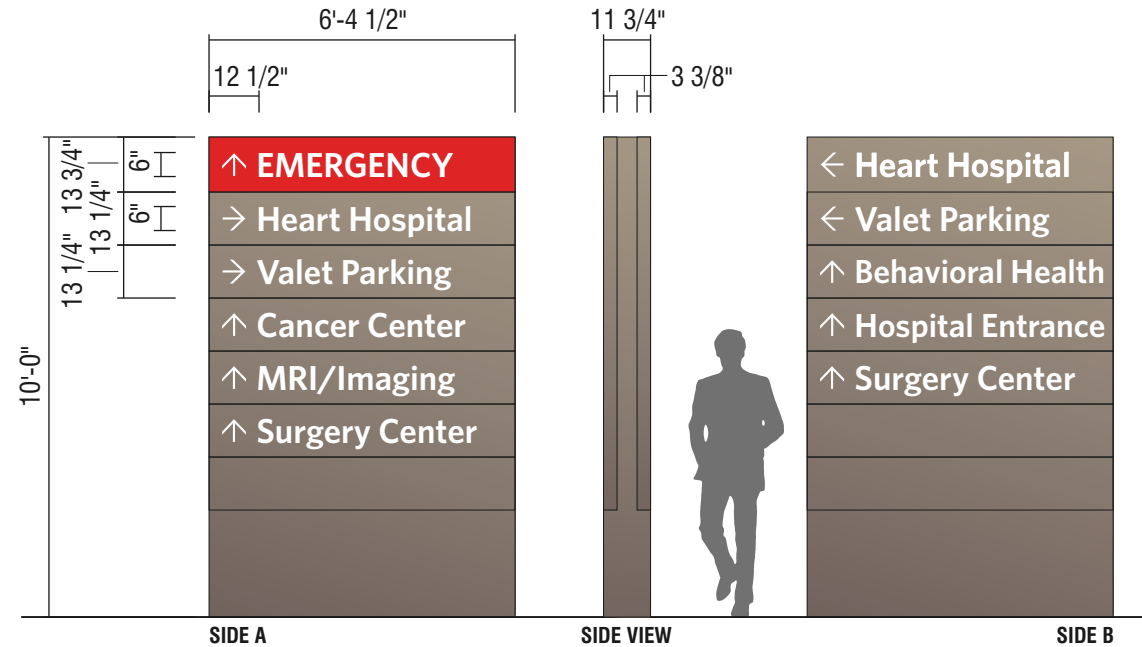
DATE: **06/06/12**
 Rev. 1: **06/22/12**
 Rev. 2: **06/27/12**
 Rev. 3: **00/00/00**
 Rev. 4: **00/00/00**
 Rev. 5: **00/00/00**

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EXISTING**REGULATORY****TOP VIEW****SIDE A****SIDE VIEW****SIDE B****D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

SCALE: 1/4" = 1'-0"

**RECOMMENDATIONS**

ADDRESS: **625 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
004

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr**

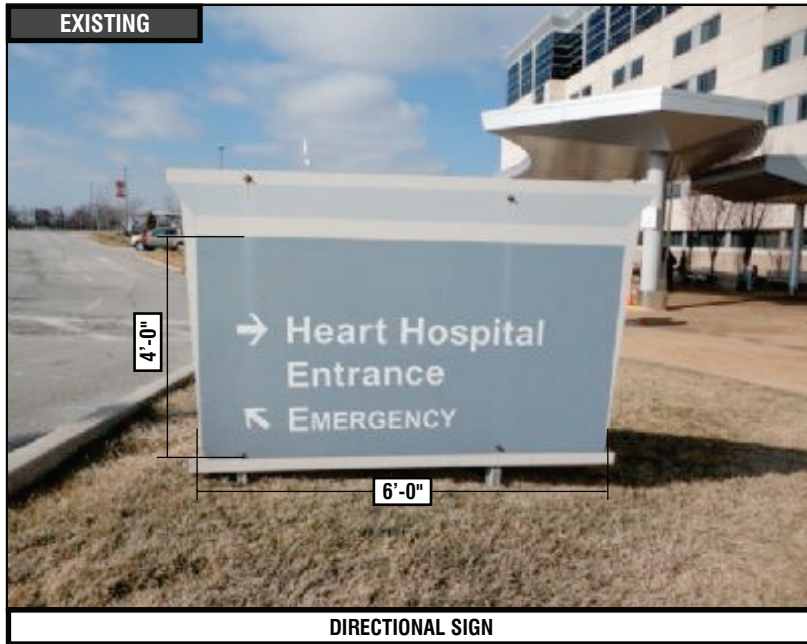
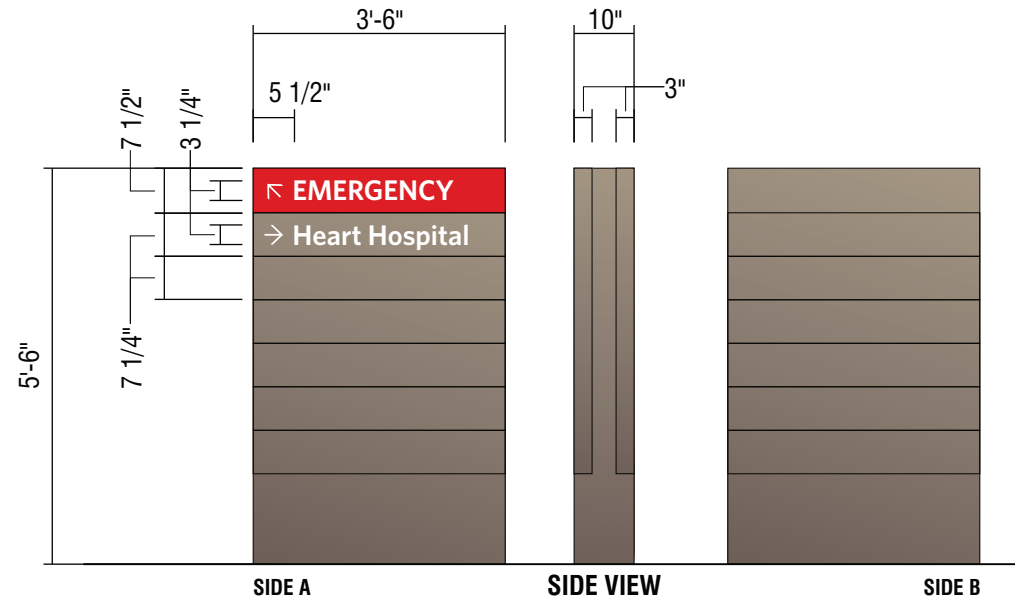
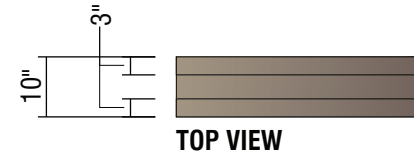
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DATE: **06/06/12**
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 Rev. 2: **06/27/12**
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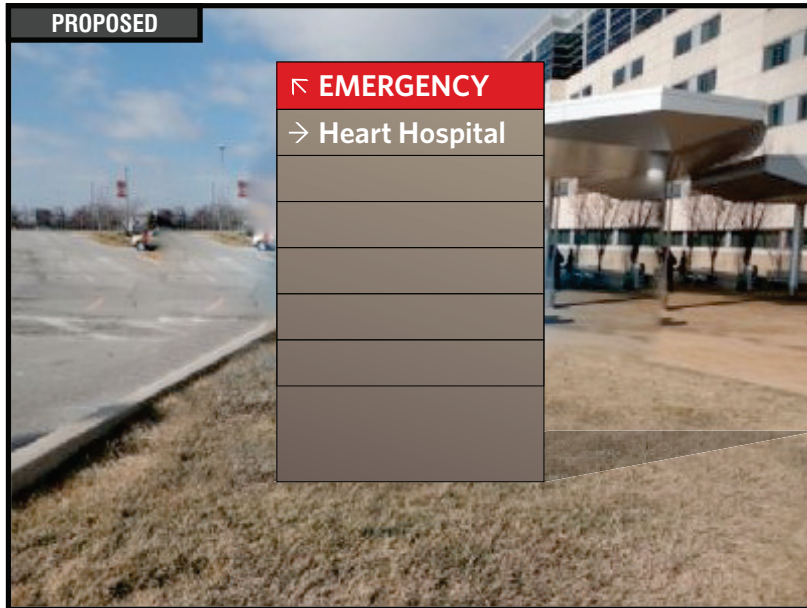
DRAWINGS PREPARED BY:



EXISTING**DIRECTIONAL SIGN****D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL**

QTY: 1

SCALE: 3/8" = 1'-0"

PROPOSED**RECOMMENDATIONS**

ADDRESS: **625 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
004

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr**

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 Rev. 4: **00/00/00**
 Rev. 5: **00/00/00**

SCALE:
As Noted
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 PAGE #:
8

DRAWINGS PREPARED BY:



EXISTING



VINYL

LEAVE EXISTING

QTY: 1

**RECOMMENDATIONS**

ADDRESS: **625 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

LOCATION #:

004

SUBMITTAL IS:

☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH:

Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr

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DATE: **06/06/12**Rev. 1: **06/22/12**Rev. 2: **06/27/12**Rev. 3: **00/00/00**Rev. 4: **00/00/00**Rev. 5: **00/00/00**

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9

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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **625 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
004

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

 DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_004_St Louis_MO.cdr**

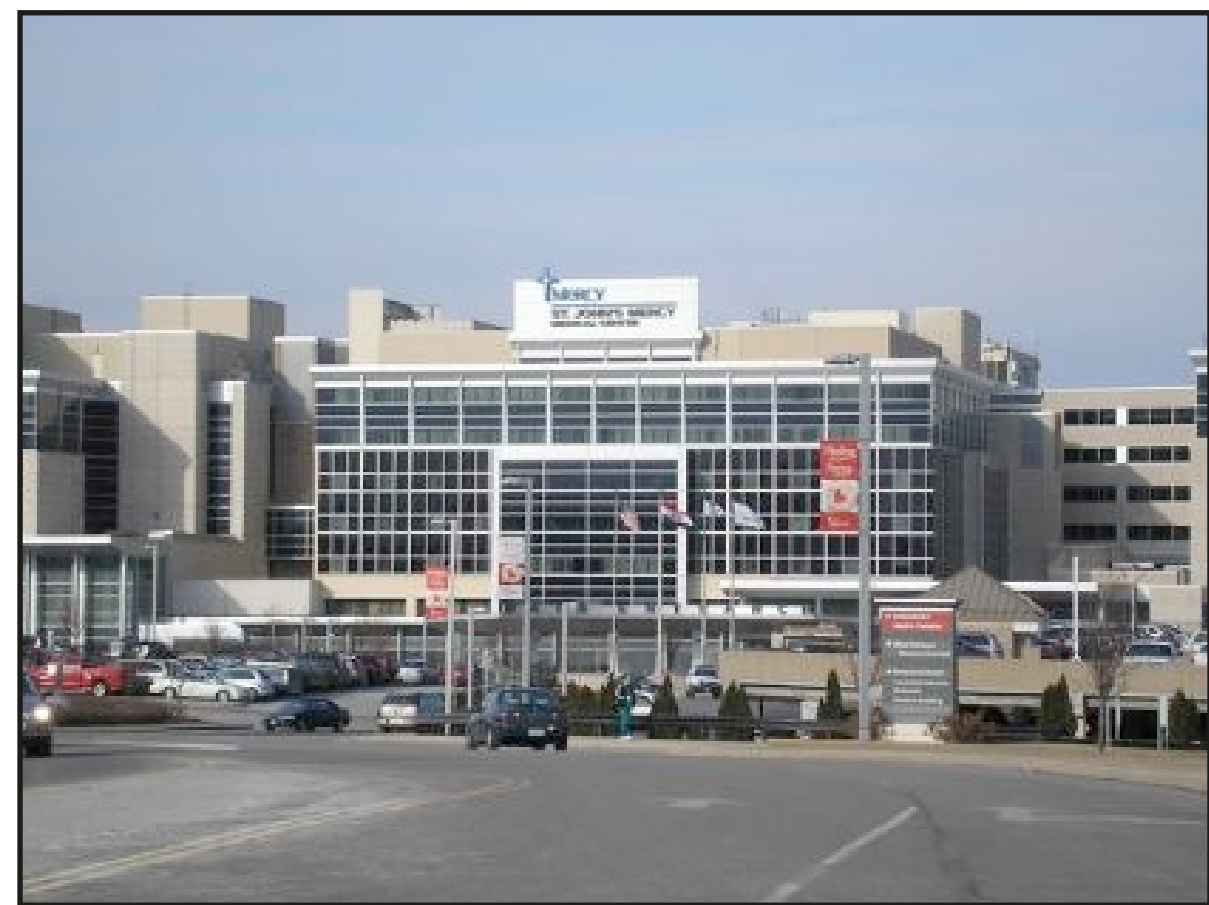
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 Rev. 3: **00/00/00**
 Rev. 4: **00/00/00**
 Rev. 5: **00/00/00**

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TVS
 PAGE #:
11

DRAWINGS PREPARED BY:





Location #003
Master Sign Plan & Site Plan

615 S. New Ballas Rd.
St. Louis, MO
63141



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
003-001	1	CUSTOM 74” ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT (304 SQ. FT.)
003-002	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
003-003	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
003-004	1	REMOVE EXISTING
003-005	1	CUSTOM INTERNALLY ILLUMINATED MONUMENT SIGN
003-006	1	REMOVE EXISTING
003-007	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
003-008	1	D1-B 15'-0" ILLUMINATED BRANDED DIRECTIONAL
003-009	1	REMOVE EXISTING
003-010	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-011	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-012	1	REMOVE EXISTING
003-013	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-014	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-015	1	REMOVE EXISTING
003-016	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-017	1	D3-B 8'-0" ILLUMINATED BRANDED DIRECTIONAL
003-018	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
003-019	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-020	1	REMOVE EXISTING
003-021	1	REMOVE EXISTING
003-022	1	D2 8'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-023	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-024	1	CUSTOM RE-FACE AND RETRO-FIT
003-025	1	CUSTOM RE-FACE AND RETRO-FIT
003-026	1	REMOVE EXISTING
003-027	1	REMOVE EXISTING
003-028	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-029	1	CUSTOM DV-1 DOOR VINYL TYP. INSTALLATION

SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
003-030	1	CUSTOM DV-1 DOOR VINYL TYP. INSTALLATION
003-031	1	CUSTOM RE-FACE AND RETRO-FIT
003-032	1	CUSTOM AWNING RE-SKIN
003-033	1	REMOVE EXISTING
003-034	1	DV-1 DOOR VINYL TYP. INSTALLATION
003-035	1	F2-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
003-036	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
003-037	1	CUSTOM NON-ILLUMINATED CHANNEL LETTERS
003-038	1	F2-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
003-039	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-040	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-041	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-042	1	B1 6'-0" MONUMENT
003-043	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-044	1	REMOVE EXISTING
003-045	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-046	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-047	1	LEAVE EXISTING
003-048	1	REMOVE EXISTING
003-049	1	REMOVE EXISTING
003-050	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-051	1	CUSTOM 10” BLACK PLATE LETTERS
003-052	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-053	1	CUSTOM 10” DAY/NIGHT CHANNEL LETTERS
003-054	1	REMOVE EXISTING
003-055	1	REMOVE EXISTING
003-056	1	F2-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
003-057	1	CUSTOM FASCiA PANEL W/DAY/NIGHT CHANNEL LETTERS - FACE LIT
003-058	1	CUSTOM DAY/NIGHT CHANNEL LETTERS - FACE LIT

SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
003-059	1	CUSTOM 10” BLACK PLATE LETTERS
003-060	1	D3-NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
003-061	1	REMOVE EXISTING
003-062	1	REMOVE EXISTING
003-063	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-064	1	NOT IN SCOPE
003-065	1	NOT IN SCOPE
003-066	1	DV-1 DOOR VINYL TYP. INSTALLATION
003-067	1	REMOVE EXISTING
003-068	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
003-069	1	REMOVE EXISTING
003-070	1	REMOVE EXISTING
003-071	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-072	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-073	1	REMOVE EXISTING
003-074	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
003-075	1	REMOVE EXISTING
003-076	1	REMOVE EXISTING
003-077	1	REMOVE EXSTING
003-078	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
003-079	1	REMOVE EXISTING
003-080	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
003-081	1	CUSTOM BLACK PLATE LETTERS
003-082	1	REMOVE EXISTING
003-083	1	LEAVE EXISTING
003-084	1	LEAVE EXISTING
003-085	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
003-086	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
003-087	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)

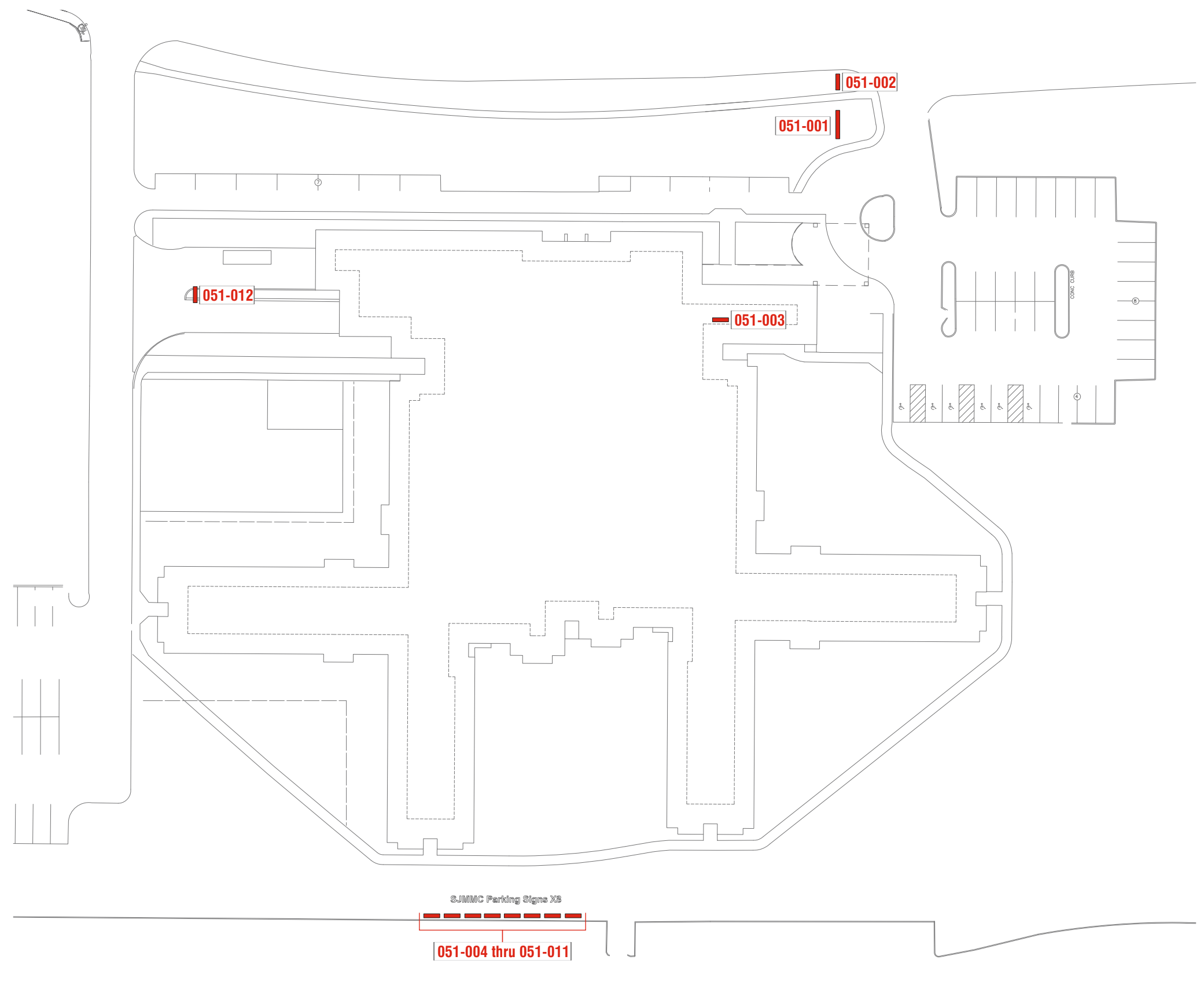
SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
003-088	1	CUSTOM VINYL APPLICATION
003-089	1	CUSTOM VINYL APPLICATION
003-090	1	CUSTOM VINYL APPLICATION
003-091	1	CUSTOM VINYL APPLICATION
003-092	1	CUSTOM VINYL APPLICATION
003-093	1	CUSTOM VINYL APPLICATION
003-094	1	B2 4’-0” MONUMENT
003-095	1	CUSTOM AWING RE-SKIN
003-096	1	D2- NI NON-ILLUMINATED DIRECTIONAL - (8 SQ. FT.)
003-097	1	F-1-W WALL MOUNTED REGULATORY (3 SQ. FT.)
003-098	1	LEAVE EXISTING
003-099	1	REMOVE EXISTING
003-100	1	DV-1 DOOR VONY TYP. INSTALLATION
003-101	1	CUSTOM VINYL APPLICATION
003-102	1	REMOVE EXISTING
003-103	1	LNIP-8-B NON ILLUMINATED BLUE PLATE LETTERS (3.5 SQ. FT.)
003-104	1	CUSTOM 42” DAY/NIGHT CHANNEL LETTERS - FACE LIT
003-105	1	CUSTOM 84” ILLUMINATED WHITE CHANNEL LETTERS - FACE LIT (392 SQ. FT.)
003-106	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
003-107	1	LNIP-12-B NON ILLUMINATED BLUE PLATE LETTERS (8 SQ. FT.)
003-108	1	CUSTOM 12” ALUMINUM PLATE LETTERS (8 SQ. FT.)
003-109	1	CUSTOM 30” NON ILLUMINATED CHANNEL LETTERS
003-110	1	CUSTOM VINYL APPLICATION
003-111	1	CUSTOM AWNING RE-SKIN
003-112	1	CUSTOM 12” BLACK PLATE LETTERS
003-113	1	CUSTOM 8” BLACK PLATE LETTERS
003-114	1	TF-1-W WALL MOUNTED REGULATORY (1.5 SQ. FT.)
003-115	1	TF-1-P POLE MOUNTED REGULATORY (1.5 SQ. FT.)
003-116	1	CUSTOM 8” BLACK PLATE LETTERS

SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
003-117	1	LEAVE AS IS
003-118	40	SPECIAL EVENTS BANERS (VARIOUS LOCATIONS AROUND CAMPUS)
004-001	1	CUSTOM 42” DAY/NIGHT CHANNEL LETTERS - FACE LIT (108 SQ. FT.)
004-002	1	REMOVE EXISTING
004-003	1	D1 10'-0" ILLUMINATED NON-BRANDED DIRECTIONAL
004-004	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
004-005	1	LEAVE EXISTING
004-006	1	REMOVE EXISTING & REPLACE W/ REGULATORY VINYL TYP. INSTALLATION
004-007	1	REMOVE EXISTING
020-001	1	B2 4'-0" MONUMENT
020-002	1	LEAVE EXISTING
020-003	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
020-004	1	DV-1 DOOR VINYL TYP. INSTALLATION
020-005	1	DV-1 DOOR VINYL TYP. INSTALLATION
020-006	1	CUSTOM 32” DAY/NIGHT CHANNEL LETTERS - FACE LIT
020-007	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
020-008	1	D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)
049-001	1	CUSTOM 18” BLACK PLATE LETTERS
049-002	1	CUSTOM 20” BLACK PLATE LETTERS
049-003	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
049-004	1	REMOVE EXISTING
049-005	1	REMOVE EXISTING
049-006	1	CUSTOM 14” BLACK PLATE LETTERS
049-007	1	LEAVE EXISTING
049-008	1	DV-1 DOOR VINYL TYP. INSTALLATION
049-009	1	REMOVE EXISTING
049-010	1	REMOVE EXISTING
049-011	1	CUSTOM 12” BLACK PLATE LETTERS
049-012	1	REMOVE EXISTING

SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
049-013	1	REMOVE EXISTING
049-014	1	REMOVE EXISTING
049-015	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
049-016	1	CUSTOM 12” BLACK PLATE LETTERS
049-017	1	CUSTOM FASCIA PAINTING W/VINYL COPY REPLACEMENT
049-018	1	CUSTOM 12” BLACK PLATE LETTERS
049-019	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
049-020	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
049-021	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
049-022	1	CUSTOM 12” BLACK PLATE LETTERS
049-023	1	REMOVE EXISTING
049-024	1	CUSTOM 14” BLACK PLATE LETTERS
049-025	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
049-026	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
049-027	1	CUSTOM 8” BLACK PLATE LETTERS
049-028	1	CUSTOM 8” BLACK PLATE LETTERS
050-001	1	CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS
050-002	1	CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS
050-003	1	CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS
050-004	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
050-005	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
050-006	1	CUSTOM BLACK PLATE LETTERS
050-007	1	CUSTOM BLACK PLATE LETTERS
050-008	1	CUSTOM FACE REPLACEMENT W/BLACK PLATE LETTERS
050-009	1	DV-1 DOOR VINYL TYP. INSTALLATION
050-010	1	DV-1 DOOR VINYL TYP. INSTALLATION
050-011	1	CUSTOM 8” BLACK PLATE LETTERS
051-001	1	B2-4'-0" MONUMENT
051-002	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)

[illegible][illegible]

	RECOMMENDATIONS		PROJECT #: 3566	SUBMITTAL IS: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	DATE: 06/06/12 Rev. 1: 00/00/00 Rev. 2: 00/00/00 Rev. 3: 00/00/00 Rev. 4: 00/00/00 Rev. 5: 00/00/00	SCALE: N/A	
	ADDRESS: 615 S. New Ballas Rd.	CITY/STATE: St. Louis, MO	LOCATION #: 003	FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_Mercy St. Louis Main Signage Plan.cdr	DATE: 06/06/12 Rev. 1: 00/00/00 Rev. 2: 00/00/00 Rev. 3: 00/00/00 Rev. 4: 00/00/00 Rev. 5: 00/00/00	DRAWN BY: TVS	
	ZIP: 63141	Drawings are the exclusive property of Icon Identity Solutions Inc.. Any unauthorized use or duplication is not permitted.		DATE: 06/06/12 Rev. 1: 00/00/00 Rev. 2: 00/00/00 Rev. 3: 00/00/00 Rev. 4: 00/00/00 Rev. 5: 00/00/00	PAGE #: 5		



SITE PLAN

ADDRESS: **615 S. New Ballas Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR _____/_____/_____ DATE
LOCATION #:	003	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_Mercy St. Louis Main Signage Plan.cdr	
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Rev. 3: **00/00/00**
Rev. 4: **00/00/00**
Rev. 5: **00/00/00**

SCALE: **N/A**
DRAWN BY: **TVS**
PAGE #: **7**

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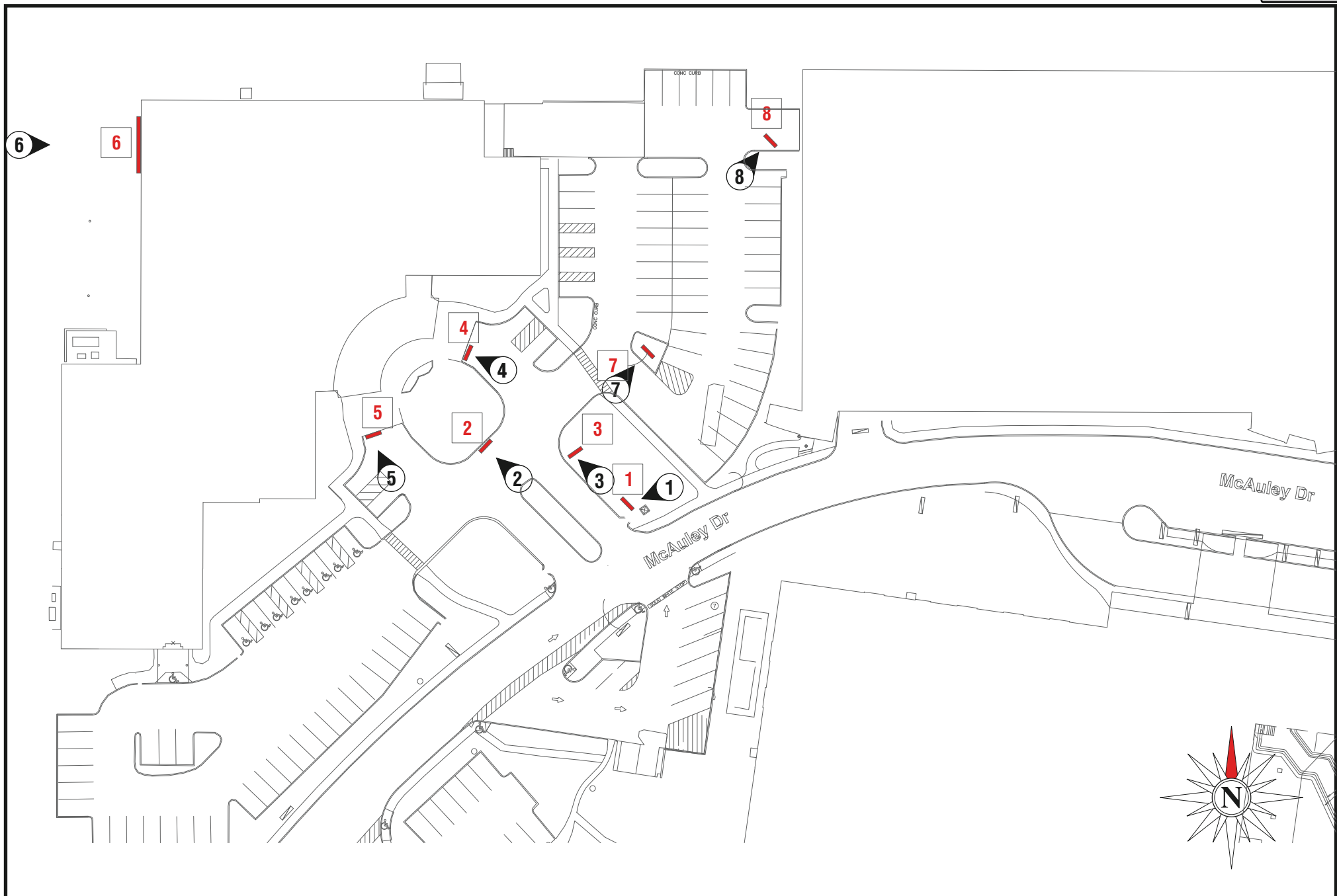
Imagery Management Solutions
Packet Pg. 204



Location #: 020

**607 S. New Ballas Rd.
St. Louis, MO
63141**





SITE PLAN

ADDRESS: 607 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
020

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT
CLIENT CONTRACTOR
DATE
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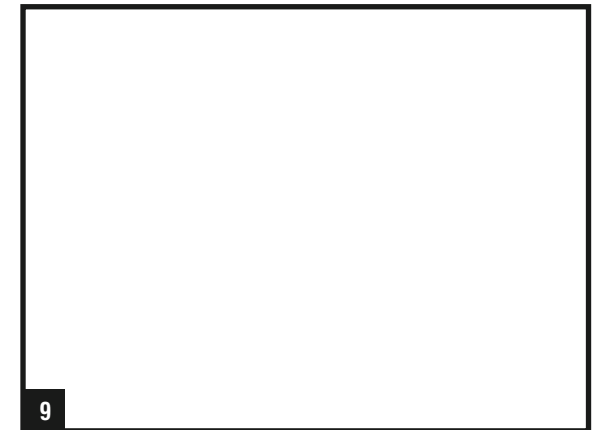
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Rev. 3: 07/16/12
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OVERVIEW PHOTOS

ADDRESS: 607 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

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CLIENT CONTRACTOR

DATE

LOCATION #:

020

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Rev. 5: 00/00/00

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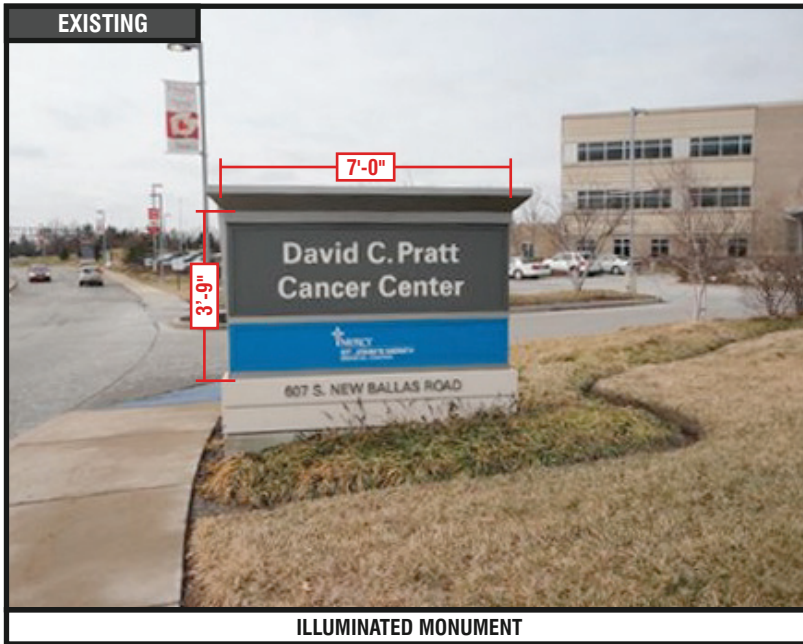
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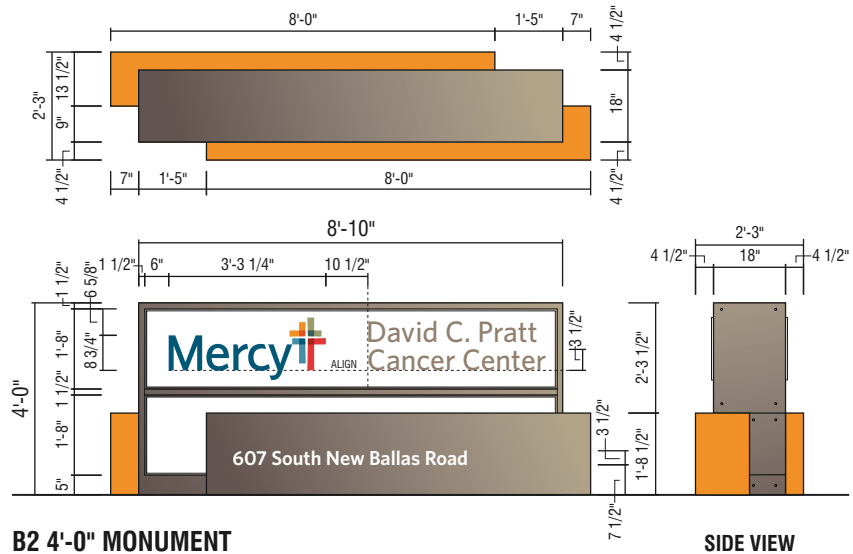
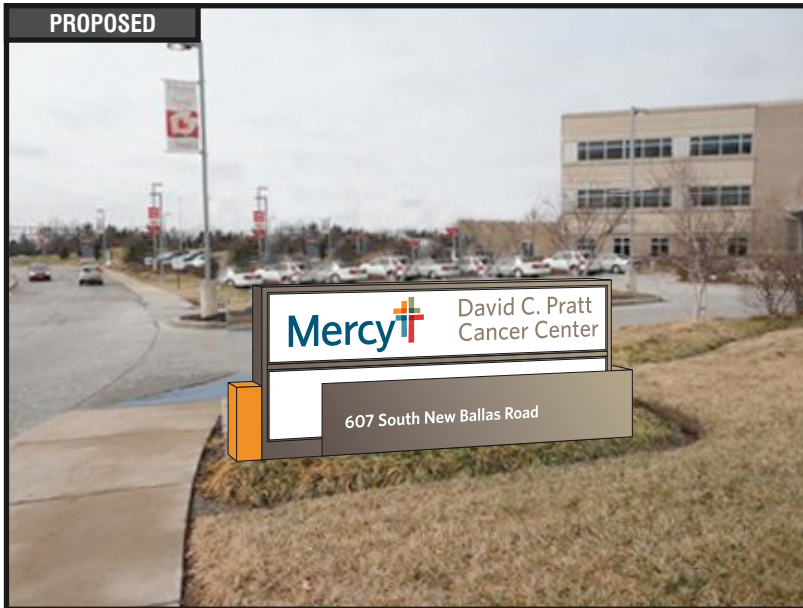


EXISTING



ILLUMINATED MONUMENT

PROPOSED



B2 4'-0" MONUMENT

SIDE VIEW



RECOMMENDATIONS

ADDRESS: 607 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

020

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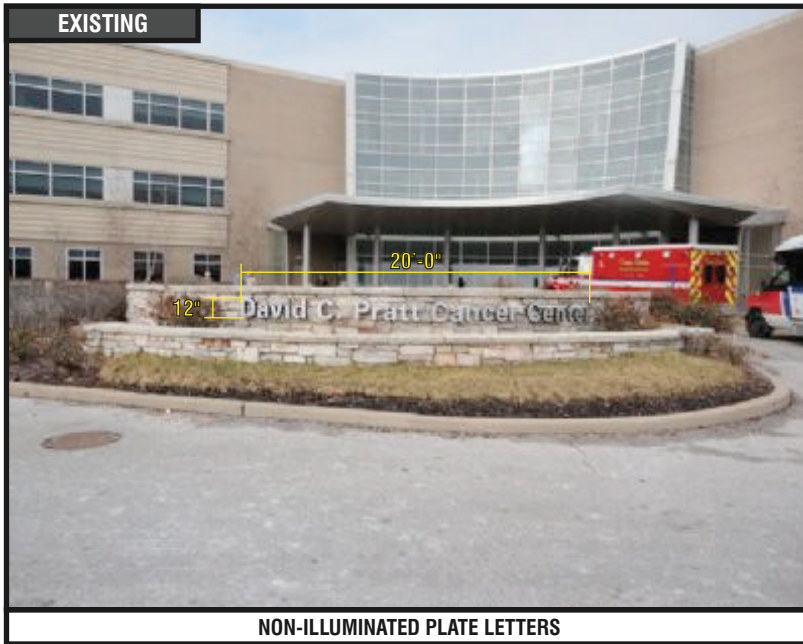
PAGE #:

5

DRAWINGS PREPARED BY:



EXISTING



NON-ILLUMINATED PLATE LETTERS

LEAVE EXISTING

QTY: 1

NOTE: RE-INSTALL LETTER AS NEEDED TO LEVEL BASELINE**RECOMMENDATIONS**

ADDRESS: **607 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
020

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 Rev. 3: **07/16/12**
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 Rev. 5: **00/00/00**

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46'-6 1/2"

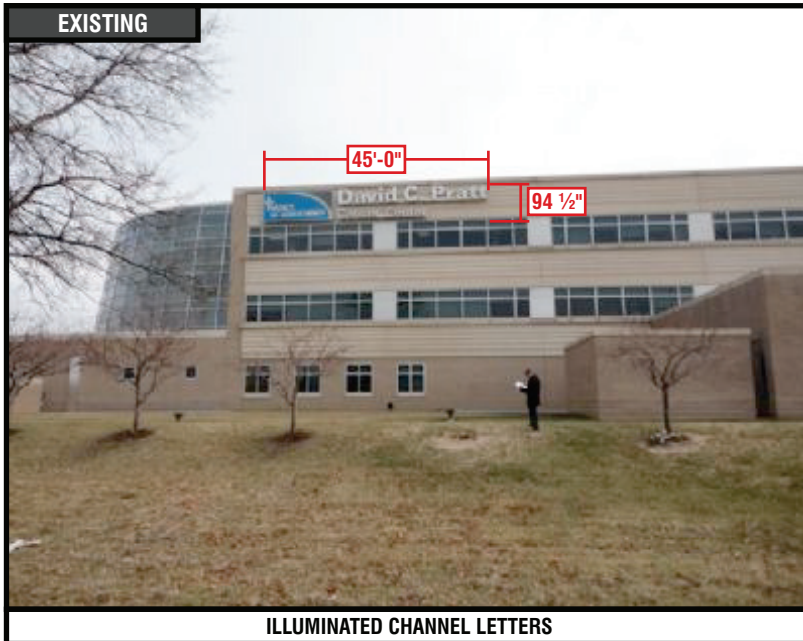
David C. Pratt Cancer Center

CUSTOM 32" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURNS: MERCY CHAMPAGNE (SW EN1380)

SCALE: 3/16"=1'-0"

EXISTING



ILLUMINATED CHANNEL LETTERS

PROPOSED



RECOMMENDATIONS

ADDRESS: 607 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

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Rev. 4: 00/00/00
Rev. 5: 00/00/00

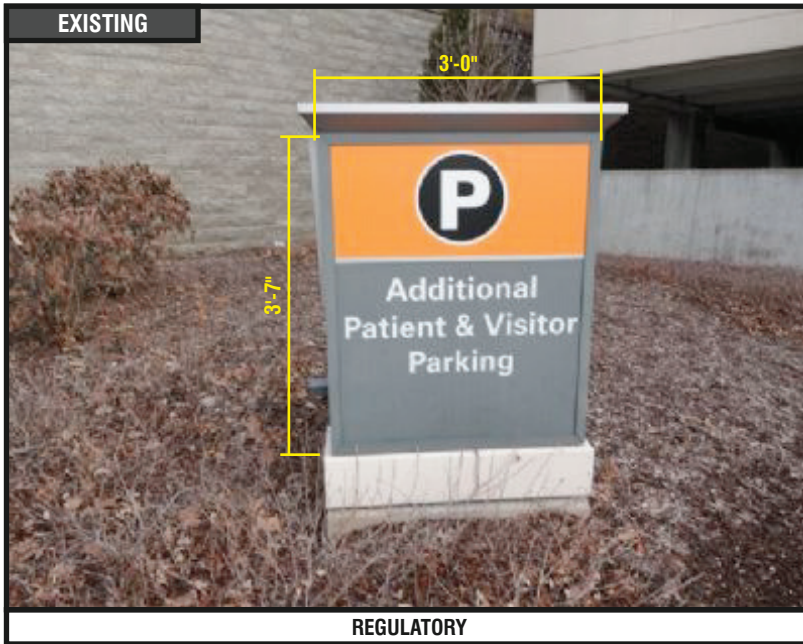
SCALE:
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10

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EXISTING

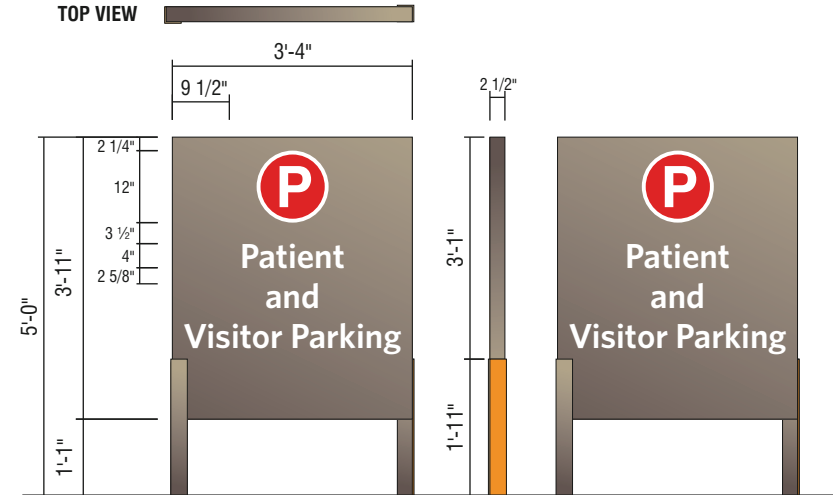


REGULATORY

PROPOSED



TOP VIEW



D1- NI NON-ILLUMINATED DIRECTIONAL - (13 SQ. FT.)



RECOMMENDATIONS

ADDRESS: 607 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

020

SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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Rev. 4: 00/00/00

Rev. 5: 00/00/00

SCALE:

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12

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Location #: 049

**621 S. New Ballas Rd. Tower A
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
1	1	CUSTOM 18" BLACK PLATE LETTERS
2	1	CUSTOM 20" BLACK PLATE LETTERS
3	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
4	1	REMOVE EXISTING
5	1	REMOVE EXISTING
6	1	CUSTOM 14" BLACK PLATE LETTERS
7	1	LEAVE EXISTING
8	1	DV-1 DOOR VINYL TYP. INSTALLATION
9	1	REMOVE EXISTING
10	1	REMOVE EXISTING
11	1	CUSTOM 12" BLACK PLATE LETTERS
12	1	REMOVE EXISTING
13	1	REMOVE EXISTING
14	1	REMOVE EXISTING
15	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
16	1	CUSTOM 12" BLACK PLATE LETTERS
17	1	CUSTOM FASCIA PAINTING W/VINYL COPY REPLACEMENT
18	1	CUSTOM 12" BLACK PLATE LETTERS
19	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
20	1	D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)
21	1	D3 5'-6" ILLUMINATED NON-BRANDED DIRECTIONAL
22	1	CUSTOM 12" BLACK PLATE LETTERS
23	1	REMOVE EXISTING
24	1	CUSTOM 14" BLACK PLATE LETTERS
25	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
26	1	CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)
27	1	CUSTOM 8" BLACK PLATE LETTERS
28	1	CUSTOM 8" BLACK PLATE LETTERS



RECOMMENDATIONS

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:

3566

LOCATION #:

049

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SCALE:

N/A

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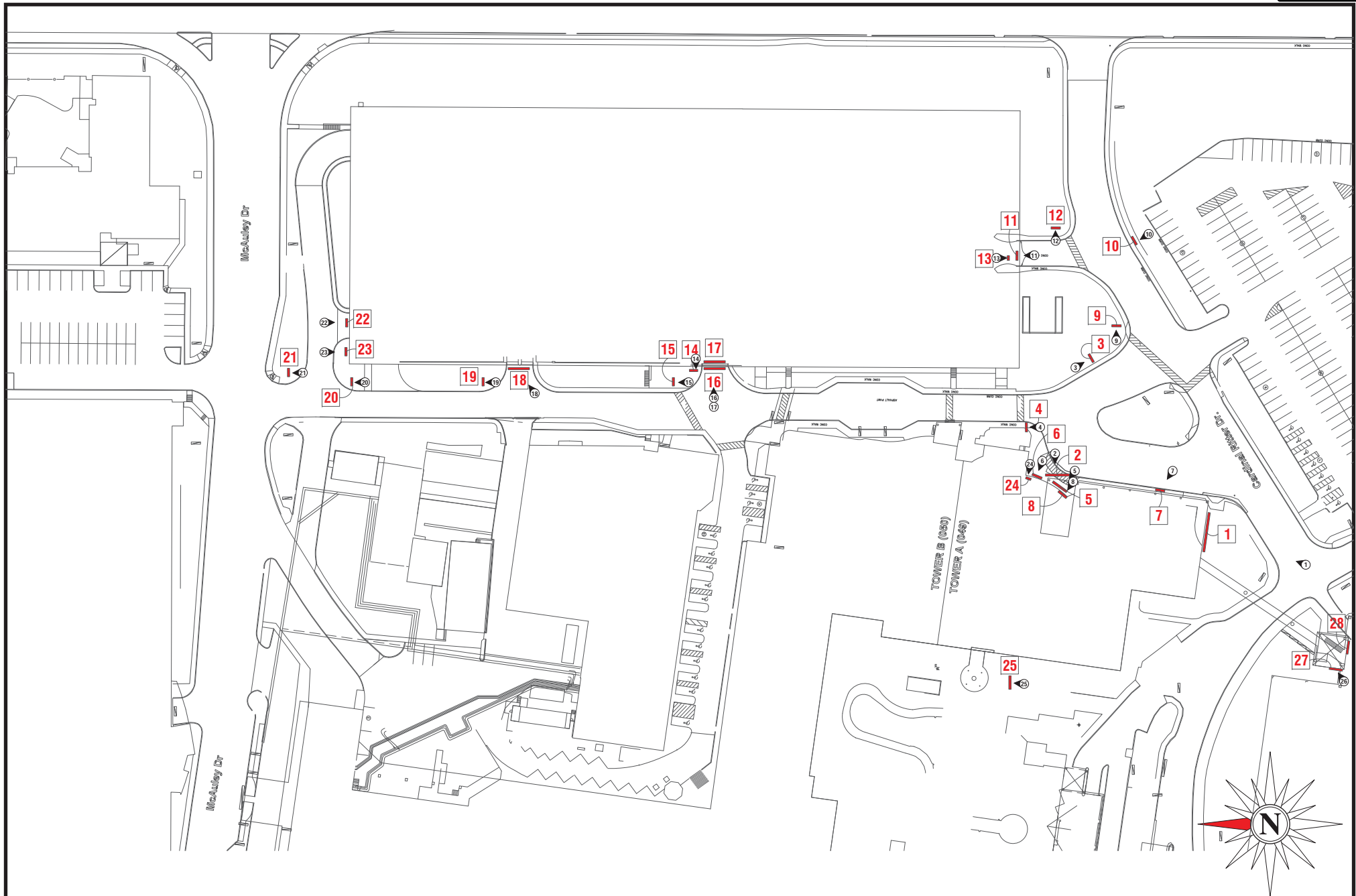
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SITE PLAN

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

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3566

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DATE
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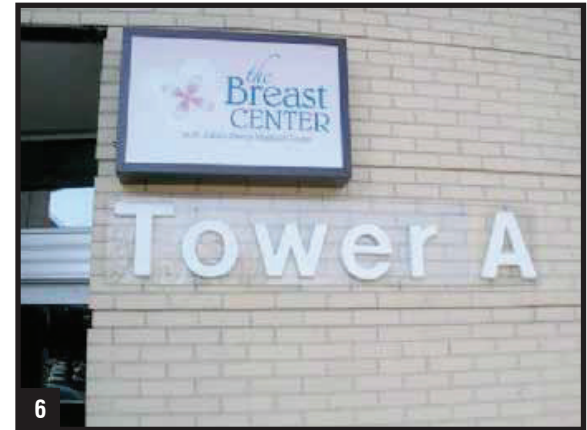
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Rev. 3: 06/27/12
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Rev. 5: 00/00/00

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OVERVIEW PHOTOS

ADDRESS: 12120 Conway Rd.
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3566

LOCATION #:
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10



11



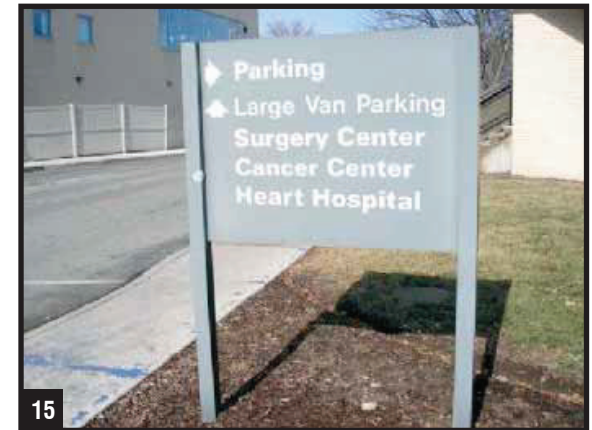
12



13



14



15



16



17



18



OVERVIEW PHOTOS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR _____/_____/_____ DATE
LOCATION #:	049	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_049_St Louis_MO.cdr	
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19



20



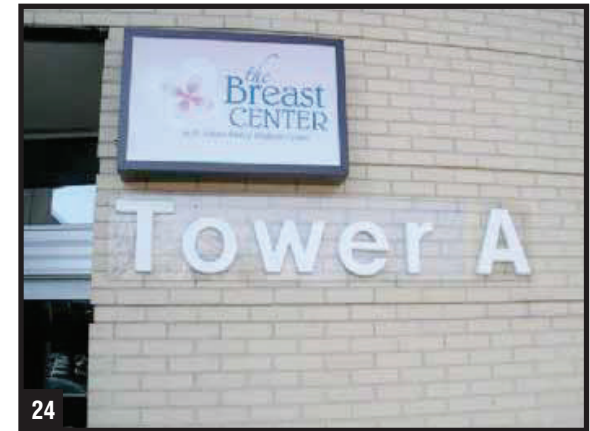
21



22



23



24



25



26



27



OVERVIEW PHOTOS

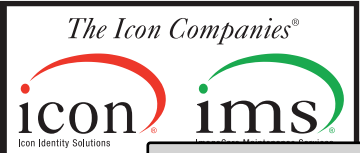
ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR _____/_____/_____ DATE
LOCATION #:	049	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_049_St Louis_MO.cdr	
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DRAWINGS PREPARED BY:



15'-3 3/8"

1'-6"

Medical Tower A

CUSTOM 18" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

EXISTING



PLASTIC PLATE LETTERS

PROPOSED



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
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CLIENT CONTRACTOR
_____/_____/_____
DATE

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16'-11 3/4"

1'-8"

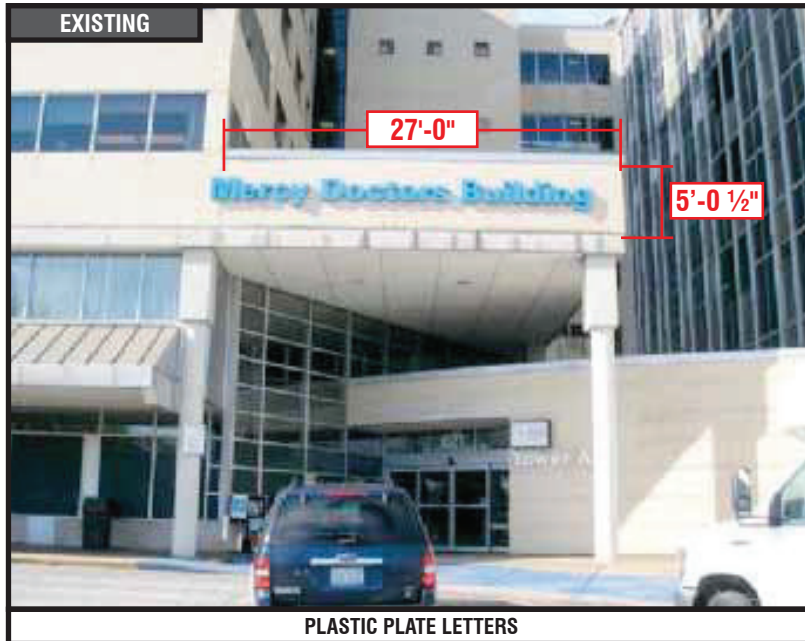
Medical Tower A

CUSTOM 20" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

EXISTING



PLASTIC PLATE LETTERS

PROPOSED



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
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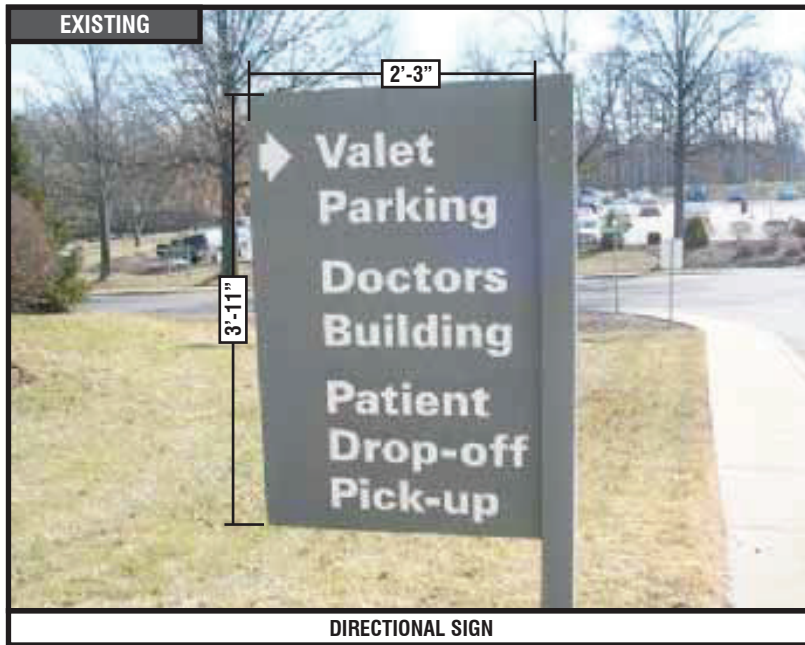
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Rev. 3: 06/27/12
Rev. 4: 07/16/12
Rev. 5: 00/00/00

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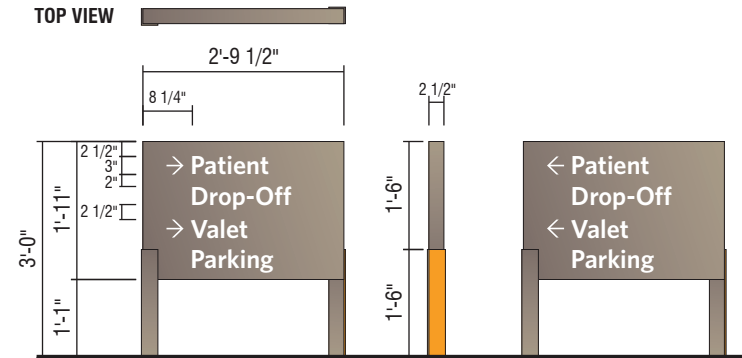
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TOP VIEW

**D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
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As Noted
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DRAWINGS PREPARED BY:



EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
049

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As Noted

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10

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REMOVE EXISTING

QTY: 1

REMOVE "MERCY DOCTORS BUILDING" LETTERS ABOVE ENTRY, SEE SIGN #6 WHICH WILL BE REPLACED.



RECOMMENDATIONS

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:	SUBMITTAL IS:	☐ APPROVED	_____	CLIENT CONTRACTOR
3566		☐ APPROVED AS NOTED	_____ / _____ / _____	DATE
		☐ REVISED AND RESUBMIT		
LOCATION #:	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_049_St Louis_MO.cdr		
049		Drawings are the exclusive property of Icon Identity Solutions Inc.. Any unauthorized use or duplication is not permitted.		

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11

DRAWINGS PREPARED BY:



11'-10 1/2"

1'-2"

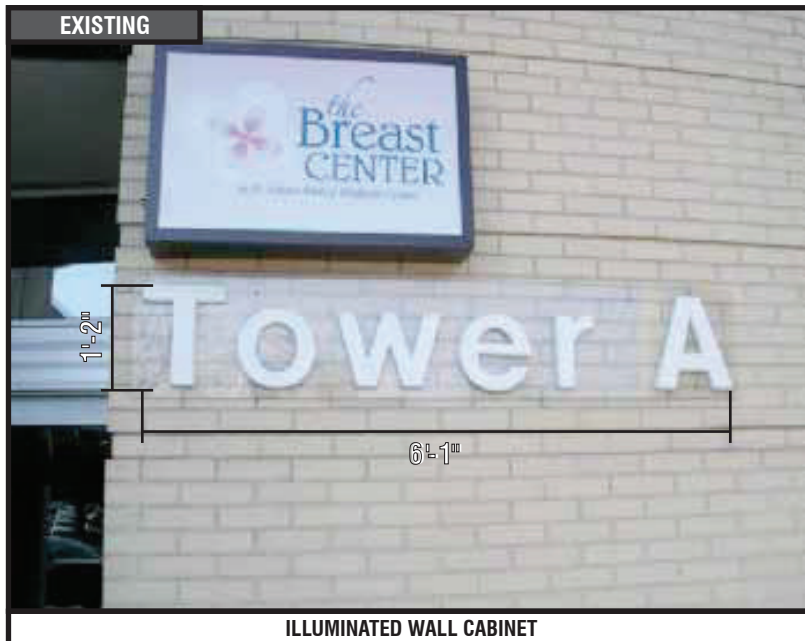
Medical Tower A

CUSTOM 14" BLACK PLATE LETTERS

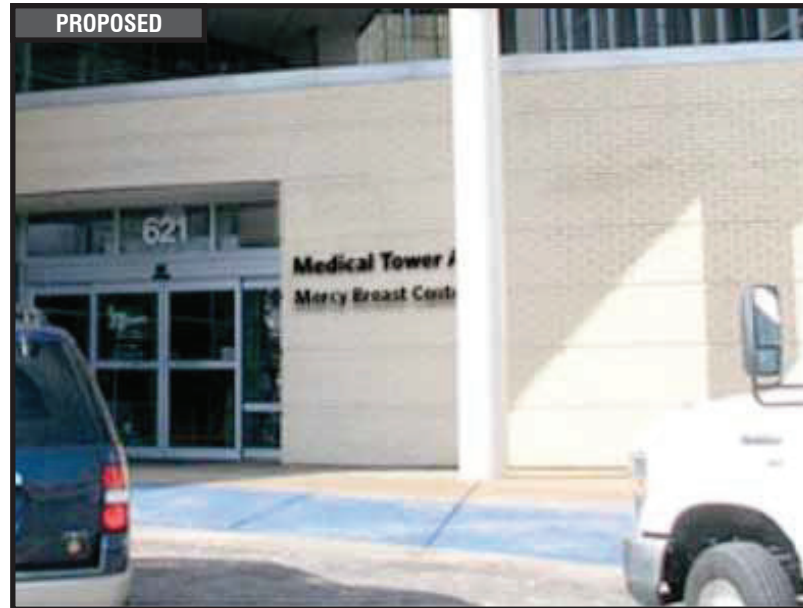
1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2" = 1'-0"

EXISTING



PROPOSED



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_049_St Louis_MO.cdr

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Rev. 2: 06/25/12
Rev. 3: 06/27/12
Rev. 4: 07/16/12
Rev. 5: 00/00/00

SCALE:
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TVS
PAGE #:
12

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EXISTING



VALET PODIUM

LEAVE EXISTING

QTY: 1

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

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049

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 DATE

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13

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REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
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3566

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REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
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PAGE #:
16

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13'-9 7/8"

12"

Medical Tower Parking

CUSTOM 12" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

EXISTING



PROPOSED



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
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17

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EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

LOCATION #:

049SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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SCALE:

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18

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EXISTING



WALL PLAQUE

REMOVE EXISTING

QTY: 1

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
049

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CLIENT CONTRACTOR
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19

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REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
049

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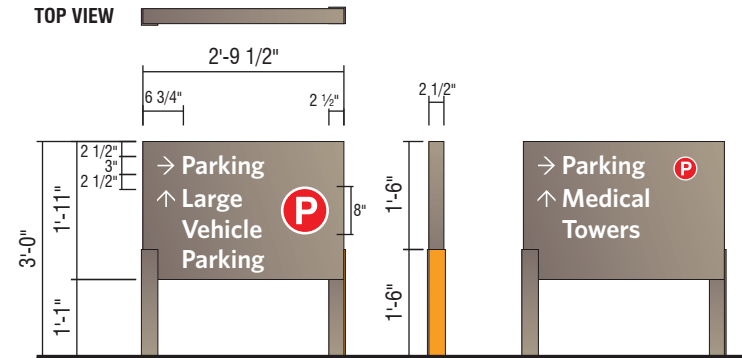
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20

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**TOP VIEW****D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566

LOCATION #:
049

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CLIENT CONTRACTOR
_____/_____/_____
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SCALE:
As Noted
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TVS
PAGE #:
21

DRAWINGS PREPARED BY:



13'-9 7/8"

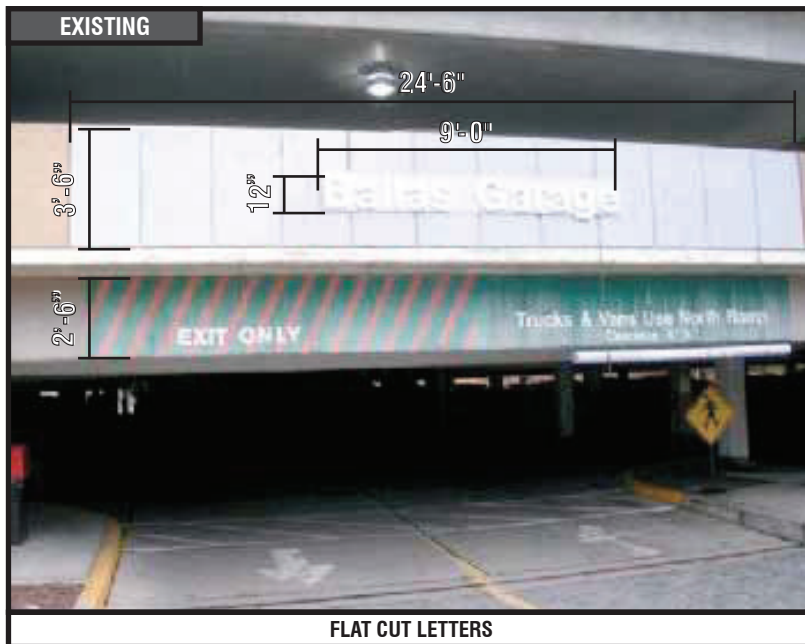
12"

Medical Tower Parking

CUSTOM 12" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

049

SUBMITTAL IS:

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☐ APPROVED AS NOTED

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CLIENT CONTRACTOR

DATE

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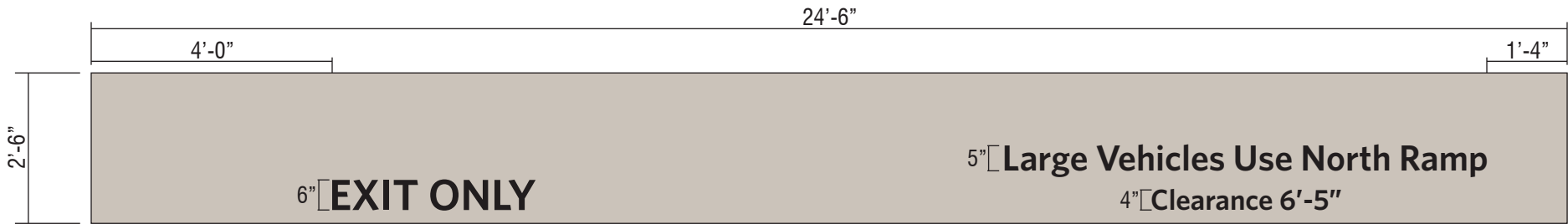
PAGE #:

22

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**CUSTOM FASCIA PAINTING W/VINYL COPY REPLACMENT**

PAINT LOWER FASCIA TO MATCH SURROUNDING BUILDING - PAINT EDGE TO EDGE
OR TO NEAREST BREAK. REPLACE COPY W/NEW 3M BLACK REFLECTIVE FILM.

SCALE: 1"=1'-0"

**RECOMMENDATIONS**

ADDRESS: 12120 Conway Rd.
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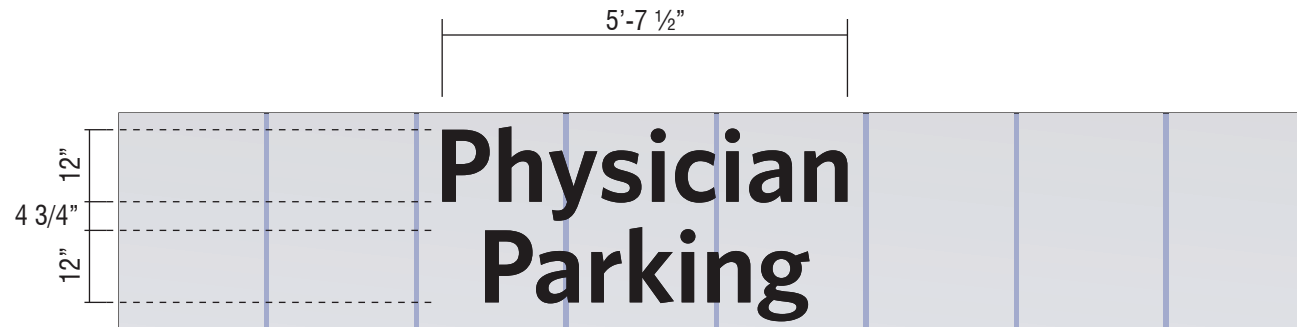
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23

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**CUSTOM 12" BLACK PLATE LETTERS**

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1"=1'-0"

EXISTING**ACRYLIC PLATE LETTERS****PROPOSED****RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
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3566

LOCATION #:
049

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CLIENT CONTRACTOR
 DATE

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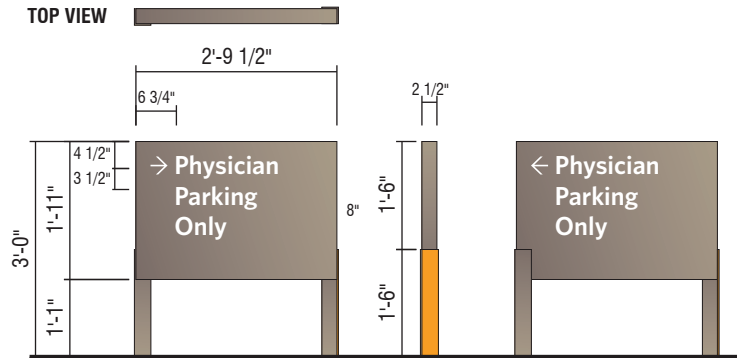
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24

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QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
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CLIENT CONTRACTOR
_____/_____/_____
DATE

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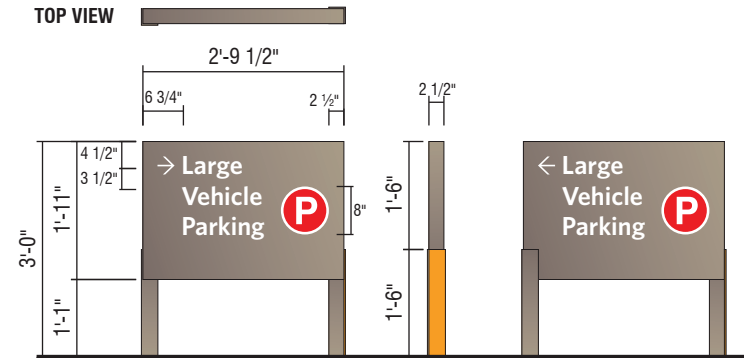
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Rev. 4: **07/16/12**
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SCALE:
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25

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EXISTING**DIRECTIONAL SIGN****PROPOSED****TOP VIEW****D3- NI NON-ILLUMINATED DIRECTIONAL - (5.3 SQ. FT.)**

QTY: 1

PERFORM UTILITY LOCATES AND VERIFY SETBACKS PRIOR TO FABRICATION/INSTALLATION. RESTORE GROUND MATERIAL TO BASE OF NEW SIGN.

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
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LOCATION #:

049SUBMITTAL IS: ☐ APPROVED☐ APPROVED AS NOTED☐ REVISED AND RESUBMIT

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SCALE:

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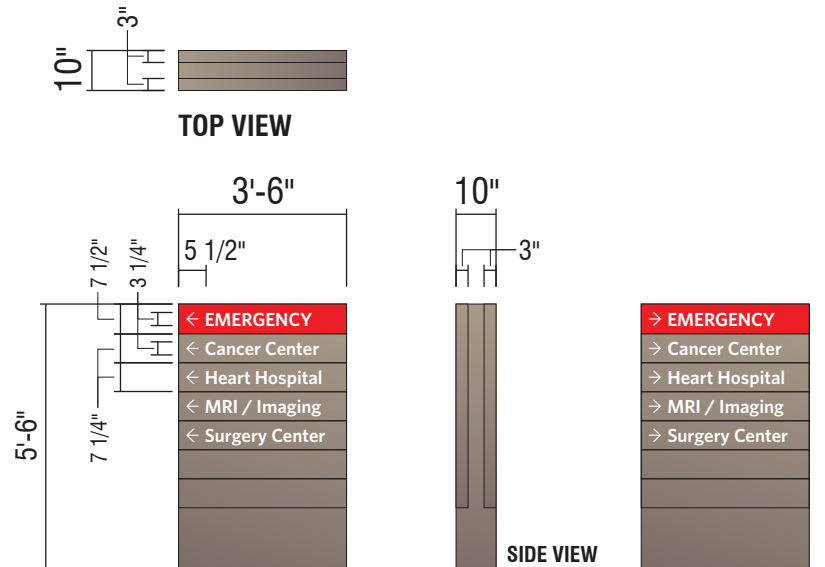
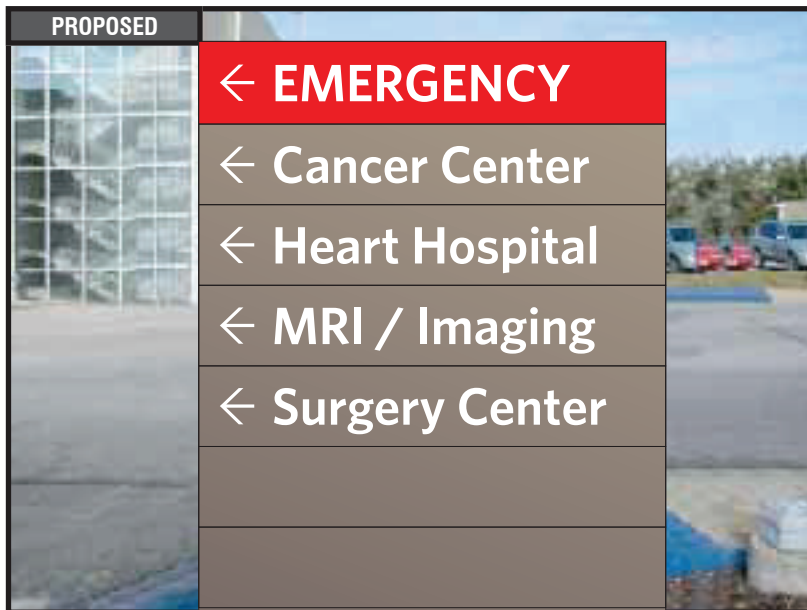
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PAGE #:

26

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D3
5'-6" ILLUMINATED
NON-BRANDED DIRECTIONAL



RECOMMENDATIONS

ADDRESS: **12120 Conway Rd.**
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27

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13'-9 7/8"

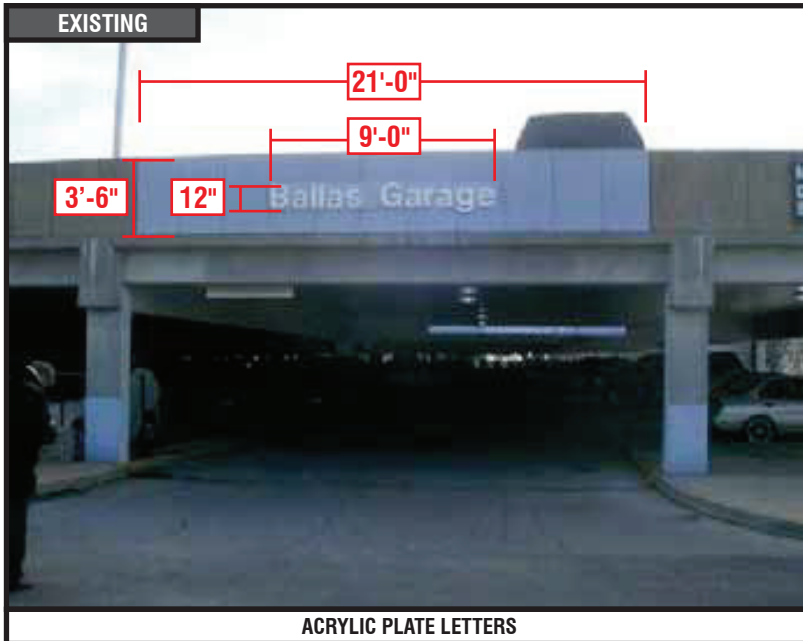
12"

Medical Tower Parking

CUSTOM 12" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/8" = 1'-0"

EXISTING

ACRYLIC PLATE LETTERS

PROPOSED**RECOMMENDATIONS**

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

049

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Packet Pg. 239

EXISTING



DIRECTIONAL SIGN

REMOVE EXISTING

QTY: 1



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

049

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Rev. 5: 00/00/00

SCALE:

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29

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14'-7 1/2"

1'-2"

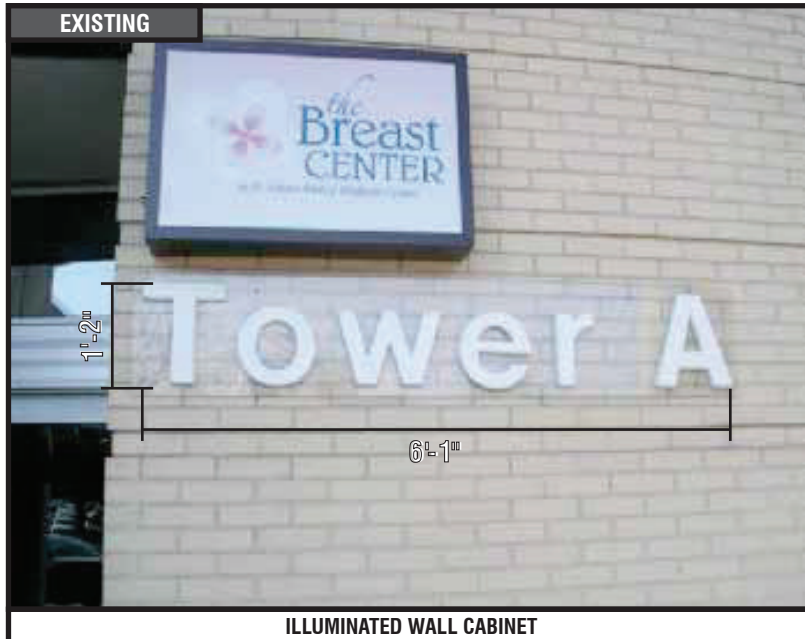
Mercy Breast Center

CUSTOM 14" BLACK PLATE LETTERS

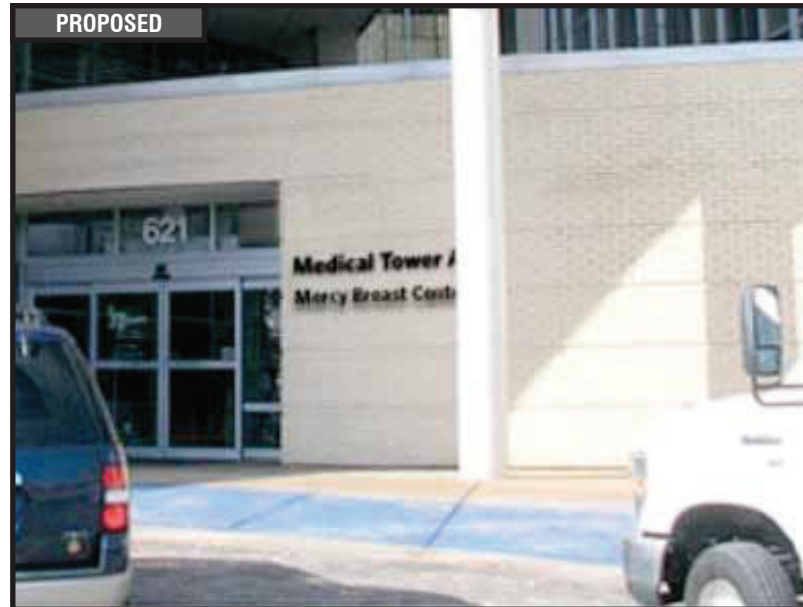
1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2" = 1'-0"

EXISTING



PROPOSED



RECOMMENDATIONS

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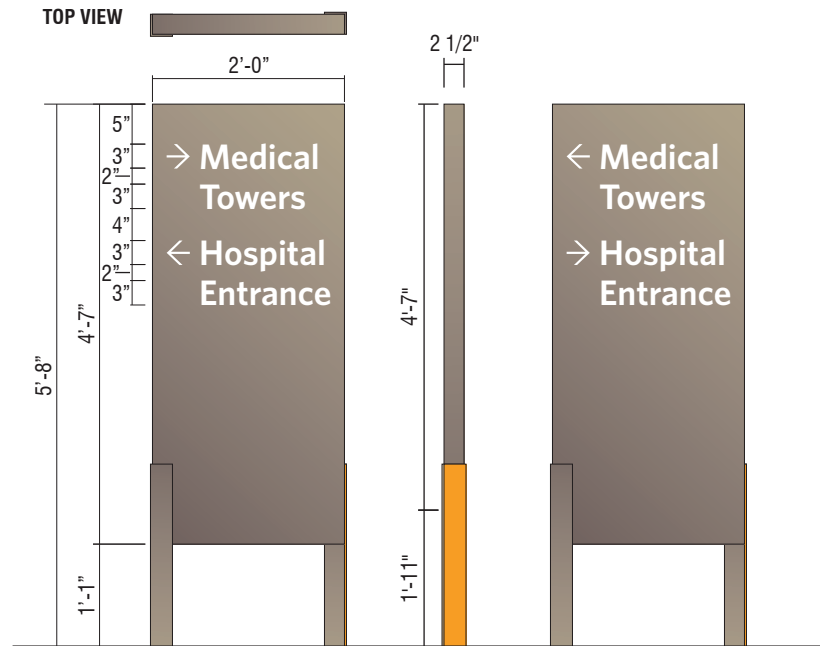
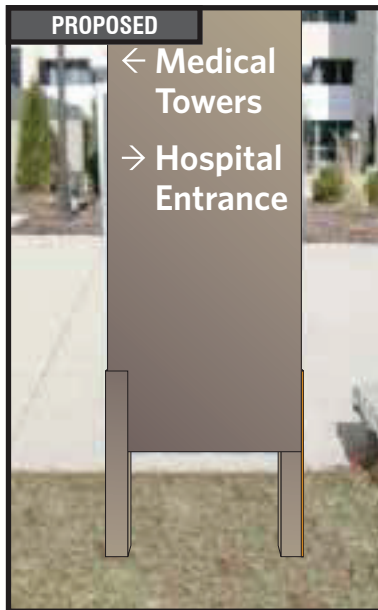
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30

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**DIRECTIONAL SIGN****CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
CITY/STATE: **St. Louis, MO**
ZIP: **63141**

PROJECT #:
3566LOCATION #:
049

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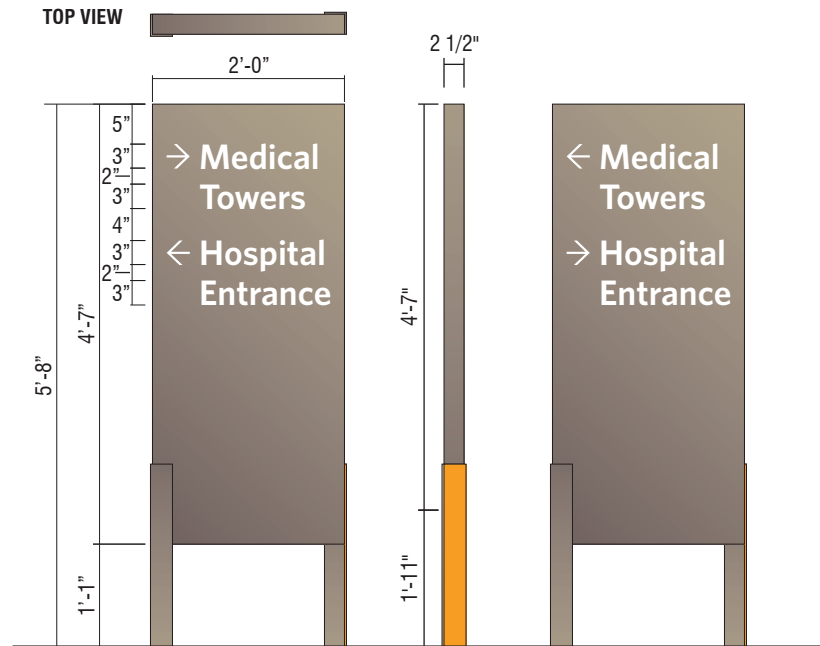
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31

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**DIRECTIONAL SIGN****CUSTOM NON-ILLUMINATED DIRECTIONAL - (9 SQ. FT.)**

QTY: 1

Perform utility locates and verify setbacks prior to fabrication / installation. Restore ground material to base of new sign. See control documents for product specification and master agreement for removal & installation requirements.

**RECOMMENDATIONS**

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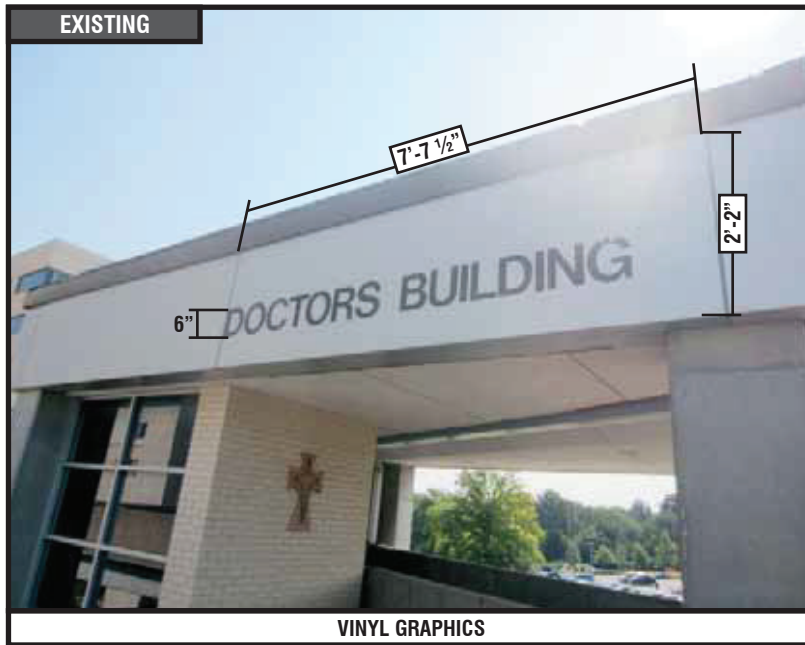
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32

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EXISTING



VINYL GRAPHICS

6'-9 1/2"

8" **Medical Tower A**

CUSTOM 8" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4"=1'-0"

PROPOSED

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 _____ / _____ / _____
 DATE

FILE PATH: **Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_049_St Louis_MO.cdr**

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 Rev. 2: **06/25/12**
 Rev. 3: **06/27/12**
 Rev. 4: **07/16/12**
 Rev. 5: **00/00/00**

SCALE:
As Noted
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 PAGE #:
33

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EXISTING



VINYL GRAPHICS

6'-9 1/2"

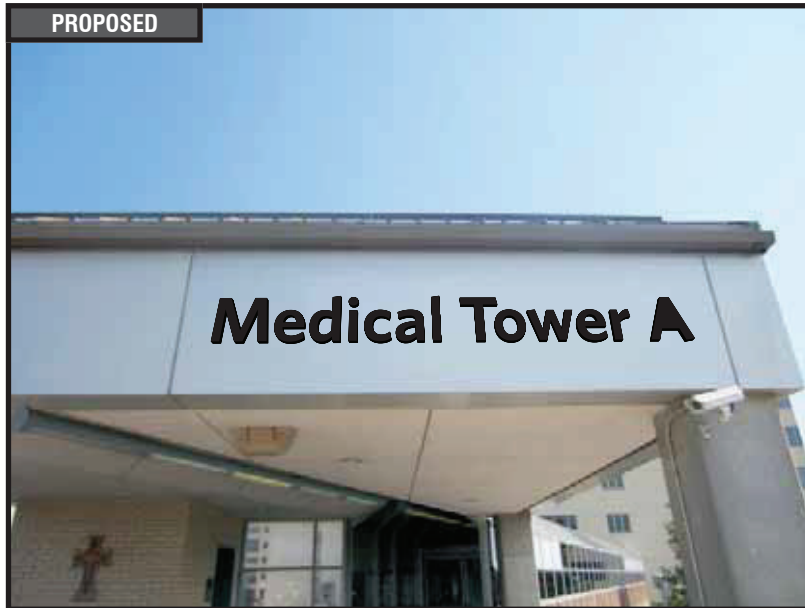
8" **Medical Tower A**

CUSTOM 8" BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4" = 1'-0"

PROPOSED

**RECOMMENDATIONS**

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:
3566

LOCATION #:
049

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
 _____ / _____ / _____
 DATE

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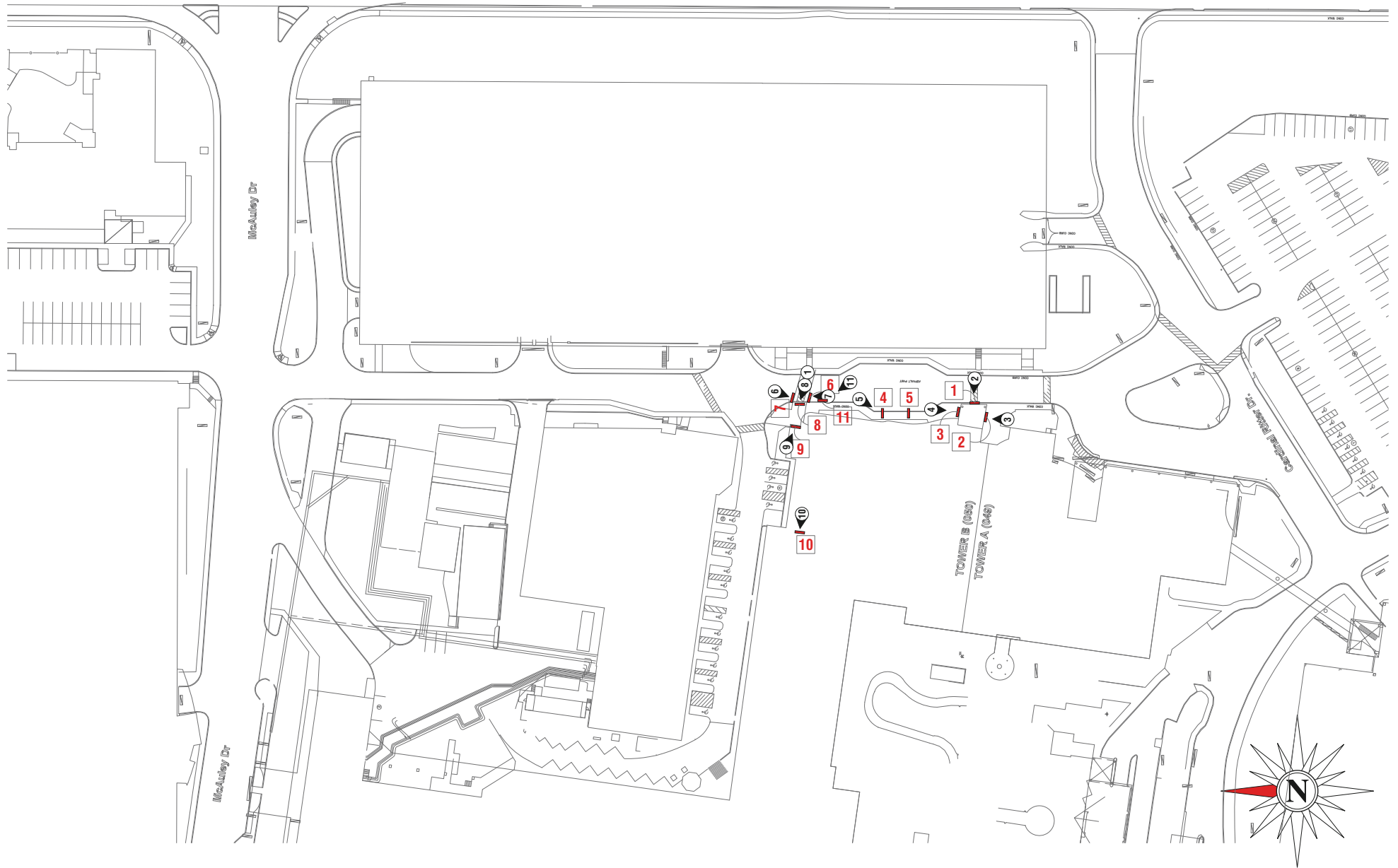




Location #: 050

**621 S. New Ballas Rd. Tower B
St. Louis, MO
63141**





SITE PLAN

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
050

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

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OVERVIEW PHOTOS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

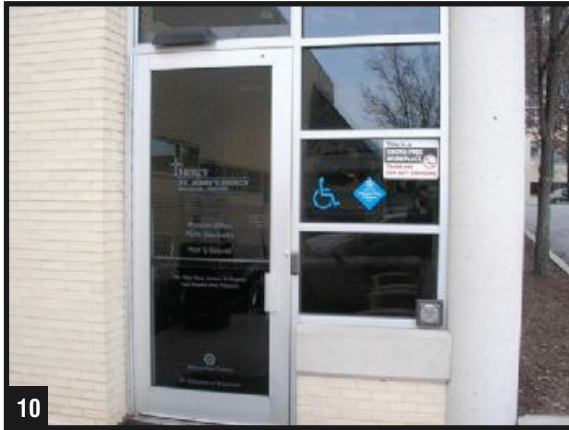
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LOCATION #:	050	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_050_St Louis_MO.cdr	
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DATE: 06/07/12
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4

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OVERVIEW PHOTOS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

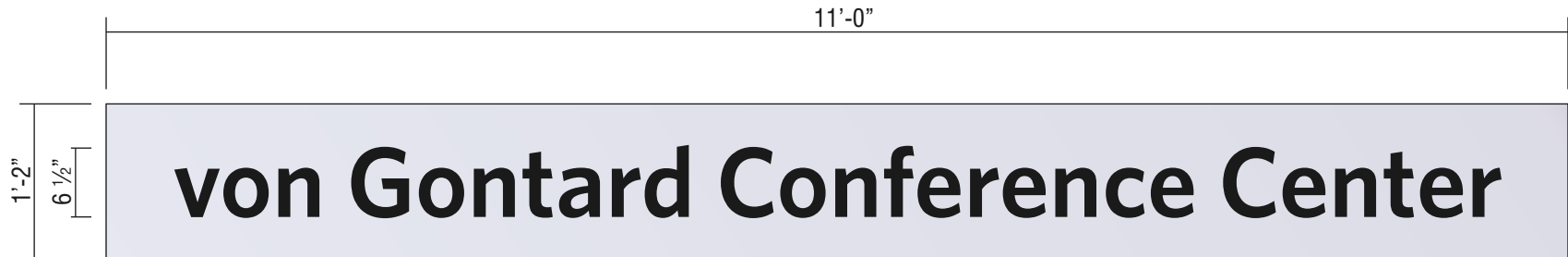
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LOCATION #:	050	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_050_St Louis_MO.cdr		
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**CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS**

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM
PLATE LETTERS.

SCALE: 3/4"=1'-0"

**RECOMMENDATIONS**

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
050

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

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Rev. 4: 00/00/00
Rev. 5: 00/00/00

SCALE:
As Noted

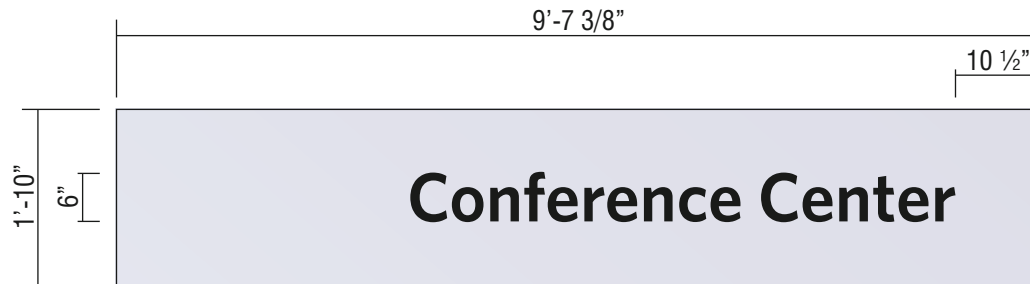
DRAWN BY:
TVS

PAGE #:
6

DRAWINGS PREPARED BY:

The Icon Companies®





CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2" = 1'-0"

EXISTING



PROPOSED



RECOMMENDATIONS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

050

SUBMITTAL IS: ☐ APPROVED

☐ APPROVED AS NOTED

☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

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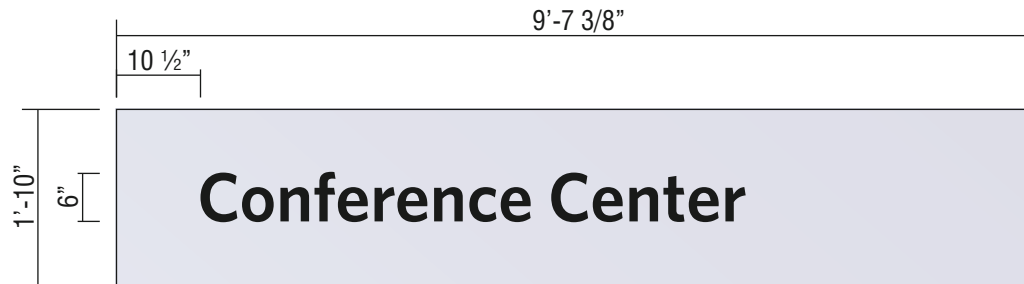
PAGE #:

7

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CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2"=1'-0"

EXISTING



PROPOSED



RECOMMENDATIONS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566
LOCATION #:
050

SUBMITTAL IS: ☐ APPROVED
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☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_050_St Louis_MO.cdr

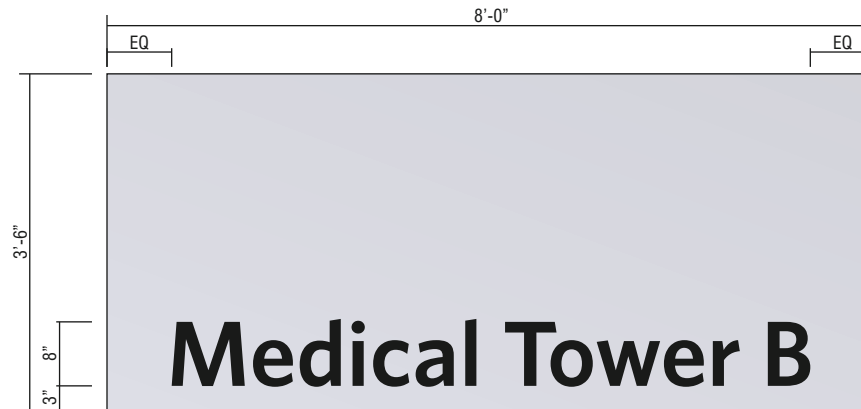
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Rev. 5: 00/00/00

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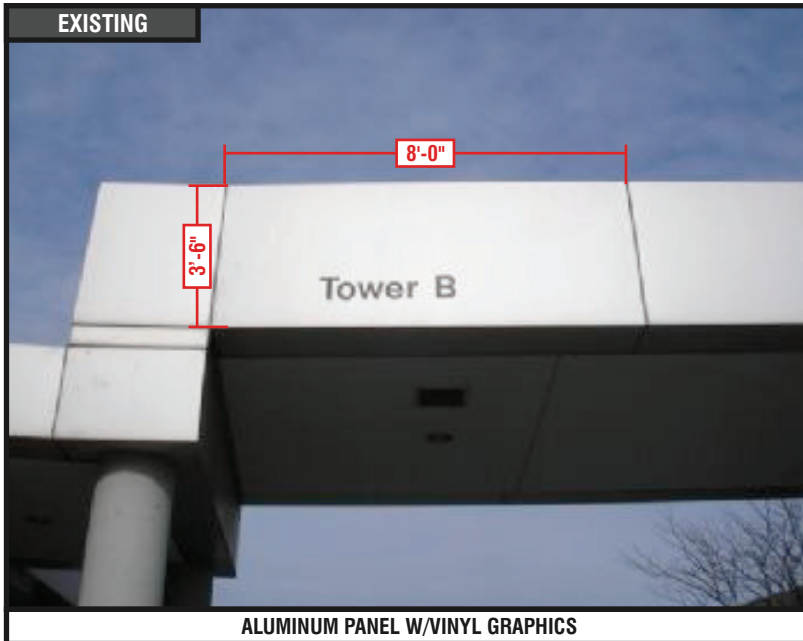


CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2" = 1'-0"

EXISTING



ALUMINUM PANEL W/VINYL GRAPHICS

PROPOSED



RECOMMENDATIONS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566
LOCATION #:
050

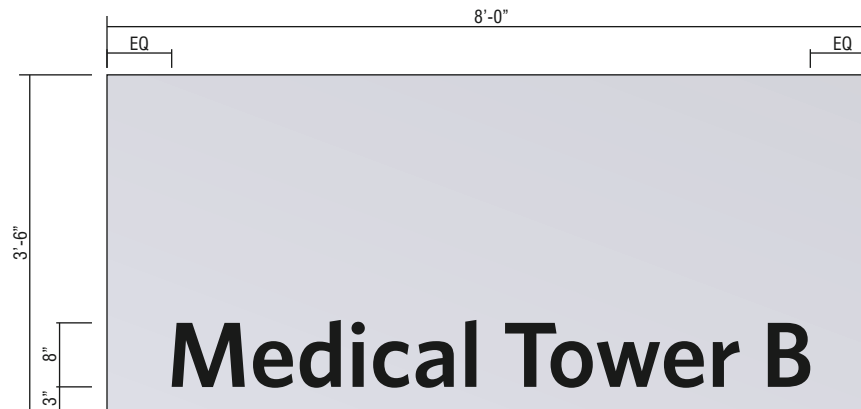
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☐ REVISED AND RESUBMIT
CLIENT CONTRACTOR
DATE
FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_050_St Louis_MO.cdr
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Rev. 4: 00/00/00
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PAGE #:
11

DRAWINGS PREPARED BY:

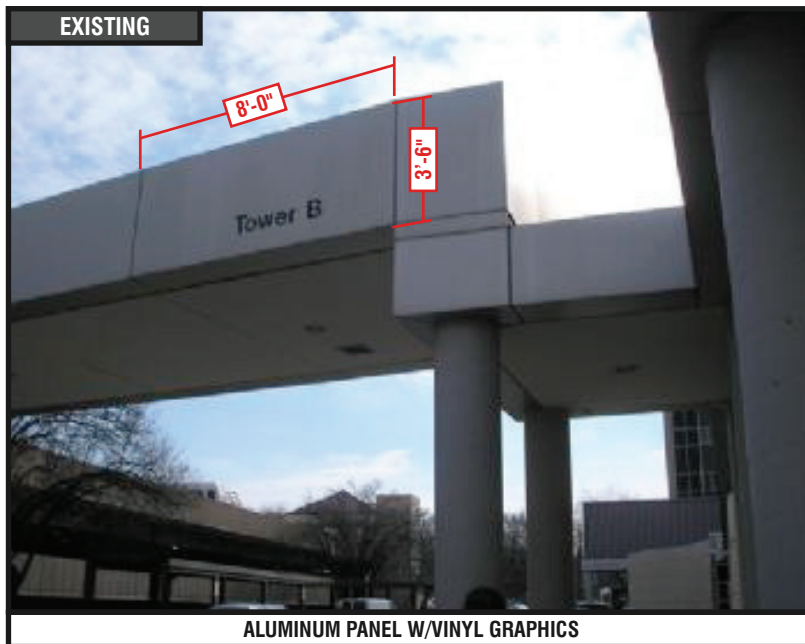




CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1/2" = 1'-0"



RECOMMENDATIONS

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566
LOCATION #:
050

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR
_____/_____/_____
DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....\3566_050_St Louis_MO.cdr

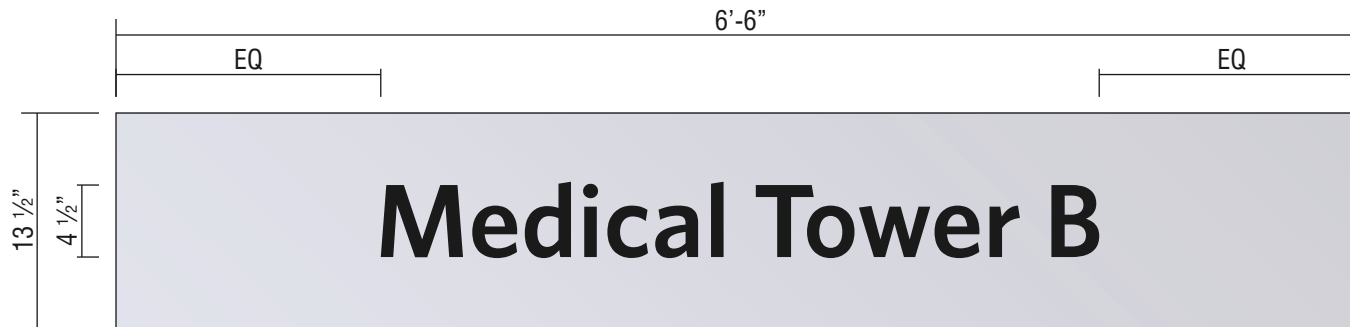
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Rev. 2: 00/00/00
Rev. 3: 00/00/00
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Rev. 5: 00/00/00

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PAGE #:
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**CUSTOM REPLACEMENT PANEL W/BLACK PLATE LETTERS**

FLAT ALUMINUM PANEL PAINTED TO MATCH EXISTING w/ 1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 1"=1'-0"

EXISTING

ALUMINUM PANEL W/VINYL GRAPHICS

PROPOSED**RECOMMENDATIONS**

ADDRESS: 621 S. New Ballas Rd. Tower B
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

050

SUBMITTAL IS:

- ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

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DATE

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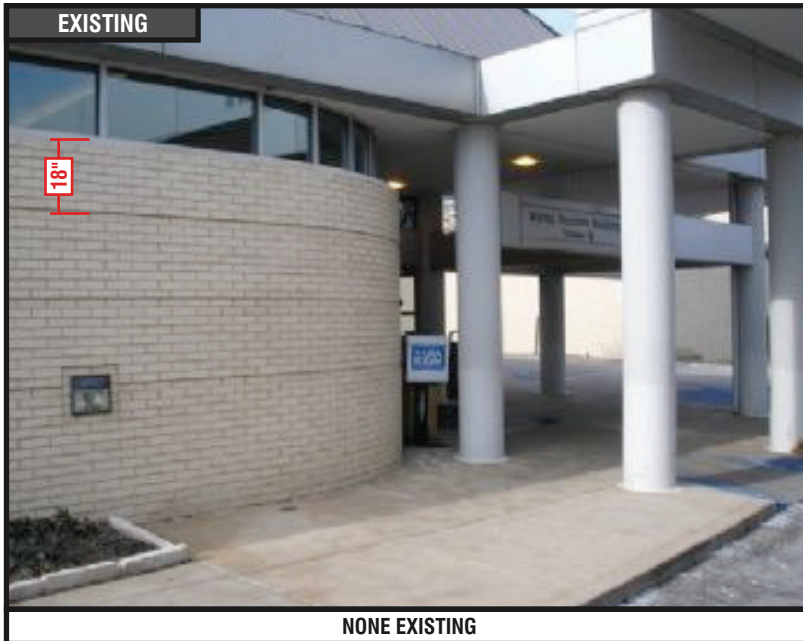
6'-7 7/8"

8" **Medical Tower B**

CUSTOM BLACK PLATE LETTERS

1/4" BLACK ALUMINUM PLATE LETTERS.

SCALE: 3/4" = 1'-0"

EXISTING**NONE EXISTING****PROPOSED****RECOMMENDATIONS**

ADDRESS: **621 S. New Ballas Rd. Tower B**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:

3566

LOCATION #:

050

SUBMITTAL IS:

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CLIENT CONTRACTOR

DATE

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Location #: 051

**12120 Conway Rd.
St. Louis, MO
63141**



SIGN#:	QTY:	SIGN TYPE & DESCRIPTION
1	1	B2-4'-0" MONUMENT
2	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
3	1	LEAVE EXISTING
4	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
5	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
6	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
7	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
8	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
9	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
10	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
11	1	F2-FS POLE MOUNTED REGULATORY (1.5 SQ. FT.)
12	1	LEAVE EXISTING
13	1	DV-1 DOOR VINYL TYP. INSTALLATION



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:

3566

LOCATION #:

051

SUBMITTAL IS: ☐ APPROVED

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CLIENT CONTRACTOR

DATE

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Rev. 2: 06/27/12

Rev. 3: 00/00/00

Rev. 4: 00/00/00

Rev. 5: 00/00/00

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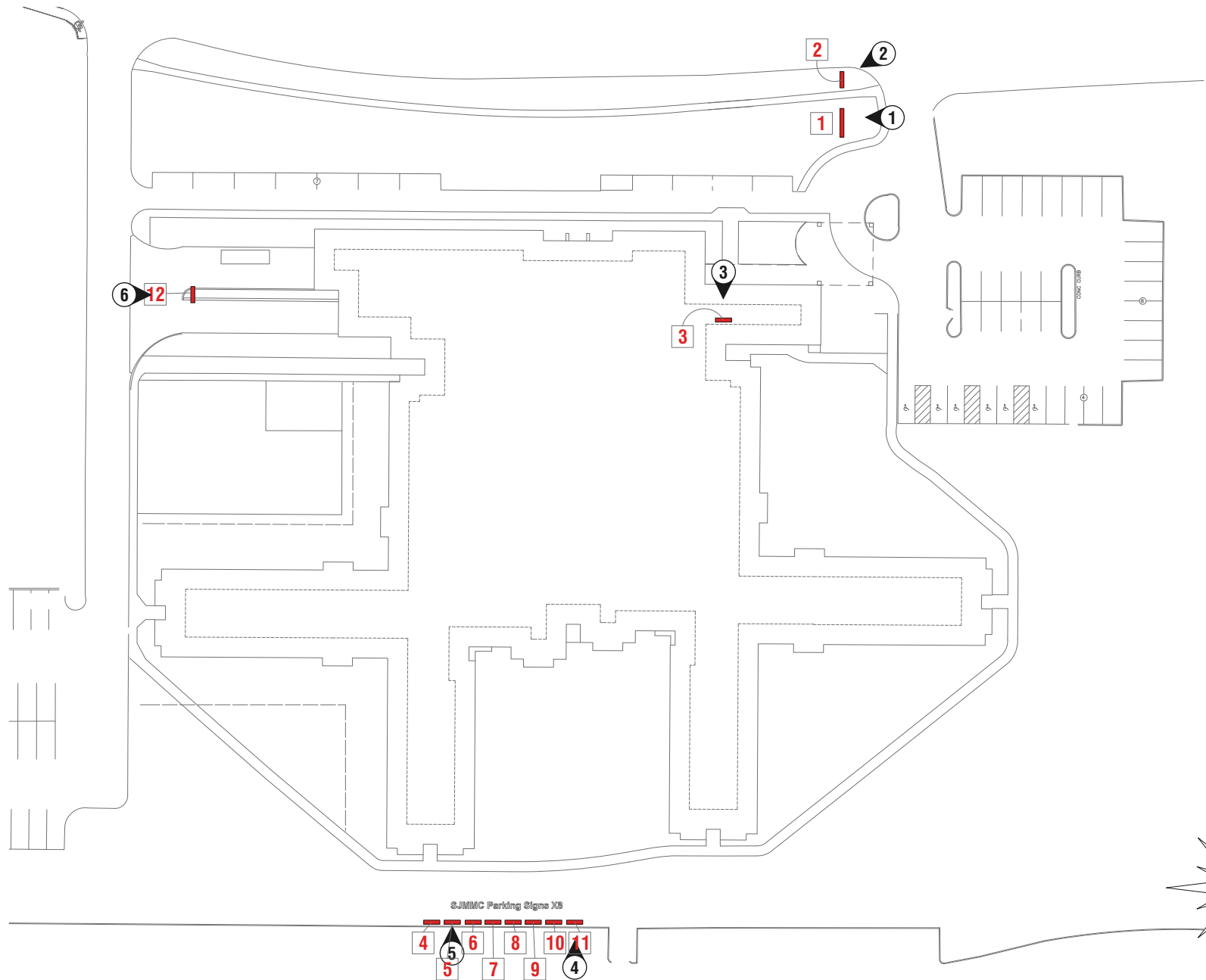
TVS

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SITE PLAN

ADDRESS: **12120 Conway Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

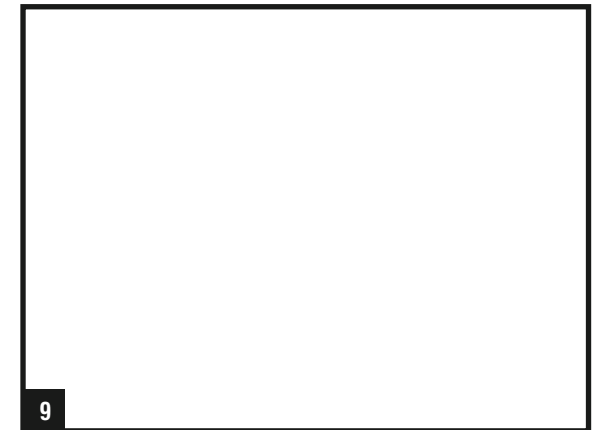
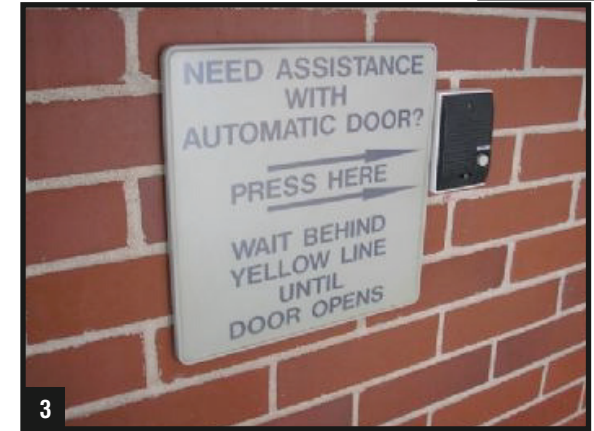
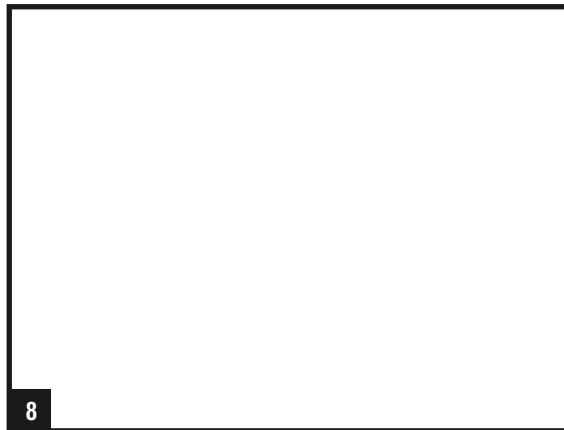
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 Rev. 3: **00/00/00**
 Rev. 4: **00/00/00**
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OVERVIEW PHOTOS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR
LOCATION #:	051	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....3566_051_St Louis_MO.cdr	
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Rev. 3: 00/00/00
Rev. 4: 00/00/00
Rev. 5: 00/00/00

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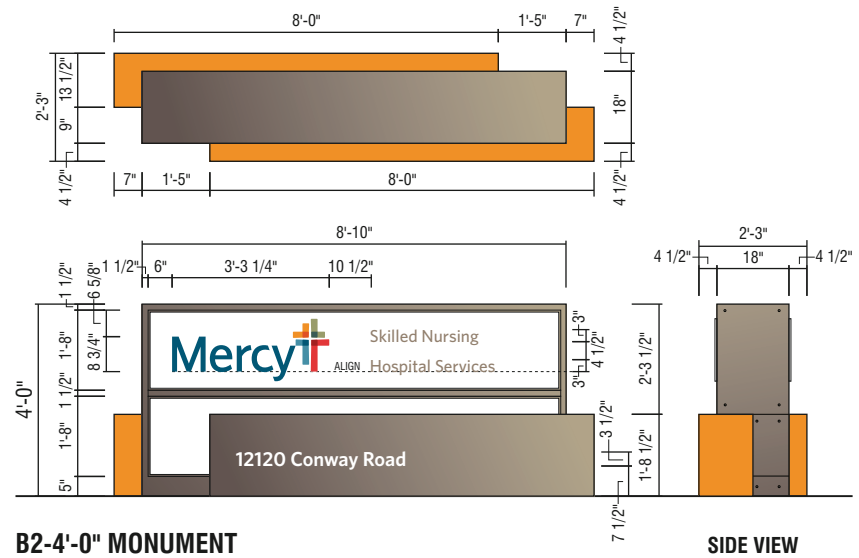
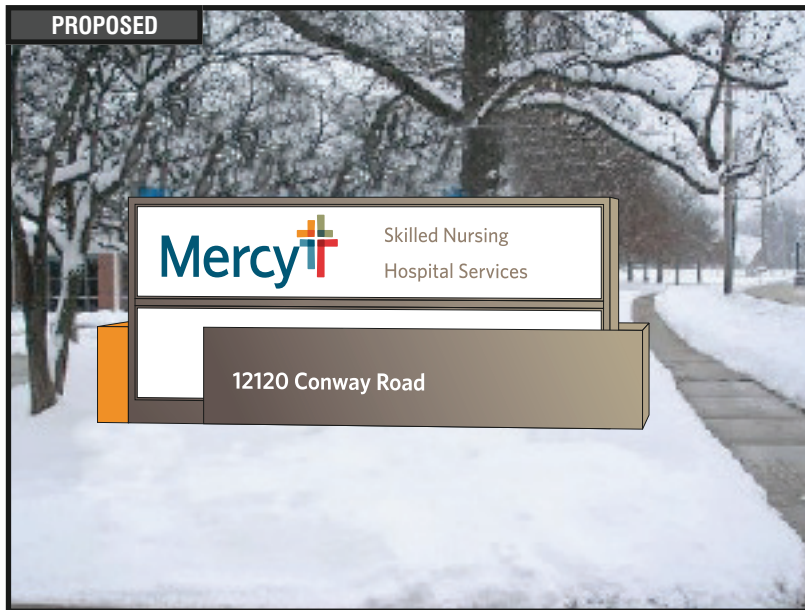


EXISTING



ILLUMINATED MONUMENT SIGN

PROPOSED



B2-4'-0" MONUMENT

SIDE VIEW



RECOMMENDATIONS

ADDRESS: 12120 Conway Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
051

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
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CLIENT CONTRACTOR

DATE

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Rev. 5: 00/00/00

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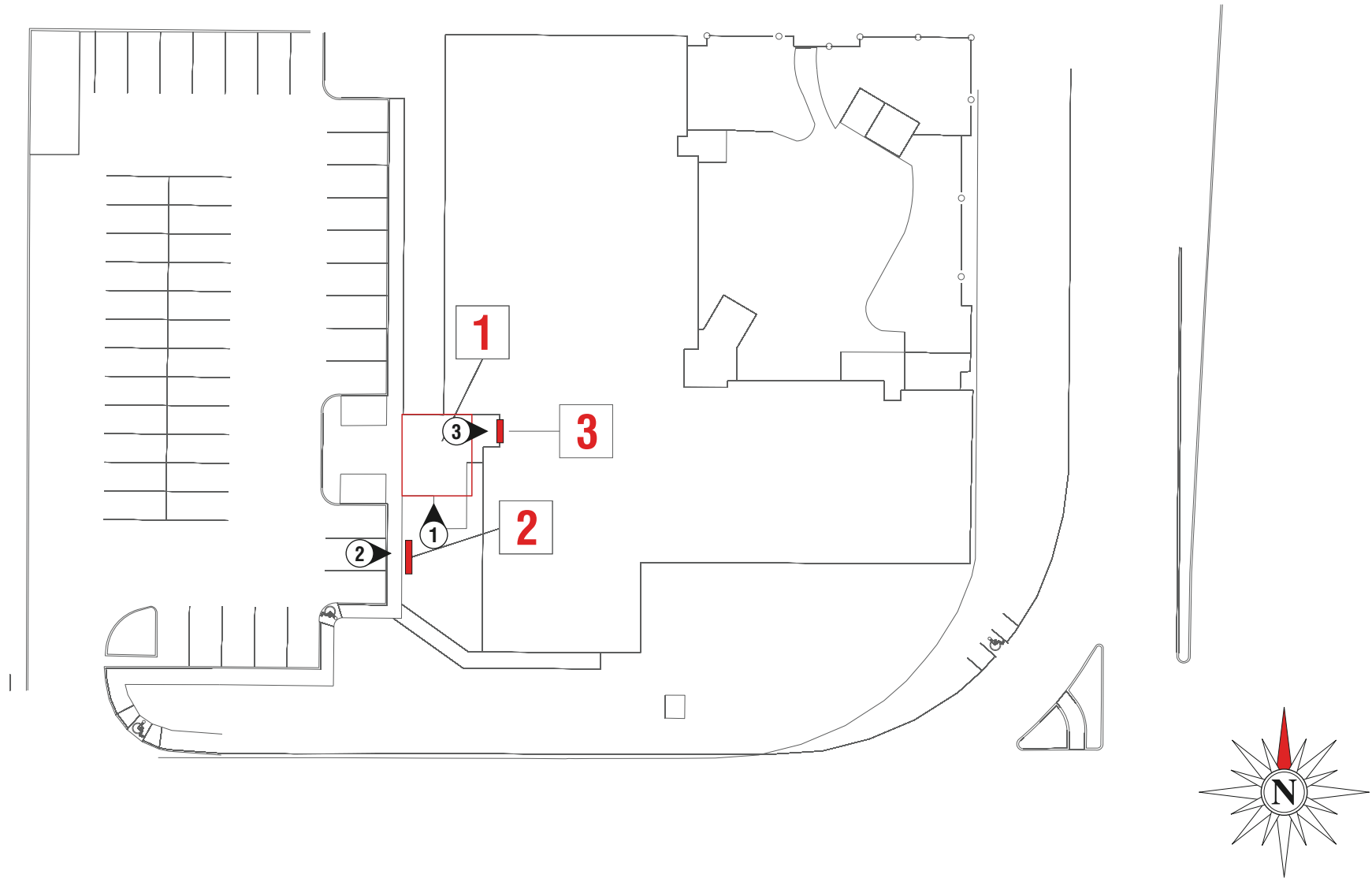




Location #: 502

**601 S. New Ballas Rd.
St. Louis, MO
63141**





SITE PLAN

ADDRESS: **601 S. New Ballas Rd.**
 CITY/STATE: **St. Louis, MO**
 ZIP: **63141**

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR
LOCATION #:	502	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_502_St Louis_MO.cdr	
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 Rev. 3: **00/00/00**
 Rev. 4: **00/00/00**
 Rev. 5: **00/00/00**

SCALE:
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TVS
 PAGE #:
3

DRAWINGS PREPARED BY:





OVERVIEW PHOTOS

ADDRESS: 601 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:	3566	SUBMITTAL IS:	☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISED AND RESUBMIT	CLIENT CONTRACTOR
LOCATION #:	502	FILE PATH:	Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_502_St Louis_MO.cdr	
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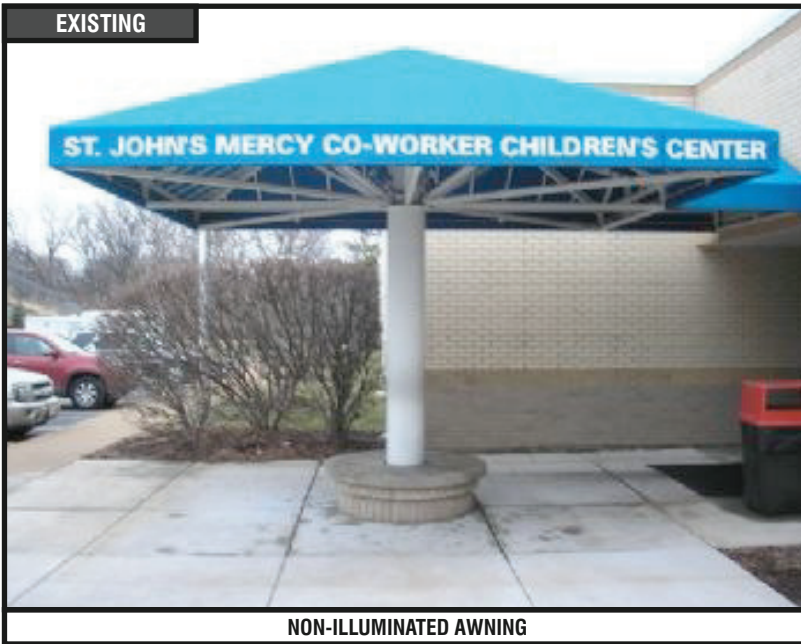
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Rev. 1: 06/22/12
Rev. 2: 00/00/00
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PAGE #:
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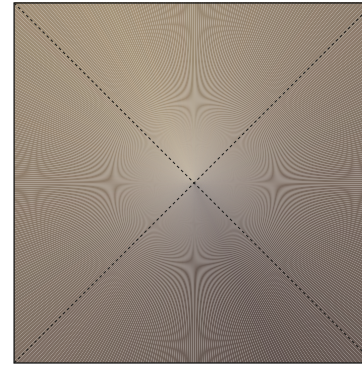
DRAWINGS PREPARED BY:



EXISTING



NON-ILLUMINATED AWNING



CUSTOM AWNING RE-SKIN

SURVEY REQUIRED

SCALE: 1/4" = 1'-0"

NOTE: COPY IS A QUANTITY OF TWO(2) FOR FRONT AND SIDE ELEVATION OF CANOPY

PROPOSED



RECOMMENDATIONS

ADDRESS: 601 S. New Ballas Rd.
CITY/STATE: St. Louis, MO
ZIP: 63141

PROJECT #:
3566

LOCATION #:
502

SUBMITTAL IS: ☐ APPROVED
☐ APPROVED AS NOTED
☐ REVISED AND RESUBMIT

CLIENT CONTRACTOR

DATE

FILE PATH: Active\ACCOUNTS\M\Mercy Health Systems\Locations\3566_3_4_20.....502\3566_502_St Louis_MO.cdr

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DATE: 06/06/12
Rev. 1: 06/22/12
Rev. 2: 00/00/00
Rev. 3: 00/00/00
Rev. 4: 00/00/00
Rev. 5: 00/00/00

SCALE:
As Noted
DRAWN BY:
TVS
PAGE #:
5

DRAWINGS PREPARED BY:





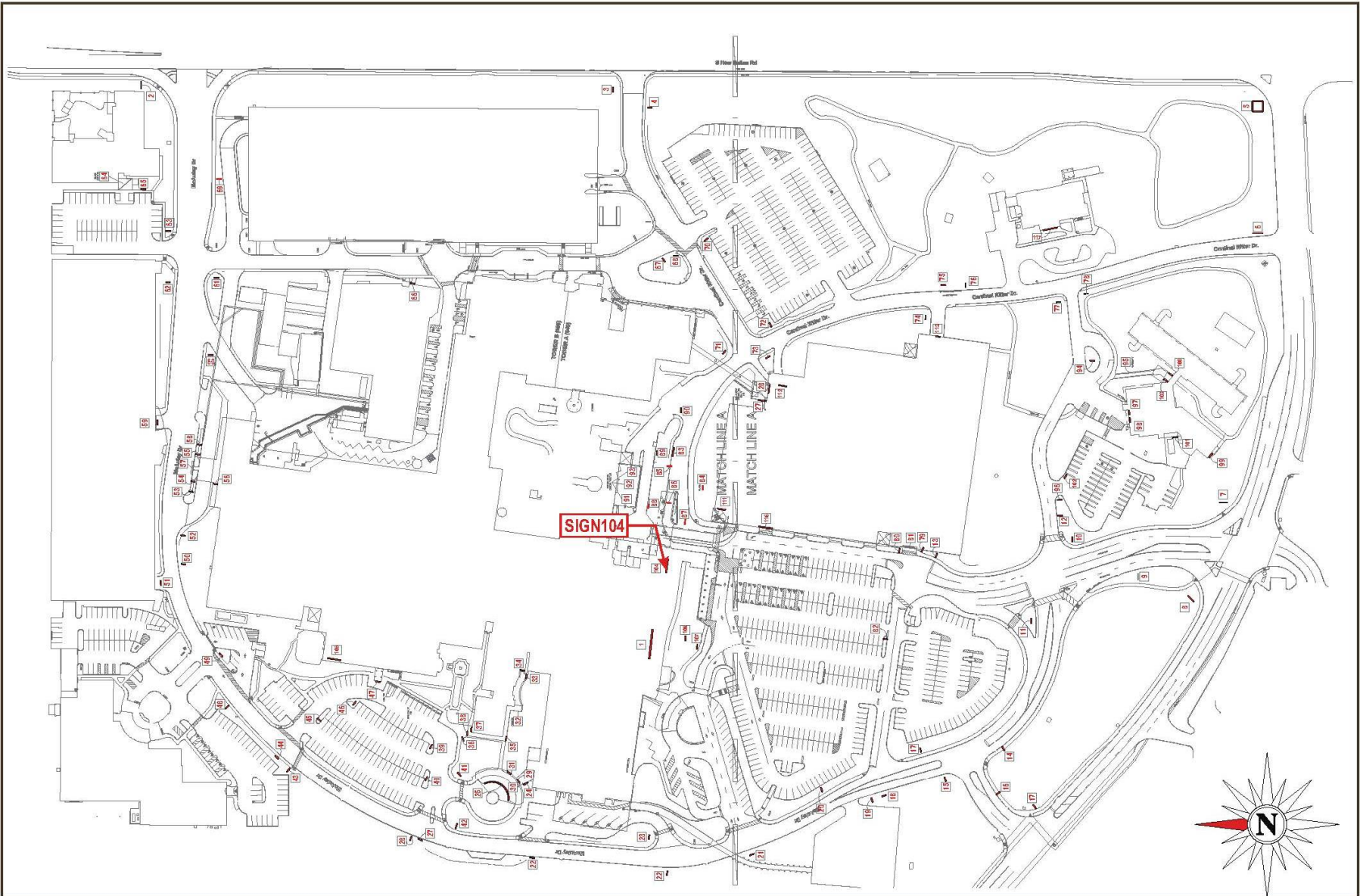
Mercy Hospital St. Louis

Exterior Sign Overview

2017 COMPREHENSIVE SIGN PLAN REVISION – SIGN 104

Mercy Exterior Sign Intent

- § Guide visitors effectively from campus entrances
- § Clearly identify public parking
- § Use consistent terminology
- § Clearly identify building entrances



Location:	Proj #
615 S. New Ballas Road	3566
St. Louis, MO. 63141	Loc #:
File Path:	003

Proj #:	3566
Loc #:	003

File Path: 003
Active\ACCOUNTS\M\Mercy Health System\Locations\3566_003 St. Louis MO letterset R3

Mercy Kids

Rev #:	Req#:	Date:	Req. By:	Drawn By:	Revision Description:	Drawings are the exclusive property of ICON. Any unauthorized use or duplication is not permitted.				
Original	204214	02/05/15	FS	KP						
Rev 1	204561	02/11/15	FS	K/W/K	Changed to 42"					
Rev 2	242747	12/01/16	FS	KP	See request					
Rev 3	244463	01/19/17	FS	KP	See request					
Rev 4	000000	00/00/00	XXX	XXX						
Rev 5	000000	00/00/00	XXX	XXX						
Rev 6	000000	00/00/00	XXX	XXX						
						Rev 7	000000	00/00/00	XXX	XXX
						Rev 8	000000	00/00/00	XXX	XXX
						Rev 9	000000	00/00/00	XXX	XXX
						Rev 10	000000	00/00/00	XXX	XXX

Pg. 3



SIGN 104

40'-3"

4'-3"

Children's Hospital

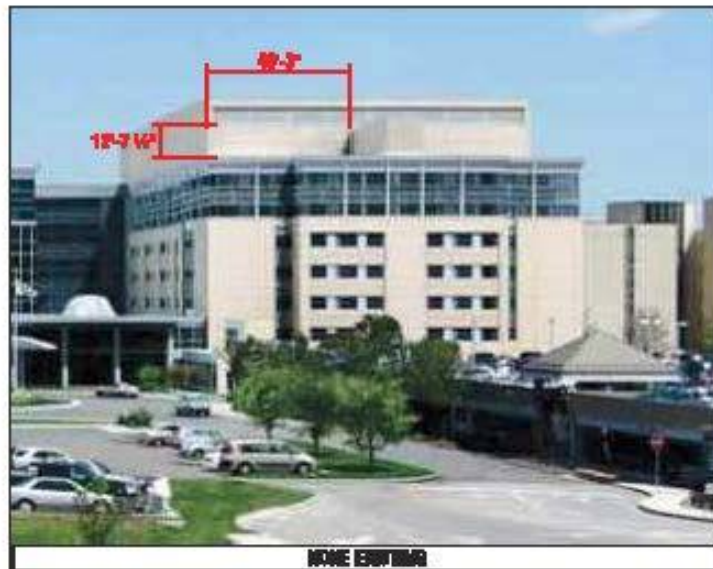
CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPY: BRONZE #313 TRIM CAP, RETURN: MERCY CHAMPAGNE (TW En1300)

SCALE: 1/8"=1'-0"

NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS PRIOR TO FABRICATION.

Approved Sign #104
from 2012 Sign Plan



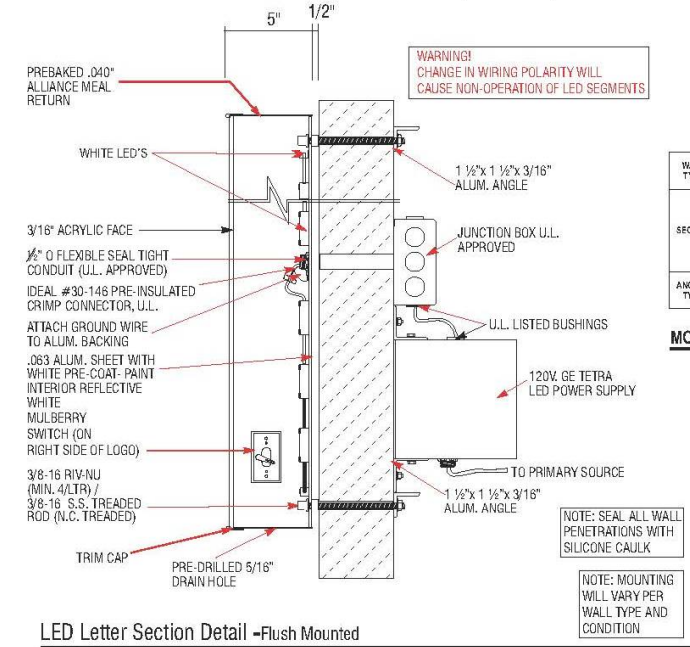
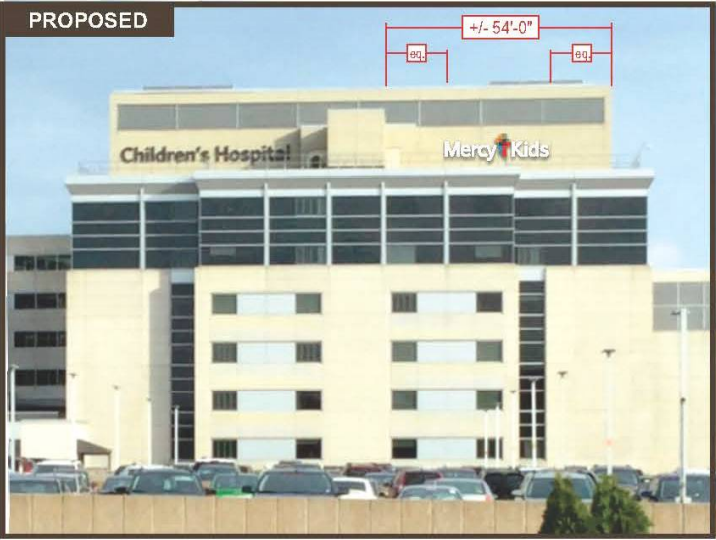
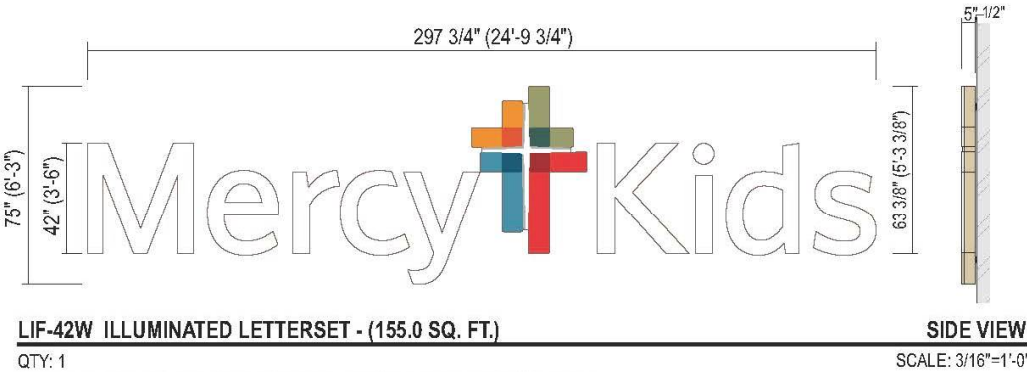
	RECOMMENDATIONS ADDRESS: 818 S. New Mallon Pl. CITY/STATE: St. Louis, MO ZIP: 63141		PATIENT ID: 2000 LOCATION ID: 000	SIGNATURE: ☐ APPROVED ☐ APPROVED AS NEEDED ☐ REWARD AND REWARD FILE NAME: <u>APPROVED AS NEEDED Health System Location 2000_3_4_20_1000_000_000_Paid 4.00</u>	DATE: 08/08/02 PAGE 1: 08/08/02 PAGE 2: 08/08/02 PAGE 3: 08/08/02 PAGE 4: 08/08/02 PAGE 5: 08/08/02	RATE: As Mutual DEDUCTIBLE: \$0 COINSURANCE: 100%	
	Signature and the signature of the user must be on file. All recommendations are subject to change.						







SIGN 104



WALL TYPE	CMU, BRICK	PRE-CAST CONCRETE, CONCRETE
SECTION		
ANCHOR TYPE	Ø1/2" SLEEVE ANCHOR (Ø5/8" BOLT), 2" MIN. EMBEDMENT	Ø3/8" EXPANSION ANCHOR, 2 1/2" MIN. EMBEDMENT
WALL TYPE	WOOD, CONCRETE BLOCK, EIFS WALL SYSTEMS	EIFS WALL W/ FOAM INSULATION
SECTION		
ANCHOR TYPE	Ø5/8" TREADED ROD	Ø3/8" TREADED ROD W/ ALUMINUM OR PVC COMPRESSION SLEEVE
WALL TYPE	GLASS MATT, SHEATHING, PLYWOOD	
SECTION		
ANCHOR TYPE	Ø3/8" TOGGLE BOLT (WING OR PIVOT ROD)	

MOUNTING OPTIONS

SCALE: N.T.S.



Drawing prepared by:

ICON

Location:
615 S. New Ballas Road
St. Louis, MO. 63141
File Path:
Active\ACCOUNTS\IM\Mercy Health System\Locations\3566_003_St. Louis MO letterset_R3

Proj #:
3566
Loc #:
003

Drawing prepared for:

Mercy Kids

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Rev 5	000000	00/00/00	XXX	XXX		
Rev 6	000000	00/00/00	XXX	XXX		
Rev #:	Req#:	Date:	Req. By:	Drawn By:		
Rev 7	000000	00/00/00	XXX	XXX		
Rev 8	000000	00/00/00	XXX	XXX		
Rev 9	000000	00/00/00	XXX	XXX		
Rev 10	000000	00/00/00	XXX	XXX		

Pg. 4





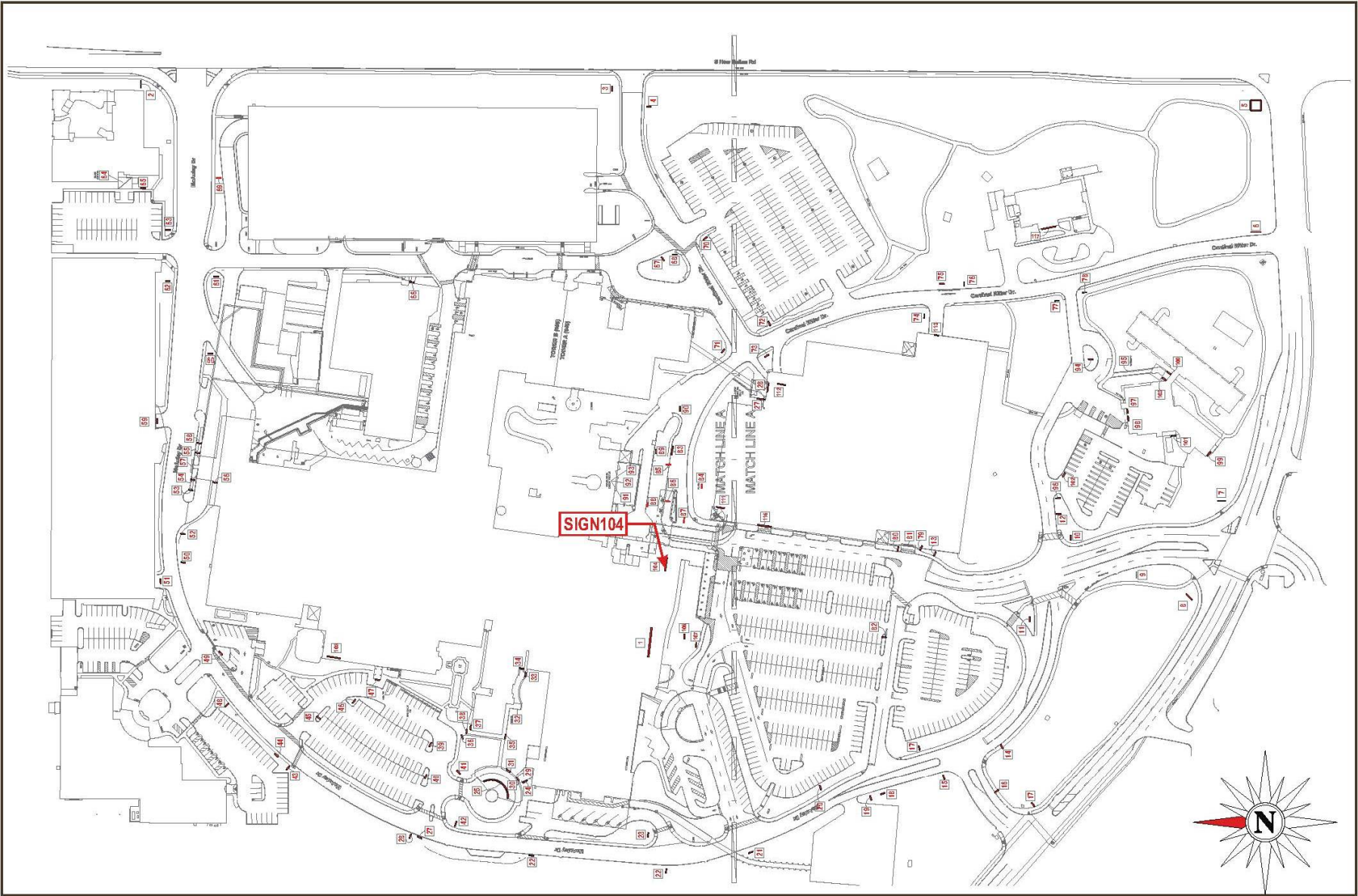
Mercy Hospital St. Louis

Exterior Sign Overview

2017 COMPREHENSIVE SIGN PLAN REVISION – SIGN 104

Mercy Exterior Sign Intent

- § Guide visitors effectively from campus entrances
- § Clearly identify public parking
- § Use consistent terminology
- § Clearly identify building entrances



Drawing prepared by:



SITE PLAN

Location: 615 S. New Ballas Road
St. Louis, MO. 63141
Proj #: 3566
Loc #: 003

File Path: Active\ACCOUNTS\IM\Mercy Health System\Locations\3566_003_St. Louis MO letterset_R3



Drawing prepared for:

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Rev 1	204561	02/11/15	FS	KWK	Changed to 42"		Rev 7	000000	00/00/00	XXX	XXX
Rev 2	242747	12/01/16	FS	KP	See request		Rev 8	000000	00/00/00	XXX	XXX
Rev 3	244463	01/19/17	FS	KP	See request		Rev 9	000000	00/00/00	XXX	XXX
Rev 4	000000	00/00/00	XXX	XXX			Rev 10	000000	00/00/00	XXX	XXX
Rev 5	000000	00/00/00	XXX	XXX							
Rev 6	000000	00/00/00	XXX	XXX							



SIGN 104

40'-3"

4'-3"

Children's Hospital

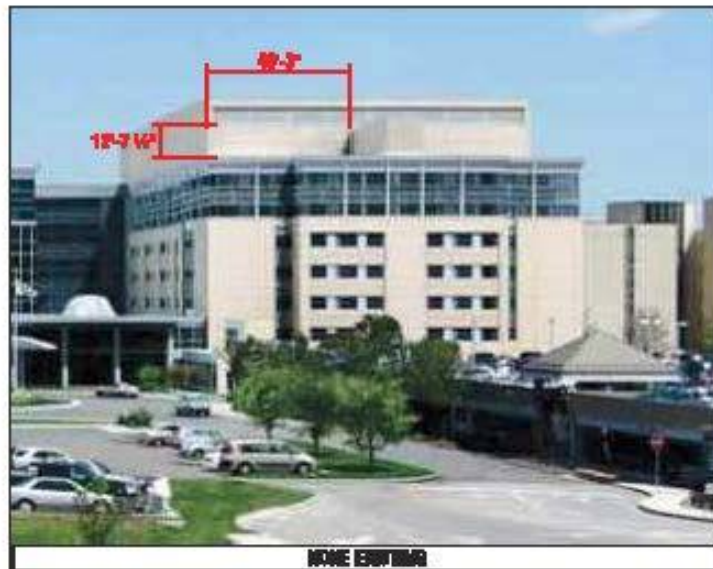
CUSTOM 42" DAY/NIGHT CHANNEL LETTERS - FACE LIT

COPI: BRONZE #318 TRIM CAP, RETURN: MERCY CHAMPAGNE (JW En1303)

SCALE: 1/8"=1'-0"

NEW ELECTRICAL WORK REQUIRED. FIELD VERIFY AVAILABLE CIRCUITS AND ACCESS PRIOR TO FABRICATION.

Approved Sign #104
from 2012 Sign Plan



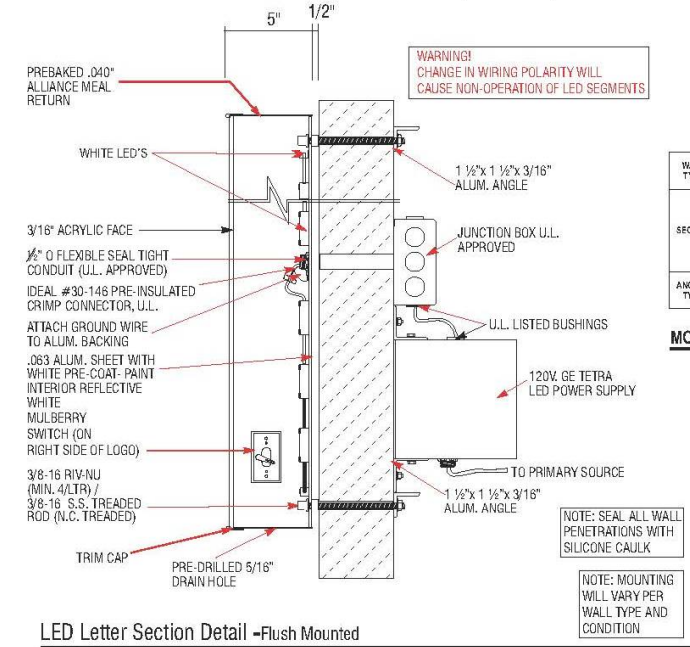
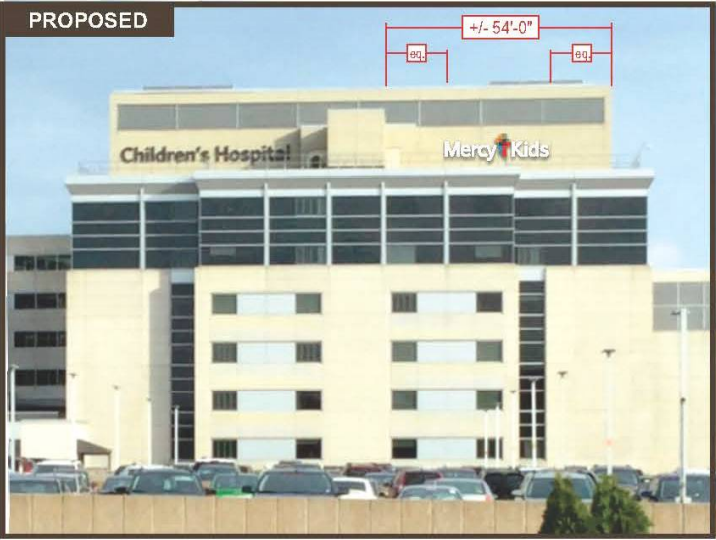
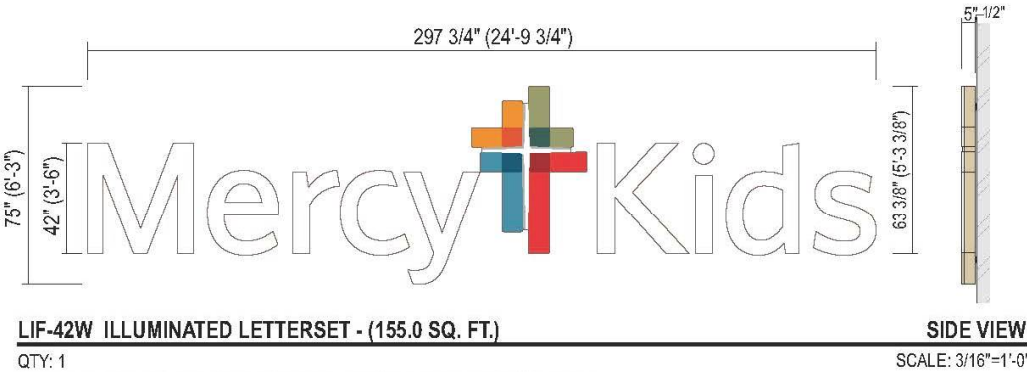
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	Signature and the printing name of the client's physician or authorized representative are required for all claims.						







SIGN 104



WALL TYPE	CMU, BRICK	PRE-CAST CONCRETE, CONCRETE	
SECTION			
ANCHOR TYPE	Ø1/2" SLEEVE ANCHOR (Ø5/8" BOLT), 2" MIN. EMBEDMENT	Ø3/8" EXPANSION ANCHOR, 2 1/2" MIN. EMBEDMENT	
WALL TYPE	WOOD, CONCRETE BLOCK, EIFS WALL SYSTEMS	EIFS WALL W/ FOAM INSULATION	GLASS MATT SHEATHING, PLYWOOD
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MOUNTING OPTIONS

SCALE: N.T.S.



Drawing prepared by:

SIGN 104

Location: 615 S. New Ballas Road
St. Louis, MO. 63141

File Path: Active\ACCOUNTS\IM\Mercy Health System\Locations\3566_003_St. Louis MO letterset_R3

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Rev 6	000000	00/00/00	XXX	XXX		

Rev #:	Req#:	Date:	Req. By:	Drawn By:
Rev 7	000000	00/00/00	XXX	XXX
Rev 8	000000	00/00/00	XXX	XXX
Rev 9	000000	00/00/00	XXX	XXX
Rev 10	000000	00/00/00	XXX	XXX

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Chapter 405 Zoning Ordinance

Article VIII: Sign Regulations

§ Section 405.910 Purpose and Intent.

- § These regulations encourage the effective use of signs as a means of communication, to maintain and enhance the aesthetic appearance of the City and to facilitate and improve pedestrian and vehicular traffic safety.



Mercy

11

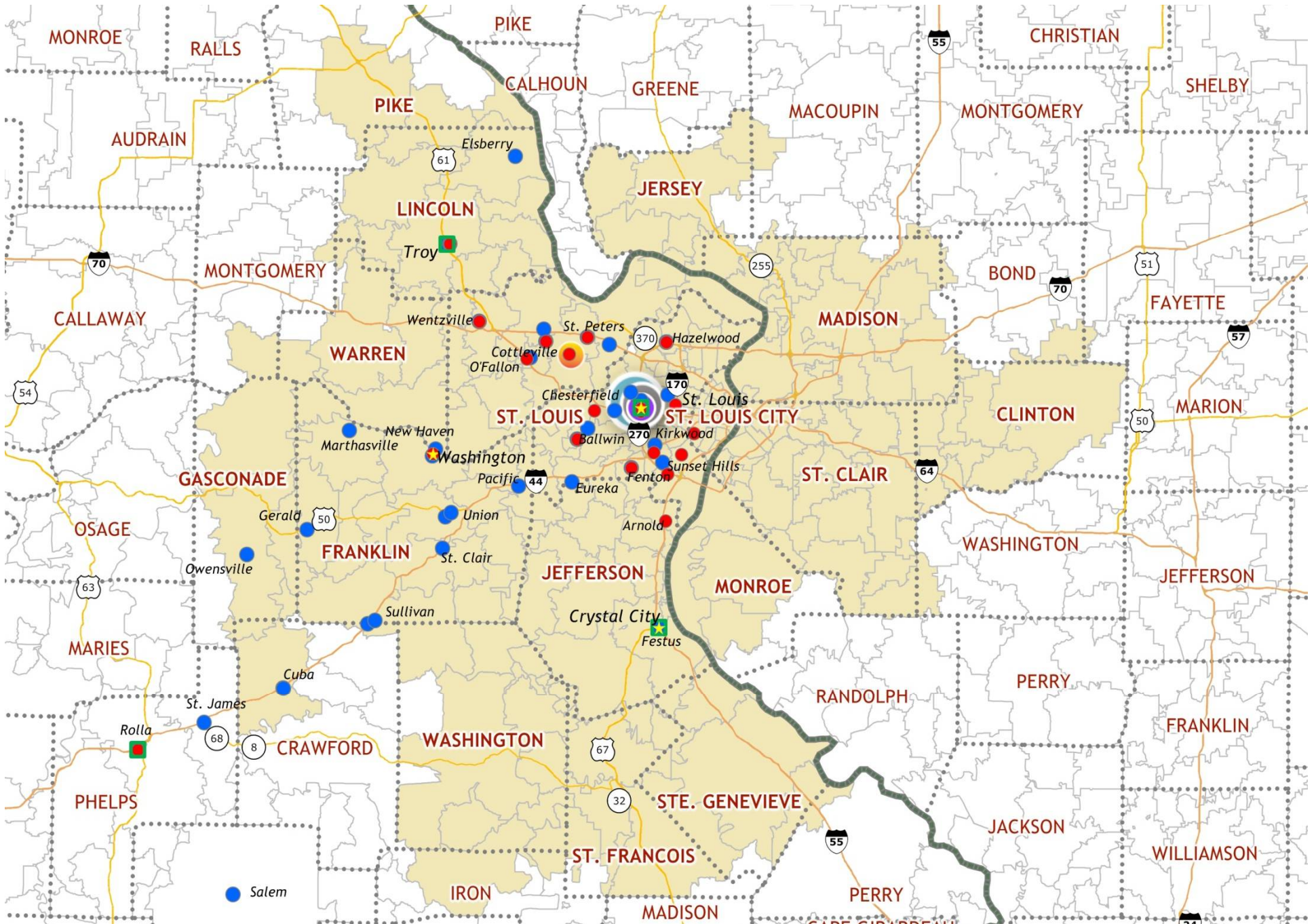




Master Signage Plans.

- § The above-cited signage options shall be exercised in accordance with the standards for all planned developments as set forth in Section [405.1080](#). All proposed signs shall be reviewed based on the following criteria:
- § Proposed signs are in scale and harmonious with the development and shall be so located and sized as to ensure convenience to the visitor, user or occupant of the development while not adding to street clutter







PLANNING AND ZONING COMMISSION PUBLIC HEARING

CITY OF CREVE COEUR, MISSOURI

300 NORTH NEW BALLAS ROAD

MONDAY, AUGUST 21, 2017

6:30 P.M.

PUBLIC HEARING

APPLICATION NO. 17-024

THOSE IN ATTENDANCE:

Ms. Beth Kistner, Chair

Ms. Muriel Hall

Mr. Don Magruder

Mr. Gene Rovak

Ms. Heather Silverman

Mr. Matthew Schuh

Mr. Carl Lumley, City Attorney

Mr. Jason Jaggi, Director of Community Development

Ms. Whitney Kelly, City Planner

Ms. Jessica Stutte, Planning Assistant/Recording Secretary

McLaughlin Court Reporting Services, Inc.

Deborah K. McLaughlin, RPR, MO-CCR #314, IL-CSR, KS-CCR
4772 Gatesbury Drive
St. Louis, MO 63128
(314) 974-1199

1 CHAIRMAN KISTNER: Next meeting on the agenda
2 involves Mercy as the applicant, my employer, so I'm going
3 to recuse myself, and Mr. Rovak is going to chair.

4 CHAIRMAN ROVAK: Okay.

5 MR. SCHUH: And because this matter involves
6 Mercy, as I have with other matters involving Mercy, at
7 this time, my firm represents the Defendant that has a
8 third party claim against Mercy at this time.

9 I have, first of all, I've informed counsel for
10 Mercy that I'm part of this Commission, and have offered
11 to recuse myself on any matters coming before the
12 Commission. To date, none of them have asked me to do so.

13 But I will do so again tonight for the
14 applicant, if they wish for me to recuse myself. But I
15 will say for the record, that I do believe I'm capable of
16 being fair and impartial, if you -- if you would so choose
17 to allow me to -- if you don't have an objection.

18 CHAIRMAN ROVAK: Do we hear anything from -- do
19 we hear anything from Mercy representative on that matter?

20 BILL BEHRENS: No, I don't have a problem if you
21 can judge fairly.

22 MR. SCHUH: Okay. Thank you. I believe I can.

23 BILL BEHRENS: Okay.

24 CHAIRMAN ROVAK: Okay. So the -- so the record
25 will show that there were no objections to Mr. Schuh --

1 MR. SCHUH: Thank you.

2 CHAIRMAN ROVAK: -- remaining on the -- on the
3 panel for this meeting.

4 Okay. So Public Hearing Applicant 17-024,
5 amendment to the master sign plan for Mercy Medical Campus
6 at 615 South New Ballas Road to allow for 155-square foot
7 Mercy Kids sign.

8 The applicant -- well, who is -- begin with the
9 staff.

10 MS. KELLY: We need to be sworn in.

11 CHAIRMAN ROVAK: Oh.

12 (The speakers were sworn in by the court
13 reporter.)

14 BILL BEHRENS: Thank you.

15 CHAIRMAN ROVAK: Would you identify yourself,
16 please, for the record.

17 BILL BEHRENS: Certainly. My name is Bill
18 Behrens. I'm with Warren Sign Company in St. Louis.

19 And thank you, guys, for putting us on the
20 agenda tonight to take a look at this request for a
21 revision to the Comprehensive Sign Plan at Mercy Hospital.

22 The existing plan was approved in 2012, and it's
23 been pretty good. There have been no changes at all.
24 This is the first change we've asked for in five years.

25 The original intent of this Comprehensive Plan

1 hasn't changed, it's to guide visitors effectively from
2 the different campus entrances, clearly identify public
3 parking, use consistent terminology and to clearly
4 identify building entrances.

5 If you were to blow this up, it's a site plan of
6 the existing Comprehensive Plan, and every exterior sign
7 is on there. It's numbered -- it's Sign No. 1 through
8 No. 117. We're asking for one change, and that is Sign
9 No. 104.

10 Giving you a perspective of where Sign No. 104
11 is, it's on the south facing wall facing Conway, so it
12 faces south. And when you enter from the south, Conway
13 Drive, you would see that sign. This is Interstate 270
14 over here. Give you a little perspective.

15 The existing Sign 104 says "Children's
16 Hospital". Those are 3 foot 6 inch letters. They're
17 mounted up on the wall. In fact, when you come in from
18 Conway, this is what you see, right here's your
19 "Children's Hospital" letters.

20 What we're proposing to do is add the word
21 "Mercy Kids" over here, which is the actual name of the
22 Children's Hospital. Here it is superimposed.

23 The design's consistent with the other signs on
24 the building. They're three and a half foot letters, just
25 like Children's Hospital. They're interior lighted

1 letters just like the Mercy logo. Everything's consistent
2 with the signs on the building.

3 This is a spec sheet. Just kind of spells out,
4 yeah, they're three and a half foot tall letters. And
5 that's the finished product.

6 That's our request.

7 CHAIRMAN ROVAK: Anybody have any questions of
8 the applicant?

9 MR. SCHUH: Would you mind putting the picture
10 of the whole thing with -- with the proposed new sign up
11 there. The view from Conway.

12 BILL BEHRENS: That's --

13 MR. SCHUH: There was one in the packet that had
14 the Heart Hospital over on -- says "Heart Hospital" over
15 on the left, right?

16 BILL BEHRENS: I don't have that image in here.
17 I think the staff did that image.

18 CHAIRMAN ROVAK: Is that in our packet?

19 MS. KELLY: No, that was in the packet. If it's
20 on -- it's on page 3 of the staff report. Yeah. Or page
21 176 in the packet.

22 VOICE: Thank you.

23 MR. SCHUH: So I just had a few questions.

24 I -- do you have that in front of you, by
25 chance?

1 BILL BEHRENS: Um, yes, I do.

2 MR. SCHUH: And I don't -- I don't so much have
3 an issue with it, I just kind of wonder where it's going,
4 cause it looks like, so you got your Mercy logo in the
5 middle. And then you got -- you got similar signs, the
6 Children's Hospital and the Heart Hospital, and then
7 you're kind of messing with the symmetry by putting
8 another logo on the right that kind of matches the one in
9 the middle.

10 Is it -- is it the Children's Hospital by Mercy
11 Kids? Is it the Mercy Kids Children's Hospital?

12 I realize these questions probably sound dumb,
13 but I'm just trying to understand the thinking of --

14 If you had to do over again, if you had to start
15 from scratch, is this what it would look like?

16 BILL BEHRENS: Um, without starting over again,
17 I don't know. That's -- this is what Mercy wants to do.

18 The Children's Hospital is a separate entity
19 from Mercy Hospital. It's a hospital inside the hospital.

20 The actual name of the Children's Hospital is
21 Mercy Kids, okay --

22 MR. SCHUH: Okay.

23 BILL BEHRENS: -- so Children's Hospital is an
24 important word. It tells people, hey, we have Children's
25 Hospital here. It's important for the community. It's

1 important for the hospital to identify that. It's
2 important for people to know that.

3 The Children's Hospital is named Mercy Kids. So
4 if you put Mercy Kids up there by itself, it doesn't tell
5 you that's the Children's Hospital. You could think is
6 that a daycare center. But -- but clients who go to that
7 Children's Hospital, they know it's Mercy Kids and people
8 have been coming into the campus saying where's Mercy
9 Kids. Well, that's over here in the Children's Hospital,
10 and they're directing them.

11 So back to the original intent of this code,
12 it's to help people find what they're looking for to get
13 there. And Mercy Kids or just Children's Hospital,
14 neither one of them are enough on their own to do that job
15 effectively.

16 MR. SCHUH: And it makes -- it makes more sense
17 for it to be of a roughly equal size to the word
18 "Children's Hospital" as opposed to just being a logo that
19 it's the Children's Hospital by Mercy Kids?

20 BILL BEHRENS: The secondary -- all the signs up
21 there are three and half foot tall letters.

22 MR. SCHUH: Uh-huh.

23 BILL BEHRENS: We want to stay the same letter
24 height, stay consistent.

25 CHAIRMAN ROVAK: So whichever they got --

1 whichever they hone in on, they're going to -- they're
2 going to go into the same building?

3 BILL BEHRENS: When you come in that entrance,
4 you're heading to the Children's Hospital, you -- you can
5 see them both.

6 Really, from Interstate 270, you really don't
7 see either of them.

8 MS. SILVERMAN: And this frontage faces Conway
9 Road, correct?

10 BILL BEHRENS: Correct, faces straight south.

11 MS. SILVERMAN: And is there any plan at this
12 time for any other additional signs that you know of?

13 BILL BEHRENS: If there were, we'd be asking for
14 it now, because we don't want to do this again, but --

15 MS. SILVERMAN: Fair.

16 BILL BEHRENS: -- no, there are no other plans.

17 MS. SILVERMAN: You never know though, thought
18 I'd ask.

19 BILL BEHRENS: We made it five years without a
20 change, hopefully, we'll make it another five.

21 CHAIRMAN ROVAK: Did you want to add anything
22 then or --

23 BILL BEHRENS: No, that's it.

24 MR. ROVAK: Okay.

25 Do we have a staff -- staff tell us, please.

1 MS. KELLY: Whitney Kelly, City Planner, on
2 behalf of the City of Creve Coeur.

3 As you are aware, master sign plans allow for a
4 comprehensive plan of signage subject to the
5 recommendation of the Planning and Zoning Commission, and
6 approval by City Council of the special ordinance.

7 All the signs are to be reviewed in coordination
8 with each other to create a cohesive design throughout the
9 campus.

10 As the applicant has indicated, they are seeking
11 an additional 155-square foot sign for the Mercy Kids, in
12 addition to the 144-square foot Children's Hospital, as
13 well as the 304 square foot sign of the Mercy logo sign,
14 and the 108 square foot of the Heart -- Heart Hospital.

15 All of the building -- all of the building
16 signage throughout the entire campus included the same
17 lettering as the Children's Hospital and the Heart
18 Hospital signage with the exception of the one Mercy logo
19 sign.

20 Under normal sign code regulations for a
21 six-story office building, the maximum sign area allowed
22 would be 80 square feet, so we do believe that adding an
23 additional sign seems to be excessive in this instance.
24 When we have suggested to the applicant that they could
25 re-work the existing Children's Hospital sign without the

1 need for the amendment, um, it could -- and they could
2 utilize the same letters, saying Mercy Kids Children's
3 Hospital, within the allowed sign area of the prior
4 approved plan.

5 If you find that their need for a fourth sign in
6 this area is sufficient, a recommendation to the Council
7 will be needed.

8 MR. SCHUH: Excuse, I missed your --

9 MS. KELLY: Oh, if you believe that a fourth
10 sign on this elevation is sufficient, a recommendation for
11 approval is needed for City Council.

12 MS. SILVERMAN: Are you suggesting that instead
13 of it saying "Children's Hospital", it could say "Mercy
14 Kids Hospital"?

15 MS. KELLY: It could say -- we don't -- we are
16 not allowed to regulate the content of signs.

17 MS. SILVERMAN: I understand, but I --

18 MS. KELLY: So we have suggested to the
19 applicant that they could re-work the existing Children's
20 Hospital to say Mercy Kids Children's Hospital within the
21 one allowed sign area. If you wish to perceive that as
22 well, but want to give a little extra room for the
23 additional of Mercy Kids, but we do agree that with the
24 three signs together, adding a fourth sign and the logo
25 type kind of does throw off the balance along that

1 elevation, and is inconsistent with all of the other
2 building signs that use the same lettering, so.

3 CHAIRMAN ROVAK: Well, my next question will be
4 for the applicant to give some clarification.

5 Looking at this elevation, where -- the one
6 where it's superimposed on the photograph, is that, I
7 guess, that's mechanical equipment that's -- that's
8 causing the separation of these two signs? Is that a --
9 is that an elevator cupola or HVAC, but --

10 MS. KELLY: Yes, that's mechanical equipment.

11 CHAIRMAN ROVAK: Okay.

12 MS. KELLY: I don't know which one, but, yes.

13 CHAIRMAN ROVAK: Well, where I'm seeing --

14 MS. KELLY: The break, yeah.

15 CHAIRMAN ROVAK: -- Children's Hospital on the
16 left and Mercy Kids on the right --

17 MS. KELLY: Right, that is mechanical.

18 CHAIRMAN ROVAK: -- trying to see what would
19 preclude, you know, making them more integrated.

20 MS. KELLY: Uh-huh.

21 MS. SILVERMAN: It's -- I don't know
22 structurally that's possible.

23 CHAIRMAN ROVAK: No, that's why I'm asking.

24 MS. SILVERMAN: So I don't -- re-working the
25 sign is really option, but I do see what you're saying

1 with difference in every other sign, but I -- I also would
2 be in favor of say changing the size of that font so that
3 you could get it all in.

4 MS. KELLY: Remember -- well, again, since we
5 don't regulate sign content --

6 MS. SILVERMAN: Right.

7 MS. KELLY: -- we're just regulating the sign
8 area, the font would probably need to change, unless you
9 wanted to grant additional square footage --

10 MS. SILVERMAN: Right.

11 MS. KELLY: -- the font size would need to
12 change.

13 CHAIRMAN ROVAK: And our area is measured from
14 the -- by a rectangle that would contain all of the
15 lettering, is that correct?

16 MS. KELLY: Correct. It's a single rectangle
17 around the -- the entire sign.

18 CHAIRMAN ROVAK: I guess what I'm -- I'm
19 thinking a loud, trying to second guess, is if Mercy Kids
20 were moved over to the above or below Children's Hospital,
21 what kind -- how much font reduction would be needed to
22 stay within some limit of -- of square footage, and I
23 guess, I don't know that anybody's really prepared to
24 answer that right now, so maybe I'm just thinking a loud.

25 MS. KELLY: Well, as proposed, the existing

1 letter set is 155 square feet for the Mercy Kids. The
2 existing Children Hospital is 144. So that would be
3 299 square feet, if we were to put them together, roughly
4 about 300 square feet of sign area.

5 BILL BEHRENS: Can I answer his question?

6 CHAIRMAN ROVAK: Please.

7 BILL BEHRENS: You have to cut the letter height
8 in half on each of them. You have to cut them in half.

9 CHAIRMAN ROVAK: And these are both -- these are
10 both, I'll call them -- it's probably not the correct
11 term -- trademarks of Children's Hospital and Mercy Kids?

12 BILL BEHRENS: That's correct.

13 CHAIRMAN ROVAK: I guess, how far astray would
14 we be going to suggest or ask if this became Mercy Kids
15 Hospital, you know, how -- how far out of the box, if you
16 will, would that be for Mercy to -- to consider that kind
17 of a renaming?

18 BILL BEHRENS: I know that the Mercy Kids name
19 and logo is trademark. It is Mercy Kids. So to change
20 that to add Children's Hospital to it, I don't think
21 that's probably doable.

22 But I would say if you look at the -- the
23 drawing, if you agree with me, Children's Hospital is not
24 oversized. That's appropriate size sign for that
25 building.

1 Children's Hospital, Mercy Kids next to it is
2 reasonable. If you go Mercy Kids Children's Hospital,
3 you're still probably going to be the same size.

4 CHAIRMAN ROVAK: No, that's why I asked. It
5 would be a word change, if it would be Mercy Children's
6 Hospital. Not all four words. Obviously, it's the same
7 owner that owns the trademark to both terms.

8 But it would, I guess, be solely up to them
9 whether that's acceptable or not. I don't know what kind
10 of legalistic other contracts that exist that are tied to
11 one or the other of those names, you know, I know you
12 can't do just one thing in almost any endeavor.

13 But, again, just thinking a loud as to
14 condensing that, and what would that entail.

15 BILL BEHRENS: I guess I would just appeal to
16 you what they have told me very strongly is, look, we
17 really think it's important people know we have a
18 children's hospital here. I mean that's a big deal for
19 the whole community, and seems only right to brand it what
20 it is.

21 CHAIRMAN ROVAK: Yeah, is everybody, staff and
22 applicant are both -- have both completed, and do we have
23 any comments from -- from people in attendance?

24 Hearing none, I guess we --

25 MR. JAGGI: Mr. Rovak --

1 MR. LUMLEY: I can offer the exhibits.

2 CHAIRMAN ROVAK: Oh, please, yes.

3 MR. LUMLEY: You can close the hearing and then
4 have discussion.

5 CHAIRMAN ROVAK: Okay. At this point the
6 hearing is closed.

7 MR. LUMLEY: Offer these exhibits into the
8 record of the public hearing: Documentation in possession
9 of the City Clerk reflecting the public notice, public
10 file regarding this application, including the application
11 materials and the staff's report, City's Code of
12 Ordinances and Charter, and the City's Comprehensive Plan
13 2030.

14 (The Public Hearing was closed at 7:52 p.m.)
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STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

I, Deborah K. McLaughlin, Registered Professional Reporter, Missouri Certified Court Reporter, Illinois Certified Shorthand Reporter and Kansas Certified Court Reporter, do hereby certify that I reported the Planning and Zoning public hearing stenographically and later reduced to typewriting; and that this is a true and accurate transcript of the public hearing.

Deborah K. McLaughlin

_____, RPR, MO-CCR, IL-CSR, KS-CCR

Deborah K. McLaughlin, RPR, MO-CCR, IL-CSR, KS-CCR

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(1) BILL BEHRENS: - cupola

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still [1] 14/3	7/5 13/20 14/17	5/19 15/14	your [3] 4/18 6/4
story [1] 9/21	thinking [4] 6/13	we [21]	10/8
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suggesting [1]	9/8 9/16	4/20 6/15 6/17	
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3/12	together [2]	4/17 8/3 9/24	
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tells [1] 6/24	13/19 14/7	which [2] 4/21	
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PLANNING AND ZONING COMMISSION PUBLIC HEARING

CITY OF CREVE COEUR, MISSOURI

300 NORTH NEW BALLAS ROAD

MONDAY, SEPTEMBER 5, 2017

6:30 P.M.

CONTINUATION OF PUBLIC HEARING

APPLICATION NO. 17-024

THOSE IN ATTENDANCE:

Mr. Gene Rovak, Acting Chair
Mr. Tim Carney
Ms. Muriel Hall
Mr. Don Magruder
Mr. Gene Rovak
Ms. Heather Silverman
Mr. Matthew Schuh
Mr. Carl Lumley, City Attorney
Mr. Jason Jaggi, Director of Community Development
Ms. Whitney Kelly, City Planner

McLaughlin Court Reporting Services, Inc.

Deborah K. McLaughlin, RPR, MO-CCR #314, IL-CSR, KS-CCR
4772 Gatesbury Drive
St. Louis, MO 63128
(314)974-1199

1 CHAIRMAN KISTNER: Okay. It is officially 6:30.
2 And we'll open up our meeting of the Planning and Zoning
3 Commission, City of Creve Coeur, Tuesday, September 5th.

4 We'll start with our call to order.

5 Mr. Schuh?

6 MR. SCHUH: Present.

7 CHAIRMAN KISTNER: Ms. Hall?

8 MS. HALL: Present.

9 CHAIRMAN KISTNER: Mr. Carney?

10 MR. CARNEY: Present.

11 CHAIRMAN KISTNER: Mr. Rovak?

12 MR. ROVAK: Present.

13 CHAIRMAN KISTNER: Ms. Silverman?

14 MS. SILVERMAN: Present.

15 CHAIRMAN KISTNER: And, Mr. Magruder?

16 MR. MAGRUDER: Present.

17 And the Chair is present.

18 We also have City Attorney, Carl Lumley?

19 MR. LUMLEY: Present.

20 CHAIRMAN KISTNER: Director of Community
21 Development, Jason Jaggi?

22 MR. JAGGI: Present.

23 CHAIRMAN KISTNER: City Planner, Whitney Kelly?

24 MS. KELLY: Present.

25 CHAIRMAN KISTNER: And Planning

1 Assistant/Recording Secretary, Jessica Stutte?

2 MS. KELLY: She will be out, so Deborah
3 McLaughlin is filling in.

4 THE COURT REPORTER: Here.

5 CHAIRMAN KISTNER: Okay. Thank you.

6 Start with the acceptance of the agenda. We do
7 have minutes from our previous meeting. Everyone had a
8 chance to look it over?

9 Are there any other -- are there any comments or
10 amendments?

11 If not, a motion is in order.

12 MS. SILVERMAN: So moved.

13 MR. ROVAK: Move to accept.

14 CHAIRMAN KISTNER: Is there a second?

15 MR. MAGRUDER: Second.

16 MR. ROVAK: I'll second.

17 CHAIRMAN KISTNER: All in favor?

18 (All responded aye.)

19 CHAIRMAN KISTNER: Second we have public
20 comment.

21 If there's anybody in the audience who would
22 like to comment on a matter that is not on the agenda, now
23 would be the time.

24 Seeing none.

25 We'll start with our first matter. It's a

1 continuation of a public hearing, Application No. 17-024,
2 amendment to the master sign plan for Mercy Medical Campus
3 at 615 South New Ballas Road to allow for 155-foot square
4 foot "Mercy Kids" sign.

5 And since I'm an employee of Mercy, I will
6 recuse myself. And our second will take over.

7 CHAIRMAN ROVAK: Okay.

8 Okay. This is, again, continuation of the
9 public hearing for Application 17-024, amendment to the
10 master sign plan for Mercy Medical Campus at 615 North
11 [sic] New Ballas Road to allow for 155 square foot "Mercy
12 Kids" sign.

13 The applicant, Bill Behrens, is that correct --

14 BILL BEHRENS: Yes.

15 CHAIRMAN ROVAK: -- still? Okay. And I guess
16 we'll let you continue.

17 I see where we left off, we had some
18 unanswered -- yes.

19 MS. KELLY: We have new speakers, so we will
20 need to be sworn in.

21 CHAIRMAN ROVAK: Oh, okay. Why don't we go
22 ahead and do that at this time then.

23 (The speakers were sworn in by the court
24 reporter.)

25 MR. BEHRENS: Okay.

1 CHAIRMAN ROVAK: Okay. So we'll continue.

2 There -- I mean we did continue this because
3 there were some unanswered questions or unanswerable at
4 the time.

5 But why don't you continue and pick up on, I
6 guess, where was left off, and that you know that you want
7 to call additional resources --

8 MR. BEHRENS: Sure.

9 CHAIRMAN ROVAK: -- certainly can do that.

10 BILL BEHRENS: Thank you. Nice to see you all
11 again.

12 If I could, I'm just going to do a brief recap
13 of the last meeting, kind of get us back all on the same
14 page.

15 The current master sign plan for the campus was
16 approved in 2012. This is the first time we requested a
17 change.

18 The intent of the sign plan has not changed.
19 It's still to guide visitors effectively from the
20 different entrances, clearly -- clearly identify parking
21 areas, use consistent terminology throughout the campus
22 and clearly identify the different building entrances.

23 Um, this is sort of a washed-out view. That's a
24 site plan of the campus. If you were to zoom in on that,
25 you would see that there are numbers on there from 1 to

1 117, and those are the 117 different signs that are
2 included in this package.

3 Our focus tonight is all related to Sign
4 No. 104.

5 Okay, give you an idea where that is. The
6 middle building is the main Mercy Hospital building. The
7 building on the right with the red arrow on it is the
8 Children's Hospital building, Mercy Kids.

9 Sign 104 is on that elevation facing south at
10 Conway Road.

11 That's Interstate 270 over here, and here's
12 Conway Road down here. In fact, if you were to get off
13 Conway Road and come in that entrance and look at that
14 today, what you'd see is that sign. This was a sign that
15 was approved as the original plan. Those are 3.5 foot
16 tall letters that say Children's Hospital.

17 That's what it looks like today if you were to
18 drive in.

19 Okay. Our request is to add to that sign,
20 revised sign 104, to include the name "Mercy Kids", which
21 is the name of the Children's Hospital at Mercy.

22 A little technical info here. That's the -- the
23 sign drawn into your packet. It just shows, hey, those
24 are 3.5 foot letters, the same size as Children's
25 Hospital. They're lighted letters like all the other

1 signs up on the wall.

2 And, again, once the sign is installed and you
3 pull in the entrance, that whole east side of the campus,
4 the two large buildings, that's the view.

5 Okay. So I think that's where we ended last
6 week.

7 There were three questions, if I recall
8 correctly all of them, there were kind of three areas of
9 concern, you wanted more information.

10 One was, is there a symmetry problem with adding
11 the sign; number two, is there a size problem, is that an
12 appropriate size of sign, and number three is why do you
13 need that sign at all.

14 So I'm just going to answer those briefly.

15 We'll start with the symmetry issue. And to
16 start with, I went back through the sign ordinance and
17 started looking for symmetry. Where is the symmetry
18 standard. And I found that I couldn't find one. The
19 regulations, the purpose and intent of the sign ordinance
20 is to facilitate and improve pedestrian and vehicular
21 traffic safety.

22 I then took a brief look around town. I just
23 came up with two examples. There might be more. This is
24 the Drury Hotel. Looks nice. On the symmetry issue
25 though, they've got one line of red letters up here on

1 this band on that wall. Here we got two lines stacked,
2 white letters. That's not symmetrical. But it looks
3 fine. There's nothing wrong with it. There's a symmetry
4 standard. You put red letters up here in one line, but
5 the symmetry standard doesn't exist.

6 Here's another office building. Drury Hotel's
7 on the left. One line letters. It's left justified.

8 Then we have Cornerstone Insurance Group. Well,
9 that's white letters stacked over a bronze module. It's
10 not a right justified. Here again, I don't think there's
11 anything wrong with that, but, again, I'm just pointing
12 out that it's not symmetrical.

13 So I would urge that if someone wants to argue
14 the symmetrical argument that they would name the campus
15 or the example of a standard that Mercy's expected to
16 meet.

17 Again, here's the Children's Hospital with our
18 sign. I think we're pretty symmetrical, but, again,
19 that's subjective. That's a matter of opinion.

20 Okay. The next issue was size. Is it too
21 large.

22 The ordinance deals with size for typical
23 situations. The situations you find throughout the
24 commercial districts in town. The way it deals with sign
25 size for master sign plans is to say we're not dealing

1 with size, okay, that's a separate animal. You put that
2 size in the Mercy -- in the master sign plan, and that's
3 where it's dealt with.

4 So the argument that, hey, if this were a
5 typical office building, it had normal zoning regulations
6 applied to it, wasn't a master sign plan, wasn't unique
7 medical campus, you know, we wouldn't let them have that
8 sign.

9 Well, that's kind of a silly argument. That's
10 apples and oranges. Which means, begs the question, how
11 do you review a master sign plan if not for size.

12 And there are going to be, and this is from the
13 master sign part of the code, signs shall be reviewed
14 based on the following criteria. Are they located in size
15 as to insure convenience to the visitor, the user or
16 occupant of the development. That's what you guide the
17 size argument.

18 It goes on, as long as you're not adding street
19 clutter, things like that.

20 So we feel that our request is appropriate.
21 That Mercy Kids sign is not oversized by any stretch on a
22 large building like that. It's consistent with the other
23 signs on the building. Same size letters that you see
24 elsewhere on the campus.

25 The last question that was brought up, and sort

1 of hanging in the air last week was, why do you need that
2 sign anyway. It already says Children's Hospital. And we
3 made the argument that Children's Hospital is important.
4 It's important people know there's a Children's Hospital
5 here. But it's also very important to name the hospital.
6 Some people know the name, it's Mercy Kids.

7 So to answer that question, I'd like to
8 re-introduce Dr. Kahn here, who will address that with you
9 and answer any questions.

10 Thank you.

11 DR. JOSEPH KAHN: Thanks for letting me address
12 you.

13 My name is Joe Kahn, pediatrician by training,
14 and my job, I'm the president of Mercy Kids.

15 Mercy Kids is a division of the Mercy Health
16 Ministry. As you probably know, Mercy's a four-state
17 health system. Mercy Kids oversees all of the care of
18 children in those four states, and those four states, we
19 have a total of 44 hospitals; 30 of those hospitals are
20 community-based hospitals, which see children to some
21 extent, mostly in the emergency rooms. We have six
22 neonatal intensive care units. Several other hospitals
23 that treat children.

24 I'm going to concentrate on the East Community
25 and talk a little bit about the need for this hospital,

1 really across the whole State of Missouri.

2 So Mercy Kids is the division of the Mercy
3 Health Ministry that has responsibility for the oversight
4 of all care of children in all of those thirty
5 communities. Inside Mercy Kids there are about 285,000
6 children who have a Mercy primary care physician
7 designated as their doctor.

8 Of those 285,000, 127,000 live in that
9 community, in the East Community; St. Louis, Washington,
10 Festus, as far out as Troy. So about little bit more than
11 half, roughly about half of the kids that we care for
12 inside Mercy are in the East Community.

13 Another 71,000 or so live in southwest Missouri.
14 So of the total of 285,000 children that Mercy cares for,
15 just under 200,000, about 197, 198,000 live in the State
16 of Missouri.

17 Mercy Children's Hospital is 166 bed Children's
18 Hospital, which is inside the 970 bed Mercy Hospital.

19 So Mercy Hospital in St. Louis, the one in Creve
20 Coeur here, has 970 total beds. Of those 970 beds, 166 of
21 them are the Children's Hospital. That does not count for
22 newborns at all. These are only sick children who are
23 admitted to the hospital for hospital care.

24 So Mercy Children's Hospital St. Louis is part
25 of the Mercy Kids. There's -- there's a lot of divisions,

1 a lot of units of Mercy Kids. We have a couple dozen
2 pediatric offices, we have emergency rooms that treat
3 children in actually every hospital we have in St. Louis
4 area, dedicated pediatric emergency department in addition
5 to a neonatal intensive care unit and outpatient tests and
6 treatment area and the pediatric intensive care unit.

7 For the East Community, and really for the State
8 of Missouri, for those 200,000 kids that I talked about,
9 this is the destination children's hospital.

10 This is also -- this hospital also serves as a
11 tertiary care, so high level care referral center for
12 children all over the State of Missouri.

13 So within the last year or so, we have had kids
14 from Rolla, from Joplin and Lebanon, a number of children
15 from Springfield. We now have children coming up from
16 Cape Girardeau to receive care at this hospital. We've
17 had kids from as far as Joplin, so a good five-hour drive
18 to get up here.

19 Families are used to seeing Mercy Kids brand.
20 Mercy Kids is the -- is a sub-brand of the Mercy master
21 brand. Families used to seeing the Mercy Kids brand.
22 When they go to the emergency room in Rolla or go to the
23 -- well, not Rolla, but go to the emergency room, sorry,
24 in Lebanon or Springfield or Joplin or Mountainview or
25 Cassville or Aurora, any of the places where we treat

1 Mercy children, they're used to seeing the Mercy Kids
2 brand.

3 So when -- when people come to St. Louis,
4 whether they're from St. Charles, whether they're from
5 Creve Coeur or whether they're from Rolla, they're looking
6 for Mercy Kids Children's Hospital. Mercy Kids is the
7 brand. Children's Hospital is the -- the demarcation of
8 what's in this building.

9 I would argue that both the brand signage and
10 the location signage are critical for families who are
11 coming on this campus.

12 Any of you, who have driven on the campus know
13 it's a big campus. It's kind of hard to find your way
14 around.

15 Imagine that you were a family who has a child
16 who came in an ambulance from Lebanon, Missouri or Rolla
17 or Joplin or wherever, and you were told to find the
18 Children's Hospital on the Mercy campus. So you go in,
19 what you're looking -- what this family's hopefully
20 looking for is the sign that they're familiar with, and
21 they're familiar with the Mercy Kids brand sign because
22 we've got that sign in all of our facilities.

23 So when family comes into this campus, they're
24 under stress. They've probably driven three or four
25 hours. Their child might already be here in the

1 ambulance. The Mercy Kids is the way home for them.
2 They're looking -- they see the Mercy Kids sign and then
3 they see a sign that says Children's Hospital, so they
4 know they're where they need to be.

5 What sort of questions did you have?

6 CHAIRMAN ROVAK: Yes, this is kind of re --
7 revisiting the question that I had. I don't know, others
8 may have questions.

9 Was the simple -- I guess some of this is a
10 question of branding more than location because my
11 question is why could there not be Mercy Kids Hospital?
12 There would be no question in anybody's mind. They see
13 the Mercy Kids. They see hospital. I don't think
14 anything would be left to the imagination or difficulty in
15 discovery with that simplified combined, call it logo or
16 sign --

17 DR. JOSEPH KAHN: Right.

18 CHAIRMAN ROVAK: -- but I mean you have the
19 logo, you have the Mercy Kids, and you have the word
20 "hospital". Rather than breaking this up into Children's
21 Hospital and Mercy Kids, I'm just seeing this -- this is
22 just trying to hang on to two brands that really might be
23 more logically combined and would serve exactly the
24 purposes that you just listed.

25 DR. JOSEPH KAHN: Right. I understand your

1 point.

2 There are 255 -- Mercy Kids Children's Hospital
3 in St. Louis and their hospital in Springfield are both
4 members of the Children's Hospital Association.

5 There are 255 members of the Children's Hospital
6 Association. In St. Louis, it's us, it's Cardinal
7 Glennon, St. Louis Children's, Ranken Jordan, all members
8 of the Children's Hospital Association.

9 Of those 255 children's hospitals, 254 have the
10 words "Children's Hospital" on their names. So an
11 accepted nomenclature for a children's hospital is to say
12 whatever it is, Cardinal Glennon Children's Hospital,
13 St. Louis Children's Hospital. In Springfield, we're
14 brand and labeled Mercy Kids Children's Hospital.

15 And that's really what we're asking for here.

16 CHAIRMAN ROVAK: Any other questions?

17 MR. SCHUH: Doctor, I -- first of all, I
18 appreciate you clearing up the kind of the corporate
19 structure.

20 DR. JOSEPH KAHN: Sure.

21 MR. SCHUH: Is there any reason you couldn't
22 occupy the same space where it says Children's Hospital,
23 use the logo, and then below it write the word "Children's
24 Hospital"? Cause it's my understanding that this is
25 called Mercy Kids Children's Hospital, is that correct?

1 DR. JOSEPH KAHN: That's correct.

2 MR. SCHUH: Okay. So if you wanted to use that
3 in the name, is -- is it possible to occupy the same
4 space, but -- but to utilize all those words and the logo?

5 BILL BEHRENS: I --

6 DR. JOSEPH KAHN: No, you can answer first, of
7 course.

8 MR. BEHRENS: Okay. I think it comes down to
9 available space. The Children's -- this is zoomed up
10 pretty good.

11 If you've driven this recently and looked, those
12 signs are not real big and readable. In fact, I'm going
13 to go back to the very end. This is really what it kind
14 of looks like when you first pull in.

15 Children's Hospital over here is small. Mercy
16 Kids is small too. It's even smaller, the square footage
17 standpoint.

18 So to combine the two of them on the left side,
19 you almost have to cut them both in half, unless you just
20 completely fill that area up, and then it's crowded. I
21 think you lose a balance of size and symmetry on the wall.

22 By keeping them separate, you can at least make
23 them -- I think they should be bigger, that's just my
24 opinion, but at least they're each readable.

25 To cram them altogether changes the name of the

1 hospital. It distorts their whole logo and corporate need
2 and makes the signs less readable.

3 DR. JOSEPH KAHN: Yeah, I -- that would have
4 been my answer.

5 My concern is that when you -- when you drive
6 into this campus from Conway Road, which is the main
7 entrance in, I don't know, I just don't know how readable
8 it would be if that sign was combined into one.

9 MR. SCHUH: Yeah, and I'm not a graphic artist.
10 I -- I would think the Children's Hospital would be
11 smaller than the -- the Mercy Kids is how I have it
12 pictured.

13 DR. JOSEPH KAHN: It would have to be --

14 MR. SCHUH: Uh-huh.

15 DR. JOSEPH KAHN: -- and, again, my concern,
16 without actually seeing a visualization of it, I don't
17 know how that would fit on either side of that.

18 I -- I'm no expert of construction, and I don't
19 know what's at the top of the building. I assume that
20 those are ventilation --

21 MR. SCHUH: Yeah.

22 DR. JOSEPH KAHN: -- and air handles, which --
23 which that top line there, which can't be covered up.

24 MS. SILVERMAN: And then I didn't -- I don't
25 know if Children's Hospital would be readable any smaller.

1 I mean someone who's used the campus, the signage isn't
2 the easiest to --

3 DR. JOSEPH KAHN: Right. Yeah, my -- my concern
4 would be exactly that. If we had a large -- even if we
5 had Mercy Kids and could move that up somehow, that the
6 Children's Hospital would be so small that it would be
7 sort of hidden and -- and difficult to read.

8 And, again, the purpose of the dual signage is
9 to identify the brand Mercy Kids and where you are, the
10 Children's Hospital.

11 BILL BEHRENS: I'd like to just add one other
12 point.

13 If you look, you can see there's a fence running
14 across up there.

15 MS. SILVERMAN: Uh-huh.

16 BILL BEHRENS: I mean right through the middle
17 of the O, the S, the P, that's -- that's already obscured
18 by the fence. To get everything on there, that would even
19 probably have to come lower. It's just not a good
20 location to try to pack that much stuff.

21 DR. JOSEPH KAHN: There questions or concerns?

22 CHAIRMAN ROVAK: I have one other question.

23 DR. JOSEPH KAHN: Yeah.

24 CHAIRMAN ROVAK: And this really, and I know
25 we're just looking at something superimposed.

1 DR. JOSEPH KAHN: Sure.

2 CHAIRMAN ROVAK: So we're not -- this is not a
3 photograph, it's a graphic put together.

4 Do you see any -- any issue with Mercy Kids
5 being white on this very pale white? I'm going to more
6 like maybe in your interest, could that Mercy Kids be,
7 without denigrating the brand or the logo, either be
8 bordered, make it maybe a hollow, a white letter, but,
9 hollow, you know, with a -- a darker border or something
10 that would make it more easily seen, or am I just seeing
11 it as somewhat difficult to read just because it's a
12 superimposed graphic?

13 Mercy Kids, to me, is very, very faint. It's
14 white against a light khaki brick background. Could that
15 be emboldened somewhat to, again, serve the purpose you're
16 talking about?

17 DR. JOSEPH KAHN: That's a question that I
18 honestly can't answer. And I don't know -- I don't know
19 what to say, but I don't know how else -- I agree with
20 what you're saying, but the dark letters on the left, the
21 Children's Hospital, are much more obvious, at least
22 during the day. Now, at night, I presume that that Mercy
23 Kids sign is going to be lighted.

24 CHAIRMAN ROVAK: Uh-huh.

25 DR. JOSEPH KAHN: And, certainly, the colored

1 part --

2 CHAIRMAN ROVAK: Yeah, and I'm just picking --
3 saying the white letters, but with their -- with
4 individual borders. I don't know that -- the name of that
5 type of font, you know, a hollow font has a darker edge.
6 Might be more easily recognized or read.

7 DR. JOSEPH KAHN: My -- my answer is that I am
8 not in charge of the brand.

9 CHAIRMAN ROVAK: Okay. Thank you.

10 DR. JOSEPH KAHN: The person who is in charge of
11 the brand has recused herself. Maybe she could speak as a
12 witness for Mercy, but I -- I don't know how that works.

13 CHAIRMAN ROVAK: Yeah, we brought that up last
14 time.

15 DR. JOSEPH KAHN: I understand your point and
16 appreciate the concern.

17 Yeah, obviously, what we're looking for is
18 visibility. That when people drive in here they know --
19 they know where they're --

20 CHAIRMAN ROVAK: Uh-huh.

21 MR. MAGRUDER: If I understood you correctly,
22 you were saying that an important part of the Mercy Kids
23 was it's recognizable because it's used elsewhere --

24 DR. JOSEPH KAHN: That's correct.

25 MR. MAGRUDER: -- and -- and so it's readily

1 recognizable?

2 DR. JOSEPH KAHN: That's correct.

3 MR. MAGRUDER: Okay.

4 DR. JOSEPH KAHN: Yeah. The -- the Mercy Kids
5 brand extends to everywhere that we are. So the Mercy --
6 now, our signage isn't complete. We're in the process of
7 branding every emergency room, every pediatric office,
8 every office where kids are seen as a Mercy Kids brand.
9 Basically, a sign that says "Mercy Kids are seen here",
10 and that logo would appear.

11 MR. MAGRUDER: So it's even more identifiable?

12 DR. JOSEPH KAHN: Yes.

13 MR. MAGRUDER: Thank you.

14 MR. CARNEY: Is it -- is this the only kids
15 hospital that's just designated as a children's hospital
16 in the system or are there --

17 DR. JOSEPH KAHN: There's another hospital in
18 Springfield, Missouri, which is designated as a children's
19 hospital.

20 I almost wish I had a picture of that because
21 that hospital is branded as Mercy Kids on the top of the
22 building, I think it's a seven-story building, sign like
23 that is on the top of the building, and then lower down
24 towards the entrance to the Children's Hospital says
25 Children's Hospital, but both signs appear on the same

1 face of the building.

2 MR. CARNEY: And is this a recent market brand
3 or is --

4 DR. JOSEPH KAHN: You know, when was that?

5 I -- Mercy Kids started out in 2012. It was
6 initially called Mercy Children's Hospital Services, and
7 we re-branded and re-named this, I think, three years ago.
8 Should have that on the tip of my tongue, but I don't.

9 So were re-branded this as Mercy Kids about
10 three years ago. Our advertising and marketing we do is
11 all under -- all under and for the Mercy Kids brands.

12 MR. SCHUH: Doctor, could you do the same thing
13 on this one, and put the Mercy Kids logo where Children's
14 Hospital is, and put Children's Hospital below that glass
15 on the facade there?

16 DR. JOSEPH KAHN: I don't know what's possible
17 in terms of signage. I mean, again, obviously, we're
18 incurring a lot more costs to move a sign that already
19 exists.

20 If you'd like, I have a picture here of the
21 Mercy Kids brand on the hospital in Springfield, if you'd
22 like to see it.

23 CHAIRMAN ROVAK: Yeah.

24 DR. JOSEPH KAHN: Sure.

25 MR. ROVAK: Why don't you start it --

1 DR. JOSEPH KAHN: Start at this end?

2 MR. MAGRUDER: Thank you. I've seen it.

3 DR. JOSEPH KAHN: You have?

4 MR. MAGRUDER: Yeah.

5 DR. JOSEPH KAHN: Great.

6 Like sharing a selfie.

7 MS. SILVERMAN: And the Children's Hospital part
8 is down?

9 DR. JOSEPH KAHN: The Children's -- yeah, the
10 Children's Hospital is actually -- the part is down there
11 at the entrance, yeah.

12 MS. SILVERMAN: But it has a much clearer
13 entrance than -- I mean this one has --

14 DR. JOSEPH KAHN: It has a much clearer and much
15 more demarcated entrance to the Children's Hospital --

16 MS. SILVERMAN: Uh-huh.

17 DR. JOSEPH KAHN: -- than this building does,
18 yes.

19 MS. SILVERMAN: I'm trying to remember
20 correct -- I'm trying to figure out which entrance you're
21 supposed to go in here anyways.

22 MR. SCHUH: It's in the middle.

23 DR. JOSEPH KAHN: It's in the middle. It's
24 actually a -- in the adjacent tower.

25 VOICE: Yeah.

1 MR. SCHUH: That does look much clearer.

2 It's -- it pops a lot more than the picture.

3 CHAIRMAN ROVAK: Will you do it in the same
4 manner, or you do your signage -- can you describe that?
5 In other words, is that -- maybe it's the relief and the
6 forced shadowing that makes it more prominent than that in
7 this superimposed.

8 DR. JOSEPH KAHN: It's also, I believe, the
9 color of the brick behind it. I think the brick in this
10 building for Springfield --

11 CHAIRMAN ROVAK: Darker brick.

12 DR. JOSEPH KAHN: Darker.

13 MS. SILVERMAN: But if you -- I mean if you zoom
14 back out to the other image, there's the Mercy logo, which
15 is the same white letters, which I believe is on the same
16 brick, and I honestly don't know that that's so much our
17 concern.

18 MR. BEHRENS: There. Actually this is a little
19 better one. Back here.

20 CHAIRMAN ROVAK: There was one you showed by
21 itself. I think it's in our packet. Move up a page.

22 MR. SCHUH: That shows it.

23 CHAIRMAN ROVAK: Yeah, it's on -- on our page
24 13, I think is where it's by itself. Maybe I'm wrong.

25 MR. CARNEY: Can I ask a question of staff?

1 I'm sorry, I wasn't here for the last meeting,
2 but, and I'm not exactly sure of the -- since this is a
3 campus, but does this sign in any way exceed the overall
4 amount of signage that they're using on the top of their
5 building, or is it --

6 MS. KELLY: Yes, sir. The sign area for a
7 six-story office building would be 80 square feet. The
8 existing Children's Hospital is 108. They are asking for
9 an additional 155 square feet for the Mercy Kids, and
10 that's in addition to the 308 square foot Mercy sign, and
11 the 100 and something for the Heart Health sign.

12 We have -- I will add that we have suggested to
13 the applicant -- applicant's representative that moving
14 one of the Children's Hospital or the Mercy Kids down
15 lower, so it does create -- maintain the symmetry of the
16 approved plan, would be something that we would be
17 supportive of.

18 As you know, the master sign plan allows for
19 deviation from the regular sign regulations on large
20 campuses to provide a more consistent program to ensure
21 convenience to the visitor. But all signs are to be in
22 scale and harmonious with the development design --
23 overall design throughout the campus in a confident
24 manner, as well as maintain the original purposes of the
25 sign plan for the code.

1 So that's why we get into the more design
2 elements of the sign versus non. As you know, there is a
3 text amendment to the signs to only allow one sign per
4 elevation, which is why we -- we get into that at this
5 point as well.

6 I will say that having visited the Mercy
7 Hospital several times, it's one sign -- once you're on
8 the campus, you have a more difficult time finding the
9 place because the signs are so high up, and moving one
10 down would aid in the visitor experience.

11 MR. CARNEY: Are there some buildings that
12 they're not using all their signage on or are they pretty
13 much using it to the max?

14 MS. KELLY: They are pretty much using to the
15 max and exceeding what would normally be allowed as per
16 the --

17 DR. JOSEPH KAHN: Sure. I don't -- I don't know
18 to what extent your signage ordinances and signage rules
19 are meant to control, um, shall we say, obnoxious signage
20 on retail outlets. People that are trying to sell stuff;
21 people that are trying to attract attention to the sales
22 to make a profit.

23 Quite frankly, that's not what we're doing.
24 We're a nonprofit ministry, and we're trying to help
25 people find their way to get healthcare. People that are

1 used to seeing this Mercy Kids brand, they're looking for
2 Children's Hospital.

3 MR. CARNEY: I think that's a good point. I
4 mean all these hospitals are so massive, it's hard to find
5 what you're looking for, especially if you're not
6 familiar, so I do agree with that point.

7 I'm sorry I wasn't quite up to speed to know
8 exactly what happened. I don't know, I don't think
9 stacking them is going to be an attractive solution to
10 that. I think -- I think they need to be separated in
11 some way, so they look a little more readable.

12 MR. JAGGI: If it wasn't -- comment,
13 observation. If it wasn't for that mechanical penthouse
14 in the middle, we probably wouldn't be dealing with the
15 issue. They'd be more together in one area, which I think
16 is some of the issues that we've been having.

17 But given the existing -- that existing
18 hardship, you know, if it's going to be up there, that's
19 probably the only place that it can go because I think it
20 would be squeezed in a little too tight. There's --
21 that's been observed already.

22 There's fencing there, so and it's not an overly
23 big sign, considering when it's up on a high like that,
24 they are generally larger signs cause they have to be.

25 But if that -- just to me, it just seems like

1 that mechanical penthouse, if that issue wasn't protruding
2 right in the middle of the building, we'd have something
3 that would read more like one sign, and maybe we could
4 reduce it a little bit more, and kind of tweak it a little
5 bit so, but that's just something I think that just keeps
6 entering into the discussion.

7 Otherwise, if it were to go lower, that's
8 certainly an option, but, you know, where it is, it's
9 probably the only place it can go on that building.

10 MR. SCHUH: Jason, can you talk a little bit
11 about the discussion we -- or the point that was brought
12 up concerning the applicability of the signage regulations
13 on hospital versus a general office building?

14 MR. JAGGI: Yeah. I think Mr. Behrens pointed
15 that out with some of his analysis of other properties.

16 I -- I mean for the same reason why you wouldn't
17 want to do that, this -- this measure -- or this type of a
18 process allows the city to confer with the applicant on
19 the right type of signage given the unique nature of
20 campuses, such as Mercy Hospital. So it's purely at the
21 discretion of what's the appropriate amount of signage,
22 given the use, while still kind of in keeping with general
23 principles of the sign code, and that's really the
24 direction that we have.

25 We look at esthetic things. We look at things

1 in a little more detail of signage than we would just for
2 this straight permit because this signage is more than
3 what would typically be allowed. But this process allows
4 us to confer like this with applicants.

5 So it's really just a matter of is this too much
6 signage, is it in the right spot, and is it of the quality
7 that's -- that's consistent with what's up there. And it
8 is. It's similar. It's just another sign on the
9 building, so we take -- we take that into account. You're
10 adding another sign to the building more than what you've
11 got, so that's -- I hope that helps. But that's kind of
12 the context of why we review it in the master sign
13 process.

14 CHAIRMAN ROVAK: Anybody have questions?

15 Does the applicant, do you have any other items
16 to add or should we go directly to discussion?

17 DR. JOSEPH KAHN: Thank you. No, I don't have
18 anything else. Thanks.

19 CHAIRMAN ROVAK: Thank you.

20 Close the public hearing. Go to discussion.

21 Public hearing portion of this application is
22 now closed.

23 (The public hearing was closed.)
24
25

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

I, Deborah K. McLaughlin, Registered Professional Reporter, Missouri Certified Court Reporter, Illinois Certified Shorthand Reporter and Kansas Certified Court Reporter, do hereby certify that I reported the Planning and Zoning public hearing stenographically and later reduced to typewriting; and that this is a true and accurate transcript of the public hearing.

Deborah K. McLaughlin, RPR, MO-CCR, IL-CSR, KS-CCR

Deborah K. McLaughlin, RPR, MO-CCR, IL-CSR, KS-CCR

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City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: Police Department
Category: Agreement
Prepared By: Pam Manning
Department Head: Glenn Eidman

SCHEDULED

ORDINANCE

**Bill No. 5667 - an Ordinance Authorizing the City of Creve
Coeur, Missouri, to Enter into an Agreement with the
Missouri Highways and Transportation Commission
Regarding the Blueprint for Safer Roadways Program. First
Reading**

The grant contract allows the funds to be used for expenses associated with Occupant Protection, Hazardous Moving Violations, and Impaired Driving enforcement activities and educational outreach.

Ordinance

Meeting of September 11, 2017

AN ORDINANCE AUTHORIZING THE CITY OF CREVE COEUR, MISSOURI, TO ENTER INTO AN AGREEMENT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION REGARDING THE BLUEPRINT FOR SAFER ROADWAYS PROGRAM

WHEREAS, the Police Department has participated in a variety of grant programs since 1989; and

WHEREAS, the Police Department has supported the Blueprint for Safer Roadways Program activities associated with occupant protection, hazardous moving violations, and impaired driving enforcement activities and educational outreach; and

WHEREAS, there is an opportunity to apply for a Blueprint for Safer Roadways Grant in the amount of \$8,000; and

WHEREAS, the Chief of Police will continue to investigate any and all opportunities for financial assistance available under the Missouri Highways and Transportation Commission Blueprint for Safer Roadways Program; and

WHEREAS, the City Council agrees to make a dedicated attempt to continue support for this traffic safety effort;

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

Section 1. The City Administrator of the City of Creve Coeur and his designated representatives are hereby authorized to enter into a contract with the Missouri Highways and Transportation Commission for a Blueprint for Safer Roadways Grant in an amount up to \$8,000, in the form of **Exhibit A** attached hereto subject to any final changes consistent with the intent hereof. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of the Ordinance, the matters described herein, and the rights and duties of the City under the agreement.

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

ADOPTED THIS ____ DAY OF _____, 2017.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2017

BARRY GLANTZ, MAYOR

ATTEST:

DEBORAH RYAN, CITY CLERK



CREVE COEUR POLICE DEPARTMENT INTEROFFICE MEMO

DATE: 09/5/2017
TO: Chief G. Eidman
FROM: Lt. H. Francis
SUBJECT: Blueprint Grant (FY 2018)

Sir,

The Missouri Highways and Transportation Commission has awarded the Creve Coeur Police Department a grant totaling \$8,000.00. The expiration on using the grant funds is May 31, 2018.

The grant contract allows the funds to be used for **expenses associated with Occupant Protection, Hazardous Moving Violations, and Impaired Driving enforcement activities and educational outreach**. The contract does not specify how the funds are to be spent, for overtime, equipment, etc. or what is to be dedicated to which category. The discretion lies with the awarded agency. The plan for the grant funds this fiscal year will be for overtime reimbursement and equipment.

Respectfully,

A handwritten signature in blue ink that reads "LT. H. Francis 413".

Lt. Henry Francis, DSN 413

CCO Form: HS02
 Approved: 01/05 (BDG)
 Revised: 03/17 (AR)
 Modified:

Award name/number: BPCSL8AZ
 Award year: SFY2018

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
 BLUEPRINT FOR SAFER ROADWAYS PROGRAM AGREEMENT**

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the

City of Creve Coeur, a municipal corporation in the State of Missouri (hereinafter, "City"); OR

County of n/a, (hereinafter referred to as "County"); OR

Department of n/a, a department within the executive branch of the government of the State of Missouri (hereinafter, "Department"); OR

n/a, a recognized vendor with the State of Missouri (hereinafter, "Vendor")

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) **PURPOSE:** The Commission has authorized State Road Funds to be used to support regional Blueprint for Roadway Safety activities. The purpose of this Agreement is to grant the use of such State Road Funds to the City.

(2) **ACTIVITY:** The State Road Funds, which are the subject of this Agreement, will support the following activity to further Missouri's Blueprint for Roadway Safety: Expenses associated with Occupant Protection, Hazardous Moving Violations, and Impaired Driving enforcement activities and educational outreach, effective from agreement execution date through May 31, 2018.

(3) **INDEMNIFICATION** (Option 1):

(A) To the extent allowed or imposed by law, the City shall defend, indemnify and hold harmless the Commission, including its members and the Missouri Department of Transportation (MoDOT or Department) employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the City's wrongful or negligent performance of its obligations under this Agreement.

(B) The City will require any contractor procured by the City to work under this Agreement:

(1) To obtain a no cost permit from the Commission's district engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and MoDOT, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo. The City shall cause insurer to increase the insurance amounts in accordance with those published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(4) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representatives of the City and the Commission.

(5) COMMISSION REPRESENTATIVE: This Commission's District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(6) NONDISCRIMINATION CLAUSE: The City shall also comply with all state and federal statutes applicable to the City relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(7) ASSIGNMENT: The City shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(8) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The City shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(9) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the City with written notice of cancellation. Should the Commission exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the City.

(10) ACCESS TO RECORDS: The City and its Contractors must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at no charge to the Commission and/or their designees or representatives during the period of this Agreement and any extension, and for a period of three (3) years after the date on which the City receives reimbursement of their final invoice from the Commission.

(11) REIMBURSEMENT: With regard to work under this Agreement, the City agrees that funds to implement Blueprint activities shall only be available for reimbursement of eligible costs which have been incurred by City. The City shall supply to the Commission copies of all bid information; purchase orders; invoices; and name, date, hours worked, and rate of pay (on Program Agreements that include salaries). Any costs incurred by City prior to authorization and notification to proceed from the Commission are **not** reimbursable costs. The Commission shall not be responsible for any costs associated with the activity herein unless specifically identified in this Agreement or subsequent written amendments. The Commission shall not provide more than **Eight Thousand** dollars (\$ 8,000.00) for this Blueprint safety project.

(12) USE OF FUNDS: Any employee of City whose salary or wages are paid in whole or in part with federal funds is prohibited from participating in certain partisan political activities, including, but not limited to, being a candidate for elective office pursuant to Title 5 United States Code (hereinafter, "U.S.C."), Sections 1501-1508. If an employee of City participates in activities prohibited by the Hatch Act, City shall no longer pay that employee's salary or wages with federal funds unless the requirements of 5 U.S.C. Sections 1501-1508 are not applicable to that employee pursuant to 5 U.S.C. Section 1502(c).

(13) INSPECTION OF IMPROVEMENTS AND RECORDS: The City shall assure that representatives of the Commission shall have the privilege of inspecting and reviewing the work being performed per this Agreement. The City shall also maintain all financial documents, reports, papers and other evidence pertaining to costs incurred in connection with this Program Agreement, and make such materials readily available for review at reasonable times and at no charge during this Agreement period and for three (3) years from the date of final payment under this Agreement, for inspection by the Commission or any authorized representatives of the State of Missouri; copies shall be furnished, upon request, to authorized representatives of the Commission or State.

(14) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(15) FINAL AUDIT: The Commission may, in its sole discretion, perform a final audit of project costs. The City shall refund any overpayments as determined by the final audit.

(16) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or

benefits to anyone other than the Commission and the City.

(17) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this ____ day of _____, 20____.

Executed by the Commission this ____ day of _____, 20____.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CREVE COEUR
POLICE DEPARTMENT

By _____

Title: District Engineer

Title _____

By _____

Title _____

By _____

Title _____

ATTEST:

By _____

Title _____

Approved as to Form:

Title _____

Ordinance No _____

*Note: If agency is a County with a county commission form of government, 3 signatures are required.



CITY COUNCIL AUTHORIZATION

On _____, 20__ the Council of _____
_____ held a meeting and discussed the City's participation in Missouri's
Highway and Transportation Commission Blueprint for Safer Roadways Program.

It is agreed by the Council that the City of _____ will participate in Missouri's
Highway and Transportation Commission Blueprint for Safer Roadways Program.

It is further agreed by the Council that the Chief of Police will investigate the financial
assistance available under the Missouri Highways and Transportation Commission Blueprint
for Safer Roadways Program for Traffic Enforcement and Equipment and will report back to
the Council his/her recommendations. When funding through the Missouri Highways and
Transportation Commission are no longer available, the local government entity agrees to
make a dedicated attempt to continue support for this traffic safety effort.

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mayor



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

Meeting: 09/11/17 07:00 PM
Department: City Council
Category: Ordinance
Prepared By: Sharon Stott
Department Head: Sharon Stott

SCHEDULED

ORDINANCE

Bill No. 5668 - an Ordinance Amending the Personnel Policy and Procedures Manual of the City of Creve Coeur. First Reading

Staff recommends updates to the Personnel Policy and Procedures Manual to provide clarification to employees of existing city policies, make minor edits or bring the manual up-to-date with current laws.

BILL NO. 5668

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL OF THE CITY OF CREVE COEUR.**WHEREAS**, the City has in effect a Personnel Policy and Procedures Manual, and**WHEREAS**, changes in law and circumstances 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.** *Section 130.010.A of the Code of Ordinances is amended to read as follows:*

- A. The Personnel Procedures Manual, as previously adopted and amended, is hereby further amended and restated by adopting the new version dated September 2017 contained in Exhibit A, 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 _____, 2017.

ROBERT HOFFMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2017.

BARRY GLANTZ
MAYOR

ATTEST:

DEBORAH RYAN
CITY CLERK



City of Creve Coeur

To: Mayor, City Council
 CC: Mark Perkins, City Administrator; Carl Lumley, City Attorney
 From: Sharon Stott, Assistant City Administrator
 Date: September 6, 2017
 Re: Personnel Policy and Procedures Manual Update

The City Administrator's Office and the City Attorney have developed updates to the City Personnel Policy and Procedures Manual for review and approval by the City Council.

Updates were made to provide clarification to employees of existing city policies, make minor edits or bring the manual up-to-date with current laws. The last update to the Personnel Policy and Procedures Manual occurred on May 23, 2016. In summary, the proposed changes include:

- Table of Contents – Repagination and section retitling, if applicable, will occur after policy changes are accepted.
- Section 1 – (Legislative History of Revisions) Highlights the specific sections with changes and will include the Ordinance number and date once it is approved by City Council.
- Section 2 – (Definition) Title change of the Assistant to the City Administrator to Assistant City Administrator as position serving as Personnel Officer.
- Section 5.7 – (Longevity Pay) Clarification of when longevity pay applies as it pertains to the date of hire and not total time with the City.
- Section 7.6 – (Reemployment of a Former City Employee) Minor rewording regarding retirement benefits for past service with the city as it applies to the specific retirement plan.
- Section 8.5.2 – (Compensatory Time) – Clarification of policy intent for maximum compensatory time hour accruals. Changed "Police Department employees" to "commissioned employees".
- Section 8.9 – (Positions Exempt from Overtime) Changed reference to "Assistant City Administrator" in list of positions exempt from overtime.
- Section 9.2 – (Resignation) Added language for maximum required written notice of intent to retire of not more than 90 days for LAGERS.
- Section 11.3.3 – (Eligibility for Vacation) Added clarification of vacation accrual policy to cease once an employee exceeds unpaid leave exceeding seven (7) consecutive calendar days. This clarification coincides with similar language in other sections of the manual.
- Section 11.4.2.a.ii – (Eligibility for Sick Leave) Change reflects current city practice of sick leave accrual per pay period rather than once per full month. Added clarification of sick leave accrual policy to cease once an employee exceeds unpaid leave seven (7)

consecutive calendar days. This clarification coincides with similar language in other sections of the manual.

- Section 11.4.5 – (Sick Leave and Medical Leave – Notice) Minor title edit. Added employee responsibility to notify supervisor within the first hour of the employee's normal workday on each day of absence if leave unforeseeable.
- Section 11.4.5.5. – (Proof of Illness – Sick Leave) Added a new section requiring proof of illness for an employee utilizing four or more consecutive days of sick leave. Proof of illness in this section applies to use of sick leave when leave is not covered by the Family and Medical Leave Act.
- Section 11.7.3 – (Family Leave – Notice) Similar edit as for 11.4.5 for family leave.
- Section 11.10.3.i – (Extended Active Duty Leave) Minor edit.
- Section 11.10.6 – (Reinstatement) Additional wording for employee reinstatement following temporary active duty in state military force or national guard reserves to be consistent with State statutes.
- Section 11.14.2 – (Unpaid Leave Exceeding Seven (7) Consecutive Days) Changed policy from sixteen (16) consecutive calendar days to seven (7) consecutive calendar days for when an employee is responsible for making benefit premium payments in order to continue benefits while on unpaid leave.
- Section 11.14.4 – (Benefits during FMLA) Minor edit.
- Section 15.3 – (Health Insurance Coverage Upon Retirement) Minor edits to section and footnotes as a result of joining LAGERS defined benefit retirement plan to include its definitions of retirement age.

Attachments: City of Creve Coeur Personnel Policy and Procedures Manual (with mark-up of proposed changes)



CITY OF CREVE COEUR, MISSOURI

PERSONNEL POLICY AND PROCEDURES MANUAL

~~May 23, 2016~~September 2017

Ordinance #~~5475~~

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

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

<u>Ordinance ????</u>	Section 8.5	Overtime	<u>9/??/2017</u>
	Section 8.9	Positions Exempt from Overtime	
	Section 16.5	Policy Against Harassment	
	Section 16.9	Payroll Deductions	
	<u>Section 2</u>	<u>Definitions</u>	
	<u>Section 5.7</u>	<u>Longevity Pay</u>	
	<u>Section 7.6</u>	<u>Re-Employment of a Former City Employee</u>	
	<u>Section 8.5.2</u>	<u>Compensatory Time</u>	
	<u>Section 8.9</u>	<u>Positions Exempt from Overtime</u>	
	<u>Section 9.2</u>	<u>Resignation</u>	
	<u>Section 11.3.3</u>	<u>Eligibility for Vacation</u>	
	<u>Section 11.4.2</u>	<u>Sick Leave Administration</u>	
	<u>Section 11.4.5</u>	<u>Sick Leave and Medical Leave – Notice</u>	
	<u>Section 11.4.5.5</u>	<u>Proof of Illness – Sick Leave</u>	
	<u>Section 11.7.3</u>	<u>Family Leave – Notice</u>	
	<u>Section 11.10.3.i</u>	<u>Extended Active Duty Leave</u>	
	<u>Section 11.10.6.a</u>	<u>Reinstatement</u>	
	<u>Section 11.14.2</u>	<u>Unpaid Leave Exceeding Seven (7) Consecutive Calendar Days</u>	
	<u>Section 15.3</u>	<u>Health Insurance Coverage Upon Retirement</u>	

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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 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 30 hours per seven-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.

“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 35 hours per seven-day work period (except for purposes of determining eligibility for health insurance benefits, see definition of Full-Time Employee).

“Overtime” means time worked in excess of the employee's daily work schedule, approved by the Department Head, which is of a benefit to the operations of the City, including at a minimum the number of hours worked in excess of 40 per work week.

“Personnel Officer” means the Assistant ~~to the~~ 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 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 the City Administrator and City Clerk.

3.5 ELIGIBILITY FOR USE OF THE GRIEVANCE PROCEDURE, LEAVE, HOLIDAYS, AND OTHER BENEFITS

Only full-time, regular employees shall be eligible for use of the disciplinary appeals process, leave, holidays and other city employee fringe benefits. All employees may utilize the grievance procedure. Employees having seasonal, part-time, temporary full-time or temporary part-time work with the City are not eligible for fringe benefits, leave, holidays, nor the exercise of the disciplinary appeals procedure.

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 exclusively:

- 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 pay shall be adjusted below the maximum of the new grade but not by more than ten percent (10%) of the current pay. Appropriate changes will be made to reflect the new essential job functions and performance criteria.

4.5 MAINTENANCE OF THE PLAN

a. New Position

Before a new classification is established or before a new position is filled, a job evaluation shall be approved by the City Administrator and the City Council and incorporated into the existing Classification Plan. Likewise, an abolished classification shall be deleted from the Position Classification Plan. The classification plan shall be periodically reviewed by the City Administrator.

b. Review of Existing Position

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. An employee being demoted due to poor performance or employee choice will receive the lesser of a maximum ten percent (10%) reduction in pay or the reduction which adjusts the employee's pay to the new 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. When a police officer voluntarily or involuntarily moves between a patrol officer position and a special assignment officer position, it shall also be considered a transfer, and an adjustment in pay shall be made based on the officer's schedule in the new position. 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 regarding pay adjustments as they relate to performance ratings.

5.6 FREQUENCY OF MERIT INCREASE

An employee 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 pay periods the employee has worked since the employee's probation-completion merit increase date, if any.

5.7 LONGEVITY PAY

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

5.8 PERFORMANCE MANAGEMENT

1. *Frequency of Reviews*

Performance reviews for a City employee, utilizing the performance management job description and performance criteria, shall be conducted during the employee's probationary period no less frequent than at six (6) months and 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. 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 salaried employees, when it is necessary to calculate an effective hourly or daily pay 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 uses an assumed 80-hour semi-monthly pay period.

5.10 DIRECT DEPOSIT

All employees that are expected to be employed for longer than three months 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.

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.

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 interferes with the performance of other employees can result in discipline and/or termination. Inappropriate conduct can arise from public communications, including use of social media. 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 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.

~~Eligibility for longevity pay shall begin with the last date of hire and not total time of service with the City.~~ Retirement benefits from past service may be reinstated in accordance with the provisions of the applicable retirement plan. ~~City of Creve Coeur Retirement Plan.~~

7.7 LAID OFF/DEMOTED EMPLOYEES

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

7.8 PART TIME/TEMPORARY/SEASONAL APPOINTMENTS

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

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

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

7.9 PROMOTIONS

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

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

7.10 GENERAL EXAMINATION PROVISIONS

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

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

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

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

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

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

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

7.11 PROBATIONARY PERIOD

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

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

The probationary or qualifying period shall begin immediately upon appointment to a full-time position. The probationary period shall not be deemed to be successfully completed until the employee is notified, in writing, by the City Administrator that he has been released from probationary status. 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 issued or the probationary period shall be extended.

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 serving his first probationary period is eligible for sick and vacation benefits upon the Department Head's determination that the employee has successfully completed the first six months of probation. (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 he had at the time of the promotion or transfer are not lost while he serves the probationary period.

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 terminated during his initial probationary period cannot appeal such action.

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.

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 40 hours in a seven 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 on the form and on the dates specified. Employees must identify any perceived error in attendance records within seven 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. 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**	See Section 8.9
GROUPS:	Park Maintenance		
	Inspections		
	Maintenance of Municipal Property		
	Office Clerical*		
	Commissioned Police Officers		
	Ice Arena		
	Golf Course**		

**Clerical staff are compensated for evening meetings and Saturday meeting work as per section 8.6 of this policy.*

***Non-exempt 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 (Monday through Sunday), and shall receive straight time for time worked up to forty-four (44) hours in a week (Monday through Sunday).*

2. Compensatory Time

An employee may elect to earn compensatory time at the rate of 1-1/2 his normal pay for any overtime hours worked. The use of compensatory time is subject to the approval of the Department Head. ~~Police Department Commissioned~~ employees shall accrue no more than 80 hours of compensatory time. All other City employees shall accrue no more than 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 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:

City Administrator
Assistant City Administrator
 Assistant to the City Administrator
 Public Information Officer & Management Analyst
 Human Resources & Management Analyst
 Director of Finance
 Finance Manager/Accountant
 Information Systems Manager
 Director of Public Works
 City Engineer
 Civil Engineer
 Operations Superintendent
 Director of Community Development
 City Planner
 Chief Building Official
 Police Chief
 Police Captain
 Police Lieutenant
 Police Administrative Sergeant
 Director of Recreation/Ice Arena Manager
 Assistant Recreation Director
 Golf Maintenance Superintendent
 City Clerk
 City Attorney
 Municipal Judge
 Prosecuting Attorney

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

SECTION 9 SEPARATION FROM EMPLOYMENT

9.1 TERMINATION DATE

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

9.2 RESIGNATION

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

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

An employee retiring from service to the City is expected to give written notice to his supervisor and to the Director of Finance, and to the LAGERS board if a participant in that plan, at least thirty (30) calendar days (and not more than 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 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 180 calendar days. Employees separated because of layoff shall be given at least two weeks' 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 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, in a lump sum once each year with the pay check issued on or about November 15; 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 or before such holiday and, if scheduled, must work the holiday unless the absence is not due to illness and is approved by the Chief of Police. Employees absent from scheduled work on a holiday due to illness 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.

Employees terminating during the year shall receive holiday pay for all holidays for which the employee is eligible for pay during the calendar year through the date of termination.

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 1-1/2 times the normal pay for the overtime hours worked.

The holidays concerned would be any of the holidays which qualify for the holiday bonus pay in November of each year. This compensation for overtime on a holiday shall in no way affect the holiday bonus paid in November.

10.6 PERSONAL HOLIDAY

A full-time employee who has successfully completed his probationary period is eligible to accrue for that first year and each year thereafter one working day off with pay as a personal holiday. The day is to be taken at the election of the employee, subject to the approval of his Department Head. The employee is eligible to receive a personal holiday each calendar year after his first anniversary, including the calendar year in which the employee's first anniversary occurs. Up to five (5) unused personal holidays may be carried over from one calendar year to the next.

SECTION 11 LEAVE SYSTEM

11.1 POLICY AND DEFINITIONS

1. Policy

Leave requests shall be subject to approval by the Department Head, and when applicable the City Administrator, in conformance with the rules established in this policy for each type of leave. Each Department Head shall maintain appropriate records of all leaves requested and granted for the department's employees. The departments shall provide the necessary information to the Personnel Officer, who will maintain the permanent records of any such absence from duty for all City employees.

In compliance with the federal Family and Medical Leave Act, the City will grant, under certain circumstances, up to twelve (12) weeks of unpaid leave in a calendar year to an employee who has been with the City a minimum of twelve (12) months in the seven years preceding the commencement of leave and has worked a minimum of 1250 hours during the twelve (12) month period immediately preceding the leave. Family Leave relates to an event which increases the size of the employee's family by birth, adoption or the acceptance of a child for foster care. Medical Leave relates to a serious illness of the employee, or the employee's spouse, child, or parent. In no instance is an employee eligible for more than twelve combined weeks of Family and Medical Leave in a calendar year. In the case where both spouses are city employees, they are jointly entitled to a total of twelve (12) weeks of Family Leave. Each are also individually entitled to twelve (12) weeks of Medical Leave, less any Family Leave taken by them individually.

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

2. Definitions

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

"Child, Son or Daughter" means natural, adopted, step, and foster children, a legal ward or the child of an employee "in loco parentis" (standing in place of a parent), who is under

the age of 18 years, or who is 18 years or older to the extent the person is incapable of caring for themselves due to mental or physical disability.

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

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

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

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

“Occupational Injury or Illness Leave” means paid leave 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. Sick Leave is utilized for illness of the employee and/or to receive medical attention from a physician or a practitioner. Sick Leave may also be utilized for illness or injury to a member of the employee's household or immediate family, up to a maximum of 15 days in a calendar year. “Immediate family” for the purposes of Sick Leave shall include the employee’s spouse, child, or parent.

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

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

11.2 ELIGIBILITY FOR LEAVE

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

11.3 VACATION

1. Policy

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

2. Vacation Administration

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

YEARS OF SERVICE	PERMITTED TOTAL CARRY OVER
1 to 4 yrs. (10 days annual accrual)	15 days
5 to 9 yrs. (15 days annual accrual)	20 days
10 to 19 yrs. (20 days annual accrual)	25 days
20 yrs. or more (25 days annual accrual)	30 days

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 the first six months of their 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. Payment in lieu of vacation under this paragraph is calculated using an assumed 80-hour semi-monthly pay period.
- 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 or fewer days of accrued Sick Leave in a calendar year shall be granted an additional day of Vacation in the following year.

3. Eligibility for Vacation

Any full-time employee serving the first probationary period and who observes the six month service anniversary shall thereafter be eligible to utilize accrued Vacation upon the Department Head’s determination that the employee has successfully completed the first six months of probation.

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 five (5) years of employment will accrue 3.34 hours per full pay period worked.
- b. Any employee who has completed five (5) years of employment but less than ten (10) years of employment will accrue 5.00 hours per full pay period worked.
- c. Any employee who has completed ten (10) years of employment but less than twenty (20) years of employment will accrue 6.67 hours per full pay period worked.
- d. Any employee who has completed twenty (20) or more years of employment will accrue 8.34 hours per full pay period worked.

Paid leave including Holidays, Vacation, Sick Leave, Occupational Injury or Illness Leave, Funeral 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 seven (7) consecutive calendar days of unpaid leave will cease to accrue Vacation for the duration of unpaid leave.

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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 twenty (20) days per year or 6.67 hours per pay period work.

4. Pay in Lieu of Vacation

Pay in lieu of vacation is bonus pay permitted subject to the following annual maximums:

VACATION AVAILABLE*	PAY IN LIEU PERMITTED
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0 to 4 days	0
5 to 9 days	5 days
10 or more days	10 days

**As of January 1 of the current fiscal year*

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 March 1 of the current fiscal year or other deadline as established by the City Administrator, may receive pay in lieu of vacation during the following 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 during the first pay period of the fiscal year following the 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 day of paid-in-lieu-of-vacation shall be equal to eight hours of pay at the employee's hourly rate. Hourly rate shall be calculated by dividing base annual salary by total regular annual hours scheduled (i.e. 2080 hours for 5/2 scheduled employees or 1980 for 5/3 scheduled employees).
- e. In no event shall an employee be allowed to qualify for an amount of pay-in-lieu such that it would reduce his total vacation balance to fewer than five (5) days on the pay date in which payment of pay-in-lieu of vacation is made.

5. Scheduling Vacation

Requests to schedule vacation shall be subject to approval by the Department Head, to assure adequate staffing. An employee on scheduled vacation may not substitute sick leave or other forms of leave.

11.4 SICK LEAVE AND MEDICAL 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. It is meant to be a protection in case of need and not a benefit to be used whenever wanted. Medical Leave 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. Medical Leave 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 1250 hours during the twelve months immediately preceding the leave. An employee shall be required to utilize available paid Sick Leave concurrently with Medical Leave, if the situation qualifies for both forms of leave. When applicable Sick Leave is exhausted, the employee must then use available Vacation concurrently during Medical Leave. When available Vacation is exhausted, the employee must use any available personal days and/or Compensatory Overtime Leave, in that order. Once applicable Sick Leave, Vacation, personal days, and Compensatory Overtime Leave are exhausted, the remainder of the Medical Leave shall be unpaid leave. The use of Medical Leave is subject to the approval of the City Administrator, in accordance with applicable law. All allowances of Sick Leave and Medical Leave shall be in conformance with the stated purpose.

Sick leave and/or Medical 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. When this is impossible, Sick Leave time may be used with the advance permission of the Department Head.
- c. Pregnancy shall be treated as any other medical condition. Sick leave and/or Medical Leave may be utilized during pregnancy, childbirth and recuperation in accordance with the leave policy. Family Leave may be taken for a newborn son or daughter or after the placement of a son or daughter with the employee for adoption or foster care. (See Section 11.7)
- d. Serious health condition of the employee's son or daughter or the employee's spouse, or the employee's parent; when because of such condition the person needs care from the employee. Medical Leave use for such illnesses is subject to approval by the City Administrator.

Note: if husband and wife are both employed by the City, they are only able to take a combined total of 12 weeks to care for the same individual.

2. Sick Leave Administration

a. Eligibility

- i. An employee serving the first probationary period and who observes the six month service anniversary is eligible to utilize Sick Leave that has accrued to date upon the Department Head's determination that the employee has successfully completed the first six months of probation.
- ii. Each full-time employee shall accrue ~~one day~~ four (4) hours, equal to eight (8) hours, of Sick Leave for each full ~~month pay period~~ of full-time service rendered to the City. Paid leave including Holidays, Vacation, Sick Leave, Occupational Injury or Illness Leave, Funeral 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 ~~month pay period~~ of full-time service. Each full-time employee exceeding seven (7) 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 132 days 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. Sick Leave Advanced

Sick Leave may be advanced over and above the Sick Leave accrual schedule only under special circumstances and with the written approval of the City Administrator, and only in instances where the employee has a superior record of performance and is expected to return to work.

4. 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. In no case shall Sick Leave be used on scheduled "X days" (extra regularly scheduled) for police officers.

5. ~~Advance Notice Required — When Practical~~

Thirty days advance notice by the employee of the intent to utilize Sick Leave or Medical Leave is required if the need for leave is foreseeable, including when practical and the extent known of the leave when known is foreseeable. 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 Medical

Leave), the employee is responsible for providing notice to their Supervisor before work or within the first hour of the employee's normal workday on each day of absence, to the extent practicable. Failure to provide timely notice may be cause for denial of Sick Leave Pay for the period of time and result in discipline including termination.

5.5 Proof of Illness – Sick Leave

When an employee is utilizing Sick Leave only (and not also Medical Leave), after the fourth consecutive day of sick leave, they shall 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. Failure to provide such proof of illness shall result in forfeiture of Sick Leave Pay and may result in discipline including termination.

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6. Medical Certificate Required – Medical Leave

The City requires a certification of the medical condition of the employee, spouse, child or parent from the health care provider when Medical Leave 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.

7. *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.

8. *Sick Leave Absence Reports Required*

Sick Leave absence reports shall be completed on the first day of leave by the Department Head. An attempt will be made by the Department Head to ascertain when the employee may be expected to return to work.

9. *False Claims*

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

10. *Leave Without Justification*

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

11. *Donation to Sick Leave Bank*

Any full-time employee who has completed one year of service and is no longer in probationary status, who is unable to do their job assignment because of illness or injury, and who anticipates that he will exhaust all accrued paid leave rights, may request a voluntary donation of unused Vacation or Compensatory Overtime Leave from other employees. Donated time shall not be applied until after the employee has exhausted all accrued paid leave. An employee may receive such donated leave for a maximum of 90 calendar days 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.

12. Status of Benefits While on Sick Leave and Medical Leave

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

13. Return to Work

Upon returning to work on or before the expiration of Medical Leave, 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.

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 in accordance with the provisions of this section. A full time employee injured on the job shall receive occupational injury pay 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 shall be 90 calendar days per injury in any single calendar year, except as provided in subsection 4. During this 90 calendar

day period utilization of Sick Leave and Vacation will not be required. However, concurrent use of available Medical Leave is required during Occupational Injury and Illness Leave.

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

- a. the date such employee shall be determined to be permanently disabled pursuant to the State Workers' Compensation Law;
- b. the date such employee is determined and certified to be able to return to work by the City's appointed physician;
- c. the elapse of 90 calendar days after the date of the occurrence of the disabling event unless an extension has been granted by the City Administrator. (See sub section 4, Extension);
- 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. *Extension of Occupational Injury Pay Beyond Initial 90-Day Period*

In the event an injured/ill employee is determined by a physician to be unable to return to work after the expiration of 90 calendar days, the City Administrator shall evaluate the situation, including the prognosis provided by the doctor and the progress which the individual has made to date, and make a determination about the likelihood and timing of the employee's eventual return to work. When the City Administrator determines it is in the best interest of the City, he/she may grant a 30 calendar day extension of occupational injury pay to the employee. At the expiration of an extension period, the City Administrator shall make a new evaluation and determination. A maximum of three such extensions, or a total of 90 calendar days, may be granted by the City Administrator. The City Administrator may require the concurrent use of Sick Leave and/or Vacation (without duplication of pay from any source) in conjunction with any such extension.

5. *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, the employee should consult the provisions of the Sick Leave, Medical Leave and Vacation sections of this policy.

- 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 may be placed on leave of absence.
- c. Pay: once paid leave benefits are exhausted, the employee shall only receive state-mandated workers compensation earnings.

6. *Reinjured Employee*

For any one occupational injury/illness, an employee is granted the benefit of 90 calendar days of occupational injury pay in a calendar year unless an extension is granted by the City Administrator. Further occupational injury pay will not be paid by the City if an employee exhausts the benefit, returns to work, and is absent again for the same injury within the same calendar year.

7. *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).

11.6 RESTRICTED WORK

1. *Job-Related Injury*

Employees sustaining job-related injuries will be returned to work as soon as possible when medically permissible. 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. Limited duty work assignments may be within an employee's current job classification, or in a different classification.

2. *Non Job-Related Injury*

Employees seeking to return to work after non-job-related injury or illness may be allowed to return to work on restricted work status. Approval of restricted work status requires the recommendation of an employee's Department Head, the approval of the City Administrator, and a written statement from the employee's physician that the employee can reasonably be expected to return to unrestricted work within a reasonable period of time. Restricted work status for non-job related injuries will be limited to 90 calendar days. 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.

11.7 FAMILY LEAVE

1. *Policy*

The City makes available up to twelve weeks of Family Leave per calendar year as required by Federal Law. Such leave shall be leave without pay, provided if the employee has paid Sick Leave, Vacation, personal days or Compensatory Overtime Leave, the employee shall utilize such paid time off concurrently during the Family Leave as provided above for Medical Leave.

Any leave request shall certify the employee's willingness to return to work and shall indicate the currently-anticipated duration of such leave. Approval must be obtained from the City Administrator prior to the granting of Family Leave, in accordance with applicable law.

2. *Eligibility*

Family Leave is available to employees who have been employed by the City for a minimum of twelve calendar months during the seven years prior to the leave and who have worked a minimum of 1250 hours during the twelve months immediately preceding the leave.

Family leave shall be granted under the following circumstances:

- a. the birth of a son or daughter of the employee;
- b. the placement of a son or daughter with the employee for adoption or foster care;
- c. incapacity due to pregnancy, prenatal medical, or child birth.

Note: if husband and wife are both employed by the City, they are able to take a combined total of 12 weeks for reasons (a) or (b) above.

3. ~~Advance Notice Required~~ ~~When Practical~~

A thirty-day notice by the employee of the intent to utilize Family Leave is required if the need for leave is foreseeable, including when practical and the extent of the leave when known is foreseeable. 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.

4. Status of Benefits While on Family Leave

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

5. Return to Work

Upon returning to work on or before the expiration of Family Leave, 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.

6. Maternity

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

7. Other Parental Leave

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

11.8 FUNERAL LEAVE

In the event of the death of an immediate family member, a full-time employee may be granted up to three (3) workdays of paid leave to attend the funeral of that family member. The amount of time granted will be based upon the recommendation of the Department Head and will take into account such factors as travel and day of the week on which the funeral is held. The purpose of this leave is for funeral attendance and related memorial services. Immediate family, for the purpose of this section, is defined as spouse, child, grandchild, brother, sister, parent, or their functional equivalent; father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent of the employee, or relative whose place of residence was in the employee's home. Funeral leave and sick leave are separate and distinct. An employee's use of funeral 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 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 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 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 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 State 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 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 a 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.
- 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 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 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 120 hours in a federal fiscal year (October 1 – September 30).

4. Orders

A copy of orders must be attached to all requests for annual, emergency, and extended active duty military leave. Before any payment of salary is made covering the period of leave 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 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 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.

- 31 to 180 days service: The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
- 181 days of service or more: The employee must apply for reemployment no later than 90 days after completion of military service.
- Service-connected injury or illness: Reporting or application deadlines are extended for up to two 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 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 1250 hours during the 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-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 26 workweeks of unpaid leave in a single 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 12-month period for a single employee. Appropriate certification is required.

8. *Qualifying Exigency Leave*

Employees may receive up to 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 States 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 12 calendar months during the seven years prior to the leave and who have worked a minimum of 1250 hours during the 12 months immediately preceding the leave. Qualifying Exigency Leave is subject to the procedural requirements of Family and Medical Leave and all such leave shall not exceed 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 days of notice) for a period of seven 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 fifteen (15) days of leave to spend time with a covered military member on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status and to address issues arising from the death of a covered military member while on active duty status; other activities arising out of the covered military member's active duty status or call to active duty as may be agreed by the City and the employee.

9. *United States Coast Guard Auxiliary Leave*

Pursuant to 41.1005 RSMo, any employee who is or may become a member of the United States Coast Guard Auxiliary shall be granted a leave of absence from their respective duties, without loss of time, regular leave, or of any other rights or benefits to which the employee would otherwise be entitled, for periods during which the employee is engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the Director of Auxiliary (DIRAUX) or other appropriate United States Coast Guard authority. Leave for such service shall be for no more than fifteen working days in any calendar year, or without regard to the length of time when responding to a state or nationally declared emergency in the state of Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The City shall not be obligated to pay a salary to the employee during this leave of absence. The City shall have the right to request that the employee be exempted from responding to a specific mission.

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

11.11 VOTING TIME

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

This section shall not apply to a voter on the day of election if there are three 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 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 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.

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 ~~16~~ Seven (7) Consecutive Calendar Days

Unless otherwise provided for in this policy, an employee on unpaid leave exceeding seven (7) consecutive calendar days shall not accrue Sick Leave, or Vacation, 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 ~~sixteen (16)~~ seven (7) 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 30-day grace period in which to make premium payments. If payment(s) are not received by the City Finance Department within the grace period, group health, dental, life and other insurances and fringe benefits may be cancelled, provided the City will notify the employee in writing at least fifteen (15) days before the date that coverage(s) will lapse. Any amounts that have not been paid for coverage prior to such lapse shall remain due and owing from the employee.

3. Occupational Injury/Illness Leave

- a. An employee who has suffered an occupational injury/illness shall continue to receive the employee benefits provided by the City to its employees while on paid leave. Should the employee exhaust paid leave or become placed on an unpaid leave of absence, the employee shall be responsible for the health, dental and life insurance premiums. The extension of the health and dental coverages is governed by the federal law, COBRA.
- b. An employee receiving occupational injury pay may not receive Sick Leave pay or Vacation 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 Leave and Medical Leave

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

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 not to exceed five days. The Department Head shall keep the City Administrator informed of all such investigations and decisions. The City Administrator may require additional disciplinary action.

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.

SECTION 13 PERSONNEL DISCIPLINARY APPEALS

13.1 EMPLOYEE APPEAL OF DISCIPLINARY ACTION TO THE CITY ADMINISTRATOR

- a. An employee may appeal to the City Administrator for a reconsideration and rehearing of any disciplinary action taken by a Department Head involving:
 1. dismissal;
 2. demotion;
 3. suspension without pay and/or loss of compensatory time, singly or in combination, for more than three (3) days.

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 appeal 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 conduct a hearing at which time the employee may present witnesses or documents to support his position; technical rules of evidence shall not apply. The Department Head shall also be given the opportunity to present witnesses and documents supporting the disciplinary action taken. The employee may be represented by a representative of his choosing at the hearing.
- c. The City Administrator shall render a written decision to the employee, within seven (7) calendar days of the conclusion of the hearing.

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 in a disciplinary hearing involving dismissal, demotion, or suspension without pay and/or loss of compensatory time, singly or in combination, for more than three (3) days, or a Department Head or other employee is dissatisfied with the City Administrator's disciplinary action against them (unless otherwise provided by law, i.e. Section 106.273 RSMo subject to constitutional limitations) 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.

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 the Department Head.

The Chairperson shall, at the same time as the acknowledgment is sent to the Appellant as required in (b 1) 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. All evidence is to be presented 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 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.

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 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.

b. Board Hearing Procedure

1. Consistent with 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. Meetings of the Personnel Appeals Board shall be determined to 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 unless the employee requests the meeting remain open and the Board approves that request. Notice of the meeting must be posted in conformance with the above stated policy. The meeting is to be opened as a public meeting and the Board shall take a vote before closing the meeting for the hearing. The minutes shall reflect this action.
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 after 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 meeting room until called by the Board to testify.
6. Both the City and the appellant may be represented by legal counsel.
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 the meeting and to give an oath to witnesses giving testimony. A city staff member shall keep minutes of the proceedings.
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. No additional posting of the reconvened hearing is required.
10. The Board shall meet in closed session 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 of the findings on which the Board based its decision. 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 shall be forward to the Appellant or the Appellant's attorney of record and to the City Administrator. 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.
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 at the hearing. 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.

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. 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, adopt personnel practices, 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 and only audio recording of the conference.
- d. If appeal to the Department Head fails to settle the grievance, the employee may, within seven (7) calendar days of receipt of the Department Head's decision on the appeal, submit an appeal in writing to the City Administrator. Upon receipt of such appeal, the City Administrator shall review all facts pertinent and within fourteen (14) calendar days schedule and conduct a conference on matters pertinent to the grievance. The decision of the City Administrator shall be in writing and shall be delivered to the employee within seven (7) calendar days after the conference. The decision of the City Administrator shall be final with regard to grievance appeals.
- e. All grievances (form CA-2009-1) shall be forwarded through the chain of command to the Office of the City Administrator where a grievance file shall be maintained and reviewed annually.

SECTION 15 FRINGE BENEFITS

15.1 GENERAL DESCRIPTION

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

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

15.2 RETIREMENT PLANS AND DEFERRED COMPENSATION

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

15.3 HEALTH INSURANCE COVERAGE UPON RETIREMENT

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

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

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

In addition the City makes available health insurance to a retired employee and qualified dependent(s) as follows:

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

1. Employee Hired Before July 1, 2001:²

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

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

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

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

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

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

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

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

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

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

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

1. Employee Hired before July 1, 2001:

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

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

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

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

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

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

c. *One-Time Re-Enrollment Option*

At the time a retired employee subject to Sections A or B above becomes ineligible for group coverage, his/her dependents who had City group coverage on the day before the qualifying event shall be eligible to continue City group coverage under the provisions of COBRA. A retired employee who drops his/her individual insurance through group coverage with the City while otherwise eligible shall also drop all family insurance, but may re-enroll for such individual coverage (and family coverage) provided the following conditions are met: (1) the retired employee dropped individual insurance through group coverage with the City because of enrollment for other group coverage, (2) the retired employee ceases to be covered under the other group coverage, and (3) the retired employee re-enrolls for individual insurance group coverage with the City within 31 days of the date the other group coverage ends and before becoming eligible for Medicare. This opportunity to re-enroll is limited to one time per lifetime. Upon successful re-enrollment, the retired employee will be subject to the provisions of Sections (a) and (b) above, as applicable. A retired employee who continues individual coverage may make changes in family coverage in the same manner as employees.

d. *Medicare*

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

15.4 PROFESSIONAL DUES

Employees may, with the approval of the City Administrator, have professional municipal organization dues paid by the City provided that the membership benefits the City by assisting the employee with his

assigned duties and responsibilities. Membership payments shall be subject to the availability of funds as provided in the annual budget.

15.5 TRAINING AND CONFERENCE ATTENDANCE

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

15.6 TUITION REIMBURSEMENT PROGRAM

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

- a. Reimbursement for tuition during any one calendar year shall not exceed \$2,500. Courses at private schools will be reimbursed at the same level of tuition as charged at the nearest state public school offering an equivalent course.
- b. The course must be job-related and in the field of employment, including:
 1. Any course required in order to complete a baccalaureate degree will be approved.
 2. Approval for courses outside the normal field of employment but which are related to job positions in other areas of the city government will be considered based upon the employee's career development and job opportunities in other departments.
 3. In limited instances, courses beyond the baccalaureate degree level may be approved by the City Administrator.
- c. All courses must be approved, in advance of enrollment, by the Department Head 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 Personnel Officer prior to any reimbursement being authorized.
- e. In conjunction with tuition reimbursement for a course or courses, the City will also reimburse up to \$200 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

An employee who is required to use his personal automobile in the course of performing his 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 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 \$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 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 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 12-month period.

15.11 CITY SELF-INSURED PORTION OF HEALTH INSURANCE DEDUCTIBLE

As of July 1, 2013 the City self-insures up to \$1,100 of the \$1,500 individual deductible and up to \$2,200 of the \$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 \$400 of the individual deductible and the first \$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.

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.

A full-time employee seeking to hold outside employment of more than forty (40) hours in one year or 8 hours during a given week, is required to submit a written request to his Department Head 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 unproductive debates at the workplace.

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.

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 Department Head should report all changes in address or phone number to the Personnel Officer 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. The 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 has consumed or has in their system alcohol/drugs while working as an employee of the City. The policy requires an employee to submit to an alcohol/drug test when there is reasonable basis to suspect use or abuse has occurred.

Any employee who appears to have possession, to have consumed, to be impaired or to be under the influence of alcohol shall be removed from the work place and be required to undergo testing by a blood alcohol measuring device or other medically acceptable means.

Any employee who appears to be in possession of or to have consumed any illegal drug, or to be impaired or under the influence of any drug, narcotic, or controlled substance will be removed from the work place and be required to report to a designated medical facility to undergo examination.

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, to the point where such use affects the employee's job performance is prohibited. No employee during work hours shall be under the effects of any drug which affects the employee's ability to perform his job, including the use of prescribed drugs under medical direction. In the event physician-directed use of drugs, including over the counter drugs, taken as directed by a physician, or voluntarily, affects 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.

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

No employee shall arrive on the City's premises under the influence of any illegal drug. This prohibition applies to any or all forms of drugs whose sale, purchase, transfer, possession, or use is prohibited or restricted by law.

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

See Missouri Drug Free Work Force Act, Sections 105.1101 et seq. RSMo.

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 who 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.

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 (includes 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 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 drug/alcohol test result 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 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 has consumed or 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.
- 2a. If a Supervisor has reason to believe the employee has consumed, is impaired, 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.
- 2b. If a Supervisor has reason to believe the employee is impaired or under the influence of drugs, or has consumed or used an illegal drug the employee shall be escorted by a Supervisor 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.
3. When a drug 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 to verify he/she has remained substance free 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 remain substance free 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 the use of controlled substances and alcohol consistent with the plan of rehabilitation and the City's policies; 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 negative under controlled substance and/or alcohol tests 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 his 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 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.

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

18.1 PURPOSE

The purpose of the Omnibus Transportation Employee Testing Act of 1991 (the Act) and this policy is to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol 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 and controlled substances. It is also the purpose of this policy to comply with all applicable federal regulations governing work place alcohol and controlled substance abuse programs which are mandated under the above noted Act. The Act mandates urine drug 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 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 other city employees are governed by the policy outlined in Section 17 of this manual.

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 confirm 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 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.

Duty to inform physician of performance of safety sensitive functions and obtain release. 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 the 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 prescribed

substance. The employee is prohibited from using the prescribed substances other than in the amount and manner prescribed.

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 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 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 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 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 before 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 the 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. 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 an alternative medical explanation for the test result. 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. Omnibus Transportation Employee Testing Act of 1991
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.



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 09/11/17 07:00 PM
Department: City Administrator
Category: Report
Prepared By: Mark Perkins
Department Head: Carl Lumley

STAFF REPORT

Exterior Maintenance Code and Repeat Offenders

Council Member D'Alfonso has requested discussion of the city's exterior maintenance code and repeat offender ordinance.



City Council
300 North New Ballas Rd
Creve-Coeur, MO 63141

SCHEDULED

Meeting: 09/11/17 07:00 PM
Department: Arts Commission
Category: Presentation
Prepared By: Bess McCoy
Department Head: Bess McCoy

STAFF REPORT

Creative Cities Alliance and Sculpture on the Move Program

The Creve Coeur Arts Committee is seeking the City Council's permission for the city to join the Creative Cities Alliance (CCA) and to participate in the CCA's Sculpture on the Move program.



city of CREVE COEUR

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 (314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

MEMO TO CITY ADMINISTRATOR

Meeting Date: September 11, 2017

Subject: Creative Cities Alliance and Sculpture on the Move Program

Memo Prepared by: Bess McCoy, Public Information Officer and Management Analyst

Attachments: Memorandum of Understanding for the Creative Cities Alliance;
 Memorandum of Understanding for the Sculpture on the Move Program;
 Sculpture on the Move Info Sheet

The Creve Coeur Arts Committee is seeking the City Council's permission for the city to join the Creative Cities Alliance (CCA) and to participate in the CCA's Sculpture on the Move program.

About the Creative Cities Alliance

The CCA is a coalition of municipal and nonprofit organizations dedicated to the development of community arts in the St. Louis region. It provides a supportive network for creative cities to come together, learn from each other and promote the arts.

Formation of the CCA began approximately one year ago. Staff and appointed officials from several cities throughout the St. Louis region have been collaborating to establish the organization including members of the Creve Coeur Arts Committee. Other collaborating cities and organizations include:

- The City of Chesterfield
- The City of Manchester
- The City of O'Fallon
- The City of Town and Country
- Crossroads Arts Council
- Grand Center Arts District
- Kirkwood Arts Commission

Membership in the CCA would allow Creve Coeur to participate in collaborative area-wide art programs. It would also increase the city's exposure to and credibility with artists on a local and national level.

The cost of membership is \$50 per year.

About the Sculpture on the Move Project

The Sculpture on the Move program is an area-wide temporary art program similar to the Creve Coeur Arts Committee's current Art on Loan program. The project is intended to facilitate the installation of high quality, original artwork for communities to enhance public spaces with minimal

cost and a short-term commitment. Participating cities will contract with artists to display artwork for a two-year term. Participating artists will be paid \$500 per year.

The city currently has one Sculpture on the Move pad installed in front of the Shoppes at Westgate on Olive Boulevard. The Creve Coeur Arts Committee is working with staff to explore opportunities to install additional sculpture pads at the Dielmann Recreation Complex and at the new police station building.

The Creve Coeur Arts Committee currently has \$20,000 from the development agreement with Thalden, Boyd and Emery Architects, owners of the Shoppes at Westgate, to fund temporary art displays.

Costs

As is outlined in the attached Sculpture on the Move info sheet, the costs and responsibilities to the city would be as follows:

1. **Sculpture Pad** – Each community is responsible for the sculpture anchor pad. A minimum pad of 4ft by 4ft created in concrete is an option; however communities may choose to install an adjustable metal pad. The cost of the pad is roughly estimated at \$2,500.
2. **Sculpture Loan** – Each community will sign an agreement with the artist and pay the artist annually for the sculpture. This fee is \$500 per year, per sculpture.
3. **CCA Overhead Fee** – To ensure no community shares the entirety of the burden of this program, each city will pay a \$50 membership fee, per year to the CCA to cover marketing, website, and general fees that directly benefit the Sculpture on the Move program. Communities will also have to be a member of the CCA.
4. **Signage** – Communities are required to create a standardized name plate depicting at minimum:
 - i. Sculpture Title
 - ii. Artist Name
 - iii. Creative Cities Alliance Sponsorship
5. **Maintenance** – Communities are responsible for minimal maintenance of sculptures and should be contractually agreed upon with artist before installation.
6. **Installation** – Installation is the responsibility of the artist, however this should be a coordinated effort which each community.
7. **Insurance** – The community will be responsible for insurance to cover the sculpture for the duration of the loan.

Timeline

If the City chooses to join the CCA and participate in the Sculpture on the Move program, the first sculpture could be installed as early as April 2018. Applications from the community are due by the end of November, 2017.

MEMORANDUM OF UNDERSTANDING

Between

**The Creative Cities Alliance, and
Participating Metropolitan St. Louis Area Communities**

This Memorandum of Understanding (hereinafter, “MOU”, or “Agreement”) details the respective roles and responsibilities, criteria and procedures to be implemented by the parties hereto (hereinafter “Parties, or “Party”) in furtherance of the Creative Cities Alliance, a collaboration of specific communities within the State of Missouri working together to inspire and bring creativity thereto (hereinafter, the “CCA”), in conformance with the laws of the State of Missouri and applicable local and federal law.

The Parties to this MOU shall be:

- The CCA, and
- Participating communities within the State of Missouri (hereinafter, “Communities”, or “Community”).

WHEREAS, the Parties will have various roles and responsibilities in the planning, development, implementation and financing of projects created and proposed by the CCA; and

WHEREAS, there is a need to clarify the process under which the planning, development, implementation and financing of the CCA and projects created and proposed by the CCA are conducted by the Parties.

NOW, THEREFORE, it is hereby agreed by the Parties as follows:

The Parties shall cooperatively support and implement the roles, criteria, and procedures described herein so that the plans, programs and activities adopted and undertaken by the appropriate Parties hereto are in conformance with local, state and federal law.

I. PURPOSE

This MOU is intended to provide a framework for the planning, development and financing of the CCA and projects created and proposed by the CCA for implementation within the State of Missouri. It is intended to encourage relationships between Communities, artists and other creative people and organizations, as well as to facilitate the appreciation and implementation of creativity in various shapes and forms throughout the State of Missouri and to foster multicultural communities therein. By streamlining these processes and building relationships, the CCA is intended to facilitate creativity for and within Communities, with minimal cost and a short-term commitment.

II. RESPONSIBILITIES OF THE PARTIES

A. The responsibilities of the CCA under this MOU include:

- Creating a large voting board consisting of the participating Communities.
- Creating a five-member Executive Board consisting of a President, Vice President, Secretary, Treasurer and Member at Large. The Executive Board will be responsible for organizing meetings, reviewing CCA program proposals, setting up budgets and taking notes at meetings.
- Creating and proposing CCA-related standards and policies for Communities.
- Providing website and social media marketing support for the CCA.

B. The responsibilities of each Community under this MOU include:

- Devising and implementing fair and open selection processes for each project created and proposed by the CCA in which Community agrees to participate.
- Acquiring by written agreement all right(s) necessary to display or otherwise utilize third-party works for each project created and proposed by the CCA in which Community agrees to participate.
- Coordinating with artists and any other relevant parties the installation, display, performance and/or other utilization of third-party works for each project created and proposed by the CCA in which Community agrees to participate.
- Maintaining the quality of each project created and proposed by the CCA in which Community agrees to participate during its period of display or other utilization, including without limitation cleaning and repairing any such artwork, support structures and/or name plates as reasonably necessary.
- Procuring suitable insurance coverage for each project created and proposed by the CCA in which Community agrees to participate during its period of display or other utilization.
- Providing reasonable marketing support for Community's display or other utilization of each project created and proposed by the CCA in which Community agrees to participate.
- Presenting in advance to the CCA a proposed annual Community budget for each project created and proposed by the CCA in which Community agrees to participate during the following year.
- Paying an annual \$50 membership fee for each year of that Community's CCA membership.
- Paying any additional fees for each project created and proposed by the CCA in which Community agrees to participate, which would help defray CCA's marketing, website and social media-related expenses associated with such project.
- Voting on all CCA-related decisions, provided that (i) a Community representative attends at least fifty (50) per cent of all CCA meetings within each one (1)-year period of CCA membership, (ii) the Community has implemented all standards and policies submitted to it by the CCA, and (iii) the Community has not violated such standards and policies. If a Community has not implemented all standards and policies submitted to it by the CCA, such Community shall show an intent to implement such standards and policies. A Community will not however be a voting

member of the CCA until it shall have met all standards and policies submitted to it by the CCA.

III. PUBLIC INVOLVEMENT

To facilitate effective planning and programming activities, all Parties shall, to the maximum extent practical, coordinate their public information efforts and seek joint opportunities for public involvement as provided. Such coordination shall ensure that the maximum opportunity to involve the citizens and elected officials of the Communities, including underrepresented groups in the area as well as the general public.

IV. PROJECT IMPLEMENTATION

Each Community will be responsible for its specific implementation of each project created and proposed by the CCA in which it agrees to participate, including without limitation any artist selection process, necessary jurisdictional approval, permitting, equipment rental, material purchases, insurance procurement, installation, and ensuring adherence to the maintenance plan and financial tracking of all expenditures, subject to the terms of this Agreement.

The CCA Executive Board will undertake regular performance monitoring, including the periodic tracking of timeline adherence, community engagement adherence, budget adherence, and adherence to the maintenance plan. The Parties agree to provide available data to support their adherence to this Agreement.

If for any reason the responsible Parties are unable or unwilling to assume these assignments of responsibility, the Parties may confer and decide in a cooperative process the appropriate Party or Parties to undertake the project development and implementation.

V. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

All Parties shall comply with all applicable local, state and federal laws and regulations. Nothing in this MOU alters, or seeks to alter, the existing statutory authority of any Party under local, state or federal law. If any of the provisions of this MOU are held to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

VI. ENTIRETY OF AGREEMENT, MODIFICATIONS, AMENDMENTS AND COUNTERPARTS

This Agreement constitutes the entire agreement between the Parties. No modifications will be enforceable except in writing and signed by all Parties. Any Party may request changes to this MOU at any time by written notice to the other Parties' signatories of this Agreement. Such changes as are mutually agreed upon by and between the Parties shall be incorporated in written amendments to this MOU executed in the same manner as original MOU approval. This Agreement may be signed in any number of counterparts.

VII. CESSATION OF SUPPORT

The CCA, in consultation with Community or Communities, has the unilateral right to cease supporting the efforts of any Community participating in a CCA-related project that is not in compliance with the requirements and/or spirit of this MOU.

VIII. NOTIFICATION

Any official notifications between the parties to this MOU that would substantially affect the terms or conditions of this MOU shall be directed to the offices of the signatories to this Agreement.

IX. DURATION

This Agreement shall remain in full force and effect for the duration of the undersigned Community's CCA membership or until each project created and proposed by the CCA in which Community agrees to participate has been completed, whichever is longer, or until the parties otherwise mutually agree to terminate the Agreement.

X. GOVERNING LAWS, JURISDICTION AND DISPUTE RESOLUTION

This Agreement is governed by the laws of the State of Missouri. In the event that any dispute arising out of this Agreement results in litigation, arbitration, or mediation, such action or proceeding will be brought within the state or local courts of Missouri. Mediation of any dispute arising out of this Agreement will be submitted for mediation in accordance with the rules of the Arts Resolution Services, a program of the St. Louis Volunteer Lawyers and Accountants for the Arts.

IN WITNESS WHEREOF, the Parties hereto have last executed this Memorandum of Understanding, this ____ day of _____, 2017.

CREATIVE CITIES ALLIANCE

(Title of authorized signatory)

(Title of other authorized signatory, if necessary)

COMMUNITY

(Name of Community)

(Title of authorized signatory)

(Title of other authorized signatory, if necessary)

EXHIBIT A

MEMORANDUM OF AGREEMENT

Between

**The Creative Cities Alliance and
Participating Metropolitan St. Louis Area Communities**

For the CCA's "Sculpture on the Move" Project

This Memorandum of Understanding (hereinafter, "MOA", or "Agreement") deals with the respective roles and responsibilities, criteria and procedures to be implemented by the parties hereto (hereinafter "Parties, or "Party") for the planning, development and installation of public art in Missouri pursuant to the "Sculpture on the Move!" project described in the attached Exhibit 1 (hereinafter, "Project"), in conformance with the laws of the State of Missouri and applicable local, state and federal laws, as amended.

The Parties to this MOA shall be:

- The Creative Cities Alliance (hereinafter "CCA"), and
- Participating Metropolitan St. Louis area communities (hereinafter, "Communities", or "Community").

WHEREAS, the Parties will have various roles and responsibilities in the planning, development, implementation, and financing of the Project; and

WHEREAS, there is a need to clarify the process under which the planning, development, implementation, and financing of the Project are conducted by the Parties.

NOW, THEREFORE, it is hereby agreed by the Parties as follows:

The Parties shall cooperatively support and implement the roles, criteria, and procedures described herein in order to ensure that the plans, programs and activities adopted and undertaken by the appropriate Parties hereto conform to local, state and federal law.

I. PURPOSE

This MOA is intended to provide a framework for the planning, development and installation of selected sculptures pursuant to the Project within the State of Missouri. This Project is intended to encourage relationships between Communities and artists, as well as grow art appreciation across Missouri and foster multicultural communities there through public art. By streamlining these processes and building relationships, the Project is intended to facilitate the installation of high quality, original artwork for Communities and to enhance public spaces, with minimal cost and a short-term commitment.

II. RESPONSIBILITIES OF THE PARTIES

A. The responsibilities of the CCA under this MOA include:

- Producing and distributing a “call to artists” communication seeking artwork submissions for the Project.
- Planning and executing an artist workshop to take place before the art submission process begins, during which the CCA will help instruct artists on working with Communities and ensuring quality submissions.
- Planning and executing a workshop for participating Communities and their respective Selection Committees to help in the expectations, process and implementation of the Project.

B. The responsibilities of each Community under this MOA include:

- Choosing the precise specifications for the sculpture pad that must support the sculpture(s) it chooses pursuant to the Project, provided that such pad must be made of concrete and be at least 4’ x 4’ in size with the ability to mount a sculpture to the pad.
- Acquiring/creating and arranging the installation of such a sculpture pad meeting the aforementioned specifications on publicly-accessible outdoor Community property or on publicly-accessible outdoor private property that is legally available to Community for such purposes.
- Acquiring by written agreement all right(s) necessary to display the sculpture to be installed pursuant to the Project on publicly-accessible outdoor Community property or on publicly-accessible outdoor private property legally available to the Community for such purposes for a term of at least two (2) years, for which Community will pay the artist \$500 per year to display the chosen sculpture.
- Acquiring/creating a standardized name plate and affixing it to the sculpture pad for sculpture chosen pursuant to the Project, depicting at minimum:
 - i. the chosen sculpture’s title,
 - ii. the chosen sculpture artist’s name, and
 - iii. a mention of the Create Cities Alliance

EXHIBIT 1

CCA Sculpture on the Move Program

The Creative Cities Alliance (CCA) invites you and your community to join in our regional *Sculpture on the Move* Program, designed to foster relationships between communities and artists, as well as to grow art appreciation across our region.

By streamlining these processes and bridging relationships with artists and communities, the *Sculpture on the Move* Program makes it as easy as possible to install high quality, original artwork in your community and to enhance public spaces, with minimal cost and a short-term commitment.

Who: This program is open to all communities (municipal governments, not for profits, etc.)

What: Participating communities will facilitate the installation of public art on a temporary basis. Sculptures will be on display for a two-year term.

Where: *Sculptures on the Move* will need to be installed in an outdoor public area. This could be a park or any areas with high visibility and easy public access.

When: Community applications will be due by the end of November, 2017. Artist applications will be due by the end of the year. Sculptures will be installed in April of 2018. The term of loan is two years for each sculpture.

City Costs and Responsibilities

1. **Sculpture Pad** – Each community is responsible for the sculpture anchor pad. A minimum pad of 4ft by 4ft created in concrete is an option; however communities may choose to install an adjustable metal pad.
2. **Sculpture Loan** – Each community will sign an agreement with the artist and pay the artist annually for the sculpture. This fee is \$500 per year, per sculpture.
3. **CCA Overhead Fee** – To ensure no community shares the entirety of the burden of this program, each city will pay a \$50 membership fee, per year to the CCA to cover marketing, website, and general fees that directly benefit the Sculpture on the Move program. Communities will also have to be a member of the CCA.
4. **Signage** – Communities are required to create a standardized name plate depicting at minimum:
 - i. **Sculpture Title**
 - ii. **Artist Name**
 - iii. **Creative Cities Alliance Sponsorship**
5. **Maintenance** – Communities are responsible for minimal maintenance of sculptures and should be contractually agreed upon with artist before installation.
6. **Installation** – Installation is the responsibility of the artist, however this should be a coordinated effort which each community.
7. **Insurance** – The community will be responsible for insurance to cover the sculpture for the duration of the loan.

CCA Responsibilities

1. **Artist Workshop** – The CCA will host an artist workshop at the Regional Arts Council to help instruct artists on working with communities and to ensure quality submissions.
2. **Call For Entry** – The CCA will create the specs for the call to artists and send it out to local, regional, and national artists.
3. **Coordinating City Selection Process** – While each community will have say on the sculptures, the CCA will organize and provide fair guidelines for the selection process.
4. **Marketing Minimum** – We encourage each community to market through their normal channels, the CCA will work to market the program regionally and provide web and social media marketing support.

Artist Responsibilities

1. **Meeting the CFE** – Artists will be required to meet a minimum standard for quality and safety for outdoor sculptural works.
2. **Installation & Transportation** – Artists are responsible for transportation, delivery, installation, and removal of the sculpture. The community will assist to ensure proper installation.
3. **Marketing Minimum** – Artists will be responsible for a minimum of marketing through their websites, newsletters, or social media. They will also be required to take part in an interview for the CCA website.

CCA Sculpture on the Move Program

The Creative Cities Alliance (CCA) invites you and your community to join in our regional *Sculpture on the Move* Program, designed to foster relationships between communities and artists, as well as to grow art appreciation across our region.

By streamlining these processes and bridging relationships with artists and communities, the *Sculpture on the Move* Program makes it as easy as possible to install high quality, original artwork in your community and to enhance public spaces, with manageable costs and a short-term commitment.

Who: This program is open to all communities (municipal governments, not for profits, etc.)

What: Participating communities will facilitate the installation of public art on a temporary basis. Sculptures will be on display for a two-year term.

Where: *Sculptures on the Move* will need to be installed in an outdoor public area. This could be a park or any areas with high visibility and easy public access.

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3. **Marketing Minimum** – Artists will be responsible for a minimum of marketing through their websites, newsletters, or social media. They will also be required to take part in an interview for the CCA website.