



CITY OF OLIVETTE, MISSOURI

**Capital Improvement Plan for the Five Fiscal Years
Ending June 30, 2017 through June 30, 2021**

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CITY MANAGER TRANSMITTAL LETTER

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June 28, 2016

Mayor Springer and Members of the Olivette City Council

The first update to the five-year Capital Improvement Program for the fiscal years ending June 30, 2017-2021 for the City of Olivette is presented here.

The Capital Improvement Program presents capital investments forecasted for the next five years as developed by department heads with correspondence from the City Manager's office. Dependency on sales tax revenues to fund capital improvements as well as the addition of operations over the last several decades has put the City in a position where budgets had to be cut when revenues dropped during the most recent recession. This led to the adoption of lean budgets for both operating and capital expenditures. While revenues have recovered from prerecession lows, they are now experiencing a plateau and deferred purchasing and growing needs within the departments have left the City with difficult budget decisions surrounding the replacement of aging equipment throughout the City.

The following document is intended to be used as a tool to help shape those difficult decisions and offer additional context with which to make them. Use of this document in conjunction with the adopted annual budget document can provide increased transparency and thereby create a more informed council and citizenry. Changes will undoubtedly be made as the needs of the City and the various departments change throughout the years but the intent is to offer more tools and knowledge to aid in making better current and forward looking decisions.

Barbara Sondag, City Manager

Introduction

Purpose of the Capital Improvement Plan

The Capital Improvement Plan (CIP) is one of the three financial tools designed to plan and evaluate the financial affairs of the City of Olivette, Missouri (Olivette). The CIP is designed to be used in conjunction with the annual financial statements and budget for full planning and evaluation of the City.



The CIP is a planning and decision making tool which identifies crucial capital projects as identified by the heads of departments charged with providing and responding to the demands for services of the community. This tool has many uses but foremost is to allow the administration and Council to plan and evaluate its financial requirements for future needs and identify shortcomings or opportunities. Projects identified within this document for fiscal year 2017 are part of the approved fiscal year 2017 budget. In subsequent years, capital projects will be approved on an annual basis and therefore will not receive expenditure authority unless included as part of an approved budget.

The CIP permits the Council, public, and investors to see and consider the capital needs of the City on a long-range basis and provide insights into the long term goals of the administration. Review of individual items will be weighed against estimated revenue sources in an attempt to produce optimal use of public funds. By providing this forward looking resource, the Council, as representatives of the citizens, can better evaluate and choose between routes in the maintenance and growth of the City’s assets.

Because of the long term nature of the CIP, many assumptions must be made. Such assumptions include continuity of objectives of the Council and/or administrative leadership, steady revenue sources, and static goals of the departments. However, this document is designed to be a dynamic tool that is reviewed annually and can change with priorities. These priorities may change due to factors such as availability of grants requiring a local match, emergencies, technology, or change in project requirements as the time approaches for implementation.

As each year passes, the CIP is designed to be supplemented with an additional year of projects. Along with the addition of one year, previously presented projects are updated according to changing costs and circumstances. By doing this, the CIP can serve as an initial aid in the budgeting process rather than a final piece since it is a rolling document. Previously identified projects roll into current year projects and their expenditures can be assessed and prioritized along with operating expenditures.

In addition, the CIP challenges staff to assess and make determinations of future needs out to five years while incorporating current knowledge of equipment status and expected life, departmental goals, and cost of such projects.

Capital Item Classification Criteria

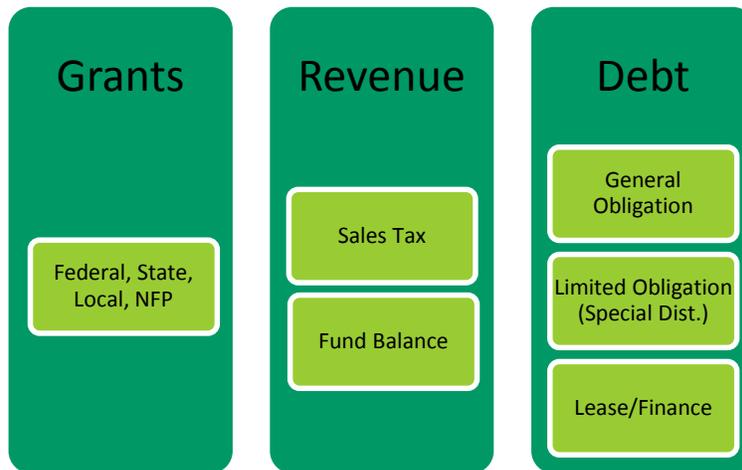
The classification of items as capital or operating expenditures is based on both the cost and asset life of the item purchases. The City defines a capital item as any equipment with a life of more than one year and a cost of over \$5,000. Major infrastructure projects, including improvement of any land or streets, are considered capital expenditures if the cost is over \$50,000. Most major equipment purchases meet the criteria for capital expenditures.

The detail section of the CIP is derived from capital project justification forms submitted by each City department. Included with each submission is a narrative of the item, justification that states the need for the project, and brief goals the item is expected to accomplish.

Once requests are submitted by the respective departments, members of administration and representatives of the City Council can determine goals and implement long term planning solutions. This step is important since funding remains scarce with aging infrastructure and assets and the increasing demand placed upon the departments by citizens.

Capital Purchase Funding Options

As the City ages and departmental needs change with service expectations of citizens, a dynamic long range plan must be developed based on costs and availability of resources. Funding for projects comes primarily from six sources: Grants, dedicated sales taxes, fund balance, general obligation debt, limited obligation debt, and leasing/financing.



Grants

Grants continue to be a focus of the current administration as a way to address some of the most pressing and costly needs of the city. These efforts have been successful and as a result have altered the capital planning for future periods by freeing up valuable resources. A major drawback with grant funding is their sporadic nature. Grant funding is subject to state and federal funding levels as well as diminishing returns where, in an attempt to evenly distribute funds, as more grants are awarded to an entity the more difficult additional grant awards become.



Sales Tax

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

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

Fund Balance

The latest audited fund balance as of June 30, 2015 for the various funds that could be possible contributor to capital improvements are as follows:

General Fund (01) less 6 months expenditures	\$ 879,198
Capital Improvements Fund (05)	\$ 1,321,691
Fire Operations (20)	\$ (139,466)
Equipment Replacement Fund (25)	\$ 343,710
Stormwater/Parks (30)	\$ 969,265

Debt

General Obligation Debt – The City is permitted by state statutes to incur general obligation bonded indebtedness up to 10% of total assessed valuation with a general vote. In August of 2014, the City’s voters authorized sale of \$13.5 million in general obligation bonds that were issued later that year. Those funds are currently in use to construct the new City Center to house public safety, planning, recreation, and administrative functions. Completion is expected in January 2017.

Limited General Obligation with Special Assessments – The City is permitted by state statutes to incur limited general obligation bonded indebtedness up to 10% of total assessed valuation with the approval of affected landowners. The current use of Limited General Obligation debt is with Neighborhood Improvement Districts (NID’s). Currently there are two within the City located at the Dielman Industrial Park (Dielman NID) and on North Price Rd. (N. Price NID). Landholders within the NID’s agree to and are responsible for repaying the debt incurred by the City to improve the streets within the district.

Leasing - The City has utilized lease financing to purchase both current fire trucks and the current ambulance. Leasing is an option for financing the purchase of equipment which might constitute too great an expenditure to be financed in a single year from current revenues. In fiscal year 2015-16, a three year lease/purchase financing totaling \$150,000 was issued for a snow removal vehicle and a fire command vehicle. Repayment will continue on this issuance until fiscal year 2017-18.



Active Capital Improvement Funds Financial Status

Capital items requested by staff for fiscal years ending June 30, 2017 through June 30, 2021 are summarized on pages 9 and 10. Summarized below are unaudited projected revenues and operational department future budgets as prepared by the finance department with the proposed capital improvements items as proposed by the respective departments:

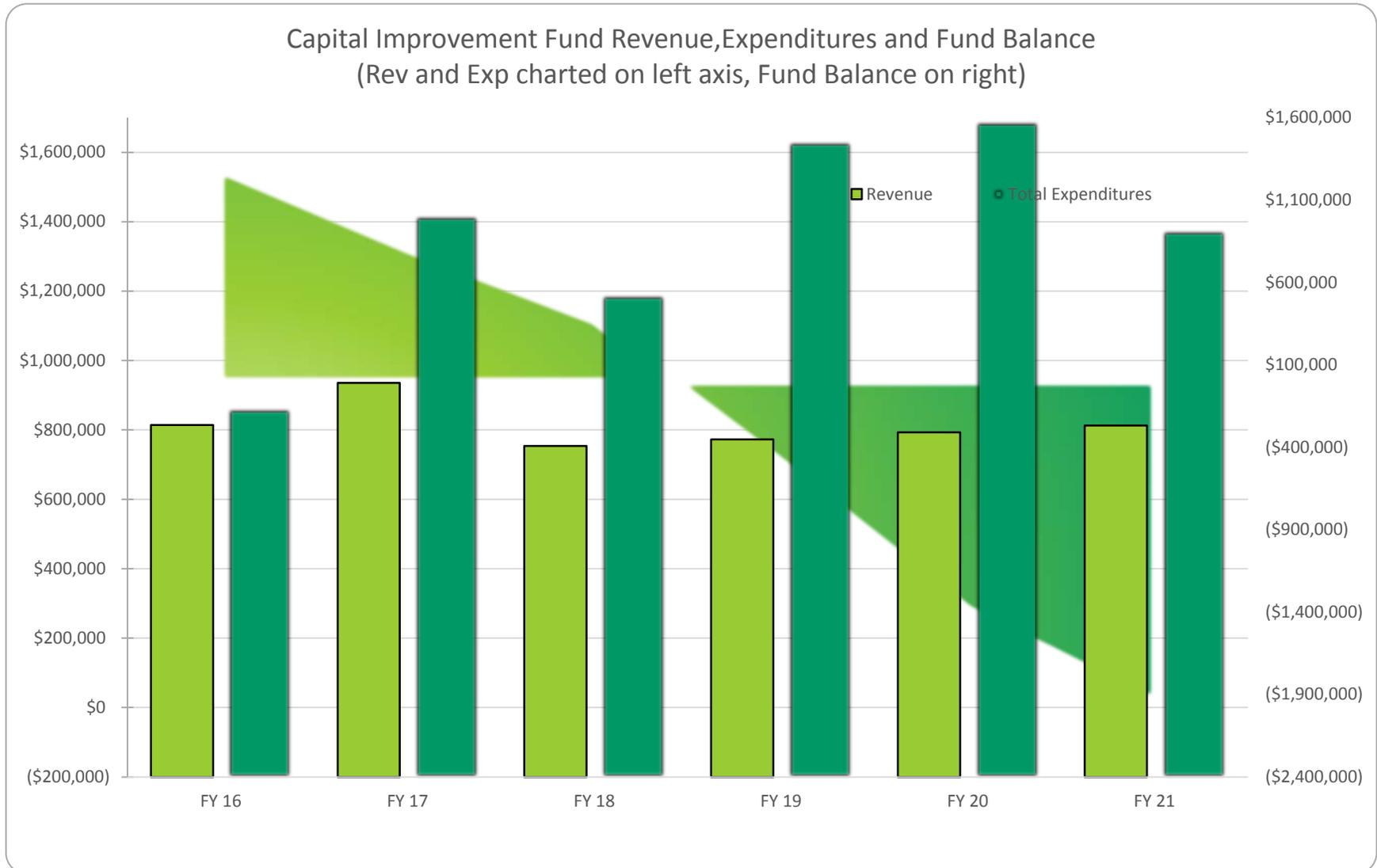
Capital Improvements Fund (FUND 05)						
	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Revenues						
Taxes	\$727,094	\$735,000	\$754,000	\$773,000	\$793,000	\$813,000
Expenditures						
Streets Dept. *	485,744	566,918	582,000	597,000	612,000	628,000
Capital Outlay	334,794	808,500	565,500	1,030,358	1,073,000	743,900
Debt Service	38,521	38,521	38,521	-	-	-
Total Expenditures	859,059	1,413,939	1,186,021	1,627,358	1,685,000	1,371,900
Other Financing Srcs						
Debt Proceeds	87,000	50,500	-	-	-	-
Transfers (net)	-	150,000	-	-	-	-
Total Other Srcs	87,000	200,500	-	-	-	-
Net Change	(44,965)	(478,439)	(432,021)	(854,358)	(892,000)	(558,900)
Fund Balance- Beg.	1,321,691	1,276,726	798,287	366,266	(488,092)	(1,380,092)
Fund Balance - End	\$1,276,726	\$798,287	\$366,266	(\$488,092)	(\$1,380,092)	(\$1,938,992)

NOTE: Assume increase of 2.5% per year for Taxes and Street Dept. Operations

* - Operational Department for Streets Maintenance – Department 4020

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Active Capital Improvement Funds Financial Status (continued)





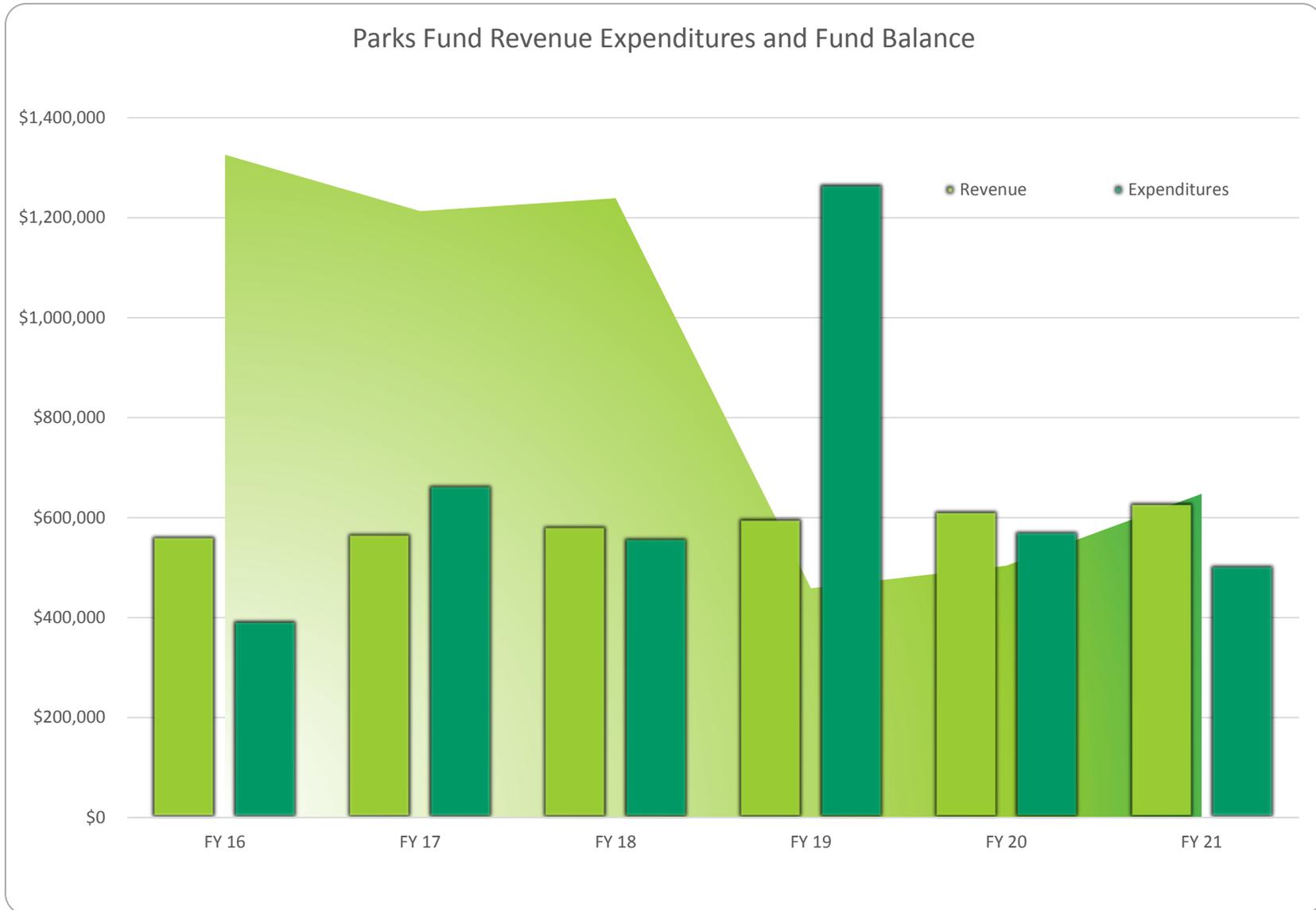
Active Capital Improvement Funds Financial Status (continued)

	Stormwater/Parks Fund (FUND 30)					
	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Revenues						
Taxes	\$565,000	\$570,000	\$585,000	\$600,000	\$615,000	\$631,000
Expenditures						
Parks Dept. *	337,331	421,961	433,000	444,000	456,000	468,000
Capital Outlay	37,898	245,000	130,000	825,000	120,000	40,000
Total Expenditures	375,229	666,961	563,000	1,269,000	576,000	508,000
Net Change	189,771	(96,961)	22,000	(669,000)	39,000	123,000
Fund Balance- Beg.	969,265	1,159,036	1,062,075	1,084,075	415,075	454,075
Fund Balance - End	<u>\$1,159,036</u>	<u>\$1,062,075</u>	<u>\$1,084,075</u>	<u>\$415,075</u>	<u>\$454,075</u>	<u>\$577,075</u>

NOTE: Assume increase of 2.5% per year for Taxes and Park Dept. Operations
 * - Operational Department for Parks Maintenance – Department 3100

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Active Capital Improvement Funds Financial Status (continued)



Current Expenditures and Future Use

As the needs of the City to invest in assets and infrastructure grow, a balance must be struck between new needs that seek to provide efficiencies and current needs to replace existing equipment. Several factors have lent to the current situation where the needs appear to be greater than funding levels. One major contributor is the use of sales taxes which are subject to economic woes for the funding of capital improvements. In addition, operational functions have worked their way into funds traditionally optimized as only for capital improvement purchases. As sales taxes recover and demands for services grow, the City is necessitated to make certain assets last much longer than their intended life cycle.

Even holding the assumption that sales taxes receipts continue to recover beyond prerecession levels, the City will face continued difficulty in identifying the most pressing needs. This document is intended to establish a written plan that can be used to evaluate current and future needs.

While current budgets attempt to not consume any previous Fund Balance, the Capital Improvement Fund (Fund 05) is in the process of completing several large projects that are expected to use accumulated fund balance. These projects have been viewed as unaffordable at any other time because of the nature of the projects on Old Bonhomme Rd and Dielman Rd South where grant funding was available and the North Price reconstruction where property owners are expected to repay the majority of debt financing. The CIP can be a large part of the making a strategic decision to use accumulated fund balance to make capital improvements.

This Capital Improvement Plan is a statement of policy surrounding the City's current and future capital and funding needs. As a policy statement, the CIP shows the planning of the governing body that is based on needs and assumptions that may change with time. Therefore, actual budget commitments will be made when the annual budget is approved.

Finally, the Capital Improvements Plan is not static. Facts, needs, and assumptions will change that may lead to changes in the City's approach to some projects. This makes an annual review of the CIP an important part of the budgeting process to allow for adjustment in current and future periods.

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City of Olivette

Capital Improvement Items by Fund and Department
for Fiscal Years ending June 30, 2016 through June 30, 2021

Capital Improvements Fund (FUND 05)	Account	Page	Budget FY 16	Actual FY 16	Budget FY 17	FY 18	FY 19	FY 20	FY 21
Fire									
Fire Command Vehicles	05-2500-D330	CIP-01	\$ 34,000	\$ 32,543	\$ -	\$ -	\$ 42,000	\$ -	\$ -
Ambulance	05-2500-D340	CIP-02	-	-	-	-	190,000	-	-
Fire Engine (Pumper)	05-2500-D340	CIP-03	-	-	-	-	625,000	-	-
Cardiac Monitor	05-2500-D320	CIP-04	-	-	-	-	42,000	-	-
Vehicle Rescue Tools (Jaws of Life)	05-2500-D320	CIP-05	-	-	-	18,000	-	-	-
Structural Firefighting Gear	05-2500-D320	CIP-06	-	-	-	18,200	18,200	10,400	10,400
Thermal Imaging Cameras	05-2500-D320	CIP-07	-	-	-	12,500	-	-	12,500
Self-Contained Breathing Apparatus	05-2500-D320	CIP-08	-	-	-	-	-	-	40,000
Police									
Patrol Vehicles	05-2600-D330	CIP-09	43,500	42,983	56,500	56,500	56,500	56,500	56,500
Patrol Vehicle Mounted Cameras	05-2600-D320	CIP-10	-	-	-	37,002	-	-	-
Standard Issue Pistols	05-2600-D320	CIP-11	-	-	-	-	-	-	-
Tactical Shotguns	05-2600-D320	CIP-12	-	-	-	-	-	-	-
Tactical Rifles	05-2600-D320	CIP-13	-	-	-	-	4,500	3,600	-
Tasers	05-2600-D320	CIP-14	-	-	-	-	-	10,000	-
Patrol Vehicle Laptops	05-2600-D320	CIP-15	11,025	9,925	12,000	-	-	-	12,000
Bullet Proof Vests	05-2600-D320	CIP-16	-	-	-	-	9,500	-	-
Police Servers	05-2600-D320	CIP-17	6,500	5,621	-	7,000	-	7,000	-
Evidence Tracking System	05-2600-D320	CIP-18	-	-	-	8,300	-	-	-
Public Works									
Old Bonhomme Road	05-4023-D234	CIP-19	20,000	80,000	260,000	-	-	-	-
North Price NID	05-4024-D237	CIP-20	-	-	250,000	-	-	-	-
Dielman Rd South	04-4021-D233	CIP-21	-	-	54,000	150,000	-	-	-
Dielman Rd North	04-4021-D233	CIP-22	-	-	-	-	200,000	-	-
Street Maint/Snow Removal Fleet	05-4021-D331	CIP-23	105,000	104,698	-	-	30,000	100,000	60,000
Street Maint/Snow Removal Equip	05-4021-D380	CIP-24	-	-	48,000	20,000	75,000	-	-
1 Ton Dually Bucket Truck	05-4021-D331	CIP-25	-	-	-	75,000	-	-	-
Street Repair	05-4021-D230	CIP-26	60,000	59,024	128,000	120,000	367,656	250,000	250,000
Salt Enclosure	05-4021-D210	CIP-27	-	-	-	-	-	-	125,000
Public works Lot Resurfacing	05-4021-D230	CIP-28	-	-	-	-	-	-	-

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Capital Improvements Fund (FUND 05) –continued-			Budget FY 16	Actual FY 16	Budget FY 17	FY 18	FY 19	FY 20	FY 21
Account	Page								
Community Center									
Tables and Chairs	05-3000-D325	CIP-29	-	-	-	-	-	10,500	-
HVAC System Replacement	05-3000-D210	CIP-30	-	-	-	60,000	-	-	-
Administration									
Permanent Record Archival	05-1000-D311	CIP-31	-	-	-	20,000	-	-	-
			\$ 280,025	\$ 334,794	\$ 808,500	\$ 565,500	\$1,030,358	\$1,073,000	\$ 743,900
Debt Service									
Debt Service - FY 16 Trucks	05-4850-D110		43,511	38,521	38,521	38,521	-	-	-
			\$ 43,511	\$ 38,521	\$ 38,521	\$ 38,521	\$ -	\$ -	\$ -

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City of Olivette

Capital Improvement Items by Fund and Department
for Fiscal Years ending June 30, 2016 through June 30, 2021

Stormwater/Parks Fund (FUND 30)	Account	Page	Budget FY 16	Actual FY 16	Budget FY 17	FY 18	FY 19	FY 20	FY 21
Public Works									
Stormwater Improvements	30-3110-D230		\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks									
Comm. Ctr. Roof Resurfacing	05-3000-D210	CIP-32	-	-	175,000	-	-	-	-
Parks Maint Fleet	30-3110-D331	CIP-33	40,000	37,898	-	40,000	-	-	40,000
Ball field maintenance tools	30-3110-D380	CIP-34	7,000	-	-	-	-	-	-
Parking lot resurfacing	30-3110-D225	CIP-35	-	-	-	-	245,000	-	-
Park improvements	30-3110-D225	CIP-36	17,225	-	-	90,000	550,000	-	-
Stacy Park fountain redesign	30-3110-D225	CIP-37	-	-	-	-	30,000	-	-
Play systems refurbish	30-3110-D225	CIP-38	-	-	-	-	-	120,000	-
Park Master Plan	30-3110-D225	CIP-39	-	-	20,000	-	-	-	-
Maintenance Building/Demo	30-3100-D210	CIP-40	-	-	50,000	-	-	-	-
			\$ 144,225	\$ 37,898	\$ 245,000	\$ 130,000	\$ 825,000	\$ 120,000	\$ 40,000

New Facilities (FUND 26)	Account	Page	Budget FY 16	Est Actual FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Facilities									
City Center	26-1610-D210	CIP-41	\$ 3,000,000	\$ 210,000	\$ 9,500,000	\$ -	\$ -	\$ -	\$ -

Capital Improvement Items

- Individual Request Forms -

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Replace Fire Command Vehicles**
 ACCOUNT: **05-2500-D330** CIP-1

Description:

Reliable mobility is an important aspect of public safety. Mobility also includes making sure highly trained fire service personnel have all the tools at their disposal wherever that may be to maintain order in an expedient manner. The City of Olivette's Fire Department is committed to maintain a fleet of 2 command vehicles that provide transportation to the command staff. These vehicles are equipped to handle the appropriate responsibilities on location.

Existing Condition:

The current command vehicles are a 2013 Chevy Tahoe and a 2016 Ford F250. Current usage dictates that the purchase of one command vehicle every several years maintains the reliability of the vehicles without putting undue stress on the budgets in any given year. Units past their emergency response service life are generally used in departments where public safety is not the primary responsibility.

Narrative Justification:

Each of the two vehicles are anticipated to be replaced every six years with the next vehicle expected to be in fiscal year 2019.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$87,000	\$-	\$-	\$42,000	\$-	\$-	\$45,000

Funding Source:

Most recent fire command vehicle purchases were funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years. Future purchases may follow suit or be funded with the current revenues of the Capital Improvement Fund (Fund 05).

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Advanced Life Support Vehicle (Ambulance)**
 ACCOUNT: **05-2500-D340** CIP-2

Description:

Reliable mobility is an important aspect of public safety. In an effort to change with the needs and demands of modern public safety expectations, fire departments have adopted the use of ambulances as part of their operations. With this comes additional responsibility to train fire service personnel. Along with additional training, medical advancements have changed the mobile tools at their disposal to stabilize and care for patients while on the road. The City of Olivette's Fire Department is committed to maintain an ambulance that is equipped to handle appropriate responses on location to patients in medical need.

Existing Condition:

The current ambulance was purchased in 2010. Standard fire service practices dictate that ambulances have a 10 year useful life with the economics and reliability of keeping the vehicles diminishing thereafter.

Narrative Justification:

The ambulance will be 8 years old in September of 2018 when it would then be moved to reserve status. This will allow for the department to have a reserve ambulance and when the department is fully staffed will allow for second EMS call to be handled by our department personnel. A new ambulance is expected to be purchased every five years and rotated to reserve status for a full life cycle of 10 years.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$370,000	\$-	\$-	\$190,000	\$-	\$-	\$180,000

Funding Source:

Ambulance purchases may be funded through financing agreements in the year of purchase with repayment in either the Capital Improvement Fund (Fund 05) or Fire Operations Fund (Fund 20) in subsequent years.

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Fire Engine (Pumper)**
 ACCOUNT: **05-2500-D340**

CIP-3

Description:

Reliable mobility is an important aspect of public safety. The City of Olivette's Fire Department is committed to maintain a fleet that is equipped to handle the appropriate responses on location. This requires the replacement of the fire engine every 10 to 12 years. The Department has two pumpers one as primary and one as back up. And the Department needs to continue this deployment strategy.

Existing Condition:

The current fire trucks were both purchased in 2005. Standard fire service practices dictate that pumpers have a 20 year useful life with the economics and reliability of keeping the vehicles diminishing thereafter.

Narrative Justification:

The fire trucks will be 13 years old in 2018 when one would then be moved to reserve status. This will allow for the department to continue to have a reserve pumper so that when the primary needs maintenance the reserve can be used. A new fire truck is expected to be purchased every 10 years and rotated to reserve status for a full life cycle of 20 years.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$1,375,000	\$-	\$-	\$625,000	\$-	\$-	\$750,000

Funding Source:

Fire Engine purchases are expected to be funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years.

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Cardiac Monitor**
 ACCOUNT: **05-2500-D320**

CIP-4

Description:

Cardiac monitors have become a standard for diagnosing and monitoring patients while on scene and during transport to medical facilities.

Existing Condition:

The Fire Department currently has two cardiac monitors. One Philips monitor was purchased through a grant in 2014. The ambulance Lifepak monitor was moved to the pumper to replace a 10 year old monitor. That monitor was subsequently traded in for a 2015 Philips monitor to be used on the primary pumper truck when the pumper responds on medical calls when the ambulance is on another call.

Narrative Justification:

The cardiac monitor replaced will be 4 years old in October of 2018 when the current monitor acquired in 2014 will be placed in reserve. A new monitor is expected to be purchased every four years and rotated to reserve status for a full life cycle of 8 years.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$84,000	\$-	\$-	\$42,000	\$-	\$-	\$42,000

Funding Source:

Cardiac Monitor purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase. Historically, grants have become available to acquire replacement monitors but can't be guaranteed award at time of need.

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Vehicle Rescue Tools**
 ACCOUNT: **05-2500-D320**

CIP-5

Description:

Vehicle rescue tools, known as the Jaws of Life, have become a standard equipment for fire apparatus' responding to accidents.

Existing Condition:

The current rescue tool to be replaced will be 11 years old in October of 2016 when it is expected to be replaced. Vehicle rescue tools are expected to have a life of 10 years. Experience has shown that powered cutters purchased before 2008 can be expected to be severely challenged by the high strength steel and composite materials in today's motor vehicles.

Narrative Justification:

The current extrication tools were purchased in 2005. According to the Fire Protection Research Foundation, since 2006 there has been an increasing use of high strength metal alloys and composite materials. Extrication tools designed before that date were not designed to be used on these types of materials. Replacement tools would be battery powered which offers much better mobility and decreased extrication times.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$18,000	\$-	\$18,000	\$-	\$-	\$-	\$-

Funding Source:

Vehicle rescue tool purchase is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in the year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Structural Firefighting Gear**
 ACCOUNT: **05-2500-D320** CIP-6

Description:

Structural Firefighting Gear is used for entering structure fires and as protection on vehicle accidents.

Existing Condition:

The current Structural Firefighting Gear was purchased in 2013. Structural Firefighting Gear has a life span of 10 years. Each Firefighter has a second set of Gear that is used when the primary set is being cleaned or repaired.

Narrative Justification:

Replacing seven sets of gear in fiscal year 2017-18 and another seven sets in fiscal year 2018-19 will allow the department to purchase four sets per year and maintain the need supply of turn out gear to maintain an under 10 year age per current standards.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$67,600	\$-	\$18,200	\$18,200	\$10,400	\$10,400	\$10,400

Funding Source:

Structural Firefighting Gear purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Thermal Imaging Cameras**
 ACCOUNT: **05-2500-D320** CIP-7

Description:

The Fire Department currently has two thermal imaging cameras which have become a standard equipment for fire apparatus' responding to active fire calls. These cameras allow responders to detect victims and maintain their own safety during an active fire.

Existing Condition:

The department currently has two cameras, one on the pumper in service and an additional one on the ambulance. The camera will be 12 years old in October of 2017 when it is expected to be replaced. Each camera has an expected life of 6 years.

Narrative Justification:

The technology and ruggedness of the thermal imaging cameras continues to improve and become smaller. A replacement camera offers smaller size, increased sensitivity, and other advancements. A new camera is expected to be purchased every three years for a full life cycle of 6 years.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$25,000	\$-	\$12,500	\$-	\$-	\$12,500	\$-

Funding Source:

Thermal imaging camera purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Fire**
 CAPITAL ITEM: **Self Contained Breathing Apparatus**
 ACCOUNT: **05-2500-D320** CIP-8

Description:

Self-Contained Breathing Apparatus (SCBA) are used by firefighters when fighting fires. The SCBA allows the firefighter to enter environment that have nonsurvivable atmospheres. The SCBA is one of the tools that are very necessary for the day to day needs of the fire department.

Existing Condition:

The current SCBAs were purchased with a grant in 2014. The life expectancy of an SCBA is 10 years due to constantly changing technology. With 14 packs, a replacement plan of four per year over a four year period would allow for the proper upkeep of the equipment.

Narrative Justification:

The current SCBAs were purchased in 2014 and will need to begin replacement in 2021 with full replacement cycle concluding in 2024. These items are expected to maintain current cost based on the competition that is currently occurring in the marketplace.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$140,000	\$-	\$-	\$-	\$-	\$40,000	\$100,000

Funding Source:

Self-Contained Breathing Apparatus purchase is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase. Historically, grants have become available to acquire replacement monitors but can't be guaranteed award at time of need.

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Patrol Vehicle Replacement**
 ACCOUNT: **05-2600-D330**

CIP-9

Description:

Reliable mobility is at the foundation of police forces and is an important aspect of public safety. Mobility also includes making sure highly trained officers have all the tools at their disposal wherever that may be to maintain order in an expedient manner. The City of Olivette's Police Department is committed to maintain a fleet of 9 vehicles that provide modest transportation but equipped with cutting edge technology.

Existing Condition:

The current fleet of vehicles were purchased over the last 4 years and current usage dictates that the purchase of two vehicles per year maintains the fleet in working order without putting undue stress on the budgets in any given year. Units past their service life are either sold at auction or passed on to other departments where public safety isn't the primary responsibility.

Narrative Justification:

Car 6406 and Car 6408 will have approximately 75,000 miles in October of 2016. Experience has shown that once a patrol vehicle passes this point, the economics of maintaining and repairing the vehicle diminishes significantly.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$282,500	\$56,500	56,500	56,500	56,500	56,500	N/A

Funding Source:

Patrol vehicle purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Patrol Vehicle Mounted Cameras**
 ACCOUNT: **05-2600-D320**

CIP-10

Description:

Vehicle mounted cameras have proven themselves to be powerful tools for safety, training and accountability of modern police forces. The City of Olivette’s Police Department is committed to maintain a fleet of 6 patrol vehicles that provide modest transportation but equipped with cutting edge technology.

Existing Condition:

The current car cameras were purchased in 2013 and current usage dictates that the replacement of all cameras every 5 years maintains a reliable fleet without putting undue stress on the budgets in any given year. Retired units in working order are maintained as spares or sold. All cameras are maintained on an extended warranty program that is renewed annually.

Narrative Justification:

The currently used cameras will be approximately 4 years old in August of 2017. With the constant change in technology, experience has shown that with the purchase of new cameras, it is appropriate to purchase a new server to facilitate the technological and logistical change that new hardware presents. To maintain a budget conscious replacement cycle and keep up to date technologically, vehicle mounted cameras are expected to be replaced every 5 years thereafter.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$37,002	\$-	\$37,002	\$-	\$-	\$-	\$-

Funding Source:

Vehicle mounted camera purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Standard Issue Pistols**
 ACCOUNT: **05-2600-D320**

CIP-11

Description:

Replacement of all 25 department standard issue pistols with holsters.

Existing Condition:

The current pistols were purchased in 2012 and experience dictates that with usage required for practice and qualification of officers, some pieces are mechanically worn after 10 years. All parts of the standard issue weapons system to be completely replaced for safety, maintenance, and training purposes.

Narrative Justification:

Provide quality, up to date, and reliable weapons for each officer.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$16,125	\$-	\$-	\$-	\$-	\$-	\$16,125

Funding Source:

Standard issue pistol purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Tactical Shotguns**
 ACCOUNT: **05-2600-D320**

CIP-12

Description:

Replacement of all 7 department tactical shotgun weapons.

Existing Condition:

The current shotguns weapons system was purchased in 2012 and experience dictates that with usage through training and qualification, in addition to exposure from riding in patrol vehicles, some pieces are mechanically worn after 10 years. All shotguns will be completely replaced for safety, maintenance, and training purposes.

Narrative Justification:

Provide quality, up to date, and reliable weapons for tactical uses.

Funding Schedule:

Total	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	Post FY20
\$2,100	\$-	\$-	\$-	\$-	\$-	\$2,100

Funding Source:

Tactical shotgun purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Tactical Rifles**
 ACCOUNT: **05-2600-D320**

CIP-13

Description:

Replacement of all 9 department tactical rifle weapons.

Existing Condition:

The current rifle weapons system were purchased in 2006 and 2008 and experience dictates that with usage through training and qualification, in addition to exposure from riding in patrol vehicles, some pieces are mechanically worn after 10 years. Due to the higher cost of rifle systems, they are expected to be completely replaced over the span of two consecutive years for safety, maintenance, and training purposes.

Narrative Justification:

Provide quality, up to date, and reliable weapons for tactical uses.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$8,100	\$-	\$-	\$4,500	\$3,600	\$-	N/A

Funding Source:

Tactical rifle weapons system purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Tasers**
 ACCOUNT: **05-2600-D320**

CIP-14

Description:

Replacement of all 8 department Taser systems.

Existing Condition:

The non-lethal weapon system currently manufactured by Taser was purchased in 2015. Experience dictates that with usage through training and qualification and exposure from continuous 24/7 usage they become mechanically worn after 5 years.

Narrative Justification:

Provide quality, up to date, and reliable weapons for non-lethal use of force situations every 5 years.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY19-20	Post FY20
\$10,000	\$-	\$-	\$-	\$10,000	\$-	N/A

Funding Source:

Taser weapons system purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Patrol Vehicle Laptops**
 ACCOUNT: **05-2600-D320**

CIP-15

Description:

Replacement of 6 patrol vehicle laptop computers.

Existing Condition:

Due to the fast-paced cycle of technology changes, it will be necessary to replace 3 laptop computers in order to maintain the highest level of security, functionality and efficiency. Three of the current laptops deployed in the patrol vehicles were purchased in fiscal year 2016 and another three in fiscal year 2012. As newer computer programs are installed on older machines, the machines begin to run much slower and employee productivity is reduced. Although the laptops used are hardened to take the rigors of being mounted in a vehicle, experience dictates that these computers become out of date and unreliable after 5 years.

Narrative Justification:

Provide quality, up to date, and reliable equipment on a 5 year rotation. New computers ensure the continued ability to maintain computer functionality with REJIS, enhanced productivity and more secure computer environment.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$24,000	\$12,000	\$-	\$-	\$-	\$12,000	\$-

Funding Source:

In-car laptop computer purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Bullet Proof Vests**
 ACCOUNT: **05-2600-D320**

CIP-16

Description:

Replacement of 13 bullet proof vests

Existing Condition:

The City of Olivette mandates each certified police officer be equipped with a bullet resistant vest. The 13 vests currently in service and scheduled for replacement were purchased in 2013 and are warrantied for 5 years. At the end of the life span of the vests, the ballistic resilience begins to degrade and does not offer the necessary amount of ballistic protection.

Narrative Justification:

Provide quality, up to date, and reliable ballistic protection for the officers.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$9,500	\$-	\$-	\$9,500	\$-	\$-	N/A

Funding Source:

Server purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Police Servers**
 ACCOUNT: **05-2600-D320**

CIP-17

Description:

Replacement of police department servers.

Existing Condition:

Since the Police Department uses digital technology and due to various time limit retention requirements, the number of files that must be kept by the Police Department is massive. In order to continue to store critical data and files, allow officers to manage and retrieve information from a sole source and replace antiquated technology, new servers are periodically required. Updating servers allows the police department to maintain computer functionality with REJIS, enhance productivity, and enable a more secure computer environment.

Narrative Justification:

To maintain maximum reliability of the system and keep the department up to date, the two police department servers are on a four year replacement cycle. Ability to maintain computer functionality with REJIS, enhanced productivity and more secure computer environment.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$21,000	\$-	\$7,000	\$-	\$7,000	\$-	\$7,000

Funding Source:

Server purchases are expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Police**
 CAPITAL ITEM: **Evidence Tracking System**
 ACCOUNT: **05-2600-D320**

CIP-18

Description:

Evidence tracking software program & peripherals

Existing Condition:

This is a new acquisition. Currently, index cards are used to catalog and maintain evidence location

Narrative Justification:

Managing evidence is one of law enforcement's most critical tasks. Automating evidence management allows police personnel to streamline the evidence tracking process thus working more effectively and efficiently. The automated process allows for better physical tracking of evidence and property as well as improving compliance and risk management.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$8,300	\$-	\$8,300	\$-	\$-	\$-	\$-

Funding Source:

The Evidence Tracking software is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Old Bonhomme Road Improvement Project**
 ACCOUNT: **05-4023-D234**

CIP-19

Description:

Old Bonhomme Road is 1.8 miles long running from Olive Blvd at its western terminus along the border of Stacy Park and eastward to the city limits of Olivette where it passes alongside Irv Zeid Citizens Park and enters University City. Along the way, it also passes by Old Bonhomme Elementary School and Logos School with intersections at the major thoroughfares of Dielman Rd and Price Rd. Improving this road has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. These improvements will make access to Stacy Park, Irv Zeid Citizens Park, Logos School, and Old Bonhomme Elementary School safer for pedestrians and drivers.

Existing Condition:

Old Bonhomme Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and contains several areas of rainwater drainage problems. In addition, the sidewalks are not ADA compliant.

Narrative Justification:

Work has now begun with Cochran Engineering as the construction engineer and Spencer Contracting as the general contractor on the project. Once complete an entire new road surface, new guttering, handicap ramps, and ADA sidewalks on Old Bonhomme Road from Olive Blvd to Price Rd will improve the aesthetics and safety. Grant funding from East-West Gateway providing 80% of project costs up to \$2 million project. The 20% match and 100% of costs above \$2 million are the responsibility of the city.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$260,000	\$260,000	\$-	\$-	\$-	\$-	\$-

Funding Source:

Project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **North Price Road NID improvements**
 ACCOUNT: **05-4024-D237** CIP-20

Description:

North Price Road is approximately 1 mile long running north from Olive Blvd to a terminus near the northern city limits. The zoning along the road is classified as a light industrial district and is home to several businesses and warehouses. History has shown that improving infrastructure along industrial areas improves property values and reduces vacancy. These improvements will make access to the industrial area safer for pedestrians and drivers.

Existing Condition:

Prior to current construction the unsightly road was in dire condition roadbed deterioration causing large potholing and rough roadways.

Narrative Justification:

Building owners with frontage to North Price Rd have agreed to accept responsibility to repay the City up to \$1,250,000 of costs of construction with any amounts over that amount the responsibility of the City. Unforeseen costs and delays with utility relocations has resulted in and estimated \$250,000 in costs the city will bear.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$250,000	\$250,000	\$-	\$-	\$-	\$-	\$-

Funding Source:

Project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Dielman Road South Improvement Project**
 ACCOUNT: **05-4021-D233** CIP-21

Description:

Dielman Road is centrally located in the City of Olivette running from the northern boundary of the City to the southern boundary. Of the 1.5 miles, roughly half is maintained by St. Louis County with the southern half the responsibility of the City. The southern half from Olive Blvd to Tamarack Dr acts as local thoroughfare for residential areas with intersections at the major street of Old Bonhomme Rd. Improving this road through resurfacing and installation of sidewalks has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. This project will improve access to schools and increase the general walkability of the areas by making the roadway safer for pedestrians and drivers.

Existing Condition:

Dielman Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and currently has no sidewalks in either direction.

Narrative Justification:

Approval for improving just under half a mile from Fairwinds Ct. to Tamarack Dr. has been given by East-West Gateway which will begin the engineering and design process of the project with completion expected in fiscal year 2018. 70% of the \$667,000 project costs for the project come from federal transportation grant funding with the remaining 30% match the responsibility of the city.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$204,000	\$54,000	\$150,000	\$-	\$-	\$-	\$-

Funding Source:

Matching portion of project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Dielman Road North Improvement Project**
 ACCOUNT: **05-4021-D233** CIP-22

Description:

Dielman Road is centrally located in the City of Olivette running from the northern boundary of the City to the southern boundary. Of the 1.5 miles, roughly half is maintained by St. Louis County with the southern half the responsibility of the City. The southern half from Olive Blvd to Tamarack Dr acts as local thoroughfare for residential areas with intersections at the major street of Old Bonhomme Rd. Improving the southern portion of this road through resurfacing and installation of sidewalks has been identified as a priority for the East-West Gateway Council of Governments, the manager of transportation grants in our region. This project will continue the progress of improving access to schools and increase the general walkability of the areas by making the roadway safer for pedestrians and drivers and also alleviate an infrastructure problem presented by the storm drainage culvert near Dielman and Hill N’ Dale Ln.

Existing Condition:

Dielman Road carries a large amount of daily traffic for commuters, park goers, and the two schools in Olivette. The road condition continues to deteriorate and currently has aging sidewalks in one direction.

Narrative Justification:

Approval for improving just under half of Dielman Rd. has been given by East-West Gateway and the expectation is to apply for a grant to complete the remainder of the road in future award years to complete the road reconstruction.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$200,000	\$-	\$-	\$200,000	\$-	\$-	\$-

Funding Source:

Matching portion of project costs would be funded from the accumulated fund balance of the Capital Improvement Fund (Fund 05).

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Street Maintenance /Snow Removal Truck Fleet**
 ACCOUNT: **05-4021-D331** CIP-23

Description:

The City of Olivette's Public Works Department is committed to maintain a fleet of 5 vehicles for street maintenance and snow removal.

Existing Condition:

The existing truck fleet is in various states of age and repair. In addition, the sizes vary to suit the needs of the department. Currently the fleet contains a 2000 GMC with plow and stake bed, 2008 a ¾ ton two wheel drive pickup, a 2008 1 ton four wheel drive pickup, a 2010 1 ton dump bed with plow and spreader, and a 2011 2 ½ ton dump bed truck.

Narrative Justification:

The 2008 one ton standard bed pickup and 2000 GMC one ton diesel with dump bed, plow, and spreader are scheduled for replacement in the fall of 2019. These vehicles are expected to be 10 and eight years old at that time and unreliable and used beyond its useful life.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$265,000	\$-	\$-	\$30,000	\$100,000	\$60,000	\$-

Funding Source:

Truck purchases are expected to be funded through financing agreements in the year of purchase with repayment in the Capital Improvement Fund (Fund 05) in subsequent years.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Street Maintenance/Snow Removal Equipment**
 ACCOUNT: **05-4021-D380**

CIP-24

Description:

The City of Olivette’s Public Works Department is committed to maintain a fleet of equipment for street maintenance and snow removal.

Existing Condition:

The current fleet of equipment contains two backhoes. One was purchased in 1989 and the other in 2004. The oldest backhoe is currently limited to yard use due to the deteriorating condition. In addition to lacking safety features, it lacks the ability to smoothly operate the bucket due to its age. It is also used as a reserve for snow events.

Narrative Justification:

The Public Works Division does not currently have a mid-sized piece of equipment to utilize while maintaining City streets, sidewalks and right of ways. A skid steer would allow staff to more efficiently accomplish street repairs with a smaller workforce by fully leveraging the capabilities of a skid steer with a cold milling and sweeper attachment are needed to complete the many developing pavement failures throughout the City. Additionally the sweeper can be used to clean curbs/gutters areas and to recover excess salt that would have otherwise been lost into the sewer systems during winter events. Attachments would be purchased in FY18 to smooth budget needs. In FY19, the intent is to replace the older backhoe with another newer backhoe. This would also allow the city to use the backhoe purchased in 2004 as a reliable backup during snow events.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$143,000	\$48,000	\$20,000	\$75,000	\$-	\$-	N/A

Funding Source:

Equipment purchases are expected to be funded by the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **1 Ton Dually with 30' Boom**
 ACCOUNT: **05-4021-D331**

CIP-25

Description:

Replacement of a 1995 1 ton utility truck with boom.

Existing Condition:

The current bucket truck is 21 years old and is in need of replacement. As equipment ages, the reliability and safety factors surrounding its use diminishes to the point where there is reluctance to use it unless absolutely necessary.

Narrative Justification:

Replace 1995 truck with a similar 1 ton dually with a 30' boom to assist with tree and limb removal. Salvage value for the old truck is estimated to be \$8,000-\$10,000.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$75,000	\$-	\$75,000	\$-	\$-	\$-	N/A

Funding Source:

Truck purchases are expected to be funded by the Capital Improvement Fund (Fund 05).

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Street Repair**
 ACCOUNT: **05-4021-D230**

CIP-26

Description:

Street repairs are prioritized based on periodic ratings. According the PASER rating system, streets rated 5 or above are generally streets in good condition and may need maintenance performed by the street department. Those streets rated 4 or below are in need of more extensive repair which requires the use of a contractor.

Existing Condition:

Streets were initially graded according to the PASER system by the combination of a city employee and construction consultant in January of 2015.

Narrative Justification:

As our streets age, it is best to identify streets that benefit from preventive maintenance for both economic and aesthetic purposes. At a certain point, a street becomes beyond touch up repairs and requires a more costly reconstruction. By staying on top of surface repairs, the goal is to keep the base of the roads in good repair to ensure the longest life possible. As the street repairs program develops, future years will specifically identify the needs of the City. Street preservation activities are expected to reinitiate in fiscal year 2016-2017 with slab replacements and restorative seal projects.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$1,115,656	\$128,000	\$120,000	\$367,656	\$250,000	\$250,000	N/A

Funding Source:

Street repairs are expected to be funded by the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Public Works**
 CAPITAL ITEM: **Salt Enclosure**
 ACCOUNT: **05-4021-D230**

CIP-27

Description:

The City is responsible for clearing snow and ice from roadways in during winter weather events. To keep roadways drivable during and after events, calcium chloride, sand, and road salt are used. These materials are stockpiled on site for time of need from November – March.

Existing Condition:

To keep the necessary amount of road salt available and achieve the best price for it, salt is currently stored on an empty lot and covered by unsightly tarpaulins. In addition to the poor aesthetics, despite being covered, rain and snow-melt runoff causes some of the salt to be disintegrated and run into the storm sewer and exposure to the elements causes large, hard pieces of salt rendering is useless in time of need.

Narrative Justification:

As salt enclosure would have the capacity to keep the salt and equipment needed for winter weather events in a more controlled environment. This controlled environment is easier on equipment, workforce, and prevents runoff of unnecessary dissolved salt as storm runoff.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$125,000	\$-	\$-	\$-	\$-	\$125,000	N/A

Funding Source:

A Salt Enclosure is expected to be funded by the Capital Improvement Fund (Fund 05).

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Public Works**CAPITAL ITEM: **Public Works Lot Resurfacing**ACCOUNT: **05-4021-D230**

CIP-28

Description:

Parking lots age over time and are susceptible to damage through the winter months by snow plows and heavy equipment. This aging requires resurfacing for safety and aesthetics.

Existing Condition:

Three of the four parking lot areas are developing potholes with a crumbling surface and is in need of resurfacing.

Narrative Justification:

As a parking lot ages, it is best to resurface as a preventive maintenance procedure for both economic and aesthetic purposes. These lots are used frequently by all City departments and keeping it in the best condition possible serves the city better.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$-	\$-	\$-	\$-	\$-	\$-	N/A

Funding Source:

Parking Lot resurfacing is expected to be funded from anticipated revenues of the Capital Improvement Fund (Fund 05) in respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Community Center**
 CAPITAL ITEM: **Tables and Chairs**
 ACCOUNT: **05-3000-D325**

CIP-29

Description:

Replace all round tables and all chairs at the community center.

Existing Condition:

The current tables are worn and broken on the edges from being rolled to move due to the absence of a carrying cart. In addition, the chairs are aging, of subpar construction, and currently breaking at an alarming rate.

Narrative Justification:

Mity-Lite tables and chairs offer a great balance between price and quality for the Olivette Community Center. Mity-Lite tables and chairs are the industry standard for durability, weight and compact storage and have a 10 year warranty.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$10,500	\$-	\$-	\$-	\$10,500	\$-	N/A

Funding Source:

Table and Chair Replacement is expected to be funded by the Capital Improvement Fund (Fund 05).



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Community Center**
 CAPITAL ITEM: **HVAC System Replacement**
 ACCOUNT: **05-3000-D210** CIP-30

Description:

As a vital asset to providing citizens a safe, comfortable place to hold meetings, visit, and enjoy programs, the Community Center has stood firm as maintenance has been deferred over the past several years.

Existing Condition:

There are currently only a handful of working HVAC units in operation throughout the building. Due to the nature of the use of the building, individual rooms have their own units to control the temperature with many of the put in service the same time and are at the end or past their useful lives.

Narrative Justification:

Replacement HVAC units consist of replacing current units with similar units that are operational and provide the necessary cooling heating functions for the spaces they are designed to be used in.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$60,000	\$-	\$60,000	\$-	\$-	\$-	N/A

Funding Source:

HVAC System Replacement is expected to be funded by the Capital Improvement Fund (Fund 05).

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Administration**CAPITAL ITEM: **Permanent Record Archival**ACCOUNT: **05-1000-D311**

CIP-31

Description:

State statute dictates record retention requirements for documents produced and used by the City. The Missouri Secretary of State documents archive timeframes for many document classifications which can at times lead to confusion or misclassification. Currently the only approved permanent record media is microfiche.

Existing Condition:

Many documents contained at City Hall, Public Works, and Community Center have never been sorted or had a determination made as to retention time.

Narrative Justification:

Teams of dedicated archivists are able to comb through massive amounts of data and rapidly make determinations of retention periods and prepare the documents for imaging as a permanent archiving if required.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$20,000	\$-	\$20,000	\$-	\$-	\$-	N/A

Funding Source:

Records Archival is expected to be funded by Capital Improvement Fund (Fund 05) revenue in the year of service.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Community Center Roof Resurfacing**
 ACCOUNT: **30-3110-D210** CIP-32

Description:

As a vital asset to providing citizens a safe, comfortable place to hold meetings, visit, and enjoy programs, the Community Center has stood firm as maintenance has been deferred over the past several years.

Existing Condition:

Leaks to the flat roof have grown progressively worse despite patching and attempting to identify the source.

Narrative Justification:

A replacement roof would consist of weather resistant felt backed vinyl roofing material. There are currently two layers of material on the existing flat roof which will require the complete removal of all roofing material down to original structure. Once the roof is replaced water intrusion is expected to stop and the insulation factor will increase making the building more energy efficient.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$175,000	\$175,000	\$-	\$-	\$-	\$-	N/A

Funding Source:

Community Center Roof Resurfacing is expected to be funded by the Stormwater/Parks Fund (Fund 30).



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Parks Maintenance Fleet**
 ACCOUNT: **30-3110-D331** CIP-33

Description:

The City of Olivette’s Parks Department is committed to maintain a fleet of 4 vehicles for park maintenance and city property snow removal.

Existing Condition:

The existing truck fleet is in various states of age and repair. In addition, the sizes vary to suit the needs of the department. Currently the fleet contains a 2005 Chevy pickup, a 2007 Chevy Impala, a 2014 Ford F350, a 1999 Jeep Grand Cherokee, and a 2016 Ford F350.

Narrative Justification:

The 2005 is anticipated to be replaced in FY’18, the 2014 F350 in FY’21, and the 2016 after FY’21.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$120,000	\$-	\$40,000	\$-	\$-	\$40,000	\$40,000

Funding Source:

Parks fleet replacement are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Ball field maintenance tools**
 ACCOUNT: **30-3110-D380**

CIP-34

Description:

Parks staff prepare and maintain three fields for competitive games and an additional two fields for practice. Tools and equipment used to maintain and prepare the fields are specialized for their purpose.

Existing Condition:

Current equipment is aging and in various states of repair and use. A parks master plan is expected to identify needs for department.

Narrative Justification:

No activities planned for FY '17 through FY '21.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$-	\$-	\$-	\$-	\$-	\$-	N/A

Funding Source:

Ball field maintenance tools are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Parking lot surfacing**
 ACCOUNT: **30-3110-D225**

CIP-35

Description:

Parking lots age over time and are susceptible to damage through the winter months by snow plows. This aging requires resurfacing for safety and aesthetics.

Existing Condition:

Stacy Park parking lot is developing potholes with a crumbling surface and is in need of resurfacing.

Narrative Justification:

As the parking lot ages, it is best to resurface as a preventive maintenance procedure for both economic and aesthetic purposes. This park is our most used and keystone park so keeping it in the best condition possible serves the city better.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$245,000	\$-	\$-	\$245,000	\$-	\$-	N/A

Funding Source:

Parking Lot resurfacing is expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Park Improvements**
 ACCOUNT: **30-3110-D225**

CIP-36

Description:

Replace and improve parks equipment including drinking fountains, reseeding and redesigns, extension of parks paths and general improvements.

Existing Condition:

Deferred maintenance of park infrastructure and equipment has grown over the past several years and left older equipment dilapidated and in need of updates to meet modern service needs.

Narrative Justification:

As a full park plan is developed, several items have been identified as current needs. FY18 plans include initiating park master plan recommendations with FY19 beginning full implementation of master plan recommendations.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$640,000	\$-	\$90,000	\$550,000	\$-	\$-	N/A

Funding Source:

Park improvements are expected to be funded from the Stormwater/Parks Fund (Fund 30) in each respective year of purchase or from accumulated fund balance if current year expenditures exceed revenue.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Stacy Park Fountain Redesign**
 ACCOUNT: **30-3110-D225**

CIP-37

Description:

Rebuild and restore the Stacy Park fountain.

Existing Condition:

The existing structure is in a state of disrepair with rocks missing and the lining under the structure exposed. In addition, the pumping and water delivery system is not built to the standards of wear and tear typical in a public park setting.

Narrative Justification:

In keeping with the intent and dedication of the feature, a rebuild of the fountain and aesthetic portions of the fountain would be redesigned to a tougher and more permanent standard to lower staff time require to maintain the fountain and prevent breakdowns in the fountain mechanisms.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$30,000	\$-	\$-	\$30,000	\$-	\$-	N/A

Funding Source:

Fountain improvements are expected to be funded from anticipated revenues of the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.

City of Olivette, Missouri

Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Park Play Systems Refurbish**
 ACCOUNT: **30-3110-D225**

CIP-38

Description:

Replace, redesign, and refurbish play structures at the city's five parks. The playgrounds are up various ages and many are showing their age. Structures such as these generally serve as the heart of a park and improve usage and sense of community.

Existing Condition:

The play systems were installed in several time periods and therefore some are aging and in need of replacement or repairs to maintain a safe environment.

Narrative Justification:

Generally improvements have been funded through grants and the intention is to develop a comprehensive plan and apply for funding to complete the project at once via a grant funding round.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$120,000	\$-	\$-	\$-	\$120,000	\$-	N/A

Funding Source:

Play systems are expected to be funded from the Stormwater/Parks Fund (Fund 30) in each respective year of purchase.



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Park Master Plan**
 ACCOUNT: **30-3110-D225**

CIP-39

Description:

A full master plan to encompass the roughly 100 acres of park ground. A comprehensive look at the needs and wants of the community to make the five major parks, greenways, and walking trails a cohesive parks system.

Existing Condition:

A full master plan that encompasses the roughly 100 acres of park ground and open areas has never had a comprehensive look. The most recent plan appears to have been preliminarily approached with the long range facilities task force. Current usage of time and money follows a spotty approach due to lack of knowledge of needs of the community.

Narrative Justification:

A new master plan that provides direction to city staff on the needs of a modern parks system and the wants of the citizens. A full deliverable is expected to include findings and goals along that will formulate a spending and time allotment strategy.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$20,000	\$20,000	\$-	\$-	\$-	\$-	N/A

Funding Source:

The Parks Master Plan is expected to be funded from the Stormwater/Parks Fund (Fund 30) in the year of contract.



City of Olivette, Missouri
Capital Improvement Request Form

DEPARTMENT: **Parks**
 CAPITAL ITEM: **Parks Maintenance Building/Demo**
 ACCOUNT: **30-3110-D210**

CIP-40

Description:

Parks Maintenance staff consists of a Parks Crew Lead, Operator, and Horticulturalist in addition to seasonal and part time employees. Proper office space, equipment storage, and covered work areas increase efficiency and safety in addition to allowing equipment to last longer.

Existing Condition:

The current staff “office”, small equipment storage, and covered work area consists of an aging and deteriorating house located at 1158 Warson Rd adjacent to Warson Park. By design, a house doesn’t provide the storage, ventilation, or space needed to operate an efficient parks operation.

Narrative Justification:

The current house would be destroyed and utilities abandoned with the location transitioned into open space. The replacement building would consist of a larger shed type building located in Warson Park where equipment could be stored and maintained in an appropriate area.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Post FY21
\$50,000	\$50,000	\$-	\$-	\$-	\$-	N/A

Funding Source:

Maintenance building demolition and construction of replacement is expected to be funded from the Stormwater/Parks Fund (Fund 30) in the respective year of purchase



City of Olivette, Missouri Capital Improvement Request Form

DEPARTMENT: **Facilities**
 CAPITAL ITEM: **New Public Safety and Administration Building**
 ACCOUNT: **26-1610-D210** CIP-41

Description:

Construction of a new two story building to house police, fire, administration, recreation, and planning and community development departments.

Existing Condition:

Residential properties have been purchased and the existing houses have been razed on the current site located on Dielman between Olive and Dielman Industrial Drive. Construction is set to begin in January of 2016 with initial operation of the building scheduled to begin in February 2017.

Narrative Justification:

In August of 2014, voters approved a \$13.5 million bond issue that became the Series 2014 GO Bonds. These bonds are expected to be paid off over the next 20 years with an additional tax on Real and Personal Property within the city limits. FY '16 costs consisted of the completion of the majority of architectural and engineering costs, the front end of construction costs. Final expenditures of the \$13.5 million are expected to conclude in FY '17.

Funding Schedule:

Total	FY16-17	FY17-18	FY18-19	FY19-20	FY19-20	Post FY20
\$9,500,000	\$9,500,000	\$-	\$-	\$-	\$-	\$-

Funding Source:

The new facility is funded by 2014 GO Bonds in the amount of \$13.5 million contained in the New Facility Fund (Fund 26).