

NOTICE OF A REGULAR MEETING
OF THE BOARD OF ALDERMEN
June 14, 2022 at 6:00PM

Notice is hereby given that a Regular Meeting of the Board of Aldermen of the City of Shrewsbury, Missouri, will be held in the Aldermanic Chambers at the City Center and by via Zoom teleconference on Tuesday, June 14, 2022 at 6:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/6889566954?pwd=UytBczIrrSS8vN3EvT2ZNMStSMGxzUT09>

Meeting ID:688 956 6954 Password:061422

One Tap Mobile: 13126266799,,6889566954#,,,,*061422#

- A. Roll Call**
- B. Minutes** – May 18, 2022 Special Meeting; May 25, 2022 Work Session
- C. Hear Citizens** – Pre-Submitted Written Comments on Agenda Items Only
- D. Bills** – Consideration of June Bills
- E. Annual Liquor License Approval:**
- Walmart Store No. 3061 @ 7437 Watson Rd.
 - St. Michael the Archangel @ 7622 Sutherland Ave.
- F. Ordinances for Consideration:**
- Bill 3058 - AN ORDINANCE ESTABLISHING A FINANCE COMMISSION WITHIN THE CITY OF SHREWSBURY**
- Bill 3059 - AN ORDINANCE PROVIDING FOR THE APPROVAL OF THE INSTALLATION OF A NEW FIRE HYDRANT ALONG THE 7600 BLOCK OF WATSON ROAD IN THE CITY OF SHREWSBURY, MISSOURI.**
- Bill 3060 - AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A SUPPLEMENTAL CONTRACT WITH HOLLORAN CONTRACTING, INC.**
- Bill 3061 - AN ORDINANCE ADOPTING A POLICY ESTABLISHING A MINIMUM UNRESTRICTED FUND BALANCE FOR THE CITY OF SHREWSBURY**
- Bill 3062 - AN ORDINANCE AUTHORIZING THE POLICE CHIEF TO EXECUTE A CONTRACT WITH THE CITY OF ST. ANN, MISSOURI FOR THE HOUSING OF SHREWSBURY INMATES AT THE ST. ANN CITY JAIL**
- G. Department Head Reports**
- H. Mayor’s Report**
- I. Budget Amendment Request - Finance Department**
- J. Old Business**
- K. New Business**
- L. Hear Citizens** – Live Comments/Questions from Interested Parties (3 minutes per person)
- M. Adjournment**

All interested parties are invited to attend.

The City of Shrewsbury is working to comply with the Americans with Disabilities Act (ADA). Individuals who require an accommodation (sign language interpreter, listening device, an accessible location, etc.) to attend a meeting should contact City Hall, 647-5795 V or use Relay Missouri 1-800-735-2966 TDD, at least 48 hours in advance and communicate their needs.



Elliot Brown,
Interim City Administrator & City Clerk

**CITY OF SHREWSBURY
SPECIAL MEETING OF THE
BOARD OF ALDERMEN**

May 18, 2022

An Open Meeting of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 11:30a.m. on May 18, 2022 via Zoom teleconference for the transaction of such business that came before the Board.

Present:	Mayor	Mike Travaglini
	Alderman	Greg Lauter
	Alderman	Keith Peters
	Alderman	John Odenwald
	Alderman	Elisa Reeves
	Alderman	Michael Schmelzle
	Alderman	Bette Welch
Also Present:	Street Superintendent	Tony Wagner
	Police Chief	Lisa Vargas
	Director of Parks & Recreation	Chris Buck
	Fire Chief	Chris Amenn
	Director of Finance	Diana Madrid
	City Attorney	Mike Daming
	Interim City Admin. & City Clerk	Elliot Brown

Roll Call

Mayor Travaglini called the meeting to order, and Interim City Administrator/City Clerk Brown commenced with the roll call. A quorum was present for the transaction of City business.

FY2022 Employee Salaries / Budget Workshop

Mayor Travaglini introduced the special meeting topic. Chief Amenn update the Board on the ongoing staffing issues in the Fire Department indicating that additional losses would result in a dissolution of the entire department. If this were to happen, the Affton Fire Protection District may have to take over the Fire/EMS services in Shrewsbury. Chief Amenn stated that this was an unprecedented situation.

Director Madrid presented 4 separate options for adjusting employee salaries this year to avoid further staffing reductions in the Fire Department. The first would be to pay all employees a 3% on-time salary adjustment either one or two payments. The second would reverse the pay freeze in place since 2020 for all eligible employees starting in either June or July. The third would increase all Fire Department personnel salaries to the 50th percentile based on a salary survey of comparable nearby communities and reverse the pay freeze in place since 2020 for all other city employees starting in either June or July. The fourth option would increase all Fire Department and Police Department personnel salaries to the 50th percentile based on a salary survey of comparable nearby communities and reverse the pay freeze in place since 2020 for all other city employees starting in either June or July.

Director Madrid informed the Board that the Finance Department was overworked and requested authorization to engage an outsourced accountant on a temporary basis to perform day-to-day duties to allow her to focus on key city-wide strategies and projects. She estimated the expense for June, July, and August to be about \$38,500. After some discussion, the Board asked Director Madrid to find a less expensive option.

Director Madrid informed the Board that the City's target unassigned fund balance of 25-35% was higher than the GFOA recommended minimum of two months of regular general fund operating revenues or expenditures. After analyzing the projected 2021 fund balance, Director Madrid found that of all the options, none would result in a fund balance above the City's current target and only the first three options would result in a fund balance above the GFOA recommended minimum.

Director Madrid then showed the Board a graph of the FY2021 cash flow data pointing out that the City's account balance dropped to \$200,900 in July 2021. She recommended the City obtain a line of credit between \$500k and \$1m to ensure the City has adequate funds to cover monthly expenditures through the end of FY2022 if the Board were to approve any of the salary adjustment options.

Alderman Schmelzle asked if a salary adjustment for the Fire Department personnel would stop the turnover issue. Chief Amenn responded that two employees that were interviewing elsewhere would stay if the Board chose the option increasing the Fire Department salaries to the 50th percentile. Chief Vargas added that the Police Department is critically short on staff and would not be able to safely respond to incidents if additional personnel leave.

Alderman Odenwald moved to increase Police and Fire Department personnel salaries to the 50th percentile and reverse the pay freeze in place since 2020 for all other city employees starting July 1, 2022 provided that Director Madrid can secure a line of credit to cover expenditures before that date; Alderman lauter seconded. The motion carried unanimously by voice vote.

Adjournment

Alderman Odenwald moved to adjourn the meeting; Alderman Schmelzle seconded. The motion passed unanimously by voice vote.

Meeting adjourned.

Respectfully Submitted,



Elliot Brown
Interim City Administrator & City Clerk

**CITY OF SHREWSBURY
WORK SESSION OF THE
BOARD OF ALDERMEN
May 24, 2022**

An Open Meeting of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 6:00 p.m. on May 24, 2022 in the Aldermanic Conference Room of City Hall and via Zoom teleconference for the transaction of such business that came before the Board.

Present:	Mayor	Mike Travaglini
	Alderman	Keith Peters
	Alderman	John Odenwald
	Aldersperson	Elisa Reeves
	Alderman	Michael Schmelzle
	Aldersperson	Bette Welch
Absent:	Alderman	Greg Lauter
Also Present:	Public Works Superintendent	Tony Wagner
	Police Chief	Lisa Vargas
	Director of Parks & Recreation	Chris Buck
	Fire Chief	Chris Amenn
	Director of Finance	Diana Madrid
	City Attorney	Mike Daming
	Interim City Admin./City Clerk	Elliot Brown

Roll Call

Mayor Travaglini called the meeting to order, and Interim City Administrator/City Clerk Brown commenced with the roll call. A quorum was present for the transaction of City business.

Moment of Silence

Mayor Travaglini asked for a moment of silence out of respect for the lives lost in the mass-shooting that occurred in Uvalde, Texas earlier in the day.

Proclamation – Agnes Mohan 100th Birthday Recognition

Mayor Travaglini presented a proclamation in recognition of Shrewsbury resident Agnes Mohan’s 100th birthday.

Approval of Minutes

Mayor Travaglini introduced the minutes from the May 10, 2022 Regular Meeting and opened the floor for discussion. **Aldersperson Welch moved to approve the minutes as submitted; Alderman Peters seconded. The motion carried unanimously by voice vote.**

Sign Permit – 7261 Watson Rd. – KAD jewelry & battery

Interim City Administrator/City Clerk Brown provided a brief description of the building permit application submitted by Vital Signs to install an electric sign for KAD jewelry & battery at 7261 Watson Rd. There being no comments or questions from the Board, **Alderman Schmelzle moved to approve the building permit; Alderman Odenwald seconded. The motion carried unanimously by voice vote.**

Bid Approval: 2022 CDBG Street Improvements

Interim City Administrator/City Clerk Brown provided a brief description of the street improvements project replacing concrete slabs in the 5400 block of Somerworth Ln. and the bids received:

Holloran Base Bid:	RV Wagner Base Bid:	Spencer Base Bid:
\$22,481.08	\$26,496.50	\$36,799.32
Holloran Alt. Bid:	RV Wagner Alt. Bid:	Spencer Alt. Bid:
\$23,628.62	\$27,473.90	\$38,298.00

Staff recommended the Board accept Holloran Contracting’s Alternative Bid of \$23,628.62 as the lowest best bid. **Alderman Peters moved to accept the bid from Holloran Contracting; Alderperson Welch Seconded. The motion carried unanimously by voice vote.**

Ordinance for Second Reading & Final Passage – Bill 3055 CDBG 2021-2023 Cooperative Agreement. Sponsored by Alderman Lauter

Mayor Travaglini introduced Bill 3055 sponsored by Alderman Lauter authorizing the Mayor to execute a municipal housing and community development cooperation agreement with St. Louis County for the allocation of 2021-2023 Community Development Block Grant project funding. The Bill received a first reading at the May 10, 2022 Regular Meeting.

Alderman Peters moved for second reading of Bill 3055; Alderman Schmelzle seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3055 for the second time.

Alderman Peters moved for final passage of Bill 3055; Alderman Schmelzle seconded. The following roll-call vote was recorded:

Alderman Peters	Yea	Alderman Schmelzle	Yea
Alderman Odenwald	Yea	Alderperson Welch	Yea
Alderperson Reeves	Yea		

Bill 3055 was passed and approved as Ordinance 3036:

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MUNICIPAL AND COMMUNITY DEVELOPMENT COOPERATION AGREEMENT WITH THE COUNTY OF ST. LOUIS, MISSOURI FOR THE ALLOCATION OF 2021-2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FUNDING.

Ordinance for First & Second Reading & Final Passage – Bill 3056 Holloran Contracting, Inc. contract. Sponsored by Alderperson Welch

Mayor Travaglini introduced Bill 3056 sponsored by Alderperson Welch authorizing the Mayor to execute a contract with Holloran Contracting, Inc. for street improvements at 5406-5410

Somerworth Ln. Superintendent Wagner requested that the Board suspend the meeting rules to allow both readings to allow the contractor to get started as soon as possible.

Alderson Welch moved for first reading of Bill 3056; Alderman Odenwald seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3056 for the first time.

Alderson Welch moved to suspend the meeting rules to allow for both readings of Bill 3056 in one meeting; Alderman Schmelzle seconded. The motion carried unanimously by voice vote.

Alderson Welch moved for second reading of Bill 3056; Alderman Schmelzle seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3056 for the second time.

Alderson Welch moved for final passage of Bill 3056; Alderman Schmelzle seconded. The following roll call vote was recorded:

Alderman Peters	Yea	Alderman Schmelzle	Yea
Alderman Odenwald	Yea	Alderson Welch	Yea
Alderson Reeves	Yea		

Bill 3056 was passed and approved as Ordinance 3037:

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH HOLLORAN CONTRACTING, INC.

Ordinance for First & Second Reading & Final Passage – Bill 3057 Idemia Identity and Security USA, LLC contract. Sponsored by Alderman Peters

Mayor Travaglini introduced Bill 3057 sponsored by Alderman Peters authorizing the Chief of Police to execute a contract with Idemia Identity and Security USA, Inc. for electronic fingerprinting hardware and software. Chief Vargas added that Captain Goewert had successfully applied for a grant to help cover the cost of the equipment which the City needs now that it has left the East Central Dispatch Center.

Alderman Peters moved for first reading of Bill 3057; Alderman Odenwald seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3057 for the first time.

Alderman Peters moved to suspend the meeting rules to allow for both readings of Bill 3057 in one meeting; Alderman Odenwald seconded. The motion carried unanimously by voice vote.

Alderman Peters moved for second reading of Bill 3057; Alderman Odenwald seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3057 for the second time.

Alderman Peters moved for final passage of Bill 3057; Alderman Odenwald seconded. The following roll call vote was recorded:

Alderman Peters	Yea	Alderman Schmelzle	Yea
Alderman Odenwald	Yea	Alderson Welch	Yea
Alderson Reeves	Yea		

Bill 3057 was passed and approved as Ordinance 3038:

AN ORDINANCE AUTHORIZING THE CHIEF OF POLICE TO EXECUTE A CONTRACT WITH IDEMIA IDENTITY AND SECURITY USA LLC.

Discussion Item – Finance Commission Draft Bill

Mayor Travaglini introduced the topic of discussion and invited Director Madrid to present the draft Bill establishing a Finance Commission. The Board discussed the draft Bill and requested a final version for first reading at the June 14th regular meeting.

Discussion Item – City Administrator Job Description

Mayor Travaglini introduced the topic of discussion. Alderson Reeves stated she had requested this discussion item so the Board could begin the process of clarifying the role of the City Administrator in the Code. Currently, it is a department head position that serves as an assistant to the Mayor rather than as the Chief Administrative Officer of the City. The Board discussed the City Administrator job description and requested the item be added to a future meeting for further discussion.

Discussion Item – C-2 Zone Permitted Uses & Special Use Notice Draft Bill

Mayor Travaglini introduced the topic of discussion. Interim City Administrator/City Clerk Brown summarized the proposed changes to the C-2 Planned Commercial District zone and special use permit notice requirements: Restaurants and Cocktail Lounges would be separated into different categories in section 405.060(B), Restaurants would be included in section 410.050(B)(1) as a permitted use, and special use permit notice requirements would be reduced from 15 days prior to a hearing to 10 days in section 405.060(C)(2-3). Interim City Administrator/City Clerk Brown stated the proposed changes would encourage and facilitate economic development in the C-2 Planned Commercial Districts in the City and make the public notice requirements coincide with the publication schedule of the Webster-Kirkwood Times. The Board discussed the bill and asked Staff to conduct additional research and for the item be added to a future meeting for further discussion.

Old Business: NONE

New Business: NONE

Hear Citizens

Chet Pleban (7403 Williamsburg Colonial Ln.), Kathleen Kearns (7356 Woodlawn Colonial Ln.), Jane Herz (7380 Whitehall Colonial Ln.), and Martha Metzler (5305 Kenrick View Dr.) all oppose making restaurants a permitted use in C-2 Planned Commercial zone.

Carolyn Martini (7422 Kenrick Pointe Dr.) agreed with previous statements in opposition to changing the C-2 zone permitted uses and asked the Board to review how neighboring communities regulate restaurants in their zoning code prior to making any changes.

Diana Blackmon (5122 Lenox Ave.) requested that the leash laws be enforced in all public parks.

Dee Wiecher (5322 Kenrick View Dr.) agreed with previous statements in opposition to changing the C-2 zone permitted uses and to changing the notice requirements for special use permit hearings. She also suggested changing the zoning of the Lower Kenrick commercial property due to its close proximity to residential homes.

Susan Littlefield (7324 Whitehall Colonial Ln.) supports separating restaurants and cocktail lounges into different categories in section 405.060(B).

Linda Poole (7408 Williamsburg Colonial Ln.) agreed with previous statements in opposition to changing the C-2 zone permitted uses and requested that the City take action to enforce weed nuisance codes on Walmart's property as the grass hasn't been cut in weeks.

John Bub (7408 Williamsburg Colonial Ln.) agreed with previous statements in opposition to changing the C-2 zone permitted uses and with previous statements regarding the Walmart property.

Anna Bischoff (7228 Nottingham Ave.) opposes changing the notice requirements for special use permit hearings.

Adjournment

Alderson Welch moved to adjourn the meeting; Alderman Peters seconded. The motion carried unanimously by voice vote. The meeting adjourned.

Respectfully Submitted,



Elliot M. Brown
Interim City Admin. & City Clerk



Board of Aldermen Meeting

June 14, 2022

Bills Over 2,000

<u>AP Triton, LLV</u>	8,800.23
GEMT Cost Recovery - Fire	
<u>Image Trend</u>	9,150.00
Annual Fee & Webinar Training - Fire	
<u>ESO Solutions, Inc</u>	2,773.34
Annual Maintenance - Subscription Fee - Fore	
<u>Capri Pools</u>	8,662.50
Pool Maintenance	
<u>Fabick</u>	2,179.55
Generator Maintenance - Fore	
<u>B & B Aquatics</u>	2,320.00
Sharks Swim Team Caps	
Total	<u>33,885.62</u>

AP Triton, LLC
1309 Coffeen Ave
Sheridan, WY 82801 US
1.833.251.5824



AP TRITON
VISION · INNOVATION · SOLUTIONS

BILL TO

Chris Amenn, Fire Chief
City of Shrewsbury Fire
Department
4400 Shrewsbury Avenue
Shrewsbury, MO 63119

INVOICE 2022-177

DATE 05/08/2022 TERMS 30 days

DUE DATE 05/31/2022

PROJECT NAME

GEMT Cost Recovery

DESCRIPTION

AMOUNT

FY 20/21 Cost Report Preparation
3% of Gross Proceeds (\$43,340.84)

7,500.00
1,300.23

PLEASE NOTE NEW REMITTANCE ADDRESS

Contact VErwin@aptriton.com for copy of GEMT Cost Report
and/or Invoice Calculation Worksheet

TOTAL DUE

\$8,800.23

Chris Amenn

264



Invoice

Remit To:

ImageTrend, Inc.
 20855 Kensington Blvd.
 Lakeville, MN 55044

Phone: 952-469-1589

Email: invoices@imagetrend.com

Bill To:

Shrewsbury Fire Department
 5200 Shrewsbury Ave
 Shrewsbury MO 63119

Invoice Number 135132
 Invoice Date 4/30/2022
 Terms Net 30
 PO Number
 Order Number 18872
 Customer Number 1343

Ship To:

Shrewsbury Fire Department
 5200 Shrewsbury Ave
 Shrewsbury MO 63119

Item Name	Description	Qty	Unit Price	Total
ImageTrend Billing Bridge Clearinghouse	Annual Fee	1	\$4,750.00	\$4,750.00
Availity Clearinghouse - Integration	Annual Fee	1	\$500.00	\$500.00
ImageTrend Billing Bridge Setup	One Time Fee	1	\$2,500.00	\$2,500.00
Webinar Training 2hr Session	One Time Fee	1	\$1,400.00	\$1,400.00

Invoice Sub-Total \$9,150.00
 Taxes \$0.00
 Invoice Total \$9,150.00

Thank you for your business!

Please include customer number and invoice number on your payment.

5 8380

Christina Arena



Invoice

Please send payments to:
ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449

Date: 5/2/2022
Invoice # ESO-79281
Terms Net 30
Due Date 6/1/2022
PO#

Bill To

City of Shrewsbury, Fire Department (MO)
4400 Shrewsbury Ave
Shrewsbury MO 63119
United States
fire@cityofshrewsbury.com

Ship To

Shrewsbury City Fire Department (MO)
4400 Shrewsbury Ave
Shrewsbury
MO 63119
US

Item	From	To	QTY	UOM	Total
ER - Fire Package	6/1/2022	5/31/2023	1		\$1,633.00
ER - Google Maps	6/1/2022	5/31/2023	1		\$473.34
ER - CAD Integration	6/1/2022	5/31/2023	1		\$115.00
ER - InspectER App - Level 3	6/1/2022	5/31/2023	1		\$276.00
ER - InspectER App - Level 3	6/1/2022	5/31/2023	1		\$276.00

Invoice Message:

Total (Without Tax):	\$2,773.34
Tax:	\$0.00
Grand Total:	\$2,773.34
Amount Paid/Credit:	\$0.00
Total Recurring:	\$2,773.34
Total One-Time:	
Invoice Balance:	\$2,773.34

Remit Payment to:

ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449

Amounts invoiced are per your agreement(s) which may include annual uplift and an increase in quantities based on usage overages. Your payment of this invoice serves as acceptance of such increases.

Questions? Contact: AccountsReivable@eso.com 866-766-9471 option 8

ESO will never e-mail you soliciting payment information. Please call us or e-mail AccountsReivable@eso.com if you have any questions or wish to make a change.

Tax ID: 36-4566209

Pay Online

2 74 *Christina Ammer*

[For a 3% fee, pay via Card](#)

Direct Card Payment Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/3209439/?amount=285654.02

[Pay via Online Bank Transfer](#)

Direct Bank Transfer Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/3209439/?card=false

Remit To: Capri Pools & Aquatics
 22 Gateway Comm. Ctr. Dr. W., #110
 Edwardsville, IL 62025

Invoice 3127
 Invoice Date 05/18/22
 Due Date 06/17/22

Bill To: City of Shrewsbury Parks & Recreation
 5200 Shrewsbury Ave.
 Shrewsbury, MO 63119

Work Description: WO 2746

Work Order: 2746

Service Location: Shrewsbury Aquatic Center
 7407 Sutherland Ave
 Shrewsbury, MO 63119

Scope: 1

Price Method: Time and Materials

Line #	Date of Service	Description	P. O. Number	Quantity	UM	Unit Price	Price UM	Price Total	Tax Amount	Total
Cost Type: 2 - Material - Permanent										
1	04/30/22	Other - 48x60 Double Bottom Outlet Filter Grids Complete		10.00		796.25		7,962.50	0.00	7,962.50
Cost Type 2 Subtotal								7,962.50	0.00	7,962.50
Cost Type: 5 - Other										
2	04/30/22	Other - Shipping		1.00		700.00		700.00	0.00	700.00
Cost Type 5 Subtotal								700.00	0.00	700.00
Scope 1 Subtotal								8,662.50	0.00	8,662.50

Discount Date: Discount Rate: 0% Terms: Net 30 Days

Subtotal 8,662.50
 Tax 0.00
 Total 8,662.50

Account 20-185 6230 Amount 8662.50

Approved 



Fabick Power Systems Inc
 101 Fabick Dr
 Fenton, MO 63026
 Phone: 636-349-5500

SERVICE INVOICE

For Invoice questions please call: 636-343-5900 ext. 2970	
Invoice Number	SIPS0179084
Invoice Date	05-10-22
AMOUNT DUE	2179.55
Credit Amount	
Customer Order Number	MIKE LEPSKY
Customer Number	3007134

Please follow Remittance Advice in the detachable section.

SOLD TO:

SHREWSBURY FIRE DEPT
 4400 SHREWSBURY AVE
 SAINT LOUIS MO 63119-2815

SHIP TO:

4400 SHREWSBURY AVE
 SAINT LOUIS, MO
 63119 M96US

PSO/WO NUMBER	PC	LC	MC	SHIP VIA	DOC DATE	INV. SEQ. NUMBER	SALESMAN	TERMS	STORE
0811385	10	10	10		11-29-21	8223857	896	2	08
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH. I.D. NUMBER		DIV.
AA	D150P1	*OLY00000VNAT01925*			4400 SHRE	794.0	NAT01925		C
QUANTITY	ITEM	N/R*	DESCRIPTION	UNIT PRICE	EXTENSION				
RETURNED. REMOVED AND REPLACED THE OIL PRESSURE SENDER. RAN AND CHECKED OPERATION, OK.									
1	622-333		OIL PRESS SENDER N	53.13	53.13				
			TOTAL PARTS	SEG. 02	53.13 *				
	FIELD LABOR		2.50 RT HOURS		385.00				
			TOTAL LABOR	SEG. 02	385.00 *				
			SEGMENT 02 TOTAL		438.13 T				
SUBTOTALS BEFORE TAXES									2179.55
TAX EXEMPTION LICENSE 12493571									

Christina Annon
 10-180-57010

ACCEPTANCE - ALL ITEMS LISTED ABOVE WILL BE DEEMED ACCEPTED BY THE CUSTOMER UNLESS WRITTEN NOTIFICATION OF CLAIMED ERRORS OR DAMAGES IS MADE TO DEALER WITHIN 5 DAYS. No merchandise can be returned without our prior approval. All returned parts are subject to our Parts Return Policy, a copy of which is available at www.fabickcat.com or upon request. TERMS: NET DUE WITHIN THIRTY (30) DAYS OF DATE OF INVOICE. 1% per month carrying charge on all past due accounts.

* - NOT RETURNABLE
 ITEMS NOT SHOWN ARE BACK ORDERED

PLEASE PAY THIS AMOUNT	2179.55
AMOUNT CREDITED	

To receive invoices and statements electronically, and/or to pay invoices online, visit Fabickcat.com and click on the ONLINE TOOLS Tab.

PLEASE DETACH AND RETURN WITH REMITTANCE WITHIN THIRTY (30) DAYS OF INVOICE DATE TO JOHN FABICK TRACTOR COMPANY, P.O. BOX 952121, ST. LOUIS, MO 63195-2121



SHREWSBURY FIRE DEPT
 4400 SHREWSBURY AVE
 SAINT LOUIS MO 63119-2815

CUSTOMER NUMBER	
3007134	
INVOICE NUMBER	INVOICE DATE
SIPS0179084	05-10-22
PLEASE PAY THIS AMOUNT	2179.55
AMOUNT CREDITED	

THANK YOU FOR YOUR BUSINESS!



Fabick Power Systems Inc
101 Fabick Dr
Fenton, MO 63026
Phone: 636-349-5500

SERVICE INVOICE

SOLD TO:

SHREWSBURY FIRE DEPT
4400 SHREWSBURY AVE
SAINT LOUIS MO 63119-2815

For Invoice questions please call: 636-343-5900 ext. 2970	
Invoice Number	SIPS0179084
Invoice Date	05-10-22
AMOUNT DUE	CONT'D
Credit Amount	
Customer Order Number	MIKE LEPSKY
Customer Number	3007134

Please follow Remittance Advice in the detachable section.

SHIP TO:

4400 SHREWSBURY AVE
SAINT LOUIS, MO
63119 M96US

PSO/WO NUMBER	PC	LC	MC	SHIP VIA	DOC DATE	INV. SEQ. NUMBER	SALESMAN	TERMS	STORE
0811385	10	10	10		11-29-21	8223857	896	2	08
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACH. I.D. NUMBER	DIV			
AA	D150P1	*OLY00000VNAT01925*	4400 SHRE	794.0	NAT01925	C			
QUANTITY	ITEM	N/R*	DESCRIPTION	UNIT PRICE	EXTENSION				

TROUBLESHOOT INSTRUMENT/CONTROL PANEL

DROVE TO SITE AND CHECKED FOR A NOT IN AUTO ALARM. ALARM MODULE WAS IN ALARM FOR NOT IN AUTO. CUSTOMER STATED GENERATOR STARTED ON WEEKLY TEST AND TRANSFERRED, THEN RAN FOR 5 MINUTES OR SO AND SHUT OFF. GENERATOR CONTROL WAS IN STOP POSITION, TRIED TO PUT CONTROL IN AUTO AND WOULD GO BACK TO STOP POSITION. EVEN RUN POSITION IT WOULD GO TO STOP POSITION. INFORMED CUSTOMER AND ORDERED CONTROL. RETURNED TO SITE, FLASHED AND CONFIGURED NEW CONTROL. INSTALLED AND PERFORMED BLDG TEST OK. CUSTOMER BILLED FOR 50% OF PARTS COST. LABOR & TRAVEL EXPENSES PICKED UP BY FABICK

SEGMENT 01 TOTAL

F/R PTS

1741.42 *
1741.42 T

REPLACE ENG OIL PRESSURE SENSOR

DURING BLDG LOAD TEST WE FOUND AN ISSUE WITH THE OIL PRESSURE SENSOR NOT READING BEFORE GENERATOR TEST. CHECKED WITH A MANUAL PRESSURE GAUGE AND IT WAS AT 65 PSI. AFTER TEST THE SENDER STARTED READING PRESSURE. ADVISED CUSTOMER AND THEY APPROVED REPLACING THE SENDER. ORDERED PART AND

ACCEPTANCE - ALL ITEMS LISTED ABOVE WILL BE DEEMED ACCEPTED BY THE CUSTOMER UNLESS WRITTEN NOTIFICATION OF CLAIMED ERRORS OR DAMAGES IS MADE TO DEALER WITHIN 5 DAYS. No merchandise can be returned without our prior approval. All returned parts are subject to our Parts Return Policy, a copy of which is available at www.fabickcat.com or upon request. TERMS: NET DUE WITHIN THIRTY (30) DAYS OF DATE OF INVOICE. 1% per month carrying charge on all past due accounts.

* - NOT RETURNABLE
ITEMS NOT SHOWN
ARE BACK ORDERED

PLEASE PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

To receive invoices and statements electronically, and/or to pay invoices online, visit Fabickcat.com and click on the ONLINE TOOLS Tab.

PLEASE DETACH AND RETURN WITH REMITTANCE WITHIN THIRTY (30) DAYS OF INVOICE DATE TO JOHN FABICK TRACTOR COMPANY, P.O. BOX 952121, ST. LOUIS, MO 63195-2121



Fabick Power Systems Inc
101 Fabick Dr
Fenton, MO 63026

SHREWSBURY FIRE DEPT
4400 SHREWSBURY AVE
SAINT LOUIS MO 63119-2815

CUSTOMER NUMBER	
3007134	
INVOICE NUMBER	INVOICE DATE
SIPS0179084	05-10-22
PLEASE PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

THANK YOU FOR YOUR BUSINESS!

B & B Aquatics
 1163 Colonnade Center
 Manchester Rd.
 Des Peres, MO 63131
 (314) 821-7946
 info@bbaquatics.com
 www.bbaquatics.com

Invoice

BILL TO
 Mary Tychonievich
 Shrewsbury Sharks Swim Team

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1825	04/26/2022	\$2,320.00	05/26/2022	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
Team Silicone Caps Kelly Green Cap with White Ink (Shark Logo)	200	11.35	2,270.00
Thank you!			
		SUBTOTAL	2,270.00
		TAX	0.00
		SHIPPING	50.00
		TOTAL	2,320.00
		BALANCE DUE	\$2,320.00

Account 59913 Amount 2320.00
 185 ~~110824~~

Approved: 



City of Shrewsbury Liquor License Checklist

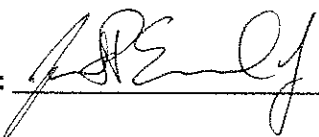
The following checklist outlines the general procedures for obtaining a **Liquor License** in the City of Shrewsbury. The City of Shrewsbury comprehensively reviews and evaluates the merits of *each license application*.

1. Thoroughly complete and submit the City of Shrewsbury's "**Application for City Liquor License**".
2. Submit a copy of the **L.L.C. Certification of Organization** along with the L.L.C. Operating Agreement and applicable bylaws.
3. **If applying for the first time**, submit a Petition signed by a majority of resident owners of real estate in the City of Shrewsbury within a distance of three hundred (300) feet in all directions from the proposed location. The list of applicable property owners will be provided by the City of Shrewsbury.
4. Submit a copy of the applicant's **Driver's License or State issued Identification Card**.
5. Submit a copy of the applicant's **Voter Registration Card** or Certificate of Voter Registration.
6. Submit a current **criminal background check** from the Missouri State Highway Patrol on all L.L.C. partners and business managers (if other than a listed partner). <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>
7. Submit a copy of state and local liquor licenses.

The applicant hereby certifies that each of the above referenced submissions is authentic and accurately represents the applicable facts.

Print Name: James P. Emanuel, Jr. _____


Date: 6/3/22 _____

Signature:  _____

Email: james.emanuel@bclplaw.com _____

Office Use Only

Copy sent to Police Department

Date 6/10/22 



CITY OF SHREWSBURY
5200 Shrewsbury Avenue
Shrewsbury, MO 63119
(314) 647-5795

APPLICATION FOR CITY LIQUOR LICENSE

Date of Application: _____ Date Approval Needed By: _____

Business Name: Walmart Store No. 3061 Phone Number: 314-687-1216

Business Address: 7437 Watson Road, Shrewsbury, Missouri 63119

Owner's Name: Wal-Mart Stores East I, LP Phone Number: 314-259-2263

Owner's Address: attn: James P. Emanuel, Jr., Managing Officer, 211 N. Broadway, Suite 3600, St. Louis, MO 63102

If a corporation, please list legal business name and state of incorporation: Delaware

Please list names, titles, and addresses of partners, officers and/or managers of business: On File / No Change

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR:

 X **LICENSE FOR SALE OF ALL INTOXICATING LIQUOR AT RETAIL IN ORIGINAL PACKAGE**
 Sale of intoxicating liquor in the original package not to be consumed on the premises where sold.
 (Subsection 600.020 (A)(1))
\$200.00 per yr.
X \$400.00 per yr. (SUNDAY SALES INCLUDED)

 LICENSE FOR SALE OF MALT LIQUOR (ALL KINDS OF BEER & WINE ONLY) AT RETAIL IN ORIGINAL PACKAGE
 Sale of all kinds of beer & wine only in the original package not to be consumed on the premises where sold.
 (Subsection 600.020 (A)(2))
\$100.00 per yr.
\$300.00 per yr. (SUNDAY SALES INCLUDED)

 X **LICENSE FOR SALE OF WINE, MALT BEVERAGE (ALL KINDS OF BEER), & DISTILLED SPIRIT TASTINGS**
 Establishments authorized and licensed to sell intoxicating liquor, wishing to conduct wine and malt beverage (all kinds of beer) tastings on their premises shall be twenty-five dollars (\$25.00). (Section 600.020 (A)(3))
X \$25.00 per yr.

 LICENSE FOR SALE OF ALL KINDS OF ALCOHOLIC BEVERAGES BY THE DRINK FOR CONSUMPTION ON PREMISES.
 Sale of all kinds of alcoholic beverages, or a selection of alcoholic beverages (including table tap dispensing systems), at retail by the drink for consumption on the premises of the licensee. (Subsection 600.020 (A)(4)(a))
\$300.00 per yr.
\$500.00 per yr. (SUNDAY SALES INCLUDED)

 LICENSE FOR SALE OF MALT LIQUOR (ALL KINDS OF BEER) & WINE BY THE DRINK FOR CONSUMPTION ON PREMISES
 Sale of malt liquor (all kinds of beer) and wines at retail by the drink for consumption on the premises of the licensee. (Subsection 600.020 (A)(5))
\$100.00 per yr.
\$300.00 per yr. (SUNDAY SALES INCLUDED)

TEMPORARY LICENSES

_____ **TEMPORARY LICENSE FOR SALE OF ALL KINDS OF LIQUOR BY THE DRINK
(NOT MORE THAN 7 DAYS)**

Sale of intoxicating liquor of all kinds at retail, by the drink, for consumption on the premises where sold.
(Section 600.140)
\$25.00

_____ **TEMPORARY LICENSE FOR SALE OF ALL KINDS OF LIQUOR BY THE DRINK BY CATERERS
(NOT MORE THAN 7 DAYS)**

Sale of intoxicating liquor of all kinds at retail, by the drink, for consumption on the premises where sold. (Section 600.145)
\$15.00/ per day, or fraction thereof

Applicant represents that:

1. He is in all respects qualified in law to receive such license, that he is of good moral character and a qualified legal voter of the State of Missouri.
2. He has never had a liquor license revoked or has never been convicted, since the ratification of the 21st Amendment to the Constitution of the United States, of a violation of the provisions of any law applicable to the manufacture or sale of intoxicating liquor, who has employed in his business, as such dealer, any person whose license has been revoked or who has been convicted of violating the provisions of any such law, since the date aforesaid.

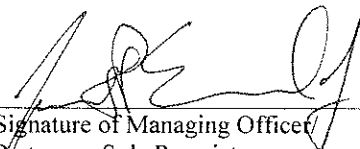
Have previously been issued a liquor license in the State of Missouri? If so, please complete:

Number of State License & Date Issued 233271, 233272, 233273 - 04/28/2022

Number of County/Municipal License & Date Issued 108132, 108133, 108134 - 09/01/2021

Applicant agrees to pay, in full, the fee required for the requested license(s) and understands that if issued, the license will be subject to all of the ordinances of the City pertaining to the operation of his business, and agrees that he will abide by all ordinances, regulations and rules adopted by the City relating to the conduct of said business.

Applicant states the facts set out on this application are true to his best knowledge and belief. Further, any changes in either application will be made in writing and submitted to the City of Shrewsbury immediately at the time of such change.



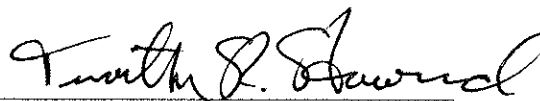
Signature of Managing Officer/
~~Partner or Sole Proprietor~~
James P. Emanuel, Jr.

6/3/22

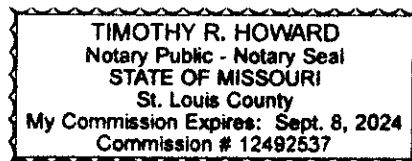
Date

STATE OF Missouri) SS
COUNTY OF St. Louis)

Subscribed and sworn before me this 3rd day of June, 2022



Notary Public





City of Shrewsbury Liquor License Checklist

The following checklist outlines the general procedures for obtaining a **Liquor License** in the City of Shrewsbury. The City of Shrewsbury comprehensively reviews and evaluates the merits of *each license application*.

1. Thoroughly complete and submit the City of Shrewsbury's "**Application for City Liquor License**".
2. Submit a copy of the **L.L.C. Certification of Organization** along with the L.L.C. Operating Agreement and applicable bylaws.
3. **If applying for the first time**, submit a Petition signed by a majority of resident owners of real estate in the City of Shrewsbury within a distance of three hundred (300) feet in all directions from the proposed location. The list of applicable property owners will be provided by the City of Shrewsbury.
4. Submit a copy of the applicant's **Driver's License or State issued Identification Card**.
5. Submit a copy of the applicant's **Voter Registration Card** or Certificate of Voter Registration.
6. Submit a current **criminal background check** from the Missouri State Highway Patrol on all L.L.C. partners and business managers (if other than a listed partner).
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>
7. Submit a copy of state and local liquor licenses.

The applicant hereby certifies that each of the above referenced submissions is authentic and accurately represents the applicable facts.

Print Name: Teresa M. Meyer

Date: 5/11/22

Signature: Teresa M. Meyer

Email: tmeyer@stmike.org

Office Use Only

Copy sent to Police Department

Date 6/10/22



CITY OF SHREWSBURY
5200 Shrewsbury Avenue
Shrewsbury, MO 63119
(314) 647-5795

APPLICATION FOR CITY LIQUOR LICENSE

Date of Application: 05/11/22 Date Approval Needed By: As soon as possible

Business Name: St. Michael the Archangel Phone Number: 314-647-5611 ext. 202

Business Address: 7622 Sutherland Avenue; Shrewsbury MO 63119

Owner's Name: Fr. Don Henke Phone Number: 314-647-5611 ext. 204

Owner's Address: 7622 Sutherland Avenue; Shrewsbury MO 63119

If a corporation, please list legal business name and state of incorporation: _____

Please list names, titles, and addresses of partners, officers and/or managers of business: Pastor: Fr. Don Henke;

Deacon: Rev. Mr. Dale Follen; Finance Chairman: Mr. Ed Kopff

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR:

_____ **LICENSE FOR SALE OF ALL INTOXICATING LIQUOR AT RETAIL IN ORIGINAL PACKAGE**
Sale of intoxicating liquor in the original package not to be consumed on the premises where sold.
(Subsection 600.020 (A)(1))
\$200.00 per yr.
\$400.00 per yr. (SUNDAY SALES INCLUDED)

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Sale of all kinds of beer & wine only in the original package not to be consumed on the premises where sold.
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\$25.00 per yr.

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Sale of all kinds of alcoholic beverages, or a selection of alcoholic beverages (including table tap dispensing systems), at retail by the drink for consumption on the premises of the licensee. (Subsection 600.020 (A)(4)(a))
\$300.00 per yr.
\$500.00 per yr. (SUNDAY SALES INCLUDED)

X

_____ **LICENSE FOR SALE OF MALT LIQUOR (ALL KINDS OF BEER) & WINE BY THE DRINK FOR CONSUMPTION ON PREMISES**
Sale of malt liquor (all kinds of beer) and wines at retail by the drink for consumption on the premises of the licensee.
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\$100.00 per yr.
\$300.00 per yr. (SUNDAY SALES INCLUDED)

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(NOT MORE THAN 7 DAYS)**

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\$25.00

_____ **TEMPORARY LICENSE FOR SALE OF ALL KINDS OF LIQUOR BY THE DRINK BY CATERERS
(NOT MORE THAN 7 DAYS)**

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\$15.00/ per day, or fraction thereof

Applicant represents that:

1. He is in all respects qualified in law to receive such license, that he is of good moral character and a qualified legal voter of the State of Missouri.
2. He has never had a liquor license revoked or has never been convicted, since the ratification of the 21st Amendment to the Constitution of the United States, of a violation of the provisions of any law applicable to the manufacture or sale of intoxicating liquor, who has employed in his business, as such dealer, any person whose license has been revoked or who has been convicted of violating the provisions of any such law, since the date aforesaid.

Have previously been issued a liquor license in the State of Missouri? If so, please complete:

Number of State License & Date Issued 11533; 7/1/21 (license for 22-23 has been applied for)

Number of County/Municipal License & Date Issued 111810; 6/1/22 *Type text here*

Applicant agrees to pay, in full, the fee required for the requested license(s) and understands that if issued, the license will be subject to all of the ordinances of the City pertaining to the operation of his business, and agrees that he will abide by all ordinances, regulations and rules adopted by the City relating to the conduct of said business.

Applicant states the facts set out on this application are true to his best knowledge and belief. Further, any changes in either application will be made in writing and submitted to the City of Shrewsbury immediately at the time of such change.

Edward C Kyff
Signature of Managing Officer/
Partner or Sole Proprietor

5/20/2022
Date

STATE OF _____)
COUNTY OF _____)

SS

Subscribed and sworn before me this 20th day of May, 2022

Samantha L Parks
Notary Public



SPONSORED BY: ALDERMAN ODENWALD

BILL NO. 3058

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A FINANCE COMMISSION WITHIN THE CITY OF SHREWSBURY

WHEREAS, the Board of Aldermen for the City of Shrewsbury, Missouri (the “City”) is vested with oversight over the finances of the City; and

WHEREAS, the Board of Aldermen wishes to enhance the transparency of its financial oversight by establishing a Finance Commission to serve in an advisory capacity to the Board of Aldermen, to be comprised of elected officials, staff, and members of the public.

NOW, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHREWSBURY AS FOLLOWS:

SECTION 1. A new Section 125.195 within the City of Shrewsbury Municipal Code is hereby adopted as follows:

Section 125.195 Finance Commission

A. Organization

1. The Finance Commission shall consist of three (3) voting members and four (4) non-voting *ex-officio* members. The four (4) non-voting *ex-officio* members shall be comprised of the following persons: the Director of Finance, the Mayor, the City Administrator, and one (1) member of the Board of Aldermen to be appointed by the Mayor subject to the approval of the Board of Aldermen. The three (3) voting members shall be residents of the City of Shrewsbury and each appointed by the Mayor, subject to the approval of the Board of Aldermen.
2. The Director of Finance shall serve as Chairman of the Finance Commission. The members shall select one (1) of its members to serve as Secretary.
3. Upon the first appointment to the Commission, two (2) appointed members shall serve for a term of one (1) year, and two (2) appointed members shall serve for a term of two (2) years. All subsequent appointed commissioners shall serve for a term of two (2) years. Each appointed member may serve for a maximum of two (2) consecutive terms.
4. If an appointed member shall resign, or otherwise become unqualified prior to the expiration of his term, the Mayor will appoint a replacement for the balance of the unexpired term, subject to the approval of the Board of Aldermen.

B. Duties and Responsibilities

The Finance Commission shall make recommendations to the Board of Aldermen relating to the City's finances, including, but not limited to as follows:

1. The Commission shall be provided with draft budgets from each of the City's Department Heads in October of each successive year. The Commission shall evaluate said draft budgets and recommend a draft comprehensive budget to the Board of Aldermen for its consideration in November of each successive year.
2. The Commission shall evaluate and recommend to the Board of Aldermen on such matters pertaining to full-time City employee compensation.
3. The Commission shall meet with and assist any external auditors retained by the City, and make recommendations to the Board of Aldermen based on the results of said external audits.
4. The Commission shall evaluate and make recommendations to the Board of Aldermen on such matters pertaining to City finance policies.
5. The Commission shall perform such other and further duties and responsibilities as requested by the Board of Aldermen.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Board of Aldermen.

PASSED & APPROVED THIS _____ DAY OF _____, 2022.

Mike Travaglini,
Mayor

ATTEST:

Elliot Brown,
Interim City Administrator/City Clerk

ORDINANCE NO. ____

SPONSORED BY: ALDERMAN LAUTER

BILL NO. 3059

ORDINANCE NO. _____

**AN ORDINANCE PROVIDING FOR THE APPROVAL OF THE
INSTALLATION OF A NEW FIRE HYDRANT ALONG THE 7600
BLOCK OF WATSON ROAD IN THE CITY OF SHREWSBURY,
MISSOURI.**

WHEREAS, American Water Works Company, Inc. d/b/a Missouri American Water provides water services, including fire hydrants for fire protection, for the St. Louis Region, including St. Louis County and its Municipalities; and

WHEREAS, Missouri American Water's infrastructure installation procedural requirements include obtaining the authorization of the municipality having jurisdiction prior to the installation of said components; and

WHEREAS, existing fire hydrants will not be sufficient to meet the required fire flow of the occupancies located at 7626 Watson Road; and

WHEREAS, there is a new water main running along the South side of the 7600 Block of Watson Road, just adjacent to the property in question, and located wholly and completely within the City of Shrewsbury.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHREWSBURY, MISSOURI, AS FOLLOWS:

SECTION 1. Missouri American Water is hereby authorized to install one fire hydrant in front of the property located at 7626 Watson Road, approximately 36' southeast of the centerline of Watson Rd and 964' northeast of the centerline of Ravensridge Road. The fire hydrant shall be installed on the new water main, which runs on the South side of Watson Road, just adjacent to the property at 7626 Watson Road. The exact location of the fire hydrant shall be approved by the Shrewsbury Fire Chief or his/her designee prior to installation.

SECTION 2. The entirety of this project will be conducted under the supervision and oversight of the Shrewsbury Fire Chief or his/her designee.

SECTION 3. The sections of this Ordinance shall be severable. If any section of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections shall remain valid, unless the court finds that:

(i) the valid sections are so essential to and inseparably connected with and dependent upon the void section that it cannot be presumed that the Board of Aldermen has or would have enacted the valid sections without the void ones; and

(ii) the valid sections, 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 the date of its passage by the Board of Aldermen and approval by the mayor.

PASSED & APPROVED THIS _____ DAY OF _____, 2022.

Mike Travaglini,
Mayor

ATTEST:

Elliot Brown,
Interim City Administrator/City Clerk

ORDINANCE NO. ____

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A SUPPLEMENTAL CONTRACT WITH HOLLORAN CONTRACTING, INC.

WHEREAS, the City of Shrewsbury has entered into a contractual relationship with Holloran Contracting, Inc. (“Holloran”) whereby Holloran will provide the City of Shrewsbury with street improvements at 5406-5410 Somerworth Lane.

WHEREAS, St. Louis County, Missouri requires the City enter into a supplemental contract as a prerequisite to its receipt of grant funds.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHREWSBURY, AS FOLLOWS:

SECTION 1. The Mayor is hereby authorized to execute a supplemental contract with Holloran for purposes of entering into a contractual relationship with Holloran pursuant to the terms set forth in the contract and for purposes of obtaining grant funds to fund the project contemplated by the contract.

SECTION 2. The supplemental contract is hereby attached in substantial form as Exhibit A.

SECTION 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Board of Aldermen.

PASSED & APPROVED THIS _____ DAY OF _____, 2022.

Mike Travaglini,
Mayor

ATTEST:

Elliot Brown,
Interim City Administrator/City Clerk

St. Louis County Community Development Block Grant Activity Contract

This Contract is between The City of Shrewsbury (hereinafter referred to as the "Subrecipient") and Holloran Contracting, Inc. (hereinafter referred to as the "Contractor") and will go into effect upon execution.

Witnesseth, That:

Whereas, the Subrecipient has entered into a Cooperation Agreement with St. Louis County (herein called "the County") for the planning, developing, and execution of a community development program pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

Whereas, the Subrecipient desires to engage the Contractor to render certain services in connection therewith;

I. Scope of Services

A. The Contractor shall, in a satisfactory and proper manner as determined by the Subrecipient, perform the following services:

The contract work in general shall include the removal and replacement of approximately 181 square yards of concrete street slabs with integral rolled curb located on Somerworth Lane. The contractor is responsible for all items necessary for furnishing and installing improvements. Please refer to attachment B below for more specific details

II. Time of Performance

A. The requirements outlined in the Scope of Services as described in Section I, Paragraph A are to commence as soon as practicable after the execution of this Contract or at a time acceptable to both the Contractor and the Subrecipient and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of the Contract, but in any event, all of the provisions required hereunder shall be completed according to the following schedule:

If required under Section VI, Paragraph E, Subparagraphs 2 and 3 of this contract, performance and/or payment bonds shall be obtained within 10 days of the execution date of this contract.

Work shall commence per the Scope of Services within ~~8~~ 10 days of the date the Notice to Proceed is issued.

All work provided for in this Contract shall be satisfactorily completed within 30 days of the date the Notice to Proceed is issued.

III. Compensation and Method of Payment

A. The Subrecipient agrees to pay the Contractor the Sum of \$ 23,628.62. Such Sum is to be paid in the following manner:

Upon completion of the project as suitable by the subrecipient.

B. In every case, payment is subject to receipt of an invoice for payment from the Contractor specifying that it has fulfilled the requirements of this Contract and that it is entitled to receive the amount requisitioned under the terms of this Contract. Satisfactory performance required under this Contract shall be determined by the Subrecipient as a condition of payment.

IV. Additional Agreement in Effect

A. The City of Shrewsbury and the Contractor have also agreed to specific conditions and terms pursuant to the agreement signed between the parties on 5/31/2022, attached hereto and incorporated herein by reference as Attachment A. In the event of any conflict between the terms of this Contract and the terms of Attachment A, the terms of this Contract shall govern, except where the terms of Exhibit A set forth a higher standard of specificity or conduct for the Contractor.

V. Special Conditions

A. The Contractor agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 of the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG) and all federal regulations and policies issued pursuant to these regulations.

VI. General Conditions

A. **General Compliance.** The Contractor agrees to comply with all applicable federal, state and local laws and regulations governing the funds provided under this Contract.

B. **Independent Contractor.** Nothing contained in this Contract is intended to, or shall be construed in any manner as, creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this agreement. The Subrecipient shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Contractor is an independent Contractor.

C. **Hold Harmless.** The Contractor shall hold harmless, defend and indemnify the Subrecipient and the County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Contractor's performance or nonperformance of the services or subject matter called for in this Contract.

D. **Workers' Compensation.** The Contractor shall provide Workers' Compensation Insurance coverage for all employees involved in the performance of this Contract.

E. **Bonding Requirements.** The parties understand and agree that St. Louis County will not issue a Notice to Proceed until the following bonding requirements have been met:

1. **Bid Guarantee Bond.** The Contractor shall post a bid guarantee bond of 5 percent of the bid price to assure that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified in the bid documents. (Applicable to contracts over \$10,000.)

2. **Performance Bond.** The Contractor shall post a performance bond for 100 percent of the Contract Sum to assure satisfactory completion of work provided for in this Contract. (Applicable to contracts over \$10,000.)

3. **Payment Bond.** The Contractor shall post a bond for 100 percent of the Contract Sum to assure payment of all persons supplying labor and material in the execution of work provided for in this Contract. (Applicable to contracts over \$100,000.)

F. Performance of Work. If the Contractor fails to complete the Work in accordance with the Time of Performance outlined in Section II, Paragraph A of this Contract, unless the delay is excusable under the provisions outlined in Paragraph H of this Section, this may be grounds for termination of this Contract as discussed in Paragraph M of this Section.

G. After Commencement of the Work, and until final completion of the Work, the Contractor shall report to the Subrecipient, at such intervals as the Subrecipient may reasonably direct, the actual progress of the work compared to the Time of Performance. If the Contractor falls behind schedule for any reason, it shall promptly take, and cause its Subcontractors to take, such action as is necessary to remedy the delay, and shall submit promptly to the Subrecipient for approval a supplementary schedule or progress chart demonstrating the manner in which the delay will be remedied.

H. Delays beyond the Contractor's control shall include such incidents as strikes, lockouts, fire, and other natural or man-made disasters. Weather shall not constitute a cause for granting an extension of time.

I. If the Subrecipient determines that, as a result of any such cause beyond the Contractor's control, the delay in completion of the Work is so great that it cannot be remedied in the manner described in Paragraph G of this Section, or if the backlog of Work is so great that it cannot be remedied without incurring additional cost which the Subrecipient does not authorize, then the Time of Performance shall be extended pursuant to a Contract Addendum for the minimum period of delay occasioned by such cause. The period of delay and extension shall be determined by the Subrecipient and approved by the County.

J. All work provided for in this Contract shall be performed in a safe, neat and workmanlike manner.

K. Amendments. The Subrecipient or the Contractor may amend this Contract at any time provided that such amendments make specific reference to this Contract and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the County. Such amendments shall not invalidate this Contract, nor relieve or release the Subrecipient or the Contractor from its obligations under this Contract.

L. The Subrecipient may, at its discretion, amend this Contract to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Contract, such modifications will be incorporated only by written amendment signed by both the Subrecipient and the Contractor and approved by the County.

M. Termination of Contract. If the Contractor is adjudged a bankrupt, or if the Contractor makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the Contractor's insolvency, or if the Contractor repeatedly fails, except in cases for which extension of time is provided, to make progress in accordance with the Time of Performance outlined in Section II, Paragraph A of this Contract, or if the Contractor fails to make prompt payment to Subcontractors or for material or labor, or if the Contractor disregards applicable regulations, laws, ordinances, or the instructions of the Subrecipient, or if the Contractor fails to perform the work provided for in this Contract in a safe, neat and workmanlike manner, or if the Contractor otherwise breaches any provision of this Contract, the Subrecipient may, without prejudice to any other right or remedy, by giving three (3) days prior written notice to the Contractor and his surety, terminate this Contract, take possession of the Work and of all materials and equipment thereon and finish the Work by whatever method the Subrecipient may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Sum shall exceed the expense of finishing the Work, including additional architectural, managerial, and administrative expenses, such excess shall be paid to the Contractor. If such expenses shall exceed the unpaid balance of the Contract Sum, the Contractor shall pay the difference to the Subrecipient promptly upon demand. In the event of termination pursuant to this paragraph, the Contractor, upon the request of the Subrecipient, shall promptly:

1. Assign to the Subrecipient in the manner and to the extent directed by the Subrecipient all rights, title and interest of the Contractor under any subcontracts, purchase orders and construction equipment leases to which the Contractor is a party and which relate to the Work or to construction equipment required therefore, and
2. Make available to the Subrecipient to the extent directed by the Subrecipient all construction equipment owned by the Contractor and employed in connection with the Work.

N. Performance of the Work hereunder may be terminated by the Subrecipient by giving three (3) days prior written notice to the Contractor if the Subrecipient, in its sole discretion, decides to discontinue or suspend construction. In the event of such termination, as opposed to termination pursuant to Paragraph M of this Section, the Contract Sum shall be reduced in an equitable manner by agreement between the parties or by arbitration.

O. The Contractor shall name St. Louis County and the Subrecipient, its employees, agents and representatives as Additional Insureds for General Liability with respect to work performed by the Contractor.

VII. Documentation and Recordkeeping

A. Records. The Contractor and the Subrecipient shall retain all records pertinent to expenditures incurred under this contract for a period of four (4) years after the submission of the CDBG Consolidated Annual Performance Evaluation Report (CAPER) for the program year in which the activity was completed, or after the resolution of all Federal audit findings, whichever occurs later.

B. Payment Procedures. The Subrecipient will pay to the Contractor funds available under this contract based upon information submitted by the Contractor and consistent with any approved budget and policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Contractor, and not to exceed actual cash requirements.

VIII. Personnel and Participant Conditions

A. Civil Rights Compliance. The Contractor agrees to comply with all city and state civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086. The Contractor shall include the provisions of this part in all subcontracts.

B. Nondiscrimination. The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, or status with regard to public assistance. The Contractor will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause. The Contractor shall include the provisions of this part in all subcontracts.

C. Land Covenants. This Contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570, Part I. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Contract, the Contractor shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Subrecipient and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

D. Section 504 and Americans with Disabilities Act. The Contractor agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706) and the Americans with Disabilities Act which prohibits discrimination against the handicapped in any federally assisted program. The Subrecipient shall provide the Contractor with any guidelines necessary for compliance with that portion of the regulations in force during the term of this contract.

E. It shall be the responsibility of the Contractor to ensure that all goods, services, and/or work procured and/or performed under this Contract shall conform to and be performed in compliance with the Americans with Disabilities Act of 1990. The Contractor agrees that, in case of non-compliance, it shall replace the service and/or work performed in order to effect such compliance, or pay liquidated damages in the amount required to effect compliance.

F. Affirmative Action. The Contractor agrees that it shall commit to carrying out, pursuant to the County's specifications, an Affirmative Action Program in keeping with the principles as provided in the President's Executive Order 11246 of September 24, 1965. The County shall provide Affirmative Action guidelines to the Contractor to assist in the formulation of such program.

G. MBE/DBE/WBE. The Contractor will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this Contract. As used in this Contract, the term "minority and female business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African-Americans; Spanish-speaking, Spanish-surnamed or Spanish-heritage Americans; Asian-Americans; and American Indians. The Contractor may rely on written representations by Subcontractors regarding their status as minority and female business enterprises in lieu of an independent investigation.

H. Access to Records. The Contractor shall furnish and cause each of its Subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Subrecipient, the United States Department of Housing and Urban Development (hereinafter referred to as "HUD"), or the County, or other authorized federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

I. EEO/AA Statement. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that it is an Equal Opportunity or Affirmative Action employer.

IX. Employment Restrictions

A. OSHA. Where employees are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participants' health or safety.

B. "Section 3" Clause. Compliance with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended; the regulations set forth in 24 CFR 135; and all applicable rules and orders issued hereunder prior to the execution of this contract shall be a condition of the federal financial assistance provided under this contract and binding upon the County, the Subrecipient and the Contractor. Failure to fulfill these requirements shall subject the Subrecipient, the Contractor and any Subcontractor, their successors and assigns, to those sanctions specified by the agreement through which federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements.

C. The Contractor further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this agreement: "The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the areas of the project."

D. The Contractor certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements.

E. Subcontracts. The Contractor will include this "Section 3" clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the Subcontractor is in violation of regulations issued by HUD. The Contractor will not subcontract with any Subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the Subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

F. Assignability. The Contractor shall not assign or transfer any interest in this Contract without the prior written consent of the Subrecipient thereto; provided, however, that claims for money due or to become due to the Contractor from the Subrecipient under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Subrecipient.

G. Conflict of Interest. The Contractor agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. The Contractor further covenants that in the performance of this Contract no person having such a financial interest shall be employed or retained by the Contractor hereunder. These conflict of interest provisions apply to any person who is an employee, agent, the Contractor, officer, elected official or appointed official of the Subrecipient, or of any designated public agencies or Contractors which are receiving funds under the CDBG program.

X. Subcontracts

A. Approvals. The Contractor shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Subrecipient prior to the execution of such agreement.

B. Monitoring. The County will monitor all Subcontractors on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance. However, it is expressly agreed that the County will not be held responsible for contract non-compliance on the part of any Subcontractor, or for any damages incurred as the result of non-compliance.

C. Content. The Contractor shall cause all of the provisions of this Contract in its entirety to be included in and made a part of any subcontract executed in the performance of this agreement.

D. Selection Process. The Contractor shall undertake to ensure that all subcontracts let in the performance of this Contract shall be awarded on a fair and open competitive basis.

XI. Copyright

A. If this Contract results in any copyrightable material, the Subrecipient, the County, and/or HUD reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, the work for government purposes.

XII. Religious Organization

A. The Subrecipient agrees that funds provided under this Contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the federal regulations specified in 24 CFR 570.200(j).

XIII. Environmental Conditions

A. Lead-Based Paint. The Contractor agrees that any construction or rehabilitation of residential structures with assistance provided under this Contract shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, in particular Sub-Part B thereof. Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning.

B. Historic Preservation. The Contractor agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR, Part 800-Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Contract.

XIV. Attachments

A. The following documents are attached hereto and incorporated herein by reference:

Attachment A: Shrewsbury City-Contractor Agreement

Attachment B: Bid Invitation

Attachment C: Bid Proposal for Holloran Contracting

Attachment D: Federal Labor Standards Provisions (HUD-4010)

Attachment E: Federal Wage Decision Number MO20220001 Modification 9 05/06/2022

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the later of the dates set forth below.

The City of Shrewsbury

Holloran Contracting, Inc.

Signed: _____

Signed: AKK

Name: _____

Name: Adam Kuehn

Title: _____

Title: Supervisor

Date: _____

Date: 6-2-2022

Attest: _____

Attest: _____

Title: _____

Title: _____

Approved as to legal form:

Signed: _____

Name: _____

Title: _____

Date: _____

APPROVED BY ST. LOUIS COUNTY OFFICE OF COMMUNITY DEVELOPMENT:

Manager, Office of Community Development

Date

SPONSORED BY: ALDERPERSON WELCH

BILL NO. 3061

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A POLICY ESTABLISHING A MINIMUM UNRESTRICTED FUND BALANCE FOR THE CITY OF SHREWSBURY

WHEREAS, the Government Finance Officers Association (“GFOA”) recommends that municipalities establish a formal policy on the level of the unrestricted fund balance that should be maintained in the municipality’s general fund for budget purposes and to comply with Generally Accepted Accounting Principles; and

WHEREAS, the GFOA has adopted “Best Practices” with respect to this level of unrestricted fund balance; and

WHEREAS, the GFOA recommends, at a minimum, that municipalities maintain an unrestricted budgetary fund balance in its general fund of no less than two (2) months of regular general fund operating revenues or regular general fund operating expenditures; and

WHEREAS, the City of Shrewsbury, Missouri wishes to adopt GFOA’s recommendations as its formal policy with respect to the maintenance of its unrestricted budgetary fund balance.

THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHREWSBURY, MISSOURI AS FOLLOWS:

SECTION 1. The City of Shrewsbury, Missouri hereby revises its fund balance policy pursuant to which it shall strive to achieve and maintain a target unrestricted budgetary fund balance in its general fund of no less than two (2) months of regular general fund operating revenues or regular general fund operating expenditures.

SECTION 2. All policies in conflict with this policy adoption are hereby superseded by this policy.

SECTION 3. The revised Fund Balance Policy is attached hereto in substantial form as Exhibit A.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Board of Aldermen.

PASSED & APPROVED THIS _____ DAY OF _____, 2022.

Mike Travaglini,
Mayor

ATTEST:

Elliot Brown,
Interim City Administrator/City Clerk

ORDINANCE NO. _____

CITY OF SHREWSBURY, MISSOURI

FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT 54 REVISED JUNE 14, 2022

BACKGROUND

In February 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions”, which is effective beginning with fiscal year 2011 financial statements. The Statement changes how fund balances are categorized. GASB Statement 54 is intended to improve the usefulness of the amount reported in fund balance by providing more structured classifications. Currently, fund balance is classified as “reserved” or “unreserved”. The new GASB definitions of fund balance (below) better clarify the different categories of fund balance.

PURPOSE

The City of Shrewsbury, Missouri (the City) has enacted the following policy in an effort to provide a stable financial environment through the maintenance of a healthy reserve in the General Fund and to provide guidelines relative to classifying fund balance and setting spending prioritization in accordance with GASB 54.

DEFINITIONS

Fund balance -- The excess of assets over liabilities in a governmental fund.

Nonspendable fund balance -- Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Restricted fund balance -- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

Committed fund balance -- Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned fund balance -- Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Unassigned fund balance -- Amounts that are available for any purpose; these amounts are reported only in the General Fund.

POLICY STATEMENT

The fund balance of the City's General Fund has been accumulated to meet this purpose, and to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The target is to maintain an unassigned fund balance of no less than two (2) months of regular general fund operating revenues or regular general fund operating expenditures.

The decision to retain this minimum unassigned fund balance stems from the following:

- This amount provides adequate funding to cover approximately two (2) months of operating expenses.
- This amount provides the liquidity to respond to contingent liabilities.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted fund balance to be maintained should be no less than either two (2) months of regular operating revenues or expenditures.

This policy is meant to serve as the framework upon which consistent operations may be built and sustained. This policy may be amended from time to time per the Board of Aldermen.

SPENDING PRIORITIZATION

The City will spend the most restricted dollars before less restricted dollars in the following order:

- a. Nonspendable (if funds becomes spendable)
- b. Restricted
- c. Committed
- d. Assigned
- e. Unassigned

SPONSORED BY: ALDERMAN LAUTER

BILL NO. 3062

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE POLICE CHIEF TO EXECUTE
A CONTRACT WITH THE CITY OF ST. ANN, MISSOURI**

WHEREAS, the City of Shrewsbury desires to enter into a contractual relationship with the City of St. Ann, Missouri (“St. Ann”) whereby St. Ann will process and house prisoners of the City of Shrewsbury.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHREWSBURY, AS FOLLOWS:

SECTION 1. The Police Chief is hereby authorized to execute a contract with St. Ann for purposes of entering into a contractual relationship with St. Ann pursuant to the terms set forth in the contract.

SECTION 2. The contract is hereby attached in substantial form as Exhibit A.

SECTION 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Board of Aldermen.

PASSED & APPROVED THIS _____ DAY OF _____, 2022.

Mike Travaglini,
Mayor

ATTEST:

Elliot Brown,
Interim City Administrator/City Clerk

ORDINANCE NO. _____

**CONTRACT FOR THE HOUSING OF SHREWSBURY INMATES AT THE ST. ANN
CITY JAIL**

THIS AGREEMENT is made and entered into this ____ day of _____, 2022 by and between the City of St. Ann, Missouri, a municipal corporation of the County of St. Louis, State of Missouri, (hereinafter “St. Ann”), and the City of Shrewsbury (“Shrewsbury”);

WITNESSETH:

WHEREAS, construction of the Jail at St. Ann has provided St. Ann with sufficient detention capacity to house inmates; and

WHEREAS, Shrewsbury desires to have inmates housed at the St. Ann Jail on its behalf and St. Ann desires to accept such inmates; and

WHEREAS, Shrewsbury desires to have St. Ann, process Shrewsbury prisoners and St. Ann desires to provide such service; and

WHEREAS, this Contract is authorized by City Ordinance No. _____ and Shrewsbury Ordinance/Resolution No. _____;

**NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS
FOLLOWS:**

1. **Procedure for Acceptance of Shrewsbury Inmates**

1.1 St. Ann shall accept and house at the Jail those inmates detained under Shrewsbury’s authority who are:

(A) committed to St. Ann’s custody by an order issued by Shrewsbury’s judge.

(B) for whom an arrest warrant has been authorized, either in writing or by telephone; provided that if the Supervisor or Chief of Police of St. Ann determines that the Jail has no additional space, then St. Ann may decline to accept inmates on behalf of Shrewsbury.

1.2 Shrewsbury shall contact the Jail to verify arrival time and date of those who are scheduled to turn themselves in without being accompanied by a Shrewsbury police officer.

1.3 Shrewsbury shall arrange for the inmate's transportation to the St. Ann Jail. Inmates who are to serve weekend commitments shall present themselves on Friday evenings and shall be released at the same hour of the day on the following Sunday. A Shrewsbury inmate shall not be deemed to be in St. Ann's custody unless and until such time as:

(A) The inmate is delivered by Shrewsbury to the St. Ann Jail; and

(B) A certified copy of the Shrewsbury's judge's order of commitment or a certified copy of the arrest warrant is delivered to St. Ann along with the inmate (a municipal summons or citation will not be sufficient); and

(C) The inmate either is found by St. Ann staff not to require a medical "fit for confinement" determination OR presents a current medical "fit for confinement" determination from a local hospital.

1.4. If an inmate turns himself in and needs a "fit for confinement" determination, the inmate will be released and Shrewsbury will be notified. If an inmate is delivered by Shrewsbury and is determined to require a fit for confinement, it shall be the responsibility and expense of Shrewsbury to secure a fit for confinement from a local hospital prior to acceptance of the inmate for confinement.

1.5. Shrewsbury inmates shall be processed into the Jail in accordance with procedures established by St. Ann's Police Department, and shall be subject to the same rules and

regulations as are St. Ann inmates. Sentenced Shrewsbury inmates will be required to participate in all court-ordered programs and inmate work programs.

1.6. St. Ann Jail will accept and hold a maximum of four, (four) inmates for Shrewsbury at any given time. If more than four inmates at any one given time are to be held, it will be at the discretion of the St. Ann Jail staff to release the appropriate number of inmates to meet the maximum of four, (four) inmates.

2. **Health Care of Shrewsbury Inmates**

2.1. In the event St. Ann determines that hospitalization, “fit for confinement” or other medical care is required for a Shrewsbury inmate, by signing this contract Shrewsbury agrees to have an officer respond to St. Ann Jail and transport inmate to local hospital for treatment.

3. **Release of Inmates.**

3.1. St. Ann shall discharge a Shrewsbury inmate from confinement at the City Jail as follows:

(A) Upon personal or facsimile delivery to the St. Ann Jail of an order from Shrewsbury’s judge directing the inmate's release to include date and time; or

(B) Upon personal delivery to the St. Ann Jail of a request for release by a Shrewsbury law enforcement officer; or

(C) Upon completion of sentence ordered by the Shrewsbury court/judge by which court document have previously been provided at the time the inmate was processed into the Jail, but such processing shall not delay the release of any inmate whose sentence has been served.

4. **Cost of Detention**

4.1. Shrewsbury shall reimburse the City of St. Ann Seventy-Five (\$75.00) per each twenty-four (24) hour period in which an inmate is in the custody of the St. Ann City Jail beyond the initial twenty-four (24) hour holdover period.

5. **Notice to Parties**

5.1. When notice is required from one party to another, notice shall be deemed adequate if made in writing and mailed or faxed as follows:

To the City of St. Ann:
Mr. Matt Conley
City Administrator/City Clerk
10405 St. Charles Rock Rd.
St. Ann, Missouri 63074
Fax: 314-427-1084

To Shrewsbury:
Chief Lisa Vargas, or her successor
4400 Shrewsbury Ave.
St. Louis, MO 63119
Fax: 314-647-0019

6. **Termination of Contract**

6.1. Either party may terminate this contract upon ninety (90) days written notice to the other party.

7. **General Provisions**

7.1. St. Ann and Shrewsbury shall have the right to amend this contract by mutual agreement. Any such amendment shall be authorized by ordinance or resolution of each

governing body, duly and legally adopted, and shall be executed by both parties. Any such amendment shall be attached hereto and made part hereof.

7.2. In no event shall St. Ann be liable to Shrewsbury for special, indirect, or consequential damages, except those caused by St. Ann's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. In the event of a breach of this contract, the maximum liability of St. Ann shall be limited to the amount of money to be paid or received by St. Ann under this contract. Shrewsbury, at its sole cost and expense, hereby agrees to indemnify, protect, defend (with counsel acceptable to St. Ann) and hold harmless St. Ann, its elected officials, officers, and employees, from and against any and all claims, demands, liabilities, fines charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, and all costs and expenses of any kind, including, without limitation, reasonable attorney's fees and costs of defense arising, directly or indirectly, in whole or in part, out of the activities performed, or failed to be performed, by Shrewsbury under this Contract, except to the extent arising in whole or in part from or caused by the negligence or willful misconduct of St. Ann, its elected officials, officers

St. Ann, at its sole cost and expense, hereby agrees to indemnify, protect, defend (with counsel acceptable to Shrewsbury) and hold harmless Shrewsbury, its elected officials, officers, and employees, from and against any and all claims, demands, liabilities, fines charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, and all costs and expenses of any kind, including, without limitation, reasonable attorney's fees and costs of defense arising, directly or indirectly, in whole or in part, out of the activities performed, or failed to be performed, by St. Ann under this Contract, except to the extent arising in whole or in part from or caused by the negligence or willful misconduct of Shrewsbury, its elected

officials, officers or employees. This indemnification shall survive the termination of this Contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals in the City of St. Ann, Missouri, on this ____ day of _____, 2022.

St. Ann

Shrewsbury:

CITY OF ST. ANN, MISSOURI

CITY OF SHREWSBURY, MISSOURI

By: _____
City Administrator

By: _____
Chief

ATTEST:

ATTEST:

City Clerk

City/Village Clerk



City of Shrewsbury, Missouri

Memorandum from the Director of Finance

To: The Honorable Mayor Travaglini and Members of the Board of Aldermen
Department Heads

From: Diana Madrid, Director of Finance

RE: Finance Report: May 9 to June 10

Date: June 10, 2022

Board Work Session Preparation for May 18th

Completed analysis and prepared the work session presentation for: 7 salary adjustment scenarios; staffing needs of the finance department/requested budget revision for outsourced accounting; projected fund balance (reserves) at 12/31/22, with additional revenues from Propositions A & U, and 7 salary adjustment scenarios; and monthly cash flow trend and potential cash flow needs.

2021 Audit Status

- Initiated a virtual meeting with the audit Partner and Manager to discuss the impending audit and the numerous areas of opportunity to improve the City's internal controls and procedures.
 - A few areas of improvement addressed so far:
 - Escheated Property – a written policy has been created (referenced in “Change in Finance Procedures” and “Outsourced Accountant” in this report).
 - Bank Reconciliations – online bank statements will be obtained on the first of each month and a target has been established to have monthly bank reconciliations completed within 5-7 working days. The proposed outsourced accountant would be assigned the reconciliation duties (referenced in “Outsourced Accountant”).
- The City was provided with a list of 38 items that are still outstanding to complete the audit and is requiring much staff time for research and analysis.
- The goal is to complete the outstanding items no later than June 22nd. After the submission of open items, the draft financials and management letter should be delivered within 4 weeks for staff review.
- The department will take continuous steps to correct weaknesses cited by the auditors, in addition to implementing best practices in processes, documentation of procedures, and to correct the lack of segregation of duties.

Monthly Cash Flow Calculation

Department Heads have provided a monthly budget and the monthly revenue is being calculated to assist with a cash flow projection for the year. The target date for completion has been pushed forward due to competing duties and is now the focus after completing the outstanding items for the conclusion of the 2021 Audit.

Tax Anticipation Note

Five banks were contacted to inquire about establishing a loan for cash flow purposes. Two banks have provided terms, two banks declined the loan request as they require an established customer history for lending, and one has not responded to-date. General information for lending from both banks is below:

- 1) A line of credit or loan sweep is no longer an option for lending to municipalities.
- 2) The only loan option available for the City’s operational cash flow needs is a “Tax Anticipation Note”, in which property taxes are the loan’s security.
- 3) The term of the loan is selected by the City, not to exceed 360 days.
- 4) Principal and interest are due on the date of maturity.
- 5) Interest expense is not compounded.
- 6) Note must be renewed after maturity.
- 7) Loan options are as follows:

Amount	Funding	Origination Fee	Bond Counsel Document Preparation	Bank Counsel Document Review Fee	Tax Exempt Interest Rate	Estimated Interest Expense
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Bank 1						
Option A: 100% Funded	Maximum \$500,000	100% Day 1	\$5,000 (1% of loan amount)	\$15,000	\$ 3,500	Fixed 4.00% (subject to change based on market conditions at time of executing note) \$20,000 (based on current rate)

Bank 2						
Option A: 100% Funded	Up to \$1,000,000	100% Day 1	\$ 1,500	\$ 15,000	\$ 2,500	Variable, currently 2.1725% (subject to monthly rate adjustment based upon the Federal Reserve prime interest rate, less tax-exempt adjustment of 1-1/4%, multiplied by the bank’s corporate tax rate of 79%) \$21,725 (based on \$1M and current rate)
Option B: Multi-Draw Down Funding Option	Up to \$1,000,000	Minimum draw \$100k, maximum of 4 draws, last date of withdrawal 45-days prior to maturity	\$ 1,500	\$17,500 (Bank’s bond counsel prepares documents)	N/A - since Bank’s outside counsel prepares	\$2,173 - \$21,725 (based on \$1M maximum and current rate)

Change in Finance Procedures

- Citywide, we are at the beginning of implementing the process to scan source documents for all transactions entered into the finance software. Currently, records are maintained in various file locations and only in paper form. Utilizing the software to create an electronic record archive will provide efficient and quick access to reference documents.
- To address one of the auditor's previous year's management letter comments, an Escheated Property procedure was created to comply with the requirements established by state statute to forward unclaimed property to the Missouri State Treasurer by November 1st of each year. This procedure applies to the City bank account and the Municipal Court bank accounts.
 - There are 78 outstanding accounts payable and payroll checks totaling approximately \$7,500 that are beyond the required 3- and 5-year dormancy filing periods from years 2011-2016.
 - There are 8 accounts payable outstanding checks totaling approximately \$763 from 2017 are within the required dormancy period.
 - The City will attempt to contact the owners by U.S. Mail, telephone, or email to re-issue another check.
 - After due diligence and the City is unable locate the owner to issue a check, the funds will be remitted to the Treasurer before November 1, 2022.

Regions Bank Accounts

- Staff is in the process of updating signature cards to remove individuals no longer with the City and adding signers to the City's 4 accounts: Operating Account, Kenrick Development Account, and 2 Municipal Court Accounts.
- Also, in process of updating the custodian of the accounts to the current Director of Finance. (Maintaining no signing authority for checks.)
- After receiving on-line access to accounts, a list of the City's purchase and/or credit cards can be obtained for names on issued cards, limits, etc.

State of Missouri Biennial Registration Report

- Worked with the City Attorney, Mayor, and Interim City Administrator/City Clerk to file the 2020-2021 and 2022-2023 reports with the Secretary of State for the component unit: "City of Shrewsbury, Missouri Improvement Corporation".
- The corporation was established by ordinance in 1994 to act on behalf of the City in its acquisition, construction, improvement, execution, repair, remodeling, renovation, and financing of capital improvement projects.

Outsourced Accountant & Budget Revision Request on June 14th

At the May 18th Board Budget Work Session, a budget revision was requested to outsource accounting services for a short-term period (beginning of June through the end of August, or 13-weeks for an average of 16-hours a week, for an hourly rate of \$185) in the amount of \$38,500. The initial quotes and renegotiated rates received from accounting firms ranged between \$170 - \$240 per hour.

With the help of Alderperson Welch, an interim accountant was found through an accounting firm for \$80 per hour. The candidate was interviewed, and she possess the skills, knowledge, and expertise necessary to assist the department outlined below.

This outsourced position is an independent contractor for an accounting firm with a St. Louis office. The accounting firm has access to a large talent pool, and they conduct background and reference checks prior to contracting out candidates. Therefore, the City will not have expenses such as matching taxes, unemployment insurance, and any other benefits or costs.

A budget revision is requested to authorize an outsourced accountant for \$80 per hour, for an average of 16-hours a week for 13-weeks, not to exceed \$16,650. The time frame would be June 27th through September 23rd.

As discussed in the Work Session, for the Director to be able to focus on key strategies and well as to improve the current internal controls / lack of segregation of duties, the addition of another staff member will be requested for Finance in the 2023 Budget. After workflow is assessed and redistributed, it may be necessary to request the outsourcing continue for approximately 10 additional weeks through November 30th, not to exceed \$12,800. The expense for a total of 23-weeks would not exceed \$29,440.

The proposed outsourced accountant would improve the City's internal financial controls by providing a third person, which would create a more appropriate of segregation of duties. Assignments:

- Assist with accounts receivable and accounts payable processes to divide duties with the accounting and HR coordinator.
- Create monthly journal entries for revenues received via ACH, and scan source documents into the software to establish an electronic record in the software.
- Complete timely month end closing process and general ledger account reconciliation.
- Reconcile City bank account for the months March 2022 and forward, in the finance software.
 - Previously, the reconciliations were completed in Excel, and therefore not tracked in the software.
 - Assist with fulfilling a key control, which was cited as one of the auditor's concerns relating to bank reconciliations not being completed on a timely basis.
- Assist with documenting existing A/R and A/P processes.
- Manage City's escheated property project with research necessary to contact owners and resolution project.
- Enter monthly budget into the finance software, Logics.
- Other day-to-day accounting duties as they arise.

Finance Commission Ordinance

- Forming a Finance Commission was introduced at the Board's Work Session on April 26th and at the Work Session on May 24th, the Board discussed the draft ordinance to create the Commission.
- At the Board meeting on June 14th, a bill is on the agenda for the ordinance's first reading to establish the Finance Commission.
- Slated for the Board meeting on June 28th is the second reading of the ordinance and appointments of the residents and member of Board of Aldermen to serve on the Commission.
- Anticipated annual meeting months are August, October, and March/April, and key agenda items:

❖ **Late August 2022 (between Aug 22-31)**

- 1) The auditors will attend the meeting to discuss the results of the 2021 annual audit. (At the Board's Work Session held the 4th Tuesday in September, a commissioner will discuss the audit and recommend that the Board accept the audit.)
- 2) Appointment of the Commission Secretary.
- 3) Review and discuss June or July financial statements.
- 4) Discussion of the 2023 budget formation: long-term strategic goals, objectives, and financial planning; budget policies; process and calendar; and employee salaries and compensation.
- 5) Schedule the meeting date for the 3rd week in October (17th – 22nd).

❖ **October 2022**

- 1) Review and discuss August or September financial statements.
- 2) The 1st draft of the 2023 Budget will be presented by Department Heads.
- 3) Commission discussion and recommendations for changes to the 1st budget draft.

❖ **March/April 2023**

- 1) Meet with auditors prior to the start of field work to discuss planning for the 2022 annual audit.
- 2) Review and discuss preliminary financial statements for the fiscal year ended December 31, 2022.

S&P Rating Review

- Provided 2022 financial statements from March and the estimated year end fund balance to S&P Global Ratings.
- The outcome from the S&P Committee for the City’s credit rating status should be received on June 14th.
- Rating review highlights from the last finance report:
 - S&P Global Ratings has lowered its issuer credit rating (ICR) on Shrewsbury to “AA-” from “AA” and the rating on the 2015 certificates of participation to “A” from “AA-”. In addition to the downgrades, the City has been placed on the CreditWatch with negative implications.
 - According to S&P, the ICR downgrade is due to the “swift reduction of the City’s General Fund reserves”.



Office of the Chief of Police

Memo

To: Mayor & the Board of Aldermen
From: Chief Lisa Vargas #138 *LV #138*
Date: June 6, 2022
Re: Board of Aldermen Report for Police Department – 06/14/22

1. During the month of May, Shrewsbury officers responded to 699 calls for service and completed 105 original reports and 106 supplemental reports. Of note are the following:
 - **05/14/22 – Shots Fired – Shrewsbury @ Lansdowne:** Officers responded to this area for reports of shots fired involving a tan SUV with Missouri plates and two pedestrians on the sidewalk at that intersection. Upon arrival, the SUV and the pedestrians had left the area. Officers located shell casings in the intersection. Witnesses advised that the pedestrians appeared to “have words” with the occupants of the SUV, at which time an arm came from the rear window with a handgun and fired five shots. The vehicle then fled east on Lansdowne toward Wabash. Ring camera footage in the area captured grainy footage of the pedestrians, who appeared to be unharmed after the incident. Officers continue to search Flock cameras for any sign of the SUV.
 - **05/05/22 – Robbery – 7263 Watson Road:** A customer entered Sally Beauty Supply and took numerous boxes of gloves. As she walked to the front door, she had a knife in her hand and told the cashier that she was leaving with the merchandise and there was nothing the cashier could do about it. She then left the area. The only description police were given was that the suspect is a white female.
 - **05/28/22 – 7437 Watson Road – Assault on Law Enforcement Officer / Resisting Arrest:** While on patrol in the Walmart parking lot, an officer observed a vehicle parked in a handicapped parking spot. The vehicle did not have a handicap plate or placard on the vehicle. As the officer was looking at the car, the driver came out of the store and he approached her and asked if she had a placard she'd forgotten to hang; to which she said she did not. He then asked for her drivers license, at which time she told him she had a photo of it on her phone in the car and would get it for him. The driver got into the vehicle, immediately locked all the doors, put the key in the ignition, and accelerated in reverse at a high rate of speed stopping abruptly as she got past the officer. She then put the car in drive and attempted to run over the officer, who was able to jump out of the way. The vehicle fled east on Watson Road before the officer could get back into his vehicle and attempt to stop it. The officer continued east on Watson Road to see if he could locate the vehicle, and discovered that it had been involved in an accident at Chippewa and Jamieson. The driver had fled the scene on foot, but was located by officers as she attempted to hide between the front door and screen door of a residence. The officer arrested the woman and

obtained in-custody warrants for the woman for Assault 2nd Degree – Special Victim (Police Officer) with a \$75,000 cash-only bond.

- **05/16/22 – Attempt Burglary – 7700 block of Keswick Place:** A resident returned home just after noon and discovered a window screen to her apartment had been damaged and was laying on a chair. Her window was slightly open, but had been closed when she left the apartment. The front door was locked. Officers cleared the residence and nothing had been disturbed or taken.
- **05/09/22 – Assault 4th Degree / Trespassing, 7300 block Brunswick:** A resident was awakened around 3:30 am by his dog barking. He opened his front door to find a man standing in the doorway with the screen door open. The man started to enter the house, and the resident got into a physical struggle with the man. He was able to get the man out of the house, at which time he closed and locked the door. He went back to bed. When he awoke after 6:00 a.m., he saw the man sleeping in a car in front of his residence. He then contacted the police. Police determined that the man had been drinking at a friend's house next door to the resident, and thought he was entering the friends house. Charges are pending in municipal court.
- **05/11/22 – Commercial Burglary – 7500 Big Bend Blvd:** The glass door to the business was shattered by unknown suspect(s) overnight. Items were stolen from within the building. There are no suspects at this time.
- **05/17/22 – Stolen Motorcycle – 7300 block Lansdowne:** In the early morning hours of 05/17/22, a motorcycle was stolen from the victim's driveway. It was located on 05/18/22 in the 7200 block of Lansdowne. Surveillance footage from several cameras between the victim's residence and the location where the motorcycle was located are being utilized in our efforts to identify the suspect involved.
- **05/25/22 – Property Damage / Theft of Firearm – 7217 Watson Road:** An employee returned to his vehicle after work and discovered the rear driver's side window had been shattered. A firearm and Apple AirPods were stolen from the vehicle. A black Dodge Charger was seen in the area; officers are using Flock cameras in an effort to identify the vehicle.
- **05/09/22 – Theft of Catalytic Converters – 4118 Shrewsbury Avenue:** Three company vehicles owned by Spire had the catalytic converters removed sometime between December, 2021, and May 9, 2022. There is no surveillance footage available. Damage was estimated at \$4,500.
- **05/31/22 – Attempt Theft of Catalytic Converter – 7700 block of Attingham:** The resident interrupted a white man who was attempting to cut the catalytic converter from her vehicle at 5:45 a.m. When the woman went outside, the man got out from under the vehicle and got into a black passenger vehicle with a red hood, occupied by two white males. The victim took photos of the suspect's vehicle with her cellphone.
- **05/14/22 – Fraud – Attempt Passing Bad Check – 7495 Watson Road:** A customer attempted to pass a fraudulent check; however, the teller found the check suspicious. As the teller examined the check, the suspect quickly left the area after taking her ID from the counter. Officers developed the identity of the suspect, who was entered as "wanted" and subsequently arrested. During the interview, she admitted that she knew the check was fraudulent, but had agreed to help two strangers so she could get money for alcohol. The case has been forwarded to the St. Louis County Prosecuting Attorney's Office for review and possible warrants.

- **05/11/22 – Property Damage / Theft from Vehicle – 7437 Watson Road:** The rear window to the victim's vehicle was shattered and her purse stolen. Surveillance video at the business provided a vehicle description, which was then found on Flock cameras in the area. The vehicle was located by St. Louis City Police and two suspects were taken into custody. The victim's property was found inside the vehicle. This vehicle has been linked to similar crime in Florissant, Frontenac, Maplewood, Webster Groves, and St. Louis City.
 - **05/11/22 – Stealing – 7300 block of Weil Avenue:** Two backpacks were stolen from the front porch of a residence. Inside the backpacks were a custom baseball glove, a Chromebook, Rayban sunglasses, and miscellaneous school items. Some of the items were recovered by a neighbor who found them while she was walking in the neighborhood. Ring cameras in the area did not capture any footage of the thief.
 - **05/22/22 – Property Damage / Theft from Auto – 7531 Watson Road:** The victim was donating blood when a BioLife employee saw someone stealing items from her vehicle. The driver door lock had been damaged and a Bluetooth stereo, phone charger, and loose change were stolen from inside the vehicle. The employee observed a person wearing a black hoodie by the vehicle who then entered a white Honda with temporary MO plates and fled the area after the employee saw what was happening.
 - **05/26/22 – Theft from Vehicle – 7700 block Ravensridge:** A resident noticed the trunk of his vehicle open and discovered the driver door ajar. There was no damage to the vehicle. The victim's wallet containing multiple credit cards and cash along with a Nintendo Switch were stolen from inside the vehicle. The Nintendo Switch was used to purchase a game online. Other credit card purchases were also attempted, but denied.
 - **05/27/22 – Property Damage – 7521 Watson Road:** The victim's rear driver side window was shattered while it was parked in the parking lot of Planet Fitness. Nothing was stolen from the vehicle. Officers are seeking a white Kia Optima that was seen in the area at the time of this incident and observed on Flock cameras.
 - **05/28/22 – Property Damage / Vehicle Rifled Thru – 7700 block of Ravensridge:** One resident's vehicle was damaged when an unknown suspect used a pry tool to pry the driver door open. Insurance cards, vehicle registration, and money were stolen from within. Several other cars were rifled through, however no other property was stolen from those vehicles.
 - **05/05/22 – Property Damage / Theft – 7775 Bellstone:** The change machine in the laundry room at Georgetown Apartments was vandalized and the money stolen from within. There are no suspects.
 - **05/17/22 – Property Damage / Theft – 7728 Keswick:** The change machine in the laundry room at Georgetown Apartments was vandalized and the money stolen from within. There are no suspects.
 - **05/19/22 – Property Damage / Theft – 7728 Keswick:** The change machine in the laundry room at Georgetown Apartments was vandalized and the money stolen from within. There are no suspects.
2. We are in the process of preparing our building for the ability to book prisoners. Over the past few weeks, we have reorganized the CID area of the Police Department to include a secure area for prisoner processing (i.e. moving cameras, securing electronics, securing storage in the garage, etc.).

We want to ensure the safety of our officers, the prisoners, and our civilian staff. Captain Goewert and Chief Amenn have been instrumental in getting the area ready for booking prisoners. We have submitted the paperwork for our LiveScan grant and hope to have the machine in place soon.

3. Captain Goewert and I visited the St. Ann Police Department to see how their jail facility operates. They currently hold federal prisoners, so they meet strict safety guidelines. They also hold municipal prisoners, and we will be entering into an agreement to hold our prisoners at a cost of \$75/day, which will be on a "per-use" basis. Our current arrangement with Richmond Heights Police Department will be terminated at the end of June, once our ECDC contract has ended. County is in the process of raising their holding fees to \$120/day; however, that has not yet been put in place.
4. Officer Jensen has been released from Field Training after successfully completing his Field Training Program. He is currently serving his two-week National Guard training but will be back on the road after this week.

May 2022 Calls of Interest			
Report	Incident	Location	Date
22-339	PROPERTY DAMAGE 2ND DEGREE	EXETER AVE	05/01/22
22-348	STEALING OVER \$750, PROPERTY DAMAGE	BELLSTONE RD	05/05/22
22-349	STEALING 4TH OR SUBSEQUENT OFFENSE WITHIN 10 YEARS	7437 WATSON RD	05/05/22
22-353	STEALING UNDER \$750 (SHOPLIFTING)	7437 WATSON RD	05/05/22
22-356	ROBBERY	7263 WATSON RD	05/05/22
22-359	STEALING 4TH OR SUBSEQUENT OFFENSE WITHIN 10 YEARS	7437 WATSON RD	05/06/22
22-360	FRAUD	SHREWSBURY AVE	02/03/22
22-361	STEALING UNDER \$750 (SHOPLIFTING)	7233 WATSON RD	05/06/22
22-367	ASSAULT 4TH DEGREE / TRESPASSING 1ST DEGREE	73** BRUNSWICK AVE	05/09/22
22-368	STEALING OVER \$750 (CAT CONVERTER) & PROP DAMAGE	41** SHREWSBURY AVE	12/09/21
22-369	STEALING UNDER \$750 (SHOPLIFTING)	7233 WATSON RD	05/09/22
22-370	STEALING 4TH OR SUBSEQUENT OFFENSE WITHIN 10 YEARS	7437 WATSON RD	05/09/22
22-371	STEALING UNDER \$750 (SHOPLIFTING)	7263 WATSON RD	05/10/22
22-372	STEALING UNDER \$750 (SHOPLIFTING)	7437 WATSON RD	05/10/22
22-373	STEALING 4TH OR SUBSEQUENT OFFENSE WITHIN 10 YEARS	7437 WATSON RD	05/10/22
22-377	THEFT OF CREDIT DEVICE & PROPERTY DAMAGE 1ST	7437 WATSON RD	05/11/22
22-378	STEALING OVER \$750.00 (BACKPACKS FROM PORCH)	73** WEIL AVE	05/11/22
22-379	BURGLARY 2ND DEGREE & STEALING OVER \$750	7500 BIG BEND BLVD	05/11/22
22-383	ASSAULT 4TH DEGREE	7437 WATSON ROAD	05/12/22
22-384	PEACE DISTURBANCE	7437 WATSON RD	05/13/22
22-386	FAILURE TO RETURN RENTED/BORROWED PROPERTY	75** TRIWOODS DR	04/22/22
22-387	FRAUD	7495 WATSON RD	05/14/22
22-389	STEALING UNDER \$750 (SHOPLIFTING) & TRESPASSING	7437 WATSON RD	05/14/22
22-391	UNLAWFUL USE OF A WEAPON AND ASSAULT	SHREWSBURY AVE & LANSDOV	05/14/22
22-395	ATTEMPTED BURGLARY	KESWICK PL	05/16/22
22-401	MOTOR VEHICLE THEFT (MOTORCYCLE)	73** LANSDOWNE AVE	05/17/22
22-403	PROPERTY DAMAGE 1ST	77** KESWICK PL	05/17/22
22-404	STEALING UNDER \$750 (SHOPLIFTING) & FUGITIVE (F)	7233 WATSON RD	05/18/22
22-405	STEALING UNDER \$750 (SHOPLIFTING) & TRESPASSING	7437 WATSON RD	05/19/22
22-406	STEALING OVER \$750	77** KESWICK PL	05/19/22
22-412	DESTRUCTION OF PROPERTY	BRUNSWICK AVE	05/20/22
22-413	DOMESTIC ASSAULT	WILLIAMSBURG COLONL LN	05/21/22
22-414	STEALING (SHOPLIFTING) 4TH OFFENSE	7233 WATSON RD	05/22/22

22-416	STEALING OVER \$750 (STORAGE LOCKER), PROP DAMAGE	7400 WATSON RD	05/19/22
22-418	STEALING (SHOPLIFTING)	7437 WATSON RD	05/22/22
22-419	STEALING UNDER \$750 (FROM AN AUTO)	7531 WATSON RD	05/22/22
22-420	STEALING UNDER \$750	7437 WATSON RD	05/22/22
22-422	DOMESTIC DISTURBANCE	WEIL AVE	05/23/22
22-425	STEALING OVER \$750 (GUN), PROPERTY DAMAGE 2ND	7217 WATSON RD	05/25/22
22-428	STEALING UNDER \$750 (FROM AN AUTO)	77** RAVENSRIDGE DR	05/26/22
22-431	PROPERTY DAMAGE 2ND	7521 WATSON RD	05/27/22
22-435	PROPERTY DAMAGE & STEALING U \$750 (FROM VEHICLE)	77** RAVENSRIDGE DR	05/28/22
22-436	ASSAULT 1ST DEGREE LEO, RESIST, C&I	7437 WATSON ROAD	05/28/22
22-438	STEALING UNDER \$750.00 (FROM AN AUTO)	73** BRUNSWICK AVE	05/29/22
22-441	STEALING UNDER \$750 (SHOPLIFTING)	7437 WATSON RD	05/30/22
22-443	PROPERTY DAMAGE OVER 750.00	77** ATTINGHAM LN	05/31/22



Office of the Chief of Police

Memo

To: Mayor & the Board of Aldermen
From: Chief Lisa Vargas #138 *LJV #138*
Date: June 8, 2022
Re: Annual Report for Police Department

The 2021 Annual Report for the Police Department has been completed and is attached to the Board of Alderman packet for the 06/14/22 Board Meeting.

The COVID-19 Pandemic, which started in March, 2020, has had a tremendous effect on police operations, including traffic enforcement, arrests, and court proceedings. As you are aware, municipal, state and federal courts were shut down for 18 months or longer and are just now getting back on track and caught up with pending cases. We have had a decrease in the number of arrests due to a lack of jail facilities accepting anything other than felony cases due to the pandemic and the need to keep prisoners at safe distances.

The pandemic has also contributed to the increase in crime throughout the St. Louis County region and the nation. With more people out of work and a dramatic increase in drug abuse, we have seen dramatic increases in crimes such as theft and car break-ins. In some instances, people have become more desperate and are seeking ways to make "a quick buck" to support their families or, in many cases, a drug habit. With recent changes to police procedures, as well as court procedures and the types of cases that are being prosecuted, criminals feel somewhat emboldened, knowing that they have better chances of avoiding apprehension and/or prosecution in many instances.

The Police Department remains vigilant in our efforts to keep our city safe, and we will continue to do our jobs to the very best of our ability. With our Municipal Court up and running again, we are hoping to decrease the recidivism rate of those who are repeat offenders of misdemeanor charges within our city as the Judge imposes more strict sentencing in repeat-offender cases.

We are also dealing with more mental health issues with suspects. The major reduction of federal funding for mental health programs has greatly limited our abilities to offer alternative resources to individuals who might benefit more from mental health treatment as opposed to incarceration; however, we continue to utilize those programs that are still operating and to seek out alternatives for those in need of mental health assistance.

The Annual Report is a statistical overview of our department. If you have any questions, please contact me at your convenience.

Respectfully,

Col. L. Vargas #138

Shrewsbury Police Department 2021 Annual Report



*Internationally
Accredited*

Prepared by:
Lieutenant Todd Melugin
Bureau of Support Services Commander

Shrewsbury Police Department 2021 Annual Report

Mission Statement

We, the Shrewsbury Police Department, exist to serve all people within our jurisdiction with respect, fairness, and compassion.

We are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances and the safeguarding of Constitutional guarantees.

With customer service as our foundation, we are driven by goals to investigate problems as well as incidents, seeking solutions and fostering a sense of security in neighborhoods and individuals. It is our goal to develop a partnership with all members of our community.

We build and maintain public trust by holding ourselves to the highest standards of performance and ethics. To fulfill its mission, the Shrewsbury Police Department is dedicated to providing a quality work environment and the development of its members through effective training and leadership.

Vision Statement

The members of the Shrewsbury Police Department are committed to excellence in leadership and to providing progressive, proactive services in a professional, efficient, and effective manner. The department seeks to involve the community as a partner in developing a comprehensive strategy to resolve public safety issues and to enhance the quality of life within the City of Shrewsbury.

Shrewsbury Police Department 2021 Annual Report

A Message from the Department

The 2021 Annual Report provides insight into the service being provided by the men and women of the Shrewsbury Police Department and their commitment to partnering with the community.

The following pages represent the significant activities and operations of the Police Department during 2021. Included are relevant associated statistics for that period. The Police Department's Annual Report is designed to provide the City of Shrewsbury Administration with noteworthy highlights and statistics. It should be noted that end of year statistics are still open to updates. At the time of this publication content is accurate.

The Organization

The Shrewsbury Police Department consists of nineteen full-time sworn officers and two full-time civilian employees. The Department is led by the Chief of Police and has two Divisions, led by a Captain and a Lieutenant. The Field Operations Division includes Patrol, Community Policing Unit (CPU), and Emergency Response. The Support Services Division includes Criminal Investigations, Training, and Civilian Employees.

Shrewsbury Police Department 2021 Annual Report

DEPARTMENT PROJECTS

COMMUNITY POLICING UNIT

The Shrewsbury Police Department created the Community Policing Unit in 2019, with two officers assigned to the unit. Though the unit was still hampered by COVID 19 restrictions during 2021, the unit organized and/or participated in a variety of community events. The CPU Unit conducted a very successful National Night Out, Camp Dragonfly visits, Special Olympics Torch Run, Shrewsbury Nights, Bowling with Badges, Movie Night in the Park, and Coffee Talk. They also hosted Cyber Awareness classes for parents and children. The CPU Unit hopes to have a very busy 2022 with even more community events.

The Shrewsbury Police Department hired one new officer in 2021 to replace an officer who retired or moved on to another career. Our new officer is Brian Tran. Officer Tran was sponsored by the Shrewsbury Police Department while he was going through the St. Louis County Police Academy. P.O. Tran comes to the Shrewsbury Police Department after a career in private security.



Shrewsbury Police Department 2021 Annual Report

Annual Report Overview

Over the past five years, there has been an average of 254 Part 1 offenses and 147 Part 2 offenses per year. In the 2021 calendar year, there were 292 Part 1 offenses, compared to 259 in 2020 that is a 13% increase. There were 215 Part 2 offenses in 2021, compared to 155 offenses in 2020 that is a 39% increase.

Calls for service decreased by 6% in 2021; with 9226 calls in 2021, and 9823 calls in 2020.

A total 1714 reports were written in 2021; which includes 937 original reports and 777 supplement reports. This is an increase of 18% from the number of the 1450 reports written in 2020.

The Criminal Investigation Division's case clearance rate was 52% in 2021.

Officers effected a total of 389 arrests in 2021; including 236 custodial, 153 non-custodial arrest, and 3 juvenile arrests. This is a decrease of 3% over the total number of arrests in 2020 (403).

Officers conducted 1265 traffic stops in 2021, resulting in 1428 traffic citations. Of those traffic stops; 810 drivers were white, 380 drivers were black, and 71 drivers were of other/unknown races.

The total number of traffic accidents reported increased by 40% in 2021. There were 332 accidents reported in 2021, and 237 reported in 2020.

Shrewsbury Police Department employees collectively received 995 hours of work-related training in 2021. This is a 37% increase in training to 2020 (725).

A total of 20 CIT (Crisis Intervention Team) reports were written in 2021; which is a 9% decrease to the 22 CIT reports generated in 2020.

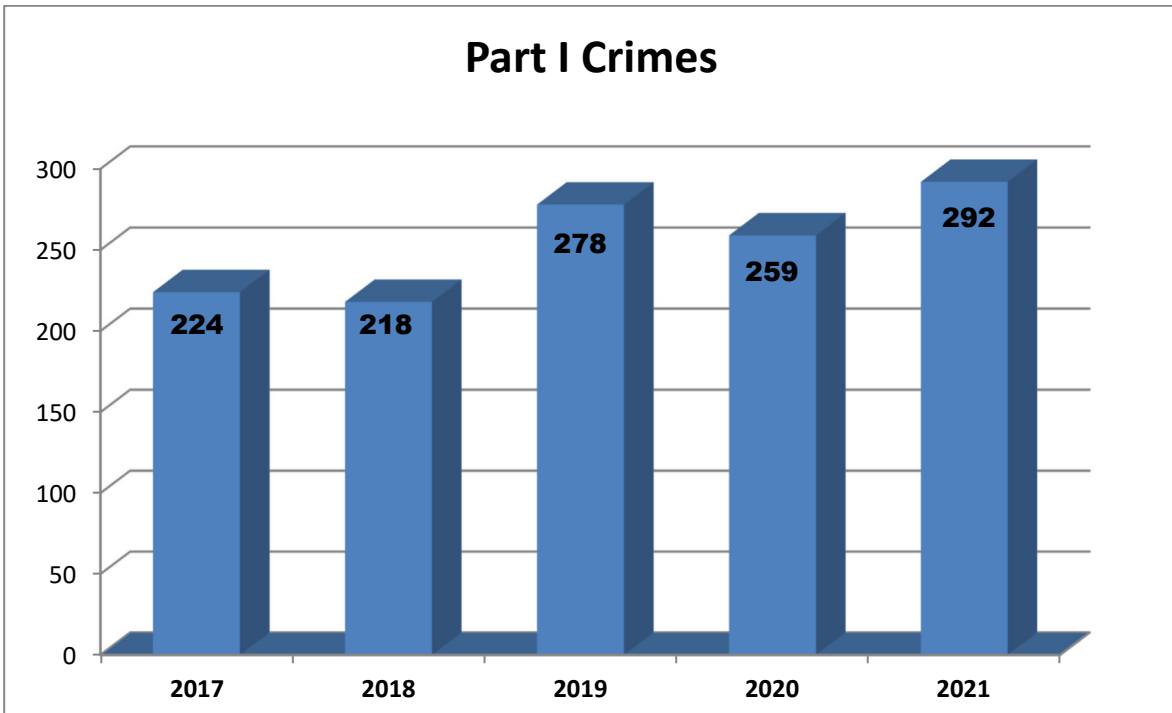
There were five Internal Affairs Investigations in 2021. Four of the complaints were received from external sources and one was received from internal sources. Four were found to be unsubstantiated and one was found to be sustained.

Shrewsbury Police Department 2021 Annual Report

Part 1 Crimes

Part 1 Crimes:	2017	2018	2019	2020	2021	% Change
<u>Criminal Homicide:</u>						
<i>Murder (non-negligent)</i>	1	2	0	0	0	0
<i>Murder (negligent)</i>	0	0	0	0	0	0
Subtotal	1	2	0	0	0	0%
<u>Rape</u>	2	1	3	1	2	100%
<u>Robbery:</u>						
<i>Armed (weapons)</i>	0	2	0	0	0	0%
<i>Strong-Arm (no weapons)</i>	1	1	0	3	3	0%
Subtotal	1	3	0	3	3	0%
<u>Assault Aggravated</u>	3	5	5	1	4	300%
<u>Burglary:</u>						
<i>Commercial</i>	4	8	3	5	8	60%
<i>Residential</i>	8	3	10	10	3	-70%
Subtotal	12	11	13	15	11	-27%
<u>Larceny:</u>						
<i>Over \$750</i>	30	23	51	42	74	76%
<i>Under \$750</i>	174	171	187	186	179	-4%
Subtotal	204	194	238	228	253	11%
<u>Auto theft</u>	1	4	20	11	19	73%
<u>Arson</u>	0	0	0	0	0	0%
Grand Total	224	218	278	259	292	13%

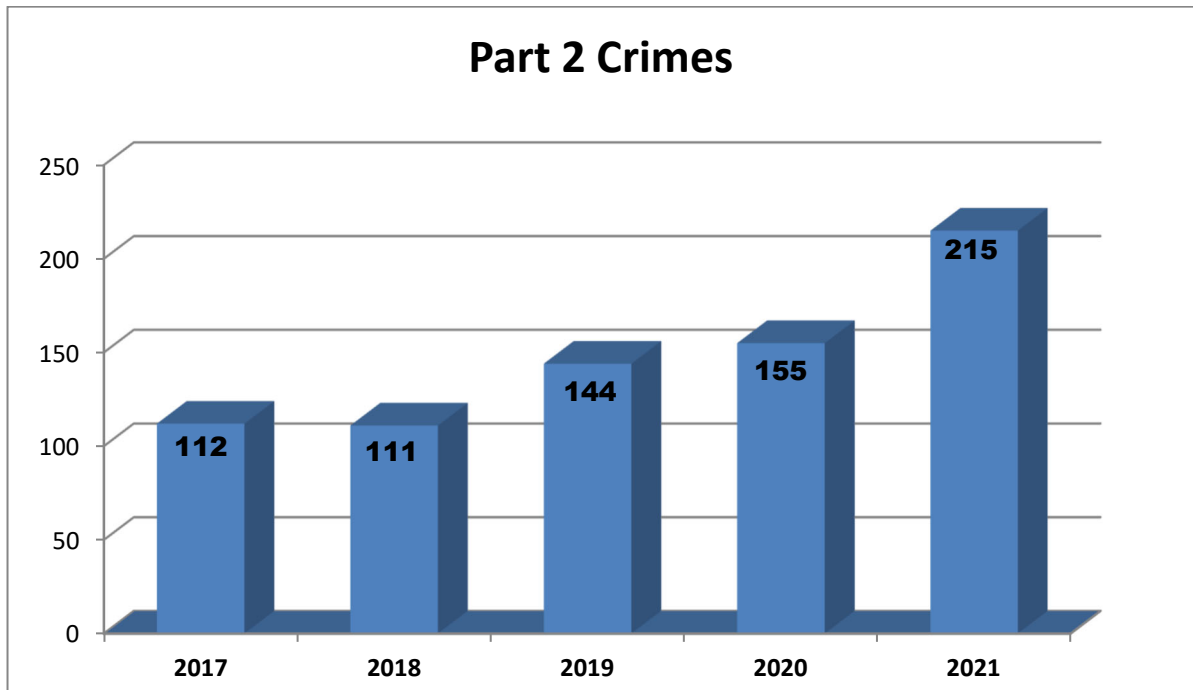
Shrewsbury Police Department 2021 Annual Report



Shrewsbury Police Department 2021 Annual Report

Part 2 Crimes

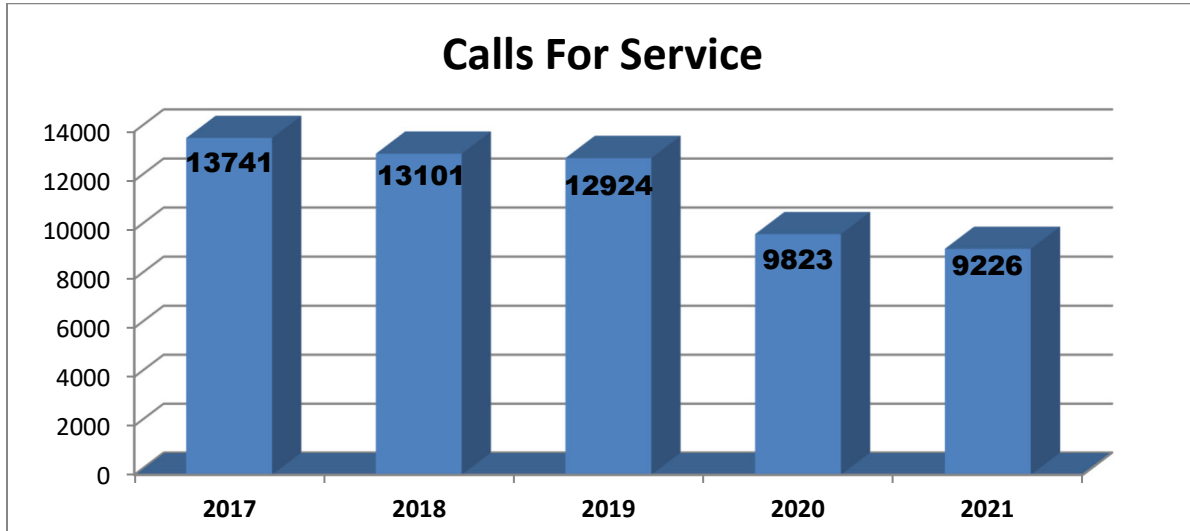
Part 2 Crimes:	2017	2018	2019	2020	2021	% change
<i>Simple Assaults</i>	25	18	18	17	27	59%
<i>Property Damage</i>	29	15	31	30	73	143%
<i>Sex Offenses</i>	4	4	3	2	3	50%
<i>Worthless Documents/Fraud</i>	30	27	31	24	34	42%
<i>DWI Offenses</i>	2	4	10	12	12	0%
<i>Trespassing</i>	22	43	51	70	66	-6%
Grand Total	112	111	144	155	215	39%



Shrewsbury Police Department 2021 Annual Report

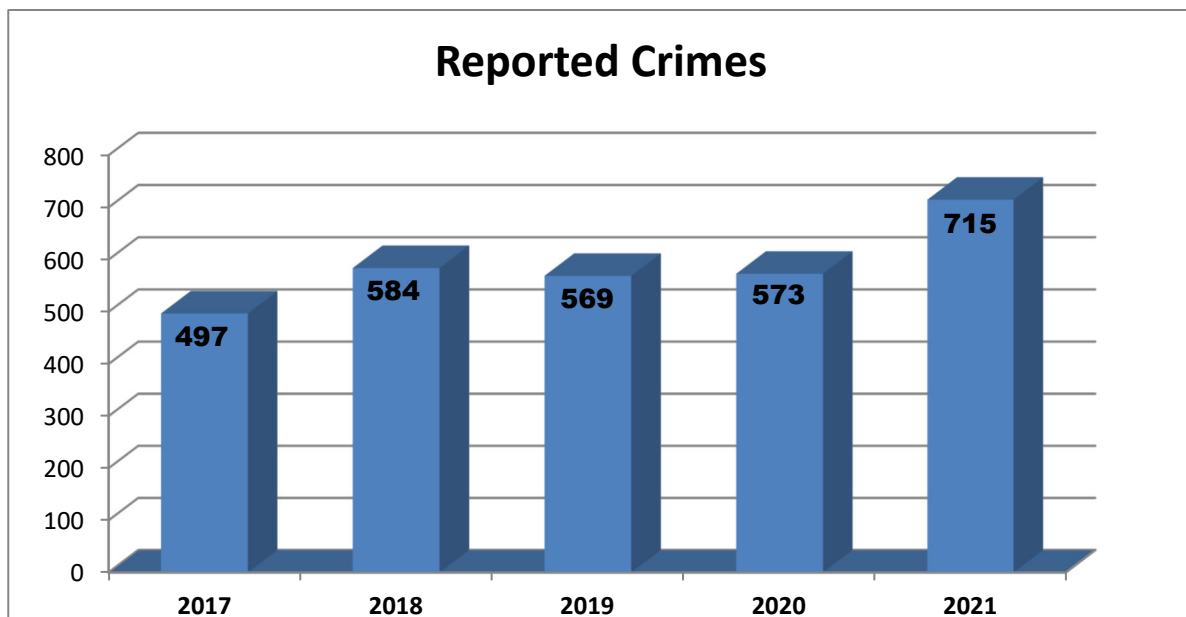
Calls for Service

Year	2017	2018	2019	2020	2021	%Change
Total Calls for Service	13741	13101	12924	9823	9226	-6%



Reported Crimes

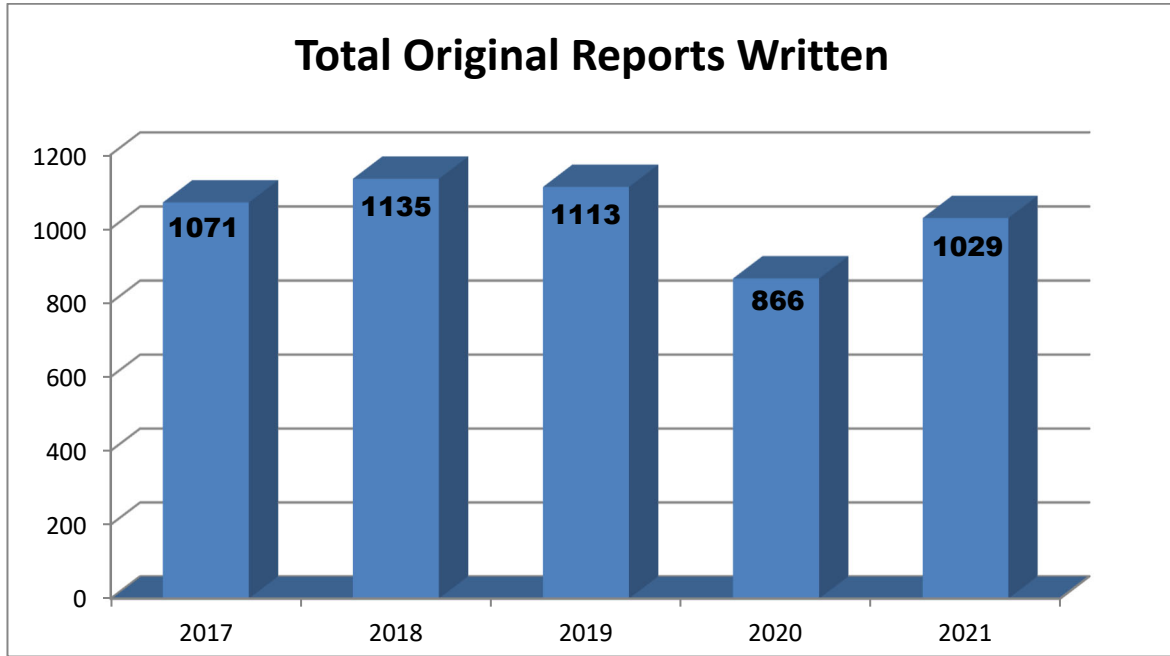
Year	2017	2018	2019	2020	2021	%Change
Total Reported Crimes	497	584	569	573	715	25%



Shrewsbury Police Department 2021 Annual Report

Total Original Reports Written

Year	2017	2018	2019	2020	2021	%Change
Original Reports Written	1071	1135	1113	866	1029	19%



Criminal Investigation Division Case Summary

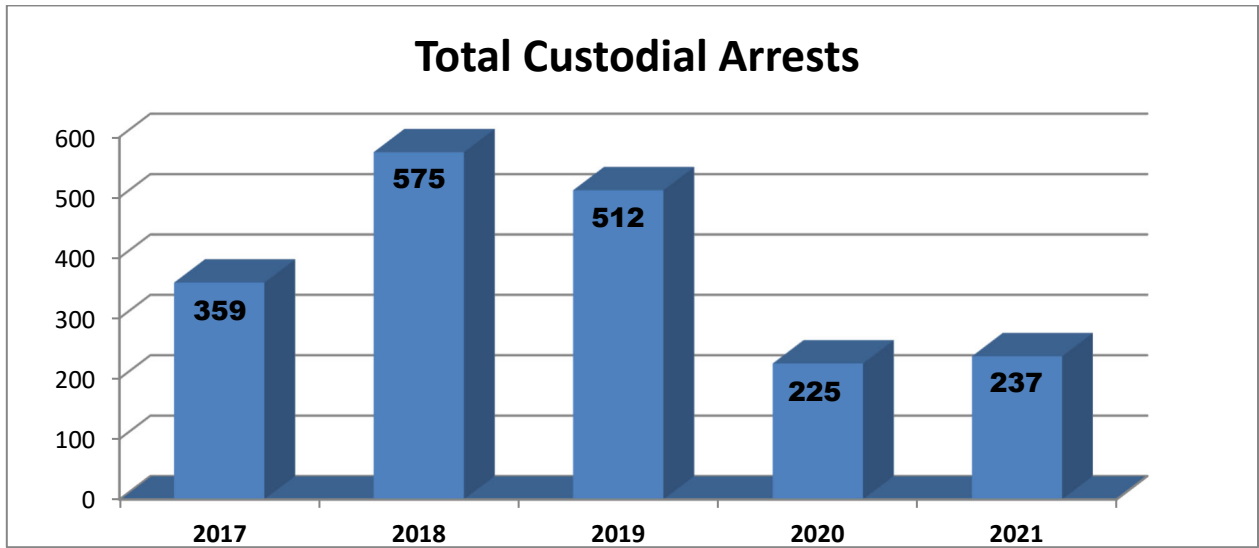
Month Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cases Worked	7	1	4	7	6	6	5	1	2	3	6	6
Cases Cleared	3	0	2	4	3	5	1	1	1	1	6	1

Clearance Rate 52%

**Shrewsbury Police Department
2021 Annual Report**

Custodial Arrests

Year	2017	2018	2019	2020	2021	%Change
Total Custodial Arrests	359	575	512	225	236	5%



**Shrewsbury Police Department
2021 Annual Report**

Custodial Arrest Breakdown by Offense

Year	2017	2018	2019	2020	2021	% of Total
Charge:						
F.T.A.	138	250	213	60	45	19 %
Fugitive		114	86	53	30	13 %
Stealing Under \$750	105	112	110	38	55	23 %
Stealing Over \$750	10	3	1	10	15	6 %
Trespassing		4	3	8	9	4 %
Traffic Offenses	20	28	15	5	6	3 %
Assault / Domestic Assault	10	13	16	8	10	4 %
D.W.I.	6	5	12	12	15	6 %
Controlled Substance	38	17	14	11	12	5 %
Worthless Document / Fraud	2	4	1	3	3	1 %
Burglary	3	1	4	0	3	1 %
Weapons	7	5	4	2	3	1 %
Other	27	18	22	18	31	13 %
Total	359	575	512	225	237	100 %
Juvenile Offenses	5	1	11	8	3	-63 %

Custodial Arrest Breakdown by Driver's Race

Year	2017	2018	2019	2020	2021	% of Total
White	187	255	239	105	131	55%
Black	170	304	260	119	102	43%
Other	2	16	13	1	4	2%
Total	359	575	512	225	237	100%

**Shrewsbury Police Department
2021 Annual Report**

**Traffic Enforcement
Summary of Citations by Type**

Violation Type	# of Citations	% of Total
Accidents	10	0.63 %
Drugs Non-Traffic	21	1.00 %
Driver's License	199	13.00 %
DWI, Alcohol-Drugs, Traffic	15	0.95 %
Financial Responsibility	261	17.00 %
General Driving	22	1.00 %
Lane Usage	27	2.00 %
Lights – Vehicle	12	0.76 %
Parking	148	9.00 %
Passing	1	0.06 %
Registration	373	24.00 %
Seat Belts, Child Restraint	83	5.00 %
Signs, Signals	56	4.00 %
Speeding	235	15.00 %
Trespassing	82	5.00 %
Turning	2	0.12 %
Vehicle Equipment, Inspections	14	0.88 %
Yield Right-of-Way	16	1.00 %
Total	1577	100 %

**Shrewsbury Police Department
2021 Annual Report**

**Traffic Enforcement Breakdown by Driver's Race
(Moving Citations)**

Year	2017	2018	2019	2020	2021
White	1479	1229	1015	1681	639
Black	632	604	530	740	329
Other	44	49	32	117	17
Total	1774	1882	1577	2538	985

**Traffic Enforcement Breakdown by Driver's Race
(Non-Moving Citations)**

Year	2017	2018	2019	2020	2021
White	532	553	529	608	347
Black	382	469	367	413	229
Other	11	10	8	18	16
Total	602	925	1032	904	592

**Shrewsbury Police Department
2021 Annual Report**

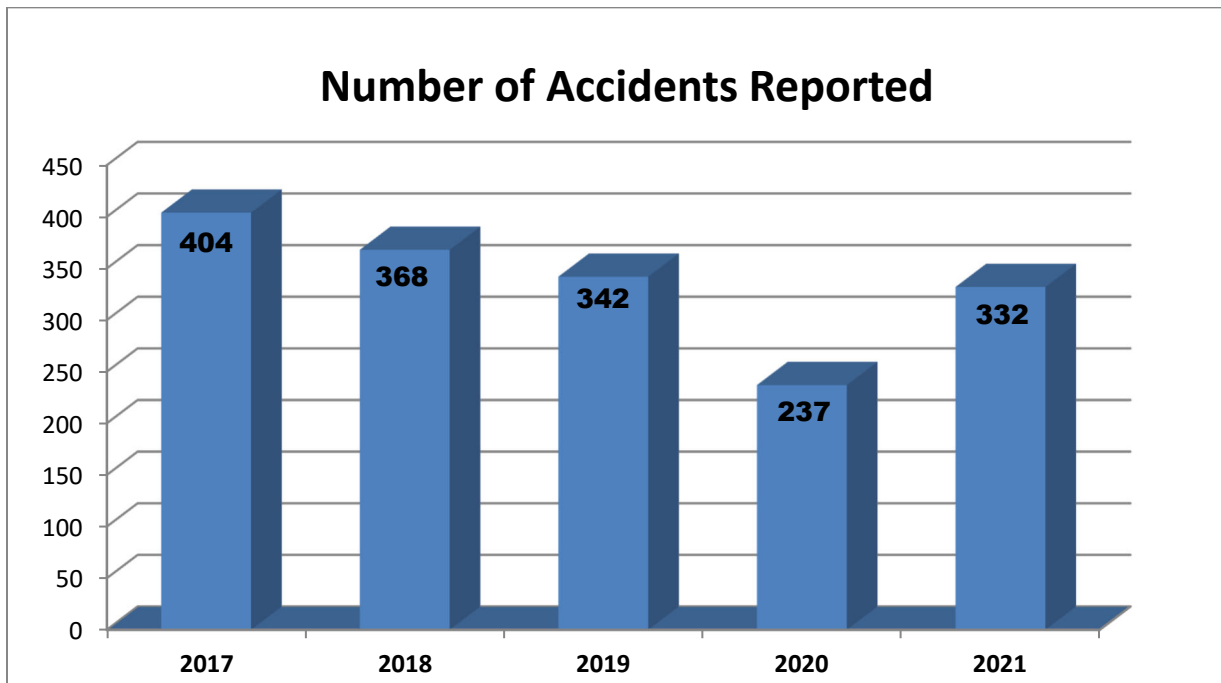
Traffic Accident Summary

Total Number of Accidents Reported

Year	2017	2018	2019	2020	2021	%Change
	404	368	342	237	332	40%

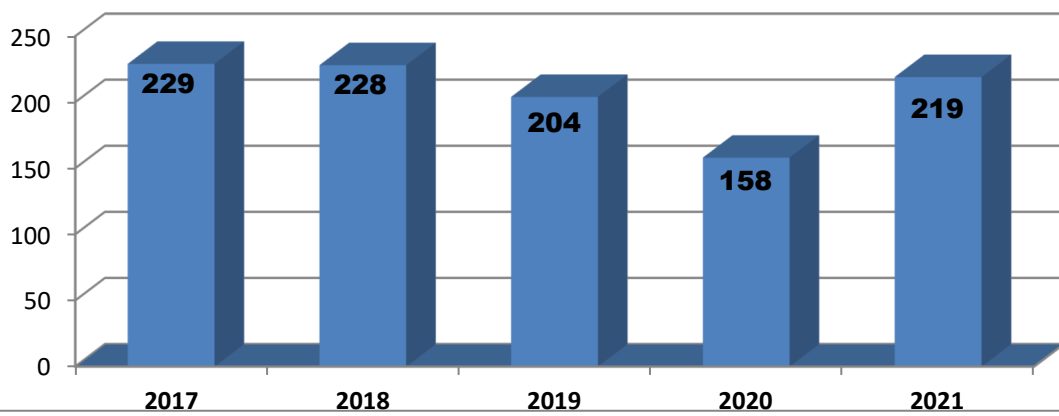
Total Number of Accident Reports Written

Year	2017	2018	2019	2020	2021	%Change
Type of Accident:						
Fatal	1	0	0	1	0	0%
Injury	31	34	26	31	30	-3%
Property Damage Only	197	194	178	126	189	50%
Total	229	228	204	158	219	32%

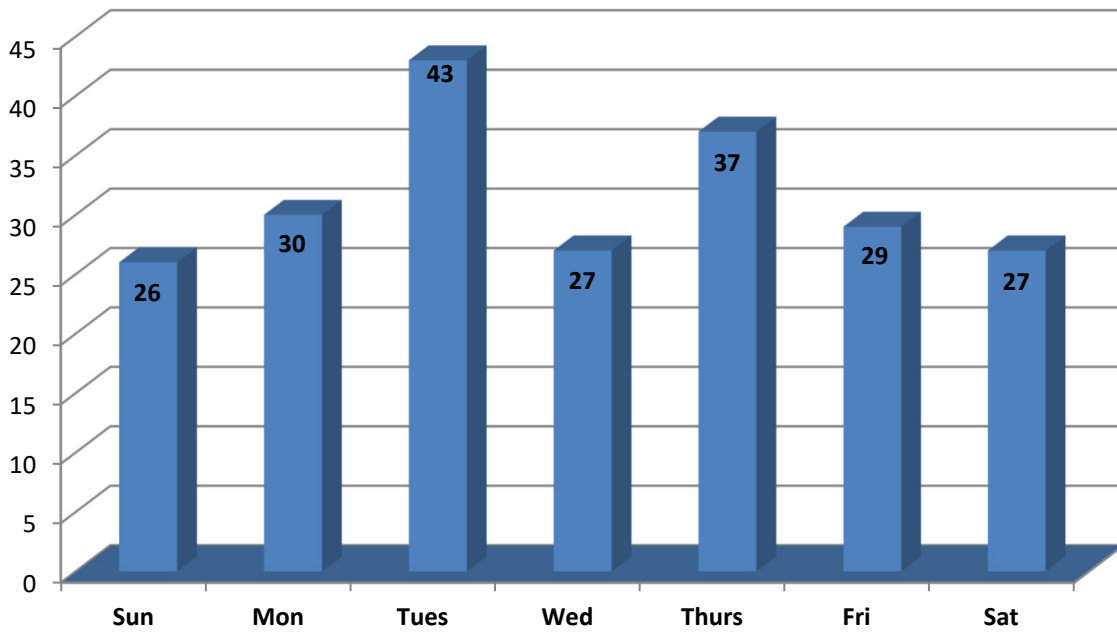


Shrewsbury Police Department 2021 Annual Report

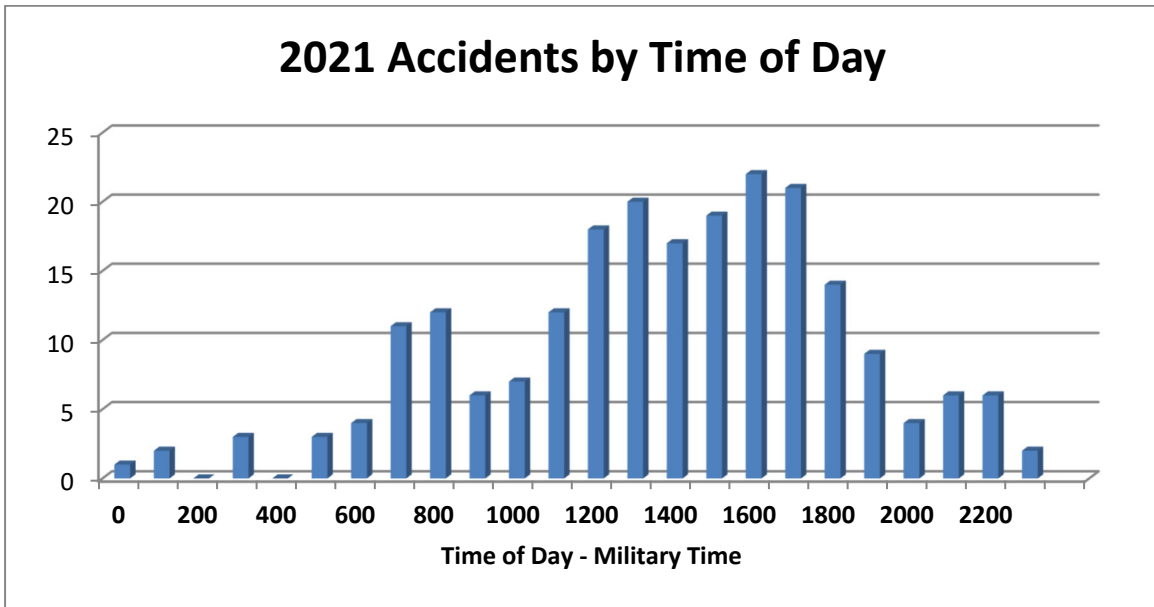
Number of Accident Reports Written



2021 Accidents by Day of Week



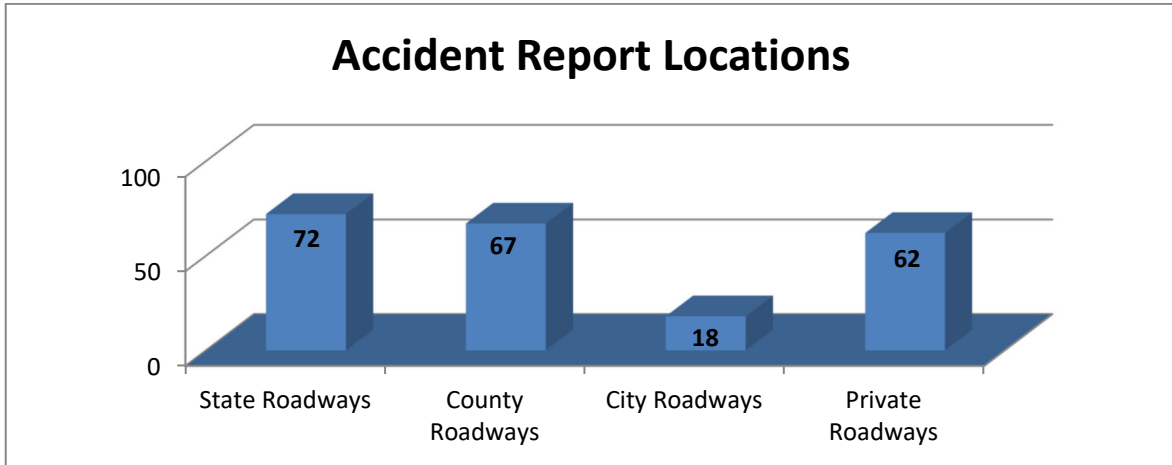
Shrewsbury Police Department 2021 Annual Report



Shrewsbury Police Department 2021 Annual Report

2021 Accident Report Location

State Roadways	72
County Roadways	67
City Roadways	18
Private Roadways	62
Total	219

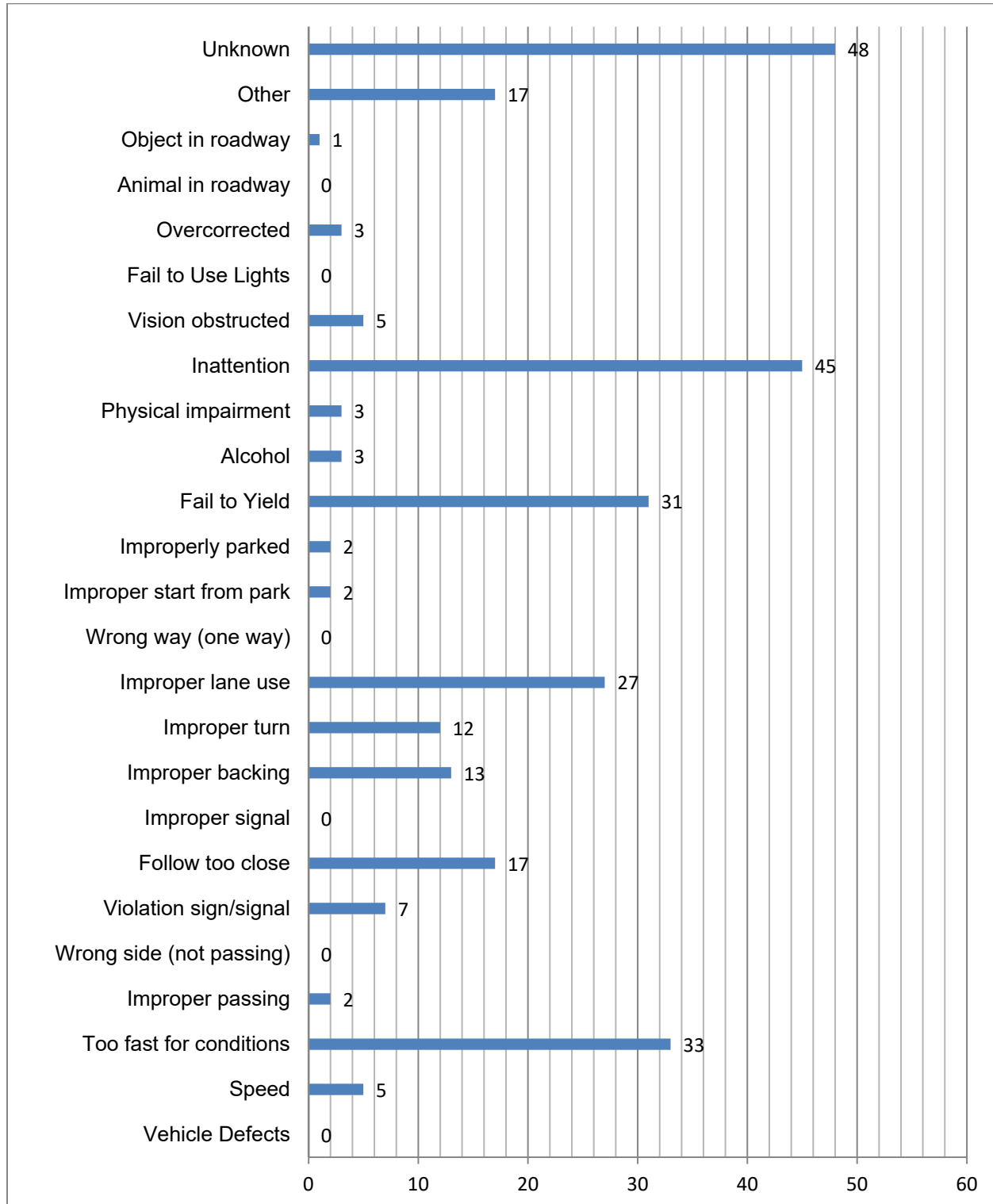


The Shrewsbury Police Department wrote 219 vehicle accident reports in 2021. Of the 219 reports written: 33% occurred on State Arterial Roadways, 31% occurred on County Arterial Roadways, 8% occurred on City Roadways, and 28% occurred on Private Property.

Over the past 5 years the average number of accident reports written per year is 208.

Shrewsbury Police Department 2021 Annual Report

Probable Contributing Circumstances for Accidents



** Accidents may have more than one contributing circumstance

Shrewsbury Police Department 2021 Annual Report

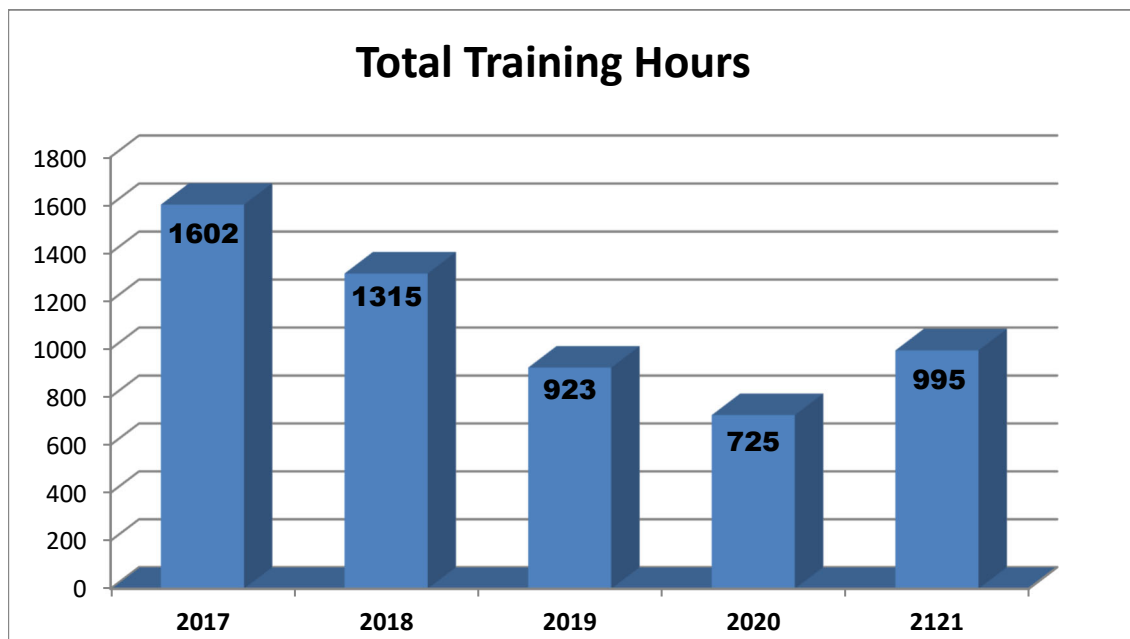
Training Division

Training Type	Hours
St. Louis Co & Municipal Academy P.O.S.T. Training	184
Shrewsbury Police In-Service P.O.S.T. Training	166
Other P.O.S.T. Provider Training	243
Roll Call Training	30
Police Legal Science	372
Total Training	995

Shrewsbury Officers and office personnel attended a wide variety of continuing education training, to include: De-Escalation Techniques; Crisis Management; Ethics; Mental Disorders; Mental Health Awareness, Social Media Safety; Bias-Based Policing; Fair and Impartial Policing; Dealing with the Mentally Ill; Firearms; Less Lethal and a variety of other topics. It is the goal of the Police Department to ensure all personnel receive ongoing topical, relevant, professional training.

All Shrewsbury officers qualified with their duty weapons during 2021. The firearms training/qualification included duty weapons, off-duty weapons, department shotguns and patrol rifles. Shrewsbury officers also received training in less lethal such as the Taser and Pepper Spray.

All officers received in-service training on department policies and procedures, to include: Use of Force; Harassment & Discrimination in the Workplace; Vehicle Pursuits; Civil Disturbances, Citizen Contacts & Bias-Based Motor Vehicle Traffic Stops.



Shrewsbury Police Department 2021 Annual Report

The Shrewsbury Police Department currently has seventeen police officers trained and certified as Crisis Intervention Team (CIT) members. The Crisis Intervention Team members receive in depth training on how to recognize and deal with those suffering from mental crisis. The goal of the Crisis Intervention Team is to properly deal with and assist those who are in mental crisis. The program is administered by the St. Louis County Police Department and the St. Louis County Circuit Courts has organized a Mental Health Division as a jail diversion program. The Mental Health Court was designed to assist those who have been officially diagnosed with a mental illness and have been charged with a crime due to their condition. The goal of the St. Louis County Mental Health Court is to provide them with resources to assist them in effectively dealing with their mental illness so they can live productive lives. The Shrewsbury Police Department joined the Crisis Intervention Team in 2005 and joined the St. Louis County Mental Health Court in 2006. We remain committed to the Crisis Intervention Team's efforts. Shrewsbury Police Department had 20 CIT reports in 2021.

Shrewsbury Police Department 2021 Annual Report

2021 Internal Affairs Investigations

Total number of complaints received from citizens or other outside sources	4
Total number of Internal Affairs Investigations	5
Total number of IA complaints received from citizens or other outside sources	4
Total number of IA complaints received from within the department	1
Total number of complaints sustained	1
Total number of externals complaints sustained	0
Total number of internal complaints sustained	1

There were 5 complaints received in 2021; Four complaints were received from citizens or outside sources and one complaint was received from inside the department. Four of the complaints received from citizens or outside sources were found to be unsubstantiated. The one internal complaint was found to be sustained that resulted in a suspension.

CALEA Accreditation

The Shrewsbury Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The purpose of the CALEA Accreditation Program is to improve the delivery of public safety services, primarily by maintaining a body of standards developed by public safety practitioners. These standards are designed to strengthen crime prevention and control capabilities; formalize essential management procedures; establish fair and nondiscriminatory personnel practices; improve service-delivery; solidify interagency cooperation and coordination; and boost citizen and staff confidence in the agency.

The Shrewsbury Police Department first obtained CALEA Recognition status in 2006, moving to full accreditation in 2009. Most recently they were assessed and re-certified in October 2021 and received our most recent re-accreditation award in March 2022. The Shrewsbury Police Department continues to maintain its CALEA Accreditation status, which involves rigorous, ongoing reviews and assessments by independent, outside assessors and annual CSM (Compliance Service Member) reviews.

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Contact information same as last report <input type="checkbox"/>	
Municipality: Shrewsbury Municipal Court		Reporting Period: 05/01/2022 - 05/31/2022	
Mailing Address: 4400 Shrewsbury Ave		Software Vendor: REJIS	
Physical Address: 4400 Shrewsbury Ave		County: St. Louis County	Circuit: 21st Judicial Circuit
Telephone Number: (314) 647-8634		Fax Number: (314) 647-0019	
Prepared by: Dennis Brown <i>Mike Pauley</i>		E-mail Address: dbrown@cityofshrewsbury.com iNotes []	
Municipal Judge(s): A. Gentry Smith		Prosecuting Attorney: John A. Bouhasin	
II. MONTHLY CASELOAD INFORMATION		Alcohol and Drug Related Traffic	Other Traffic
A. Cases (Citations/Informations) Pending at start of month		3	1,089
B. Cases (Citations/Informations) Filed		0	0
C. Cases (Citations/Informations) Disposed			
1. Jury Trial (Springfield, Jefferson, and St. Louis County only)		0	0
2. Court/Bench Trial - GUILTY		0	0
3. Court/Bench Trial - NOT GUILTY		0	0
4. Plea of GUILTY in Court		0	0
5. Violations Bureau Citations (i.e., written plea of guilty) and Bond Forfeitures by Court Order (as payment of fines/costs)		0	0
6. Dismissed by Court		0	125
7. Nolle Prosequi		0	0
8. Certified for Jury Trial (not heard in Municipal Div.)		0	0
9. TOTAL CASE DISPOSITIONS		0	125
D. Cases (Citations/Informations) pending at end of month [pending caseload = (A + B) - C9]		3	964
E. Trial De Novo and/or Appeal Applications Filed		0	0
III. WARRANT INFORMATION (Pre and Post Disposition)		IV. PARKING TICKETS	
1. # Issued during Reporting Period	0	# Issued During Period	
2. # Served/Withdrawn during Reporting Period	203	<input type="checkbox"/> Court staff does not process parking tickets	
3. # Outstanding at End of Reporting Period	1,388		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Municipality: SHREWSBURY	Reporting Period: May 1, 2022 - May 31, 2022	
Mailing Address: 4400 SHREWSBURY AVE, SAINT LOUIS, MO 63119				
Physical Address: 4400 SHREWSBURY AVE, SAINT LOUIS, MO 63119			County: St. Louis County	Circuit: 21
Telephone Number: (314)6478634 EXT: 5		Fax Number:		
Prepared by: MIKE PAULEY		E-mail Address:		
Municipal Judge:				
II. MONTHLY CASELOAD INFORMATION				
	Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month	10	3,973	784	
B. Cases (citations/informations) filed	0	75	24	
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)	0	0	0	
2. court/bench trial - GUILTY	0	0	0	
3. court/bench trial - NOT GUILTY	0	0	0	
4. plea of GUILTY in court	0	42	17	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)	2	92	4	
6. dismissed by court	0	16	2	
7. <i>nolle prosequi</i>	0	16	0	
8. certified for jury trial (not heard in Municipal Division)	0	0	0	
9. TOTAL CASE DISPOSITIONS	2	166	23	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]	8	3,882	785	
E. Trial de Novo and/or appeal applications filed	0	0	0	
III. WARRANT INFORMATION (pre- & post-disposition)		IV. PARKING TICKETS		
1. # Issued during reporting period	97	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	127	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	3,722			



SHREWSBURY FIRE DEPARTMENT

To: Mayor and Board of Alderman
From: Chief Chris Amenn
Date: June 8, 2022
Re: SFD Activities May 1, 2022, through May 31, 2022

Staffing

We currently have five positions open. Currently we have four eligible applicants and have begun the process of interviewing and vetting those candidates for hire.

Our ambulance has been out of service Ninety-seven days now since November 23 due to staffing shortages. Abbot EMS is covering on the days we are out of service under the newly signed mutual aid agreement. They are putting an additional ambulance in service near our community on those days during peak hours. (7AM to 7 PM). During the remainder of the hours, they are covering with their normal fleet staffing.

For the Month of June our ambulance is anticipated to be out of service all but Eight days. Abbott will cover the remaining twenty-three days.

OVERTIME DUE TO AMBULANCE SERVICE WITH ABBOTT COVERAGE

In May, we were only able to staff 7 days of May with OT to keep Ambulance in service. The following OT has been utilized:

January	\$15,458
February	\$18,255
Mar	\$17,903
April	\$15,443
May	\$16,455

We are holding strong at 43% utilization of the Overtime budget, yet future months of revenue will not support the budget.

Ambulance Billing

As of May 31st, LOGICS shows we collected about 16% budgeted revenue of \$45,376.51.

FY 2022 is budgeted for \$275,000.00; May should have concluded with a revenue of 42% revenue collected of \$115,500.

*INFORMATION OBTAINED FROM BILLING SYSTEM

	2020	2021	2022
NUMBER OF CALLS BILLED JAN - MAY	263	324	243

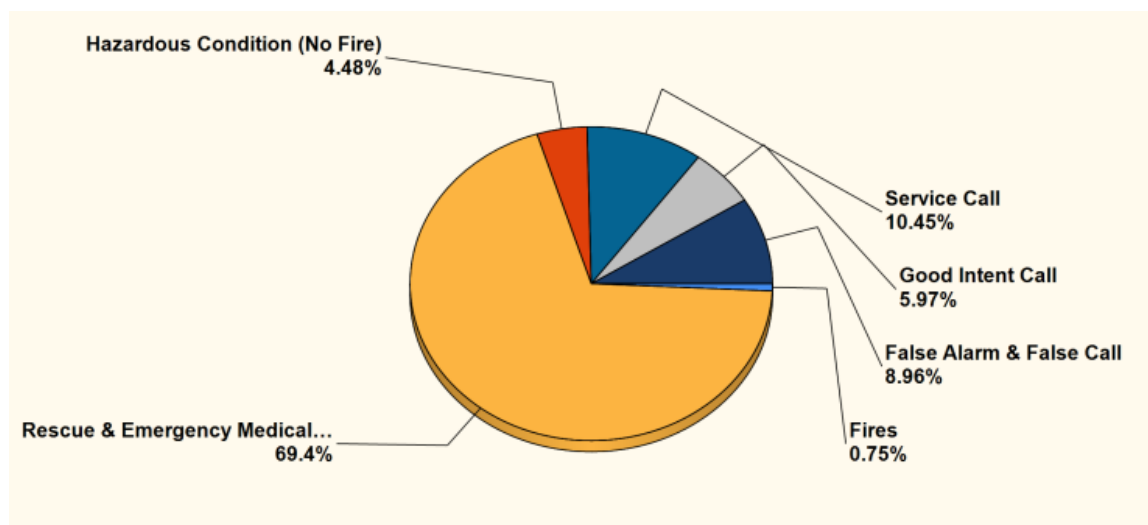
PAYMENTS COLLECTED JAN - MAY	\$100,207.03	\$102,728.27	\$71,000.35
BILLED JAN - MAY	\$150,103.50	\$235,669.60	\$156,638.00
NON-ALLOWED CHARGES UNCOLLECTIBLE JAN - MAY	\$58,066.60	\$76,346.69	\$46,689.99
WRITE OFFS – COLLECTION JAN - MAY	\$200,016.87	\$43,614.35	\$1,931.48

As of May 31st, we have a list of 216 accounts totaling \$123,909.18 of possible bad debt to be collected.

The historical average of 43 calls billed each month would hold our revenue budget to good standing. While January and February were averaging months, March through May has proven much different and as we feared revenue will be affect each month moving forward. FY2022 reduced the ambulance service revenue budget to \$275,000 with hopes to continue the trend of collecting.

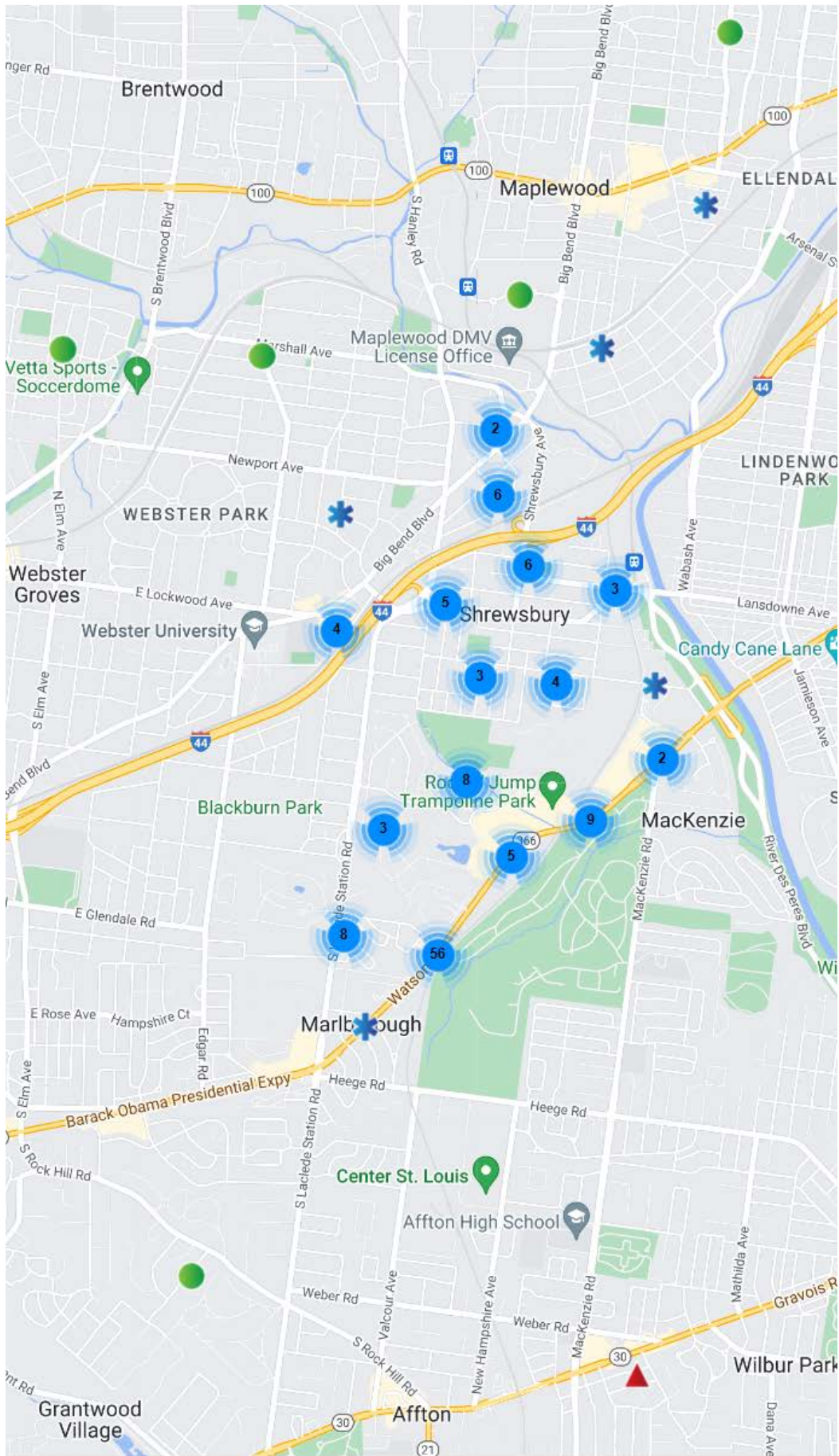
The Assistant to the Chief has completed certification for ambulance billing to bring the process in house. July is the projected start date for in house billing.

Incident Response



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.75%
Rescue & Emergency Medical Service	93	69.4%
Hazardous Condition (No Fire)	6	4.48%
Service Call	14	10.45%
Good Intent Call	8	5.97%
False Alarm & False Call	12	8.96%
TOTAL	134	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.75%
321 - EMS call, excluding vehicle accident with injury	87	64.93%
322 - Motor vehicle accident with injuries	5	3.73%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.75%
412 - Gas leak (natural gas or LPG)	2	1.49%
422 - Chemical spill or leak	1	0.75%
440 - Electrical wiring/equipment problem, other	1	0.75%
441 - Heat from short circuit (wiring), defective/worn	2	1.49%
522 - Water or steam leak	1	0.75%
554 - Assist invalid	13	9.7%
611 - Dispatched & cancelled en route	7	5.22%
622 - No incident found on arrival at dispatch address	1	0.75%
700 - False alarm or false call, other	2	1.49%
733 - Smoke detector activation due to malfunction	1	0.75%
735 - Alarm system sounded due to malfunction	2	1.49%
736 - CO detector activation due to malfunction	1	0.75%
740 - Unintentional transmission of alarm, other	1	0.75%
743 - Smoke detector activation, no fire - unintentional	3	2.24%
745 - Alarm system activation, no fire - unintentional	2	1.49%
TOTAL INCIDENTS:	134	100%



MEMORANDUM

TO: Mayor Travaglini
Board Members

FROM: Tony V Wagner
Public Works Superintendent

RE: Department Update

DATE: July 4, 2022

Patch work on the asphalt streets is still ongoing.

The 2022 Concrete Street Replacement Project, is well under way in the south-woods area. Once this project is complete, the CDBG Street Replace Project on Somerworth at Kenrick Manor Dr. well begin.

Grass cutting is a full- time priority, due to all the rain.

Four (4) sewer lateral repairs have been completed this month, and the program is moving forward and going strong.

Luth Construction Company is close to completing the MSD clean water project for the 2022 calendar year.

Missouri American Water projects will be schedule soon, once we get the start dates, we will notify them.

Nothing further to report at this time

Respectfully submitted,



Parks & Recreation Department

Memo

To: Mayor & The Board of Aldermen
From: Chris Buck: Parks and Recreation Director
Date: 6/10/2022
Re: Department Update

- The Aquatic Center is open for the season, and we are seeing very solid pass numbers for the year. The attendance has been steady, and we anticipate those numbers increasing with the expected heat wave next week.
- The painting of the pools turned out great. We have had to do some minor maintenance projects to the pool house and pump house but it's really coming into shape.
- We have 200 kids on the swim team this year, which is 50 more than last.
- Camps started last week and have been going great. We have over 170 kids in both camps and a strong group of counselors.
- As with all summers please keep in mind that there will be lots of kids in our parks and parking lots so please take it slow and be alert.



CITY OF SHREWSBURY

OFFICE OF ADMINISTRATION

TO: BOARD OF ALDERMEN, MAYOR TRAVAGLINI, DEPARTMENT HEADS
FROM: ELLIOT BROWN, INTERIM CITY ADMIN/CITY CLERK
SUBJECT: JUNE BOARD OF ALDERMEN REGULAR MEETING
DATE: JUNE 9, 2022

Department Update:

Economic Development

- The Lower Kenrick restaurant concept revisions are still ongoing. The owner still wants to put a restaurant there, but the space originally may not be large enough.
- On June 8th, the Plan Commission voted to recommend the Board issue special use permits to two new businesses:
 - Golden Oak Pancake House at 7289 Watson Rd (Mackenzie Pointe).
 - The Bridge Academy Autism Center at 7541 Ravensridge Dr. (Georgetown Center).

The Board of Aldermen will hold a public hearing for final review of the two special use permits at our July 12th regular meeting.

- A vacant property located at 7725 Watson Rd. (behind Auto Evaluators) has attracted two potential buyers in recent weeks. Both proposed businesses would require a special use permit to operate on the property. Now that Extra Space Storage is in operation on the former Rothman site and MSD has completed its infrastructure work, this area is beginning to attract attention from developers.

Building & Housing

- Building Commissioner Herr has completed his review of the Dunkin Donuts building permit and the contractor will be coordinating the start of the project with Staff in the next couple weeks.
- The Building & Housing department has processed over 200 applications so far this year totaling almost \$3mil worth of construction projects.
- 7738 Kenridge Ln. is off the market again. The owner has decided to renovate the home prior to selling. They have an active building permit for the renovations and anticipate completing the project within 30 days. We are moving forward with condemnation proceedings in the meantime to ensure the work is done in a timely manner.

Admin

- S&P is still reviewing the City's credit rating. Director Madrid and I are confident that they will reach a favorable decision.
- MoDOT has approved our contract with Weis Design for the engineering work on our upcoming Weil/Wilshusen/St. Vincent Aves. Street improvements project.
- In response to the discussion regarding the City Administrator job description in our last work session, I am working with Attorney Daming on a draft ordinance for the Board to review at the next work session.
- UMSL reached out offering us a summer intern. If it works out, I will accept one to help us with our Building & Housing database project.

Agenda Items:Annual Liquor License Approval:

- We received liquor license renewal applications from Walmart and St. Michael's. They are due by July 1st, so the rest will be on the work session agenda.

Ordinances for Consideration:

- **Bill 3057 – Finance Commission**

This ordinance establishes a Finance Commission incorporating the requests of the Board in recent meetings. Please let me know prior to the meeting if you would like to sponsor this Bill.

- **Bill 3058 – Fire Hydrant at 7600 Watson**

This ordinance was requested by Chief Amenn to allow Missouri American Water to add a fire hydrant in the 7600 block of Watson Rd. Please let me know prior to the meeting if you would like to sponsor this Bill.

- **Bill 3059 – Holloran Contracting Supplemental Contract**

This ordinance authorizes the Mayor to execute a supplemental contract with Holloran allowing the City to receive CDBG funds from St. Louis County for the street improvements project at 5406-5410 Somerworth Ln. While we already passed ordinance 3037 approving a contract with Holloran for this project, St. Louis County asked for this supplemental contract to be executed when they met with Superintendent Wagner and myself for a preconstruction meeting last week. Please let me know prior to the meeting if you would like to sponsor this Bill.

- **Bill 3060 – Fund Balance Policy**

Director Madrid and Attorney Daming drafted this ordinance to revise our existing fund balance policy to match the best practices recommended by the Government Finance Officers Association (GFOA). If approved, the revised policy would be to have at least 2 months of regular general fund operating revenues or expenditures in reserve rather than the previous target of 25-35% of annual operating expenditures. Please let me know prior to the meeting if you would like to sponsor this Bill.

- **Bill 3061 – Inmate Housing Contract with the City of St. Ann, MO**

Chief Vargas has negotiated a contract with St. Ann to house inmates in their facilities. Richmond Heights will no longer house inmates for us after we leave ECDC at the end of this month. Attorney Daming is still drafting this Bill, but it will be ready by Monday. Please review the contract and let me know prior to the meeting if you would like to sponsor this Bill.

Budget Amendment Request – Finance Department

- Director Madrid has identified a company to assist the Finance Department on a temporary basis. A budget amendment for the additional expenditure will require Board approval.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Elliot Brown", written over a horizontal line.

Elliot Brown
Interim City Administrator & City Clerk