



Agenda  
Olivette City Council Meeting  
June 14, 2016  
7:00 PM  
Council Chambers of City Hall  
9473 Olive Boulevard  
Olivette, MO 63132

1. Roll Call
2. Communications  
Firefighters Greg DeGreeff and Chris Swan will be sworn into service.
3. City Manager's Report  
City Manager, Barb Sondag, will present a verbal report at the June 14, 2016 City Council Meeting.
4. City Council Reports  
The City Council will present verbal reports at the June 14, 2016 City Council meeting.
5. Hearing From Citizens

Documents:

[HEARING FROM CITIZENS.PDF](#)

6. Bill #2807 - An Ordinance Repealing Chapter 600 Of The Municipal Code Of The City Of Olivette And Enacting A New Chapter In Lieu Thereof Relating To Liquor Control - Second Reading

Documents:

1. [SUBMISSION.PDF](#)
2. [COVER MEMO LIQUOR LICENSES.PDF](#)
3. [BILL 2807 DRAFT ORDINANCE REPEALING CHAPTER 600.PDF](#)
4. [CURRENT CH 600 LIQUOR CONTROL.PDF](#)

7. Community Development Block Grant (CDBG) - Fiscal Year 2017  
The Council is asked to hold a Public Hearing on utilization of Municipal Community Block Grant Funds for Fiscal Year 2017. Following the Public Hearing the Council is asked for authorization to apply Fiscal Year 2017 Community Development Block Grant Funds.

Documents:

1. [SUBMISSION REPORT CDBG.PDF](#)
2. [COVER MEMO CDBG.PDF](#)
3. [CDBG APPLICATION PACKET.PDF](#)

8. Special Event Liquor License - Party In The Park  
The Council is asked to approve a special event liquor license for the City's Party in the

The Council is asked to approve a special event liquor license for the City's Party in the Park to be held June 17 at Stacy Park.

Documents:

[SUBMISSION REPORT PARTY IN THE PARK.PDF](#)

9. Bill #2808 - An Ordinance Repealing Chapter 500 Building Regulations Of The Municipal Code Of The City Of Olivette And Enacting A New Chapter In Lieu Thereof Relating To Building Coes, Regulations, And Fees - First Reading  
The proposed ordinance will adopt the 2015 ICC Building Codes, including residential and nonresidential building codes, existing building codes, and property maintenance codes. In addition, a new fee table would be established.

Documents:

1. [SUBMISSION REPORT.PDF](#)
2. [COVER MEMO.PDF](#)
3. [PROPOSED ORDINANCE.PDF](#)
4. [CURRENT CHAPTER 500.PDF](#)

10. Bill #2809 - An Ordinance Making Appropriations For Current Expenses Of The City Government Of The City Of Olivette For The Fiscal Year Beginning July 1, 2016; Adopting A Certain Budget; Adopting A Certain Salary Scale. First Reading  
The Council is asked to hold the First Reading of the Fiscal Year 2017 budget.

Documents:

1. [SUBMISSION A-BUDGET.PDF](#)
2. [B-ATT1-2017 BUDGET BILL.PDF](#)
3. [C-ATT2-FY17-BUDGET DOCUMENT.PDF](#)

11. Review And Approval Of The Minutes Of The May 24, 2016 City Council Meeting

Documents:

[TIP COUNCIL MINUTES 2016-05-24.PDF](#)

12. Hearing From Citizens (Part 2)

Documents:

[HEARING FROM CITIZENS - PART 2.PDF](#)

13. City Attorney's Report  
City Attorney Paul Martin will present a verbal report at the June 14, 2016 City Council meeting.

14. Adjournment

**AGENDA ITEMS WILL NOT NECESSARILY BE DISCUSSED IN ORDER. IF YOU HAVE ANY QUESTIONS, PLEASE CALL CITY HALL AT (314) 993-0444**

Individuals desiring to speak at the meeting are asked to fill out speaker cards available on the speaker's podium and submit the cards to the City Clerk prior to the call to order and roll call. Speakers are respectfully asked to hold comments to three (3) minutes to allow all those who wish a chance to speak. Speakers will be called on to speak during the "Hearing from Citizens" portion of the meeting. Please address all comments to the Mayor.

The City of Olivette hereby advises the public, employees and qualified job applicants that they are afforded an equal opportunity to participate in the programs and service of the City regardless of race, color, religion, sex, age, disability, familial status, national origin or political affiliation. If you are a person with a disability and have special needs, please call Barbara Sondag, City Manager at 314.993.0444 as soon as possible but no later than one day prior to the event or call 314.993.3610 VOICE TDD, 1.800.735.2466 RELAY MISSOURI. Thank you.

Please note that the City Council may adjourn to closed session pursuant to the Revised Statutes of the State of Missouri to discuss legal, confidential or privileged attorney-client matters pursuant to Section 610.021(1), real estate matters pursuant to Section 610.021(2), personnel matters pursuant to 610.021(3), audit matters pursuant to Section 610.021(17), or for any other reason allowed by Missouri law.

The news media may obtain copies of this notice by contacting:

Barbara Sondag  
City Manager  
9473 Olive Boulevard  
Olivette, Missouri 63132  
(314) 993-0444

Posted this 10<sup>th</sup> day of June, 2016 at 1:00 PM.

**Myra G. Bennett**

Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette



## ***CITY COUNCIL AGENDA SUBMISSION***

### **Agenda Item:**

Hearing from Citizens

### **Description:**

Olivette citizens and businesses express concerns, discuss issues, and make requests of the City Council's assistance in getting matters resolved.

The Mayor and City Council would like to remind the audience of the following:

1. The purpose is to hear your concerns, issues, and questions.
2. Cards submitted after the beginning of 1<sup>st</sup> "Hearing from Citizens" will not be called until the 2<sup>nd</sup> "Hearing from Citizens".
3. The Chair has discretion to allow individuals to speak without previously submitting a card; however, those individuals will also need to complete a card.
4. Personal attacks of Council Member, Staff, and/or individuals are not permissible.
5. Any question should be directed to the Chair and only the Chair.
6. Questions concerning agenda items may be addressed by Council or staff at the time the agenda item is discussed.
7. Questions that are not pertaining to agenda items may receive an answer by the method of your choice; indicated at the bottom of the submittal cards.
8. Profanity is not allowed.
9. Campaigning and electioneering are not permitted.

"Hearing from Citizens" is not intended to be an open discussion. It is intended to provide an opportunity for citizens to be heard at official meetings.

When called, please step to the podium; state your name and your address before addressing your subject matter.

Each person has up to three (3) minutes to speak. Should your time elapse, you are welcome to continue at the second hearing from citizen's session again, for up to 3 minutes.



**CITY COUNCIL AGENDA SUBMISSION**  
*June 14, 2016*

**Agenda Item:**

Bill #2807 – An Ordinance repealing Chapter 600 of the Municipal Code of the City of Olivette and enacting a new chapter in lieu thereof relating to liquor control – Second Reading

**Description:**

The proposed ordinance will repeal the current Liquor Control regulations under Chapter 600 and adopt the enclosed new regulations prepared by the City Attorney.

Since the first reading, the City Attorney made a few minor adjustments as recommended by the Council at the first reading.

**Recommended Action:**

Hold the Second Reading

Motion to approve Bill #2807 – an ordinance repealing Chapter 600 of the Municipal Code of the City of Olivette and enacting a new chapter in lieu thereof relating to liquor control.

**Attachments:**

1. Department Memorandum to the City Council dated May 24, 2016.
2. Bill #2807, proposed draft Ordinance.
3. Current regulations under Chapter 600 Liquor Control.

**Funding Request:** None.

**Submitted by:**

*Carlos Trejo, AICP*  
**DEPARTMENT HEAD**



City of Olivette Public Services  
Department of Planning & Community Development  
1200 North Price Road  
Olivette, MO 63132

(314) 993-0252 (Office)  
(314) 994-9862 (Fax)

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## DEPARTMENT MEMORANDUM

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**DATE: MAY 24, 2016**

**TO: MAYOR RUTH SPRINGER AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLOS TREJO  
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT**

**RE: CHAPTER 600 LIQUOR CONTROL**

The City Attorney has drafted revised language to update our current Liquor Control regulations. Liquor Control regulations are under Chapter 600 of the Olivette Municipal Code. The last update was in January 2008, under Ordinance 2357.

The attached bill would repeal the current Code regulations and adopt a new Chapter 600 Liquor Control. This item is before the City Council for a First Reading, no additional action is being requested at this time.

Attached for the Council's reference are the following:

1. Bill Nos. 2807.
2. Current ordinance regulations under Chapter 600.

**AN ORDINANCE REPEALING CHAPTER 600 OF THE MUNICIPAL CODE OF THE CITY OF OLIVETTE AND ENACTING A NEW CHAPTER IN LIEU THEREOF RELATING TO LIQUOR CONTROL.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OLIVETTE, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS**

**SECTION 1.** Chapter 600. Liquor Control, of the Municipal Code of the City of Olivette is hereby repealed, and a new Chapter 600, Liquor Control, is adopted in lieu thereof , to read as follows:

**CHAPTER 600. LIQUOR CONTROL**

**ARTICLE I. IN GENERAL**

**Section 600.010. Definitions.**

As used in this chapter, the following terms shall have the following meanings:

*Caterer:* a person who possesses a valid Missouri liquor license and a valid local liquor license and who furnishes provisions and services, including the delivery of intoxicating liquor, for a particular function, occasion, or event at a particular location other than the person’s licensed premises.

*Closed place:* a place where all doors are locked and where no patrons are in the place or about the premises.

*Hours, Special Event:* from 11:00 a.m. until midnight of each permitted day.

*Hours, Sunday:* from 9 a.m. to midnight on Sunday.

*Hours, Weekday:* from 6:00 a.m. on each day, Monday through Saturday, until 1:30 a.m. on the following day.

*Intoxicating liquor:* all alcohol used or consumed for beverage purposes, including any alcoholic, spirituous, distilled, vinous, fermented, malt, or other liquors, or combinations of liquors, a part of which is spirituous, vinous, or fermented, and all preparations or mixtures for beverage purposes, containing in excess of one-half of one per cent of alcohol by volume. Said definition includes but is not limited to wine, beer, malt liquor, and distilled liquor.

*Managing officer:* an individual responsible for the management of the business of any entity applying for or licensed to sell intoxicating liquor in the city.

*Officer:* an individual who is a member, partner, manager, director, trustee, or officer, or any individual owning ten per cent or more of the stock or financial

interest, of a joint venture, partnership, or corporation that applies for or is granted a license to sell intoxicating liquor in the city, including a managing officer.

*Original package:* any package produced and sealed by the manufacturer for the delivery and sale of intoxicating liquor and containing or consisting of one or more standard bottles, cans, cartons, boxes, bags, pouches, or other containers.

*Person:* any individual or corporate entity, including any association, joint stock company, syndicate, partnership, corporation, receiver, trustee, conservator, or officer appointed by any state or federal court.

*Premises:* the entire building or that portion of any building in which a licensee hereunder has a place of business and any additional building or portion thereof used in connection therewith, and the entire lot or lots, parcel or parcels of land on which said building are situated or which are used in connection with the sale or consumption of intoxicating liquor.

*Public place:* Any public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot, whether publicly or privately owned.

*Special event.* A picnic, bazaar, fair, celebration, or similar gathering approved by the city council and held at a public place and to which the public is invited.

#### **Section 600.020      Violation and Penalty**

It shall be unlawful for any person to violate any of the provisions of this Chapter, and any person so convicted shall, unless otherwise prescribed by law, be subject to punishment by fine of not more than one thousand dollars, or by imprisonment for not more than one year, or by both such fine and imprisonment.

#### **Section 600.030      Public nuisance.**

It shall be unlawful for any person to maintain or assist in maintaining any premises where intoxicating liquor is sold, manufactured, kept for sale or bartered in violation of Missouri law or this Chapter, and such premises is hereby declared to be a public and common nuisance. The City may bring suit to enjoin any such nuisance. No bond shall be required in instituting such proceedings.

#### **Section 600.040      Presumption**

For purposes of prosecution, a manufacturer-sealed container describing that there is intoxicating liquor therein need not be opened or the contents therein tested to verify that there is intoxicating liquor in such container. The alleged violator may allege that there was no intoxicating liquor in such container, but the burden of proof of such allegation is on such person, as it shall be presumed that such a sealed container describing that there is intoxicating liquor therein contains intoxicating liquor.

## **ARTICLE II. LICENSES**

### **Section 600.050. License required, caterers exempt.**

(a) It shall be unlawful for any person to sell or expose for sale intoxicating liquor in any quantity, either for consumption on the premises where sold, or in the original package and not for consumption on the premises where sold, except as provided in this chapter, nor until the license fees herein provided have been fully paid and a state liquor license and a city liquor license have been issued for the premises. A separate license shall be required for each place of business.

(b) Notwithstanding any other law to the contrary, any caterer need not obtain a separate liquor license from the city to provide catering services within the city, provided that any caterer licensed by a local jurisdiction other than the city shall be required to produce a copy of the local license to the city. All applicable provisions of this Chapter, Missouri's liquor control law, and the provisions of law of the jurisdiction issuing the caterer's local liquor license shall extend to the catered premises and shall be in force and enforceable during the time that the caterer is on such premises. Caterers shall not allow the sale of intoxicating liquor in the original package.

### **Section 600.060. Application; Contents.**

(a) Applications for a license shall be filed with the city clerk on forms furnished by the city clerk. The application shall be accompanied by the appropriate license fee.

(b) The application shall contain information sufficient to inform the city regarding the qualifications of the applicant. Each application shall be signed by the applicant. The signature of the applicant shall constitute an agreement that the applicant assumes responsibility for compliance with the provisions of the city ordinances and the laws of the state regulating the sale of intoxicating liquor. The applicant shall include as part of the application a copy of the application packet for state liquor license, or a copy of the state license, as applicable. The applicant for any picnic or special event license shall state the nature of the function, location, and exact times and dates requested for said license.

(c) If the applicant is a joint venture, partnership, a group other than an incorporated entity, or an incorporated or other entity of any kind, the application shall state the names and addresses of all officers and shall identify a managing officer.

(d) Every application for a license, and every license issued under the provisions of this chapter, shall particularly describe the premises at which intoxicating liquor may be sold thereunder.

(e) Every application for a license shall include the identity of any anticipated employee convicted of a felony, and every licensed employer shall report to the city clerk the identity of any employee convicted of a felony.

**Section 600.070. Investigation required; council determination; renewals.**

(a) The chief of police shall supervise an investigation of the validity of the statements contained in each application for a license under this chapter, including a criminal background check for every individual and every officer as defined herein. Applications shall be made at least 31 days prior to the date that the applicant desires to commence selling or dispensing intoxicating liquor. The police department is not required to conduct an investigation of any person who has submitted an incomplete application packet.

(b) Except as provided in Section 600.070(c), an applicant shall submit a set of his or her fingerprints taken by the Olivette Police Department for transmission to the Missouri State Highway Patrol (“MSHP”) in the form and manner required or allowed by the MSHP as provided herein.

(1) The MSHP shall, consistent with Section 43.535 RSMo, use the fingerprints to search Missouri’s criminal records repository and submit the fingerprints to the Federal Bureau of Investigation for a search of federal criminal history files. The results of the Federal Bureau of Investigation check will be returned to the MSHP, which will provide the state and national results to the city.

(2) An applicant may request and receive a copy of his or her criminal history record information from the city. If the applicant believes that the information contained in the criminal history record is not correct, the burden is on the applicant to amend or correct his or her record.

(3) All criminal record check information shall be confidential, and any person who discloses the information beyond the scope allowed herein is guilty of a violation of a Missouri class A misdemeanor.

(4) Every applicant required to submit to a fingerprint check pursuant to this ordinance shall pay to the city the actual fee paid by the city to the MSHP for performing the fingerprint check.

(c) In lieu of providing fingerprints for a background check initiated by the police department, the applicant may submit sealed, authenticated, and contemporaneous background checks prepared by the MSHP at the applicant’s request. The chief of police shall determine whether the submitted background checks are authentic and contemporaneous with the application.

(d) The police chief shall determine whether the applicant has been convicted of or is under pending indictment for a crime that bears upon the applicant’s qualifications or the validity of the statements contained in the application. At the conclusion of the investigation the police chief shall render a report

recommending approval or denial of the application to the city council. Any recommendation for denial shall include a justification based on the standards of this chapter.

(e) The chief's recommendation shall be presented to the city council at the next regular or special meeting after issuance of the report. Upon approval of the application by a majority of the council, the city clerk shall grant the applicant the requested license for a term to expire effective through the next following December 31.

**Section 600.080. Standards for approval of license, generally.**

(a) No person shall qualify for a license under this chapter if that person, or any officer:

(1) Does not receive a favorable recommendation from the chief of police;

(2) Is not of good moral character and current on all taxes for which he or she is liable to the City, the state, the county, or the municipality in which he or she resides;

(3) Is not at least 21 years of age;

(4) Has had a liquor license revoked;

(5) Has been convicted of violating the provisions of any law applicable to the sale or manufacture of intoxicating liquor, provided that no person shall be denied a license solely due to a single conviction for the unlawful sale or supply to a minor when serving in the capacity as an employee of a licensed establishment;

(6) Employs a person whose liquor license has been revoked or who has been convicted of violating the provisions of any law applicable to the sale or manufacture of intoxicating liquor, provided that no license shall be denied if the actionable violation(s) occurred more than three years prior to the date of the council's license determination;

(7) Has been convicted of violating the provisions of any law involving the distribution, sale or possession of any controlled substance or dangerous drug;

(8) Makes a false statement of material fact, or by deliberate omission is untruthful, in the application for a license; or

(9) Does not otherwise comply with all laws and regulations related to liquor control established by the State of Missouri, including but not limited to

Chapter 311 RSMo., and the City of Olivette, including but not limited to this Chapter.

(b) No license issued under this Chapter shall be denied, suspended, revoked or otherwise affected based solely on the fact that an employee of the licensee has been convicted of a felony unrelated to the manufacture or sale of intoxicating liquor. Each employer shall report the identity of any employee convicted of a felony to the division of liquor control. The division of liquor control shall promulgate rules to enforce the provisions of this subdivision.

(c) Any applicant aggrieved by a decision of the council may appeal such decision to the St. Louis County Circuit Court as provided in Chapter 536, RSMo., provided such appeal is filed within ten (10) days of the date of the council's decision.

**Section 600.090. Premises restrictions.**

(a) No license shall be issued for the sale of intoxicating liquor in the original package not to be consumed on the premises where sold except to a person engaged in and to be used in connection with the operation of one or more of the following businesses: a drug store, a cigar and tobacco shop, a grocery store, a general merchandise store, a confectionery or delicatessen store, or any business licensed to sell intoxicating liquor by the drink for consumption on the premises; nor shall any license be issued for the sale of intoxicating liquor in the original package not to be consumed on the premises where sold to any person who does not have and keep in his store a stock of goods having a value, according to invoices, of at least one thousand dollars (\$1,000.00), exclusive of fixtures and intoxicating liquors.

(b) A license issued under this Chapter shall not be deemed to authorize or permit the sale of intoxicating liquor at any place other than the licensed premises.

(c) No license shall be granted for the sale of intoxicating liquor within 100 feet of any school, church, or other place of religious worship unless the license is approved by the city council at least ten days' after written notice has been provided to all owners of property within 100 feet of the proposed licensed premises of the date and time of the council's consideration of the license. This section shall not apply to: (i) premises issued a picnic license, or (ii) if a school, church, or place of worship was established within 100 feet of any existing and licensed business already selling intoxicating liquor and the use of the premises for the sale of intoxicating liquor has been lawful and not interrupted for more than six months.

**Section 600.100. Licenses, times of sale, and fees.**

(a) Licenses and fees are hereby established as follows:

(1) *Retail liquor by the drink license (including original package sales).* Issued for the sale of all kinds of intoxicating liquor at retail by the drink

for consumption on the premises where sold, and also allows the sale of intoxicating liquor in the original package, not for consumption on the premises nor for resale, during weekday hours. The annual fee shall be \$450.00.

(2) *Sunday by drink license (including original package sales)*. Issued for the sale of all kinds of intoxicating liquor at retail by the drink for consumption on the premises and shall also allow the sale of intoxicating liquor in the original package, not for consumption on the premises nor for resale, but only during Sunday hours. Only persons issued a "retail liquor by the drink license" may apply for this additional license. The annual fee shall be \$300.00.

(3) *Original package license (not including Sunday sales)*. Issued for the sale of all types of intoxicating liquors in the original package, not for consumption on the premises nor for resale, during weekday hours.

(4) *Original package license (Sunday sales)*. Issued for the sale of all types of intoxicating liquors in the original package, not for consumption on the premises nor for resale, on Sunday during Sunday hours. Only persons having been issued a license for "original package (not including Sunday sales)" license may apply for this additional license. The annual fee shall be 300.00.

(5) *Consumption of intoxicating liquor on premises license*. Issued to any establishment where food, beverage or entertainment are sold or provided for compensation and where patrons are allowed to bring their own intoxicating liquor on the premises for consumption, but only during weekday and Sunday hours. The annual fee shall be \$90.00.

(6) *Picnic license*. Issued for the temporary sale of all kinds of intoxicating liquor at retail by the drink for consumption on the premises where sold by any church, school, civic, service, fraternal, veteran, political, charitable club or organization during special event hours for sale at a picnic, bazaar, fair, or similar gathering. Said permit shall be issued only for the day or days named therein and it shall not authorize the sale of the aforesaid beverages for more than seven days by any said organization as described above in any fiscal year. The fee for this license shall be \$37.50.

(7) *Tasting permit*. Issued to persons licensed to sell intoxicating liquor in the original package at retail for the purpose of conducting wine, malt beverage, and distilled spirit tastings on the licensed premises during weekday hours. Nothing in this section shall be construed to permit the licensee to sell intoxicating liquor by the drink for on-premises consumption on the premises. The annual fee shall be \$37.50.

(8) *Special event*. Issued to persons licensed to sell intoxicating liquor by the drink for consumption on the premises where sold for the temporary sale of intoxicating liquor at a special event during special event hours. Said permit shall be issued only for the day or days named therein and it shall not authorize the sale

of the aforesaid beverages for more than seven days by any said organization as described above in any fiscal year. The fee for this license shall be \$37.50.

(b) The fees to be charged under this article shall be taken in lieu of a merchant's license fee and ad valorem tax for stock and sales of intoxicating liquors, and the amount of sales thereof made by any license hereunder of the value of the stock of any intoxicating liquors of such licensee shall not be returned by such merchant for purposes of a merchant's license or ad valorem tax, nor shall such stock or sales be included in the computation of any merchant's license or ad valorem tax.

**Section 600.110. Period of license.**

The annual licenses issued hereunder shall be dated January 1 and shall expire on December 31, and fees shall be paid annually in advance of the issuance of renewal thereof. Licenses may be issued for a part of a year for businesses started after January 1, and proportionate fees may be charged, but all licenses shall expire on December 31.

**Section 600.120. Licenses not transferable, exceptions; notice of change in officers.**

(a) No license issued under this chapter shall be transferable or assignable except as herein provided.

(b) In the event of the death of the licensee, the widow or widower or the next of kin of such deceased licensee, who shall meet the other requirements of this chapter, may make application and, if approved by the city council as provided for any other license, the city clerk shall transfer such license to permit the operation of the business of the deceased for the remainder of the period for which a license fee has been paid by the deceased.

(c) Whenever one or more officers withdraws from a partnership, joint venture, or corporation the city clerk, upon being requested, shall permit the remaining officers, originally approved, to continue to operate for the remainder of the period for which the license fee has been paid, without obtaining a new license.

(d) If a licensee desires to change the location of his or her place of business within the city, the licensee shall file an application in the same manner as herein provided for an original application, except that no additional fee shall be necessary and the amended license, describing the new location, shall be issued immediately upon approval of said application by the city council. Any change of location of the enterprise prior to the issuance of such amended license shall constitute a violation of this subsection.

(e) If at any time an officer is replaced by a licensee, or if a new officer is appointed by the licensee, the licensee shall immediately notify the city and the new officer shall be investigated as provided in Section 600.070 hereof.

(1) If the new officer passes the investigation, the licensee may continue to operate for the remainder of the period for which the license fee has been paid, without obtaining a new license.

(2) If the new officer fails the investigation, the city shall initiate proceedings for license revocation as provided in Section 600.270 hereof. The city may forego such proceedings if the licensee provides a sworn statement to the city that the failed officer has been removed.

**Section 600.130. Posting.**

All licenses issued pursuant to the provisions of this article shall be kept conspicuously posted for public viewing in the place for which such license was issued.

**ARTICLE III GENERAL LICENSEE REGULATIONS**

**Section 600.140. Sales to drunkards, intoxicated persons.**

No licensee, or any employee or agent, shall sell, vend, give away, or otherwise supply any intoxicating liquor or permit the same to be sold or supplied in any quantity whatsoever to any person who is intoxicated, who appears to be in a state of intoxication, or who is an habitual drunkard.

**Section 600.150. Consumption prohibited on premises licensed only for retail sales in original package, except when licensed for tasting.**

(a) No intoxicating liquor shall be consumed on the premises covered by a license only to sell at retail in the original package, and it shall be unlawful to consume or permit to be consumed intoxicating liquor on such premises, or to open an original package on such premises, except when a permit for tasting has been issued.

(b) No person shall possess any open container of intoxicating liquor or consume any intoxicating liquor in or on any public place, provided that this subsection shall not apply to a special event approved by the city council. In approving a special event, the city council shall impose such regulations as may be appropriate, including but not limited to:

(1) Designating the boundaries of the event and limiting the consumption of alcohol to those boundaries;

(2) Restricting the time during which alcohol may be sold and consumed; and

(3) Prohibiting the consumption of alcohol that is not purchased from vendors authorized by the city council for sale of alcohol at the event in question.

**Section 600.160. Size of original package restricted.**

(a) No person licensed under the provisions of this chapter to sell intoxicating liquor at retail in the original package not to be consumed on the premises where sold shall sell any such intoxicating liquor in any package containing less than an original package as defined in this article.

(b) No person shall sell or deliver intoxicating liquor by means of a drive-through service.

**Section 600.170. Times of sale restricted, closed place.**

(a) No person having a license under this chapter nor any employee or agent of such person shall sell, give away, or permit the consumption of any intoxicating liquor to be done upon or about the premises in any quantity except at the times set out in Section 600.100 or Subsection (b) of this section. Any places licensed to sell intoxicating liquor by the drink shall be a closed place during times for which the sale of intoxicating liquor is restricted.

(b) Any person having a license to sell intoxicating liquor by the drink may be open for business, and sell intoxicating liquor by the drink under the provisions of said license on the following Sundays after 9:00 a.m. and until 1:30 a.m. on the following Monday: (i) when January 1, March 17, July 4, or December 31 falls on a Sunday, (ii) on the Sundays prior to Memorial Day and Labor Day, and (iii) on the Sunday on which the championship game of the National Football League is played (commonly referred to as "Super Bowl Sunday").

**Section 600.180. Pharmacist may sell and physician may prescribe liquor.**

Any pharmacist may have in his possession intoxicating liquor purchased by him from a licensed vendor under a license pursuant to this chapter, or intoxicating liquor lawfully acquired at the place of acquisition, legally transported into this state, lawfully inspected, gauged, and labeled as provided for by state law. Such intoxicating liquor is to be used in connection with the business of a pharmacist, in compounding medicines, as a solvent, or as a preserving. Nothing in this chapter shall prevent a regularly licensed pharmacist, after procuring a license in compliance with this law, from selling the intoxicating liquor in the original package, provided that the original package may not be opened or consumed on the premises where sold. A physician may prescribe intoxicating liquor in accord with his or her professional judgment for any patient at any time. Nothing in this

chapter shall be construed as preventing a pharmacist from selling intoxicating liquor to a person on prescription from a regularly licensed physician.

**Section 600.190. Certain acts prohibited in premises licensed to sell intoxicating liquor at retail.**

(a) It shall be unlawful for any licensee, or any employee or agent of such person, to permit in or upon the licensed premises:

(1) The performance of acts or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation, or any sexual acts that are prohibited by law;

(2) The displaying of any portion of the areola of the female breast or failing to cover the entire areola and entire front of a female breast with opaque clothing;

(3) The actual or simulated touching, caressing or fondling of the breast, buttocks, anus or genitals;

(4) The actual or simulated displaying of the pubic hair, anus, vulva or genitals or failing to cover the pubic hair, anus, vulva or genitals with opaque clothing;

(5) Any person to remain in or upon the licensed premises who exposes to public view any portion of the areola of the female breast or any portion of his or her genitals or anus or who fails at any time to have and keep opaque clothing over the entire areola of the female breast or all parts of his or her genitals and anus; and

(6) The displaying of films, video, or DVD programs or pictures depicting acts, the live performances of which are prohibited by this regulation or by any other law.

(b) In addition to the licensee, and any employee, being subject to all penalties contained in this Code, the violation of any provision of this Section shall be grounds for the license of the licensee to be suspended or revoked.

**ARTICLE IV REGULATIONS PERTAINING TO MINORS**

**Section 600.200. Sales to minors.**

(a) No licensee or other merchant or business owner, or any employee or agent, shall, on the premises on which the business is conducted, sell, vend, give away, allow, or otherwise supply: (i) any intoxicating liquor to any person who is

under the age of 21 years, or permit such person to drink or consume intoxicating liquor, or (ii) sell, give away, lend, permit the use of or otherwise dispose of any soda water, ginger ale, water, ice, glass, spoon, container, or receptacle to any person with the intent or knowledge that the same will be consumed or used in connection with the drinking or consuming of any intoxicating liquor by a person who is under the age of 21 years.

(b) This section shall not apply to the supplying of intoxicating liquor to any person under the age of 21 years by their parent or guardian outside of a licensed premises and if otherwise not in violation of this chapter, or the supplying of intoxicating liquor to any person under the age of 21 years for medicinal purposes, or the administering of intoxicating liquor to such person by a physician.

(c) It shall be a defense to prosecution under this section if:

(1) The defendant sold or provided the intoxicating liquor to the minor with reasonable cause to believe that the minor was twenty-one (21) or more years of age; and

(2) To purchase the intoxicating liquor, the person exhibited to the defendant a driver's license, Missouri non-driver's identification card, or other official or apparently official document containing a photograph of the minor and purporting to establish that such minor was 21 years of age.

**Section 600.210. Purchase or possession by minors.**

(a) No person under the age of 21 years shall purchase or attempt to purchase, or have in his or her possession, any intoxicating liquor, or shall be in a visibly intoxicated condition as defined in Section 577.001 RSMo., or shall have a detectable blood alcohol content of more than two-hundredths of one percent (.02%) or more by weight of alcohol in such person's blood.

(b) Any person under the age of 21 years who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor, or who is visibly in an intoxicated condition as defined in Section 577.001 RSMo., shall be deemed to have given consent to a chemical test or tests of the person's breath, blood, saliva, or urine for the purpose of determining the alcohol or drug content of the person's blood. The implied consent to submit to the chemical tests listed in this subsection shall be limited to not more than two such tests arising from the same arrest, incident, or charge. Chemical analysis of the person's breath, blood, saliva, or urine shall be performed according to approved methods used by the City's police department in the enforcement of Section 342.040 of this Code. The person tested may have a physician, or a qualified technician, chemist, registered nurse, or other qualified person, at the choosing and expense of the person to be tested, administer a test in addition to any administered at the direction of a law enforcement officer. The failure or inability to obtain an additional test by a person shall not preclude the admission of evidence relating to the test taken at the

direction of a law enforcement officer. Upon the request of the person who is tested, full information concerning the test shall be made available to such person. Full information is limited to the following:

- (1) The type of test administered and the procedures followed;
- (2) The time of the collection of the blood or breath sample or urine analyzed;
- (3) The numerical results of the test indicating the alcohol content of the blood and breath and urine;
- (4) The type and status of any permit which was held by the person who performed the test;
- (5) If the test was administered by means of a breath-testing instrument, the date of performance of the most recent required maintenance of such instrument.

Full information does not include manuals, schematics, or software of the instrument used to test the person or any other material that is not in the actual possession of the City. Additionally, full information does not include information in the possession of the manufacturer of the test instrument.

- (c) The provisions of this section shall not apply to a student who:
  - (1) Is eighteen (18) years of age or older;
  - (2) Is enrolled in an accredited college or university and is a student in a culinary course;
  - (3) Is required to taste, but not consume or imbibe, any intoxicating liquor as part of the required curriculum; and
  - (4) Tastes intoxicating liquor only for instructional purposes during classes that are part of the curriculum of the accredited college or university. The beverage must at all times remain in the possession and control of an authorized instructor of the college or university, who must be at least 21 years of age. Nothing in this section may be construed to allow a student under the age of 21 years to receive any intoxicating liquor unless the beverage is delivered as part of the student's required curriculum and the beverage is used only for instructional purposes during classes conducted as part of the curriculum.

**Section 600.220. Misrepresentation of age by minor.**

It shall be unlawful for any person of the age of 17 years and under the age of 21 years to represent that he or she has attained the age of 21 years for the purpose of purchasing, asking for, or in any way receiving any intoxicating liquor, except in

cases authorized by law. Any person under the age of 17 years who represents that he or she has attained the age of 21 years for the purpose of purchasing, asking for, or in any way receiving any intoxicating liquor may be considered a delinquent child and may be dealt with in accordance with the provisions of Chapter 211, RSMo.

**Section 600.230.      Reproduction or alteration of identification card.**

It shall be unlawful for any person to possess a modified or altered motor vehicle driver's license, non-driver's license issued by any uniformed service of the United States, or identification card established in Section 302.181 RSMo., or any other identification card that indicates that the person represented on the card is over 21 years of age.

**Section 600.240.      Assisting minor in falsification of age.**

It shall be unlawful for any person to give, lend, sell or otherwise provide any person between the ages of 17 and 21 years any falsified identification, or the identification of another person, for the purpose of establishing the age of the minor as being 21 years of age or older.

**Section 600.250.      Manufacturing false identification.**

A person commits the offense of manufacturing a false identification if he or she possesses any means of identification for the purpose of manufacturing and providing or selling a false identification card to a person under the age of twenty-one for the purpose of purchasing or obtaining alcohol.

**Section 600.260.      Minors working in establishments.**

No person under the age of 21 years shall sell or assist in the sale of intoxicating liquor except in the following circumstances:

(a) At any place of business licensed in accordance with this chapter where at least 50% of the gross sales made consists of goods, merchandise or commodities other than intoxicating liquor in the original package, persons at least 18 years of age may stock, arrange displays, sack for carryout, and operate the cash register or scanner connected to the cash register and accept payment for intoxicating liquor. Delivery of intoxicating liquor away from the licensed business premises cannot be performed by anyone under the age of 21 years.

(b) At any place of business which sells food for consumption on the premises, and at least 50% of all sales consists of food, persons 18 years of age or older may, when acting as a waiter or waitress in such establishments, accept payment for and serve intoxicating liquor. Nothing in this section shall authorize any person under the age of 21 years of age to mix or serve across the bar any intoxicating beverages.

**ARTICLE V            LICENSE DISCIPLINE**

**Section 600.270.        Suspension or revocation.**

(a) *Suspension or Revocation of License--When--Manner.*

The City Council may suspend or revoke the license of any person for cause shown. In such cases the City Clerk, at the direction of the City Manager, shall schedule a hearing before the council, which shall be conducted in accord with Section 600.280. The clerk shall give not less than ten days' written notice to the licensee specifying the grounds on which the license is sought to be revoked or suspended and the time, date and place of the hearing. Notice may be accomplished by personal delivery, U.S. mail or by posting on the licensed premises.

(b) *Grounds for Suspension or Revocation.* A license may be suspended or revoked for any of the following reasons:

(1) Violating any of the provisions of either this chapter, Chapters 311 or 312, RSMo., or any ordinance of the City, provided, however, that the actionable violation(s) occurred within three years prior to the date of suspension or revocation;

(2) Failing to obtain or keep a license from the State Supervisor of Alcohol and Tobacco Control;

(3) Making a false affidavit in an application for a license under this chapter;

(4) Failing to keep an orderly place or house;

(5) Selling, offering for sale, possessing or knowingly permitting the consumption on the licensed premises of any kind of intoxicating liquors, the sale, possession or consumption of which is not authorized under the license;

(6) Selling, offering for sale, possessing or knowingly permitting the consumption of any intoxicating liquor which has not been inspected and labeled according to the laws of the State of Missouri; or

(7) Selling, giving, or otherwise supplying intoxicating liquor to:

a. Any person under the age of twenty-one (21) years, provided the offense occurs more than once within a twelve month time frame;

b. Any person during unauthorized hours on the licensed premises;

c. A habitual drunkard or to any person who is under or apparently under the influence of intoxicating liquor; or

d. Any person on the licensed premises during a term of suspension as ordered by the council.

(c) *Suspension/Revocation Effective When.* A suspension or revocation effected after a hearing shall not take place earlier than ten days following the written decision of the council.

(d) *Automatic Revocation/Suspension.* A license shall be revoked automatically if the licensee's Missouri liquor license is revoked or if the licensee is convicted in any court of any violation of Chapter 311 RSMo., or of any felony violation of Chapter 195, RSMo., in the course of business. A license shall be suspended automatically if the licensee's Missouri liquor license is suspended, and the suspension shall be for a term not less than that imposed by the State.

(e) *Effect of Suspension.* No person whose license shall have been suspended shall sell or give away any intoxicating liquor during the time such suspension is in effect. Any licensee desiring to keep premises open for the sale of food or merchandise during the period of suspension shall display the council's order of suspension in a conspicuous place on the premises so that all persons visiting the premises may readily see the same.

**Section 600.280. Hearing for suspension or revocation of licenses.**

(a) *Testimony--Evidence.* Testimony of witnesses and other evidence pertinent to the inquiry shall be taken in such hearings, and all proceedings in such hearings shall be recorded. Any interested party shall have the right to produce and cross-examine witnesses, adduce evidence, and be represented by counsel.

(b) *Witnesses--How Summoned.* Subpoenas may be issued by the City Council for any person whose testimony is desired at any hearing. Such subpoenas may be served and returns thereon made by any agent and in the same manner as provided by law for the service of subpoenas in civil suits in the Circuit Court of St. Louis County. The council also may issue subpoenas duces tecum requiring the production of documents or other items pertaining to the subject of the inquiry.

(c) *Witnesses To Be Sworn.* Before any witness shall testify in any such hearing, the witness shall be sworn to tell the truth and nothing but the truth.

(d) *Decision--Suspension Or Revocation.* If the evidence supports a finding that the license should be revoked or suspended, the council shall issue a written order which shall include specific findings of fact and conclusions of law setting forth the grounds for the action taken. If the evidence fails to support a finding

that the license should be revoked or suspended, then no such order shall be issued.

(e) *Appeal.* Any licensee aggrieved by a decision of the council may appeal such decision to the St. Louis County Circuit Court as provided in Chapter 536, RSMo., provided such appeal is filed within ten (10) days of the date of the council's decision. The council may delay the implementation of its order pending appeal.

**Section 600.290. Enforcement of chapter.**

It shall be the duty of the police of the city to see that the provisions of this chapter and of other ordinances of the city in regard to the sale of intoxicating liquor are obeyed, and to report any place where intoxicating liquor is sold which is not kept in an orderly manner or in violation of any of the provisions of this chapter, or any person selling intoxicating liquor in the city without a license.

**SECTION 2.** The sections of this ordinance shall be severable. In the event any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of this ordinance are so essentially and inseparably connected with, and so dependent upon, the void section that it cannot be presumed the city council would have enacted the valid sections without the void section, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**SECTION 3.** This ordinance shall become effective from and after its enactment according to law.

ENACTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# Chapter 600. Liquor Control

## Article I. In General

### Section 600.010. Definitions.

[Ord. No. 2357, 1-8-2008]

As used in this Chapter, the following terms shall have the following meanings:

#### **AMUSEMENT PLACE**

Any establishment whose business building contains a square footage of at least six thousand (6,000) square feet and where games of skill commonly known as billiards, volleyball, indoor golf, bowling or soccer are usually played or has a dance floor of at least two thousand five hundred (2,500) square feet or any outdoor golf course with a minimum of nine (9) holes and which has annual gross receipts of at least one hundred thousand dollars (\$100,000.00) of which at least fifty thousand dollars (\$50,000.00) of such gross receipts is non-alcoholic sales.

#### **CLOSED PLACE**

A place where all doors are locked and where no patrons are in the place or about the premises.

#### **CLUB OR ORGANIZATION**

Any organization, whether incorporated or not, of ten (10) or more members not formed for profit and having obtained an exemption from the payment of federal income taxes as provided in Section 501(c)(3), 501(c)(4), 501(c)(5), 501(c)(7), 501(c)(8), 501(c)(10), 501(c)(19), or 501(d) of the United States Internal Revenue Code of 1954, which maintains in the City any facilities for the benefit and convenience of its members.

#### **COMMON EATING AND DRINKING AREAS**

Those areas within a building or group of buildings designated for the eating of food and drinking of liquor sold at retail by establishments which do not provide areas within their premises for the consumption of food and liquor; where the costs of maintaining such area or areas are shared by the payment of common area maintenance charges, as provided in the respective leases permitting the use of such areas or otherwise; and where the annual gross income from the sale of such prepared meals or food consumed in such common eating and drinking area is or is projected to be at least two hundred seventy-five thousand dollars (\$275,000.00).

#### **CONTROLLED ACCESS LIQUOR CABINET SYSTEM**

A system for the sale of intoxicating liquor in qualified packages or containers in the rooms provided for the overnight accommodation of transient guests in a qualified establishment by means of a controlled access liquor cabinet, and such system shall permit the licensee to maintain in the rooms provided for the overnight accommodation of transient guests a controlled access liquor cabinet in which such licensee may maintain for sale intoxicating liquor in qualified packages or containers, together with, if desired, other beverages or food, and such system shall permit the adult registered guests of the room in which such controlled access liquor cabinet is located to use the key, magnetic card or other similar device to gain access to such controlled access liquor cabinet to obtain the

intoxicating liquor or other beverages or food for consumption.

### **ENTERTAINMENT PLACE**

Any establishment located in a City not within a County or in a County of the first classification having a Charter form of Government with a population of at least nine hundred thousand (900,000) or more inhabitants or in a County of the first classification having a Charter form of Government containing any portion of a City with a population of three hundred eighty thousand (380,000) or more or in any City with a population of three hundred eighty thousand (380,000) or more which is located in more than one (1) County which has gross annual sales in excess of two hundred fifty thousand dollars (\$250,000.00) and the establishment has been in operation for at least one (1) year.

### **INTOXICATING LIQUOR**

Alcohol for beverage purposes, alcoholic, spirituous, vinous, fermented, malt or other liquors or combinations of liquors, a part of which is spirituous, vinous or fermented, and all preparations or mixtures for beverage purposes containing in excess of one-half of one percent (.5%) of alcohol by volume, except for non-intoxicating beer as defined herein.

### **MALT LIQUOR**

Any beverage manufactured from pure hops or pure barley malt or wholesome grains or cereals and wholesome yeast and pure water, containing alcohol in excess of three and two-tenths percent (3.2%) by weight and not in excess of five percent (5%) by weight.

### **MICROBREWERY**

A business whose primary activity is the brewing and selling of beer with an annual production of ten thousand (10,000) barrels or less.

### **NON-INTOXICATING BEER**

Any beer manufactured from pure hops or pure extract of hops and pure barley malt or other wholesome grains or cereals and wholesome yeast and pure water and free from all harmful substances, preservatives and adulterants and having an alcoholic content of more than one-half of one percent (.5%) by volume and not exceeding three and two-tenths percent (3.2%) by weight.

### **ORIGINAL PACKAGE**

Shall be construed and held to refer to any package containing three (3) or more standard bottles of beer.

### **PERSON**

Any individual, association, joint stock company, syndicate, co-partnership, corporation, receiver, trustee, conservator or other officer appointed by any State or Federal court.

### **PICNIC LICENSE**

A temporary permit for the sale of intoxicating liquor and non-intoxicating beer for consumption on the premises where sold and may be issued to a church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such intoxicating liquor and non-intoxicating beer at a picnic, bazaar, fair or similar gathering.

### **PREMISES**

The entire building or that portion of any building in which a licensee hereunder has a place of business and any additional building or portion thereof used in connection therewith and the entire lot or lots, parcel or parcels of land on which said building are situated or which are used in connection with the sale or consumption of intoxicating liquor.

### **RESTAURANT-BAR**

Any establishment having a restaurant or similar facility on the premises at least fifty percent (50%) of the gross income of which is derived from the sale of prepared meals or food consumed on such

premises or which has an annual gross income of at least two hundred thousand dollars (\$200,000.00) from the sale of prepared meals or foods consumed on such premises.

### **SPIRITUOUS**

Preparations or mixtures for beverage purposes that contain alcohol obtained by distillation, including brandy, rum, whiskey, gin and all other preparations or mixtures for beverage purposes of a like character and excluding all vinous, fermented or malt liquors.

### **VINOUS**

Relating to wine.

### **WINE**

Any vinous liquor produced by fermentation of juice of grapes, berries and other fruits or a preparation of certain vegetables by fermentation and containing alcohol not in excess of twenty-two percent (22%) by volume.

## **Section 600.020. Sales To Drunkards, Intoxicated Persons and Minors.**

- A. Any licensee under this Chapter or his/her employee who shall sell, vend, give away or otherwise supply any intoxicating liquor in any quantity whatsoever to any person under the age of twenty-one (21) years, or to any person intoxicated or appearing to be in a state of intoxication, or to a habitual drunkard, and any person whomsoever except his/her parent or guardian who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one (21) years, or to any intoxicated person or any person appearing to be in a state of intoxication, or to a habitual drunkard, shall be deemed guilty of an ordinance violation, except that this Section shall not apply to the supplying of intoxicating liquor to a person under the age of twenty-one (21) years for medical purposes only, or to the administering of such intoxicating liquor to any person by a duly licensed physician. No person shall be denied a license or renewal of a license issued under this Chapter solely due to a conviction for unlawful sale or supply to a minor when serving in the capacity as an employee of a licensed establishment.
- B. It shall be a defense to prosecution under this Section if:
  - 1. The defendant is a licensed retailer, club, drinking establishment, or caterer or holds a temporary permit, or an employee thereof;
  - 2. The defendant sold the intoxicating liquor to the minor with reasonable cause to believe that the minor was twenty-one (21) or more years of age; and
  - 3. To purchase the intoxicating liquor, the person exhibited to the defendant a driver's license, Missouri non-driver's identification card, or other official or apparently official document, containing a photograph of the minor and purporting to establish that such minor was twenty-one (21) years of age and of the legal age for consumption of intoxicating liquor.

## **Section 600.030. Minors Working in Establishments.**

[Ord. No. 2357, 1-8-2008]

- A. No person under the age of twenty-one (21) years shall sell or assist in the sale of intoxicating liquor or non-intoxicating beer except in the following circumstances:
  - 1. At any place of business licensed in accordance with this Chapter where at least fifty percent

(50%) of the gross sales made consists of goods, merchandise or commodities other than intoxicating liquor and non-intoxicating beer in the original package, persons at least eighteen (18) years of age may stock, arrange displays, sack for carry-out and operate the cash register or scanner connected to the cash register and accept payment for intoxicating liquor and non-intoxicating beer. Delivery of intoxicating liquor or non-intoxicating beer away from the licensed business premises cannot be performed by anyone under the age of twenty-one (21) years.

2. At any place of business which sells food for consumption on the premises and at least fifty percent (50%) of all sales consists of food, persons eighteen (18) years of age or older may, when acting as a waiter or waitress in such establishments, accept payment for and serve intoxicating liquor and non-intoxicating beer. Nothing in this Section shall authorize any person under the age of twenty-one (21) years of age to mix or serve across the bar any intoxicating beverages or non-intoxicating beer.
3. Any licensee who employs any person under the age of twenty-one (21) years, as authorized by this Subsection, shall, when at least fifty percent (50%) of the licensee's gross sales does not consist of non-alcoholic sales, have an employee twenty-one (21) years of age or older on the licensed premises during all hours of operation.

## **Section 600.040. Pharmacist May Sell and Physician May Prescribe Liquor.**

[Ord. No. 2357, 1-8-2008]

Any pharmacist may have in his/her possession intoxicating liquor purchased by him/her from a licensed vendor under a license pursuant to this Chapter or intoxicating liquor lawfully acquired at the place of acquisition, legally transported into this State, lawfully inspected, gauged and labeled as provided for by State law. Such intoxicating liquor is to be used in connection with the business of a pharmacist in compounding medicines as a solvent or as a preservative. Nothing in this law shall prevent a regularly licensed pharmacist, after procuring a license in compliance with this law, from selling the intoxicating liquor in the original package. The original package may not be opened or consumed on the premises where sold. A physician may prescribe intoxicating liquor in accordance with his/her professional judgment for any patient at any time. Nothing in this Chapter shall be construed as preventing a pharmacist from selling intoxicating liquor to a person on prescription from a regularly licensed physician as above provided.

## **Section 600.050. Consumption Prohibited On Premises Licensed Only For Retail Sales in Original Package, Except When Licensed For Tasting.**

[Ord. No. 2357, 1-8-2008]

No intoxicating liquor or non-intoxicating beer shall be consumed on the premises covered by a license only to sell at retail in the original package and it shall be unlawful to consume or permit to be consumed intoxicating liquor and non-intoxicating beer on such premises or to open an original package on such premises, except when a permit for tasting has been issued.

## **Section 600.060. Size of Original Package Restricted.**

[Ord. No. 2357, 1-8-2008]

No person licensed under the provisions of this Chapter to sell intoxicating liquor and non-intoxicating beer at retail in the original package not to be consumed on the premises where sold shall sell any such intoxicating liquor or non-intoxicating beer in any package containing less than an original package as

defined in this Article.

## Section 600.070. Times of Sale Restricted — Closed Place.

[Ord. No. 2357, 1-8-2008]

- A. No person having a license under this Chapter nor any employee or agent of such person shall sell, give away or permit the consumption of any intoxicating liquor or non-intoxicating beer to be done upon or about the premises in any quantity except at the times set out in Section **600.190**.
- B. Notwithstanding any other provisions herein to the contrary, when January first (1st), March seventeenth (17th), July fourth (4th) or December thirty-first (31st) falls on Sunday and on the Sundays prior to Memorial Day and Labor Day and on the Sunday referred to as "Super Bowl Sunday" on which the national championship game of the National Football League is played, commonly known as "Super Bowl Sunday", then any person having a license to sell intoxicating liquor and non-intoxicating beer by the drink may be open for business and sell intoxicating liquor and non-intoxicating beer by the drink under the provisions of said license on that day after 9:00 A.M. on Sunday and until 1:30 A.M. on Monday.
- C. Any places licensed to sell intoxicating liquor by the drink shall be a closed place as defined herein during times for which the sale of intoxicating liquor is restricted.

## Section 600.080. Payment With United States Currency and Double Endorsement Checks Restricted.

[Ord. No. 2357, 1-8-2008]

No person holding a license to sell intoxicating liquor and non-intoxicating beer by the drink at retail or employee or agent thereof who accepts delivery of such beer or liquor at premises located within the corporate limits of the City shall make payment for such beer or liquor at premises located within the corporate limits of the City with United States currency or double endorsement checks at such location, provided however, that payment with United States currency shall be lawful and proper at the wholesale vendor's place of business.

## Section 600.090. Minors in Possession of Intoxicating Liquor, Non-Intoxicating Beer.

- A. No person under the age of twenty-one (21) years, shall purchase or attempt to purchase, or have in his/her possession, any intoxicating liquor or non-intoxicating beer as defined in Section **600.010** or, shall be visibly intoxicated as defined in Section 577.001, RSMo., or shall have a detectable blood alcohol content of more than two-hundredths of one percent (.02%) or more by weight of alcohol in such person's blood.
- B. The provisions of this Section shall not apply to a student who:
  - 1. Is eighteen (18) years of age or older;
  - 2. Is enrolled in an accredited college or university and is a student in a culinary course;
  - 3. Is required to taste, but not consume or imbibe, any beer, ale, porter, wine, or other similar malt or fermented beverage as part of the required curriculum; and
  - 4. Tastes a beverage under Subsection **(B)(3)** of this Section only for instructional purposes during

classes that are part of the curriculum of the accredited college or university.

- C. The beverage must at all times remain in the possession and control of any authorized instructor of the college or university, who must be twenty-one (21) years of age or older. Nothing in this Subsection, may be construed to allow a student under the age of twenty-one (21) to receive any beer, ale, porter, wine or other similar malt or fermented beverage unless the beverage is delivered as part of the student's required curriculum and the beverage is used only for instructional purposes during classes conducted as part of the curriculum.
- D. For purposes of prosecution under this Section, a manufacturer-sealed container describing that there is intoxicating liquor or non-intoxicating beer therein need not be opened or the contents therein tested to verify that there is intoxicating liquor or non-intoxicating beer in such container. The alleged violator may allege that there was no intoxicating liquor or non-intoxicating beer in such container, but the burden of proof of such allegation is on such person, as it shall be presumed that such a sealed container describing that there is intoxicating liquor or any non-intoxicating beer therein contains intoxicating liquor or non-intoxicating beer.

## **Section 600.100. Misrepresentation of Age By Minors.**

[Ord. No. 2357, 1-8-2008]

It shall be unlawful for any person of the age of seventeen (17) years and under the age of twenty-one (21) years to represent that he/she has attained the age of twenty-one (21) years for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, except in cases authorized by law, may be considered a delinquent child and may be dealt with in accordance with the provisions of Chapter 211, RSMo.

## **Section 600.110. Assisting Minor in Falsification of Age.**

[Ord. No. 2357, 1-8-2008]

No person shall, without authorization from the Department of Revenue, reproduce, alter, modify, or misrepresent any chauffeur's license, motor vehicle operator's license or identification card. No person shall give, lend, sell or otherwise provide any person between the ages of seventeen (17) years and twenty-one (21) years any falsified identification or the identification of another person for the purpose of establishing the age of a minor as being twenty-one (21) years of age or older.

## **Section 600.120. Certain Acts Prohibited in Premises Licensed To Sell At Retail Intoxicating Liquor, Wine or Beer.**

[Ord. No. 2357, 1-8-2008]

- A. It shall be unlawful for any person licensed to sell intoxicating liquor, wine or beer or any employee of such person to permit in or upon the licensed premises:
  - 1. The performance of acts or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law;
  - 2. The displaying of any portion of the areola of the female breast;
  - 3. The actual or simulated touching, caressing or fondling of the breast, buttocks, anus or genitals;
  - 4. The actual or simulated displaying of the pubic hair, anus, vulva or genitals;

5. Any person to remain in or upon the licensed premises who exposes to public view any portion of his/her genitals or anus; and
  6. The displaying of films, video or DVD programs or pictures depicting acts, the live performances of which are prohibited by this regulation or by any other law.
- B. In addition to the licensee and any employee being subject to all penalties contained in Section **100.180** of this Code, violation of any act or any provision contained herein shall be grounds for the license of the licensee to be suspended or revoked.

## Article II. Licenses

### Section 600.130. License Required — Caterers Exempt.

[Ord. No. 2357, 1-8-2008]

- A. It shall be unlawful for any person to manufacture, sell or expose for sale intoxicating liquor or non-intoxicating beer, as herein defined, in any quantity, either for consumption on the premises where sold or in the original package and not for consumption on the premises where sold, except as provided in this Chapter, nor until the license fees herein provided have been fully paid and a State liquor license and a City liquor license have been issued for the premises. A separate license shall be required for each place of business.
- B. Notwithstanding any other law to the contrary, any caterer who possesses a valid State and valid local liquor license from another City or County within the State need not obtain a separate liquor license from the City.
- C. More specific information relative to the following liquor licenses is included as listed below:
  1. *Retail liquor by the drink license (including original package sales)*. See Subsection **600.190(A)(1)**;
  2. *Sunday by drink liquor license (including original package sales)*. See Subsection **600.190(A)(2)**;
  3. *Original package license (not including Sunday sales)*. See Subsection **600.190(A)(3)**;
  4. *Original package license (Sunday sales)*. See Subsection **600.190(A)(4)**;
  5. *Consumption of liquor on premises license*. See Subsection **600.190(A)(5)**;
  6. *Picnic license*. See Subsection **600.190(A)(6)**;
  7. *Wine and malt beverage tasting permit*. See Subsection **600.190(A)(7)**; and
  8. *Hotel controlled access liquor cabinet system*. See Section **600.200**.

### Section 600.140. Restrictions — Generally.

[Ord. No. 2357, 1-8-2008]

- A. No license shall be issued for the sale of intoxicating liquor and non-intoxicating beer in the original package not to be consumed on the premises where sold except to a person engaged in and to be used in connection with the operation of one (1) or more of the following businesses: A drug store, a cigar and tobacco shop, a grocery store, a general merchandise store, a confectionery or delicatessen store or any business licensed to sell intoxicating liquor by the drink for consumption on the premises;

nor shall any license be issued for the sale of intoxicating liquor and non-intoxicating beer in the original package not to be consumed on the premises where sold to any person who does not have and keep in his/her store a stock of goods having a value, according to invoices, of at least one thousand dollars (\$1,000.00), exclusive of fixtures and intoxicating liquors.

B. No license shall be granted for the sale of intoxicating liquor, as defined in this Chapter, within one hundred (100) feet of any school, church or other building regularly used as a place of religious worship, unless the applicant for the license shall first obtain the consent in writing of the City Council, except that when a school, church or place of worship shall hereafter be established within one hundred (100) feet of any place of business licensed to sell intoxicating liquor, the license shall not be denied for this reason. Such consent shall not be granted until at least ten (10) days' written notice has been provided to all owners of property within one hundred (100) feet of the proposed licensed premises.

C. (Reserved)<sup>[1]</sup>

[1] *Editor's Note: Former Subsection (C), which provided that no license would be granted for the sale of intoxicating liquor and non-intoxicating beer at any premises where motor fuel was sold or offered for sale, was repealed by Ord. No. 2492 §1, adopted 3-26-2013.*

## Section 600.150. Application — Contents — Generally.

[Ord. No. 2357, 1-8-2008]

- A. Applications for a license shall be filed with the City Clerk on forms furnished by the City Clerk. The application shall be accompanied by the appropriate license fee.
- B. The application shall contain information sufficient to inform the City regarding the qualifications of the applicant. Each application shall be signed by the applicant. The signature of the applicant shall constitute an agreement that the applicant assumes responsibility for compliance with the provisions of the City ordinances and the laws of the State regulating the sale of intoxicating liquor and non-intoxicating beer. The applicant shall include as part of the application a copy of the application packet for State liquor license. The applicant for any picnic license shall state the nature of the function, location and exact times and dates requested for said license.
- C. If the applicant is a joint venture, partnership or group other than an incorporated entity, the application shall be made by all individuals who are members of such joint venture, partnership or group. If the applicant is a corporation, the application shall be submitted in the name of a managing officer of the entity for the benefit of the entity corporation. A corporate applicant shall state the names and addresses of its registered agent, manager, officers, directors and owners. Any time the named manager of a corporation ceases to act in such capacity, the corporation shall immediately apply to the City to transfer the license to the name of the new manager.
- D. Every application for a license and every license issued under the provisions of this Chapter shall particularly describe the premises at which intoxicating liquor or non-intoxicating beer may be sold thereunder and such license shall not be deemed to authorize or permit the sale of intoxicating liquor or non-intoxicating beer at any place other than that described therein.

## Section 600.160. Investigation Required — Council Determination.

[Ord. No. 2357, 1-8-2008]

- A. The Chief of Police shall supervise an investigation of the validity of the statements contained in each

application for a license under this Chapter. Applications shall be made at least thirty-one (31) days prior to the date that the applicant desires to commence selling or dispensing intoxicating liquor or non-intoxicating beer. The Police Department is not required to conduct an investigation of any person who has submitted an incomplete application packet.

- B. Upon conclusion of the investigation, the Chief of Police shall render a report recommending approval or denial to the City Council. Any recommendation for denial of the application shall include a justification based on the standards for approval and issuance.
- C. The Chief's recommendation shall be presented to the City Council at the next regular or special meeting after issuance of the report. Upon approval of the application by a majority of the Council, the City Clerk shall grant the applicant the requested license.

## **Section 600.170. Standards For Approval of License — Generally.**

[Ord. No. 2357, 1-8-2008]

- A. No person shall qualify for a license under this Chapter if that person or any partner, manager, officer, director or any individual owning ten percent (10%) or more of the stock or financial interest therein:
  - 1. Does not receive a favorable recommendation from the Chief of Police;
  - 2. Is not of good moral character and current on all taxes for which he/she is liable to the State, County, City or municipality in which he/she resides and the City of Olivette;
  - 3. Is not at least twenty-one (21) years of age;
  - 4. Has been convicted of violating the provisions of any law:
    - a. Applicable to the sale or manufacture of intoxicating liquor or non-intoxicating beer; or
    - b. Involving the distribution, sale or possession of any controlled substance; or
    - c. Dangerous drug;
  - 5. Has had a prior revocation of a license;
  - 6. Makes a false statement of material fact, or by deliberate omission is untruthful, in the application for a license or renewal license; or
  - 7. Does not comply with all provisions of the State law and with all other ordinances and regulations of the City related to the terms of the license.

## **Section 600.180. Period of License.**

[Ord. No. 2357, 1-8-2008]

The annual licenses issued hereunder shall be dated January first (1st) and shall expire on December thirty-first (31st) and fees shall be paid annually in advance of the issuance of renewal thereof. Licenses may be issued for a part of a year for businesses started after January first (1st) and proportionate fees charged but all licenses shall expire on December thirty-first (31st).

## **Section 600.190. License Fees, Description, in Lieu of, Disposition, Times of Sale.**

A. License fees for the licenses required by this Article are hereby established as follows:

1. *Retail liquor by the drink license (including original package sales)*. Issued for the sale of all kinds of intoxicating liquor and non-intoxicating beer at retail by the drink for consumption on the premises where sold and also allows the sale of intoxicating liquor and non-intoxicating beer in the original package as defined in this Chapter, regardless of where the intoxicating liquor or non-intoxicating beer is to be consumed, between the hours of 6:00 A.M. and 1:30 A.M. on weekdays and on Saturday from 6:00 A.M. until 1:30 A.M. on Sunday. Notwithstanding any other provisions of this Article, a "retail liquor by the drink" license may also be issued to the following types of establishments to wit: Restaurant, restaurant-bar, microbrewery, amusement place, entertainment place, hotel, common eating or drinking area or caterer. The annual fee shall be four hundred fifty dollars (\$450.00).
2. *Sunday by drink license (including original package sales)*. Issued for the sale of all kinds of intoxicating liquor and non-intoxicating beer at retail by the drink for consumption on the premises, only between the hours of 9:00 A.M. and Midnight on Sunday and shall also allow the sale of intoxicating liquor and non-intoxicating beer in the original package as defined in this Chapter, regardless of where the intoxicating liquor or non-intoxicating beer is to be consumed. Only persons issued a "retail liquor by the drink license" may apply for this additional license. The annual fee shall be three hundred dollars (\$300.00).
3. *Original package license (not including Sunday sales)*. Issued for the sale of all types of intoxicating liquors and non-intoxicating beer in the original package, not for consumption on the premises nor for resale, from 6:00 A.M. on weekdays to the next day at 1:30 A.M. and on Saturday from 6:00 A.M. until 1:30 A.M. on Sunday. Notwithstanding any other provisions of this Article, an original package license (not including Sunday sales) may be issued to the following types of establishments: a drug store, a cigar and tobacco shop, a grocery store, a general merchandise store, a confectionery or delicatessen store. The annual fee shall be one hundred fifty dollars (\$150.00).
4. *Original package license (Sunday sales)*. Issued for the sale of all types of intoxicating liquors and non-intoxicating beer in the original package as defined in this Chapter, not for consumption on the premises nor for resale, on Sunday between the hours of 9:00 A.M. and Midnight. Only persons having been issued a license for "original package (not including Sunday sales)" license may apply for this additional license. The annual fee shall be three hundred dollars (\$300.00).
5. *Consumption of intoxicating liquor on premises license*. Issued to any establishment where food, beverage or entertainment are sold or provided for compensation and where patrons are allowed to bring their own intoxicating liquor and non-intoxicating beer on the premises for consumption. The annual fee shall be ninety dollars (\$90.00).
6. *Picnic license*. Issued for the temporary sale of all kinds of intoxicating liquor and non-intoxicating beer at retail by the drink for consumption on the premises where sold by any church, school, civic, service, fraternal, veteran, political, charitable club or organization between the hours of 11:00 A.M. and Midnight daily for sale at a picnic, bazaar, fair or similar gathering. Said permit shall be issued only for the day or days named therein and it shall not authorize the sale of the aforesaid beverages for more than seven (7) days by any said organization as described above in any fiscal year. The fee for this license shall be thirty-seven dollars fifty cents (\$37.50).
7. *Wine and malt beverage tasting permit*. Issued to persons licensed to sell intoxicating liquor in the original package at retail for the purpose of conducting wine, malt beverage and distilled spirit tastings on the licensed premises from 6:00 A.M. on weekdays to the next day at 1:30 A.M. and on Saturday from 6:00 A.M. until 1:30 A.M. on Sunday. Nothing in this Section shall be construed to permit the licensee to sell wine, malt beverages or distilled spirits by the drink for on-premises

consumption on the premises. The annual fee shall be thirty-seven dollars fifty cents (\$37.50).

- B. *Disposition.* All fees collected by the City Clerk pursuant to the provisions of this Article shall be accounted for and paid to the City Finance Director, as other funds collected are accounted and paid.
- C. *In Lieu Of Certain Other Fees And Taxes.* The fees to be charged under this Article shall be taken in lieu of a merchant's license fee and ad valorem tax for stock and sales of intoxicating liquors and the amount of sales thereof made by any license hereunder of the value of the stock of any intoxicating liquors of such licensee shall not be returned by such merchant for purposes of a merchant's license or ad valorem tax, nor shall such stock or sales be included in the computation of any merchant's license or ad valorem tax.

## **Section 600.200. Hotel Controlled Access Liquor Cabinet System.**

[Ord. No. 2357, 1-8-2008]

Any hotel having at least forty (40) rooms for the overnight accommodation of transient guests and that operates a restaurant on the premises that complies with all provisions regarding annual gross food sales as stated in Section 311.099, RSMo., and has a current "retail liquor by the drink" license issued by the State and the City is authorized to provide a controlled access liquor cabinet system in accordance with the provisions of Section 311.099, RSMo.

## **Section 600.210. Licenses Not Transferable — Exceptions.**

[Ord. No. 2357, 1-8-2008]

- A. No license issued under this Chapter shall be transferable or assignable except as herein provided. In the event of the death of the licensee, the widow or widower or the next of kin of such deceased licensee, who shall meet the other requirements of this Article, may make application and the City Clerk may transfer such license to permit the operation of the business of the deceased for the remainder of the period for which a business fee has been paid by the deceased.
- B. Whenever one (1) or more members withdraws from a partnership or joint venture, the City Clerk, upon being requested, shall permit the remaining partners or joint venturers, originally licensed, to continue to operate for the remainder of the period for which the license fee has been paid without obtaining a new license.

## **Section 600.220. Posting.**

[Ord. No. 2357, 1-8-2008]

All licenses issued pursuant to the provisions of this Article shall be kept conspicuously posted for public viewing in the place for which such license was issued.

## **Section 600.230. Suspension or Revocation.**

[Ord. No. 2357, 1-8-2008]

- A. *Suspension Or Revocation Of License—When—Manner.* The City Council may suspend or revoke the license of any person for cause shown. In such cases the City Clerk shall schedule a hearing before the Council not less than ten (10) days prior to the effective date of revocation or suspension and prior to

the hearing the Clerk shall give not less than ten (10) days' written notice specifying grounds for the suspension or revocation thereof to the licensee of the grounds upon which the license is sought to be revoked or suspended and the time, date and place of the hearing. Notice may be accomplished by personal delivery, U.S. mail or by posting on the licensed premises. The hearing shall be conducted in accordance with Section **600.240** of this Chapter.

- B. *Grounds For Suspension Or Revocation.* A license may be suspended or revoked for any of the following reasons:
1. Violating any of the provisions of either this Chapter, Chapters 311 or 312, RSMo., or any ordinance of the City;
  2. Failing to obtain or keep a license from the State Supervisor of Alcohol and Tobacco Control;
  3. Making a false affidavit in an application for a license under this Chapter;
  4. Failing to keep an orderly place or house;
  5. Selling, offering for sale, possessing or knowingly permitting the consumption on the licensed premises of any kind of intoxicating liquors, the sale, possession or consumption of which is not authorized under the license;
  6. Selling, offering for sale, possessing or knowingly permitting the consumption of any intoxicating liquor which has not been inspected and labeled according to the laws of the State of Missouri; or
  7. Selling, giving or otherwise supplying intoxicating liquor to:
    - a. Any person under the age of twenty-one (21) years,
    - b. Any person during unauthorized hours on the licensed premises,
    - c. A habitual drunkard or to any person who is under or apparently under the influence of intoxicating liquor, or
    - d. Any person on the licensed premises during a term of suspension as ordered by the Board.
- C. *Automatic Revocation/Suspension.* A license shall be revoked automatically if the licensee's State liquor license is revoked or if the licensee is convicted in any court of any violation of Chapter 311 or Chapter 312, RSMo., or of any felony violation of Chapter 195, RSMo., in the course of business. A license shall be suspended automatically if the licensee's State liquor license is suspended and the suspension shall be for a term not less than that imposed by the State.
- D. *Effect Of Suspension.* No person whose license shall have been suspended by order of the City Council shall sell or give away any intoxicating liquor or non-intoxicating beer during the time such suspension is in effect. Any licensee desiring to keep premises open for the sale of food or merchandise during the period of suspension shall display the Council's order of suspension in a conspicuous place on the premises so that all persons visiting the premises may readily see the same.

## **Section 600.240. Hearings Upon Suspension of Revocation of Licenses.**

[Ord. No. 2357, 1-8-2008]

- A. *Testimony—Evidence.* Hearings before the Council shall be in the nature of informal investigations. Testimony of witnesses and other evidence pertinent to the inquiry may be taken in such hearings and all proceedings in such hearings shall be recorded. Any interested party shall have the right to produce

witnesses and testimony.

- B. *Witnesses—How Summoned.* Subpoenas may be issued by the City Council for any person whose testimony is desired at any hearing. Such subpoenas may be served and returns thereon made by any agent and in the same manner as provided by law for the service of subpoenas in civil suits in the Circuit Courts of this State. The Council also may issue subpoenas duces tecum requiring the production of documents or other items pertaining to the subject of the inquiry.
- C. *Witnesses To Be Sworn.* Before any witness shall testify in any such hearing, he/she shall be sworn by the City Clerk to tell the truth and nothing but the truth.
- D. *Decision—Suspension Or Revocation.* If the evidence supports a finding that the license should be revoked or suspended pursuant to Section **600.230** of this Chapter, the Council shall issue a written order which shall include specific findings of fact setting forth the grounds for the action taken. If the evidence fails to support a finding that the license should be revoked or suspended, then no such order shall be issued.
- E. *Appeal.* Any applicant or licensee aggrieved by a decision of the City Council may appeal such decision to the Circuit Court as provided in Chapter 536, RSMo., provided such appeal is filed within ten (10) days of the date of the Council's decision. The Council may delay the implementation of its order pending appeal.

## Section 600.250. Enforcement of Chapter.

[Ord. No. 2357, 1-8-2008]

It shall be the duty of the Police of the City to see that the provisions of this Chapter and of other ordinances of the City in regard to the sale of intoxicating liquor or non-intoxicating beer are obeyed and to report to the Chief of Police any place where intoxicating liquor or non-intoxicating beer is sold which is not kept in an orderly manner or in violation of any of the provisions of this Chapter or any person selling intoxicating liquor or non-intoxicating beer in the City without a license.



**CITY COUNCIL AGENDA SUBMISSION  
JUNE 14, 2016**

**Agenda Item:**

Community Development Block Grant Funds (CDBG) – Fiscal Year 2017

- A. Public Hearing on utilization of Municipal CDBG Funds for the City of Olivette from the St. Louis County for Fiscal Year 2017.
- B. Authorization to Apply for Municipal CDBG Funds from St. Louis County for Fiscal Year 2016.

**Description:**

Annually the City of Olivette received notification from the St. Louis County Office of Community Development of proposed municipal funding allocations. The Council is asked to act on the allocation requests.

**Recommended Action:**

Hold Public Hearing – Distributing Handouts and asking participants to sign-in.

Motion to authorize that the 2017 CDBG funds be allocated for the removal of architectural barriers, as noted in the application, and provide ADA compliant bathrooms at Irv Zeid Park, and directing staff to submit the application to St. Louis County.

**Attachments:**

Grant Application Package

**Funding Request:** None.

**Submitted by:**

*Bruce McGregor*

**DEPARTMENT HEAD**



Date: 06/14/16  
To: City Council  
From: Bruce McGregor  
Re: CDBG Funding Request FY2017

Annually, the City of Olivette receives notification from the St. Louis County Office of Community Development of the proposed municipal funding allocation for the City from the County's Entitlement Grant from the U.S. Department of Housing and Urban Development under the Community Development Block Grant Program (CDBG). CDBG funds are used primarily to address housing, infrastructure, and community services issues that affect low and moderate income residents and accessibility issues for the disabled.

The public restroom facilities in Irv Zeid Park were constructed in the mid 1970's and does not have ADA compliant restrooms. During previous years CBDG funds were used to install PROWAG compliant sidewalks adjacent to the park for mobility impaired visitors. The restrooms have not been upgraded since the building was constructed. The scope of this work includes: doors, sinks, urinal, toilets, handicap bars, water fountain, signage and stall surrounds. It is anticipated that the water closet flanges will have to be relocated in each restroom to provide sufficient space per ADA design criteria.

A public hearing is required prior to Council action to allocate the annual CDBG share for the City. Per CDBG requirements, notice of the public hearing was published in the St. Louis Post Dispatch. Affidavit of publication is attached.

St. Louis County Department of Planning  
Office of Community Development  
**Community Development Block Grant Municipal Application**

**I. General Information and Attachments**

Municipality \_\_\_\_\_

Municipal Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature of Chief Elected Official \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Total Allocation \_\_\_\_\_

Please attach the following to this application:

**Proof of Public Notice**

Publish notice at least 10 calendar days in advance of the public hearing using at least one of the following methods:

- Publish the notice of public hearing in a newspaper of general circulation;
- Distribute a flyer advertising the public hearing to every household in the community;
- Publish the notice of public hearing in a municipal newsletter or other publication that is delivered to every household in the community; or
- Post a notice of public hearing at a minimum of three public sites within the jurisdiction.

Please note The Countian may not be used for public hearing notices per HUD. The Notice of Public Hearing is on page 9 of this application and must be used in its entirety.

Submit with this application a copy of the advertisement, flyer, newsletter, or photos documenting posting. Method of publication \_\_\_\_\_

**Public Hearing Sign-in Sheet**

Please use the sign-in sheet provided on page 10 of this application.

**Hearing Minutes**

Signed or approved minutes from public hearing that clearly describe citizen comments. Also include an explanation of why comments were not incorporated into final application, if applicable.

**Written Comments from Citizens**

Include a copy of any citizen comments submitted in writing. Also include an explanation of why comments were not incorporated into final application, if applicable.

**Conflict of Interest Statement**

If any elected official in your jurisdiction will directly benefit from a planned CDBG activity, attach an explanation of how your community selected the planned activity.

## II. Activity Description

Pages three through seven must be completed for each proposed activity. Use additional sheets as needed.

Type of Activity \_\_\_\_\_

Amount Allocated for this Activity \_\_\_\_\_

Will any elected official in your jurisdiction directly benefit from this activity?  Yes  No

If yes, please attach an explanation of how your community selected this planned activity.

**Scope of Activity:** Describe exactly what will be done. If the activity is a capital improvement, use engineering and quantitative descriptions. If a program or public service will be undertaken, describe and indicate how funds will be utilized. For all activity descriptions provide a clear, concise, detailed explanation of what will be done and how funds will be spent.

**Location of Activity:** Describe in detail the exact location and give exact addresses where applicable. Provide beginning and ending points of any proposed capital improvements. If activity has physical boundaries, please outline on a municipal map and attach. A map of CDBG-eligible areas in St. Louis County can be found at [www.stlouisco.com](http://www.stlouisco.com) > Online Services > Mapping and Data > CDBG Eligibility Public Viewer.

**III. Documentation of Activity Eligibility**

For each activity, check one box on pages three through six and complete the corresponding section, if applicable. Any proposed activity must meet one of three national objectives in order to be eligible for CDBG funding. The criteria listed below shall be used to determine whether a CDBG-assisted activity complies with one or more of the national objectives as required under 570.200(a)(2).

**Area Benefit Activity**

A proposed area benefit activity must benefit 51 percent of the low to moderate-income residents of the activity area. An activity qualifies under this category when the benefits of the activity are available to all the residents in a particular area, where at least 51 percent of the residents are low-and moderate-income persons. Such an area need not be coterminous with census tracts or other officially recognized boundaries but must be the entire area served by the activity. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.

**Documentation of Eligibility for an Area Benefit Activity**

Please fill out the table below with current census data or detail the results of survey information. Current census data can be found at [www.stlouisco.com](http://www.stlouisco.com) > Online Services > Mapping and Data > CDBG Eligibility Public Viewer.

| Census Tract | Block Group | Total Persons | Low-Moderate Persons | Low-Moderate % |
|--------------|-------------|---------------|----------------------|----------------|
|              |             |               |                      |                |
|              |             |               |                      |                |
|              |             |               |                      |                |
|              |             |               |                      |                |

**Survey**

A new survey will need to be done if your current survey information was done prior to 2010. The Office of Community Development may assist you with surveys for the CDBG Program.

| Survey Information              |  |
|---------------------------------|--|
| Area Surveyed                   |  |
| Number Surveyed                 |  |
| % Low-Mod Income Residents      |  |
| Date Survey completed           |  |
| Performed by                    |  |
| Copy of survey results attached |  |

**Rehabilitation of Private Properties (Home Improvement Program)**

This activity is administered by St. Louis County Office of Community Development. Income documentation will be certified by St. Louis County on a confidential case by case basis.

**Limited Clientele Activity**

To qualify under this category, the activity must meet one of the following tests:

(1) Benefit a clientele who are generally presumed to be principally low- and moderate-income persons. Activities that exclusively serve a group of persons in any one category or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low- and moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

(2) Require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or

(3) Have income eligibility requirements which limit the activity exclusively to low-and moderate-income persons; or

(4) Be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low-and moderate-income persons; or

(5) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled" will be presumed to qualify under this criterion if it is restricted, to the extent practicable, to the removal of such barriers by assisting:

1. The reconstruction of a public facility or improvement, or portion thereof.
2. The rehabilitation of a privately owned nonresidential building or improvement.
3. The rehabilitation of the common areas of a residential structure that contains more than one dwelling unit.

Please describe how this activity meets the above criteria and quantify anticipated results (e.g. number of people served or number of curb ramps installed).

**Activity to Address Slum or Blight**

**(A)** An activity will be considered to address prevention or elimination of slums or blight in an area if:

1. The area, delineated by the recipient, meets a definition of a slum, blighted, deteriorated or deteriorating area under state or local law;
2. Throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration;
3. Documentation is maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation; and
4. The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area. Rehabilitation of residential buildings carried out in an area meeting the above requirements will be considered to address the area's deterioration only where each such building rehabilitated is considered substandard under local definition before rehabilitation and all deficiencies making a building substandard have been eliminated if less critical work on the building is undertaken. At a minimum, the local definition for this purpose must be such that buildings that it would render substandard would also fail to meet the housing quality standards for the Section 8 Housing Assistance Payments Program-Existing Housing (24 CFR 882.109).

**(B)** Activities to address slums or blight on a spot basis. Acquisition, clearance, relocation, historic preservation and building rehabilitation activities which eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area will meet this category. Under this criterion, rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

Please describe how this activity meets one of the above criteria.

**Urgent Need Activity**

In the absence of substantial evidence to the contrary, an activity will be considered to address this category if the recipient certifies that the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funding are not available. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the certification by the recipient. **Please note that special approval is needed from HUD to implement activities under this category.**

Please describe how this activity is designed to meet community development needs having a particular urgency based on the above criteria.

**IV. Annual Fair Housing Monitoring Requirements**

**(A)** Does the Municipality have a Fair Housing Ordinance with a mechanism for enforcement?

Yes  No

**(B)** Was an ad or notice published during this calendar year? *(The public notice included in this application qualifies as such.)*

Yes  No

**(C)** List the Human Rights Commission members and the date their terms expire in the table below. *(Please note if Human Rights Commission is appointed upon complaint.)*

| Name of Member | Commission Expiration Date |
|----------------|----------------------------|
|                |                            |
|                |                            |
|                |                            |
|                |                            |
|                |                            |
|                |                            |
|                |                            |
|                |                            |

**(D)** The number of meetings held by the Commission from January 1 to December 31 of the previous year was \_\_\_\_\_.

**(E)** Were there any complaints about alleged discrimination received from January 1 to December 31 of the previous year?  Yes  No Number of complaints \_\_\_\_\_

**(F)** Briefly describe actions taken on each of these complaints and the final outcome in those cases which have been settled, or indicate if not applicable.

**(G)** List any funding provided by your Municipality to or for the Human Rights Commission to carry out its responsibilities along with a brief description of the activities funded, or indicate if no funding was provided by your Municipality.

**(H)** In addition to having a Fair Housing Ordinance, please describe any additional municipal efforts that have been made to create and promote a greater choice of housing, or indicate if no additional efforts were made.

**(I)** Attach to this application copies of any legal opinions written by your City Attorney regarding interpretations of Fair Housing Law, if applicable.

**NOTICE OF PUBLIC HEARING**

Date of Notice \_\_\_\_\_

The \_\_\_\_\_ of \_\_\_\_\_ will hold a public hearing to discuss the allocation of \$ \_\_\_\_\_ in Community Development Block Grant funds which will become available after January 1, 20\_\_\_\_. The public hearing will be held at \_\_\_\_\_ am/pm on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

To further its commitment to fair and equitable treatment of all citizens, the \_\_\_\_\_ of \_\_\_\_\_ has enacted and/or enforces the following:

*A Fair Housing Ordinance* prohibiting unlawful discrimination against any person because of race, sex, color, religion, disability, familial status or national origin;

*A Policy of Nondiscrimination on the Basis of Disability* in the admission or access to, or employment in, its federally assisted programs or activities;

*A Policy of Equal Opportunity to Participate in Municipal Programs and Services* regardless of race, color, religion, sex, age, disability, familial status, national origin, or political affiliation;

*A requirement for bidding on CDBG activities that promotes* employment opportunities created by HUD funding and that these opportunities be afforded low-income community residents and businesses.

If you would like information regarding the above policies or if you believe you have been unlawfully discriminated against, contact the following municipal official or employee who has been designated to coordinate compliance with the equal employment opportunity requirements referenced above.

|            |      |       |     |
|------------|------|-------|-----|
| NAME/TITLE |      |       |     |
| ADDRESS    | CITY | STATE | ZIP |
| PHONE      |      |       |     |

If you are a person with a disability or have special needs in order to participate in this public hearing, please contact \_\_\_\_\_ no later than \_\_\_\_\_.

For More Information Call:

\_\_\_\_\_ VOICE  
\_\_\_\_\_ TDD

1-800-735-2466 RELAY MISSOURI VOICE  
1-800-735-2966 RELAY MISSOURI TDD

**Equal Opportunity Employer**



## PUBLIC HEARING HANDOUT

### National Objectives

All activities funded by the CDBG program must meet one of the following National Objectives:

1. **Primarily benefit low- and moderate-income residents.**
2. **Eliminate slums and blight.**
3. **Alleviate urgent, serious, and critical community needs that are of recent origin.**

### Eligible CDBG Activities

Funds may be expended on the following types of activities if these activities benefit low- or moderate-income residents, eliminate slums and blight, or address an urgent County need.

- A. **Acquisition.** Acquisition in whole or in part by the recipient, or other public or private nonprofit entity.
- B. **Public Facilities and Improvements.** Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, such as streets, sidewalks, parks, water and sewer facilities, sanitary sewers, neighborhood centers, parking lots and fire stations. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements.)

In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction. Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in CFR Sec. 570.200(b).

- C. **Clearance Activities.** Clearance, demolition, and removal of buildings.
- D. **Public Services.** Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the

level of an existing service above that which has been provided by or on behalf of the unit of general local government.

**E. Interim Assistance.** The following activities may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where the recipient has determined that immediate action is necessary and permanent improvements will be carried out as soon as practicable:

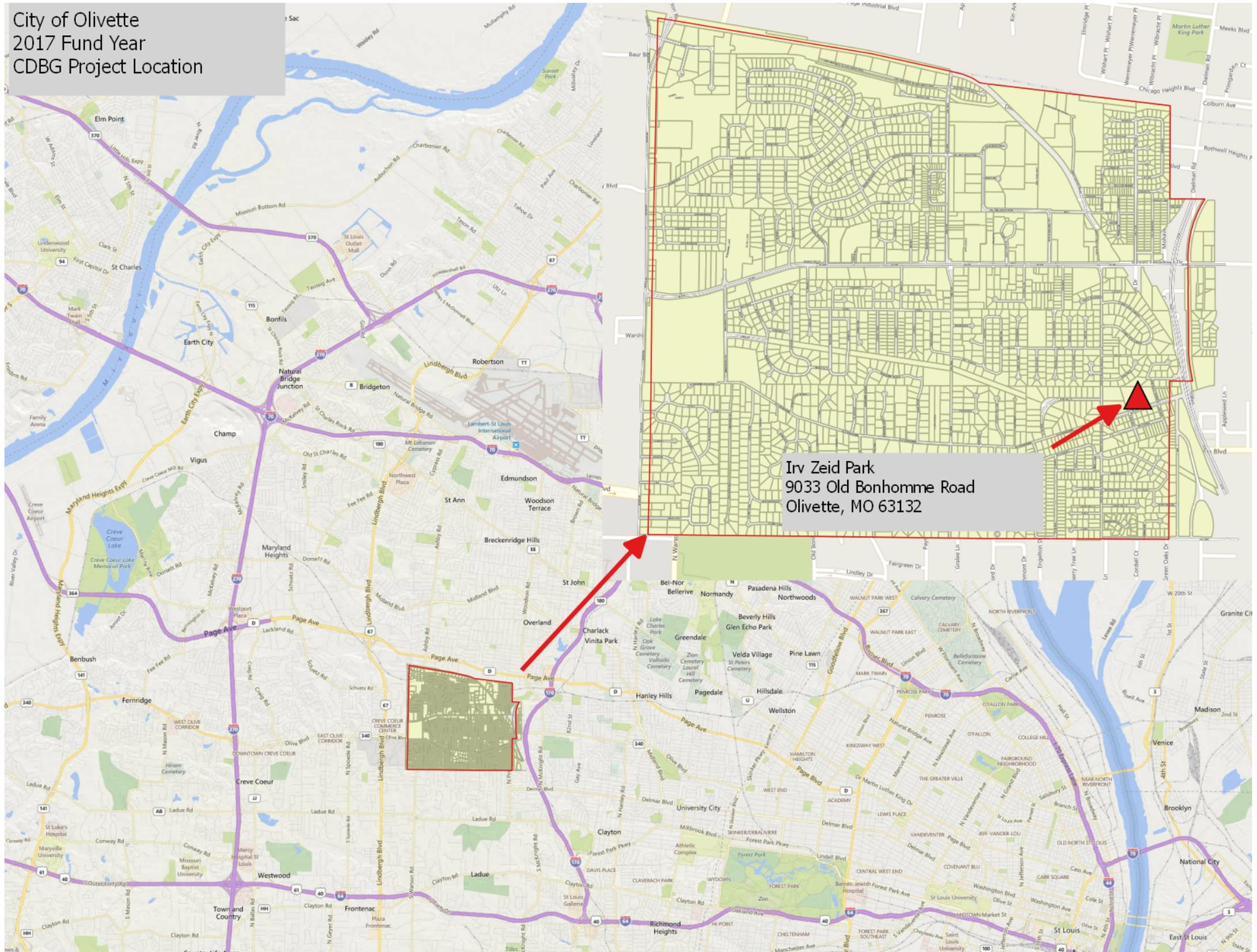
1. The repairing of streets, sidewalks, parks, playgrounds, publicly owned utilities, and public buildings; and
2. The execution of special garbage, trash, and debris removal, including neighborhood cleanup campaigns, but not the regular curbside collection of garbage or trash.

**F. Rehabilitation and Preservation Activities.** CDBG funds may be used to finance the rehabilitation of:

1. Privately owned buildings and improvements for residential purposes. Improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building if the improvements also provide general benefit to the residential occupants of the building;
2. Low-income public housing and other publicly owned residential buildings and improvements;
3. Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations;
4. Nonprofit-owned nonresidential buildings and improvements.

**G. Subsistence Payments.** Payments may be made to service providers on behalf of low to-moderate-income residents for such items as rent, mortgage and utility assistance. These grant payments are designed to prevent low and moderate-income residents from becoming homeless. Payments are allowed for three-month periods.

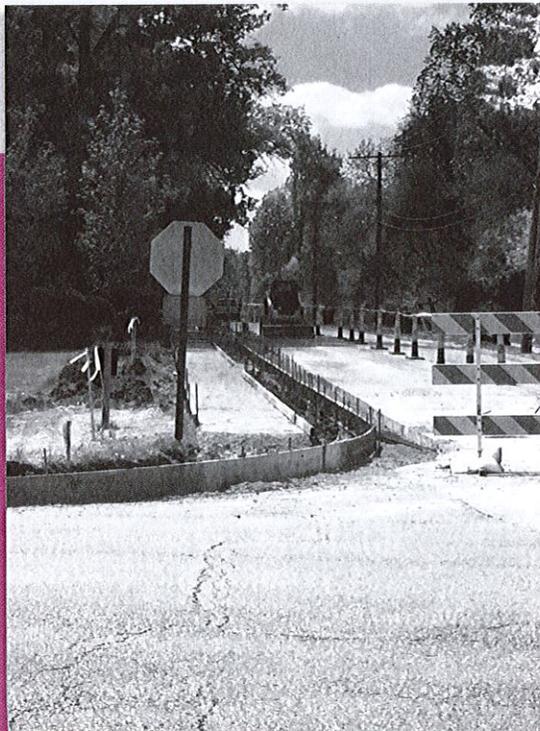
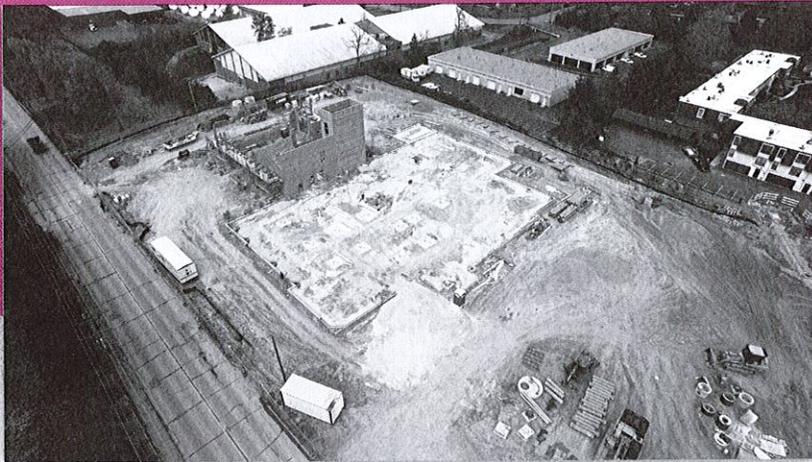
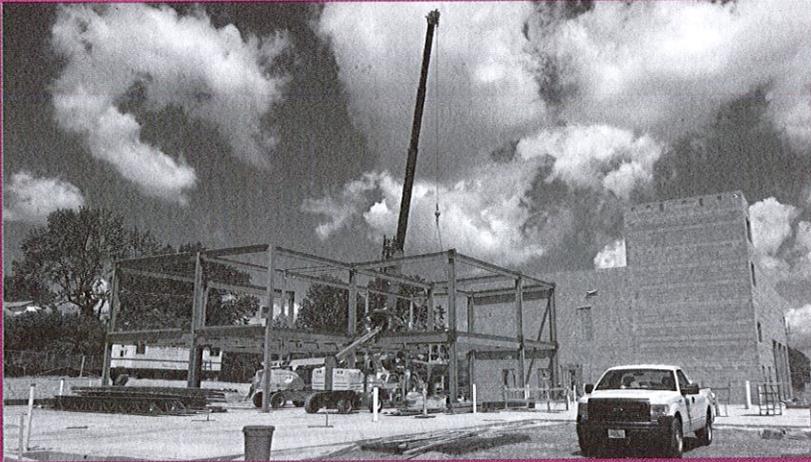
City of Olivette  
2017 Fund Year  
CDBG Project Location



Irv Zeid Park  
9033 Old Bonhomme Road  
Olivette, MO 63132

# Current Projects

**New City Center**  
Construction to be completed by March 1, 2017.



**Old Bonhomme Road**  
Construction between Price & Dielman  
Should be completed by the end of June

## NOTICE OF PUBLIC HEARING

**DATE OF NOTICE: JUNE 1, 2016**

The City of Olivette will hold a public hearing to discuss the allocation of \$20,000.00 in Community Development Block Grant funds which will become available after January 1, 2017. The public hearing will be held at 7:00 p.m. on June 14, 2016 at City Council Chambers, Olivette City Hall, 9473 Olive Boulevard, Olivette, MO 63132.

To further its commitment to fair and equitable treatment of all citizens, the City of Olivette has enacted and/or enforces the following:

- A Fair Housing Ordinance prohibiting unlawful discrimination against any person because of race, sex, color, religion, disability, familial status or national origin;
- A Policy of Nondiscrimination on the Basis of Disability in the admission or access to, or employment in, its federally assisted programs or activities;
- A Policy of Equal Opportunity to Participate in Municipal Programs and Services regardless of race, color, religion, sex, age, disability, familial status, national origin, or political affiliation;
- A requirement for bidding on CDBG activities that promotes employment opportunities created by HUD funding and that these opportunities be afforded low-income community residents and businesses.

If you would like information regarding the above policies or if you believe you have been unlawfully discriminated against, contact the following municipal official or employee who has been designated to coordinate compliance with equal employment opportunity requirements referenced above.

Barbara Sondag, City Manager  
9473 Olive Boulevard  
Olivette, Missouri 63132  
314.993.0444

If you are a person with a disability or have special needs in order to participate in this public hearing, please contact City Manager Sondag no later than 5:00 PM on June 13, 2016.

For More Information Call:  
800.735.2466 RELAY MISSOURI  
Equal Opportunity Employer



**CITY COUNCIL AGENDA SUBMISSION  
JUNE 14, 2016**

**Agenda Item:**

Special Event Liquor License – Party in the Park

**Description:**

Party in the Park is an annual City-sponsored special event with free family activities and entertainment and food and beverages offered for sale. The 2016 event will be held on Friday, June 17, 2016 at Stacy Park. The vendor selling alcoholic beverages is required to apply for a Special Event liquor license prior to the event.

**Recommended Action:**

Motion to approve a Special Event Liquor License to Fallon's Bar & Grill for Party in the Park on Friday, June 17, 2016 at Stacy Park.

**Attachments:**

None

**Funding Request:**       None.

**Submitted by:**

*Beverly Tucker-Knight*

**DEPARTMENT HEAD**



**CITY COUNCIL AGENDA SUBMISSION  
JUNE 14, 2016**

**Agenda Item:**

Bill #2808 – An Ordinance repealing Chapter 500 Building Regulations of the Municipal Code of the City of Olivette and enacting a new chapter in lieu thereof relating to building codes, regulations, and fees. – First Reading

**Description:**

The proposed ordinance will adopt the 2015 ICC Building Codes, including residential and nonresidential building codes, existing building codes, and property maintenance codes. In addition, a new fee table would be established.

**Recommended Action:**

This item is being read for the first time by title only; No City Council action is being requested at this time.

**Attachments:**

1. Department Memorandum to the City Council dated June 14, 2016.
2. Bill #2808, proposed draft Ordinance.
3. Current regulations under Chapter 500 Building Regulations.

**Funding Request:** None.

**Submitted by:**

*Carlos Trejo, AICP*  
**DEPARTMENT HEAD**



City of Olivette Public Services  
Department of Planning & Community Development  
1200 North Price Road  
Olivette, MO 63132  
  
(314) 993-0252 (Office)  
(314) 994-9862 (Fax)

**DATE: JUNE 14, 2016**

**TO: MAYOR RUTH SPRINGER AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLOS TREJO  
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT**

**RE: ICC BUILDING CODE ADOPTION AND BUILDING PERMIT FEE ADJUSTMENT**

Insurance Services Office, Inc. (ISO) has noted that the building code regulations the City currently enforces are over six (6) years behind publication. In review of the City's building codes, the ISO has downgraded the ISO Class rating from a Class 4 to a Class 9 for both 1&2 family residential property and commercial and industrial property. The regression is primarily attributed to the current building codes adopted.

The City currently enforces the 2006 ICC building codes, including the International Building Code (IBC), International Residential (IRC), and Property Maintenance Code (IPMC).

The ISO has provided the City an opportunity to maintain the current Class 4 if the City adopts a version of the ICC building codes that are less than six (6) years from publication. The ICC has building codes with publish dates of 2009, 2012, and recently 2015.

Staff is recommending that City consider adoption of the 2015 ICC building code updates. Staff has reviewed the 2015 ICC building codes and is requesting consideration of the following:

- 2015 ICC International Building Code;
- 2015 ICC International Residential Code;
- 2015 ICC Existing Building Code; and
- 2015 ICC International Property Maintenance Code.

The ICC has agreed to delay enforcement of the Class 4 rating, pending City Council consideration of the 2015 ICC building code adoption.

In conjunction with the building code updates, staff has evaluated the current fee schedule and is forwarding an adjustment to the City Council for consideration. The last fee adjustment was in January 2003, when the City adopted the fee schedule that was at that time enforced by St. Louis County. Since 2003, the County has adjusted the fee schedule twice, and the City has not.

Highlights:

- Code amendments:
  - Required references to the jurisdiction and applicable regional data in several table references.
  - Carry over many of the legacy amendments.
  - Maintain the requirement for an egress opening in residential basement remodels. This was a requirement in the 2006 Codes and was subsequently removed in the 2015 Codes.
- Fee schedule:
  - Adopt the current Saint Louis County fee schedule with no adjustments.
  - Remove assessing permit fees for fencing cost from valuation table.
  - Adjust demolition fees to reflect demolition type.
  - Adjust occupancy inspection fees and certificates.

**AN ORDINANCE REPEALING CHAPTER 500 BUILDING REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF OLIVETTE AND ENACTING A NEW CHAPTER IN LIEU THEREOF RELATING TO BUILDING CODES, REGULATIONS, AND FEES**

**(VERSION 2016 06-14)**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OLIVETTE, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS**

**SECTION 1.** Title V Building and Construction of the Olivette Municipal Code is hereby amended by repealing Chapter 500 Building Regulations in its entirety and adopting a new chapter in lieu with a fee scheduled, both attached hereto as Exhibit A, is made a part of this ordinance as fully set out herein.

**SECTION 2.** The sections of this ordinance shall be severable. In the event any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of this ordinance are so essentially and inseparably connected with, and so dependent upon, the void section that it cannot be presumed the city council would have enacted the valid sections without the void section, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**SECTION 3.** This ordinance shall become effective from and after its enactment according to law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# EXHIBIT 'A'

(Version 2016 06-14)

## Chapter 500: Building Regulations

### Article I: Building Code Regulations

Division 1: Building Code Adoptions

#### Section 500.010 Building Code.

A. The Building Code of the City of Olivette shall consist of the following codes, three (3) copies of which are on file in the office of the City Clerk, which are incorporated by reference and made a part hereof as though fully set out herein:

1. The 2015 International Building Code, First Printing: May 2014 published by the International Code Council.
2. The 2015 International Residential Code for One- and Two-Family Dwellings, First Printing: May 2014 published by the International Code Council.
3. The 2015 International Existing Building Code, First Printing: May 2014, published by the International Code Council.
4. The 2015 International Property Maintenance Code, First Printing: May 2014, published by the International Code Council.
5. The St. Louis County Mechanical Code, as adopted by St. Louis County through the date of its last amendatory ordinance. (County Ordinance No. 24,438 adopted on July 14, 2010)
6. The St. Louis County Electrical Code, as adopted by St. Louis County through the date of its last amendatory ordinance. (County Ordinance No. 24,439 adopted on July 14, 2010)
7. The St. Louis County Plumbing Code, as adopted by St. Louis County through the date of its last amendatory ordinance. (County Ordinance No. 24,441 adopted on July 14, 2010)
8. The St. Louis County Explosives Code, as adopted by St. Louis County through the date of its last amendatory ordinance. (County Ordinance No. 18,693 adopted on November 11, 1997)
9. Code adopted. The St. Louis County Weights and Measures Code as amended by the County of St. Louis through the date of the last amendatory ordinance, February 13, 1987, is hereby adopted as the Weights and Measures Code of the City of Olivette, Missouri, attached [to Ordinance 1949] as Exhibit A and incorporated herein by reference.
10. Code Official defined. The term "code official" as used in the Property Maintenance Code adopted under this Article shall mean the Building Official of the City of Olivette and authorized designee.
11. The Saint Louis County Property Maintenance Code, as amended by the County of Saint Louis, Missouri, through date of last amendatory ordinances:  
  
Property Maintenance. As it applies to the services of the St. Louis County Problem Property unit. (County Ordinance 22,316 adopted May 18, 2005)

Division 2 Amendments and Additions to Building Codes.

## (2015 INTERNATIONAL BUILDING CODE)

### Section 500.020 Amendments to the 2015 International Building Code.

The 2015 International Building Code, First Printing, May 2014, adopted as provided for in Section 500.010 of the Municipal Code, is hereby amended as follows:

(a) Section 101.1 is hereby amended by substituting "City of Olivette" for the words "(name of jurisdiction)".

(b) Insert new Section 102.7 as follows:

**102.7 Matters not provided for:** Any requirements that are essential for the structural, fire or sanitary safety of an existing or proposed building or structure or for the safety of the occupants thereof, which are not specifically provided for by this code, shall be determined by the code official. The code official may invoke the requirements of the standards referenced and listed in Chapter 35 of this code in matters not provided for to secure the structural, fire or sanitary safety of a building or structure or the safety of the occupants.

(c) Section 105.1.1 Annual Permit deleted without substitution.

(d) Section 105.1.2 Annual Permit Records deleted without substitution.

(e) Section 105.2 is repealed. Sections 105.2.1 through 105.2.7 to remain.

(f) Add new Section 105.3.3 as follows:

**105.3.3 Rejected application:** Rejected applications will be held on file for sixty (60) days after the date of rejection. If the required information or corrections are not received within this period of time, the application shall be deemed to have been abandoned.

(g) Add new Section 107.2.5.2 as follows:

**107.2.5.2 Drainage and discharge of stormwater.** The site plan shall provide sufficient detail to permit the code official to determine compliance with site grading and storm water drainage provisions of this code and of all applicable ordinances for the control of drainage and discharge of storm water.

(h) Section 107.3.4 of IBC to be replaced with new Section 107.3.4, Professional Architectural and Engineering Services.

#### **107.3.4 Professional Architectural and Engineering Services.**

**107.3.4.1 General:** The provisions of this Section 107.3.4 define the construction controls required for buildings involving professional architectural or engineering services and delineate the responsibilities of providers of such professional services during construction.

**107.3.4.1.1 Design and construction documents:** All design for new construction, alteration, repair, expansion, addition or modification work involving the practice of professional architecture or engineering, as defined by the statutory requirements of the professional registration laws of the State of Missouri, shall be prepared by registered design professionals certified by the Missouri Board for Architects, Professional Engineers and Land Surveyors. All construction documents required for a building permit application for such work shall be prepared by or under the direct supervision of a registered design professional, shall include the name, address and telephone number of the design professional, and shall bear the seal and signature of the design professional in accordance with Section 107.3.4.1.3 of this code.

Exceptions: The supervision, seal and signature of a professional architect or engineer shall not be required for the following unless the code official determines that public safety so requires:

1. Decks not exceeding four hundred (400) square feet in area or having a surface floor not exceeding four (4) feet at any point;

2. Above and below ground swimming pools;
3. Nonstructural changes to commercial or residential structures;
4. Accessory structures not exceeding two hundred fifty (250) square feet in area;
5. Satellite dishes;
6. Temporary structures as defined in Section 108.0 of this code.

**107.3.4.1.2 Shop drawing and samples:** The registered design professional whose seal is on the approved construction documents shall be responsible for review and approval of shop drawings and samples, as required by the approved construction documents for conformance to the design concept and compliance with this code. This review process may be contracted by the owner to another registered design professional licensed by the State of Missouri, should the original design professional not desire to provide such services.

**107.3.4.1.3 Application of seals and signatures:** All construction documents required by Subsection 107.3.4.1.1 of this code to bear the seal of a registered design professional shall bear seals and signatures in accordance with the following:

- a. The registered design professional for each discipline shall place his or her original embossed or wet ink seal and signature upon the cover sheet of each set of construction documents or on the front sheet of each discipline within each set of construction documents.
- b. In addition, all other sheets of the construction documents other than specifications or calculations shall bear the original embossed, wet ink or mechanically reproduced seals of the registered design professional.
- c. Any addenda or modification to the construction documents shall also bear an original seal and signature by the registered design professional. Such changes shall be clearly indicated.

**107.3.4.2 Special professional services:** When applications are filed for unusual designs or for a magnitude of construction either of which require construction document review or inspection services beyond the capacity of the code official, or where code reference standards in Chapter 35 of this code require special architectural or engineering inspections, the code official may require that the owner retain a properly qualified registered design professional to perform the services necessary for code compliance in addition to that provided in Subsection 107.3.4.1.2 of this code. The project representative shall keep daily records and submit reports as shall be required by the code official. Upon completion of the work, the registered design professional shall file a final report indicating whether all required inspections were performed and listing pertinent deviations from the requirements of this code or from the approved construction documents and the source of authority for such deviations.

**107.3.4.2.1 Building permit requirement:** The necessity for special professional services shall be determined by the code official prior to issuance of the building permit, unless postponed to a later date by the code official in writing. Refusal by the applicant to provide such services as required by the code official shall result in the denial of the permit.

**107.3.4.2.2. Fees and costs:** All fees and costs related to the performance of special inspection services shall be the responsibility of the owner.

**107.3.4.2.3 Visits to site:** When so directed by the code official, or when required by the special inspection provisions of this code, the registered design professional shall make visits to the site at intervals appropriate to the applicable stage of the construction to observe the progress and the quality of the work; to observe construction components requiring controlled materials; or to determine that the work is proceeding in accordance with the construction documents approved for the building permit. The registered design professional shall periodically submit reports to the code official showing the results of such periodic visits.

**107.3.4.3 Deferred submittals.** Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

- (i) Section 109.6 is hereby repealed and a new Section 109.6 is hereby adopted in lieu thereof as follows:

**109.6 Refunds:** No portion of any fee shall be returned to a permit holder in the case of a revocation of a building permit or a suspension, discontinuance or abandonment of work.

- (j) Section 110.6 in IBC is renumbered as 110.7 and a new Section 110.6 is inserted as follows:

**110.6 Extra Inspections:** In addition to the inspections normally provided, the code official may require that additional inspections or reinspections be conducted due to noncompliance with code requirements or due to work which is not ready for inspection or not accessible for inspection at the time of a scheduled inspection. Fees for such additional inspections shall be assessed when such inspections are conducted.

- (k) Section 113.0 is hereby repealed in its entirety and a new Section 113.0 "Means of Appeal" is hereby adopted in lieu thereof as follows:

#### **Section 113.0 Means of Appeal**

**113.1 Application for appeal:** Any owner or holder of a permit issued subject to this code shall have the right to appeal to the Board of Building Appeals established in Section 113.2 of this code from a decision of the code official in connection with such permit or from any notice issued in connection with this enforcement of this code. Appeals shall be based solely upon and shall state a claim: either (i) that the true intent of this code or the rules or regulations adopted pursuant to this code have been incorrectly interpreted, or (ii) that the provisions of this code do not apply, or (iii) that an equivalent form of construction can be used. Any appeal under this section shall be in writing, shall contain a statement of the grounds for the appeal and shall be filed in the office of the code official within twenty (20) days after the rendering of the decision or from the date of service of the notice from which the appeal is taken.

**113.2 Membership of board:** The Olivette Planning and Community Design Commission established under Article II of Chapter 125, Sections 125.050 et seq., of the Olivette Municipal Code shall serve as the Olivette Board of Building Appeals.

**113.3 Hearing on appeal:** The board shall meet to hear an appeal upon notice from the chair within thirty (30) days of the filing of the appeal.

- (l) Section 114.4 is hereby repealed in its entirety and a new section 114.4 is hereby adopted in lieu thereof as follows:

**114.4 Violation penalties:** Any person who shall violate a provision of this code, or who shall fail to comply with any of the requirements thereof, or who shall erect, move, construct, alter, remove, demolish or repair a structure in a manner that is not in compliance with an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, or who shall start any work requiring a permit without first obtaining the permit thereof, or who shall continue any work in or about a structure after having been served a stop work order, except such work as that person has been directed to perform to remove a violation or unsafe condition; or any owner or tenant of a building or premises, or any other person, who takes part or assists in any violation of this code or who has charge of any building, premises or part thereof in which such violation shall exist shall be guilty of a misdemeanor punishable, upon conviction, by a fine of not more than one thousand dollars (\$1,000.00). Each day that a violation continues shall be deemed a separate offense.

(m) Add new Section 115.4 as follows:

**115.4 Refusal to comply:** The code official shall revoke a permit in the case of refusals to comply with stop work orders.

(n) Add new Section 511.0 as follows:

**Section 511.0 Closing Existing Exterior Openings:**

**511.1 Permanent closure:** Doors, windows and other exterior wall openings shall not be closed up with permanent construction unless the new construction meets all requirements of this code for exterior wall construction.

**511.2 Temporary closure, restricted:** Doors, windows and other exterior wall openings shall not be closed up or boarded up with temporary construction unless the code official makes a finding that such temporary closure is necessary to protect the public health, safety or welfare.

**511.3 Temporary closure, standards:** Temporary closures permitted under this Section 508 shall consist of not less than ½ inch thick weather-resistant plywood coated with approved paint or protective coating to prevent deterioration, cut to fit within openings, securely nailed or screwed in place and securely braced.

(o) Section 1612.3 is hereby amended by substituting "St. Louis County Flood Insurance Rate Maps" for the words "(name of jurisdiction)" and "February 4, 2015", for the words "(date of issuance)".

(p) 1803.3 to be renamed as "Site grading and drainage" with the following paragraph to be added to 1803.3:

Storm water collected from roofs, paved areas, yard, courts and sub-soil drainage systems shall not be permitted to discharge onto flat areas of the site with the discharge point being closer than 10 feet from the closest lot line.

(q) Section 1809.5.1 is hereby amended by adding thereto a new Subsection 1809.5.1 as follows:

**1809.5.1 Frost line.** The frost line is established at 30 inches below finished grade.

(r) New Sections 2901.2 and 2901.3 added as follows:

**2901.2 Public water supply:** The water distribution system of any building in which plumbing fixtures are installed shall be connected to a public water supply.

**2901.3 Sewer connection:** The water drainage system of any building in which plumbing fixtures are installed shall be connected to a public sewer system.

(s) Repeal 3306.5 and 3306.6 and insert a new Section 3306.5 as follows:

**3306.5 Fencing:** All construction of structures open to unauthorized entry during construction shall be fenced at the perimeter of the lot. The fence shall be as required by the code official and the construction area shall be placarded with warning signs and/or construction signage as so directed by the code official.

(t) Insert a new Section 3307.2 as follows:

**3307.2 Protection.** All adjoining public and private property shall be protected from damage caused by construction. For any property on which site grading, excavation or demolition will occur during or incident to any construction, alteration or demolition activity, the owner, contractor or permit holder before initiating any work under a permit issued therefor shall cause to be clearly demarcated with survey stakes or similar devices placed by a land surveyor licensed to practice by the State of Missouri each boundary corner of such property and shall maintain the survey stakes or similar devices for the duration of work authorized under the permit.

**(2015 INTERNATIONAL RESIDENTIAL CODE)****Section 500.030 Amendments to the 2015 International Residential Code for One-and Two-Family Dwellings**

The 2015 International Residential Code for One- and Two-Family Dwellings, First Printing, May 2014, adopted as provided for in Section 500.010 of the Municipal Code, is hereby amended as follows:

(a) Section R101.1 is hereby amended by substituting "City of Olivette" for the words "(name of jurisdiction)".

(b) Insert new Section R102.8 as follows:

**R102.8 Matters not provided for:** Any requirements that are essential for the structural, fire or sanitary safety of an existing or proposed building or structure or for the safety of the occupants thereof, which are not specifically provided for by this code, shall be determined by the code official. The code official may invoke the requirements of the standards referenced and listed in Chapter 35 of this code in matters not provided for to secure the structural, fire or sanitary safety of a building or structure or the safety of the occupants.

(c) Section R105.2 is repealed. Sections R105.2.1 through R105.7 to remain.

(d) Add new Section R105.3.3 as follows:

**R105.3.3 Rejected application:** Rejected applications will be held on file for sixty (60) days after the date of rejection. If the required information or corrections are not received within this period of time, the application shall be deemed to have been abandoned.

(e) Sections R105.8.1 and 105.8.2 to be inserted as follows:

**R105.8.1 Fencing:** All construction of structures open to unauthorized entry during construction shall be fenced at the perimeter of the lot. The fence shall be as required by the code official and the construction area shall be placarded with warning signs and/or construction signage as so directed by the code official.

**R105.8.2 Protection:** All adjoining public and private property shall be protected from damage caused by construction. For any property on which site grading, excavation or demolition will occur during or incident to any construction, alteration or demolition activity, the owner, contractor or permit holder before initiating any work under a permit issued therefore shall cause to be clearly demarcated with survey stakes or similar devices placed by a land surveyor licensed to practice by the State of Missouri each boundary corner of such property and shall maintain the survey stakes or similar devices for the duration of work authorized under the permit.

(f) Add new Section R106.2.1 as follows:

**R106.2.1 Drainage and discharge of stormwater.** The site plan shall provide sufficient detail to permit the code official to determine compliance with site grading and storm water drainage provisions of this code and of all applicable ordinances for the control of drainage and discharge of storm water

(g) Section R106.3.4 to be inserted as follows:

**Section R106.3.4 Professional Architectural and Engineering Services**

**R106.3.4.1 General:** The provisions of this Section R106.3.4 define the construction controls required for buildings involving professional architectural or engineering services and delineate the responsibilities of providers of such professional services during construction.

**R106.3.4.1.1 Design and construction documents:** All design for new construction, alteration, repair, expansion, addition or modification work involving the practice of professional architecture or engineering, as defined by the statutory requirements of the professional registration laws of the State of Missouri, shall be prepared by registered design professionals certified by the Missouri Board for Architects, Professional Engineers and Land Surveyors. All construction documents required for a building permit application for such work shall be prepared by or under the direct

supervision of a registered design professional, shall include the name, address and telephone number of the design professional, and shall bear the seal and signature of the design professional in accordance with Section R106.3.4.1.3 of this code.

Exceptions: The supervision, seal and signature of a professional architect or engineer shall not be required for the following unless the code official determines that public safety so requires:

1. Decks not exceeding four hundred (400) square feet in area or having a surface floor not exceeding four (4) feet at any point;
2. Above and below ground swimming pools;
3. Nonstructural changes to commercial or residential structures;
6. Accessory structures not exceeding two hundred fifty (250) square feet in area;
7. Satellite dishes;
8. Temporary structures as defined in Section R107 of this code.

**R106.3.4.1.2 Shop drawing and samples:** The registered design professional whose seal is on the approved construction documents shall be responsible for review and approval of shop drawings and samples, as required by the approved construction documents for conformance to the design concept and compliance with this code. This review process may be contracted by the owner to another registered design professional licensed by the State of Missouri, should the original design professional not desire to provide such services.

**R106.3.4.1.3 Application of seals and signatures:** All construction documents required by Subsection R106.3.4.1.1 of this code to bear the seal of a registered design professional shall bear seals and signatures in accordance with the following:

- a. The registered design professional for each discipline shall place his or her original embossed or wet ink seal and signature upon the cover sheet of each set of construction documents or on the front sheet of each discipline within each set of construction documents.
- b. In addition, all other sheets of the construction documents other than specifications or calculations shall bear the original embossed, wet ink or mechanically reproduced seals of the registered design professional.
- c. Any addenda or modification to the construction documents shall also bear an original seal and signature by the registered design professional. Such changes shall be clearly indicated.

**R106.3.4.2 Special professional services:** When applications are filed for unusual designs or for a magnitude of construction either of which require construction document review or inspection services beyond the capacity of the code official, or where code reference standards in Chapter 35 of this code require special architectural or engineering inspections, the code official may require that the owner retain a properly qualified registered design professional to perform the services necessary for code compliance in addition to that provided in Subsection R106.3.4.1.2 of this code. The project representative shall keep daily records and submit reports as shall be required by the code official. Upon completion of the work, the registered design professional shall file a final report indicating whether all required inspections were performed and listing pertinent deviations from the requirements of this code or from the approved construction documents and the source of authority for such deviations.

**R106.3.4.2.1 Building permit requirement:** The necessity for special professional services shall be determined by the code official prior to issuance of the building permit, unless postponed to a later date by the code official in writing. Refusal by the applicant to provide such services as required by the code official shall result in the denial of the permit.

**R106.3.4.2.2. Fees and costs:** All fees and costs related to the performance of special inspection services shall be the responsibility of the owner.

**R106.3.4.2.3 Visits to site:** When so directed by the code official, or when required by the special inspection provisions of this code, the registered design professional shall make visits to the site at intervals appropriate to the applicable stage of the construction to observe the progress and the quality of the work; to observe construction components requiring controlled materials; or to determine that the work is proceeding in accordance with the construction documents approved for the building permit. The registered design professional shall periodically submit reports to the code official showing the results of such periodic visits.

- (h) Section R108.5 is hereby repealed and a new Section R108.5 is hereby adopted in lieu thereof as follows:

**R108.5 Refunds:** No portion of any fee shall be returned to a permit holder in the case of a revocation of a building permit or a suspension, discontinuance or abandonment of work.

- (i) Section R109.4 in IRC is renumbered as R109.5. Section R109.4 now reads as follows (insertion):

**R109.4 Extra Inspections:** In addition to the inspections normally provided, the code official may require that additional inspections or re-inspections be conducted due to noncompliance with code requirements or due to work which is not ready for inspection or not accessible for inspection at the time of a scheduled inspection. Fees for such additional inspections shall be assessed when such inspections are conducted.

- (j) Section R112 is hereby repealed in its entirety and a new Section R112 "Means of Appeal" is hereby adopted in lieu thereof as follows:

#### **Section R112 Means of Appeal**

**R112.1 Application for appeal:** Any owner or holder of a permit issued subject to this code shall have the right to appeal to the Board of Building Appeals established in Section R112.2 of this code from a decision of the code official in connection with such permit or from any notice issued in connection with this enforcement of this code. Appeals shall be based solely upon and shall state a claim: either (i) that the true intent of this code or the rules or regulations adopted pursuant to this code have been incorrectly interpreted, or (ii) that the provisions of this code do not apply, or (iii) that an equivalent form of construction can be used. Any appeal under this Section shall be in writing, shall contain a statement of the grounds for the appeal and shall be filed in the office of the code official within twenty (20) days after the rendering of the decision or from the date of service of the notice from which the appeal is taken.

**R112.2 Membership of board:** The Olivette Planning and Community Design Commission established under Article II of Chapter 125, Sections 125.050 et seq., the Olivette Municipal Code shall serve as the Olivette Board of Building Appeals.

**R112.3 Hearing on appeal:** The board shall meet to hear an appeal upon notice from the chair within thirty (30) days of the filing of the appeal.

- (k) Section R113.4 is hereby repealed in its entirety and a new Section R113.4 is hereby adopted in lieu thereof as follows:

**R113.4 Violation penalties:** Any person who shall violate a provision of this code, or who shall fail to comply with any of the requirements thereof, or who shall erect, move, construct, alter, remove, demolish or repair a structure in a manner that is not in compliance with an approved plan or directive of the code official or of a permit or certificate issued under the provisions of this code, or who shall start any work requiring a permit without first obtaining the permit thereof, or who shall continue any work in or about a structure after having been served a stop work order, except such work as that person has been directed to perform to remove a violation or unsafe condition, or any owner or tenant of a building or premises, or any other person, who takes part or assists in any violation of this code or who has charge of any building, premises or part thereof in which such violation shall exist shall be guilty of a

misdemeanor punishable, upon conviction, by a fine of not more than one thousand dollars (\$1,000.00). Each day that a violation continues shall be deemed a separate offense.

(l) Add new Section R114.3 as follows:

**R114.3 Refusal to comply:** The code official shall revoke a permit in the case of refusals to comply with stop work orders.

(m) Table R301.2(1) Climatic and Geographic Design Criteria is hereby amended as follows:

|  |   |
|--|---|
| Ground Snow Load                               | 20  |
| Wind Design Speed <sup>d</sup>                 | 90 mph  |
| Topographical Effects <sup>k</sup>             | No  |
| Seismic Design Category <sup>f</sup>           | C   |
| Subject to Damage From Weathering <sup>a</sup> | Severe  |
| Frost Line Depth <sup>b</sup>                  | 30-inches                                       |
| Termites <sup>c</sup>                          | Moderate to Heavy                               |
| Winter Design Temp <sup>e</sup>                | 2° F  |
| Ice Barrier Underlayment Required              | Yes   |
| Flood Hazards                                  | Chapter 410: Floodplain Management of this Code |
| Air Freezing Index <sup>g</sup>                | 1,500 days                                      |
| Mean Annual Temp <sup>j</sup>                  | 54° F   |

(n) Section R401.3 to be renamed as "Site Grading and Drainage" with the following paragraph to be added to R401.3:

Storm water collected from roofs, paved areas, yard, courts and sub-soil drainage systems shall not be permitted to discharge onto flat areas of the site with the discharge point being closer than 10 feet from the closest lot line.

(o) A new Section R403.1.4.3 shall be inserted as follows:

**R403.1.4.3 Frost line.** The frost line is established at 30 inches below finished grade.

(p) A new Section R704 shall be inserted as follows:

**Section R704 Closing Existing Exterior Openings**

**R704.1 Permanent closure:** Doors, windows and other exterior wall openings shall not be closed up with permanent construction unless the new construction meets all requirements of this code for exterior wall construction.

**R704.2 Temporary closure, restricted:** Doors, windows and other exterior wall openings shall not be closed up or boarded up with temporary construction unless the code official makes a finding that such temporary closure is necessary to protect the public health, safety or welfare.

**R704.3 Temporary closure, standards:** Temporary closures permitted under this Section 508 shall consist of not less than ½ inch thick weather-resistant plywood coated with approved paint or protective coating to prevent deterioration, cut to fit within openings, securely nailed or screwed in place and securely braced.

## (2015 INTERNATIONAL EXISTING BUILDING CODE)

### Section 500.035 Amendments to the 2015 International Building Code.

The 2015 International Existing Building Code, First Printing, May 2014, adopted as provided for in Section 500.010 of the Municipal Code, is hereby amended as follows:

- (a) Section 101.1 is hereby amended by substituting "City of Olivette" for the words "(name of jurisdiction)".
- (b) Insert new Section 102.6 as follows:

**102.6 Matters not provided for:** Any requirements that are essential for the structural, fire or sanitary safety of an existing or proposed building or structure or for the safety of the occupants thereof, which are not specifically provided for by this code, shall be determined by the code official. The code official may invoke the requirements of the standards referenced and listed in Chapter 35 of this code in matters not provided for to secure the structural, fire or sanitary safety of a building or structure or the safety of the occupants.
- (c) Section 105.1.1 Annual Permit deleted without substitution.
- (d) Section 105.1.2 Annual Permit Records deleted without substitution.
- (e) Section 105.2 is repealed. Sections 105.2.1 through 105.2.7 to remain.
- (f) Add new Section 105.3.3 as follows:

**105.3.3 Rejected application:** Rejected applications will be held on file for sixty (60) days after the date of rejection. If the required information or corrections are not received within this period of time, the application shall be deemed to have been abandoned.
- (g) Add new Section 106.2.5.1 as follows:

**106.2.5.1 Drainage and discharge of stormwater.** The site plan shall provide sufficient detail to permit the code official to determine compliance with site grading and storm water drainage provisions of this code and of all applicable ordinances for the control of drainage and discharge of storm water.
- (h) Section 106.6 of IEBC to be replaced with new Section 106.6, Professional Architectural and Engineering Services.

#### **106.6 Professional Architectural and Engineering Services.**

**106.6.1 General:** The provisions of this Section 107.3.4 define the construction controls required for buildings involving professional architectural or engineering services and delineate the responsibilities of providers of such professional services during construction.

**106.6.1.1 Design and construction documents:** All design for new construction, alteration, repair, expansion, addition or modification work involving the practice of professional architecture or engineering, as defined by the statutory requirements of the professional registration laws of the State of Missouri, shall be prepared by registered design professionals certified by the Missouri Board for Architects, Professional Engineers and Land Surveyors. All construction documents required for a building permit application for such work shall be prepared by or under the direct supervision of a registered design professional, shall include the name, address and telephone number of the design professional, and shall bear the seal and signature of the design professional in accordance with Section 107.3.4.1.3 of this code.

Exceptions: The supervision, seal and signature of a professional architect or engineer shall not be required for the following unless the code official determines that public safety so requires:

1. Decks not exceeding four hundred (400) square feet in area or having a surface floor not exceeding four (4) feet at any point;
2. Above and below ground swimming pools;

3. Nonstructural changes to commercial or residential structures;
4. Accessory structures not exceeding two hundred fifty (250) square feet in area;
5. Satellite dishes;
6. Temporary structures as defined in Section 108.0 of this code.

**106.6.1.2 Shop drawing and samples:** The registered design professional whose seal is on the approved construction documents shall be responsible for review and approval of shop drawings and samples, as required by the approved construction documents for conformance to the design concept and compliance with this code. This review process may be contracted by the owner to another registered design professional licensed by the State of Missouri, should the original design professional not desire to provide such services.

**106.6.1.3 Application of seals and signatures:** All construction documents required by Subsection 106.6.1.1 of this code to bear the seal of a registered design professional shall bear seals and signatures in accordance with the following:

- a. The registered design professional for each discipline shall place his or her original embossed or wet ink seal and signature upon the cover sheet of each set of construction documents or on the front sheet of each discipline within each set of construction documents.
- b. In addition, all other sheets of the construction documents other than specifications or calculations shall bear the original embossed, wet ink or mechanically reproduced seals of the registered design professional.
- c. Any addenda or modification to the construction documents shall also bear an original seal and signature by the registered design professional. Such changes shall be clearly indicated.

**106.6.2 Special professional services:** When applications are filed for unusual designs or for a magnitude of construction either of which require construction document review or inspection services beyond the capacity of the code official, or where code reference standards in Chapter 35 of this code require special architectural or engineering inspections, the code official may require that the owner retain a properly qualified registered design professional to perform the services necessary for code compliance in addition to that provided in Subsection 106.6.1.2 of this code. The project representative shall keep daily records and submit reports as shall be required by the code official. Upon completion of the work, the registered design professional shall file a final report indicating whether all required inspections were performed and listing pertinent deviations from the requirements of this code or from the approved construction documents and the source of authority for such deviations.

**106.6.2.1 Building permit requirement:** The necessity for special professional services shall be determined by the code official prior to issuance of the building permit, unless postponed to a later date by the code official in writing. Refusal by the applicant to provide such services as required by the code official shall result in the denial of the permit.

**106.6.2.2. Fees and costs:** All fees and costs related to the performance of special inspection services shall be the responsibility of the owner.

**106.6.2.3 Visits to site:** When so directed by the code official, or when required by the special inspection provisions of this code, the registered design professional shall make visits to the site at intervals appropriate to the applicable stage of the construction to observe the progress and the quality of the work; to observe construction components requiring controlled materials; or to determine that the work is proceeding in accordance with the construction documents approved for the building permit. The registered design professional shall periodically submit reports to the code official showing the results of such periodic visits.

**106.6.3 Deferred submittals.** Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

- (i) Section 108.6 is hereby repealed and a new Section 108.6 is hereby adopted in lieu thereof as follows:

**108.6 Refunds:** No portion of any fee shall be returned to a permit holder in the case of a revocation of a building permit or a suspension, discontinuance or abandonment of work.

- (j) Section 109.6 in IBC is renumbered as 109.7 and a new Section 109.6 is inserted as follows:

**109.6 Extra Inspections:** In addition to the inspections normally provided, the code official may require that additional inspections or reinspections be conducted due to noncompliance with code requirements or due to work which is not ready for inspection or not accessible for inspection at the time of a scheduled inspection. Fees for such additional inspections shall be assessed when such inspections are conducted.

- (k) Section 112.0 is hereby repealed in its entirety and a new Section 112.0 "Means of Appeal" is hereby adopted in lieu thereof as follows:

#### **Section 112.0 Means of Appeal**

**112.1 Application for appeal:** Any owner or holder of a permit issued subject to this code shall have the right to appeal to the Board of Building Appeals established in Section 112.2 of this code from a decision of the code official in connection with such permit or from any notice issued in connection with this enforcement of this code. Appeals shall be based solely upon and shall state a claim: either (i) that the true intent of this code or the rules or regulations adopted pursuant to this code have been incorrectly interpreted, or (ii) that the provisions of this code do not apply, or (iii) that an equivalent form of construction can be used. Any appeal under this section shall be in writing, shall contain a statement of the grounds for the appeal and shall be filed in the office of the code official within twenty (20) days after the rendering of the decision or from the date of service of the notice from which the appeal is taken.

**112.2 Membership of board:** The Olivette Planning and Community Design Commission established under Article II of Chapter 125, Sections 125.050 et seq., of the Olivette Municipal Code shall serve as the Olivette Board of Building Appeals.

**112.3 Hearing on appeal:** The board shall meet to hear an appeal upon notice from the chair within thirty (30) days of the filing of the appeal.

- (l) Section 113.4 is hereby repealed in its entirety and a new section 113.4 is hereby adopted in lieu thereof as follows:

**113.4 Violation penalties:** Any person who shall violate a provision of this code, or who shall fail to comply with any of the requirements thereof, or who shall erect, move, construct, alter, remove, demolish or repair a structure in a manner that is not in compliance with an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, or who shall start any work requiring a permit without first obtaining the permit thereof, or who shall continue any work in or about a structure after having been served a stop work order, except such work as that person has been directed to perform to remove a violation or unsafe condition; or any owner or tenant of a building or premises, or any other person, who takes part or assists in any violation of this code or who has charge of any building, premises or part thereof in which such violation shall exist shall be guilty of a misdemeanor punishable, upon conviction, by a fine of not more than one thousand dollars (\$1,000.00). Each day that a violation continues shall be deemed a separate offense.

(m) Add new Section 114.4 as follows:

**114.4 Refusal to comply:** The code official shall revoke a permit in the case of refusals to comply with stop work orders.

(n) Section 1401.2 is hereby amended by substituting "July 1, 2016" for the words "(date to be inserted by the jurisdiction)".

**(2015 PROPERTY MAINTENANCE CODE)**

Section 500.040 Amendments to the International Property Maintenance Code.

The Property Maintenance Code adopted as provided for in Section 500.010 of this Article is hereby amended as follows:

- (a) Section 101.1 is hereby amended by substituting "City of Olivette" for the words "[name of jurisdiction]" and by inserting after the words "this code" the following paragraph:

The phrase "the ICC Electrical Code" wherever used in this code shall be deleted and the phrase "the Electrical Code as adopted by St. Louis County" shall be inserted in each such instance; the phrase "the International Plumbing Code" wherever used in this code shall be deleted and the phrase "the Plumbing Code as adopted by St. Louis County" shall be inserted in each such instance; the phrase "the International Building Code" wherever used in this code shall be deleted and the phrase "the Building Code of the City of Olivette" shall be inserted in each such instance; the phrase "the International Fire Code" wherever used in this code shall be deleted and the phrase "the Fire Code of the City of Olivette" shall be inserted in each such instance; and the phrase "the International Zoning Code" wherever used in this code shall be deleted and the phrase "the Zoning Code of the City of Olivette" shall be inserted in each such instance.

- (b) Section 103.1 is hereby repealed in its entirety and a new Section 103.1 is hereby substituted in lieu thereof as follows:

**103.1 Department of Property Maintenance Inspection defined.** The term "department of property maintenance inspection" as used in this code shall mean the Department Planning and Community Development of the City of Olivette.

- (c) Section 103.5 is hereby repealed in its entirety and a new Section 103.5 is hereby substituted in lieu thereof as follows:

**103.5 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicted in **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code.**

- (d) Section 106.4 is hereby repealed and a new Section 106.4 is hereby substituted in lieu thereof as follows:

**106.4 Penalties:** Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall install, alter or repair an existing building or structure in violation of an approved plan or directive of the code official or of a permit or certificate issued under the provisions of this code shall be guilty of a misdemeanor punishable by a fine of not more than one thousand dollars (\$1,000.00). Each day that a violation continues shall be deemed a separate offense.

- (e) Section 107.3 is hereby amended by inserting the words "of the owner(s) or the person(s) responsible" after the words "last known address".

- (f) Section 111 is hereby repealed in its entirety and a new Section 111, followed by a new Section 113, are hereby substituted in lieu thereof as follows:

**Section 111 Means of Appeal**

**111.1 Appeals to board of appeals.** Any person shall have the right to appeal a decision of the code official to the Board of Building Appeals as provided under Section 112.0 of the Building Code of the City of Olivette or Section R112 of the City of Olivette Residential Code, as applicable. Procedures and requirements of appeals brought under this Section shall be as set forth in Section 112.0 or Section R112 of the respective code of the City of Olivette, as amended.

**Section 113 Occupancy Permits and Fees**

**113.1 Occupancy permit required.** No person, firm or corporation shall occupy, permit the occupation of any building or addition or part thereof or of any dwelling unit therein for any purpose until a certificate of occupancy has been issued by the code official.

- (a) The code official shall issue the certificate of occupancy if the premises complies with the requirements of this code.
- (b) The certificate of occupancy shall specify the names of those persons who may occupy the building or addition or part thereof or the dwelling unit therein under the provisions of this code.
- (c) No certificate of occupancy shall issue until all required inspections have been made by the appropriate code official or officials.

These requirements apply to buildings owned by the original owner and to buildings in which ownership changes.

**103.2 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicted in **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code.**

**113.3 Violations.** It shall be unlawful for any person knowingly to make false statements in the application for certificate of occupancy. It shall be unlawful for any person to permit the occupancy of any building or addition or part thereof or of any dwelling unit therein by persons other than those named in the certificate of occupancy issued therefore. It shall be unlawful for the owner of any dwelling unit upon whom a notice of violation or compliance order has been served to sell, transfer, mortgage, lease or otherwise dispose of the dwelling unit until the provisions of the notice or compliance order have been satisfied or until the owner shall furnish a true copy of the notice of violation or compliance order to the purchaser, transferee, mortgagee, lessee or grantee. Any such purchaser, transferee, mortgagee, lessee or grantee having actual or constructive notice of a notice of violation or compliance order shall be bound by the notice of violation or compliance order as of the date of transfer without further service or notice. Violations of Section 112 shall be subject to the penalties provided in Section 106.4.

#### **Subsection 113.4 Single-Family Residential Rental Property.**

- (a) Definitions. When used in this Subsection, the following terms shall have the following meanings:
  - (1) Certificate of Rental Occupancy--A certificate issued at least annually by the code official indicating that a specified single-family residential rental property complies with the requirements of this Section.
  - (2) Housing Code--A local building, fire, health, property maintenance, nuisance or other ordinance which contains standards regulating the condition or maintenance of a single-family residential property.
  - (3) Owner/Operator--Any person or business entity in the business of renting or leasing one or more single-family residential rental properties.
  - (4) Owner/Occupant--Any person who owns and occupies as his or her primary residence a single-family residential property and who may temporarily rent said residence to another for less than one year, but not more than once during any five-year period.
- (b) Annual certificate required; scope; fees; violations.
  - (1) No Owner/Operator shall permit the occupation of a single-family residential rental property until an annual Certificate of Rental Occupancy has been issued by the code official. This Section shall not apply to Owner/Occupants.
  - (2) This Section shall not relieve Owner/Operators or tenants from obtaining certificates of occupancy as otherwise may be required by Section 113.1 hereof.
  - (3) **Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicted in **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code.**

- (4) It shall be unlawful for any Owner/Operator to knowingly make false statements in an application for a Certificate of Rental Occupancy or to violate any provision of this Section 112.4. Violations shall be subject to the penalties provided in Section 106.4 hereof.
- (c) Application for certificate; Owner/Operator obligations.
- (1) No Certificate of Rental Occupancy shall be issued unless the Owner/Operator has first made application for inspection, the completed application form is accompanied by the payment of an inspection fee, and an inspection establishes that the single-family residential property complies with the Housing Code and the requirements of this Section.
  - (2) The code official shall issue the Certificate of Rental Occupancy if the property complies with the requirements of the Housing Code. Every Certificate of Rental Occupancy for a single-family residential rental property shall be issued for a period of one year. The Certificate of Rental Occupancy shall specify the names of those persons who may occupy the single-family residence under the provisions of the Housing Code and this Section 113.4.
  - (3) After obtaining an initial Certificate of Rental Occupancy the Owner/Operator shall apply for an annual inspection no more than sixty (60) days and no less than thirty (30) days prior to the expiration of any current Certificate of Rental Occupancy.
  - (4) The application shall include such relevant information deemed necessary by the code official, including:
    - (i) the name and address of the Owner/Operator,
    - (ii) the names of the current or prospective tenants/occupants; and
    - (iii) if the Owner/Operator does not reside or have a place of business in the City of St. Louis or St. Louis County, a designation of an agent who shall either reside or have a place of business in the City of St. Louis or St. Louis County and who shall be authorized to accept service of notice of violation of the provisions of this Section 113.4 and for service of any necessary process. Said agent may act on behalf of an Owner/Operator to meet the obligations of the Owner/Operator imposed by this Section.
- (d) Inspections and compliance.
- (1) The code official shall provide notice to the Owner/Operator or the tenant/occupant of the time and date of the inspection required by this Section. If the Owner/Operator or the tenant/occupant refuses to consent to the code official's inspection, the code official shall apply to the Olivette Municipal Court for an administrative search warrant as provided in Section 135.110 of the Municipal Code of Olivette.
  - (2) If the inspection reveals conditions or practices that violate the Housing Code, the Owner/Operator shall be served with notice of same by first class United States mail at their last known address according to the records of the City of Olivette. Such notice shall state:
    1. A description of the property registered;
    2. A description of the code violations found on the property; and
    3. A reasonable time allowed for correction of any violation cited.
  - (3) At the end of the time allowed for correction of any violation cited, the code official shall reinspect the property to determine whether the property complies with the Housing Code. If the property so complies, the code official shall issue the Certificate of Rental Occupancy.

(4) If any cited violations have not been corrected in the time allowed, the Certificate of Rental Occupancy shall be denied and existing code violations shall be prosecuted. An Owner/Operator shall be required to reapply for a Certificate of Rental Occupancy after correcting any cited violation.

(e) Revocation of Certificates of Rental Occupancy. A Certificate of Rental Occupancy may be revoked by the code official for non-compliance with the Housing Code. In the event of such non-compliance the Owner/Operator shall be served with notice of same by first class United States mail at their last known address according to the records of the City of Olivette. Such notice shall state:

1. A description of the property registered;
2. A description of the code violations found on the property; and
3. A reasonable time allowed for correction of any violation cited.

If any cited violations have not been corrected within the time allowed, the Certificate of Rental Occupancy shall be revoked and existing code violations shall be prosecuted.

(f) Code official discretion. Notwithstanding anything herein to the contrary, the code official, in his or her discretion, may grant reasonable extensions of time consistent with this Section for the correction of any code violations provided herein.

The City Manager is authorized and directed to take such action as may be reasonable and necessary to inform Owner/Operators, as defined in Subsection 113.4 hereof, of the requirements of this Section.

(g) Section 302 is hereby amended by adding and amending as follows:

Section 302.4 to be amended to identify 7" in height

Addendum: Add new Sections 302.10 and 302.11 as follows:

**302.10 Yards:** All unpaved areas, which are not covered by grass or vegetation, shall be treated to prevent dust or the blowing or scattering of dust particles into the air. All trees, bushes or vegetation located on private property, which overhangs a street, shall be properly trimmed to avoid obstruction of the view of traffic. All dead or damage plant materials located on private property shall be promptly removed.

**Section 302.11** Storm drainage discharge on grade: Storm water collected from roofs, paved areas, yard, courts and sub-soil drainage systems serving one- and two-family dwellings, and in other locations where approved, shall be permitted to discharge onto flat areas of the site provided the discharge is located at least 10 feet from the closest lot line.

(h) Section 304.14 is hereby amended by substituting "June 1 to August 31" for the words "[DATE] to [DATE]".

(i) Section 602.3 is hereby amended by substituting "September 1 to May 31" for the words "[DATE] to [DATE]".

(j) Section 602.4 is hereby amended by substituting "September 1 to May 31" for the words "[DATE] to [DATE]".

(k) Section 703 is hereby amended by adding thereto a new Section 703.3 as follows:

**703.3 Attached garages:** Private garages located beneath a dwelling shall have walls, partitions, floors and ceilings constructed of not less than one (1) hour fire-resistance rating separating the garage space from the dwelling. Private garages attached to a dwelling shall be completely separated from the dwelling including the attic area by means of one-half (½) inch gypsum board or equivalent applied to the garage and taped at the joints. Door opening protectives on all doors leading from any attached garage to a dwelling shall be a minimum of one and three-eighths inch (1 ⅜") solid core doors or equivalent.

**Division 3: General Provisions****Section 500.060 Definitions.**

For purposes of this Division, the terms below shall be defined as follows:

**BUILDING OFFICIAL**

The term "Building Official" as used in Section 500.010 hereof shall be construed as meaning the Building Official as established by Section 120.070 hereof, unless context otherwise requires.

**CODE OFFICIAL**

The Building Official as established by Section 120.070 of the Municipal Code.

**CONTRACTOR**

Any person, partnership, limited liability company or corporation hired or retained by the owner or the owner's employee, representative or agent to perform any service governed or regulated by this Chapter.

**OWNER**

Any person, agent, firm or corporation having legal or equitable interest in the property.

**Section 500.070 Permits Required—Contractor—Commencement or Work Prohibited Prior to Issuance—Penalty For Violation.**

- A. No owner shall construct, enlarge, alter or demolish any building or structure in which such owner has a legal or equitable interest; change the occupancy of any such building or structure requiring greater strength, exitway or sanitary provisions; change the use of such building or structure; install or alter any equipment at such building or structure; or cause any act for which provision is made or which is regulated by the Building Code, including all amendments and additions thereto, without first obtaining a permit thereafter from the Building Official, except that ordinary repairs as defined in the Building Code which do not involve violation thereof shall be exempt from this requirement.
- B. No contractor shall commence any work for which provision is made or which is regulated by the Building Code, including all amendments and additions thereto, by the Electrical Code or by the Plumbing Code prior to the issuance of all required permits. Any contractor who shall commence or continue any such work prior to the issuance of all required permits shall be deemed guilty of a misdemeanor and upon conviction therefor shall be fined not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) for each such offense. Each day that such violation continues shall be deemed a separate offense.

**Section 500.080 Work Commencing Before Permit Issuance.**

If the Code Official determines that a person has commenced work before obtaining a construction permit required by law, the Code Official shall issue a stop work order and no additional work shall be authorized until an application for a building permit is received (including all required construction documentation), the building permit application is reviewed, the building permit application is approved and all required permit fees are paid in full. Any person who commences any work before obtaining the necessary permit(s) shall be subject to an enhancement of one hundred percent (100%) of the usual permit fee, in addition to the required permit fee, to defray the City's additional costs of code enforcement. The Director of Public Services may reduce the enhanced fee if circumstances so require.

**Section 500.090 Satisfaction of Delinquent Taxes, Assessments Required.**

Notwithstanding any other provision of the Municipal Code, no permit required under the Building Code, the Electrical Code or the Plumbing Code shall be issued in respect of any property on which taxes, including, without limitation, special taxes, special assessments or other fees owed to the City of Olivette, are delinquent, until satisfaction of such delinquency. For purposes of this Section, the term "delinquent" with respect to property taxes, special taxes and special assessments shall have the same meaning and use as that term is used in Section 140.010, RSMo., or successor enactments; the term "delinquent" with respect to fees shall mean any fee due and remaining unpaid.

**Section 500.1000 Permitted Hours of Construction.**

Work authorized by a permit shall be performed between the hours of 7:00 A.M. and 7:00 P.M. Monday through Saturday, unless the permittee obtains written consent from the Building Official to

do the work at an earlier or later hour. Such permission shall be granted only in case of an emergency.

### Section 500.110 Permit and Inspection Fees.

- A. Before issuance of a building permit, a permit fee shall be paid in accordance with the appropriate following schedule based on the total cost of construction.
1. Determining total cost of construction. The total cost of construction shall be calculated by one (1) of the following ways:
    - a. Whenever practical, by multiplying the total floor area of the structure in square feet by an appropriate square foot cost rate; or
    - b. By utilizing current, commonly accepted unit cost figures to the various components in a commonly accepted manner; or
    - c. By submitting to the Code Official a bona fide contract or any affidavit of the owner of the building structure or project, in which the total cost of construction, including site improvements related to the permit, is verified by the applicant and owner. The Code Official is authorized to accept a bona fide cost amount of subcontract for each specialized trade or discipline of construction
  2. Residential construction permit fees. Fees for a building permit and inspections of residential construction, of new structures, alterations and additions to one- and two-family residential structures, residential swimming pools, accessory structures and all other miscellaneous residential construction not otherwise specified in this Chapter shall be determined by the fee rates **under Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code** based on the total estimated cost of construction as described **within**.
  3. Commercial and industrial construction permit fees. The fee for a building permit and inspections of commercial and industrial construction, including signage, shall be determined by the fee rates **under Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code** based on the total estimated cost of construction as described **within**.
  4. Other construction fees shall be determined by the fee rates under **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code**.

### Section 500.120 Administrative and Enforcement Fees.

Fees for administrative activities necessary for the enforcement of the following duties of the Building Department of the City of Olivette shall be charged as listed under the **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code**:

### Section 500.130 Completion Deposits.

- A. Deposit Required. Each applicant for a building permit for the construction, alteration or repair of any building or structure shall be required by the Director of Public Services, before such permit is issued, to make a cash deposit with the City with respect to the proposed work to insure completion of the work and compliance with all codes, approved plans and other building requirements as provided herein. The amount of said deposit shall be listed under **Schedule I Fees of Title V: Building and Construction of the Olivette Municipal Code**:
- B. Use And Release Of Deposit.
1. All such funds shall be deposited by the City and the City shall document the use, replacement or release of such funds, as deposited by each applicant, according to generally accepted accounting principles.
  2. The City may use an applicant's deposited funds to ensure compliance with all codes, approved plans or building or other legal requirements applicable to the applicant, the owner or the property, including, but not limited to:
    - a. When a residential construction site has been substantially inactive for a period of thirty (30) consecutive days, then the deposited funds may be used to secure the structure, to remove debris and construction materials from the exterior of the structure and to remediate any threat to public health or safety; and

- b. To pay any outstanding obligations, taxes or special assessments owed to the City. Prior to using such funds, the City shall provide the applicant with written notice identifying the deficiency and the City's intent to correct or address the deficiency through the use of the deposited funds and the City shall allow the applicant a minimum of seven (7) days within which to cure the deficiency. If the City so utilizes the deposited funds, the applicant shall be obligated to deposit a sum equal to the amount so used so as to maintain full funding of the required deposit.
3. Upon final inspection by the City and satisfactory completion of all required work by the applicant, the deposit shall be released in favor of the applicant.
4. Failure of the applicant to make a timely request for a final inspection and obtain final approval shall result in forfeiture to the City of any funds deposited in escrow in connection with the permit if the failure continues after thirty (30) days' written notice sent by certified mail to the last known address of the applicant.
5. Unless the applicant applies in writing for segregated investment of a completion deposit at the time of permit application, an escrow deposit may be invested by the City with other municipal funds and any income derived therefrom may be used for general revenue purposes at any time. If the applicant applies by timely signed writing for segregated investment of its escrow deposit, the City shall segregate such funds and invest them in the same manner as allowed for municipal funds, to the extent practicable given the amount of the escrow; however, no return is assured and the City shall have no liability whatsoever other than to pay any income actually derived from such investment in the event of return of such escrow deposit. In the event of a forfeiture of an escrowed completion deposit, any income from the segregated investment shall also be forfeited.

C. Appeals.

1. Any applicant aggrieved by the administration of this program shall file a written appeal to the City Manager within ten (10) days of the decision appealed from. The City Manager shall issue a written determination of the appeal within five (5) business days of the applicant's appeal, unless circumstances prevent a timely determination, in which case the determination shall be made as soon as reasonably possible.
2. In the event the applicant believes that the City Manager improperly denied such an appeal, the applicant must make a written notice of appeal to the City Council. The Council shall hold a hearing, affording the applicant notice and an opportunity to be heard and to offer evidence. The City Council shall determine the merits of the appeal, in writing, within thirty (30) days of the hearing.

**Section 500.140 Seismic Design Standards.**

- A. Any new construction or major structural renovation, all buildings upon which construction was begun after January 1, 1994 for which leases are executed by political subdivisions of the State of Missouri and all buildings upon which construction was begun after January 1, 1994 for which leases are executed by the State of Missouri or any institution of higher education shall comply with the standards for seismic design and construction of the latest editions of the Building Officials and Code Administrators Code or of the Uniform Building Code.
- B. As used in this Section, the term "major structural renovation" shall mean any reconstruction, rehabilitation, addition or other improvement of an existing structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure before the start of construction of the major structural renovation.
- C. This Section shall not apply to any building owned by the State of Missouri, any institution of higher education or any political subdivision upon which construction was begun or finished before August 28, 1991 or to any single-family or duplex residence.

**Section 500.150 Penalty for Violation.**

Except as otherwise provided by law, any person found guilty of violating any provision of the technical codes adopted herein shall be punishable by a fine not exceeding one thousand dollars (\$1,000.00) or by imprisonment for a period not to exceed ninety (90) days, or by both such fine and imprisonment.

**TITLE V: BUILDING AND CONSTRUCTION**  
**SCHEDULE I: FEES**

**Table 1-A.** Residential, single family and two-family attached, Construction Permit Fees.

- 1. Fences:**  
 Minor repair \$35  
 New installation and replacement: \$75, plus \$10 for each 100 lineal feet of fencing
- 2. All other residential construction fees:** (excluding demolition and administrative enforcement fees).

| RESIDENTIAL CONSTRUCTION PERMIT FEE SCHEDULE |    |              |   |    |              |   |     |              |   |     |              |
|--|----|--------------|---|----|--------------|---|-----|--------------|---|-----|--------------|
| Total Cost<br>(Thousands of<br>Dollars)      |    | Total<br>Fee | Total Cost<br>(Thousands of<br>Dollars) |    | Total<br>Fee | Total Cost<br>(Thousands of<br>Dollars) |     | Total<br>Fee | Total Cost<br>(Thousands of<br>Dollars) |     | Total<br>Fee |
| Up to  | 1  | \$86         | Up to                                   | 32 | \$226        | Up to                                   | 86  | \$434        | Up to                                   | 240 | \$1,016      |
| Up to  | 2  | \$95         | Up to                                   | 33 | \$226        | Up to                                   | 88  | \$443        | Up to                                   | 250 | \$1,055      |
| Up to  | 3  | \$106        | Up to                                   | 34 | \$235        | Up to                                   | 90  | \$459        | Up to                                   | 260 | \$1,085      |
| Up to  | 4  | \$119        | Up to                                   | 35 | \$235        | Up to                                   | 92  | \$467        | Up to                                   | 270 | \$1,123      |
| Up to  | 5  | \$137        | Up to                                   | 36 | \$242        | Up to                                   | 94  | \$473        | Up to                                   | 280 | \$1,156      |
| Up to  | 6  | \$150        | Up to                                   | 37 | \$243        | Up to                                   | 96  | \$482        | Up to                                   | 290 | \$1,193      |
| Up to  | 7  | \$156        | Up to                                   | 38 | \$248        | Up to                                   | 98  | \$490        | Up to                                   | 300 | \$1,225      |
| Up to  | 8  | \$173        | Up to                                   | 39 | \$250        | Up to                                   | 100 | \$498        | Up to                                   | 310 | \$1,264      |
| Up to  | 9  | \$178        | Up to                                   | 40 | \$258        | Up to                                   | 105 | \$512        | Up to                                   | 320 | \$1,294      |
| Up to  | 10 | \$181        | Up to                                   | 42 | \$266        | Up to                                   | 110 | \$536        | Up to                                   | 330 | \$1,325      |
| Up to  | 11 | \$181        | Up to                                   | 44 | \$274        | Up to                                   | 115 | \$551        | Up to                                   | 340 | \$1,362      |
| Up to  | 12 | \$181        | Up to                                   | 46 | \$280        | Up to                                   | 120 | \$575        | Up to                                   | 350 | \$1,395      |
| Up to  | 13 | \$181        | Up to                                   | 48 | \$289        | Up to                                   | 125 | \$589        | Up to                                   | 360 | \$1,432      |
| Up to  | 14 | \$181        | Up to                                   | 50 | \$296        | Up to                                   | 130 | \$614        | Up to                                   | 370 | \$1,463      |
| Up to  | 15 | \$181        | Up to                                   | 52 | \$303        | Up to                                   | 135 | \$628        | Up to                                   | 380 | \$1,493      |
| Up to  | 16 | \$182        | Up to                                   | 54 | \$319        | Up to                                   | 140 | \$652        | Up to                                   | 390 | \$1,535      |
| Up to  | 17 | \$187        | Up to                                   | 56 | \$319        | Up to                                   | 145 | \$667        | Up to                                   | 400 | \$1,565      |
| Up to  | 18 | \$187        | Up to                                   | 58 | \$328        | Up to                                   | 150 | \$689        | Up to                                   | 420 | \$1,627      |
| Up to  | 19 | \$195        | Up to                                   | 60 | \$334        | Up to                                   | 155 | \$706        | Up to                                   | 440 | \$1,695      |
| Up to  | 20 | \$195        | Up to                                   | 62 | \$342        | Up to                                   | 160 | \$721        | Up to                                   | 460 | \$1,771      |
| Up to  | 21 | \$195        | Up to                                   | 64 | \$349        | Up to                                   | 165 | \$745        | Up to                                   | 480 | \$1,828      |
| Up to  | 22 | \$195        | Up to                                   | 66 | \$359        | Up to                                   | 170 | \$762        | Up to                                   | 500 | \$1,889      |
| Up to  | 23 | \$195        | Up to                                   | 68 | \$366        | Up to                                   | 175 | \$784        | Up to                                   | 520 | \$1,951      |
| Up to  | 24 | \$203        | Up to                                   | 70 | \$373        | Up to                                   | 180 | \$800        | Up to                                   | 540 | \$2,020      |
| Up to  | 25 | \$203        | Up to                                   | 72 | \$381        | Up to                                   | 185 | \$814        | Up to                                   | 560 | \$2,084      |
| Up to  | 26 | \$213        | Up to                                   | 74 | \$390        | Up to                                   | 190 | \$835        | Up to                                   | 580 | \$2,145      |
| Up to  | 27 | \$213        | Up to                                   | 76 | \$397        | Up to                                   | 195 | \$853        | Up to                                   | 600 | \$2,206      |
| Up to  | 28 | \$217        | Up to                                   | 78 | \$404        | Up to                                   | 200 | \$869        | Up to                                   | 620 | \$2,269      |
| Up to  | 29 | \$217        | Up to                                   | 80 | \$411        | Up to                                   | 210 | \$908        | Up to                                   | 640 | \$2,330      |
| Up to  | 30 | \$217        | Up to                                   | 82 | \$421        | Up to                                   | 220 | \$947        | Up to                                   | 660 | \$2,391      |
| Up to  | 31 | \$226        | Up to                                   | 84 | \$428        | Up to                                   | 230 | \$982        | Up to                                   | 680 | \$2,455      |

A building permit fee for residential construction with a total estimated cost of construction in excess of six hundred eighty dollars (\$680,000.00) shall be computed at the rate of three dollars sixty cents (\$3.60) per thousand of the total estimated cost of construction.

**Table 1-B. Commercial, Industrial, and Multi-family Construction Permit Fees.**

**1. Commercial, Industrial, and Multi-family Construction Permit Fees: (excluding demolition and administrative enforcement fees.)**

| COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY CONSTRUCTION PERMIT FEE SCHEDULE |    |           |                                   |     |           |                                   |     |           |                                   |       |           |
|---|----|-----------|-----------------------------------|-----|-----------|-----------------------------------|-----|-----------|-----------------------------------|-------|-----------|
| Total Cost (Thousands of Dollars)   |    | Total Fee | Total Cost (Thousands of Dollars) |     | Total Fee | Total Cost (Thousands of Dollars) |     | Total Fee | Total Cost (Thousands of Dollars) |       | Total Fee |
| Up to   | 1  | \$86      | Up to                             | 42  | \$390     | Up to                             | 155 | \$1,068   | Up to                             | 600   | \$3,376   |
| Up to   | 2  | \$114     | Up to                             | 44  | \$402     | Up to                             | 160 | \$1,093   | Up to                             | 620   | \$3,472   |
| Up to   | 3  | \$133     | Up to                             | 46  | \$412     | Up to                             | 165 | \$1,148   | Up to                             | 640   | \$3,568   |
| Up to   | 4  | \$153     | Up to                             | 48  | \$427     | Up to                             | 170 | \$1,151   | Up to                             | 660   | \$3,663   |
| Up to   | 5  | \$187     | Up to                             | 50  | \$437     | Up to                             | 175 | \$1,188   | Up to                             | 680   | \$3,758   |
| Up to   | 6  | \$213     | Up to                             | 52  | \$450     | Up to                             | 180 | \$1,212   | Up to                             | 700   | \$3,854   |
| Up to   | 7  | \$223     | Up to                             | 54  | \$472     | Up to                             | 185 | \$1,235   | Up to                             | 720   | \$3,949   |
| Up to   | 8  | \$246     | Up to                             | 56  | \$473     | Up to                             | 190 | \$1,271   | Up to                             | 740   | \$4,044   |
| Up to   | 9  | \$257     | Up to                             | 58  | \$484     | Up to                             | 195 | \$1,294   | Up to                             | 760   | \$4,139   |
| Up to   | 10 | \$260     | Up to                             | 60  | \$498     | Up to                             | 200 | \$1,318   | Up to                             | 780   | \$4,234   |
| Up to   | 11 | \$260     | Up to                             | 62  | \$509     | Up to                             | 210 | \$1,378   | Up to                             | 800   | \$4,331   |
| Up to   | 12 | \$260     | Up to                             | 64  | \$521     | Up to                             | 220 | \$1,437   | Up to                             | 820   | \$4,425   |
| Up to   | 13 | \$260     | Up to                             | 68  | \$532     | Up to                             | 230 | \$1,492   | Up to                             | 840   | \$4,507   |
| Up to   | 14 | \$260     | Up to                             | 70  | \$545     | Up to                             | 240 | \$1,545   | Up to                             | 860   | \$4,603   |
| Up to   | 15 | \$260     | Up to                             | 72  | \$557     | Up to                             | 250 | \$1,604   | Up to                             | 880   | \$4,697   |
| Up to   | 16 | \$261     | Up to                             | 74  | \$569     | Up to                             | 260 | \$1,651   | Up to                             | 900   | \$4,793   |
| Up to   | 17 | \$261     | Up to                             | 76  | \$580     | Up to                             | 270 | \$1,712   | Up to                             | 920   | \$4,877   |
| Up to   | 18 | \$270     | Up to                             | 78  | \$593     | Up to                             | 280 | \$1,759   | Up to                             | 940   | \$4,971   |
| Up to   | 19 | \$284     | Up to                             | 80  | \$604     | Up to                             | 290 | \$1,819   | Up to                             | 960   | \$5,066   |
| Up to   | 20 | \$284     | Up to                             | 82  | \$616     | Up to                             | 300 | \$1,864   | Up to                             | 980   | \$5,151   |
| Up to   | 21 | \$284     | Up to                             | 84  | \$628     | Up to                             | 310 | \$1,887   | Up to                             | 1,000 | \$5,245   |
| Up to   | 22 | \$284     | Up to                             | 86  | \$640     | Up to                             | 320 | \$1,975   | Total Cost in Millions (\$)       |       |           |
| Up to   | 23 | \$284     | Up to                             | 88  | \$652     | Up to                             | 330 | \$2,019   | Up to                             | 1.1   | \$5,673   |
| Up to   | 24 | \$295     | Up to                             | 90  | \$664     | Up to                             | 340 | \$2,078   | Up to                             | 1.2   | \$6,110   |
| Up to   | 25 | \$295     | Up to                             | 92  | \$687     | Up to                             | 350 | \$2,127   | Up to                             | 1.3   | \$6,549   |
| Up to   | 26 | \$307     | Up to                             | 94  | \$699     | Up to                             | 360 | \$2,186   | Up to                             | 1.4   | \$6,976   |
| Up to   | 27 | \$307     | Up to                             | 96  | \$712     | Up to                             | 370 | \$2,235   | Up to                             | 1.5   | \$7,402   |
| Up to   | 28 | \$319     | Up to                             | 98  | \$723     | Up to                             | 380 | \$2,281   | Up to                             | 1.6   | \$7,828   |
| Up to   | 29 | \$319     | Up to                             | 100 | \$736     | Up to                             | 390 | \$2,341   | Up to                             | 1.7   | \$8,244   |
| Up to   | 30 | \$319     | Up to                             | 105 | \$746     | Up to                             | 400 | \$2,389   | Up to                             | 1.8   | \$8,659   |
| Up to   | 31 | \$330     | Up to                             | 110 | \$771     | Up to                             | 420 | \$2,485   | Up to                             | 1.9   | \$9,074   |
| Up to   | 32 | \$330     | Up to                             | 115 | \$806     | Up to                             | 440 | \$2,592   | Up to                             | 2.0   | \$9,487   |
| Up to   | 33 | \$330     | Up to                             | 120 | \$829     | Up to                             | 460 | \$2,687   | Up to                             | 2.1   | \$9,889   |
| Up to   | 34 | \$342     | Up to                             | 125 | \$866     | Up to                             | 480 | \$2,794   | Up to                             | 2.2   | \$10,293  |
| Up to   | 35 | \$342     | Up to                             | 130 | \$889     | Up to                             | 500 | \$2,889   | Up to                             | 2.3   | \$10,697  |
| Up to   | 36 | \$353     | Up to                             | 135 | \$927     | Up to                             | 520 | \$2,985   | Up to                             | 2.4   | \$11,099  |
| Up to   | 38 | \$354     | Up to                             | 140 | \$950     | Up to                             | 540 | \$3,093   | Up to                             | 2.5   | \$11,502  |
| Up to   | 39 | \$366     | Up to                             | 145 | \$985     | Up to                             | 560 | \$3,186   | Up to                             | 2.6   | \$11,894  |
| Up to   | 40 | \$368     | Up to                             | 150 | \$1,009   | Up to                             | 580 | \$3,283   | Up to                             | 2.7   | \$12,282  |

| COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY<br>CONSTRUCTION PERMIT FEE SCHEDULE<br>(Continued) |     |          |       |      |          |       |      |           |       |      |           |
|---|-----|----------|-------|------|----------|-------|------|-----------|-------|------|-----------|
| Up to   | 2.8 | \$12,673 | Up to | 8.0  | \$31,360 | Up to | 20.5 | \$73,646  | Up to | 36.0 | \$129,083 |
| Up to   | 2.9 | \$13,066 | Up to | 8.2  | \$32,036 | Up to | 21.0 | \$75,440  | Up to | 36.5 | \$130,876 |
| Up to   | 3.0 | \$13,457 | Up to | 8.4  | \$32,710 | Up to | 21.5 | \$77,239  | Up to | 37.0 | \$132,668 |
| Up to   | 3.1 | \$13,849 | Up to | 8.6  | \$33,386 | Up to | 22.0 | \$79,030  | Up to | 37.5 | \$134,459 |
| Up to   | 3.2 | \$14,227 | Up to | 8.8  | \$34,050 | Up to | 22.5 | \$80,828  | Up to | 38.0 | \$136,252 |
| Up to   | 3.3 | \$14,607 | Up to | 9.0  | \$34,712 | Up to | 23.0 | \$82,621  | Up to | 38.5 | \$138,044 |
| Up to   | 3.4 | \$14,999 | Up to | 9.2  | \$35,377 | Up to | 23.5 | \$84,419  | Up to | 39.0 | \$139,836 |
| Up to   | 3.5 | \$15,377 | Up to | 9.4  | \$36,041 | Up to | 24.0 | \$86,212  | Up to | 39.5 | \$141,630 |
| Up to   | 3.6 | \$15,748 | Up to | 9.6  | \$36,703 | Up to | 24.5 | \$88,010  | Up to | 40.0 | \$143,179 |
| Up to   | 3.7 | \$16,122 | Up to | 9.8  | \$37,367 | Up to | 25.0 | \$89,792  | Up to | 40.5 | \$144,971 |
| Up to   | 3.8 | \$16,502 | Up to | 10.0 | \$38,019 | Up to | 25.5 | \$91,601  | Up to | 41.0 | \$146,757 |
| Up to   | 3.9 | \$16,871 | Up to | 10.5 | \$39,653 | Up to | 26.0 | \$93,394  | Up to | 41.5 | \$148,549 |
| Up to   | 4.0 | \$17,249 | Up to | 11.0 | \$41,277 | Up to | 26.5 | \$95,192  | Up to | 42.0 | \$150,335 |
| Up to   | 4.2 | \$17,983 | Up to | 11.5 | \$42,888 | Up to | 27.0 | \$96,984  | Up to | 42.5 | \$152,128 |
| Up to   | 4.4 | \$18,728 | Up to | 12.0 | \$44,500 | Up to | 27.5 | \$98,782  | Up to | 43.0 | \$153,915 |
| Up to   | 4.6 | \$19,453 | Up to | 12.5 | \$46,087 | Up to | 28.0 | \$100,575 | Up to | 43.5 | \$155,707 |
| Up to   | 4.8 | \$20,188 | Up to | 13.0 | \$47,676 | Up to | 28.5 | \$102,373 | Up to | 44.0 | \$157,493 |
| Up to   | 5.0 | \$20,909 | Up to | 13.5 | \$49,250 | Up to | 29.0 | \$104,166 | Up to | 44.5 | \$159,286 |
| Up to   | 5.2 | \$21,634 | Up to | 14.0 | \$50,826 | Up to | 29.5 | \$105,969 | Up to | 45.0 | \$161,072 |
| Up to   | 5.6 | \$22,343 | Up to | 14.5 | \$52,390 | Up to | 30.0 | \$107,574 | Up to | 45.5 | \$162,865 |
| Up to   | 5.8 | \$23,055 | Up to | 15.0 | \$53,942 | Up to | 30.5 | \$109,366 | Up to | 46.0 | \$164,650 |
| Up to   | 6.0 | \$23,765 | Up to | 15.5 | \$55,784 | Up to | 31.0 | \$111,160 | Up to | 46.5 | \$166,443 |
| Up to   | 6.2 | \$24,463 | Up to | 16.0 | \$57,583 | Up to | 31.5 | \$112,952 | Up to | 47.0 | \$168,229 |
| Up to   | 6.4 | \$25,174 | Up to | 16.5 | \$59,380 | Up to | 32.0 | \$114,745 | Up to | 48.5 | \$170,022 |
| Up to   | 6.6 | \$25,875 | Up to | 17.0 | \$61,180 | Up to | 32.5 | \$116,537 | Up to | 49.0 | \$171,809 |
| Up to   | 6.8 | \$26,549 | Up to | 17.5 | \$62,977 | Up to | 33.0 | \$118,328 | Up to | 49.5 | \$173,600 |
| Up to   | 7.0 | \$27,260 | Up to | 18.0 | \$64,776 | Up to | 33.5 | \$120,121 | Up to | 50   | \$175,387 |
| Up to   | 7.2 | \$27,947 | Up to | 18.5 | \$66,575 | Up to | 34.0 | \$121,913 |       |      |           |
| Up to   | 7.4 | \$28,634 | Up to | 19.0 | \$68,373 | Up to | 34.5 | \$123,705 |       |      |           |
| Up to   | 7.6 | \$29,321 | Up to | 19.5 | \$70,171 | Up to | 35.0 | \$125,498 |       |      |           |
| Up to   | 7.8 | \$30,002 | Up to | 20.0 | \$71,849 | Up to | 35.5 | \$127,291 |       |      |           |

A building permit fee for commercial, industrial, and multi-family construction with a total estimated cost of construction in excess of fifty million dollars (\$50,000,000.00) shall be computed at the rate of three dollars sixty cents (\$3.60) per thousand of the total estimated cost of construction.

**Table 1-C. Explanation of permit fees—minimum and additional fees.**

The standard permit processing fee, plan review fee and one (1) inspection fee are all included in the total fee shown in Table 1-A and 1-B. The minimum total permit fee shall be fifty dollars (\$85.00) where no plan review is required. For each additional inspection required for compliance with this Chapter, an additional fee of thirty-five dollars (\$35.00) shall be paid before issuance of a certificate of use and occupancy. Such additional inspections may include those required as a result of unusual or complicated construction as determined by the Code Official or those resulting from non-compliance, unreadiness, lock-out or similar circumstances.

**Table 1-D. Demolition Permit Fees.**

**1. Demolition permit fees.**

|  |       |
|--|-------|
| Accessory structure 400 sf. or less:   | \$75  |
| Accessory structure greater than 400 sf., and partial home demolition:   | \$150 |
| Existing home and improvements (per structure):  | \$200 |
| In-ground swimming pool:   | \$125 |
| Interior demolition permit fees. Fees for an interior demolition permit where applied for separate from a building permit: | \$75  |

All other structures. Fees for a demolition permit shall be forty cents (\$0.45) for each one hundred (100) cubic feet of demolished structure. The minimum total permit fee shall be one hundred fifty dollars (\$150.00).

**Table 1-E. Administrative and Enforcement Fees**

Fees for administrative activities necessary for the enforcement of the following duties of the Building Department of the City of Olivette shall be charged as listed in the following table:

|                                   | Administrative Fees         |                              |
|-----------------------------------|-----------------------------|------------------------------|
| Permit extension                  | \$35.00                     |                              |
| Partial permit                    | \$85.00                     | Plus normal fee and deposits |
| Addendum to issued permit         | \$85.00 plus revised costs  |                              |
| Extra inspection                  | \$35.00                     |                              |
| Occupancy—new structure           |                             | No charge—included in permit |
| Temporary occupancy—commercial    | \$100.00 limited to 30-days |                              |
| Temporary occupancy—single-family | \$75.00, limited to 30-days |                              |
| Appeal filing fee                 | \$150.00                    |                              |
| Moving of building                | \$75.00 plus regular permit |                              |

**Table 1-F. Completion Deposits.**

Deposit Required. Each applicant for a building permit for the construction, alteration or repair of any building or structure shall be required by the Director of Public Services, before such permit is issued, to make a cash deposit with the City with respect to the proposed work to insure completion of the work and compliance with all codes, approved plans and other building requirements as provided herein. The amount of said deposit shall be:

|   |            |
|---|------------|
| New single-family and attached single-family residence  | \$5,000.00 |
| Multi-family, non-residential buildings and signs the greater amount of:<br>\$500.00 or 10% of constructions costs, not to exceed | \$5,000.00 |
| Demolition:   |            |
| Commercial structure:   | \$2,000.00 |
| Existing single family or two family home   | \$1,000.00 |
| Partial residential structure or residential accessory structure:   | \$500.00   |
| Single-family or attached single-family basement finish or interior remodel   | \$500.00   |
| Single-family or attached single-family retaining wall or deck  | \$500.00   |
| Single-family residential projects less than \$7,500.00   | waived     |
| Single-family residential fence   | waived     |
| Swimming pool   | \$1,000.00 |

**Table 1-G. OCCUPANCY INSPECTIONS AND CERTIFICATES**

A. Residential Inspection Fee: Residential Inspection Fee. All initial residential inspection fees as set forth below shall include the initial inspection and one reinspection to assure compliance with this Chapter.

|  |          |
|--|----------|
| Single-family residence, initial inspection fee      | \$95.00* |
| Multi-family unit (per unit), initial inspection fee | \$75.00* |
| Other building or structure, initial inspection fee  | \$65.00  |
| Additional inspections                               | \$35.00  |

\* Fee is doubled if the residence or unit is occupied prior to inspection.

Single-Family Residential Rental Property Inspection Fee. All initial Single-Family Residential Rental Property Inspection fees required by this Section shall include the initial inspection and shall include one follow-up inspection to determine property compliance with this Chapter. Fees for any additional follow-up inspection granted by the code official per Section 112.4(f) shall be twenty-eight dollars (\$28.00) per inspection. The fee for the issuance of a Certificate of Rental Occupancy shall be ten dollars (\$10.00).

|   |           |
|---|-----------|
| Initial inspection for new tenant   | \$95.00*  |
| Annual reinspection, no tenant change   | \$75.00** |
| Request for 60-day extension<br>(Only applies in situations where existing tenant is schedule to move out within sixty (60) days from expiration of existing Certificate of Rental Occupancy. Includes 60-day extension of existing Certificate of Rental Occupancy.) | \$35.00   |
| Additional inspections  | \$35.00   |

\* Fee is doubled if the residence or unit is occupied prior to inspection.

\*\* Fee is doubled if an inspection is not secured prior to expiration of Certificate of Rental Occupancy.

B. Non-Residential Inspection Fee. All initial nonresidential inspection fees as set forth below shall include the initial inspection and one reinspection to assure compliance with this Chapter.

|                                     |  |
|-------------------------------------|--|
| Less than 2,500 sq. ft.             | \$80   |
| 2,500 sf., but less than 5,000 sf.  | \$95   |
| 5,000 sf. but less than 10,000 sf.  | \$120.00   |
| 10,000 sf. but less than 20,000 sf. | \$160.00   |
| 20,000 sf. or greater               | \$200.00, plus \$35 for each additional 10,000 sf. |

Unreadiness, lockout or similar circumstances resulting in cancellation of any inspection at the scheduled inspection time will result in a thirty-five dollar (\$35.00) fee to be paid prior to rescheduling.

C. Certificate of Occupancy

|  |         |
|--|---------|
| 1. Residential   | \$10.00 |
| 2. Non-Residential                                       | \$20.00 |
| (a) Amendment to existing, existing business name change | \$10.00 |
| (b) Amendment to existing, no change to primary tenant   | \$15.00 |

D. Certificate of Rental Occupancy (Single-Family Residential Rental Property only):

1. Certificate of Rental Occupancy

BUILDING REGULATIONS

500 Attachment 1

City of Olivette

COMMERCIAL AND INDUSTRIAL CONSTRUCTION—PERMIT FEE SCHEDULE

| Total Cost<br>(Thousands<br>of Dollars) | Fee      | Total Cost<br>(Thousands<br>of Dollars) | Fee        | Total Cost<br>(Thousands<br>of Dollars) | Fee        | Total Cost<br>(Millions of<br>Dollars) | Fee         | Total Cost<br>(Millions of<br>Dollars) | Fee          |
|---|----------|---|------------|---|------------|--|-------------|--|--------------|
| Up to 1                                 | \$73.00  | Up to 76                                | \$556.00   | Up to 500                               | \$2,743.00 | 4.0                                    | \$16,419.00 | 23.5                                   | \$80,391.00  |
| Up to 2                                 | \$100.00 | Up to 78                                | \$567.00   | Up to 520                               | \$2,834.00 | 4.2                                    | \$17,118.00 | 24.0                                   | \$82,098.00  |
| Up to 3                                 | \$118.00 | Up to 80                                | \$578.00   | Up to 540                               | \$2,937.00 | 4.4                                    | \$17,828.00 | 24.5                                   | \$83,811.00  |
| Up to 4                                 | \$137.00 | Up to 82                                | \$590.00   | Up to 560                               | \$3,026.00 | 4.6                                    | \$18,518.00 | 25.0                                   | \$85,508.00  |
| Up to 5                                 | \$170.00 | Up to 84                                | \$601.00   | Up to 580                               | \$3,118.00 | 4.8                                    | \$19,218.00 | 25.5                                   | \$87,231.00  |
| Up to 6                                 | \$194.00 | Up to 86                                | \$612.00   | Up to 600                               | \$3,207.00 | 5.0                                    | \$19,905.00 | 26.0                                   | \$88,938.00  |
| Up to 7                                 | \$204.00 | Up to 88                                | \$624.00   | Up to 620                               | \$3,298.00 | 5.2                                    | \$20,595.00 | 26.5                                   | \$90,651.00  |
| Up to 8                                 | \$226.00 | Up to 90                                | \$646.00   | Up to 640                               | \$3,390.00 | 5.4                                    | \$21,271.00 | 27.0                                   | \$92,357.00  |
| Up to 9                                 | \$236.00 | Up to 92                                | \$657.00   | Up to 660                               | \$3,480.00 | 5.6                                    | \$21,949.00 | 27.5                                   | \$94,070.00  |
| Up to 10                                | \$239.00 | Up to 94                                | \$670.00   | Up to 680                               | \$3,571.00 | 5.8                                    | \$22,625.00 | 28.0                                   | \$95,777.00  |
| Up to 11                                | \$239.00 | Up to 96                                | \$680.00   | Up to 700                               | \$3,662.00 | 6.0                                    | \$23,290.00 | 28.5                                   | \$97,490.00  |
| Up to 12                                | \$239.00 | Up to 98                                | \$692.00   | Up to 720                               | \$3,752.00 | 6.2                                    | \$23,967.00 | 29.0                                   | \$99,197.00  |
| Up to 13                                | \$239.00 | Up to 100                               | \$702.00   | Up to 740                               | \$3,843.00 | 6.4                                    | \$24,634.00 | 29.5                                   | \$100,910.00 |
| Up to 14                                | \$239.00 | Up to 105                               | \$726.00   | Up to 760                               | \$3,933.00 | 6.6                                    | \$25,276.00 | 30.0                                   | \$102,443.00 |
| Up to 15                                | \$239.00 | Up to 110                               | \$759.00   | Up to 780                               | \$4,024.00 | 6.8                                    | \$25,953.00 | 30.5                                   | \$104,150.00 |
| Up to 16                                | \$240.00 | Up to 115                               | \$781.00   | Up to 800                               | \$4,116.00 | 7.0                                    | \$26,608.00 | 31.0                                   | \$105,858.00 |
| Up to 17                                | \$240.00 | Up to 120                               | \$816.00   | Up to 820                               | \$4,206.00 | 7.2                                    | \$27,262.00 | 31.5                                   | \$107,565.00 |
| Up to 18                                | \$249.00 | Up to 125                               | \$838.00   | Up to 840                               | \$4,284.00 | 7.4                                    | \$27,916.00 | 32.0                                   | \$109,272.00 |
| Up to 19                                | \$262.00 | Up to 130                               | \$874.00   | Up to 860                               | \$4,375.00 | 7.6                                    | \$28,595.00 | 32.5                                   | \$110,979.00 |
| Up to 20                                | \$262.00 | Up to 135                               | \$896.00   | Up to 880                               | \$4,465.00 | 7.8                                    | \$29,214.00 | 33.0                                   | \$112,685.00 |
| Up to 21                                | \$262.00 | Up to 140                               | \$930.00   | Up to 900                               | \$4,556.00 | 8.0                                    | \$29,858.00 | 33.5                                   | \$114,392.00 |
| Up to 22                                | \$262.00 | Up to 145                               | \$952.00   | UP to 920                               | \$4,636.00 | 8.2                                    | \$30,502.00 | 34.0                                   | \$116,099.00 |
| Up to 23                                | \$262.00 | Up to 150                               | \$986.00   | Up to 940                               | \$4,726.00 | 8.4                                    | \$31,144.00 | 34.5                                   | \$117,806.00 |
| Up to 24                                | \$272.00 | Up to 155                               | \$1,009.00 | Up to 960                               | \$4,816.00 | 8.6                                    | \$31,780.00 | 35.0                                   | \$119,513.00 |

OLIVETTE CITY CODE

| <b>Total Cost<br/>(Thousands<br/>of Dollars)</b> | <b>Fee</b> | <b>Total Cost<br/>(Thousands<br/>of Dollars)</b> | <b>Fee</b> | <b>Total Cost<br/>(Thousands<br/>of Dollars)</b> | <b>Fee</b>  | <b>Total Cost<br/>(Millions of<br/>Dollars)</b> | <b>Fee</b>  | <b>Total Cost<br/>(Millions of<br/>Dollars)</b> | <b>Fee</b>   |
|--|------------|--|------------|--|-------------|---|-------------|---|--------------|
| Up to 25   | \$272.00   | Up to 160  | \$1,032.00 | Up to 980  | \$4,897.00  | 8.8   | \$32,420.00 | 35.5  | \$121,221.00 |
| Up to 26   | \$284.00   | Up to 165  | \$1,065.00 | Up to 1,000                                      | \$4,987.00  | 9.0   | \$33,051.00 | 36.0  | \$122,928.00 |
| Up to 27   | \$284.00   | Up to 170  | \$1,088.00 | <b>Total Cost<br/>(Millions of<br/>Dollars)</b>  | <b>Fee</b>  | 9.2   | \$33,684.00 | 36.5  | \$124,635.00 |
| Up to 28   | \$295.00   | Up to 175  | \$1,123.00 |  |             | 9.4   | \$34,316.00 | 37.0  | \$126,342.00 |
| Up to 29   | \$295.00   | Up to 180  | \$1,146.00 | 1.1  | \$5,394.00  | 9.6   | \$34,947.00 | 37.5  | \$128,048.00 |
| Up to 30   | \$295.00   | Up to 185  | \$1,168.00 | 1.2  | \$5,811.00  | 9.8   | \$35,579.00 | 38.0  | \$129,755.00 |
| Up to 31   | \$306.00   | Up to 190  | \$1,202.00 | 1.3  | \$6,229.00  | 10.0  | \$36,200.00 | 38.5  | \$131,462.00 |
| Up to 32   | \$306.00   | Up to 195  | \$1,224.00 | 1.4  | \$6,635.00  | 10.5  | \$37,756.00 | 39.0  | \$133,169.00 |
| Up to 33   | \$306.00   | Up to 200  | \$1,247.00 | 1.5  | \$7,041.00  | 11.0  | \$39,303.00 | 39.5  | \$134,877.00 |
| Up to 34   | \$317.00   | Up to 210  | \$1,304.00 | 1.6  | \$7,447.00  | 11.5  | \$40,837.00 | 40.0  | \$136,352.00 |
| Up to 35   | \$317.00   | Up to 220  | \$1,360.00 | 1.7  | \$7,843.00  | 12.0  | \$42,372.00 | 40.5  | \$138,059.00 |
| Up to 36   | \$328.00   | Up to 230  | \$1,412.00 | 1.8  | \$8,238.00  | 12.5  | \$43,884.00 | 41.0  | \$139,760.00 |
| Up to 37   | \$329.00   | Up to 240  | \$1,463.00 | 1.9  | \$8,633.00  | 13.0  | \$45,397.00 | 41.5  | \$141,467.00 |
| Up to 38   | \$340.00   | Up to 250  | \$1,519.00 | 2.0  | \$9,027.00  | 13.5  | \$46,896.00 | 42.0  | \$143,168.00 |
| Up to 39   | \$342.00   | Up to 260  | \$1,564.00 | 2.1  | \$9,410.00  | 14.0  | \$48,397.00 | 42.5  | \$144,875.00 |
| Up to 40   | \$352.00   | Up to 270  | \$1,622.00 | 2.2  | \$9,794.00  | 14.5  | \$49,887.00 | 43.0  | \$146,577.00 |
| Up to 42   | \$363.00   | Up to 280  | \$1,667.00 | 2.3  | \$10,179.00 | 15.0  | \$51,365.00 | 43.5  | \$148,284.00 |
| Up to 44   | \$374.00   | Up to 290  | \$1,724.00 | 2.4  | \$10,562.00 | 15.5  | \$53,119.00 | 44.0  | \$149,985.00 |
| Up to 46   | \$384.00   | Up to 300  | \$1,767.00 | 2.5  | \$10,946.00 | 16.0  | \$54,832.00 | 44.5  | \$151,692.00 |
| Up to 48   | \$398.00   | Up to 310  | \$1,789.00 | 2.6  | \$11,319.00 | 16.5  | \$56,544.00 | 45.0  | \$153,393.00 |
| Up to 50   | \$408.00   | Up to 320  | \$1,872.00 | 2.7  | \$11,689.00 | 17.0  | \$58,258.00 | 45.5  | \$155,101.00 |
| Up to 52   | \$420.00   | Up to 330  | \$1,914.00 | 2.8  | \$12,061.00 | 17.5  | \$59,970.00 | 46.0  | \$156,801.00 |
| Up to 54   | \$441.00   | Up to 340  | \$1,971.00 | 2.9  | \$12,435.00 | 18.0  | \$61,683.00 | 46.5  | \$158,509.00 |
| Up to 56   | \$442.00   | Up to 350  | \$2,017.00 | 3.0  | \$12,808.00 | 18.5  | \$63,396.00 | 47.0  | \$160,210.00 |
| Up to 58   | \$452.00   | Up to 360  | \$2,073.00 | 3.1  | \$13,181.00 | 19.0  | \$65,109.00 | 47.5  | \$161,917.00 |
| Up to 60   | \$466.00   | Up to 370  | \$2,120.00 | 3.2  | \$13,541.00 | 19.5  | \$66,821.00 | 48.0  | \$163,619.00 |
| Up to 62   | \$476.00   | Up to 380  | \$2,164.00 | 3.3  | \$13,903.00 | 20.0  | \$68,419.00 | 48.5  | \$165,325.00 |
| Up to 64   | \$488.00   | Up to 390  | \$2,221.00 | 3.4  | \$14,276.00 | 20.5  | \$70,131.00 | 49.0  | \$167,027.00 |
| Up to 66   | \$498.00   | Up to 400  | \$2,267.00 | 3.5  | \$14,636.00 | 21.0  | \$71,839.00 | 49.5  | \$168,734.00 |
| Up to 68   | \$511.00   | Up to 420  | \$2,358.00 | 3.6  | \$14,990.00 | 21.5  | \$73,552.00 | 50.0  | \$170,145.00 |

BUILDING REGULATIONS

| <b>Total Cost<br/>(Thousands<br/>of Dollars)</b> | <b>Fee</b> | <b>Total Cost<br/>(Thousands<br/>of Dollars)</b> | <b>Fee</b> | <b>Total Cost<br/>(Millions of<br/>Dollars)</b> | <b>Fee</b>  | <b>Total Cost<br/>(Millions of<br/>Dollars)</b> | <b>Fee</b>  | <b>Total Cost<br/>(Millions of<br/>Dollars)</b> | <b>Fee</b> |
|--|------------|--|------------|---|-------------|---|-------------|---|------------|
| Up to 70   | \$522.00   | Up to 440  | \$2,460.00 | 3.7   | \$15,346.00 | 22.0  | \$75,258.00 |   |            |
| Up to 72   | \$533.00   | Up to 460  | \$2,551.00 | 3.8   | \$15,708.00 | 22.5  | \$76,971.00 |   |            |
| Up to 74   | \$544.00   | Up to 480  | \$2,652.00 | 3.9   | \$16,059.00 | 23.0  | \$78,678.00 |   |            |



**CITY COUNCIL AGENDA SUBMISSION**  
*June 14, 2016*

**Agenda Item:**

An ordinance making appropriations for current expenses of the city government of the City of Olivette, Missouri for the fiscal year July 1, 2016- June 30, 2017; adopting a certain budget; adopting a certain salary schedule; and adopting the Capital Improvement Plan for the five fiscal years ending June 30, 2021.

**Description:**

Attached is a proposed ordinance to adopt the operating budget for the City of Olivette for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The proposed operating budget can be amended at any point by City Council prior to final adoption. In addition, the Capital Improvement Plan is presented for the first time as part of the budget document.

**Recommended Action:**

No action necessary – First Reading

**Attachments:**

1. Fiscal Year 2016-2017 Budget Bill
2. Fiscal Year 2016-2017 Budget Document

**Funding Request:**

None

**Submitted by:**

Darren Mann, *CPA*  
DEPARTMENT HEAD

**AN ORDINANCE MAKING APPROPRIATIONS FOR CURRENT EXPENSES OF THE CITY GOVERNMENT OF THE CITY OF OLIVETTE FOR THE FISCAL YEAR BEGINNING JULY 1, 2016; ADOPTING A CERTAIN BUDGET; ADOPTING A CERTAIN SALARY SCHEDULE; AND ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR THE FIVE FISCAL YEARS ENDING JUNE 30, 2021.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OLIVETTE, ST. LOUIS COUNTY, MISSOURI, as follows:**

Section 1: Pursuant to the provisions of Section 5.2 (c) and 5.2(d) of the Charter of the City of Olivette, Missouri there is hereby appropriated and set apart out of the municipal revenues and General Fund Balance and other fund balances of the City of Olivette, the sum of \$10,448,997 for the support, maintenance and operations of the several departments, boards, offices and other functions of the city government of the City of Olivette, Missouri for the fiscal year commencing July 1, 2016 and ending June 30, 2017 as hereinafter set out:

|  |                      |
|--|----------------------|
| <b>FOR GENERAL OPERATIONS OF THE CITY OF OLIVETTE FROM THE GENERAL FUND</b>  |                      |
| <i>--For General Government Operations of the City of Olivette including the City Council, general administration, finance, communications, boards and commissions and elections</i> | \$ 959,310           |
| <i>--For operations of Public Safety functions including animal control and health, Fire Department, Police Department, and emergency medical services</i>                           | \$ 4,773,369         |
| <i>--For operations and functioning of the Community Center and public recreation</i>  | \$ 553,142           |
| <i>--For operations and functioning of Public Services, including municipal property, inspections and planning, vehicle maintenance, and code enforcement</i>                        | \$ 914,136           |
| <i>--For miscellaneous expenses including general insurance and reserves</i>   | \$ 107,000           |
| <b>TOTAL---GENERAL FUND</b>  | <b>\$ 7,306,957</b>  |
| <b>FOR THE OPERATION AND FUNCTIONING OF THE CAPITAL IMPROVEMENT FUND, including street maintenance</b>   | \$ 1,413,939         |
| <b>FOR THE OPERATION AND FUNCTIONING OF THE OF THE FIRE OPERATIONS FUND</b>  | \$ 244,800           |
| <b>FOR UTILIZATION OF EQUIPMENT REPLACEMENT RESERVE FUNDS</b>  | \$ 150,000           |
| <b>FOR THE OPERATION AND FUNCTIONING OF THE LOCAL PARKS AND STORMWATER FUND, including park maintenance</b>  | \$ 666,961           |
| <b>FOR THE OPERATIONS OF THE SALARIED EMPLOYEES PENSION FUND</b>   | \$ 562,000           |
| <b>FOR THE OPERATIONS AND FUNCTIONING OF THE SEWER LATERAL FUND</b>  | \$ 104,340           |
| <b>Total Expenditures</b>  | <b>\$ 10,448,997</b> |

Section 2: The detailed budget for the City of Olivette for the fiscal year commencing July 1, 2016 and ending June 30, 2017 is attached as Exhibit A and incorporated by reference in this Ordinance (the “2017 Budget”) is hereby adopted and approved. Said adoption and approval extends to and includes the salary schedule for municipal employees of the Fire Department and the Police Department salary schedules and schedules for all other employees as contained in the 2016-17 Budget.

Section 3: The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance shall be found by a court of competent jurisdiction to be invalid, the remaining portions are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City Council would have enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved this \_\_\_<sup>th</sup> day of June, 2016.

---

MAYOR RUTH SPRINGER

ATTEST:

---

MYRA BENNETT  
CITY CLERK

EXHIBIT A  
FISCAL YEAR 2016-17 BUDGET

The logo for the City of Olivette is contained within a dark green rectangular box. The word "Olivette" is written in a sans-serif font, with the "O" in green and the remaining letters in white. Below the name, the tagline "...in the center of it all" is written in a smaller, white, italicized serif font.

**Olivette**

*...in the center of it all*

**CITY OF OLIVETTE, MISSOURI**

**Adopted Annual Operating Budget  
July 1, 2016 through June 30, 2017**

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### ANNUAL OPERATING BUDGET

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### APPENDIX A – CAPITAL IMPROVEMENT PLAN

DRAFT - 1st READING

## **Introduction**



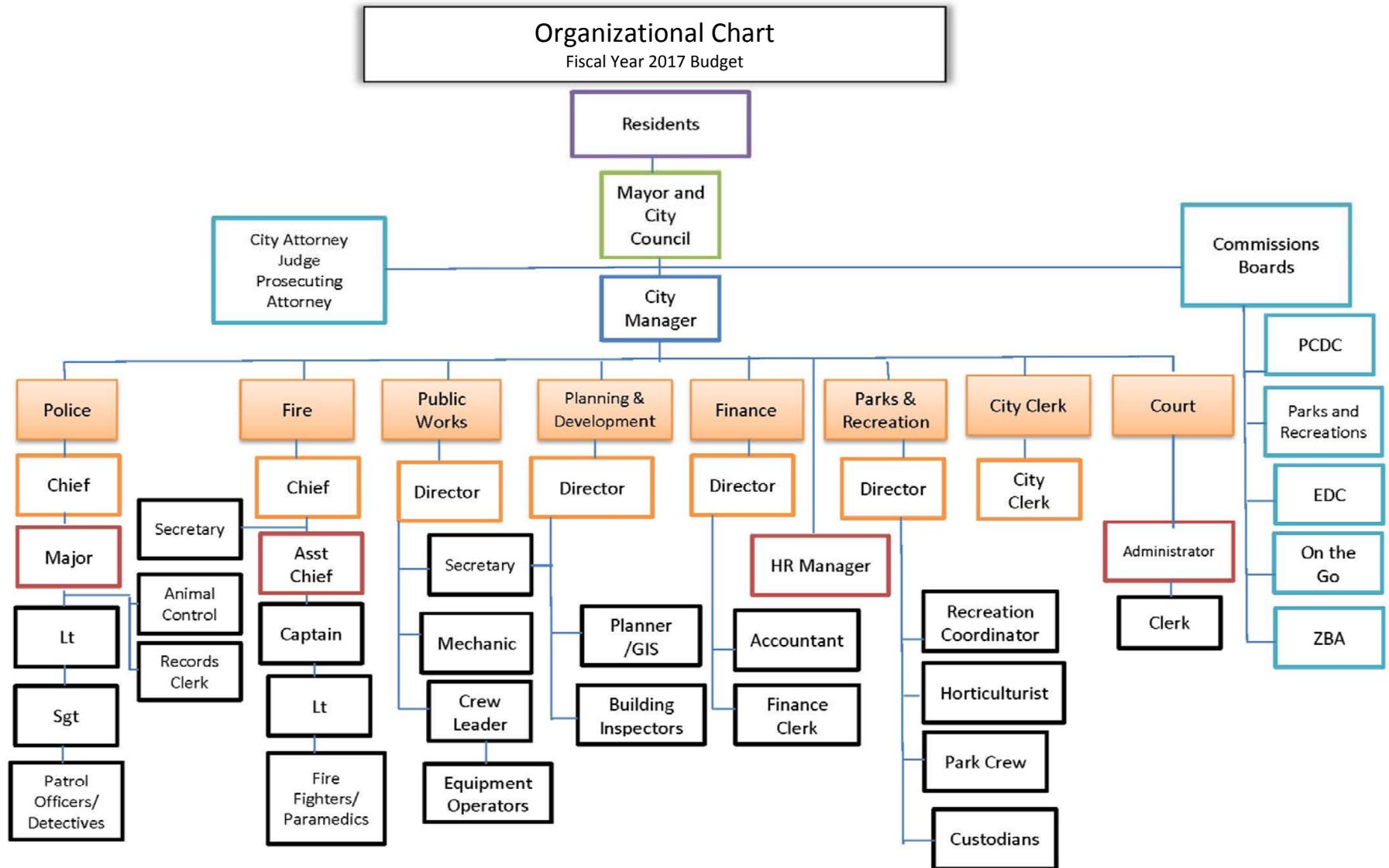
**ADOPTED ANNUAL OPERATING BUDGET  
JULY 1, 2016 TO JUNE 30, 2017**

**ELECTED OFFICIALS**

Ruth Springer, Mayor  
J. Gregory Carl, Chairman Pro Tem  
Missy Waldman, Council Member  
Suzanne Sierra Sewell, Council Member  
Maxine Weil, Council Member

**STAFF**

Barbara Sondag, City Manager  
Myra G. Bennett, CMC, MPCC, City Clerk  
Darren Mann, CPA, Finance Director  
Richard F. Knox, Police Chief  
Scott Avery, Fire Chief  
Bruce McGregor, Director of Public Services  
Beverly Tucker-Knight, Director of Parks & Recreation  
Sarah Runser, Court Administrator  
Carlos Trejo, MUP, AICP, Planning and Zoning Administrator



**BUDGET MESSAGE**  
**TO**  
**THE HONORABLE MAYOR AND CITY COUNCIL**  
**City of Olivette**  
**Olivette, Missouri**

June 28, 2016

Mayor Springer and City Council:

Submitted herein for your consideration is the Annual Budget for the City of Olivette for the Fiscal Year 2016-2017. This budget is prepared in accordance with requirements of the City Charter and accepted by the City Council by Ordinance Number #####, adopted on June 28, 2016. It covers the fiscal year beginning July 1, 2016 and ending June 30, 2017.

The fiscal year 2016-2017 budget is a short term attempt to put citizen's tax dollars to work in the most efficient and responsible way based on the needs identified through historic uses and citizen demands. We believe this budget provides the best possible equilibrium between demands for services which are limited by the realization of limited resources while maintaining a commitment to a balanced budget. This budget provides authority for operational activities for the year with a focus on both day to day activities as well as a concentration towards long range goals. Both of these factors play a significant role in improving the quality of the community and the lives of all Olivette residents.

**Budget Explained**

The budget includes a very detailed, line by line the state and financial condition of the city that, along with graphs and charts of itemized accounts, forms a message that offers the community and opportunity to evaluate goals and efficiency of operations. Page 37 begins detailed departmental operations budgets that contain a summary of department functions in addition to a line by line itemization of anticipated spending needs. Along with the operational budgets information is provided on various Grants on page 22 and employee pay scales on page 100. Capital information is summarized with the operational budgets of the respective funds and presented with the Capital Improvement Plan in Appendix A. The intention is to provide the necessary information to allow users of the budget document to evaluate the efficiency of operations and appropriateness of long term policy decisions of city leaders and administration.

Throughout the past several years, conversations have surrounded the aging capital assets of the city. The fiscal year 2016-2017 budget presented here contains the costs associated with the culmination of several long term city projects. These projects to date haven't all required funding in the past but as they near completion, will require significant amounts of money. The deferral of purchases effects all departments and can best be illustrated with the capital improvement plan in Appendix A. The reasons for the deferral stem from a variety of factors but the foremost is the plateauing of revenue sources which are discussed with the revenue summary on page 17. Current administration and leadership has prioritized the growth of revenue to help close the gap between needs and available resources through fully identifying existing opportunities such as the Interstate 170 and Olive Interchange and former City Hall location on Olive. Although several capital items have been included in this budget, as the Capital Improvement Plan shows us, many high cost items continue to age and loom as potential underfunded

demands for future budget years. With looming demand for limited resources, funds continue to be allocated for master plans for our streets, parks, and traffic ways in an attempt to strategically spend where we can.

One area where a long term solution has been identified and alleviated is with the new City Center which is currently under construction. This new facility will house public safety operations, general administration, public meetings, and contain community spaces which had been clearly identified as long-range priorities for the City of Olivette by the City Council. The process in its current iteration began back in January of 2013 with the Olivette Future Task Force and is a good example of leaders working together to build consensus with the citizenry, council, and administration to bring a plan together to alleviate a long term strategic mission.

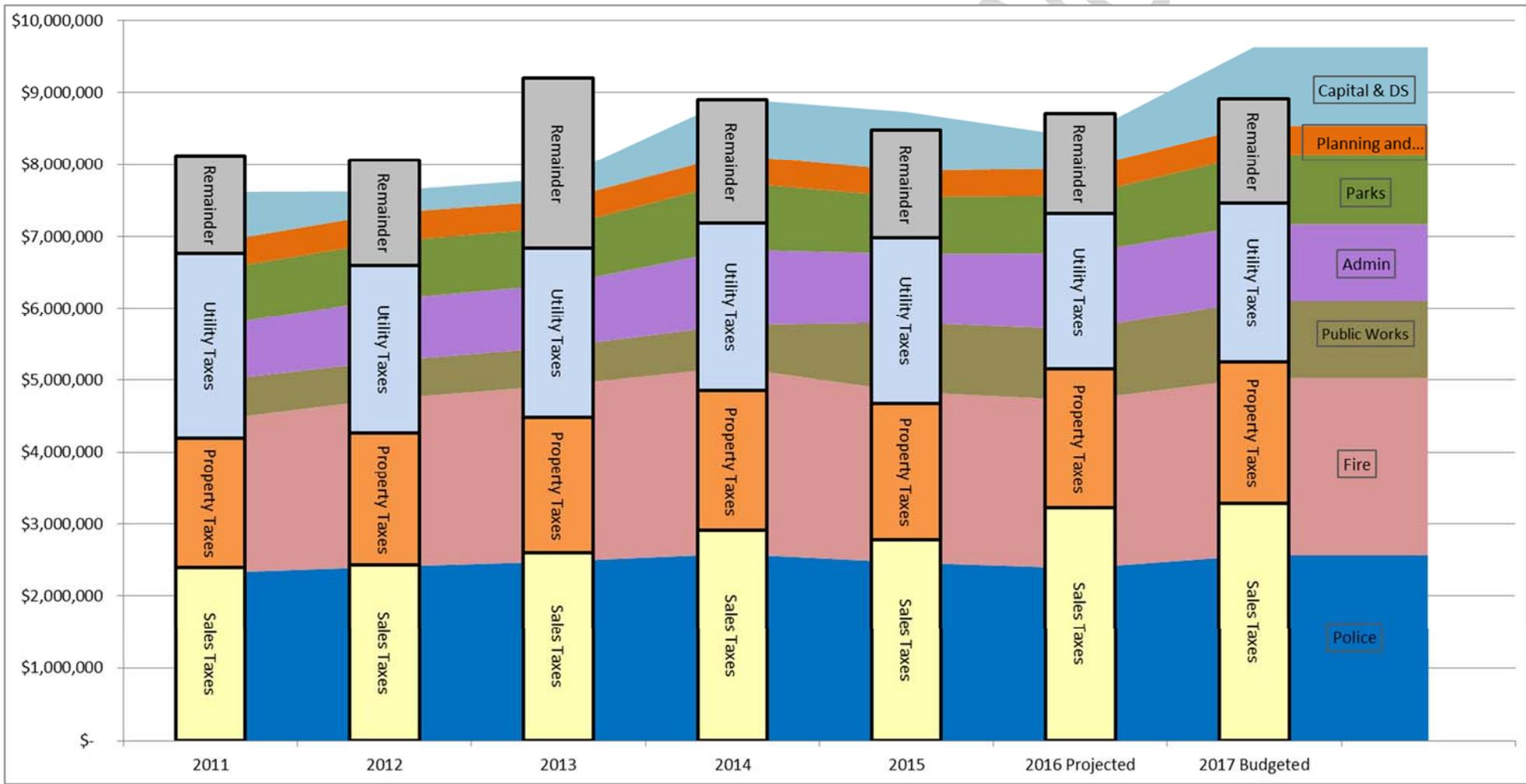
The Annual Budget is one of the three financial tools designed to plan and evaluate the financial affairs of the City. It is designed to be used in conjunction with the annual financial statements located on the city website and capital improvement plan in Appendix A for full planning and evaluation of the City. The budget identifies the priorities of the upcoming fiscal year and how they are to be carried out with relationship to expenditures. Through more descriptive budget documents, financial statements and forward looking capital improvement plans, the administration hopes to project future goals and provide a means by which users can weigh in, evaluate, and provide feedback on those goals.

The fiscal year 2016-2017 General Fund budgeted revenues of \$7,132,151 (including transfers) are balanced with projected expenditures of \$7,197,468 as presented on page 33. This is projected to result total fund balance in the General Fund of \$4,585,296 as of June 30, 2017. The General Fund budgeted revenue represents an increase from the projected current fiscal year revenue of \$175,255 or 2.45%. More information on the revenue landscape can be found on page 17.

General Fund expenditures for fiscal year 2016-2017 are decreased by \$36,808 from the prior adopted General Fund budget (as amended), a decrease of .5%. Major items/factors leading to the decrease include lack of large project costs in the general fund, employee turnover in the fire and police departments and lower low fuel prices. In fiscal year 2015-2016 costs for major projects such as a new city website (\$15,000) and an agreement with landowners along Old Bonhomme (\$80,000) attribute to the majority of the decrease in fiscal year 2016-2017 which doesn't contain any similar costs.

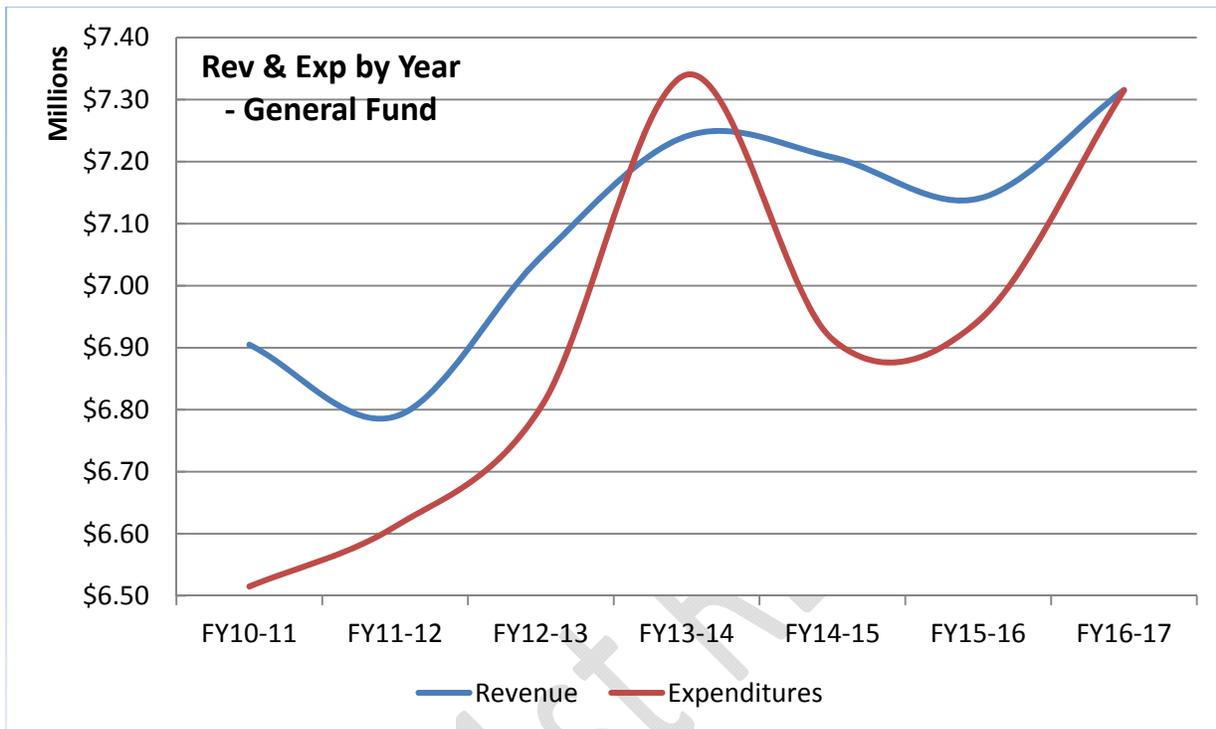
Revenue decreases are showing in many sources as a result of lower enrollment in youth sports, lower community center rentals, downward pressure on court revenues and medical transport fees along with lower phone and television based utility gross receipts. This is coupled with minimal options with regard to growing sales and property taxes in the short term and has led to challenges in creating a balanced budget because of flat revenue. Meanwhile personnel costs including wage growth and insurance and benefit costs continue to put pressure on expenditures. When revenue challenges in new areas that have provided steady growth in the past along with the heavy reliance on sales and property taxes which have shown themselves to be susceptible to large, quick downward swings are compared to steadily rising costs with respect items like wages and insurance costs, caution is in order. While this situation is no different than many other entities and the City has shown its ability to adapt to those situations, this budget does not propose to add or authorize any additional full time positions in any department of the City. In addition, operating budgets continue their leaning process and capital outlay expenditures are continuing to be limited to those identified as those essential to maintain current services.

The following chart contains all operational revenues in addition to all operational expenditures by department with the capital items and debt service at the top of expenditures.



**Fiscal Year 2016-2017 Fund Overview**

**General Fund – Fund 01**



**General Property Tax**

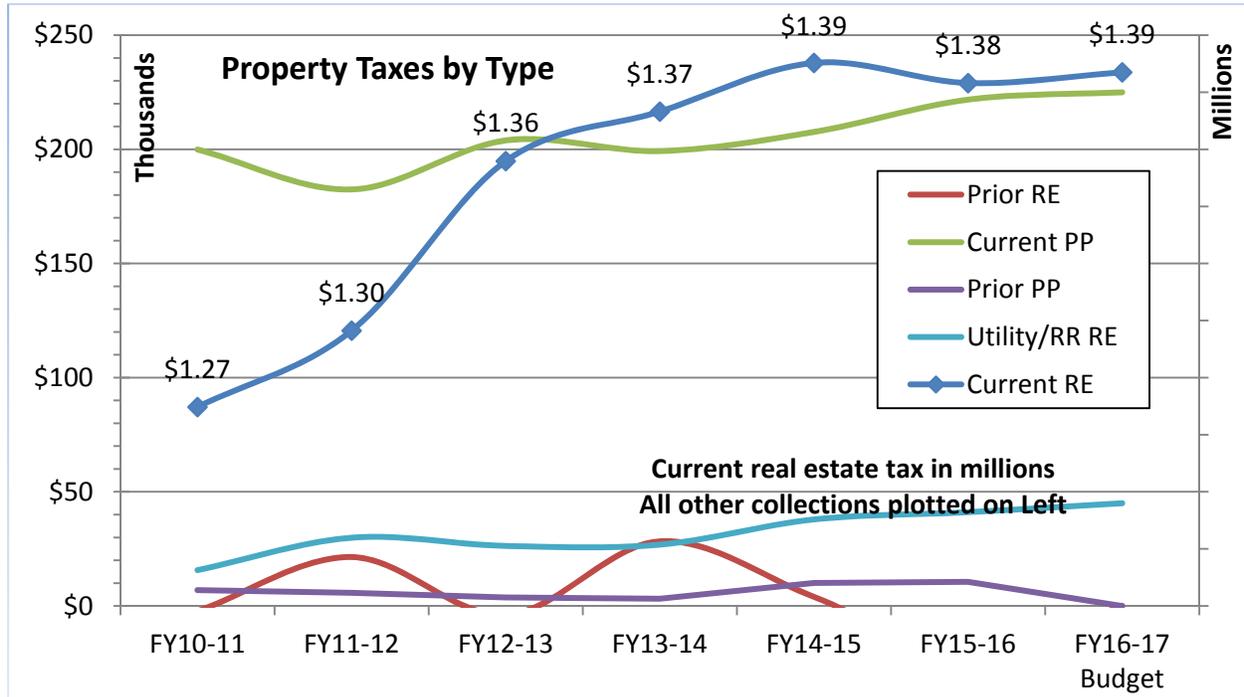
Total property taxes for the residential and commercial real and personal property owners contain three aspects. One is for general fund revenue, another for defined benefit pension revenue for current, past, and future employees, and a third for debt service on Series 2014 General Obligation bonds.

The general purpose property tax which is made up of both residential and commercial real estate and personal property constitutes roughly 25% of the total revenue in the General Fund and 22% of operating funds as seen in the funds summary on page 17. 2016 assessment rolls for the City of Olivette for Tax Year 2016 will be available shortly after budget adoption in July of 2016. Assessment rolls are expected to increase marginally with increases in revenue limited to the State Certified CPI of .7% by the Hancock Amendment to the Missouri Constitution. New construction is not subject to this limit and when combined with the inflation component, total increases in property tax revenue is budgeted with a 1.8% increase from prior fiscal year. Total residential and commercial real estate tax revenue is budgeted to provide \$1,387,000 in revenue and personal property taxes are expected to provide \$225,000.

Property taxes are frequently identified as an incentive for economic development. The City exercised its power in 2007 to abate property taxes with the development of the Shoppes and Price Crossing at the southwest intersection of Olive and Price Road. The development is currently operating under an 80% abatement of taxes which will shift to 50% in 2017 tax year and sunset in 2022. A similar tool, tax increment financing, is being explored with the Interstate 170 and Olive redevelopment.

**Fiscal Year 2016-2017 Fund Overview - continued**

The following chart shows general fund property taxes revenue stream trends from 2010 tax year collected as current in fiscal year 2010-2011 to the budgeted amounts for the 2016 tax year expected to be collected in fiscal year 2016-2017:



Increases in the total assessed valuation in the City of Olivette for the past several years can be attributed to increases in residential housing rebuilds and personal property tax valuations. Meanwhile, commercial valuations remain flat and assessment increases frequently contested. Assessment appeals by property owners are taken into account during budgeting and results in a three percent reduction in projected revenues from general property taxes for fiscal year 2016-2017. Current general purpose tax levies for the 2015 year were .623 for residential property, .754 for commercial property, and .771 for personal property. Property tax estimates were prepared for the fiscal year 2016-2017 budget using past rates, inflation factors, and valuation trends.

In addition to the general purpose tax levy, the City also levies a property tax to support the City’s defined benefit pension plan which has been in place since a 2008 vote by citizens. The pension levy is limited to a maximum of \$0.25 per hundred dollars assessed valuation. Current pension tax levies for the 2015 year were .227 for residential property, .248 for commercial property, and .250 for personal property.

The final aspect of property tax revenue is for debt service in relation to the retirement of Series 2014 General Obligation Bonds which were used to purchase land and construct and outfit the new City Center located at 1140 Dielman Road. The debt service levy began in the 2015 tax year after a vote of the citizens and is expected to remain at \$0.42 per hundred dollars assessed valuation through the life of the debt.

## **Fiscal Year 2016-2017 Fund Overview - continued**

### **Gross Receipts Tax**

Gross Receipts taxes are levied on all utility taxes and for fiscal year 2016-2017 and are projected to provide 25% of the total general fund revenue. All providers of electric, natural gas, telephone, and water consumption collect tax on customers at a rate of ten percent and a levy of five percent on cable television and other video services gross receipts. Gross receipt taxes as a whole have steadily declined for the past several years as customers have forgone landline telephones for cellular phone for their primary phone line effectively cutting a phone line and subsequently revenue to the City. This has been compounded by a development in the cellular phone industry allowing customers to switch carriers and maintain their existing phone number. This development led to the increased use of low cost prepaid cellular services for many consumers which currently do not collect or remit the required gross receipts tax. Weather also plays a significant factor in the revenue predictions of the gross receipts tax which extra difficulty to the projections.

### **Sales Tax**

The City of Olivette receives a 2.5% sales tax on all retail sales within the city limits. The general fund benefits from a 1% countywide local sales tax and a 0.25% additional tax approved by Olivette voters. The additional 0.25% tax resulted from the 1993 St. Louis County sales tax redistribution plan. Although the redistribution plan contains sharing provisions, Olivette currently doesn't contribute any funds to the pool besides the annexation provision of the agreement. Additional sales taxes, all individually approved by voters include the .50% capital improvement sales tax, .50% stormwater/parks sales tax, and finally the .25% fire operations sales tax.

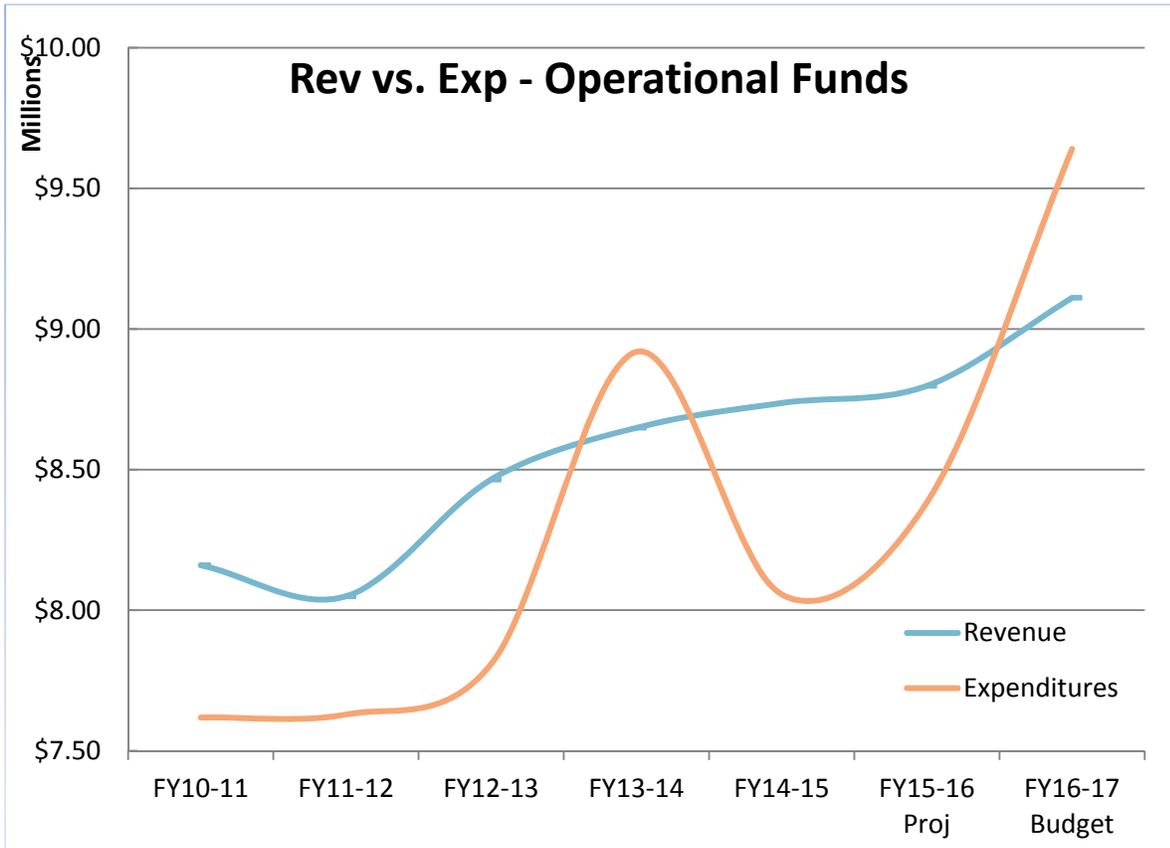
Sales tax receipts have finally recovered and levelled out from 2008 and 2009 lows. Macroeconomic factors were responsible for a majority of the recovery in City sales tax receipts with recent growth accelerated by local business openings. Fiscal year 2016-2017 budget estimates the general fund sales tax category revenues to be \$1,930,000, or roughly 25% of operating General Fund revenues. Page 21 provides current budgeted sales tax revenue along with the previous four years of collections for historic comparison. Over the past decade, strategic economic development efforts saw the use of sales tax rebates from 2006 to 2010. Current efforts are looking to continue the conscious effort towards economic development by placing emphasis on development of the full site at the southwest interchange at Olive and Interstate 170. Future efforts are then expected to be focused on the former City Hall location once the City Center is complete. Notwithstanding a large negative economic event, sales taxes look to maintain a 2% annual increase.

### **Investment Revenues**

The City has reinitiated investment activities after several years of letting idle cash earn lower interest rates to help offset bank fees. Laddering of 12 month CD's began in August of 2014 with initial maturities occurring in fiscal year 2016. In addition, repurchase agreements were restarted along with the switch of the City treasury deposit institution. Investment revenues are budgeted at \$20,000 in the General Fund for fiscal year 2016-2017 with meager returns of .15% on idle funds in repurchase agreements and CD rates in the .50-.70% range.

**Fiscal Year 2016-2017 Fund Overview - continued**

The following chart reflects major operating revenue sources for the FY 2016-17 Budget across all operating funds:



**Other Funds**

The City uses fund accounting where special or restricted revenues or funds held for others are accounted for under a self-balancing set of accounts. For three other funds the City currently identifies operating expenditures that align with the special revenue designations that restrict its use and uses the fund to account for the associated assets and liabilities that occur with the specific revenue and expenditures. The remaining seven funds are established for tracking of specific functions.

**Grants Fund – Fund 02**

In fiscal year 2014-2015 the City instituted a separate fund to account for the receipt and associated expenditures of grants awarded by various agencies. The fund contains a balanced budget and is designed to have zero fund balance at the conclusion of a period with matching provisions provided via transfers from the appropriate department where the grant awards take place. The year ended June 30, 2015 concluded the first year of use of the Grant fund with \$193,704 in revenue on \$207,151 in expenditures and \$13,447 in transfers in to arrive at the desired zero fund balance. Information on grant awards and activities can be found on page 25.

**Fiscal Year 2016-2017 Fund Overview - continued**

**Capital Improvement Fund – Fund 05**

In fiscal year 2000-2001 the City established a special revenue fund for Capital Improvements as required by the enabling legislation for the .5% capital improvement sales tax. 85% of the collected revenue is remitted to the City with the remaining distributed per capita to electing cities with collected sources to be used specifically for capital and related activities including maintenance of capital facilities.

Besides the Capital Improvement sales tax of .5% which was approved by voters in 1995, the City receives County road and bridge property tax reimbursements based on the total assessed valuation. Road and bridge revenue must be spent for improvement and repairs of public roads, streets, and bridges. The final component of revenue for the fiscal year 2016-2017 budget is a \$150,000 transfer in from the Equipment Replacement Fund (Fund 25).

The Streets Department which serves to maintain city owned streets and right-of-way are budgeted out of the capital improvement fund as well as other capital related activities, including infrastructure maintenance and renewal and major equipment purchases. Fiscal year 2016-2017 expenditures, both operating and capital, have been a portion of the Capital Improvement Plan at Appendix A. Current year expenditures include, payments on fiscal year 2016 lease-purchases, replacement of police department equipment and vehicles, drainage and street improvements and overlays, in addition to the preliminary work on Dielman Rd South of Fairwinds Ct and completion of the Old Bonhomme Rd. and North Price Rd. projects.

The Capital Improvement Fund accumulated fund balance of \$1,321,691 as of the most recently completed audit period of June 30, 2015 is budgeted to decrease to \$798,287 as of the end of fiscal year 2016-2017. The Capital Improvement Plan at Appendix A projects capital needs for the current year and four future fiscal years.

**Dielman Neighborhood Improvement Fund – Fund 11**

In fiscal year 2013-2014 the City created a separate fund for the Dielman Industrial Park Neighborhood Improvement District (Dielman NID) as a separate capital improvement and debt service fund in connection with the reconstruction and issuance of the Aa2 rated Series 2012 Dielman Industrial Park NID limited obligation bonds. The assessment fees collected from commercial property owners are collected and restricted to retiring the bonds which contain a 2022 call provision.

Revenues are budgeted at \$47,000 for fiscal year 2016-2017 to cover \$48,000 in debt service payments for the year. Fund balance for the most recent audit as of June 30, 2015 was \$49,649 and expected to end fiscal year 2016-2017 at \$47,649.

**Fiscal Year 2016-2017 Fund Overview - continued**

**North Price Neighborhood Improvement Fund – Fund 13**

In fiscal year 2014-2015 the City created a separate fund to account for the North Price Neighborhood Improvement District (North Price NID) as a separate capital improvement and debt service fund in connection with the reconstruction and issuance of temporary financing arrangements associated with the project.

Revenues in the fiscal year 2016-2017 budget consist of draws on the temporary financing note in addition to anticipated issuance of permanent long-term financing. Total revenues are budgeted at \$1,877,221 to cover \$1,877,221 in temporary note refunding and issuance costs for the year. Fund balance for the most recent audit as of June 30, 2015 was (\$18,456) and is budgeted to end fiscal year end 2016-2017 with a \$-0- balance.

**Pension Fund – Fund 15**

Pension Fund revenue as it relates to City budgeting consists of a roughly \$0.25 property tax levy for the coming year that was approved by voters in December 2004. Collections for the pension fund less administrative expenditures are then forwarded to the City of Olivette Salaried Employees Pension Plan at the end of the calendar year and end of the fiscal year. Collections for the upcoming fiscal year 2016-2017 are budgeted at \$562,000 and after \$41,000 in expenses for investment consulting and actuarial fees, the remaining \$521,000 is budgeted to be remitted to the employee retirement plan. Actuary reports for the Plan are completed annually with the January 1, 2016 report reflecting assets of \$18,888,649 against total pension liability of \$24,815,273.

**Fire Operations Fund - Fund 20**

In November 2001 voters approved a fire operation sales tax of .25% on retail sales to be used exclusively for the operations of the Olivette Fire Department. Budgeted operating revenue for fiscal year 2016-2017 in this fund is \$290,000 and unlike the capital improvement or general sales tax, nearly all of the fire operations sales tax is remitted back to the City.

Expenditures projected for fiscal year 2016-17 are all operational and total \$244,800, which is the estimated cost for the three firefighter/paramedics with the least seniority in the Fire Department. The Fire Operations Fund has also provided for partial support of lease payments for large ticket items such as fire truck and medical transport vehicles in past budgets.

**Equipment Replacement Fund – Fund 25**

As recommended in the fiscal year 2001 audit, the City created the equipment replacement fund in the fiscal year 2002-03 budget. Through allocations and use up to the year ended June 30, 2013, accumulated fund balance is \$343,710. Evaluation continues on the most appropriate use for this equipment reserve with a \$150,000 transfer to the Capital Improvements Fund budgeted for the fiscal year 2016-17.

**Fiscal Year 2016-2017 Fund Overview - continued**

**New Facility Fund – Fund 26**

In August 2014 voters approved issuance of \$13.5 million in debt which resulted in the issuance of Series 2014 General Obligation Bonds for the purchase of land and construction of the new City Center. The Aa2 rated bond is to be repaid through property taxes currently levied at .42/\$100 in assessed valuation. Fiscal year 2016-17 budget includes revenue for both the debt service collections and the investment returns on debt proceeds that remain idle during design and construction. Expenditures are restricted to acquisition, construction, and outfitting costs and are anticipated to total the remaining \$9,500,000 of the debt proceeds. Additional expenditures of \$900,000 are budgeted for debt service costs.

**Stormwater Parks Fund – Fund 30**

In April 2002 voters approved a .5% stormwater and parks sales tax that can be used for local parks operations and stormwater control. Budgeted operating revenue for fiscal year 2016-2017 in this fund is \$570,000 and similar to the fire operations sales tax, nearly all of the stormwater/parks sales tax is remitted back to the City.

Parks maintenance operational expenditures for fiscal year 2016-17 budget total \$421,961. In addition to maintenance operations, the Stormwater/Parks Fund also has capital allocations in the current year for roof replacement at the community center, the initiation of the parks master plan process, and the demolition and reconstruction of the parks maintenance building. Because of the focus on long-term planning and capital projects with the Fund, it is included with the Capital Improvement Plan at Appendix A.

**Sewer Lateral Fund----Fund 40**

In April 2004 voters approved a levy of \$50 a year on residential properties in the City to establish an insurance program to replace sanitary sewer laterals serving residences. The City established operating rules and regulations for the conduct of the sewer lateral program and the collection of the sewer lateral fee began shortly thereafter.

Fiscal year 2016-17 collections are estimated at \$135,000 with anticipated reimbursements to citizens of \$75,000 and \$28,000 in transfers to the General Fund for administrative-related expenses.

## **FINANCIAL POLICIES**

### **Basis of Accounting**

The City records transactions during the year on the basis of cash receipts and disbursements. At year end entries are recorded for financial reporting purposes to reflect the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded when they are both measurable and available. The term available is defined as collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. The expenditures are recorded when the related fund liability is incurred. Olivette uses the modified accrual basis of accounting for budgeting and accounting.

### **Investment Policy**

The City adopted its most recent Investment Policy by resolution on December 9<sup>th</sup>, 2014. The Investment Policy covers all financial assets of the City funds currently existing or anticipated, unless excluded by legal or contractual restrictions such as monies established under bond indentures or funds received from other governmental entities as a fiduciary. Specifically excluded from the Investment Policy are the funds of the City of Olivette Salaried Employees Retirement Plan, whose investments are covered by a separate policy. Funds for the City of Olivette may be invested only in the following authorized types of investments:

- A) United States Treasury Securities
- B) United States Agency Securities
- C) Repurchase Agreement
- D) Collateralized Public Deposits (Certificates of Deposit)

### **Procedures for Budget Passage and Amendment**

The Annual Budget is one of the three financial tools designed to plan and evaluate the financial affairs of the City. The budget is among the City's most important written communications since it provides a glimpse of goals and intentions for a one year look into future. Then, once adopted, the document becomes a compass for department heads for their various functions and activities.

City Charter dictates the finalization of the budget process by saying that the budget is to be adopted by affirmative vote of a majority of the members of the Council no later than three days prior to the end of the fiscal year which is currently June 30<sup>th</sup>. Should the Council fail to adopt the budget, amounts appropriated for current operations for the current fiscal year are deemed adopted for the ensuing fiscal year on the prorated month-to-month basis until the Council adopts a budget.

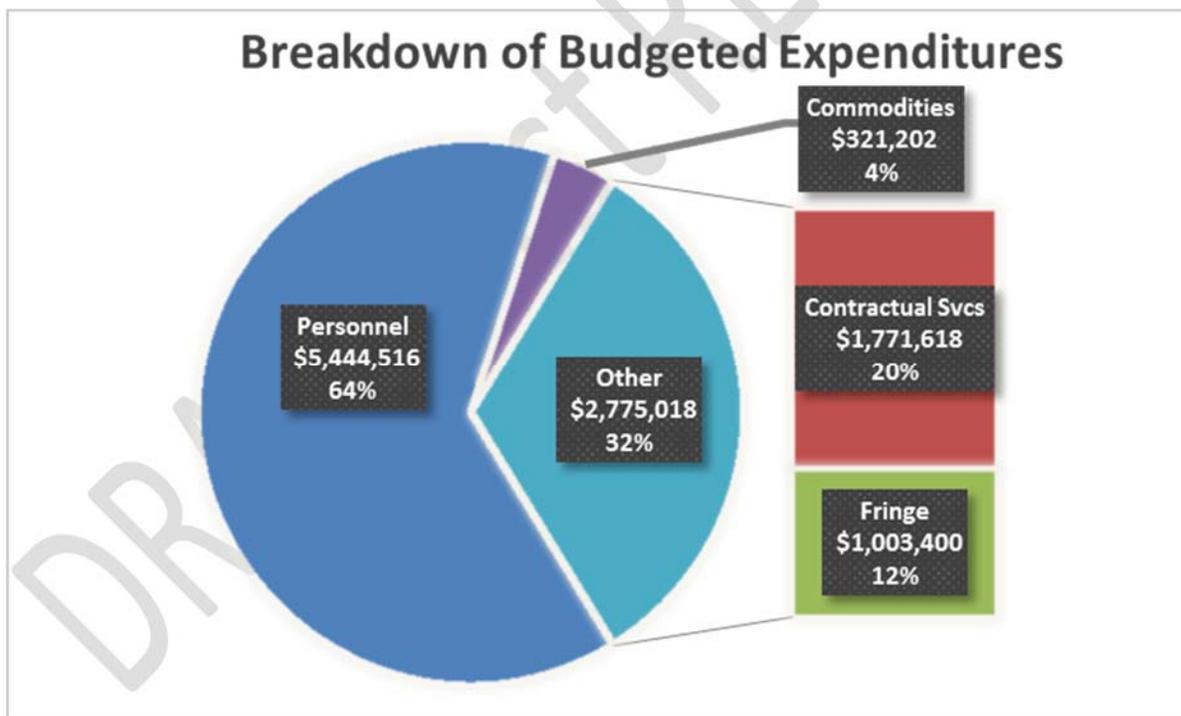
The City Manager may freely transfer unencumbered appropriations within departments or certify that funds are available for supplemental appropriations and then request that Council pass an ordinance for additional expenditures.

The Finance Director keeps Council, staff, and citizens up to date on revenue and expenditures with the Monthly Finance Report portion of City Council meetings. Reporting is completed using the same funds, departments, and accounts as those used in the budgeting process so as to provide interested parties an adequate tool to monitor the funding status and progress with goals and expenditures throughout the year. In addition, throughout this budget documents there are a variety of graphics, tables, and charts to assist in conveying goals and intentions for the upcoming year and are considered supplemental to the budget message.

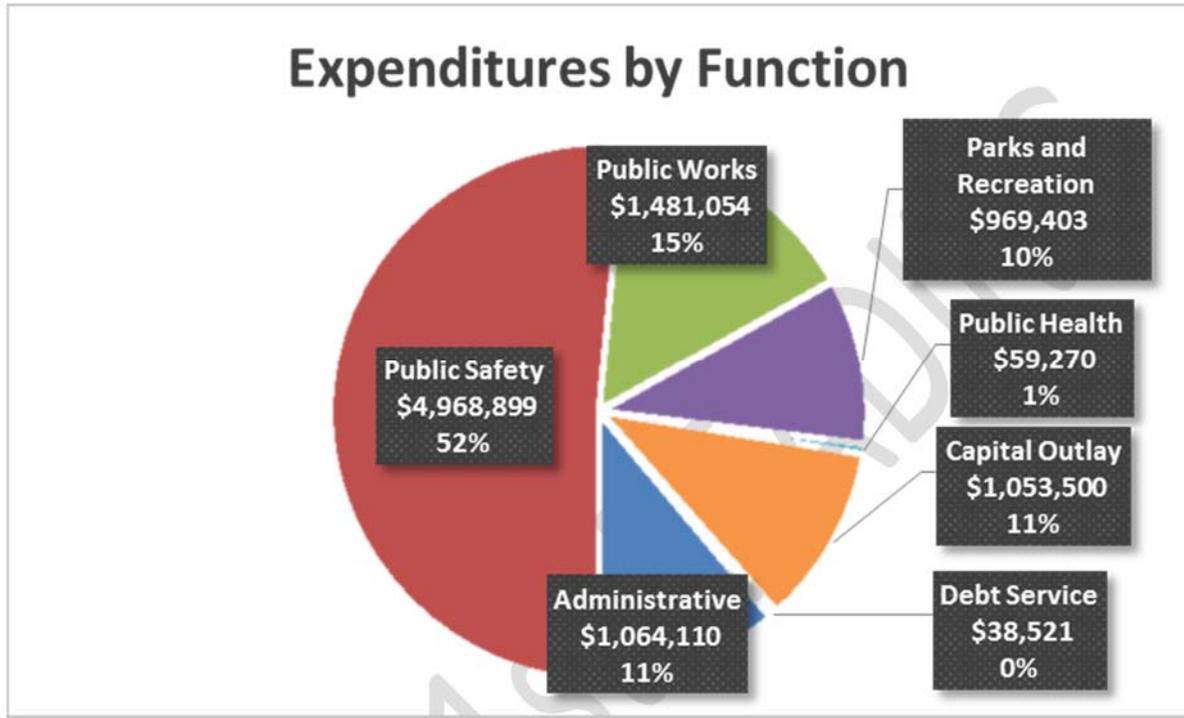
If during the fiscal year it becomes apparent insufficient funds have been budgeted in a certain area, the shortfall is reported to the City Manager. After reviewing the total budget, recommendations are made to the City Council and the budget is amended, if necessary, by Ordinance.

**EXPENDITURES AND CAPITAL PURCHASES**

The following chart provides a breakdown of operational expenditures with the fiscal year 2016-17 budget. Fringe benefits for workers compensation premiums, health, dental, and life insurance, and disability premiums represent 12% of the contractual services category. These costs are broken down to reflect that if those fringe benefits were included with personnel costs, total personnel costs would increase from 64% of operational expenditures to 76% of all operational expenditures.



Expenditures are reported by major function on the annual financial statements. The chart below reflects projected FY 2016-17 expenditures for all operating funds by major functional area to provide a comparison of historic results to current budgeting with a notable increase in capital outlay in the current year versus historic results:



**Capital Items**

Capital expenditures have been a major challenge over the past several years as revenues have struggled to keep pace with increases in operating costs. This has led the City to make assets last past their anticipated useful life and narrow focus to those items only to those absolutely necessary to maintain City infrastructure and essential services. Fiscal Year 2016-2017 is no different with stubborn flat revenues and increasing costs requiring items to once again be pushed out additional years. In addition, several long term projects are expected to be completed in fiscal year 2016-2017 which weighs heavily on the budget. To better plan and allow council and citizens an opportunity to realize capital asset challenges, the Capital Improvement Plan was developed and presented in fiscal year 2015-16 and is intended to provide additional perspective for planning and capital needs by projecting future years needs. The Capital Improvement Plan updated for fiscal year 2016-2017 can be found at Appendix A and serves as the current and future expected capital needs of the City.

**STRATEGIC PLAN**

The City has completed its last comprehensive strategic plan in 2006. The planning process resulted in a comprehensive strategy for community redevelopment that is used as a framework for planning and community design. With ten years past since initial implementation, plans are underway to offer evaluation and relevance of the plan.

**STRATEGIC PLAN - continued**

Specific steps and redevelopment processes recommended in Phase III of the *Olivette—A Dynamic Sense of Place* plan has been used in another effort at development of the Olive and Interstate 170 interchange during fiscal year 2016-17. A developer was chosen to work towards providing not only an economic engine for the city but a catalyst for future projects pursuant to the Strategic Plan principles. This will provide a good evaluation piece for the strategic plan as the City looks forward to a future redevelopment of the vacated City Hall location on Olive Blvd.

**GFOA AWARD**

The Distinguished Budget Presentation Award from the Government Finance Officers Association recognizes recipients for budget documents which meet established criteria for:

- The Budget as a Policy Document
- The Budget as a Financial Plan
- The Budget as an Operations Guide
- The Budget as a Communications Device

The City of Olivette hasn't submitted an application for consideration for the Distinguished Budget Award in several years after over two decades of continuous award. The 2016-17 Budget of the City of Olivette has been prepared according to the established GFOA criteria and staff expects that this document will qualify for the Distinguished Budget Presentation Award.

**Acknowledgements**

Budget development is a huge undertaking for city staff and council members. In addition, department heads and support staff spend significant amounts of time and resources in preparing accurate documents. Therefore, a special thanks to city staff for their help during this process as changes are monitored and last minute adjustments are made. This is notwithstanding the time and effort that goes into the process by City Council members and all other members of the public to attend meeting and voice their opinions on issues.

Respectfully submitted,

Barbara Sondag  
City Manager

**Revenue Summary**

City operational revenues are expected to steadily rise in fiscal year 2017 at \$8,910,925. This is an increase of \$200,174, or 2.3% from fiscal year 2016’s budget of \$8,710,751. City revenues are expected to remain dominated by sales, property, and utility tax collections.

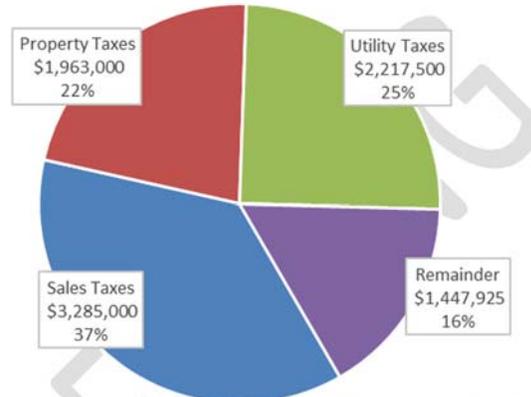
Revenues are forecasted using all available information to create a realistic estimate. Although not accomplished with this fiscal year 2016-2017 budget due to large projects, the current administration is committed to balanced budgets in all funds which leads to conservatively estimated revenues with targets for actual revenues to be 100-105% of budgeted expenditures. Revenue projections are based on a variety of methods including 1, 3, and 5 year trend analysis in addition to consideration of macroeconomic elements such as general economic conditions and short term consumer confidence.

**Sales Tax**

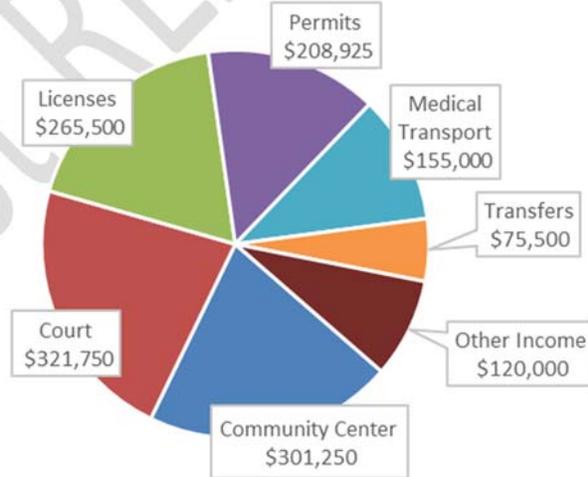
**1% County Local Sales Tax** – As a Point-of-Sale municipality within the borders of Saint Louis County, Olivette receives nearly all of a 1% local sales tax on purchases that take place within its borders. The formula for sales tax is complex but is roughly based on per capita sales generated.

This tax continues to represent around 25% of total budgeted revenue within the general fund. Predicting future sales tax revenue is a difficult endeavor but is attempted through short term and long term trend analysis with explanation for any outlying factors. Historically, this method has provided an amount useful enough for planning revenues for a one year period. The difficulty in developing accurate sales tax budgets lies with both identifying and predicting the timing of adverse variables. Such variables include changes to sharing formulas which are currently being challenged, regional or nationwide recessions, weather related events, opening or closure of major sales tax drivers, and increasing online purchases. This 1% tax is included with the 2.888% Saint Louis County sales taxes levied on purchases.

Operational Revenues FY 2017 Budget



FY 17 Budgeted Revenues - "Remainder"



### **Revenue Summary - continued**

**Local Option Sales Tax** – The 1/4% Local Option Sales Tax was approved by voters in November of 1993. The sales tax was offered as a way to cities to fill gaps in revenue created by sharing provisions in the county sharing formula. The local option sales tax has no special uses attached to it and is included with general fund revenue. It is budgeted in conjunction with the local tax distributed by Saint Louis County and is a portion of 1.5% levied locally on all purchases.

**Capital Improvements Sales Tax** – The 1/2% Capital Improvements Sales Tax was approved by voters in 1995. Upon passage of the tax, the City opted to keep 85% of the revenue generated and pool the remaining 15% with the other St. Louis County municipalities to be distributed per capita with those opting to pool 100%. According to Missouri State Statute, these funds may only be used for streets, water mains, storm sewers, bridges, park improvements, buildings, and major equipment, for maintenance of those improvements, and for debt service on a bond issue used to construct public improvements. The Capital Improvement Sales Tax is currently used for both the street maintenance operational department and for capital expenditure funding. The Capital Improvement Sales Tax is budgeted with a relationship to general fund sales taxes and is a portion of 1.5% levied locally on all purchases.

**Fire Operations Sales Tax** – The 1/4% Fire Operations Sales Tax was approved by voters in November of 2001. This tax is not subject to sharing and may be used for the operation of a fire department including debt service expenditures. The Fire Operations Sales Tax is currently used to fund the salary and benefits of the three firefighter/paramedics with the lowest seniority and in the past as a capital expenditure funding source for stormwater improvements, park improvements, and community center improvements.

**Stormwater/Parks Sales Tax** – The 1/2% Stormwater/Parks Sales Tax was approved by voters in 2002. This tax is not subject to sharing and may be used for any parks or stormwater control operating or capital expenditure project including debt service expenditures. The Stormwater/Parks Sales Tax is currently used for both the parks maintenance operational department and as a capital expenditure funding source.

### **Property Tax**

The City of Olivette levies a general, pension, and debt service tax on all non-exempt real and personal property owned as of January 1 in each year. Assessment amounts are completed by the County Assessor who also prepares the tax rolls for submission to the County Board of Equalization for the determination of the proper value of property. Through provisions of the Hancock Amendment to the Missouri Constitution, City levies currently have a ceiling placed on them according to formula based on new construction, inflation, rates, and assessments. Once rates have been certified by the State Auditor, billing and collection of City property taxes are performed by Saint Louis County for fee of 1.5% of the taxes collected which are due December 31<sup>st</sup> of the assessment year. The general fund portion of property taxes represents roughly 25% of total general fund revenue.

**Revenue Summary - continued**

**Utility Tax**

Gross Receipts taxes are collected at a rate of 10% by all public utilities which include land and cell phones, water, natural gas, and electrical usage. All of this tax is placed in the general fund continues to represents around 25% of total budgeted revenue but is down from approximately 35% of revenue a decade ago. Predicting utility tax revenue has always been a difficult process because weather influences a good portion of the sources via electric and natural gas usage. However it has become even more difficult over the last several years due to the “cord cutting” phenomenon where people are ceasing the use of land line telephones and in more extreme cases, cancelling traditional set-top box service for internet based options. This has been coupled with an increased use of prepaid cell phones which currently remit no gross receipts tax. These trends have shown a 3-5 year decreasing trend and have yet to show a trough on city budgeting.

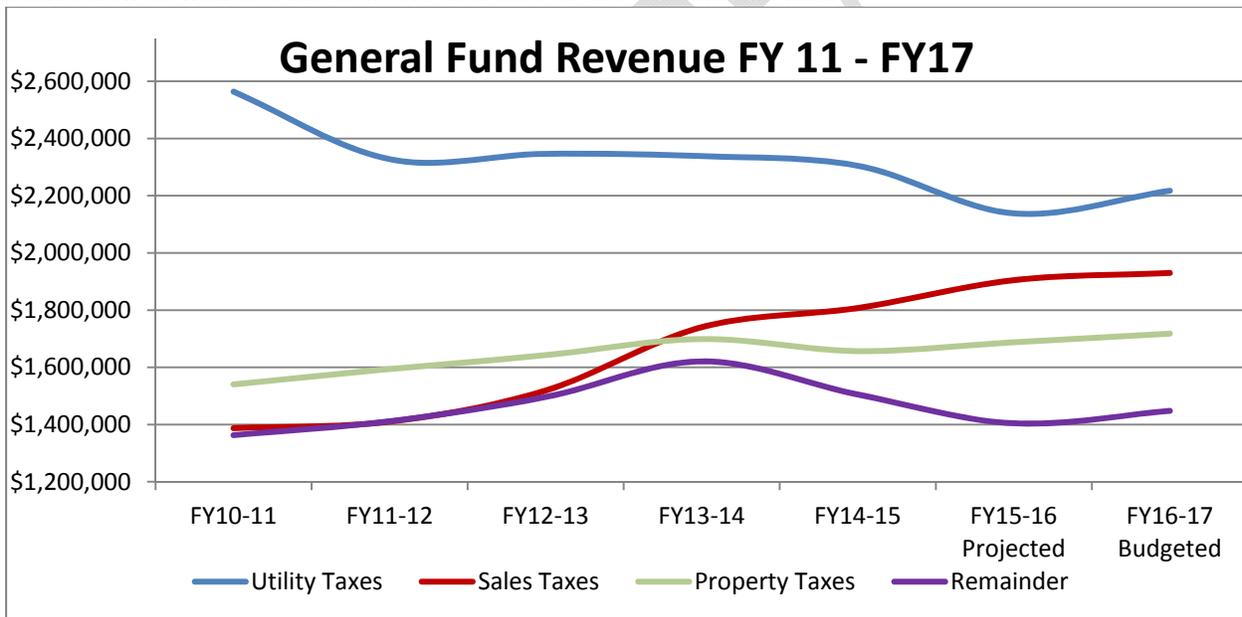
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## General Fund Revenue (FUND 01)

The General Fund contains 11 of the 14 operating departments of the city in addition to all the commission activities, refuse pickup, and elections. As the primary operating fund of the city it receives revenues from all sources without a mandated earmark. Roughly 75% of revenue in the general fund is made up of collections for sales, property, and gross receipts taxes. In addition to those major three, there are other significant sources of revenue including: Recreation use fees, court revenues, medical transport charges, licenses, other income, permits, investment income, and fund transfers. General Fund revenues for fiscal year 2017 are budgeted for a 2.45% increase in revenues compared to fiscal year 2016 revenue projections. Fiscal Year 2015 decrease occurred due to the accounting of grants activity in a dedicated fund. This can be seen below as well as a factor in the decrease of the “remainder” line.

| General Fund Revenue<br>(2016 & 2017 Projected) |              |         |
|---|--------------|---------|
| Fiscal Year                                     | Amount       | Change  |
| 2013  | \$ 7,046,302 | 3.79%   |
| 2014  | \$ 7,241,006 | 2.76%   |
| 2015  | \$ 7,207,089 | (0.47)% |
| 2016  | \$ 7,140,170 | (0.93)% |
| 2017  | \$ 7,315,425 | 2.45%   |



Sales Tax

The sales tax category includes sales tax receipts received from St. Louis County in addition to use taxes and intergovernmental taxes such as gasoline tax, cigarette tax, and vehicle fees. These revenues have recovered from recessionary lows and are expected to increase 2% for the upcoming fiscal year 2016-17.

| Sales Tax<br>(2016 & 2017 Projected) |              |        |
|--------------------------------------|--------------|--------|
| Year                                 | Amount       | Change |
| 2013                                 | \$ 1,519,156 | 7.73%  |
| 2014                                 | \$ 1,740,403 | 14.56% |
| 2015                                 | \$ 1,807,402 | 3.85%  |
| 2016                                 | \$ 1,905,001 | 5.40%  |
| 2017                                 | \$ 1,930,000 | 1.31%  |

Property Tax

The property tax category includes all real estate and personal property tax collections in addition to funds collected from St. Louis County for fire and medical transport coverage for the unincorporated area north of city limits known as Elmwood Park. Property taxes have increased slightly despite large increases in residential assessments due to Constitutional limits. Low inflation is expected to limit growth in property taxes to 1.8% for fiscal year 2016-17.

| Property Tax<br>(2016 & 2017 Projected) |              |         |
|---|--------------|---------|
| Year                                    | Amount       | Change  |
| 2013                                    | \$ 1,642,495 | 3.05%   |
| 2014                                    | \$ 1,698,822 | 3.43%   |
| 2015                                    | \$ 1,656,707 | (2.48)% |
| 2016                                    | \$ 1,687,678 | 1.87%   |
| 2017                                    | \$ 1,718,000 | 1.80%   |

Utility Tax

The utility tax category includes all gross receipts on utilities billed within the city limits. Utilities include electrical, natural gas, water, phone, and cable television usage.

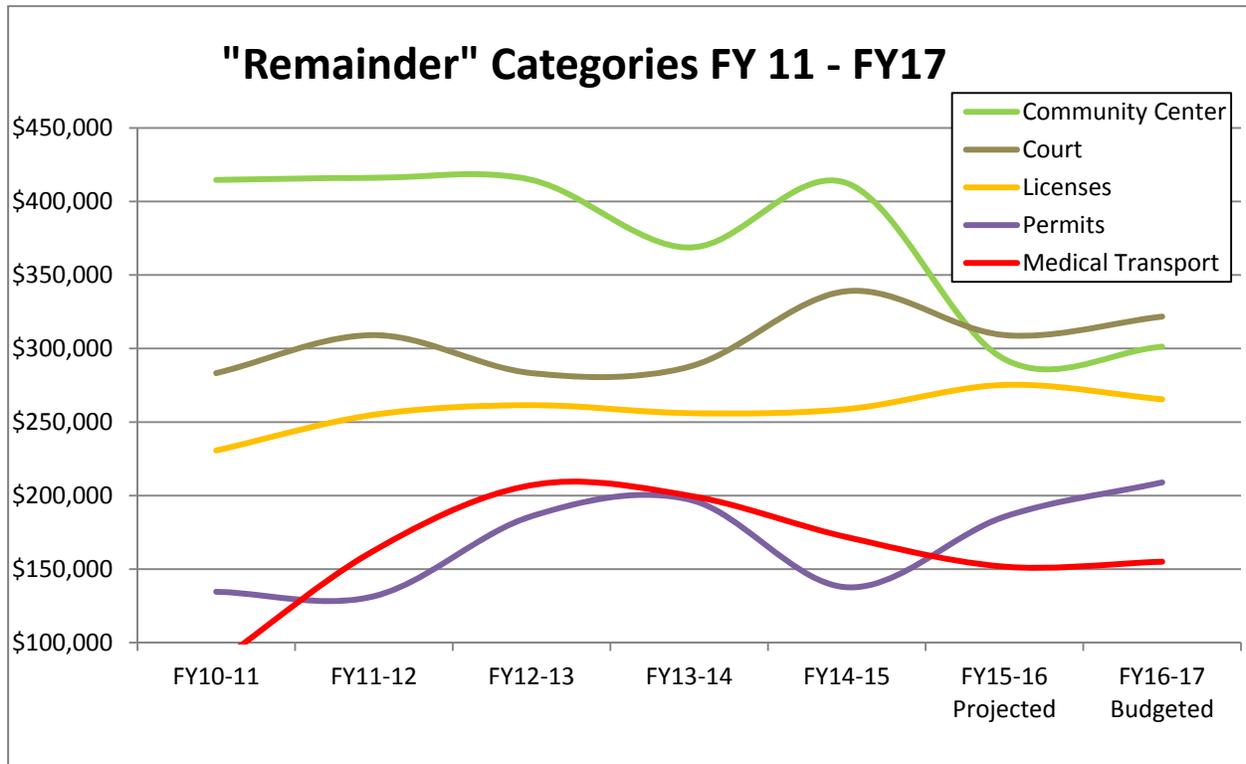
Revenue is expected to recover from multi year slide in fiscal year 2016-17 with a 2.61% increase due to the return of typical weather trends compared to the relatively mild winter and summer for fiscal year 2015-2016.

| Utility Tax<br>(2016 & 2017 Projected) |              |         |
|--|--------------|---------|
| Year                                   | Amount       | Change  |
| 2013                                   | \$ 2,346,526 | 0.81%   |
| 2014                                   | \$ 2,338,150 | (0.36)% |
| 2015                                   | \$ 2,304,636 | (1.43)% |
| 2016                                   | \$ 2,161,058 | (6.23)% |
| 2017                                   | \$ 2,217,500 | 2.61%   |



**“Remainder” Category of General Fund Revenues**

Although labeled “remainder” categories, these revenue sources are vital to the operations of the city and help to defer the costs of many of the services provided. They include recreation use fees, court revenues, medical transport charges, licenses, other income, permits, investment income, and fund transfers.



**Recreation Use Fees**

The recreation category includes charges for services for community center and park pavilion rentals in addition to youth sports and other programming charges. The City offers youth soccer, basketball, and baseball, an eight week summer camp, and various other camps and programs.

| Year | Amount     | Change   |
|------|------------|----------|
| 2013 | \$ 414,690 | (0.34)%  |
| 2014 | \$ 368,705 | (11.09)% |
| 2015 | \$ 412,507 | 11.88%   |
| 2016 | \$ 292,735 | (29.04)% |
| 2017 | \$ 301,250 | 2.91%    |

These revenues have seen a negative shift in use over the last five years and this is budgeted to reverse for fiscal year 2016-17 with a 2.91% increase. The increase is expected due to reassessment of the fee structure for community center use and the offering of additional contracted programs.

### Municipal Court

The court category includes all fines and costs associated with the City's municipal court which is part of the St. Louis County Circuit Court. The Olivette Municipal Court is therefore subject to the rules imposed by the County Circuit Court. Throughout the past several years, the court system has been under pressure on the revenue and protocol fronts.

| Municipal Court<br>(2016 & 2017 Projected) |            |         |
|--|------------|---------|
| Year                                       | Amount     | Change  |
| 2013                                       | \$ 283,289 | (8.36)% |
| 2014                                       | \$ 287,624 | 1.53%   |
| 2015                                       | \$ 339,011 | 17.87%  |
| 2016                                       | \$ 309,145 | (8.81)% |
| 2017                                       | \$ 321,750 | 4.08%   |

Revenues are expected to increase 4.08% in fiscal year 2016-17 due to project safety citations.

### Medical Transport Fees

Medical transport fees consist of charges for ambulance transports. The majority of fees are received from Medicare, Medicaid, or major insurance providers with private payers making up a small remaining percentage.

| Medical Transport<br>(2016 & 2017 Projected) |            |          |
|--|------------|----------|
| Year   | Amount     | Change   |
| 2013   | \$ 207,092 | 27.41%   |
| 2014   | \$ 199,963 | (3.44)%  |
| 2015   | \$ 171,690 | (14.14)% |
| 2016   | \$ 151,675 | (11.66)% |
| 2017   | \$ 155,000 | 2.19%    |

Revenue has experienced a steady decline over the past five years as a result of several factors despite the number of transports remaining roughly the same. The biggest factor is with the mix of payers where recent trends have seen a large percent increase in Medicare and Medicaid patients which have the lowest reimbursement amounts. Based on new legislation and steady call volume revenue for fiscal year 2016-17 is expected to increase 2.19%.

### Licensing Fees

The licensing fee category consist of automobile licensing fees, liquor licenses, animal licenses, and merchant and manufacturing and service business licenses. Business licensing makes up around 80% of the total fee category and has experienced steady improvement over the last five years. Service licenses are determined based on the number of employees at a rate of \$50 per employee over five with a \$50 flat fee. Merchants and Manufacturing fees are determined based on gross sales at a rate of \$1.00 per \$1,000. Another 15% of the category consists of intergovernmental vehicle licensing fees received from the state of Missouri and distributed based on population. These fees have remained consistent through the last five years. Overall, licensing category revenue is expected to decrease 3.55% in the upcoming fiscal year 2016-17.

| License Fees<br>(2016 & 2017 Projected) |            |         |
|---|------------|---------|
| Year                                    | Amount     | Change  |
| 2013                                    | \$ 261,462 | 2.55%   |
| 2014                                    | \$ 256,058 | (2.07)% |
| 2015                                    | \$ 258,826 | 1.08%   |
| 2016                                    | \$ 275,280 | 6.36%   |
| 2017                                    | \$ 265,500 | (3.55)% |

### Permitting Fees

The permitting fee category consist of user based fees for the issuance of occupancy, building, zoning, demolition, and street opening permits.

The fees are designed to recover costs associated with the issuance, inspection time, and petition costs associated with Planning and Community Design Department. Fiscal year 2016-17 is expected to increase 12.57% due to changes in

the fees structure made in April 2016. The

increases are for the most part offset with increases in expenditures as a result of additional professional reviews based on planning priorities.

| Permit Fees<br>(2016 & 2017 Projected) |               |               |
|--|---------------|---------------|
| <u>Year</u>                            | <u>Amount</u> | <u>Change</u> |
| 2013                                   | \$ 185,964    | 41.42%        |
| 2014                                   | \$ 197,294    | 6.09%         |
| 2015                                   | \$ 137,618    | (30.25)%      |
| 2016                                   | \$ 185,598    | 34.86%        |
| 2017                                   | \$ 208,925    | 12.57%        |

### Other Income

Other income consists of experienced based premium refund checks from the City insurance consortium and billings for snow removal.

Insurance checks are generated from SLAIT, a consortium of local governments used to broker insurance. When rebates are given based on expected versus actual experience, the funds are placed in this category and while difficult to predict, ranges of amounts are generally known at the conclusion of budgeting process.

| Other Income<br>(2016 & 2017 Projected) |               |               |
|---|---------------|---------------|
| <u>Year</u>                             | <u>Amount</u> | <u>Change</u> |
| 2013                                    | \$ 58,982     | (25.18)%      |
| 2014                                    | \$ 193,639    | 228.30%       |
| 2015                                    | \$ 140,893    | (27.24)%      |
| 2016                                    | \$ 115,409    | (18.09)%      |
| 2017                                    | \$ 102,000    | (11.62)%      |

Snow billing amounts are based on actual usage of time and material with rates set by contracts with subdivisions which contain private streets. These billings are based on winter weather and difficult to predict at the time of budgeting.

Overall, the other income category is expected to decrease 11.62% in fiscal year 2016-17 due to lower premium refunds and lower snow billings as a result of a mild winter.

### Investment Income

Investment activities resumed in August of 2014 after several years of abandoning any efforts to keep idle cash invested to generate as much return as possible. The switch in depository banks boosted return on idle funds. In addition Certificates of Deposit (CD) maturities throughout the year are budgeted to increase investment income 55.27% for fiscal year 2016-17.

| Investment Income<br>(2016 & 2017 Projected) |               |               |
|--|---------------|---------------|
| <u>Year</u>                                  | <u>Amount</u> | <u>Change</u> |
| 2013   | \$ -          | NA            |
| 2014   | \$ -          | NA            |
| 2015   | \$ 1,757      | 100%          |
| 2016   | \$ 12,881     | 633.12%       |
| 2017   | \$ 20,000     | 55.27%        |

## Grants Fund Revenue (FUND 02)

The Grants was established in fiscal year 2015 in an effort to track grants activity and attempt to maintain a more consistent revenue path in the City's other funds.

### Grant Activity

Fiscal year 2016-17 Expected Grant Activity:

- Old Bonhomme Road - DOT
  - \$1,400,000
- Police Equipment
  - \$5,000
- Police Overtime - DOT
  - \$24,000
- Fire Department Fitness Equipment
  - \$60,000
- Public Works TRIM Grant – DNR
  - \$5,000
- Parks Master Plan Assistance
  - \$6,000

| Grant Fund Revenue      |              |         |
|-------------------------|--------------|---------|
| (2016 & 2017 Projected) |              |         |
| Year                    | Amount       | Change  |
| 2013                    | \$ -         | NA      |
| 2014                    | \$ -         | NA      |
| 2015                    | \$ 193,704   | 100%    |
| 2016                    | \$ 231,631   | 19.58%  |
| 2017                    | \$ 1,500,000 | 547.58% |

Past fiscal years activity:

### **Fiscal year 2016 awards**

- Old Bonhomme Road DOT - \$43,680
- Police Overtime - DOT
- Public Works TRIM Grant – DNR
- Police Accreditation Support – St. Louis Area Police Chiefs Association - \$1,000
- Police Equipment - \$1,450

### **Fiscal year 2015 awards**

- Police Equipment - \$36,298
- Police Overtime DOT - \$22,382
- Police Accreditation Support – St. Louis Area Police Chiefs Association - \$1,000
- Fire Department Self-Contained Breathing Apparatus (SCBA) - \$109,261
- Fire Department Automated CPR - \$14,500
- Public Works TRIM Grant – DNR - \$25,000
- Sidewalk Accessibility Improvements – CDBG - \$30,234

**Capital Improvement Fund Revenue (FUND 05)**

The Capital Improvement Fund was established as a result of the approval of the .5% sales tax dedicated to the improvement, purchase, and maintenance of capital projects, equipment, or debt service for those purposes. In addition, revenues from the \$.10/\$100 road and bridge property tax levy are contained in the capital improvement fund.

Sales Tax and Road and Bridge Funds

The dedicated .5% sales tax makes up roughly 67% of the Capital Improvement Fund’s budgeted revenues for the upcoming fiscal year 2016-17. The \$.10/\$100 road and bridge property tax makes up the remaining 23% of the Capital Improvement Fund’s budgeted revenue for fiscal year 2016-17.

Since the revenue sources are derived from similar sales and property taxes contained in the general fund, five year charts and trends mirror those in the General Fund. Overall, an increase of 2.62% is budgeted for fiscal year 2016-2017.

| Capital Improvement Fund<br>Total Revenue<br>(2016 & 2017 Projected) |               |               |
|--|---------------|---------------|
| <u>Year</u>  | <u>Amount</u> | <u>Change</u> |
| 2013   | \$ 634,039    | 3.33%         |
| 2014   | \$ 700,303    | 10.45%        |
| 2015   | \$ 708,352    | 1.15%         |
| 2016   | \$ 716,241    | 1.11%         |
| 2017   | \$ 735,000    | 2.62%         |

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**Dielman NID Fund Revenue (FUND 11)**

The Dielman Neighborhood Improvement District (NID) Fund was established by ordinance for the reconstruction of Dielman Industrial Drive in one of the light industrial areas in the City limits. On inception, the Fund was a capital projects fund until completion. Now that debt has been issued, it remains as a debt service fund to repay the long-term limited obligation bonds.

In another great example of the City working with business owners to improve both the City and their properties, the City accepted the previously private streets and completed a reconstruction of the road, guttering and sidewalks which were financed with long-term debt. In return, landowners agreed to repay the limited obligation long-term debt issued under the City’s name in annual assessments to cover upcoming debt service. Due to lower risk of issuing the debt under the City’s name, the landowners receive the benefit of new roads and lower financing costs.

NID Assessments

There are 10 properties within the District that are repaying the \$730,000 in limited obligation bonds issued in 2012. In fiscal year 2013, property owners who didn’t want to incur financing costs or interest simply repaid the city for their portion of the improvements with the remaining 10 property owners share of improvement costs included in the permanent financing. All properties are current on payments which is expected to continue into fiscal year 2016-17.

| <b>Dielman NID Revenue</b><br>(2016 & 2017 Projected) |               |               |
|---|---------------|---------------|
| <u>Year</u>   | <u>Amount</u> | <u>Change</u> |
| 2013  | \$ 414,182    | 100%          |
| 2014  | \$ 44,285     | (89.31)%      |
| 2015  | \$ 45,242     | 2.16%         |
| 2016  | \$ 53,835     | 18.99%        |
| 2017  | \$ 47,000     | 912.70)%      |

Fiscal year 2015-16 saw an increase due to one property owner with 5.2% of the responsibility of the assessment annual assessment coming current on three years of payments.

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**North Price NID Fund Revenue (FUND 13)**

The North Price Neighborhood Improvement District (NID) Fund was established by ordinance for the reconstruction of North Price Road from the intersection of Lisa Drive to the northern terminus of the road in Olivette. In fiscal year 2015-16 the Fund is a capital projects fund and is expected to remain a capital projects fund into mid fiscal year 2016-17. Upon completion of the road project, landowners will either repay the City for the costs of construction or limited obligation debt will be issued and the Fund will transform into a debt service fund for assessments on property owners to repay the debt.

Both the City and business owners stand to benefit from the NID as the City accepts the previously private streets and completes reconstruction of the road, guttering, and sidewalks.

NID Assessments

It is unknown at this point how many property owners, if any, will repay their portion of the costs which effects the amount of debt issues. For budgeting purposes, the assumption is that they will be no assessment in fiscal year 2016-2017.

| North Price NID Revenue |               |               |
|-------------------------|---------------|---------------|
| (2016 & 2017 Projected) |               |               |
| <u>Year</u>             | <u>Amount</u> | <u>Change</u> |
| 2013                    | \$ -          | NA            |
| 2014                    | \$ -          | NA            |
| 2015                    | \$ -          | NA            |
| 2016                    | \$ -          | NA            |
| 2017                    | \$ -          | NA            |

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Pension Fund Revenue (FUND 15)

The Pension Fund revenue is generated by a dedicated property tax on all residential, commercial, and personal property within the city limits. The rate varies based on amounts allowed by constitutional limits but hovers around the current maximum of \$.25/\$100 in valuation.

Pension property tax

Property taxes have increased slightly despite large increases in residential assessments due to Constitutional limits. Low inflation is expected to limit growth in property taxes to 1.8% for fiscal year 2016-17. Rates for the 2016 tax year due December 31<sup>st</sup> will be set in September so estimates are used for budgeting based on currently available assessment information and inflation statistics. Anticipated rates for 2016 tax year collected in fiscal year 2016-17 are \$.227/\$100 of valuation for residential, \$.753/\$100 of valuation for commercial property, and \$.771/\$100 of valuation for personal property.

| Pension Fund Revenue<br>(2016 & 2017 Projected) |            |            |
|---|------------|------------|
| Year  | Amount     | Change (%) |
| 2013  | \$ 547,814 | 1.08%      |
| 2014  | \$ 558,059 | 1.87%      |
| 2015  | \$ 550,800 | (1.30)%    |
| 2016  | \$ 556,755 | 1.08%      |
| 2017  | \$ 562,000 | 0.94%      |

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**Fire Operations Fund Revenue (FUND 20)**

The Fire Operations Fund is a special revenue fund established as a result of the approval of the .25% sales tax dedicated to fire operations which can cover personnel, benefits, operational, or capital expenditures within the fire department. Since inception, the Fund has been used to fund the staffing of three of the least tenured firefighter/paramedics. In addition, the fund has been used to fund debt service on the purchase of the two fire trucks and ambulance currently in use.

As a relatively new fund, the situation arose with all revenues coming from sales taxes was combined with tight budgeting, little reserves were built up when the recession arrived causing deficit spending to occur. As a result, a negative fund balance has been reported since fiscal year 2009-2010. However, this trend is expected to reverse in fiscal year 2016-2017 with a fund balance of \$6,799 projected for June 30, 2017.

Sales Tax

The dedicated .25% sales tax makes up all of the Fire Operations Fund’s revenues.

Since the revenue sources are derived from similar sales taxes contained in the general fund, five year charts and trends mirror those in the General Fund and reflect an increase of 3.57%.

| <b>Fire Operations Revenue</b>     |               |               |
|------------------------------------|---------------|---------------|
| <i>(2016 &amp; 2017 Projected)</i> |               |               |
| <u>Year</u>                        | <u>Amount</u> | <u>Change</u> |
| 2013                               | \$ 230,151    | 6.30%         |
| 2014                               | \$ 247,000    | 7.32%         |
| 2015                               | \$ 274,797    | 11.25%        |
| 2016                               | \$ 280,000    | 1.89%         |
| 2017                               | \$ 290,000    | 3.57%         |

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**City Center Fund Revenue (FUND 26)**

The City Center Fund was established following approval by voters to issue bonds for the construction of the new City Center located at 1140 Dielman Rd. The fund is currently acting as a capital projects fund during the construction process which is expected to cease during fiscal year 2016-17 when construction completes. The fund also acts as a debt service fund for collection and repayment of the General Obligation Bonds Series 2014.

City Center debt service property tax

Property tax rates for debt service follow different limits than general fund property tax rates. The current maximum allowed rate is far above the \$.42/\$100 currently assessed as promised to voters prior to the election. Therefore, Increases in property valuation result in increased revenue for the City Center Fund until a maximum reserve is met. Rates for the 2016 tax year due December 31<sup>st</sup> will be set in September and are anticipated to remain at \$.42/\$100 for residential, commercial property, and personal property.

| City Center Fund Revenue<br>(2016 & 2017 Projected) |              |            |
|---|--------------|------------|
| Year  | Amount       | Change (%) |
| 2013  | \$ -         | NA         |
| 2014  | \$ -         | NA         |
| 2015  | \$ 932,210   | 100%       |
| 2016  | \$ 1,003,992 | 7.70%      |
| 2017  | \$ 1,007,000 | 0.30%      |

**Stormwater/Park Fund Revenue (FUND 30)**

The Stormwater/Parks Fund is a special revenue fund established as a result of the approval of the .50% sales tax dedicated to maintenance and construction of stormwater control infrastructure or city parks. Eligible expenditures can include operational and capital expenditures. Since inception, the Fund has been used for three parks maintenance employees' wages and benefits in addition to purchase playground equipment, pave walkways, and most recently, reconstruct stormwater runoff infrastructure. The use of the fund is budgeted to expand yet again in fiscal year 2016-2017 to fund the community center roof replacement.

Sales Tax

The dedicated .50% sales tax makes up all of the Stormwater/Park Fund’s revenues.

Since the revenue sources are derived from similar sales taxes contained in the general fund, five year charts and trends mirror those in the Fire Operations Fund.

| Stormwater/Parks Revenue<br>(2016 & 2017 Projected) |               |                   |
|---|---------------|-------------------|
| <u>Year</u>   | <u>Amount</u> | <u>Change (%)</u> |
| 2013  | \$ 460,301    | 6.31%             |
| 2014  | \$ 464,000    | 0.80%             |
| 2015  | \$ 549,592    | 18.45%            |
| 2016  | \$ 562,000    | 2.26%             |
| 2017  | \$ 575,000    | 2.31%             |

**Sewer Lateral Fund Revenue (FUND 40)**

The Sewer Lateral Fund is a special revenue fund established to collect and reimburse funds for the \$50/residential household fee. Collection is made by St. Louis County along with property taxes and remitted to the City less a 1% collection fee.

Sewer Lateral Fee

Revenues for the upcoming fiscal year 2016-17 are expected to remain unchanged as a result of no new households expected to be built within the city and collection rates expected to remain the same.

| Sewer Lateral Revenue<br>(2016 & 2017 Projected) |               |                   |
|--|---------------|-------------------|
| <u>Year</u>                                      | <u>Amount</u> | <u>Change (%)</u> |
| 2013   | \$ 136,500    | (0.19)%           |
| 2014   | \$ 136,535    | 0.03%             |
| 2015   | \$ 135,815    | (0.53)%           |
| 2016   | \$ 135,303    | (0.38)%           |
| 2017   | \$ 135,000    | (0.22)%           |

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City of Olivette  
FY 17 Budget Summary

Printed 6/8/2016  
Updated 6/8/2016

|                           | FY 2017<br>Revenue | FY 2017<br>Expenditure | FY 2017<br>Budget<br>Excess/<br>(Deficit) | Fund<br>Balance<br>6/30/2015<br>(audited) | Projected<br>Excess/<br>(Deficit)<br>FY2016 | Fund<br>Balance<br>Projected<br>6/30/2016 | Fund<br>Balance<br>Projected<br>End of<br>FY 2017 |
|---------------------------|--------------------|------------------------|---|---|---|---|---|
| FUND 01 - General Fund    | 7,307,925          | 7,306,957              | 968                                       | 4,335,986                                 | 197,342                                     | 4,533,328                                 | 4,534,296   |
| FUND 02 - Grants          | 1,500,000          | 1,500,000              | 0   | 0   | 0   | 0   | 0   |
| FUND 05 - Capital Imp     | 935,500            | 1,413,939              | (478,439)                                 | 1,321,691                                 | (44,965)                                    | 1,276,726                                 | 798,287   |
| FUND 11 - Dielman NID     | 47,000             | 48,000                 | (1,000)                                   | 49,649                                    | 5,977                                       | 48,649                                    | 47,649  |
| FUND 13 - North Price NID | 1,877,221          | 1,877,221              | 0   | (18,456)                                  | 18,456                                      | 0   | 0   |
| FUND 15 - Pension         | 562,000            | 562,000                | 0   | 13,446                                    | (3,745)                                     | 9,701                                     | 9,701   |
| FUND 20 - Fire Operations | 290,000            | 244,800                | 45,200                                    | (139,466)                                 | 101,065                                     | (38,401)                                  | 6,799   |
| FUND 25 - Equip Replacmt  | 0                  | 150,000                | (150,000)                                 | 343,710                                   | 0   | 343,710                                   | 193,710   |
| FUND 26 - 2014 GO Bonds   | 1,067,000          | 10,400,000             | (9,333,000)                               | 11,576,814                                | (1,862,998)                                 | 9,713,816                                 | 380,816   |
| FUND 30 - Parks/Stmwtr    | 570,000            | 666,961                | (96,961)                                  | 969,265                                   | 161,193                                     | 1,130,458                                 | 1,033,497   |
| FUND 35 - Escrow Trust    | 500                | 500                    | 0   | 0   | 0   | 0   | 0   |
| FUND 40 - Sewer Lateral   | 136,000            | 104,340                | 31,660                                    | 602,952                                   | 47,243                                      | 650,195                                   | 681,855   |
|                           |                    |                        |   | 19,055,591                                | (1,380,432)                                 | 17,668,182                                | 7,686,610   |

DRAFT - 1st

Annual Budget – July 1, 2016 through June 30, 2017

| FUND 01 - General Fund  | CY (2016)                             |  | Current<br>Projected % of<br>Budget | FY 2017                           |                                | FY 17 Budget<br>Difference from<br>FY16 Budget | FY 17 Budget<br>Difference from<br>FY16 Actual |
|---|---------------------------------------|--|-------------------------------------|-----------------------------------|--------------------------------|--|--|
|   | Budget (as<br>amended w/<br>Ord 2554) | CY (2016) Actual<br>to May +<br>Projected June |                                     | Department Head<br>Budget Request | FY 2017 City<br>Manager Budget |  |  |
| <b>Revenues</b>   |                                       |  |                                     |                                   |                                |  |  |
| Parks and Recreation  | 359,500                               | 292,735  | 81%                                 | 301,250                           | 301,250                        | -58,250  | 8,515  |
| Court   | 318,500                               | 309,145  | 97%                                 | 321,750                           | 321,750                        | 3,250  | 12,605   |
| Medical Transport Fees  | 180,000                               | 151,675  | 84%                                 | 155,000                           | 155,000                        | -25,000  | 3,325  |
| Licenses  | 259,000                               | 275,280  | 106%                                | 265,500                           | 265,500                        | 6,500  | -9,780   |
| Investment Income   | 6,500                                 | 12,881   | 198%                                | 20,000                            | 20,000                         | 13,500   | 7,119  |
| Other Income  | 92,000                                | 115,409  | 125%                                | 102,000                           | 102,000                        | 10,000   | -13,409  |
| Permits   | 186,965                               | 185,598  | 99%                                 | 208,925                           | 201,425                        | 14,460   | 15,827   |
| Property Taxes  | 1,715,000                             | 1,687,678                                      | 98%                                 | 1,718,000                         | 1,718,000                      | 3,000  | 30,322   |
| Sales Tax   | 1,832,400                             | 1,905,113                                      | 104%                                | 1,920,000                         | 1,930,000                      | 97,600   | 24,887   |
| Transfers for Administrative Costs  | 143,400                               | 62,900   | 44%                                 | 75,500                            | 75,500                         | -67,900  | 12,600   |
| Utility Taxes   | 2,255,500                             | 2,141,756                                      | 95%                                 | 2,217,500                         | 2,217,500                      | -38,000  | 75,744   |
| <b>Revenues</b>   | <b>7,348,765</b>                      | <b>7,140,170</b>                               | <b>97%</b>                          | <b>7,305,425</b>                  | <b>7,307,925</b>               | <b>-40,840</b>                                 | <b>167,755</b>                                 |
| <b>Expenditures</b>   |                                       |  |                                     |                                   |                                |  |  |
| Legislative (1000)  | 129,908                               | 117,500  | 90%                                 | 132,920                           | 133,920                        | 4,012  | 16,420   |
| Administration (1200)   | 136,255                               | 133,185  | 98%                                 | 142,700                           | 142,700                        | 6,445  | 9,515  |
| Finance Department (1300)   | 348,040                               | 338,500  | 97%                                 | 370,000                           | 370,000                        | 21,960   | 31,500   |
| Municipal Court (1400)  | 147,090                               | 115,000  | 78%                                 | 134,820                           | 133,520                        | -13,570  | 18,520   |
| City Attorney (1450)  | 100,000                               | 135,755  | 136%                                | 100,000                           | 100,000                        | 0  | -35,755  |
| Communications (1500)   | 44,195                                | 35,665   | 81%                                 | 27,308                            | 27,308                         | -16,887  | -8,357   |
| Planning & Zoning (1601)  | 550                                   | 0  | 0%                                  | 550                               | 550                            | 0  | 550  |
| Community Affairs (1605)  | 27,200                                | 30,000   | 0%                                  | 31,922                            | 31,922                         | 4,722  | 1,922  |
| Zoning Board Of Adjustment(1606)  | 1,025                                 | 800  | 78%                                 | 2,035                             | 1,350                          | 325  | 550  |
| Economic Development (1607)   | 13,880                                | 5,000  | 36%                                 | 13,880                            | 9,030                          | -4,850   | 4,030  |
| Special Committees (1610)   | 0                                     | 45,000   | 0%                                  | 0                                 | 0                              | 0  | -45,000  |
| Old Bonhomme Rd Agremt(1612)  | 80,000                                | 0  | 0%                                  | 0                                 | 0                              | -80,000  | 0  |
| Elections (1800)  | 9,010                                 | 2,000  | 22%                                 | 9,010                             | 9,010                          | 0  | 7,010  |
| Rabies Control (2000)   | 57,985                                | 56,822   | 98%                                 | 59,270                            | 59,270                         | 1,285  | 2,448  |
| Fire Department (2500)  | 2,226,395                             | 2,156,075                                      | 97%                                 | 2,240,827                         | 2,220,007                      | -6,388   | 63,932   |
| Police Department (2600)  | 2,489,407                             | 2,328,066                                      | 94%                                 | 2,460,827                         | 2,494,092                      | 4,685  | 166,026  |
| Community Center (3000)   | 187,787                               | 189,098  | 101%                                | 179,452                           | 167,870                        | -19,917  | -21,228  |
| Recreation (3200)   | 359,480                               | 275,651  | 77%                                 | 388,740                           | 385,272                        | 25,792   | 109,621  |
| Planning & Comm. Devpmt (4010)  | 403,410                               | 379,520  | 94%                                 | 425,134                           | 402,005                        | -1,405   | 22,485   |
| Refuse Collection (4050)  | 357,700                               | 369,743  | 103%                                | 378,541                           | 378,541                        | 20,841   | 8,798  |
| Municipal Property-General (4061)   | 130,448                               | 130,448  | 100%                                | 133,590                           | 133,590                        | 3,142  | 3,142  |
| Insurance (4500)  | 99,000                                | 99,000   | 100%                                | 107,000                           | 107,000                        | 8,000  | 8,000  |
| <b>Expenditures Total</b>   | <b>7,348,765</b>                      | <b>6,942,828</b>                               | <b>94%</b>                          | <b>7,338,526</b>                  | <b>7,306,957</b>               | <b>-41,808</b>                                 | <b>364,129</b>                                 |
| <b>FUND 02 - Grants (City Match amounts are contained in their respective funds (01,05,30))</b> |                                       |  |                                     |                                   |                                |  |  |
| Revenues  | 2,130,000                             | 231,631  | 11%                                 | 1,500,000                         | 1,500,000                      | -630,000                                       | 1,268,369                                      |
| Expenditures  | 2,130,000                             | 231,631  | 11%                                 | 1,500,000                         | 1,500,000                      | -630,000                                       | 1,268,369                                      |
|   | <u>0</u>                              | <u>0</u>                                       | <u>0%</u>                           | <u>0</u>                          | <u>0</u>                       | <u>-1,260,000</u>                              | <u>2,536,738</u>                               |

Annual Budget – July 1, 2016 through June 30, 2017

|                                  | CY (2016)<br>Budget (as<br>amended w/<br>Ord 2554) | CY (2016) Actual<br>to May +<br>Projected June | Current<br>Projected % of<br>Budget | FY 2017<br>Department Head<br>Budget Request | FY 2017 City<br>Manager Budget | FY 17 Budget<br>Difference from<br>FY16 Budget | FY 17 Budget<br>Difference from<br>FY16 Actual |
|----------------------------------|--|--|-------------------------------------|--|--------------------------------|--|--|
| <b>FUND 05 - Cap. Impr.</b>      |  |  |                                     |  |                                |  |  |
| <b>Revenues</b>                  |  |  |                                     |  |                                |  |  |
| Capital Improvement Sales Tax    | 475,000  | 478,180  | 101%                                | 490,000                                      | 490,000                        | 15,000   | 11,820   |
| Bridge & Road Fund From County   | 250,000  | 248,914  | 100%                                | 245,000                                      | 245,000                        | -5,000   | -3,914   |
| Transfers                        | 0  | 0  | 0%                                  | 150,000                                      | 150,000                        | 150,000  | 150,000  |
| Debt Proceeds                    | 150,000  | 87,000   | 0%                                  | 0  | 50,500                         | -99,500  | -36,500  |
| <b>Revenues</b>                  | <b>875,000</b>                                     | <b>814,094</b>                                 | <b>93%</b>                          | <b>885,000</b>                               | <b>935,500</b>                 | <b>60,500</b>                                  | <b>121,406</b>                                 |
| <b>Expenditures</b>              |  |  |                                     |  |                                |  |  |
| Fire Dept. Improvements          | 34,000   | 32,543   | 96%                                 | 36,200                                       | 0                              | -34,000  | -32,543  |
| Police Department                | 61,025   | 58,529   | 96%                                 | 76,800                                       | 68,500                         | 7,475  | 9,971  |
| Street Department                | 571,464  | 485,744  | 85%                                 | 639,448                                      | 566,918                        | -4,546   | 81,174   |
| Street Dept. Improvements        | 165,000  | 163,722  | 99%                                 | 105,000                                      | 176,000                        | 11,000   | 12,278   |
| OBR Improvement - Tree Agrmt     | 20,000   | 0  | 0%                                  | 0  | 0                              | -20,000  | 0  |
| Old Bonhomme Rd Net Xfers        | 0  | 80,000   | 0%                                  | 260,000                                      | 260,000                        | 260,000  | 180,000  |
| North Price NID Transfer         | 0  | 0  | 0%                                  | 250,000                                      | 250,000                        | 250,000  | 250,000  |
| Dielman Rd - South               | 0  | 0  | 0%                                  | 54,000                                       | 54,000                         | 54,000   | 54,000   |
| Debt Service                     | 43,511   | 38,521   | 89%                                 | 38,521                                       | 38,521                         | -4,990   | 0  |
| <b>Expenditures</b>              | <b>895,000</b>                                     | <b>859,059</b>                                 | <b>96%</b>                          | <b>1,459,969</b>                             | <b>1,413,939</b>               | <b>518,939</b>                                 | <b>554,880</b>                                 |
| <b>FUND 11 - Dielman NID</b>     |  |  |                                     |  |                                |  |  |
| <b>Revenue</b>                   |  |  |                                     |  |                                |  |  |
| NID Assessments                  | 45,000   | 53,835   | 120%                                | 47,000                                       | 47,000                         | 2,000  | -6,835   |
| <b>Revenue</b>                   | <b>45,000</b>                                      | <b>53,835</b>                                  | <b>0%</b>                           | <b>47,000</b>                                | <b>47,000</b>                  | <b>2,000</b>                                   | <b>-6,835</b>                                  |
| <b>Expenditures</b>              |  |  |                                     |  |                                |  |  |
| Debt Pmt and Fiscal Agent Fees   | 47,857   | 47,858   | 0%                                  | 48,000                                       | 48,000                         | 143  | 142  |
| <b>Expenditures</b>              | <b>47,857</b>                                      | <b>47,858</b>                                  | <b>0%</b>                           | <b>48,000</b>                                | <b>48,000</b>                  | <b>143</b>                                     | <b>142</b>                                     |
| <b>FUND 13 - North Price NID</b> |  |  |                                     |  |                                |  |  |
| <b>Revenue</b>                   |  |  |                                     |  |                                |  |  |
| NID Assessments                  | 0  | 0  | 0%                                  | 0  | 0                              | 0  | 0  |
| Debt Proceeds                    | 1,943,000  | 870,000  | 45%                                 | 1,877,221                                    | 1,877,221                      | -65,779  | 1,007,221                                      |
| <b>Revenue</b>                   | <b>1,943,000</b>                                   | <b>870,000</b>                                 | <b>45%</b>                          | <b>1,877,221</b>                             | <b>1,877,221</b>               | <b>-65,779</b>                                 | <b>1,007,221</b>                               |
| <b>Expenditures</b>              |  |  |                                     |  |                                |  |  |
| N. Price NID Improv. Project     | 943,000  | 851,544  | 0%                                  | 627,221                                      | 627,221                        | -315,779                                       | -224,323                                       |
| Debt Pmt and Fiscal Agent Fees   | 1,000,000  | 0  | 0%                                  | 1,250,000                                    | 1,250,000                      | 250,000  | 1,250,000                                      |
| <b>Expenditures</b>              | <b>1,943,000</b>                                   | <b>851,544</b>                                 | <b>0%</b>                           | <b>1,877,221</b>                             | <b>1,877,221</b>               | <b>-65,779</b>                                 | <b>1,025,677</b>                               |
| <b>FUND 15 - Pension</b>         |  |  |                                     |  |                                |  |  |
| <b>Revenue</b>                   |  |  |                                     |  |                                |  |  |
| Property Taxes                   | 558,000  | 556,755  | 100%                                | 562,000                                      | 562,000                        | 4,000  | 5,245  |
| <b>Expenditures</b>              |  |  |                                     |  |                                |  |  |
| Misc Professional Services       | 40,000   | 40,000   | 100%                                | 41,000                                       | 41,000                         | 1,000  | 1,000  |
| City Pension Plan Contributions  | 520,500  | 520,500  | 100%                                | 521,000                                      | 521,000                        | 500  | 500  |
| <b>Expenditures</b>              | <b>560,500</b>                                     | <b>560,500</b>                                 | <b>100%</b>                         | <b>562,000</b>                               | <b>562,000</b>                 | <b>1,500</b>                                   | <b>1,500</b>                                   |

Annual Budget – July 1, 2016 through June 30, 2017

|   | CY (2016)<br>Budget (as<br>amended w/<br>Ord 2554) | CY (2016) Actual<br>to May +<br>Projected June | Current<br>Projected % of<br>Budget | FY 2017<br>Department Head<br>Budget Request | FY 2017 City<br>Manager Budget | FY 17 Budget<br>Difference from<br>FY16 Budget | FY 17 Budget<br>Difference from<br>FY16 Actual |
|---|--|--|-------------------------------------|--|--------------------------------|--|--|
| <b>FUND 20 - Fire Operations</b>                |  |  |                                     |  |                                |  |  |
| Revenue   |  |  |                                     |  |                                |  |  |
| Sales Tax                                       | 280,000  | 280,738  | 100%                                | 290,000                                      | 290,000                        | 10,000   | 9,262  |
| Revenue   | <u>280,000</u>                                     | <u>280,738</u>                                 | 100%                                | <u>290,000</u>                               | <u>290,000</u>                 | <u>10,000</u>                                  | <u>9,262</u>                                   |
| Expenditures                                    |  |  |                                     |  |                                |  |  |
| Fire Department                                 | 224,591  | 179,673  | 80%                                 | 244,800                                      | 244,800                        | 20,209   | 65,127   |
| Fire Dept. Improvements                         | 0  | 0  |                                     | 0  | 0                              | 0  | 0  |
| Expenditures                                    | <u>224,591</u>                                     | <u>179,673</u>                                 | 80%                                 | <u>244,800</u>                               | <u>244,800</u>                 | <u>20,209</u>                                  | <u>65,127</u>                                  |
| <b>FUND 25 - Equipment Replacement</b>          |  |  |                                     |  |                                |  |  |
| Revenue   | 0  | 0  | 0%                                  | 0  | 0                              | 0  | 0  |
| Expenditures                                    | 0  | 0  | 0%                                  | 150,000                                      | 150,000                        | 150,000  | 150,000  |
| <b>FUND 26 - Dielman Facility 2014 GO Bonds</b> |  |  |                                     |  |                                |  |  |
| Revenue   |  |  |                                     |  |                                |  |  |
| Property Tax                                    | 941,000  | 1,003,992                                      | 107%                                | 1,007,000                                    | 1,007,000                      | 66,000   | 3,008  |
| Investment Income                               | 51,000   | 117,863  | 231%                                | 60,000                                       | 60,000                         | 9,000  | -57,863  |
|   | <u>992,000</u>                                     | <u>1,121,855</u>                               | 113%                                | <u>1,067,000</u>                             | <u>1,067,000</u>               | <u>75,000</u>                                  | <u>-54,855</u>                                 |
| Expenditures                                    |  |  |                                     |  |                                |  |  |
| Facility Expenditures                           | 1,012,000  | 2,100,000                                      | 208%                                | 9,500,000                                    | 9,500,000                      | 8,488,000                                      | 7,400,000                                      |
| Debt Pmt and Fiscal Agent Fees                  | 1,000,000  | 884,853  | 88%                                 | 900,000                                      | 900,000                        | -100,000                                       | 15,147   |
| Expenditures                                    | <u>2,012,000</u>                                   | <u>2,984,853</u>                               | 148%                                | <u>10,400,000</u>                            | <u>10,400,000</u>              | <u>8,388,000</u>                               | <u>7,415,147</u>                               |
| <b>FUND 30 - Stormwater/Parks</b>               |  |  |                                     |  |                                |  |  |
| Revenue   |  |  |                                     |  |                                |  |  |
| Sales Tax                                       | 562,000  | 562,749  | 100%                                | 570,000                                      | 570,000                        | 8,000  | 7,251  |
| Revenue   | <u>562,000</u>                                     | <u>562,749</u>                                 | 100%                                | <u>570,000</u>                               | <u>570,000</u>                 | <u>8,000</u>                                   | <u>7,251</u>                                   |
| Expenditures                                    |  |  |                                     |  |                                |  |  |
| Parks (3100)                                    | 467,305  | 337,331  | 72%                                 | 424,541                                      | 421,961                        | -45,344  | 84,630   |
| Capital Improvements                            | 64,225   | 64,225   | 100%                                | 305,000                                      | 245,000                        | 180,775  | 180,775  |
| Capital Improvements Stormwater                 | 80,000   | 15,000   | 19%                                 | 0  | 0                              | -80,000  | -15,000  |
| Expenditures                                    | <u>611,530</u>                                     | <u>401,556</u>                                 | 66%                                 | <u>729,541</u>                               | <u>666,961</u>                 | <u>135,431</u>                                 | <u>265,405</u>                                 |
| <b>FUND 35 - Escrow Trust</b>                   |  |  |                                     |  |                                |  |  |
| Investment Income                               | 480  | 453  | 0%                                  | 500  | 500                            | 20   | 47   |
| Transfer of Interest                            | 480  | 453  | 0%                                  | 500  | 500                            | 20   | 47   |
| <b>FUND 40 - Sewer Lateral</b>                  |  |  |                                     |  |                                |  |  |
| Investment Income                               | 720  | 1,276  | 177%                                | 1,000  | 1,000                          | 280  | -276   |
| Sewer Lateral Fees                              | 135,000  | 135,303  | 100%                                | 135,000                                      | 135,000                        | 0  | -303   |
| Revenue   | <u>135,720</u>                                     | <u>136,579</u>                                 | 101%                                | <u>136,000</u>                               | <u>136,000</u>                 | <u>280</u>                                     | <u>-579</u>                                    |
| Collection Fees - St Louis Co                   | 1,331  | 1,336  | 100%                                | 1,340  | 1,340                          | 9  | 4  |
| Sewer Lateral Improvements                      | 75,000   | 60,000   | 80%                                 | 75,000                                       | 75,000                         | 0  | 15,000   |
| Transfers for Administrative Costs              | 28,000   | 28,000   | 100%                                | 28,000                                       | 28,000                         | 0  | 0  |
| Expenditures                                    | <u>104,331</u>                                     | <u>89,336</u>                                  | 86%                                 | <u>104,340</u>                               | <u>104,340</u>                 | <u>9</u>                                       | <u>15,004</u>                                  |

## General Fund (FUND 01)

### Legislation (Department 1000)

The Olivette City Council consists of five individuals who are the elected representatives of the City of Olivette. They are elected at large for three years with staggered terms and receive compensation of \$100.00 per month. In addition, the rate of compensation for the City Treasurer is \$50.00 per month.

The Legislative Department is classified as an operational department and has one full-time City Clerk who is appointed by the City Manager with the primary responsibility is the maintenance of the City's permanent records.

The City Council, with the Mayor serving as chairman, is the policy making legislative body of the City of Olivette and is responsible for guiding programs and services provided by City staff. The Council approves all ordinances, resolutions and purchases over \$10,000 in addition to adopting the annual operating budget and levying taxes. With the advice and assistance of the City Manager, the Council reviews proposals for community needs, initiates action for new programs and determines the ability of the City to provide financing for activities for the City.

The City Council of the City of Olivette meets regularly on the second and fourth Tuesdays of the month and on other occasions for public hearings or matters of special importance to the community. All meetings are open and the public is invited to attend.

#### **GOALS**

- Provide a full range of municipal services allowable under State law including law enforcement, zoning and code enforcement, recreation centers, trash disposal and parks.
- Provide high quality and responsive government to the Olivette community.
- Provide mechanisms to ensure ordinances, resolutions, minutes and other important City information is available to residents.
- Maintain City Clerk's designation as a Missouri Professional City Clerk through the Missouri City Clerks and Finance Officers Association and Certified Municipal Clerk status through the International Institute of Municipal Clerks. Encourage participation in professional organizations to bring new ideas to the City Council for consideration.
- Participate in local, state and national organizations to influence legislation.

**GOALS - continued**

- Encourage residents to become more involved in their community through volunteer participation at events or by serving on various City Boards and Commissions.
- Hold open house at new City Center for council to welcome public to their new city hall

**OBJECTIVES**

- Maintain council member's status as body to enact laws that provide equal opportunity and citizen engagement.
- Maintain documents and historical records for public access and aid in decision making by council, staff, and citizens.
- Provide official representation of the governing body at ceremonial activities
- Continue to hold Council meetings to provide a public forum for various viewpoints, inform citizens of opportunities and plans, and deliberate in an attempt to reach best possible conclusions for the City and its citizens.
- Maintain structure and formality of City Council meetings to provide an atmosphere that facilitates mutual respect among participants.
- Maintain records open and easily to public including ensure that all meeting notices, minutes, ordinances, and both Municipal and Zoning Codes are maintained on the City website.
- Initiate periodic recodification of the Municipal Code and Zoning Code to ensure that City codes are compatible with Missouri State Statute and the Strategic Plan for the City which most recently occurred in 2008.
- Conduct meetings of City Boards and Commissions to give residents an opportunity to participate in discussions in an atmosphere of mutual respect.
- Provide formal training for Board/Commission members and Council liaison to review primary missions and effectiveness of meetings and encourage a proper communication channel with City Council.
- Initiate City Council review of mission statements for the various Boards and Commissions to clarify goals and objectives for each group.
- Search for ways the City Council can encourage more residents become involved in their community through serving or appearing on a board or commission.
- Provide atmosphere for residents attending public meetings to expect an opportunity to communicate viewpoints and share concerns on community issues within a structured setting guided by the Council.
- Explore opportunities to expand the type and frequency of its dissemination of information to residents using both formal and informal means such as a series' of "Meet the Mayor" type of events in an effort to provide additional opportunities for residents to offer input.
- Continue to establish the Olive Boulevard corridor as a focal point of the City as outlined in the strategic plan most recently evidenced by redevelopment of the Olive Boulevard & Interstate 170 interchange and expected to continue through former City Hall site.



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                                 | Legislative - 1000                  | 2011-12         | 2012-13         | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|-------------------------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                             | Actual          | Actual          | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>          |                                     |                 |                 |                  |                  |                  |                  |                  |                  |
| A100.00                                 | Salaries---Regular Employees        | \$50,304        | \$62,978        | \$86,724         | \$85,015         | \$88,000         | \$86,100         | \$90,000         | \$90,000         |
| A400.00                                 | Longevity                           | \$716           | \$630           | \$888            | \$2,291          | \$725            | \$2,388          | \$0              | \$0              |
| A600.00                                 | FICA                                | \$5,351         | \$5,526         | \$2,469          | \$5,839          | \$5,815          | \$6,771          | \$6,900          | \$6,900          |
| A700.00                                 | Unemployment Comp                   | \$223           | \$401           | \$466            | \$474            | \$300            | \$460            | \$500            | \$500            |
| <b>TOTAL---PERSONNEL</b>                |                                     | <b>\$56,594</b> | <b>\$69,534</b> | <b>\$90,547</b>  | <b>\$93,619</b>  | <b>\$94,840</b>  | <b>\$95,719</b>  | <b>\$97,400</b>  | <b>\$97,400</b>  |
| <b>CSVC Contractual Services</b>        |                                     |                 |                 |                  |                  |                  |                  |                  |                  |
| B190.00                                 | Miscellaneous Professional Services | -\$468          | \$1,000         | \$1,850          | \$514            | \$3,000          | \$3,200          | \$3,200          | \$3,200          |
| B220.00                                 | Postage                             | \$0             | \$55            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B240.00                                 | Travel & Training                   | \$1,287         | \$819           | \$3,361          | \$1,150          | \$3,875          | \$4,245          | \$4,515          | \$4,515          |
| B310.00                                 | Legal Notices/Advertising           | \$334           | \$122           | \$100            | \$0              | \$300            | \$250            | \$250            | \$250            |
| B320.00                                 | Printing                            | \$482           | \$0             | \$0              | \$305            | \$250            | \$250            | \$250            | \$250            |
| B440.00                                 | Telephone                           | \$751           | \$429           | \$321            | \$386            | \$1,000          | \$600            | \$700            | \$700            |
| B542.00                                 | Copier Maintenance                  | \$1,655         | \$1,048         | \$1,604          | \$1,377          | \$1,300          | \$1,300          | \$1,200          | \$1,200          |
| B545.00                                 | Computer Maintenance                | \$483           | \$1,147         | \$723            | \$532            | \$750            | \$750            | \$750            | \$750            |
| B730.00                                 | Workers Compensation                | \$82            | \$57            | \$96             | \$177            | \$190            | \$190            | \$200            | \$200            |
| B780.00                                 | Group Health & Liability            | \$9,488         | \$6,440         | \$14,875         | \$14,877         | \$15,000         | \$14,504         | \$14,600         | \$14,600         |
| B790.00                                 | Life Insurance/LTD                  | \$279           | \$284           | \$1,053          | \$682            | \$365            | \$650            | \$1,000          | \$1,000          |
| B914.00                                 | Association Dues                    | \$1,758         | \$5,140         | \$6,082          | \$6,169          | \$6,150          | \$6,100          | \$6,105          | \$6,105          |
| B920.00                                 | Reception                           | \$0             | \$75            | \$90             | \$291            | \$400            | \$400            | \$2,300          | \$2,300          |
| B990.00                                 | Misc. Contractual Services          | -\$81           | \$2,674         | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>           |                                     | <b>\$16,050</b> | <b>\$19,292</b> | <b>\$30,155</b>  | <b>\$26,460</b>  | <b>\$32,580</b>  | <b>\$32,439</b>  | <b>\$35,070</b>  | <b>\$35,070</b>  |
| <b>COMM Commodities</b>                 |                                     |                 |                 |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies                     | \$62            | \$260           | \$463            | \$342            | \$400            | \$700            | \$400            | \$400            |
| C125.00                                 | Books/Publications                  | \$0             | \$0             | \$0              | \$0              | \$200            | \$150            | \$150            | \$150            |
| C470.00                                 | Awards, Gifts, & Memorials          | \$638           | \$898           | \$1,288          | \$476            | \$600            | \$900            | \$900            | \$900            |
| <b>TOTAL COMMODITIES</b>                |                                     | <b>\$700</b>    | <b>\$1,158</b>  | <b>\$1,751</b>   | <b>\$818</b>     | <b>\$1,200</b>   | <b>\$1,750</b>   | <b>\$1,450</b>   | <b>\$1,450</b>   |
| <b>CAPT Capital Outlay/Improvements</b> |                                     |                 |                 |                  |                  |                  |                  |                  |                  |
| D320.00                                 | Computer/Institutional Equip        | \$0             | \$3,559         | \$0              | \$1,420          | \$1,400          | \$0              | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                                     | <b>\$0</b>      | <b>\$3,559</b>  | <b>\$0</b>       | <b>\$1,420</b>   | <b>\$1,400</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                                     | <b>\$73,344</b> | <b>\$93,543</b> | <b>\$122,453</b> | <b>\$122,317</b> | <b>\$130,020</b> | <b>\$129,908</b> | <b>\$133,920</b> | <b>\$133,920</b> |

## General Fund (FUND 01)

### Administration (Department 1200)

The Administration Department is classified as an operational department and contains the compensation, benefits, and other expenditures for the office of the City Manager and related duties. The City Manager is appointed based on executive and administrative qualifications and according to City Charter, serves at the pleasure of the majority of the City Council. Unlike the City Council who is made up of Olivette citizens, the City Manager need not be a resident of the city.

The manager serves as the chief administrative officer of the city and shall be responsible to the council for the administration of all city affairs. Powers and duties include ensuring all laws, provisions of the charter, and acts of the council are faithfully enforced and executed; appointing, suspending or removing city employees; administration of all departments, offices, and agencies of the city; preparation of the annual budget and capital program to the council; reporting on the finances and administrative activities of the city at the end of each fiscal year; attend all open city council meetings with the right to take part in discussions but may not vote; and exercise such other powers and perform such other duties as may be prescribed by Charter, by ordinance, or law.

The City Manager, as the administrative head of the government subject to the direction and supervision of the Council is employed for a term not to exceed one year with a 30 day termination provision with compensation set by the Council. Upon appointment, the City Manager is expected take the official oath required by law and execute a bond in favor of the city for the faithful performance duties.

#### **GOALS**

- Increase ongoing dialogue with the Olivette business community and facilitate business roundtables to discuss pertinent business issues in the Olivette community
- Develop new community events for the citizens of Olivette
- Develop a long range plan for funding of needed street improvements in the City
- Continue to work towards the redevelopment of the Olive Boulevard/Interstate 170 corridor
- Continue to work of active pursuit of the priorities established in the Olivette Strategic Plan
- Continue active dialogue with neighboring communities regarding shared service opportunities
- Develop a long-range information technology improvement plan

**GOALS - continued**

- Develop plans for the extension of streetscape improvements in the Olive Boulevard corridor
- Continue to strengthen outreach with Olivette citizens by upgrading communications techniques

**OBJECTIVES**

- Ensure that the directives of the City Council are implemented promptly and efficiently
- To serve the citizens of Olivette with responsiveness and courtesy
- To implement measures to insure maximum efficiency in administrative operations
- Provide and share information with City Council, management staff, and employees in a timely manner
- Work with City boards and commissions to facilitate policy making and implement City goals

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01 Administration - 1200           |                              |                  |                  |                  |                  |                  |                  |                  |                  |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | 2011-12 Actual   | 2012-13 Actual   | 2013-14 Actual   | 2014-15 Actual   | 2014-15 Budget   | 2015-16 Budget   | 2016-17 Dept     | 2016-17 CM       |
| <b>PERS Personnel Services</b>          |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                                 | Salaries--Regular Employees  | \$99,480         | \$74,723         | \$88,495         | \$97,713         | \$105,000        | \$102,300        | \$108,000        | \$108,000        |
| A400.00                                 | Longevity                    | \$0              | \$0              | \$0              | \$0              | \$0              | \$515            | \$0              | \$0              |
| A600.00                                 | FICA                         | \$7,974          | \$5,983          | \$6,584          | \$7,151          | \$8,033          | \$7,865          | \$8,300          | \$8,300          |
| A700.00                                 | Unemployment Comp            | \$50             | \$152            | \$359            | \$169            | \$0              | \$155            | \$200            | \$200            |
| A900.00                                 | Pre-Tax Earnings             | \$7,862          | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL--PERSONNEL</b>                 |                              | <b>\$115,366</b> | <b>\$80,859</b>  | <b>\$95,438</b>  | <b>\$105,033</b> | <b>\$113,033</b> | <b>\$110,835</b> | <b>\$116,500</b> | <b>\$116,500</b> |
| <b>CSVC Contractual Services</b>        |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B190.00                                 | Misc. Professional Services  | \$310            | \$3,560          | \$7,127          | \$2,842          | \$3,000          | \$0              | \$0              | \$0              |
| B195.00                                 | Relocation Expenses          | \$0              | \$0              | \$5,000          | \$0              | \$5,000          | \$0              | \$0              | \$0              |
| B210.00                                 | Automobile Allowance         | \$0              | \$0              | \$3,500          | \$4,200          | \$0              | \$4,200          | \$4,200          | \$4,200          |
| B240.00                                 | Travel & Training            | \$1,393          | \$308            | \$175            | \$3,462          | \$4,750          | \$2,000          | \$3,750          | \$3,750          |
| B310.00                                 | Legal Notices/Advertising    | \$0              | \$718            | \$364            | \$47             | \$450            | \$100            | \$0              | \$0              |
| B320.00                                 | Printing                     | \$0              | \$0              | \$18             | \$0              | \$350            | \$100            | \$40             | \$40             |
| B440.00                                 | Telephone                    | \$1,446          | \$1,070          | \$1,127          | \$1,493          | \$1,072          | \$2,000          | \$1,400          | \$1,400          |
| B542.00                                 | Copier Expenses              | \$618            | \$782            | \$2,096          | \$1,322          | \$750            | \$1,000          | \$800            | \$800            |
| B545.00                                 | Computer Maintenance         | \$566            | \$1,625          | \$1,141          | \$944            | \$1,201          | \$1,145          | \$900            | \$900            |
| B550.00                                 | Automotive Repairs           | \$64             | \$148            | \$28             | \$0              | \$575            | \$0              | \$0              | \$0              |
| B730.00                                 | Workers Compensation         | \$207            | \$222            | \$224            | \$214            | \$225            | \$240            | \$300            | \$300            |
| B780.00                                 | Group Health & Liability     | \$10,049         | \$8,639          | \$7,244          | \$10,174         | \$11,600         | \$10,785         | \$10,900         | \$10,900         |
| B790.00                                 | Life Insurance/LTD           | \$781            | \$513            | \$367            | \$699            | \$260            | \$750            | \$1,000          | \$1,000          |
| B914.00                                 | Association Dues             | \$1,119          | \$1,048          | \$897            | \$960            | \$1,125          | \$1,300          | \$1,360          | \$1,360          |
| B920.00                                 | Reception                    | \$0              | \$0              | \$0              | \$0              | \$0              | \$300            | \$300            | \$300            |
| B990.00                                 | Misc. Contractual Services   | -\$56            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>           |                              | <b>\$16,497</b>  | <b>\$18,633</b>  | <b>\$29,308</b>  | <b>\$26,357</b>  | <b>\$30,358</b>  | <b>\$23,920</b>  | <b>\$24,950</b>  | <b>\$24,950</b>  |
| <b>COMM Commodities</b>                 |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies              | \$0              | \$167            | \$334            | \$36             | \$375            | \$400            | \$150            | \$150            |
| C125.00                                 | Books/Publications           | \$101            | \$0              | \$120            | \$298            | \$140            | \$100            | \$300            | \$300            |
| C310.00                                 | Gasoline & Oil               | \$1,265          | \$1,152          | \$984            | \$670            | \$2,000          | \$1,000          | \$800            | \$800            |
| C320.00                                 | Automotive Accessories       | \$122            | \$257            | \$0              | \$0              | \$580            | \$0              | \$0              | \$0              |
| C470.00                                 | Awards & Gifts               | \$0              | \$0              | \$0              | \$177            | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$1,488</b>   | <b>\$1,576</b>   | <b>\$1,438</b>   | <b>\$1,181</b>   | <b>\$3,095</b>   | <b>\$1,500</b>   | <b>\$1,250</b>   | <b>\$1,250</b>   |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D311.00                                 | Office Equipment             | \$0              | \$0              | \$48             | \$0              | \$0              | \$0              | \$0              | \$0              |
| D320.00                                 | Computer/Institutional Equip | \$0              | \$0              | \$1,344          | \$0              | \$1,500          | \$0              | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                              | <b>\$0</b>       | <b>\$0</b>       | <b>\$1,392</b>   | <b>\$0</b>       | <b>\$1,500</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$133,351</b> | <b>\$101,068</b> | <b>\$127,576</b> | <b>\$132,571</b> | <b>\$147,986</b> | <b>\$136,255</b> | <b>\$142,700</b> | <b>\$142,700</b> |

## General Fund (FUND 01)

### Finance (Department 1300)

The Finance Department is an operational department that seeks to provide effective and professional management of the City of Olivette accounting policies to maintain compliance with federal and state statutes and City ordinances. Responsibilities include but are not limited to financial reporting, coordination of audits, maintenance of internal control structures, budget preparation, debt service administration, investment activities, fixed assets, and human resources activities. Current year budgeting remains unchanged for personnel with one finance director, one human resources administrator, one accountant, and one finance clerk.

#### GOALS

- Maintain internal control structural integrity throughout transition to new facility
- Continue review of the City's Financial Policy and Procedures Manual and recommend changes as necessary.
- Regain GFOA Distinguished Budget Presentation Award Continue to prepare a budget document in conjunction with the GFOA and receive the Distinguished Budget Presentation Award.
- Attain GFOA Consolidated Annual Financial Reporting Certificate of Achievement
- Provide tools and means to plan future financial stability by projecting current and future needs

#### OBJECTIVES

- Prepare monthly revenue and expenditure that accurately reflect the financial condition of the City.
- Manage City investment portfolio to meet cash flow needs while maximizing the yield on investments.
- Maintain vendor relations by accurately and efficiently process accounts payable
- Endeavor towards accurate and timely payroll processing and benefits administration.
- Facilitate creation and approval of budgets that place the City in sound financial position
- Update and maintain five year Capital Improvement Plan for planning and information purposes

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Finance - 1300               | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees | \$159,280        | \$193,230        | \$112,915        | \$163,580        | \$192,000        | \$204,500        | \$216,000        | \$216,000        |
| A300.00                          | Salary Adjustment            | \$173            | \$900            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| A400.00                          | Longevity                    | \$1,985          | \$2,657          | \$796            | \$788            | \$1,615          | \$303            | \$0              | \$0              |
| A600.00                          | FICA                         | \$9,052          | \$13,402         | \$11,566         | \$11,560         | \$14,760         | \$15,667         | \$16,600         | \$16,600         |
| A700.00                          | Unemployment Comp            | \$294            | \$586            | \$169            | \$574            | \$590            | \$590            | \$700            | \$700            |
| <b>TOTAL--PERSONNEL</b>          |                              | <b>\$170,784</b> | <b>\$210,775</b> | <b>\$125,446</b> | <b>\$176,502</b> | <b>\$208,965</b> | <b>\$221,060</b> | <b>\$233,300</b> | <b>\$233,300</b> |
| <b>CSVC Contractual Services</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B110.00                          | Audit                        | \$10,300         | \$9,300          | \$11,244         | \$17,000         | \$16,000         | \$15,000         | \$20,000         | \$20,000         |
| B115.00                          | Payroll Services             | \$19,855         | \$14,067         | \$15,414         | \$12,852         | \$15,360         | \$11,850         | \$13,600         | \$13,600         |
| B167.00                          | Software Support/Maintenance | \$2,837          | \$4,396          | \$8,769          | \$4,660          | \$3,700          | \$3,990          | \$4,200          | \$4,200          |
| B190.00                          | Misc. Professional Services  | \$0              | \$0              | \$45,704         | \$0              | \$0              | \$0              | \$0              | \$0              |
| B220.00                          | Postage                      | \$8,484          | \$6,196          | \$5,518          | \$6,784          | \$7,560          | \$5,385          | \$6,385          | \$6,385          |
| B240.00                          | Travel & Training            | \$299            | \$581            | \$0              | \$1,116          | \$1,400          | \$1,850          | \$1,500          | \$1,500          |
| B245.00                          | Tuition Reimbursement        | \$0              | \$1,959          | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B310.00                          | Legal Notices/Advertising    | \$385            | \$223            | \$1,834          | \$831            | \$300            | \$250            | \$275            | \$275            |
| B320.00                          | Printing                     | \$1,779          | \$1,984          | \$1,763          | \$1,708          | \$1,750          | \$1,750          | \$2,050          | \$2,050          |
| B440.00                          | Telephone                    | \$3,715          | \$2,115          | \$1,834          | \$2,068          | \$3,175          | \$3,200          | \$3,100          | \$3,100          |
| B542.00                          | Copier Maintenance           | \$2,581          | \$2,320          | \$2,205          | \$1,262          | \$1,740          | \$1,500          | \$1,500          | \$1,500          |
| B545.00                          | Computer Maintenance         | \$1,983          | \$3,680          | \$4,574          | \$2,732          | \$3,125          | \$2,575          | \$3,200          | \$3,200          |
| B730.00                          | Workers Compensation         | \$321            | \$393            | \$445            | \$433            | \$465            | \$465            | \$500            | \$500            |
| B780.00                          | Group Health & Liability     | \$12,740         | \$27,150         | \$12,197         | \$27,356         | \$41,000         | \$38,000         | \$41,800         | \$41,800         |
| B790.00                          | Life Insurance/LTD           | \$1,112          | \$1,397          | \$297            | \$805            | \$1,680          | \$1,680          | \$2,000          | \$2,000          |
| B914.00                          | Association Dues             | \$330            | \$280            | \$634            | \$970            | \$680            | \$595            | \$780            | \$780            |
| B990.00                          | Misc. Contractual Services   | -\$804           | \$96             | \$1,534          | \$256            | \$330            | \$340            | \$240            | \$240            |
| B991.00                          | Bank Charges                 | \$6,312          | \$6,363          | \$11,278         | \$9,946          | \$9,600          | \$7,700          | \$7,320          | \$7,320          |
| B992.00                          | County Collection--PP/Auto   | \$22,932         | \$20,252         | \$24,276         | \$24,276         | \$23,000         | \$25,000         | \$25,250         | \$25,250         |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$95,161</b>  | <b>\$102,749</b> | <b>\$149,520</b> | <b>\$115,055</b> | <b>\$130,865</b> | <b>\$121,130</b> | <b>\$133,700</b> | <b>\$133,700</b> |



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                                 | Finance - 1300 (cont.)       | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM Commodities</b>                 |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies              | \$2,854          | \$2,922          | \$3,374          | \$3,671          | \$3,000          | \$5,850          | \$3,000          | \$3,000          |
| C250.00                                 | Institutional Supplies       | \$266            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C470.00                                 | Awards and Gifts             | \$0              | \$0              | \$64             | \$0              | \$0              | \$0              | \$0              | \$0              |
| C490.00                                 | Miscellaneous Commodities    | \$87             | \$318            | \$66             | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$3,207</b>   | <b>\$3,240</b>   | <b>\$3,504</b>   | <b>\$3,671</b>   | <b>\$3,000</b>   | <b>\$5,850</b>   | <b>\$3,000</b>   | <b>\$3,000</b>   |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D311.00                                 | Office Equipment             | \$0              | \$0              | \$669            | \$752            | \$750            | \$0              | \$0              | \$0              |
| D320.00                                 | Computer/Institutional Equip | \$0              | \$2,126          | \$0              | \$2,055          | \$0              | \$0              | \$0              | \$0              |
| D325.00                                 | Furniture & Fixtures         | \$213            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                              | <b>\$213</b>     | <b>\$2,126</b>   | <b>\$669</b>     | <b>\$2,807</b>   | <b>\$750</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$269,365</b> | <b>\$318,891</b> | <b>\$279,139</b> | <b>\$298,035</b> | <b>\$343,580</b> | <b>\$348,040</b> | <b>\$370,000</b> | <b>\$370,000</b> |

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## General Fund (FUND 01)

### Court (Department 1400)

The Court Department is an operational department that contains all costs associated with maintain the Olivette Municipal Court. The City Council appoints a contracted municipal Judge who provides judicial determination on charges dealing with the violations of municipal ordinances while the full time Court Administrator and part time Court Clerk handles the administrative duties.

The Olivette Municipal Court is held two nights per month with the Municipal Judge, Prosecuting Attorney, Court Administrator and Assistant Court Clerk attending. The court is responsible for daily operations, including processing all City ordinance and traffic code violations, recording dispositions, collection of fines and costs, and all required reporting.

The Municipal Court is empowered by the State of Missouri and the Saint Louis County, Missouri Circuit Court to operate a Traffic Violations Bureau, collect fines, prepare and issue subpoenas and perform all duties provided by municipal code, ordinances and state law. The court prepares and maintains all records, reports, and documents relating to Court activities in the required manner and time frame established by state law.

In addition to all Municipal Court operations, the Prosecuting Attorney also serves as the city liaison with the various departments and agencies of St. Louis County, the State of Missouri, and the Circuit Court of St. Louis County.

#### **GOALS**

- Provide responsible management of court records and funds for fines and forfeiture revenues to ensure compliance with legal provisions embodied in State and City laws.

#### **OBJECTIVES**

- Retain judge, prosecutor, and staff to provide fair and just court according to moral and ethical codes.
- Provide training opportunities to staff to remain abreast on fast moving and unclear implementation of recent legislative activities.



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                                 | Court - 1400                 | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>          |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                                 | Salaries---Regular Employees | \$48,863         | \$48,817         | \$41,466         | \$60,819         | \$50,202         | \$70,000         | \$65,000         | \$65,000         |
| A200.00                                 | Extra Help                   | \$17,822         | \$24,277         | \$9,423          | \$0              | \$40,215         | \$2,000          | \$2,000          | \$2,000          |
| A400.00                                 | Longevity                    | \$472            | \$493            | \$210            | \$5              | \$1,258          | \$0              | \$0              | \$0              |
| A500.00                                 | Overtime                     | \$0              | \$0              | \$0              | \$0              | \$300            | \$200            | \$200            | \$200            |
| A600.00                                 | FICA                         | \$5,042          | \$5,502          | \$3,646          | \$4,412          | \$7,036          | \$5,510          | \$5,000          | \$5,000          |
| A700.00                                 | Unemployment Comp            | \$245            | \$469            | \$171            | \$354            | \$0              | \$470            | \$400            | \$400            |
| <b>TOTAL---PERSONNEL</b>                |                              | <b>\$72,444</b>  | <b>\$79,558</b>  | <b>\$54,916</b>  | <b>\$65,590</b>  | <b>\$99,011</b>  | <b>\$78,180</b>  | <b>\$72,600</b>  | <b>\$72,600</b>  |
| <b>CSVC Contractual Services</b>        |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B130.00                                 | Legal Services               | \$0              | \$0              | \$0              | \$6,380          | \$0              | \$0              | \$0              | \$0              |
| B135.00                                 | Municipal Court Services     | \$29,671         | \$26,439         | \$25,201         | \$25,329         | \$31,700         | \$30,000         | \$30,000         | \$29,000         |
| B190.00                                 | Misc. Professional Services  | \$0              | \$0              | \$10,837         | \$50             | \$0              | \$0              | \$100            | \$100            |
| B240.00                                 | Travel & Training            | \$1,025          | \$408            | \$332            | \$837            | \$1,950          | \$2,100          | \$2,100          | \$2,100          |
| B310.00                                 | Legal Notices/Advertising    | \$0              | \$0              | \$25             | \$0              | \$0              | \$0              | \$300            | \$200            |
| B320.00                                 | Printing                     | \$72             | (\$36)           | \$225            | \$402            | \$100            | \$100            | \$100            | \$100            |
| B440.00                                 | Telephone                    | \$1,389          | \$751            | \$552            | \$797            | \$1,112          | \$1,100          | \$1,100          | \$1,100          |
| B540.00                                 | Equipment Repairs            | \$50             | \$82             | \$0              | \$0              | \$120            | \$120            | \$0              | \$0              |
| B542.00                                 | Copier Expenses              | \$0              | \$25             | \$49             | \$38             | \$0              | \$0              | \$0              | \$0              |
| B545.00                                 | Computer Maintenance         | \$751            | \$1,807          | \$2,056          | \$1,544          | \$1,141          | \$1,200          | \$1,000          | \$1,000          |
| B730.00                                 | Workers Compensation         | \$139            | \$186            | \$252            | \$153            | \$252            | \$280            | \$300            | \$300            |
| B780.00                                 | Group Health & Liability     | \$10,869         | \$11,394         | \$11,497         | \$9,852          | \$11,269         | \$14,625         | \$10,700         | \$10,700         |
| B790.00                                 | Life Insurance/LTD           | \$349            | \$374            | \$543            | \$284            | \$374            | \$415            | \$500            | \$500            |
| B912.00                                 | REJIS Comm/Control Data      | \$8,073          | \$8,573          | \$8,103          | \$8,275          | \$9,000          | \$10,500         | \$10,000         | \$10,000         |
| B914.00                                 | Association Dues             | \$90             | \$0              | \$0              | \$0              | \$120            | \$120            | \$120            | \$120            |
| B917.00                                 | Prisoner Housing             | \$3,990          | \$5,730          | \$4,893          | \$1,211          | \$5,000          | \$3,950          | \$2,400          | \$2,200          |
| <b>TOTAL-CONTRACTUAL SER.</b>           |                              | <b>\$56,468</b>  | <b>\$55,733</b>  | <b>\$64,565</b>  | <b>\$55,152</b>  | <b>\$62,138</b>  | <b>\$64,510</b>  | <b>\$58,720</b>  | <b>\$57,420</b>  |
| <b>COMM Commodities</b>                 |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies              | \$1,039          | \$1,089          | \$701            | \$1,293          | \$1,100          | \$2,100          | \$3,500          | \$3,500          |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$1,039</b>   | <b>\$1,089</b>   | <b>\$701</b>     | <b>\$1,293</b>   | <b>\$1,100</b>   | <b>\$2,100</b>   | <b>\$3,500</b>   | <b>\$3,500</b>   |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D320.00                                 | Computer/Institutional Equip | \$694            | \$130            | \$2,515          | \$543            | \$3,450          | \$2,300          | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                              | <b>\$694</b>     | <b>\$130</b>     | <b>\$2,515</b>   | <b>\$543</b>     | <b>\$3,450</b>   | <b>\$2,300</b>   | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$130,645</b> | <b>\$136,510</b> | <b>\$122,697</b> | <b>\$122,578</b> | <b>\$165,699</b> | <b>\$147,090</b> | <b>\$134,820</b> | <b>\$133,520</b> |



# General Fund (FUND 01)

## City Attorney (Department 1450)

The City Attorney department contains all the expenditures relating to legal representation costs of the City. The primary expenditure are the costs of the appointed City Attorney who represents and advises the City Council and all officers in matters of law; represents and appears for the City and any City officer or employee in any and all actions and proceedings in which the City is concerned. The City Attorney also attends all regular meetings of the City Council as well as all other commissions as requested. The City Attorney also advises on all contracts, ordinances, and resolutions of the City.

| Fund 01     | City Attorney - 1450          | 2011-12         | 2012-13         | 2013-14         | 2014-15          | 2014-15         | 2015-16          | 2016-17          | 2016-17          |
|-------------|-------------------------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|------------------|------------------|
| Acct #      | Account                       | Actual          | Actual          | Actual          | Actual           | Budget          | Budget           | Dept             | CM               |
|             |                               |                 |                 |                 |                  |                 |                  |                  |                  |
| <b>CSVC</b> | <b>Contractual Services</b>   |                 |                 |                 |                  |                 |                  |                  |                  |
| B130.00     | Legal Services                | \$49,320        | \$73,338        | \$87,064        | \$154,209        | \$80,000        | \$100,000        | \$100,000        | \$100,000        |
|             | <b>TOTAL-CONTRACTUAL SER.</b> | <b>\$49,320</b> | <b>\$73,338</b> | <b>\$87,064</b> | <b>\$154,209</b> | <b>\$80,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> |
|             |                               |                 |                 |                 |                  |                 |                  |                  |                  |
|             | <b>TOTAL DEPARTMENT</b>       | <b>\$49,320</b> | <b>\$73,338</b> | <b>\$87,064</b> | <b>\$154,209</b> | <b>\$80,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> |

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## General Fund (FUND 01)

### Communications (Department 1500)

The Communication Department is designed to support the spread of information to the community in a timely fashion and make approved ordinances and laws readily available and orderly through codification.

#### **GOALS**

- Publicize information that is factual, complete, and timely to residents, employees, and the general public through print materials, media outlets, and the City website.
- Maintain an up to date and relevant City website to distribute information timely and make necessary documents readily available.
- Continue to explore ways to promote the City to area residents.
- Ensure that the Olivette Municipal Code and Zoning Code are routinely updated to include newly passed legislation by the City Council.

#### **OBJECTIVES**

- Make citizens, employees and the surrounding community aware of information regarding special events, awards received, employee promotions, and new legislation enacted by the City Council with the goal of promoting a feeling of community.
- Seek to attain a concerted voice on issues to disseminate honest and credible information to achieve a positive image of the City of Olivette. Expenditures for active social media management and the design and printing of the quarterly newsletter are contained in the Communications Department. Media communications are often initiated by the City Manager and Mayor with the City Clerk providing assistance and the custodian of record.

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Communications - 1500        | 2011-12         | 2012-13         | 2013-14         | 2014-15         | 2014-15         | 2015-16         | 2016-17         | 2016-17         |
|----------------------------------|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Acct #                           | Account                      | Actual          | Actual          | Actual          | Actual          | Budget          | Budget          | Dept            | CM              |
| <b>CSVC Contractual Services</b> |                              |                 |                 |                 |                 |                 |                 |                 |                 |
| B160.00                          | Public Relations Services    | \$27,000        | \$12,000        | \$16,250        | \$12,000        | \$12,000        | \$10,000        | \$5,000         | \$5,000         |
| B165.00                          | Web Site Design/Maintenance  | \$6,997         | \$1,500         | \$1,540         | \$1,500         | \$1,500         | \$15,000        | \$3,620         | \$3,620         |
| B167.00                          | Software Support/Maintenance | \$0             | \$0             | \$0             | \$0             | \$295           | \$1,500         | \$373           | \$373           |
| B190.00                          | Misc. Professional Services  | \$0             | \$0             | \$1,195         | \$0             | \$0             | \$0             | \$0             | \$0             |
| B220.00                          | Postage                      | \$3,818         | \$4,675         | \$5,936         | \$5,920         | \$6,000         | \$4,000         | \$4,000         | \$4,000         |
| B310.00                          | Legal Notices/Advertising    | \$0             | \$0             | \$0             | \$31            | \$0             | \$0             | \$0             | \$0             |
| B320.00                          | Printing                     | \$7,164         | \$3,857         | \$6,090         | \$7,394         | \$8,250         | \$9,000         | \$8,520         | \$8,520         |
| B910.00                          | Codification of Ordinances   | \$1,612         | \$3,506         | \$3,300         | \$3,684         | \$3,300         | \$4,195         | \$5,195         | \$5,195         |
| B990.00                          | Misc. Contractual Services   | \$0             | \$0             | \$2,250         | \$1,500         | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$46,591</b> | <b>\$25,538</b> | <b>\$36,561</b> | <b>\$32,029</b> | <b>\$31,345</b> | <b>\$43,695</b> | <b>\$26,708</b> | <b>\$26,708</b> |
| <b>COMM Commodities</b>          |                              |                 |                 |                 |                 |                 |                 |                 |                 |
| C110.00                          | Office Supplies              | \$0             | \$0             | \$0             | \$0             | \$0             | \$500           | \$600           | \$600           |
| <b>TOTAL COMMODITIES</b>         |                              | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$500</b>    | <b>\$600</b>    | <b>\$600</b>    |
| <b>TOTAL DEPARTMENT</b>          |                              | <b>\$46,591</b> | <b>\$25,538</b> | <b>\$36,561</b> | <b>\$32,029</b> | <b>\$31,345</b> | <b>\$44,195</b> | <b>\$27,308</b> | <b>\$27,308</b> |

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## General Fund (FUND 01)

### Boards & Commissions (Department 1601-1607)

The series of 1600 Departments are for the expenditures of the various boards and commissions created by the City Council. The Council appoints the individuals on the boards and commissions based on the bylaws of the various groups which are, for the most part, required to be made up of Olivette residents. The City Council also assigns a liaison amongst themselves to attend their designated group's meetings.

#### Planning and Community Design Commission (1601)

The Planning and Community Design Commission (PCDC) is established under Article II of Section 125 of the Olivette City Code with seven members holding four year terms. The Commission holds regular public meetings with the primary responsibility of making recommendations to the City Council regarding zoning, subdivision, and planned development of land. In addition, the commission also reviews building plans of all new construction and remodeling within the City. The Director of Planning and Community Development serves as the staff member responsible for preparing and conducting meetings of the Commission.

#### Olivette on the Go Committee (1605)

The Olivette on the Go Committee is established under Article VI of Section 125 of the Olivette City Code with at least seven members holding three year terms. The committee may have more members as long as the number of members remains an odd number and additionally may have up to two non-voting non-residents. The committee plans the Olivette on the Go event held in September of every year in the City with expenditures also budgeted in this department. The Director of Parks and Recreation serves as the staff member responsible for preparing and conducting meetings of the Committee.

### Zoning Board of Adjustment (1606)

The Zoning Board of Adjustment (ZBA) is established under Article XVII of Section 400 of the Olivette City Code with five members and three alternates holding five year terms. The Board holds regular public meetings with the primary responsibility of hearing and deciding appeals to the decision of a building official, permit the erection of public utilities, or approve variances of building or zoning codes. The Director of Planning and Community Development serves as the staff member responsible for preparing and conducting meetings of the Board.

### Economic Development Commission (1607)

The Economic Development Commission (EDC) is established under Article III of Section 125 of the Olivette City Code with five members with three year terms. The five members must be made up of three to four residents and one to two business representatives. Budgeted expenditures are to encourage retention of existing businesses and provide analysis and input on development efforts. Recent activity includes completion of a SWOT analysis of the City and review of the proposals of the Olive & I170 interchange. The Director of Planning and Community Development serves as the staff member responsible for preparing and conducting meetings of the Commission.

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| Fund 01                          | Planning and Zoning-1601    | 2013-14        | 2014-15         | 2015-16      | 2016-17      | 2016-17      |
|----------------------------------|-----------------------------|----------------|-----------------|--------------|--------------|--------------|
| Acct #                           | Account                     | Budget         | Budget          | Budget       | Dept         | CM           |
| <b>CSVC Contractual Services</b> |                             |                |                 |              |              |              |
| B130.00                          | Legal Services              | \$500          | \$0             | \$0          | \$0          | \$0          |
| B190.00                          | Misc. Professional Services | \$200          | \$25,000        | \$0          | \$0          | \$0          |
| B220.00                          | Postage                     | \$0            | \$0             | \$0          | \$0          | \$0          |
| B240.00                          | Travel and Training         | \$200          | \$200           | \$100        | \$100        | \$100        |
| B310.00                          | Notices and Advertising     | \$350          | \$0             | \$0          | \$0          | \$0          |
| B320.00                          | Printing                    | \$250          | \$250           | \$250        | \$250        | \$250        |
| B914.00                          | Association Dues            | \$0            | \$80            | \$0          | \$0          | \$0          |
| B990.00                          | Misc. Contractual Services  | \$300          | \$0             | \$0          | \$0          | \$0          |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                             | <b>\$1,800</b> | <b>\$25,530</b> | <b>\$350</b> | <b>\$350</b> | <b>\$350</b> |
| <b>COMM Commodities</b>          |                             |                |                 |              |              |              |
| C120.00                          | Maps and Publications       | \$300          | \$0             | \$200        | \$200        | \$200        |
| C490.00                          | Miscellaneous Commodities   | \$0            | \$0             | \$0          | \$0          | \$0          |
| <b>TOTAL COMMODITIES</b>         |                             | <b>\$300</b>   | <b>\$0</b>      | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> |
| <b>TOTAL DEPARTMENT</b>          |                             | <b>\$2,100</b> | <b>\$25,530</b> | <b>\$550</b> | <b>\$550</b> | <b>\$550</b> |



| Fund 01                          | Olivette on the Go-1605     | 2012-13    | 2013-14    | 2014-15         | 2014-15         | 2015-16         | 2016-17         |
|----------------------------------|-----------------------------|------------|------------|-----------------|-----------------|-----------------|-----------------|
| Acct #                           | Account                     | Actual     | Actual     | Actual          | Budget          | Budget          | CM              |
| <b>CSVC Contractual Services</b> |                             |            |            |                 |                 |                 |                 |
| B190.00                          | Misc. Professional Services | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| B220.00                          | Postage                     | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| B310.00                          | Legal Notices/Advertising   | \$0        | \$0        | \$616           | \$350           | \$500           | \$0             |
| B320.00                          | Printing                    | \$0        | \$0        | \$5,100         | \$450           | \$500           | \$0             |
| B540.00                          | Equipment Repairs           | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| B620.00                          | Linen/Equipment Rental      | \$0        | \$0        | \$4,363         | \$7,160         | \$7,500         | \$0             |
| B810.00                          | Lighting                    | \$0        | \$0        | \$6,850         | \$0             | \$0             | \$0             |
| B920.00                          | Reception                   | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| B990.00                          | Misc. Contractual Services  | \$0        | \$0        | \$23,151        | \$10,090        | \$11,000        | \$0             |
| B995.00                          | Contracts-Special Events    | \$0        | \$0        | \$2,280         | \$3,340         | \$3,500         | \$31,922        |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                             | <b>\$0</b> | <b>\$0</b> | <b>\$42,360</b> | <b>\$21,390</b> | <b>\$23,000</b> | <b>\$31,922</b> |
| <b>COMM Commodities</b>          |                             |            |            |                 |                 |                 |                 |
| C250.00                          | Institutional Supplies      | \$0        | \$0        | \$304           | \$1,015         | \$1,100         | \$0             |
| C251.00                          | Supplies - Special Events   | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| C275.00                          | Signage                     | \$0        | \$0        | \$208           | \$1,600         | \$1,600         | \$0             |
| C430.00                          | Uniforms Accessories        | \$0        | \$0        | \$1,341         | \$950           | \$950           | \$0             |
| C470.00                          | Awards and Gifts            | \$0        | \$0        | \$789           | \$550           | \$550           | \$0             |
| C472.00                          | Awards - Special Events     | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| C490.00                          | Miscellaneous Commodities   | \$0        | \$0        | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL COMMODITIES</b>         |                             | <b>\$0</b> | <b>\$0</b> | <b>\$2,642</b>  | <b>\$4,115</b>  | <b>\$4,200</b>  | <b>\$0</b>      |
| <b>TOTAL DEPARTMENT</b>          |                             | <b>\$0</b> | <b>\$0</b> | <b>\$45,002</b> | <b>\$25,505</b> | <b>\$27,200</b> | <b>\$31,922</b> |



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| Fund 01 Zoning Board of Adjustment 1606 |                             | 2012-13    | 2013-14        | 2014-15      | 2014-15        | 2015-16        | 2016-17        | 2016-17        |
|---|-----------------------------|------------|----------------|--------------|----------------|----------------|----------------|----------------|
| Acct #                                  | Account                     | Actual     | Actual         | Actual       | Budget         | Budget         | Dept           | CM             |
| <b>CSVC Contractual Services</b>        |                             |            |                |              |                |                |                |                |
| B130.00                                 | Legal Services              | \$0        | \$500          | \$0          | \$500          | \$0            | \$0            | \$0            |
| B190.00                                 | Misc. Professional Services | \$0        | \$0            | \$0          | \$0            | \$0            | \$0            | \$0            |
| B220.00                                 | Postage                     | \$0        | \$0            | \$0          | \$0            | \$0            | \$0            | \$0            |
| B240.00                                 | Travel and Training         | \$0        | \$0            | \$0          | \$200          | \$75           | \$50           | \$50           |
| B310.00                                 | Notices and Advertising     | \$0        | \$350          | \$164        | \$0            | \$350          | \$300          | \$300          |
| B320.00                                 | Printing                    | \$0        | \$0            | \$0          | \$0            | \$0            | \$0            | \$0            |
| B914.00                                 | Association Dues            | \$0        | \$0            | \$0          | \$80           | \$0            | \$0            | \$0            |
| B990.00                                 | Misc. Contractual Services  | \$0        | \$400          | \$655        | \$400          | \$600          | \$1,000        | \$1,000        |
| <b>TOTAL-CONTRACTUAL SER.</b>           |                             | <b>\$0</b> | <b>\$1,250</b> | <b>\$819</b> | <b>\$1,180</b> | <b>\$1,025</b> | <b>\$1,350</b> | <b>\$1,350</b> |
| <b>COMM Commodities</b>                 |                             |            |                |              |                |                |                |                |
| C120.00                                 | Maps and Publications       | \$0        | \$100          | \$0          | \$100          | \$0            | \$0            | \$0            |
| <b>TOTAL COMMODITIES</b>                |                             | <b>\$0</b> | <b>\$100</b>   | <b>\$0</b>   | <b>\$100</b>   | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     |
| <b>TOTAL DEPARTMENT</b>                 |                             | <b>\$0</b> | <b>\$1,350</b> | <b>\$819</b> | <b>\$1,280</b> | <b>\$1,025</b> | <b>\$1,350</b> | <b>\$1,350</b> |

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| Fund 01                          | Economic Development-1607   | 2013-14        | 2014-15        | 2014-15         | 2015-16         | 2016-17         | 2016-17        |
|----------------------------------|-----------------------------|----------------|----------------|-----------------|-----------------|-----------------|----------------|
| Acct #                           | Account                     | Actual         | Actual         | Budget          | Budget          | Dept            | CM             |
| <b>CSVC Contractual Services</b> |                             |                |                |                 |                 |                 |                |
| B130.00                          | Legal Services              | \$5,000        | \$0            | \$0             | \$0             | \$0             |                |
| B190.00                          | Misc. Professional Services | \$0            | \$7,853        | \$8,000         | \$7,000         | \$7,000         | \$5,000        |
| B220.00                          | Postage                     | \$0            | \$0            | \$0             | \$0             | \$0             | \$0            |
| B240.00                          | Travel and Training         | \$500          | \$58           | \$250           | \$250           | \$250           | \$250          |
| B310.00                          | Notices and Advertising     | \$0            | \$0            | \$350           | \$350           | \$350           | \$200          |
| B320.00                          | Printing                    | \$0            | \$236          | \$2,000         | \$2,000         | \$2,000         | \$2,000        |
| B914.00                          | Association Dues            | \$0            | \$0            | \$80            | \$80            | \$80            | \$80           |
| B990.00                          | Misc. Contractual Services  | \$5,600        | \$300          | \$2,000         | \$4,000         | \$4,000         | \$1,500        |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                             | <b>\$6,100</b> | <b>\$8,447</b> | <b>\$12,680</b> | <b>\$13,680</b> | <b>\$13,680</b> | <b>\$9,030</b> |
| <b>COMM Commodities</b>          |                             |                |                |                 |                 |                 |                |
| C120.00                          | Maps and Publications       | \$0            | \$0            | \$300           | \$200           | \$200           |                |
| <b>TOTAL COMMODITIES</b>         |                             | <b>\$0</b>     | <b>\$0</b>     | <b>\$300</b>    | <b>\$200</b>    | <b>\$200</b>    | <b>\$0</b>     |
| <b>TOTAL DEPARTMENT</b>          |                             | <b>\$6,100</b> | <b>\$8,447</b> | <b>\$12,980</b> | <b>\$13,880</b> | <b>\$13,880</b> | <b>\$9,030</b> |

## General Fund (FUND 01)

### Elections (Department 1800)

The Elections Department contains the budgeting for expenditures for the costs of holding municipal elections. This activity is under the supervision of the City Clerk, is responsible for all administrative duties of elections held by and for the City. Depending on the number of elections held throughout the jurisdictions, the cost of an individual election can fluctuate from year to year. Elections are administered in the City of Olivette by the Board of Commissioners for the St. Louis County Election Commission. This budget provides for one general election as well as a contingent special election.

#### **GOALS**

- Carry out municipal elections as needed.

#### **OBJECTIVES**

- Facilitate elections required by charter provisions in a legal manner in accordance with the Federal, State, County and City laws.

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Elections-1800             | 2012-13        | 2013-14        | 2014-15         | 2014-15        | 2015-16        | 2016-17        | 2016-17        |
|----------------------------------|----------------------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|
| Acct #                           | Account                    | Actual         | Actual         | Actual          | Budget         | Budget         | Dept           | CM             |
| <b>CSVC Contractual Services</b> |                            |                |                |                 |                |                |                |                |
| B220.00                          | Postage                    | \$0            | \$0            | \$677           | \$0            | \$0            | \$0            | \$0            |
| B310.00                          | Legal Notices/Advertising  | \$0            | \$24           | \$46            | \$60           | \$60           | \$60           | \$60           |
| B320.00                          | Printing                   | \$0            | \$0            | \$2,181         | \$300          | \$300          | \$300          | \$300          |
| B990.00                          | Misc. Contractual Services | \$3,758        | \$3,447        | \$8,577         | \$9,000        | \$8,650        | \$8,650        | \$8,650        |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                            | <b>\$3,758</b> | <b>\$3,471</b> | <b>\$10,804</b> | <b>\$9,360</b> | <b>\$9,010</b> | <b>\$9,010</b> | <b>\$9,010</b> |
| <b>TOTAL DEPARTMENT</b>          |                            | <b>\$3,758</b> | <b>\$3,471</b> | <b>\$10,804</b> | <b>\$9,360</b> | <b>\$9,010</b> | <b>\$9,010</b> | <b>\$9,010</b> |

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## General Fund (FUND 01)

### Animal Control (Department 2000)

The Animal Control Department is an operational department that contains budgeted expenditures for matters of public health and animal control as it relates to rabies and mosquito control. The City maintains one Animal Control Officer who is responsible for the control of stray animals, enforcement of laws pertaining to animal licensing, and control of the nuisance animal populations. The Animal Control Officer is under the supervision of the Chief of Police.

#### **GOALS**

- Encourage the proper care and treatment of dogs and other domestic animals and to prevent harm by enforcing the City's dog ordinance.
- Maintain climate free of inhumane treatment of animals.
- Reduce and attempt to control populations of disease carrying insects

#### **OBJECTIVES**

- Maintain routine patrols of the City in response to the complaints regarding stray and wild animals posing threats to people and property
- Continue to mitigate insect populations by contracting with St. Louis County for mosquito fogging and spot treatment of problem areas
- Continue to license animals within the City to enforce public health ordinances limiting pets per household and ensuring proper vaccinations

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Animal Control-2000          | 2011-12         | 2012-13         | 2013-14         | 2014-15         | 2014-15         | 2015-16         | 2016-17         | 2016-17         |
|----------------------------------|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Acct #                           | Account                      | Actual          | Actual          | Actual          | Actual          | Budget          | Budget          | Dept            | CM              |
| <b>PERS Personnel Services</b>   |                              |                 |                 |                 |                 |                 |                 |                 |                 |
| A100.00                          | Salaries---Regular Employees | \$30,421        | \$23,930        | \$27,305        | \$35,106        | \$33,000        | \$35,750        | \$38,500        | \$38,500        |
| A400.00                          | Longevity                    | \$1,322         | \$1,351         | \$1,438         | \$1,743         | \$1,400         | \$1,768         | \$0             | \$0             |
| A500.00                          | Overtime                     | \$0             | \$0             | \$0             | \$0             | \$100           | \$0             | \$0             | \$0             |
| A600.00                          | FICA                         | \$1,949         | \$1,990         | \$1,925         | \$2,461         | \$2,600         | \$2,872         | \$3,100         | \$3,100         |
| A700.00                          | Unemployment Comp            | \$144           | \$202           | \$170           | \$169           | \$220           | \$220           | \$200           | \$200           |
| A970.00                          | Clothing Allowance           | \$150           | \$150           | \$150           | \$146           | \$150           | \$150           | \$150           | \$150           |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$33,986</b> | <b>\$27,623</b> | <b>\$30,988</b> | <b>\$39,625</b> | <b>\$37,470</b> | <b>\$40,760</b> | <b>\$41,950</b> | <b>\$41,950</b> |
| <b>CSVC Contractual Services</b> |                              |                 |                 |                 |                 |                 |                 |                 |                 |
| B540.00                          | Equipment Repair             | \$0             | \$0             | \$0             | \$0             | \$100           | \$100           | \$100           | \$100           |
| B551.00                          | Truck Repairs                | \$701           | \$206           | \$98            | \$130           | \$200           | \$500           | \$200           | \$200           |
| B730.00                          | Workers Compensation         | \$477           | \$523           | \$508           | \$474           | \$510           | \$510           | \$600           | \$600           |
| B780.00                          | Group Health & Liability     | \$10,184        | \$10,587        | \$10,839        | \$11,140        | \$11,200        | \$11,000        | \$10,900        | \$10,900        |
| B790.00                          | Life Insurance/LTD           | \$205           | \$220           | \$230           | \$208           | \$595           | \$595           | \$400           | \$400           |
| B990.00                          | Misc. Contractual Services   | \$2,147         | \$1,764         | \$1,823         | \$2,349         | \$3,500         | \$2,500         | \$2,500         | \$3,100         |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$13,714</b> | <b>\$13,300</b> | <b>\$13,498</b> | <b>\$14,301</b> | <b>\$16,095</b> | <b>\$15,205</b> | <b>\$14,700</b> | <b>\$15,300</b> |
| <b>COMM Commodities</b>          |                              |                 |                 |                 |                 |                 |                 |                 |                 |
| C310.00                          | Gasoline & Oil               | \$2,102         | \$3,579         | \$2,620         | \$1,572         | \$1,500         | \$1,500         | \$1,500         | \$1,500         |
| C320.00                          | Auto Accessories             | \$0             | \$189           | \$0             | \$0             | \$200           | \$200           | \$200           | \$200           |
| C461.00                          | Animal Licensing             | \$99            | \$106           | \$0             | \$119           | \$120           | \$120           | \$120           | \$120           |
| C490.00                          | Miscellaneous Commodities    | \$0             | \$70            | \$324           | \$320           | \$200           | \$200           | \$200           | \$200           |
| <b>TOTAL COMMODITIES</b>         |                              | <b>\$2,201</b>  | <b>\$3,945</b>  | <b>\$2,944</b>  | <b>\$2,011</b>  | <b>\$2,020</b>  | <b>\$2,020</b>  | <b>\$2,020</b>  | <b>\$2,020</b>  |
| <b>TOTAL DEPARTMENT</b>          |                              | <b>\$49,901</b> | <b>\$44,868</b> | <b>\$47,430</b> | <b>\$55,937</b> | <b>\$55,585</b> | <b>\$57,985</b> | <b>\$58,670</b> | <b>\$59,270</b> |

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## General Fund (FUND 01)

### Fire (Department 2500)

The Fire Department is an operational department to fund the public safety role of providing fire protection and emergency medical services (EMS) for the City of Olivette. The Olivette Fire Department also provides fire response and EMS services not only to the residents of Olivette but also to the unincorporated area north of Olivette known as Elmwood Park. The department's budget has authorization for a Fire Chief, Assistant Fire Chief, and one part-time Secretary who hold Monday through Friday business hours, three Captains, three Lieutenants, and fifteen Firefighter/Paramedics who provide 24 hour coverage in three shifts. Three of the fifteen Firefighter/Paramedics' salaries and benefits are budgeted in the Fire Operations Fund, Fund 20. In addition to maintaining two fire trucks, the Department provides Emergency Medical Services (EMS) calls by state certified paramedics using the City owned ambulance containing life support capabilities to provide transports to area medical care facilities.

The Department strives to reduce the frequency of fires and provide high quality first responder medical care. Fire prevention and education, combined with aggressive fire code enforcement are tools that are proven to help reduce fires. In addition, calls for medical assistance require quality, compassionate, patient care. Paramedics are trained in the latest techniques in all aspects of Life Support Care and have the ability to initiate treatment expeditiously to achieve attain a successful outcome. Overall, the department must be properly training and well prepared the event of an unpreventable fire, medical situation, or other emergency.

The Insurance Service Organization (ISO) fire classification for the City of Olivette remains a Class 4. The ISO classification is based on a 1-10 scale with class 1 (rating) representing exemplary fire protection and a class 10 indicates that the area's fire suppression program does not meet minimum recognition criteria. The ISO rating system impacts insurance rates with a lower ISO classification resulting in reduced insurance rates by many carriers.

#### **GOALS**

- Provide the best services possible to the community with the resources provided to reduce frequency of fires and rapid, high quality medical care and transportation.
- Preserve the current ISO Class 4 rating.
- Seek national accreditation of the department.
- Increase public outreach to encourage public health and fire prevention.
- Maintain minimum certifications through the State of Missouri Division of Fire Safety, meet minimum hazardous material operations levels and eventually meet National Fire Protection Association (NFPA) training and education requirements for each rank represented within the Department.

**GOALS (continued)**

- Continuation integration and data from dispatching of call through to reporting on live fire and analysis of care.
- Seamless transition to new facility

**OBJECTIVES**

- Establish a community-based Automatic External Defibrillation (AED) program where community CPR and AED training classes are held in to businesses and groups.
- Joining with the Police department to provide Community Emergency Response Training (CERT) classes.
- Provides free blood-pressure screening, fire extinguisher training, smoke-detector installations and participate in various community events such as Olivette on the Go and Party in the Park.
- Continue pattern of inspecting all businesses semi-annually and annual inspection of all hose and fire hydrants.
- Identify requirements for accreditation and take steps with training and procedure analysis towards goal of achieving accreditation.
- Increase level of training despite shrinking budget by strategic expenditures to allow more internal training and identifying cost sharing opportunities.
- Cooperate with local agencies during transition to new facility to maintain 100% emergency response time.

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| Fund 01                          | Fire - 2500                  | 2011-12            | 2012-13            | 2013-14            | 2014-15            | 2014-15            | 2015-16            | 2016-17            | 2016-17            |
|----------------------------------|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Acct #                           | Account                      | Actual             | Actual             | Actual             | Actual             | Budget             | Budget             | Dept               | CM                 |
| <b>PERS Personnel Services</b>   |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| A100.00                          | Salaries---Regular Employees | \$1,309,125        | \$1,346,202        | \$1,346,054        | \$1,423,721        | \$1,386,000        | \$1,431,000        | \$1,472,000        | \$1,472,000        |
| A150.00                          | Holiday Pay                  | \$0                | \$13,500           | \$3,270            | \$16,732           | \$3,820            | \$17,000           | \$16,000           | \$16,000           |
| A300.00                          | Salary Adjustment            | \$7,801            | \$7,627            | \$8,604            | \$8,336            | \$8,000            | \$9,000            | \$0                | \$0                |
| A400.00                          | Longevity                    | \$22,873           | \$28,706           | \$32,051           | \$32,361           | \$38,900           | \$39,034           | \$0                | \$0                |
| A500.00                          | Overtime                     | \$28,747           | \$21,271           | \$21,566           | \$33,562           | \$35,000           | \$25,500           | \$35,000           | \$30,000           |
| A600.00                          | FICA                         | \$98,987           | \$103,320          | \$102,488          | \$110,308          | \$106,000          | \$114,000          | \$117,400          | \$116,500          |
| A700.00                          | Unemployment Comp            | \$3,110            | \$3,363            | \$3,569            | \$3,556            | \$3,300            | \$4,000            | \$3,800            | \$3,800            |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$1,470,643</b> | <b>\$1,523,990</b> | <b>\$1,517,602</b> | <b>\$1,628,576</b> | <b>\$1,581,020</b> | <b>\$1,639,534</b> | <b>\$1,644,200</b> | <b>\$1,638,300</b> |
| <b>CSVC Contractual Services</b> |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| B150.00                          | Medical Services             | \$2,859            | \$1,632            | \$5,357            | \$14,965           | \$11,560           | \$11,830           | \$13,360           | \$12,860           |
| B167.00                          | Software Support/Maintenance | \$1,175            | \$5,721            | \$5,805            | \$8,404            | \$8,405            | \$10,980           | \$11,039           | \$11,050           |
| B190.00                          | Misc. Professional Services  | \$331              | \$0                | \$0                | \$0                | \$0                | \$1,650            | \$1,680            | \$1,680            |
| B220.00                          | Postage                      | \$58               | \$0                | \$94               | \$26               | \$100              | \$100              | \$100              | \$100              |
| B240.00                          | Travel & Training            | \$18,096           | \$4,636            | \$21,448           | \$22,442           | \$24,830           | \$20,700           | \$25,835           | \$22,500           |
| B245.00                          | Tuition Reimbursement        | \$1,233            | \$0                | \$2,152            | \$325              | \$7,200            | \$1,800            | \$1,800            | \$1,800            |
| B310.00                          | Legal Notices/Advertising    | \$1,022            | \$528              | \$1,012            | \$0                | \$400              | \$300              | \$500              | \$200              |
| B320.00                          | Printing                     | \$988              | \$429              | \$558              | \$2,693            | \$1,500            | \$1,500            | \$1,150            | \$1,150            |
| B440.00                          | Telephone                    | \$10,236           | \$7,019            | \$6,320            | \$7,054            | \$6,185            | \$10,175           | \$8,015            | \$8,015            |
| B510.00                          | Building Repairs & Maint.    | \$218              | \$64               | \$484              | \$1,510            | \$2,200            | \$2,000            | \$1,800            | \$1,000            |
| B540.00                          | Equipment Repairs            | \$4,147            | \$5,391            | \$9,278            | \$9,459            | \$20,888           | \$15,000           | \$14,050           | \$13,000           |
| B542.00                          | Copier Maintenance           | \$1,318            | \$987              | \$1,255            | \$2,499            | \$3,325            | \$975              | \$900              | \$900              |
| B545.00                          | Computer Maintenance         | \$6,667            | \$9,803            | \$8,405            | \$13,804           | \$12,610           | \$13,810           | \$11,595           | \$11,595           |
| B550.00                          | Automotive Repairs           | \$1,180            | \$1,278            | \$833              | \$2,178            | \$1,880            | \$2,080            | \$1,880            | \$1,880            |
| B551.00                          | Truck Repairs                | \$11,318           | \$6,511            | \$15,497           | \$16,523           | \$20,075           | \$20,000           | \$22,000           | \$20,000           |
| B620.00                          | Linen/Equipment Rental       | \$1,674            | \$1,919            | \$1,903            | \$1,196            | \$2,600            | \$1,000            | \$1,000            | \$1,000            |
| B630.00                          | Radio Repairs                | \$2,263            | \$2,068            | \$533              | \$582              | \$870              | \$1,335            | \$1,335            | \$1,335            |
| B730.00                          | Workers Compensation         | \$71,493           | \$80,009           | \$80,115           | \$79,999           | \$86,000           | \$100,000          | \$101,800          | \$101,800          |
| B780.00                          | Group Health & Liability     | \$217,282          | \$219,793          | \$232,384          | \$226,002          | \$267,000          | \$228,056          | \$217,000          | \$217,000          |
| B790.00                          | Life Insurance/LTD           | \$7,388            | \$9,753            | \$9,708            | \$12,184           | \$11,030           | \$11,030           | \$11,000           | \$11,000           |
| B912.00                          | REJIS Comm/Control Data      | \$990              | \$1,073            | \$1,223            | \$1,331            | \$1,375            | \$1,375            | \$1,375            | \$1,375            |
| B914.00                          | Association Dues             | \$1,414            | \$1,110            | \$1,416            | \$1,586            | \$2,160            | \$1,960            | \$2,635            | \$2,000            |
| B915.00                          | ECDC                         | \$48,981           | \$48,328           | \$49,874           | \$49,082           | \$49,073           | \$50,335           | \$58,296           | \$58,350           |
| B920.00                          | Reception                    | \$179              | \$0                | \$70               | \$225              | \$300              | \$300              | \$300              | \$350              |
| B970.00                          | Clothing Allowance           | \$13,380           | \$12,831           | \$14,158           | \$15,361           | \$15,000           | \$15,350           | \$16,000           | \$15,300           |
| B980.00                          | Car Wash                     | \$199              | \$183              | \$215              | \$309              | \$400              | \$435              | \$432              | \$432              |
| B990.00                          | Misc. Contractual Services   | -\$101             | \$1,631            | \$0                | \$10,196           | \$14,000           | \$11,000           | \$12,500           | \$11,000           |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$428,660</b>   | <b>\$425,100</b>   | <b>\$470,097</b>   | <b>\$499,935</b>   | <b>\$573,566</b>   | <b>\$535,076</b>   | <b>\$539,377</b>   | <b>\$528,672</b>   |

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| Fund 01                                 | Fire - 2500 (cont.)          | 2011-12            | 2012-13            | 2013-14            | 2014-15            | 2014-15            | 2015-16            | 2016-17            | 2016-17            |
|---|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Acct #                                  | Account                      | Actual             | Actual             | Actual             | Actual             | Budget             | Budget             | Dept               | CM                 |
| <b>COMM Commodities</b>                 |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| C110.00                                 | Office Supplies              | \$679              | \$1,264            | \$1,792            | \$1,329            | \$1,300            | \$1,300            | \$1,300            | \$1,300            |
| C120.00                                 | Map & Periodicals            | \$48               | \$152              | \$64               | \$164              | \$120              | \$120              | \$120              | \$120              |
| C125.00                                 | Books/Publications           | \$1,789            | \$1,110            | \$1,478            | \$1,478            | \$2,400            | \$2,200            | \$4,300            | \$3,300            |
| C210.00                                 | Building Maint. Supplies     | \$49               | \$58               | \$836              | \$627              | \$450              | \$250              | \$250              | \$250              |
| C230.00                                 | Painting Supplies            | \$6                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| C240.00                                 | Hardware/Small Tools         | \$228              | \$67               | \$71               | \$84               | \$200              | \$0                | \$0                | \$0                |
| C250.00                                 | Institutional Supplies       | \$391              | \$405              | \$470              | \$496              | \$600              | \$400              | \$500              | \$500              |
| C310.00                                 | Gasoline & Oil               | \$11,974           | \$11,209           | \$13,942           | \$16,184           | \$20,700           | \$18,000           | \$19,300           | \$18,000           |
| C320.00                                 | Automotive Accessories       | \$0                | \$0                | -\$81              | \$0                | \$0                | \$0                | \$0                | \$0                |
| C420.00                                 | Fire Fighting Equipment      | \$4,929            | \$242              | \$8,696            | \$9,859            | \$11,010           | \$10,125           | \$11,680           | \$10,125           |
| C430.00                                 | Uniform Accessories          | \$152              | \$91               | \$302              | \$52               | \$340              | \$340              | \$550              | \$340              |
| C440.00                                 | Photographic Supplies        | \$0                | \$0                | \$0                | \$14               | \$75               | \$0                | \$0                | \$0                |
| C455.00                                 | Medical Supplies             | \$993              | \$976              | \$403              | \$16,506           | \$17,200           | \$17,200           | \$17,200           | \$17,200           |
| C470.00                                 | Awards, Gifts, & Memorials   | \$0                | \$0                | \$300              | \$429              | \$300              | \$350              | \$550              | \$400              |
| C490.00                                 | Miscellaneous Commodities    | \$1,080            | \$1,500            | \$1,500            | \$1,500            | \$1,500            | \$1,500            | \$1,500            | \$1,500            |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$22,318</b>    | <b>\$17,074</b>    | <b>\$29,773</b>    | <b>\$48,722</b>    | <b>\$56,195</b>    | <b>\$51,785</b>    | <b>\$57,250</b>    | <b>\$53,035</b>    |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| D320.00                                 | Computer/Institutional Equip | \$600              | \$1,118            | \$36,419           | \$5,486            | \$7,200            | \$0                | \$0                | \$0                |
| D325.00                                 | Furniture & Fixtures         | \$2,425            | \$0                | \$1,400            | \$0                | \$0                | \$0                | \$0                | \$0                |
| D340.00                                 | Fire/Public Safety Gear      | \$2,146            | \$67,287           | \$7,110            | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                              | <b>\$5,171</b>     | <b>\$68,406</b>    | <b>\$44,929</b>    | <b>\$5,486</b>     | <b>\$7,200</b>     | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$1,926,792</b> | <b>\$2,034,570</b> | <b>\$2,062,401</b> | <b>\$2,182,719</b> | <b>\$2,217,981</b> | <b>\$2,226,395</b> | <b>\$2,240,827</b> | <b>\$2,220,007</b> |

## General Fund (FUND 01)

### Police (Department 2600)

The Police Department is an operational department to fund the public safety role of providing innovative, effective, and efficient police service to improve the quality of life in the City. The Department is committed to serving the public with respect, fairness, and compassion while ensuring the Constitutional Rights of all individuals through the highest level of ethical and moral standards. Budget authorization includes expenditures for a police chief, one major, and one records secretary who maintain standard business hours while three lieutenants, seven sergeants, and eleven police officers work in 12 hour shifts to provide 24 hour police coverage. A fleet of six patrol vehicles and an additional three administrative vehicles are replaced on a cycle of two per year to maintain reliable transportation in times of need.

#### **GOALS**

- Protect life and property in addition to maintaining social order within carefully prescribed ethical and constitutional limits.
- Maintain accreditation with Missouri Police Chief's Charitable Foundation(MPCCF) Accreditation
- Maintain community outreach programs to provide positive role models and remain ambassadors of the city government.
- Strive to improve the level of service provided on a daily basis.
- Maintain quality, reliable, and efficient equipment and fleet
- Seek out grant funding from both State and Federal government agencies and other revenue sources.
- Adapt to new situations involving additional training requirements and procedural duties as a result of move to new facility.
- Continue to attract and maintain highest caliber of professional employees
- Maintain police-community relationship our citizens are accustomed to and deserve

#### **OBJECTIVES**

- Continue to provide quality service to the community as a recognized, professionally operated police department through use of state-of-the-art information and policing technologies,
- Consistently improve quality of training and demonstrate innovation and operational flexibility to display that the department is dedicated to maintaining the community as safe place to live, work, and visit.
- Adhere to the workforce staffing of one supervisor and a minimum of three officers on duty at any given time to maintain accreditation.

**OBJECTIVES (continued)**

- Maintain system that ensures each individual, without regard to rank, is held accountable for their actions and meets their personal goals as employees of the City of Olivette.
- Maintain policies to conform to state law and the Missouri Police Chiefs Association Accreditation Program. The Department has a dedicated certification officer and makes all policies directly available to officers as well as integrating their use into training.
- Empower officers and maintain cohesive group to build community relationships through encouraging department personnel involvement. Opportunities for involvement include presenting for public safety meetings as areas schools and authoring of articles for the City newsletter.
- Maintain system to enable quick connection to citizens for public safety information. Current success is expected to be maintained through use of the CODE RED system.
- Continue to maximize public services through diligence and prudent application and allocation of overtime grant funding.
- Maintain the best possible police force by requiring aggressive crime fighting, the highest possible work ethic and professional conduct, enhancing the role of personnel in the planning and development process, recognizing exceptional work by department employees, and stress responsibility and accountability to the department and citizens.

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Police-2600                  | 2011-12            | 2012-13            | 2013-14            | 2014-15            | 2014-15            | 2015-16            | 2016-17            | 2016-17            |
|----------------------------------|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Acct #                           | Account                      | Actual             | Actual             | Actual             | Actual             | Budget             | Budget             | Dept.              | CM                 |
| <b>PERS Personnel Services</b>   |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| A100.00                          | Salaries---Regular Employees | \$1,508,323        | \$1,544,648        | \$1,508,729        | \$1,501,811        | \$1,473,017        | \$1,563,000        | \$1,665,000        | \$1,665,000        |
| A150.00                          | Holiday Pay                  | \$0                | \$13,425           | \$13,623           | \$12,847           | \$14,250           | \$16,000           | \$16,000           | \$16,000           |
| A300.00                          | Salary Adjustment            | \$13,112           | \$11,786           | \$12,743           | \$13,265           | \$10,800           | \$13,500           | \$0                | \$0                |
| A400.00                          | Longevity                    | \$80,049           | \$82,271           | \$76,565           | \$66,751           | \$84,242           | \$72,100           | \$0                | \$0                |
| A500.00                          | Overtime                     | \$13,021           | \$16,899           | \$30,771           | \$26,295           | \$24,000           | \$23,000           | \$23,000           | \$23,000           |
| A511.00                          | Court Appearance             | \$7,025            | \$6,731            | \$8,733            | \$10,357           | \$10,000           | \$10,000           | \$8,000            | \$8,000            |
| A600.00                          | FICA                         | \$117,420          | \$120,806          | \$120,029          | \$120,339          | \$123,862          | \$129,622          | \$130,000          | \$130,000          |
| A700.00                          | Unemployment Comp            | \$3,796            | \$4,594            | \$4,307            | \$4,050            | \$3,500            | \$4,300            | \$4,300            | \$4,300            |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$1,742,746</b> | <b>\$1,801,160</b> | <b>\$1,775,500</b> | <b>\$1,755,715</b> | <b>\$1,743,671</b> | <b>\$1,831,522</b> | <b>\$1,846,300</b> | <b>\$1,846,300</b> |
| <b>CSVC Contractual Services</b> |                              |                    |                    |                    |                    |                    |                    |                    |                    |
| B150.00                          | Medical Services             | \$1,975            | \$3,588            | \$3,086            | \$2,582            | \$4,242            | \$3,485            | \$4,095            | \$4,095            |
| B167.00                          | Software Support/Maintenance | \$0                | \$4,712            | \$4,630            | \$4,630            | \$5,630            | \$6,630            | \$4,630            | \$4,630            |
| B190.00                          | Misc. Professional Services  | \$3,973            | \$3,494            | \$7,403            | \$876              | \$10,377           | \$7,110            | \$12,795           | \$12,795           |
| B220.00                          | Postage                      | \$152              | \$133              | \$55               | \$103              | \$350              | \$350              | \$350              | \$200              |
| B240.00                          | Travel & Training            | \$8,620            | \$10,618           | \$9,538            | \$12,529           | \$16,500           | \$15,000           | \$16,830           | \$16,830           |
| B245.00                          | Tuition Reimbursement        | \$7,391            | \$5,032            | \$5,765            | \$5,764            | \$8,000            | \$7,200            | \$9,000            | \$9,000            |
| B310.00                          | Legal Notices/Advertising    | \$570              | \$744              | \$786              | \$762              | \$1,100            | \$1,000            | \$600              | \$600              |
| B320.00                          | Printing                     | \$1,753            | \$802              | \$1,564            | \$2,782            | \$1,091            | \$1,235            | \$1,525            | \$1,525            |
| B440.00                          | Telephone                    | \$14,701           | \$8,639            | \$7,423            | \$9,005            | \$12,595           | \$7,600            | \$9,300            | \$9,300            |
| B510.00                          | Building Repairs & Maint.    | \$477              | \$0                | \$0                | \$328              | \$7,766            | \$400              | \$400              | \$400              |
| B540.00                          | Equipment Repairs            | \$6,496            | \$2,768            | \$1,955            | \$1,683            | \$2,125            | \$2,100            | \$1,600            | \$1,600            |
| B542.00                          | Copier Maintenance           | \$1,420            | \$1,460            | \$1,504            | \$1,942            | \$1,200            | \$1,200            | \$3,000            | \$3,000            |
| B545.00                          | Computer Maintenance         | \$8,140            | \$13,939           | \$10,987           | \$9,085            | \$13,054           | \$12,200           | \$14,170           | \$14,170           |
| B550.00                          | Automotive Repairs           | \$10,737           | \$9,269            | \$5,114            | \$9,763            | \$10,000           | \$10,000           | \$10,000           | \$10,000           |
| B630.00                          | Radio Repairs                | \$2,088            | \$857              | \$1,184            | \$2,101            | \$2,000            | \$1,000            | \$1,000            | \$1,000            |
| B730.00                          | Workers Compensation         | \$46,961           | \$47,022           | \$45,188           | \$45,581           | \$45,331           | \$51,000           | \$52,000           | \$52,000           |
| B780.00                          | Group Health & Liability     | \$264,789          | \$265,155          | \$258,545          | \$255,453          | \$287,510          | \$282,000          | \$256,000          | \$256,000          |
| B790.00                          | Life Insurance/LTD           | \$10,250           | \$11,127           | \$10,684           | \$10,979           | \$10,830           | \$11,920           | \$13,000           | \$13,000           |
| B912.00                          | REJIS Comm/Control Data      | \$43,907           | \$44,984           | \$38,018           | \$47,588           | \$46,716           | \$45,000           | \$40,700           | \$40,700           |
| B914.00                          | Association Dues             | \$1,100            | \$1,330            | \$730              | \$1,135            | \$1,390            | \$1,375            | \$1,470            | \$1,470            |
| B915.00                          | ECDC                         | \$99,889           | \$96,656           | \$104,496          | \$98,163           | \$97,901           | \$100,010          | \$116,600          | \$116,600          |
| B917.00                          | Prisoner Housing             | \$4,364            | \$3,254            | \$3,550            | \$2,008            | \$6,000            | \$2,200            | \$2,820            | \$2,820            |
| B970.00                          | Clothing Allowance           | \$13,656           | \$12,233           | \$15,303           | \$13,643           | \$13,800           | \$13,800           | \$13,800           | \$13,800           |
| B980.00                          | Car Wash                     | \$739              | \$676              | \$1,200            | \$954              | \$1,000            | \$1,000            | \$1,550            | \$1,550            |
| B990.00                          | Misc. Contractual Services   | -\$34              | \$0                | \$0                | \$0                | \$0                | \$7,235            | \$7,885            | \$7,885            |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$554,114</b>   | <b>\$548,491</b>   | <b>\$538,708</b>   | <b>\$539,439</b>   | <b>\$606,508</b>   | <b>\$592,050</b>   | <b>\$595,120</b>   | <b>\$594,970</b>   |



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                     | Police-2600 (cont.)          | 2011-12                            | 2012-13            | 2013-14            | 2014-15            | 2014-15            | 2015-16            | 2016-17            | 2016-17            |
|-----------------------------|------------------------------|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Acct #                      | Account                      | Actual                             | Actual             | Actual             | Actual             | Budget             | Budget             | Dept.              | CM                 |
| <b>COMM</b>                 |                              | <b>Commodities</b>                 |                    |                    |                    |                    |                    |                    |                    |
| C110.00                     | Office Supplies              | \$746                              | \$655              | \$1,384            | \$1,382            | \$4,400            | \$4,000            | \$4,085            | \$4,000            |
| C120.00                     | Map & Periodicals            | \$0                                | \$0                | \$0                | \$0                | \$300              | \$300              | \$0                | \$0                |
| C125.00                     | Books/Publications           | \$0                                | \$181              | \$0                | \$0                | \$200              | \$200              | \$0                | \$0                |
| C250.00                     | Institutional Supplies       | \$841                              | \$800              | \$607              | \$607              | \$1,291            | \$1,200            | \$1,550            | \$1,550            |
| C255.00                     | Police Supplies              | \$4,245                            | \$4,118            | \$3,141            | \$7,423            | \$3,735            | \$4,255            | \$2,397            | \$2,397            |
| C275.00                     | Signage                      | \$0                                | \$0                | \$0                | \$0                | \$300              | \$300              | \$300              | \$300              |
| C310.00                     | Gasoline & Oil               | \$44,007                           | \$45,330           | \$51,384           | \$35,897           | \$44,000           | \$46,200           | \$38,300           | \$38,300           |
| C320.00                     | Automotive Accessories       | \$33                               | \$129              | \$103              | \$496              | \$500              | \$1,400            | \$400              | \$400              |
| C410.00                     | Ammunition                   | \$2,264                            | \$1,544            | \$8,373            | \$10,910           | \$8,229            | \$5,500            | \$2,500            | \$2,500            |
| C430.00                     | Uniform Accessories          | \$1,743                            | \$8,568            | \$15,263           | \$234              | \$11,775           | \$2,180            | \$2,975            | \$2,975            |
| C440.00                     | Photographic Supplies        | \$0                                | \$0                | \$276              | \$183              | \$300              | \$300              | \$400              | \$400              |
| <b>TOTAL COMMODITIES</b>    |                              | <b>\$53,879</b>                    | <b>\$61,325</b>    | <b>\$80,531</b>    | <b>\$57,132</b>    | <b>\$75,030</b>    | <b>\$65,835</b>    | <b>\$52,907</b>    | <b>\$52,822</b>    |
| <b>CAPT</b>                 |                              | <b>Capital Outlay/Improvements</b> |                    |                    |                    |                    |                    |                    |                    |
| D320.00                     | Computer/Institutional Equip | \$0                                | \$16,313           | \$58,353           | \$0                | \$54,049           | \$0                | \$0                | \$0                |
| D340.00                     | Fire/Public Safety Gear      | \$2,700                            | \$9,525            | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>TOTAL-CAPITAL OUTLAY</b> |                              | <b>\$2,700</b>                     | <b>\$25,838</b>    | <b>\$58,353</b>    | <b>\$0</b>         | <b>\$54,049</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b>TOTAL DEPARTMENT</b>     |                              | <b>\$2,353,439</b>                 | <b>\$2,436,814</b> | <b>\$2,453,092</b> | <b>\$2,352,286</b> | <b>\$2,479,258</b> | <b>\$2,489,407</b> | <b>\$2,494,327</b> | <b>\$2,494,092</b> |

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## General Fund (FUND 01)

### Community Center (Department 3000)

The Community Center is an operational department that consists of the direct costs of operating and maintaining the Olivette Community Center. The Center continues to be the meeting place of Olivette with events ranging from wedding receptions to karate classes held on a weekly basis. The facility also hosts a St. Elizabeth Adult Day Care site. Parks and Recreation staff offices are inside the Community Center with one full time equivalent budgeted to provide administration of the facility while two part time facility attendants remain on site during evening hours. Previous budgets included costs for three part time custodians whose positions were eliminated during fiscal year 2015-2016.

Mission Statement: Create community through people, parks & programs

#### Goals

- Maintain current and attract new users to the center
- Review fee structure and policies and procedures to maximize efficiency.
- Maintain facility to participant expectations.
- Improve community use of facility

#### Objectives

- Continue to improve appearance and aesthetics of facility. Approximately \$10,000 was spent in FY2016 for painting and floor refinishing with the budget for fiscal year 2016-2017 maintaining high levels for painting and maintenance activities.
- Continue offering Community Center lobby as place to gather. FY2016 saw the introduction of the “Lively Lobby” program that offers free public Wi-Fi, daily periodicals, games, and coffee to foster this objective. In addition, a newly established mission statement was created and developed by leadership and staff to guide in new offerings.
- Explore fair, equitable fee structures to balance cost recovery with use. Information gathering and initial discussions were held with the Park and Recreation Board on the current and possible fee structures.
- Research and pilot new, relevant program offerings to give citizens of all ages opportunities to remain active in body and mind. In conjunction with Recreation Department (Dept 3200), both revenue and costs have been budgeted in FY2017 to offer new programs to be held in the Community Center.



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Community Center-3000        | 2011-12          | 2012-13         | 2013-14         | 2014-15         | 2014-15          | 2015-16          | 2016-17         | 2016-17         |
|----------------------------------|------------------------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|-----------------|
| Acct #                           | Account                      | Actual           | Actual          | Actual          | Actual          | Budget           | Budget           | Dept            | CM              |
| <b>PERS Personnel Services</b>   |                              |                  |                 |                 |                 |                  |                  |                 |                 |
| A100.00                          | Salaries---Regular Employees | \$34,422         | \$32,831        | \$36,278        | \$42,068        | \$38,500         | \$38,500         | \$53,500        | \$53,500        |
| A200.00                          | Extra Help                   | \$61,711         | \$53,627        | \$43,874        | \$49,460        | \$63,908         | \$59,570         | \$32,282        | \$15,000        |
| A400.00                          | Longevity                    | \$126            | \$172           | \$179           | \$149           | \$385            | \$0              | \$0             | \$0             |
| A600.00                          | FICA                         | \$7,149          | \$6,709         | \$6,062         | \$6,603         | \$7,870          | \$7,505          | \$8,200         | \$8,200         |
| A700.00                          | Unemployment Comp            | \$779            | \$867           | \$676           | \$739           | \$600            | \$600            | \$600           | \$600           |
| A970.00                          | Clothing Allowance           | \$90             | \$180           | \$180           | \$135           | \$200            | \$0              | \$200           | \$200           |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$104,277</b> | <b>\$94,386</b> | <b>\$87,249</b> | <b>\$99,154</b> | <b>\$111,463</b> | <b>\$106,175</b> | <b>\$94,782</b> | <b>\$77,500</b> |
| <b>CSVC Contractual Services</b> |                              |                  |                 |                 |                 |                  |                  |                 |                 |
| B150.00                          | Medical Services             | \$0              | \$0             | \$0             | \$50            | \$200            | \$200            | \$100           | \$100           |
| B220.00                          | Postage                      | \$500            | \$126           | \$30            | \$75            | \$250            | \$200            | \$250           | \$250           |
| B240.00                          | Travel & Training            | \$0              | \$0             | \$0             | \$75            | \$0              | \$150            | \$100           | \$100           |
| B310.00                          | Legal Notices/Advertising    | \$478            | \$0             | \$0             | \$607           | \$500            | \$500            | \$200           | \$200           |
| B320.00                          | Printing                     | \$264            | \$1,668         | \$134           | \$187           | \$100            | \$0              | \$0             | \$0             |
| B410.00                          | Electricity                  | \$17,291         | \$14,520        | \$17,961        | \$14,441        | \$18,500         | \$18,000         | \$18,000        | \$18,000        |
| B420.00                          | Heating Oil                  | \$8,741          | \$7,471         | \$9,537         | \$12,670        | \$9,500          | \$9,000          | \$9,000         | \$9,000         |
| B430.00                          | Water                        | \$2,232          | \$1,593         | \$1,687         | \$1,025         | \$2,000          | \$2,000          | \$2,000         | \$2,000         |
| B440.00                          | Telephone                    | \$5,955          | \$4,337         | \$4,188         | \$5,170         | \$4,300          | \$5,800          | \$6,800         | \$6,800         |
| B450.00                          | Sewer                        | \$1,927          | \$2,081         | \$1,219         | \$727           | \$2,650          | \$1,650          | \$1,650         | \$1,650         |
| B510.00                          | Building Repairs & Maint.    | \$5,829          | \$4,342         | \$8,303         | \$7,337         | \$7,750          | \$8,000          | \$8,350         | \$8,350         |
| B520.00                          | Grounds Maintenance          | \$0              | \$88            | \$88            | \$0             | \$0              | \$0              | \$0             | \$0             |
| B540.00                          | Equipment Repairs            | \$0              | \$136           | \$206           | \$1,845         | \$400            | \$700            | \$700           | \$700           |
| B542.00                          | Copier Maintenance           | \$0              | \$1             | \$4             | \$0             | \$0              | \$250            | \$720           | \$720           |
| B545.00                          | Computer Maintenance         | \$1,077          | \$2,570         | \$1,858         | \$1,852         | \$1,200          | \$1,200          | \$3,100         | \$3,100         |
| B550.00                          | Automotive Repairs           | \$0              | \$0             | \$0             | \$0             | \$500            | \$0              | \$0             | \$0             |
| B590.00                          | Misc. Repair & Maintenance   | \$0              | \$0             | \$0             | \$146           | \$0              | \$0              | \$0             | \$0             |
| B620.00                          | Linen/Equipment Rental       | \$285            | \$235           | \$191           | \$281           | \$600            | \$400            | \$0             | \$0             |
| B730.00                          | Workers Compensation         | \$956            | \$1,063         | \$1,066         | \$1,116         | \$1,200          | \$1,300          | \$1,400         | \$1,400         |
| B780.00                          | Group Health & Liability     | \$4,948          | \$4,741         | \$5,128         | \$5,571         | \$5,700          | \$11,322         | \$6,000         | \$6,000         |
| B790.00                          | Life Insurance/LTD           | \$217            | \$242           | \$255           | \$255           | \$290            | \$290            | \$1,000         | \$1,000         |
| B914.00                          | Association Dues             | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$0             | \$0             |
| B990.00                          | Misc. Contractual Services   | \$0              | \$0             | \$0             | \$0             | \$0              | \$0              | \$19,800        | \$19,800        |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$50,700</b>  | <b>\$45,214</b> | <b>\$51,855</b> | <b>\$53,430</b> | <b>\$55,640</b>  | <b>\$60,962</b>  | <b>\$79,170</b> | <b>\$79,170</b> |



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                                 | Community Center-3000 (cont.)  | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                        | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM Commodities</b>                 |                                |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies                | \$23             | \$66             | \$147            | \$75             | \$0              | \$0              | \$100            | \$100            |
| C210.00                                 | Building Maint. Supplies       | \$10,036         | \$9,994          | \$10,306         | \$7,882          | \$11,000         | \$9,500          | \$7,500          | \$7,500          |
| C220.00                                 | Ground Maintenance             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C230.00                                 | Painting Supplies              | \$32             | \$0              | \$0              | \$3,920          | \$300            | \$1,000          | \$1,000          | \$1,000          |
| C240.00                                 | Hardware/Small Tools           | \$245            | -\$206           | \$35             | \$291            | \$700            | \$500            | \$250            | \$250            |
| C250.00                                 | Institutional Supplies         | \$1,436          | \$404            | \$572            | \$2,393          | \$1,200          | \$900            | \$2,250          | \$2,250          |
| C310.00                                 | Gasoline & Oil                 | \$3,018          | \$1,765          | -\$11            | \$0              | \$2,700          | \$0              | \$0              | \$0              |
| C320.00                                 | Automotive Accessories         | \$0              | \$0              | \$0              | \$23             | \$50             | \$0              | \$0              | \$0              |
| C430.00                                 | Uniform Accessories            | \$0              | \$0              | \$0              | \$0              | \$0              | \$250            | \$100            | \$100            |
| C490.00                                 | Miscellaneous Commodities      | \$0              | \$163            | \$28             | \$0              | \$100            | \$0              | \$0              | \$0              |
| <b>TOTAL COMMODITIES</b>                |                                | <b>\$14,790</b>  | <b>\$12,186</b>  | <b>\$11,077</b>  | <b>\$14,584</b>  | <b>\$16,050</b>  | <b>\$12,150</b>  | <b>\$11,200</b>  | <b>\$11,200</b>  |
| <b>CAPT Capital Outlay/Improvements</b> |                                |                  |                  |                  |                  |                  |                  |                  |                  |
| D210.00                                 | Building/Building Improvements | \$0              | \$0              | \$0              | \$0              | \$0              | \$4,000          | \$0              | \$0              |
| D311.00                                 | Office Equipment               | \$0              | \$0              | \$0              | \$0              | \$0              | \$3,000          | \$0              | \$0              |
| D320.00                                 | Computer/Institutional Equip   | \$0              | \$0              | \$0              | \$0              | \$0              | \$1,500          | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                                | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$8,500</b>   | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                                | <b>\$169,767</b> | <b>\$151,786</b> | <b>\$150,181</b> | <b>\$167,168</b> | <b>\$183,153</b> | <b>\$187,787</b> | <b>\$185,152</b> | <b>\$167,870</b> |

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## General Fund (FUND 01)

### Recreation (Department 3200)

The Recreation department is an operational department that consists of the direct costs of operating the Olivette youth and adult sports programs as well as contract programming for activities. Recreation department staff also manage park pavilion reservations at Villa, Irv Zeid Citizens, and Stacy Parks along with planning for special events throughout the year. The fiscal year 2016-2017 budget for personnel remains unchanged with funds for the parks and recreation director, one recreation coordinator to provide administration of the programs, one part time front desk attendant at the offices located in the community center, and seasonal staff for camps and programs.

Mission Statement: Create community through people, parks & programs

#### Goals

- Increase participation in youth sports programs
- Create partnerships with Olivette community groups and businesses for future development
- Increase participation among citizens to gain more interaction and feedback on offerings
- Offer top notch day camp offering during summer months
- Provide clean park pavilions and dependable reservation system for area users

#### Objectives

- Provide the highest quality programs with review of current offerings for youth sports to reach acceptable levels to continue programs and identify possible new offerings.
- Continue outreach at recreation events including hosting booths and collecting feedback on offerings and services.
- Develop offerings outside of recent programs to increase engagement with citizens. Fiscal year 2017 budget has included an additional \$20,000 for contracted programs with associated revenue to partially offset increase in payments to contractors holding programs in City facilities.
- Maintain camp at maximum attendance while offering educational, engaging, and safe camp activities.
- Continue offering quality adult sports leagues that create bonds with community and businesses.
- Maintain reservation system that works in conjunction with parks maintenance employees to provide clean and desirable pavilions for users. During fiscal year 2015-2016 the park pavilion reservation fee structure was updated to match area cities with similar offerings with success.

**Objectives - continued**

- Continue to offer special event programming such as Party in the Park which has moved to an outdoor movie showing format during fiscal year 2015-2016 and Boo Bash. Other programs were evaluated and eliminated during fiscal year 2015-2016 as participation and quality of program had diminished to the point of inefficiency.
- Evaluate offerings and staffing levels to determine most effective and efficient way to offer only high quality, relevant programs. A newly created mission was adopted by parks and recreation staff to guide decisions on direction of department.

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DRAFT - 1st READING



| Fund 01                          | Recreation-3200              | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees | \$98,469         | \$104,336        | \$106,537        | \$86,776         | \$109,000        | \$108,500        | \$106,100        | \$106,100        |
| A200.00                          | Extra Help                   | \$66,156         | \$63,531         | \$61,085         | \$50,296         | \$62,300         | \$61,240         | \$63,812         | \$63,812         |
| A400.00                          | Longevity                    | \$2,106          | \$2,312          | \$2,211          | \$66             | \$4,000          | \$547            | \$0              | \$0              |
| A600.00                          | FICA                         | \$12,651         | \$12,782         | \$12,932         | \$10,093         | \$13,710         | \$13,028         | \$13,200         | \$13,200         |
| A700.00                          | Unemployment Comp            | \$1,046          | \$1,209          | \$1,353          | \$1,057          | \$1,300          | \$1,300          | \$1,300          | \$1,300          |
| A970.00                          | Clothing Allowance           | \$360            | \$435            | \$480            | \$405            | \$250            | \$0              | \$200            | \$200            |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$180,788</b> | <b>\$184,606</b> | <b>\$184,598</b> | <b>\$148,693</b> | <b>\$190,560</b> | <b>\$184,615</b> | <b>\$184,612</b> | <b>\$184,612</b> |
| <b>CSVC Contractual Services</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B150.00                          | Medical Services             | \$0              | \$0              | \$0              | \$305            | \$150            | \$300            | \$100            | \$100            |
| B167.00                          | Software Support/Maintenance | \$2,052          | \$2,052          | \$2,052          | \$4,360          | \$2,300          | \$4,850          | \$5,145          | \$2,845          |
| B180.00                          | Supplemental Rent            | \$20,553         | \$20,400         | \$33,155         | \$13,455         | \$17,000         | \$14,000         | \$17,000         | \$17,000         |
| B190.00                          | Misc. Professional Services  | \$558            | \$279            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B220.00                          | Postage                      | \$5,448          | \$3,189          | \$4,039          | \$1,938          | \$4,500          | \$3,920          | \$4,440          | \$4,440          |
| B240.00                          | Travel & Training            | \$350            | \$360            | \$0              | \$1,040          | \$1,150          | \$1,750          | \$1,018          | \$1,050          |
| B310.00                          | Legal Notices/Advertising    | \$0              | \$50             | \$100            | \$956            | \$150            | \$1,150          | \$900            | \$900            |
| B320.00                          | Printing                     | \$3,656          | \$4,215          | \$1,814          | \$720            | \$6,500          | \$2,700          | \$6,100          | \$6,100          |
| B440.00                          | Telephone                    | \$2,205          | \$1,874          | \$1,769          | \$2,193          | \$2,000          | \$3,200          | \$2,400          | \$2,400          |
| B540.00                          | Equipment Repairs            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B542.00                          | Copier Maintenance           | \$1,383          | \$1,241          | \$1,368          | \$1,463          | \$1,100          | \$1,100          | \$2,880          | \$2,880          |
| B545.00                          | Computer Maintenance         | \$353            | \$1,008          | \$1,182          | \$3,087          | \$1,050          | \$3,000          | \$1,800          | \$1,800          |
| B730.00                          | Workers Compensation         | \$3,030          | \$3,567          | \$3,219          | \$3,163          | \$3,400          | \$5,770          | \$5,900          | \$5,900          |
| B780.00                          | Group Health & Liability     | \$4,927          | \$12,785         | \$2,239          | \$6,367          | \$19,200         | \$17,000         | \$16,500         | \$16,500         |
| B790.00                          | Life Insurance/LTD           | \$793            | \$723            | \$636            | \$418            | \$900            | \$900            | \$1,000          | \$1,000          |
| B913.00                          | Summer Recreation Program    | \$16,404         | \$27,352         | \$26,382         | \$25,438         | \$24,600         | \$24,600         | \$27,000         | \$26,000         |
| B914.00                          | Association Dues             | \$316            | \$256            | \$265            | \$336            | \$315            | \$525            | \$670            | \$670            |
| B915.00                          | Contracted Programs          | \$0              | \$0              | \$12,300         | \$0              | \$5,300          | \$3,500          | \$11,000         | \$11,000         |
| B916.00                          | Youth/Athletic Camps         | \$0              | \$1,100          | \$0              | \$1,708          | \$2,000          | \$13,000         | \$13,000         | \$13,000         |
| B990.00                          | Misc. Contract Service       | \$0              | \$0              | \$0              | \$1,032          | \$0              | \$0              | \$11,025         | \$11,025         |
| B995.00                          | Contracts--Special Events    | \$0              | \$0              | \$0              | \$401            | \$450            | \$9,350          | \$10,800         | \$10,800         |
| B996.00                          | Adult Athletic Programs      | \$3,350          | \$4,500          | \$2,151          | \$4,940          | \$5,000          | \$5,000          | \$9,500          | \$9,500          |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$65,378</b>  | <b>\$84,950</b>  | <b>\$92,671</b>  | <b>\$73,320</b>  | <b>\$97,065</b>  | <b>\$115,615</b> | <b>\$148,178</b> | <b>\$144,910</b> |



| Fund 01                                 | Recreation-3200(cont.)       | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM Commodities</b>                 |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies              | \$968            | \$637            | \$443            | \$1,314          | \$1,200          | \$1,200          | \$1,200          | \$1,000          |
| C220.00                                 | Ground Maintenance           | \$2,528          | \$2,616          | \$1,330          | \$272            | \$4,000          | \$3,000          | \$3,750          | \$3,750          |
| C251.00                                 | Supplies--Special Events     | \$762            | \$552            | \$136            | \$1,039          | \$2,200          | \$4,000          | \$2,100          | \$2,100          |
| C252.00                                 | Supplies---Youth Day Camp    | \$2,136          | \$669            | \$2,847          | \$3,056          | \$2,500          | \$5,100          | \$6,800          | \$6,800          |
| C430.00                                 | Uniform Accessories          | \$34,260         | \$33,842         | \$17,816         | \$37,117         | \$36,000         | \$26,500         | \$34,000         | \$34,000         |
| C431.00                                 | Shirts--Day Camp             | \$356            | \$584            | \$68             | \$2,420          | \$800            | \$1,000          | \$2,850          | \$2,850          |
| C432.00                                 | Shirts--Adult                | \$0              | \$0              | \$0              | \$0              | \$200            | \$0              | \$0              | \$0              |
| C471.00                                 | Sports Awards                | \$7,927          | \$5,373          | \$4,246          | \$963            | \$7,200          | \$5,500          | \$0              | \$0              |
| C472.00                                 | Awards---Special Events      | \$225            | \$0              | \$0              | \$0              | \$350            | \$0              | \$150            | \$150            |
| C473.00                                 | Awards---Adult Programs      | \$188            | \$278            | \$50             | \$120            | \$500            | \$250            | \$400            | \$400            |
| C510.00                                 | Equipment---Youth Athletics  | \$6,195          | \$4,667          | \$10,290         | \$2,938          | \$8,500          | \$4,250          | \$1,300          | \$1,300          |
| C511.00                                 | Equipment---Adult Athletics  | \$758            | \$513            | \$1,049          | \$209            | \$750            | \$600            | \$3,400          | \$3,400          |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$56,303</b>  | <b>\$49,730</b>  | <b>\$38,275</b>  | <b>\$49,448</b>  | <b>\$64,200</b>  | <b>\$51,400</b>  | <b>\$55,950</b>  | <b>\$55,750</b>  |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D310.00                                 | Recreation Equipment         | \$3,158          | \$1,350          | \$3,000          | \$0              | \$4,000          | \$0              | \$0              | \$0              |
| D320.00                                 | Computer/Institutional Equip | \$0              | \$0              | \$0              | \$0              | \$0              | \$7,850          | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>             |                              | <b>\$3,158</b>   | <b>\$1,350</b>   | <b>\$3,000</b>   | <b>\$0</b>       | <b>\$4,000</b>   | <b>\$7,850</b>   | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$305,627</b> | <b>\$320,636</b> | <b>\$318,544</b> | <b>\$271,461</b> | <b>\$355,825</b> | <b>\$359,480</b> | <b>\$388,740</b> | <b>\$385,272</b> |

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## General Fund (FUND 01)

### Planning and Community Development (Department 4010)

The Department of Planning and Community Design is an operational department that oversees the development and construction of all residential and commercial properties through the issuance of occupancy inspections, building permits, soil and grading permits, and subdivision permits. The department also enforces local zoning and land use regulations and the City's property maintenance standards. The enforcement of mechanical, electrical, plumbing, elevator, explosive, and amusement regulations are carried out by St. Louis County. As planning communities becomes more important during the design and construction process, the decision was made with the fiscal year 2014-2015 to remove the Planning and Community Design department from the Public Works department and make it a standalone department. This change also resulted in an upgrade of the Planning and Zoning Administrator position to the title of Planning and Community Design Director. The Planning and Community Design budget contains funding for the Planning and Community Design Director, one Planning/GIS Coordinator, two building inspector and one executive secretary at their current office location at 1200 North Price Rd. Fiscal year 2014-2015 saw the addition of the Planner/GIS Coordinator position which is expected to remain in perpetuity as the focus of the department changes from a reactive, inspection driven department to a proactive, planning oriented department.

#### Goals

- Maintain an ISO rating of Class 4.
- Uphold the goals and vision of the City's Strategic Plan: *Dynamic Sense of Place*.
- Maintain a high quality housing and commercial stock in the city while preserving professional and citizen relationships.
- Integrate new technology into operations to improve consumer satisfaction and appreciation.
- Increase efficiency of Planning and Community Design Commission including steering focus of limited meeting times toward policy rather than administrative functions. This would serve to expedite

#### Objectives

- Continue employee development and periodic update to current code standards to maintain ISO rating. This serves to reduce the insurance rates of citizens by demonstrating a commitment to safer building standards. Planning is underway to update to the most recent code standards from the current 2006 standards. Travel and training budgets are maintained to encourage and maintain certifications. The fiscal year 2016-2017 budget also contains fee updates to respond to the concern and problematic area of stormwater runoff within the City. Additional fees and reviews are now being required by outside consultants who are experts in stormwater runoff to offer a planning solution rather than relying on increased throughput from stormwater capacity.

**Objectives - continued**

- Facilitate the implementation strategies outlined in the City’s Strategic Plan: *Dynamic Sense of Place* for the purpose of identifying and defining the City’s redevelopment visions. This plan is currently being utilized for the promotion and review of potential developments with the selection of a developer at the Interstate 170 and Olive Interchange and expected to continue with the current City Hall location on Olive Blvd.
- Enforce the ordinances as charged to maintain safe buildings with an enforcement orientation aimed at efficiency and customer resolution. Training efforts and utilizing the skills and abilities of the personnel to provide guidance and resolution in difficult enforcement situations.
- Review current permitting and inspection management software as a result of possible sunset of current system and explore replacement systems for value, efficiency, and effectiveness.
- Continue to promote the understanding and implication of results of good planning and review procedures in the City. This serves to allow the Planning and Community Design Commission, who meets 1-2 times per month, to focus on policy decisions and allow the daily employees to carry out policies. This in turn reduces application and review times which leads to better served customers.

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DRAFT - 1st READ



| Fund 01                          | Planning and Community Design-4010 | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                            | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                                    |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees       | \$244,115        | \$225,884        | \$228,889        | \$265,296        | \$275,000        | \$264,000        | \$269,500        | \$269,500        |
| A200.00                          | Part Time (Intern)                 | \$0              | \$0              | \$0              | \$0              | \$0              | \$2,000          | \$0              | \$2,000          |
| A400.00                          | Longevity                          | \$6,637          | \$6,515          | \$6,233          | \$5,898          | \$7,500          | \$8,060          | \$0              | \$0              |
| A500.00                          | Overtime                           | \$0              | \$0              | \$0              | \$0              | \$300            | \$200            | \$0              | \$0              |
| A600.00                          | FICA                               | \$17,956         | \$17,124         | \$17,271         | \$19,170         | \$21,650         | \$21,300         | \$20,700         | \$20,700         |
| A700.00                          | Unemployment Comp                  | \$733            | \$847            | \$905            | \$1,041          | \$900            | \$1,230          | \$1,100          | \$1,100          |
| A970.00                          | Clothing Allowance                 | \$675            | \$825            | \$825            | \$1,050          | \$1,200          | \$900            | \$900            | \$900            |
| <b>TOTAL--PERSONNEL</b>          |                                    | <b>\$270,116</b> | <b>\$251,195</b> | <b>\$254,123</b> | <b>\$292,455</b> | <b>\$306,550</b> | <b>\$297,690</b> | <b>\$292,200</b> | <b>\$294,200</b> |
| <b>CSVC Contractual Services</b> |                                    |                  |                  |                  |                  |                  |                  |                  |                  |
| B120.00                          | Architectural/Engineering Ser.     | \$47,500         | \$47,500         | \$47,500         | \$0              | \$4,000          | \$3,400          | \$7,500          | \$7,500          |
| B150.00                          | Medical Services                   | \$135            | \$0              | \$100            | \$200            | \$250            | \$250            | \$0              | \$0              |
| B190.00                          | Misc. Professional Services        | \$0              | \$95             | \$79             | \$0              | \$0              | \$0              | \$0              | \$0              |
| B220.00                          | Postage                            | \$3,003          | \$1,626          | \$1,743          | \$1,864          | \$2,000          | \$2,580          | \$2,695          | \$2,695          |
| B240.00                          | Travel & Training                  | \$1,017          | \$351            | \$67             | \$2,854          | \$4,571          | \$5,100          | \$7,540          | \$7,540          |
| B310.00                          | Legal Notices/Advertising          | \$767            | \$119            | \$126            | \$404            | \$750            | \$750            | \$750            | \$500            |
| B320.00                          | Printing                           | \$1,332          | \$1,794          | \$4,820          | \$1,742          | \$1,985          | \$2,245          | \$2,243          | \$2,245          |
| B440.00                          | Telephone                          | \$10,795         | \$8,126          | \$8,063          | \$8,718          | \$8,204          | \$9,900          | \$9,000          | \$9,000          |
| B542.00                          | Copier Maintenance                 | \$1,045          | \$941            | \$757            | \$1,011          | \$1,000          | \$870            | \$1,220          | \$1,220          |
| B545.00                          | Computer Maintenance               | \$1,418          | \$3,244          | \$2,155          | \$1,292          | \$3,840          | \$2,750          | \$2,500          | \$2,500          |
| B550.00                          | Automotive Repairs                 | \$607            | \$892            | \$257            | \$498            | \$750            | \$600            | \$600            | \$600            |
| B730.00                          | Workers Compensation               | \$5,686          | \$8,495          | \$8,032          | \$9,302          | \$10,000         | \$9,400          | \$9,600          | \$9,600          |
| B780.00                          | Group Health & Liability           | \$41,249         | \$38,182         | \$36,934         | \$31,644         | \$47,000         | \$41,000         | \$46,200         | \$46,200         |
| B790.00                          | Life Insurance/LTD                 | \$1,650          | \$1,511          | \$1,522          | \$1,680          | \$1,800          | \$1,750          | \$3,000          | \$3,000          |
| B912.00                          | REJIS Comm/Control Data            | \$5,500          | \$6,000          | \$5,500          | \$6,041          | \$6,000          | \$14,000         | \$31,685         | \$6,000          |
| B914.00                          | Association Dues                   | \$275            | \$610            | \$570            | \$645            | \$1,085          | \$1,000          | \$1,245          | \$1,245          |
| B990.00                          | Misc. Contractual Services         | \$0              | \$252            | \$293            | \$585            | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                                    | <b>\$121,979</b> | <b>\$119,738</b> | <b>\$118,518</b> | <b>\$68,480</b>  | <b>\$93,235</b>  | <b>\$95,595</b>  | <b>\$125,778</b> | <b>\$99,845</b>  |



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01 Planning and Community Design-4010(cont.) |                              | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM Commodities</b>                           |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00   | Office Supplies              | \$1,158          | \$1,517          | \$2,471          | \$2,265          | \$2,500          | \$1,565          | \$2,800          | \$2,800          |
| C120.00   | Map & Periodicals            | \$95             | \$95             | \$245            | \$245            | \$500            | \$345            | \$345            | \$345            |
| C125.00   | Books/Publications           | \$150            | \$150            | \$0              | \$1,241          | \$1,861          | \$150            | \$500            | \$500            |
| C240.00   | Hardware/Small Tools         |                  | \$0              | \$0              | \$0              | \$250            | \$50             | \$50             | \$50             |
| C310.00   | Gasoline & Oil               | \$3,277          | \$3,484          | \$3,283          | \$3,017          | \$5,300          | \$4,800          | \$3,200          | \$3,200          |
| C320.00   | Automotive Accessories       | \$114            | \$743            | \$666            | \$1,007          | \$1,037          | \$865            | \$1,061          | \$1,065          |
| <b>TOTAL COMMODITIES</b>                          |                              | <b>\$4,794</b>   | <b>\$5,989</b>   | <b>\$6,665</b>   | <b>\$7,775</b>   | <b>\$11,448</b>  | <b>\$7,775</b>   | <b>\$7,956</b>   | <b>\$7,960</b>   |
| <b>CAPT Capital Outlay/Improvements</b>           |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D311.00   | Office Equipment             |                  | \$0              | \$0              | \$0              | \$1,600          | \$1,200          | \$0              | \$0              |
| D320.00   | Computer/Institutional Equip |                  | \$0              | \$2,915          | \$1,420          | \$1,500          | \$1,150          | \$0              | \$0              |
| <b>TOTAL-CAPITAL OUTLAY</b>                       |                              | <b>\$0</b>       | <b>\$0</b>       | <b>\$2,915</b>   | <b>\$1,420</b>   | <b>\$3,100</b>   | <b>\$2,350</b>   | <b>\$0</b>       | <b>\$0</b>       |
| <b>TOTAL DEPARTMENT</b>                           |                              | <b>\$396,889</b> | <b>\$376,921</b> | <b>\$382,221</b> | <b>\$370,130</b> | <b>\$414,332</b> | <b>\$403,410</b> | <b>\$425,934</b> | <b>\$402,005</b> |

DRAFT - 15

## General Fund (FUND 01)

### Refuse Collection (Department 4050)

The Refuse Collection Department is a non-operating department containing the costs of weekly trash/recycle pickup, weekly yard waste pickup, and annual leaf removal. In addition, major pickups of large items, household items, etc., occur twice per year. Olivette refuse collection costs remain lower than other cities in the region. No staff is allocated to this department and the contract with Republic Services is managed by the Public Works director. The current contract was updated during the fiscal year 2016 and included inflation provisions for the hauler and added discounts for citizens over 65 years of age. Currently, citizens pay 60% of the cost of waste hauling while the City pays the remaining 40% on behalf of citizens.

#### Goals

- Meet the requirements of State of Missouri laws with regard to the safe disposal of refuse.
- Maintain a safe and healthy environment for the citizens free of refuse and pestilence.
- Continue to increase the percentage of solid waste diverted from landfills through recycling
- Maintain commitment to citizens of current level of subsidy waste service billing

#### Objectives

- Maintain relationship with trash hauling provider to contain cost increases to city and citizens while maximize services rendered.
- Explore for additional grant opportunities for increase deferral of solid waste to recycling centers.
- Increase education to citizens the monetary and environmental benefits of reducing solid waste.



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Refuse Collection-4050     | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                    | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
|                                  |                            |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>CSVC Contractual Services</b> |                            |                  |                  |                  |                  |                  |                  |                  |                  |
| B830.00                          | Refuse Collection Contract | \$258,446        | \$131,235        | \$293,190        | \$277,925        | \$275,567        | \$268,700        | \$289,541        | \$289,541        |
| B993.00                          | Leaf Collection            | \$70,000         | \$70,991         | \$70,809         | \$81,900         | \$85,000         | \$89,000         | \$89,000         | \$89,000         |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                            | <b>\$328,446</b> | <b>\$202,226</b> | <b>\$364,000</b> | <b>\$359,825</b> | <b>\$360,567</b> | <b>\$357,700</b> | <b>\$378,541</b> | <b>\$378,541</b> |
| <b>TOTAL DEPARTMENT</b>          |                            | <b>\$328,446</b> | <b>\$202,226</b> | <b>\$364,000</b> | <b>\$359,825</b> | <b>\$360,567</b> | <b>\$357,700</b> | <b>\$378,541</b> | <b>\$378,541</b> |

DRAFT - 1st REVIEW

## General Fund (FUND 01)

### Municipal Property (Department 4061)

The Municipal Property Department is an operational department that contains the cost of maintaining City vehicles and maintenance and utilities for the City Hall and Public Works building locations. One mechanic position and benefits are budgeted in this department.

#### **GOALS**

- Maintain city vehicles to the highest available standard.
- Protect city investments by maintaining city owned buildings to the highest possible standard
- Enable operations of all City departments by maintaining functioning utilities

#### **OBJECTIVES**

- Maintain constant monitoring of equipment and structures for damage to help to maintain the integrity and value of the assets.
- Properly maintain the City's operating vehicle fleet to reduce downtime, reduce operating and repair costs to ensure that departments are capable of accomplishing assigned tasks.
- Improve maintenance and janitorial functions for existing City buildings to present a better public appearance.
- Develop maintenance schedules for new City Center to ensure longevity of building and decrease in ongoing repairs.



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 01                          | Municipal Property-4061      | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees | \$50,861         | \$50,575         | \$51,691         | \$52,443         | \$52,900         | \$52,810         | \$57,100         | \$57,100         |
| A400.00                          | Longevity                    | \$2,428          | \$2,563          | \$2,584          | \$2,621          | \$2,700          | \$2,641          | \$0              | \$0              |
| A500.00                          | Overtime                     | \$97             | \$0              | \$0              | \$0              | \$200            | \$100            | \$0              | \$0              |
| A600.00                          | FICA                         | \$3,817          | \$3,969          | \$3,999          | \$4,009          | \$4,270          | \$4,252          | \$4,400          | \$4,400          |
| A700.00                          | Unemployment Comp            | \$123            | \$217            | \$172            | \$169            | \$200            | \$200            | \$200            | \$200            |
| A970.00                          | Clothing Allowance           | \$249            | \$300            | \$302            | \$541            | \$540            | \$540            | \$540            | \$540            |
| <b>TOTAL--PERSONNEL</b>          |                              | <b>\$57,575</b>  | <b>\$57,625</b>  | <b>\$58,747</b>  | <b>\$59,783</b>  | <b>\$60,810</b>  | <b>\$60,543</b>  | <b>\$62,240</b>  | <b>\$62,240</b>  |
| <b>CSVC Contractual Services</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B410.00                          | Electricity                  | \$21,607         | \$25,106         | \$22,507         | \$26,638         | \$25,750         | \$26,500         | \$27,000         | \$27,000         |
| B420.00                          | Heating Oil                  | \$5,207          | \$6,001          | \$6,633          | \$5,804          | \$7,725          | \$7,250          | \$9,000          | \$9,000          |
| B430.00                          | Water                        | \$1,456          | \$1,500          | \$1,514          | \$2,149          | \$2,575          | \$2,250          | \$2,600          | \$2,600          |
| B440.00                          | Telephone                    | \$0              | \$0              | \$0              | \$704            | \$0              | \$600            | \$1,200          | \$1,200          |
| B450.00                          | Sewer                        | \$1,741          | \$2,495          | \$1,631          | \$3,414          | \$2,575          | \$2,900          | \$4,300          | \$4,300          |
| B510.00                          | Building Repairs & Maint.    | \$19,691         | \$9,659          | \$21,872         | \$11,183         | \$32,800         | \$12,000         | \$9,500          | \$9,500          |
| B540.00                          | Equipment Repairs            | \$166            | \$695            | \$120            | \$0              | \$750            | \$500            | \$0              | \$0              |
| B730.00                          | Workers Compensation         | \$1,449          | \$1,489          | \$1,470          | \$1,553          | \$1,670          | \$1,685          | \$1,800          | \$1,800          |
| B780.00                          | Group Health & Liability     | \$10,671         | \$10,017         | \$10,359         | \$9,711          | \$10,800         | \$10,600         | \$10,700         | \$10,700         |
| B790.00                          | Life Insurance/LTD           | \$363            | \$390            | \$407            | \$407            | \$420            | \$420            | \$500            | \$500            |
| B990.00                          | Misc. Contractual Services   | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$62,351</b>  | <b>\$57,352</b>  | <b>\$66,513</b>  | <b>\$61,563</b>  | <b>\$85,065</b>  | <b>\$64,705</b>  | <b>\$66,600</b>  | <b>\$66,600</b>  |
| <b>COMM Commodities</b>          |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| C210.00                          | Building Maint. Supplies     | \$7,266          | \$5,119          | \$6,253          | \$4,967          | \$8,000          | \$5,000          | \$4,750          | \$4,750          |
| C220.00                          | Ground Maintenance           | \$64             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C230.00                          | Painting Supplies            | \$0              | \$7              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C240.00                          | Hardware/Small Tools         | \$0              | \$9              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C250.00                          | Institutional Supplies       | \$0              | \$197            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C275.00                          | Signage                      | \$0              | \$0              | \$130            | \$0              | \$200            | \$200            | \$0              | \$0              |
| <b>TOTAL COMMODITIES</b>         |                              | <b>\$7,330</b>   | <b>\$5,332</b>   | <b>\$6,383</b>   | <b>\$4,967</b>   | <b>\$8,200</b>   | <b>\$5,200</b>   | <b>\$4,750</b>   | <b>\$4,750</b>   |
| <b>TOTAL DEPARTMENT</b>          |                              | <b>\$127,256</b> | <b>\$120,308</b> | <b>\$131,643</b> | <b>\$126,313</b> | <b>\$154,075</b> | <b>\$130,448</b> | <b>\$133,590</b> | <b>\$133,590</b> |

## General Fund (FUND 01)

### Insurance (Department 4500)

The Insurance department is a nonoperational department containing all the costs of providing risk management insurance protections for City personnel, property, and equipment. The City of Olivette is a charter member of the St. Louis Area Insurance Trust (SLAIT) which is a consortium created by area cities. SLAIT operates as a self-insured insurance pool for workers compensation, general liability, and health insurance coverage. SLAIT also brokers property and public official's liability coverage for consortium members. Administration of reapplications of the claims and policy is conducted through the Finance and Administration departments.

Insurance costs for Workmen's Compensation, Medical and Dental Insurance, Life Insurance, and Long Term Disability are allocated to each department based on employee salaries.

#### **GOALS**

- Adequately defend and insure the City against possible losses.
- Proactively approach and mitigate potential hazards and concerns which could lead to accidents or claims in the work environment.
- Maintain a relevant and easy to follow Policy and Procedures Manual

#### **OBJECTIVES**

- Implement specific risk management strategies to minimize losses and exposures.
- Conduct walkthroughs with management and insurance representatives to identify potential risks and possible solutions.
- Maintain wellness meeting group to encourage active and healthy employees to decrease claims and rates down.
- Review employee manual periodically. The current manual was adopted in fiscal year 2015-2016 with full implementation with the start of fiscal year 2016-2017. Despite the recent implementation, periodic reviews identify irrelevant or changing policies that may necessitate a revision.



| Fund 01                          | Insurance-4500               | 2011-12         | 2012-13         | 2013-14         | 2014-15          | 2014-15         | 2015-16         | 2016-17          | 2016-17          |
|----------------------------------|------------------------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|------------------|------------------|
| Acct #                           | Account                      | Actual          | Actual          | Actual          | Actual           | Budget          | Budget          | Dept             | CM               |
| <b>CSVC Contractual Services</b> |                              |                 |                 |                 |                  |                 |                 |                  |                  |
| B710.00                          | Police Liability             | \$50,222        | \$46,442        | \$50,187        | \$54,252         | \$54,252        | \$60,000        | \$65,000         | \$65,000         |
| B715.00                          | Public Officials Liability   | \$9,941         | \$9,941         | \$10,661        | \$11,484         | \$13,500        | \$12,000        | \$15,000         | \$15,000         |
| B720.00                          | Surety Bonds                 | \$1,094         | \$0             | \$0             | \$579            | \$1,250         | \$1,000         | \$1,000          | \$1,000          |
| B760.00                          | Casualty & Property Coverage | \$18,632        | \$19,207        | \$18,571        | \$24,133         | \$23,500        | \$26,000        | \$26,000         | \$26,000         |
| B790.00                          | Life Insurance/LTD           | \$875           | \$1,075         | -\$36           | \$9,783          | \$1,000         | \$0             | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$80,764</b> | <b>\$76,665</b> | <b>\$79,383</b> | <b>\$100,231</b> | <b>\$93,502</b> | <b>\$99,000</b> | <b>\$107,000</b> | <b>\$107,000</b> |
| <b>TOTAL DEPARTMENT</b>          |                              | <b>\$80,764</b> | <b>\$76,665</b> | <b>\$79,383</b> | <b>\$100,231</b> | <b>\$93,502</b> | <b>\$99,000</b> | <b>\$107,000</b> | <b>\$107,000</b> |

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## Capital Improvements Fund (FUND 05)

### Streets Maintenance (Department 4020)

The Streets Maintenance Department is an operational department containing costs associated with the daily maintenance of City streets, sidewalks, trees, and landscaping. Some streets within the City are privately owned and maintained while St. Louis County provides street maintenance on Dielman Road north of Olive and the State of Missouri maintains Olive Boulevard in entirety as it flows through the city. The department is responsible for the maintenance and installation of street signs, coordination of the residential sanitary lateral sewer repair program as well as the performance of snow removal on City and private streets by contract.

Current year 2016-2017 budgets contain appropriations for five positions including a Public Works Director, an assistant public work director, a crew leader, and two equipment operators.

#### **GOALS**

- Maintain City Hall as a place of professional appearance and safe working environment.
- Maintain more than 85 lane miles of public streets in an efficient manner.
- Administrate sewer lateral program.
- Keep open the lifelines of the city, the streets, for the benefit of residential and commercial citizens.

#### **OBJECTIVES**

- Proactively identify and replace inefficient equipment and improving building envelopes.
- Maintain focus of safe and efficient movement of traffic by updating signage and striping where necessary
- Maintain accurate street inventory. Fiscal year 2016 was the first year of active management of road inventory at a data-driven level and is budgeted to continue with funding of street improvements in 2017.
- Remove snow and ice in the event of a winter weather event through monitoring of needed material levels.
- Maintain equipment properly so snow removal can be performed when needed in the quickest and safest fashion possible.



| Fund 05                          | Streets Maintenance-4020       | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                        | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                                |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees   | \$183,128        | \$190,494        | \$195,290        | \$211,627        | \$256,000        | \$255,581        | \$340,500        | \$279,000        |
| A200.00                          | Extra Help                     | \$0              | \$4,227          | \$21,227         | \$25,622         | \$20,000         | \$25,000         | \$25,000         | \$25,000         |
| A400.00                          | Longevity                      | \$3,220          | \$3,345          | \$3,458          | \$3,897          | \$4,000          | \$5,112          | \$5,100          | \$0              |
| A500.00                          | Overtime                       | \$0              | \$0              | \$2,782          | \$0              | \$4,000          | \$2,000          | \$2,500          | \$2,000          |
| A600.00                          | FICA                           | \$13,752         | \$14,400         | \$14,956         | \$15,874         | \$20,000         | \$21,464         | \$26,630         | \$21,500         |
| A700.00                          | Unemployment Comp              | \$748            | \$859            | \$685            | \$676            | \$500            | \$1,100          | \$700            | \$900            |
| A970.00                          | Clothing Allowance             | \$900            | \$1,200          | \$1,206          | \$1,922          | \$2,220          | \$2,220          | \$3,000          | \$2,500          |
| <b>TOTAL---PERSONNEL</b>         |                                | <b>\$201,748</b> | <b>\$214,525</b> | <b>\$239,604</b> | <b>\$259,618</b> | <b>\$306,720</b> | <b>\$312,477</b> | <b>\$403,430</b> | <b>\$330,900</b> |
| <b>CSVC Contractual Services</b> |                                |                  |                  |                  |                  |                  |                  |                  |                  |
| B120.00                          | Architectural/Engineering Ser. | \$47,500         | \$47,500         | \$47,500         | \$4,340          | \$5,000          | \$5,000          | \$5,000          | \$5,000          |
| B150.00                          | Medical Services               | \$410            | \$175            | \$305            | \$339            | \$300            | \$300            | \$600            | \$600            |
| B190.00                          | Misc. Professional Services    | \$372            | \$45             | \$465            | \$316            | \$500            | \$500            | \$1,000          | \$1,000          |
| B240.00                          | Travel & Training              | \$20             | \$343            | \$450            | \$1,779          | \$1,215          | \$1,750          | \$2,209          | \$2,209          |
| B245.00                          | Tuition Reimbursement          | \$0              | \$0              | \$0              | \$158            | \$500            | \$500            | \$0              | \$0              |
| B310.00                          | Notices & Advertising          | \$161            | \$137            | \$1,479          | \$1,027          | \$1,000          | \$1,500          | \$750            | \$750            |
| B440.00                          | Telephone                      | \$4,715          | \$4,353          | \$4,571          | \$2,313          | \$4,260          | \$3,950          | \$3,530          | \$3,530          |
| B510.00                          | Building Repairs & Maint.      | \$158            | \$114            | \$0              | \$283            | \$0              | \$0              | \$0              | \$0              |
| B520.00                          | Ground Maintenance             | \$0              | \$182            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B530.00                          | Street Repair & Maintenance    | \$4,000          | \$0              | \$14,601         | \$17,984         | \$15,504         | \$18,000         | \$40,000         | \$40,000         |
| B540.00                          | Equipment Repairs              | \$3,805          | \$2,019          | \$2,219          | \$3,559          | \$2,000          | \$9,500          | \$4,000          | \$4,000          |
| B545.00                          | Computer Maintenance           | \$740            | \$1,691          | \$966            | \$985            | \$2,320          | \$3,100          | \$2,014          | \$2,014          |
| B551.00                          | Truck Repairs                  | \$1,645          | \$2,228          | \$4,929          | \$2,865          | \$5,000          | \$9,000          | \$4,000          | \$4,000          |
| B570.00                          | Painting                       | \$0              | \$0              | \$78             | \$0              | \$0              | \$0              | \$0              | \$0              |
| B620.00                          | Linen/Equipment Rental         | \$899            | \$2,107          | \$1,484          | \$645            | \$2,000          | \$2,500          | \$4,000          | \$4,000          |
| B730.00                          | Workers Compensation           | \$12,461         | \$12,285         | \$12,243         | \$17,023         | \$18,300         | \$17,500         | \$17,900         | \$17,900         |
| B780.00                          | Group Health & Liability       | \$29,773         | \$24,689         | \$25,195         | \$26,553         | \$41,000         | \$46,127         | \$45,500         | \$45,500         |
| B790.00                          | Life Insurance/LTD             | \$357            | \$1,307          | \$1,496          | \$1,496          | \$1,610          | \$1,600          | \$2,000          | \$2,000          |
| B810.00                          | Street Lighting                | \$35,440         | \$30,517         | \$31,929         | \$32,390         | \$34,640         | \$39,340         | \$35,550         | \$35,550         |
| B914.00                          | Association Dues               | \$256            | \$294            | \$292            | \$310            | \$350            | \$350            | \$350            | \$350            |
| B990.00                          | Misc. Contractual Services     | \$0              | \$79             | \$0              | \$0              | \$750            | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                                | <b>\$142,712</b> | <b>\$130,062</b> | <b>\$150,203</b> | <b>\$114,365</b> | <b>\$136,249</b> | <b>\$160,517</b> | <b>\$168,403</b> | <b>\$168,403</b> |



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| Fund 05 Streets Maintenance-4020(cont.) |                              | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM</b>                             | <b>Commodities</b>           |                  |                  |                  |                  |                  |                  |                  |                  |
| C110.00                                 | Office Supplies              | \$33             | \$0              | -\$20            | \$0              | \$0              | \$0              | \$385            | \$385            |
| C220.00                                 | Ground Maintenance           | \$74             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C230.00                                 | Painting Supplies            | \$196            | \$753            | \$758            | \$63             | \$750            | \$500            | \$350            | \$350            |
| C240.00                                 | Hardware/Small Tools         | \$1,969          | \$1,794          | \$2,278          | \$2,302          | \$2,500          | \$2,500          | \$3,850          | \$3,850          |
| C250.00                                 | Institutional Supplies       | \$219            | \$778            | \$886            | \$538            | \$1,200          | \$1,200          | \$750            | \$750            |
| C260.00                                 | Snow Removal Supplies        | \$17,790         | \$16,683         | \$29,714         | \$67,119         | \$51,260         | \$62,250         | \$30,630         | \$30,630         |
| C270.00                                 | Street Maintenance Materials | \$13,135         | \$16,557         | \$12,817         | \$18,869         | \$13,000         | \$15,000         | \$18,000         | \$18,000         |
| C275.00                                 | Signage                      | \$4,684          | \$1,318          | \$2,096          | \$1,188          | \$2,000          | \$1,000          | \$1,000          | \$1,000          |
| C310.00                                 | Gasoline & Oil               | \$7,129          | \$9,522          | \$14,170         | \$9,708          | \$14,000         | \$12,270         | \$8,900          | \$8,900          |
| C320.00                                 | Automotive Accessories       | \$4,538          | \$2,097          | \$7,439          | \$3,087          | \$4,500          | \$3,500          | \$3,500          | \$3,500          |
| C460.00                                 | Chemicals (Inc. Kerosene)    | \$0              | \$129            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| C490.00                                 | Miscellaneous Commodities    | \$0              | \$78             | \$243            | \$28             | \$500            | \$250            | \$250            | \$250            |
| <b>TOTAL COMMODITIES</b>                |                              | <b>\$49,767</b>  | <b>\$49,706</b>  | <b>\$70,381</b>  | <b>\$102,902</b> | <b>\$89,710</b>  | <b>\$98,470</b>  | <b>\$67,615</b>  | <b>\$67,615</b>  |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$394,227</b> | <b>\$394,294</b> | <b>\$460,187</b> | <b>\$476,885</b> | <b>\$532,679</b> | <b>\$571,464</b> | <b>\$639,448</b> | <b>\$566,918</b> |

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## Dielman NID (FUND 11)

### Debt Service

The Dielman Neighborhood Improvement District (NID) is a Debt Service fund containing the collections for and repayment of the Neighborhood Improvement District Bonds, Series 2012 Limited General Obligations bonds in the amount of \$730,000. The bonds carry an average interest rate of 2.07% and are expected to be retired in 2032. Assessments on 10 property holders based on frontage to Dielman Industrial Drive secure the debt within the district and provide funding to repay the notes.

The District was established according to the Missouri Neighborhood Improvement District Act and was used to reconstruct the streets and sidewalk within the Dielman light industrial zoning district which include Dielman Industrial Drive, Dielman Industrial Ct, Shortline Dr, and Walters Way Ln.

The State of Missouri Constitution limits the amount of general obligation debt a city may incur to 10% of total tangible property as determined by the County Assessor. As of the final year of available assessment prepared for 2015 tax billings, the City of Olivette had an assessed value of \$247,524,306 making the debt limit \$24,752,431. As of June 30, 2015, the most recent year subjected to an audit, the City held debt subject to this limit of \$13,530,000 or 54.6%.

#### GOALS

- Retain Moody’s Aa3 (October 2014) rating.

#### OBJECTIVES

- Maintain billing practices to collect outstanding amounts due on a timely basis.
- Maintain proper payable’s practices to make timely payments on debt service.

| Dielman NID (Fund 11)                    |  |   |   |
|--|--|---|---|
| Fund Balance<br>6/30/2016<br>(projected) | Revenue<br>Fiscal Year<br>2017<br>(budgeted) | Expenditures<br>Fiscal Year<br>2017<br>(budgeted) | Fund Balance<br>6/30/2017<br>(budgeted) |
| \$48,649                                 | \$47,000                                     | (\$48,000)  | \$47,649                                |

## North Price NID (FUND 13)

### Capital Project/Debt Service

The North Price Neighborhood Improvement District (NID) is currently a Capital Project fund to account for the reconstruction and addition of sidewalks on North Price Road north of Alice Rd. to the terminus of the road along the northern city limits. Property owners have agreed to repay the city for costs associated with the project based on a proportion of road frontage. Upon completion, property owners will have the option of paying their full portion to the city or repaying bonds issued on behalf of the city over the course of 20 years.

If bonds are issued, issuance costs, principal, and interest would be borne by the property owners through annual assessments and the fund would convert into a debt service fund to retire the bonds.

The District was established according to the Missouri Neighborhood Improvement District Act and was used to reconstruct the streets and sidewalk within the light industrial zoning district. Temporary financing has been secured since the inception of the district up to \$1,000,000 which is expected to carry until either repayment or issuance of permanent financing which would be subject to statutory debt limits.

#### **GOALS**

- Retain Moody’s Aa3 (October 2014) rating.
- Capture appropriate costs to be reimbursed by taxpayers receiving benefit

#### **OBJECTIVES**

- Maintain accounting system to accurately capture all construction activities for project.
- Maintain billing practices to collect outstanding amounts due on a timely basis.
- Maintain proper payable’s practices to make timely payments on debt service.

## North Price NID (Fund 13)

| Fund Balance<br>6/30/2016<br>(projected) | Revenue<br>Fiscal Year<br>2017<br>(budgeted) | Expenditures<br>Fiscal Year<br>2017<br>(budgeted) | Fund Balance<br>6/30/2017<br>(budgeted) |
|--|--|---|---|
| \$-0-                                    | \$1,877,221                                  | (\$1,877,221)                                     | \$-0-                                   |

## Fire Operations Fund (FUND 20)

### Fire (Department 2500)

The Fire Department is an operational department to fund the public safety role of providing fire protection and emergency medical services (EMS) for the City of Olivette. The Olivette Fire Department also provides fire response and EMS services not only to the residents of Olivette but also to the unincorporated area north of Olivette known as Elmwood Park. The department's budget has authorization for a Fire Chief, Assistant Fire Chief and one part-time Secretary who hold Monday through Friday business hours, three Captains, three Lieutenants, and fifteen Firefighter/Paramedics who provide 24 hour coverage in three shifts. Three of the fifteen Firefighter/Paramedics' salaries and benefits are current budgeted in the Fire Operations Fund, Fund 20. Past use and the ongoing intention of the Fire Operations fund is to support the operations of the department through personnel costs in addition to acting as an equipment reserve fund for fire equipment.

Fire Department Goals and Objectives can be found with the General Fund (01) Fire Department (2500) budget narrative.

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| Fund 20                                 | Fire-2600                    | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                                  | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>          |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                                 | Salaries---Regular Employees | \$165,572        | \$173,745        | \$187,542        | \$162,121        | \$166,000        | \$175,832        | \$176,000        | \$176,000        |
| A150.00                                 | Holiday                      | \$0              | \$2,025          | \$474            | \$681            | \$1,000          | \$1,000          | \$1,000          | \$1,000          |
| A300.00                                 | Salary Adjustment            | \$836            | \$69             | \$908            | \$823            | \$1,800          | \$1,800          | \$0              | \$0              |
| A400.00                                 | Longevity                    | \$24             | \$0              | \$0              | \$0              | \$300            | \$295            | \$0              | \$0              |
| A500.00                                 | Overtime                     | \$2,644          | \$2,983          | \$3,468          | \$2,197          | \$3,500          | \$1,000          | \$3,000          | \$3,000          |
| A600.00                                 | FICA                         | \$13,764         | \$12,730         | \$14,388         | \$12,280         | \$14,500         | \$13,764         | \$13,800         | \$13,800         |
| A700.00                                 | Unemployment Comp            | \$1,165          | \$1,102          | \$1,056          | \$885            | \$300            | \$1,000          | \$900            | \$900            |
| <b>TOTAL--PERSONNEL</b>                 |                              | <b>\$184,005</b> | <b>\$192,654</b> | <b>\$207,836</b> | <b>\$178,987</b> | <b>\$187,400</b> | <b>\$194,691</b> | <b>\$194,700</b> | <b>\$194,700</b> |
| <b>CSVC Contractual Services</b>        |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B730.00                                 | Workers Compensation         | \$8,018          | \$10,243         | \$9,761          | \$12,093         | \$13,000         | \$13,000         | \$13,300         | \$13,300         |
| B780.00                                 | Group Health & Liability     | \$28,566         | \$21,626         | \$18,985         | \$8,959          | \$20,500         | \$16,900         | \$34,800         | \$34,800         |
| B790.00                                 | Life Insurance/LTD           | \$569            | \$766            | \$1,144          | \$0              | \$1,550          | \$0              | \$2,000          | \$2,000          |
| B970.00                                 | Clothing Allowance           | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>TOTAL-CONTRACTUAL SER.</b>           |                              | <b>\$37,153</b>  | <b>\$32,636</b>  | <b>\$29,890</b>  | <b>\$21,052</b>  | <b>\$35,050</b>  | <b>\$29,900</b>  | <b>\$50,100</b>  | <b>\$50,100</b>  |
| <b>CAPT Capital Outlay/Improvements</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| D332.00                                 | Fire Crimson Pumper Lease    | \$31,667         | \$31,667         | \$31,667         | \$31,667         | \$31,667         | \$0              | \$0              | \$0              |
| <b>TOTAL DEPARTMENT</b>                 |                              | <b>\$252,825</b> | <b>\$256,957</b> | <b>\$269,393</b> | <b>\$231,706</b> | <b>\$254,117</b> | <b>\$224,591</b> | <b>\$244,800</b> | <b>\$244,800</b> |

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## Equipment Replacment Fund (FUND 25)

### Capital Project

The Equipment Replacement Fund is Capital Project fund to account for the purchase of property or equipment. The fund has no revenue source with fund balance accumulated through transfers from the general fund. The fund has remained dormant since fiscal year 2012-2013. However, due to ongoing projects with Old Bonhomme Rd, North Price, and Dielman Rd, the determination has been made that the best use of the fund would be to provide funding for these projects in the amount of \$150,000 via a transfer to the Capital Improvements Fund (Fund 05).

#### **GOALS**

- Provide adequate funding for capital project needs.

#### **OBJECTIVES**

- Strategically use fund balances for intended purposes to achieve maximum efficiency of taxpayer money. A transfer out of \$150,000 to the Capital Improvements Fund has been included with the current budget for assistance with ongoing capital projects.

# City Center Fund (FUND 26)

## Capital Project/Debt Service

The City Center Fund is currently a Capital Project and Debt Service fund to account for the purchase of property, razing of structures, and construction of the new City Center located on Dielman Rd north of Olive. Citizens voted to increase the property tax levy in August of 2014 to repay the General Obligation, Series 2014 bonds in the amount of \$13,500,000. The bonds carry an average interest rate of 2.88% and are expected to be retired in 2034.

Once construction is completed the fund will remain only as a debt service fund for the repayment of the Series 2014 GO Bonds. The levy on all real and personal property from 2014 tax year through the current year of 2016 is expected to remain at \$.42/\$100 in valuation.

The State of Missouri Constitution limits the amount of general obligation debt a city may incur to 10% of total tangible property as determined by the County Assessor. As of the final year of available assessment prepared for 2015 tax billings, the City of Olivette had an assessed value of \$247,524,306 making the debt limit \$24,752,431. As of June 30, 2015, the most recent year subjected to an audit, the City held debt subject to this limit of \$13,530,000 or 54.6%.

**GOALS**

- Retain Moody’s Aa3 (October 2014) rating.
- Use movement of operations to City Center as opportunity to change processes where possible to create more efficient City operations.

**OBJECTIVES**

- Maintain accounting system to accurately capture all construction activities for project.
- Maintain proper payable’s practices to make timely payments on debt service.

| City Center Fund (Fund 26)               |  |   |   |
|--|--|---|---|
| Fund Balance<br>6/30/2016<br>(projected) | Revenue<br>Fiscal Year<br>2017<br>(budgeted) | Expenditures<br>Fiscal Year<br>2017<br>(budgeted) | Fund Balance<br>6/30/2017<br>(budgeted) |
| \$9,713,816                              | \$1,067,000                                  | (\$10,400,000)                                    | \$380,816                               |

## Stormwater/Parks Fund (FUND 30)

### Parks Maintenance (Department 3100)

The Parks Maintenance department is an operational department that consists of the direct costs of maintaining over 90 acres of parks, trees, walkways, and greenspace within the City of Olivette. The Parks department maintains play equipment, pavilions, and playing fields at Villa, Irv Zeid Citizens, Indian Meadows, Warson, and Stacy Parks. The current fiscal year 2016-2017 budget for personnel remains unchanged with funding for one crew leader, one equipment operator, one horticulturalist, a part time laborer, and two seasonal positions for assistance during the summer months. Allocations are made for administrative functions of the department including all finance related activities and a portion of the Parks and Recreation Director's time. In addition, budgets for personnel costs have decreased over the past several years through use of contractors for turf maintenance (mowing) and seasonal employee staffing with costs shifting to services based budget lines. The single largest initiative taking place in fiscal year 2016-2017 will be the identification of an expert consulting group to foster the exploration and identification of needs of citizens that is intended to be a discussed and result in a final master parks plan deliverable. This plan is meant to provide direction for the future spending and allocation of other resources within the City as it relates to parks and recreation.

Mission Statement: Create community through people, parks & programs

#### Goals

- Provide clean, safe environment for citizen enjoyment and involvement.
- Inspire sense of community through parks.
- Encourage well-being and quality of life through parks.
- Provide clean park pavilions and dependable reservation system for area users

#### Objectives

- Adapt park needs to citizens to maintain involvement. Current year budget includes funding for the initiation of a master parks plan. The next step in identifying needs and best uses according to the citizens.
- Work closely with public safety officials to provide safe environment. Oversight and procedures within the police and fire departments work closely during events and busy times to maintain visibility and secure the areas.
- Maintain equipment and structures to a clean and safe level of use.
- Remove hazardous and noxious vegetation. This will continue to be a focus with funding maintained for dead hazardous tree removal that promotes healthy and safe parks and continuation of the "Weed Warriors" program to thin and eradicate invasive honeysuckle.

**Objectives - continued**

- Make parks available to all citizens regardless of income, mobility, or other factors.
- Work closely with Olivette in Bloom group to identify and create planting opportunities to increase beautification of parks.
- Partner with parks oriented groups to attain grants and provide alternative transportation means across municipalities. This is achieved by work with the Great Rivers Greenway and local governmental grant agencies.

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Annual Budget – July 1, 2016 through June 30, 2017

| Fund 30                          | Parks Maintenance-3100       | 2011-12          | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|----------------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                           | Account                      | Actual           | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>PERS Personnel Services</b>   |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| A100.00                          | Salaries---Regular Employees | \$135,799        | \$131,377        | \$138,084        | \$140,700        | \$140,000        | \$141,374        | \$151,000        | \$152,000        |
| A200.00                          | Extra Help                   | \$13,979         | \$15,679         | \$21,088         | \$42,881         | \$25,380         | \$37,000         | \$39,614         | \$39,614         |
| A400.00                          | Longevity                    | \$8,226          | \$8,676          | \$9,064          | \$9,471          | \$9,700          | \$10,049         | \$0              | \$0              |
| A500.00                          | Overtime                     | \$0              | \$0              | \$0              | \$2,716          | \$0              | \$2,000          | \$2,000          | \$2,000          |
| A600.00                          | FICA                         | \$11,258         | \$11,589         | \$12,125         | \$11,936         | \$13,395         | \$14,567         | \$14,830         | \$11,800         |
| A700.00                          | Unemployment Comp            | \$569            | \$841            | \$764            | \$679            | \$300            | \$1,000          | \$1,100          | \$600            |
| A970.00                          | Clothing Allowance           | \$675            | \$900            | \$900            | \$1,078          | \$600            | \$600            | \$600            | \$600            |
| <b>TOTAL---PERSONNEL</b>         |                              | <b>\$170,506</b> | <b>\$169,061</b> | <b>\$182,025</b> | <b>\$209,461</b> | <b>\$189,375</b> | <b>\$206,590</b> | <b>\$209,144</b> | <b>\$206,614</b> |
| <b>CSVC Contractual Services</b> |                              |                  |                  |                  |                  |                  |                  |                  |                  |
| B150.00                          | Medical Services             | \$94             | \$170            | \$198            | \$168            | \$500            | \$200            | \$300            | \$250            |
| B190.00                          | Misc. Professional Services  | \$22             | \$375            | \$195            | \$109            | \$0              | \$0              | \$0              | \$0              |
| B240.00                          | Travel & Training            | \$680            | \$701            | \$585            | \$365            | \$1,250          | \$1,580          | \$1,827          | \$1,827          |
| B310.00                          | Notices and Advertising      | \$0              | \$0              | \$50             | \$0              | \$0              | \$0              | \$0              | \$0              |
| B320.00                          | Printing                     | \$0              | \$44             | \$0              | \$0              | \$150            | \$0              | \$0              | \$0              |
| B410.00                          | Electricity                  | \$4,428          | \$5,203          | \$7,347          | \$4,225          | \$5,000          | \$5,000          | \$5,000          | \$5,000          |
| B420.00                          | Heating Oil                  | \$30             | \$1,213          | \$1,157          | \$1,100          | \$1,200          | \$1,200          | \$900            | \$900            |
| B430.00                          | Water                        | \$5,208          | \$3,335          | \$4,606          | \$4,478          | \$4,000          | \$5,000          | \$4,000          | \$4,000          |
| B440.00                          | Telephone                    | \$4,741          | \$3,888          | \$4,533          | \$3,861          | \$5,255          | \$5,255          | \$4,900          | \$4,900          |
| B450.00                          | Sewer                        | \$3,275          | \$3,214          | \$2,669          | \$2,001          | \$4,000          | \$3,500          | \$3,000          | \$3,000          |
| B510.00                          | Building Repairs & Maint.    | \$5,645          | \$5,703          | \$7,261          | \$12,491         | \$5,500          | \$8,000          | \$8,000          | \$8,000          |
| B520.00                          | Ground Maintenance (Mowing)  | \$42,333         | \$32,970         | \$32,885         | \$37,680         | \$45,000         | \$49,500         | \$37,180         | \$37,180         |
| B540.00                          | Equipment Repairs            | \$1,629          | \$3,517          | \$3,007          | \$3,297          | \$7,250          | \$7,250          | \$4,200          | \$4,200          |
| B545.00                          | Computer Maintenance         | \$900            | \$1,520          | \$898            | \$602            | \$0              | \$0              | \$0              | \$0              |
| B551.00                          | Truck Repairs                | \$2,834          | \$2,713          | \$1,321          | \$1,958          | \$3,000          | \$3,000          | \$3,000          | \$3,000          |
| B590.00                          | Misc. Repair & Maintenance   | \$405            | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| B620.00                          | Linen/Equipment Rental       | \$405            | \$823            | \$965            | \$0              | \$1,800          | \$3,300          | \$3,000          | \$3,000          |
| B730.00                          | Workers Compensation         | \$6,873          | \$4,732          | \$4,642          | \$4,651          | \$5,000          | \$5,000          | \$5,100          | \$5,100          |
| B780.00                          | Group Health & Liability     | \$28,520         | \$29,126         | \$30,551         | \$29,331         | \$31,500         | \$31,000         | \$31,000         | \$31,000         |
| B790.00                          | Life Insurance/LTD           | \$983            | \$1,040          | \$1,146          | \$1,083          | \$1,050          | \$1,050          | \$2,000          | \$2,000          |
| B914.00                          | Association Dues             | \$0              | \$350            | \$0              | \$664            | \$910            | \$780            | \$940            | \$940            |
| <b>TOTAL-CONTRACTUAL SER.</b>    |                              | <b>\$109,005</b> | <b>\$100,637</b> | <b>\$104,015</b> | <b>\$108,064</b> | <b>\$122,365</b> | <b>\$130,615</b> | <b>\$114,347</b> | <b>\$114,297</b> |



Annual Budget – July 1, 2016 through June 30, 2017

| Fund 30                  | Parks Maintenance-3100(cont.) | 2011-12            | 2012-13          | 2013-14          | 2014-15          | 2014-15          | 2015-16          | 2016-17          | 2016-17          |
|--------------------------|-------------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Acct #                   | Account                       | Actual             | Actual           | Actual           | Actual           | Budget           | Budget           | Dept             | CM               |
| <b>COMM</b>              |                               | <b>Commodities</b> |                  |                  |                  |                  |                  |                  |                  |
| C110.00                  | Office Supplies               | \$0                | \$42             | \$0              | \$139            | \$100            | \$100            | \$0              | \$0              |
| C210.00                  | Building Maint. Supplies      | \$1,272            | \$1,057          | \$861            | \$3,455          | \$1,000          | \$1,000          | \$2,000          | \$2,000          |
| C220.00                  | Ground Maintenance Supplies   | \$2,536            | \$1,729          | \$9,469          | \$5,557          | \$8,000          | \$8,000          | \$9,000          | \$9,000          |
| C220.01                  | Annual Beautification         | \$4,113            | \$3,439          | \$3,821          | \$4,482          | \$8,000          | \$9,500          | \$11,000         | \$11,000         |
| C220.02                  | Turf Management               | \$2,043            | \$2,303          | \$1,547          | \$2,058          | \$6,500          | \$6,500          | \$9,000          | \$9,000          |
| C220.03                  | Tree Management               | \$431              | \$1,574          | \$1,600          | \$5,255          | \$6,000          | \$16,000         | \$6,500          | \$6,500          |
| C230.00                  | Painting Supplies             | \$1,779            | \$721            | \$392            | \$1,818          | \$1,000          | \$2,000          | \$2,000          | \$2,000          |
| C240.00                  | Hardware/Small Tools          | \$814              | \$435            | \$1,021          | \$2,354          | \$1,400          | \$1,400          | \$1,550          | \$1,550          |
| C250.00                  | Institutional Supplies        | \$2,790            | \$1,992          | \$1,870          | \$1,913          | \$2,000          | \$2,000          | \$2,000          | \$2,000          |
| C275.00                  | Signage                       | 301                | 0                | 426.32           | 346              | \$1,000          | \$2,500          | \$4,500          | \$4,500          |
| C310.00                  | Gasoline & Oil                | \$4,404            | \$4,677          | \$6,441          | \$6,384          | \$6,000          | \$6,000          | \$8,300          | \$8,300          |
| C320.00                  | Automotive Accessories        | \$0                | \$0              | -\$5             | \$393            | \$0              | \$200            | \$200            | \$200            |
| <b>TOTAL COMMODITIES</b> |                               | <b>\$20,483</b>    | <b>\$17,968</b>  | <b>\$27,445</b>  | <b>\$34,154</b>  | <b>\$41,000</b>  | <b>\$55,200</b>  | <b>\$56,050</b>  | <b>\$56,050</b>  |
| <b>TRANS</b>             |                               | <b>TRANSFERS</b>   |                  |                  |                  |                  |                  |                  |                  |
| T100.00                  | Transfer to General Fund      | \$0                | \$24,900         | \$24,900         | \$34,400         | \$24,900         | \$24,900         | \$45,000         | \$45,000         |
| <b>TOTAL DEPARTMENT</b>  |                               | <b>\$299,994</b>   | <b>\$312,567</b> | <b>\$338,385</b> | <b>\$386,079</b> | <b>\$377,640</b> | <b>\$417,305</b> | <b>\$424,541</b> | <b>\$421,961</b> |



**Summary of Full Time Equivalents – Fiscal Year 2016-2017**

| Fund                               | Dept Number | Dept Name                          | Position Title                                 | Full Time Equivalents (FTE's) |                      |                      |
|------------------------------------|-------------|------------------------------------|--|-------------------------------|----------------------|----------------------|
|                                    |             |                                    |  | Prior Actual FY 15            | Current Actual FY 16 | Future Proposed FY17 |
| General (01)                       | 1000        | Legislation                        | City Clerk                                     | 1                             | 1                    | 1                    |
| General (01)                       | 1200        | Administration                     | City Manager                                   | 1                             | 1                    | 1                    |
| General (01)                       | 1300        | Finance                            | HR Administrator                               | 1                             | 1                    | 1                    |
| General (01)                       | 1300        | Finance                            | Finance Director                               | 1                             | 1                    | 1                    |
| General (01)                       | 1300        | Finance                            | Accounting Clerk                               | 1                             | 1                    | 1                    |
| General (01)                       | 1300        | Finance                            | Finance Clerk                                  | 1                             | 1                    | 1                    |
| General (01)                       | 1400        | Court                              | Court Administrator                            | 1                             | 1                    | 1                    |
| General (01)                       | 1400        | Court                              | Assistant Court Clerk                          | 0.5                           | 0.5                  | 0.5                  |
| General (01)                       | 2000        | Animal Control                     | Animal Control Officer                         | 1                             | 1                    | 1                    |
| General (01)                       | 2500        | Fire                               | Fire Chief                                     | 1                             | 1                    | 1                    |
| General (01)                       | 2500        | Fire                               | Assistant Fire Chief                           | 1                             | 1                    | 1                    |
| General (01)                       | 2500        | Fire                               | Fire Secretary                                 | 0.5                           | 0.5                  | 0.5                  |
| General (01)                       | 2500        | Fire                               | Fire Captain                                   | 3                             | 3                    | 3                    |
| General (01)                       | 2500        | Fire                               | Fire Lieutenant                                | 3                             | 3                    | 3                    |
| General (01)                       | 2500        | Fire                               | Firefighter/Paramedic                          | 12                            | 12                   | 12                   |
| General (01)                       | 2600        | Police                             | Police Chief                                   | 1                             | 1                    | 1                    |
| General (01)                       | 2600        | Police                             | Police Major                                   | 1                             | 1                    | 1                    |
| General (01)                       | 2600        | Police                             | Police Detective                               | 0                             | 0                    | 0                    |
| General (01)                       | 2600        | Police                             | Police Lieutenant                              | 3                             | 3                    | 3                    |
| General (01)                       | 2600        | Police                             | Police Sergeant                                | 7                             | 7                    | 7                    |
| General (01)                       | 2600        | Police                             | Police Officer                                 | 11                            | 11                   | 11                   |
| General (01)                       | 2600        | Police                             | Police Secretary                               | 1                             | 1                    | 1                    |
| General (01)                       | 3000        | Community Center                   | Recreation Coordinator                         | 1                             | 1                    | 1                    |
| General (01)                       | 3000        | Community Center                   | Janitor/Custodian                              | 1.5                           | 1.5                  | 0                    |
| General (01)                       | 3000        | Community Center                   | Facility Attendant                             | 0                             | 0                    | 1                    |
| General (01)                       | 3200        | Recreation                         | Parks and Recreation Director                  | 1                             | 1                    | 1                    |
| General (01)                       | 3200        | Recreation                         | Recreation Coordinator                         | 1                             | 1                    | 1                    |
| General (01)                       | 3200        | Recreation                         | Recreation Supervisor                          | 0                             | 0                    | 0                    |
| General (01)                       | 4010        | Planning and Community Development | Director of Planning and Community Development | 1                             | 1                    | 1                    |
| General (01)                       | 4010        | Planning and Community             | Executive Secretary                            | 1                             | 1                    | 1                    |
| General (01)                       | 4010        | Planning and Community             | Planner  | 1                             | 1                    | 1                    |
| General (01)                       | 4010        | Planning and Community             | Building Inspector                             | 2                             | 2                    | 2                    |
| General (01)                       | 4010        | Planning and Community             | Planning Secretary                             | 0.5                           | 0.5                  | 0.5                  |
| General (01)                       | 4061        | Municipal Property                 | Mechanic                                       | 1                             | 1                    | 1                    |
| Capital Imp. (05)                  | 4020        | Streets                            | Public Works Director                          | 1                             | 1                    | 1                    |
| Capital Imp. (05)                  | 4020        | Streets                            | Assistant Public Works Director                | 0                             | 1                    | 1                    |
| Capital Imp. (05)                  | 4020        | Streets                            | Crew Leader                                    | 1                             | 1                    | 1                    |
| Capital Imp. (05)                  | 4020        | Streets                            | Equipment Operator                             | 2                             | 2                    | 2                    |
| Fire Operations (20)               | 2500        | Fire                               | Firefighter/Paramedic                          | 3                             | 3                    | 3                    |
| Stormwater/Parks (30)              | 3100        | Parks Maintenance                  | Horticulturalist                               | 1                             | 1                    | 1                    |
| Stormwater/Parks (30)              | 3100        | Parks Maintenance                  | Crew Leader                                    | 1                             | 1                    | 1                    |
| Stormwater/Parks (30)              | 3100        | Parks Maintenance                  | Equipment Operator                             | 1                             | 1                    | 1                    |
| Stormwater/Parks (30)              | 3100        | Parks Maintenance                  | Parks Assistant                                | 0.5                           | 0.5                  | 0.5                  |
| <b>Total Full Time Equivalents</b> |             |                                    |  | <b>74.5</b>                   | <b>75.5</b>          | <b>75</b>            |



Annual Budget – July 1, 2016 through June 30, 2017

Fiscal Year 2016-2017 Salary Scales

| STEP                                      | 1         | 2         | 3         | 4         | 5         | 6          | 7          | 8          | 9          | 10         | 11        |
|---|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|-----------|
| <b>POLICE</b>                             |           |           |           |           |           |            |            |            |            |            |           |
| Chief                                     | 88,000.00 | 90,560.80 | 93,196.12 | 95,908.13 | 98,305.83 | 100,271.95 | 102,277.39 | 104,834.32 | 106,931.01 | 109,069.63 |           |
| Captain                                   | 73,500.00 | 75,638.85 | 77,839.94 | 80,105.08 | 82,107.71 | 83,749.86  | 85,424.86  | 87,560.48  | 89,311.69  | 91,097.93  |           |
| Secretary                                 | 34,500.00 | 35,503.95 | 36,537.11 | 37,600.34 | 38,540.35 | 39,311.16  | 40,097.38  | 41,099.82  | 41,921.81  | 42,760.25  |           |
| Animal Control Officer                    | 31,591.00 | 32,510.30 | 33,456.35 | 34,429.93 | 35,290.68 | 35,996.49  | 36,716.42  | 37,634.33  | 38,387.02  | 39,154.76  |           |
| Police Officer                            | 54,000.00 | 55,566.00 | 57,177.41 | 58,835.56 | 60,541.79 | 61,903.98  | 63,451.58  | 65,037.87  | 66,663.82  | 68,330.41  | 70,000.00 |
| Sergeant                                  | 64,544.00 | 66,422.23 | 68,355.12 | 70,344.25 | 72,102.86 | 73,544.91  | 75,015.81  | 76,891.21  | 78,429.03  |            |           |
| Lieutenant                                | 67,186.00 | 69,141.11 | 71,153.12 | 73,223.67 | 75,054.27 | 76,555.35  | 78,086.46  | 80,038.62  | 81,639.39  |            |           |
| <b>Fire</b>                               |           |           |           |           |           |            |            |            |            |            |           |
| Chief                                     | 77,878.00 | 80,144.25 | 82,476.45 | 84,876.51 | 86,998.42 | 88,738.39  | 90,513.16  | 92,775.99  | 94,631.51  | 96,524.14  |           |
| Assistant Chief                           |           |           |           |           |           |            |            |            |            | 83,446.00  |           |
| Secretary                                 | 34,500.00 | 35,503.95 | 36,537.11 | 37,600.34 | 38,540.35 | 39,311.16  | 40,097.38  | 41,099.82  | 41,921.81  | 42,760.25  |           |
| Firefighter/Paramedic                     | 55,642.00 | 58,156.00 | 59,800.00 | 61,200.00 | 63,000.00 | 64,000.00  | 66,000.00  | 68,000.00  | 70,000.00  | 72,500.00  |           |
| Lieutenant                                | 64,072.00 | 65,994.00 | 67,974.00 | 70,013.00 | 72,113.00 | 74,500.00  | 76,000.00  | 77,500.00  |            |            |           |
| Captain                                   | 67,186.00 | 69,202.00 | 71,278.00 | 73,417.00 | 75,618.00 | 77,900.00  | 81,000.00  | 83,000.00  |            |            |           |
| <b>PARK and Public Works</b>              |           |           |           |           |           |            |            |            |            |            |           |
| Crew Leader PW                            | 45,900.00 | 47,235.69 | 48,610.25 | 50,024.81 | 51,275.43 | 52,300.94  | 53,346.95  | 54,680.63  | 55,774.24  | 56,889.73  |           |
| Equipment Operator                        | 40,900.00 | 42,090.19 | 43,315.01 | 44,575.48 | 45,689.87 | 46,603.67  | 47,535.74  | 48,724.13  | 49,698.62  | 50,692.59  | 51,706.44 |
| Limited Equipment Operator                | 32,550.00 | 33,497.21 | 34,471.97 | 35,475.11 | 36,361.99 | 37,089.23  | 37,831.01  | 38,776.79  | 39,552.32  | 40,343.37  |           |
| Mechanic                                  | 45,998.00 | 47,336.54 | 48,714.04 | 50,131.61 | 51,384.90 | 52,412.60  | 53,460.85  | 54,797.38  | 55,893.32  | 57,011.19  |           |
| Public Works Director                     | 71,700.00 | 73,786.47 | 75,933.66 | 78,143.33 | 80,096.91 | 81,698.85  | 83,332.82  | 85,416.14  | 87,124.47  | 88,866.96  |           |
| <b>Building and Community Development</b> |           |           |           |           |           |            |            |            |            |            |           |
| Building Inspector                        | 45,242.00 | 46,597.00 | 47,948.31 | 49,343.61 | 50,577.20 | 51,588.74  | 52,620.52  | 53,936.03  | 55,014.75  | 56,115.05  | 57,237.35 |
| Planner                                   | 42,029.00 | 43,289.00 | 44,548.71 | 45,845.08 | 46,991.20 | 47,931.03  | 48,889.65  | 50,111.89  | 51,114.13  | 52,136.41  |           |
| Executive Secretary                       | 37,500.00 | 38,591.25 | 39,714.26 | 40,869.94 | 41,891.69 | 42,729.52  | 43,584.11  | 44,673.72  | 45,567.19  | 46,478.53  | 47,408.10 |
| Community Development Director            | 71,700.00 | 73,786.47 | 75,933.66 | 78,143.33 | 80,096.91 | 81,698.85  | 83,332.82  | 85,416.14  | 87,124.47  | 88,866.96  |           |
| <b>Recreation and Parks</b>               |           |           |           |           |           |            |            |            |            |            |           |
| Recreation Supervisor                     | 37,500.00 | 38,591.25 | 39,714.26 | 40,869.94 | 41,891.69 | 42,729.52  | 43,584.11  | 44,673.72  | 45,567.19  | 46,478.53  |           |
| Recreation Coordinator                    | 33,742.00 | 34,723.89 | 35,734.36 | 36,774.23 | 37,693.58 | 38,447.45  | 39,216.40  | 40,196.81  | 41,000.75  | 41,820.77  |           |
| Horticulturist                            | 37,000.00 | 38,076.70 | 39,184.73 | 40,325.01 | 41,333.13 | 42,159.80  | 43,002.99  | 44,078.07  | 44,959.63  | 45,858.82  | 46,776.00 |
| Parks and Recreation Director             | 71,700.00 | 73,786.47 | 75,933.66 | 78,143.33 | 80,096.91 | 81,698.85  | 83,332.82  | 85,416.14  | 87,124.47  | 88,866.96  |           |
| <b>Administration</b>                     |           |           |           |           |           |            |            |            |            |            |           |
| Finance Clerk                             | 27,271.00 | 28,064.59 | 28,881.27 | 29,721.71 | 30,464.75 | 31,074.05  | 31,695.53  | 32,487.92  | 33,137.68  | 33,800.43  |           |
| Accountant                                | 43,000.00 | 44,251.30 | 45,539.01 | 46,864.20 | 48,035.80 | 48,996.52  | 49,976.45  | 51,225.86  | 52,250.38  | 53,295.39  |           |
| Human Resources Administrator             | 51,000.00 | 52,484.10 | 54,011.39 | 55,583.12 | 56,972.70 | 58,112.15  | 59,274.39  | 60,756.25  | 61,971.38  | 63,210.81  |           |
| Finance Director                          | 73,918.00 | 76,069.01 | 78,282.62 | 80,560.65 | 82,574.66 | 84,226.16  | 85,910.68  | 88,058.45  | 89,819.61  | 91,616.01  |           |
| City Clerk                                | 66,500.00 | 68,435.15 | 70,426.61 | 72,476.03 | 74,585.08 | 76,076.78  | 77,598.32  | 79,538.27  | 81,129.04  | 82,751.62  |           |
| Court Administrator                       | 44,129.87 | 45,414.05 | 46,735.60 | 48,095.60 | 49,297.99 | 50,283.95  | 51,289.63  | 52,571.87  | 53,623.31  | 54,695.78  |           |

DRAFT - 1st READING

**APPENDIX A**

The logo for the City of Olivette is contained within a dark green rectangular box. The word "Olivette" is written in a sans-serif font, with the "O" in a light green color and the remaining letters in white. Below the name, the tagline "...in the center of it all" is written in a smaller, white, italicized serif font.

**Olivette**

*...in the center of it all*

## **CITY OF OLIVETTE, MISSOURI**

**Capital Improvement Plan for the Five Fiscal Years  
Ending June 30, 2017 through June 30, 2021**

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**CITY MANAGER TRANSMITTAL LETTER**

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June 28, 2016

Mayor Springer and Members of the Olivette City Council

The first update to the five-year Capital Improvement Program for the fiscal years ending June 30, 2017-2021 for the City of Olivette is presented here.

The Capital Improvement Program presents capital investments forecasted for the next five years as developed by department heads with correspondence from the City Manager's office. Dependency on sales tax revenues to fund capital improvements as well as the addition of operations over the last several decades has put the City in a position where budgets had to be cut when revenues dropped during the most recent recession. This led to the adoption of lean budgets for both operating and capital expenditures. While revenues have recovered from prerecession lows, they are now experiencing a plateau and deferred purchasing and growing needs within the departments have left the City with difficult budget decisions surrounding the replacement of aging equipment throughout the City.

The following document is intended to be used as a tool to help shape those difficult decisions and offer additional context with which to make them. Use of this document in conjunction with the adopted annual budget document can provide increased transparency and thereby create a more informed council and citizenry. Changes will undoubtedly be made as the needs of the City and the various departments change throughout the years but the intent is to offer more tools and knowledge to aid in making better current and forward looking decisions.

---

Barbara Sondag, City Manager

DRAFT - 1st READING

## **Introduction**

### **Purpose of the Capital Improvement Plan**

The Capital Improvement Plan (CIP) is one of the three financial tools designed to plan and evaluate the financial affairs of the City of Olivette, Missouri (Olivette). The CIP is designed to be used in conjunction with the annual financial statements and budget for full planning and evaluation of the City.

## **Capital Improvement Plan**

Annual Budget

Annual Financial Statements

The CIP is a planning and decision making tool which identifies crucial capital projects as identified by the heads of departments charged with providing and responding to the demands for services of the community. This tool has many uses but foremost is to allow the administration and Council to plan and evaluate its financial requirements for future needs and identify shortcomings or opportunities. Projects identified within this document for fiscal year 2017 are part of the approved fiscal year 2017 budget. In subsequent years, capital projects will be approved on an annual basis and therefore will not receive expenditure authority unless included as part of an approved budget.

The CIP permits the Council, public, and investors to see and consider the capital needs of the City on a long-range basis and provide insights into the long term goals of the administration. Review of individual items will be weighed against estimated revenue sources in an attempt to produce optimal use of public funds. By providing this forward looking resource, the Council, as representatives of the citizens, can better evaluate and choose between routes in the maintenance and growth of the City's assets.

Because of the long term nature of the CIP, many assumptions must be made. Such assumptions include continuity of objectives of the Council and/or administrative leadership, steady revenue sources, and static goals of the departments. However, this document is designed to be a dynamic tool that is reviewed annually and can change with priorities. These priorities may change due to factors such as availability of grants requiring a local match, emergencies, technology, or change in project requirements as the time approaches for implementation.

As each year passes, the CIP is designed to be supplemented with an additional year of projects. Along with the addition of one year, previously presented projects are updated according to changing costs and circumstances. By doing this, the CIP can serve as an initial aid in the budgeting process rather than a final piece since it is a rolling document. Previously identified projects roll into current year projects and their expenditures can be assessed and prioritized along with operating expenditures.

In addition, the CIP challenges staff to assess and make determinations of future needs out to five years while incorporating current knowledge of equipment status and expected life, departmental goals, and cost of such projects.

## Capital Item Classification Criteria

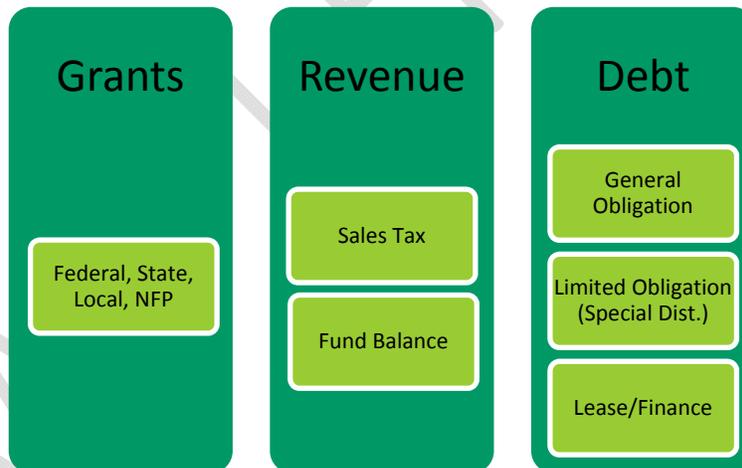
The classification of items as capital or operating expenditures is based on both the cost and asset life of the item purchases. The City defines a capital item as any equipment with a life of more than one year and a cost of over \$5,000. Major infrastructure projects, including improvement of any land or streets, are considered capital expenditures if the cost is over \$50,000. Most major equipment purchases meet the criteria for capital expenditures.

The detail section of the CIP is derived from capital project justification forms submitted by each City department. Included with each submission is a narrative of the item, justification that states the need for the project, and brief goals the item is expected to accomplish.

Once requests are submitted by the respective departments, members of administration and representatives of the City Council can determine goals and implement long term planning solutions. This step is important since funding remains scarce with aging infrastructure and assets and the increasing demand placed upon the departments by citizens.

## Capital Purchase Funding Options

As the City ages and departmental needs change with service expectations of citizens, a dynamic long range plan must be developed based on costs and availability of resources. Funding for projects comes primarily from six sources: Grants, dedicated sales taxes, fund balance, general obligation debt, limited obligation debt, and leasing/financing.



### Grants

Grants continue to be a focus of the current administration as a way to address some of the most pressing and costly needs of the city. These efforts have been successful and as a result have altered the capital planning for future periods by freeing up valuable resources. A major drawback with grant funding is their sporadic nature. Grant funding is subject to state and federal funding levels as well as diminishing returns where, in an attempt to evenly distribute funds, as more grants are awarded to an entity the more difficult additional grant awards become.



**Sales Tax**

**Capital Improvements Sales Tax** – The 1/2% Capital Improvements Sales Tax was approved by voters in 1995. Upon passage of the tax, the City opted to keep 85% of the revenue generated and pool the remaining 15% with the other St. Louis County municipalities to be distributed per capita with those opting to pool 100%. According to Missouri State Statute, these funds may only be used for streets, water mains, storm sewers, bridges, park improvements, buildings, and major equipment, for maintenance of those improvements, and for debt service on a bond issue used to construct public improvements. The Capital Improvement Sales Tax is currently used for both the street maintenance operational department and for capital expenditure funding.

**Stormwater/Parks Sales Tax** – The 1/2% Stormwater/Parks Sales Tax was approved by voters in 2002. Unlike the Capital Improvements Sales Tax, this tax is not subject to sharing and may be used for any parks or stormwater control operating or capital expenditure project including debt service expenditures. The Stormwater/Parks Sales Tax is currently used for both the parks maintenance operational department and as a capital expenditure funding source.

**Fund Balance**

The latest audited fund balance as of June 30, 2015 for the various funds that could be possible contributor to capital improvements are as follows:

|  |              |
|--|--------------|
| General Fund (01) less 6 months expenditures | \$ 879,198   |
| Capital Improvements Fund (05)               | \$ 1,321,691 |
| Fire Operations (20)                         | \$ (139,466) |
| Equipment Replacement Fund (25)              | \$ 343,710   |
| Stormwater/Parks (30)                        | \$ 969,265   |

**Debt**

**General Obligation Debt** – The City is permitted by state statutes to incur general obligation bonded indebtedness up to 10% of total assessed valuation with a general vote. In August of 2014, the City’s voters authorized sale of \$13.5 million in general obligation bonds that were issued later that year. Those funds are currently in use to construct the new City Center to house public safety, planning, recreation, and administrative functions. Completion is expected in January 2017.

**Limited General Obligation with Special Assessments** – The City is permitted by state statutes to incur limited general obligation bonded indebtedness up to 10% of total assessed valuation with the approval of affected landowners. The current use of Limited General Obligation debt is with Neighborhood Improvement Districts (NID’s). Currently there are two within the City located at the Dielman Industrial Park (Dielman NID) and on North Price Rd. (N. Price NID). Landholders within the NID’s agree to and are responsible for repaying the debt incurred by the City to improve the streets within the district.

**Leasing** - The City has utilized lease financing to purchase both current fire trucks and the current ambulance. Leasing is an option for financing the purchase of equipment which might constitute too great an expenditure to be financed in a single year from current revenues. In fiscal year 2015-16, a three year lease/purchase financing totaling \$150,000 was issued for a snow removal vehicle and a fire command vehicle. Repayment will continue on this issuance until fiscal year 2017-18.



**Active Capital Improvement Funds Financial Status**

Capital items requested by staff for fiscal years ending June 30, 2017 through June 30, 2021 are summarized on pages 9 and 10. Summarized below are unaudited projected revenues and operational department future budgets as prepared by the finance department with the proposed capital improvements items as proposed by the respective departments:

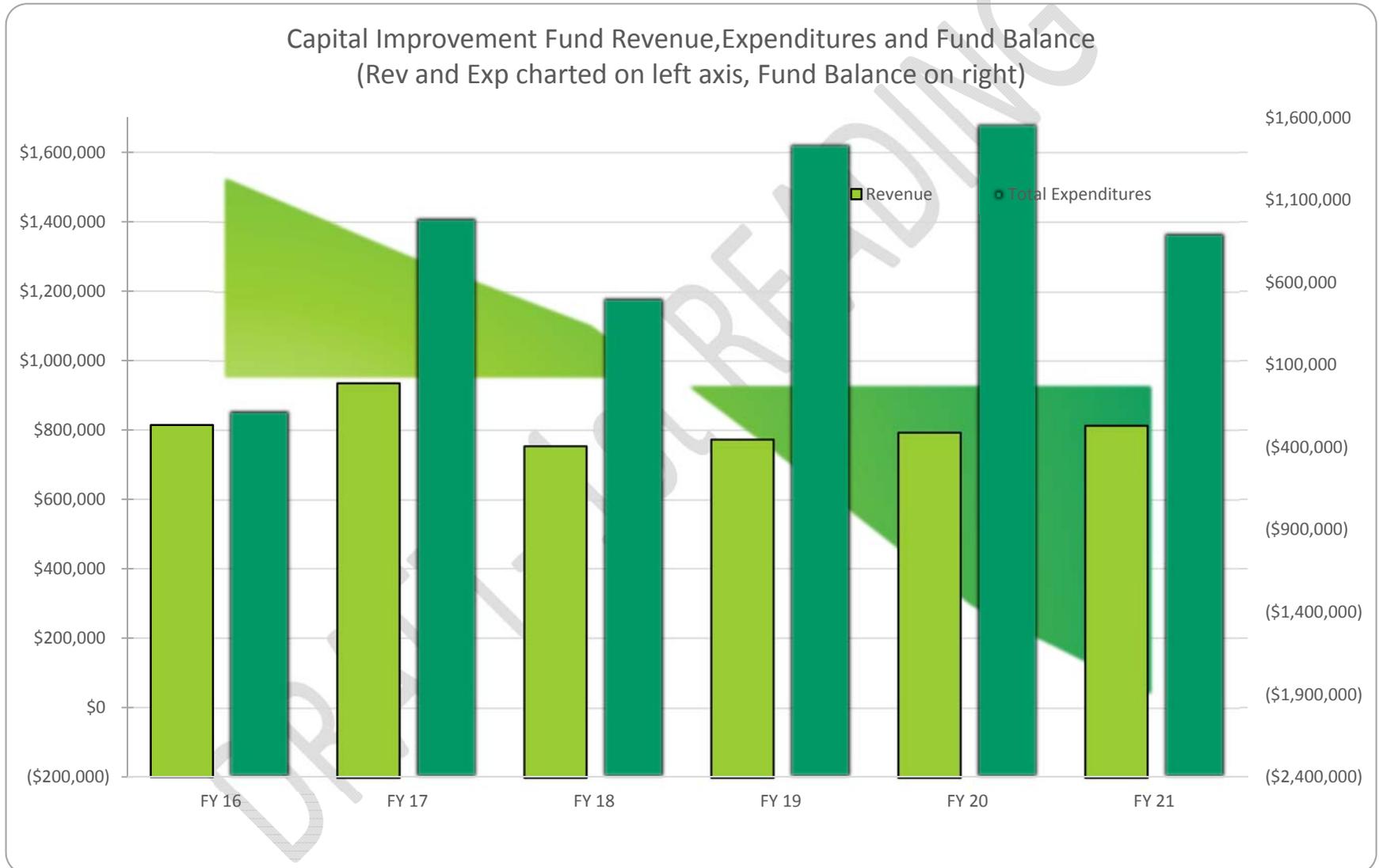
|                             | <b>Capital Improvements Fund (FUND 05)</b> |                  |                  |                    |                      |                      |
|-----------------------------|--|------------------|------------------|--------------------|----------------------|----------------------|
|                             | <b>FY 16</b>                               | <b>FY 17</b>     | <b>FY 18</b>     | <b>FY 19</b>       | <b>FY 20</b>         | <b>FY 21</b>         |
| <b>Revenues</b>             |  |                  |                  |                    |                      |                      |
| Taxes                       | \$727,094                                  | \$735,000        | \$754,000        | \$773,000          | \$793,000            | \$813,000            |
| <b>Expenditures</b>         |  |                  |                  |                    |                      |                      |
| Streets Dept. *             | 485,744                                    | 566,918          | 582,000          | 597,000            | 612,000              | 628,000              |
| Capital Outlay              | 334,794                                    | 808,500          | 565,500          | 1,030,358          | 1,073,000            | 743,900              |
| Debt Service                | 38,521                                     | 38,521           | 38,521           | -                  | -                    | -                    |
| <b>Total Expenditures</b>   | <b>859,059</b>                             | <b>1,413,939</b> | <b>1,186,021</b> | <b>1,627,358</b>   | <b>1,685,000</b>     | <b>1,371,900</b>     |
| <b>Other Financing Srcs</b> |  |                  |                  |                    |                      |                      |
| Debt Proceeds               | 87,000                                     | 50,500           | -                | -                  | -                    | -                    |
| Transfers (net)             | -  | 150,000          | -                | -                  | -                    | -                    |
| <b>Total Other Srcs</b>     | <b>87,000</b>                              | <b>200,500</b>   | <b>-</b>         | <b>-</b>           | <b>-</b>             | <b>-</b>             |
| <b>Net Change</b>           | <b>(44,965)</b>                            | <b>(478,439)</b> | <b>(432,021)</b> | <b>(854,358)</b>   | <b>(892,000)</b>     | <b>(558,900)</b>     |
| <b>Fund Balance- Beg.</b>   | <b>1,321,691</b>                           | <b>1,276,726</b> | <b>798,287</b>   | <b>366,266</b>     | <b>(488,092)</b>     | <b>(1,380,092)</b>   |
| <b>Fund Balance - End</b>   | <b>\$1,276,726</b>                         | <b>\$798,287</b> | <b>\$366,266</b> | <b>(\$488,092)</b> | <b>(\$1,380,092)</b> | <b>(\$1,938,992)</b> |

NOTE: Assume increase of 2.5% per year for Taxes and Street Dept. Operations

\* - Operational Department for Streets Maintenance – Department 4020

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**Active Capital Improvement Funds Financial Status (continued)**





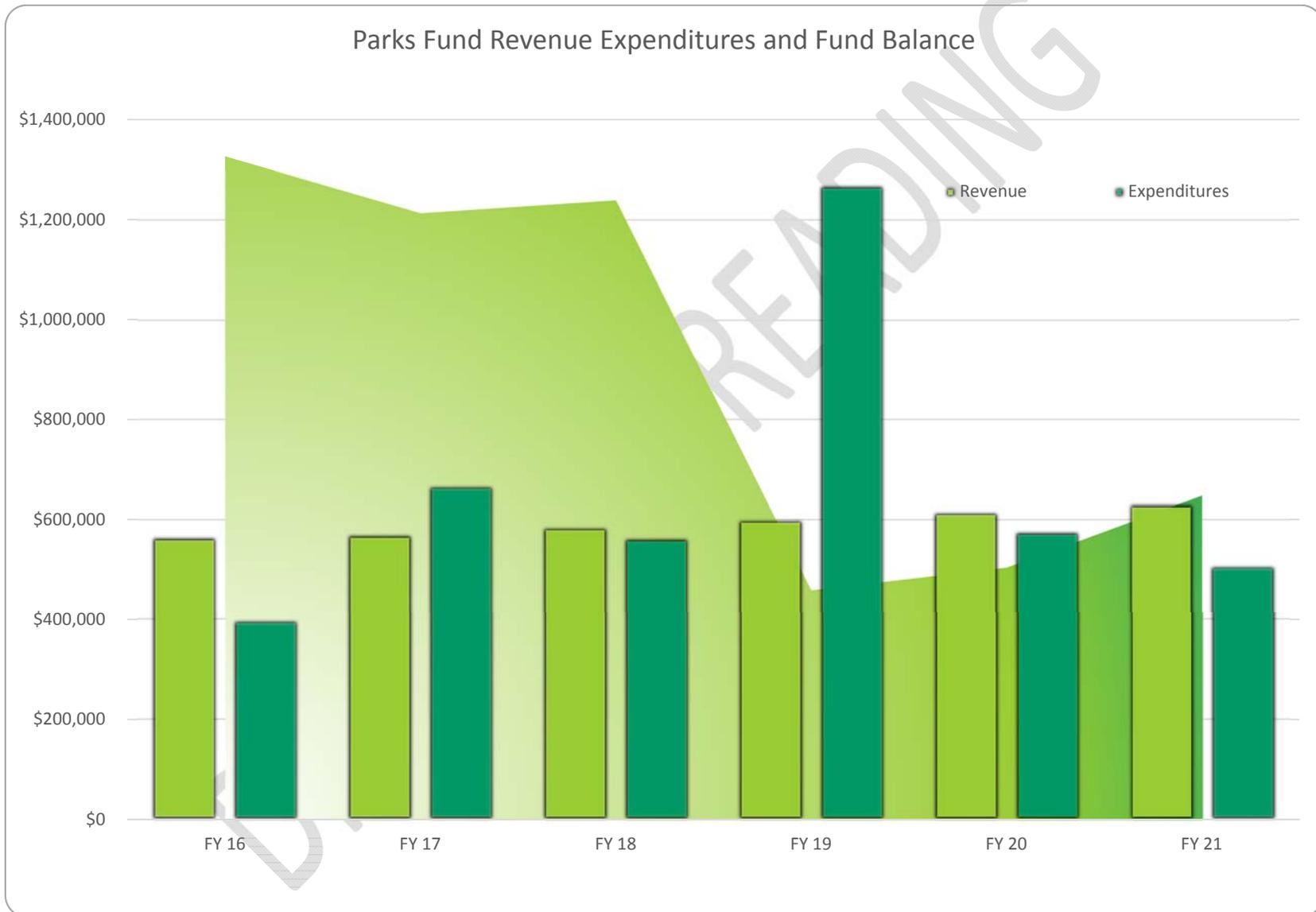
**Active Capital Improvement Funds Financial Status (continued)**

|                           | <b>Stormwater/Parks Fund (FUND 30)</b> |              |              |              |              |              |
|---------------------------|--|--------------|--------------|--------------|--------------|--------------|
|                           | <b>FY 16</b>                           | <b>FY 17</b> | <b>FY 18</b> | <b>FY 19</b> | <b>FY 20</b> | <b>FY 21</b> |
| <b>Revenues</b>           |  |              |              |              |              |              |
| Taxes                     | \$565,000                              | \$570,000    | \$585,000    | \$600,000    | \$615,000    | \$631,000    |
| <b>Expenditures</b>       |  |              |              |              |              |              |
| Parks Dept. *             | 337,331                                | 421,961      | 433,000      | 444,000      | 456,000      | 468,000      |
| Capital Outlay            | 37,898                                 | 245,000      | 130,000      | 825,000      | 120,000      | 40,000       |
| Total Expenditures        | 375,229                                | 666,961      | 563,000      | 1,269,000    | 576,000      | 508,000      |
| <b>Net Change</b>         | 189,771                                | (96,961)     | 22,000       | (669,000)    | 39,000       | 123,000      |
| <b>Fund Balance- Beg.</b> | 969,265                                | 1,159,036    | 1,062,075    | 1,084,075    | 415,075      | 454,075      |
| <b>Fund Balance - End</b> | \$1,159,036                            | \$1,062,075  | \$1,084,075  | \$415,075    | \$454,075    | \$577,075    |

NOTE: Assume increase of 2.5% per year for Taxes and Park Dept. Operations  
 \* - Operational Department for Parks Maintenance – Department 3100

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**Active Capital Improvement Funds Financial Status (continued)**



## Current Expenditures and Future Use

As the needs of the City to invest in assets and infrastructure grow, a balance must be struck between new needs that seek to provide efficiencies and current needs to replace existing equipment. Several factors have lent to the current situation where the needs appear to be greater than funding levels. One major contributor is the use of sales taxes which are subject to economic woes for the funding of capital improvements. In addition, operational functions have worked their way into funds traditionally optimized as only for capital improvement purchases. As sales taxes recover and demands for services grow, the City is necessitated to make certain assets last much longer than their intended life cycle.

Even holding the assumption that sales taxes receipts continue to recover beyond prerecession levels, the City will face continued difficulty in identifying the most pressing needs. This document is intended to establish a written plan that can be used to evaluate current and future needs.

While current budgets attempt to not consume any previous Fund Balance, the Capital Improvement Fund (Fund 05) is in the process of completing several large projects that are expected to use accumulated fund balance. These projects have been viewed as unaffordable at any other time because of the nature of the projects on Old Bonhomme Rd and Dielman Rd South where grant funding was available and the North Price reconstruction where property owners are expected to repay the majority of debt financing. The CIP can be a large part of the making a strategic decision to use accumulated fund balance to make capital improvements.

This Capital Improvement Plan is a statement of policy surrounding the City's current and future capital and funding needs. As a policy statement, the CIP shows the planning of the governing body that is based on needs and assumptions that may change with time. Therefore, actual budget commitments will be made when the annual budget is approved.

Finally, the Capital Improvements Plan is not static. Facts, needs, and assumptions will change that may lead to changes in the City's approach to some projects. This makes an annual review of the CIP an important part of the budgeting process to allow for adjustment in current and future periods.

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## City of Olivette

Capital Improvement Items by Fund and Department  
for Fiscal Years ending June 30, 2016 through June 30, 2021

| Capital Improvements Fund<br>(FUND 05) | Account      | Page                   | Budget<br>FY 16 | Actual<br>FY 16 | Budget<br>FY 17 | FY 18   | FY 19     | FY 20   | FY 21   |
|--|--------------|------------------------|-----------------|-----------------|-----------------|---------|-----------|---------|---------|
| <b>Fire</b>                            |              |                        |                 |                 |                 |         |           |         |         |
| Fire Command Vehicles                  | 05-2500-D330 | <a href="#">CIP-01</a> | \$ 34,000       | \$ 32,543       | \$ -            | \$ -    | \$ 42,000 | \$ -    | \$ -    |
| Ambulance                              | 05-2500-D340 | CIP-02                 | -               | -               | -               | -       | 190,000   | -       | -       |
| Fire Engine (Pumper)                   | 05-2500-D340 | CIP-03                 | -               | -               | -               | -       | 625,000   | -       | -       |
| Cardiac Monitor                        | 05-2500-D320 | CIP-04                 | -               | -               | -               | -       | 42,000    | -       | -       |
| Vehicle Rescue Tools (Jaws of Life)    | 05-2500-D320 | CIP-05                 | -               | -               | -               | 18,000  | -         | -       | -       |
| Structural Firefighting Gear           | 05-2500-D320 | CIP-06                 | -               | -               | -               | 18,200  | 18,200    | 10,400  | 10,400  |
| Thermal Imaging Cameras                | 05-2500-D320 | CIP-07                 | -               | -               | -               | 12,500  | -         | -       | 12,500  |
| Self-Contained Breathing Apparatus     | 05-2500-D320 | CIP-08                 | -               | -               | -               | -       | -         | -       | 40,000  |
| <b>Police</b>                          |              |                        |                 |                 |                 |         |           |         |         |
| Patrol Vehicles                        | 05-2600-D330 | <a href="#">CIP-09</a> | 43,500          | 42,983          | 56,500          | 56,500  | 56,500    | 56,500  | 56,500  |
| Patrol Vehicle Mounted Cameras         | 05-2600-D320 | CIP-10                 | -               | -               | -               | 37,002  | -         | -       | -       |
| Standard Issue Pistols                 | 05-2600-D320 | CIP-11                 | -               | -               | -               | -       | -         | -       | -       |
| Tactical Shotguns                      | 05-2600-D320 | CIP-12                 | -               | -               | -               | -       | -         | -       | -       |
| Tactical Rifles                        | 05-2600-D320 | CIP-13                 | -               | -               | -               | -       | 4,500     | 3,600   | -       |
| Tasers                                 | 05-2600-D320 | CIP-14                 | -               | -               | -               | -       | -         | 10,000  | -       |
| Patrol Vehicle Laptops                 | 05-2600-D320 | CIP-15                 | 11,025          | 9,925           | 12,000          | -       | -         | -       | 12,000  |
| Bullet Proof Vests                     | 05-2600-D320 | CIP-16                 | -               | -               | -               | -       | 9,500     | -       | -       |
| Police Servers                         | 05-2600-D320 | CIP-17                 | 6,500           | 5,621           | -               | 7,000   | -         | 7,000   | -       |
| Evidence Tracking System               | 05-2600-D320 | CIP-18                 | -               | -               | -               | 8,300   | -         | -       | -       |
| <b>Public Works</b>                    |              |                        |                 |                 |                 |         |           |         |         |
| Old Bonhomme Road                      | 05-4023-D234 | <a href="#">CIP-19</a> | 20,000          | 80,000          | 260,000         | -       | -         | -       | -       |
| North Price NID                        | 05-4024-D237 | CIP-20                 | -               | -               | 250,000         | -       | -         | -       | -       |
| Dielman Rd South                       | 04-4021-D233 | CIP-21                 | -               | -               | 54,000          | 150,000 | -         | -       | -       |
| Dielman Rd North                       | 04-4021-D233 | CIP-22                 | -               | -               | -               | -       | 200,000   | -       | -       |
| Street Maint/Snow Removal Fleet        | 05-4021-D331 | CIP-23                 | 105,000         | 104,698         | -               | -       | 30,000    | 100,000 | 60,000  |
| Street Maint/Snow Removal Equip        | 05-4021-D380 | CIP-24                 | -               | -               | 48,000          | 20,000  | 75,000    | -       | -       |
| 1 Ton Dually Bucket Truck              | 05-4021-D331 | CIP-25                 | -               | -               | -               | 75,000  | -         | -       | -       |
| Street Repair                          | 05-4021-D230 | CIP-26                 | 60,000          | 59,024          | 128,000         | 120,000 | 367,656   | 250,000 | 250,000 |
| Salt Enclosure                         | 05-4021-D210 | CIP-27                 | -               | -               | -               | -       | -         | -       | 125,000 |
| Public works Lot Resurfacing           | 05-4021-D230 | CIP-28                 | -               | -               | -               | -       | -         | -       | -       |

-continued on next page -

| Capital Improvements Fund<br>(FUND 05) –continued- |              |                        | Budget<br>FY 16   | Actual<br>FY 16   | Budget<br>FY 17   | FY 18             | FY 19               | FY 20               | FY 21             |
|--|--------------|------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| Account  | Page         |                        |                   |                   |                   |                   |                     |                     |                   |
| <b>Community Center</b>                            |              |                        |                   |                   |                   |                   |                     |                     |                   |
| Tables and Chairs                                  | 05-3000-D325 | <a href="#">CIP-29</a> | -                 | -                 | -                 | -                 | -                   | 10,500              | -                 |
| HVAC System Replacement                            | 05-3000-D210 | CIP-30                 | -                 | -                 | -                 | 60,000            | -                   | -                   | -                 |
| <b>Administration</b>                              |              |                        |                   |                   |                   |                   |                     |                     |                   |
| Permanent Record Archival                          | 05-1000-D311 | <a href="#">CIP-31</a> | -                 | -                 | -                 | 20,000            | -                   | -                   | -                 |
|  |              |                        | <b>\$ 280,025</b> | <b>\$ 334,794</b> | <b>\$ 808,500</b> | <b>\$ 565,500</b> | <b>\$ 1,030,358</b> | <b>\$ 1,073,000</b> | <b>\$ 743,900</b> |
| <b>Debt Service</b>                                |              |                        |                   |                   |                   |                   |                     |                     |                   |
| Debt Service - FY 16 Trucks                        | 05-4850-D110 |                        | 43,511            | 38,521            | 38,521            | 38,521            | -                   | -                   | -                 |
|  |              |                        | <b>\$ 43,511</b>  | <b>\$ 38,521</b>  | <b>\$ 38,521</b>  | <b>\$ 38,521</b>  | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>       |

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## City of Olivette

Capital Improvement Items by Fund and Department  
for Fiscal Years ending June 30, 2016 through June 30, 2021

| Stormwater/Parks Fund<br>(FUND 30) | Account      | Page                   | Budget<br>FY 16   | Actual<br>FY 16  | Budget<br>FY 17   | FY 18             | FY 19             | FY 20             | FY 21            |
|------------------------------------|--------------|------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <b>Public Works</b>                |              |                        |                   |                  |                   |                   |                   |                   |                  |
| Stormwater Improvements            | 30-3110-D230 |                        | \$ 80,000         | \$ -             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -             |
| <b>Parks</b>                       |              |                        |                   |                  |                   |                   |                   |                   |                  |
| Comm. Ctr. Roof Resurfacing        | 05-3000-D210 | <a href="#">CIP-32</a> | -                 | -                | 175,000           | -                 | -                 | -                 | -                |
| Parks Maint Fleet                  | 30-3110-D331 | CIP-33                 | 40,000            | 37,898           | -                 | 40,000            | -                 | -                 | 40,000           |
| Ball field maintenance tools       | 30-3110-D380 | CIP-34                 | 7,000             | -                | -                 | -                 | -                 | -                 | -                |
| Parking lot resurfacing            | 30-3110-D225 | CIP-35                 | -                 | -                | -                 | -                 | 245,000           | -                 | -                |
| Park improvements                  | 30-3110-D225 | CIP-36                 | 17,225            | -                | -                 | 90,000            | 550,000           | -                 | -                |
| Stacy Park fountain redesign       | 30-3110-D225 | CIP-37                 | -                 | -                | -                 | -                 | 30,000            | -                 | -                |
| Play systems refurbish             | 30-3110-D225 | CIP-38                 | -                 | -                | -                 | -                 | -                 | 120,000           | -                |
| Park Master Plan                   | 30-3110-D225 | CIP-39                 | -                 | -                | 20,000            | -                 | -                 | -                 | -                |
| Maintenance Building/Demo          | 30-3100-D210 | CIP-40                 | -                 | -                | 50,000            | -                 | -                 | -                 | -                |
|                                    |              |                        | <b>\$ 144,225</b> | <b>\$ 37,898</b> | <b>\$ 245,000</b> | <b>\$ 130,000</b> | <b>\$ 825,000</b> | <b>\$ 120,000</b> | <b>\$ 40,000</b> |

| New Facilities (FUND 26) | Account      | Page                   | Budget<br>FY 16 | Est Actual<br>FY 16 | FY 17        | FY 18 | FY 19 | FY 20 | FY 21 |
|--------------------------|--------------|------------------------|-----------------|---------------------|--------------|-------|-------|-------|-------|
| <b>Facilities</b>        |              |                        |                 |                     |              |       |       |       |       |
| City Center              | 26-1610-D210 | <a href="#">CIP-41</a> | \$ 3,000,000    | \$ 210,000          | \$ 9,500,000 | \$ -  | \$ -  | \$ -  | \$ -  |

DRAFT - 1st READING

**Capital Improvement Items**

- **Individual Request Forms** -

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Replace Fire Command Vehicles**  
 ACCOUNT: **05-2500-D330**

CIP-1

**Description:**

Reliable mobility is an important aspect of public safety. Mobility also includes making sure highly trained fire service personnel have all the tools at their disposal wherever that may be to maintain order in an expedient manner. The City of Olivette's Fire Department is committed to maintain a fleet of 2 command vehicles that provide transportation to the command staff. These vehicles are equipped to handle the appropriate responsibilities on location.

**Existing Condition:**

The current command vehicles are a 2013 Chevy Tahoe and a 2016 Ford F250. Current usage dictates that the purchase of one command vehicle every several years maintains the reliability of the vehicles without putting undue stress on the budgets in any given year. Units past their emergency response service life are generally used in departments where public safety is not the primary responsibility.

**Narrative Justification:**

Each of the two vehicles are anticipated to be replaced every six years with the next vehicle expected to be in fiscal year 2019.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19  | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|---------|----------|---------|---------|-----------|
| <b>\$87,000</b> | \$-     | \$-     | \$42,000 | \$-     | \$-     | \$45,000  |

**Funding Source:**

Most recent fire command vehicle purchases were funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years. Future purchases may follow suit or be funded with the current revenues of the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Advanced Life Support Vehicle (Ambulance)**  
 ACCOUNT: **05-2500-D340** CIP-2

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#### Description:

Reliable mobility is an important aspect of public safety. In an effort to change with the needs and demands of modern public safety expectations, fire departments have adopted the use of ambulances as part of their operations. With this comes additional responsibility to train fire service personnel. Along with additional training, medical advancements have changed the mobile tools at their disposal to stabilize and care for patients while on the road. The City of Olivette's Fire Department is committed to maintain an ambulance that is equipped to handle appropriate responses on location to patients in medical need.

#### Existing Condition:

The current ambulance was purchased in 2010. Standard fire service practices dictate that ambulances have a 10 year useful life with the economics and reliability of keeping the vehicles diminishing thereafter.

#### Narrative Justification:

The ambulance will be 8 years old in September of 2018 when it would then be moved to reserve status. This will allow for the department to have a reserve ambulance and when the department is fully staffed will allow for second EMS call to be handled by our department personnel. A new ambulance is expected to be purchased every five years and rotated to reserve status for a full life cycle of 10 years.

#### Funding Schedule:

| Total            | FY16-17 | FY17-18 | FY18-19   | FY19-20 | FY20-21 | Post FY21 |
|------------------|---------|---------|-----------|---------|---------|-----------|
| <b>\$370,000</b> | \$-     | \$-     | \$190,000 | \$-     | \$-     | \$180,000 |

#### Funding Source:

Ambulance purchases may be funded through financing agreements in the year of purchase with repayment in either the Capital Improvement Fund (Fund 05) or Fire Operations Fund (Fund 20) in subsequent years.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Fire Engine (Pumper)**  
 ACCOUNT: **05-2500-D340**

CIP-3

**Description:**

Reliable mobility is an important aspect of public safety. The City of Olivette’s Fire Department is committed to maintain a fleet that is equipped to handle the appropriate responses on location. This requires the replacement of the fire engine every 10 to 12 years. The Department has two pumpers one as primary and one as back up. And the Department needs to continue this deployment strategy.

**Existing Condition:**

The current fire trucks were both purchased in 2005. Standard fire service practices dictate that pumpers have a 20 year useful life with the economics and reliability of keeping the vehicles diminishing thereafter.

**Narrative Justification:**

The fire trucks will be 13 years old in 2018 when one would then be moved to reserve status. This will allow for the department to continue to have a reserve pumper so that when the primary needs maintenance the reserve can be used. A new fire truck is expected to be purchased every 10 years and rotated to reserve status for a full life cycle of 20 years.

**Funding Schedule:**

| Total              | FY16-17 | FY17-18 | FY18-19   | FY19-20 | FY20-21 | Post FY21 |
|--------------------|---------|---------|-----------|---------|---------|-----------|
| <b>\$1,375,000</b> | \$-     | \$-     | \$625,000 | \$-     | \$-     | \$750,000 |

**Funding Source:**

Fire Engine purchases are expected to be funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Cardiac Monitor**  
 ACCOUNT: **05-2500-D320**

CIP-4

**Description:**

Cardiac monitors have become a standard for diagnosing and monitoring patients while on scene and during transport to medical facilities.

**Existing Condition:**

The Fire Department currently has two cardiac monitors. One Philips monitor was purchased through a grant in 2014. The ambulance Lifepak monitor was moved to the pumper to replace a 10 year old monitor. That monitor was subsequently traded in for a 2015 Philips monitor to be used on the primary pumper truck when the pumper responds on medical calls when the ambulance is on another call.

**Narrative Justification:**

The cardiac monitor replaced will be 4 years old in October of 2018 when the current monitor acquired in 2014 will be placed in reserve. A new monitor is expected to be purchased every four years and rotated to reserve status for a full life cycle of 8 years.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19  | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|---------|----------|---------|---------|-----------|
| <b>\$84,000</b> | \$-     | \$-     | \$42,000 | \$-     | \$-     | \$42,000  |

**Funding Source:**

Cardiac Monitor purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase. Historically, grants have become available to acquire replacement monitors but can't be guaranteed award at time of need.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Vehicle Rescue Tools**  
 ACCOUNT: **05-2500-D320**

CIP-5

**Description:**

Vehicle rescue tools, known as the Jaws of Life, have become a standard equipment for fire apparatus' responding to accidents.

**Existing Condition:**

The current rescue tool to be replaced will be 11 years old in October of 2016 when it is expected to be replaced. Vehicle rescue tools are expected to have a life of 10 years. Experience has shown that powered cutters purchased before 2008 can be expected to be severely challenged by the high strength steel and composite materials in today's motor vehicles.

**Narrative Justification:**

The current extrication tools were purchased in 2005. According to the Fire Protection Research Foundation, since 2006 there has been an increasing use of high strength metal alloys and composite materials. Extrication tools designed before that date were not designed to be used on these types of materials. Replacement tools would be battery powered which offers much better mobility and decreased extrication times.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|----------|---------|---------|---------|-----------|
| <b>\$18,000</b> | \$-     | \$18,000 | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

Vehicle rescue tool purchase is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in the year of purchase.



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Structural Firefighting Gear**  
 ACCOUNT: **05-2500-D320** CIP-6

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**Description:**

Structural Firefighting Gear is used for entering structure fires and as protection on vehicle accidents.

**Existing Condition:**

The current Structural Firefighting Gear was purchased in 2013. Structural Firefighting Gear has a life span of 10 years. Each Firefighter has a second set of Gear that is used when the primary set is being cleaned or repaired.

**Narrative Justification:**

Replacing seven sets of gear in fiscal year 2017-18 and another seven sets in fiscal year 2018-19 will allow the department to purchase four sets per year and maintain the need supply of turn out gear to maintain an under 10 year age per current standards.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18  | FY18-19  | FY19-20  | FY20-21  | Post FY21 |
|-----------------|---------|----------|----------|----------|----------|-----------|
| <b>\$67,600</b> | \$-     | \$18,200 | \$18,200 | \$10,400 | \$10,400 | \$10,400  |

**Funding Source:**

Structural Firefighting Gear purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Thermal Imaging Cameras**  
 ACCOUNT: **05-2500-D320**

CIP-7

**Description:**

The Fire Department currently has two thermal imaging cameras which have become a standard equipment for fire apparatus' responding to active fire calls. These cameras allow responders to detect victims and maintain their own safety during an active fire.

**Existing Condition:**

The department currently has two cameras, one on the pumper in service and an additional one on the ambulance. The camera will be 12 years old in October of 2017 when it is expected to be replaced. Each camera has an expected life of 6 years.

**Narrative Justification:**

The technology and ruggedness of the thermal imaging cameras continues to improve and become smaller. A replacement camera offers smaller size, increased sensitivity, and other advancements. A new camera is expected to be purchased every three years for a full life cycle of 6 years.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21  | Post FY21 |
|-----------------|---------|----------|---------|---------|----------|-----------|
| <b>\$25,000</b> | \$-     | \$12,500 | \$-     | \$-     | \$12,500 | \$-       |

**Funding Source:**

Thermal imaging camera purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Fire**  
 CAPITAL ITEM: **Self Contained Breathing Apparatus**  
 ACCOUNT: **05-2500-D320** CIP-8

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**Description:**

Self-Contained Breathing Apparatus (SCBA) are used by firefighters when fighting fires. The SCBA allows the firefighter to enter environment that have nonsurvivable atmospheres. The SCBA is one of the tools that are very necessary for the day to day needs of the fire department.

**Existing Condition:**

The current SCBAs were purchased with a grant in 2014. The life expectancy of an SCBA is 10 years due to constantly changing technology. With 14 packs, a replacement plan of four per year over a four year period would allow for the proper upkeep of the equipment.

**Narrative Justification:**

The current SCBAs were purchased in 2014 and will need to begin replacement in 2021 with full replacement cycle concluding in 2024. These items are expected to maintain current cost based on the competition that is currently occurring in the marketplace.

**Funding Schedule:**

| Total     | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21  | Post FY21 |
|-----------|---------|---------|---------|---------|----------|-----------|
| \$140,000 | \$-     | \$-     | \$-     | \$-     | \$40,000 | \$100,000 |

**Funding Source:**

Self-Contained Breathing Apparatus purchase is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase. Historically, grants have become available to acquire replacement monitors but can't be guaranteed award at time of need.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Patrol Vehicle Replacement**  
 ACCOUNT: **05-2600-D330**

CIP-9

**Description:**

Reliable mobility is at the foundation of police forces and is an important aspect of public safety. Mobility also includes making sure highly trained officers have all the tools at their disposal wherever that may be to maintain order in an expedient manner. The City of Olivette's Police Department is committed to maintain a fleet of 9 vehicles that provide modest transportation but equipped with cutting edge technology.

**Existing Condition:**

The current fleet of vehicles were purchased over the last 4 years and current usage dictates that the purchase of two vehicles per year maintains the fleet in working order without putting undue stress on the budgets in any given year. Units past their service life are either sold at auction or passed on to other departments where public safety isn't the primary responsibility.

**Narrative Justification:**

Car 6406 and Car 6408 will have approximately 75,000 miles in October of 2016. Experience has shown that once a patrol vehicle passes this point, the economics of maintaining and repairing the vehicle diminishes significantly.

**Funding Schedule:**

| Total            | FY16-17  | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|------------------|----------|---------|---------|---------|---------|-----------|
| <b>\$282,500</b> | \$56,500 | 56,500  | 56,500  | 56,500  | 56,500  | N/A       |

**Funding Source:**

Patrol vehicle purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Patrol Vehicle Mounted Cameras**  
 ACCOUNT: **05-2600-D320**

CIP-10

**Description:**

Vehicle mounted cameras have proven themselves to be powerful tools for safety, training and accountability of modern police forces. The City of Olivette’s Police Department is committed to maintain a fleet of 6 patrol vehicles that provide modest transportation but equipped with cutting edge technology.

**Existing Condition:**

The current car cameras were purchased in 2013 and current usage dictates that the replacement of all cameras every 5 years maintains a reliable fleet without putting undue stress on the budgets in any given year. Retired units in working order are maintained as spares or sold. All cameras are maintained on an extended warranty program that is renewed annually.

**Narrative Justification:**

The currently used cameras will be approximately 4 years old in August of 2017. With the constant change in technology, experience has shown that with the purchase of new cameras, it is appropriate to purchase a new server to facilitate the technological and logistical change that new hardware presents. To maintain a budget conscious replacement cycle and keep up to date technologically, vehicle mounted cameras are expected to be replaced every 5 years thereafter.

**Funding Schedule:**

| Total    | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|----------|---------|----------|---------|---------|---------|-----------|
| \$37,002 | \$-     | \$37,002 | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

Vehicle mounted camera purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Standard Issue Pistols**  
 ACCOUNT: **05-2600-D320**

CIP-11

**Description:**

Replacement of all 25 department standard issue pistols with holsters.

**Existing Condition:**

The current pistols were purchased in 2012 and experience dictates that with usage required for practice and qualification of officers, some pieces are mechanically worn after 10 years. All parts of the standard issue weapons system to be completely replaced for safety, maintenance, and training purposes.

**Narrative Justification:**

Provide quality, up to date, and reliable weapons for each officer.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$16,125</b> | \$-     | \$-     | \$-     | \$-     | \$-     | \$16,125  |

**Funding Source:**

Standard issue pistol purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Tactical Shotguns**  
 ACCOUNT: **05-2600-D320**

CIP-12

**Description:**

Replacement of all 7 department tactical shotgun weapons.

**Existing Condition:**

The current shotguns weapons system was purchased in 2012 and experience dictates that with usage through training and qualification, in addition to exposure from riding in patrol vehicles, some pieces are mechanically worn after 10 years. All shotguns will be completely replaced for safety, maintenance, and training purposes.

**Narrative Justification:**

Provide quality, up to date, and reliable weapons for tactical uses.

**Funding Schedule:**

| Total          | FY15-16 | FY16-17 | FY17-18 | FY18-19 | FY19-20 | Post FY20 |
|----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$2,100</b> | \$-     | \$-     | \$-     | \$-     | \$-     | \$2,100   |

**Funding Source:**

Tactical shotgun purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Tactical Rifles**  
 ACCOUNT: **05-2600-D320**

CIP-13

**Description:**

Replacement of all 9 department tactical rifle weapons.

**Existing Condition:**

The current rifle weapons system were purchased in 2006 and 2008 and experience dictates that with usage through training and qualification, in addition to exposure from riding in patrol vehicles, some pieces are mechanically worn after 10 years. Due to the higher cost of rifle systems, they are expected to be completely replaced over the span of two consecutive years for safety, maintenance, and training purposes.

**Narrative Justification:**

Provide quality, up to date, and reliable weapons for tactical uses.

**Funding Schedule:**

| Total          | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$8,100</b> | \$-     | \$-     | \$4,500 | \$3,600 | \$-     | N/A       |

**Funding Source:**

Tactical rifle weapons system purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Tasers**  
 ACCOUNT: **05-2600-D320**

CIP-14

**Description:**

Replacement of all 8 department Taser systems.

**Existing Condition:**

The non-lethal weapon system currently manufactured by Taser was purchased in 2015. Experience dictates that with usage through training and qualification and exposure from continuous 24/7 usage they become mechanically worn after 5 years.

**Narrative Justification:**

Provide quality, up to date, and reliable weapons for non-lethal use of force situations every 5 years.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19 | FY19-20  | FY19-20 | Post FY20 |
|-----------------|---------|---------|---------|----------|---------|-----------|
| <b>\$10,000</b> | \$-     | \$-     | \$-     | \$10,000 | \$-     | N/A       |

**Funding Source:**

Taser weapons system purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Patrol Vehicle Laptops**  
 ACCOUNT: **05-2600-D320**

CIP-15

**Description:**

Replacement of 6 patrol vehicle laptop computers.

**Existing Condition:**

Due to the fast-paced cycle of technology changes, it will be necessary to replace 3 laptop computers in order to maintain the highest level of security, functionality and efficiency. Three of the current laptops deployed in the patrol vehicles were purchased in fiscal year 2016 and another three in fiscal year 2012. As newer computer programs are installed on older machines, the machines begin to run much slower and employee productivity is reduced. Although the laptops used are hardened to take the rigors of being mounted in a vehicle, experience dictates that these computers become out of date and unreliable after 5 years.

**Narrative Justification:**

Provide quality, up to date, and reliable equipment on a 5 year rotation. New computers ensure the continued ability to maintain computer functionality with REJIS, enhanced productivity and more secure computer environment.

**Funding Schedule:**

| Total           | FY16-17  | FY17-18 | FY18-19 | FY19-20 | FY20-21  | Post FY21 |
|-----------------|----------|---------|---------|---------|----------|-----------|
| <b>\$24,000</b> | \$12,000 | \$-     | \$-     | \$-     | \$12,000 | \$-       |

**Funding Source:**

In-car laptop computer purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Bullet Proof Vests**  
 ACCOUNT: **05-2600-D320**

CIP-16

**Description:**

Replacement of 13 bullet proof vests

**Existing Condition:**

The City of Olivette mandates each certified police officer be equipped with a bullet resistant vest. The 13 vests currently in service and scheduled for replacement were purchased in 2013 and are warrantied for 5 years. At the end of the life span of the vests, the ballistic resilience begins to degrade and does not offer the necessary amount of ballistic protection.

**Narrative Justification:**

Provide quality, up to date, and reliable ballistic protection for the officers.

**Funding Schedule:**

| Total          | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$9,500</b> | \$-     | \$-     | \$9,500 | \$-     | \$-     | N/A       |

**Funding Source:**

Server purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Police Servers**  
 ACCOUNT: **05-2600-D320**

CIP-17

**Description:**

Replacement of police department servers.

**Existing Condition:**

Since the Police Department uses digital technology and due to various time limit retention requirements, the number of files that must be kept by the Police Department is massive. In order to continue to store critical data and files, allow officers to manage and retrieve information from a sole source and replace antiquated technology, new servers are periodically required. Updating servers allows the police department to maintain computer functionality with REJIS, enhance productivity, and enable a more secure computer environment.

**Narrative Justification:**

To maintain maximum reliability of the system and keep the department up to date, the two police department servers are on a four year replacement cycle. Ability to maintain computer functionality with REJIS, enhanced productivity and more secure computer environment.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$21,000</b> | \$-     | \$7,000 | \$-     | \$7,000 | \$-     | \$7,000   |

**Funding Source:**

Server purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Police**  
 CAPITAL ITEM: **Evidence Tracking System**  
 ACCOUNT: **05-2600-D320**

CIP-18

**Description:**

Evidence tracking software program & peripherals

**Existing Condition:**

This is a new acquisition. Currently, index cards are used to catalog and maintain evidence location

**Narrative Justification:**

Managing evidence is one of law enforcement's most critical tasks. Automating evidence management allows police personnel to streamline the evidence tracking process thus working more effectively and efficiently. The automated process allows for better physical tracking of evidence and property as well as improving compliance and risk management.

**Funding Schedule:**

| Total          | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|----------------|---------|---------|---------|---------|---------|-----------|
| <b>\$8,300</b> | \$-     | \$8,300 | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

The Evidence Tracking software is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Old Bonhomme Road Improvement Project**  
 ACCOUNT: **05-4023-D234**

CIP-19

**Description:**

Old Bonhomme Road is 1.8 miles long running from Olive Blvd at its western terminus along the border of Stacy Park and eastward to the city limits of Olivette where it passes alongside Irv Zeid Citizens Park and enters University City. Along the way, it also passes by Old Bonhomme Elementary School and Logos School with intersections at the major thoroughfares of Dielman Rd and Price Rd. Improving this road has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. These improvements will make access to Stacy Park, Irv Zeid Citizens Park, Logos School, and Old Bonhomme Elementary School safer for pedestrians and drivers.

**Existing Condition:**

Old Bonhomme Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and contains several areas of rainwater drainage problems. In addition, the sidewalks are not ADA compliant.

**Narrative Justification:**

Work has now begun with Cochran Engineering as the construction engineer and Spencer Contracting as the general contractor on the project. Once complete an entire new road surface, new guttering, handicap ramps, and ADA sidewalks on Old Bonhomme Road from Olive Blvd to Price Rd will improve the aesthetics and safety. Grant funding from East-West Gateway providing 80% of project costs up to \$2 million project. The 20% match and 100% of costs above \$2 million are the responsibility of the city.

**Funding Schedule:**

| Total            | FY16-17   | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|------------------|-----------|---------|---------|---------|---------|-----------|
| <b>\$260,000</b> | \$260,000 | \$-     | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

Project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **North Price Road NID improvements**  
 ACCOUNT: **05-4024-D237**

CIP-20

**Description:**

North Price Road is approximately 1 mile long running north from Olive Blvd to a terminus near the northern city limits. The zoning along the road is classified as a light industrial district and is home to several businesses and warehouses. History has shown that improving infrastructure along industrial areas improves property values and reduces vacancy. These improvements will make access to the industrial area safer for pedestrians and drivers.

**Existing Condition:**

Prior to current construction the unsightly road was in dire condition roadbed deterioration causing large potholing and rough roadways.

**Narrative Justification:**

Building owners with frontage to North Price Rd have agreed to accept responsibility to repay the City up to \$1,250,000 of costs of construction with any amounts over that amount the responsibility of the City. Unforeseen costs and delays with utility relocations has resulted in and estimated \$250,000 in costs the city will bear.

**Funding Schedule:**

| Total            | FY16-17   | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|------------------|-----------|---------|---------|---------|---------|-----------|
| <b>\$250,000</b> | \$250,000 | \$-     | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

Project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Dielman Road South Improvement Project**  
 ACCOUNT: **05-4021-D233**

CIP-21

**Description:**

Dielman Road is centrally located in the City of Olivette running from the northern boundary of the City to the southern boundary. Of the 1.5 miles, roughly half is maintained by St. Louis County with the southern half the responsibility of the City. The southern half from Olive Blvd to Tamarack Dr acts as local thoroughfare for residential areas with intersections at the major street of Old Bonhomme Rd. Improving this road through resurfacing and installation of sidewalks has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. This project will improve access to schools and increase the general walkability of the areas by making the roadway safer for pedestrians and drivers.

**Existing Condition:**

Dielman Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and currently has no sidewalks in either direction.

**Narrative Justification:**

Approval for improving just under half a mile from Fairwinds Ct. to Tamarack Dr. has been given by East-West Gateway which will begin the engineering and design process of the project with completion expected in fiscal year 2018. 70% of the \$667,000 project costs for the project come from federal transportation grant funding with the remaining 30% match the responsibility of the city.

**Funding Schedule:**

| Total            | FY16-17  | FY17-18   | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|------------------|----------|-----------|---------|---------|---------|-----------|
| <b>\$204,000</b> | \$54,000 | \$150,000 | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

Matching portion of project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Dielman Road North Improvement Project**  
 ACCOUNT: **05-4021-D233** CIP-22

**Description:**

Dielman Road is centrally located in the City of Olivette running from the northern boundary of the City to the southern boundary. Of the 1.5 miles, roughly half is maintained by St. Louis County with the southern half the responsibility of the City. The southern half from Olive Blvd to Tamarack Dr acts as local thoroughfare for residential areas with intersections at the major street of Old Bonhomme Rd. Improving the southern portion of this road through resurfacing and installation of sidewalks has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. This project will continue the progress of improving access to schools and increase the general walkability of the areas by making the roadway safer for pedestrians and drivers and also alleviate an infrastructure problem presented by the storm drainage culvert near Dielman and Hill N’ Dale Ln.

**Existing Condition:**

Dielman Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and currently has aging sidewalks in one direction.

**Narrative Justification:**

Approval for improving just under half of Dielman Rd. has been given by East-West Gateway and the expectation is to apply for a grant to complete the remainder of the road in future award years to complete the road reconstruction.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18 | FY18-19   | FY19-20 | FY20-21 | Post FY21 |
|------------------|---------|---------|-----------|---------|---------|-----------|
| <b>\$200,000</b> | \$-     | \$-     | \$200,000 | \$-     | \$-     | \$-       |

**Funding Source:**

Matching portion of project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Street Maintenance /Snow Removal Truck Fleet**  
 ACCOUNT: **05-4021-D331** CIP-23

**Description:**

The City of Olivette’s Public Works Department is committed to maintain a fleet of 5 vehicles for street maintenance and snow removal.

**Existing Condition:**

The existing truck fleet is in various states of age and repair. In addition, the sizes vary to suit the needs of the department. Currently the fleet contains a 2000 GMC with plow and stake bed, 2008 a ¾ ton two wheel drive pickup, a 2008 1 ton four wheel drive pickup, a 2010 1 ton dump bed with plow and spreader, and a 2011 2 ½ ton dump bed truck.

**Narrative Justification:**

The 2008 one ton standard bed pickup and 2000 GMC one ton diesel with dump bed, plow, and spreader are scheduled for replacement in the fall of 2019. These vehicles are expected to be 10 and eight years old at that time and unreliable and used beyond its useful life.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18 | FY18-19  | FY19-20   | FY20-21  | Post FY21 |
|------------------|---------|---------|----------|-----------|----------|-----------|
| <b>\$265,000</b> | \$-     | \$-     | \$30,000 | \$100,000 | \$60,000 | \$-       |

**Funding Source:**

Truck purchases are expected to be funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Street Maintenance/Snow Removal Equipment**  
 ACCOUNT: **05-4021-D380**

CIP-24

**Description:**

The City of Olivette’s Public Works Department is committed to maintain a fleet of equipment for street maintenance and snow removal.

**Existing Condition:**

The current fleet of equipment contains two backhoes. One was purchased in 1989 and the other in 2004. The oldest backhoe is currently limited to yard use due to the deteriorating condition. In addition to lacking safety features, it lacks the ability to smoothly operate the bucket due to its age. It is also used as a reserve for snow events.

**Narrative Justification:**

The Public Works Division does not currently have a mid-sized piece of equipment to utilize while maintaining City streets, sidewalks and right of ways. A skid steer would allow staff to more efficiently accomplish street repairs with a smaller workforce by fully leveraging the capabilities of a skid steer with a cold milling and sweeper attachment are needed to complete the many developing pavement failures throughout the City. Additionally the sweeper can be used to clean curbs/gutters areas and to recover excess salt that would have otherwise been lost into the sewer systems during winter events. Attachments would be purchased in FY18 to smooth budget needs. In FY19, the intent is to replace the older backhoe with another newer backhoe. This would also allow the city to use the backhoe purchased in 2004 as a reliable backup during snow events.

**Funding Schedule:**

| Total            | FY16-17  | FY17-18  | FY18-19  | FY19-20 | FY20-21 | Post FY21 |
|------------------|----------|----------|----------|---------|---------|-----------|
| <b>\$143,000</b> | \$48,000 | \$20,000 | \$75,000 | \$-     | \$-     | N/A       |

**Funding Source:**

Equipment purchases are expected to be funded by the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **1 Ton Dually with 30' Boom**  
 ACCOUNT: **05-4021-D331**

CIP-25

**Description:**

Replacement of a 1995 1 ton utility truck with boom.

**Existing Condition:**

The current bucket truck is 21 years old and is in need of replacement. As equipment ages, the reliability and safety factors surrounding its use diminishes to the point where there is reluctance to use it unless absolutely necessary.

**Narrative Justification:**

Replace 1995 truck with a similar 1 ton dually with a 30' boom to assist with tree and limb removal. Salvage value for the old truck is estimated to be \$8,000-\$10,000.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|----------|---------|---------|---------|-----------|
| <b>\$75,000</b> | \$-     | \$75,000 | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Truck purchases are expected to be funded by the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Street Repair**  
 ACCOUNT: **05-4021-D230**

CIP-26

**Description:**

Street repairs are prioritized based on periodic ratings. According the PASER rating system, streets rated 5 or above are generally streets in good condition and may need maintenance performed by the street department. Those streets rated 4 or below are in need of more extensive repair which requires the use of a contractor.

**Existing Condition:**

Streets were initially graded according to the PASER system by the combination of a city employee and construction consultant in January of 2015.

**Narrative Justification:**

As our streets age, it is best to identify streets that benefit from preventive maintenance for both economic and aesthetic purposes. At a certain point, a street becomes beyond touch up repairs and requires a more costly reconstruction. By staying on top of surface repairs, the goal is to keep the base of the roads in good repair to ensure the longest life possible. As the street repairs program develops, future years will specifically identify the needs of the City. Street preservation activities are expected to reinitiate in fiscal year 2016-2017 with slab replacements and restorative seal projects.

**Funding Schedule:**

| Total              | FY16-17   | FY17-18   | FY18-19   | FY19-20   | FY20-21   | Post FY21 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>\$1,115,656</b> | \$128,000 | \$120,000 | \$367,656 | \$250,000 | \$250,000 | N/A       |

**Funding Source:**

Street repairs are expected to be funded by the Capital Improvement Fund (Fund 05).



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Salt Enclosure**  
 ACCOUNT: **05-4021-D230**

CIP-27

**Description:**

The City is responsible for clearing snow and ice from roadways in during winter weather events. To keep roadways drivable during and after events, calcium chloride, sand, and road salt are used. These materials are stockpiled on site for time of need from November – March.

**Existing Condition:**

To keep the necessary amount of road salt available and achieve the best price for it, salt is currently stored on an empty lot and covered by unsightly tarpaulins. In addition to the poor aesthetics, despite being covered, rain and snow-melt runoff causes some of the salt to be disintegrated and run into the storm sewer and exposure to the elements causes large, hard pieces of salt rendering is useless in time of need.

**Narrative Justification:**

As salt enclosure would have the capacity to keep the salt and equipment needed for winter weather events in a more controlled environment. This controlled environment is easier on equipment, workforce, and prevents runoff of unnecessary dissolved salt as storm runoff.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21   | Post FY21 |
|------------------|---------|---------|---------|---------|-----------|-----------|
| <b>\$125,000</b> | \$-     | \$-     | \$-     | \$-     | \$125,000 | N/A       |

**Funding Source:**

A Salt Enclosure is expected to be funded by the Capital Improvement Fund (Fund 05).



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Public Works**  
 CAPITAL ITEM: **Public Works Lot Resurfacing**  
 ACCOUNT: **05-4021-D230**

CIP-28

**Description:**

Parking lots age over time and are susceptible to damage through the winter months by snow plows and heavy equipment. This aging requires resurfacing for safety and aesthetics.

**Existing Condition:**

Three of the four parking lot areas are developing potholes with a crumbling surface and is in need of resurfacing.

**Narrative Justification:**

As a parking lot ages, it is best to resurface as a preventive maintenance procedure for both economic and aesthetic purposes. These lots are used frequently by all City departments and keeping it in the best condition possible serves the city better.

**Funding Schedule:**

| Total | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-------|---------|---------|---------|---------|---------|-----------|
| \$-   | \$-     | \$-     | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Parking Lot resurfacing is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Community Center**  
 CAPITAL ITEM: **Tables and Chairs**  
 ACCOUNT: **05-3000-D325**

CIP-29

**Description:**

Replace all round tables and all chairs at the community center.

**Existing Condition:**

The current tables are worn and broken on the edges from being rolled to move due to the absence of a carrying cart. In addition, the chairs are aging, of subpar construction, and currently breaking at an alarming rate.

**Narrative Justification:**

Mity-Lite tables and chairs offer a great balance between price and quality for the Olivette Community Center. Mity-Lite tables and chairs are the industry standard for durability, weight and compact storage and have a 10 year warranty.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19 | FY19-20  | FY20-21 | Post FY21 |
|-----------------|---------|---------|---------|----------|---------|-----------|
| <b>\$10,500</b> | \$-     | \$-     | \$-     | \$10,500 | \$-     | N/A       |

**Funding Source:**

Table and Chair Replacement is expected to be funded by the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Community Center**  
 CAPITAL ITEM: **HVAC System Replacement**  
 ACCOUNT: **05-3000-D210** CIP-30

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#### Description:

As a vital asset to providing citizens a safe, comfortable place to hold meetings, visit, and enjoy programs, the Community Center has stood firm as maintenance has been deferred over the past several years.

#### Existing Condition:

There are currently only a handful of working HVAC units in operation throughout the building. Due to the nature of the use of the building, individual rooms have their own units to control the temperature with many of the put in service the same time and are at the end or past their useful lives.

#### Narrative Justification:

Replacement HVAC units consist of replacing current units with similar units that are operational and provide the necessary cooling heating functions for the spaces they are designed to be used in.

#### Funding Schedule:

| Total           | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|----------|---------|---------|---------|-----------|
| <b>\$60,000</b> | \$-     | \$60,000 | \$-     | \$-     | \$-     | N/A       |

#### Funding Source:

HVAC System Replacement is expected to be funded by the Capital Improvement Fund (Fund 05).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Administration**  
 CAPITAL ITEM: **Permanent Record Archival**  
 ACCOUNT: **05-1000-D311**

CIP-31

**Description:**

State statute dictates record retention requirements for documents produced and used by the City. The Missouri Secretary of State documents archive timeframes for many document classifications which can at times lead to confusion or misclassification. Currently the only approved permanent record media is microfiche.

**Existing Condition:**

Many documents contained at City Hall, Public Works, and Community Center have never been sorted or had a determination made as to retention time.

**Narrative Justification:**

Teams of dedicated archivists are able to comb through massive amounts of data and rapidly make determinations of retention periods and prepare the documents for imaging as a permanent archiving if required.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|----------|---------|---------|---------|-----------|
| <b>\$20,000</b> | \$-     | \$20,000 | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Records Archival is expected to be funded by Capital Improvement Fund (Fund 05) revenue in the year of service.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Community Center Roof Resurfacing**  
 ACCOUNT: **30-3110-D210**

CIP-32

**Description:**

As a vital asset to providing citizens a safe, comfortable place to hold meetings, visit, and enjoy programs, the Community Center has stood firm as maintenance has been deferred over the past several years.

**Existing Condition:**

Leaks to the flat roof have grown progressively worse despite patching and attempting to identify the source.

**Narrative Justification:**

A replacement roof would consist of weather resistant felt backed vinyl roofing material. There are currently two layers of material on the existing flat roof which will require the complete removal of all roofing material down to original structure. Once the roof is replaced water intrusion is expected to stop and the insulation factor will increase making the building more energy efficient.

**Funding Schedule:**

| Total            | FY16-17   | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|------------------|-----------|---------|---------|---------|---------|-----------|
| <b>\$175,000</b> | \$175,000 | \$-     | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Community Center Roof Resurfacing is expected to be funded by the Stormwater/Parks Fund (Fund 30).

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Parks Maintenance Fleet**  
 ACCOUNT: **30-3110-D331**

CIP-33

**Description:**

The City of Olivette's Parks Department is committed to maintain a fleet of 4 vehicles for park maintenance and city property snow removal.

**Existing Condition:**

The existing truck fleet is in various states of age and repair. In addition, the sizes vary to suit the needs of the department. Currently the fleet contains a 2005 Chevy pickup, a 2007 Chevy Impala, a 2014 Ford F350, a 1999 Jeep Grand Cherokee, and a 2016 Ford F350.

**Narrative Justification:**

The 2005 is anticipated to be replaced in FY'18, the 2014 F350 in FY'21, and the 2016 after FY'21.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18  | FY18-19 | FY19-20 | FY20-21  | Post FY21 |
|------------------|---------|----------|---------|---------|----------|-----------|
| <b>\$120,000</b> | \$-     | \$40,000 | \$-     | \$-     | \$40,000 | \$40,000  |

**Funding Source:**

Parks fleet replacement are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Ball field maintenance tools**  
 ACCOUNT: **30-3110-D380**

CIP-34

**Description:**

Parks staff prepare and maintain three fields for competitive games and an additional two fields for practice. Tools and equipment used to maintain and prepare the fields are specialized for their purpose.

**Existing Condition:**

Current equipment is aging and in various states of repair and use. A parks master plan is expected to identify needs for department.

**Narrative Justification:**

No activities planned for FY '17 through FY '21.

**Funding Schedule:**

| Total | FY16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-------|---------|---------|---------|---------|---------|-----------|
| \$-   | \$-     | \$-     | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Ball field maintenance tools are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Parking lot surfacing**  
 ACCOUNT: **30-3110-D225**

CIP-35

**Description:**

Parking lots age over time and are susceptible to damage through the winter months by snow plows. This aging requires resurfacing for safety and aesthetics.

**Existing Condition:**

Stacy Park parking lot is developing potholes with a crumbling surface and is in need of resurfacing.

**Narrative Justification:**

As the parking lot ages, it is best to resurface as a preventive maintenance procedure for both economic and aesthetic purposes. This park is our most used and keystone park so keeping it in the best condition possible serves the city better.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18 | FY18-19   | FY19-20 | FY20-21 | Post FY21 |
|------------------|---------|---------|-----------|---------|---------|-----------|
| <b>\$245,000</b> | \$-     | \$-     | \$245,000 | \$-     | \$-     | N/A       |

**Funding Source:**

Parking Lot resurfacing is expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



**City of Olivette, Missouri**  
**Capital Improvement Request Form**

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Park Improvements**  
 ACCOUNT: **30-3110-D225**

CIP-36

**Description:**

Replace and improve parks equipment including drinking fountains, reseeding and redesigns, extension of parks paths and general improvements.

**Existing Condition:**

Deferred maintenance of park infrastructure and equipment has grown over the past several years and left older equipment dilapidated and in need of updates to meet modern service needs.

**Narrative Justification:**

As a full park plan is developed, several items have been identified as current needs. FY18 plans include initiating park master plan recommendations with FY19 beginning full implementation of master plan recommendations.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18  | FY18-19   | FY19-20 | FY20-21 | Post FY21 |
|------------------|---------|----------|-----------|---------|---------|-----------|
| <b>\$640,000</b> | \$-     | \$90,000 | \$550,000 | \$-     | \$-     | N/A       |

**Funding Source:**

Park improvements are expected to be funded from the Stormwater/Parks Fund (Fund 30) in each respective year of purchase or from accumulated fund balance if current year expenditures exceed revenue.

## City of Olivette, Missouri

### Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Stacy Park Fountain Redesign**  
 ACCOUNT: **30-3110-D225**

CIP-37

**Description:**

Rebuild and restore the Stacy Park fountain.

**Existing Condition:**

The existing structure is in a state of disrepair with rocks missing and the lining under the structure exposed. In addition, the pumping and water delivery system is not built to the standards of wear and tear typical in a public park setting.

**Narrative Justification:**

In keeping with the intent and dedication of the feature, a rebuild of the fountain and aesthetic portions of the fountain would be redesigned to a tougher and more permanent standard to lower staff time require to maintain the fountain and prevent breakdowns in the fountain mechanisms.

**Funding Schedule:**

| Total           | FY16-17 | FY17-18 | FY18-19  | FY19-20 | FY20-21 | Post FY21 |
|-----------------|---------|---------|----------|---------|---------|-----------|
| <b>\$30,000</b> | \$-     | \$-     | \$30,000 | \$-     | \$-     | N/A       |

**Funding Source:**

Fountain improvements are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Park Play Systems Refurbish**  
 ACCOUNT: **30-3110-D225**

CIP-38

**Description:**

Replace, redesign, and refurbish play structures at the city’s five parks. The playgrounds are up various ages and many are showing their age. Structures such as these generally serve as the heart of a park and improve usage and sense of community.

**Existing Condition:**

The play systems were installed in several time periods and therefore some are aging and in need of replacement or repairs to maintain a safe environment.

**Narrative Justification:**

Generally improvements have been funded through grants and the intention is to develop a comprehensive plan and apply for funding to complete the project at once via a grant funding round.

**Funding Schedule:**

| Total            | FY16-17 | FY17-18 | FY18-19 | FY19-20   | FY20-21 | Post FY21 |
|------------------|---------|---------|---------|-----------|---------|-----------|
| <b>\$120,000</b> | \$-     | \$-     | \$-     | \$120,000 | \$-     | N/A       |

**Funding Source:**

Play systems are expected to be funded from the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Park Master Plan**  
 ACCOUNT: **30-3110-D225**

CIP-39

**Description:**

A full master plan to encompass the roughly 100 acres of park ground. A comprehensive look at the needs and wants of the community to make the five major parks, greenways, and walking trails a cohesive parks system.

**Existing Condition:**

A full master plan that encompasses the roughly 100 acres of park ground and open areas has never had a comprehensive look. The most recent plan appears to have been preliminarily approached with the long range facilities task force. Current usage of time and money follows a spotty approach due to lack of knowledge of needs of the community.

**Narrative Justification:**

A new master plan that provides direction to city staff on the needs of a modern parks system and the wants of the citizens. A full deliverable is expected to include findings and goals along that will formulate a spending and time allotment strategy.

**Funding Schedule:**

| Total           | FY16-17  | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|----------|---------|---------|---------|---------|-----------|
| <b>\$20,000</b> | \$20,000 | \$-     | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

The Parks Master Plan is expected to be funded from the Stormwater/Parks Fund (Fund 30) in the year of contract.



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Parks**  
 CAPITAL ITEM: **Parks Maintenance Building/Demo**  
 ACCOUNT: **30-3110-D210**

CIP-40

**Description:**

Parks Maintenance staff consists of a Parks Crew Lead, Operator, and Horticulturalist in addition to seasonal and part time employees. Proper office space, equipment storage, and covered work areas increase efficiency and safety in addition to allowing equipment to last longer.

**Existing Condition:**

The current staff “office”, small equipment storage, and covered work area consists of an aging and deteriorating house located at 1158 Warson Rd adjacent to Warson Park. By design, a house doesn’t provide the storage, ventilation, or space needed to operate an efficient parks operation.

**Narrative Justification:**

The current house would be destroyed and utilities abandoned with the location transitioned into open space. The replacement building would consist of a larger shed type building located in Warson Park where equipment could be stored and maintained in an appropriate area.

**Funding Schedule:**

| Total           | FY16-17  | FY17-18 | FY18-19 | FY19-20 | FY20-21 | Post FY21 |
|-----------------|----------|---------|---------|---------|---------|-----------|
| <b>\$50,000</b> | \$50,000 | \$-     | \$-     | \$-     | \$-     | N/A       |

**Funding Source:**

Maintenance building demolition and construction of replacement is expected to be funded from the Stormwater/Parks Fund (Fund 30) in the respective year of purchase



## City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Facilities**  
 CAPITAL ITEM: **New Public Safety and Administration Building**  
 ACCOUNT: **26-1610-D210**

CIP-41

**Description:**

Construction of a new two story building to house police, fire, administration, recreation, and planning and community development departments.

**Existing Condition:**

Residential properties have been purchased and the existing houses have been razed on the current site located on Dielman between Olive and Dielman Industrial Drive. Construction is set to begin in January of 2016 with initial operation of the building scheduled to begin in February 2017.

**Narrative Justification:**

In August of 2014, voters approved a \$13.5 million bond issue that became the Series 2014 GO Bonds. These bonds are expected to be paid off over the next 20 years with an additional tax on Real and Personal Property within the city limits. FY '16 costs consisted of the completion of the majority of architectural and engineering costs, the front end of construction costs. Final expenditures of the \$13.5 million are expected to conclude in FY '17.

**Funding Schedule:**

| Total              | FY16-17     | FY17-18 | FY18-19 | FY19-20 | FY19-20 | Post FY20 |
|--------------------|-------------|---------|---------|---------|---------|-----------|
| <b>\$9,500,000</b> | \$9,500,000 | \$-     | \$-     | \$-     | \$-     | \$-       |

**Funding Source:**

The new facility is funded by 2014 GO Bonds in the amount of \$13.5 million contained in the New Facility Fund (Fund 26).

**CITY OF OLIVETTE  
CITY COUNCIL MEETING MINUTES  
May 24, 2016**

The Olivette City Council met on May 24, 2016 at 7:00 PM in the Council Chambers at Olivette City Hall located at 9473 Olive Boulevard, Olivette, Missouri. Mayor Ruth Springer called the meeting to order at approximately 7:10 PM.

**Item #1 – Roll call**

On roll call, the following persons were present: Mayor Ruth Springer, Chairman Pro-tem J. Gregory Carl, Council Member Missy Waldman and Council Member Suzanne Sewell. Council Member Maxine Weil and City Attorney Paul Martin were absent with excuse.

Also in attendance were City Manager Barbara Sondag, Police Chief Rick Knox, Fire Chief Scott Avery, Finance Director Darren Mann, and City Clerk Myra Bennett.

**Item #2 – Communications**

City Clerk Bennett noted that no written communications were submitted for the May 24, 2016 City Council meeting.

**Item #3 – City Manager's Report**

City Manager Sondag reported the following:

- Construction continues on the new City Center. Steel is currently being placed. The project remains on budget, and staff is anticipating a March 2017 move in date. Bids for furniture for the new building were opened last week, and those bids are currently under review. It appears that the low bid will be under budget.
- Work continues on the Old Bonhomme Road improvement project. The work on the south side of Old Bonhomme, between Price and Dielman should be completed next week. Traffic will remain west bound only. The project has been somewhat impacted by the recent rain; therefore, the number of crews working on the project has increased. It is anticipated that some of the road work will be done on Saturdays, to help keep the project on schedule.
- Work continues on the North Price Road project, and the project is going well. It appears occupancy rates are increasing in this area.
- A street seal project in the northeast quadrant was completed April 27<sup>th</sup> – April 29<sup>th</sup>.
- The Olivette Police Department participated in the Law Enforcement Torch Run, benefiting Special Olympics Missouri, on May 12<sup>th</sup>.
- A "Party in the Park" event will be held on June 17<sup>th</sup> at Stacy Park. There will be family events, such as pony rides, inflatables, etc., starting at 6:30 PM, followed by a showing of the movie, "The Force Awakens", at 8:30 PM.
- A "Coffee with the Mayor" event will be held at 8:45 AM tomorrow at City Hall.
- On June 18<sup>th</sup>, the City will hold an electronics recycling, paper shredding, and drug take back event at City Hall, 9473 Olive Boulevard, from 9:00 AM until noon.

**Item #4 – City Council Reports**

Council Member Waldman stated that the Planning and Community Design Commission meeting of May 19<sup>th</sup> was postponed until May 26<sup>th</sup>. She noted that she attended the Parks and Recreation Committee meeting, in Council Member Sewell's absence, on May 18<sup>th</sup>; however, that committee did not have a quorum.

DRAFT

Council Member Sewell stated that she has attended no meetings.

Chairman Pro-tem Carl stated that he has attended no meetings, noting that the Economic Development Committee meeting has been postponed until tomorrow evening. He also noted that the group "Olivette Together" met with "OlivetteOne" on May 16<sup>th</sup> to discuss common goals of the two groups. They are planning to work together to provide drop-in tutoring services for local youth at the Olivette Community Center.

Mayor Springer stated that she attended a meeting of the Suburban Mayors last week, noting that this is a group of Mayors from smaller communities who meet to discuss the unique needs of their communities, (as opposed to some of the larger communities), and how to best address those needs. She also stated that she will be participating in a tour of the Calloway Nuclear Power Plant with Ameren Missouri on June 6<sup>th</sup>.

**Item #5 – Finance Report for Period Ending April 30, 2016**

Finance Director Mann reviewed revenues and expenditures for all funds for the period ending April 30, 2016.

Chairman Pro-tem Carl made a motion to move "Item #9 – Quarterly Investment Report – Bond Funds" as the next time of business on the agenda. Motion seconded by Council Member Waldman.

**POLL OF THE COUNCIL:**

|                        |        |
|------------------------|--------|
| Chairman Pro-tem Carl  | Yea    |
| Council Member Waldman | Yea    |
| Council Member Sewell  | Yea    |
| Council Member Weil    | Absent |
| Mayor Springer         | Yea    |

Motion passed.

**Item #6 - Quarterly Investment Report – Bond Funds**

Finance Director Mann gave an investment summary report and reviewed the summary statement provided by 5/3 Securities for the City's Series 2014 GO Bond. He stated that \$2.4 million maturity that occurred in April was reinvested with \$1 million set to mature in the beginning of May, and another \$1 million to mature a month later in June. The remaining \$450,000 was placed in two, 3 month CD's, maturing in July. He noted that current holdings match expected cash needs, so maturities are planned to be pulled back for City Center costs. Discussion held.

**Item #7 – Hearing from Citizens (Part I) – Three (3) Minutes Per Person, Ending Approximately at 8:00 PM**

No speaker cards were submitted.

**OLD BUSINESS** – None.

**NEW BUSINESS**

**Item #8 – Bill #2807 – An Ordinance repealing Chapter 600 of the Municipal Code of the City of Olivette and enacting a new chapter in lieu thereof relating to liquor control – First Reading**

DRAFT

City Clerk Bennett read Bill #2807 – An Ordinance repealing Chapter 600 of the Municipal Code of the City of Olivette and enacting a new chapter in lieu thereof relating to liquor control, for the first time, by title only.

City Manager Sondag noted that the current liquor control code has not been updated is some time. She stated that the City Attorney and staff have worked to update the ordinance and make it easier to understand; however, much of the language comes directly from State Statute. She noted that staff will continue to refine the ordinance prior to second reading in June. Discussion held regarding the proposed changes.

**Item #9 – Approval of Fitness Equipment Bid**

Fire Chief Avery noted that the City placed a request for proposals for the purchase of fitness equipment for the new City Center. Proposals were submitted by Pro Maxima and Advanced Exercise Equipment. Chief Avery noted that, after review of the proposals by the fitness committee, the recommendation was made to approve the proposal from Advanced Exercise Equipment. Although Pro Maxima was the low bidder, that bid contained lower quality equipment, as opposed to that contained in the bid from Advanced Exercise Equipment. Discussion held regarding the specific type of equipment to be purchased.

Chairman Pro-tem Carl made a motion to approve purchase of fitness equipment from Advanced Exercise Equipment of Brentwood, Missouri, in an amount of \$57,461.92. Motion seconded by Council Member Waldman.

POLL OF THE COUNCIL:

|                        |        |
|------------------------|--------|
| Chairman Pro-tem Carl  | Yea    |
| Council Member Waldman | Yea    |
| Council Member Sewell  | Yea    |
| Council Member Weil    | Absent |
| Mayor Springer         | Yea    |

Motion passed.

**Item #10 - Review and Approval of the Minutes of the April 24, 2016 City Council Meeting**

Mayor Springer asked if there were any corrections to be made to the minutes of the April 24, 2016 City Council meeting. Being none, Council Member Waldman made a motion to approve the April 24, 2016 City Council meeting as submitted. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

|                        |        |
|------------------------|--------|
| Chairman Pro-tem Carl  | Yea    |
| Council Member Sewell  | Yea    |
| Council Member Waldman | Yea    |
| Council Member Weil    | Absent |
| Mayor Springer         | Yea    |

Motion passed.

**Item #11 – Hearing from Citizens (Part 2)**

No speaker cards were submitted.

**Item #12 – City Attorney’s Report**

City Attorney Paul Martin was absent with excuse.

**Executive Session**

Council Member Waldman made a motion to move into Executive Session, pursuant to the Revised Statutes of the State of Missouri, Section 610.021.3, to discuss personnel matters. Motion was seconded by Chairman Pro-tem Carl.

POLL OF THE COUNCIL:

|                        |        |
|------------------------|--------|
| Council Member Waldman | Yea    |
| Chairman Pro-tem Carl  | Yea    |
| Council Member Sewell  | Yea    |
| Council Member Weil    | Absent |
| Mayor Springer         | Yea    |

Motion passed. City Council moved to Executive Session at approximately 8:15 PM.

The City Council reconvened to the regular meeting at approximately 9:18 PM. It was noted that no reportable votes were taken.

**Item #13 – Adjournment**

Being no further business, Chairman Pro-tem Carl made a motion to adjourn the meeting. Motion seconded by Council Member Waldman. Mayor Springer adjourned the meeting at approximately 9:20 PM.

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Mayor Ruth Springer

ATTEST:

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Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette



## ***CITY COUNCIL AGENDA SUBMISSION***

### **Agenda Item:**

Hearing from Citizens (Part 2)

### **Description:**

Olivette citizens and businesses express concerns, discuss issues, and make requests of the City Council's assistance in getting matters resolved.

The Mayor and City Council would like to remind the audience of the following:

1. The purpose is to hear your concerns, issues, and questions.
2. Cards submitted after the beginning of 1<sup>st</sup> "Hearing from Citizens" will not be called until the 2<sup>nd</sup> "Hearing from Citizens".
3. The Chair has discretion to allow individuals to speak without previously submitting a card; however, those individuals will also need to complete a card.
4. Personal attacks of Council Member, Staff, and/or individuals are not permissible.
5. Any question should be directed to the Chair and only the Chair.
6. Questions concerning agenda items may be addressed by Council or staff at the time the agenda item is discussed.
7. Questions that are not pertaining to agenda items may receive an answer by the method of your choice; indicated at the bottom of the submittal cards.
8. Profanity is not allowed.
9. Campaigning and electioneering are not permitted.

"Hearing from Citizens" is not intended to be an open discussion. It is intended to provide an opportunity for citizens to be heard at official meetings.

When called, please step to the podium; state your name and your address before addressing your subject matter.

Each person has up to three (3) minutes to speak. Should your time elapse, you are welcome to continue at the second hearing from citizen's session again, for up to 3 minutes.