



**AGENDA REVIEW MEETING
CHESTERFIELD CITY COUNCIL
Monday, December 4, 2017
6:15 PM**

I. Planning and Public Works Committee – Chairperson Guy Tilman-Ward II

- A. **Bill No. 3169 – P.Z. 11-2017 Steve W Wallace Automotive & Trailer II, LLC (Ordinance Amendment) (Second Reading)**
- B. **Bill No. 3170 – Power of Review (First Reading)**
- C. **Next Meeting – December 7, 2017 (5:45pm)**

II. Finance and Administration Committee – Chairperson Tom DeCampi-Ward IV

- A. **Proposed Resolution – 2018 Budget**
- B. **Next Meeting – January 29, 2018 (5:30pm)**

III. Parks, Recreation and Arts Committee – Chairperson Randy Logan-Ward III

IV. Public Health and Safety Committee – Chairperson Barry Flachsbart-Ward I

V. Report from the City Administrator – Chief Ray Johnson

- A. **Bid Approval – Parks Master Plan**

VI. Unfinished Business – Mayor Bob Nation

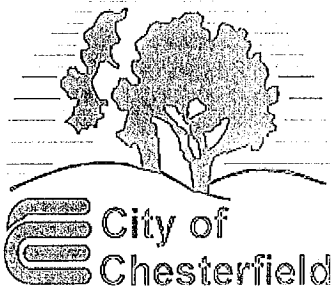
VII. New Business – Mayor Bob Nation

VIII. Adjourn –

NOTE: *City Council will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

Notice is hereby given that the City Council 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 with employee groups (RSMo 610.021(3)1994; Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups (RSMo 610.021(9) 1994; and/or bidding specification (RSMo 610.021(11) 1994.



AGENDA
CHESTERFIELD CITY COUNCIL MEETING
Chesterfield City Hall
690 Chesterfield Parkway West
Monday, December 4, 2017
7:00PM

6:40PM – PUBLIC HEARING: Proposed FY2018 Budget

- I. CALL TO ORDER** – Mayor Bob Nation
- II. PRESENTATION – Proposed FY2018 Budget – Finance Director –**
Chris DesPlanques
- III. DISCUSSION**
- IV. ADJOURNMENT**

7:00PM – REGULAR MEETING

- I. CALL TO ORDER** – Mayor Bob Nation
- II. PLEDGE OF ALLEGIANCE** – Mayor Bob Nation
- III. MOMENT OF SILENT PRAYER** – Mayor Bob Nation
- IV. ROLL CALL** – City Clerk Vickie Hass
- V. APPROVAL OF MINUTES** – Mayor Bob Nation
 - A. Executive Session Minutes** – November 20, 2017
 - B. City Council Meeting Minutes** – November 20, 2017

VI. COMMUNICATIONS AND PETITIONS – Mayor Bob Nation

VII. INTRODUCTORY REMARKS – Mayor Bob Nation

- A. **Monday, December 11, 2017** – Planning Commission (7pm)
- B. **Thursday, December 7, 2017** – Planning and Public Works (5:45pm)
- C. **Friday, December 22, 2017** – City Hall Closed ½ Day
- D. **Monday, December 25, 2017** – City Hall Closed – Christmas
- E. **Monday, January 1, 2018** – City Hall Closed – New Year's Day
- F. **Wednesday, January 4, 2018** – Next City Council meeting (7pm)
- G. **Monday, January 29, 2018** – F&A Committee (5:30pm)

VIII. APPOINTMENTS – Mayor Bob Nation

IX. COUNCIL COMMITTEE REPORTS

- A. **Planning and Public Works Committee** – Chairperson Guy Tilman, Ward II
 - 1. **Bill No. 3169** – P.Z. 11-2017 Steve W Wallace Automotive & Trailer II, LLC (**Ordinance Amendment**) (**Second Reading**)
 - 2. **Bill No. 3170** – **Power of Review (First Reading)**
 - 3. **Next Meeting – December 7, 2017** (5:45pm)
- B. **Finance and Administration Committee** – Chairperson Tom DeCampi, Ward IV
 - 1. **Proposed Resolution** – 2018 Budget
 - 2. **Next Meeting – January 29, 2018** (5:30pm)
- C. **Parks, Recreation and Arts Committee** – Chairperson Randy Logan, Ward III
- D. **Public Health and Safety Committee** – Chairperson Barry Flachsbart, Ward I

X. REPORT FROM THE CITY ADMINISTRATOR – Chief Ray Johnson

A. Bid Approval – Parks Master Plan

XI. UNFINISHED BUSINESS – Mayor Bob Nation

XII. NEW BUSINESS – Mayor Bob Nation

XIII. LEGISLATION

A. BILL NO. 3170 - AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CHESTERFIELD SECTION 31-02-20 CITY COUNCIL POWER OF REVIEW PERTAINING TO THE TIME PERIOD TO EXERCISE POWER OF REVIEW AND MODIFYING WHO MAY CALL FOR CITY COUNCIL POWER OF REVIEW (FIRST READING) FORWARDED FROM PLANNING & PUBLIC WORKS COMMITTEE WITH NO RECOMMENDATION

XIV. LEGISLATION – PLANNING COMMISSION

A. BILL NO. 3169 - AN ORDINANCE REPEALING CITY OF CHESTERFIELD ORDINANCE NUMBER 2841 TO MODIFY DEVELOPMENT CONDITIONS FOR A 2.93 ACRE TRACT OF LAND, MORE OR LESS, ZONED C8, PLANNED COMMERCIAL DISTRICT LOCATED SOUTHEAST OF THE INTERSECTION OF CHESTERFIELD AIRPORT ROAD AND LONG ROAD. (P.Z. 11-2017 STEVE W WALLACE AUTOMOTIVE & TRAILER II, LLC {ORDINANCE AMENDMENT} 17U140441, 17U140450, 17U140461 & 17U140472). (SECOND READING) PLANNING COMMISSION RECOMMENDS APPROVAL; PLANNING & PUBLIC WORKS COMMITTEE RECOMMENDS APPROVAL, AS AMENDED.

B. ADJOURNMENT

NOTE: *City Council will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.*

Notice is hereby given that the City Council 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 with employee groups (RSMo 610.021(3) 1994; Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations

with employee groups (RSMo 610.021(9) 1994; and/or bidding specification (RSMo 610.021(11) 1994.



RECORD OF PROCEEDING

MEETING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD AT 690 CHESTERFIELD PARKWAY WEST

NOVEMBER 20, 2017

The meeting was called to order at 7 p.m.

Mayor Bob Nation led everyone in the Pledge of Allegiance and followed with a moment of silent prayer.

A roll call was taken with the following results:

PRESENT

ABSENT

Mayor Bob Nation
Councilmember Barry Flachsbart
Councilmember Barbara McGuinness
Councilmember Ben Keathley
Councilmember Guy Tilman
Councilmember Dan Hurt
Councilmember Randy Logan
Councilmember Tom DeCampi
Councilmember Michelle Ohley

APPROVAL OF MINUTES

The minutes of the October 30, 2017 Executive Session were submitted for approval. Councilmember Tilman made a motion, seconded by Councilmember Keathley, to

approve the Executive Session minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

The minutes of the November 6, 2017 City Council meeting were submitted for approval. Councilmember Ohley made a motion, seconded by Councilmember Tilman, to approve the City Council minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

The minutes of the November 6, 2017 Finance and Administration Committee of the Whole were submitted for approval. Councilmember McGuinness made a motion, seconded by Councilmember DeCampi, to approve the Finance and Administration Committee of the Whole minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

COMMUNICATIONS AND PETITIONS

Ms. Wendy Geckeler, 26 Chesterfield Lakes Road, expressed her appreciation for City staff who go above and beyond in providing customer service.

Ms. Kate Stock Gitto, Stock & Associates, 257 Chesterfield Business Parkway, stated that she was available to answer questions related to P.Z. 11-2017 Steve W. Wallace Automotive & Trailer II.

INTRODUCTORY REMARKS

Mayor Nation announced that City Hall would be closed on Thursday, November 23 and Friday, November 24 in observance of Thanksgiving.

Mayor Nation announced that the next meeting of City Council has been scheduled for Monday, December 4, at 7 p.m.

APPOINTMENTS

Mayor Nation nominated Mr. Howard Curtis for re-appointment to the Police Personnel Board. Councilmember Tilman made a motion, seconded by Councilmember Keathley, to re-appoint Mr. Curtis to the Police Personnel Board for a term of three years. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Mayor Nation nominated Mr. John Walters for re-appointment to the Police Personnel Board. Councilmember Logan made a motion, seconded by Councilmember Hurt, to re-appoint Mr. Walters to the Police Personnel Board for a term of three years. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

COUNCIL COMMITTEE REPORTS

Planning/Public Works Committee

Councilmember Guy Tilman, Chairperson of the Planning/Public Works Committee, reported that Bill No. 3169 (P.Z. 11-2017 Steve W Wallace Automotive & Trailer II, LLC) will be read for the first time under the "Legislation – Planning Commission" portion of the agenda.

Councilmember Tilman made a motion, seconded by Councilmember Hurt, to approve a 2018 budget transfer of \$163,021 from General Fund Fund Reserves to fund the annual Snow Removal Recoupment Program for Private Streets. A roll call vote was taken with the following results: Ayes – Ohley, Tilman, DeCampi, Keathley, Hurt, McGuinness, Logan and Flachsbart. Nays – None. Whereupon Mayor Nation declared the motion passed.

Councilmember Tilman announced that the next meeting of this Committee has been scheduled for Thursday, December 7, at 5:45 p.m.

Finance and Administration Committee

Councilmember Tom DeCampi, Chairperson of the Finance and Administration Committee, announced that a fifth budget workshop has been scheduled for Monday, November 27 at 5:30 p.m., as a Committee of the Whole.

Parks, Recreation & Arts Committee

Councilmember Randy Logan, Chairperson of the Parks, Recreation & Arts Committee, announced that over 700 pounds of medication have been collected at two drug take-back programs over the past month. One program was hosted by the Police Department and the other program was in coordination with electronics recycling. He expressed his thanks to the members of the Citizens Committee for the Environment and the Police Department for their efforts. The next meeting of this committee has been tentatively scheduled for Monday, December 11.

Public Health & Safety Committee

Councilmember Barry Flachsbart, Chairperson of the Public Health & Safety Committee, indicated that he had no report this evening.

REPORT FROM THE CITY ADMINISTRATOR

City Administrator Mike Geisel reported that Staff is recommending award of a contract for 2018 Sanitary Sewer Lateral Investigation and Repair. Based upon review of information provided by Public Works Director/City Engineer Jim Eckrich, Mr. Geisel joined with him in recommending award of a contract to Tope Contracting and to authorize the City Administrator to execute the contract documents necessary to secure the services for 2018. These services are performed on an as-needed basis as residents submit applications to the City for needed repairs. The bid is a multi-year proposal and includes optional extensions through 2021, which will be individually approved by Council each year. Councilmember Flachsbart made a motion, seconded by Councilmember Tilman, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Keathley, Flachsbart, DeCampi, McGuinness, Hurt, Ohley, Tilman and Logan. Nays – None. Whereupon Mayor Nation declared the motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

LEGISLATION – PLANNING COMMISSION

BILL NO. 3169 REPEALS CITY OF CHESTERFIELD ORDINANCE NUMBER 2841 TO MODIFY DEVELOPMENT CONDITIONS FOR A 2.93 ACRE TRACT OF LAND, MORE OR LESS, ZONED C8, PLANNED COMMERCIAL DISTRICT LOCATED SOUTHEAST OF THE INTERSECTION OF CHESTERFIELD AIRPORT ROAD AND LONG ROAD (P.Z. 11-2017 STEVE W WALLACE AUTOMOTIVE & TRAILER II, LLC {ORDINANCE AMENDMENT} 17U140441, 17U140450, 17U140461 & 17U140472) Green Sheet Amendment Provided **(FIRST READING) PLANNING COMMISSION RECOMMENDS APPROVAL**

Councilmember Tilman made a motion, seconded by Councilmember Hurt, to approve the green sheet amendment, which provides enforceability under the ordinance, for any future parking violations. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Tilman made a motion, seconded by Councilmember Hurt, for the first reading of Bill No. 3169, as amended. A voice vote was taken with an affirmative result (Councilmember Flachsbart voted "No") and the motion was declared passed. Bill No. 3169 was read for the first time.

ADJOURNMENT

There being no further business to discuss, Mayor Nation adjourned the meeting at 7:23 p.m.

Mayor Bob Nation

ATTEST:

Vickie J. Hass, City Clerk

APPROVED BY CITY COUNCIL: _____



**Finance and Administration Committee of the Whole
Record of Proceeding
November 27, 2017**

The Finance and Administration Committee of the Whole met on November 27, 2017. Those in attendance included: Chairperson Tom DeCampi, Ward IV; Council Committee Member Barbara McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Randy Logan, Ward III; and City Administrator Mike Geisel. Those also in attendance included: Mayor Bob Nation; Councilmember Barry Flachsbart, Ward I; Councilmember Guy Tilman, Ward II; Councilmember Dan Hurt, Ward III; Councilmember Michelle Ohley, Ward IV; Director of Parks, Recreation and Arts Tom McCarthy; Planning and Development Services Director Justin Wyse; Public Works Director/City Engineer Jim Eckrich; Assistant City Administrator Libbey Tucker; Chief Ray Johnson; City Attorney Chris Graville; Deputy City Clerk Amanda Miller; and City Clerk Vickie Hass. Four community members and a member of the media were also in attendance.

Chairperson Tom DeCampi called the meeting to order at 5:32 p.m.

Budget Workshop – Updated Revenue Projections

Mr. Geisel updated City Council on current revenue projections. He reminded Council that the original 2018 budget proposal reflected sales tax revenues below the 2017 budgeted amount. For reference purposes, the assumption in preparing the 2018 budget proposal was to recognize lower sales tax revenues than were budgeted in 2017, and to reflect no growth in sales tax above the 2017 projected receipts, those projections were substantially below the original 2017 budget amounts.

After receipt of the September sales tax numbers, the sales tax revenues were even lower than the previously reduced projected numbers. Mr. Geisel advised at that time that he would wait until we were in receipt of the next month's sales tax deposits before taking action. Those numbers have come in significantly lower again. As the Mayor and Mr. Geisel have monitored these revenues closely and compared them to the proposed budget, it is clear that we will fall significantly short of the reduced projections.

The recent and continuing trend of falling sales tax revenues disproportionately impacts the Capital Fund and Parks Fund budgets. Other than grants and the internally generated

revenues within the Parks Fund, sales tax receipts are the dominant source of funding for Capital Projects and Parks Operations. The General Fund is not impacted as severely for several reasons: 1) sales tax revenues are generated by the metro sales tax pool and local effects are not as pronounced; 2) sales tax receipts are roughly one-third of the total general fund revenues; 3) the effect of SB 867 created a substantial initial increase in revenues early in 2017, although that increase has eroded somewhat in the last few months; and 4) the passage of Proposition P to fund public safety activities was not originally budgeted for 2017, but we anticipate three months of receipts for fiscal year 2017.

Budget Workshop – Staff Recommendations and 2018 Budget Proposal

Mr. Geisel explained that while the projected revenues in the General Fund have been reduced, revenues remain above budgeted expenses for 2018 and no significant changes are recommended from the preliminary General Fund budget; but the Capital Projects Fund and Parks Fund, are significantly impacted. Mr. Geisel presented Staff recommendations to further reduce the budgeted sales tax revenues and for \$789,575 in additional expense reductions proposed for the 2018 fiscal year, stated that these reductions would impact the community to the least degree. These reductions are derived primarily from the Parks Fund and Capital Projects Fund, due to the revenue impacts described above. The recommended reductions within the Parks Fund of \$263,275, coupled with the last reduction in projected revenues of \$185,796, results in a 2018 Parks Fund budget with net 2018 activity of -\$12,416, leaving a projected end of year 2018 Park Fund balance of \$1,906,859. This is actually an improved result as compared to the preliminary budget which came out of the multiple budget workshops.

The recommended reductions within the Capital Projects Fund of \$500,000, coupled with the last reduction in projected revenues of \$185,796, results in a 2018 Capital Fund Budget with net activity of \$202,915, leaving a projected end of year 2018 Capital Fund balance of \$45,717. This also, is actually an improved result as compared to the preliminary budget which came out of the multiple budget workshops.

The recommendations provide only minor revision to the proposed General Fund budget, a reduction of \$26,300. The proposed General Fund budget retains the \$1.5 million transfer to the debt service funds for future debt payments.

A great deal of discussion ensued regarding potential adjustments to the proposed budget. Councilmember McGuinness made a motion, seconded by Councilmember DeCampi, to eliminate Strategic Plan funding in the amount of \$10,000 from the 2018 Budget. A voice vote was taken with an affirmative result (Councilmembers Tilman, Logan and Flachsbart voted “No”) and the motion was declared passed.

Councilmember McGuinness made a motion, seconded by Councilmember Ohley, to eliminate the purchase of ten police vehicles in the amount of \$299,244 from the 2018 Budget, pending results of Proposition P revenues.

Councilmember Ohley made a motion, seconded by Councilmember McGuinness, to amend the motion by eliminating only five police vehicles from the 2018 Budget. A voice vote was taken with an affirmative result (Councilmembers Flachsbart, Tilman and Logan voted “No”) and the motion to amend was declared passed.

A voice vote was taken on the main motion, as amended, to eliminate five police vehicles from the 2018 Budget, with a 4-4 result (Councilmembers Tilman, Logan, Flachsbart and Hurt voted “No”) and the motion was declared failed. Therefore, the current budget request to replace the ten police vehicles will remain in the 2018 Budget.

Councilmember McGuinness made a motion, seconded by Councilmember DeCampi, to eliminate the Employee Appreciation BBQ in the amount of \$1,000 from the 2018 Budget. A voice vote was taken with a 4-4 result (Councilmembers Tilman, Logan, Flachsbart and Hurt voted “No”) and the motion was declared failed.

Councilmember Ohley made a motion, seconded by Councilmember Keathley, to reduce the Civic Orchestra line item from \$15,000 to \$1,500 in the 2018 Budget.

Councilmember Keathley made a motion, seconded by Councilmember Hurt, to amend the motion by reducing the Civic Orchestra line item from \$15,000 to \$10,000 in the 2018 Budget. A voice vote was taken with a negative 3-5 result (Councilmembers McGuinness, Logan, DeCampi, Ohley and Tilman voted “No”) and the motion to amend was declared failed.

A voice vote was taken on the main motion to reduce the Civic Orchestra line item from \$15,000 to \$1,500 in the 2018 Budget, with a 4-4 result (Councilmembers Logan, Flachsbart, Hurt and Tilman voted “No”) and the motion was declared failed. Therefore, the \$15,000 line item for Civic Orchestra will remain in the 2018 Budget.

Councilmember Logan made a motion, seconded by Councilmember Ohley, to increase the proposed advertising reduction of \$1,000 for the Parks advertising budget to a total of \$6,000 (reducing the radio ad budget by \$2,000 and reducing the digital ad budget by \$3,000 in addition to the original proposed reduction of \$1,000 proposed by Staff). A voice vote was taken with a unanimous 8-0 affirmative result and the motion was declared passed.

Councilmember McGuinness made a motion, seconded by Councilmember Ohley, to eliminate Fruit My Cube from the 2018 Budget in the amount of \$2,000. [Councilmember Flachsbart stepped out of the meeting at 7:42 p.m.] A voice vote was taken with an affirmative 4-3 result (Councilmembers Tilman, Logan and Hurt voted “No”) and the motion was declared passed.

[Councilmember Flachsbart returned to the meeting at 7:44 p.m.]

Councilmember McGuinness made a motion, seconded by Councilmember Ohley, to eliminate the employee health fair from the 2018 Budget in the amount of \$1,000. A

voice vote was taken with a unanimous 0-8 negative result and the motion was declared failed.

Councilmember McGuinness made a motion, seconded by Councilmember Ohley, to eliminate the remaining advertising amount of \$17,500 from the 2018 Central Services budget. A voice vote was taken with a 2-6 negative result (Councilmembers McGuinness, Tilman, Keathley, Logan, Flachsbart and Hurt voted "No") and the motion was declared failed.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley, to eliminate the replacement of two City fleet vehicles from the 2018 Budget in the amount of \$48,000. A voice vote was taken with a 5-3 affirmative result (Councilmembers Logan, Flachsbart and Hurt voted "No") and the motion was declared passed.

Councilmember McGuinness made a motion, seconded by Councilmember DeCampi, to move \$1.2 million from the Parks Fund to Parks debt retirement. A voice vote was taken with a 3-5 negative result (Councilmembers Ohley, Tilman, Logan, Flachsbart and Hurt voted "No") and the motion was declared failed.

Councilmember McGuinness made a motion to tie cash flow to spending as revenue comes in. The motion failed due to lack of a second.

Councilmember Flachsbart made a motion, seconded by Councilmember Keathley, to accept the staff recommended modifications to the 2018 Budget. A voice vote was taken with a unanimous 8-0 affirmative result and the motion was declared passed.

[Councilmember Flachsbart left the meeting at 8:31 p.m.]

Adjournment

The meeting was adjourned at 8:32 p.m.

Respectfully submitted:

Mike Geisel
City Administrator

Vickie Hass
City Clerk

APPROVED: _____

AGENDA REVIEW – Monday, 12/4/2017 – 6:15 PM

An AGENDA REVIEW meeting has been scheduled to start at **6:15 pm, on Monday, December 4, 2017.**

Please remember that the public hearing for the 2018 budget is scheduled to begin at 6:40 pm. The public hearing is a regular meeting of the City Council and requires Council's presence on the dias.

Also please remember that I will be out of town beginning December 1st, 2017, through December 11th, 2017. Chief Ray Johnson will sit on the Dias in my place for the 12/4/2017 meeting.

During my absence, each individual department head will continue to be responsible for decisions and actions within their respective department. There is no acting or interim City Administrator appointment. That responsibility is not assigned or delegated per prior discussions and determinations of the City Council.

Please let me know, ASAP, if you will be unable to attend this meeting.

UPCOMING MEETINGS/EVENTS

- A. Monday, December 11, 2017** – Planning Commission (7pm)
- B. Thursday, December 7, 2017** – Planning and Public Works (5:45pm)
- C. Friday, December 22, 2017** – City Hall Closed ½ Day
- D. Monday, December 25, 2017** – City Hall Closed – Christmas
- E. Monday, January 1, 2018** – City Hall Closed – New Year's Day
- F. Wednesday, January 4, 2018** – Next City Council meeting (7pm)
- G. Monday, January 29, 2018** – F&A Committee (5:30pm)

PLANNING AND PUBLIC WORKS COMMITTEE

Due to the Thanksgiving holiday, the Planning & Public Works Committee did not meet November 23rd. The following items require action at the December 4, 2017 City Council meeting.

Bill No. 3169 - P.Z. 11-2017 Steve W Wallace Automotive & Trailer II, LLC (Ordinance Amendment)

(Second Reading) PLANNING COMMISSION RECOMMENDS APPROVAL; PLANNING & PUBLIC WORKS COMMITTEE RECOMMENDS APPROVAL, AS previously amended by Green Sheet.

AN ORDINANCE REPEALING CITY OF CHESTERFIELD ORDINANCE NUMBER 2841 TO MODIFY DEVELOPMENT CONDITIONS FOR A 2.93 ACRE TRACT OF LAND, MORE OR LESS, ZONED C8, PLANNED COMMERCIAL DISTRICT LOCATED SOUTHEAST OF THE INTERSECTION OF CHESTERFIELD AIRPORT ROAD AND LONG ROAD. (P.Z. 11-2017 STEVE W WALLACE AUTOMOTIVE & TRAILER II, LLC {ORDINANCE AMENDMENT} 17U140441, 17U140450, 17U140461 & 17U140472).

Power of Review

(First Reading) FORWARDED FROM PLANNING & PUBLIC WORKS COMMITTEE WITH NO RECOMMENDATION

The proposed ordinance expands the power of review by allowing two members of City Council not representing the ward in which the project is proposed, and extends the length of time for those individuals to request power of review after Planning Commission action to 72 hours.

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CHESTERFIELD SECTION 31-02-20 CITY COUNCIL POWER OF REVIEW PERTAINING TO THE TIME PERIOD TO EXERCISE POWER OF REVIEW AND MODIFYING WHO MAY CALL FOR CITY COUNCIL POWER OF REVIEW

Next Meeting

The next meeting of the Planning and Public Works Committee is scheduled for Thursday, December 7, 2017 at 5:45 pm.

If you have any questions, please contact Director of Planning and Development Services or Chief Johnson, prior to Monday's meeting.

Memorandum

Department of Planning & Development Services



To: Michael O. Geisel, City Administrator
From: Justin Wyse, Director of Planning and Development Services
Date: November 28, 2017
CC Date: December 4, 2017
RE: Power of Review

See Bill # 3170

Summary

The Planning and Public Works Committee reviewed Section 31-02-20 City Council Power of Review at their November 9th, 2017 meeting. Two motions were made to modify the language in the Unified Development Code and both received a vote of 2-1. Per Section 2-54 of the City Code, items receiving two affirmative votes move out of Committee, but three affirmative votes are required to move out of Committee with a positive recommendation. As such, the proposed changes to Section 31-02-20 are being presented to City Council without a recommendation from the Planning and Public Works Committee.

Below is Section 31-02-20 in its entirety presented in a redline version.

- A. City Council review of Planning Commission decisions (power of review).
1. Either Councilmember of the Ward where a development is proposed, ~~or~~ the Mayor, or any two (2) City Council members from any Ward may request that the conditional use permit or plan for a development be reviewed and approved by the entire City Council.
 2. This request must be made no later than ~~twenty-four (24)~~ seventy-two (72) hours after decision of the Planning Commission. The project will then be placed with Planning and Public Works Committee for review, with a final recommendation then forwarded to the City Council. The City Council will then take appropriate action relative to the proposal.
 3. The plan for a development, for purposes of this Section, may include the site development plan, site development section plan, site development concept plan, landscape plan, lighting plans, architectural elevations, sign

package or any amendment thereto or any other plan reviewed by the Planning Commission.

4. Written notice of Power of Review shall be provided to the applicant and all other persons who appeared and spoke in opposition to the application at the public hearing before the Planning Commission or to the protestants in the case of a protest. The applicant and any other person or persons who, in the discretion of the City Council, will be aggrieved by any decision or action may be heard at the hearing before the Planning and Public Works Committee.
5. The City Council may affirm, reverse or modify, in whole or in part, any determination of the Planning Commission. An affirmative vote of two-thirds (2/3) of the members of the whole City Council shall be required to approve a protested conditional use permit or to overrule the disapproval of the Planning Commission. In all other instances, a majority vote of the whole City Council shall be required to approve, deny or modify the determination of the Planning Commission.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Resolution - 2018 Budget

The 2018 budget hearing is scheduled for 6:40 pm, immediately prior to starting the regular meeting. After participating in five budget workshops, the agenda includes a proposed resolution to approve the Fiscal Year 2018 City of Chesterfield Budget. The proposed budget resolution reflects ALL of the changes directed by City Council through the final budget workshop on 11/27/2017, including all reductions in revenue projections and expenditures.

The next meeting of the Finance and Administration Committee is scheduled for Monday, January 29th, 2018.

If you have any questions or require additional information please contact Finance Director Chris DesPlanques or Chief Johnson prior to Monday night's meeting.

RESOLUTION NO. _____

A RESOLUTION TO ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 2018 AND ENDING ON DECEMBER 31, 2018.

WHEREAS, The City of Chesterfield has adopted an ordinance providing for a fiscal year which begins on January 1 of each year and ends on December 31 of each year, and submitted a competitive proposal to provide law enforcement services to the City of Clarkson Valley, and;

WHEREAS, The City of Chesterfield, by Ordinance, has directed the City Administrator to prepare a proposed budget, and;

WHEREAS, The Mayor and City Council have participated in public budget work sessions to review and refine the 2018 proposed budget, and;

WHEREAS, The City has held a public hearing with regard to the adoption of the budget for the year beginning January 1, 2018 and ending December 31, 2018,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI adopts the attached budget as its budget for the fiscal year beginning January 1, 2018 and ending December 31, 2018.

Passed and approved this 4th day of December 2017.

Presiding Officer

Bob Nation, MAYOR

ATTEST:

Vickie Hass, CITY CLERK

<i>Statement of Budgeted Revenues and Expenditures - General Fund</i>	2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$12,580,998	\$10,581,197	\$10,581,197	\$6,884,359
REVENUES:				
Utility Taxes	\$6,861,787	\$6,962,000	\$6,816,354	\$6,727,573
Sales Tax	\$6,956,311	\$7,486,109	\$7,321,634	\$9,056,634
Intergovernmental Revenue	\$4,290,917	\$4,637,200	\$4,562,855	\$4,713,208
Licenses and Permits	\$1,600,329	\$1,538,420	\$1,681,035	\$1,587,921
Charges for Services	\$162,835	\$316,603	\$321,665	\$517,404
Court Receipts	\$838,000	\$926,508	\$779,056	\$794,556
Other Revenues	\$1,143,421	\$353,296	\$338,268	\$472,440
TOTAL REVENUE	\$21,853,599	\$22,220,136	\$21,820,867	\$23,869,736
EXPENDITURES				
Executive & Legislative	\$70,778	\$77,447	\$70,340	\$74,185
Department of Administration				
City Administrator	\$472,884	\$614,846	\$605,768	\$611,923
Finance	\$478,316	\$498,136	\$468,045	\$556,892
Courts	\$242,349	\$262,903	\$248,944	\$273,949
Information Technology	\$622,258	\$865,767	\$856,873	\$814,675
Central Services	\$1,271,712	\$1,299,290	\$1,296,592	\$1,181,322
Police Department	\$9,590,811	\$9,988,072	\$10,177,148	\$11,291,273
Planning and Development	\$908,871	\$795,506	\$719,115	\$747,713
Public Works	\$5,479,565	\$5,848,308	\$5,164,445	\$5,559,296
TOTAL EXPENDITURES	\$19,137,545	\$20,250,275	\$19,607,270	\$21,111,228
One-Time / Fund Reserve Expenditures *	\$0	(\$4,384,150)	(\$4,384,150)	\$0
TRANSFERS TO/FROM OTHER FUNDS	(\$4,715,855)	(\$1,526,285)	(\$1,526,285)	(\$1,549,835)
TOTAL EXPENDITURES AND TRANSFERS	\$23,853,400	\$26,160,710	\$25,517,705	\$22,661,063
FUND BALANCE, DECEMBER 31	\$10,581,197	\$6,640,623	\$6,884,359	\$8,093,032
Net Change in Fund Balance	(\$1,999,801)	(\$3,940,574)	(\$3,696,838)	\$1,208,673
*Detailed in Section IV(a)				
** Includes one time transfer of \$1,500,000 to debt reserve funds				

<i>Statement of Budgeted Revenues and Expenditures - Parks Sales Tax Fund</i>		2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1		\$2,870,583	\$2,661,226	\$2,661,226	\$1,919,275
REVENUES:					
Sales Tax		\$7,228,099	\$7,429,000	\$6,671,396	\$6,671,396
Intergovernmental		\$28,392	\$0	\$0	\$0
Charges for Services		\$1,840,779	\$1,931,620	\$1,856,739	\$2,020,137
Other Revenues		\$71,483	\$31,000	\$30,000	\$30,000
TOTAL REVENUE		\$9,168,753	\$9,391,620	\$8,558,135	\$8,721,533
TOTAL AVAILABLE FUNDS		\$12,039,336	\$12,052,846	\$11,219,361	\$10,640,808
EXPENDITURES					
Parks and Recreation		\$5,253,328	\$5,341,218	\$5,222,391	\$4,966,374
CVAC Concession		\$499,880	\$643,537	\$643,393	\$649,947
Central Park - Concession		\$63,178	\$60,480	\$58,613	\$46,507
Capital Items		\$468,043	\$419,753	\$413,210	\$48,000
TOTAL EXPENDITURES		\$6,284,429	\$6,464,988	\$6,337,607	\$5,710,828
TRANSFERS TO/FROM OTHER FUNDS		(\$3,093,681)	(\$2,962,479)	(\$2,962,479)	(\$3,018,121)
TOTAL EXPENDITURES AND TRANSFERS		\$9,378,110	\$9,427,467	\$9,300,086	\$8,728,949
FUND BALANCE, DECEMBER 31		\$2,661,226	\$2,625,379	\$1,919,275	\$1,911,859
Change in Fund Balance		(\$209,357)	(\$35,847)	(\$741,951)	(\$7,416)

<i>Statement of Budgeted Revenues and Expenditures - Capital Improvement Sales Tax Fund</i>		2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1		\$3,283,353	\$2,286,069	\$2,286,069	(\$157,198)
REVENUES:					
Sales Tax		\$6,143,800	\$6,315,000	\$5,670,856	\$5,670,856
Other Revenues		\$1,943,469	\$1,392,880	\$2,481,208	\$962,869
TOTAL REVENUE		\$8,087,269	\$7,707,880	\$8,152,064	\$6,633,725
TOTAL AVAILABLE FUNDS		\$11,370,622	\$9,993,949	\$10,438,133	\$6,476,527
EXPENDITURES					
Public Works		\$849,689	\$1,219,620	\$1,186,279	\$662,295
Capital Items		\$9,118,040	\$11,769,128	\$10,946,698	\$2,279,000
TOTAL EXPENDITURES		\$9,967,729	\$12,988,748	\$12,132,977	\$2,941,295
TRANSFERS TO/FROM OTHER FUNDS		\$883,177	\$931,600	\$1,537,646	(\$3,489,515)
TOTAL EXPENDITURES AND TRANSFERS		\$9,084,553	\$12,057,148	\$10,595,331	\$6,430,810
FUND BALANCE, DECEMBER 31		\$2,286,069	(\$2,063,199)	(\$157,198)	\$45,717
Net Change In Fund Balance		(\$997,284)	(\$4,349,268)	(\$2,443,267)	\$202,915



<i>Combined Statement of Budgeted Revenues and Expenditures - Sewer Lateral Fund</i>			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$620,879	\$509,836	\$439,836
REVENUES:			
Property Taxes	\$417,502	\$430,000	\$430,000
TOTAL REVENUE	\$417,502	\$430,000	\$430,000
TOTAL AVAILABLE FUNDS	\$1,038,381	\$939,836	\$869,836
EXPENDITURES			
Public Works	\$479,945	\$500,000	\$460,000
TOTAL EXPENDITURES	\$479,945	\$500,000	\$460,000
TRANSFERS TO/FROM OTHER FUNDS	(\$48,600)	\$0	\$0
FUND BALANCE, DECEMBER 31	\$509,836	\$439,836	\$409,836



<i>Combined Statement of Budgeted Revenues and Expenditures - Police Forfeiture Fund</i>			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$155,226	\$155,418	\$82,522
REVENUES:			
Intergovernmental	\$89,194	\$44,418	\$0
TOTAL REVENUE	\$89,194	\$44,418	\$0
TOTAL AVAILABLE FUNDS	\$244,420	\$199,836	\$82,522
EXPENDITURES			
Police	\$89,002	\$117,314	\$82,522
TOTAL EXPENDITURES	\$89,002	\$117,314	\$82,522
TRANSFERS TO/FROM OTHER FUNDS	\$0	\$0	\$0
FUND BALANCE, DECEMBER 31	\$155,418	\$82,522	\$0

Combined Statement of Budgeted Revenues and Expenditures - Chesterfield Valley Special Allocation Fund			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$168,542	\$291,431	\$383,771
REVENUES:			
Intergovernmental	\$0	\$0	\$0
Other Revenues	\$153,879	\$112,340	\$0
TOTAL REVENUE	\$153,879	\$112,340	\$0
TOTAL AVAILABLE FUNDS	\$322,421	\$403,771	\$383,771
EXPENDITURES			
Public Works	\$30,990	\$20,000	\$383,771
TOTAL EXPENDITURES	\$30,990	\$20,000	\$383,771
TRANSFERS TO/FROM OTHER FUNDS	\$0	\$0	\$0
FUND BALANCE, DECEMBER 31	\$291,431	\$383,771	\$0

This is money that was set-aside in prior years and has significant restrictions on its usage. The funds are dedicated for Chesterfield Valley Infrastructure improvements.

Combined Statement of Budgeted Revenues and Expenditures - Parks Construction Phase II 2009B Fund			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ 6,283	\$ -	\$ -
REVENUES:			
Other Revenues	-	-	-
TOTAL REVENUE	-	-	-
TOTAL AVAILABLE FUNDS	6,283	-	-
EXPENDITURES			
Parks	6,283	-	-
TOTAL EXPENDITURES	6,283	-	-
TRANSFERS TO/FROM OTHER FUNDS	-	-	-
FUND BALANCE, DECEMBER 31	\$ -	\$ -	\$ -

These funds are related to parks phase II and were fully expended during 2016.

Combined Statement of Budgeted Revenues and Expenditures - Parks 1998 Debt Service Fund			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ (19,741)	\$ (4,434)	\$ (3,934)
REVENUES:			
Property Tax	(1)	500	500
TOTAL REVENUE	(1)	500	500
TOTAL AVAILABLE FUNDS	(19,742)	(3,934)	(3,434)
EXPENDITURES			
Parks	-	-	-
TOTAL EXPENDITURES	-	-	-
TRANSFERS TO/FROM OTHER FUNDS	15,308	-	-
FUND BALANCE, DECEMBER 31	\$ (4,434)	\$ (3,934)	\$ (3,434)

This fund collected a property tax to make debt service payments on debt that matured in 2016. The negative fund balance will be eliminated as delinquent property tax payments are collected over the next several years.

<i>Combined Statement of Budgeted Revenues and Expenditures - R&S Series Bonds Debt Service Fund</i>			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ -	\$ 59,431	\$ 59,431
REVENUES:			
Other Revenues	-	-	-
Bond Proceeds	-	-	-
Premium on issuance	-	-	-
TOTAL REVENUE	-	-	-
TOTAL AVAILABLE FUNDS	-	59,431	59,431
EXPENDITURES			
Public Works	1,869,750	1,889,400	1,937,650
TOTAL EXPENDITURES	1,869,750	1,889,400	1,937,650
TRANSFERS TO/FROM OTHER FUNDS	1,929,181	1,889,400	1,937,650
FUND BALANCE, DECEMBER 31	\$ 59,431	\$ 59,431	\$ 59,431

Includes additional budgetary savings transfer of \$59,431 during 2016.

<i>Combined Statement of Budgeted Revenues and Expenditures City Hall, Sports Hall, Public Safety</i>	<i>2018 ACTUAL</i>	<i>2017 PROPOSED</i>	<i>2018 BUDGET</i>
FUND BALANCE, JANUARY 1	\$ 2	\$ 412,590	\$ 412,590
REVENUES:			
Other Revenues	6	-	-
TOTAL REVENUE	6	-	-
TOTAL AVAILABLE FUNDS	8	412,590	412,590
EXPENDITURES			
Debt Service	1,524,582	1,575,963	1,601,700
TOTAL EXPENDITURES	1,524,582	1,575,963	1,601,700
TRANSFERS TO/FROM OTHER FUNDS	1,937,164	1,575,963	2,214,110
FUND BALANCE, DECEMBER 31	\$ 412,590	\$ 412,590	\$ 1,025,000

Note: Of the 2,214,110 transfer, 612,410 is from the 1.5M debt service transfer,
The Transfer From Other Funds of \$1,601,700 comes from the General Fund. It pays for the following
expenses for the Certificates of Participation for City Hall, Series 2004 for FY 2018:

Principal	\$1,300,000
Interest	\$ 297,500
Trustee Fees	\$ 4,200
Total	<u>\$1,601,700</u>

Combined Statement of Budgeted Revenues and Expenditures - 2013 Parks Bonds Debt Service Fund			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ 43	\$ 31	\$ 31
REVENUES:			
Other Revenues	2	-	-
TOTAL REVENUE	2	-	-
TOTAL AVAILABLE FUNDS	45	31	31
EXPENDITURES			
Parks	1,967,975	2,032,276	2,092,076
TOTAL EXPENDITURES	1,967,975	2,032,276	2,092,076
TRANSFERS TO/FROM OTHER FUNDS	1,967,961	2,032,276	2,092,076
FUND BALANCE, DECEMBER 31	\$ 31	\$ 31	\$ 31

<i>Combined Statement of Budgeted Revenues and Expenditures - 2016 Parks Bonds Debt Service Fund</i>			
	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ 1,866	\$ 23	\$ 23
REVENUES:			
Other Revenues	28	-	-
TOTAL REVENUE	28	-	-
TOTAL AVAILABLE FUNDS	1,894	23	23
EXPENDITURES			
Parks	344,691	351,803	347,495
TOTAL EXPENDITURES	344,691	351,803	347,495
TRANSFERS TO/FROM OTHER FUNDS	342,820	351,803	347,495
FUND BALANCE, DECEMBER 31	\$ 23	\$ 23	\$ 23

Combined Statement of Budgeted Revenues and Expenditures 2018 Parks Fund Plant Capital Fund			
	2017 ACTUAL	2017 PROJECTED	2018 BUDGET
FUND BALANCE, JANUARY 1	\$ 2,850	\$ 206,567	\$ 206,567
REVENUES:			
Other Revenues	78	-	-
TOTAL REVENUE	78	-	-
TOTAL AVAILABLE FUNDS	2,928	206,567	206,567
EXPENDITURES			
Parks	579,237	580,550	578,550
TOTAL EXPENDITURES	579,237	580,550	578,550
TRANSFERS TO/FROM OTHER FUNDS	782,876	580,550	1,466,140
FUND BALANCE, DECEMBER 31	\$ 206,567	\$ 206,567	\$ 1,094,157

Note: Of the \$1,466,140 transfers \$887,590 comes from the 1.5M debt service transfer
The remaining \$578,550 comes from the Parks Fund. It pays for the following
expenses for the Certificates of Participation, Series 2014, for FY 2018:

Principal	\$ 355,000
Interest	\$ 220,050
Trustee Fees	\$ 3,500
Total	<u>\$ 578,550</u>

Refunded 2009 A & B COPS during FY2014.

PARKS RECREATION AND ARTS COMMITTEE

The next meeting of the Parks Recreation and Arts Committee has not yet been scheduled.

As always, if you have any questions or require additional information, please contact Tom McCarthy or me prior to Monday's meeting.

PUBLIC HEALTH AND SAFETY COMMITTEE

The next meeting of the Public Health and Safety Committee has not yet been scheduled.

If you have any questions or require additional information, please contact Chief Ray Johnson or me prior to Monday's meeting.

CITY ADMINISTRATOR'S REPORT

BID APPROVAL

Parks Master Plan

As more fully detailed in the attached memorandum from Director of Parks, Recreation and Arts Tom McCarthy, Staff sought proposals and subsequently interviewed firms to update the City's Parks Master Plan. The Parks Master Plan is an important and necessary document to qualify for municipal parks grants and to retain accreditation. The update will involve substantial public engagement. I join with Mr. McCarthy in recommending acceptance of the proposal as submitted by Pros Consulting, and to authorize the City Administrator to enter into a professional services contract in an amount not to exceed \$60,000 from the Parks Fund, as was included in the 2017 approved budgeted.

If you have any questions prior to Monday's meeting, please contact Mr. McCarthy or Chief Johnson.

Memorandum



To: Mike Geisel, City Administrator
From:  Tom McCarthy
Director of Parks, Recreation and Arts
Date: 11/16/2017
Re: Park, Recreation and Arts Master Plan

Mike, In the 2017 Budget, we have \$60,000 set aside for the update of the Parks, Recreation and Arts Master Plan. We advertised and sent out the RFQ which is attached and received seven proposals back. After a thorough review of the RFQ's and lengthy discussion by Jason Baucom, Arts and Entertainment Superintendent, Kari Johnson, Recreation Superintendent, Steve Jarvis, Parks Superintendent, Justin Wyse, the Director of Planning, Mike Whelan, the Parks Recreation and Arts citizens Advisory Committee Chair and myself, we initiated four interviews with the following firms; Forum, Planning Design Studio, SWT Design and Pros Consulting. The four firms all were excellent in their RFQ submittal, scope of service, public engagement process and statistical analysis.

Pros was the number one choice by the entire interview panel. Pros is a leader in the field of Parks Master Plans, and has the greatest overall experience and expertise based on the four hundred plus Master Plans they have completed, along with their overall public engagement process. The interview group feels Pros can deliver the best product in the end to give us the best information from our Chesterfield residents, a clear path to move forward and the ability to address the financial constraints and guidance on potential future funding sources. I checked with several of Pros past clients and they were all extremely happy with their Master Plan results and highly recommended them.

I would like to bring this to Council at the December 4th meeting for their approval to extend a contract to perform our Parks, Recreation and Arts Master Plan Update to Pros Consulting for the sum of \$60,000 from our 2017 Parks Budget. The funds are in account number #119-084-5261 under Professional Services. We would set the dollars aside in a PO for the services and work out the final details and schedule for the Master Plan after the first of the year. The Master Plan would be completed and presented back to Council prior to the end of 2018.

I have attached the following for review

1. Our RFQ request
2. Pros RFQ submittal
3. Pros power point from their interview

Mike, please let me know if you would like to discuss any of the attached material at your earliest convenience.



Request for Qualification
Comprehensive Master Plan Services

For

The Chesterfield Parks, Recreation and Arts Department

September 15, 2017

**RFQ Submission Deadline
October 20, 2017**

Chesterfield City Hall
690 Chesterfield Parkway West
Chesterfield MO 63017-63005

1. General Information

The City of Chesterfield Parks, Recreation and Arts Department is requesting qualifications from accomplished consultant or team of consultants to update our current comprehensive Parks, Recreation and Arts Master Plan which will provide overall steering for updates and renovation to our current plan that was last updated in 2004. Our Parks, Recreation and Arts Master Plan will assist in the overall guidance and future expansion, prioritize needs of the community and take an overall look at potential opportunities along with generating an all-encompassing strategic action plan for the Department and City to work with for the next ten years. The plan should support heavy public engagement, along with strategic interaction with our Parks, Recreation and Arts Citizens Advisory Committee, expansion opportunities for our trail systems, parks development with renovation ideas and new trends that will enhance the overall Chesterfield community for young and old alike. We are looking for environmentally friendly practices and a close attention to resident's needs for open space, trails, programmed and non-programmed areas that continues to keep Chesterfield in the forefront of West County municipalities.

2. City of Chesterfield Background Basics

The City of Chesterfield, Missouri is 25 miles west of the City of St. Louis on Highway 64/40. Chesterfield was incorporated in 1988. The population of Chesterfield is 47,484 with a workday population of about 84,000. The City encompasses 33.52 square miles, and the Parks, Recreation and Arts Department manages over 518 acres of park land and green space. 207 acres of our parks are located down at the Chesterfield Valley Athletic Complex which consists of 19 baseball/softball fields and 14 multisport fields with two playgrounds, commercial concession stand operations and the Monarch Levee Trail. Other major amenities include our 38 acre Central Park with our Outdoor Aquatic Center, State of the Art Amphitheater and recently opened Veterans Honor Park. Eberwein Park consist of 18.5 acres, with the overly loved dog park and community garden plots. There are additional parks throughout the City, our Conway Cemetery, River's Edge Park, which is 188 acres with a 33 acre lake, and several other open green spaces and undeveloped park opportunities. Our Parks Department also has over 38 acres of medians and interchanges we manage throughout the City.

3. Mission Statement

The City of Chesterfield's Parks, Recreation & Arts Department strives to be a leader in the progressive development, maintenance and operations of Parks, Recreation & Arts facilities.

The Department is committed to provide a balance of active and passive Parks, Recreation & Arts facilities that enhance and preserve the conservation of environmental and natural resources.

Develop partnerships with community organizations and agencies.

Provide programs so people can grow, develop character, mature, learn skills, and respect for themselves and others.

Work with citizens and community leaders to enhance its position as a premier place to live, work and play.

4. Purpose

Our purpose in this exercise is to develop a heavily engaged resident based group to support our Parks, Recreation and Arts Master Plan that gives us direction and guidance for the growth of our City's parks, trails, programs, green space and recreation and arts program. The Parks updated Master Plan will assist in guiding priorities, policy development and future opportunities along with a strategic action plan to be updated every 3 years.

5. Scope of Services

- Park Review and Inventory Study- Review the current condition of Chesterfield's parks, facilities, trails, green space, parking infrastructure, office space and parks maintenance facilities.
- Review and prioritize underserved portions of the City.
- Recreation Program Review and Analysis- Analyze and assess the current recreation programs and services along and take note of strengths and weaknesses now and for the future based on current and future trends.
- Demographic Study- Look into current and trending demographics and use the projected demographic data for future Chesterfield resident's needs and interest in parks, trails and open space needs to keep Chesterfield on the forefront.
- Chesterfield's Needs Study- Forecast the community's interest and needs for enhancement to the parks overall system through community engagement, town hall meetings and surveys. For example, neighborhood parks, dog parks, open space, pavilions, trails,
- Capital Projects- Assist in the identification of important capital projects to consider to be incorporated into the short and long range plan. 3-5 years, 6-10 years and 11-20 years.
- Cost and Funding Sources Study- Identify probable cost and funding sources, strategies to use and look at best use of current parks sales tax funds.

6. Insurance

Contractor's Liability Insurance

The Contractor shall purchase and maintain, in full force and effect, the following insurance coverage with an insurance carrier acceptable to the City:

The policy shall be endorsed to cover the contractual liability of the Contractor under the General Conditions.

The Contractor and his Subcontractors shall procure and maintain during the life of this agreement insurance of the types and minimum amounts as follows:

- (a) Worker's Compensation in full compliance with statutory requirements of Federal and State of Missouri law and Employer's Liability coverage in the amount of \$500,000.
- (b) Comprehensive General Liability and Bodily Injury

Including Death: \$ 500,000 each person
 \$2,500,000 each occurrence

Property Damage: \$2,500,000 each occurrence
 \$2,500,000 aggregate

(c) Comprehensive Automobile Liability, Bodily Injury

Including Death: \$ 500,000 each person
 \$2,500,000 each occurrence

Property Damage: \$2,500,000 each accident

(d) Owner's Protective Bodily Injury

Including Death: \$ 500,000 each person
 \$ 500,000 each occurrence

Property Damage: \$ 500,000 each occurrence
 \$ 500,000 aggregate

The Owner's Protective Policy shall name the City as the Insured. Certificates evidencing such insurance shall be furnished the City prior to Contractor commencing the work on this project. The certificates must state the City of Chesterfield is an additional insured.

7. Information Included for RFQ

- Parks Master Plan 2016 update can be found at [www.chesterfield.mo.us/webcontent/parks/Comprehensive Master Plan with Strategic Action Plan.pdf](http://www.chesterfield.mo.us/webcontent/parks/Comprehensive%20Master%20Plan%20with%20Strategic%20Action%20Plan.pdf)
- Chesterfield Parks, Recreation and Arts APP can be down loaded at the mobile app store at Chesterfield Parks, Recreation and Arts
- Veterans Honor Park www.vhp.chesterfield.mo.us
- Parks, Recreation and Arts website www.chesterfieldparks@chesterfield.mo.us
- Chesterfield Amphitheater Website www.chesterfieldamphitheater.com

8. Submission requirements

- Title page
- Table of contents
- An introduction and overview of your organization, team members and additional consultants, which will include a brief resume and background on individuals.
- Organizational chart of all members on the team.

- List of recent master plans and similar municipal and private work projects you have worked on in the last five years along with a contact name and number for the projects.
- Recommended list of items you plan on delivering, with a list of additional alternative options.
- Timeline for anticipated deliverables
- Additional materials and samples of your work that you would like us to review that pertain to our Master Plan.

9. Foundation for Review and Selection

- The expert and ethical prominence of the team as a whole along with the strength of the individuals leading the project.
- Overall knowledge of opportunities, strengths and weaknesses of the City of Chesterfield and the Chesterfield Parks, Recreation and Arts Department.
- Passion, expertise and creativity of the team to perform the services required in the most professional and timely manner.
- Past history of projects with current team members, innovation and vision.

10. Submission Instructions

- Submittals must be delivered on or before October 20, 2017 to be considered.
- We will need five (5) complete copies bound with one (1) PDF copy to be considered.
- Faxed or e-mailed submittals will not be considered.
- Late or incomplete submittals will not be considered.

11. Additional Terms

- The submission of a Proposal shall be clear evidence that the RFQ respondent has full knowledge of the scope, nature, quantity, and quality of the work to be performed.
- The RFQ respondent shall furnish the City such additional information as the City may reasonably require.
- All decisions related to this solicitation by the Parks, Recreation and Arts Department will be final.
- The Parks, Recreation and Arts Department reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
- All materials submitted in response to this RFQ will become the property of the City upon delivery.
- Costs incurred for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent.

12. Applicant Interviews

After a thorough review of the submittals that meet the qualifications and warrant interviews, we will contact the applicants for a team interview in person. Teams selected for onsite interviews must include their Project Manager as part of the interview team. This Project Manager will be identified in the RFQ response, and it is the expectation of the Parks, Recreation and Arts Department that this manager will lead the actual implementation if a contract is awarded.

Interviews will be held at the Chesterfield Parks, Recreation and Arts Office,
17891 North Outer Forty Road, Chesterfield MO 63005.

The review and selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Chesterfield, Missouri is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

Firms selected for onsite interviews must include their Project Manager as part of the interview team. This Project Manager will be identified in the RFQ response, and it is the expectation of the City that this manager will lead actual implementation if a contract is awarded.

13. CITY CONDITIONS OR RESERVATIONS

CONTRACT NEGOTIATIONS

Upon being notified that the Consultant has been selected, contract negotiations shall commence. Contract negotiations will require the selected Consultant to proceed with the development of a Scope of Work and costs for all the components of the project. If the Consultant fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Consultant and commence negotiations with the next ranked Consultant.

All aspects of the scope of work and pricing may be subject to negotiation.

RFQ are to be submitted to

Chesterfield Parks, Recreation and Arts Department

Tom McCarthy

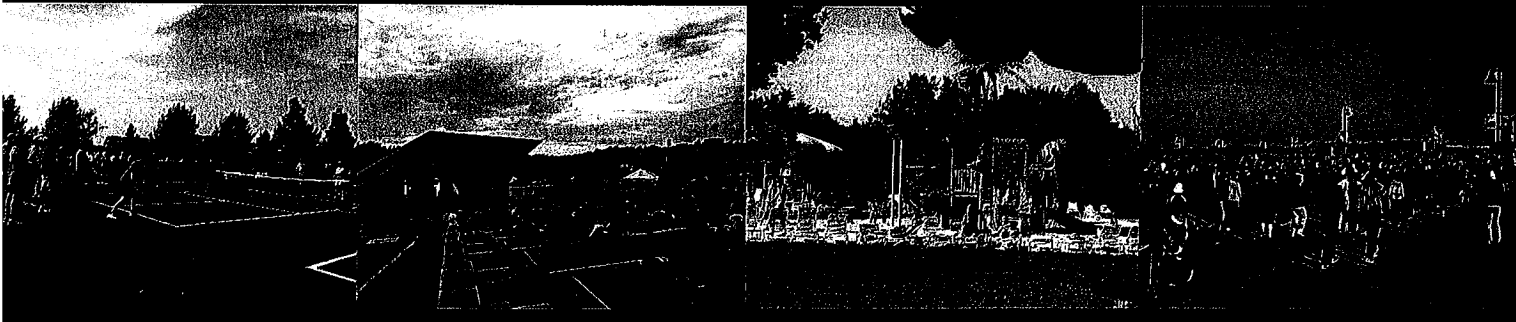
690 Chesterfield Parkway West

Chesterfield MO.63017-0760

tmccarthy@chesterfield.mo.us

(O) 636.812.9500

K/Tom/parks/parksmasterplan



Request for Qualification:

Comprehensive Master Plan Services

Presented to the:
City of Chesterfield



October 20, 2017

PROS CONSULTING
201 S. Capital Avenue
Suite 505
Indianapolis, IN 46202
877.242.7766
www.prosconsulting.com



Prepared By:

pros consulting
INC.



Inspiring
Communities
to Lead
Forward

October 20, 2017

Letter of Submission

Attn: Mr. Tom McCarthy, Park, Recreation & Arts Director
Chesterfield Parks, Recreation and Arts Department
690 Chesterfield Parkway West
Chesterfield, MO 63017

RE: RFP – Development of a Parks, Recreation and Arts Comprehensive Master Plan

Dear Mr. McCarthy and Selection Committee:

PROS Consulting considers it our privilege to present our approach and qualifications for the opportunity to work with the Chesterfield Parks, Recreation, and Arts Department on the preparation of a *Parks, Recreation, and Arts Master Plan*. We are a full-service management consulting and strategic master planning firm focusing on services to government agencies, with specialized experience in parks, recreation, arts, economic development, sports strategy, marketing and branding, and open space planning.

Our national experience, combined with our local experience in the St. Louis region, specifically ensures that we are able to offer the best of both worlds to help the Department achieve its vision and goals as it relates to parks, recreation, and arts. In summary, we propose a proven approach that can aid the Department to:

- **Engage the Chesterfield community**, leadership and stakeholders through innovative public input means to build a shared vision for parks, recreation, and arts in the City for the next ten years.
- **Utilize a wide variety of data sources and best practices** to predict trends and patterns of use and how to address unmet needs in the City of Chesterfield.
- **Determine unique Level of Service Standards** to develop appropriate actions regarding parks, recreation programs and arts that reflects the Department's strong commitment in providing high quality activities for the community.
- **Shape financial and operational preparedness** through innovative and "next" practices to achieve the strategic objectives and recommended actions.
- **Develop a dynamic and realistic strategic action plan** that creates a road map to ensure long-term success and financial sustainability for the Department's parks, recreation programs and arts, as well as action steps to support the family-oriented community and businesses that call the City of Chesterfield home.

Our team is most qualified because we combine our objective, data-driven approach with national experience that will help the Department enhance its operational preparedness and meet the community's needs. By triangulating **community input driven needs, planning priorities and the available and potential resources of the Department** we will help you **build the organizational and financial capacity** to continue exceeding your organization's goals for the future.

We are pleased to have assembled an esteemed and award-winning team for this project, which includes the expertise of **ETC Institute**, a nationally renowned survey and market research firm to assist in the statistically-valid community survey development. ETC Institute and PROS Consulting have completed over 300 statistically-valid surveys together over the last twenty years.

We look forward to the opportunity to meet with you in person to present our approach and qualifications to perform this exciting project. If you have any questions or need additional information, please do not hesitate to contact me at 317.679.5615 or leon.younger@prosconsulting.com or our project manager Austin Hochstetler at 574.209.0687 or Austin.hochstetler@prosconsulting.com.

Sincerely,
PROS Consulting

Leon Younger
President

201 South Capitol Avenue
Suite 505
Indianapolis, Indiana 46225
☎ 877.242.7760
f 877.242.7761
prosconsulting.com

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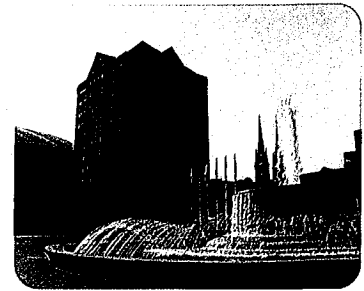
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Section Two - Firm Background & Qualifications

Who is PROS Consulting?

PROS Consulting is a small firm with a big presence in the field of management consulting for public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. The full name and location of the office that will be working on this project are:



Full Legal Company Name: PROS Consulting, Inc.

Years in Business: 22 (formed in 1995)

Type of Company: S-Corporation, Leon Younger and Katherine Younger are the Principals

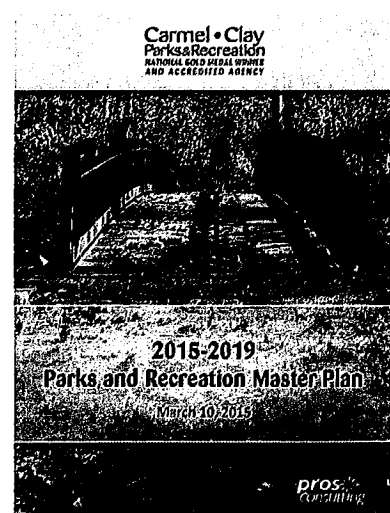
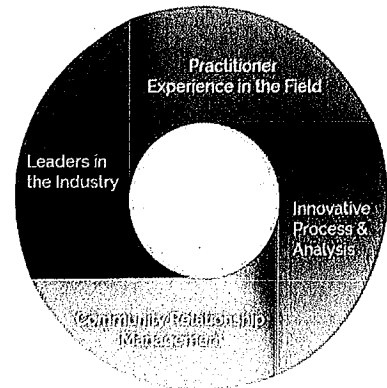
Contact Information: 201 S. Capitol Avenue, Suite 505; Indianapolis, Indiana 46225;

P: 877.242.7760; F: 877.242.7761

Contact: Leon Younger, President; 317.679.5615; leon.younger@prosconsulting.com

Operational Philosophy & Organizational Characteristics

- Since the firm was established in 1995 to uniquely serve the park, recreation and tourism services industry, PROS has completed more than 1,000 projects in over 47 states and numerous projects internationally in seven countries.
- The **PROS Team** has worked in **highly diverse environments** from the inner cities of Los Angeles, Houston, Atlanta, and Dallas, to remote areas in Appalachia, Montana, and the American West. Our experience includes working with the best-of-the-best, the worst-of-the-worst, and a lot in between.
- Our planning team has great depth of operational experience with **over 100 combined years as former parks and recreation managers**. This perspective of being trained “in the industry” and not just “on the industry” allows us to relate to communities and their residents, recreationalists of all types, and to understand the unique relevance of needs that can be most appropriately served by our clients. In other words, great recreational and park planning is not just collecting surveys and reporting results – it is about **achieving a sustainable balance of services, meeting community needs, and resource protection with community fulfillment**.
- Our approach to planning projects are that we become the **extension of the client’s team** and carry the same accountability as they do in serving their communities.
- This project is not about the PROS Team or what we think is best for your organization and stakeholders, nor do we believe that what works on some parts of the country will work here. This project is about producing reliable, sustainable, relevant, and innovative outcomes for the City of Chesterfield, and the people that live, work and play in the region.

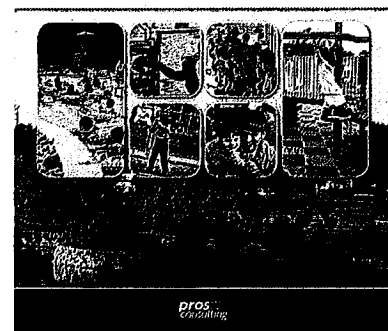
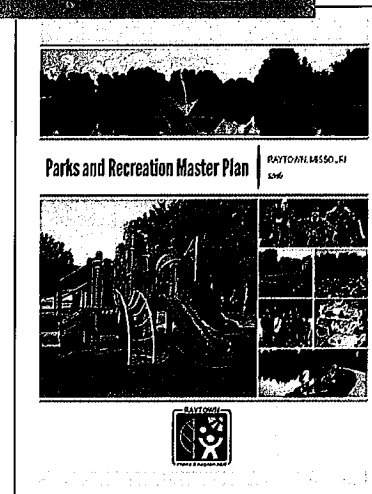




Firm's Qualifications

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:

- **Master Planning** – completed over 300 master plans for parks and park systems that have been successfully implemented and driven over \$5 billion worth of capital investment.
- **Strategic Planning** – completed over 300 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- **Programming Analysis** – As part of many of our Master Plans or Strategic Plans, PROS utilizes our PROS Program Positioning Model, or 3PM. The outcome of the process is the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. We have completed over 300 program plans for systems across the country.
- **Needs Assessment** – completed over 300 needs assessments as a precursor of doing a Master Plan, Strategic Plan or Feasibility Study.
- **Operations, Maintenance and Organizational Development** – PROS has completed over 450 plans that involved operations, maintenance and organizational development components.
- **Financial Planning and Management** – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks and park systems.
- **Feasibility Studies and Business Planning** – PROS has completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.
- **Customer Service Training** – completed customer service excellent training for municipalities across the country. The training is customized to each agency's goals and outcomes and range from single day work sessions to multi-year culture change processes.



"PROS Consulting has been one of the reasons for this department's success, which includes CAPRA Accreditation and the 2012 Gold Medal. PROS completed the department's 10-Year Comprehensive Master Plan. Far more than just a capital investment plan, the master plan delved into all aspects of the department, including key master plan "themes," service levels, land acquisition, a comprehensive program review, operations and financing, prioritization for future facilities, and a strategic action plan."

Michael Kirschman, Deputy Parks and Recreation Director, Charlotte-Mecklenburg County, NC regarding the Comprehensive Parks and Recreation Master Plan (2008) and the 2015 Update

Unique Experience Specific to the Project

The Consulting Team features unique experience that can serve the Chesterfield Parks, Recreation, Arts Department. The matrix below illustrates why our Consulting Team is the most qualified in relation to the qualifications requested by the Department.

Qualifications	PROS Consulting
Experience with parks, recreational facilities, programs and service management	Over 100 years combined experience as practitioners in the parks and recreation industry and as planners
A firm understanding of the work of parks and recreation agencies	Successfully completed over 1,000 planning projects in all levels of the public sector
Familiarity with public sector cost accounting and budgeting	Successfully completed over 150 cost of service, financial management, or revenue enhancement plans for public clients
Knowledge of existing park-centric partnerships throughout the country	Directly assisted over 70 public clients with identifying, establishing, and maintaining innovative partnerships
Experience developing fiscal or financial plans at facility level (park or sector), or system level	Successfully completed over 200 business plans for individual parks and park systems
Public facilitation experience	Facilitated over 4,000 meaningful public meetings and focus groups throughout the United States
Personnel training experience	Organized and facilitated personnel development and training programs for over 10,000 participants in the last 25 years
Familiarity with and experience doing business in Missouri	Completed similar projects in Westerville, Ferguson, Kansas City, Warrensburg, Columbia, O'Fallon, Clayton, Great Rivers Greenway District, CityArchRiver Foundation and many other parks and recreation agencies across the region
Experience in CAPRA Accreditation	Assisted the following agencies with CAPRA Accreditation in the past through master and strategic plans: Kansas City, MO; Carmel, IN; Indianapolis, IN; Roanoke, VA; Toledo, OH MetroParks; Prince George's County, MD; Mecklenburg County, NC; Olathe, KS and many others throughout the last 22 years. Two CAPRA Visitors on staff.
Forensic accounting and economic analysis experience	Utilized forensic accounting in all cost of service, business plan projects, and economic impact analysis; former public finance director and CPA on staff
Operational and programming analysis experience	PROS Consulting has completed over 300 operational and programming studies for a wide variety of parks and recreation planning projects on a system-wide level as well as site/facility specific
Statistically-Valid Survey Development and Benchmarking	Members of the project team have completed over 300 statistically-valid surveys on park related projects. Through this work, members of the project team have developed a benchmark of "best practice" agencies across North America

"PROS Consulting has proved to be responsive, innovative, and sensitive to the unique needs and interests of our community. Based on the recently completed Parks and Recreation Master Plan, I am confident it will provide us a sound framework for decision-making for the next five years and beyond. PROS has assisted us to become the award-winning park system CCPR is today on many planning projects and has played an integral role in CCPR's planning efforts for nearly two decades."

Michael Klitzing, Chief Operating Officer, Carmel Clay Parks & Recreation



Subcontractors

We have expanded our expertise and capabilities in order to best serve the needs of the City of Chesterfield in this project. Our sub-consultants have worked with us on similar projects in the past and have a great reputation across the industry, both locally and nationally.

ETC Institute

Our ability to Effectively Listen & Involve Citizens and Clients has given ETC Institute a reputation as one of the premier public policy market research firms in the country. ETC Institute's services focus on involving citizens, users, and stakeholders in the decision making process and developing creative and sustainable funding strategies.

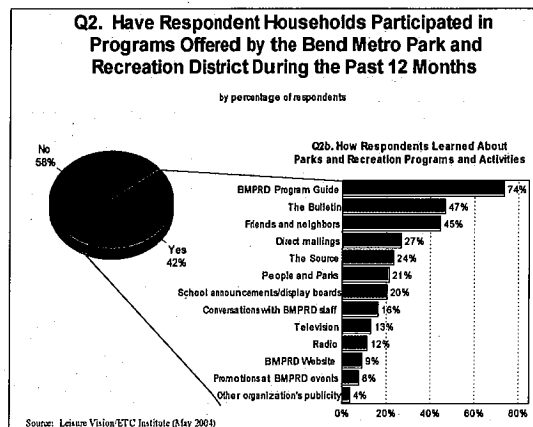


Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research. We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies.

Chris Tatham, CEO
725 W. Frontier Circle
Olathe, KS 66061
P. 913.829.1215

Established in 1992, the principals and associates of ETC Institute helped secure funding for more than \$2 billion of parks and recreation projects.

PROS Consulting and ETC Institute have teamed on more than 300 similar parks and recreation projects.



Section Three - Project Management and Personnel

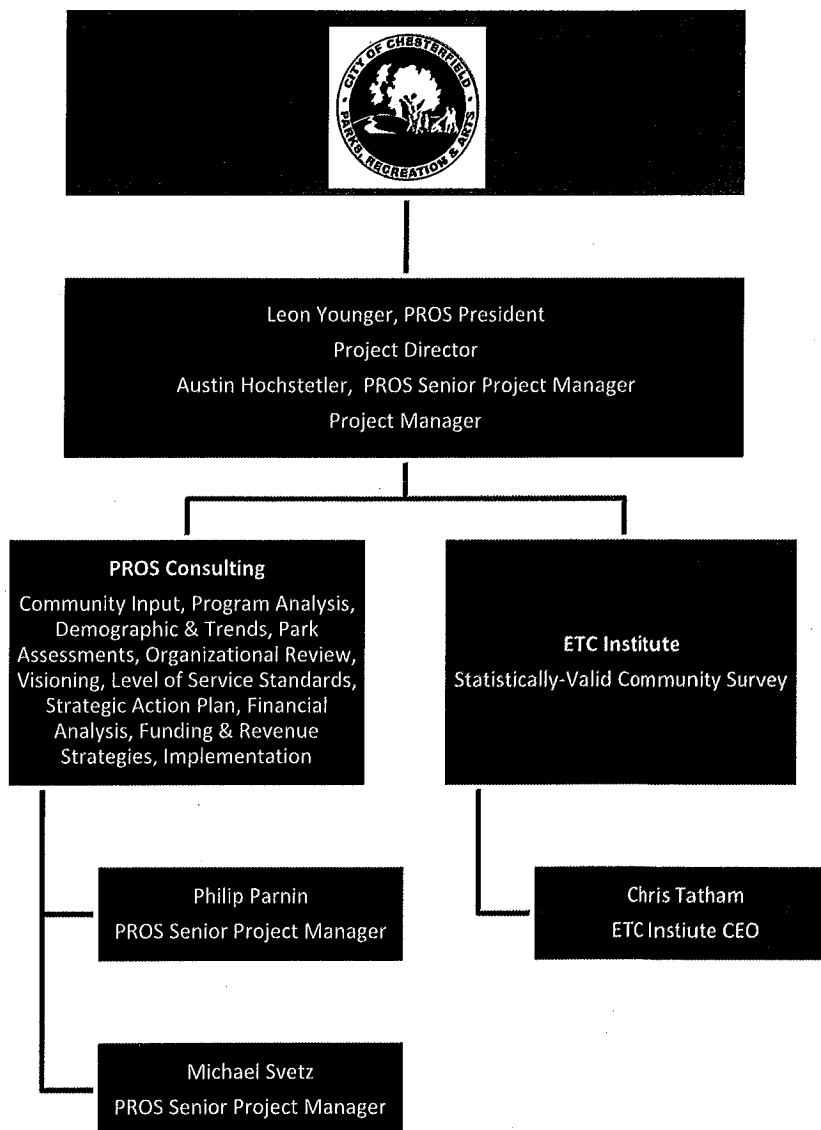
Project Management

The Consulting Team on this project will be led by PROS Consulting President Leon Younger, as well as Austin Hochstetler with assistance by all PROS Consulting team members. Central to our project approach is providing a high level of responsiveness to the Chesterfield Parks, Recreation, and Arts Department staff and maintaining accessibility throughout the project lifespan. Our team has the capacity, flexibility and will work hard to effectively serve as an extension of the City's project staff.

The Consulting Team we have assembled has the experience and reputation of meeting time schedules and budgets on past projects and have completed hundreds parks and recreation planning projects of similar nature.

Team Organization

The following organizational structure demonstrates how the team will be coordinated by PROS Consulting.





City of Chesterfield Parks, Recreation & Arts

Resumes

The following pages outline each Consulting Team member's professional experience.

Leon Younger

PROS Consulting

President

Education

M.P.A., University of Kansas, Aug. 1988

B.S., Kansas State University, May 1975

Employment History

President, PROS Consulting, Sep. 1995 to present

Director/Chairman of the Board, Indianapolis Parks and Recreation, Apr. 1992 to Sept. 1995

Executive Director, Lake MetroParks (OH), Jun. 1988 to Mar. 1992

Director, Jackson County (MO) Parks and Recreation, Aug. 1983 to Jun. 1988



Certification

Certified Park and Recreation Professional

Professional Experience

- Founder and President of PROS Consulting
- More than 40 years in parks, recreation, and leisure services
- Recognized leader in applying innovative approaches to managing parks and recreation organizations
- Held positions as Director of Parks and Recreation in Indianapolis, Indiana; Executive Director of Lake Metroparks in Lake County, OH (Cleveland vicinity); and Director of Parks and Recreation in Jackson County, MO (Kansas County)
- Received the 1994 National Recreation and Park Association's Distinguished Professional Award for his progressive and innovative thinking in management of public parks and recreation entities
- Co-creator of the Community Values Model™, a business model that synthesizes public input into a strategic plan
- Regularly addresses sessions at the National Recreation and Park Association Conferences and has served as a board member and instructor at the Pacific Revenue and Marketing School in San Diego, California and the Rocky Mountain Revenue and Management School in Colorado
- In 2012, Leon was inducted into the NRPA Legends Hall of Fame
- Currently, Leon is serving on the Board of Directors for the City Parks Alliance, the only independent, nationwide membership organization solely dedicated to urban parks

Similar Project Experience

- City of Kansas City, MO Parks and Recreation Master Plan
- Wentzville, MO Parks and Recreation Master Plan
- Raytown, MO Parks and Recreation Master Plan
- Shawnee County, KS (Topeka) Parks and Recreation Strategic Master Plan
- Olathe, KS Parks and Recreation Master Plan & Recreation Center Feasibility Study
- Carmel Clay, IN Parks and Recreation Master Plan
- Westerville, OH Parks, Recreation and Open Space Master Plan
- Aspen, CO Recreation Division Business Planning Services
- Estes Valley, CO Recreation Center Feasibility Study
- Everett, WA Parks and Recreation Master Plan
- City of San Francisco, CA Recreation Plan and Needs Assessment
- City of Healdsburg, CA Parks and Recreation Needs Assessment and Parks and Open Space Plan
- Sonoma County, CA Management Review Services and Implementation Plan
- Grapevine, TX Parks, Recreation and Open Space Plan
- Charlotte/Mecklenburg County, NC Parks and Recreation Strategic Master Plan

Austin L. Hochstetler

PROS Consulting

Senior Project Manager

Education

M.S., Clemson University, May 2012

B.S., Indiana University, May 2010

Employment History

Senior Project Manager, PROS Consulting, 2015 to Present

Project Manager, Eppley Institute for Parks and Public Lands, Indiana University, 2012 to 2015

Graduate Teaching and Research Assistant, Clemson University, 2010 to 2012

Clemson Outdoor Recreation and Education Program Manager, Clemson University 2010 to 2011

Certification

Certified Park and Recreation Professional (CPRP)

Professional Experience

- Has held various positions in the non-profit and public sectors including the Indiana Department of Natural Resources, Boy Scouts of America, and Young Men's Christian Association (YMCA)
- Experienced project manager, master and strategic planner, facilitator, organizational consultant, professional trainer, and course curriculum developer
- Current chair-elect for the Natural Resources, Trails, and Greenways (NRTG) Section for the Indiana Park and Recreation Association (IPRA)
- Served as Program Administrator for the World Parks Academy, an international certification program for World Urban Parks, formerly known as the International Federation of Park and Recreation Administration (Ifpra)
- Served as course coordinator for the W. Edwards Deming Award winning Facility Manager Leaders Program (FMLP) for the National Park Service (NPS)
- Has coordinated park and recreation projects at the local, state, federal, and international levels
- Has extensive experience in managing online learning management systems (LMS), web-conferencing systems, and online survey development and implementation

Similar Project Experience

- Edwardsville, IL Sports Complex Business Plan
- Valparaiso, IN Parks and Recreation Master Plan
- Speedway, IN Parks and Recreation Master Plan
- West Chicago, IL Sports Complex Feasibility Study
- Brownsburg, IN Parks and Recreation Organizational Assessment
- Centerville-Washington Township, OH Parks and Recreation Maintenance Management Plan
- Huber Heights, OH Parks and Recreation Master Plan
- Derby, KS Recreation Commission Parks and Recreation Master Plan
- Pulaski County, AR River Trail Recreation Junction Study
- Montana State Parks Business Planning Services
- Tacoma, WA Metro Parks Comprehensive Program Plan
- Arlington County, VA Parks and Recreation Master Plan
- Minneapolis, MN Maintenance and Operations Plan
- Montana State Parks Business Planning Services
- Dakota County, MN Visitor Services Plan
- Milwaukee County, WI Parks and Recreation Master Plan
- Northwoods Urban Forest Park Feasibility Study (Hot Springs, AR)





City of Chesterfield Parks, Recreation & Arts

Philip Parnin

PROS Consulting

Senior Project Manager

Education

B.S. Recreation and Parks Management, Indiana University

Employment History

Consultant, PROS Consulting; 2017 - present

Director of Parks and Recreation, Town of Brownsburg, IN; 2007 to 2017

Assistant Director of Parks and Recreation, Town of Brownsburg, IN; 2006 to 2007

Director of Recreation, Mooresville Park District, IN; 2000 to 2006

Recreation Supervisor, Town of Munster, IN; 1998 to 2000

Recreation Programmer, Monroe County, Bloomington, IN; 1997 to 1998



Professional Experience

- Philip Parnin has 25 of years of experience in the field of parks, recreation, and leisure services.
- He has managed and led park development and sustainable operations at the executive level for over 16 years (including over a decade as director).
- In his leadership role, Philip established standards for improved efficiencies and operations by developing system-wide business plans, enterprise fund business plans, strategic master plans, recreation plans, marketing plans, site master plans, capital improvement plans, maintenance plans, trails and greenways plans, emergency action plans, and feasibility studies.
- He has served on several different park capital and economic development projects while in the field including, land acquisition, downtown revitalization, infrastructure improvements, along with facility design and construction.
- Served as the Indiana Park and Recreation Association President, along with serving on the Board of Directors.
- Served on the Indianapolis Metropolitan Planning Regional Bikeways Steering Committee
- Served on the Stone Belt Board of Directors preparing, empowering and supporting individuals with disabilities.
- He currently serves as the Treasurer of the Indiana Park & Recreation Foundation
- His approach to planning helps agencies transform ideas into plans, plans into implementation and ultimately successes that can be leveraged for even greater opportunities.

Similar Project Experience

- City of Upper Arlington, OH; Comprehensive Master Plan
- City of Durango, CO; Strategic Master Plan
- Great Parks of Hamilton County, Cincinnati, OH; Comprehensive Master Plan
- Town of Brownsburg, IN; Strategic Master Plan
- City of Huber Heights, OH; Needs Assessment & Prioritization Plan
- Town of Avon, IN; Park Site Master Plan
- Town of Brownsburg, IN; Little League Baseball Business Plan
- Cincinnati Recreation Commission, OH; Business Plan
- Streamwood Park District, Streamwood Village, IL; Strategic Marketing Plan
- City of Santa Clara, CA; Operational Costing Model
- Town of Brownsburg, IN; Maintenance Management Plan
- Town of Brownsburg, IN; Organizational Assessment

Michael Svetz

PROS Consulting

Senior Project Manager

Education

B.S., Miami University, 1990

M.S., Miami University, 1991

Employment History

Consultant, PROS Consulting; 2012 to present

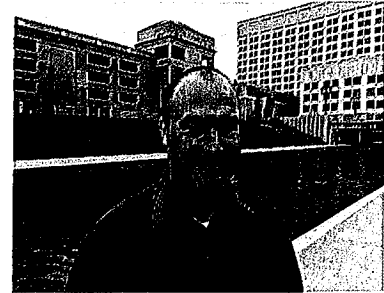
Director of Parks and Recreation, City of Goodyear, AZ; 2009 to 2012

Director of Parks and Recreation, City of Charlottesville, VA; 2004 to 2009

Director of Parks and Recreation, City of Strongsville, OH 2000 to 2004

Assistant Director of Parks and Recreation, City of Strongsville, OH 1997 to 2000

Recreation Supervisor, City of Brunswick, OH 1991 to 1997)



Professional Experience

- Michael Svetz has served 25 years in the field of parks and recreation for local governments, the last 15 of which at the executive management level. He has held Director-level positions in Strongsville, Ohio (Cleveland vicinity), Charlottesville, Virginia and most recently for the City of Goodyear, Arizona.
- He has vast experience in developing and applying cutting edge business processes to create self-sustaining operations of multi-million dollar community centers, golf courses, and a Major League Baseball Player Development and Spring Training complex.
- Throughout his career, Mike has successfully developed and implemented strategic master plans for the parks and recreation departments that he led and the city and state associations that he served.
- As a dedicated public servant, Mike developed a deep knowledge of, and sincere appreciation for, organizational development, citizen engagement, board involvement and political acumen, all of which are critical elements in the successful creation and implementation of any parks and recreation plan.
- Since joining PROS Consulting, he has participated in numerous parks and recreation planning projects that include master plans, strategic plans, business planning, and strategic implementation. His project management skills and organization have assisted in the creation of innovative and fiscally sustainable projects across the United States.

Certification

Certified Public Manager

Similar Project Experience

- Great Falls, MT Parks and Recreation Master Plan
- Billings, MT Parks and Recreation Master Plan
- City of Aspen, CO Recreation Division Business Plan
- City of Boulder, CO Aquatic Division Business Plan
- City of Calgary, Alberta, Canada, Park Zero Based Budget Review
- City of American Canyon, CA Parks and Recreation Master Plan
- City of Scottsdale, AZ Parks and Recreation Master Plan
- City of Provo, UT Parks and Recreation Master Plan
- Muskingum Watershed District (New Philadelphia, OH) Lakefront Business Planning Analysis
- Fairfax County, VA Park Authority Needs Assessment
- City of Charlottesville, VA Parks and Recreation Master Plan
- Santa Clara County, CA Cost Recovery and Pricing Plan
- City of Pasadena, CA Sports Field Strategic Plan and Parks Maintenance Management Plan
- City of West Hollywood, CA Park Ordinance Review
- City of Napa, CA Senior Center Feasibility Study and Business Plan
- City of Kansas City, MO Garrison Community Center Business Planning Services
- Cleveland Metropolitan Park District, OH, Lakefront Parks Business Planning Services



City of Chesterfield Parks, Recreation & Arts

Christopher E. Tatham

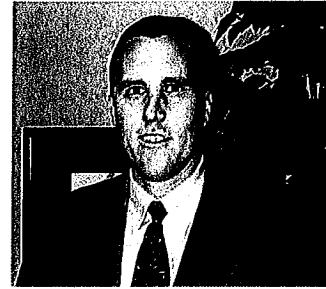
ETC Institute

Chief Executive Officer

Education

M.B.A., Management, Kansas State University

B.A., Princeton University, Political Science/Economics



Professional Experience

- Mr. Tatham is currently serving as the Chief Executive Officer for ETC Institute. Under his leadership, ETC Institute has become the nation's leading market research firm in the field of community-based research for local governments. The company has extensive research experience with issues that affect local governments including: parks and recreation, transportation, planning and zoning, public safety, and more.
- Mr. Tatham is also considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments. In 1999, Mr. Tatham designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.
- Mr. Tatham has served as political advisor and conducted survey research that led to voter approval of projects of sales taxes and bond issues valued at more than \$4 billion during the past ten years. He received an award from the Midwest Region of NRPA for his efforts to help local communities secure funding for parks and recreation system improvements.
- During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities

Similar Project Experience

- | | |
|-------------------|-----------------------|
| • Anchorage, AK | Las Vegas, NV |
| • Atlanta, GA | Miami-Dade County, FL |
| • Austin, TX | Nashville, TN |
| • Cleveland, OH | New York, NY |
| • Charlotte, NC | Oklahoma City, OK |
| • Columbus, OH | Phoenix, AZ |
| • Dallas, TX | Providence, RI |
| • Denver, CO | Riverside County, CA |
| • Des Moines, IA | San Antonio, TX |
| • Durham, NC | San Diego, CA |
| • Fort Worth, TX | San Francisco |
| • Honolulu, HI | San Jose, CA |
| • Houston, TX | Seattle, WA |
| • Kansas City, MO | |

PROS Consulting & ETC Institute Experience & References

Wentzville, MO Parks and Recreation Master Plan (2016)

WENTZVILLE, MISSOURI

The Wentzville Parks and Recreation Department provides a comprehensive approach in the delivery of parks, recreation facilities, historic sites, and program services to the citizens of Wentzville that greatly contributes to the quality of life for residents of the city.

In 2016, PROS Consulting worked with the Wentzville Parks and Recreation Department to complete a parks and recreation master plan. The plan serves as a blueprint to meet the needs and wishes of Wentzville citizens over the next 10 years. The recommendations outlined in the Master Plan include both immediate needs of the city and long-term, visionary actions.

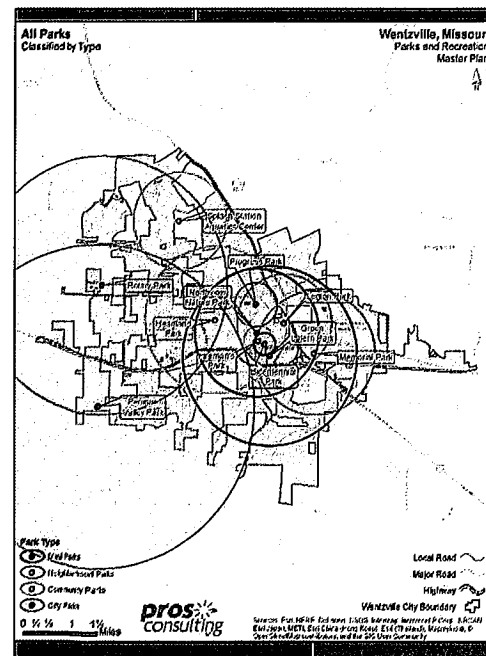
The Wentzville Parks and Recreation Master Plan followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The project process followed a logical planning path, as illustrated below:



The Master Plan was not an end product in itself. The plan is rather a means to guide the provision of parks and recreation and advance the overall mission and vision of parks and recreation department. The purpose of the Plan was three-fold:

- First, it put into place a systematic and ongoing inventory, analysis, and assessment process that helps the City now and in the future.
- Second, it determined the context of recreation facilities and programs system-wide.
- Third, it provided guidance in determining the effectiveness of programs and services, marketing strategies, and land management.

Project Reference: Mr. Mike Lueck, Director of Parks & Recreation; 968 Meyer Rd.; Wentzville, MO 63385; 636.939.2080; mike.lueck@wentzvillemo.org





Raytown, MO Parks and Recreation Master Plan (2016)

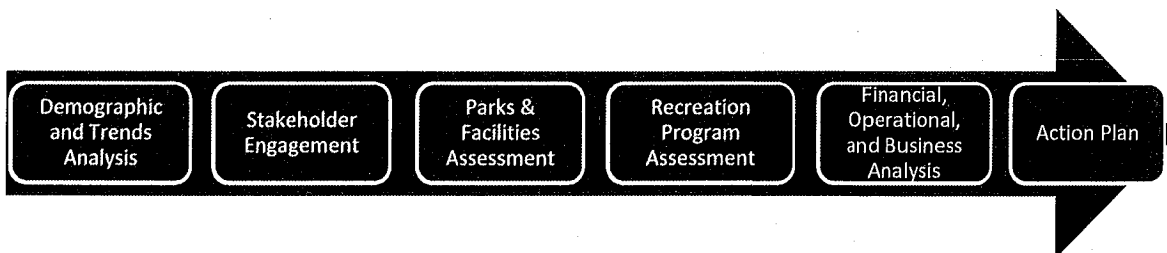
RAYTOWN, MISSOURI

The City of Raytown Parks and Recreation Department offers quality valued assets and programs to the community through a variety of services that enhance Raytown's quality of life, economic value, and sense of community. The Department owns and maintains 177 acres of parkland and also offers exceptional recreation programming for all ages in the areas of Adult & Youth Sports, Special Events, and Aquatics.

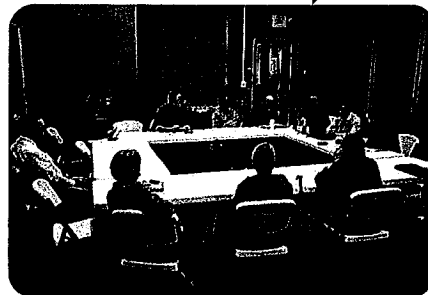
Developing the Parks and Recreation Master Plan helped to ensure the continued success of the Raytown system and community. The Master Plan guided decisions regarding future parks, open space, recreational facilities, recreation programs, and organizational management over the next ten years. Additionally, the Master Plan recommendations and implementation plan contribute to the sustainable operations of Raytown's facilities and services through potential partnerships and administrative enhancements.

PROS Consulting was retained to be a partner with the city to develop the Parks and Recreation Master Plan. The Master Plan was built around a series of technical assessment processes to evaluate the parks and recreation system, as well as the operations and management of Super Splash USA, the city's aquatic center and waterpark. Policies, procedures, parks, facilities, programs, and services were evaluated against best practices in the state and region to ensure quality service delivery to the community.

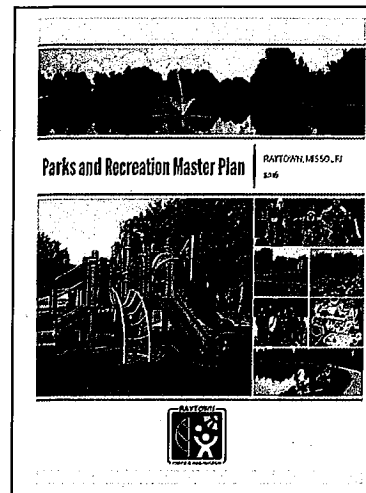
The Raytown Parks and Recreation Master Plan Update followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The project process followed a logical planning path, as illustrated below:



Major elements of the Master Plan included community engagement, a recreation program plan, Level of Service analysis, aquatic facility assessment, and strategic action plan. Overall these assessments offered an analytical perspective of program and service offerings and helps identify strengths, weaknesses, and opportunities regarding their funding and management. The assessments also assisted in identifying core programs, program gaps within the community, key system-wide issues, and areas of improvement and in determining future programs and services for residents.



Project Reference: Mr. Kevin Boji, Director of Parks & Recreation; 5912 Lane Ave, Raytown, MO 64133; 816.358.4100; kevinb@raytownparks.com

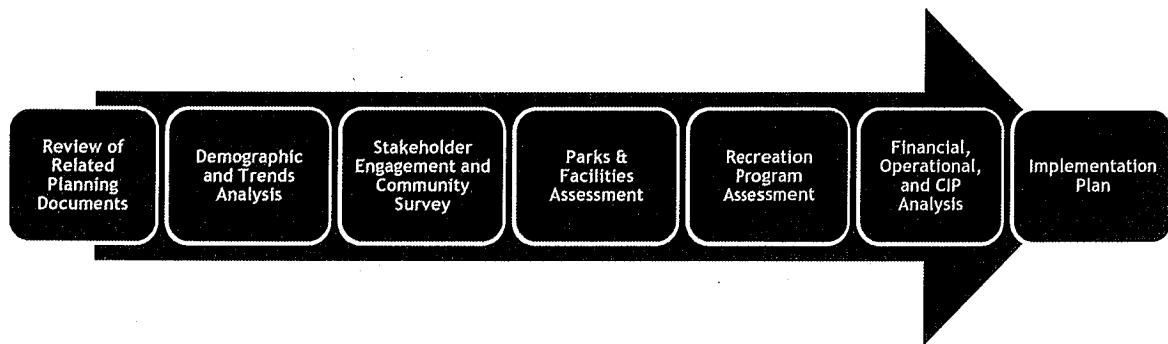
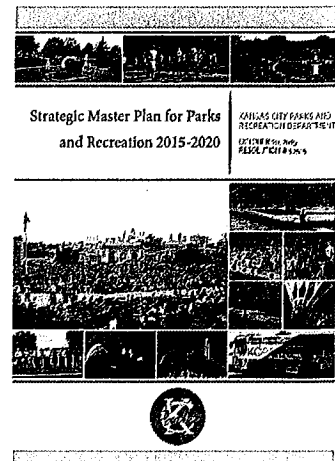


**Request for Qualification:
Development of a Parks, Recreation, and Arts Comprehensive Master Plan**

City of Kansas City, MO Parks & Recreation System Master Plan Update (2015)

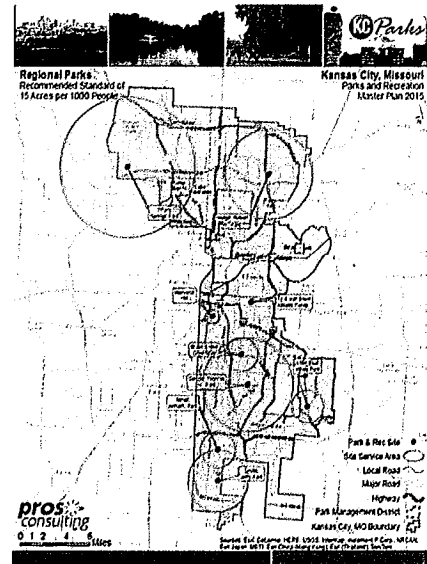
KANSAS CITY, MISSOURI

In its effort to continually improve the services and overall effectiveness that it provides to the community, the Kansas City, Missouri, Parks and Recreation Department (KCMOPRD) hired PROS Consulting in the spring of 2014 to update their parks and recreation system plan. The outcomes, as outlined in the plan, assisted the Department in re-evaluating park and amenity conditions, refining its recreational service delivery programming, increasing access to facilities, enhancing connectivity, and implementing operational business practices and pricing strategies to enhance/or sustain services over both the short and long term. The process of developing the Master Plan followed a logical planning path, as described below:



As part of the study, PROS Consulting conducted an extensive public involvement process to vet or refine community values and issues leading the KCMOPRD's vision. The PROS Team utilized its Community Values Model as the foundation of the study. The Community Values Model is an innovative process approach to gather comprehensive public input and insight from key community leaders, stakeholders, general public and users to define the overall guiding principles and values of the community related to the delivery of parks, recreation facilities and program services. The Parks and Recreation System Plan focused on evaluating how the Department approaches not only park maintenance, service delivery, and facility operations, but also how to plan for a long-term sustainably funded and properly staffed system that aligns with the evolving needs of the Kansas City Community.

Project Reference: Mr. Mark McHenry, Parks and Recreation Director;
4600 E. 63rd St.; Kansas, MO 64130; 816.513.7500;
mark.mchenry@kcmo.org





City of Olathe Parks and Recreation Master Plan (2014)

OLATHE, KANSAS

The Olathe Parks and Recreation Department provides a comprehensive approach in the delivery of parks, recreation facilities, historic sites, and program services to the citizens of Olathe that greatly contributes to the quality of life for residents of the City. In order for the Parks and Recreation Department to continue to be viable, it needed a solid planning document to guide the City's efforts, which was outlined in the Olathe Parks and Recreation Master Plan.

In 2014, PROS Consulting, as well as Confluence and ETC Institute, completed the master plan, which took nine months to develop and involved all representative departments with an extensive and robust public input process. The master plan provided a framework to respond to citizens' needs and expectations, as well as identifies priorities for the staff to work toward successful implementation.

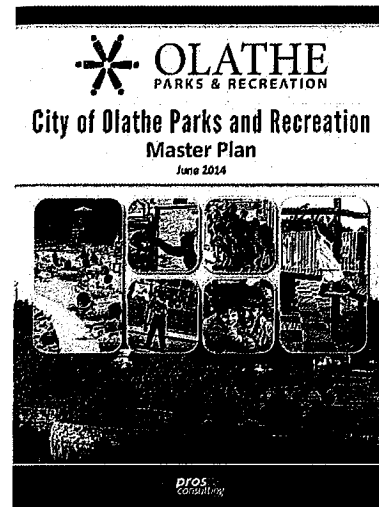
The process of developing the Olathe Parks and Recreation Master Plan followed a logical planning path as described below:



The purpose of the Olathe Parks and Recreation Master Plan was to serve as a planning document to guide the City leaders and staff for the next 5 to 10 years. The results of which will aid the City with guidance toward where and how to deliver parks, recreation facilities, historic sites, and programs to meet public expectations and needs. The document that clearly states key issues that need to be addressed along with key recommendations on how to address those issues.

Throughout the planning process, residents supported the efforts of the City to build the new Community Center scheduled to open in July 2014. The community has also supported City administrators as they continue to project further improvements to the park and recreation system with the desire to brand the City of Olathe as the city of choice when living in Johnson County, Kansas.

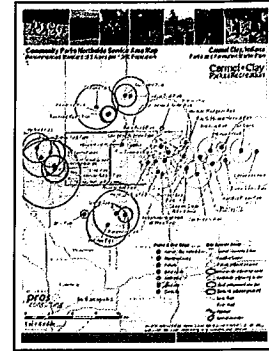
Project Reference: Mr. Brad Clay, Deputy Director; Olathe Parks & Recreation; 100 E. Santa Fe Street; Olathe, KS 66051; 913.971.8618; bclay@olatheks.org



Carmel, IN Comprehensive Parks and Recreation Master Plan (2015)

CARMEL, INDIANA

Founded in 1991, Carmel Clay Parks & Recreation (CCPR) was established through an Interlocal Cooperation Agreement between the City of Carmel and Clay Township in Indiana. CCPR was created to serve the nature and fitness needs of the community, manage and develop existing spaces and resources, and create a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 acres of park land and numerous recreation facilities, providing more than 5,000 annual classes and programs for all ages. CCPR contributes to the community's outstanding quality of life by providing enriching, enjoyable escapes through recreation, fitness, and nature.



To continue to serve the City of Carmel and Clay Township, CCPR desired an updated Parks and Recreation Comprehensive Master Plan to guide development and actions for the next five years, as well as use as part of the agency's CAPRA Requirement. The purpose of the Parks and Recreation Comprehensive Master Plan was to identify current and future needs of the community, while also updating level of service standards, reviewing the financial strength of CCPR, and providing an action plan with funding and revenue strategies. The Parks and Recreation Comprehensive Master Plan represents CCPR's commitment to providing a quality park and recreation system for the City of Carmel and Clay Township.

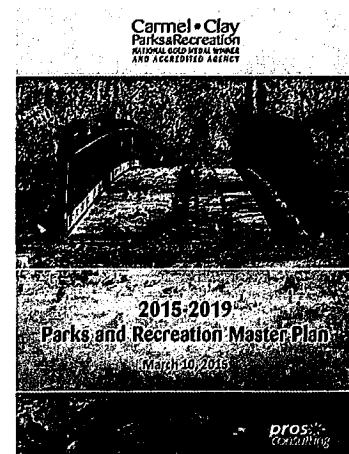
PROS Consulting, as well as **ETC Institute**, worked with CCPR to complete the master plan, which included extensive community input and distinct analysis. The Master Plan was an updated of the previous master plan completed by PROS Consulting for the CCPR, and built off other plans completed by PROS (marketing plan, maintenance management plan, The Monon Community Center Business Plan). The Master Plan scope included:



- Community and Stakeholder Input
 - Focus groups, key leader interviews, and public meetings; Joint meetings with fiscal bodies; Community survey; Demographics and trend report; Benchmark Analysis
- Parks, Facilities and Program Assessment
 - Park assessment; Facility assessment; Level of Service standards; Equity mapping/service area analysis; Program Assessment, Priority ranking needs assessment; Capital Improvement Plan
- Operations, Financial, and Benchmark Analysis
 - Operations review; Finance review; Funding sources review
- Master Plan Development
 - Review vision, mission, values; Master Plan themes, initiatives and goals; Plan briefings/public meetings

The master plan built off a great legacy of parks and recreation within Carmel. Recently, Carmel was named one of the "Best Places to Live in America" by CNN Money Magazine, and parks and recreation played an integral role in the quality of life of residents. **The agency recently became CAPRA Accredited and won the 2014 Gold Medal for Parks and Recreation at NRPA.**

Project Reference: Mr. Michael Klitzing, Parks and Recreation Assistant Director; 1235 Central Park Drive East; Carmel, IN 46032; 317.573.4018; mklitzing@carmelclayparks.com





City of Westerville, OH Parks, Recreation & Open Space Master Plan (2013) & Recreation Center Feasibility Study (2017)

WESTERVILLE, OHIO

The City of Westerville Parks & Recreation Department is nationally recognized for excellence in parks and recreation and widely respected in the state of Ohio as a “best practice” agency. A three-time National Recreation and Park Association (NRPA) Gold Medal winner, Westerville Parks & Recreation is one of only 106 accredited agencies in the U.S. Healthy, active lifestyles, preservation of the environment and economic development are among the core values as they serve nearly one million residents, patrons and guests annually.

In 2013, PROS Consulting, as well as **ETC Institute**, completed a Parks, Recreation & Open Space Master Plan for the City of Westerville, a historic community nestled in the heart of the Columbus metro-plex that has managed to maintain a strong sense of individual character and identity amidst the fast pace of the surrounding cities. Westerville is home to numerous regional destinations, businesses, and attractions, many of which are owned, operated, or partnered with the Westerville Parks and Recreation Department.

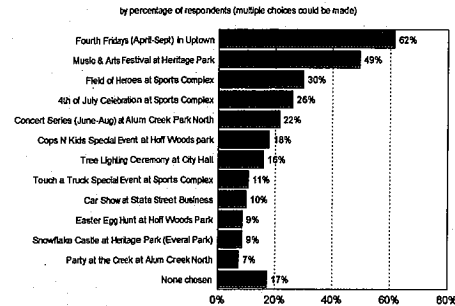
Westerville Parks and Recreation Department is widely respected as a best-practice agency in the State of Ohio, as well as in the United States for maintaining a consistent standard of excellence and level of service for residents of Westerville and visitors to the City. Westerville Parks and Recreation has received accreditation by the Commission for Accreditation of Parks and Recreation Agencies. The Master Plan was designed to support the Department in continuing to provide innovative and well-balanced facilities and programs in the community as the City grows and evolves. The consulting team developed the PROS Master Plan using the following processes:

- Community input that included focus groups, intercept surveys, key leadership meetings, staff focus groups, public forums and a City-wide statically valid survey
- Demographic and Trends Analysis
- Park site assessments
- Program assessments
- Level of service assessment
- Financial assessment
- Community center and senior center feasibility study
- Future park site and trail assessment and improvements
- Capital improvement cost for key recommendations

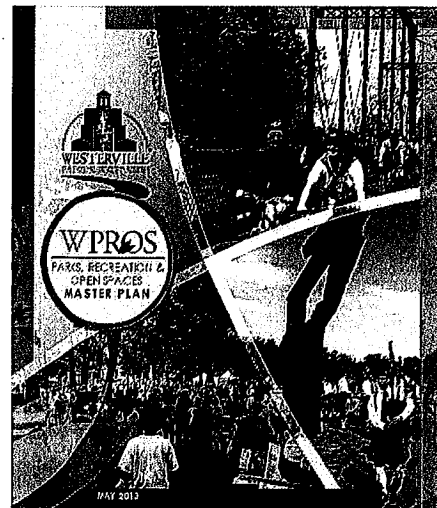
The City of Westerville Park and Recreation Department is a best practice agency that has demonstrated to the community the value of having a first-class park and recreation system to access and take great pride in for living in Westerville. The Master Plan was a guide on where the Department needed to center their energy and values for the next ten years. It was also a plan to inform the residents on where they will invest future income tax revenues over the next ten years. **The agency recently became CAPRA Accredited and won the 2013 Gold Medal for Parks and Recreation at NRPA.**

Project Reference: Mr. Randy Auler, Director of Parks and Recreation; City of Westerville; 350 N. Cleveland Ave.; Westerville, OH 43082; 614.901.6504; randy.auler@westerville.org

Q7. Community Special Events, Festivals, and Programs That Households Have Attended in the Past 3 Years



Source: Latent Vision/ETC Institute (March 2013)



City of Warrensburg, MO Parks and Recreation Master Plan (2014)

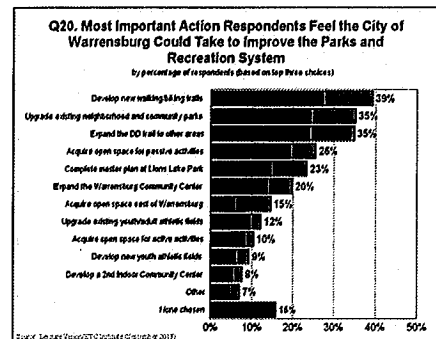
WARRENSBURG, MISSOURI

In 2014, PROS Consulting, as well as Olsson Associates and ETC Institute collaborated with the City of Warrensburg Parks and Recreation Department to develop a Parks and Recreation Master Plan. The City of Warrensburg Parks and Recreation Department (WPR) offers quality valued assets and programs to the community through a variety of services that enhance Warrensburg's quality of life, economic value, and sense of community. WPR owns and maintains 401.7 acres of parkland. The system includes the 54,000-square foot Warrensburg Community Center, the Nassif Aquatic Center, seven playgrounds, seven ball diamonds, five multi-use fields, and 4.5 miles of trail. WPR also offers exceptional recreation programming for all ages in the areas of aquatics, health and fitness, general recreation, sports, and special events.



Developing the 2014 *Parks and Recreation Master Plan* helped to ensure the continued success of the Warrensburg system and community. The Master Plan was a critical element in the strategic management of WPR and, when used as a living document, helps guide decisions regarding future parks, open space, recreational facilities, recreation programs, and organizational management over the next ten years.

Additionally, the Master Plan recommendations and implementation plan contributed to the sustainable operations of Warrensburg's facilities and services through potential partnerships and administrative enhancements.



The master plan was built around a series of technical assessment processes to measure the parks and recreation system, as well as the operational management of policies, procedures, parks, facilities, programs, and services against best practices in the state and region.

The *Parks and Recreation Master Plan* began with an analysis in the community of Warrensburg in terms of demographics and local recreation trends. National trends in recreation were also be presented for comparison. A benchmark analysis that demonstrates how Warrensburg compares with similar communities along key variables was completed. Community input was gathered through focus groups, public meetings, and a community survey. The findings of this input with data from the community profile, benchmark assessment, and consultant team observations were applied to produce priority rankings for facilities and programs. Also, an assessment of the City's parks and facilities was presented along with CIP. The Consulting Team also completed an assessment of recreation programs, financial information, organizational practices and an overall strategic action plan.

Warrensburg Facility/Amenity Priority Rankings	
	Overall Ranking
Walking and biking trails	1
Dog parks	2
Nature trails/nature center	3
Indoor fitness and exercise facilities	4
Outdoor swimming pools/water parks	5
Indoor running/walking track	6
Outdoor amphitheater	7
Playground equipment	8
Indoor swimming pools/leisure pools	9
Green space and natural areas	10
Small neighborhood parks	11
Community gardens	12
Shelters/picnic areas	13
Large community parks	14
Racquetball courts	15
Disc golf	16
Youth baseball fields	17
Outdoor tennis courts	18
Indoor basketball/volleyball courts	19
Youth soccer fields	20
Youth softball fields	21
Youth football fields	22
Outdoor basketball courts	23
Adult softball fields	24
Skateboard park	25

Project Reference: Ms. Dodee Matthews, Parks and Recreation Director; 102 South Holden Street Warrensburg, MO 64093; 660.747.7178; dodee.matthews@warrensburg-mo.com



City of Chesterfield Parks, Recreation & Arts

CityArchRiver 2015 Foundation Strategic Plan, Maintenance Management Plan & Business Plan

ST. LOUIS, MISSOURI

In 2014, PROS Consulting was retained by the CityArchRiver 2015 Foundation to develop a Strategic Plan, Maintenance Management Plan, and a Business Plan for the agency. CityArchRiver will make the Arch easier and safer for everyone to experience by connecting, invigorating and expanding the park's grounds and museums. CityArchRiver connects the Gateway Arch grounds with the East and West riverfronts and the region. Through the creation of new spaces for events and public education, expanded museum space, additional park acreage and bicycle trails, children's play areas, performance venues and a lively, invigorated riverfront, locals and tourists alike will find new opportunities to learn, linger and enjoy one of the world's most recognized icons.

Gathering the ideas, knowledge, enthusiasm, and tools necessary to bring to life one of the most innovative and iconic of all park partnership endeavors is no simple task, but one in which great efforts yield a great reward. An Alliance of partners, comprised of the National Park Service, City of St. Louis, Great Rivers Greenway, CityArchRiver 2015 Foundation, Bi-State Development Agency, Jefferson National Parks Association, St. Louis Convention and Visitors Commission, Missouri Department of Transportation, Partnership for Downtown St. Louis, and other entities jointly developed a Strategic Plan to guide the work through the construction and perpetual operation of the CityArchRiver 2015 Project Area.

Strategies focused on five Overall Priorities for the Alliance as it evolved into a fully functional consortium overseeing a dynamic, globally significant area:

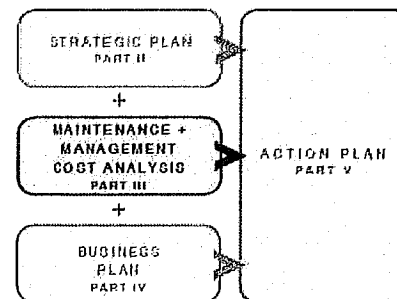
- Build consensus around one path forward
- Coordinate core CityArchRiver area functions
- Utilize an enterprise approach, not simply a jurisdictional one, in managing the area
- Regularly renew area features and programs
- Continually explore new ways to work together

To ensure mutually beneficial relationships were maintained as these priorities were pursued, Strategic Outcomes and tactical recommendations are identified for various management functions.

The Strategic Plan provided insight on organizational and operational decisions for the long-term management of the CityArchRiver area, but it alone was not sufficient to fully develop a unified Action Plan for all of the tactics needed. The companion Operations and Maintenance Cost Analysis and Business Plan supported the Strategic Plan in forming the comprehensive plan for the Alliance.

Project Reference: Ms. Susan Trautman, Executive Director; Great Rivers Greenway District; 6174 A Delmar Blvd.; Saint Louis, MO 63112; 314-932-4901; strautman@grgstl.org

STRATEGIC PLAN



Section Five - Project Understanding and Approach

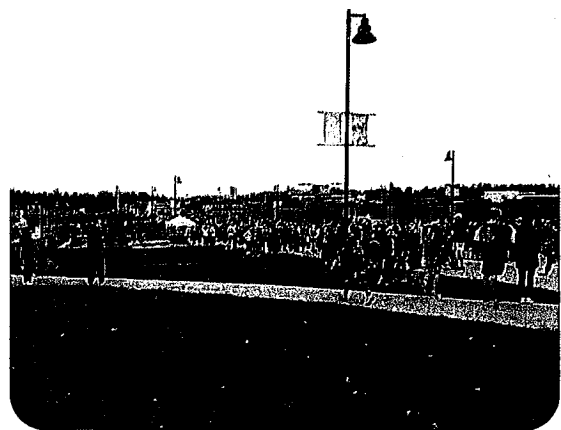
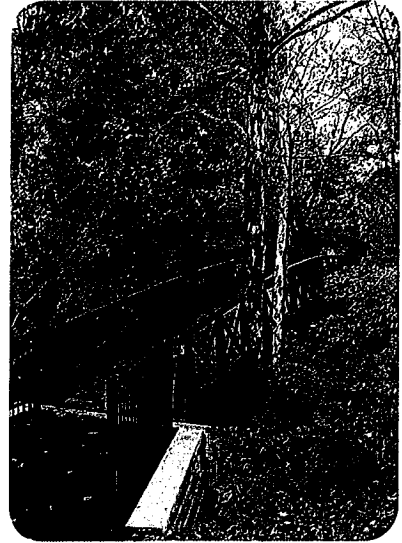
Project Understanding

The City of Chesterfield Parks, Recreation, and Arts Department has a long standing commitment to provide high quality parks and recreation programs to the community. As such, the Department is seeking professional services to complete a *Parks, Recreation, and Arts Master Plan*. The plan will guide the Department's investment in parks, programs, arts and facilities that will serve as a roadmap to ensure that the parks remain vital community resources now and into the future.

A system-wide approach to evaluating parks, programs, arts, and recreational facilities is desired in order to develop goals, policies and guidelines with achievable strategies. Through the collection and analysis of data, the planning process will identify what is needed and develop a plan for the Department's parks, open space, recreation facilities, arts, and programs for the next 10 years. The outcome will be an action plan that will enable the Department to improve the parks system in a way that best utilizes the efforts and resources of all involved. The plan will include at a minimum the following components:

- **Engage the community**, leadership and stakeholders through innovative public input means to build a shared vision for parks, recreation programs and facilities in the City of Chesterfield for the next ten years.
- **Utilize a wide variety of data sources and best practices** to predict trends and patterns of use and how to address unmet needs for the City of Chesterfield.
- **Determine unique Level of Service Standards** to develop appropriate actions regarding parks, recreation programs, arts, and facilities that reflects the Department's strong commitment in providing high quality activities for the community.
- **Shape financial and operational preparedness** through innovative and "next" practices to achieve the strategic objectives and recommended actions.
- **Develop a dynamic and realistic strategic action plan** that creates a road map to ensure long-term success and financial sustainability for the Department's parks, recreation programs, arts, and facilities, as well as action steps to support the family-oriented community and businesses that call Chesterfield home.

The foundation of the Consulting Team's approach is a creative and comprehensive public participation process. It is very important to not only to engage those who typically participate in the planning process, but also those who do not. We will identify opportunities that engage people through a variety of community input processes. The information derived by the public's participation in key leadership meetings, focus group meetings, public forums, and surveys are important. However, it is equally important that the information received is applied to the overall planning process to accurately articulate the true unmet needs, address key issues and provide the greatest recommendations and strategies to move the Department's parks, recreation, and arts forward for optimum results.





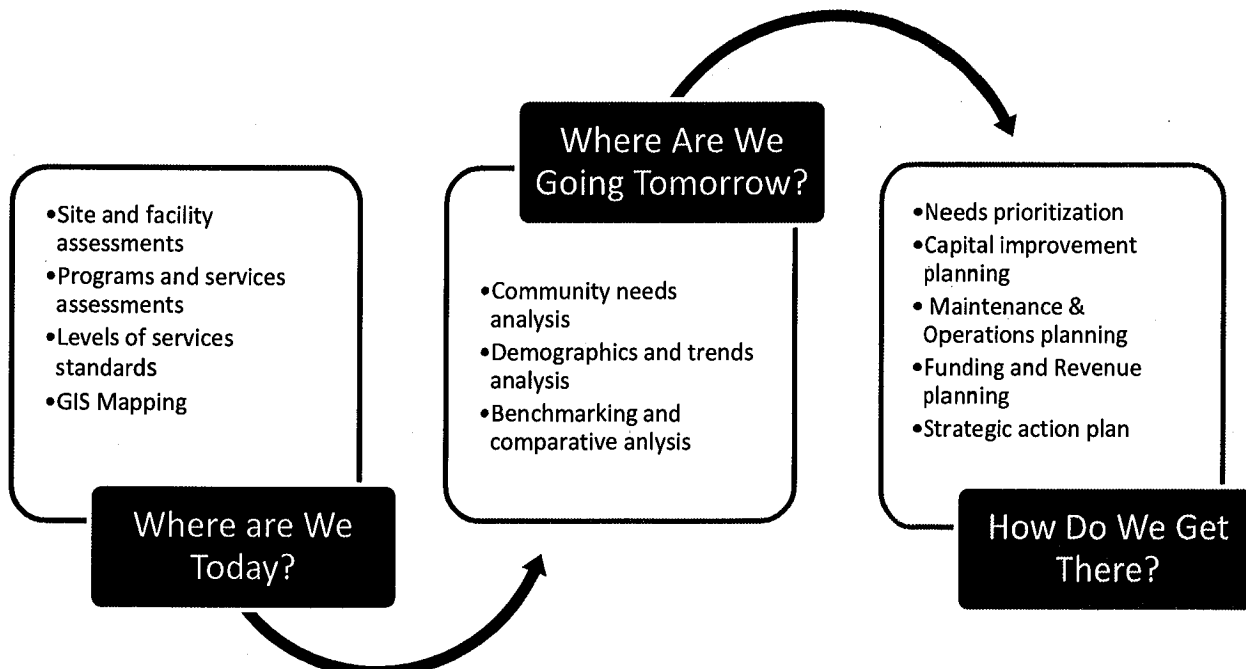
City of Chesterfield Parks, Recreation & Arts

The PROS Consulting Team proposes to utilize its Community Values Model™ as the foundation of the *Parks, Recreation, and Arts Master Plan*. The Community Values Model™ is an innovative process to utilize comprehensive public input and insight in a meaningful way. Input, guidance and values from key community leaders, stakeholders, and the general public are used to create overall guiding principles and values of the community related to the delivery of parks and recreation services. The Community Values Model™ is then used as the basis for developing or reaffirming the vision, mission and strategic objectives for the *Parks, Recreation, and Arts Master Plan*. The strategic objectives address six unique areas of master planning including:

Community / Mandates / Priorities	Standards	Levels of Services	Financial / Revenue	Partnerships	Governance / Organization
• Health & Wellness • Principles of Community • Mandatory Elements for Facilities, Programs & Services	• Land and Open Space • Facilities • Programs • Maintenance	• Levels of Service Delivery • Core Services • Role in Delivery vs. Other Service Providers	• Funding Mechanisms to Support Operations & Capital	• Public/Public • Public/Not-for-Profit • Public/Private	• Design/Align Organization to Support Vision and Values to Community

Key Steps in the Process

The *Parks, Recreation, and Arts Master Plan* will create a clear set of objectives that will provide direction to Department staff, the Parks, Recreation, and Arts Citizen Advisory Committee, and the City Council for a short-term, mid-term and long-term range. There are numerous steps in the project, with the following key areas of focus being foundation components that will enhance Chesterfield's position as a premier place to live, work, and play.



Proposed Project Scope of Work

The PROS Consulting Team proposes a comprehensive planning approach to address the requirements to the *Parks, Recreation, and Arts Master Plan* and will deliver a living and working document that provides guidance for both short-term and long-term goals in a financially sustainable and achievable manner. The following is a detailed approach to develop the master plan related to implementing specific action items.

Task 1 -Project Management, Progress Reporting & Data Review

A. Kick-off Meeting, Data Collection & Project Management – A kick-off meeting should be attended by the key Department staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
- Outcome Expectations – Discuss expectations of the completed project.
- Communications – Confirmation on lines of communication, points of contact, level of involvement by Department staff and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background.
- Progress Reporting – The Consulting Team will develop status reports to the Department on a monthly basis. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project. The Consulting Team and the Director will hold progress meetings as often as necessary, at least once per month, until the final plan is approved by the elected officials. Prior to meetings, the Consulting Team will supply the Director with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans as deemed necessary by the Director at least three (3) working days before each progress meeting. The Director will schedule the meetings, as necessary, at key times during the development of the Master Plan.
- Prepare database of stakeholders – The Consulting Team will work with the Department who will gather contact information from a variety of sources. This information will be used in the key leadership/focus group interview portion of the *Parks, Recreation, and Arts Master Plan*.

Meetings: Department staff review meeting of scope and schedule. The Consulting Team and the Director will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the elected officials for the purpose of progress reporting. Lastly, the Consulting Team will complete a progress review of previous planning efforts and will meet with the Director at important milestone dates during the planning process, which will be finalized at the kick-off meeting with specific dates outlined.

Deliverables: Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. Department staff input of existing planning documents based on the data collection.

Task 2 - Community Profile & Public Engagement Process

The Consulting Team will utilize a **robust** public input process to solicit community input on how the City of Chesterfield recreation and park system meet the needs of residents into the future. This task is an integral part of the planning process. A wide range of community/participation methods may be utilized with traditional public meetings. The Consulting Team will prepare a community outreach agenda to include the number and types of meetings which will be held. Specific tasks include:

A. Demographic & Recreation Trends Analysis – The Consulting Team will utilize the City's projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained



City of Chesterfield Parks, Recreation & Arts

from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the county and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The demographic analysis will be based on US 2010 Census information, 2017 updated projections, and 5 (2022) and 10 (2027) year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association's (SFIA) 2017 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

- B. Benchmark Analysis** – A benchmark analysis could be completed to compare the Chesterfield Parks and Recreation Department to five (5) other relevant peer agencies. The Consultant Team will work with the Department to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities.

System	City Area (Sq. Miles)	Current Population of City/ Jurisdiction	Population Per Square Mile	Total Number of Parks and Greenways	Total Acres Owned or Managed by System	Total Developed Acres	% Acres Maintained to Total Park Acres	Total Park Acres Per 1,000 Pop.	Total Trail Miles
Olathe Parks and Recreation	60.4	130,045	2,152	35	1,998.4	1,952.8	98%	15.37	36.5
Carmel Clay Parks and Recreation	49.1	83,565	1,761	15	505.0	505	100%	6.04	16.0
Roseville Parks and Recreation	38.2	124,519	3,440	68	408.5	253	62%	3.28	
Frisco Parks and Recreation	62.4	128,178	2,054	38	1,509.0	671	44%	11.77	55.5
Overland Park Parks and Recreation	75.4	178,919	2,374	83	2,940.2	2,618	89%	16.43	90.1

- C. Key Leadership/Focus Group Interviews** – The Consulting Team will perform focus groups and key leadership interviews within the community to evaluate their vision for parks, recreation, and arts in the City of Chesterfield. Six (6) focus group meetings and key leadership interviews and other key leaders (up to 10) will be held over a two-day period. Also, one (1) meeting with the Parks, Recreation, and Arts Citizen Advisory Committee, and one (1) with the City Council will be completed to solicit their perspective and input. During these interviews/focus groups, the Consulting Team will gain an understanding of community values, as well as determine the priority for recreation facilities and programming, parks, arts, trails and open space development needs of the Department. The following list of potential interviewees will be used to select the final list in conjunction with the Department:

- Elected Officials
- Key Business Leaders
- City Administration
- Planning and Development Services
- Key Partners/Philanthropic Organizations

Request for Qualification:
Development of a Parks, Recreation, and Arts Comprehensive Master Plan

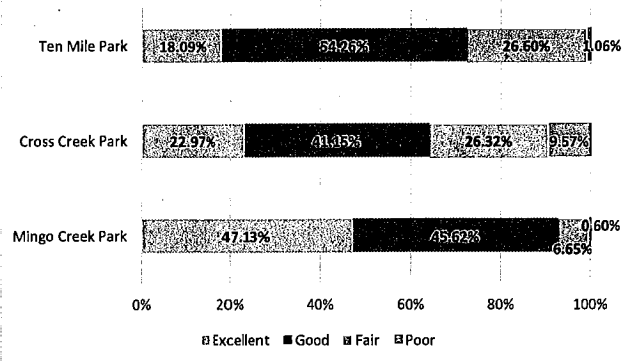
- School Officials
- Users and non-users of the parks and recreation system
- Seniors
- Youth sports groups

D. Public Forums/Workshops – Public forums will serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of three (3) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community's



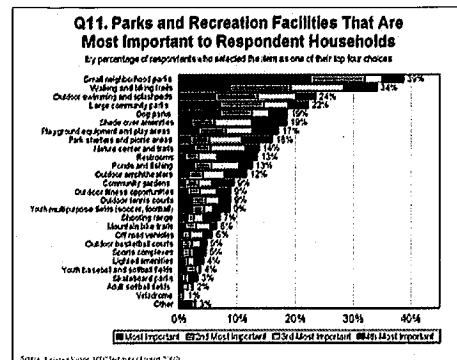
vision and core values for the Department's parks, recreation, and arts system, and one (1) as a final briefing and input opportunity on the draft plan. These meetings would be informal in nature, offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks, recreation, and arts system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the system.

E. Electronic Survey – Also, the Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the Department's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance, in addition to the stakeholder and focus groups, in regards to the recommendations for park amenities, specific programs, trail linkages, facility components, usage, and pricing strategies.



F. Statistically-Valid Needs Analysis Survey – The Consulting Team can perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements, including facilities, programs, trails, and parks of the City.

The survey would be administered by phone, or by a combination of a mail/phone survey, and will have a minimum sample size of 350 completed surveys at a 95% level of confidence and a confidence interval of +/- 5.2%. Prior to the survey being administered, it would be reviewed by the City staff.





City of Chesterfield Parks, Recreation & Arts

- G. Crowd-Sourcing Project Website (OPTIONAL)** – The Consultant Team will develop a customized project website to provide on-going project updates and will serve as the avenue to crowd-source information throughout the project for the entire community.

This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the City's website. E.g. www.planindyparks.com. It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings or choose to respond to a phone or mail survey.



Meetings: Department staff review of community meetings agenda. Six focus group meetings, up to ten community stakeholder meetings, one meeting with the Parks, Recreation, and Arts Citizen Advisory Committee, one meeting with City Council, and three Community Public Forum Meetings to gather public input. City staff review and finalization of statistically-valid needs analysis survey.

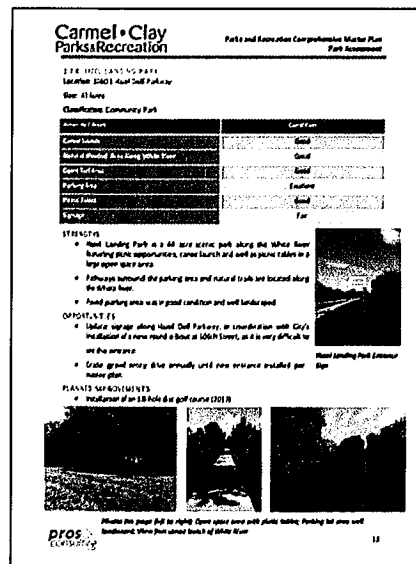
Deliverables: A Demographic & Recreational Trends Analysis and an optional Benchmark Report. The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation process is achieved. Written community meeting report for each meeting will be provided, along with a technical report on the electronic survey findings. Statistically-valid community survey draft for review and survey results and analysis report. Also, if desired, a crowd-sourcing project website can be created.

Task 3 - Parks, Facilities, and Program Analysis

A. Parks, Trails, Open Space, and Facilities Inventory and Assessment

– The Consulting Team will provide an electronic form for Department staff to use in completing acreage and facility inventory of park property and facility/amenity inventory. A park and facility tour will be performed with Operations and Maintenance staff and Programming staff to confirm and modify any additional information to the inventory form. The analysis will consider the capacity of each amenity found within the system (e.g. playgrounds, ball fields, trails, etc.) as well as functionality, accessibility, condition, comfort, and convenience. Each amenity will be evaluated regarding its service from both resident and visitor perspective. Also, the evaluation will be based on the expressed values of the community. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental features
- General state and condition
- Compatibility with neighborhoods
- Compatibility of amenities offered through the system



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- Aesthetics/Design
- Safety/security
- Public Access
- Connectivity to the surrounding neighborhoods through non-motorized travel
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities
- Inventory existing miles of trail locations and destinations

The findings from this review will be documented in a prepared data collection form. Analysis will be performed from this review, and incorporated into an *Assessment Summary Report*.

- B. Park Classifications and Level of Service Standards** – The Consulting Team will work with the Department to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team's national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the Chesterfield Parks, Recreation, and Arts Department.

2012 Inventory - Developed Facilities										2012 Facility Standards		2017 Facility Standards	
Park Type	CCPR Inventory	City/CRC	School District	Dad's Club	HOA	County Parks	Total Inventory	Current Service Level based upon population	Recommended Service Level for Local Service Area	Meets Standard/ Need Exists	Additional Facilities/ Amenities Needed	Meets Standard/ Need Exists	Additional Facilities/ Amenities Needed
Local Parks (1-10 acres)	28.25	-	-	-	-	-	28.25	0.33 acres per 1,000	0.33 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Community Parks (11-100 acres)	168.37	-	-	-	-	63.00	231.37	2.68 acres per 1,000	2.68 acres per 1,000	Meets Standard	28 Acre(s)	Meets Standard	56 Acre(s)
Signature Parks (100+ acres)	279.22	-	-	-	-	125.00	404.22	4.68 acres per 1,000	4.68 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Undeveloped Parks	13.38	141.20	-	-	-	-	154.58	1.79 acres per 1,000	1.79 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Greenways	51.83	-	-	-	-	-	51.83	0.60 acres per 1,000	0.60 acres per 1,000	Meets Standard	121 Acre(s)	Meets Standard	139 Acre(s)
Total Park Acres	541.05	141.20	-	-	-	188.00	670.25	10.07 acres per 1,000	10.07 acres per 1,000	Meets Standard	- Acre(s)	Meets Standard	83 Acre(s)
OUTDOOR AMENITIES:													
Playgrounds	6.00	-	11.00	-	25.00	2.00	44.00	1.00 structure per 1,065	1.00 structure per 1,250	Meets Standard	- Structures(s)	Meets Standard	- Structures(s)
Spray Pads	2.00	-	-	-	-	-	2.00	1.00 structure per 43,220	1.00 structure per 20,000	Need Exists	2 Structures(s)	Need Exists	3 Structures(s)
Picnic Areas/Shelters	14.00	-	-	-	14.00	-	28.00	1.00 structure per 3,087	1.00 structure per 2,000	Meets Standard	- Structures(s)	Meets Standard	- Structures(s)
Soccer Field	-	-	-	23.00	1.00	3.00	27.00	1.00 field per 3,201	1.00 field per 2,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Ballfields	-	-	12.00	11.00	5.00	4.00	32.00	1.00 field per 2,701	1.00 field per 2,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Multi-Purpose Fields	2.00	-	3.00	14.00	-	-	19.00	1.00 field per 4,549	1.00 field per 3,000	Need Exists	3 Field(s)	Need Exists	5 Field(s)
Basketball Courts	2.00	-	8.00	-	12.00	-	22.00	1.00 court per 3,929	1.00 court per 2,500	Meets Standard	- Court(s)	Meets Standard	- Court(s)
Tennis Courts	-	-	37.00	-	50.00	-	87.00	1.00 court per 894	1.00 court per 600	Meets Standard	- Court(s)	Meets Standard	- Court(s)
Multi-Use Trails (Miles)	16.00	-	-	-	-	-	16.00	0.19 miles per 1,000	0.19 miles per 1,000	Need Exists	19 Mile(s)	Need Exists	22 Mile(s)
Amphitheater	1.00	1.00	-	-	-	1.00	3.00	1.00 site per 28,813	1.00 site per 10,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
State Park	1.00	-	-	-	-	-	1.00	1.00 site per 86,439	1.00 site per 40,000	Need Exists	1 Site(s)	Need Exists	1 Site(s)
Volleyball Pit	2.00	-	-	-	14.00	-	16.00	1.00 site per 5,402	1.00 site per 3,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Outdoor Aquatic Center (Square Feet)	48,183.50	-	-	-	-	-	48,183.50	0.58 SF per person	0.50 SF per person	Meets Standard	- Square Feet	Meets Standard	- Square Feet
Monon Community Center (Square Feet)	146,225.00	-	-	-	-	-	146,225.00	1.89 SF per person	1.50 SF per person	Meets Standard	- Square Feet	Meets Standard	- Square Feet
2012 Estimated Population													
86,439													
2017 Estimated Population													
95,303													

Notes:
County Inventory includes inventory only found in Carmel Clay Parks and Recreation jurisdiction
Population based on Clay Township's limits
The 37 tennis courts are part of an Inter-local Agreement establish with school district for public use



City of Chesterfield Parks, Recreation & Arts

C. Geographical Analysis through Mapping – The Consulting Team will work with the Department to determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by the Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. Major parks and facilities to be mapped could include:

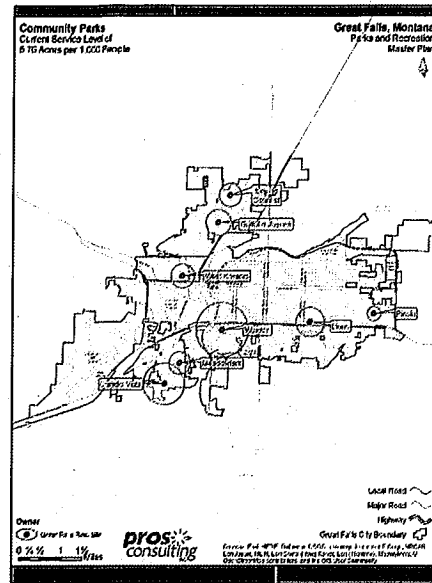
- Neighborhood Parks
- Community Parks
- Soccer Fields
- Football Fields
- Baseball Fields
- Softball Fields
- Basketball Courts
- Tennis Courts
- Trails
- Playgrounds
- Picnic Pavilions
- Aquatics/Pools
- Recreation/Community Centers

This mapping identifies gaps and overlaps in service area. It is assumed that the Department will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.

D. Recreation Program Assessment – Recreation programs, arts, and special events are the backbone of park and recreation agencies. This assessment will review how well the Department aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.



Request for Qualification: Development of a Parks, Recreation, and Arts Comprehensive Master Plan

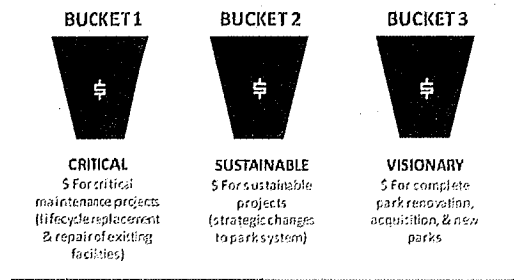
E. Rank and Prioritize Demand and Opportunities – The Consulting Team will synthesize the findings from the community input, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facilities, infrastructure, amenities, and program needs for the parks, recreation, and arts system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, arts, open spaces, and trail needs based on community input, as well as state and national user figures and trends. The Team will conduct a work session with staff to review the findings and make revisions as necessary.

Shawnee County Facility/Amenity Needs Assessment	Overall Ranking
Walking, hiking and biking trails	1
Small neighborhood parks	2
Indoor fitness/exercise facilities	3
Large community parks	4
Natural areas/wildlife habitats	5
Indoor running/walking track	6
Picnic areas and shelters	7
Outdoor swimming pools/water parks	8
Indoor swimming pools/leisure pools	9
Playground equipment	10
Boating and fishing areas	11
Golf courses	12
Off-leash dog park	13
Indoor theater	14
Indoor sports fields (baseball, soccer, etc)	15
Indoor basketball/volleyball courts	16
Youth baseball/softball fields	17
Historic homes/grounds	18
Youth soccer fields	19
Outdoor basketball courts	20
Adult baseball/softball fields	21
Skate parks	22
Outdoor tennis courts	23
Outdoor sand volleyball courts	24
Adult soccer fields	25

F. Capital Improvement Plan – The Consulting recommends the development of a three-tier capital improvement plan that will assist the City in the inevitable and continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources.

- The **Critical Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the department to maintain high quality services.
- The **Sustainable Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of the City of Chesterfield residents that would require additional operational or capital funding. In coordination with the City Council, the Parks, Recreation, and Arts Department would evaluate and analyze potential sources of additional revenue, including but not limited to capital bond funding, partnerships, grants, and existing or new taxes.
- The **Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals of the parks and recreation system and by providing a long-range look to address future needs and deficiencies. In the Master Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments and new tax dollars.

Understanding Cost “Buckets”



Meetings: Review of staff provided inventory and condition information. Tour of existing Department facilities/properties for the purposes of assessment of parks and facilities. Park classification and standards review discussion. Also, meeting on appropriate mapping method desired. Initial meeting with staff to provide information regarding current program offerings, as well as follow up to present findings and recommendations. Rank and prioritize demand and opportunities and provide a Capital Improvement Plan.

Deliverables: Parks and Facility Analysis / Assessment Report. Level of service standards and appropriate GIS mapping. Programs and Services Assessment Report. Capital Improvement Plan based on priority rankings.

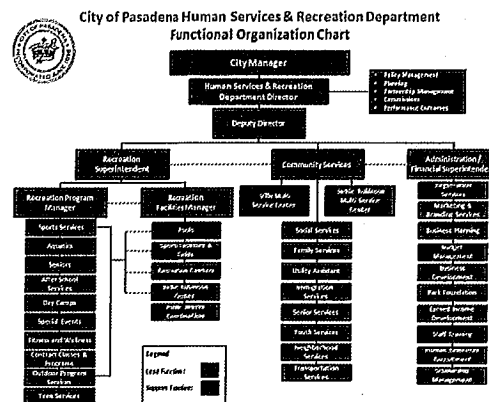


City of Chesterfield Parks, Recreation & Arts

Task 4 -Operational, Financial and Funding Plan

A. Organizational Review – The Consulting Team will perform an analysis of the current practices of the Department to evaluate its operational situation. This analysis will identify future organizational and staffing needs of the Department, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This task will include recommendations in a comprehensive manner. This will include data collection, analysis and on-site observations of key organizational components in the following areas:

- Classification of services
- Administrative delivery
- Maintenance and Operating Standards
- Organizational Design and Staffing
- Customer service
- Staffing levels
- Regulations and ordinances
- Service contracts
- Workload requirements
- Procedures manuals
- Existing policy and procedures management
- Performance measures and indicators
- Marketing and communications
- Review and suggest new rules and regulations related to parks



B. Financial Analysis – The Consulting Team will perform analysis to document the financial situation of the Department. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the Department with three primary goals:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Department to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability of the Department including evaluating expenditures and increasing current and new sources of revenue

This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

C. Funding and Revenue Strategies – Funding strategies will be developed based in part to our review and analysis, as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the *Parks, Recreation, and Arts Master Plan* based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs

- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

Meetings: Review of staff provided organization and staffing information, financial information and any current financial and funding opportunities. Follow up to present findings and recommendations and possible funding options.

Deliverables: Organizational Analysis Findings and Financial Report. Funding and revenue strategies outlined with recommendations.

Task 5 - Action Plan & Master Plan Development

The *Parks, Recreation, and Arts Master Plan* will be framed and prepared through a series of workshops with Department staff. The overall vision and mission statements will be affirmed or modified, and direction for the Department will be established along with individual action strategies that were identified from all the research work completed. Key recommendations and tactics that support each action strategy to its fullest potential will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the Department or external partners to focus on. Specific tasks include:

- A. Develop Vision, Mission and Goals/Objectives** – The supporting vision and mission statements will be affirmed or developed with senior Department staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.
- B. Strategic Action Plan** - Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, priorities/timelines and cost estimates. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with senior Department staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work. Action plans will be established in the following key areas:
 - **Land Acquisition, Development and Improvements** – Recommendations that provide for short and long term enhancement of land acquisition in the Department. This will include useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
 - **Park and Facility Management** – Recommendations that provide for short and long term enhancement of park and facility management practices of the Department.
 - **Programs and Services** – Recommendations that provide for short and long term development and maintenance of programs and services provided by the Department, including opportunities to improve meeting user needs.
 - **Financial and Budgetary Capacity Development** – Recommendations that provide for short and long term enhancement of the financial and budgetary capacity of the Department related to parks and lands.
 - **Policies and Practices** – Specific policies and practices for the Department that will support the desired outcomes of the Master Plan will be detailed.
- C. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analyses performed and consider the fiscal and operational impacts to the Department. The recommendations and prioritization of needs will be reviewed and discussed with the Department. Also, one (1) meeting with the City Council and Parks, Recreation, and Arts Citizen Advisory Committee will be completed.
- D. Final Master Plan Presentations, Preparation, and Production** – Upon comment by all vested Department staff and the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once



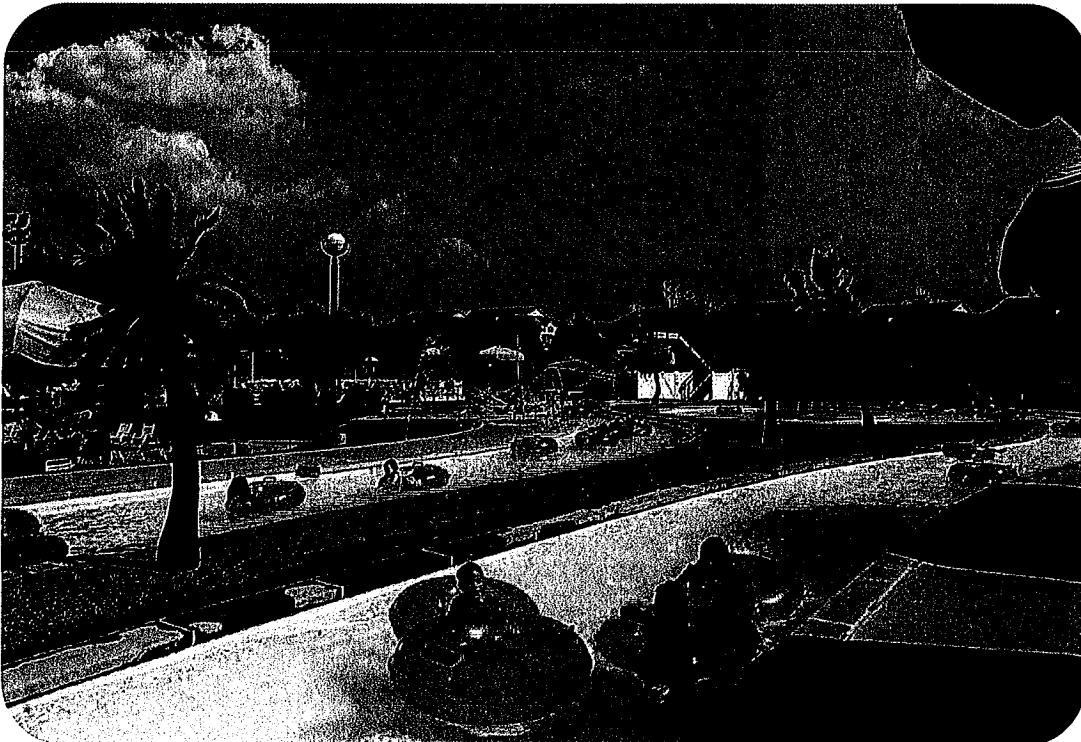
City of Chesterfield Parks, Recreation & Arts

the draft Master Plan is approved by the Department, the Consulting Team will prepare a final summary report and present to the elected officials and the Parks, Recreation, and Arts Citizen Advisory Committee for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports).

Meetings: Meetings with staff on vision/mission and workshop on strategic action plan. Presentations to the City Council (one during the draft master plan and one for the adoption of the final Master Plan). One (1) meeting with the Parks, Recreation, and Arts Citizen Advisory Committee at the time of the adoption of the Master Plan. The Consulting Team will meet with staff for review of changes.

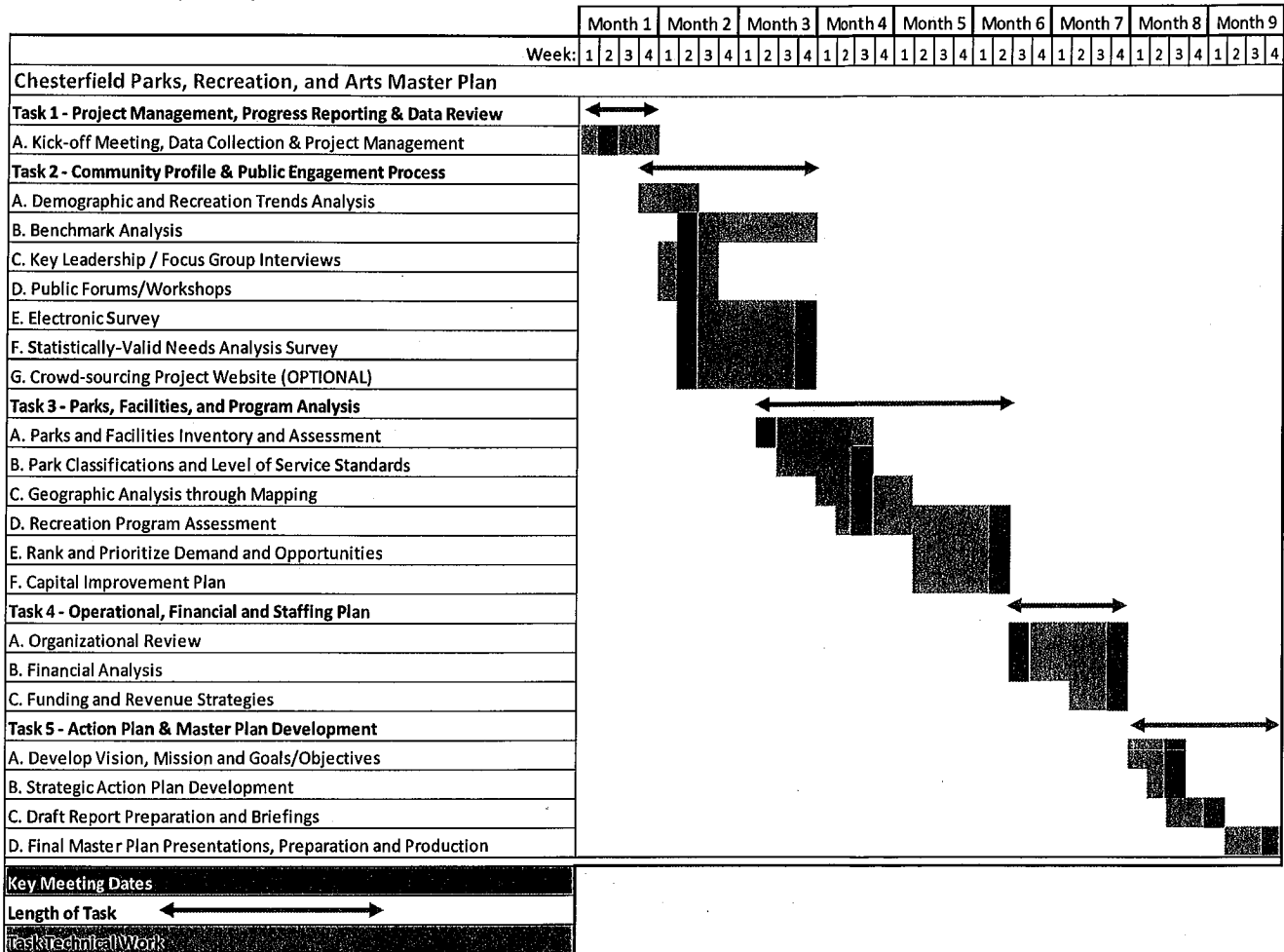
Deliverables: Deliverables will be the following:

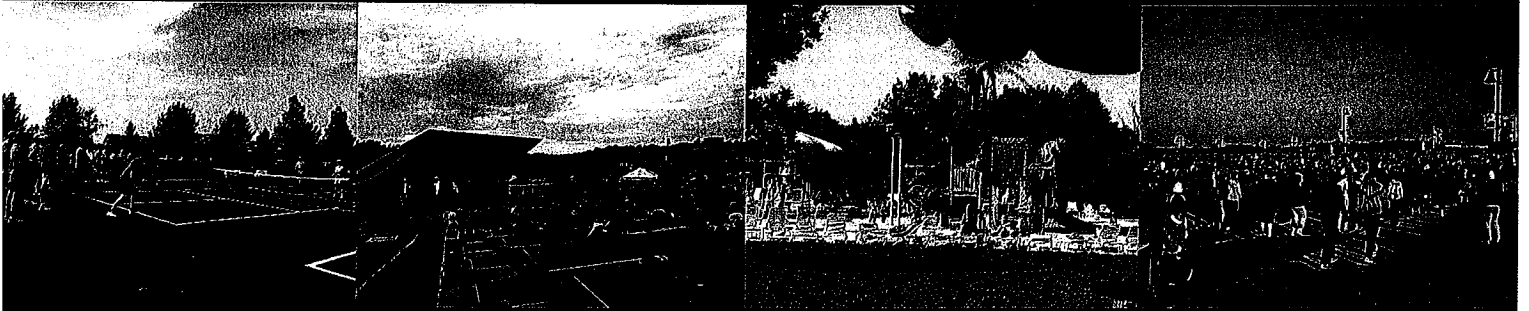
- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and "road map" and model for the Parks, Recreation, and Arts Department's future
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- An Action Plan
- A minimum of one (1) meetings with the City Council and Parks, Recreation, and Arts Citizen Advisory Committee, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City's software
- A color version of the final Master Plan document consisting of one (1) printed and bound color copies and an electronic copy in a format compatible with the City's software
- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the City's software



Project Schedule

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the Chesterfield Parks, Recreation, and Arts Department. PROS can begin the project immediately and has the capability and availability to meet the schedule depicted below. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the Department in regards to scheduling to meet your expectations.





pros 
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INC.



Parks, Recreation and Arts Comprehensive Master Plan

Chesterfield, Missouri



Plan Purpose

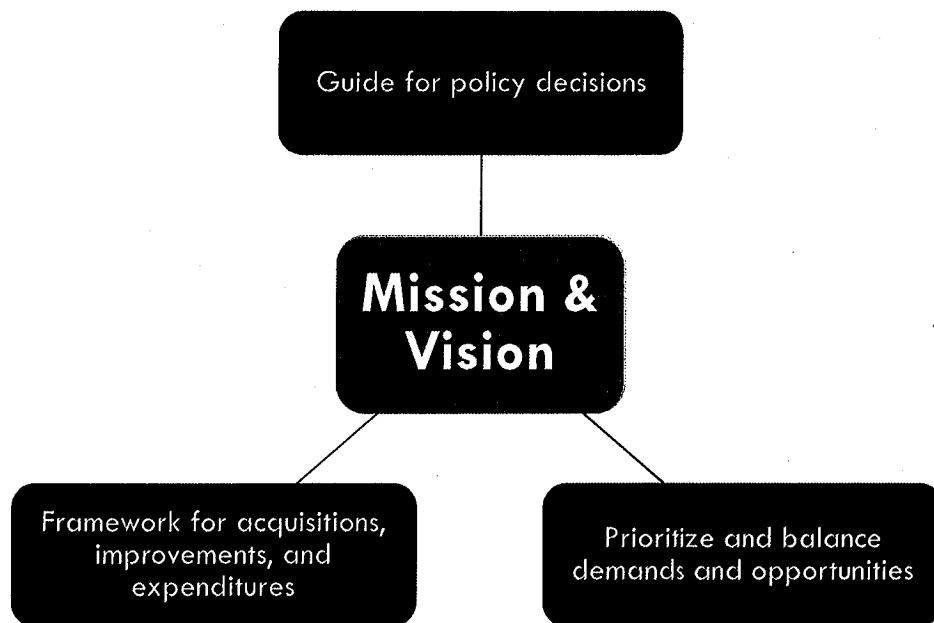
**Create a Compelling Vision and
Direction for Parks and Recreation**



**Determine the Right Path to
Follow**



Desired Outcomes?



Planning Objectives

Engage the Chesterfield community, leadership and stakeholders through an innovative public outreach strategy to build a shared vision

Utilize **a wide variety of data sources and best practices**

Determine unique Level of Service Standards to develop appropriate actions to support current planning efforts and community needs

Shape financial and operational preparedness through innovation and “next” practices

Create a realistic, prioritized implementation road map that represents the community and businesses that call Chesterfield home



Our Team



National, full-service management consulting and planning firm specializing in government and not-for-profit agencies

Helped agencies in 45 states and 7 foreign countries through 1,000+ projects

Working all over the US including specifically in Missouri and the Midwest for the last 22+ year

Over **400 master plans** successfully implemented and driven over **\$5 billion** worth of capital investment

Full-service Consulting
Practices

- Master Planning
- Strategic Planning
- Community Needs Assessment
- Operations, Maintenance and Organizational Development
- Financial Planning and Management
- Feasibility Studies and Business Planning
- Revenue & Partnership Development
- Land Use and Sustainable Practices



Master Plan Projects in Missouri and the Region
Wentzville, MO
Kansas City, MO
Warrensburg, MO
CityArchRiver Foundation
Great Rivers Greenway District
Clayton, MO
Ferguson, MO
Raytown, MO
O'Fallon, MO
Gladstone, MO
Grandview, MO
Olathe, KS

Recent Master Plan Projects with CAPRA Accredited Agencies
Kansas City, MO
Indianapolis, IN
Mecklenburg County, NC
Carmel, IN
Mooresville, NC
Carlsbad, CA
Durango, CO
Oak Park, IL
Westerville, OH
Five Rivers MetroParks, OH
Dallas, TX
Roanoke, VA

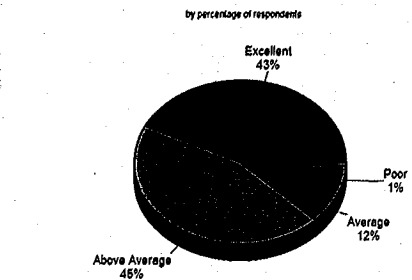


Full service market research firm of
nearly 100 people

Have worked with PROS Consulting on
over 400 statistically-valid surveys over
the past 22 years

Extensive experience conducting surveys
in multiple languages

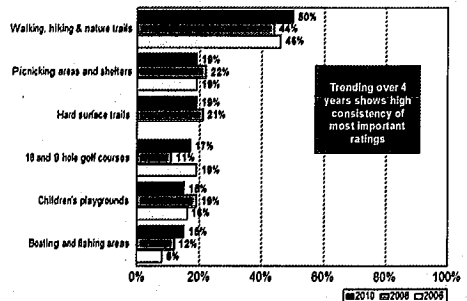
Q3. How Would You Rate the Overall Quality of Programs Your Household Has Participated In Over the Past 12 Months?



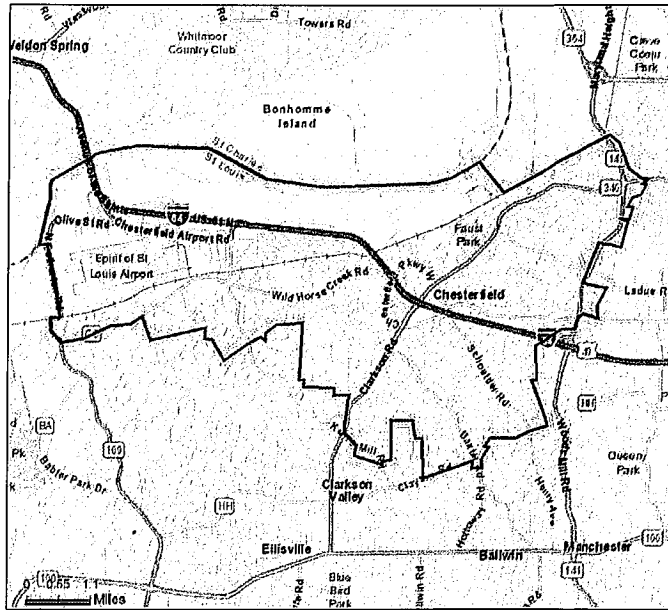
Source: Leisure Vision ETC Institute (September 2013)

Q11. Parks and Recreation Facilities That Are Most Important to Households

by percentage of respondents who selected the item as one of their top four choices

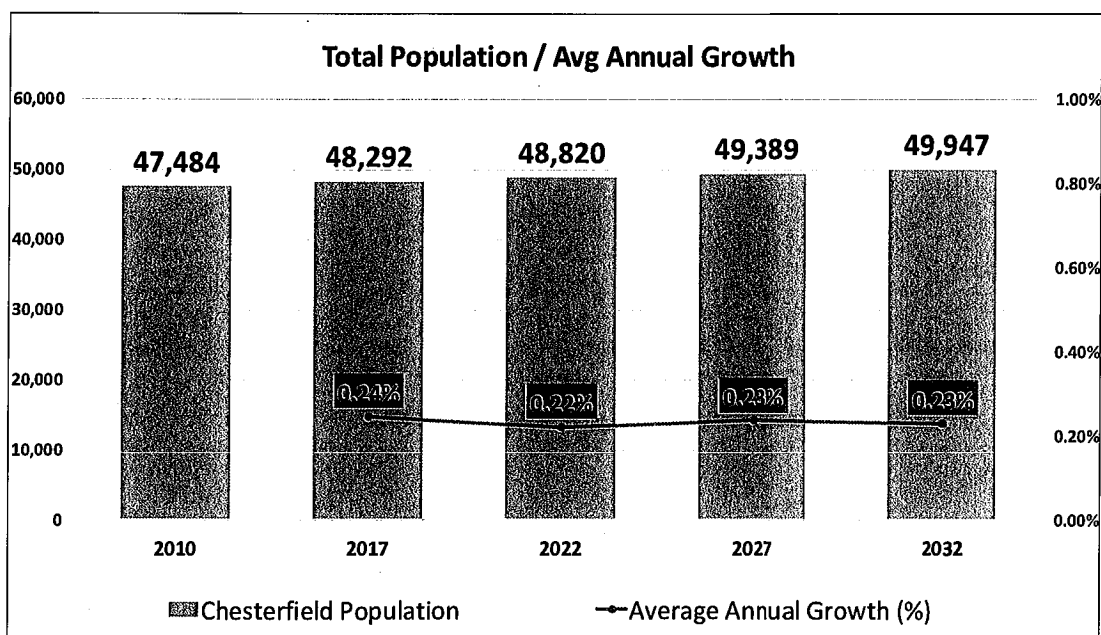


Source: Leisure Vision ETC Institute (March 2010)

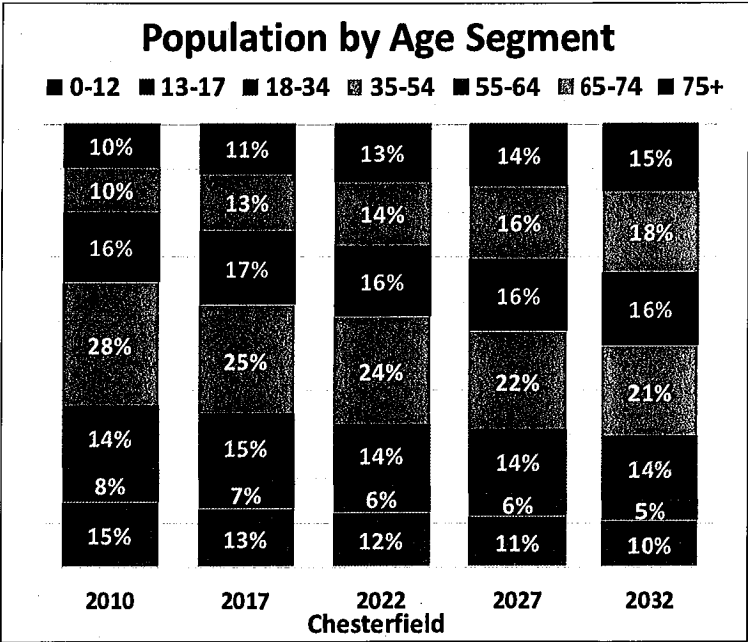


Influencing Factors

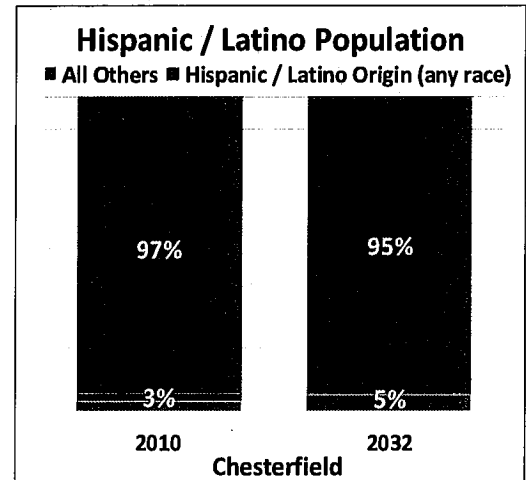
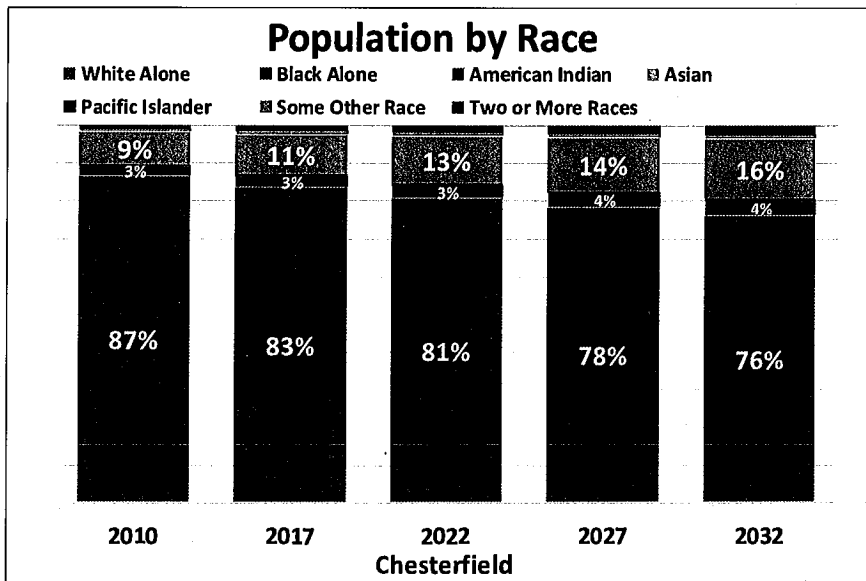
What Will the City of Chesterfield Look Like?



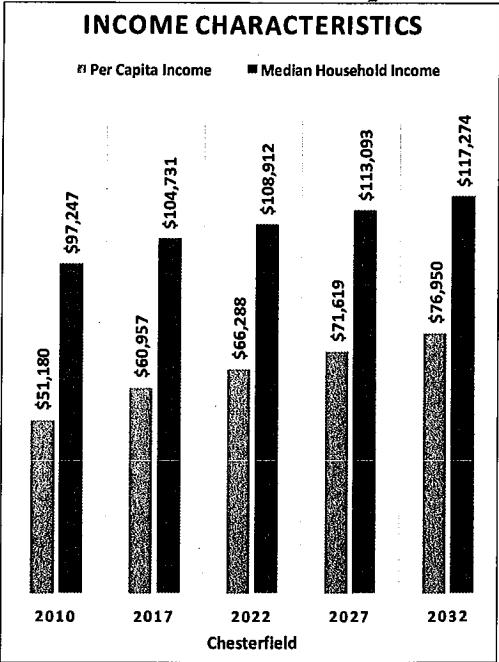
What Will the City of Chesterfield Look Like?



What Will the City of Chesterfield Look Like?



What Will the City of Chesterfield Look Like?



2017 Demographic Comparison		Chesterfield	Missouri	U.S.A.
Income Characteristics	Per Capita Income	\$60,957	\$28,143	\$30,820
	Median Household Income	\$104,731	\$51,113	\$56,124

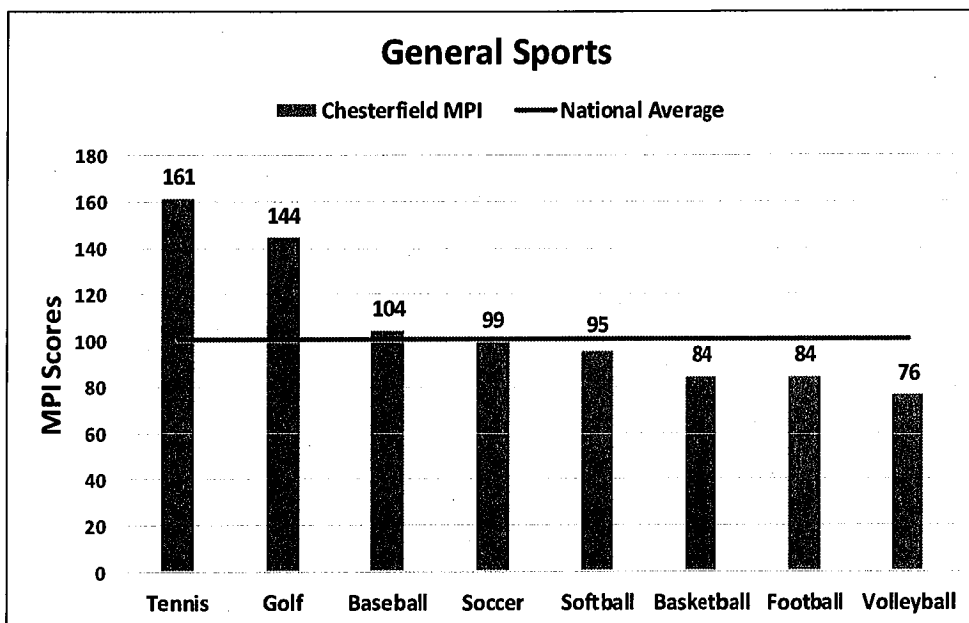
Market Potential Index

SOURCE: ESRI

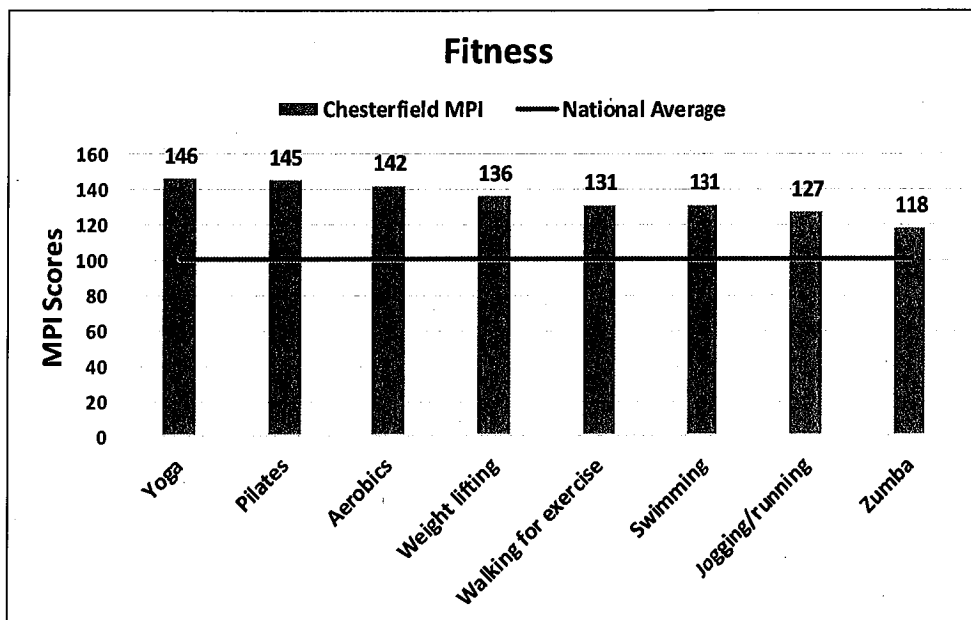
MEASURES DEMAND FOR SPECIFIC ACTIVITIES



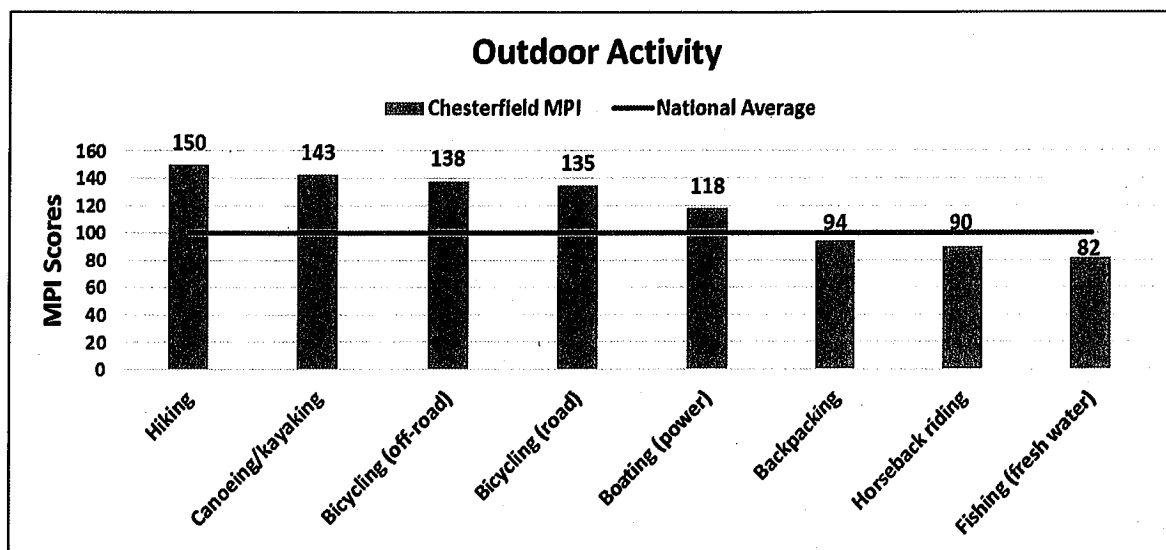
What does the City of Chesterfield Like to Do?

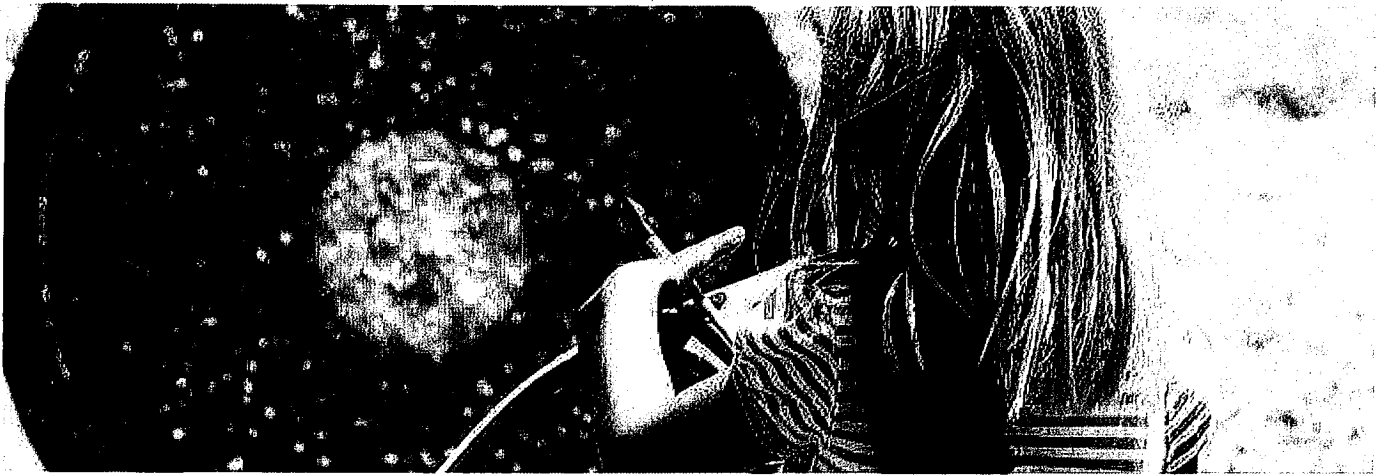


What does the City of Chesterfield Like to Do?



What does the City of Chesterfield Like to Do?





The Proposed Process

Community Values Model™ (Proprietary)

Community Mandates/ Priorities

Safety & Health/Wellness
Mandatory elements for Facilities,
Programs, & Services
Principles of Community



Financial/ Revenue



Funding Mechanisms to
Support Operations & Capital

Levels of Service

Levels of Service Delivery
Core Services
Role in Delivery vs. Other
Service Providers



Partnerships

Public/ Public
Public/ Not-for-Profit
Public/ Private



Standards



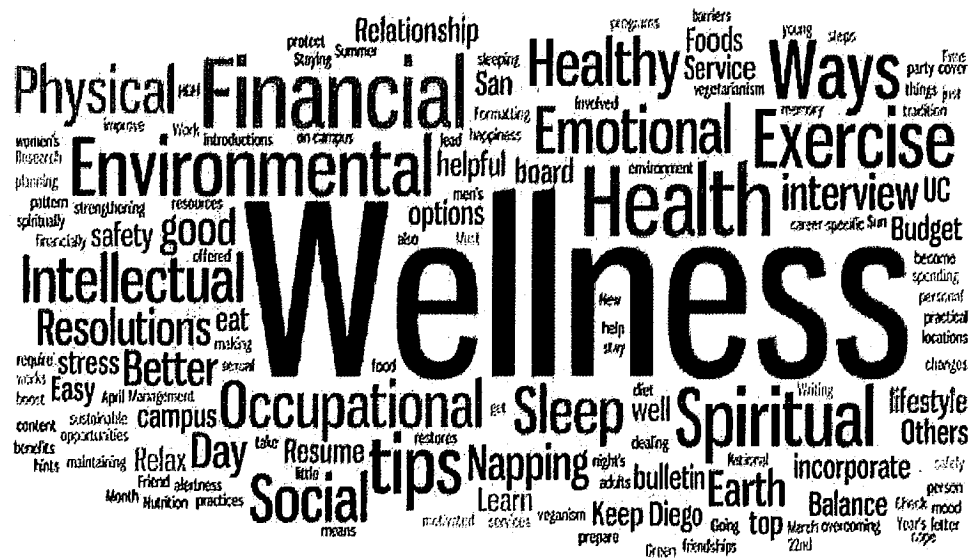
Programs & Facilities
Maintenance & Operations
Land & Open Space

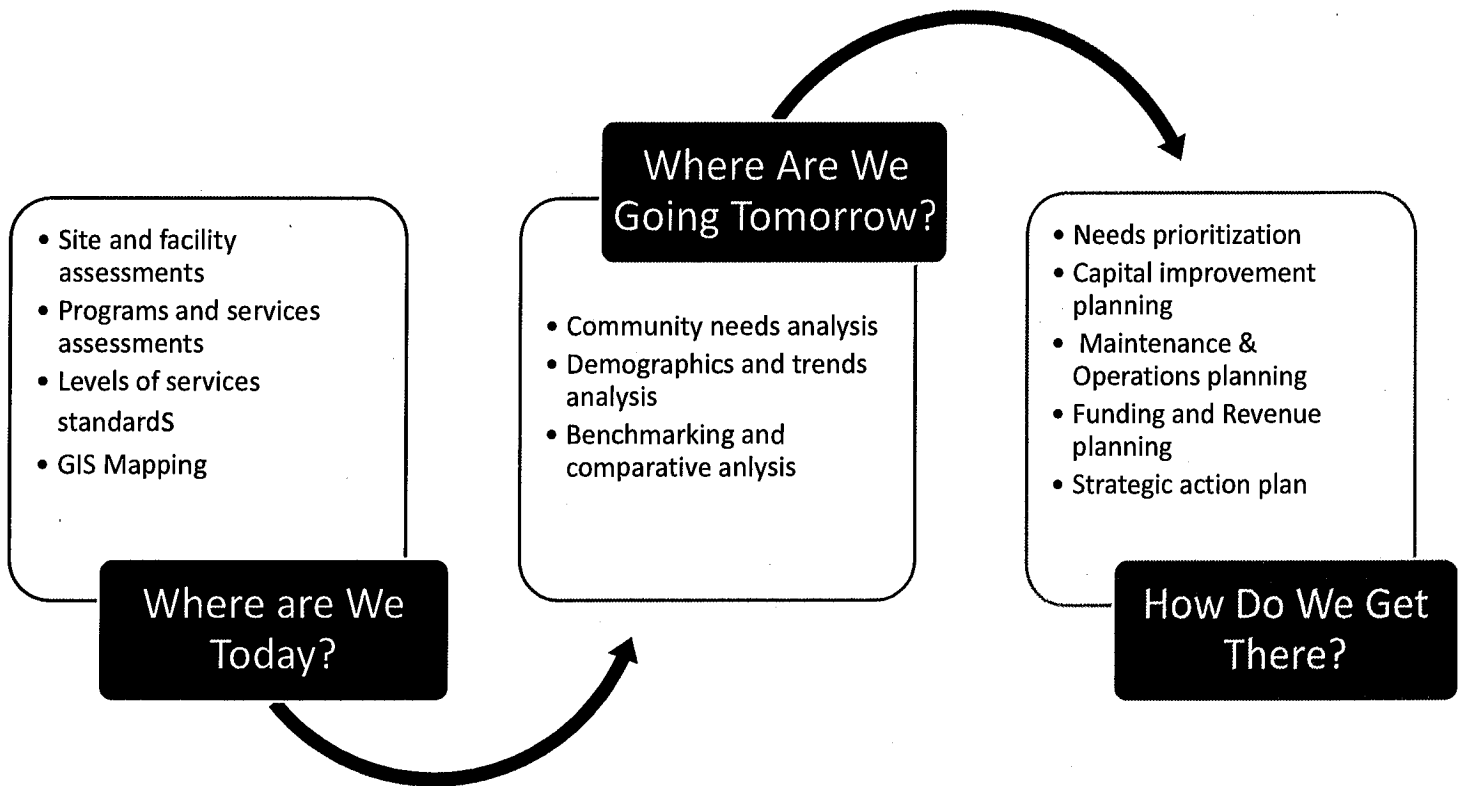
Governance/Organization



Design/ Align Organization
to Support Vision and Values
to Community

Issues We Address

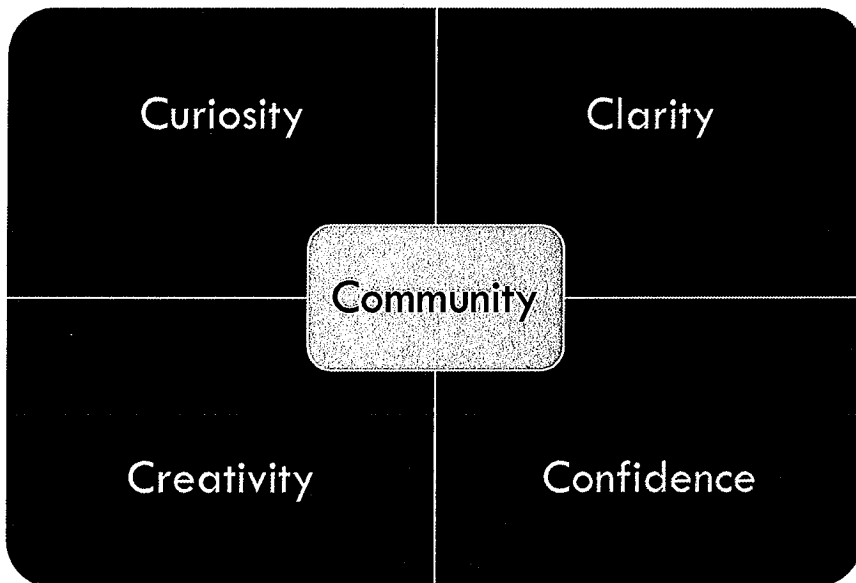






Public Input

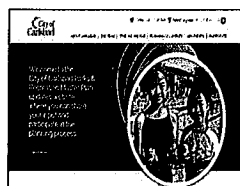
Collaborative Planning



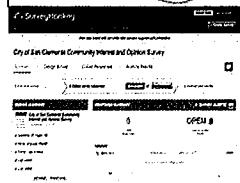
Public Input (In-person)

Focus Groups	Stakeholder, User Groups, Partners
Key Leaders	Key leader interviews
Public Meetings	Meetings - Gather community priorities, vision for the future; report key findings and key recommendations
Intercept Surveys	Go Where People Are!
Pop Up Meetings	"Meeting-in-a-box" at Special Events

Public Input (Online)



Custom, responsive design crowdsourcing website
e.g. www.planchesterfieldparks.com



Survey Monkey surveys hosted on the website



Real Time Polling



Real-time, GPS location based customer feedback
App – HAPPi FEET[™]

Statistically-Valid Survey

Only scientific and defensible method to understand community needs

Administered by mail/phone/web

Developed in partnership with the City

Methodology allows high return rate (25%-35% - Distribution of 1,200-1,500 surveys

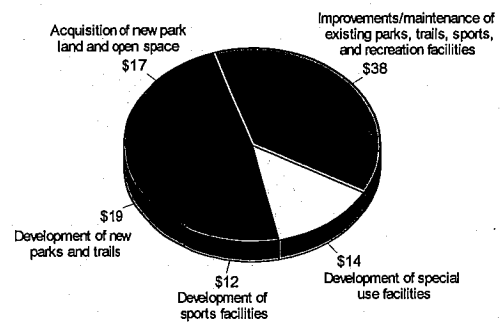
Total of 350 completed surveys, 95% level of confidence with a margin of error of +/- 5.2%

Demographically and geographically balanced

Input from users and non users of the system

Q11. How Households Would Allocate \$100 Among Various Parks and Recreation Areas

by percentage of respondents

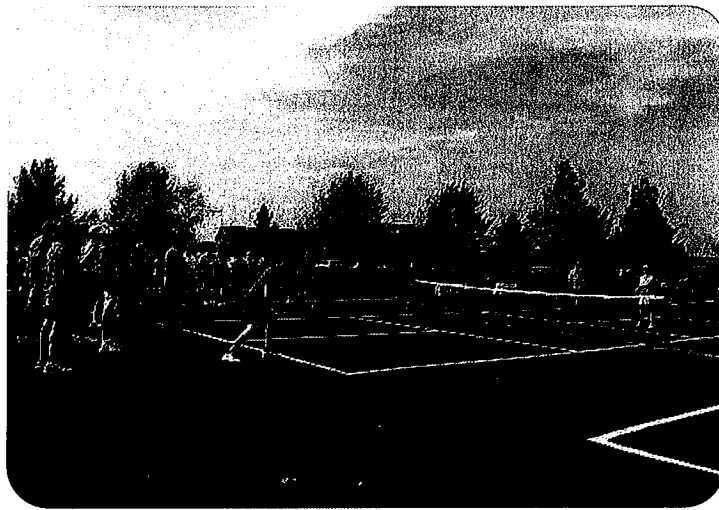


Source: Leisure Vision/ETC Institute (July 2010)

Public and Leadership Engagement/Advocacy Strategy

Each Series of meetings includes presentations and opportunities for feedback to:

- Staff
 - Master Plan Steering Committee
 - Parks, Recreation, and Arts Citizen Advisory Committee
 - Planning Commission
 - City Council
-
- Meeting Series #1 – Overview of project and processes to achieve successful, sustainable implementation
 - Meeting Series #2 – Present Key Public Needs Assessment Findings
 - Meeting Series #3 – Present Key Technical findings
 - Meeting Series #4 – Present Recommendations and Implementation Plan
 - Meeting Series #5 – Present Final Plan for Adoption



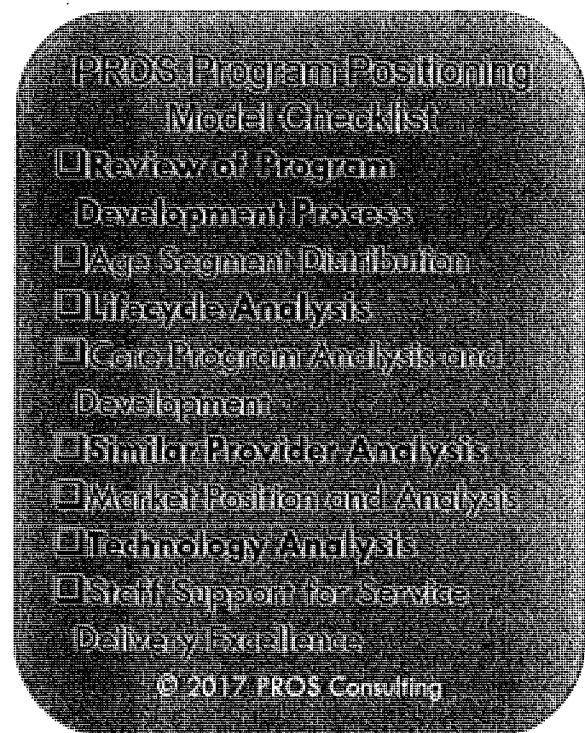
Program Assessment and Revenue Recovery

Program Assessment

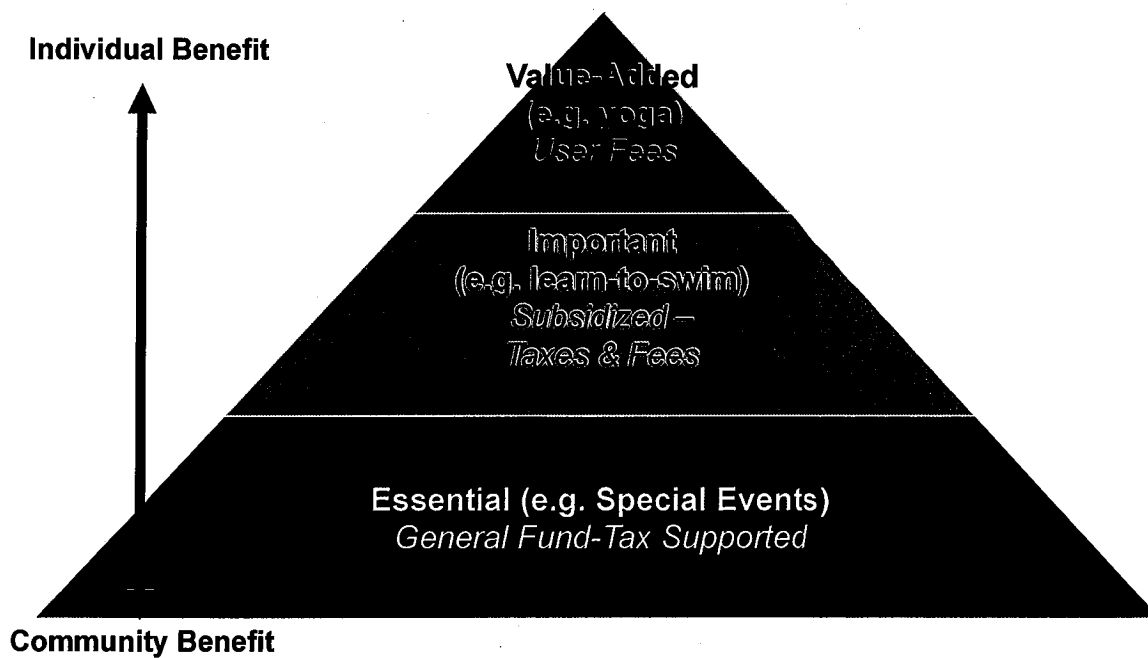
PROS Program Positioning Model (3PM) includes significant input from staff

Outcome of the process will be successful and innovative recreation program offerings that result in:

- Increased registration
- Customer satisfaction
- Customer retention
- Increase in revenue



Service Classification



Revenue/Cost Recovery

Programming Lines of Service	Benefit Level	Classification	Pricing Strategy	Recommended Total Cost Recovery
Active Older Adults 55+	Individual	Value Added	User Fees	100%
Adult Sports	Individual	Value Added	User Fees	100%
Aquatics (Learn to Swim)	Community	Essential	General Fund	35%
Aquatics (Other)	Merit/Individual	Important/Value Added	General Fund/User Fees	50-100%
Cemetery Services	Merit/Individual	Important/Value Added	General Fund/User Fees	50%
Early Learning	Merit	Important	General Fund/User Fees	50%
Fitness	Individual	Value Added	User Fees	100%
Outdoor Recreation	Individual	Value Added	User Fees	100%
Senior Services (Arts and Crafts)	Community	Essential	General Fund	up to 35%
Senior Services (Events)	Community	Essential	General Fund	up to 35%
Senior Services (Fitness)	Community	Essential	General Fund	up to 35%
Senior Services (Games)	Community	Essential	General Fund	up to 35%
Senior Services (Groups and Clubs)	Community	Essential	General Fund	up to 35%
Senior Services (Wellness)	Community	Essential	General Fund	up to 35%
Special Events	Merit/Individual	Important/Value Added	General Fund/User Fees	50-100%
Special Interest	Individual	Value Added	User Fees	100%
Volunteer Services/Community Outreach	Community/Merit	Essential/Important	General Fund/Sponsorships	0-50%
Youth Camps	Merit/Individual	Important/Value Added	General Fund/User Fees	50-100%
Youth Sports	Merit/Individual	Important/Value Added	General Fund/User Fees	50-100%



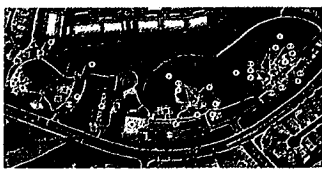
System Evaluation

Benchmark Comparisons – (including NRPA)

Agency	Total Operating Expenses	Total Developed Acres	Operating Cost per Developed Acre
Flower Mound	\$ 7,329,766	863	\$ 8,493
Allen	\$ 12,095,222	720	\$ 16,799
Colleyville	\$ 2,071,197	202	\$ 10,253
Coppell	\$ 8,027,968	544	\$ 14,757
Frisco	\$ 14,949,702	1,369	\$ 10,920
Grapevine	\$ 10,046,378	771	\$ 13,030
Highland Village	\$ 1,939,074	313	\$ 6,195
Lewisville	\$ 7,412,181	1,002	\$ 7,397
Keller	\$ 6,574,208	336	\$ 19,566
Plano	\$ 45,166,408	2,507	\$ 18,016
Richardson	\$ 12,022,706	837	\$ 14,364
Southlake	\$ 5,967,181	419	\$ 14,241
Westerville	\$ 9,594,116	397	\$ 24,167

Agency	Jurisdiction Population	Total Trail Miles	Total Trail Miles per 1,000 Residents
Flower Mound	68,819	59.9	0.87
Allen	96,227	40.0	0.42
Colleyville	25,267	9.4	0.37
Coppell	41,042	7.0	0.17
Frisco	149,803	56.0	0.37
Grapevine	50,542	34.0	0.67
Highland Village	15,810	10.0	0.63
Lewisville	104,494	15.2	0.15
Keller	44,443	19.0	0.43
Plano	278,537	56.2	0.20
Richardson	110,377	40.0	0.36
Southlake	29,353	6.0	0.20
Westerville	37,667	26.0	0.69

Site Inventory and Assessments

Scale of Conditions		General Description			
Assessment Finding					
A		Park/amenities are in excellent condition with little or no maintenance problems noted. Park/amenities do not feature any major design issues that contribute to diminished use or maintenance.			
B		Park/amenities are in good condition and feature only minor maintenance problems. Generally, most maintenance issues with these park/amenities appear to be the result of age and/or heavy use. Park/amenities may only feature minor design issues that contribute to diminished use or maintenance (i.e. drainage, structural, utilities, etc.).			
C		Park/amenities are in fair condition and indicate ongoing maintenance problems. Generally, most maintenance issues with these park/amenities appear to be the result of age and heavy use. Some maintenance issues may be compounded over time due to being deferred because of budget and/or resource limitations.			
D		Park/amenities are in poor condition and clearly show ongoing maintenance problems that ultimately may result in suspended use for repair/replacement. Maintenance issues with these park/amenities are the result of age and heavy use, and generally are compounded over time due to deferred maintenance as a result of budget and/or resource limitations. Park/amenities may feature major design issues that contribute to diminished use or maintenance (i.e. drainage, structural, utilities, etc.).			

 HOT COAL RECEPTACLE & BBQ	 PLAY AREA - AGE 6-12	 PORTABLE AND TRASH
 FULL/HALF BASKETBALL COURT	 TENNIS COURT	 RESTROOMS
 NIGHT LIGHTING	 COAL BARBECUE	 BENCH
 TABLE		



Community Needs

Current Level of Service

	Existing			
Facility	Total Inventory	Current Service Level		
PARKS				
Regional Parks	182.0	1.0	acres per	1,000
Community Parks	115.0	1.2	acres per	1,000
Neighborhood Parks	309.0	3.2	acres per	1,000
Pocket Parks	2.3	0.0	acres per	1,000
Total Park Acres	608.3	6.3	acres per	1,000
OUTDOOR AMENITIES				
Shelters	40	1.0	site per	2,418
Multi-Purpose Fields	37	1.0	field per	2,814
Ball Fields	21	1.0	field per	4,806
Basketball Courts	10	1.0	court per	10,181
Tennis Courts	17	1.0	court per	5,889
Playgrounds	29	1.0	site per	3,335
INDOOR AMENITIES				
Recreation Centers	171,052	1.8	SF per	person

Data Driven, Prioritized Community Rankings

Program Needs Assessment	Overall Ranking
Community Events (concerts, Tour De Carmel, etc.)	1
Fitness/Wellness for Adults	2
Outdoor/Environmental	3
Arts & Crafts Classes	4
Fitness/Wellness for Seniors	5
Senior Programs	6
Fitness/Wellness for Youth	7
Learn to Swim	8
Recreational Sports Adults	9
Recreational Sports Youth	10
Golf Lessons/Leagues Adults	11
Dance Performing Arts	12
Preschool/Early Childhood	13
Golf Lessons/Leagues youth	14
Before/After School Care	15
Gymnastics/Tumbling	16
Recreational Sports Seniors	17
Ropes/Challenge Courses	18
Scuba Diving Instruction	19
Golf Lessons/Leagues Seniors	20
Martial Arts	21
Parent's Day Out	22
Daycare for Preschoolers	23
Rock Climbing Instruction	24
Adaptive Programs (for people with disabilities)	25

Facility/Amenity Needs Assessment	Overall Ranking
Paved Multipurpose Trails	1
Nature Trails/Boardwalks	2
Off-leash Dog Park	3
Fitness/Exercise Indoor Facilities	4
Playgrounds	5
Nature Center	6
Swimming/Activity Pools Outdoor	7
Fishing Areas	8
Tennis Courts Outdoor	9
Spray Park	10
Swimming/Activity Pools Indoor	11
Lap Lanes for Exercise Swim Indoor	12
Rock Climbing Walls Indoor	13
Ice Skating Rink Indoor	14
Community Vegetable Garden	15
Basketball Courts-Outdoor	16
Disc Golf Course	17
Soccer/Multipurpose Youth Fields	18
Basketball/Volleyball Courts-Indoor	19
Soccer/Multipurpose Adult Fields	20
Bocce Ball Courts	21
Bike/BMX Park	22
Picnic Shelters	23
Skate Park	24
Baseball/Softball Youth Fields	25
Pickleball Courts	26
Softball Fields-Adults	27

Recommended Level of Service

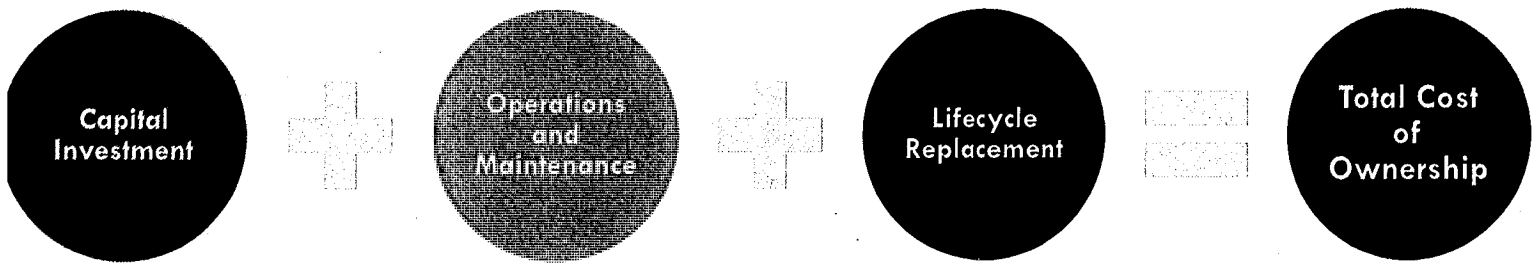
	Existing								Current Needs			5-Year Needs		
Facility	Total Inventory	Current Service Level			Recommendation			Status	Additional Needs		Status	Additional Needs		
PARKS														
Regional Parks	182.0	1.9	acres per	1,000	4.0	acres per	1,000	Need Exists	205	Acre(s)	Need Exists	226	Acre(s)	
Community Parks	115.0	1.2	acres per	1,000	3.5	acres per	1,000	Need Exists	224	Acre(s)	Need Exists	242	Acre(s)	
Neighborhood Parks	309.0	3.2	acres per	1,000	3.0	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)	
Pocket Parks	2.3	0.0	acres per	1,000	0.0	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)	
Total Park Acres	608.3	6.3	acres per	1,000	0.0	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)	
OUTDOOR AMENITIES														
Shelters	40	1.0	site per	2,418	1.0	site per	4,000	Meets Standard	-	Sites(s)	Meets Standard	-	Sites(s)	
Multi-Purpose Fields	37	1.0	field per	2,614	1.0	field per	4,000	Meets Standard	-	Field(s)	Meets Standard	-	Field(s)	
Ball Fields	21	1.0	field per	4,606	1.0	field per	4,000	Need Exists	3	Field(s)	Need Exists	5	Field(s)	
Basketball Courts	10	1.0	court per	10,181	1.0	court per	4,000	Need Exists	15	Court(s)	Need Exists	16	Court(s)	
Tennis Courts	17	1.0	court per	5,689	1.0	court per	6,000	Meets Standard	-	Court(s)	Need Exists	0	Court(s)	
Playgrounds	29	1.0	site per	3,335	1.0	site per	3,000	Need Exists	3	Site(s)	Need Exists	5	Site(s)	
INDOOR AMENITIES														
Recreation Centers	171,052	1.8	SF per	person	2.0	SF per	person	Need Exists	22,380	Sq Ft	Need Exists	33,038	Sq Ft	

[illegible]



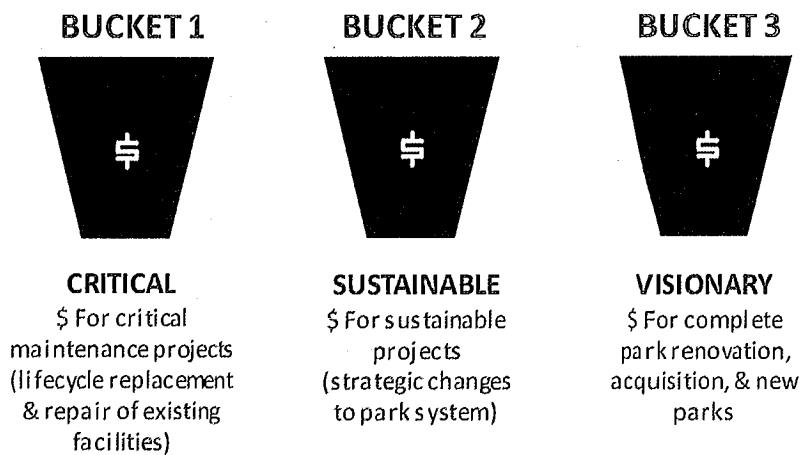
Capital Improvements and Financing the Plan

Total Cost of Ownership Financial Plan



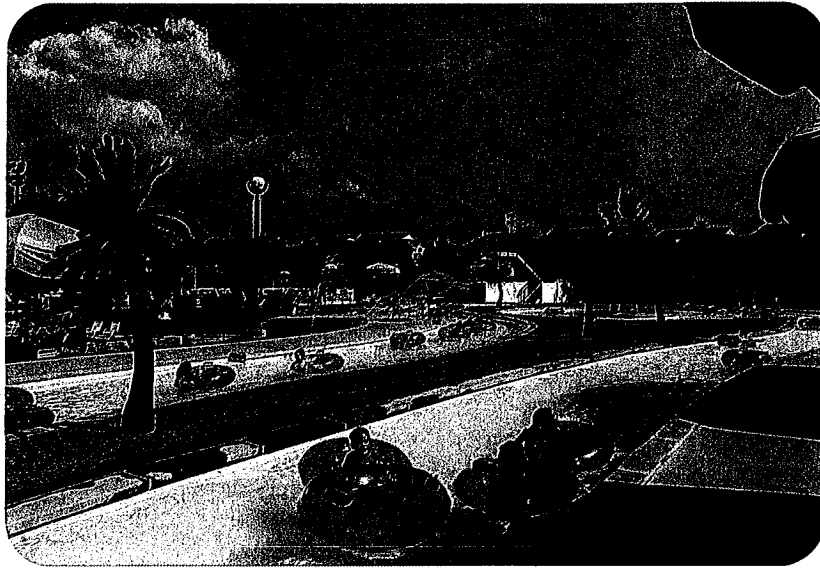
Capital Improvement Plan

Understanding Cost “Buckets”



Funding Strategy Plan – Specific to the City!!

Funding Category	Funding Strategy	Funding Description	Implementation Feasibility	Sustainability
External Funding	Corporate Sponsorships	This revenue-funding source allows corporations to invest in the development or enhancement of new or existing facilities in park systems. Sponsorships are also highly used for programs and events.	Select	Select
	Crowdfunding	Fairly new web-based source which aggregates funds from a group of people who are willing to support a specific project, be it program related or facility related. Some sites that successfully do that are www.kickstarter.org and www.razoo.com etc.	Select	Select
	Partnerships	Partnerships are joint development funding sources or operational funding sources between two separate agencies, such as two government entities, a non-profit and a City department, or a private business and a City agency. Two partners jointly develop revenue producing park and recreation facilities and share risk, operational costs, responsibilities and asset management, based on the strengths and weaknesses of each partner.	Select	Select



Implementing the Plan

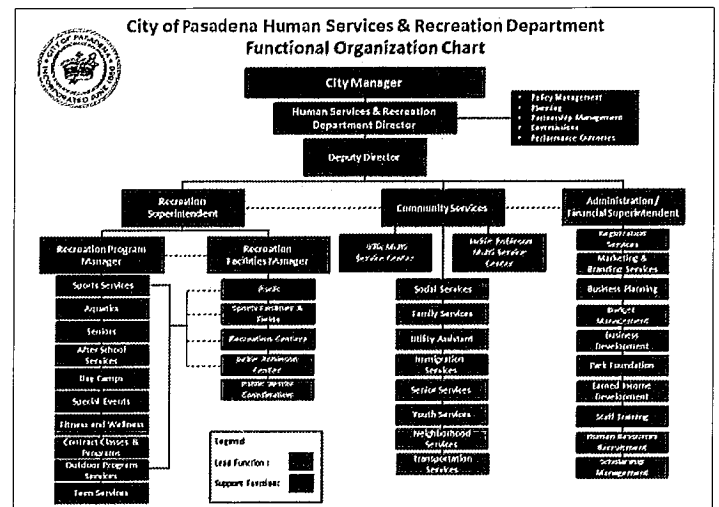
Organizational Capacity for Implementing the Plan

Evaluate each area of operations and focus on **right-staffing** not just right-sizing

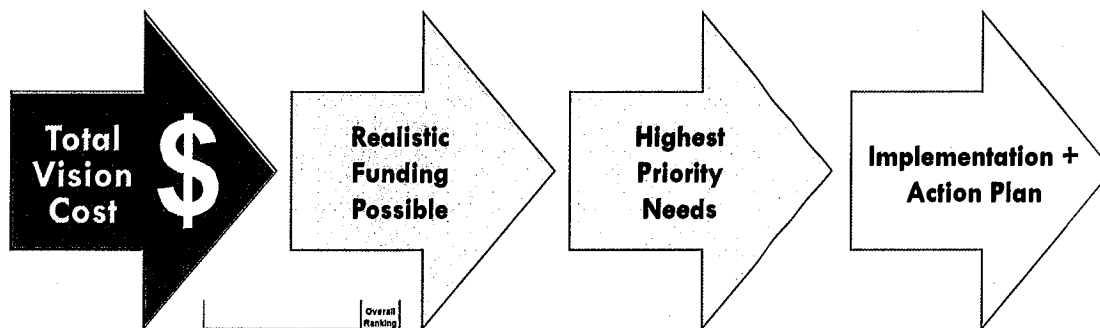
Evaluate policy and procedure to **ensure consistent implementation** system-wide

Determine whether the **organizational structure is aligned** to the community's vision, mission and goals

Create a **functional, outcome-driven** agency

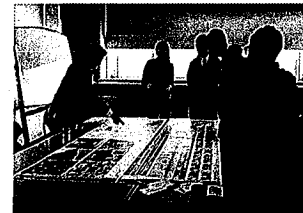


Implementation Plan



Top Priority Needs:

	Overall Ranking
Walking and biking trails	1
Outdoor swimming pools / water park	2
Indoor tracks and exercise facilities	3
Indoor tennis and volleyball	4
Indoor soccer / netball court	5
Indoor swimming pools / leisure pools	6
Small neighborhood parks	7
Green space and natural areas	8
Off-leash areas	9
Amphitheater	10
Recreational equipment	11
Large community parks	12
Youth Soccer Fields	13
Community facilities	14
Arts Center	15
Recreation center	16
Disc / sports center	17
Multi-purpose fields	18
Senior center	19
Indoor basketball / volleyball courts	20
Table golf courts	21
Youth Baseball and Softball Fields	22
Recreation center	23
Adult soccer fields	24
Outdoor tennis courts	25
Adult baseball and softball fields	26
Outdoor basketball courts	27
Disc golf	28



Action Plan Matrix



Community Vision for Recreation Facilities:

"Our vision for development of recreation facilities in Merriam will follow what the community desires based on public input and financial capability to provide citizens with a well-designed community center with indoor and outdoor pool for people of all ages to enjoy for the next 50 years."

Goal: Develop a new community center with an indoor and outdoor pool by the end of 2019.

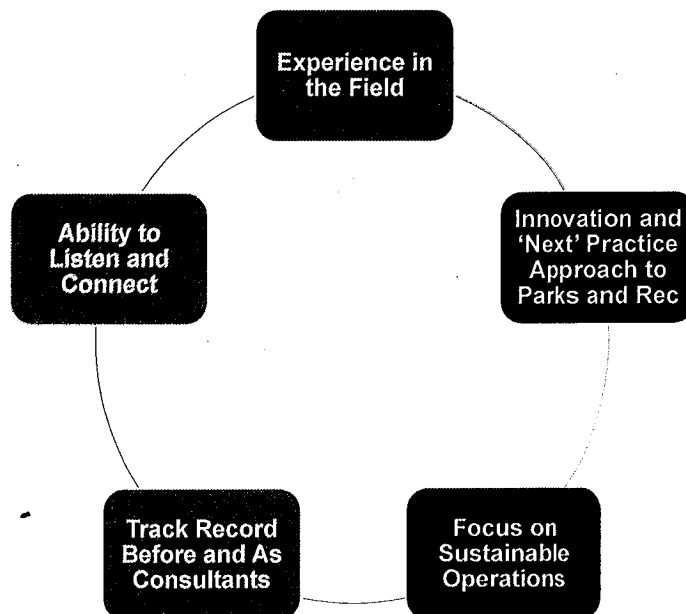
Strategy	Tactics	Group Responsible	Start Date	Performance Measure
1.1 Seek final approval from City Council for what facilities they would like to move forward on as it applies to new development or renovation of existing facilities by the end of March including which financing options they will pursue through a voter approval process	Finalize and accept the Recreation Facilities Master Plan presented in January of 2017 by the Consulting Team	City Manager and Parks Director	January 2017	Final Acceptance of the Facilities Master Plan completed in January of 2017
	City Council will determine the timeline they follow to achieve their desired goal in 2017.	City Council	March 2017	Timeline and funding sources will be determined to develop or improve the existing facilities in March of 2017
	Establish or use the existing Facilities Master Plan Steering Committee to raise money for educational materials to inform citizens of what financial means they have selected to finance the proposed facilities	City Council and City Manager	March 2017	Determine the date for when the voters will be asked to participate in the decision to move forward on the new or improved recreation facilities



Why US?



Points of Distinction - Experience



Why This Team?

Award-winning **local and national experience**

Local familiarity

Innovative **community-based process**

Ideal combination of asset-based and operations-based planning

Knowledgeable of latest “**next practices**” and local conditions

Clear and measureable **data-driven outcomes**

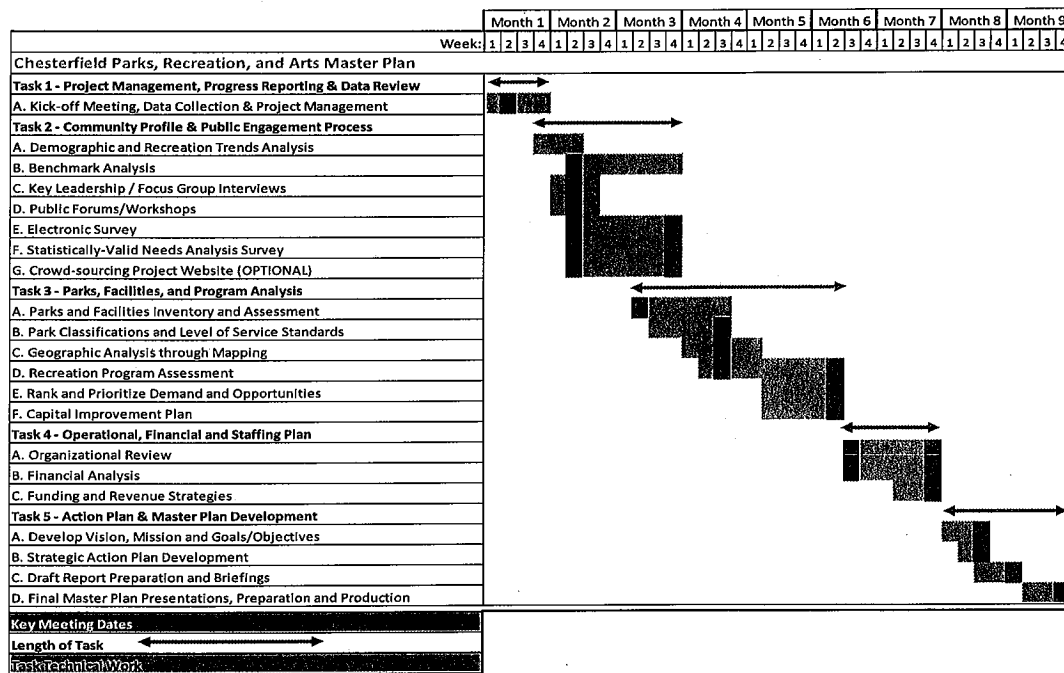
Help you **define your vision** and provide a roadmap to achieve it!

Over **400 master plans** successfully implemented and driven over **\$5 billion** worth of capital investment

Over **\$2 billion** of voter approved initiatives (ETC)

Ready to begin work!

Questions?



UNFINISHED BUSINESS

There is no unfinished business to be considered at Monday's meeting. If you have any questions or require additional information, please contact Chief Ray Johnson prior to Monday's meeting.

NEW BUSINESS

LEGISLATION

- A. BILL NO. 3170** - AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CHESTERFIELD SECTION 31-02-20 CITY COUNCIL POWER OF REVIEW PERTAINING TO THE TIME PERIOD TO EXERCISE POWER OF REVIEW AND MODIFYING WHO MAY CALL FOR CITY COUNCIL POWER OF REVIEW **(FIRST READING) FORWARDED FROM PLANNING & PUBLIC WORKS COMMITTEE WITH NO RECOMMENDATION**

BILL NO. 3170

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CHESTERFIELD SECTION 31-02-20 CITY COUNCIL POWER OF REVIEW PERTAINING TO THE TIME PERIOD TO EXERCISE POWER OF REVIEW AND MODIFYING WHO MAY CALL FOR CITY COUNCIL POWER OF REVIEW.

WHEREAS, the City Council desires to allow additional time to call for Power of Review; and,

WHEREAS, the City Council has determined that broadening the scope of eligibility for whom may exercise Power of Review provides a necessary and reasonable oversight function of development plans; and

WHEREAS, the Planning and Public Works Committee, having considered said request, voted 2-1 to move the request to City Council without a recommendation; and,

WHEREAS, the City Council, having considered said request, voted to approve the modifications to Section 31-02-20.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 31-02-20 is hereby repealed and replaced with the following:

A. City Council review of Planning Commission decisions (power of review).

1. Either Councilmember of the Ward where a development is proposed, the Mayor, or any two (2) City Council members from any Ward may request that the conditional use permit or plan for a development be reviewed and approved by the entire City Council.
2. This request must be made no later than seventy-two (72) hours after decision of the Planning Commission. The project will then be placed with Planning and Public Works Committee for review, with a final recommendation then forwarded to the City Council. The City Council will then take appropriate action relative to the proposal.
3. The plan for a development, for purposes of this Section, may include the site development plan, site development section plan, site development concept plan, landscape plan, lighting plans, architectural elevations, sign package or any amendment thereto or any other plan reviewed by the Planning Commission.

4. Written notice of Power of Review shall be provided to the applicant and all other persons who appeared and spoke in opposition to the application at the public hearing before the Planning Commission or to the protestants in the case of a protest. The applicant and any other person or persons who, in the discretion of the City Council, will be aggrieved by any decision or action may be heard at the hearing before the Planning and Public Works Committee.
5. The City Council may affirm, reverse or modify, in whole or in part, any determination of the Planning Commission. An affirmative vote of two-thirds (2/3) of the members of the whole City Council shall be required to approve a protested conditional use permit or to overrule the disapproval of the Planning Commission. In all other instances, a majority vote of the whole City Council shall be required to approve, deny or modify the determination of the Planning Commission.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this _____ day of _____, 2017.

PRESIDING OFFICER

Bob Nation, MAYOR

ATTEST:

Vickie Hass, CITY CLERK

FIRST READING HELD:

LEGISLATION – PLANNING COMMISSION

- A. BILL NO. 3169** – ORDINANCE REPEALING CITY OF CHESTERFIELD ORDINANCE NUMBER 2841 TO MODIFY DEVELOPMENT CONDITIONS FOR A 2.93 ACRE TRACT OF LAND, MORE OR LESS, ZONED C8, PLANNED COMMERCIAL DISTRICT LOCATED SOUTHEAST OF THE INTERSECTION OF CHESTERFIELD AIRPORT ROAD AND LONG ROAD. (P.Z. 11-2017 STEVE W WALLACE AUTOMOTIVE & TRAILER II, LLC {ORDINANCE AMENDMENT} 17U140441, 17U140450, 17U140461 & 17U140472). **Green Sheet Amendment provided. (SECOND READING) PLANNING COMMISSION RECOMMENDS APPROVAL; PLANNING & PUBLIC WORKS COMMITTEE RECOMMENDS APPROVAL, AS AMENDED.**

BILL NO. 3169

ORDINANCE NO. _____

AN ORDINANCE REPEALING CITY OF CHESTERFIELD ORDINANCE NUMBER 2841 TO MODIFY DEVELOPMENT CONDITIONS FOR A 2.93 ACRE TRACT OF LAND, MORE OR LESS, ZONED C8, PLANNED COMMERCIAL DISTRICT LOCATED SOUTHEAST OF THE INTERSECTION OF CHESTERFIELD AIRPORT ROAD AND LONG ROAD. (P.Z. 11-2017 STEVE W WALLACE AUTOMOTIVE & TRAILER II, LLC {ORDINANCE AMENDMENT} 17U140441, 17U140450, 17U140461 & 17U140472).

WHEREAS, Automotive and Trailer II, LLC, has requested an ordinance amendment to modify development conditions and add land uses for a 2.93 acre tract of land, more or less, located southeast of the intersection of Chesterfield Airport Road and Long Road; and,

WHEREAS, a Public Hearing was held before the Planning Commission on August 28, 2017; and,

WHEREAS, the Planning Commission, having considered said request, recommended approval of the ordinance amendment; and,

WHEREAS, the Planning and Public Works Committee, having considered said request, recommended approval of the ordinance amendment with one amendment; and

WHEREAS, the City Council, having considered said request with one amendment voted to approve the ordinance amendment request.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. City of Chesterfield Ordinance 2841 is hereby repealed and those conditions therein incorporated into the Attachment A, which is attached hereto and made a part hereof for Steve W Wallace and as described as follows:

A TRACT OF LAND BEING PART OF LOT 4 OF A SUBDIVISION OF THE WEST HALF OF U.S. SURVEY 126, TOWNSHIP 45 NORTH, RANGE 4 EAST AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT A POINT ON THE CENTERLINE OF CHESTERFIELD AIRPORT ROAD 100.00 FEET WIDE, SAID POINT BEING DISTANCE NORTH $88^{\circ}13'03''$ EAST 302.10 FEET FROM THE CENTERLINE OF LONG ROAD, 60.00 FEET WIDE, AND ALSO BEING THE NORTHEAST CORNER OF THE PROPERTY NOW OR FORMERLY OF F. WILLIAM HUMAN JR. AS RECORDED IN DEED BOOK 7208 PAGE 2056 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG THE EAST LINE OF SAID PROPERTY SOUTH $00^{\circ}02'41''$ WEST A DISTANCE OF 50.02 FEET TO A POINT ON THE SOUTH LINE OF SAID CHESTERFIELD AIRPORT ROAD; THENCE CONTINUING ALONG SAID EAST LINE SOUTH $00^{\circ}02'41''$ WEST A DISTANCE OF 188.25 FEET TO A POINT IN THE NORTH LINE OF PROPERTY CONVEYED TO WILLIAM AND ANNA MAY GAEHLE AS RECORDED IN DEED BOOK 6413 PAGE 2610 OF THE ST. LOUIS COUNTY RECORDS AND BEING THE TRUE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND; THENCE ALONG SAID NORTH LINE NORTH $88^{\circ}13'03''$ EAST A DISTANCE OF 19.30 FEET TO THE NORTHEAST CORNER OF SAID GAEHLE PROPERTY; THENCE ALONG THE EAST LINE OF SAID GAEHLE PROPERTY SOUTH $00^{\circ}02'41''$ WEST A DISTANCE OF 62.00 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY; THENCE ALONG THE SOUTH LINE OF SAID PROPERTY SOUTH $88^{\circ}13'03''$ WEST A DISTANCE OF 15.40 FEET TO THE NORTHEAST CORNER OF THE PROPERTY CONVEYED TO SANDRA B. HUNSAKER AS RECORDED IN DEED BOOK 8603 PAGE 1511 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG THE EAST LINE OF SAID PROPERTY SOUTH $00^{\circ}02'41''$ WEST A DISTANCE OF 220.19 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY; THENCE ALONG THE SOUTH LINE SOUTH $88^{\circ}13'03''$ WEST A DISTANCE OF 276.00 FEET TO THE EAST LINE OF SAID LONG ROAD; THENCE ALONG SAID EAST LINE NORTH $00^{\circ}02'41''$ EAST A DISTANCE OF 371.33 FEET TO THE SOUTH LINE OF A TRACT CONVEYED TO ST. LOUIS COUNTY, MISSOURI BY DEED RECORDED IN BOOK 9390 PAGE 1287 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG SAID SOUTH LINE SOUTH $89^{\circ}57'19''$ EAST A DISTANCE OF 2.99 FEET TO A POINT ON A CURVE; THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 120.00 FEET, THE CHORD OF WHICH BEARS NORTH $28^{\circ}42'04''$ EAST 115.05 FEET, AN ARC DISTANCE OF 120.00 FEET TO A POINT IN THE SOUTH LINE OF SAID CHESTERFIELD AIRPORT ROAD; THENCE ALONG SAID SOUTH LINE NORTH $88^{\circ}13'03''$ EAST A DISTANCE OF 2.20 FEET TO A POINT IN THE WEST LINE OF SAID F. WILLIAM HUMAN JR. PROPERTY; THENCE CONTINUING ALONG SAID WEST LINE SOUTH $00^{\circ}02'41''$ WEST A DISTANCE OF 188.25 FEET TO A POINT IN THE NORTH LINE OF SAID PROPERTY CONVEYED TO WILLIAM AND ANNA MAY GAEHLE; THENCE ALONG SAID NORTH LINE NORTH

88°13'03" EAST A DISTANCE OF 211.70 FEET TO THE POINT OF BEGINNING AND CONTAINING 88,270 SQUARE FEET OR 2.03 ACRES MORE OR LESS.

AND

A TRACT OF LAND BEING PART OF LOT 4 OF A SUBDIVISION OF THE WEST HALF OF U.S. SURVEY 126, TOWNSHIP 45 NORTH, RANGE 4 EAST AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT A POINT ON THE CENTERLINE OF CHESTERFIELD AIRPORT ROAD, 100.00 FEET WIDE, SAID PROPERTY BEING DISTANCE NORTH 88°13'03" EAST 302.10 FEET FROM THE CENTERLINE OF LONG ROAD, 60.00 FEET WIDE, AND ALSO BEING THE NORTHEAST CORNER OF THE PROPERTY NOW OR FORMERLY OF F. WILLIAM HUMAN JR. AS RECORDED IN DEED BOOK 7208 PAGE 2056 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG THE EAST LINE OF SAID PROPERTY SOUTH 00°02'41" WEST A DISTANCE OF 50.02 FEET TO A POINT ON THE SOUTH LINE OF SAID CHESTERFIELD AIRPORT ROAD AND BEING THE TRUE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND; THENCE CONTINUING ALONG SAID EAST LINE SOUTH 00°02'41" WEST A DISTANCE OF 188.25 FEET TO A POINT IN THE NORTH LINE OF PROPERTY CONVEYED TO WILLIAM AND ANNA MAY GAEHLE AS RECORDED IN DEED BOOK 6413 PAGE 2610 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG SAID NORTH LINE SOUTH 88°13'03" WEST A DISTANCE OF 211.70 FEET; THENCE NORTH 00°02'41" EAST A DISTANCE OF 188.25 FEET TO A POINT IN THE SOUTH LINE OF SAID CHESTERFIELD AIRPORT ROAD; THENCE ALONG SAID SOUTH LINE NORTH 88°13'03" EAST A DISTANCE OF 211.70 FEET TO THE POINT OF BEGINNING AND CONTAINING 39,853 SQUARE FEET OR 0.9 ACRES MORE OR LESS.

AND

A TRACT OF LAND BEING LOT 2 OF "STEVE W. WALLACE SUBDIVISION", A SUBDIVISION FILED FOR RECORD IN PLAT BOOK 345, PAGE 701 OF THE ST. LOUIS COUNTY, MISSOURI RECORDS AND BEING PART OF U.S. SURVEY 126 IN TOWNSHIP 45 NORTH, RANGE 4 EAST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 2 OF "STEVE W. WALLACE SUBDIVISION", A SUBDIVISION FILED FOR RECORD IN PLAT BOOK 345, PAGE 701 OF THE ST. LOUIS COUNTY RECORDS; THENCE ALONG THE SOUTHERN LINE OF SAID LOT 2 SOUTH 88 DEGREES 13 MINUTES 03 SECONDS WEST, 258.99 FEET TO THE SOUTHWEST CORNER THEREOF, SAID POINT BEING ON THE EASTERN LINE OF LONG ROAD; THENCE ALONG THE WESTERN LINE OF LOT 2, BEING THE EASTERN LINE OF LONG ROAD NORTH 00 DEGREES 02 MINUTES 41 SECONDS EAST, 43.97 FEET TO THE NORTHWEST CORNER OF SAID LOT 2; THENCE ALONG THE NORTHERN LINE OF SAID LOT 2 THE FOLLOWING: SOUTH 89 DEGREES 57 MINUTES 19 SECONDS EAST, 20.86 FEET TO A POINT OF CURVATURE; THENCE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 75.50 FEET AND AN ARC LENGTH OF 48.95 FEET TO THE POINT OF TANGENCY; THENCE NORTH 52 DEGREES 53 MINUTES 37 SECONDS EAST, 82.45 FEET TO A POINT; THENCE SOUTH 89 DEGREES 57 MINUTES 19 SECONDS EAST, 126.69 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE ALONG THE EASTERN LINE OF SAID LOT 2 SOUTH 00 DEGREES 02 MINUTES 41 SECONDS WEST, 100.83 FEET TO THE POINT OF BEGINNING AND CONTAINING 21,428 SQUARE FEET OR 0.49 ACRES MORE OR LESS.

Section 2. The preliminary approval, pursuant to the City of Chesterfield Zoning Ordinance is granted, subject to all of the ordinances, rules and regulations and the specific conditions as recommended by the Planning Commission in its recommendation to the City Council, which are set out in the Attachment "A" which is attached hereto as and made part of.

Section 3. The City Council, pursuant to the petition filed by Automotive and Trailer II, LLC in P.Z. 11-2017, requesting the amendment embodied in this ordinance, and pursuant to the recommendation of the City of Chesterfield Planning Commission that said petition be granted and after a public hearing, held by the Planning Commission on the 28th day of August 2017, does hereby adopt this ordinance pursuant to the power granted to the City of Chesterfield under Chapter 89 of the Revised Statutes of the State of Missouri authorizing the City Council to exercise legislative power pertaining to planning and zoning.

Section 4. This ordinance and the requirements thereof are exempt from the warning and summons for violations as set out in Section 8 of the City of Chesterfield Unified Development Code.

Section 5. This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this _____ day of _____, 2017.

PRESIDING OFFICER

Bob Nation, MAYOR

ATTEST:

Vickie Hass, CITY CLERK

FIRST READING HELD: 11/20/2017

ATTACHMENT A

All provisions of the City of Chesterfield City Code shall apply to this development except as specifically modified herein.

I. SPECIFIC CRITERIA

A. PERMITTED USES

1. The uses allowed in this C8 District shall be as follows:
 - a. Filling station and convenience store with pump stations;
 - b. Restaurant-fast food;
 - c. Oil change facility; and,
 - d. Vehicle repair and service facility.
2. The above uses in the C8 District shall be restricted as follows:
 - a. All uses within this C8 Planned Commercial District shall be contained within a total of two (2) single-story buildings.
 - b. The canopy structure associated with the Filling station and convenience store with pump stations shall not exceed 5,600 square feet in area and contain a total of six (6) fuel pumps.
 - c. The Convenience store/restaurant-fast food co-use shall not exceed 6,000 square feet in overall size. The restaurant-fast food portion of this co-use shall not exceed sixty (60) seats.
 - d. The Oil change facility and Vehicle repair and service facility uses shall be limited to six (6) bays and shall not exceed 3,250 square feet.
 - e. There shall be no outdoor display and/or selling of merchandise within the limits of the C8 Planned Commercial District.
 - f. Outdoor storage of derelict, wrecked or dismantled vehicles is prohibited.
 - g. Unscreened outdoor storage is prohibited.
3. Hours of Operation.
 - a. Hours of operation for this C8 District shall not be restricted.

4. Telecommunication siting permits may be issued for wireless telecommunications facilities per the requirements of the City of Chesterfield Unified Development Code.

B. FLOOR AREA, HEIGHT, BUILDING AND PARKING STRUCTURE REQUIREMENTS

1. Building Requirements

- a. A minimum of twenty-seven percent (27%) open space is required for this development.

C. SETBACKS

1. Structure Setbacks

No building or structure, other than: a freestanding project identification sign, light standards, flag poles, or trash enclosure will be located within the following setbacks:

- a. Ninety (90) feet from the right-of-way of Chesterfield Airport Road.
- b. Twenty (20) feet from the eastern boundary of this C8 District.
- c. Fifteen (15) feet from the southern boundary of this C8 District.
- d. Forty (40) feet from the right-of-way of Long Road.

2. Parking Setbacks

No parking stall, loading space, internal driveway, or roadway, except points of ingress or egress, will be located within the following setbacks:

- a. Twenty (20) feet from the right-of-way of Chesterfield Airport Road.
- b. Five (5) feet from the eastern boundary of this C8 District.
- c. Ten (10) feet from the southern boundary of this C8 District.
- d. Fifteen (15) feet from the right-of-way of Long Road.

D. SIGN REQUIREMENTS

1. Except as otherwise permitted by this ordinance, signs shall be permitted in accordance with the regulations of the City of Chesterfield Code or a Sign Package may be submitted for the planned district. Sign Packages shall adhere to the City Code and are reviewed and approved by the City of Chesterfield Planning Commission.

2. No more than two (2) freestanding project identification monument signs shall be permitted within the limits of this C8 District development. The height of one (1) such sign shall not exceed twelve (12) feet with a maximum of one hundred (100) square feet, and the height of the other sign shall not exceed eight (8) feet with a maximum of fifty (50) square feet, for a total of one hundred and fifty (150) square feet as approved by the Planning Commission on the Site Development Plan. A third sign for pricing is permitted and shall be no larger than twenty (20) square feet. The pricing sign may be included in the monument identification sign not to exceed one hundred (100) square feet or be used as a part of two (2) completely separate signs, one at eighty (80) square feet and one at twenty (20) square feet, for a total of one hundred and fifty (150) square feet for the approved uses, including twenty (20) square feet for the permitted price sign.
3. Ornamental Entrance Monument construction, if proposed, shall be reviewed by the City of Chesterfield, and/or the St. Louis County Department of Highways and Traffic (or MoDOT), for sight distance considerations prior to installation or construction.
4. No advertising signs or temporary signs (including balloons, banners, festoons of lights, strings of pennants, clusters of flags, twirlers or propellers, flares, spot lights and other similar devices of carnival nature) shall be permitted in this development.

E. ARCHITECTURAL

1. The development shall adhere to the Architectural Review Standards of the City of Chesterfield Code.
2. Trash enclosures: All exterior trash areas shall be enclosed with a minimum six (6) foot high sight-proof enclosure complemented by adequate landscaping. The location, material, and elevation of any trash enclosures will be as approved by the City of Chesterfield on the Site Development Plan.

F. ACCESS/ACCESS MANAGEMENT

1. Cross access to adjacent properties shall be required as directed by the City of Chesterfield.
2. Cross access to adjacent property to the south shall be striped and signage shall be placed to ensure it remains clear at all times. Any blockage of this easement at any time shall constitute a violation of this ordinance.

3. Driveway accesses are subject to City of Chesterfield, St. Louis County Department of Traffic and Highways and the Missouri Department of Transportation.

G. PUBLIC/PRIVATE ROAD IMPROVEMENTS, INCLUDING PEDESTRIAN CIRCULATION

1. Sidewalk adjacent to Chesterfield Airport Road and Long Road shall be as directed by the City of Chesterfield.
2. Improve the southeast quadrant of the Chesterfield Airport Road and Long Road intersection to St. Louis County ADA standards as directed by the St. Louis County Department of Highways and Traffic.
3. The developer is advised that utility companies will require compensation for relocation of their facilities within public road right-of-way. Utility relocation cost shall not be considered as an allowable credit against the petitioner's traffic generation assessment contributions. The developer should also be aware of extensive delays in utility company relocation and adjustments. Such delays will not constitute a cause to allow occupancy prior to completion of road improvements.
4. No private features, such as signage or lighting shall be allowed within the Missouri Department of Transportation's right-of-way.

H. TRAFFIC STUDY

1. Provide a traffic study as directed by the City of Chesterfield and/or St. Louis County Department of Highways and Traffic and the Missouri Department of Transportation. The scope of the study shall include internal and external circulation and may be limited to site specific impacts, such as the need for additional lanes, entrance configuration, geometrics, sight distance, traffic signal modifications or other improvements required, as long as the density of the proposed development falls within the parameters of the City's traffic model. Should the density be other than the density assumed in the model, regional issues shall be addressed as directed by the City of Chesterfield.
2. Provide a sight distance evaluation report, as required by the City of Chesterfield and/or the St. Louis County Department of Highways and Traffic or Missouri Department of Transportation, for the proposed entrance onto Chesterfield Airport Road and Long Road. If adequate sight distance cannot be provided at the access location, acquisition of right-of-way, reconstruction of pavement, including correction to the vertical alignment, and/or other off-site improvements shall be

required, as directed by the City of Chesterfield and/or the St. Louis County Department of Highways and Traffic or Missouri Department of Transportation.

I. POWER OF REVIEW

Either Councilmember of the Ward where a development is proposed or the Mayor may request that the plan for a development be reviewed and approved by the entire City Council. This request must be made no later than twenty-four (24) hours after Planning Commission review. The City Council will then take appropriate action relative to the proposal. The plan for a development, for purposes of this section, may include the site development plan, site development section plan, site development concept plan, landscape plan, lighting plans, architectural elevations, sign package or any amendment thereto.

J. STORM WATER

1. The site shall provide for the positive drainage of storm water and it shall be discharged at an adequate natural discharge point or connected to an adequate piped system.
2. Detention/retention and channel protection measures are to be provided in each watershed as required by the City of Chesterfield. The storm water management facilities shall be operational prior to paving of any driveways or parking areas in non-residential development. The location and types of storm water management facilities shall be identified on the Site Development Plan(s).
3. This development will require a NPDES permit from the Missouri Department of Natural Resources. NPDES permits are applicable to construction activities that disturb one (1) acre or more. A copy of the permit application must be submitted to the City of Chesterfield prior to the issuance of a grading permit or approval of improvement plans.

K. SANITARY SEWER

Metropolitan St. Louis Sewer District approval will be required if the petitioner wishes to re-subdivide the parcels. Properties shall have access to the public sanitary sewer. Private laterals shall not cross property lines or be shared by multiple properties.

L. GEOTECHNICAL REPORT

Prior to Site Development Plan approval, provide a geotechnical report, prepared by a registered professional engineer licensed to practice in the State of Missouri, as directed by the Department of Public Services. The report shall verify the suitability of grading and proposed improvements with soil and geologic conditions and address the existence of any potential

sinkhole, ponds, dams, septic fields, etc., and recommendations for treatment. A statement of compliance, signed and sealed by the geotechnical engineer preparing the report, shall be included on all Site Development Plans and Improvement Plans.

M. MISCELLANEOUS

1. All utilities will be installed underground.
2. An opportunity for recycling will be provided. All provisions of Chapter 25, Article VII, and Section 25-122 thru Section 25-126 of the City Code shall be required where applicable.
3. Road improvements and right-of-way dedication shall be completed prior to the issuance of an occupancy permit. If development phasing is anticipated, the developer shall complete road improvements, right-of-way dedication, and access requirements for each phase of development as directed by the City of Chesterfield and St. Louis County Department of Highways and Traffic or MoDOT. Delays due to utility relocation and adjustments will not constitute a cause to allow occupancy prior to completion of road improvements.
4. Prior to record plat approval, the developer shall cause, at his expense and prior to the recording of any plat, the reestablishment, restoration or appropriate witnessing of all Corners of the United States Public Land Survey located within, or which define or lie upon, the out boundaries of the subject tract in accordance with the Missouri Minimum Standards relating to the preservation and maintenance of the United States Public Land Survey Corners, as necessary.

II. TIME PERIOD FOR SUBMITTAL OF SITE DEVELOPMENT CONCEPT PLANS AND SITE DEVELOPMENT PLANS

- A.** The developer shall submit a concept plan within eighteen (18) months of City Council approval of the change of zoning.
- B.** In lieu of submitting a Site Development Concept Plan and Site Development Section Plans, the petitioner may submit a Site Development Plan for the entire development within eighteen (18) months of the date of approval of the change of zoning by the City.
- C.** Failure to comply with these submittal requirements will result in the expiration of the change of zoning and will require a new public hearing.
- D.** Said Plan shall be submitted in accordance with the combined requirements for Site Development Section and Concept Plans. The

submission of Amended Site Development Plans by sections of this project to the Planning Commission shall be permitted if this option is utilized.

- E.** Where due cause is shown by the developer, the City Council may extend the period to submit a Site Development Concept Plan or Site Development Plan for eighteen (18) months.

III. COMMENCEMENT OF CONSTRUCTION

- A.** Substantial construction shall commence within two (2) years of approval of the Site Development Concept Plan or Site Development Plan, unless otherwise authorized by ordinance.
- B.** Where due cause is shown by the developer, the Planning Commission may extend the period to commence construction for two (2) additional years.

IV. TRUST FUND CONTRIBUTION

Traffic generation assessment contributions shall be deposited with St. Louis County prior to the issuance of building permits. If development phasing is anticipated, the developer shall provide the traffic generation assessment contribution prior to issuance of building permits for each phase of development.

A. ROADS

The developer shall contribute a Traffic Generation Assessment (TGA) to the Chesterfield Valley Trust Fund (No. 556). This contribution shall not exceed an amount established by multiplying the required parking spaces by the following rate schedule:

<u>Type of Development</u>	<u>Required Contribution</u>
Vehicle Repair	\$2,278.87/parking space
Loading Space	\$3,729.09/parking space

If types of development proposed differ from those listed, rates shall be provided by the St. Louis County Department of Transportation.

If a portion of the improvements required herein are needed to provide for the safety of the traveling public, their completion as a part of this development is mandatory.

Allowable credits for required roadway improvements will be awarded as directed by the St. Louis County Department of Transportation and the City of Chesterfield. Sidewalk construction and utility relocation, among other items, are not considered allowable credits.

As this development is located within a trust fund area established by St. Louis County, any portion of the traffic generation assessment contribution which remains following completion of road improvements required by the development shall be retained in the appropriate trust fund.

Road improvement Traffic Generation Assessment contributions shall be deposited with St. Louis County Department of Transportation. The deposit shall be made prior to the issuance of a Special Use Permit (S.U.P.) by St. Louis County Department of Transportation or prior to the issuance of building permits in the case where no S.U.P. is required. If development phasing is anticipated, the developer shall provide the Traffic Generation Assessment contribution prior to issuance of building permits for each phase of development. Funds shall be payable to Treasurer, St. Louis County.

The amount of all required contributions for roadway, storm water and primary water line improvements, if not submitted by January 1, 2018, shall be adjusted on that date and on the first day of January in each succeeding year thereafter in accordance with the construction cost index as determined by the St. Louis County Department of Transportation.

B. WATER MAIN

The primary water line contribution is based on gross acreage of the development land area. The contribution shall be a sum of \$916.54 per acre for the total area as approved on the Site Development Plan to be used solely to help defray the cost of constructing the primary water line serving the Chesterfield Valley area.

The primary water line contribution shall be deposited with the St. Louis County Department of Transportation. The deposit shall be made before St. Louis County approval of the Site Development Plan unless otherwise directed by the St. Louis County Department of Transportation. Funds shall be payable to the Treasurer, St. Louis County.

C. STORM WATER

The storm water contribution is based on gross acreage of the development land area. These funds are necessary to help defray the cost of engineering and construction improvements for the collection and disposal of storm water from the Chesterfield Valley in accordance with the Master Plan on file with and jointly approved by Saint Louis County and the Metropolitan Saint Louis Sewer District. The amount of the storm

water contribution will be computed based on \$2,907.99 per acre for the total area as approved on the Site Development Plan.

The storm water contributions to the Trust Fund shall be deposited with the St. Louis County Department of Transportation. The deposit shall be made before the issuance of a Special Use Permit (S.U.P.) by St. Louis County Department of Transportation or before the issuance of building permits in the case where no Special Use Permit is required. Funds shall be payable to the Treasurer, St. Louis County.

D. SANITARY SEWER

The sanitary sewer contribution is collected as the Caulks Creek impact fee.

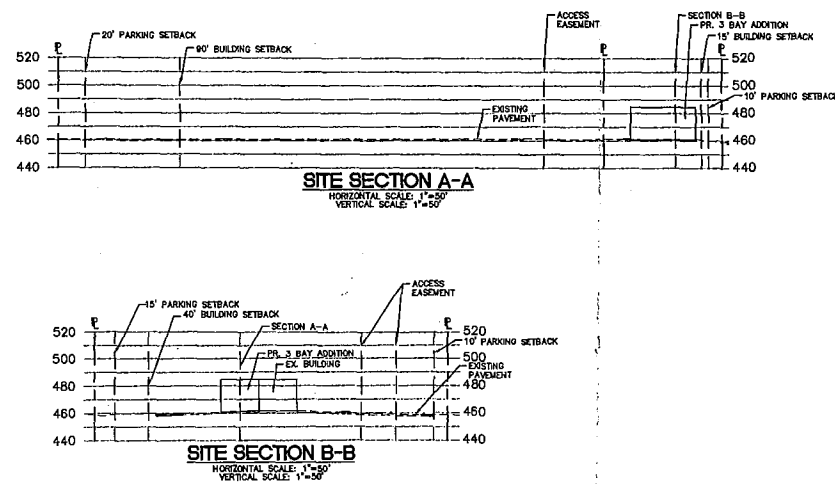
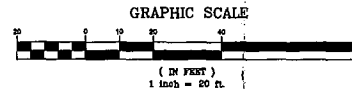
The sanitary sewer contribution within Chesterfield Valley area shall be deposited with the Metropolitan Saint Louis Sewer District as required by the District.

Trust Fund contributions shall be deposited with St. Louis County in the form of a cash escrow prior to the issuance of building permits.

V. ENFORCEMENT

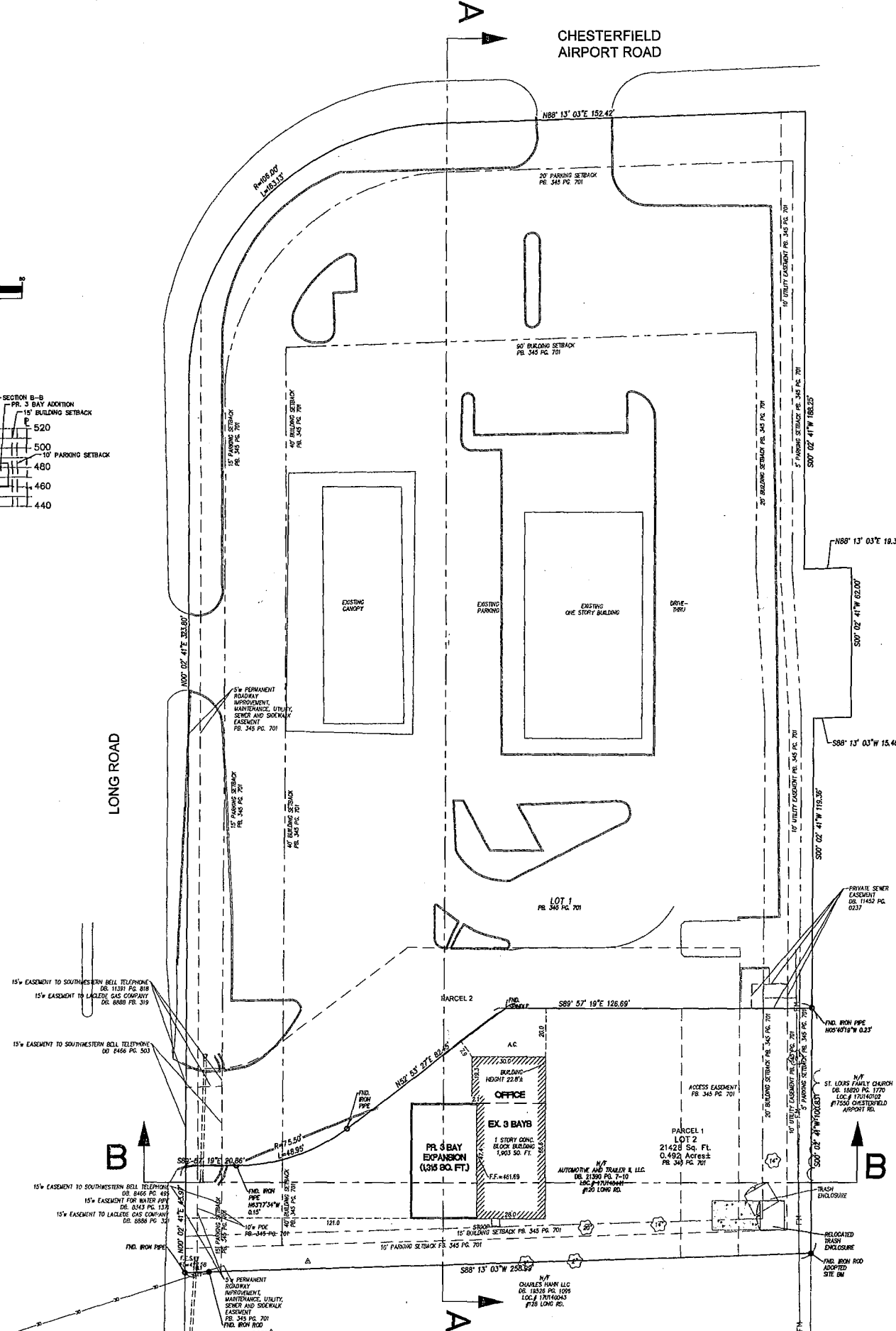
- A.** The City of Chesterfield, Missouri will enforce the conditions of this ordinance in accordance with the Plan approved by the City of Chesterfield and the terms of this Attachment A.
- B.** Failure to comply with any or all the conditions of this ordinance will be adequate cause for revocation of approvals/permits by reviewing Departments and Commissions.
- C.** Non-compliance with the specific requirements and conditions set forth in this Ordinance and its attached conditions or other Ordinances of the City of Chesterfield shall constitute an ordinance violation, subject, but not limited to, the penalty provisions as set forth in the City of Chesterfield Code.
- D.** Waiver of Notice of Violation per the City of Chesterfield Code.
- E.** This document shall be read as a whole and any inconsistency to be integrated to carry out the overall intent of this Attachment A.

A TRACT OF LAND LOT 2 OF STEVE W. WALLACE SUBDIVISION AS RECORDED IN PLAT BOOK 345, PAGE 701 LOCATED IN U.S. SURVEY 126, TOWNSHIP 45 NORTH, RANGE 4 EAST OF THE 5TH PRINCIPAL MERIDIAN CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI



2) Subject property lies within Flood Zone X (areas protected from the one percent annual chance (100-year) flood by levees, dikes, or other structures subject to possible failure or overtopping during larger floods,) according to the National Flood Insurance Rate Map Number 29189C0140 with an Effective Date of August 2, 1995 and revised to reflect LOMR dated April 17, 2000.

PREPARED FOR:
AUTOMOTIVE AND TRAILER II, LLC
c/o GUNDAKER COMMERCIAL GROUP, INC.
MR. MIKE HEJNA
2458 OLD DORSETT RD. SUITE 311
ST. LOUIS, MO. 63043



OXENFELD AIRPORT ROAD

McDONALD'S

LONE ROAD

SITE

EDISON AVE

LOCATION MAP
(NOT TO SCALE)

(1) Stock and Associates Consulting Engineers, Inc. used exclusively Old Republic National Tide Insurance Company, Commitment No.15-00070, with an effective date of December 16, 2014 at 8:00 a.m. for research of easements and encumbrances. No further research was performed by Stock and Associates Consulting Engineers, Inc.

(2) Tide is the estate or interest in the land described or referred to in the above commitment and covered therein is fee simple as to Parcel 1 and Easement Rights as to Parcel 2, and tide thereto is as the effective date thereof vested in:

AUTOMOTIVE AND TRAILER II, LLC

(g) Item No. 4, Easement granted to St. Louis County Water Company by the instrument recorded in Book 8343 page 1368, "NOT SHOWN" Does not affect subject property.

(b) Item No. 5. Subject to Easement granted to Southwestern Bell Telephone Company by the instrument recorded in Book 8466 page 439 "SHOWN", Book 8466 page 503, "SHOWN" and Book 11391 page 818. "SHOWN"

(c) Item No. 6. Subject to Easement granted to St. Louis County Water Company by the instrument recorded in Book 6343 page 1371. "SHOWN"

(d) Norm No. 7. Subject to Easement granted to Laclede Gas Company by the Instrumental recorded in Book 8888 page 319, and Book 8888 page 321. "SHOWN"

(e) Item No. 8. Terms, provisions and conditions contained within the Easement Agreement dated November 19, 1997 recorded on December 23, 1997 in Book 11398 page 2094, amended by the instrument recorded in Book 11452 page 0237, "SHOWING

(1) Item No. 9, Terms and provisions of Ordinance No. 5531 by the St. Louis County Council, a copy of which is recorded in Book 7168 page 942. "NOT SHOWN" Does not effect subject property.

(g) Item No. 10. Subject to Terms and provisions of the Development Plan according to the plat thereof recorded in Plat Book 345 page 632. "NOT SHOWN" Not a survey related item.

(n) Item No. 11. Subject to Building lines, easements, covenants and restrictions established by the plat recorded in Plat Book 345 page 701. "SHOWNY"

(7) Item No. 12. Restrictions as to the use of the subject property, for a term of Twenty (20) years contained within Special Warranty Deed dated December 16th, 1997 recorded on December 19th 1997 in Book 11365 page 1505. **NOT SHOWN** Not a summary related item and does not affect subject property.

(i) Item No. 13. Subject property lies within the boundaries of the Chesterfield Monarch Levee District and may be subject to additional rights, claims or easements in favor of said district should no constructive notice be evidenced in the chain of title.

(k) Item No's 14-16 "NOT SHOWN" Not survey related.

PROPERTY DESCRIPTION

Period No. 1:

Lot 2 of the Steve W. Wallace Subdivision, a subdivision in the County of St. Louis, according to the plat thereof recorded in plat Book 345 page 701 in the Recorders Office of St. Louis County, Missouri

Parcel No. 2:
Non-Exclusive easement for vehicular and pedestrian ingress and egress created by the Easement Agreement, dated November 19, 1997 recorded on December 23, 1998 in Book 11396 page 2094, as amended by the instrument recorded on Book 11452 page 0237 over a portion of the following described property to-wit:

Lot 1 of the Stone W. Wallace Subdivision, a subdivision in the County of St. Louis,
according to the plat thereof recorded in plat Book 345 page 701 in the Recorders
Office of St. Louis County, Missouri

ST. LOUIS COUNTY BENCHMARK

BENCHMARK 12171 (NGVD29 ELEV.=460.00)
STANDARD INCH ALUMINUM DISK STAMPED SL-38
SITUATED IN A GRASSY AREA NORTHWEST OF THE
INTERSECTION OF CHESTERFIELD AIRPORT RD. AND CAPRICE
DRIVE, S. OF THE PARKING FOR RETAIL STRIP CENTER
APPROX. 0.1 MILES EAST OF LONG RD; ROUGHLY 56' WEST
OF THE CENTERLINE OF CAPRICE DR. 43' NORTH THE
CENTERLINE CHESTERFIELD AIRPORT RD; AND 89' EAST OF
A FIRE HYDRANT.

SITE BENCHMARK

ELEV=457.00
FOUND IRON ROD AT THE S.E. CORNER OF THE SITE AS
SHOWN HEREON

ABBREVIATIONS

C.O.	CLEANOUT
D.B.	DEED BOOK
E	ELECTRIC
FL	FLOWLINE
FT	FEET
FND.	FOLD
G	GAS
M.H.	MANHOLE
N/F	NOW OR FORMERLY
P.B.	PLAY BOOK
P.C.	PAGE
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
P.V.C.	POLYVINYL CHLORIDE
R.C.P.	REINFORCED CONCRETE
SQ.	SQUARE
T	TELEPHONE CABLE
V.C.P.	VENTURED CLAY PIPE
W	WATER
W.W.	WENT-OF-WAY WIDTH
W.B.	WALL, ROY

SURVEYOR'S CERTIFICATION

This is to certify that Stock and Associates Consulting Engineers, Inc. has prepared this Preliminary Plan for Text Amendment from an actual survey. The information shown is a correct representation of all existing and proposed land divisions and does not represent a property boundary survey.

STOCK AND ASSOCIATES CONSULTING ENGINEERS, INC.

By: DANIEL EHLMANN, Missouri, P.L.S. No. 2215

PREPARED BY:

1 ZONING TEXT AMENDMENT

NORTHWEST TIRE & AUTO EXPANSION

120 LONG RD.
CHESTERFIELD, MO



GEORGE M. STOCK E-25115
CIVIL ENGINEER
CERTIFICATE OF AUTHORITY
NUMBER: 000996

REVISIONS:	
1	CITY COMMENTS 07.27.2017
2	CITY COMMENTS 09.05.2017

PRELIMINARY
PLAN

SHEET NO. C