



**CREVE COEUR POLICE DEPARTMENT
350 N NEW BALLAS RD.
CREVE COEUR, MO 63141
POLICE AND SAFETY COMMITTEE AGENDA**

DATE: December 14, 2021

TIME: 5:00 PM Officer Recognitions and Police & Safety Meeting Immediately Following

LOCATION: Police Department Training Room/Emergency Operations Center

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

Approval of the September 21, 2021 Police and Safety Committee Meeting Minutes

4. **NEW BUSINESS**

Street Light Program (Review Attachments) - Gary Liess (P/S Committee Member)
Jim Heines (Director of Public Works)

5. **REPORT FROM THE CHIEF OF POLICE**

Accreditation Update

Updates to the Hiring, Recruiting, and Retention Plan (Review Attachment)

Employee Hiring Updates

Training Updates

Citizen Survey Results

6. **ANNOUNCEMENTS**

CPO Walter Schultz – Move-in Date to Crime Prevention & Community Policing TBD

7. **CONFIRM MEETING DATES FOR 2022**

Tuesday, March 8, 2022

Tuesday, June 14, 2022

Tuesday, September 13, 2022

Tuesday, December 13, 2022

8. **ADJOURN**



STREET LIGHT INSTALLATION REQUEST FORM

SUBDIVISION NAME		
TRUSTEE NAMES	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

Existing Street Lights ☐ Yes ☐ No How many?

Location of lights, attached drawing of subdivision streets with location of all street lights marked.

If this request is for new installation of lighting, attach a subdivision drawing of the requested locations.

Have streets been dedicated and accepted for public maintenance? ☐ Yes ☐ No

Please include the following items:

A copy of the subdivision formal written request

The city Request Form

A petition stating in detail the subdivision request, signed by 75% of the subdivision

A list of all subdivision residents and trustees including name and phone number

A subdivision drawing clearly marked with the street light locations and/or requested new installation

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS

NO. 36

SUBJECT Streetlighting

INDEX PW

DATE 10/7/1991 (as PH&S #7)
ISSUED

DATE 6/17/2020
REVISED

POLICY

Subdivision Streetlights

Streetlights within subdivisions are required as part of development, as detailed in the City of Chesterfield Municipal Code. These streetlights are to be funded and maintained by the subdivision. This includes the lighting of City, County, or State roadways immediately adjacent to the subdivision, when such lighting does not otherwise exist.

Should a resident desire an additional streetlight, the removal of a streetlight, or the modification of a streetlight, the resident must first contact the appropriate subdivision Trustees. If the Trustees support the streetlighting request, they must poll residents within the general area of the request. Streetlighting requests can be forwarded to the City Engineer if there is support of 75% of residents in the general area, and 90% support of residents within 300 feet of the proposed lighting addition, deletion, or modification.

The City Engineer will coordinate review of the streetlighting request, which shall include the Police Department and the Planning Department. If there are no objections to the streetlighting request, the request can be approved by the City Engineer. If the City Staff opposes the lighting request for any reason, the request shall be forwarded to the Planning and Public Works Committee of City Council, who shall make a recommendation to the full City Council, where a final decision shall be made.

When reviewing a streetlighting request, the City will take into consideration all streetlighting within the subdivision. Proposals to add or modify streetlights which would create inconsistent lighting and appearance may not be approved without a plan to address the remaining lights in the future. The City will not approve requests to remove streetlights at intersections or at a cul-de-sac.

Commercial Streetlights

Additions, deletions, or modifications to streetlighting within a commercial development or outside a residential subdivision must be submitted to the Planning Director. Such requests will be reviewed as detailed within City Code.

Requests for City-funded Streetlight(s)

The City of Chesterfield will not construct, fund, or maintain streetlights unless those streetlights are specifically approved by City Council. The City Council will generally consider requests for streetlights only at intersections involving a City roadway with a State roadway, a County roadway, or a City Collector or Arterial roadway. All requests for streetlighting shall be submitted in writing to the City Engineer, and shall include the reasoning for the request.

In considering a request for street lighting, one or more of the following criteria must be met:

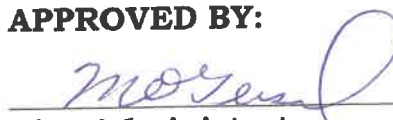
1. The presence of a marked pedestrian crosswalk.
2. Close proximity to a public or private school.
3. Adjacent to large population concentrations (i.e. apartment complex, subdivision clubhouse facility, recreational facility, etc.)
4. Any quantitatively identifiable high accident location where lack of lighting has been determined to be a causative factor or contributing circumstance.
5. Any intersection not currently illuminated by a light system, the lack of which, in the opinion of the City Engineer, poses a hazard to pedestrian or vehicular traffic.

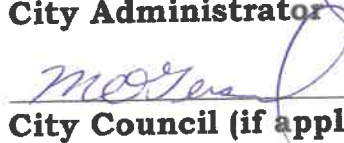
Nothing in this Policy shall be construed as preventing the City Council from approving the installation of streetlights which, in its determination, benefit the City of Chesterfield. This includes lighting along or within City property, streets, trails, and beautification areas.

RECOMMENDED BY:

 5/7/2020 PPW 5/21/2020
Department Head/Council Committee (if applicable) Date

APPROVED BY:

 6/17/2020
City Administrator Date

 6/17/2020
City Council (if applicable) Date

Ameren Missouri

LED Dusk-To-Dawn Outdoor Lighting

LED Area Lighting

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

* Plus FAC, RESRAM and all applicable sales and municipal taxes

** Lamp Rating for Bracket Mount LED is high-pressure sodium watts equivalent. LEDs are more efficient and use less energy than the rating shown.

For more information please go to AmerenMissouri.com/Streetlights.

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



Bracket Mount



Directional

LED Post Top Lantern

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

Overall height is approximately 16 feet on a tapered pole.

* Plus FAC, RESRAM and all applicable sales and municipal taxes

** Lamp Rating for Post Top Lantern LED is high-pressure sodium watts equivalent. LEDs are more efficient and use less energy than the rating shown.

For more information please go to AmerenMissouri.com/Streetlights.

All post top fixtures require underground wiring (cost of which is not included in the above).

Monthly rate includes fiberglass pole, fixture, lamp electricity and maintenance.



Early American



Colonial



Contemporary**



Aspen**

**Additional initial charge applies

Rates effective April 1, 2020

Ameren Missouri

Dusk-To-Dawn Outdoor Lighting

The Safety and Security of Outdoor Lighting for Your Home or Business

- Provides optimum security over a large area
- Turns on at dusk and off at dawn automatically

Two Options Available

- Post Top Lantern – freestanding pole lamp
- Area Lighting – mounted to utility pole

To find out more about Dusk-To-Dawn Outdoor Lighting, contact Ameren Missouri Construction Hotline toll-free at **1.866.992.6619**. For more information go to **BuildWithAmeren.com**.

For more information on LED lights or Ameren Missouri's conversion project, go to **AmerenMissouri.com/Streetlights**





MEMORANDUM

DATE: November 10, 2021

TO: Mark Perkins, City Administrator

FROM: Jeffrey Hartman, Chief of Police

SUBJECT: Police Department Retention, Recruitment, and Wellness

STATEMENT OF OBJECTIVES

The memo will outline a recruitment and retention plan for the Creve Coeur Police Department. The Police Department is currently short-staffed in the rank of Police Officer, Sergeant, and Lieutenant. The Investigations Unit and Crime Prevention Unit are currently understaffed as well. Failure to replace officers who depart the agency combined with a failure to retain the valuable employees has the potential to have a detrimental effect on the daily operations and quality of service the Police Department provides to the community. It can also have an impact on the overall physical and mental wellness of the existing workforce, which can negatively impact interactions with the public. It is also important that this strategy actively pursues viable recruitment methods to achieve the goal of maintaining the demographic composition of our community in the workforce with regard to ethnic, cultural, racial, and gender.

No time frame has been adopted to accomplish these goals; it should be on-going. Resignations, retirements, or terminations of sworn personnel may delay or otherwise negatively impact Department efforts to attain the demographic percentages desired. (CALEA 31.2.1a)

RECRUITMENT

➤ Engage the community in the recruitment process

- Expand the Police Chaplain program to include a recruiting element. There is a tremendous amount of diversity in the region's religious organizations.
- Establish partnerships with area universities. There is a valuable pipeline of potential recruits in the Criminal Justice programs of area universities (MBU, Maryville, Lindenwood, UMSL).
- Encourage a culture where city leaders outside the Police Department speak well of and look for opportunities to recruit for the Police Department.
- Continue our police internship efforts with area universities.

➤ Reach new territory in our recruitment advertising

- Expand our social media platforms where we advertise to include *LinkedIn* and *Instagram*. Instagram specifically has been a valuable tool for one area agency in its recruiting efforts.
- Focus career fair efforts at military job fairs and job fairs targeting the minority population. Diversity within the ranks of CCPD will be important in maintaining the trust of the community which is growing more diverse.

- **Improve the focus of our recruitment messaging**
 - Employee leave and other wellness benefits should have a prominent role in our recruiting message. Studies have indicated work-life balance are very important aspects for the younger generation entering the workforce.
 - Generate ideas for unique benefits that will set CCPD apart from other agencies and focus the recruitment message on those components.

- **Create a culture within the Police Department that “everyone is a recruiter.”**
 - Every positive contact with the community is an opportunity to recruit. This concept has to be at the front of the mind to put into action.

- **Revisit policies that may have an adverse effect on recruiting and retention**
 - **Tattoo policy** - The existing tattoo policy that requires all lower arm tattoos to be covered is a barrier to attracting diverse employees or those from a military background. Our agency should consider the recruiting impact of this policy.
 - **On-duty exercise time** - Many police agencies, including Town and Country, Frontenac, Ladue, Ballwin, and Clayton allow their officers time to exercise on-duty. A policy change allowing this would boost morale as well as help to improve the physical and mental fitness of the officers serving this community.
 - **Load-bearing vests** - Many area departments have researched and moved to load-bearing vests for their patrol officers. Studies have indicated that moving some of the weight off the hips and onto the upper torso helps to alleviate some long-term back issues officers experience.
 - **Sponsor one (1) Police Academy recruit in every session** – There will always be a retirement or unexpected departure on the horizon. By having one (1) recruit in every academy class moving forward, we can mitigate potential staffing shortages down the road, even if it means the recruit goes above-authorized staffing levels. *We currently have one recruit in the current academy session scheduled to graduate in December 2021. We also have a candidate scheduled to attend the next academy session scheduled to begin in January 2022.*

- **Compete with the St. Louis area Law Enforcement market in terms of pay, benefits, retirement, and wellness initiatives**
 - These issues should be highlighted on any recruitment flyer or employment advertisement on the city website or other platforms. If CCPD wants to stand out as an example of a great law enforcement agency in this region, it has to demonstrate that it is willing to stand out in the areas noted above.
 - Provide better “lateral” pay incentives for applicants with prior experience. Police Officers from other area departments are not likely to leave their department with 4-5 years of experience and come to Creve Coeur because they will experience a significant pay decrease.
 - (For further discussion, please refer to [Pay & Benefits](#) bullet point under the “Retention” section for further)

- **Make retention a priority**
 - Police Departments that cannot retain employees are less attractive to high-quality recruits.
 - Retention is a recruitment tool and when you retain the employees you hire, recruitment becomes less critical.

RETENTION

- **Detach an officer for assignment to the St. Louis County & Municipal Police Academy (CMPA)**
 - This creates a pathway where a CCPD officer has direct access to the largest pool of candidates interested in a career in law enforcement. Additionally, there is a retention aspect to this as well. It creates a development opportunity for an officer within the department. Development and growth opportunities are a critical element in keeping employees vested in their careers with the agency.
- **Detach an officer to a Federal Task Force**
 - The St. Louis Office of the FBI offers task force positions that help build a valuable network between local police and federal resources. Additionally, the experience of working on these task force are valuable developmental tools for the officer and are seen as a retention tool for agencies that are actively involved in these opportunities. Two examples include the FBI Violent Crimes Task Force and the FBI Counter-Intelligence Task Force. This year, CCPD was specifically invited to participate in the Counter Intelligence Task Force due to the city's prominence in the Bio-tech and medical fields. This will require a financial investment, but I believe that investment will pay dividends.
- **Provide development opportunities for every employee, not just those who are most likely to be promoted**
 - Each officer on a squad should have a specific role to keep them engaged (Drone operator, Evidence Processing Specialist, Field Training Officer, Instructor in CPR, DT, Taser, OC, Firearms/Rifle, Less Lethal, Livescan)
- **Be at the forefront of employee wellness in the industry**
 - **Employee leave** – Some examples of ideas in expanding leave benefits include a sabbatical program, raising the 80-hour cap on Comp Leave, eliminating the 6-month hold on using accrued vacation time for new hires, or offering additional paid personal holiday. The sabbatical program is an idea that has started to grow on the west coast but has not made it to the Midwest. The idea behind this is to develop a brief (within the limits of what the department can endure, operationally) mandatory leave based on a predetermined time frame (every 5 years, 10 years, 15 years, etc).
 - **Heart Health** – Police Officer life expectancy is almost 25 years less than the public they serve and protect. The average age of heart attacks for LEOs is 46. In the civilian sector it is 67. While the City currently offers a comprehensive wellness analysis on a biennial basis to all employees, I believe there are additional opportunities to promote wellness among our Police Officers. A cardiac wellness program such as Sigma (www.iamsigma.com) may have the potential to save lives, or at the very least provide a pathway for a better quality of life. Such a program could set Creve Coeur apart from other cities at first and hopefully set a trend for others to follow.
 - **Sleep Hygiene** – Provide annual training on the importance of proper sleep hygiene and provide the officers with tools to put into practice.
 - **Financial Wellness** – Police Officers of all ages and tenure would benefit from annual professional training on being responsible managers of their own finances. The city, as a whole, would also benefit from having employees who will likely live a life where they exhibit greater gratitude for what they have. This is a natural bi-product of learning how to create a personal budget, live on less than they earn, saving, staying out of debt, and embracing generosity in giving.
 - **Develop and implement a permanent dayshift for senior patrol officers**
Studies have concluded that the “critical age range” for intolerance to shift work begins around age 45.^{1 2} In other words, as officers age, their body's ability to bounce back from frequent shift changes diminishes,

¹ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6449641/>

² Costa, G., & Milia, L. D. (2008). Aging and Shift Work: A Complex Problem to Face. *Chronobiology International*, 25(2-3), 165–181.

which can affect their sleep patterns and overall health. Beginning on January 10, 2022, the PD will be implementing a seniority-based permanent day shift based on seniority. With four patrol squads, this will require at least one permanent night shift. That squad will be staffed by volunteers who desire to work a permanent night shift schedule. Any shortages on that squad would be filled based on the lowest seniority. The remaining two squads would continue to work on a rotating basis.

Critical to implementing a change such as permanent day shift and night shift is creating a model that ensures the change is sustainable over time. This requires a steady stream of volunteers who would be willing to work a permanent night shift so that the squad would not consist of only the newest and least experienced officers in the department. The section titled *Night Shift Pay Differential* and *Traffic Safety Officer Pay* outlines the plan to make this sustainable and ensure continued interest in having a diversity of experience on each squad.

➤ Pay & Benefits

- ***Night Shift Pay Differential***

Night shift pay differential would provide an extra incentive for officers to volunteer for a permanent night shift, and help to maintain a diversity of experience on the squad. I am recommending a shift pay of \$1 per hour for Officers who are scheduled to work between 6:00 p.m. and 6:00 a.m. Officers would not receive this pay during paid or unpaid leave, or time spent in training outside the designated hours. There are few police agencies in the region that offer a shift pay differential. In my survey, I was only able to locate one agency that provides it -- the O'Fallon, Missouri Police Department. They pay officers working 6:00 p.m. to 6:00 a.m. \$1 per hour. Although the standards for federal employees do not apply to PD employees, an additional example of night pay differential is available here:

[\[https://www.commerce.gov/hr/practitioners/compensation-policies/premium-pay/night-shift-differential\]](https://www.commerce.gov/hr/practitioners/compensation-policies/premium-pay/night-shift-differential).

Implementing night shift differential pay provides an incentive for existing officers to serve in this capacity and provides an additional recruitment tool to attract new officers to the Police Department.

- ***Traffic Safety Officer Pay***

Field Training Officers are provided special training and given additional responsibilities above and beyond their peers who are not assigned this role. They have been compensated, for many years, at a rate of \$1 per hour while field training. Similarly, Traffic Safety Officers (TSOs) must go through advanced training and are given additional responsibilities above and beyond other officers. TSOs are embedded on each squad, working the same hours and shifts as Patrol Officers, and are not compensated for the extra work and responsibility. I am recommending Traffic Safety Officer Pay be consistent with Field Training Officers of \$1 per hour worked. Similar to FTO pay and shift Pay, the TSO pay would not be credited for paid or unpaid leave.

For additional consideration: With the implementation of a permanent day shift, some TSOs, by seniority, would qualify for the permanent day shift position if they were not TSOs. Because of their assignment and responsibility as TSOs, they would be embedded on rotating squads. The TSO pay would offer extra compensation for the extra responsibility, thus creating a pathway for continued interest and development for officers to pursue the opportunity to be a TSO.

- ***Step System***

One of the recurring themes of retention is remaining competitive in pay and benefits with other police departments in the region. Although the PD's minimum and maximum salaries have remained competitive, once a Police Officer is hired at CCPD, they quickly fall behind their peers at neighboring agencies such as Ladue, Frontenac, Olivette, Clayton, Town and Country, Kirkwood, and University City Police Department. For example, a four-year Patrol Officer at Ladue and Frontenac PD or a six-year Patrol Officer at Maplewood PD earn a higher annual salary than Creve Coeur Patrol Officer with 15 years on the force.

The difference is this: Most police agencies operate off of a step system for raises. Of the neighboring agencies I surveyed, we are the only one that does not use a step system. The pay raise path is clearly charted under a step system, and a Police Officer hits the top end of their pay grade, on average, in seven years. (Ladue and Frontenac are the outliers with a four-year top out). In contrast, two Creve Coeur Police Officers, with 12 and 15 years of experience, have yet to hit the top end of their pay grade. While this is due to a number of factors, including the fact that the pay range has been increased over the years, it takes a Creve Coeur police officer longer to reach the top pay than our competitors. In addition, while the City has and does make market equity adjustments in addition to providing merit increases to police officers, these generally occur on a case-by-case basis and rarely occur for all police officers at once due to budgetary constraints causing some salaries to fall below the market. The Police Officers in this department are aware that they would likely take a pay cut to start working at a neighboring agency today, but in only a few years will be earning more than they would if they remain here.

I believe that moving to a step system will allow the Police Department to be more competitive, reward loyalty, and improve retention.

I look forward to further discussion on this issue with a goal of moving to a step system effective July 1, 2022.

➤ **Maintain a vision for the future**

People want to know where they are going. They want a vision for the future. My vision is broken down into four main pillars:

1. **Community Partnerships** - Maintaining strong partnerships within the community while continuing to build additional partnerships. These partnerships will be valuable in weathering the storms that are sure to come.
 2. **Accountability and Best Practice** - We have a strong culture of accountability and this Police Department and I intend to maintain that high level. Our accreditation is a valuable mechanism in helping to maintain those standards. It is what the public expects and the result is the building of trust and legitimacy. Trust and legitimacy are critical in recruiting and retention of personnel.
 3. **Organizational Development/Resilience** – Development and personnel may have the largest impact on retaining employees since it provides a sense of purpose for the employee. Lack of resilience (poor staffing, ability to overcome hardships, poor leadership) has the opposite effect. A recruitment plan to maintain staffing, a succession plan for the future of the organization, and maintaining crisis readiness.
 4. **Officer Wellness** - The quality of service that the Police Department delivers is directly related to the mental and physical health of its Police Officers. We owe it to the Police Officers who serve this city and its citizens.
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RESOLUTION NO. 439

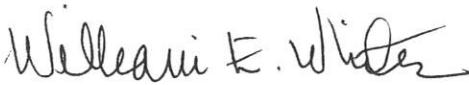
**A RESOLUTION TO ESTABLISH AND ADOPT A STREET
LIGHTING POLICY FOR THE CITY OF CREVE COEUR.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE
COEUR, MISSOURI THAT:**

**SECTION 1. THE ATTACHED "CITY OF CREVE COEUR-POLICY ON STREET
LIGHT INSTALLATION" IS HEREBY ADOPTED AS OFFICIAL POLICY OF THE CITY
OF CREVE COEUR AND IS HEREBY INCORPORATED AS PART OF THIS
RESOLUTION AS IF FULLY SET OUT HEREIN.**

**SECTION 2. BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL
TAKE EFFECT IMMEDIATELY UPON ITS ADOPTION.**

APPROVED THIS 13 DAY OF February, 1995



WILLIAM E. WINTER, MAYOR

ATTEST:



**LAVERNE COLLINS, CMC
CITY CLERK**

CITY OF CREVE COEUR POLICY ON STREET LIGHT INSTALLATION

NEW SUBDIVISION (IN EXCESS OF 5 LOTS)

- DEVELOPER IS REQUIRED TO INSTALL STREET LIGHTS AT STANDARD INTERVAL SPACING OF 300 FEET---CITY WILL NOT ISSUE ANY CERTIFICATES OF OCCUPANCY FOR ANY LOT IN THE SUBDIVISION UNTIL THE REQUIRED STREET LIGHTS ARE INSTALLED (WILL REQUIRE AMENDMENT TO CITY SUBDIVISION REGULATIONS)
- LOCATION OF STREET LIGHTS TO BE SHOWN ON DETAILED DEVELOPMENT PLANS FOR THE DEVELOPMENT SUBMITTED WITH FINAL SUBDIVISION PLAT FOR APPROVAL BY PLANNING & ZONING COMMISSION, LOCATION OF STREET LIGHTS IS SUBJECT TO MODIFICATION BY THE PZC
- DEVELOPER IS RESPONSIBLE FOR ALL INSTALLATION COSTS (OVERHEAD OR UNDERGROUND.) CITY WILL REQUIRE THAT DEVELOPER POST AN ESCROW EQUAL TO THE PROJECTED INSTALLATION COSTS FOR STREET LIGHTS PRIOR TO CONSTRUCTION. (ESTIMATE OF INSTALLATION COSTS FROM UNION ELECTRIC CO. TO BE POSTED WITH ESCROW.) ESCROW WILL BE RELEASED WHEN REQUIRED STREET LIGHTS ARE INSTALLED.
- DEVELOPER AND/OR SUBDIVISION TRUSTEES TO BE RESPONSIBLE FOR ONGOING MAINTENANCE COSTS FOR STREET LIGHTS UP TO THE POINT WHERE THE CITY COUNCIL FORMALLY ADOPTS A RESOLUTION ACCEPTING DEDICATION OF STREETS AND OTHER PUBLIC IMPROVEMENTS IN THE SUBDIVISION FOR PUBLIC MAINTENANCE.
- CITY WILL ACCEPT RESPONSIBILITY FOR ONGOING POWER AND MAINTENANCE COSTS FOR STREET LIGHTS ON PUBLIC STREETS AFTER PUBLIC ACCEPTANCE. CITY WILL BE RESPONSIBLE FOR MAKING NECESSARY BILLING ARRANGEMENTS WITH UNION ELECTRIC CO.
- CITY WILL NOT ACCEPT ANY RESPONSIBILITY FOR INSTALLATION OR MAINTENANCE OF STREET LIGHTS UNLESS AND UNTIL THE APPLICABLE STREETS HAVE BEEN DEDICATED FOR PUBLIC USE OR MAINTENANCE

- SHOULD THE SUBDIVISION DEVELOPER REFUSE TO INSTALL STREET LIGHTS WHEN THE SUBDIVISION IS DEVELOPED INITIALLY, A PROVISION WILL BE INCLUDED IN THE SUBDIVISION TRUST INDENTURES STATING THAT THE STREET LIGHTING REQUIREMENT HAS BEEN WAIVED BY THE **PROPERTY OWNERS IN THE SUBDIVISION** AND THAT THE CITY OF CREVE COEUR IS UNDER NO OBLIGATION OR RESPONSIBILITY TO INSTALL OR MAINTAIN STREET LIGHTS IN THE SUBDIVISION IN THE FUTURE.

EXISTING SUBDIVISION (IN EXCESS OF 5 LOTS) OVERHEAD SERVICE

- STREETS MUST HAVE BEEN DEDICATED AND ACCEPTED FOR PUBLIC MAINTENANCE BEFORE THE CITY CAN RESPOND TO A REQUEST FOR STREET LIGHT INSTALLATION
- STREET LIGHT INSTALLATION REQUEST IS INITIATED BY A FORMAL WRITTEN REQUEST BY APPLICABLE SUBDIVISION TRUSTEES (ON A FORM TO BE SUPPLIED BY THE CITY) ACCOMPANIED BY A PETITION EXECUTED BY AT LEAST SEVENTY FIVE PERCENT (75%) OF ALL PROPERTY OWNERS IN THE SUBDIVISION
- THE FORMAL WRITTEN REQUEST MAY SPECIFY RECOMMENDED LOCATIONS FOR STREET LIGHTS WITHIN THE SUBDIVISION. THE CITY RETAINS THE RIGHT TO MODIFY RECOMMENDED LOCATIONS.
- THE CITY PUBLIC WORKS DEPARTMENT SHALL REVIEW THE SUFFICIENCY OF THE REQUEST AND THE PETITION AND WILL WORK WITH UNION ELECTRIC COMPANY TO DETERMINE APPROPRIATE STREET LIGHTING METHODOLOGY AND LOCATIONS, UTILIZING AN INTERVAL SPACING OF ONE STREET LIGHT EVERY 300 FEET AS A GENERAL GUIDELINE. THE PUBLIC WORKS DEPARTMENT WILL CONSULT WITH THE POLICE DEPARTMENT REGARDING SECURITY AND CRIME PREVENTION CONSIDERATIONS. THE PUBLIC WORKS DEPARTMENT SHALL DETERMINE PROJECTED MONTHLY AND ANNUAL MAINTENANCE AND POWER COSTS AS WELL AS ANY APPLICABLE INSTALLATION COSTS.

- BASED ON ITS INVESTIGATION, THE PUBLIC WORKS DEPARTMENT SHALL PREPARE A RECOMMENDATION REGARDING STREET LIGHT INSTALLATION, IN RESPONSE TO THE SUBDIVISION'S PETITION, FOR CITY COUNCIL CONSIDERATION.
- NO STREET LIGHT SHALL BE INSTALLED ON PUBLICLY ACCEPTED SUBDIVISION STREETS WITHOUT SPECIFIC AUTHORIZATION FROM THE CITY COUNCIL.
- AFTER APPROVAL OF A STREET LIGHT(S) INSTALLATION BY CITY COUNCIL, THE CITY ADMINISTRATOR SHALL AUTHORIZE UNION ELECTRIC COMPANY TO INSTALL STREET LIGHTS WITH THE CITY TO BE RESPONSIBLE FOR ONGOING MAINTENANCE AND POWER COSTS.
- THE POLICY OF THE CITY IS TO INSTALL STREET LIGHTS IN EXISTING SUBDIVISIONS AT A MINIMUM INTERVAL OF 300 FEET AND TO INSTALL STANDARD OVERHEAD FIXTURES AS PRESCRIBED BY UNION ELECTRIC CO. SHOULD THE RESIDENTS OF A SUBDIVISION DESIRE INSTALLATION AT AN INTERVAL BELOW 300 FEET OR SPECIAL, NON-STANDARD, OR ORNAMENTAL-TYPE FIXTURE (S); THE SUBDIVISION TRUSTEES SHALL BE RESPONSIBLE FOR ANY DIFFERENTIAL COSTS FOR SUCH INSTALLATION AND ONGOING MAINTENANCE OVER AND ABOVE THE CITY STANDARD.

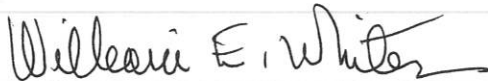
EXISTING SUBDIVISION (IN EXCESS OF 5 LOTS) UNDERGROUND SERVICE

- IN GENERAL, THE CITY'S EXPERIENCE HAS BEEN THAT THE COST OF REMEDIAL INSTALLATION OF STREET LIGHTS IN AN EXISTING SUBDIVISION WITH UNDERGROUND ELECTRIC SERVICE IS SIGNIFICANTLY HIGHER THAN INSTALLATIONS INVOLVING OVERHEAD SERVICE. ACCORDINGLY, IT IS THE POLICY OF THE CITY THAT THE ADDITIONAL COSTS FOR UNDERGROUND STREET LIGHT INSTALLATION SHOULD BE BORNE BY THE RESIDENTS OF THE AFFECTED SUBDIVISION, AS DIRECT BENEFICIARIES OF THE INSTALLATION, INSTEAD OF THE CITY AS A WHOLE.
- THE PROCESS FOR AUTHORIZATION OF STREET LIGHT INSTALLATION IN SUBDIVISIONS WITH UNDERGROUND ELECTRIC SERVICE SHALL BE

SUBSTANTIALLY THE SAME AS THE PROCESS OUTLINED FOR SUBDIVISIONS WITH OVERHEAD SERVICE. HOWEVER, THE RECOMMENDATION FOR STREET LIGHT INSTALLATION FROM THE PUBLIC WORKS DEPARTMENT TO THE CITY COUNCIL MUST BE ACCOMPANIED BY A NOTARIZED STATEMENT FROM THE APPLICABLE SUBDIVISION TRUSTEES STATING THAT THE SUBDIVISION ITSELF WILL BE RESPONSIBLE FOR PAYMENT OF ANY COSTS OF STREET LIGHT INSTALLATION GREATER THAN THOSE THAT WOULD BE REQUIRED FOR STANDARD OVERHEAD INSTALLATION (DIFFERENTIAL HIGHER COSTS.) SAID DIFFERENTIAL COSTS SHALL BE DETERMINED BY THE PUBLIC WORKS DEPARTMENT IN COOPERATION WITH UNION ELECTRIC COMPANY.

- SUBDIVISION TRUSTEES SHALL BE RESPONSIBLE FOR DIRECT PAYMENT OF ANY DIFFERENTIAL COSTS FOR INSTALLATION TO UNION ELECTRIC COMPANY.
- AFTER PAYMENT OF ALL REQUIRED INSTALLATION COSTS BY THE SUBDIVISION AND INSTALLATION OF THE STREET LIGHTS, THE CITY SHALL ASSUME RESPONSIBILITY FOR PAYMENT OF ONGOING MAINTENANCE AND POWER COSTS FOR THE STREET LIGHTS.
- SHOULD THE RESIDENTS OF AN EXISTING SUBDIVISION WITH UNDERGROUND ELECTRICAL SERVICE DESIRE INSTALLATION OF STREET LIGHTS AT AN INTERVAL SPACING OF LESS THAN 300 FEET OR INSTALLATION OF SPECIAL, NON-STANDARD, OR ORNAMENTAL-TYPE POLES AND/OR FIXTURES OTHER THAN THE STANDARD INSTALLATION PRESCRIBED BY UNION ELECTRIC CO.; THE TRUSTEES OF THE SUBDIVISION SHALL BE RESPONSIBLE FOR ANY DIFFERENTIAL COSTS FOR INSTALLATION AND ONGOING MAINTENANCE RESULTING FROM THE VARIANCE FROM THE CITY AND UNION ELECTRIC STANDARD.

ADOPTED BY CITY COUNCIL ON February 13, 1995.



WILLIAM E. WINTER, MAYOR

ATTEST:



**LAVERNE COLLINS, CMC
CITY CLERK**



CITY OF CREVE COEUR

POLICY ON STREET LIGHT INSTALLATION

NEW SUBDIVISION (IN EXCESS OF 5 LOTS)

- Developer is required to install street lights at standard interval spacing of 300 feet. City will not issue any certificates of occupancy for any lot in the subdivision until the required street lights are installed.
- Location of Street Lights to be shown on detailed development plans for the development submitted with the Final Subdivision Plat for approval by the Planning and Zoning Commission, location of street lights is subject to modification by the P&Z Commission.
- Developer is responsible for all installation costs (overhead or underground). The city will require that the developer post an escrow equal to the projected installation costs for street lights prior to construction (Estimate of installation costs from Ameren U.E. to be posted with escrow). Escrow will be released when the required street lights are installed.
- Developer and/or Subdivision Trustees to be responsible for the ongoing maintenance costs for street lights up to the point where the City council formally adopts a resolution accepting dedication of streets and other public improvements in the subdivision for public maintenance.
- The city will accept responsibility for ongoing power and maintenance costs for street lights on public streets after acceptance. The city will be responsible for making the necessary billing arrangements with Ameren U.E.

- The City will not accept any responsibility for installation or maintenance of street lights unless and until the applicable streets have been dedicated for public use or maintenance.
- Should the subdivision developer refuse to install street lights when the subdivision is initially developed, a provision will be included in the subdivision trust indentures stating that the street lighting requirement has been waived by the **PROPERTY OWNERS IN THE SUBDIVISION** and that the City of Creve Coeur is under no obligation or has the responsibility to install or maintain street lights in the subdivision in the future.

EXISTING SUBDIVISION (IN EXCESS OF 5 LOTS)

OVERHEAD SERVICE

- Streets must have been dedicated and accepted for public maintenance before the city can respond to a request for street light installation.
- Street lights installation requests are initiated by a formal written request by the applicable subdivision trustees (on a form to be supplied by the city) and accompanied by a petition executed by at least seventy-five percent (75%) of all of the property owners in the subdivision.
- The formal written request may specify recommended locations for street lights within the subdivision. The city reserves the right to modify recommended locations.
- The City's Public Works Department shall review the sufficiency of the request and the petition and will work with Ameren U.E. to determine appropriate street lighting methodology and locations utilizing an interval spacing of one street light every 300 feet as a general guideline. The Public works department will consult with the Police Department regarding security and crime prevention considerations. The Public Works Department shall determine projected monthly and annual maintenance and power costs as well as any applicable installation costs.
- Based on its investigation, the Public works Department shall prepare a recommendation regarding street light installation in response to the subdivision's petition for City Council consideration.

- No street light shall be installed on publicly accepted streets without specific authorization from the City council.
- After approval of a street light(s) installation by City council, the City Administrator shall authorize Ameren U.E. to install street lights with the City to be responsible for ongoing maintenance and power costs.
- The policy of the city is to install street lights in existing subdivisions at a minimal interval of 300 feet and to install standard overhead fixtures as prescribed by Ameren U.E. Should the residents of a subdivision desire installation of street lights at an interval less than 300 ft or special, non-standard or ornamental type fixture(s); the subdivision trustees shall be responsible for any differential costs for such installation and ongoing maintenance over and above the city standard.

EXISTING SUBDIVISION (IN EXCESS OF 5 LOTS)

UNDERGROUND SERVICE

- In general, the city's experience has been that the cost of remedial installation of street lights in an existing subdivision with underground electric service is significantly higher than installation involving overhead service. Accordingly, it is the policy of the city that the additional costs for underground street light installation should be borne by the residents of the affected subdivision as direct beneficiaries of the installation, instead of the city as a whole.
- The process for authorization of street light installation in subdivisions with underground electric service shall be substantially the same as the process outlined for subdivisions with overhead service. However, the recommendation for street light installation from the Public Works Department to the City Council must be accompanied by a notarized statement from the applicable subdivision trustees stating that the subdivision itself will be responsible for the payment of any costs of street light installation greater than those that would be required for standard overhead installation (differential higher costs). Said differential cost shall be determined by the Public Works Department in cooperation with Ameren U.E.

- **Subdivision Trustees shall be responsible for direct payment of any differential costs for installation to Ameren U. E.**
- **After Payment of all required installation costs by the subdivision and installation of the street lights, the city shall assume the responsibility for payment of ongoing maintenance and power costs for the street lights.**
- **Should the residents of an existing subdivision with underground electrical service desire installation of street lights at an interval spacing less than 300 feet or installation of special, non-standard, or ornamental type poles and/or fixtures other than the standard installation prescribed by Ameren U.E.; the trustees of the subdivision shall be responsible for any differential costs for installation and ongoing maintenance resulting from the variance from the city and Ameren U.E. standard.**



DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: November 17, 2021

TO: Mark Perkins, City Administrator

FROM: Jim Heines, Director of Public works

SUBJECT: Street Lighting Policy

Public Works staff was recently requested to review the Street Lighting Policy approved by City Council on February 13, 1995. Over the past 25 years there have not been any revisions or updates to the policy, however, over time lighting technology has improved. Ameren U.E. has been replacing old High-Pressure Sodium (HPS) and Metal Halide (MH) street lights with Light Emitting Diode (LED) fixtures. This improvement along with Ameren cost adjustments have triggered staff to review the Street Lighting Policy.

Existing Program

The current Street Lighting policy provides a step-by-step process for residents and trustees who choose to add street lighting in their subdivision. The policy addresses each of the different site conditions regarding electrical supply design. Once lights are installed in the public right-of-way (ROW), Council may approve to accept the monthly maintenance costs which include power costs.

When there are overhead wires and utility poles present in the public ROW, Ameren U.E will install bracket mount LED street lights at little or no cost. However, most of the city has underground supply and service lines which can cost thousands of dollars per light to be installed.

Subdivisions with an underground electric service network require the installation of Ameren U.E. street lights. Per the policy, it is the subdivision's responsibility to hire an electrician to bury conduits, pull cables and install street lights.

Light Inventory/Performance/Cost

Below is a table showing the inventory of the different types of Ameren U.E. street lights on the most recent invoicing from Ameren U. E. Most of the lights (68%) are Post Top style located in subdivisions, and the remaining lights (32%) are standard bracket type (mounted on an arm on a pole) and are located on collector and arterial streets. The city currently pays Ameren U. E. approximately \$120,000 annually in street light maintenance/power fees.

Although the monthly cost of street lights varies due to the style of light, there is a slight cost reduction for the LED fixtures over the standard HPS fixtures. Over all, Ameren has replaced approximately 25% of our street lights with the newer energy efficient LED fixtures. Staff contacted Ameren U.E to get a status of the replacement program and a projected completion date for the fixture replacements, however we have not received that information yet.

Street Light Inventory							
						Monthly Cost	
<u>Style</u>	<u>Size</u>	<u>Type</u>	<u># of Lights</u>			<u>Per Light</u>	
Post Top	9500	HPS	296			\$	22.87
Open Bottom	9500	HPS	2			\$	10.70
Enclosed	9500	HPS	11			\$	12.18
Enclosed	25500	HPS	42			\$	16.85
Post Top	100 w	LED	28			\$	21.83
Bracket	100w	LED	31			\$	9.83
Bracket	250w	LED	55			\$	15.86
			465				
				HPS	75%		
				LED	25%		

Policy Review

Public Works staff reviewed the current policy and found that the policy referenced Union Electric as the electric utility company for the Creve Coeur area. The revised copy of the policy has been updated to reference Ameren U. E.

Another area of the policy which required research was the standard 300 ft. minimum separation between street lights. Public Works staff contacted Ameren engineers as well as the lighting consultant we used for the Golf/Ice Arena parking lot lighting discuss the differences in the LED street lights vs. older and often used HPS street lights. Both mentioned that the temperature of the LED lights is in the whit/blue spectrum which has a brighter/harsher appearance. Whereas the HPS streetlights are a yellow/orange light which is much softer. Both agreed that the lighting output was very similar for both fixtures. Although Ameren engineers would not comment on using 300 feet as a standard street light separation, the consultant said that the lights were comparable and a 300-foot separation was adequate.

Public Works staff contacted five surrounding communities and asked if they had street lighting programs and policies. The results from our poll is listed below:

Frontenac – Does not have a Street Lighting Program or policy. The city does not pay for street light installation, maintenance, or monthly energy costs in subdivisions. Those costs are the responsibility of the subdivision HOA. The city pays for the street lights located at their signalized intersections.

Maryland Heights - Does not have a Street Lighting Program or policy. The city pays Ameren U.E. for street lights on their subdivision, arterial, and collector streets. Their annual budget to pay Ameren for maintain/power of street lights is \$450,000.

Ladue – Ladue does not have any street lights. However, there is a growing desire for street lighting and may be something they explore in the future.

Chesterfield – Chesterfield has a Street Lighting policy which is attached to the Council packet for your convenience. Although regulated by the city, street lights in subdivisions are solely the responsibility of the subdivision HOA. The only street lights that Chesterfield maintains are located on arterial and collector roads at intersections.

Des Peres – Installation of subdivision street lights and the monthly cost for maintenance/power are the responsibility of the subdivision HOA. The city pays for street lights on the arterial and collector roads including Manchester Rd. (MoDOT Hwy. 100)

Staff looks forward to discussing the street lighting policy with City Council.

STREET LIGHT PETITION
CITY OF ELLISVILLE

TO: The City of Ellisville

We, the undersigned property owners of properties within the City of Ellisville wish to request that one street light be installed at or near . We understand the actual location, type of fixture, placement and orientation of the fixture, and the intensity of the fixture are solely controlled by Ameren UE and not the City of Ellisville or the residents submitting this request. We understand easement(s) may be required to provide electric to this light. We understand the time frame for installation of the light will be solely determined by Ameren UE. We understand the City of Ellisville will pay for all installation costs and operating costs associated with the light requested.

We, the following property owners understand and agree to the aforementioned conditions and any other installation or operating requirements that may be determined by Ameren UE.

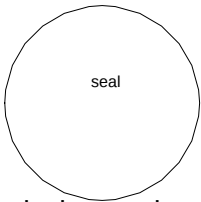
Table with 3 columns: signature, printed name, address. Contains 12 rows for property owner information.

(Prior to approval for the installation of any street light by the City of Ellisville all property owners of the aforementioned addresses must approve of the installation and conditions.)

State of Missouri)
County of St. Louis) SS

I, , first being duly sworn upon my oath, state each of the signatures affixed to this petition personally appeared before me and are known to be the persons who executed the foregoing instrument, and acknowledge that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, in this month of and year of .



Notary Public
printed name

My Commission expires:

Street Light Program

The City contracts with Ameren UE for the operation and maintenance of street lights located on public rights-of-way and public property owned by the City.

Is your street light out?

If you have a street light that is out you may contact the City at (636) 227-9660 or call AmerenUE directly at (800) 552-7583 to request repair. To improve service when making a request, please look near the top of the pole for the letters "EV" followed by numbers. Providing this identification number along with the closest street name and address will help identify the correct light. The City will file a report with Ameren UE to repair the light. Schedules for repair of lights are determined by Ameren UE.

Requesting maintenance of a new subdivision's street lights?

If you are in a new subdivision within the city your trustees may request the City take over operating and maintenance costs of street lights. The lights will need to be located on public rights-of-way in the subdivision. The subdivision must be completed and accepted by the City for public maintenance before this may be done. A request may be made in writing to the Engineering Department. Staff will determine if the lights meet the requirements for city subsidy of operating and maintenance costs. If so, a recommendation for acceptance will be made to the City Council. The process normally takes several months.

Requesting a light in an existing subdivision?

Residents interested in having a street light installed near their home may contact the Engineering Department for assistance. The staff will review requests for street lights on city maintained public rights-of-way throughout the city. If a request meets the minimum requirements a street light petition will be provided listing those residents that would be affected by a new light. The requesting resident will need to gather the signatures of support from all of the residents on the petition. Once the completed petition is received, the City will work with Ameren UE to identify the most practical location for the street light. While not always the case, some new street lights require residents to grant easements to Ameren UE to install and operate the light. If it is possible to install the requested street light a recommendation will be made to the City Council to approve installation of the street light. The cost of installation along with future operating and maintenance costs will be paid by the City. The length of time for installation of a new light will vary upon the location, submission of the petition and Ameren UE scheduling. Normally this process may take six months.

January 25, 2021