



**WORK SESSION MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 22, 2018
6:00 PM**

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. Work Session Minutes Dated November 27, 2017 and January 8, 2018

Summary: Work session minutes needing approval to be filed for permanent record.

2. Building Division Goals and Initiatives

Summary: Staff will review upcoming work items and discuss future goals and initiatives of the Building Division.

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 01/19/2018
Deborah Ryan, MPCC
City Clerk



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

SCHEDULED

Meeting: 01/22/18 06:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Initiator: Debbie Ryan
Sponsors:

DRAFT MINUTES (ID # 2855)

DOC ID: 2855

Work Session Minutes Dated November 27, 2017 and January 8, 2018

Work session minutes needing approval to be filed for permanent record.



**JOINT WORK SESSION MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL AND EMPLOYEE PENSION BOARD
300 NORTH NEW BALLAS RD
NOVEMBER 27, 2017
6:00 PM**

Present: Mayor Glantz, Council Members Hoffman, Lawrence, D'Alfonso, Faron, Saunders, Baseley, Ruzicka and Travers (6:13 pm).

Also Present: Jon McIntosh, Kelly Sullivan, Larry Potashnick, Richard Kutta, David Caldwell, Steve Unser and Whitney

Staff Present: Mark Perkins City Administrator, Carl Lumley City Attorney, Chief Eidman, Jason Jaggi Community Development Director, Lori Obermoeller Finance Director, Jim Heines Public Works Director and Deborah Ryan City Clerk.

1. Work Session Minutes Dated November 13, 2017

Council Member D'Alfonso moved, seconded by Council Member Hoffman to approve work session minutes dated November 13, 2017.

Approved by unanimous vote.

2. Actuarial Valuation Report for Creve Coeur Defined Benefit Pension Plan

Wendy Ludbrook of Conduent reviewed the Pension Valuation Report.

Larry Potashnick stated the Pension Board has been discussing the possibility of changing the actuarial assumptions to be more conservative.

Council Member Hoffman asked if there is a guideline to assist the Pension Board.

Kelly Sullivan explained discussions and stated currently the only thing that matters to all members and we agree on is for contributions to catch up with unfunded liability. Risk is higher volatility.

David Caldwell explained the chart on page 3 and stated if we lower contributions any more there will be issues.

3. Overview of the Creve Coeur Defined Benefit Plan Per the Pension Chairman

Kelly Sullivan provided a brief overview of the status of the plan.

4. LAGERS Administration of the Legacy Pension Plan

Kelly Sullivan stated there is concern about keeping the Legacy Plan out of LAGERS. There are difficulties with the Legacy Plan being subordinate to another retirement plan.

David Caldwell stated that if the Legacy Plan is administered by LAGERS, the city will lose flexibility and there will not be a way to get out if necessary.

Jon McIntosh stated LAGERS is a Pension Plan Administrator and is therefore better prepared to handle administration of a pension plan than the city's Finance Department.



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Council Member D'Alfonso stated of the 47 people in the current plan, how many will be eligible to retire in ten years.

Wendy Ludbrook stated with the numbers, currently half are eligible to retire now and about 35 will be eligible to retire within 10 years.

Mark Perkins stated that the City Council should be advised that he had received several requests from retirees in early 2017 for the City to provide a cost of living adjustment to the city pension, as the city did in the early 2000s. He also stated that since the funding level has not yet reached 80% per its actuarial report (currently at 79%), the city is statutorily prohibited from increasing pension benefits. However, this is something for consideration once the 80% funding level is attained.

Council Member Hoffman thanked the Pension Board for all of their work.

Adjourned at 6:55 p.m.

Respectfully submitted:

Deborah Ryan
City Clerk



**WORK SESSION MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 8, 2018
6:00 PM**

Present: Mayor Glantz, Council Members Travers, Baseley, Lawrence, Hoffman, Saunders, D'Alfonso and Faron

Also Present: Facilities Task Force Members Margie Richter, Richard Kutta, Joe Martinich, George Dirkers, Jeff Rosenthal, Ken Balk, Fran Cantor; Collette Herman and Jen Kissinger both from Navigate Solutions and Rick Jordan of Paric.

Staff Present: Mark Perkins City Administrator, Carl Lumley City Attorney, Chief Eidman, Captain Koncki, Jason Jaggi Community Development Director, Lori Obermoeller Finance Director, Jim Heines Public Works Director and Deborah Ryan City Clerk

1. Police Building Construction Contract Discussion

Mark Perkins stated staff received some positive news and all bids came in under the project budget.

Collette Herman of Navigate discussed and reviewed the alternate bid items. (Exhibit A)

Dick Kutta asked for justification for the city spending an additional \$20,000 for choosing copper piping over PEX for the building. After discussion, Council requested more information on the pros and cons of each.

George Dirkers asked if a pad and electric could be added to the project, this will be reviewed further.

Joe Martinich asked if a LEED score card has been completed to date, Mark Perkins stated he will check with the project architect and report back.

Fran Cantor asked if native plants could be added to the detention basin in place of some of the sod, this will also be reviewed and considered further.

Mark Perkins stated that responses to each of these matters will be provided to the Council.

Mayor Glantz thanked staff, Council, Task Force Members and the consultants for all their hard work and efforts in reaching this point of the process. Great news with the bids.

Adjourned at 6:50 p.m.

Respectfully submitted:



**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 8, 2018
6:00 PM**

Deborah Ryan
City Clerk



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

SCHEDULED

Meeting: 01/22/18 06:00 PM
Department: City Council
Category: Discussion
Prepared By: Jason Jaggi
Department Head: Jason Jaggi

STAFF REPORT

Building Division Goals and Initiatives

Staff will review upcoming work items and discuss future goals and initiatives of the Building Division.

**CITY OF CREVE COEUR
BUILDING DIVISION****MEMORANDUM**

TO: Mark Perkins, City Administrator
Jason Jaggi, Director of Community Development

FROM: Steve Unser, Chief Building Official

DATE: January 17, 2018

RE: Building Division Plan of Action

In addition to maintaining the performance standards established for its daily code enforcement operations, the Building Division has identified future goals and has developed a plan of action to reach these goals. They are outlined below:

1. **Adoption of the 2015 Codes** (International Building Code, International Residential Code for Single-Family Dwellings, International Energy Conservation Code, International Property Maintenance Code and the International Existing Building Code). Staff will review code changes between the 2009 Codes (presently enforced by the city) and the 2015 Codes. The chief building official will prepare drafts of ordinances to adopt these five (5) codes by 9/30/2018.
2. **Implementation of the Building Division's portion of the ENERGOV software** (beginning the summer of 2018). This software will:
 - Allow contractors and residents to request inspections online, thereby eliminating the need to write up inspection requests on paper.
 - Using their I-pads, the inspectors will be able to enter their inspection results directly into this new tracking system at the jobsite and simultaneously deliver the inspection results via email to residents and contractors. Paper inspection sheets will be eliminated and double entries into the present tracking will no longer be necessary.
 - A Citizen's Portal will allow residents and contractors to view the status of their plan reviews and inspection results.
 - After final approval is given to permitted projects, processing for the release of building permit escrows will be expedited by this software.

Staff will need to prepare "work flows" for each type of permit the Building Division issues and for each type of inspection the Building Division makes. These "work flows" will be critical towards the building division's successful use of the ENERGOV software on a daily basis. Future implementation of the ENERGOV software for the enforcement of the Apartment Re-Occupancy Program and the Code Enforcement Program would be next.

3. **Possible implementation of a Condominium Re-Occupancy Program** (Fall of 2019). Approximately 65 – 75 condominium units are sold in the city each year. This program would require that a city inspector inspect each unit for life safety code compliance prior to the new owners moving in. This program would be patterned after the city's Apartment Re-Occupancy Program, which has helped to ensure the safety, health and welfare of the city's apartment residents since this program began in 1/2012.
4. **Possible expansion of the Building Division's code enforcement responsibilities to include the enforcement of the residential electrical and plumbing codes** (presently enforced by St. Louis County). The city's Building Division staff would conduct plan reviews, issue permits and perform residential electrical and plumbing inspections instead of them being made by St. Louis County electrical and plumbing inspectors. This would benefit residents by having a "one-stop shop" where all aspects of residential permitting is conducted solely by city staff. This change would save a few days during the inspection process and would improve efficiencies by consolidating all residential permitting functions.
5. **Continuing to improve the communication process with Creve Coeur residents as it pertains to their remodeling and repair projects.** This process is ongoing. Having a Citizen's Portal (per the ENERGOV software) will allow residents to view the status of their building permits and subsequent building inspections. Other improvements towards improving this communication process have included:
 - Updates to the Building Division's page of the city's website that provide specific information regarding the types of projects that require permits and what needs to be submitted, fee schedule and escrow information, green construction links, inspection information, etc.
 - Letters are sent to residents who have been issued a building permit for their specific project. This letter informs the resident of the cost of their permit fee and escrow (if applicable); and what actions the building division will be taking to ensure their project will be completed in a code compliant manner. **See Exhibit A.**
 - Upon request, a "Permission to Begin Demolition and Framing Letter" can be given to the applicant. This allows demolition work and even framing to begin while the construction plans are under review. **See Exhibit B.**
 - Customizing inspection cards by listing on them only the inspections that are required for a specific project (i.e. for a Deck, Retaining Wall, Swimming Pool, Remodeling Project, etc.). These 'customized' inspection cards are posted on the jobsite and have helped expedite the inspection process.

Obviously, efforts to improve the communication process are ongoing and suggestions towards this end are always being considered.

January 12, 2018

Dan Schulte
12562 Ladue Lake Court
Creve Coeur, MO 63141

EXHIBIT A

Re: The Building Permit the City Has Issued for Your Remodeling Project.

Dear Mr. Schulte;

The city recently issued a building permit (BP#34869-17) for Your Remodeling Project. The city's building permit fee for this project was **\$70.00**. A re-inspection fee (\$40.00) will be collected by the city for each disapproved inspection.

Please be advised that the city's building division is here to assist you and your contractor with the successful completion of your project in a timely and code-compliant manner.

During the course of construction your city's building inspectors will be observing various phases of your contractor's work to ensure that it is being completed in compliance with the city's building code and also according to the plans the building division approved during the plan review process. A copy of the **city-approved plans** for your project is required to be kept on your premises for the inspectors' use.

The date and time of our visits will be noted on a RECORD OF INSPECTIONS card that your contractor will post on the jobsite. A written copy of the city's approval or disapproval of a particular inspection is also given to your contractor. If a particular inspection is disapproved, an explanation of 'why' is written on the inspection request.

PLEASE NOTE: The scope of this project requires you to now bring your home's **smoke alarm system** into compliance with the city's present building code and to add a **carbon monoxide detector** near the bedrooms. These issues were addressed during the plan review process and those specific requirements are noted on your **approved plans**.

If you have any questions or concerns during your construction process, please do not hesitate to contact Scott Bolls, Residential Building Inspector, at 442-2091 or Steve Unser, Chief Building Official, at 872-2513.

The city also advises that prior to making a **final payment** to your contractor you obtain from him a copy of the **city's written final inspection approval** of your project. **This building permit expires on January 12, 2019.**

Yours in Building Safety,

Steve Unser, Chief Building Official

EXHIBIT B

October 11, 2017

Attn: Leonard Dub, Dublen Homes Inc.

RE: Permission to begin DEMOLITION and FRAMING of interior partitions.

Dear Mr. Dub;

The City of Creve Coeur hereby gives written permission to begin the demolition and framing for the project located at **537 Graeser Road** prior to the issuance of this Building Permit.

This written permission is given with the understanding that such work is being done solely at the owner's and contractor's risk and that any required changes in construction, resulting from the plan review process, must be made by said owner or contractor.

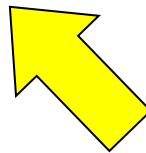
All framing members and their connections must remain visible. *A framing inspection will not be performed until the building permit for this project has been issued by the City of Creve Coeur and the electrical and plumbing rough-in inspections have been approved by St. Louis County.* The City of Creve Coeur assumes no liability for any consequences resulting from granting this permission and this permission does not guarantee the future issuance of this Building Permit.

Be advised that if the City of Creve Coeur is unable to issue this Building Permit for this project by 10/25/2017 all work on this project shall cease. Beginning construction shall be construed as acknowledgement that all parties agree with all conditions and terms of this notice.

**ATTENTION: THIS LETTER MUST BE POSTED AND MAINTAINED UNTIL
THE PERMANENT PERMIT CARD HAS BEEN ISSUED.**

Sincerely,
CITY OF CREVE COEUR

Steve Unser
Chief Building Official





BUILDING DIVISION

APARTMENT RE-OCCUPANCY PROGRAM ACTIVITY REPORT FOR FY 2015 through FY2017

TYPE OF ACTIVITY	FY2017	FY2016	FY2015
Initial Inspections Made	914	927	995
Re-Inspections Made	369	342	281
Total Inspections Made	1,283	1,269	1,276
1 st Inspection Approval %	68%	73%	76%
Certificates of Occupancy Issued	805	884	967
Number of Illegal Occupancies	141	100	29
Total Operating Costs of the Program (EXPENDITURES)**	\$99,452	\$96,722	\$94,062
Costs Recovered as a Result of Fees Charged (REVENUE)	\$94,760	\$88,935	\$79,230
% of Recovered Costs	95%	91%	84%

****EXPENDITURES**

Annual Salary plus Benefits	FY2017	FY2016	FY2015
Administrative Assistant =	\$51,074 x 80% = \$40,859	\$49,670 x 80% = \$39,746	\$48,313 x 80% = \$38,650
Apartment Re-Occupancy Inspector =	\$66,022 x 80% = \$52,818	\$64,211 x 80% = \$51,369	\$62,461 x 80% = \$49,969
Chief Building Official =	\$115,502 x 5% = \$5,775	\$112,133 x 5% = \$5,607	\$108,859 x 5% = \$5,443
Total Expenditures =	= \$99,452	= \$96,722	= \$94,062

% - represents percentage of staff time each position uses annually to operate their portion of the apartment re-occupancy program.