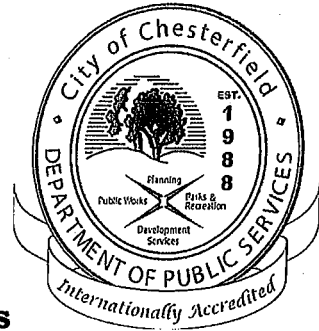


Memorandum Department of Public Services



TO: Michael Herring, City Administrator
mo
FROM: Michael Geisel, Director of Public Services
DATE: June 9, 2015
RE: Grant applications

*✓ MGH
6/10/15*

As you are aware, over the history of the City of Chesterfield, Staff has been active, aggressive, and quite successful in identifying grant opportunities to leverage City funds and pursue activities that might otherwise be outside of our financial capabilities. There are numerous types and sources of grant opportunities. Per your request, I've attempted to summarize our generic processes below.

Typically, Staff seeks out grant opportunities and outside funding sources on a routine basis. However, no grant is accepted without consent and/or approval by City Council. Grant cycles and funding availability vary greatly between the various sources. Federal grants through the Highway Trust Fund generally provide construction funding four years after the application submission, while other grants such as the Community Development Block Grants and Municipal Parks Commission Grants dictate that grant funds must be obligated within the same fiscal year. While it may not be obvious, given the legal requirements for public participation, advertising, consultant and contractor selection, it is a significant effort to identify, create and construct a project within a single calendar year. It should be equally clear, that Staff has a unique knowledge of unfunded opportunities and needs due to their daily public interaction, service requests, infrastructure inspections and simply the condition of infrastructure and improvements. Further, in most cases, there exist facility master plans or improvement strategies from which projects are developed when opportunities arise. There are a number of known, desired capital projects in every division which are important but not funded. Finally, there are operational needs that become viable when leveraged with funding from other sources. While not obvious to Council or the public, Staff has obtained funding from outside sources to assist in daily operational activities, such as changing building lighting systems or energy management systems. Staff is in a unique position to "connect the dots" when a potential funding source is identified.

RECURRENT GRANTS:

There are a number of recurrent grants that the City routinely applies for. In such instances, the scope and applicability of such grants necessarily limit their use, but they make up a substantial source of funding for City projects. Grant sources such as the Surface Transportation Grants (STP), Community Development Block Grants

Mike Herring
Grant applications
June 9, 2015

(CDBG), Bridge Rehabilitation Grants (BR) and Municipal Parks Commission Grants (MPC) are routinely required and incorporated into our long term capital improvement plans and budgeting process. Street reconstruction projects of the City's collector roads could not be initiated without grant assistance. Application for such grants follows our STP process. Typically, such projects are identified and prioritized through the capital budgeting process. Projects are contemplated years ahead of proposed construction and sequenced to accommodate funding of the local share from City sources. In some cases, refundable application fees are required with a grant submittal, and such fees are included in the annual budget request. Each year, staff prepares a number of grant applications based on the program requirements. Typically, these non-binding applications are submitted, scored, and the City is typically advised that the grant request has, or has not, been recommended for award by the scoring panel. Subsequently, such recommendation is required to be approved by a governing board such as the E-W Gateway Board of Directors. If awarded, grant agencies require a formal grant acceptance by the City in the form of a resolution or ordinance. They also require execution of a program agreement which stipulates performance responsibilities and deadline dates. Only after grant award, City acceptance, and execution of program agreement is the City approved for funding. This process is standard and typical, although each funding agency varies slightly in their process or funding timetable. Recent examples of this type of grant funded project are:

- Ladue Road Reconstruction
- South Green Trails reconstruction
- Schoettler Road Bridge replacement
- Appalachian Trail (various phases)
- Community Development Block Grants (handicap ramps)
- Rivers Edge Trail, dock and pavilion

OPPORTUNITY GRANTS:

On occasion, Staff identifies a competitive funding opportunity for a known or desired project. In fact, City Staff has "grant finder" accounts to assist in linking funding opportunities to potential projects. Further, Staff's leadership and participation in professional or industry organizations provide an avenue for early awareness of grant program availability. Most often, these are for lesser amounts and often they have much shorter application timelines. These are often discipline specific and the project applicability is narrowly defined. In some cases, a grant opportunity is identified for an existing budgeted or planned project. Other times, such grants coincide with necessary maintenance or operational needs. Typically, the funding agency timelines prohibit any council review of an application prior to submittal, but certainly Council review and approval is required prior to any commitment of non-budgeted funds. Recent examples of this type of grant funded project are:

- U.S. Department of Energy -ARRA (Riparian Trail)
- TRIM grants (Forestry and volunteer programs, honey suckle removal)
- Master Naturalist grant (Eberwein pond and deck)

Mike Herring
Grant applications
June 9, 2015

Biz-Savers, Ameren (various grants for energy saving building improvements)
EDA Disaster recovery (Storm water pump stations)
EDA (Wetland Mitigation grants)

In general, grants are continuously and aggressively sought to leverage City funds for both existing, proposed, and occasionally for potential projects. If a project is already budgeted and/or planned, such grants are a routine housekeeping process. However, if a grant source is identified for an unbudgeted or future project, Staff makes every effort to advise Council at the earliest possible date. It is also important to recognize that such grants are typically competitive and the City's ability to respond and react is critical to successful applications. Any outside source of funds which requires a financial contribution by the City must be approved by City Council prior to grant acceptance. Staff does not initiate non-budgeted capital projects, with or without grant funding, without first obtaining Council approval.

Cc Aimee Nassif - Planning and Development Services Director
Jim Eckrich - Public Works Director/City Engineer
Tom McCarthy - Parks, Recreation and Arts Director
Craig White - Finance Director

Councilmember Grissom motioned to recommend to the City Council that the City fund the Broadmoor Condominium NID project utilizing fund reserves. Councilmember Hurt seconded the motion. A voice vote was taken, with a unanimous result, and the motion was approved.

In response to questions from the Broadmoor Trustees, Director of Public Services Mike Geisel and City Administrator Mike Herring clarified the next steps: City Council will review and make a final decision regarding this proposed NID, vote at the July 20 Council meeting. Assuming an affirmative vote, by City Council, bids would be solicited, evaluated by Staff and then forwarded to City Council, for review/approval. The project would then be scheduled for Spring/Summer of 2016.

4. Review and acceptance of FY2014 Audit and “Comprehensive Annual Financial Report” (CAFR)

Councilmember Flachsbart introduced the agenda item and asked if there were any comments about the audit. Mr. Herring and Mr. White noted that the City received a clean opinion. General discussion ensued.

Councilmember DeGroot motioned to receive and accept the results of the audit. Councilmember Hurt seconded the motion. A voice vote was taken, with a unanimous result, and the motion was approved.

City Administrator Mike Herring took the opportunity to compliment and thank Mr. White and City Staff for another job well done.

5. Review and discussion regarding the process involving grant applications and acceptance

Director of Public Services Mike Geisel summarized the two categories of grants that the City pursues on a regular basis, recurring grants and opportunity grants, and outlined the process that by which grants are reviewed and approved by Council.

Councilmember Hurt motioned to accept and file the grant process as outlined by Mr. Geisel. Councilmember Grissom seconded the motion. A voice vote was taken, with a unanimous result, and the motion was approved. Mr. Herring commended Mr. Geisel and his Staff for their successful efforts, over the years, in acquiring grant funding.

6. Proposed modification to Vacation Policy

Finance Director Craig White discussed the City’s current vacation policy, noting that, since originally adopted by City Council, it allows employees with ten or more years of full-time service to earn a maximum of 4 weeks/year. A survey conducted by the City of Brentwood showed that a majority of comparable local municipalities allowed an additional level of vacation earnings: 5 weeks (25 days/year) for employees with over 25