



MEETING OF THE
ADMINISTRATION/PUBLIC WORKS COMMITTEE
Tuesday, October 25, 2016 at 6:00 p.m.
Community Room – 16860 Main Street

- I. Roll Call
- II. Approval Of Minutes (September 7, 2016 Meeting)

Documents:

[DRAFT MINUTES OF SEPTEMBER MEETING.PDF](#)

- III. Public Participation

- IV. Administration

- A. For Information

- 1. Financial Update (Wards – All)
 - 2. Senior Programming Update (Wards – All)

Documents:

[IV.A.2 SENIOR PROGRAMMING UPDATE .PDF](#)

- B. For Action

- 1. Review Of Preliminary Administration Operating Budget (Wards – All)

Documents:

[IV.B.1 2017 ADMINISTRATION EXP BUDGET.PDF](#)

- 2. Review Of Preliminary City Clerk & Council Operating Budget (Wards – All)

Documents:

[IV.B.2 2017 CITY CLERK COUNCIL EXP BUDGET.PDF](#)

- 3. Review Of Preliminary Municipal Court Operating Budget (Wards – All)

Documents:

[IV.B.3 2017 COURT EXP BUDGET.PDF](#)

4. City Council Policy On Agenda Item Notifications (Wards – All)

Documents:

[IV.B.4 CITY COUNCIL POLICY ON AGENDA ITEM NOTIFICATIONS.PDF](#)

5. Proposed Audio/Video Enhancements In Council Chambers (Ward Eight)

Documents:

[IV.B.5 PROPOSED AUDIO VIDEO ENHANCEMENTS.PDF](#)

6. New City Vehicle Purchase (Wards – All)

Documents:

[IV.B.6 NEW CITY VEHICLE PURCHASE.PDF](#)

V. Public Works

A. For Information

1. Lower Meramec Floodplain Mapping Tool - Cost Share Agreement (Ward Six)

Documents:

[V.A.1. LOWER MERAMEC FLOODPLAIN MAPPING TOOL.PDF](#)

B. For Action

1. Review Of Preliminary Public Works Operating Budget (Wards – All)

Documents:

[V.B.1 2017 PUBLIC WORKS EXP BUDGET.PDF](#)

2. Review Of Preliminary Road & Bridge Fund Budget & 5-Year Plan (Wards – All)

Documents:

[V.B.2 2017 ROAD AND BRIDGE FUND BUDGET AND 5-YEAR PLAN.PDF](#)

3. Review Of Public Roads, Rights-Of-Way And Parks Maintenance Bids (Wards – All)

Documents:

[V.B.3 REVIEW OF 2017 PUBLIC ROADS, RIGHT OF WAY AND PARKS MAINTENANCE BIDS.PDF](#)

4. Updated Design Scope For Route 109 Improvements (Wards One And Eight)

Documents:

[V.B.4 UPDATED DESIGN SCOPE FOR ROUTE 109 IMPROVEMENTS.PDF](#)

5. Review Of Fox Creek Road Rumble Strip Removal Bids (Ward Six)

Documents:

[V.B.5 REVIEW OF FOX CREEK ROAD CENTERLINE RUMBLE STRIP REMOVAL BIDS.PDF](#)

6. Discussion Of Added Right-Of-Way Maintenance And Beautification Measures (Wards – All)

Documents:

[V.B.6 DISCUSSION OF ADDED RIGHT OF WAY AND BEAUTIFICATION MEASURES.PDF](#)

VI. Items Not Ready For Action

- A. Proposed Codification Update (Wards – All)
- B. Employee Policy On Political/Public Policy Matters (Wards – All)
- C. Proposed Acoustical Imagery (Ward Eight)
- D. Update To The Wildwood Town Center Sanitary Sewer Study (Ward One)
- E. Shared Maintenance Agreement With Windsor Crest HOA (Ward One)

VII. Other

VIII. Next Meeting: Tuesday, December 6, 2016

IX. Adjournment

If you would like to submit a comment regarding an item on this meeting agenda, please visit the [Form Center](#).

The Council Administration/Public Works Committee Will Consider and Act upon the Matters Listed above and Such Others as May Be Presented at the Meeting and Determined to Be Appropriate for Discussion at That Time.

Notice Is Hereby Given That the Council Administration/Public Works Committee May Also Hold A Closed Meeting for the Purpose of Dealing with Matters Relating to One or More of the Following: Legal Actions, Causes of Action, Litigation or Privileged Communications Between the City's Representatives and its Attorneys [RSMO 610.021(1)1994]; Lease, Purchase or Sale of Real Estate [RSMO 610.021(2)1994]; Hiring, Firing, Disciplining or Promoting Employees by a Public Governmental Body [RSMO 610.021(3)1994]; Bidding Specification [RSMO 610.021(11)1994]; And/or Proprietary Technological Materials [RSMO 61-.021(15)1994].

The City of Wildwood Is Working to Comply with the Americans with Disabilities Act Mandates. Individuals Who Require an Accommodation to Attend a Meeting Should Contact City Hall, 458-0440 at Least 48 Hours in Advance.



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Administrative/Public Works Committee
Record of Proceedings - Draft
Tuesday, September 7, 2016 at 6:00 pm
City Hall Community Room at 16860 Main Street

I. Welcome and Roll Call

The meeting was called to order at 6:00 pm. A voice roll call was taken with the following results:

Committee Members in Attendance:

Chair Joe Garritano
Council Member Sue Cullinane
Council Member Katie Dodwell
Council Member Debra McCutchen
Council Member Ed Marshall
Council Member Larry McGowen
Council Member Jerry Porter
Mayor Jim Bowlin

Staff Members in Attendance:

City Administrator Ryan Thomas
Director of Public Works Rick Brown
Meeting Recorder Carla Patrick

Guests in Attendance:

Mark Meyer of Intuition & Logic

Absent:

Council Member Greg Stine

II. Approval of Meeting Minutes from August 2, 2016

Chair Garritano inquired as to any proposed changes to the minutes of the last meeting and without such, Council Member Marshall made a motion for approval of the minutes. Council Member Dodwell seconded the motion. A voice vote was taken with all in favor, so **MOTION APPROVED**.

III. Public Participation

IV. Administration

A. For Information

1. Financial Update (Wards – All)

Sales Tax Receipts report was provided to the Committee for their review

2. Senior Programming Update (Wards – All)

Council Member McCutchen noting that it appeared the City was partnering with other entities, inquired if there were any City-only sponsored programs. Discussion then included: the best case would be a combination of both; Council Member McGowen and City Administrator Thomas meeting with the University of Missouri Extension Program; the continued search for appropriate programming; and ensuring that other local non-profit entities were aware of the funding opportunities since

greater participation would provide a larger total amount to work together with. Council Member Dodwell requested a summary of the programs to be considered and City Administrator Thomas agreed to provide such. He noted that recent City staffing changes have impeded the progress of this search. He added that the YMCA is hosting a Healthy Senior Day, where the City could possibly host a table in order to survey seniors to assess their needs. Ideas offered included transportation to area events, a volunteer program to check on isolated senior residents and services enabling seniors to remain in their homes. **City Administrator Thomas will provide a listing of programs for consideration at a future meeting.**

B. For Action

1. City Council Policy on Agenda Item Notifications (Wards – All)

Mayor Bowlin reported that it was his suggestion that this issue be brought to Committee and he reaffirmed that the City has specific code requirements regarding notifications. Previously, additional notification has been provided by mailings and/or electronic message boards upon request. However, some citizens feel that this practice targets only a portion of those impacted by an action item of the City Council. Therein, political problems may arise over equal distribution of the extra efforts for one specific issue over another. Additionally, perception of importance arises. The overall issue is one of inclusion/exclusion, so the City needs to realize the potential issue of exposure to complaints when extra notification efforts are provided for some issues only.

Chair Garritano directed the Committee to the memorandum from City Administrator Thomas with the attached table of notification actions for public hearings in other municipalities. Mayor Bowlin inquired as to whether the summary states the regulations and/or the practices. Discussion included that many municipalities do the minimum required, whereas the City always does more; abiding strictly by the code requirements provides a safe defense and adherence to such must be consistent. Council Member McCutchen requested a review of the established radiuses and would like to include a standard of providing hard copy for review of all notifications. City Administrator Thomas advised that the City Municipal Code requires hard copy provision during business hours at City Hall receptionist desk

Council Member Marshall motioned to continue this item pending determination of compliance with state requirements for hard copy posting of notification. Council Member Dodwell seconded this motion and a voice vote was taken with all members in agreement, so **MOTION APPROVED.**

2. Proposed Codification Update (Wards – All)

City Administrator Thomas submitted a recommendation for a comprehensive review of our Municipal Code by contract with Sullivan Publishing. The past few years have brought changes within the City and other regulatory entities, wherein it would be prudent to review and update our Code. This is not included in the current Budget, so it would be a 2017 Budget consideration.

Some reasons for this request include consistency within the various sections of our Code, compliance with Missouri statutes and recommended code language for optimal enforcement.

Council Member McGowen supports this vendor, as they have extensive work experience in Missouri and would be most efficient for continuing updates. Council Member Marshall supports remaining with the same vendor, yet suggested the City seek other vendor bids also.

Chair Member Dodwell made a Motion recommending the review of the City's Municipal Code as a 2017 Budget expense with Sullivan Publishing and additional vendor bids considered. This Motion was seconded by Council Member Marshall. A voice vote was taken with all in agreement, so **MOTION APPROVED**.

3. Proposed Audio/Video Enhancements in Council Chambers (Ward Eight)

City Administrator Thomas reported that to improve visibility of back wall projection items, it is suggested that several monitors (11) be spaced across dais. These monitors would be hardwired to the current console display, and would allow the large floor monitor to be removed. The back wall projection would remain for the public. A better projector could also provide a clearer quality. The proposal for these additions totals \$9,773.48.

Council Member McGowen suggested first considering an electronic pointer type of tool to allow the speaker to control where they desire the focus. Council Member Dodwell advised obtaining a recommendation from Throttlenet.

Council Member Porter inquired as to any audio enhancements, wherein City Administrator Thomas responded that such had recently been put in place. Council Member McCutchen requested the addition of speakers in the back of the chamber. It was noted that speakers are mounted on ceiling, which should improve sound now. The City has also added hearing aid devices (6), which were shown to the Committee. Awareness of the availability of these devices will be provided to the public via signage.

The Committee requested that City Administrator Thomas present additional considerations to include newer technologies for best audience reception at the next meeting.

V. Public Works

A. For Information

None

B. For Action

1. Review of Construction Bids for Route 100 Pedestrian Bridge (Wards Five and Eight)

Public Works Director Brown provided a memorandum reviewing this project and addressing issues brought forth at the last City Council Meeting. He presented a visual presentation of the planning history, which began two years ago with a planning session to frame the characteristics and features. He considers this bridge to be a vital link for the Wildwood Greenway trail system and an essential safety issue solution due to the current speed (55 mph) and volume (20,000 vehicles daily) of Highway 100 traffic at this location.

To illustrate potential usage, he included exhibits comparing the number of properties within a ½ mile radius from each of the pedestrian bridges, wherein both bridges show to be closely comparable. The proposed bridge currently contains about 1,075 properties, not including the impact of additional planned and future communities.

Other considerations presented included current trail usage and the ineffectiveness of incorporating a pedestrian crossing along the Highway 109 vehicle bridge. It was noted that MoDOT would not support such a crossing and the cost estimates would be substantially higher to the City than the proposed pedestrian bridge. MoDOT's future deck expansion for the vehicle bridge does not include pedestrian improvements and MoDOT oppose such a crossing due to the expanse required and due to the on/off ramps. The proposed location is considered ideal due to the most efficient span and geographically favorable height.

Federal funding included an agreement for 80% funding up to \$450,000 with these funds specific for this purpose only. This agreement also includes a provision that the City must maintain reasonable progress in order to maintain the funding. If the project was delayed and the funds forfeited, there is the possibility of ineligibility for future TAP funding. The City portion of funding comes from the Capital Improvements Sales Tax Fund rather than the General Fund.

Council Member Marshall suggested that this presentation be made to the City Council for their reconsideration of this proposal. The Committee agreed and complimented the thorough presentation. They felt this comprehensive presentation will best relay the specifics the City Council needs to make a sound decision. Council Member Cullinane expressed that there is likely misconception about the specifics of federal funding; mostly that the funds do not go unused, but are instead awarded to another municipality.

Committee Members noted the efficiency of also reviewing the Bid Alternates for lighting at the time of construction. Council Member Dodwell asked that everyone

review the drawings, while considering the efficiency and safety of this location and recall that we have a specific budget and funding source for this planned project.

Council Member Porter stated he was not against spending, but believes that there are other needs where this money could be better spent. He feels that there is excessive spending utilized in the areas east of Highway 109 and not enough residents utilize pedestrian bridge to validate the funds required and more funds will be spent for the pedestrian tunnel. He expressed that he was vehemently against the bridge.

Council Member Marshall suggested that the City needs to show the cumulative benefits of all grant funds received since its' inception. The City does an outstanding job of maximizing taxpayer money. This project has been two years in the making.

Council Member Dodwell made the Motion to present to the City Council at the next meeting a request to contract with KCI Construction for the Eatherton Road Pedestrian Bridge Project in the base amount plus contingency bid, and such motion was seconded by Council Member Cullinane. A voice roll call vote was taken and resulted in all members in support of this Motion, excepting a nay vote from Council Member Porter, so **MOTION APPROVED.**

2. Design Contract Proposal for Route 100 Ramp Widening (Ward One)

City Administrator Thomas explained the need for a dedicated lane for entry to the Community Park. He proposed that the on-ramp from Highway 109 southbound onto Highway 100 westbound could be extended to become a dedicated right turn lane into the Park. When Council Member McCutchen inquired as to possible MoDOT or grant funding, he responded the City would be better served to move forward timely by funding it alone. MoDOT will maintain the roadway. He added that an alternative entry into the park will be available when the park roadway connects at Pond-Grover Loop.

Council Member Marshall made a motion to forward to City Council a request authorizing a contract with Oates Associates to prepare plans and specs for the widening of Highway 100 as a right turn lane into the Community Park. This motion was seconded by Council Member Dodwell. A voice vote was taken with all members in agreement, so **MOTION APPROVED.**

3. Review of Fox Creek Road Rumble Strip Removal Bids (Ward Six)

Fox Creek Road generates noise complaints from some local residents due to drivers with larger vehicles constantly hitting the noisy rumble strips, wherein they are requesting removal of such strips. Three bids were received for a one mile section of Fox Creek Road which is adjacent to the most residences for a low bid of just over \$24,000.

Council Member Cullinane inquired as to the cost of original installation of the strip center line. Council Member Porter does not support removal costs due the small number of residences affected. He noted that he took an informal survey at a social event in the area where most preferred the safety of the strips remaining. Discussion included alternative solutions such as road widening.

Public Works Director Brown suggested reconsidering this issue and will present alternative options at the next meeting.

4. Review of Timber Guardrail Staining Bids (Wards Four, Five, Seven, Eight)

Public Works Director Brown requested approval to contract with low bidder T Hill Construction to power wash and stain the timber guardrail along a portion of Highway 100 as outlined in his memorandum to the Committee. The stain is semi-transparent, so the grain will remain visible. A Motion to approve a contract with T Hill Construction to stain the timber guardrail along Highway 100 was made by Council Member McGowen and seconded by Council Member Cullinane. A voice vote showed all members were in agreement, so **MOTION APPROVED**.

5. Discussion of Added Right-of-Way Maintenance and Beautification Measures (Wards – All)

This item was moved forward to the next meeting.

VI. Items Not Ready for Action

- A. Employee Policy on Political/Public Policy Matters (Wards – All)
- B. Proposed Acoustical Imagery (Ward Eight)
- C. Lower Meramec Floodplain Mapping Tool – Potential Cost Share Agreement (Ward Six)
- D. Update to the Wildwood Town Center Sanitary Sewer Study (Ward One)
- E. Shared Maintenance Agreement with Windsor Crest Homeowners Association (Ward One)

VII. Other

VIII. Next Meeting: Tuesday, October 4, 2016

IX. Adjournment

Motion to adjourn was made by Council Member McGowen and seconded by Council Member Porter. All members were in agreement, so meeting adjourned at 8:14 pm.



MEMORANDUM

To: Administration/Public Works Committee Members

From: Liz Weiss, City Clerk

Date: October 21, 2016

Re: Update on Use of Community Development Block Grant Funds – Senior Services

Background

As you know, St. Louis County is an Urban County entitled to receive Community Development Block Grant (CDBG) funds the U.S. Department of Housing and Urban Development makes available. As a municipality eligible to participate in the County's CDBG Program, Wildwood is entitled to receive and utilize Block Grant funds for eligible activities. In order to receive this funding, Wildwood is required to submit an application for funds to the St. Louis County Office of Community Development. This application was submitted in June 2015, was approved, and funding is now available for up to \$25,500.00.

Current Activities

Over the past year, the Administration/Public Works Committee has been discussing its desire to establish programs and services for senior citizens in the community. Thus, the Department of Administration has arranged its first program in this regard. Beginning in November, the City will sponsor a six-week, free, creative writing workshop for senior citizens at City Hall, in the community room. This program will be presented by *Life Time Writing Services* and will offer a step-by-step approach to writing in an organized manner meaningful to senior citizens.

The City attended the 'Healthy Seniors Fair' at the Wildwood Family YMCA to recruit interested residents and has advertised the program through the City's e-newsletter and by posting flyers in various locations. To date, the Department has several senior citizens confirmed and interested in this unique program.

Should you have any questions prior to the October 25, Administration/Public Works Committee Meeting, please contact me.

LW

Cc: Ryan S. Thomas, City Administrator

Planning Tomorrow Today

Times of Our Life Legacy's



Free Creative Writing Workshops for Seniors

Memoirs, Biographies, maybe even that first novel - a keepsake for your Families!

→ Seniors having fun while Learning!

Seniors learn how to chronicle timeless stories, memories of your life's history, a **LEGACY OF MEMOIRS** for families *Letting your words live on!*

Life Time Writing Services works with Seniors to help them overcome their shyness to begin writing about events, memoirs, as a **KEEPSAKE** for their families.

We offer a step-by-step approach to write in an organized manner, meaningful to you about military, professions, or incredible people that impacted your lives.

- ❖ **Writing Workshop begins on Thursday, November 3, 2016**
- ❖ **6 week workshop, one class per week, from 10 a.m. to 11:30 a.m.**
Dates: 11/3/16, 11/10/16, 11/17/16, (skip 11/24 - Thanksgiving), 12/1/16, 12/8/16, and 12/15/16
- ❖ **Space is limited & Wildwood residents only please**

Presented by Life Time Writing Services

Sponsored by the City of Wildwood
These classes are free and will be held at
the City of Wildwood Community Room,
16860 Main Street, Wildwood, MO 63040
For information or to reserve a spot, contact:
Liz Weiss, City of Wildwood, City Clerk
636-458-0440, ext. 136 or liz@cityofwildwood.com

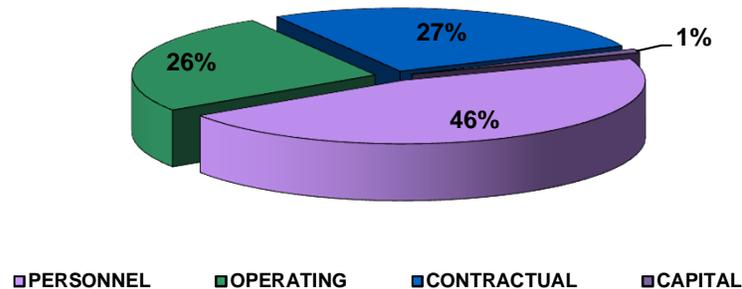


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**Summary of Accounts
Expenditures**

Categories	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017
PERSONNEL	479,770	514,985	588,212	581,212	581,212	664,370
OPERATING	290,513	356,043	338,979	328,979	330,489	372,806
CONTRACTUAL	419,394	288,422	352,140	382,140	382,140	387,108
CAPITAL	-	-	1,920	40,894	40,894	14,170
SPECIAL PROJECTS	-	-	-	-	-	-
TOTALS	1,189,677	1,159,450	1,281,251	1,333,225	1,334,735	1,438,454

**Administration Department
2017 Expenditure Budget**



Department Purpose

The Administration Department provides for the overall management of daily operations of the City in accordance with the policies and directives of the Mayor and City Council. The Department provides the administrative support and direction for the other City operating departments and contractors. This includes overseeing the implementation of Ordinances and policies adopted by the City Council, preparation and administration of the annual City Budget, performance of financial management and accounting functions, and personnel administration services. Additionally, the Department provides for the City's legal services on a contractual basis. The Department is also responsible for initiating proposal and providing advice, information, research and recommendations to the City Council concerning the formation of municipal policies, programs and projects.

Staffing for the Administration Department includes funding for 5 full-time and one part-time employee. This includes a full-time City Administrator, Finance Officer, Economic Development Manager, Account Clerk/HR Assistant, Office Assistant/Receptionist, and a part-time clerical assistant. Elected Officials include a part-time Treasurer and Marshal.

2016 Accomplishments

1. Earned the 2015 Distinguished Budget recognition and 2014 Certificate of Excellence in Financial Reporting Award from the Government Finance Officers Association.
2. Provided timely financial reports and facilitated proper administration of the City's financial affairs.
3. Completed a thorough investigation regarding accounting software upgrade versus outsourcing functions such as payroll.
4. Began acceptance of online payments.
5. Hired the City's first Economic Development Manager.

6. Helped familiarize the newly-appointed City Attorney with numerous active legal matters of the City.
7. Coordinated with the City's economic development consultant on the development of the City's first Economic Development Guide.
8. Assisted in the selection of a new marketing and public relations firm, and worked closely with the firm in developing a marketing strategy for the City.
9. Actively participated as a member of the Wildwood Business Association to help improve communications with local businesses, and initiated the City's involvement with the St. Louis Economic Development Partnership.

2017 Budget Goals

1. Maintain the public trust through sound financial management and the efficient and effective use of Wildwood's financial resources.
2. To ensure complete and accurate accounting of all transactions, and to report all financial information in accordance with professional accounting standards and federal, state, and local laws. Investment of City funds to emphasize safety, liquidity, and reasonable yield.
3. Continue providing timely financial data to facilitate the proper administration of the City.
4. Record, report, and track fixed assets.
5. Earn the Government Finance Officers Association 2015 Distinguished Budget Award and 2014 Certificate of Excellence in Financial Reporting Award.
6. Continue to coordinate the City's involvement in the Strecker Forest site EPA actions, legal proceedings and future development .
7. Continue to actively represent the City and advise City Council on matters pertaining to Manchester Road Great Streets Initiative.
8. Continue to manage Crossings Community Improvement District and Town Center Sanitary Sewerage Neighborhood Improvement District.
9. Actively participate in economic development initiatives, and provide support to the Economic Development Task Force.
10. Organize and manage 5-Year Strategic Goals and Objectives.
11. Actively participate in the Master Plan Update process. Develop long-term Financial plan.
12. Develop marketing strategies for the City as a regional destination. Enhance citizen communication and input.

2017 Budget Highlights

1. New Economic Development Expenses – personnel expenses related to the new Economic Development Manager, and related travel expenses.
2. Marketing and Public Relations – continuation of consulting for marketing and public relations support, and the production of marketing materials.

**City of Wildwood
Fiscal Year 2017**

5 full-time employees and 1 part-time employee

**(10) Administration
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Personnel Expenditures</u>									
101 Regular Salaries	325,852	340,968	359,900	373,900	373,900	448,540	68%	20%	38%
102 Elected/Appointed Officials	3,400	3,400	3,400	3,400	3,400	3,400	1%	0%	0%
106 Part-Time/Temporaries	18,830	30,840	63,755	38,755	38,755	24,500	4%	-37%	30%
110 Overtime	2,330	5,988	7,553	7,553	7,553	6,500	1%	-14%	179%
120 FICA	24,904	27,103	33,248	33,248	33,248	36,950	6%	11%	48%
140 Employee Health Benefits	75,143	76,547	86,636	90,636	90,636	105,065	16%	16%	40%
142 Insurance (Life & Disability)	2,478	2,745	3,164	3,164	3,164	3,900	1%	23%	57%
144 Pension Expense	25,918	26,672	29,606	29,606	29,606	34,550	5%	17%	33%
180 Worker's Compensation	915	722	950	950	950	965	0%	2%	6%
	<u>479,770</u>	<u>514,985</u>	<u>588,212</u>	<u>581,212</u>	<u>581,212</u>	<u>664,370</u>	<u>100%</u>	<u>14%</u>	<u>38%</u>
<u>Operating Expenditures</u>									
201 Community Relations	-	1,731	15,000	5,000	5,000	20,000	5%	300%	N/A
204 Dues/Memberships	6,907	5,174	9,385	9,385	9,385	10,885	3%	16%	58%
208 Equipment Leasing	14,789	13,011	14,432	14,432	14,432	14,468	4%	0%	-2%
211 Records Storage	1,079	1,807	2,200	2,200	2,200	2,200	1%	0%	104%
212 Insurance	43,380	52,609	52,500	52,500	52,500	52,500	14%	0%	21%
220 Maintenance - Building	66,050	69,075	64,640	64,640	64,640	69,640	19%	8%	5%
221 Maintenance - Grounds	17,870	17,540	15,000	15,000	15,000	15,000	4%	0%	-16%
222 Maintenance - Equipment	653	1,278	1,300	1,300	1,300	1,300	0%	0%	99%
230 Miscellaneous	4,517	3,750	4,000	4,000	4,000	4,000	1%	0%	-11%
231 Bank Fees	3,353	3,245	3,500	3,500	3,500	3,500	1%	0%	4%
240 Postage	5,764	5,485	6,800	6,800	6,800	7,000	2%	3%	21%
242 Printing Expense	1,859	2,650	4,000	4,000	4,000	4,000	1%	0%	115%
244 Public Notices	1,262	6,434	4,100	4,100	4,100	4,100	1%	0%	225%
246 Publications	373	495	550	550	550	550	0%	0%	47%
250 Internet Connection	2,358	2,093	3,000	3,000	3,000	3,000	1%	0%	27%
262 Service Contracts	32,584	67,559	34,402	34,402	34,402	35,893	10%	4%	10%
264 Special Events	4,218	5,038	3,000	3,000	3,000	3,000	1%	0%	-29%
266 Supplies - General	10,587	13,651	11,500	11,500	11,500	11,500	3%	0%	9%

**City of Wildwood
Fiscal Year 2017**

5 full-time employees and 1 part-time employee

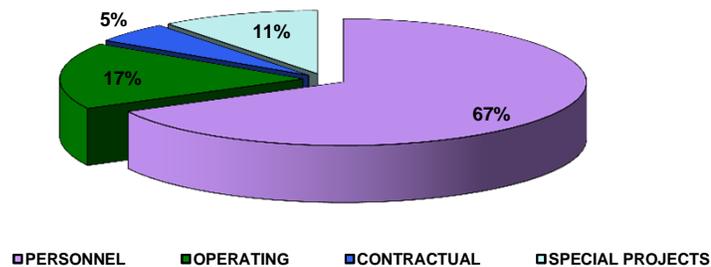
**(10) Administration
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
268 Supplies - Office	14,324	16,005	16,500	16,500	16,500	16,500	4%	0%	15%
270 Training	855	1,147	4,085	4,085	4,085	6,085	2%	49%	612%
274 Travel	250	2,739	3,950	3,950	3,950	18,950	5%	380%	7485%
280 Utilities - Electric	31,632	36,393	37,000	37,000	37,000	37,000	10%	0%	17%
281 Utilities - Gas	12,457	12,968	15,000	15,000	15,000	15,000	4%	0%	20%
282 Utilities - Telephone	3,739	2,750	3,500	3,500	3,500	4,100	1%	17%	10%
284 Utilities - Water	1,823	2,715	1,800	1,800	1,800	1,800	0%	0%	-1%
291 Machinery/Equipment Under \$5	3,226	1,658	1,000	1,000	1,000	1,000	0%	0%	-69%
292 Furniture/Fixtures Under \$5K	1,004	3,094	1,500	1,500	3,010	1,500	0%	-50%	49%
293 Computer Equipment Under \$5K	3,601	3,948	5,335	5,335	5,335	8,335	2%	56%	131%
	290,513	356,043	338,979	328,979	330,489	372,806	100%	13%	28%
<u>Contractual Expenditures</u>									
310 Attorney Fees	105,173	126,645	100,000	150,000	150,000	150,000	39%	0%	43%
315 Litigation Contingencies	175,329	23,380	75,000	35,000	35,000	50,000	13%	43%	-71%
320 Audit Costs	27,400	25,900	30,800	30,800	30,800	30,800	8%	0%	12%
340 Consultant Costs	26,157	27,450	30,000	50,000	50,000	50,000	13%	0%	91%
345 City Newsletter	23,862	19,646	43,000	43,000	43,000	43,000	11%	0%	80%
350 Contractual Services	61,473	65,401	73,340	73,340	73,340	63,308	16%	-14%	3%
	419,394	288,422	352,140	382,140	382,140	387,108	100%	1%	-8%
<u>Capital Expenditures</u>									
440 Computer System	-	-	1,920	40,894	40,894	14,170	100%	-65%	N/A
	-	-	1,920	40,894	40,894	14,170	100%	-65%	N/A
<u>Special Projects</u>									
	-	-	-	-	-	-	N/A	N/A	-
Total Administration	1,189,678	1,159,450	1,281,251	1,333,225	1,334,735	1,438,454	100%	8%	21%

**Summary of Accounts
Expenditures**

Categories	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017
PERSONNEL	219,982	221,837	192,857	213,957	213,957	242,840
OPERATING	39,683	41,929	56,301	44,027	42,727	61,477
CONTRACTUAL	3,526	2,242	4,000	4,000	4,000	18,700
CAPITAL	-	-	-	-	-	-
SPECIAL PROJECTS	6,162	9,520	9,250	18,352	18,352	38,000
TOTALS	269,353	275,528	262,408	280,336	279,036	361,017

City Clerk/Council Department
2017 Expenditure Budget



Department Purpose

The Clerk's Department performs support services to facilitate the work of the City Council and maintains the official records of the City. This department includes a full-time City Clerk and half-time allocation of costs for the shared full-time Assistant Court Clerk/Deputy City Clerk position. Elected Officials include one Mayor and sixteen Council Members.

2016 Accomplishments

1. Provided policy direction and leadership to City Team Members by setting a standard of professionalism.
2. Continued coordination and submission to the Mayor and City Council of all information necessary to render informed, knowledgeable decisions, and opinions on priority issues.
3. Coordinated the April election to fill City Council Member offices.
4. Coordinated the publication of the *Wildwood Gazette* Newsletters, which were 18 to 19-page editions that successfully promoted the City's Wildwood Celebration, the BBQ Bash, and informed residents of the election and candidates.
5. Issued twenty-eight (28) liquor licenses for a total revenue greater than \$15,000.00.
6. Continued supervision of the scheduled part-time IT technicians, full-time receptionist, and part-time administrative assistant.
7. Responsible for technology management and purchase of all City hardware and software.
8. Handled numerous calls from residents and resolved their issues through information and referral, or assistance, and facilitation.

9. Conducted a highly successful Electronic Recycling/Shredding Event in May 2016.
10. Produced numerous Public Record (Sunshine) requests.
11. Served as liaison to the Board of Ethics.
12. Continued a document management process to organize and store electronically records for future reference.
13. Assisted in working with the marketing firm to develop a resident survey and other marketing strategies for the City.
14. Pursuing Community Development Block Grant options to enhance the lives of senior citizens residing within the City.

2017 Budget Goals

1. Continue to ensure that our citizens receive the highest level of customer satisfaction possible.
2. Provide support to the Mayor and City Council Members as they work to serve the residents.
3. Administer municipal elections and serve as filing officer for the City of Wildwood.
4. Conduct the Electronic Recycling and Shredding Event.
5. Provide on-going support of the Board of Ethics.
6. Continue to provide excellent customer service to our businesses requiring liquor licenses in an efficient and timely manner.
7. Seek ways to promote the City through improved communication with constituents, resulting in ways that would help improve the City's image.
8. Facilitate Senior Service Programs through Community Development Block Grant Funds.
9. Work to continue to provide interesting content for the Gazette.
10. Create a database of "frequently asked questions" and update it continually.

2017 Budget Highlights

1. The 2016 Electronic Recycling and Shredding Event.
2. The Wildwood Gazette.

**City of Wildwood
Fiscal Year 2017**

1.5 full-time employees

**(20) Clerk / Council
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Personnel Expenditures</u>									
101 Regular Salaries	134,100	139,626	105,835	105,835	105,835	110,250	45%	4%	-18%
102 Elected/Appointed Officials	39,100	38,300	43,400	62,500	62,500	86,800	36%	39%	122%
110 Overtime	1,593	2,683	3,000	3,000	3,000	1,050	0%	-65%	-34%
120 FICA	13,202	13,668	11,646	13,646	13,646	15,160	6%	11%	15%
140 Employee Health Benefits	19,633	17,005	18,474	18,474	18,474	18,995	8%	3%	-3%
142 Insurance (Life & Disability)	961	874	1,241	1,241	1,241	1,225	1%	-1%	27%
144 Pension Expense	10,941	9,307	8,761	8,761	8,761	8,960	4%	2%	-18%
180 Worker's Compensation	452	373	500	500	500	400	0%	-20%	-11%
	<u>219,982</u>	<u>221,837</u>	<u>192,857</u>	<u>213,957</u>	<u>213,957</u>	<u>242,840</u>	<u>100%</u>	<u>13%</u>	<u>10%</u>
<u>Operating Expenditures</u>									
204 Dues/Memberships	12,064	12,029	12,477	12,477	12,477	12,477	20%	0%	3%
206 Election Expense	15,189	20,774	20,774	8,500	8,500	21,000	34%	147%	38%
230 Miscellaneous	423	370	3,500	3,500	3,500	3,500	6%	0%	728%
240 Postage	1,825	1,792	3,000	3,000	2,500	2,500	4%	0%	37%
242 Printing Expense	1,376	1,143	2,000	2,000	1,200	2,000	3%	67%	45%
244 Public Notices	2,633	2,823	2,500	2,500	2,500	2,500	4%	0%	-5%
246 Publications	-	106	500	500	500	500	1%	0%	N/A
264 Special Events	1,504	1,030	1,000	1,000	1,000	2,000	3%	100%	33%
266 Supplies - General	73	47	1,200	1,200	600	1,200	2%	100%	1549%
268 Supplies - Office	358	299	1,000	1,000	600	1,000	2%	67%	179%
270 Training	358	318	1,000	1,000	2,000	3,000	5%	50%	739%
274 Travel	134	(47)	1,000	1,000	1,000	2,000	3%	100%	1394%
282 Utilities - Telephone	1,906	1,247	1,600	1,600	1,600	1,600	3%	0%	-16%
291 Machinery/Equipment Under \$5K	34	-	-	-	-	-	0%	N/A	-100%
292 Furniture/Fixtures Under \$5K	182	-	4,000	4,000	4,000	4,000	7%	0%	2101%
293 Computer Equipment Under \$5K	1,625	-	750	750	750	2,200	4%	193%	35%
	<u>39,683</u>	<u>41,929</u>	<u>56,301</u>	<u>44,027</u>	<u>42,727</u>	<u>61,477</u>	<u>100%</u>	<u>44%</u>	<u>55%</u>

**City of Wildwood
Fiscal Year 2017**

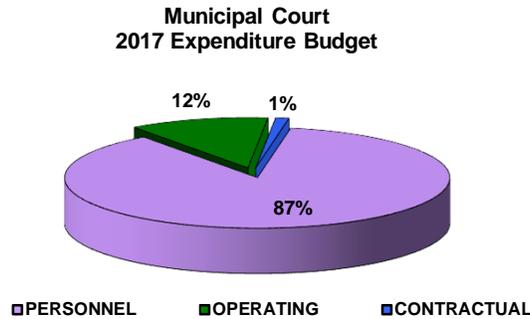
1.5 full-time employees

**(20) Clerk / Council
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Contractual Expenditures</u>									
330 Codification Costs	3,526	2,242	4,000	4,000	4,000	18,700	100%	368%	430%
	3,526	2,242	4,000	4,000	4,000	18,700	100%	368%	430%
<u>Capital Expenditures</u>									
	-	-	-	-	-	-			
<u>Special Projects</u>									
710 Electronic Recycling Event	-	-	-	-	-	-	0%	N/A	N/A
712 Shredding Event	-	-	-	-	-	-	0%	N/A	N/A
713 Document Shredding/Electronic Recycle E	6,162	9,520	9,250	18,352	18,352	18,000	47%	-2%	192%
714 Senior Program	-	-	-	-	-	20,000	53%	N/A	N/A
	6,162	9,520	9,250	18,352	18,352	38,000	100%	107%	517%
Total City Clerk/Council	269,354	275,528	262,408	280,336	279,036	361,017	100%	29%	34%

**Summary of Accounts
Expenditures**

Categories	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017
PERSONNEL	193,845	201,866	226,251	226,251	226,251	228,083
OPERATING	23,349	26,452	34,367	34,367	34,367	30,685
CONTRACTUAL	-	-	2,905	2,905	2,905	2,905
CAPITAL	-	-	-	-	-	-
TOTALS	217,195	228,319	263,523	263,523	263,523	261,673



Department Purpose

The Municipal Court is responsible for the prosecution, adjudication and recording of all cases tried in and for the City. The Municipal court is comprised of a full-time Court Clerk and the half-time allocation of the Assistant Court Clerk/Deputy City Administrator position plus 3 Intermittent Police Officers for Community Service. Elected officials include a part-time prosecuting Attorney, Judge and substitutes.

The Court Clerk's office has the responsibility for maintaining and updating all related court files, documents and actions. The Court Clerk administers the daily functions and requests of the Municipal Court. Duties of the administrative function of the Municipal Court include file maintenance, docket preparation, issuance of warrants, processing requests for information, collection of fines and court costs, preparation of monthly financial reports. The administrative function also assists in the coordination of the City's Alternative Community Service program and supporting the Prosecuting Attorney.

2016 Accomplishments

1. Updated court computer system to include additional Minor Traffic Violation codes per excess revenue eligible cases for the Office of the State Court.
2. Completed all changes for the new Supreme Court Rule Senate Bills 5 and 572 which includes the reporting of all Minor Traffic violations and Municipal Ordinance Violations before the deadline of August 2016.
3. Updated database with all Missouri Highway Patrol amended charge codes.

2017 Budget Goals

1. Continue to track and monitor a community service program to benefit the city and court needs.
2. Create a report to track all mobile tickets entered, reviewed and signed by the prosecutor.
3. Extend the amnesty program for more then a month to help citizens resolve their warrants.

2017 Budget Highlights

1. Attending and completing all education and training classes regarding the new court rules.
2. Tracking and closing as many probation related cases for one and two year suspended imposition of sentence cases.

**City of Wildwood
Fiscal Year 2017**

1.5 full-time employees plus 3 intermittent Police for Community Service

**(30) Court
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Personnel Expenditures</u>									
101 Regular Salaries	101,855	109,975	117,208	117,208	117,208	119,659	52%	2%	17%
102 Elected/Appointed Officials	39,125	39,340	45,100	45,100	45,100	45,100	20%	0%	15%
110 Overtime	6,050	4,935	7,400	7,400	7,400	5,000	2%	-32%	-17%
120 FICA	11,072	11,614	12,983	12,983	12,983	13,000	6%	0%	17%
140 Employee Health Benefits	26,106	26,188	32,508	32,508	32,508	34,539	15%	6%	32%
142 Insurance (Life & Disability)	1,018	1,041	1,208	1,208	1,208	1,200	1%	-1%	18%
144 Pension Expense	7,500	7,827	8,640	8,640	8,640	8,650	4%	0%	15%
180 Worker's Compensation	1,120	947	1,204	1,204	1,204	935	0%	-22%	-16%
	193,845	201,866	226,251	226,251	226,251	228,083	100%	1%	18%
<u>Operating Expenditures</u>									
204 Dues/Memberships	180	180	585	585	585	585	2%	0%	225%
230 Miscellaneous	(100)	466	650	650	650	650	2%	0%	-750%
240 Postage	1,825	1,646	1,900	1,900	2,000	2,100	7%	5%	15%
242 Printing Expense	3,005	6,191	4,755	4,755	4,755	4,755	15%	0%	58%
243 Prisoner Expense	5,058	4,230	3,500	3,500	3,500	3,500	11%	0%	-31%
246 Publications	-	-	125	125	125	125	0%	0%	N/A
250 REJIS	3,692	2,804	4,000	4,000	4,000	3,700	12%	-8%	0%
262 Service Contracts	5,743	6,030	6,332	6,332	6,332	6,500	21%	3%	13%
266 Supplies - General	247	-	500	500	500	500	2%	0%	103%
268 Supplies - Office	133	393	800	800	800	800	3%	0%	499%
270 Training	325	675	980	980	980	980	3%	0%	202%
274 Travel	1,049	1,428	2,090	2,090	2,090	2,090	7%	0%	99%
282 Utilities - Telephone	1,592	1,209	1,900	1,900	1,900	1,900	6%	0%	19%
291 Machinery/Equipment Under \$5K	-	-	-	-	-	-	0%	N/A	N/A
292 Furniture/Fixtures Under \$5K	-	-	1,000	1,000	1,000	1,000	3%	0%	N/A
293 Computer Equipment Under \$5K	-	-	3,750	3,750	3,750	-	0%	-100%	N/A
294 Mental Health Court	600	1,200	1,000	1,000	900	1,000	3%	11%	67%
296 Alter. Community Service	-	-	500	500	500	500	2%	0%	N/A
	23,349	26,452	34,367	34,367	34,367	30,685	100%	-11%	31%
<u>Contractual Expenses</u>									
350 Contractual Services	-	-	2,905	2,905	2,905	2,905	100%	0%	N/A
	-	-	2,905	2,905	2,905	2,905	100%	0%	N/A

**City of Wildwood
Fiscal Year 2017**

1.5 full-time employees plus 3 intermittent Police for Community Service

**(30) Court
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
Capital Expenditures									
440 Computer System	-	-	-	-	-	-	N/A	N/A	N/A
	-	-	-	-	-	-	N/A	N/A	N/A
Total Municipal Court	217,195	228,319	263,523	263,523	263,523	261,673	100%	-1%	20%



MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Bowlin and Planning/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: October 21, 2016

Re: City Council Policy on Agenda Item Notifications

Background

The City of Wildwood has specific code requirements or City Council policies, which are used as a basis for notifying the public of hearings before the City Council. On occasion in the past, requests have been made to provide a greater level of notification, either through additional mailings or use of the City's electronic message boards. Recently, the use of an electronic message board was called into question, as it only targeted a portion of the population impacted by an upcoming action item of the City Council.

For your information, attached is a table indicating the types of City Council hearings that require some form of public notice, and what the standard practice has been for those items. Additionally, a few neighboring municipalities have been surveyed to determine how they handle similar items, and those results are also indicated on the table.

Recommendation

It is recommended that the City Council follow its adopted code requirements and policies, and to only consider a special notification outside these parameters if specifically authorized by a majority of the City Council by motion.

Reasons for Recommendation

1. Consistency in public notifications avoids setting new precedents and changed expectations from the public.
2. In most cases, the current standard practices of public notice for the City of Wildwood are already well in excess of what is minimally required by City code and more extensive than surrounding municipalities.

At its September 7, 2016 Meeting, the Committee recommended concurrence with this recommendation, but to confirm whether the City's current practice of hardcopy agenda posting is compliant with State statute. City Attorney Young has confirmed that it is in compliance.

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I will be available for any comments or questions at the October 25, 2016 Meeting of the Administration/Public Works Committee.

RST

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Wildwood	<p>Amending the Zoning Ordinance (A petition is filed with the Director of Planning to amend, supplement, or change the regulations, zoning district boundaries, or classification of property). Following the public hearing at the Planning and Zoning Commission and the subsequent meetings at the Planning and Zoning Commission, item is scheduled at City Council.</p>	<p>Yes – 3,000 feet radius from the subject site's boundaries in the NU Non-Urban Residence District*</p> <p>1,500 feet radius in all other locations*</p> <p><i>*City Council Policy – Adopted January 10, 2011</i></p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Link to upcoming Public Hearings published each Friday.</p>	<p>Posting on recommendations from the Planning and Zoning Commission, Historic Preservation Commission, and Planning/Parks Committee, when required due to City Council forwarding land use action from various boards and commissions.</p> <p>The public hearing announcement is placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing</p>
Wildwood	<p>Historic Register Request</p>	<p>Yes – 3,000 feet radius from the subject site's boundaries in the NU Non-Urban Residence District*</p> <p>1,500 feet in all other locations*</p> <p><i>*City Council Policy – Adopted January 10, 2011</i></p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Link to upcoming Public Hearings published each Friday.</p>	<p>The public hearing announcement is placed in a newspaper and posted at City Hall.</p>

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Wildwood	Application for Liquor License	Yes – 200 feet radius from the subject site's boundaries	No	Yes – 10 days prior to scheduled public hearing	Link to upcoming Public Hearings published each Friday.	The public hearing announcement is placed in a newspaper and posted at City Hall.
Wildwood	Budget Hearing	No	No	Yes – prior to scheduled public hearing	Link to upcoming Public Hearings published each Friday.	The public hearing announcement is placed in a newspaper one week prior to scheduled public hearing and posted at City Hall.
Ballwin	Amending the Zoning Ordinance	No	Yes – with phone number to call the 'zoning hotline' – pre-recorded message pertaining to requests	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Historic Register Request	No	No	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Application for Liquor License	No	No	Yes – prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Budget Hearing	No	n/a	Yes – prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Chesterfield	Amending the Zoning Ordinance	Yes – 225 feet radius from the subject site's boundaries, and trustees of adjoining subdivisions	Yes – 15 days prior to scheduled public hearing (1 sign per frontage)	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Chesterfield	<u>Historic Register Request (LPA)</u>	Yes – 225 feet radius from the subject site's boundaries, and trustees of adjoining subdivisions	Yes – 15 days prior to scheduled public hearing (1 sign per frontage)	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall
Chesterfield	Application for Liquor License	No	No	Yes – prior to scheduled public hearing	n/a	Reviewed by Business License Staff Person and approved by City Council
Chesterfield	Budget Hearing	No	No	Yes – prior to scheduled public hearing	n/a	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall
Ellisville	Amending the Zoning Ordinance	Yes – 185 feet radius from the subject site's boundaries, if a surrounding property is effected	Yes – with phone number with recorded message pertaining to information on the request	No	No	The public hearing announcement is also placed in a newspaper and posted at City Hall.
Ellisville	Historic Register Request	n/a	n/a	n/a	n/a	n/a
Ellisville	Application for Liquor License	No	No	No	No	Reviewed and Approved by City Council/Board of Alderman
Ellisville	Budget Hearing	No	No	Notice of Public Hearing posted on agenda	No	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Eureka	Amending the Zoning Ordinance	No	Yes – 15 days prior to scheduled public hearing	Yes – 15 days prior to scheduled public hearing	n/a	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Eureka	Historic Register Request	n/a	n/a	n/a	n/a	n/a
Eureka	Application for Liquor License	No	No	Notice of Public Hearing posted on agenda	No	Reviewed and Approved by City Council
Eureka	Budget Hearing	No	No	Notice of Public Hearing posted on agenda		The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Manchester	Amending the Zoning Ordinance	Yes – 185 feet radius from the subject site's boundaries, if a surrounding property is effected	No	Notice of Public Hearing posted on agendas	No	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Manchester	Historic Register Request	n/a – no Historic Preservation Commission – separate entity reviews historic properties not affiliated with the City	n/a	n/a	n/a	n/a
Manchester	Application for Liquor License	No	No	Notice of Public Hearing posted on agenda	No	Reviewed and Approved by City Council/Board of Alderman
Manchester	Budget Hearing	No	No	Notice of Public Hearing posted on agenda	No	The public hearing announcement is placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing

Key:

- **Yellow highlighted items** required by one of the following: Chapter 415. Zoning Regulations of the City of Wildwood's Zoning Ordinance, which derives its authority from Chapter 89 of the Missouri Revised Statutes (the enabling legislation that allows cites to implement zoning powers; Chapter 440. Historic Preservation and Restoration Code of the City of Wildwood's Zoning Ordinance; Chapter 600. Alcoholic Beverages of the City of Wildwood's Municipal Code; or Chapter 140. Finance of the City of Wildwood's Municipal Code.



MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Bowlin and Planning/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: October 21, 2016

Re: Proposed Audio/Video Enhancements in Council Chambers

The Department has been reviewing options for improving the ability to view items currently shown on the floor monitor and back wall projection in the Council Chambers, and specifically from the Council dais.

At the September 7, 2016 Meeting of the Administration/Public Works Committee, it was recommended that 19" monitors (11 total) be equally spaced across the Council dais, tilt-mounted at approximately 40° to prevent obscuring the view to the audience. The monitors would have a hard-wired connection to what is currently being displayed through the console. This would also allow for the elimination of the current floor monitor, which can now be utilized in the Community Room as needed. Attached is a proposal from the City's A/V consultant for the materials and labor required for the installation, which totals \$9,773.48.

Some other enhancements have already been implemented, including the following:

1. Hearing-Assist System (6 units total)
2. Podium Microphone Repair
3. Existing Speaker Volume Adjustments
4. Addition of Public Speech Timer System at Podium
5. Addition of iPad at Podium

These additional improvements have been completed at a total cost of \$4,542.30

In addition to the above, both the ceiling-mounted projector for the back wall and the table top document camera are dated and showing signs of needing replacement. Finally, the TV media have inquired whether the City has a mult box, which allows for the camera crews to connect directly to the City's audio feed instead of placing microphones at the podium.

Following is a summary of the costs associated with the various additional improvements that could be considered at this time:

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Costs incurred year-to-date:	\$4,542.30
Dais monitors:	\$9,773.48*
Projector (Option 1: 5500 Lumen LCD):	\$3,168.67*
Projector (Option 2: 6000 Lumen DLP):	\$8,759.21
Projector (Option 3: 5400 Lumen Laser):	\$9,346.09
Table top digital document camera:	\$3,670.10
Mult box:	\$2,370.35

* recommended, at a minimum.

Quotes for each of the above are attached, which include not-to-exceed installation costs.

The 2016 Budget for City Hall A/V Improvements is only \$10,000. However, at the end of 2016, there is estimated to be a balance of \$175,080 remaining in the City Hall Project Fund, which will be closed out and transferred back to the General Fund. If desired, any remaining balance of the City Hall Project Fund could be utilized through an end-of-year budget amendment before the fund is closed.

I will be available for any comments or questions at the October 25, 2016 Meeting of the Administration/Public Works Committee, and seek your direction on how to proceed.

RST

Customer:

City of Wildwood
16860 Main Street
Wildwood, MO 63040

Project: Video image distribution for the council members.



11840 Westline Industrial Drive
St Louis, MO 63146
314-909-1990 phone
314-909-1911 fax

Project Description:

Install listed equipment to provide monitors for each pair of council members. Signal displayed will be the same image that is sent to the projector.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Monitor tilt mount	Chief	KOW100B	11	\$109.60	\$1,205.60
2	HDMI distribution amplifier 1x8	Crestron	HD-DA8-4K-E	1	\$666.67	\$666.67
3	HDMI distribution amplifier 1x4	Crestron	HD-DA4-4K-E	1	\$333.33	\$333.33
4	HDMI extender set	Liberty	DL-HD100	1	\$344.73	\$344.73
5	RGB to HDMI scaler	Crestron	HD-Scaler-VGA-E	1	\$400.00	\$400.00
6	19" Monitor	Samsung	TBD	11	\$152.87	\$1,681.61
7	Custom Wood mounting block for Dias monitors	custom	misc	11	\$84.62	\$930.77
8	Patch cables	Kramer	misc	1	\$366.67	\$366.67
Equipment Sub Total						\$5,929.38

AV SERVICES:

Installation Labor & Materials	\$3,217.65
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$426.00
Shipping & Handling	\$200.45
AV Services Sub Total	\$3,844.10

Sales tax not included
Proposal valid for 30 days from:

7/11/2016

Grand Total **\$9,773.48**

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Customer:
City of Wildwood
16860 Main Street
Wildwood, MO 63040



Project Description:
 Replace existing projector and change control code for new projector.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Projector, WXGA, 5500 lumen LCD, single lamp, std. lens	Christie	LW551i	1	\$2,377.50	\$2,377.50
2						
Equipment Sub Total						\$2,377.50

AV SERVICES:

Installation Labor & Materials	\$385.88
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$376.00
Shipping & Handling	\$29.29
AV Services Sub Total	\$791.17

Grand Total \$3,168.67
 Sales tax not included

Proposal valid for 30 days from: 10/21/2016

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Customer:
City of Wildwood
16860 Main Street
Wildwood, MO 63040



Project Description:
 Replace existing projector and change control code for new projector. Labor is not to exceed.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Projector, 1080p, 6000 lumens, single lamp	Christie	DHD-600G	1	\$6,165.00	\$6,165.00
2	Projector lens, 1.52-2.89	Christie	140-102104--01	1	\$1,735.00	\$1,735.00
Equipment Sub Total						\$7,900.00

AV SERVICES:

Installation Labor & Materials	\$385.88
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$376.00
Shipping & Handling	\$97.33
AV Services Sub Total	\$859.21

Grand Total \$8,759.21

Proposal valid for 30 days from:

9/30/2016

Sales tax not included

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Customer:
City of Wildwood
16860 Main Street
Wildwood, MO 63040



Project Description:
 Replace existing projector and change control code for new projector. Labor is not to exceed.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Projector, 1080p, 5400 lumen, laser	Christie	DHD555-G	1	\$6,742.68	\$6,742.68
2	Projector lens, 1.52-2.89	Christie	140-102104--01	1	\$1,735.00	\$1,735.00
Equipment Sub Total						\$8,477.68

AV SERVICES:

Installation Labor & Materials	\$385.88
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$376.00
Shipping & Handling	\$106.52
AV Services Sub Total	\$868.40

Grand Total \$9,346.09

Proposal valid for 30 days from:

9/30/2016

Sales tax not included

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Customer:
City of Wildwood
16860 Main Street
Wildwood, MO 63040
Project: Broadcast Audio Feed.



11840 Westline Industrial Drive
 St Louis, MO 63146
 314-909-1990 phone
 314-909-1911 fax

Project Description:
 Replace existing document camera and reprogram the creston control system. Old Doc
 Cam is annalog this unit is digital.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Table top digital document camera, 1080p	Wolfvision	VZ-8light	1	\$3,235.37	\$3,235.37
2	HDMI cable 15'	misc	misc	1	\$25.63	\$25.63
Equipment Sub Total						\$3,260.99

AV SERVICES:

Installation Labor & Materials	\$100.00
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$265.00
Shipping & Handling	\$44.11
AV Services Sub Total	\$409.11

Grand Total \$3,670.10
 Sales tax not included

Proposal valid for 30 days from: 9/30/2016

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Customer:

City of Wildwood
16860 Main Street
Wildwood, MO 63040
Project: Broadcast Audio Feed.



11840 Westline Industrial Drive
St Louis, MO 63146
314-909-1990 phone
314-909-1911 fax

Project Description:

Install distribution amplifier and cabling to a wall plate to provide a program audio feed to the rear of the Council Chambers.
Labor is not to exceed, bill actual time.

Submitted By: Tim Landwehr

EQUIPMENT:

	<u>Product</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extended Price</u>
1	Twelve microphone and two line output portable press box	Whirlwind	Pressmite	1	\$1,055.49	\$1,055.49
2	Distribution amplifier	RDL	ST-UMX3	1	\$138.86	\$138.86
3	Power supply	RDL	PS24AS	1	\$23.31	\$23.31
4	Wall plate for output to press box	Liberty	C63131-WQ486429	1	\$36.69	\$36.69
5	Patch cable	misc	misc	1	\$31.25	\$31.25
Equipment Sub Total						\$1,285.60

AV SERVICES:

Installation Labor & Materials	\$1,676.47
Project Management includes: Programming, Testing & Tuning, Training, Warranty, Drawings & Documentation	\$626.00
Shipping & Handling	\$67.88
AV Services Sub Total	\$2,370.35

Grand Total \$3,655.95

Proposal valid for 30 days from:

8/24/2016

Sales tax not included

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MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Bowlin and Planning/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: October 21, 2016

Re: City Vehicle Purchase

Background

\$25,000 was allocated in the 2016 Capital Budget to purchase an additional City vehicle for use by City Team Members. This was originally budgeted to accommodate the additional Recreation Specialist and Public Works Inspector positions, but is now needed even more with the additional of the Economic Development Manager position. City vehicles are also made available to elected officials, when needed to attend conferences, meetings, etc.

The City has always taken advantage of the State Cooperative Purchasing Program to obtain vehicles at a very reasonable cost. Joe Machens Ford Lincoln is the closest dealer selected for the 2016 State Purchasing Agreement, and has provided the attached quote for a 2017 Ford Escape.

Recommendation

It is recommended that the City purchase a 2017 Ford Escape through the State Cooperative Purchasing Program, as described on the attached quote (including the optional equipment listed and delivery).

Reasons for Recommendation

1. Funds have been allocated in the 2016 Capital Budget for this purchase.
2. With the addition of new City Team Members, there is a need for another City vehicle.

I will be available for any comments or questions at the October 25, 2016 Meeting of the Administration/Public Works Committee.

RST

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JOE MACHENS FORD LINCOLN

1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • www.machens.com

October 19, 2016

Contract # C116023001

City of Wildwood

Subject: Joe Machens Proposal on a 2017 Ford Escape SE AWD

To: Whom it May Concern;

As per the requested quote on a 2017 Ford Escape SE AWD, Joe Machens Ford proposes the following. The Ford Escape includes the factory standard and State options. This proposed unit also has other options as noted below.

Price – Dealer Code – Option, Included Equipment

\$21,332 – U9G – 2017 Ford Escape SE Trim	LH & RH Manual Mirrors
200A pkg	All Season Tires plus spare
All Wheel Drive	Standard GVWR
1.5L EcoBoost Engine	4 wheels disc brakes – ABS
Standard Rear Axle	Cruise control and Tilt
Automatic Transmission 6 speed	Carpet Flooring
Air Conditioning	Cloth Seats

Optional equipment (Price – Dealer Code – Option):

\$45 – 942 – Daytime Running Lights
\$150 – PTS – 3rd Key
\$150 – DEL – Delivery
\$0 – TBD – Exterior Color: TBD

Total

\$21,677

Joe Machens Ford appreciates your business and we look forward to servicing your needs in the future. Any questions should be directed to Kelly Sells, Fleet Department Manager.

Thanks,



Kelly Sells
Fleet Manager
Joe Machens Ford
573-445-4411
ksells@machens.com





Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works

Date: October 20, 2016

Re: USGS Meramec River Flood Inundation Mapping Tool Project

As you may recall, the Department provided information to the Committee at our May meeting regarding a proposed cost share project whereby the United States Geological Survey (USGS) would develop a Flood Inundation Mapping tool of the Lower Meramec River in response to the record flood of last winter. The development of such a tool would be very beneficial to emergency responders, municipalities, other agencies and the general public during flood conditions on the lower Meramec River. This tool would be an internet based application, which would provide maps of the floodplain that indicate areas that will be flooded based on the river stages forecast by the National Weather Service.

The Flood Inundation Mapping tool has been created for other rivers in the United States, but has not yet been developed for St. Louis Area Rivers, including the Lower Meramec. Unfortunately, to complete this work the USGS requires a cost share agreement between the USGS and other interested agencies.

I am pleased to report that progress has been made with regard to the cost share agreement to complete the project. Since last spring, the USGS has reached out to the municipalities along the Meramec, including Wildwood, and other agencies, to request funding for the project. (Please see **Exhibit A** for the USGS proposal.) At this point the USGS has received commitments for funding totaling \$128,000, which includes a \$5,000 commitment from the City of Wildwood. These financial commitments are enough to fully fund the project along the river from Eureka to Arnold. Thus, we expect the project to move forward beginning next year with completion planned by 2018.

The Project Team Partners are as follows:

- U.S Geological Survey – USGS - \$ 24,000 (in kind matching funds)
- St. Louis Metropolitan Sewer District (MSD) - \$10,000
- City of Arnold - \$64,000
- City of Wildwood - \$5,000

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- City of Eureka - \$5,000
- City of Fenton - \$5,000
- Missouri Department of Natural Resources (MDNR) - \$15,000

At this time, the Department is working with City Attorney John Young to pursue the execution of a funding agreement between the City of Wildwood and the USGS to formally obligate our \$5,000 financial commitment toward the project. (Please see **Exhibit B** for the draft agreement.)

I will be available for any questions or comments at the October 25th, 2016, Admin/Public Works Committee meeting.

RCB

Exhibit A



Flood Inundation Mapping for the Lower Meramec River between the Cities of Eureka and Valley Park and between the City of Fenton and the Mouth of the Meramec River at the confluence of the Mississippi River



Meramec River flooding at Eureka, MO.

Photo courtesy of St. Louis Post Dispatch



Meramec River flooding at Interstate 55 near Arnold, MO

Photo courtesy of St. Louis Post Dispatch

Background and Problem.

The Meramec River is one the longest free-flowing river in Missouri and has experienced frequent flooding through history. Flooding during the winter season of 2015-2016 impacted many commercial and residential communities, water supply and treatment facilities, and transportation infrastructure along the lower Meramec River. Despite the known hazards of flooding, U.S Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), City, and State Emergency management mitigation teams typically suffer from a lack of information related to the location, water depth, and water velocities of inundated areas both during and after floods. Industries and residents have to make quick and expensive decisions regarding evacuation of people and removal of equipment and property. Because of the large number of people and industries along the Meramec River, during high water the National Weather Service (NWS) issues peak stage forecasts at five streamgages in the lower Meramec River. However, knowing the stage (water-surface elevation) at selected locations does not readily provide information about the areas between streamgages that may be inundated.

During late December and early January (2015-2016) there was large scale flooding along a 50-mile reach of the Lower Meramec River from Pacific, Missouri downstream to the mouth at the confluence with the Mississippi River. Substantial impacts occurred in a 16-mile reach of the Meramec River, from the City of Eureka downstream to the City of Valley Park (fig.1.) and within a 15-mile reach of the Meramec River, from the City of Fenton, downstream to the mouth of the Meramec River at the confluence with the Mississippi River, including south St. Louis County residents and commercial business within the City of Arnold (fig.2.). The USGS Missouri Water Science Center (MOWSC) proposes to develop an online flood inundation mapping tool (FIM) for these selected reaches of the lower Meramec River. The Meramec River floodplain is well suited for estimated flood inundation mapping because of the availability of stage and discharge data at the streamgage locations at the Cities of Eureka and Arnold.

Objective.

The objective of this study is to develop an online FIM for the lower Meramec River between the Cities of Eureka and Valley Park and the City of Fenton and the mouth of the Meramec River at the confluence of the Mississippi River.

The Meramec River streamgage at Eureka will identify the upstream and downstream boundaries of the selected reach (fig.1), hereinafter referred to as the Eureka reach, and the streamgage at Arnold will identify the upstream and downstream boundaries of the identified reach in figure 2, hereinafter referred to as the Arnold reach. For the Arnold reach, the streamgage at the Mississippi River at St. Louis will be used to identify the propagation of backwater extending from the mouth at the Mississippi River. Both gages in the Arnold reach will be configured to assess the combined effects of inundation mapping on the Flood Tools dialog as illustrated in figure 3.

Data for these streamgages can be accessed by the USGS National Water Information System (NWIS) web interface.

07019000 – Meramec River at Eureka, MO

http://waterdata.usgs.gov/mo/nwis/uv/?site_no=07019000&PARAMeter_cd=00065.63160.00060

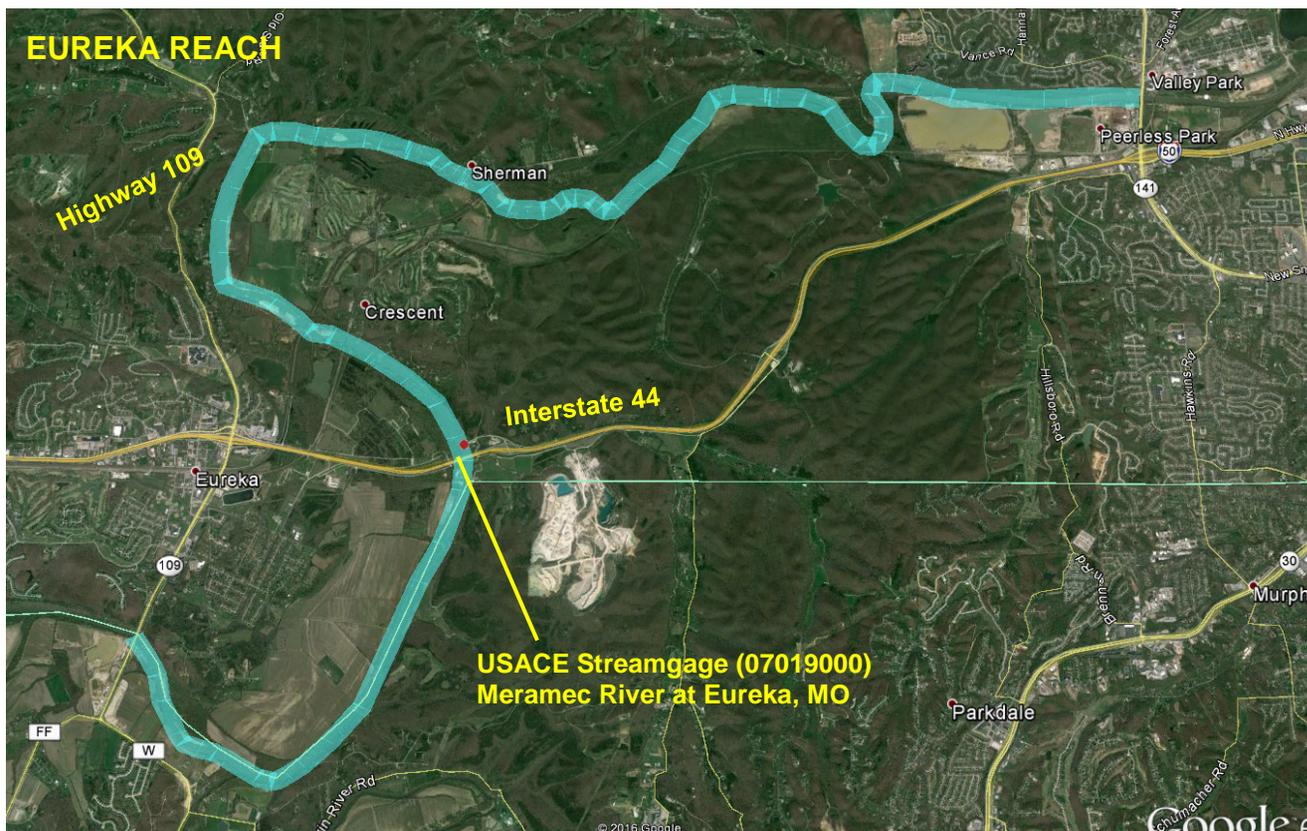


Figure 1. Proposed study reach from the City of Eureka downstream to the City of Valley Park.

07019300 – Meramec River at Arnold, MO

To be incorporated into NWIS

The streamgage location at the City of Arnold is operated by USACE and will be reviewed and published as a furnished record with guidance provided by the Office of Surface Water (OSW) Technical Memorandum 2016.04 to be disseminated by way of NWIS.

07010000 – Mississippi River at St. Louis, MO

http://waterdata.usgs.gov/mo/nwis/uv/?site_no=07010000&PARAMeter_cd=00065,63160,00060



Figure 2. Proposed study reach from a location downstream of Fenton to the mouth of the Meramec River at the confluence with the Mississippi River.

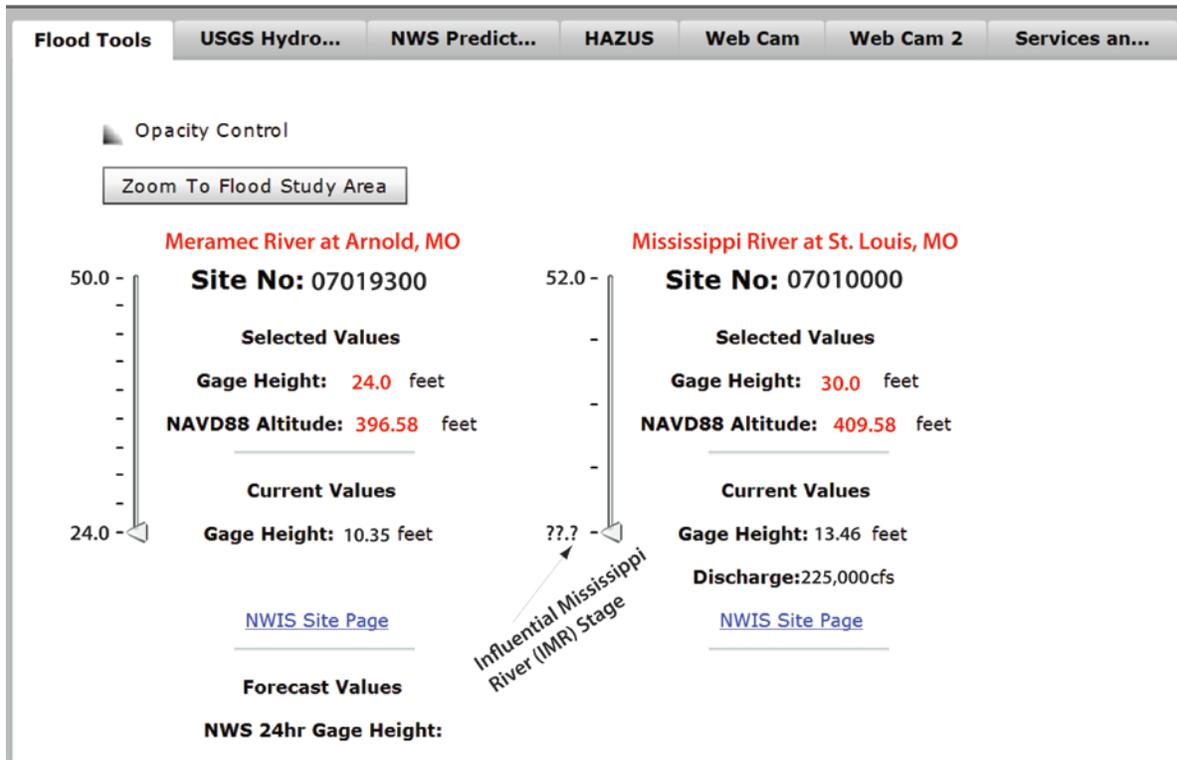


Figure 3. Flood Tool dialog example used in the Flood Inundation Mapper to assess flooding conditions along the proposed Arnold reach of the Meramec River and backwater influence from the Mississippi River.

Relevance and Benefits.

During periods of flooding, the availability of timely flood inundation maps could help prevent flood damage, assist recoveries, and possibly save lives. In addition to displaying corresponding flood inundation maps during periods of flooding, users also will have the ability to view the flood inundation map nearest to the NWS forecasted flood peak, and selected stages of interest. This information will help rescue crews, road crews, and property owners plan operations as flood waters rise. The user will be able to choose from a range of stages to analyze many flood scenarios. A flood inundation map near the peak event will be accessible and useful to mitigation teams after the event.

Value is added to the USGS streamgaging program linking real-time stage information to inundation maps. Other agencies such as the NWS and USACE benefit from enhanced flood forecast information and map generation and automation as part of the Corps Water Management System (CWMS). Pre-peak estimates of damaged areas would be available for FEMA. MoDOT can quickly access potential road or bridge damage and State Emergency Management Agencies can better focus state flood response and recovery resources. State environmental agencies can determine pollutant impacts from infrastructure damage. Evacuation routes can be assessed for flood access, allowing law enforcement locations to install barricades to block flooded roads.

The proposed project leverages several agencies' resources, builds upon an existing initiative and complements several ongoing activities not only within the watershed, but also within a state and national context. As a priority issue of the water resource mission of the USGS, information from this study will help inform decision makers regarding the minimization of the loss of life and property, in addition to water-resources issues related to watershed management.

Approach.

Using existing high resolution topographic data, flood-inundation maps will be referenced to the streamgage at Eureka (07019000 – Eureka reach) and the streamgage at Arnold (07019300 – Arnold reach) and the flood-forecast point for these locations at 1-2 foot stage increments starting from the stage corresponding to the NWS "Action" stage up to the stage corresponding to the 0.2 percent annual exceedance probability (AEP) flood. A one-dimensional unsteady-flow hydraulic model developed by the USACE is available along both study reaches and will be used to generate water-surface profiles that will be combined with high-resolution topographic data to generate flood inundation polygons and water depth information. The high resolution topographic data will be supplemented with precise field surveys of critical points such as the low points of roads, levees, or the first-floor elevations of selected buildings. Field verification of stage elevations will be made during any significant high-flow events that occur during the project to ensure accurate stage elevations and water depths.

For the Arnold reach, a concurrent effort will establish a set of flood inundation map layers representing backwater propagated by the Mississippi River. As noted in figure 3, the user will have the ability to toggle on headwater profiles of the proposed Meramec reach and integrate backwater influenced profiles using the Mississippi River gage at St. Louis. Although the Mississippi River gaging location at St. Louis is approximately 19 miles upstream of the mouth of the Meramec, another historic USGS gaging location along the Mississippi River at Mehlville, MO. (8 miles upstream of the mouth of the Meramec) will be used to assist development of a worst-case stage or tailwater condition at the mouth of the Meramec from the upstream Mississippi gage at St. Louis (fig.4).

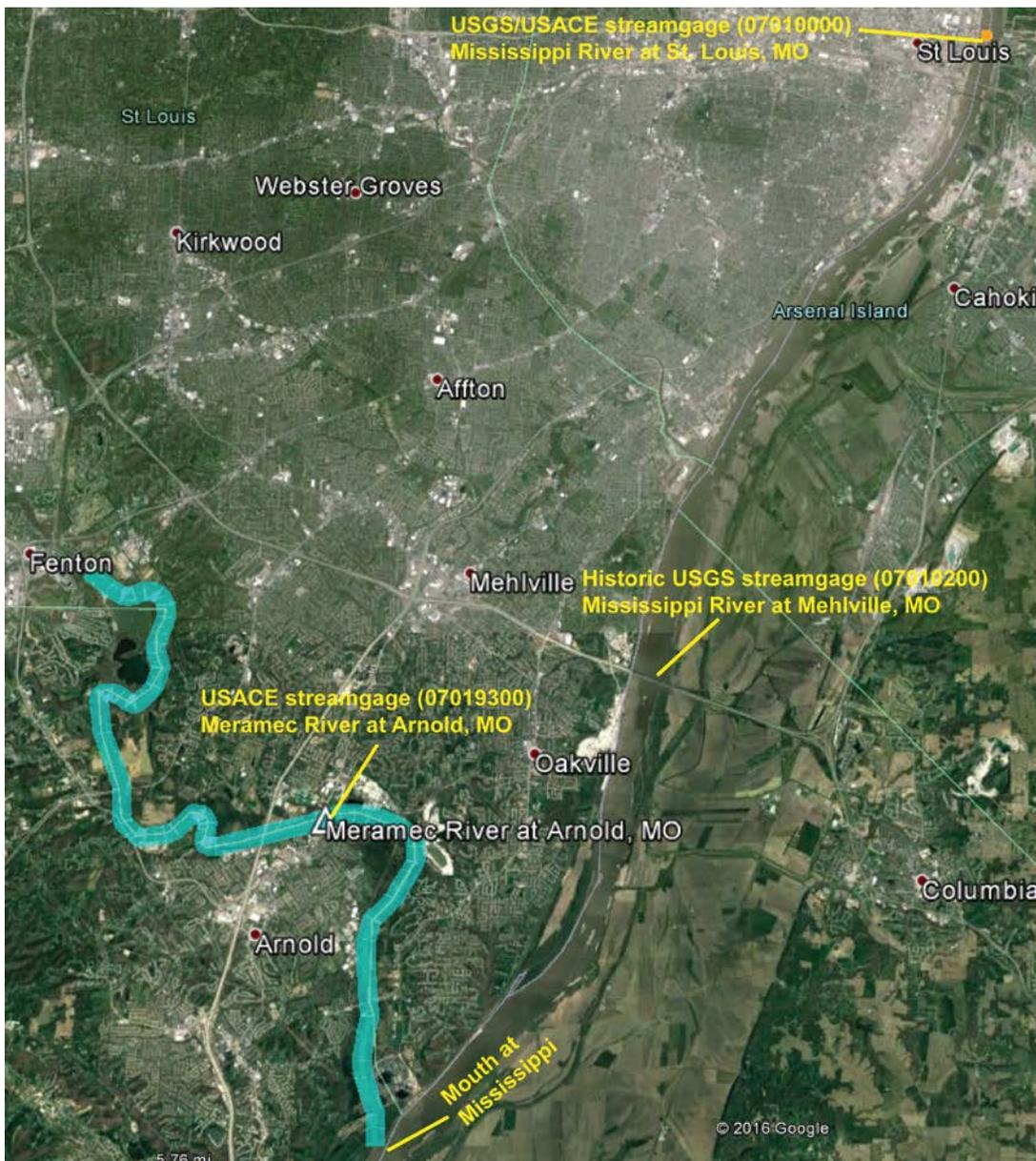


Figure 4. Map of streamgage locations on the Mississippi River used to integrate backwater influence along the proposed Arnold reach of the Meramec River.

After conducting the headwater analysis at the Arnold reach, a Mississippi River stage at the mouth of the Meramec River will be defined as the initial point of influence, or influential Mississippi River (IMR) stage determined to affect headwater profiles of the Meramec River study reach. Incremental Mississippi River stage tailwater conditions above (and including) the IMR stage will be used in modifying headwater hydraulic profiles along the Arnold reach. These backwater affected profiles will be disseminated and integrated as noted previously, toggling the Mississippi River gage at St. Louis (fig.3).

The maps for both the Eureka and Arnold reach will be presented on the Internet through the USGS flood inundation mapper web site http://water.usgs.gov/osw/flood_inundation.

Work tasks to be completed are described below and are in accordance with the Flood Inundation Map Library Guidelines documented within the following link:
http://water.weather.gov/ahps/NOAA_AHPS_Guidelines_Final_2011_v3.pdf

Existing Light Detection and Ranging (LiDAR) elevation data, Flood Insurance Studies (FIS), and USGS streamgages are pre-requisites for the inundation mapping effort. FIM products will reflect the North American Vertical Datum of 1988 (NAVD88) geodetic datum. The following tasks will be conducted as part of this study:

1.0 High-Water Mark Data Collection – Over 200 high-water mark elevations have been flagged along the Meramec River upstream of the City of Pacific down to the mouth of at the confluence with the Mississippi River. Approximately 15 marks have been surveyed within the Eureka reach (fig.1) and 40 marks within the Arnold reach (fig.2). These marks will be used for hydraulic model calibration and inundation map quality assurance.

2.0 Hydrologic Data Development – Data such as rating curves, gage datum elevation, historic flood peaks, and gage heights associated with flooding have been reviewed and compiled from the from the following USGS streamgages operated in cooperation with the USACE and MSD:

07017020 – Meramec River at Pacific, MO	(1994-Current)
07019000 – Meramec River at Eureka, MO	(1903-1906; 1921-Current)
07019130 – Meramec River at Valley Park, MO	(1938-Current)
07019210 – Meramec River at Fenton, MO	(2016)
07019300 – Meramec River at Arnold, MO	(1980-Current)

3.0 Hydraulic Modeling– Pending quality assurance checks to meet USGS FIM standards, existing one-dimensional hydraulic models will be utilized from USACE from the City of Eureka downstream to the City of Valley Park (Eureka reach, fig.1) and from a location near Fenton downstream to the mouth of the Meramec at the confluence with the Mississippi River (Arnold reach fig.2). Additional profiles will be conducted within the Arnold reach using tailwater conditions above (and including) the IMR stage to define backwater influence from the Mississippi River.

4.0 Develop Flood Inundation Layers and Depth Grids – Water-surface elevations obtained from modeled profiles will intersect with LiDAR bare earth topography to create inundation layers. Project will utilize existing high-resolution LiDAR elevation data that will translate to one-foot contours. Supplemental survey data will be acquired for critical infrastructure such as low points along roadways and levees, and first floor elevations for selected business or residential communities. Flood inundation layers will be developed from highway 109 downstream to highway 141, defining the Eureka reach (fig.1), and from a location just below Fenton, downstream to the mouth of the Meramec River at its confluence with the Mississippi, defining the Arnold reach (fig.2). All mapping layers will abide by FIM standards. Depth grids will be developed for each of the inundation layers to display expected depth of flooding to the nearest 1 ft or 0.5 ft depending upon the contour interval (1/2 the contour interval of topographic base data).

5.0 Documentation and FIM Posting – An on-line USGS Scientific Investigations Report and Fact Sheet will be published. The report will summarize water-surface profiles, hydraulic model development, and flood inundation mapping method, development, and delivery according to USGS FIM standards found in the FIM toolbox http://water.usgs.gov/osw/flood_inundation/toolbox/. The Fact Sheet will summarize the report and will also include steps on how to access and use the FIMs. The FIM tools will be posted on-line (fig. 5), complete with metadata.

6.0 Public Information and Outreach – To ensure that FIM maps are understood and utilized such that appropriate action is taken during a flood event, the maps will be promoted in a number of ways. Potential methods include media campaigns, web-based education, meetings and/or report or factsheet distribution. All of the project partners are anticipated to participate in the outreach effort.

Quality-Assurance Plan

The quality objective of the project is to provide valid hydrologic and hydraulic data of known and documented quality in support of the project objectives. The procedures outlined in the USGS Missouri Water Science Center surface-water quality assurance plan will be used during the study. The data gathered will be quality assured by the project chief and field personnel. Model development will be based on quality assured elevation data with sufficient density. Model calibration will be based on high-water mark and flow data to provide model integrity. Sensitivity analysis will be conducted to evaluate model performance.

Products.

1.0 Hydraulic Models – Completed one-dimensional HEC-RAS model shall be included in one project file along with separate GIS shapefiles of all cross-sections (geo-referenced) that were included in the model. The model will include pictures of hydraulic structures as they appear in the field. All supporting data used to evaluate these models shall be submitted with each model during the quality assurance review. Archival of surface-water model applications will be administered according to the office of surface water technical memorandum TM 2015.01. This technical memorandum assures published model applications are documented in a manner that facilitates reproducibility of the results presented in a published information format, administered through an electronic model archive.

2.0 Inundation Map Library and Dissemination - A complete map library dependent upon the Meramec River forecast locations at both Eureka and Arnold will include stage-based inundation layers, depth grids, street names and location, satellite imagery, and all associated shapefiles and metadata. The total number of inundation layers is to be determined. Maps will be produced for each 1-2 feet of stage beginning at the NWS-defined “Action” stage with a probable maximum to the 0.2 percent AEP. The inundation layers will be disseminated by the FIM.

<http://wimcloud.usgs.gov/apps/FIM/FloodInundationMapper.html>

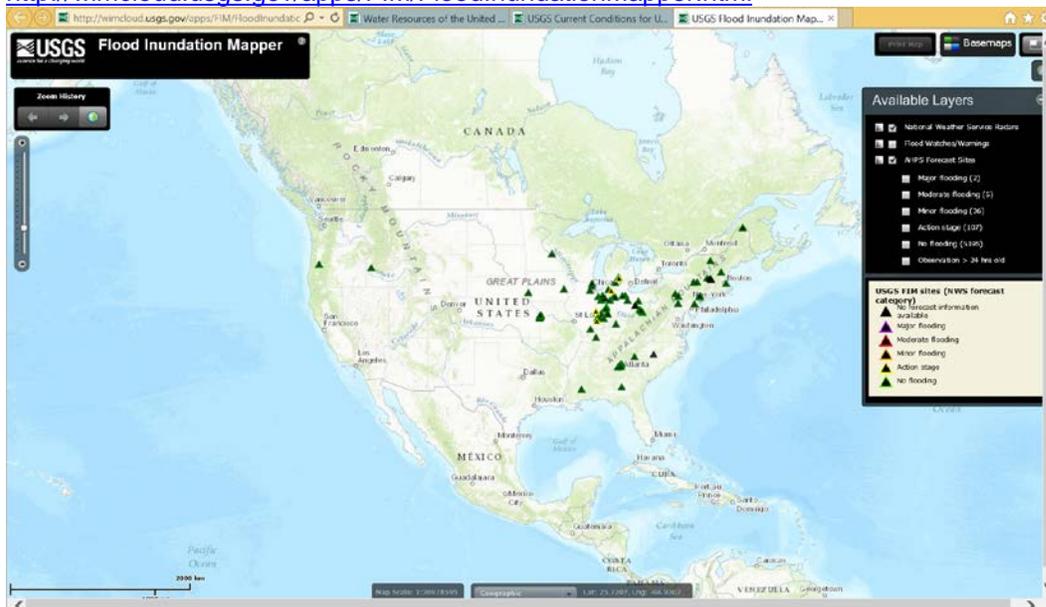


Figure 5. USGS Flood Inundation Map webpage showing locations of FIM projects throughout the United States. Lower Meramec FIMs will be added to this webpage

3.0 Documentation – An on-line report and fact sheet will be published. The report will summarize water-surface profiles, hydraulic model development, and flood inundation mapping method, development, and delivery according to USGS FIM standards found in the FIM toolbox http://water.usgs.gov/osw/flood_inundation/toolbox/. The fact sheet will summarize the report and will also include steps on how to access and use the FIMs.

4.0 Public Information and Outreach – The published on-line report and factsheet will be publicly available. To ensure that FIM maps are understood and utilized such that appropriate action are taken during a flood event, the maps will be promoted in a number of ways. Potential methods include media campaigns, web-based education, and informational meetings. All project partners are anticipated to participate in the outreach effort.

Timeline.

The estimated time to complete the project is approximately 18 months.

Task	Agency to Conduct Work	FY 2017									FY 2018								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. High Water Mark Data Collection	USGS																		
2. Hydrologic Data Development	USGS																		
3. Hydraulic Modeling	USACE / USGS																		
4. Develop Flood Inundation Layers and Depth Grids	USGS																		
5. Documentation and FIM Posting	USGS																		
6. Public Information and Outreach	Project Team Partners																		

Project Team Personnel.

The project team will consist of potential Federal, State, and local agencies including those who are actively involved in conducting the study and/or contribute funding or “in-kind” resources. As part of an anticipated outreach component, the team will coordinate with other state and local agencies as to the function and use of the FIMs.

Project Team Partners

- U.S Geological Survey – USGS
- U.S Army Corps of Engineers – USACE
- St. Louis Metropolitan Sewer District (MSD)
- City of Arnold
- City of Wildwood
- City of Eureka
- City of Fenton
- Missouri Department of Natural Resources (MDNR)

Budget

Task	Costs			
High Water Mark Data Collection	\$ 10,000.00			
Hydrologic Data Development	\$ 5,900.00			
Hydraulic Modeling	\$ 39,200.00			
Flood Inundation Layer and Depth Grid Development	\$ 38,700.00			
Documentation and FIM Posting	\$ 28,700.00			
Public Information and Outreach	\$ 5,500.00			
Total Project Costs (Eureka reach and Arnold reach)	\$ 128,000.00			
	Contribution	Entity	Description	
	\$ 64,000.00	City of Arnold	Cash	
	\$ 24,000.00	USGS	In-kind	Cooperative Matching Funds
	\$ 15,000.00	MDNR	Cash	
	\$ 10,000.00	MSD	Cash	
	\$ 5,000.00	City of Fenton	Cash	
	\$ 5,000.00	City of Eureka	Cash	
	\$ 5,000.00	City of Wildwood	Cash	
	\$ 128,000.00	Total Available Funds (As of June 13, 2016)		
	\$ 128,000.00	Total Project Costs (Eureka reach and Arnold reach)		
	\$ -	Additional Funds Needed		

The total estimated cost to develop and publish USGS FIMs for the Lower Meramec River for both Eureka and Arnold reaches is \$128,000.

In addition, Flood Inundation Maps could also be developed along the Meramec for reaches at the Union and Pacific streamgages for an additional cost of \$64,000 per streamgage reach.

Exhibit B

United States Department of the Interior



U. S. GEOLOGICAL SURVEY
Missouri Water Science Center
1400 Independence Road, MS 100
Rolla, Missouri 65401

October 18, 2016

Rick C. Brown
City of Wildwood
16860 Main St.
Wildwood, MO 63040

Dear Mr. Brown:

Enclosed for your review and approval is a copy of the Joint Funding Agreement for the support of the Flood Inundation Mapping for the Lower Meramec River between the Cities of Eureka and Valley Park and between the City of Fenton and the Mouth of the Meramec River at the confluence of the Mississippi River for the period of January 1, 2017 to June 30, 2018.

Work performed with funds from this agreement will be done on a fixed-price basis.

Please obtain the appropriate signature(s) and return a copy to our office as soon as possible.

The USGS is pleased to perform this work for the City of Wildwood. It is understood that the results of this work will be available to the USGS for publication and use in connection with related work. If you require further information, you may reach me at (573) 308-3665 or Leslie Burns, the administrative contact at (573) 308-3666.

Sincerely,

Amy Beussink
Director

Enclosure

**U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY**

JOINT FUNDING AGREEMENT

Customer #: 6000005576
Agreement #: 17EMSG558000001
Project #: SG00GGD
TIN #: 43-1719569
Fixed Cost Agreement YES

FOR
WATER RESOURCE INVESTIGATIONS

THIS AGREEMENT is entered into as of the, 1st day of January, 2017 by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Wildwood, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Flood Inundation Mapping for the Lower Meramec River between the Cities of Eureka and Valley Park and between the City of Fenton and the Mouth of the Meramec River at the confluence of the Mississippi River herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$0.00
 - (a) by the party of the first part during the period

Amount	Date	to	Date
\$1,000.00	January 1, 2017		June 30, 2018
 - (b) by the party of the second part during the period

Amount	Date	to	Date
\$5,000.00	January 1, 2017		June 30, 2018
 - (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:

Description of the USGS regional/national program:
USGS DUNS 137774548
Match Pair Code: X9
 - (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
 - (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

- 7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
- 8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.
- 9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered quarterly. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

**U.S. Geological Survey
United States
Department of the Interior**

City of Wildwood

USGS Point of Contact

Customer Point of Contact

Name: Paul Rydlund
 Address: US Geological Survey, MO WSC
 1400 Independence Dr., MS 100
 Rolla, MO 65401
 Telephone: 573-308-3572
 Email: prydlund@usgs.gov

Name: Rick C. Brown
 Address: 16860 Main St.
 Wildwood, MO 63040
 Telephone: 636-405-2024
 Email: rbrown@cityofwildwood.com

Signatures and Date

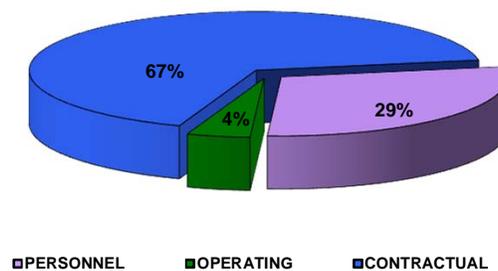
Signature:  Date: 10/18/16
 Name: Amy Beussink
 Title: Director, MO WSC

Signature: _____ Date: _____
 Name: _____
 Title: _____

**Summary of Accounts
Expenditures**

Categories	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017
PERSONNEL	495,631	458,808	555,218	543,218	543,218	566,719
OPERATING	56,319	98,460	82,784	82,784	84,584	88,566
CONTRACTUAL	1,356,875	1,065,900	1,333,500	1,345,500	1,347,500	1,315,500
CAPITAL	-	-	-	-	-	-
SPECIAL PROJECTS	8,250	-	-	-	-	-
TOTALS	1,917,074	1,623,168	1,971,502	1,971,502	1,975,302	1,970,785

**Public Works Department
2017 Expenditure Budget**



Department Purpose

The responsibilities of the Public Works Department are to review, inspect, maintain and, in many cases, construct all of the publicly owned facilities in the City. These facilities include public roads and subdivision streets, bridges, culverts, rights-of-way along those roads, streets and sidewalks that parallel a public road or street.

Road, street and right-of-way maintenance and repair are provided through contracts with privately owned local companies. The Department oversees these contracts and re-negotiates them on a regular basis to insure that the City receives the best service for its money.

Capital Improvement Projects, such as roadway improvements, bridge replacements, trails, and storm water improvements are administered by the Public Works Department from design through construction. In many cases, consulting firms are utilized in providing design and inspection services through contract with the City. Consulting firms and City staff also inspect public improvements installed by developers. These costs are then reimbursed to the City through a procedure established by the Subdivision Ordinance. The reimbursements provide for a small portion of the Department's employee overhead cost.

The Department also issues Grading Permits, Special Use Permits and Floodplain Development Permits. The Public Works Department enforces ordinance requirements that regulate the work involved with these permits, with assistance from the Planning Department.

Staffing for the Administration Department includes funding for full-time employees including Director of Public Works/City Engineer, Assistant City Engineer, Street Superintendent, Code Inspector (shared with the Planning Department) and an Administrative Assistant (shared with the Planning Department). Part-time positions include a Public Works-Inspector and a proposed seasonal Intern.

2016 Accomplishments

1. Secured \$350,000 in federal funding for the Route 109 Pedestrian Tunnel project.
2. Completed the annual Concrete Street and Sidewalk Replacement Program.
3. Completed the resurfacing of Alt Road, Hardt Road, Eatherton Road, and Allenton Road.
4. Completed the restriping of all City streets.
5. Constructed the Manchester Road Resurfacing and Bike Lane Project.
6. Constructed the Fox Creek Bridge Replacement Project.
7. Completed the City-wide inspection of short-span bridges / culverts.
8. Continued with the design phase of the Bouquet Road Bridge Replacement project - Completed Preliminary, Right of way and Final Design Plans.
9. Continued with the design phase of the Eatherton Road Bridge Replacement project - Completed Preliminary and Right of Way Plans.
10. Continued with the design phase of the Strecker Road Bridge Replacement project - Completed Preliminary and Right of Way Plans.
11. Continued with the design phase of the Wild Horse Creek Road Replacement project - Completed Preliminary Plans, Right of Way plans, and began right of way acquisition.
12. Continued with the design phase of the Manchester Road Streetscape project - Phase 3 - Completed Preliminary Plans, Right of Way plans, and began right of way acquisition.
13. Advertised and held a bid opening for contractors to construct the Woods Road Bridge (Planned for late 2016).
14. Completed the design of the Salt Storage Facility (Bid opening planned for late 2016).
15. Solicited for a design consultant to update the Town Center Sanitary Sewer Modeling project.
16. Began replacement traffic signs in poor condition, lacking retroreflectivity or which are non-MUTCD compliant.
17. Installed new or upgraded guard rail for safety.

2017 Budget Goals

1. Completed the annual Concrete Street and Sidewalk Replacement Program.
2. Complete the resurfacing of City Streets.
3. Complete the restriping of all City streets.
4. Continue to replace traffic signs in poor condition, lacking retroreflectivity or on-MUTCD compliant
5. Installed new or upgraded guard rail for safety.
6. Construct the Woods Road Bridge.
7. Complete the design of three short-span bridges / culverts.
8. Acquire easements for the Bouquet Road Bridge Replacement project and begin construction.
9. Acquire right of way / easements for the Eatherton Road Bridge Replacement project.
10. Acquire right of way / easements for the Strecker Road Bridge Replacement project and begin construction.
11. Acquire right of way / easements for the the Wild Horse Creek Road Replacement and begin construction.

12. Complete acquisition of new right of way and easements for the Manchester Road Streetscape Phase III project and begin construction.
13. Construct the Salt Storage Facility.
14. Complete the Town Center Sanitary Sewer Modeling project.
15. Construct the Strecker Road Median Improvement project.
16. Begin the design of the Eatherton Road Improvement project.
17. Complete the design of the Rt. 100 Widening project.
18. Complete the design of the Rt. 109 Pedestrian Tunnel project.
19. Select a design consultant and begin the design of the Centaur Rd./Woods Rd. Drainage Improvement project.

2017 Budget Highlights

1. Tree Removal – The Department is recommending a significant increase in this budget item to address the removal of dead ash trees on the public right of way resulting from the Emerald Ash Borer (\$10,000 TRIM grant recently approved for a portion of the cost).
2. Traffic Signs - In order to improve safety and improve compliance with the Manual on Uniform Traffic Control Devices (MUTCD), the Department is recommending an increased emphasis with regard to replacement of substandard signs on city streets. (For example, the MUTCD requires that we replace all signs on city roadways that are substandard with regard to retro-reflectivity.) This would be the second year of a multi-year effort.
3. Town Center Mowing and Landscaping – Increased emphasize on mowing and landscaping along Route 100 and Route 109 in Town Center.
4. Inspection Services - The Department sees and increased need due to increase in residential construction (expense offset by inspection fee revenue).
5. On Call Engineering Services - Hire on-call consultants to assist the Department with the following: Development Plan Review, Storm Water Resources, and CADD /General Civil Engineering

**City of Wildwood
Fiscal Year 2017**

4 full-time equivalent employees and 2 part-time employees

**(70) Public Works
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
<u>Personnel Expenditures</u>									
101 Regular Salaries	334,217	301,550	323,479	323,479	323,479	355,647	63%	10%	6%
106 Part-Time	-	-	49,800	41,800	41,800	19,200	3%	-54%	N/A
110 Overtime	4,734	16,792	7,800	7,800	7,800	7,000	1%	-10%	48%
120 FICA	25,233	24,027	29,153	29,153	29,153	29,274	5%	0%	16%
140 Employee Health Benefits	84,128	80,646	93,706	93,706	93,706	110,225	19%	18%	31%
142 Insurance (Life & Disability)	2,942	2,689	2,941	2,941	2,941	3,185	1%	8%	8%
144 Pension Expense	27,538	20,944	26,668	26,668	26,668	28,406	5%	7%	3%
180 Worker's Compensation	16,839	12,159	21,671	17,671	17,671	13,782	2%	-22%	-18%
190 Other Payroll Expense	-	-	-	-	-	-	0%	N/A	N/A
	495,631	458,808	555,218	543,218	543,218	566,719	100%	4%	14%
<u>Operating Expenditures</u>									
202 Computer Supplies	-	-	1,000	1,000	1,000	1,000	1%	0%	N/A
204 Dues/Memberships	1,081	1,025	1,600	1,600	1,600	1,000	1%	-38%	-7%
208 Equipment Leasing	7,945	12,881	11,884	11,884	11,884	14,266	16%	20%	80%
224 Maintenance - Vehicles	7,652	5,951	8,000	8,000	8,000	8,000	9%	0%	5%
230 Miscellaneous	569	133	500	500	500	500	1%	0%	-12%
240 Postage	6,100	5,990	4,000	4,000	5,800	5,800	7%	0%	-5%
242 Printing Expense	645	104	500	500	500	500	1%	0%	-22%
244 Public Notices	389	342	500	500	500	500	1%	0%	28%
246 Publications	-	358	500	500	500	500	1%	0%	N/A
266 Supplies - General	1,198	423	1,000	1,000	1,000	1,000	1%	0%	-17%
268 Supplies - Office	117	305	1,000	1,000	1,000	1,000	1%	0%	756%
270 Training	2,199	500	3,000	3,000	3,000	1,500	2%	-50%	-32%
272 Tools	831	434	500	500	500	500	1%	0%	-40%
274 Travel	748	122	3,500	3,500	3,500	1,500	2%	-57%	101%
276 Traffic Signals & Street Lights	19,215	64,056	35,000	35,000	35,000	40,000	45%	14%	108%
282 Utilities - Telephone	6,496	3,761	6,000	6,000	6,000	6,000	7%	0%	-8%
291 Machinery/Equipment Under \$5K	-	-	1,000	1,000	1,000	2,500	3%	150%	N/A
292 Furniture/Fixtures Under \$5K	-	290	1,000	1,000	1,000	1,000	1%	0%	N/A
293 Computer Equipment Under \$5K	1,134	1,787	2,300	2,300	2,300	1,500	2%	-35%	32%

**City of Wildwood
Fiscal Year 2017**

4 full-time equivalent employees and 2 part-time employees

**(70) Public Works
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
	56,319	98,460	82,784	82,784	84,584	88,566	100%	5%	57%
<u>Contractual Expenditures</u>									
350-01 Animal Removal	5,567	9,715	5,000	5,000	7,000	7,000	1%	0%	26%
350-02 Roadside Mowing	57,204	61,775	70,000	70,000	70,000	75,000	6%	7%	31%
350-05 Landscaping	23,175	42,110	40,000	40,000	40,000	50,000	4%	25%	116%
350-06 Tree Removal	50,724	47,896	45,000	45,000	45,000	70,000	5%	56%	38%
350-08 Tree Trimming	69,850	64,984	65,000	65,000	65,000	65,000	5%	0%	-7%
350-09 Misc R-O-W	8,108	11,573	15,000	15,000	15,000	15,000	1%	0%	85%
	214,627	238,052	240,000	240,000	242,000	282,000	21%	17%	31%
<u>Contractual Expenditures (continued)</u>									
Street Maintenance									
350-11 Asphalt Patching	104,135	118,045	120,000	120,000	120,000	100,000	8%	-17%	-4%
350-21 Crack & Joint Sealing	69,540	77,407	75,000	75,000	75,000	70,000	5%	-7%	1%
350-22 Street Sweeping	8,886	5,587	15,000	15,000	15,000	15,000	1%	0%	69%
350-27 Pavement Marking	4,526	61,293	60,000	60,000	60,000	60,000	5%	0%	1226%
350-30 Guardrails	6,065	8,295	10,000	40,000	40,000	10,000	1%	-75%	65%
	193,151	270,628	280,000	310,000	310,000	255,000	19%	-18%	32%
Snow Removal									
350-31 Snow and Ice Removal	590,540	351,957	440,000	440,000	440,000	400,000	30%	-9%	-32%
350-33 Salt	301,934	117,327	250,000	162,000	162,000	200,000	15%	23%	-34%
	892,474	469,284	690,000	602,000	602,000	600,000	46%	0%	-33%
Storm Water									
350-42 Culvert Cleaning	20	5,355	10,000	20,000	20,000	15,000	1%	-25%	74938%
350-44 Ditching	8,537	9,321	15,000	25,000	25,000	20,000	2%	-20%	134%
350-45 Shoulder Maintenance	-	-	-	-	-	-	N/A	N/A	N/A
	8,557	14,676	25,000	45,000	45,000	35,000	3%	-22%	309%

**City of Wildwood
Fiscal Year 2017**

4 full-time equivalent employees and 2 part-time employees

**(70) Public Works
Expenditure Detail**

General Fund (10)	Actual 2014	Actual 2015	Original Budget 2016	Final Budget 2016	Estimated 2016	Budget 2017	Percentage of Subtotal	Percentage Increase (Decrease) from PY Est	3 Year Cumulative Increase (Decrease)
Traffic Control									
350-51 Barricade Rental	-	-	1,000	1,000	1,000	1,000	0%	0%	N/A
350-55 Traffic Control Signs	25,442	28,863	35,000	60,000	60,000	60,000	5%	0%	136%
	25,442	28,863	36,000	61,000	61,000	61,000	5%	0%	140%
350-64 Bridge Maintenance	12,617	19,580	15,000	25,000	25,000	25,000	2%	0%	98%
350-65 Emergency ROW Repairs	2,908	19,338	25,000	40,000	40,000	25,000	2%	-38%	760%
350-68 Mosquito Control	3,519	5,479	7,500	7,500	7,500	7,500	1%	0%	113%
350-70 Inspection Services	3,579	-	15,000	15,000	15,000	25,000	2%	67%	599%
	22,623	44,397	62,500	87,500	87,500	82,500	6%	-6%	265%
	1,356,875	1,065,900	1,333,500	1,345,500	1,347,500	1,315,500	100%	-2%	-3%
Capital Expenditures									
	-	-	-	-	-	-	N/A	N/A	N/A
	-	-	-	-	-	-	N/A	N/A	N/A
Special Projects									
761 Special Projects	8,250	-	-	-	-	-	N/A	N/A	N/A
	8,250	-	-	-	-	-	N/A	N/A	N/A
Total Public Works	1,917,076	1,623,168	1,971,502	1,971,502	1,975,302	1,970,785	100%	0%	3%

City of Wildwood
Fiscal Year 2017

2017 Road and Bridge Fund

		Source Funds	FY 2017	Road & Bridge Fund	Grants	Interfund Transfers	Other Sources
Planned Project Expenditure Funding							
Roadway Improvements							
70-460-07	Other Roadway Improvement Projects	Local	25,000	25,000			
70-460-14	Traffic Safety Improvements	Local	75,000	75,000			
	Old State Road Conceptual Design Study	Local	21,000	21,000			
70-460-19	Eatherton Road Reconstruction - Design	Local	125,000	125,000			
70-460-17	Manchester Road Streetscape Phase 3 - Right of Way	Local	90,000	90,000			
70-460-21	Manchester Road Streetscape Phase 3 - Construction	Local/Grant	2,600,000	1,300,000	1,300,000		
	Strecker Road Median Improvements - Construction	Local	50,000	50,000			
	Rt 100 Ramp Widening	Local	250,000	250,000			
	Main Street Extension to Eatherton Rd	Local	250,000	250,000			
	Pond-Grover Loop Traffic Calming Design	Local	100,000	100,000			
	Centaur Rd/Woods Rd Drainage Improvements	Local	100,000	100,000			
	Sub Total - Roadway Improvements		3,686,000	2,386,000	1,300,000	-	-
Bridge Reconstruction							
70-470-62	Woods Road Bridge #348 Replacement - Construction	Local/Grant	700,000	140,000	560,000		
	Wild Horse Creek Bridge #392 - Right of Way	Local/Grant	20,000	4,000	16,000		
	Wild Horse Creek Bridge #392 - Construction	Local/Grant	880,000	176,000	704,000		
	Bouquet Road Bridge #353 - Construction	Local/Grant	720,000	144,000	576,000		
	Strecker Road Bridge #3-102 Construction	Local/Grant	1,200,000	240,000	960,000		
	Eatherton Road Bridge #3-110 - Right-of-Way	Local/Grant	10,000	2,000	8,000		
	Small Bridge / Culvert Replacement - Design	Local	75,000	75,000			
	Sub Total - Bridge Reconstruction		3,605,000	781,000	2,824,000	-	-
Capital Maintenance							
70-490-01	Asphalt Pavement Resurfacing	Local	500,000	500,000			
70-490-02	Concrete Pavement Replacement	Local	900,000	900,000			
70-490-05	Storm Drainage Structure Replacement	Local	50,000	50,000			
70-490-06	Sidewalk Replacement	Local	125,000	125,000			
	Sub Total - Capital Maintenance		1,575,000	1,575,000	-	-	-
Other Capital Investment							
70-480-11	Salt Storage Facility - Construction	Local	450,000	450,000			
70-480-21	Other Engineering Services	Local	75,000	75,000			
	Sub Total - Other Capital Investment		525,000	525,000	-	-	-
Total Expenditures			9,391,000	5,267,000	4,124,000	-	-

**2017 CAPITAL PROJECTS
PROJECT DESCRIPTIONS**

Roadway Improvements

70-460-07	<p><u>Small Roadway Improvement Projects</u> Funding allocated for small roadway improvement projects identified throughout the year. Nominal future operating and maintenance costs expected.</p>	25,000
70-460-14	<p><u>Traffic Safety Improvements</u> Funding for traffic calming, bicycle & pedestrian improvements or other traffic safety improvements (\$25,000 programmed for guardrail upgrades in 2017). Nominal future operating and maintenance costs expected.</p> <p><u>Old State Road Conceptual Design Study</u> Development of a conceptual plan for future improvements to Old State Road from south of Pierside to Old State Spur. Co-funded with City of Ellisville and St. Louis County. DESIGN - no maintenance</p>	75,000
70-460-19	<p><u>Eatherton Road Reconstruction - Design</u> Design of a project to widen and reconstruct Eatherton Road to current City standards. DESIGN - no maintenance</p>	125,000
70-460-17	<p><u>Manchester Road Streetscape Phase 3 - Right of Way</u> Acquisition of necessary right-of-way/easements for the Manchester Road Streetscape Phase 3 Project. RIGHT OF WAY - no maintenance</p>	90,000
70-460-21	<p><u>Manchester Road Streetscape Phase 3 - Construction</u> Construction Phase for the Manchester Road Streetscape Phase 3 Project. Additional future maintenance costs will include street lighting and sidewalks.</p> <p><u>Strecker Median Improvements - Construction</u> Landscape project to re-plant the existing raised medians on Strecker. No additional future operating and maintenance costs expected.</p> <p><u>Route 100 Ramp Widening</u> Extension of westbound on-ramp from Route 109 to Route 100 to become a dedicated right-turn lane into the Community Park. No additional future operating and maintenance costs expected.</p> <p><u>Main Street Extension to Eatherton Rd</u> Acquisition of Crestview Drive right-of-way to facilitate the extension of Main Street to Eatherton Road, including pavement widening and resurfacing. Additional maintenance costs will be incurred once the street is transferred from private to the City. Short term this would generally include snow removal costs.</p> <p><u>Pond-Grover Loop Traffic Calming Design</u> Traffic calming improvements, between Route 109 and Green Pines Drive. Nominal future operating and maintenance costs expected.</p> <p><u>Centaur/Woods Rd Drainage Improvements</u> Design of a project to improve the existing ditches on Centaur and Woods Road. DESIGN - no maintenance</p>	2,600,000
Sub Total - Roadway Improvements		\$ 3,686,000

**2017 CAPITAL PROJECTS
PROJECT DESCRIPTIONS**

Bridge Reconstruction

70-470-62	<u>Woods Road Bridge #348 Replacement - Construction</u> Replacement of a substandard bridge on Woods Road, at MO Route 109, including a wider 2-lane roadway width and walkway. No additional future operating and maintenance costs expected.	700,000
70-470-68	<u>Wild Horse Creek Bridge #392 - Right-of-way</u> Right-of-way acquisition for the replacement of a substandard bridge on Wild Horse Creek Road, north of Babler Forest Road, including a wider 2-lane roadway width. No additional future operating and maintenance costs expected.	20,000
70-470-69	<u>Wild Horse Creek Bridge #392 - Construction</u> Replacement of a substandard bridge on Wild Horse Creek Road, north of Babler Forest Road, including a wider 2-lane roadway width. The Department was successful in securing Federal funding for 80% of the cost of this project. No additional future operating and maintenance costs expected.	880,000
70-470-70	<u>Bouquet Road Bridge #353 - Construction</u> Replacement of the existing bridge on Bouquet Road over Tavern Creek located just north of Cremins Road. The new bridge will be widened to accommodate 2 lanes of vehicular traffic and an additional shoulder area. The Department was successful in securing Federal funding for 80% of the cost of this project. No additional future operating and maintenance costs.	720,000
70-470-71	<u>Strecker Road Bridge #3-102 Construction</u> Replacement of the existing bridge on Strecker Road located between Wildwood Meadows Court and Quaethem Drive. No additional future operating and maintenance costs.	1,200,000
	<u>Eatherton Road Bridge #3-110 - Right-of-Way</u> Replacement of the existing bridge on Eatherton Road over Bonhomme Creek located east of Route 109. No additional future operating and maintenance costs.	10,000
70-470-72	<u>Short Span Bridge / Culvert Replacement - Design</u> Design and Construction of replacement small bridges or culverts as identified from our citywide inspection last winter. No additional future operating and maintenance costs.	75,000
Sub Total - Bridge Reconstruction		\$ 3,605,000

Capital Maintenance

70-490-01	<u>Asphalt Pavement Resurfacing</u> For the upcoming year, the Department is recommending emphasis on numerous local streets, primarily utilizing an asphalt surface treatment. Maintenance project - extends useful life of roadway pavement and lengthens time before repaving is required.	500,000
70-490-02	<u>Concrete Pavement Replacement</u> Citywide Selective Concrete Street Slab Replacement. New pavement to be constructed with a 4" Type 1 aggregate base and 7" P.C.C. concrete pavement. Maintenance project: reduces operating expenses for asphalt patching by \$20,000/yr.	900,000

**City of Wildwood
Fiscal 2017 Budget**

2017 Road and Bridge Fund

2017 CAPITAL PROJECTS PROJECT DESCRIPTIONS		
70-490-05	<u>Storm Drainage Structure Replacement</u> Replacement or repair of small roadway culverts, storm grates or other storm drainage structures with the City right-of-way. No additional future operating and maintenance costs expected.	50,000
70-490-06	<u>Sidewalk Replacement</u> Replacement or repair of sidewalks - No additional future operating or maintenance costs.	125,000
Sub Total - Capital Maintenance		\$ 1,575,000
Other Capital Investment		
70-480-11	<u>Salt Storage Facility - Construction</u> Construction of a Salt Storage Building at the Kelpo Contracting Site. Reduces annual operating and maintenance costs by \$40,000/yr.	450,000
70-480-21	<u>Other Engineering Services</u> Funding for various consulting engineering/surveying services needed throughout the year for projects not anticipated ahead of the budget year. No maintenance	75,000
Sub Total - Other Capital Investment		\$ 525,000
Total Expenditures		\$ 9,391,000

**City of Wildwood
Fiscal Year 2017**

**5-Year Road Bridge Fund Capital Improvement Plan
FY 2017-2021**

	Source Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Planned Project Expenditures						
Roadway Improvements						
70-460-07	Small Roadway Improvement Projects	Local	25,000	25,000	25,000	25,000
70-460-14	Traffic Safety Improvements	Local	75,000	50,000	50,000	50,000
	Old State Road Conceptual Design	Local	21,000			
70-460-19	Eatherton Road Reconstruction - Design	Local	125,000			
	Eatherton Road Reconstruction - Construction	Local		TBD		
70-460-17	Manchester Road Streetscape Phase 3 - Right of Way	Local	90,000			
	Manchester Road Streetscape Phase 3 - Construction	Local/Grant	2,600,000			
	Strecker Road Median Improvements - Construction	Local	50,000			
	Rt 100 Ramp Widening	Local	250,000			
	Main Street Extension to Eatherton Rd	Local	250,000			
	Pond-Grover Loop Traffic Calming Design	Local	100,000			
	Pond-Grover Loop Traffic Calming Construction	Local		TBD	TBD	
	Centaur Rd/Woods Rd Drainage Improvements	Local	100,000			
	Waterfront Way Extension - Construction	Local/Escrow			125,000	
	Rural Roadway Safety Improvements	Local/Grant		TBD	TBD	TBD
	Old State Road Improvements	Local/Grant		TBD	TBD	TBD
	Route 109 Improvements	Local/Grant		TBD	TBD	TBD
	Sub Total - Roadway Improvements		3,686,000	75,000	200,000	75,000
Bridge Reconstruction						
70-470-51	Wild Horse Creek Road Bridge #386 Construction	Local			525,000	
70-470-57	Ossenfort Bridge #385 - Construction	Local			325,000	
70-470-62	Woods Road Bridge #348 Replacement - Construction	Local/Grant	700,000			
70-470-68	Wild Horse Creek Bridge #392 - Right-of-way	Local/Grant	20,000			
	Wild Horse Creek Bridge #392 - Construction	Local/Grant	880,000			
70-470-70	Bouquet Road Bridge #353 - Construction	Local/Grant	720,000			
70-470-71	Strecker Road Bridge #3-102 Construction	Local/Grant	1,200,000			
	Eatherton Road Bridge #3-110 - Right-of-Way	Local/Grant	10,000			
	Eatherton Road Bridge #3-110 - Construction	Local/Grant		1,000,000		
70-470-72	Short Span Bridge / Culvert Replacement - Design/Const	Local	75,000	100,000	100,000	100,000
	Sub Total - Bridge Reconstruction		3,605,000	1,100,000	950,000	100,000
Capital Maintenance						
70-490-01	Asphalt Pavement Resurfacing	Local	500,000	500,000	500,000	500,000
70-490-02	Concrete Pavement Replacement	Local	900,000	900,000	900,000	900,000
70-490-05	Storm Drainage Structure Replacement	Local	50,000	50,000	50,000	50,000
70-490-06	Sidewalk Replacement	Local	125,000	100,000	100,000	100,000
	Sub Total - Capital Maintenance		1,575,000	1,550,000	1,550,000	1,550,000
Other Capital Investment						
70-480-11	Salt Storage Facility	Local	450,000			
70-480-21	Other Engineering Services	Local	75,000	75,000	75,000	75,000
	Sub Total - Other Capital Investment		525,000	75,000	75,000	75,000
Total Expenditures			9,391,000	2,800,000	2,775,000	1,800,000

**City of Wildwood
2017 Budget
5-Year Road Bridge Fund Capital Improvement Plan
Road Bridge Fund
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**

	2017	2018	2019	2020	2021
Estimated Beginning Fund Balances					
	2,921,211	1,342,211	1,748,046	1,748,046	1,396,850
Revenues					
Motor Fuel/Gas Tax	1,390,000	1,400,425	1,410,928	1,410,928	1,421,510
Road & Bridge Tax	988,000	995,410	1,002,876	1,002,876	1,010,397
Interest	10,000	10,000	10,000	10,000	10,000
Subtotal	2,388,000	2,405,835	2,423,804	2,423,804	2,441,907
Federal/State Grants	4,124,000	800,000	-	-	-
Other Income					
Total Revenue	6,512,000	3,205,835	2,423,804	2,423,804	2,441,907
Other Financing Sources					
Transfer In (Out) Special Escrows	-	-	-	-	-
Transfer In (Out) Special Revenue Fund	-	-	-	-	-
Transfer In (Out) CIP Sales Tax Fund	1,300,000	TBD	TBD	TBD	TBD
Total Other Financing Sources	1,300,000	-	-	-	-
Total Revenue and Other Financing Sources					
	7,812,000	3,205,835	2,423,804	2,423,804	2,441,907
Expenditures					
Roadway Improvements	3,686,000	75,000	200,000	75,000	75,000
Bridge Reconstruction	3,605,000	1,100,000	950,000	100,000	100,000
Capital Maintenance	1,575,000	1,550,000	1,550,000	1,550,000	1,550,000
Other Capital Investment	525,000	75,000	75,000	75,000	75,000
Total Expenditures	9,391,000	2,800,000	2,775,000	1,800,000	1,800,000
Total Revenues and Other Financing Sources Over (Under) Expenditures					
	(1,579,000)	405,835	(351,196)	623,804	641,907
Encumbrances					
Prior Year Encumbrance	-	-	-	-	-
Estimated Ending Fund Balances					
	1,342,211	1,748,046	1,396,850	2,371,850	2,038,757



MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works / City Engineer

Date: October 20, 2016

Re: Review of 2016 Public Roads, Rights-of-Way and Parks Maintenance Bids

Background

Each year, the Department solicits bids for the maintenance of its public roads, rights-of-way and parks. This process has been in place since the City's incorporation, as contractual services have been the most cost-effective approach to maintaining the City's infrastructure and public lands.

Recommendation

On October 18th, 2016, sealed bids were opened for the FY-2017 Municipal Maintenance Contracts. A total of one new bid was received, from Meyer Electric Company for traffic signal maintenance, which is recommended. Three (3) existing contractors submitted new bids, and nine (9) existing contractors requested renewal of their 2016 rates, which is an option given current contractors in lieu of submitting a new bid.

The Departments of Public Works and Parks recommend accepting the thirteen (13) contractor bids for varying contract allocations based on the anticipated quantity of work assigned for different maintenance activities within the Public Works and Parks Departments.

Attached as **Exhibit A** is a copy of the bid tabulation received (new bids – green, renewals – blue). Attached as **Exhibit B** are the recommended not-to-exceed contract sums for each of the contractors in 2017. Each of the new contracts would become effective January 1, 2017.

Reasons for Recommendation

- Given the size of the City and the large variety of maintenance work needed, it is normally necessary to award approximately 10-12 separate contracts through this process.
- Twelve (12) of the thirteen (13) contracts recommended for award or renewal involve contractors the City has utilized in prior years, and both Departments have been pleased with their performance.
- We received a new bid from Meyer Electric Company, for traffic signal services. This will allow us to complete some necessary traffic signal maintenance.

I will be available for any questions or comments at the October 25th, 2016 Administration/Public Works Committee Meeting.

RCB

Planning Tomorrow Today

Exhibit A

 WILDWOOD			FY 2017 Public Roads & Rights-of-Way and Parks Maintenance					green	NEW 2017 BID			blue	renewing 2016 prices		
Bid Item	Unit	Fontana Contr. Inc.	Collins & Herman, Inc.	Gaehle Contr.	T. Hill Const.	Kelpe Contracting Inc.	Westfall Hauling, Inc.	Winners Point	Omni Tree Service	Krupp Const. Inc.	Go Green Lawn and Landscape	Bob Otto Striping Service	Traffic Control Company	Meyer Electric Company	
CONTRACTURAL RATES															
Remove and Replace 7" (per city specification)	Sq. Yd	na	na	na	T&M	\$53.00	\$50.00	na	na	\$60.00	na	na	na	na	
Remove and replace 6" Conc. Vertical Curb	Lin ft	na	na	T&M	T&M	\$22.00	\$27.00	na	na	\$24.00	na	na	na	na	
Remove and replace 4" Conc. Sidewalk	Sq. Ft	na	na	T&M	T&M	\$7.00	\$6.00	\$5.75	na	\$6.00	na	na	na	na	
Remove and replace 6" conc. Sidewalk	sq ft	na	na	T&M	T&M	\$7.00	\$8.30	\$6.00	na	\$7.00	na	na	na	na	
Asphalt pothole patching (no removal)	ton	T&M	na	T&M	T&M	T&M	T&M	na	na	\$450.00	na	na	na	na	
Asphalt patching (incl up to 9" removal)	Sq. Yd	T&M	na	T&M	T&M	T&M	T&M	na	na	\$700.00	na	na	na	na	
Joint & crack seal (26' wide street)	Mile	\$6,000	na	na	T&M	na	na	na	na	\$8,000	na	na	na	na	
Sign repl. Including pole and hardware	Each	na	na	\$78.50	\$85.00	na	na	na	na	\$80.00	na	na	na	na	
Sign replacement on existing pole (or 2nd sign-same pole)	Each	na	na	\$48.50	\$52.00	na	na	na	na	65	na	na	na	na	
CONSTRUCTION EQUIPMENT WITH OPERATOR															
2 cu. Yd. Hi-lift	per hr	na	na	na	\$150.00	\$155.00	\$140.00	na	na	\$145.00	na	na	na	na	
	per day	na	na	na	\$1,200	\$1,240.00	\$1,120	na	na	\$900.00	na	na	na	na	
Rubber tire loader/backhoe (salt loading at City salt facility)	per hr	na	na	\$110.00	\$115.00	\$145.00	\$140.00	na	na	\$145	na	na	na	na	
	per day	na	na	na	\$920.00	\$1,160.00	na	na	na	\$900	na	na	na	na	
Pavement Breaker	per hr	na	na	\$110.00	na	\$145.00	na	na	na	\$117	na	na	na	na	
	per day	na	na	na	na	\$1,160.00	na	na	na	\$735	na	na	na	na	
Backhoe	per hr	na	na	\$95.50	\$110.00	\$130.00	\$95.00	na	na	\$92.00	na	na	na	na	
	per day	na	na	na	\$880.00	\$1,040.00	\$780.00	na	na	\$610.00	na	na	na	na	
Motor Grader	per hr	na	na	na	na	\$133.00	na	na	na	\$98.00	na	na	na	na	
	per day	na	na	na	na	\$1,064.00	na	na	na	\$605.00	na	na	na	na	
Excavator	per hr	na	na	\$95.50	\$110.00	\$200.00	\$140.00	na	na	\$125.00	na	na	na	na	
	per day	na	na	na	\$880.00	\$1,600.00	\$1,120	na	na	\$762.00	na	na	na	na	
Skidsteer loader	per hr	na	na	\$78.50	\$105.00	\$128.00	\$80.00	\$75.00	\$80.00	\$81.00	na	na	na	na	
	per day	na	na	na	\$840.00	\$1,024.00	\$640.00	\$600.00	\$640.00	\$502.00	na	na	na	na	
Grading Tractor	per hr	na	na	\$70.00	\$80.00	\$87.00	\$70.00	na	\$80.00	\$63.00	na	na	na	na	



WILDWOOD

FY 2017 Public Roads & Rights-of-Way and Parks Maintenance

green

NEW 2017 BID

blue

renewing 2016 prices

Bid Item	Unit	Fontana Contr. Inc.	Collins & Herman, Inc.	Gaehle Contr.	T. Hill Const.	Kelpe Contracting Inc.	Westfall Hauling, Inc.	Winners Point	Omni Tree Service	Krupp Const. Inc.	Go Green Lawn and Landscape	Bob Otto Striping Service	Traffic Control Company	Meyer Electric Company
	per day	na	na	na	\$640.00	\$696.00	\$560.00	na	\$640.00	\$352.00	na	na	na	na
Brush Hog (rear) 6' min.	per hr	na	na	72.5 7FT.	\$80.00	\$87.00	\$75.00	na	\$80.00	na	na	na	na	na
	per day	na	na	na	\$640.00	\$696.00	\$600.00	na	\$640.00	na	na	na	na	na
Brush Hog (rear) 12'	per hr	na	na	na	\$100.00	na	na	na	na	na	na	na	na	na
	per day	na	na	na	\$800.00	na	na	na	na	na	na	na	na	na
Brush Hog (side) 6' min.	per hr	na	na	\$85.00	na	na	na	na	\$90.00	na	na	na	na	na
	per day	na	na	na	na	na	na	na	\$720.00	na	na	na	na	na
Finish Mower	per hr	na	na	\$40.00	na	na	na	na	na	na	\$40.00	na	na	na
	per day	na	na	na	na	na	na	na	na	na	na	na	na	na
Weed Eating	per hour	na	na	na	na	na	na	na	\$40.00	na	na	na	na	na
	per day	na	na	na	na	na	na	na	\$320.00	na	na	na	na	na
Bucket Truck (signal and street lights)	per hr	na	na	na	na	na	na	na	\$105.00	na	na	na	na	\$75.00
	per day	na	na	na	na	na	na	na	\$840.00	na	na	na	na	na
Tandem Dump Truck (2 1/2 ton)	per hr	na	na	\$80.00	\$95.00	\$88.00	\$85.00	na	na	na	na	na	na	na
	per day	na	na	na	\$760.00	\$704.00	\$680.00	na	na	na	na	na	na	na
Tandem Dump Truck (2 ton)	per hour	na	na	na	na	\$88.00	na	na	na	na	na	na	na	na
	per day	na	na	na	na	\$704.00	na	na	na	na	na	na	na	na
Single Axle Dump Truck (2 ton)	per hr	na	na	\$70.00	\$85.00	\$85.00	\$75.00	\$68.00	\$70.00	\$55.00	na	na	na	\$35.00
	per day	na	na	na	\$680.00	\$680.00	\$600.00	\$544.00	\$560.00	\$600.00	na	na	na	na
Asphalt Paving Machine (self-propelled)	per hr	na	na	na	na	\$175.00	\$200.00	na	na	\$100.00	na	na	na	na
	per day	na	na	na	na	\$1,400.00	\$1,600	na	na	\$700.00	na	na	na	na
2-5- ton roller	per hr	na	na	\$70.00	\$80.00	\$100.00	\$80.00	na	na	\$65.00	na	na	na	na
	per day	na	na	na	\$640.00	\$800.00	\$640.00	na	na	\$450.00	na	na	na	na
Chipper	per hr	na	na	\$80.00	na	na	na	na	\$85.00	na	na	na	na	na
	per day	na	na	na	na	na	na	na	\$680.00	na	na	na	na	na
Stump Grinder	per hr	na	na	\$85.00	\$85.00	na	na	na	\$100.00	na	na	na	na	na
	per day	na	na	na	\$680.00	na	na	na	\$800.00	na	na	na	na	na
Power Washer (water available)	per hr	na	na	\$60.00	\$65.00	na	na	\$60.00	\$55.00	na	na	na	na	na
	per day	na	na	na	\$520.00	na	na	\$480.00	\$440.00	na	na	na	na	na



WILDWOOD

FY 2017 Public Roads & Rights-of-Way and Parks Maintenance

green

NEW 2017 BID

blue

renewing 2016 prices

Bid Item	Unit	Fontana Contr. Inc.	Collins & Herman, Inc.	Gaehle Contr.	T. Hill Const.	Kelpe Contracting Inc.	Westfall Hauling, Inc.	Winners Point	Omni Tree Service	Krupp Const. Inc.	Go Green Lawn and Landscape	Bob Otto Striping Service	Traffic Control Company	Meyer Electric Company
Asphalt/Concrete Saw (includes blades)	per hr	na	na	\$110.00	\$104.00	\$118.00	na	na	na	na	na	na	na	na
	per day	na	na	na	\$832.00	\$944.00	na	na	na	na	na	na	na	na
Pickup Truck	per hr	na	na	\$65.00	\$75.00	\$77.00	\$65.00	\$60.00	\$60.00	\$50.00	na	na	na	\$6.00
	per day	na	na	na	\$600.00	\$616.00	\$520.00	\$480.00	\$480.00	\$300.00	na	na	na	na
1-ton Dump Truck	per hr	na	na	\$70.00	\$85.00	\$80.00	\$70.00	na	\$65.00	\$65.00	\$60.00	na	na	na
	per day	na	na	na	\$680.00	\$640.00	\$560.00	na	\$520.00	\$390.00	na	na	na	na
Tar Pot	per hr	na	na	na	na	na	na	na	na	na	\$75.00	na	na	na
	per day	na	na	na	na	na	na	na	na	na	na	na	na	na
Street Sweeper	per hr	\$90.00	na	na	na	na	na	na	na	na	na	na	\$90.00	na
TRAFFIC CONTROL														
Barricades	ea./dy	na	na	na	na	na	na	na	na	\$130.00	na	na	na	na
Barrels	ea./dy	na	na	na	\$3.00	na	na	na	na	\$3.00	na	na	na	na
Signs	ea./dy	na	na	na	\$8.00	na	na	na	na	\$3.25	na	na	na	na
Pick up & delivery of barrels, barricades, signs, etc.	each	na	na	na	T&M	T&M	na	na	na	T&M	na	na	na	na
Arrow Panel	ea./dy	na	na	na	na	\$135.00	na	na	na	\$145.00	na	na	na	\$50.00
Pavement Marking*, 4" Solid	lin. ft	na	na	na	na	na	na	na	na	na	na	\$0.24	\$0.10	na
Cross walks, 2' x 4' Continental	ea	na	na	na	na	na	na	na	na	na	na	\$15.00	\$21.00	na
Stop Bars, 12" or 12" Crosswalk borders	lin. ft	na	na	na	na	na	na	na	na	na	na	\$1.50	\$3.00	na
Single Arrows	ea	na	na	na	na	na	na	na	na	na	na	\$35.00	\$36.00	na
Double Arrows	ea	na	na	na	na	na	na	na	na	na	na	\$45.00	\$65.00	na
"ONLY" Wording	ea	na	na	na	na	na	na	na	na	na	na	\$35.00	\$105.00	na
Yield symbol for round-a-bout	ea	na	na	na	na	na	na	na	na	na	na	\$35.00	\$15.50	na



WILDWOOD

FY 2017 Public Roads & Rights-of-Way and Parks Maintenance

green

NEW 2017 BID

blue

renewing 2016 prices

Bid Item	Unit	Fontana Contr. Inc.	Collins & Herman, Inc.	Gaehle Contr.	T. Hill Const.	Kelpe Contracting Inc.	Westfall Hauling, Inc.	Winners Point	Omni Tree Service	Krupp Const. Inc.	Go Green Lawn and Landscape	Bob Otto Striping Service	Traffic Control Company	Meyer Electric Company
Personnel (Non-Prevailing Wage Rate Maintenance)														
Skilled Laborers	hr	na	na	\$52.00	\$55.00	\$70.00	\$52.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	na	na
Unskilled Laborers	hr	na	na	\$43.00	\$55.00	\$70.00	\$40.00	\$40.00	\$42.00	\$45.00	\$40.00	\$40.00	na	na
Operators	hr	na	na	\$59.00	\$60.00	\$83.00	\$65.00	na	\$55.00	\$59.00	\$60.00	\$60.00	na	na
Supervisors	hr	na	na	\$60.00	\$60.00	\$82.00	\$70.00	\$60.00	\$70.00	\$71.00	\$75.00	\$75.00	na	na
Personnel (Prevailing Wage Rate Maintenance)														
Rates prescribed in Annual Wage Order No. 23 plus %	%	na	na		35.00%	43.00%	25.00%	na	25.00%	11.00%	30.00%	30.00%	na	na
Foreman Lineman, Traffic Signals	per hr	na	na	na	na	na	na	na	na	na	na	na	na	\$99.00
Journeyman Lineman, Traffic Signals	per hr	na	na	na	na	na	na	na	na	na	na	na	na	\$94.00
Materials & Dump Fees														
All construction mat. & dump fees at cost plus %	%	na	na	8.00%	15.00%	13.00%	15.00%	15.00%	15.00%	12.80%	15.00%	15.00%	na	na
Snow removal														
2 1/2 ton Dump Truck w/ salt spreader	per hr	na	na	na	\$135.00	na	na	na	na	\$140.00	na	na	na	na
	# avail	na	na	na	1	na	na	na	na	1	na	na	na	na
2 ton Dump Truck w/ salt spreader	per hr	na	na	\$135.00	\$135.00	\$140.00	\$135.00	\$125.00	\$130.00	\$130.00	na	na	na	na
	# avail	na	na		1	3	2	na	1	1	na	na	na	na
1 ton Dump truck w/salt spreader	per hr	na	na	\$130.00	\$135.00	na	\$130.00	na	\$120.00	\$120.00	\$125.00	na	na	na
	# avail	na	na		4	na	3	na	2	1	3	na	na	na
Motor grader	per hr	na	na	na	na	\$133.00	na	na	na	\$180.00	na	na	na	na
	# avail	na	na	na	na	2	na	na	na	2	na	na	na	na
2 1/2 ton truck w/plow	per hr	na	na	na	\$135.00	na	na	na	na	\$140.00	na	na	na	na
	# avail	na	na	na	1	na	na	na	na	1	na	na	na	na
2 ton truck w/plow	per hr	na	na	\$135.00	\$135.00	na	na	\$125.00	\$130.00	\$130.00	na	na	na	na



WILDWOOD

FY 2017 Public Roads & Rights-of-Way and Parks Maintenance

green

NEW 2017 BID

blue

renewing 2016 prices

Bid Item	Unit	Fontana Contr. Inc.	Collins & Herman, Inc.	Gaehle Contr.	T. Hill Const.	Kelpe Contracting Inc.	Westfall Hauling, Inc.	Winners Point	Omni Tree Service	Krupp Const. Inc.	Go Green Lawn and Landscape	Bob Otto Striping Service	Traffic Control Company	Meyer Electric Company
	# avail	na	na		1	na	na	1	1	1	na	na	na	na
1 ton truck w/plow	per hr	na	na	\$130.00	\$120.00	\$130.00	na	\$115.00	\$120.00	\$120.00	na	na	na	na
	# avail	na	na		4	5	na	1	2	0	na	na	na	na
4 x 4 pickup w/plow	per hr	na	na	\$117.50	\$120.00	\$120.00	na	\$110.00	\$110.00	\$110.00	\$110.00	na	na	na
	# avail	na	na	na	3	9	na	1	3	2	3	na	na	na
Tractor w/ blade	per hr	na	na	na	na	\$85.00	na	na	na	na	na	na	na	na
	# avail	na	na	na	na	1	na	na	na	na	na	na	na	na
Bulk de-icing Salt (includes storage and loading)														
Salt provided by contractor	ton	na	na	na	na	na	na	na	na	\$180.00	na	na	na	na
Salt Provided by City @ \$15.00 per ton														
Removal and Disposal of Animals														
Under 40 lbs		na	na	na	na	na	na	na	na	na	na	na	na	na
Over 40 lbs		na	na	na	na	na	na	na	na	na	na	na	na	na
														na
Guardrail														
Type "A" Guardrail (200' minimum)	LF - new	na	\$28.00	na	na	na	na	na	na	T&M	na	na	na	na
25' Terminal Section	Ea. - new	na	\$1,250	na	na	na	na	na	na	T&M	na	na	na	na
Hourly rate per employee plus material	Per/hr -	na	\$85.00	na	na	na	na	na	na	\$62.50	na	na	na	na
Bids Received Tuesday October 18th, 2016 10:00amCST			green	NEW 2017 BID										
			blue	renewing 2016 prices										

Account	2017 Budget	Gaehle Contr. Inc.	Kelpe Contr.	T. Hill Const.	Fontana Contr.	Westfall	Omni Tree Service	Winner's Point	Go Green	Collins & Herman, Inc.	Bob Otto Striping	Traffic Control Company	Krupp Const.	Meyer Electric	Balance	
490-05 Roadway Culvert Replacement*	50,000	30,000	10,000	10,000												-
460-14 Traffic Safety Improvements*	75,000									50,000	5,000	5,000				15,000
Parks, trails and general maintenance	250,000	212,500					15,000				7,500					15,000
Contingency (10%)	129,100	47,000	15,050	13,250	7,000	10,750	11,500	3,000	2,500	1,000	1,500	5,300	3,500	2,500		5,250
Total Contract Amount	1,745,100	729,500	165,550	145,750	77,000	118,250	141,500	33,000	27,500	61,000	29,000	63,300	38,500	27,500		87,750

* portion of budget allocated to maintenance contracts



WILDWOOD
Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works / City Engineer

Date: October 20, 2016

Re: Updated Design Scope for Route 109 Improvements

Background:

Included in the 2016 Road & Bridge Fund Capital Budget is an allocation of \$550,000 for the design of improvements to Route 109 from Route 100 to Manchester Road. This allocation was established with the hopes that federal funding would be obtained for the project, which was proposed to widen Route 109 to four lanes and construct two new roundabouts: one at Main Street and one at the Eastbound Route 100 ramps, and that design would move forward. Unfortunately, our 2016 federal funding application was not successful. The project limits for the 2016 federal funding application are shown on **Exhibit 1**.

Recommendation

At this time, the Department is proposing to move forward with design of a scaled back project with intention of submitting a new federal funding application in 2017. The Department is proposing that HR Green, the engineering firm the Department has been working with on design of the Route 109 improvements, move forward with the design of a project that would include converting the current intersection of Route 109 and the eastbound ramps for Route 100 into a multi-lane roundabout, converting the current intersections of Route 109 and Cambury / Hawthorne Village to a Right-in/Right-out configuration, and developing a new multi-lane roundabout at Route 109 with Main Street. In addition, a standalone project to design a continuous sidewalk along the east side of Route 109 between Cambury Lane and Old Manchester Road is proposed. This sidewalk will contain street trees and lighting, matching the current sidewalk in front of the Wildwood Trail Subdivision and comply with the typical requirements of pedestrian facilities within the Town Center. The scaled back project limits are also shown on **Exhibit 1**.

The construction cost of this scaled back project is estimated to be about \$3.1M - 3.5M. HR Green's cost to complete the design of the proposed improvements is \$181,358.54, which includes the preparation of preliminary plans, right-of-way documentation, and final design plans. Please see **Exhibit 2** for the scope of work and cost proposal.

Reasons for Recommendation

1. The proposed improvements to Route 109, which are part of a corridor plan developed by the City in conjunction with MoDOT, will improve traffic flow and safety; provide direct access to Town Center at Main Street, which will encourage continued development of Town Center.
2. Moving forward with the design of the proposed improvements will help our efforts to obtain federal or state funding for the project, as we could advance the project to "shovel ready" status. Once the

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project is considered “shovel ready”, we will be best positioned to take advantage of funding opportunities such as state or federal grants or other cost share programs.

3. Since this project is a continuation of the current Route 109 project, HR Green is most qualified to complete the design. They are most familiar with the design requirements of the proposed improvements, having developed the concept plan for the project. In addition, HR Green also has experience with the design challenges encountered during the previous design work on the Route 109 project, from Route 100 to Clayton Road.

I will be available for any questions or comments at the October 25th, 2016, Admin/Public Works Committee meeting.

RCB

Exhibit 1 – Proposed Project



EXHIBIT 2

SCOPE OF SERVICES

A. PROJECT LOCATION

This project includes the preparation of preliminary plans, right-of-way documentation, and final design plans for converting the current intersection of Route 109 and the eastbound ramps for Route 100 into a roundabout, converting the current intersections of Route 109 and Cambury / Hawthorne Village to a Right-in/Right-out configuration, and developing a new roundabout at Route 109 with a future development at the Main Street Crossing. These locations generally correspond to the magenta and yellow options shown on the conceptual strip map created for the City of Wildwood during the TIP application process (January 2016), and attached to this scope of services as Exhibit 1.

In addition, a standalone project to develop construction documents for a sidewalk along the east side of Route 109 between Cambury Lane and Old Manchester Road will be completed. This sidewalk will contain street trees and lighting matching the current sidewalk in front of the Pulte Development and complying with the requirements of pedestrian facilities within the Town Center.

B. GENERAL

The Engineer will develop detailed plans, job special provisions, and an opinion of estimated construction cost for the improvements. This scope of services includes the completion of the tasks detailed below. Plans will be developed in accordance with the procedures required by MoDOT's Engineering Policy Guide (EPG) in anticipation of federal participation, and in conjunction with any CITY requirements. The Engineer will develop plans for the following submittals to the CITY:

1. Project Management
2. Preliminary Plan Phase
3. Right-of-Way Acquisition Phase
4. Final Design Plan Phase
5. Separate Plan Set for Route 109 Sidewalk
6. Bidding Phase

C. EXCLUSIONS

Exclusions to the scope of services include the following:

1. Pavement type selection or design
2. Modular Block Retaining wall design
3. Condemnation proceedings or title work
4. Design of utility adjustments or preparation and negotiation of utility agreements
5. Acquisition of new right of way or easements
6. Construction inspection or administration
7. NEPA documentation or noise studies
8. Permitting not specifically outlined herein

D. TASK 1: PROJECT MANAGEMENT

In order to provide client service and meet the needs of this project, Project Management activities will include the following:

1. External Progress Meetings – The Engineer will maintain communications with the CITY as needed to review progress, discuss specific elements of the project, and determine future needs and activities. It is assumed that one meeting will occur during each phase of the project, plus a kickoff meeting, for a total assumed number of four (4) meetings. In addition, at least three (3) additional meetings are anticipated between the CITY, the Engineer, and MoDOT. These meetings will be above and beyond the required design coordination meetings identified above, and shall be used to coordinate the various projects and schedules the CITY is proposing to undertake (roundabouts, pedestrian tunnel, Main Street Crossing Development, etc.) with the projects MoDOT is proposing (Route 109 bridge re-decking and widening, etc.). The total number of meetings expected for this overall task is seven (7). An average of two (2) members of the Engineer’s staff will attend each meeting. The Engineer will prepare minutes of meetings and keep documentation of other communications.
2. Internal Team Meetings – Internal team meetings will be held as needed to ensure each team member is operating under the same directions and following the same guidance for the project.
3. Invoicing – Invoices and progress reports will be prepared monthly for the duration of the project (assume 14 months). The invoices will be prepared by the Engineer in accordance with its standard invoice generated from its accounting system, as approved by the CITY. Subconsultants will prepare monthly invoices for their work and submit the invoices to the Engineer, who will summarize all the monthly labor costs, expenses and fixed fees into one comprehensive invoice.
4. Topographic and Right of Way Surveys – The Engineer’s subconsultant will complete topographic and right of way surveys of the site in accordance with MoDOT and CITY requirements and Missouri State minimum requirements. A detailed scope for this work is provided under the subconsultant scope of services later in this document. The requested surveys extend from the previous surveyed limits at the eastbound Route 100 ramps through the Old Manchester and Route 109 intersection to capture economies of scale (assuming this information will be needed in the near future).
5. Geotechnical Report – The Engineer’s subconsultant will complete a geotechnical evaluation of the project. A geotechnical investigation report will be prepared which will document the course of the investigation, the field exploration and laboratory programs, and will present the boring logs, laboratory test data, and a description of the subsurface conditions encountered. A detailed scope for this work is provided under the subconsultant scope of services later in this document.
6. Quality Control – The Engineer will establish review and checking procedures for the project deliverables. Quality Assurance (or the process of executing the established Quality Control procedures) will be included in each individual task items and will be completed at appropriate points in time for that specific task. However, for major deliverables that require assembling data from many different tasks or delivery teams, an additional review will be completed by the Project Manager or his assigned Quality representative. It is

anticipated that these reviews will be completed prior to submittal of the following deliverables:

- a. Preliminary Plans
- b. Right of Way Plans
- c. Final PS&E

F. TASK 2: PRELIMINARY DESIGN PHASE

A previous traffic study has been started for this corridor, including VISSIM and SIDRA traffic models for determining lane configurations, number of lanes, number and location of turning lanes, and performance indicators of the existing and future conditions. The following work will be necessary to complete this work:

1. Model Improvements – The Engineer will make various design refinements to the existing models in order to obtain acceptable levels of service for the design year. As a part of the analysis, the Engineer will recommend lane requirements, lane configurations, and geometrics needed for a twenty-year planning horizon. The Engineer will attempt to refine both VISSIM and SIDRA models. However, accuracy of measures of effectiveness between the two models will not be validated.
2. Documentation – After the completion of the modeling efforts, the Engineer will compile the findings and recommendations of the study in a draft report.
 - a. One (1) hard copy and an electronic copy of the draft report will be provided to MoDOT and the CITY for review and comment.
 - b. After MoDOT and the CITY have reviewed the report, the Engineer will meet with both entities to discuss findings, concerns, and comments which must be addressed before approval of the document can be given.
 - c. After the aforementioned meeting, the Engineer compile review comments made on the draft report and make the required revisions. Two (2) copies of the final report will be provided to MoDOT and the CITY for review and approval.

The Engineer will build on the conceptual work that has been done through the conceptual stripmaps and TIP application process and build a preliminary plan set which includes the preparation of the following sheets and completion of said actions:

3. Title Sheet – The Engineer will complete a preliminary title sheet for the project.
4. Typical Section Sheets – The Engineer will prepare preliminary typical section sheets. Four (4) sheets are assumed.
5. Reference Tie / Project Control / Alignment Sheets – The Engineer will prepare preliminary tie and control sheets using information provided by the surveyor. Two (2) sheets are estimated.
6. Develop Plan Sheets – The Engineer will prepare a preliminary plan sheet based on a 20 scale in plan. The plan sheet will cover the intersection areas as well as new sidewalk connections and ancillary items to be constructed. Additionally, alignment sheets for each of the roundabouts will be prepared, detailing curve information and other necessary information for their construction. Five (5) sheets are estimated.
7. Develop Profile Sheet – The Engineer will prepare preliminary profile sheet based on a 20-inch horizontal / 5-inch vertical scale in profile. The profile sheet will detail all profiles necessary to construct the improvements. Two (2) sheets are estimated.

8. Cross Sections – Cross sections for the roundabout will be shown at fifty-foot intervals along the proposed centerline of the alignments, drawn at a scale of 1” equals 5’ both horizontally and vertically. For the preliminary cross sections, only existing features and proposed pavement will be shown to generate construction limits (no labeling). Thirteen (13) sheets are assumed for this work.
9. Utility Coordination – The Engineer will coordinate utility company activities for the project by providing a preliminary plan submittal to utility providers, including a PDF of the following sheets: cover sheet, typical section sheets, plan sheet, profile sheet, and cross section sheets. Upon request, AutoCAD copies of the plans can be made available to the utilities for their use. Additionally, as a part of this work, the Engineer will attend one (1) Utility Coordination Meeting at the completion the preliminary design phase of the project to discuss existing facilities, and impacts and possible relocation corridors for impacted facilities.
10. Prepare Engineer’s Estimate of Probable Cost – The Engineer will, based on the preliminary plans, complete a preliminary engineer’s estimate of probable cost utilizing historical unit bid prices for construction.
11. Drainage Design – In order for an accurate and complete picture of the right of way needs for the project, the drainage design will be expedited. The drainage design during the Preliminary Phase will include:
 - a. Assessment of the existing and proposed watershed and drainage areas, including existing storm sewer drainage network (condition, location, capacity, etc.) to determine the extent it can be reused.
 - b. Type, size, and location of the necessary drainage features for the project, including enclosed drainage features (inlets and pipes).
 - c. Assess and design water quality features meeting MSD’s Phase 2 Water Quality requirements under the Clean Water Act. This includes one meeting with MSD to discuss the requirements and allowable measures to address them.
 - d. MSD submittals and resubmittals are expected under this phase.
12. Submit Preliminary Plans – The Engineer will submit an electronic copy of the Preliminary Plans to MoDOT and the CITY for review and approval. One (1) half-size hard copy of the plan set will be submitted to the CITY and the submittal to MoDOT will be made electronically. The Preliminary Plan submittal will include: Title Sheet, Typical Section Sheet, Plan Sheet, Profile Sheet, and Cross Sections.
13. Public Meeting – One (1) Open House/Public Meeting will be conducted to present the preliminary plans to the affected stakeholders, elected CITY officials, and other interested parties. The hours to complete the exhibit shall reflect time to modify it for subsequent use in a future TIP application at the City’s request.
 - a. Up to three (3) Consultant employees shall be on hand at the public meeting to assist with presentations and answer stakeholder questions.
 - b. For the public meetings, the Consultant will provide two (2) copies of the strip map of the proposed design, showing the existing topography, proposed infrastructure limited to pavement limits, curb and gutter locations, sidewalks, property information, construction limits, proposed right of way takings, and hatching. The strip maps will be mounted on display boards and will be on a high gloss paper. One (1) sample copy of the strip map will be provided one week prior to the meeting for CITY comments and questions. Consultant will work with the CITY to provide a quick fact sheet and a questionnaire/comment form for those in attendance at the public meeting.

14. NEPA Requirements – The Engineer will complete the following forms and requests in conjunction with a project with federal funds or on State Right of Way:
- a. Complete the required Section 106 Project Information Form to the State Historic Preservation Office.
 - b. Provide information and complete an LPA Request for Environmental Review (RER) through the new Environmental Services webpage linked in the MoDOT EPG.

G. TASK 3: RIGHT OF WAY DESIGN PHASE

After review of the preliminary plan comments from MoDOT and the CITY’s review, the Engineer will modify the plans to correspond to requested changes and proceed towards final design of the project. At this point, the Engineer will begin the preparation of Right of Way documents needed to acquire necessary property to construct the improvements.

The Right of Way Phase will not include development of detailed Right of Way Plans for the improvements. The development of the Right of Way documents will be based on the assumption that no more than five (5) parcels will require acquisition documents. If it is determined that more than five (5) parcels will require acquisition documents, the Engineer will complete this additional work by way of supplemental agreement.

For this project, all property takings and easement acquisition will be completed by the CITY, using the Right of Way documents prepared by the Engineer as follows:

1. The Engineer will provide individual Exhibits for each parcel requiring a temporary taking, but individual legal descriptions by parcel will not accompany the exhibits unless permanent takings are required. The work described herein will be limited to two (2) exhibits for temporary slope grading and restoration, and three (3) exhibits with accompanying legal descriptions for permanent sidewalk easements along the east side of Route 109. All other work is expected to remain within existing right of way.
2. The following exclusions to the Right of Way Phase are made:
 - a. The Engineer will not provide any title work for any parcels for this project.
 - b. Any work required for condemnation of property, once the Right of Way Plans have been submitted and approved, is excluded from this scope of services.
 - c. All work under this phase will be completed under the direction and control of a Missouri Licensed Professional Land Surveyor. All exhibits and legal descriptions for permanent easement of ROW acquisition will be sealed by a Professional Land Surveyor licensed in the State of Missouri.
 - d. The Engineer will not be responsible for the preparation of any Certified Land Corner documents.
 - e. The Engineer will not be responsible for the physical monumentation of any proposed right of way or property corners, or the re-establishment of existing corners which may have been damaged, removed, or not found for this project.

H. TASK 4: FINAL DESIGN PHASE

The Final Design Phase shall include final design of the project as approved by the Preliminary Plan Submittal. The Engineer will undertake the following tasks in the final development of the plans.

1. Title Sheet – The Engineer will make final revisions to the title sheet.
2. Tabulation of Quantities – The Engineer will tabulate all quantities. The tabulation will be created in Excel spreadsheets. Overall quantity sheets will be summarized on an A-sheet, and subsequent sheets will break down how each quantity was tabulated by sheet and station range. Five (5) sheets are estimated.
3. Typical Section Sheets – The Engineer will detail and finalize the typical section sheet. Four (4) sheets are estimated.
4. Reference Tie / Project Control Sheet – The Engineer will make final revisions to the tie and control sheet.
5. Plan Sheet – The Engineer will finalize the plan sheets and alignment detail sheets by providing details and notes as necessary for the final design plans. Five (4) sheets are estimated.
6. Profile Sheet – The Engineer will finalize the profile sheets by providing information necessary for the final design plans. Two (2) sheets are estimated.
7. Pipe Profiles – The Engineer will detail and dimension the storm sewer (culvert) sections for all storm water drainage pipes and structures, as well as any open-ditches designed for the project. Profiles will be drawn at a scale of 1” equals to 20’ horizontally and 1” equals 5’ vertically. Five (5) sheets are estimated.
8. Develop Special Warping Detail Sheets – The Engineer will develop special warping sheets of the proposed intersection improvements. Three (3) sheets are anticipated.
9. Curb Ramp Plans – The Engineer will prepare details of proposed curb ramps that may be necessary for sidewalk or shared use paths. Two (2) sheets are anticipated.
10. Detail Sheets – The Engineer will prepare detail sheets for various non-standard facets of the project, including but not limited to details for street trees, curb details, barrier details, etc. Two (2) sheets are estimated.
11. Lighting Sheets – The Engineer will develop sheets required for the placement of new street lighting in and along the proposed sidewalk sections of the project, as well as lighting for the roundabouts. Seven (7) sheets are estimated of which four will be standard detail sheets from MoDOT.
12. Roundabout Detail Sheets – The Engineer will prepare special detail sheets for non-standard items at the roundabouts such as pavers, landscaping, etc. Three (3) sheets are estimated.
13. BMP Drainage Details – In order to meet the requirements of MSD, special details will be developed for the specified water quality features on the project. This may include proprietary details or special details for bioretention. Five (5) sheets are estimated.
14. Striping and Signage Plans – The Engineer will complete plans for new pavement markings as well as new or relocated ground mount signs. This task excludes overhead and truss mounted signs. Existing signs should be used in place unless they do not meet the current retroreflectivity requirements of the MUTCD. Additionally, sign cross sections will be shown and detailed for each sign proposed on the project. Sixteen (16) sheets are estimated.
15. Erosion Control Plans – The Engineer will include typical detail sheets for temporary erosion control installation around areas of new construction. The typical details and temporary erosion control will be shown on this sheet. Three (3) sheets are assumed.
16. Traffic Control Plan Sheets – The Engineer will develop traffic control plans sheets for maintaining traffic during construction. The plans will generally include standard details for lane drops or closures, as well as a detailed Traffic Control Plan indicating signage or

striping for phasing and sequencing. The worst case scenario where MoDOT's bridge, the pedestrian tunnel, and the roundabouts are all constructed at different times is assumed. This scenario will require continuous and detailed coordination between the projects to control the flow of traffic and coordinate all of the construction and design activities. Thirty-two (32) sheets are estimated.

17. Cross Sections – The Engineer will finalize the roadway cross sections included final design details and notes. Earthwork quantities and cross sections for the mainline and trails shall be provided at fifty-foot intervals along the proposed centerline of the alignments. Cross sections will be drawn at a scale of 1" equals 5' both horizontally and vertically. For each cross section, right of way, easement, and utility information will be graphically shown. Thirteen (13) sheets are assumed.
18. Prepare Engineer's Estimate of Probable Cost – The Engineer will update the engineer's estimate of probable cost based on the final design plans.
19. Utility Coordination – The Engineer will coordinate utility company activities for any adjustments required to be included in the final design plans, including a PDF submittal to each utility company with facilities within the project corridor. Upon request, AutoCAD copies of the plans will be made available to the utilities for their use, if required.
 - a. The Engineer will make necessary changes required to accommodate utility plan adjustments into the final plans, however actual design of relocated or adjusted utility facilities is excluded from the scope.
 - b. The CITY will be responsible for the preparation, negotiation and execution of all utility agreements as may be required to adjust existing utilities as a result of this project.
 - c. The Engineer will attend one (1) a Utility Coordination Meeting in conjunction with the Final Design Plans.
20. Job Special Provisions – The Engineer will complete all Job Special provisions as necessary to supplement the standard specifications. For this project the standard specifications to be adopted shall be the Missouri Department of Transportation's Standard Specifications for Highway Construction, current edition.
21. Develop Project Manual/Bid Documents – The Engineer will incorporate the Job Special Provisions into MoDOT's Federal Boiler Plate Front End documents and make all changes needed to conform to the requirements of this project. The project manual will include all required provisions.
22. Submit 95% Draft Package/Plan Set for Review – The Engineer will submit a Draft PS&E package to MoDOT and the CITY. This submittal will include an electronic copy of the plans and electronic copy of the JSP's and Engineer's Estimate of Probable Cost by email.
23. Complete Final Revisions – The Engineer will complete revisions to the Draft PS&E in accordance with the review comments received from the final plan review by MoDOT and the CITY.
24. Submit Revised PS&E – After revising the Draft PS&E, the Engineer will resubmit final electronic copies of the PS&E to MoDOT and the CITY.

I. TASK 5: SEPARATE PLAN SET FOR ROUTE 109 SIDEWALK

In order to provide the most flexibility for construction and bidding of this work, the plans for the sidewalk along Route 109 between Route 100 and Old Manchester Road shall be assembled into a standalone set of construction documents. The specific tasks required in the design the sidewalk and coordinate it with the various other job tasks have been included in the previous

tasks of this scope. As a part of this scope, an assumption is made that no additional submittals, coordination, water quality, or other design effort is put towards MSD, and that all of said exclusions have already occurred as a part of the roadway project. However, the following will be additional scope items necessary to prepare a separate set of construction documents:

1. Plan Modification and assembly – The Engineer will pull out specific sheets, details, cross sections, quantity tabulations, and other items necessary from roadway plan set described previous to this scope item for use in a standalone set. Necessary updates to the plans to make the set buildable on its own merit shall be completed.
2. Develop Project Manual/Bid Documents – The Engineer will incorporate the necessary Job Special Provisions from the roadway specifications into the City of Wildwood’s Standard Boiler Plate Front End documents and make all changes needed to conform to the requirements of this project. The project manual will include all required provisions. It is assumed that this will not be bid as a Federal project and therefore, the Project Manual will be considerably different than the roadway Project Manual.
3. Prepare Engineer’s Estimate of Probable Cost – The Engineer will create an engineer’s estimate of probable cost to reflect only the quantities and bid items within the standalone plan set for the sidewalk.

Should the sidewalk project be bid in conjunction with the roadway improvements, this phase shall become void, and the contract reduced corresponding to the amount of this phase.

J. TASK 6: BIDDING PHASE

Bidding Services for this project will include the following. (For the purposes of administering two separate construction packages for the roadway/roundabouts and the sidewalk, the hours in this task have been doubled.)

1. Addenda, Clarifications or Requests for Information – The Engineer will provide written clarifications in response to RFI’s (in the form of addenda to the advertisement for bids).
2. Pre-Construction Meeting – The Engineer will attend one (1) preconstruction conference to be held by the CITY. The meeting will be arranged by the CITY and held at a facility chosen by the CITY. The Engineer will be on hand to answer questions about the construction, but the meeting will be run by the CITY.
3. Shop Drawing / Submittal Reviews – The Engineer will review shop drawings for compliance with the drawings and specifications and review material certifications submitted by the contractor.
4. Site Visits – The Engineer will make periodic site visits to the site to observe work progress and answer specific questions about design intent. Two (2) visits are assumed over the duration of the construction work.

ATTACHMENT B - ESTIMATE OF COST

PROJECT: Route 109 Improvements - Route 100 Bridge to Main Street Crossing
PROJ. NO.: 75150001
CLIENT: City of Wildwood, MO
CLIENT PM: Rick Brown, PE, PTOE - Director of Public Works
CONSULTANT PM: Jason Dohmann, PE

							HR GREEN, INC.												
							219	64	659	714	20								
							64	58	33	30	21								
							14016	3712	21747	21420	420	0.54						950.00	35,909.45
Task	DESCRIPTION OF TASK	HR GREEN Direct Labor Task SubTotal	Direct Labor Plus Overhead (167.50%)	Labor Plus Overhead Plus Profit	Total Expenses	Task Total	PROJ. MNGR. SENIOR PROF. JUNIOR PROF. JUNIOR PROF. ADMIN. ASST.					EXPENSES					Notes		
							PROJ. MNGR.	SENIOR PROF.	JUNIOR PROF.	JUNIOR PROF.	ADMIN. ASST.	Mileage Auto		Copies				Printing, Mounting, etc.	Subs Direct
							<i>Dohmann</i>	<i>Shane</i>	<i>Rauh</i>	<i>Schumann</i>	<i>Luzecky</i>	Unit	Total	Number	Unit Price	Total		Total	Total
1	PROJECT MANAGEMENT																		
1	External client progress meetings - 7 meetings assumed	729.00	1,950.08	2,223.09	60.48	2,283.57	7	2	5									Rental Car: Cheaper to rent car at \$50/day than to charge mileage	
2	Internal team progress meetings - 3 meetings assumed	439.00	1,174.33	1,338.73	-	1,338.73	3	1	3	3									
3	Invoices and progress reports (assume 12 months)	595.00	1,591.63	1,814.45	-	1,814.45	7				7								
4	Subcontractor Services - Surveying Services (Volz Inc.)	192.00	513.60	585.50	29,100.00	29,685.50	3											Add'l survey on top of that already completed (Volz) from Original Contract	
5	Subcontractor Services - Geotechnical Services (TSI Engineering)	192.00	513.60	585.50	6,809.45	7,394.95	3											Add'l borings for fill at Main Street RAB and corings to confirm existing pavement sections	
6.a.	QA/QC Preliminary Plan Submittal	256.00	684.80	780.67	-	780.67	4											Milestone Quality Check	
6.b.	QA/QC Right of Way Plan Submittal	256.00	684.80	780.67	-	780.67	4											Milestone Quality Check	
6.c.	QA/QC Final PS&E Plan Submittals	512.00	1,369.60	1,561.34	-	1,561.34	8											Milestone Quality Check	
2	PRELIMINARY DESIGN																		
1	Model Improvements to finalize traffic study	1,728.00	4,622.40	5,269.54	-	5,269.54	1	8		40									
2.a.	Submit draft traffic report to City / MoDOT	1,248.00	3,338.40	3,805.78	-	3,805.78	1	8		24									
2.b.	Address comments / meeting to discuss comments	600.00	1,605.00	1,829.70	8.64	1,838.34	2	4		8	16	8.64							
2.c.	Finalize traffic report and submit to City / MoDOT	416.00	1,112.80	1,268.59	-	1,268.59	1	4		4									
3	Prepare title sheet (1 sheet)	96.00	256.80	292.75	-	292.75			2	1									
4	Prepare typical sections (4 sheets)	370.00	989.75	1,128.32	-	1,128.32	1		2	8									
5	Prepare control pt. benchmarks sheets (2 sheets)	436.00	1,166.30	1,329.58	-	1,329.58	1		4	8									
6	Prepare plan sheets (5sheets; 3 PNP and 2 Alignment sheets for RABs)	3,030.00	8,105.25	9,239.99	-	9,239.99	10	5	20	48									
7	Prepare profile sheets (2 sheets)	500.00	1,337.50	1,524.75	-	1,524.75	2		4	8									
8	Prepare cross sections for mainline and sideroads (13 sheets)	822.00	2,198.85	2,506.69	-	2,506.69	3		10	10									
9	Attend Preliminary Design utility coordination meeting and prepare minutes	282.00	754.35	859.96	8.64	868.60	3			3	16	8.64							
10	Engineers Estimate of Probable Construction Cost - Prelim. Plans	380.00	1,016.50	1,158.81	-	1,158.81	2		4	4									
11.a.	Drainage: Assess watersheds and existing drainage areas and storm system	264.00	706.20	805.07	-	805.07			8										
11.b.	Drainage: Design type, size, and location of proposed design features	784.00	2,097.20	2,390.81	-	2,390.81	4		16										
11.c.	Drainage: Assess and design water quality treatments	3,280.00	8,774.00	10,002.36	21.60	10,023.96	16		32	40	40	21.60						Includes meeting with MSD regarding water quality	
11.d.	Drainage: Develop report and submit to City / MSD - Assume 3 total submittals	3,200.00	8,560.00	9,758.40	650.00	10,408.40	8		40	40	8							Includes printing of full size sets for MSD submittals / approvals	
12	Make Preliminary Plan Submittal to City and MoDOT	115.00	307.63	350.69	-	350.69	1			1	1								
13.a.	Pub. Involvement -attend / staff open house meeting	608.00	1,626.40	1,854.10	-	1,854.10	4	4		4									
13.b.	Pub. Involvement - prepare for open house meeting (Stripmaps, boards, TIP exhibit, etc.)	1,402.00	3,750.35	4,275.40	300.00	4,575.40	4		8	28	2							Includes printing and mounting and revisions to TIP exhibit	
14.a.	Prepare Section 106 permit	198.00	529.65	603.80	-	603.80			6										
14.b.	Prepare and submit information for LPA Request for Environmental Review	132.00	353.10	402.53	-	402.53			4										
3	RIGHT OF WAY DESIGN																		
1.a.	Temporary Easement Exhibits (limited to 2 total)	500.00	1,337.50	1,524.75	-	1,524.75	2		4	8									
1.b.	Permanent Easement Exhibits and Corresponding Legal Descriptions (limited to 3 total)	1,230.00	3,290.25	3,750.89	-	3,750.89	6		12	15									
2	Revisions to exhibits based on City or MoDOT driven comments	124.00	331.70	378.14	-	378.14	1		2										
4	FINAL DESIGN																		
1	Modify title sheet (1 sheet)	93.00	248.78	283.60	-	283.60			1	2									
2	Tabulate quantities and prepare 2A and 2B sheets (10 sheets)	2,736.00	7,318.80	8,343.43	-	8,343.43	8	4	24	40									
3	Modify typical sections (4 sheets)	252.00	674.10	768.47	-	768.47			4	4									
4	Modify control pt. benchmarks sheets (2 sheets)	768.00	2,054.40	2,342.02	-	2,342.02			16	8									
5	Modify plan sheets (5 sheets; 3 PNP and 2 Alignment sheets for RABs)	2,924.00	7,821.70	8,916.74	-	8,916.74	4	4	32	46									
6	Modify profile sheets (2 sheets)	556.00	1,487.30	1,695.52	-	1,695.52	1		4	12									
7	Prepare pipe profile sheets (5 sheets)	1,244.00	3,327.70	3,793.58	-	3,793.58	2		12	24									
8	Prepare warping sheets (3 sheets)	1,616.00	4,322.80	4,927.99	-	4,927.99	2		16	32									
9	Prepare curb ramp detail sheets (2 sheets)	1,048.00	2,803.40	3,195.88	-	3,195.88	1		8	24									
10	Prepare special detail sheets (2 sheets)	304.00	813.20	927.05	-	927.05	1			8									
11	Prepare lighting sheets (7 sheets)	712.00	1,904.60	2,171.24	-	2,171.24			4	16									
12	Prepare roundabout sheets (3 sheets)	592.00	1,583.60	1,805.30	-	1,805.30	1		16										
13	Prepare BMP drainage details (5 sheets)	976.00	2,610.80	2,976.31	-	2,976.31			4	8	16								
14	Prepare signing and striping sheets (3 plan, 2 ramp, 4 qty, 3 det, 4 xsec)	4,328.00	11,577.40	13,198.24	-	13,198.24			8	88	32								
15	Prepare grading / erosion control sheets (3 sheets)	870.00	2,327.25	2,653.07	-	2,653.07	3		6	16									
16	Prepare TCP / Staging sheets (32 sheets)	5,424.00	14,509.20	16,540.49	-	16,540.49	6		120	36								Prepares for worst case of multiple jobs (Ped tunnel, bridge, RABs, development) and multiple construction schedules.	
17	Modify x-sections / compute EW for mainline and sideroads (10 sheets)	612.00	1,637.10	1,866.29	-	1,866.29			4	16									
18	Update EEOPC for final quantities / cost indexing	560.00	1,498.00	1,707.72	-	1,707.72	1	4	8										
19	Attend final utility coordination meeting and prepare minutes	282.00	754.35	859.96	8.64	868.60	3			3	16	8.64							
20	Prepare JSPs and any PIFs required	656.00	1,754.80	2,000.47	-	2,000.47	2		16										
21	Develop Project Manual / Bidding Documents using Federal Boiler Plate	1,288.00	3,445.40	3,927.76	-	3,927.76	16		8										
22	Submit Draft PS&E to MoDOT / City for Review	256.00	684.80	780.67	-	780.67	1		4	2									
23	Complete MoDOT / City revisions	1,000.00	2,675.00	3,049.50	-	3,049.50	4		8	16									
24	Submit PS&E to MoDOT	166.00	444.05	506.22	-	506.22	1		2	2									

PROJECT: Route 109 Improvements - Route 100 Bridge to Main Street Crossing
 PROJ. NO.: 75150001
 CLIENT: City of Wildwood, MO
 CLIENT PM: Rick Brown, PE, PTOE - Director of Public Works
 CONSULTANT PM: Jason Dohrmann, PE

ATTACHMENT B - ESTIMATE OF COST

							HR GREEN, INC.										
							219	64	659	714	20						
							64	58	33	30	21	0.54					
							14016	3712	21747	21420	420	200	108.00			950.00	35,909.45
							EXPENSES										
Task	DESCRIPTION OF TASK	HR GREEN Direct Labor Task	Direct Labor Plus Overhead	Labor Plus Overhead Plus Profit	Total Expenses	Task Total	PROJ. MNGR.	SENIOR PROF.	JUNIOR PROF.	JUNIOR PROF.	ADMIN. ASST.	Mileage Auto	Copies	Printing, Mounting, etc.	Subs Direct	Notes	
5	SEPARATE PLAN SET FOR ROUTE 109 SIDEWALK																
1	Required plan modifications to the roadway set for standalone bidding	2,504.00	6,698.20	7,635.95	-	7,635.95	8		24	40		-		-			
2	Develop Project Manual / Bidding Documents using Wildwood's Boiler Plate	1,552.00	4,151.60	4,732.82	-	4,732.82	16		16			-		-			
3	Prepare EEOPC for standalone project	500.00	1,337.50	1,524.75	-	1,524.75	2		4	8		-		-			
6	BIDDING SERVICES / CONSTRUCTION SERVICES																
1	Issuing written clarifications to requests for information during bidding phase	632.00	1,690.60	1,927.28	-	1,927.28	8			4		-		-			
2	Attend preconstruction conference	388.00	1,037.90	1,183.21	-	1,183.21	4		4			-		-			
3	Perform shop drawing reviews	784.00	2,097.20	2,390.81	-	2,390.81	4		16			-		-			
4	Periodic site visits during construction and answering contractor questions	776.00	2,075.80	2,366.41	-	2,366.41	8		8			-		-			

Total Design Fee: \$ 223,947.54
 Remaining Contract Dollars Available as of 10/4/16: \$ 42,589.00
 Total Supplemental Agreement: \$ 181,358.54

Assumptions:
 1 No right of way plan preparation is planned; Only preparing documents (exhibits) for acquisition.
 2 Survey limits extend to Old Manchester so benefit from economy of scale.
 3
 4



WILDWOOD Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works / City Engineer

Date: October 20, 2016

Re: Fox Creek Road Rumble Strip Removal

Background:

Fox Creek Road is an approximately three mile long section of road between Route 100 and the Eureka City Limits that is classified as a Major Collector Roadway by the East-West Gateway Council of Governments. The roadway was resurfaced with an ultra-thin bonded asphalt wearing surface in 2013 with partial funding (80% Grant, 20% Local Match) by the Surface Transportation Program. The project included the installation of a centerline rumble strip to improve safety by reducing accidents involving vehicles crossing the double-yellow centerline.

The pavement width on Fox Creek Road is about 20 feet with no shoulders. (If Fox Creek were to be constructed as a new roadway, current design guidelines would dictate that the pavement width be 22 feet with 5 foot shoulders.) While the centerline rumble strip may help to improve safety in areas with multiple curves, they do, by design, produce substantial noise and vibration when vehicles run over them. This noise has generated complaints from adjacent residents as it occurs frequently and during nighttime hours. Trucks and trucks with trailers often run on the rumble strips as their vehicles are wider than many typical passenger vehicles. To eliminate this noise, residents have requested that the rumble strips be removed.

The area of Fox Creek Road where residential homes are located directly adjacent to the road and most affected by the noise is generally located between south of Foxrun Hollow Lane and south of Model Realty Company Road, as shown on the attached drawing. This section of Fox Creek Road, which is proposed for removal of the rumble strip, is approximately 1.1 miles long and is generally straight with good visibility for motorists. The need for rumble strips in this section is generally reduced as compared to the adjacent sections of Fox Creek Road with multiple curves and reduced visibility.

The City requested bids from four contractors to mill the existing rumble strip and place new asphalt in this section of Fox Creek Road. The bids received for the project are as follows:

Contractor	Amount per Linear Foot	Amount for 5,932 LF
Gaehle	\$2.45	\$14,533
Krupp Construction	\$4.09	\$24,261.88
Westfall Hauling	\$4.09	\$24,261.88
T. Hill Construction	\$7.61	\$45,142.52

Cost to Widen

The Department considered costs to widen Fox Creek Road to provide a wider lane with shoulder, however, a project of this magnitude would be beyond the scope of normal maintenance work and would have to be programmed as a capital improvement project which would require engineering and likely acquisition of easements or new right of way. Based on

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similar costs from our recent project on our Manchester Road, which was completed this summer, it can be concluded that the cost to overlay and widen Fox Creek Road to provide 11 foot lanes and 5 foot shoulders, between Route 100 to the southern Wildwood City Limit, would be in the range of about \$1.5-\$1.6M. A project of this magnitude would be a good candidate for federal funding, and submittal of a funding application could be considered during the next application period which should be this winter.

Recommendation

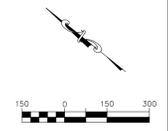
The Department is recommending that Gaehle Contracting remove the rumble strip in the section of Fox Creek Road as shown on the attached drawing. This work would be completed under Gaehle's existing maintenance contract with the City.

Reasons for Recommendation

- The removal of the centerline rumble strip in the area with adjacent residential homes will eliminate the excessive noise in those areas.
- The section of Fox Creek Road proposed for removal of the centerline rumble strip is less likely to have accidents involving vehicles crossing the double-yellow centerline due to the straight alignment of the road and increased visibility.
- The Department is proposing to retain the rumble strip in the sections of Fox Creek Road that have greater curves and lower visibility, where the rumble strip may be more effective. In addition, in these areas, the rumble strip is much less disruptive to nearby residents, as their homes are not located directly adjacent to Fox Creek Road.
- The cost to complete the work while Fox Creek Road is closed at the north end for the bridge replacement project will be less, as there will be much less traffic on Fox Creek Road during the closure.

I will be available for any questions or comments at the October 25th, 2016, Admin/Public Works Committee meeting.

RCB



Three working days prior to the start of any excavation the type of construction shall call 1-800-DIG-RITE for utility location information.
All OSHA rules & regulations established for the type of construction shall be strictly followed (i.e. Trenching, Blasting, etc.)

**FOX CREEK ROAD
FROM ROUTE 100 TO CITY LIMITS
WILDWOOD, MO 63040**

SITE PLAN	DATE:	REVISION:	DWN. BY:	APP'D. BY:
	DATE:			
	DATE:			
	DATE:			
	DWN. BY:	APP'D. BY:		
	M.R.B.	T.D.T.		
	DATE:	AUG. 2016		
	SCALE:	1" = 300'		
	PROJ. NO.:	SC16-585		
	DWG. NO.:	S-1		



WILDWOOD

Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works / City Engineer

Date: October 21, 2016

Re: Additional Right of Way Maintenance and Beautification Measures

Background:

On Friday, August 19, Admin / Public Works Committee Chair Joe Garritano sent an email requesting input from members of the City Council regarding the general upkeep of our City streets and right of way (see attached). In particular, Chair Garritano requested City Council Members to assess their respective wards and respond back with regard to specific recommendations for additional right of way maintenance and beautification measures.

Chair Garritano received some responses to the email, but would like additional feedback and discussion of this topic by Admin / Public Works Committee Members at the next committee meeting on Tuesday, October 25th.

RCB

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