



**Normandy City Council Meeting**  
**TENTATIVE AGENDA**  
7700 Natural Bridge Rd., St. Louis, MO 63121  
and on Zoom Teleconference  
Tuesday, September 19, 2023, at 6:30 p.m.

**A. REGULAR MEETING**

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
  - a. *Approval of minutes of the August 8, 2023, Regular City Council Meeting*
  - b. *Approval of minutes of the August 24, 2023, City Council Workshop Meeting*

**B. PRESENTATION OF PETITIONERS, REMONSTRATIONS, COMPLAINTS, AND REQUESTS**

1. Citizen Comments

**C. REPORT OF OFFICERS**

1. Mayor
2. Councilmembers
3. City Administrator
4. Chief of Police
5. Public Works Director
6. City Treasurer

**D. OLD BUSINESS**

1. **Council Bill #23-16 (Second Reading)** – *An ordinance of the City of Normandy, Missouri, amending section 5 of the City of Normandy Personnel Policy Manual and establishing a Pay Plan for employees.*
2. **Council Bill #23-18 (Second Reading)** – *An ordinance of the City of Normandy, Missouri adopting the Fiscal Year 2024 Budget.*

3. **Council Bill #23-19 (Second Reading)** – *An ordinance of the City of Normandy, Missouri, repealing and readopting Chapter 235 Article I of the Normandy City Code regarding solid waste collection.*
4. **Council Bill #23-20 (Second Reading)** – *An ordinance of the City of Normandy, Missouri, amending the City of Normandy Personnel Policy Manual regarding the payment of Holiday Pay.*
5. **Council Bill #23-21 (Second Reading)** – *An ordinance of the City of Normandy, Missouri, amending Section 500.110 regarding the City Council Attendance Policy.*

#### **E. NEW BUSINESS**

1. **Council Bill #23-22 (First Reading)** – *An ordinance of the City of Normandy, Missouri, amending Chapter 390 of the Normandy City Code regarding the parking of commercial vehicles.*
2. **Resolution #23-31** – *A resolution of the City of Normandy, Missouri authorizing the Mayor to enter into an agreement to provide court services to the City of Country Club Hills.*
3. **Resolution #23-32** – *A resolution of the City of Normandy, Missouri approving the Historic Preservation Commission grant application to the State Historic Preservation Office.*
4. *Approval of the recommendation of disposition from the Local Records Program received on August 22, 2023.*
5. *Acceptance of the Fiscal Year 2022 Audit*

#### **F. CITIZEN COMMENTS**

#### **G. CLOSED SESSION (RSMO 610:021-1, 2, 3)**

1. Personnel
2. Legal
3. Real Estate

#### **ADJOURNMENT**

Join Zoom Meeting  
<https://us06web.zoom.us/j/82091769431?pwd=NE9wMHJYVjRITiRlzhveWlQOUdNUT09>  
Meeting ID: 820 9176 9431  
Passcode: 1945  
One tap mobile  
+13126266799,,82091769431#,,,,\*1945# US (Chicago)  
+13092053325,,82091769431#,,,,\*1945# US



**CITY OF NORMANDY**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**Normandy City Hall**  
**and Teleconference Via Zoom Video**  
**Tuesday, August 8, 2023, at 6:30 p.m.**

The Normandy City Council meeting was held in person and via Zoom Video at 7700 Natural Bridge Road, Normandy, MO 63121, on Tuesday, August 8, 2023, at 6:30 p.m.

**A. PUBLIC HEARING**

**1. *Discussion of the estimated allocation of 2024 Community Development Block Grant Funds.***

Mayor Beckmann opened the public hearing regarding the estimated allocation of Community Development Block Grant (CDBG) funds.

***Pat Dulle, 7514 Augusta Avenue,*** suggested the funds be used to fill potholes and to replace stop signs that are in poor condition or missing.

The public hearing was closed at 6:35 p.m.

**B. REGULAR MEETING**

**1. ROLL CALL**

**Council members present:** Karen Cleveland, Steven Sachsenheimer, Kevin Jackson, Tony Evans, Rick Nelson, David Hoang, Debbie Rosso, and Yolanda Campbell.

**Council member(s) absent:** none.

**Also present:** Mayor Mark Beckmann; Samuel D. Johnson, City Administrator; Khianna C. DeGarmo, City Clerk; Andrew R. Bramman, City Attorney; Dennis Yarbrough, Public Works Director; and Col. Tameika Sanders, Chief of Police.

**2. APPROVAL OF MINUTES**

**1. *Approval of the Minutes of the Regular City Council Meeting of July 11, 2023***

On the motion made by Councilman Evans, seconded by Councilman Sachsenheimer, the City Council voted to approve the minutes of the July 11, 2023, City Council meeting. All in favor; none opposed.

**2. *Approval of the Minutes of the City Council Workshop Meeting of July 27, 2023***

On the motion made by Councilman Sachsenheimer, seconded by Councilwoman Campbell, the City Council voted to approve the July 27, 2023, City Council Workshop meeting minutes. All in favor; none opposed.

**C. PRESENTATIONS OF PETITIONERS, REMONSTRATIONS, COMPLAINTS, AND REQUESTS**

**1. Citizen Comments**

- a. *Dr. Christopher Petty, 3855 Lucas and Hunt Road*, introduced himself as the Deputy Superintendent of Normandy Schools Collaborative. He stated that the school district is pleased to partner with the City of Normandy.
- b. *Dr. Bryce Goman, 7626 Florissant Road*, expressed his concern regarding the property across from Normandy Animal Hospital which he owns and operates. He stated that there was vegetation on the property approximately eighteen to twenty feet in height which was addressed by Missouri State. He requested that the remaining brush be properly cut. Dr. Goman stated that he has received complaints from customers. He asked that the organization Citizens for the Advancement of Normandy (CAN) address the issue.

**D. REPORT OF OFFICERS**

**1. MAYOR**

Mayor Beckmann reported that he and other elected officials of Normandy made an appearance at the election polls for the Special Election of August 8, 2023.

**2. COUNCILMEMBERS**

*Councilman Sachsenheimer* thanked the Normandy Police Department for the decoy vehicle that they have put in place. He stated that it was effective for a time but now people know that the vehicle does not have an officer operating it. Councilman Sachsenheimer stated that he had received some positive feedback regarding the installation of the sidewalks in Ward 1 but reported that there were some bumpy sections and some cracking in the newly installed sidewalks.

*Councilman Jackson* stated that he was interested in meeting with Normandy School Collaborative regarding the start of a career preparation program in collaboration with Boeing. He stated that he was pleased to meet Dr. Petty.

*Councilman Evans* reported that he was invited to speak at Busch Stadium on the previous Tuesday in honor of the Redbird Rookies program.

*Councilman Hoang* announced that on Saturday, August 12, 2023, at the Annie Malone Center on 5355 Page Avenue, there would be a back-to-school event. He reported that there was a 24:1 Municipal Meeting that he attended where a discussion of vegetation control and utility assistance programs was held with Ameren. Councilman Hoang also reported that the

National Geospatial-Intelligence Agency (NGA) had been focusing on workforce development with students.

*Councilman Nelson* announced that there will be a chess tournament held on November 11, 2023, and on December 2, 2023, at Lucas Crossing.

*Councilwoman Rosso* reported that she attended the Beyond the Backpack event hosted by Normandy Schools Collaborative at Normandy Early Learning Center on August 5, 2023. She stated that there were many resources circulated to families.

### **3. CITY ADMINISTRATOR**

Samuel D. Johnson, City Administrator, gave a brief introduction to discussion items on the agenda that evening. He informed the City Council that the Fiscal Year 2022 Audit will be on the September Regular City Council meeting agenda.

### **4. CHIEF OF POLICE**

Col. Tameika Sanders, Chief of Police, gave a brief verbal recap of her written report that was provided to the City Council. She stated that there were action items to guide the Police Department in enforcement focus, for example: violations, animal waste pickup, trash dumping, and more.

Chief Sanders stated that the department currently has four (4) vacancies. She stated that the Normandy Schools Collaborative was a stakeholder with the City of Normandy through the School Resource Officer program. She stated that the department was looking to hire additional officers. Chief Sanders reported that the Traffic Division of the department will begin in early August or September 2023.

Chief Sanders encouraged the City Council and residents to get involved in the Community Emergency Response Team (CERT) Fall program, which was starting September 12, 2023, through November 4, 2023. She stated that the program was effective in emergency and disaster preparedness and the program cost \$9 to enroll. Chief Sanders reported that an additional educational tool through the Federal Emergency Management Agency Institute course IS-700 about the National Incident Management System. She encouraged the City Council to take the course. She stated that some items that she would like to see discussed were improvements to City Hall like a solar backup system to assist with emergency response like stop signs and solar lighting. Mayor Beckmann requested that the department compile a wish list for further discussion.

### **5. PUBLIC WORKS DIRECTOR**

Dennis Yarbrough, Public Works Director, reported that the Public Works Department has been focusing on trimming grass and collecting tree limbs. He stated that the proposed work order system that was on the agenda that evening would help the department work more efficiently.

Mayor Beckmann asked when the limb chipper would return to operation. Dennis stated that it was returned that day. Dennis stated that a request for a new mower will be included in the upcoming Capital Improvement Budget for 2024. There was a discussion of estimated mower costs.

## **6. CITY TREASURER**

Mayor Beckmann gave a brief recap of the June 2023 financial narrative that was submitted to the City Council in writing by Charles Ellis, City Treasurer. Sam provided more detail to the City Council regarding the financial narrative.

On the motion made by Councilman Hoang, seconded by Councilman Jackson, the City Council approved the financial statement report for June 2023. All in favor; none opposed.

## **E. OLD BUSINESS**

### **1. *Discussion of the City Pay Plan.***

On the motion made by Councilman Nelson, seconded by Councilwoman Rosso, the City Council postponed the discussion of the City Pay Plan to the end of the meeting. All in favor; none opposed.

## **F. NEW BUSINESS**

### **1. Council Bill #23-18 (First Reading) – *An ordinance of the City of Normandy, Missouri adopting the Fiscal Year 2024 Budget.***

On the motion made by Councilman Hoang, seconded by Councilman Evans, Mayor Beckmann gave the first reading of Council Bill #23-18. All in favor; none opposed.

Sam gave a recap of the proposed Fiscal Year 2024 Budget. He informed the City Council that capital improvement projects that were included in the proposed budget were the resurfacing of the City Hall parking lot, a new mower for the Public Works Department, and the rotation of the Police Department fleet.

Councilwoman Campbell no longer attended the meeting via Zoom; arrived in person at 7:21 p.m.

There was a discussion of coming street improvements and street assessment in the winter of 2023. Sam stated that there will be a more accurate budget for City workers' compensation insurance and liability insurance in the renewal period nearing September 2023. There was a discussion of the newsletter being included in the printing line of the budget.

Councilwoman Campbell requested that funds for an LED sign for City Hall be included in the budget to better communicate with the public and that LED signage be addressed by ordinance. Councilman Sachsenheimer requested that quotes be collected for additional speed humps than the previously approved seven speed humps which could be beneficial in assisting law enforcement.

### **2. Council Bill #23-19 (First Reading) – *An ordinance of the City of Normandy, Missouri, repealing and readopting Chapter 235 Article I of the Normandy City Code regarding solid waste collection.***

On the motion made by Councilman Sachsenheimer, seconded by Councilwoman Cleveland, Mayor Beckmann gave the first reading of Council Bill #23-19. All in favor; Councilman Sachsenheimer and Councilwoman Campbell opposed.

Dennis expressed that he has witnessed abuse of the tree limb pick-up service and manpower concerns. He recommended that the process be changed for the Public Works Department to operate more efficiently. There was mixed feedback from the City Council regarding limiting tree limb pick-up to a few times per year. There was a discussion about providing a storm response service limb pick-up once a month and ways to spread the word about the service.

Sam explained that limiting the use of the limb chipper would extend the life of the machinery and keep maintenance costs low. Councilwoman Rosso suggested the addition of language regarding the process for limb pick-up. Andrew R. Bramman, City Attorney, advised against the addition of language other than the ordained minimum service from solid waste providers.

**3. Council Bill #23-20 (First Reading) – *An ordinance of the City of Normandy, Missouri amending the Personnel Policy Manual regarding the payment of Holiday Pay.***

On the motion made by Councilwoman Campbell, seconded by Councilman Jackson, Mayor Beckmann gave the first reading of Council Bill #23-20. All in favor; none opposed.

**4. Council Bill #23-21 (First Reading) – *An ordinance of the City of Normandy, Missouri amending Section 500.110 regarding the City Council Attendance Policy.***

On the motion made by Councilman Hoang, seconded by Councilman Sachsenheimer, Mayor Beckmann gave the first reading of Council Bill #23-21. All in favor; Councilwoman Rosso and Councilwoman Campbell opposed.

**5. Resolution #23-24 – *A resolution of the City of Normandy, Missouri directing the City Administrator to submit an application for the 2024 Community Development Block Grant.***

On the motion made by Councilman Jackson, seconded by Councilman Evans, the City Council approved resolution #23-24 approving the submission of the application for Community Development Block Grant (CDBG) funds for 2024. All in favor; Councilwoman Cleveland and Councilwoman Campbell opposed.

Councilwoman Campbell proposed allocating some of the disbursement of 2024 CDBG funds for a housing improvement program executed through St. Louis County. There was mixed feedback from the City Council regarding a focus on street improvements and housing improvement.

On the motion made by Councilwoman Campbell, seconded by Councilwoman Cleveland, for the amendment of the application of 2024 CDBG funds to allocate \$30,000 to enact a home improvement program through St. Louis County. By the following roll call vote of councilmembers in favor: Karen Cleveland, Yolanda Campbell; Steve Sachsenheimer, Kevin Jackson, Tony Evans, Rick Nelson, David Hoang, and Debbie Rosso opposed. Motion denied.

**6. Resolution #23-25 – A resolution of the City of Normandy, Missouri, approving and supporting the Park Advisory Board’s application to the Municipal Park Grant Commission.**

On the motion made by Councilman Jackson, seconded by Councilman Evans, the City Council approved resolution #23-25 and supported the application to the Municipal Park Grant Commission made by the Park Advisory Board. All in favor; none opposed.

**7. Resolution #23-26 – A resolution of the City of Normandy, Missouri, authorizing the City Administrator to enter into a 3-year contract with iWorQ Systems for work order and street management software.**

On the motion made by Councilwoman Campbell, seconded by Councilman Sachsenheimer, the City Council approved resolution #23-26 authorizing the City Administrator to enter into a 3-year contract with iWorQ Systems for work order and street management software. All in favor; Councilman Jackson opposed.

**8. Approval of the 2023-2024 Liquor License renewal**

On the motion made by Councilwoman Campbell, seconded by Councilman Hoang, the City Council approved the 2023-2024 Liquor License renewal for Glen Echo Country Club. All in favor; none opposed.

**9. Discussion of Chapter 415 regarding the regulation of signs**

On the motion made by Councilman Hoang, seconded by Councilman Evans, the City Council approved the recommendation of the question of Chapter 415 regarding the regulation of signs to the Planning and Zoning Commission. All in favor; none opposed.

There was a discussion of the City Pay Plan and job descriptions included in the plan. There was a requested revision of language regarding Microsoft Office.

**G. CITIZEN COMMENTS**

- 1. Terry Gannon, 7620 Augusta Avenue,** reported displaced people sleeping at Murchison Tabernacle C.M.E. Church property and children entering vacant City properties. She also reported that there were dead trees and weeds on vacant City properties.

**H. CLOSED SESSION (RSMO 610:021-1,2,3)**

On August 8, 2023, on the motion made by Councilman Evans, seconded by Councilman Hoang, the City Council approved a closed session for Legal and Personnel (RSMO 610:021-1,3) by the following roll call vote of councilmembers voting in favor: Karen Cleveland, Steven Sachsenheimer, Kevin Jackson, Tony Evans, David Hoang, Rick Nelson, Debbie Rosso, and Yolanda Campbell; none absent.

Also present were Mayor Beckmann; Samuel D. Johnson, City Administrator; Khianna C. DeGarmo, City Clerk; and Andrew R. Bramman, City Attorney.



LEGAL – There was a discussion of the following legal matter:

**1. Approval of monetary contributions to MOPERM per legal settlement**

On the motion made by Councilman Jackson, seconded by Councilman Hoang, the City Council approved the monetary contribution of \$1,000 per legal settlement to MOPERM, by the following roll call vote of councilmembers voting in favor: Karen Cleveland, Steve Sachsenheimer, Kevin Jackson, Tony Evans, Rick Nelson, David Hoang, Debbie Rosso, and Yolanda Campbell; none opposed nor absent.

PERSONNEL – There was a discussion of personnel matters.

**I. ADJOURNMENT**

On the motion made by Councilman Sachsenheimer, seconded by Councilwoman Rosso, the City Council adjourned the meeting at 9:17 p.m. All in favor; none opposed.

Approved: \_\_\_\_\_

Mark Beckmann, Mayor

Attest: \_\_\_\_\_

Khianna C. DeGarmo, City Clerk

SEAL:



**CITY OF NORMANDY**  
**MINUTES OF THE CITY COUNCIL WORKSHOP MEETING**  
**Normandy City Hall**  
**and Teleconference Via Zoom Video**  
**Thursday, August 24, 2023, at 5:30 p.m.**

The Normandy City Council Workshop meeting was held in person and via Zoom Video at 7700 Natural Bridge Road, Normandy, MO 63121, on Thursday, August 24, 2023, at 5:44 p.m.

**A. WORKSHOP MEETING**

**1. ROLL CALL**

**Council members present:** Steve Sachsenheimer, Kevin Jackson, Tony Evans, David Hoang, Debbie Rosso, and Yolanda Campbell.

**Council member(s) absent:** Karen Cleveland and Rick Nelson absent.

**Also present:** Mayor Mark Beckmann; Samuel D. Johnson, City Administrator; Khianna C. DeGarmo, City Clerk; Andrew R. Bramman, City Attorney; Dennis Yarbrough, Public Works Director; and Col. Tameika Sanders, Chief of Police via Zoom.

On the motion made by Councilwoman Rosso, seconded by Councilman Sachsenheimer, the City Council voted to amend the agenda by inserting the discussion of the August 2023 Regular City Council meeting time. All in favor; none opposed.

**B. PRESENTATION OF PETITIONERS, REMONSTRATIONS, COMPLAINTS, AND REQUESTS**

**1. *Presentation – Fiscal Year 2022 Audit*, Stopp and VanHoy**

Mollie Malone, Stopp, and VanHoy, gave a presentation of the audit via Zoom teleconference. She provided feedback as stated in the Auditor’s Statement regarding the need for accounting procedures and written internal controls and duties for external accounting firms duties in the policies.

Mollie stated that some discoveries during the fiscal year 2022 Audit were that the Sewer Lateral and Parks/Stormwater funds were over budget. She stated that additional items needed were a financial report and closing for fiscal year 2022 but it was not uncommon for entities who have lacked audit for some time to not have the report. She stated that some outstanding checks had not yet cleared and may need to be reported to the St. Louis County Treasurer following unclaimed property fund laws.

**C. OLD BUSINESS**

***1. Discussion of Council Bill #23-16 regarding the City Pay Plan***

Samuel D. Johnson, City Administrator, stated that there was an addition to the Pay Plan since the last discussion with the City Council which was the addition of the Public Works Supervisor position, and described the position's duties. Dennis Yarbrough, Public Works Director, explained the necessity of the additional position.

Sam addressed the issue of rounding in the pay classification system. Mayor Beckmann proposed changing the pay class for the City Administrator position. Sam explained some issues regarding insurance renewal rates which are expected to be received by the City in mid-September 2023.

***2. Discussion of Council Bill #23-18 regarding the adoption of the Fiscal Year 2024 Budget***

Samuel D. Johnson, City Administrator, gave a brief explanation of major revisions to the original draft fiscal year 2024 Budget. He stated that there were some increases in contract revenue. He stated that the insurance line item was not final but would come in mid-September 2023.

Sam stated that while forming the budget, there have been some corrections in properly labeling or describing items charged per line item. He stated that the Administration Department budget also included a part-time position as an Administrative Assistant with a focus on customer care. Sam stated that in the Police Department budget, there were some coming changes through Federal grant programs to obtain equipment like bodycams. He stated that in the Court budget, the department anticipates additional staffing. He stated that regarding the Public Works Department budget, the City will be investing in risk mitigation.

Sam stated that in the Capital Improvement Fund budget, there was an additional \$60,000 allocated for the cycling of police fleet vehicles. He stated that the Park/Stormwater Fund budget will address the percentage match for the municipal park grant project and new mowers for the parks. There was a discussion of the Economic Development Fund and its restricted uses.

***3. Discussion of Council Bill #23-19 regarding solid waste and limb disposal services***

There was a discussion of leaf pick-up being the property owners' responsibility while the City will continue to provide seasonal leaf vacuum services. Sam stated that the purpose of the ordinance was to guide property owners regarding property maintenance. There was a discussion of the deficiencies of Waste Management as the City's solid waste service provider. There was a discussion of excluding restrictions on leaf pickup from the ordinance. Andrew R. Bramman, City Attorney, stated that there are potential changes to the ordinance regarding storage containers.

***4. Discussion of Council Bill #23-20 regarding the Personnel Policy Manual update***

There was no further discussion regarding the Personnel Policy Manual update regarding Holiday Pay.

***5. Discussion of Council Bill #23-21 regarding elected official attendance at City Council meetings***

There was a discussion of the definition of attendance and early departure from City Council meetings.

#### **D. NEW BUSINESS**

- 1. Council Bill #23-22 – *An ordinance of the City of Normandy, Missouri, amending and re-adopting the codebook governing procedures to disclose potential conflicts of interest and substantial interests for certain officials.***

On the motion made by Councilman Hoang, seconded by Councilman Evans, Mayor Beckmann gave the first reading of Council Bill #23-22. On the motion made by Councilman Jackson, seconded by Councilman Sachsenheimer, Mayor Beckmann gave the second reading.

Bill #23-22 became Ordinance #787 by the following roll call vote of councilmembers voting in favor: Steve Sachsenheimer, Kevin Jackson, Tony Evans, David Hoang, Debbie Rosso, and Yolanda Campbell; none opposed; Karen Cleveland and Rick Nelson absent.

- 2. Resolution #23-27 – *A resolution of the City of Normandy, Missouri authorizing the Mayor to accept a bid from Topps Contracting for maintenance of the City Hall parking lot.***

On the motion made by Councilwoman Rosso, seconded by Councilman Sachsenheimer, the City Council approved resolution #23-27 authorizing the Mayor to accept a bid from Topps Contracting for the maintenance of the City Hall parking lot. All in favor; none opposed.

Dennis stated that he collected bids regarding paving and resealing the parking lot at City Hall. He stated that Topps was the lowest bidder. Mayor Beckmann proposed the addition of \$1,000 to the amount in the resolution language to allow Topps to make two site visits for ease of staff parking while one-half of the parking lot is being completed.

On the motion made by Councilman Hoang, seconded by Councilwoman Rosso, the City Council voted to amend the resolution language from the amount of \$10,274 to \$11,274. All in favor; none opposed.

On the motion made by Councilwoman Rosso, seconded by Councilman Sachsenheimer, the City Council approved resolution #23-27, authorizing the Mayor to accept a bid from Topps Contracting for the maintenance of the City Hall parking lot, as amended. All in favor; none opposed.

- 3. Resolution #23-28 – *A resolution of the City of Normandy, Missouri, appointing members to the Transition Committee for the consolidation of the City of Normandy and the Village of Glen Echo Park.***

On the motion made by Councilman Sachsenheimer, seconded by Councilman Evans, the City Council approved resolution #23-28 appointing members to the Transition Committee for the consolidation of the City of Normandy and Village of Glen Echo Park. All in favor; none opposed.

4. **Resolution #23-29 – *A resolution of the City of Normandy, Missouri authorizing the Mayor to enter into a contract with the Normandy Schools Collaborative to provide a School Resource Officer for the 2023 to 2024 School Year.***

On the motion made by Councilman Hoang, seconded by Councilman Jackson, the City Council approved resolution #23-29 authorizing the Mayor to enter into a contract with the Normandy Schools Collaborative to provide a School Resource Officer for the 2023 to 2024 School Year. All in favor; none opposed.

5. **Resolution #23-30 – *A resolution of the City of Normandy, Missouri authorizing the Mayor to enter into an amended agreement with St. Louis County to provide housing for municipal inmates to the City of Normandy, Missouri.***

On the motion made by Councilman Sachsenheimer, seconded by Councilwoman Rosso, the City Council approved resolution #23-30 authorizing the Mayor to enter into an amended agreement with St. Louis County to provide housing for municipal inmates to the City of Normandy, Missouri. All in favor; none opposed.

**E. ADJOURNMENT**

On the motion made by Councilman Hoang, seconded by Councilman Evans, the City Council adjourned the meeting at 7:33 p.m. All in favor; none opposed.

Approved: \_\_\_\_\_

Mark Beckmann, Mayor

Attest: \_\_\_\_\_

Khianna C. DeGarmo, City Clerk

SEAL:



**CITY OF NORMANDY**  
**MINUTES OF THE PLANNING AND ZONING COMMISSION MEETING**  
**Normandy City Hall**  
**7700 Natural Bridge Road, Normandy, MO 63121**  
**and via Zoom Teleconference**  
**Tuesday, August 22, 2023, at 5:30 p.m.**

**A. CALL TO ORDER**

The meeting was called to order at 5:31 p.m.

**B. ROLL CALL**

**Members present:** Chair Dulle, Steve Williams, Councilman Sachsenheimer, David Graham, and Mayor Beckmann.

**Members absent:** Tyrone Gibbs, Tracy Collins, and Floyd Jordan.

**Also present:** Samuel D. Johnson, City Administrator; Khianna C. DeGarmo, City Clerk; and Andrew R. Bramman, City Attorney.

**C. NEW BUSINESS**

1. *Discussion of the question referred to the Commission by the Normandy City Council regarding the revision of Chapter 415 – Sign Regulations of the Normandy City Code.*

Mayor Beckmann stated that according to the City code, video or animated LED signage was prohibited in the City. Samuel D. Johnson, City Administrator, stated that there were some in existence already and suggested updating the code to allow for that type of signage. He posed the question regarding the aesthetic of the City and the potential for vehicle driver distraction to the commission.

There was a discussion of the limitations of certain establishments (uses) which Andrew R. Bramman, City Attorney, recommended against. He stated that the location, manner, and time of the signage could be regulated. There was a discussion of the lighting intensity and frequency of flashing and word crawl of LED signage and the commission's intent to review the current sign ordinance.

**D. OLD BUSINESS**

**1. *Discussion of the question referred to the Commission by the Normandy City Council regarding adopting a Mixed-Use Zoning District***

There was a discussion of prohibited uses for mixed-use structures like childcare facilities in commercial districts and auto sales or car wash establishments being typically addressed by special use permits. There was a discussion of parking regulations for mixed-use and multi-level buildings. The commission decided that it would be the property developer's responsibility to provide adequate parking for their structure. There was a discussion of landscaping buffers behind properties of a maximum of fifteen feet. The commission was in favor of not setting a maximum for landscaping buffers.

**2. *Discussion of the question referred to the Commission by the Normandy City Council regarding the adoption of a site plan review ordinance.***

There was a discussion of requirements for which a site plan review is necessary and the submission requirements for site plan review. There was a discussion of an anticipated recommendation to the City Council at the October 2023 Regular City Council meeting.

**3. *Discussion of the question referred to the Commission by the Normandy City Council regarding adopting regulating short-term rentals within the City of Normandy.***

There was a discussion that the issue of short-term rentals can be addressed through the existing occupancy regulations as stated in the City code.

On the motion made by Mayor Beckmann, seconded by Chair Dulle, the Planning and Zoning Commission voted against a recommendation to adopt a regulation of short-term rentals within the City of Normandy. All in favor; none opposed.

**E. ADJOURNMENT**

On the motion made by Mayor Beckmann, seconded by Councilman Sachsenheimer, the commission meeting was adjourned at 6:25 p.m. All in favor; none opposed.



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**CITY OF NORMANDY ADMINISTRATION MEMO**

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**TO:** NORMANDY CITY COUNCIL; MARK BECKMANN, MAYOR

**FROM:** SAMUEL D. JOHNSON, CITY ADMINISTRATOR

**SUBJECT:** SEPTEMBER REPORT TO CITY COUNCIL

**DATE:** SEPTEMBER 8TH, 2023

**CC:** KHIANNA C. DEGARMO, CITY CLERK

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Dear City Council,

For my report to the Council please see the following update:

The City recently received its renewal quote from our liability and property insurance carrier MOPERM. The renewal was significantly higher than expected, a 265% increase from last year's premium. After communications from the underwriter, we were told that the increase is due to the loss history of the City. This will have a significant impact on the budgeting process given that the previous estimates assumed a 25%-50% increase in premium from last year (similar to the increases we had seen in previous years). Staff is currently in contact with a broker to see if an alternative carrier would be a viable option on short notice. However, it does not seem likely given the City's loss history and the short time window. With that said, I think we would have a decent shot at working with another carrier for the 2024-2025 policy year if we have fewer claims in the upcoming year and take steps to show that we have improved our employment practices and internal controls (something I think will be an easy case given the progress we have been making).

On a similar note, we are still working on getting a quote for our Worker's Compensation insurance. This increase is expected to be significant but is expected to remain within the current budget estimates, given that there are more regulations around the calculations of premiums regarding Worker's Compensation insurance.

The budget impact will be significant and all departments and functions will see an impact. There are many budget requests that will have to be denied and we will have to freeze multiple unfilled positions until further notice. A copy of the revised budget draft will be sent out on the 15<sup>th</sup> of



September for review, with the final passage expected to be voted on at the workshop meeting on the 28<sup>th</sup> of September.

Please don't hesitate to contact me if you have any questions or concerns.

Respectfully,  
Samuel D. Johnson  
City Administrator

# Normandy Police Department

Tameika Sanders  
Chief



314-385-3300  
Ext. 3167

## Office of the Chief of Police

7700 Natural Bridge Road  
Normandy, MO 63121

**To:** Mayor Beckmann and Members of the Board  
**CC:** City Administrator – Samuel Johnson  
**Date:** Tuesday, September 19, 2023  
**Subject:** Normandy Police Department Monthly Report

Mayor Beckmann and Members of the Board,

Please accept the following as the monthly police department report between August 1, 2023 – September 1, 2023.

### ***Discussion Items:***

- *Consideration of purchase of Purchase of Emergency Equipment*
- *Body Camera Trial*

Respectfully,

*Col. Tameika Sanders*  
Chief of Police

# Normandy Police Department



*Courage, Integrity, Professionalism, Compassion*

NPD Police Department Statistical Data Report				
Data collection period: 08/01/2023 – 09/01/2023				
Municipality	Monthly CFS March	Police Reports Total	Summonses	Business Checks
Normandy	845	77	188	
Bellerive Acres	37	1	0	
Bel-Ridge	525	34	66	
Cool Valley	284	19	94	
Glen Echo Park	22	1	0	
Pasadena Park	44	1	0	
<b>Total:</b>	<b>1,757</b>	<b>133</b>	<b>348</b>	<b>168</b>

August 2023 Public Works  
Monthly Report

Public Works continued to track work orders during the month of August 2023. We completed one-hundred and three (103) work orders of a miscellaneous nature for service in the city. These work orders included the categories listed below:

Type of Work Orders	Y	N
Regular scheduled Mowing	X	
• Parks	X	
• City-owned Property	X	
• Administrative Warrant Mowing	X	
Mowing of property to assist St. Louis County i.e. East side of Bermuda or right of ways	X	
Empty trash cans on Natural Bridge	X	
• Trimming of limbs on trees on Natural Bridge	X	
Limb Pickups city-wide	X	
• Limb Pick up w/ Chain saw work needed	X	
Pick & Stick of Bermuda	X	
Pick & Stick of Natural Bridge	X	
Pick & Stick of Neighborhoods	X	
Park Bathrooms	X	
Potholes	X	
Fountain Maintenance or repair	X	
City Hall Clean up (inside)	X	
• Clean up of vinyl fencing at PD, garbage area, and parking lot	X	
Cleaning of vinyl fence at Tear Drop Park	X	
Clean up of Castle Park entrance, sidewalks, and filling of potholes		X
Sign repair or pick up after being knocked down	X	
Clean up of Public Works (bldg. & grounds)	X	
Drain cleanout in parks and streets	X	
Ballpark maintenance	X	
Distribution or pickup of Glen Echo Park Informational signage	X	
Road clean up after automobile accident and/or assist with traffic control	X	
Trimming of tree and/or brush covering/impeding signage or vision	X	
Reporting & follow-up on streetlight repair/replacement by Amren	X	
Installation of Safety fence around hazardous property	X	

As reported in July, the back of City Hall and the Public Works "grassy areas" were mowed for the last time. The work has begun on the "natural" native grassy area formation. The areas have turned brown as the areas are treated to allow the native grasses to be seeded later this fall.

August 2023 Public Works  
Monthly Report

We had our “kick-off” meeting and first training on the I IWorQ system. If all goes as planned, we will be live on October 31<sup>st</sup>. During the next few weeks, Sam and I will be working on gathering information for the building of our system by I WorkQ support staff and begin using the system.

- The chipper returned and was used for two city-wide pickups.
  - We have noticed limbs out front of some homes. We will get the chipper out in mid to late September unless we have a storm requiring immediate limb work.
  - The stockpile of limbs in our PW area will be chipped later this year.
- The leaf vacuum is at the shop for maintenance before the fall leaves appear.
  - There were no known issues with the vacuum when it was stored last fall/winter.
- Three mowers were operational for most of the month. We have one Zero Turn in the shop waiting for parts.
- We purchased a new 36” chain saw chain this month and had three chains sharpened.
- The road patch purchased in July was used on potholes on St. Ann, Normandy Place, Bermuda Court, and Circle Drive. We have ordered a larger amount of patch and will fill/repair more potholes in September.
- We are awaiting notification of a date to have our trucks lettered as reported last month.
- Four replacement STOP signs were ordered one to replace the St. Ann faded-out sign and three (3) for stock for a later date. This will be completed as soon as the signs come in.
- We continue to operate with 2 full-time Normandy Public Works Laborers and a Public Works Director.
  - The first week of the month we had no temp labor, the second week we had one laborer and the last week of the month we employed two temps. Temps are helping us catch up with mowing and other work as needed or requested.
  - The job description for the Public Works Department Supervisor has been completed. The ad was placed on 08-30-23 on Indeed. Applicants are beginning to come in.
  - Our PW workers were fitted with work uniforms. Sometime in October, our Public Work employees will begin wearing uniforms provided by Cintas which includes weekly pickup and cleaning.
- The Public Works area on Bermuda continues to be cleaned up.
- During the month I met with Reinhold Electric to discuss the cost of replacing the missing/damaged lights near the fountain. There are six (6) missing/broken lights to be replaced. We are also looking at the cost & options to replace missing/damaged light poles. (No details to report at this time)

August 2023 Public Works  
Monthly Report


- We are starting our tree inventory in September and will begin looking at replacing the missing and/or dead trees on Natural Bridge, including the empty “tree wells”. The count was thirty-five (35) missing or dead trees.

Researched the possibility of an LED exterior light for city hall. A message board like the one used by the *Town of Norwood Court* would be around \$7,000.00. This message board can be programmed from a computer and/or phone with an app. The cost goes up with an increased size and the “bells & whistles” the system has.

As our days got shorter and it got dark sooner, we discovered no exterior lighting was working at the Public Works facility. We have three non-operational Amren UE Dusk to Dawn lights. The lights have Amren UE work orders for repair. The estimate for repair is early to mid-September. The exterior lighting on our building is not working as well; will need to be replaced the light packs; Reinhold can't repair them, and the cost for six (6) new light packs installed is \$2,500.00.

Much work was done the week leading up to the Labor Day weekend, taking advantage of the cooler weather. The work focused on the three park areas, Natural Bridge, Bermuda, and our vacant properties. Public Works did its best to make our community attractive for those passing through and spending the holiday in our community. People continue to use our streets as a trash can. We have noticed some improvement on the east end of Natural Bridge as we increased the monitoring of the trash cans with the goal of not letting them get to the point of overflow, especially at the bus stop areas.

Respectfully submitted,



Dennis M. Yarbrough  
Director of Public Works



CITY OF NORMANDY

CODE ENFORCEMENT REPORT FOR 8-1-2023 THROUGH 8-31-2023

<b>Code Enforcement New Cases Opened</b>	87
<i>Pro-Actives</i>	81
<i>Complaint Based</i>	6
<b>Cases Closed</b>	50
<b>Inspections</b>	35

August 2023 Cases Filed by Violation

Row Labels	Count of Violation Name
Accumulation of trash, debris, tires, inoperable equipment, or junk prohibited	15
All interior/exterior premises shall be free from any rubbish or garbage	1
Dumpster Location 355.130	1
Failure to display house numbers	1
Maintained buildings and grounds.	1
No person shall deposit/park any PODS, dumpsters, or similar device on any property without a permit from the City of Normandy. Permit fee is \$25.00.	2
Overgrowth - Nuisance	16
Remove trash/recycling bin from roadway/ curb. Must be up to date with billing invoices.	6
Repair garage/fence/other accessory structure (further description below)	1
Repair/repaint/replace front/side/rear porch /stairs	1
Tree Limbs	2
Weeds/grass over 6 inches	40
<b>Grand Total</b>	<b>87</b>

**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

1<sup>st</sup> READING 06/13/2023  
2<sup>nd</sup> READING \_\_\_\_\_

BILL NO. 23-16  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING SECTION 5 OF THE CITY OF NORMANDY, MISSOURI PERSONNEL POLICY MANUAL AND ESTABLISHING A PAY PLAN FOR EMPLOYEES.**

**WHEREAS**, Section 115.200 of the Normandy City Code and the Personnel Policy Manual require the City Administrator to submit a classification and compensation plan to the City Council for approval; and,

**WHEREAS**, the submitted plan is consistent with the established mission and values of the City of Normandy; and,

**WHEREAS**, the adoption of the plan is in the best interest of the City of Normandy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

Section 1 – Personnel Policy Amendment

Section 5 of the City of Normandy Personnel Policy Amendment is hereby amended as shown in Exhibit A.

Section 2 – Compensation Plan Adopted

The pay and compensation plan as shown in Exhibit B, submitted by the City Administrator, is hereby adopted.

Section 3 – Repealed

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

Section 4 – Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases, and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase, or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases, and words of this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

Section 5 – Effective Date



This Ordinance shall be in full force and effect upon the passage of this Ordinance and its approval by the Mayor and attested by the City Clerk.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_\_**th** day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney

**Exhibit A**

**Exhibit B**

**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

1<sup>st</sup> READING \_\_\_\_\_  
2<sup>nd</sup> READING \_\_\_\_\_

BILL NO. 23-18  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI, ADOPTING THE FISCAL YEAR 2024 BUDGET.**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

Section 1

The City of Normandy hereby adopts Exhibit A attached hereto and incorporated by reference herein as the budget for the City of Normandy for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

Section 2 – Effective Date

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Khianna C. DeGramo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney  
City of Normandy, Missouri



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**CITY OF NORMANDY ADMINISTRATION MEMO**

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**TO:** NORMANDY CITY COUNCIL; MARK BECKMANN, MAYOR

**FROM:** SAMUEL D. JOHNSON, CITY ADMINISTRATOR

**SUBJECT:** 9-19-2023 DRAFT FY24 BUDGET

**DATE:** SEPTEMBER 8TH, 2023

**CC:** KHIANNA C. DEGARMO, CITY CLERK

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Dear City Council,

Because of the drastic changes to the budget caused by MOPERM raising our premium by 265% I am writing this memo to summarize the changes that have been made to the draft budget to account for this change and other budget items of significance the required adjustment:

**Revenues**

- Unrelated to the insurance premiums, I have revised some of the sales and utilities tax figures down after a more in-depth analysis of monies that have been received and in consideration of market conditions. Projected property taxes have been increased after receiving the new property valuations from St. Louis County.
- Addition of Drug Forfeiture Revenue that is expected to come from detaching an officer with the DEA. These revenues will be offset by a new line item in the PD budget called "Drug Asset Forfeiture."
- Reduced the amount of transfer out to the Street Improvement Fund from \$61,320 to \$0. We can still consider transferring more money to Street Improvement Fund, but it would have to be out of reserves.
- Increased contract revenue ahead of the Council vote to renew with Country Club Hills and other considerations.
- Other minor revisions.

Continued on next  
page...

## Expenditures

- Administration
  - o Overall expenditures decreased from \$738,761 to \$588,735. This is largely due to splitting out the insurance bill across departments. In addition to this change, we reduced the following:
  - o Personnel Expense, reduced from \$250,646 to \$219,677 by removing the proposed PT receptionist position and through a revised retirement contribution rate. \$30,968 in savings.
  - o Operational Expense, reduced from \$301,115 to \$291,967 (excluding insurance) through various cuts. \$9,148 in savings.
  - o Capital Expense, Building maintenance reduced from \$7,500 to \$5,000. \$2,500 in savings
- Police Department
  - o Overall the expenditures in the police department are increasing from \$2,764,327 to \$3,177,130 from the last draft, this is because the PD is taking the largest hit from the insurance increase (\$411,510) and because of budgeting drug asset forfeiture money. Excluding the insurance increase the following cuts were made to mitigate the increase:
  - o Personnel Expense, reduced from \$2,395,216 to \$2,236,874 by freezing three currently unfilled Police Officer positions. This means we are currently at full staff going into the year. This offset would have been larger, but I also increased the expected workers' compensation premium ahead of the renewal quote after further analysis of the projected numbers. \$158,342 in savings.
  - o Operational Expense (excluding insurance and drug forfeiture), decreased from \$369,112 to \$363,762 through various cuts. \$5,350.
- Court – \$5,186 in saving through revised LAGERS contribution estimates and reduced supplies budget.
- Public Works
  - o Personnel expense, increased from \$337,021 to \$357,280 primarily due to a revision in the expected worker's compensation premium. This number does include the proposed supervisor position, as Dennis and I think this is key to lowering premiums in the future. It does however remove all PT positions and will result in a smaller crew.
  - o Operational expense, reduced from \$148,300 to \$146,300 (excluding insurance premium) through a revised road salt estimate. \$2,000 in savings.

## Bottom line

The proposed budget shows a net deficit of \$43,426. However, it should be noted that \$23,347 of this deficit is expenditures related to drug asset forfeitures. These are funds that we have been awarded in federal cases and must be spent within the guidelines provided by the DEA. This deficit is us spending funds that we have previously received but have not spent. In other words, this portion of the deficit is justifiable given that we have an obligation to spend these restricted funds.

As for the remaining \$20,079 in deficit, it is important to note that we have \$33,000 in capital expenditures planned in the General Fund.

Looking forward to future years and the sustainability of this premium, there is significant hope that we will not face these extremely high premiums in the future. If we limit our new claims over the next year and meet with insurance carriers to show that our risk moving forward is significantly lower, we will have a chance at finding a new carrier. We will also be exploring membership in certain insurance trust like SLAIT and MIRMA, in where municipalities pool together to provide insurance.

Respectfully,  
Samuel D. Johnson  
City Administrator

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>REVENUES</b>				
<b>Property Taxes</b>				
10-400	Real estate	\$ 78,504	\$ 76,000	\$ 84,668
10-401	Personal property	\$ 17,721	\$ 17,000	\$ 27,475
10-402	Road & Bridge Tax		\$ 5,600	
	Total Property Taxes	<u>\$ 96,225</u>	<u>\$ 98,600</u>	<u>\$ 112,142</u>
<b>Utility Taxes</b>				
10-415	Electric	\$ 343,810	\$ 355,321	\$ 360,000
10-416	Telephone	\$ 52,853	\$ 57,530	\$ 62,348
10-417	Gas	\$ 141,282	\$ 195,000	\$ 205,000
10-418	Cable	\$ 26,431	\$ 34,000	\$ 34,000
10-419	Water	\$ 98,275	\$ 112,834	\$ 115,000
	Total Utility Taxes	<u>\$ 662,652</u>	<u>\$ 754,685</u>	<u>\$ 776,348</u>
10-405	<b>Sales Taxes</b>	<u>\$ 711,314</u>	<u>\$ 750,000</u>	<u>\$ 785,000</u>
10-405.1	<b>Prop P Sales Tax</b>	<u>\$ 283,598</u>	<u>\$ 295,455</u>	<u>\$ 314,967</u>
10-425	<b>Local Use Tax</b>	<u>\$ 56,387</u>	<u>\$ 63,000</u>	<u>\$ 64,260</u>
<b>Licenses</b>				
10-406	Merchants and manufacturers	\$ 18,852	\$ 25,000	\$ 23,000
10-407	Liquor	\$ 8,850	\$ 4,000	\$ 2,850
10-408	Other	\$ (92)	\$ 20	\$ 20
	Total Licenses	<u>\$ 27,610</u>	<u>\$ 29,020</u>	<u>\$ 25,870</u>
<b>Permits</b>				
10-409	Building	\$ 15,436	\$ 72,553	\$ 72,553
10-410	Occupancy	\$ 11,512	\$ 10,000	\$ 10,000
10-410A	Inspections	\$ 26,317	\$ 27,000	\$ 27,000
10-411	Park	\$ 1,900	\$ 2,400	\$ 1,500
10-412	Other	\$ 1,011	\$ 750	\$ 750
	Total Permits	<u>\$ 56,176</u>	<u>\$ 112,703</u>	<u>\$ 111,803</u>
<b>Fines and Court Costs</b>				
10-421	Fines, forfeitures, and penalties	\$ 172,406	\$ 94,987	\$ 350,000
10-423	Police training	\$ -	\$ 1,712	\$ 4,900
	Total Fines And Court Costs	<u>\$ 172,406</u>	<u>\$ 96,699</u>	<u>\$ 354,900</u>



**REVENUES CONT...**

<b>Account Number</b>		<b>Projected September 30 2022</b>	<b>Amended Budget 2023</b>	<b>9/19/2023 Proposal 2024</b>
10-403	Cigarette tax	\$ 38,197	\$ 38,500	\$ 38,500
10-404	Motor vehicle sales tax	\$ 225,034	\$ 235,000	\$ 245,279
10-420	Grant - police capital	\$ -	\$ -	\$ -
10-420D	Drug Asset Forfeitures	\$ -	\$ -	\$ 141,638
10-420E	DEA Reimbursement			\$ 19,000
10-420	Grant Funds			\$ 13,442
	Transfer in - ARPA	\$ 494,898	\$ 463,471	\$ 23,780
	<b>Total Intergovernmental</b>	<b>\$ 758,130</b>	<b>\$ 736,971</b>	<b>\$ 481,639</b>
<b>Contract Revenue</b>				
40-435	Police Services Contract Revenue			\$ 1,228,233
40-435a	Court Services Contract Revenue			\$ 131,395
	<b>Total Contract Revenue</b>	<b>\$ 1,336,728</b>	<b>\$ 1,284,559</b>	<b>\$ 1,359,628</b>
<b>Other</b>				
10-413	Nuisance abatement	\$ 9,381	\$ 5,000	\$ 5,000
10-450	Investment Income	\$ 579	\$ 500	\$ 500
10-443	Miscellaneous income - police (tow r	\$ 16,812	\$ 8,000	\$ 8,000
10-444	Miscellaneous income - office	\$ 3,748	\$ 354,658	\$ 2,500
10-446	Miscellaneous income - court	\$ 308	\$ -	\$ -
10-469	Transfer in - parks	\$ 50,929	\$ 62,194	\$ 72,183
	Transfer in - Economic Development	\$ -	\$ 20,000	\$ 21,750
	Insurance proceeds	\$ 77,135	\$ 3,487	\$ -
10-471	Transfer in - capital improvement	\$ 67,000	\$ -	\$ -
	Transfer out - Street Improvement	\$ -	\$ (20,000)	\$ -
	Principle and interest payments	\$ (62,326)	\$ -	\$ -
	Transfer out sanitation	\$ (135,055)	\$ -	\$ -
	Sale of Assets	\$ 63,441	\$ 220,000	\$ 35,000
	<b>Total Other</b>	<b>\$ 91,951</b>	<b>\$ 653,840</b>	<b>\$ 144,933</b>
	<b>Total Revenues</b>	<b>\$ 4,253,175</b>	<b>\$ 4,875,532</b>	<b>\$ 4,531,491</b>

**REVENUE SOURCE SUMMARY**

Grant Revenue	494,898	463,471	23,780
Transfer In	117,929	82,194	93,933
Transfer Out	-	(20,000)	-
One-Time Revenues		352,158	
Operational Revenue	3,640,348	3,997,709	4,413,777
<b>Total</b>	<b>\$ 4,253,175</b>	<b>\$ 4,875,532</b>	<b>\$ 4,531,491</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>Administration</b>				
10-501	Salaries	\$ 151,967	\$ 142,000	\$ 143,385
10-502	Payroll taxes	\$ 17,741	\$ 10,863	\$ 10,969
10-501a	* Elected Official Salaries	\$ 37,857	\$ 35,800	\$ 37,800
10-502a	* Elected Official Payroll Taxes	\$ 15,211	\$ 2,739	\$ 2,892
10-503	Health insurance	\$ 16,741	\$ 16,396	\$ 17,856
10-504	Pension	\$ 5,285	\$ 6,390	\$ 430
10-505	Worker's compensation	\$ 1,863	\$ 1,876	\$ 3,750
10-509	Suppl insurance	\$ 2,854	\$ 1,793	\$ 2,596
10-506	Unemployment insurance	\$ -	\$ 11,000	\$ -
10-510	* Dues and subscriptions	\$ 7,370	\$ 5,332	\$ 5,337
10-511	Training	\$ 1,189	\$ 5,500	\$ 2,500
10-512	Elected officials	\$ 175	\$ -	\$ -
10-513	* Professional fees	\$ 13,976	\$ 68,000	\$ 43,500
10-514	* Legal Fees	\$ 110,949	\$ 78,000	\$ 84,000
10-514a	* Accounting Fees	\$ 83,275	\$ 67,000	\$ 61,000
10-515	* Travel	\$ 2,667	\$ 2,200	\$ 2,700
10-521	* Uniforms	\$ 365	\$ 200	\$ 200
10-516	Contractual Services	\$ 69,457	\$ 13,000	\$ -
10-535	* Utilities	\$ 17,212	\$ 39,000	\$ 17,000
10-540	* Recruitment	\$ 1,905	\$ 2,500	\$ 1,000
10-541	* Supplies & Equipment	\$ 19,736	\$ 15,000	\$ 9,050
10-542	* Printing	\$ 1,605	\$ 15,250	\$ 11,850
10-544	* Postage	\$ 588	\$ 100	\$ 500
10-545	* Election Fees	\$ 1,501	\$ 5,000	\$ 1,850
10-549	* Insurance	\$ 117,811	\$ 172,202	\$ 72,091
10-559	* Public relations	\$ 1,441	\$ -	\$ -
10-560	* Miscellaneous	\$ 4,188	\$ 5,000	\$ 5,000
10-561	Credit card and banking fees	\$ 21,944	\$ 5,000	\$ 5,000
10-565	Over & short	\$ -	\$ -	\$ -
10-580	* Equipment maintenance	\$ 4,136	\$ 700	\$ 5,000
10-581	* Computer Software/support	\$ 31,659	\$ 40,000	\$ 31,980
10-582	* Rental Equipment	\$ 3,721	\$ -	\$ 4,500
10-583	* Building maintenance	\$ 3,898	\$ 10,500	\$ 5,000
10-590	Equipment	\$ 22,165	\$ -	\$ -
	<b>Total Administration</b>	<b>\$ 792,453</b>	<b>\$ 778,341</b>	<b>\$ 588,735</b>

**ADMINISTRATION EXPENDITURE SUMMARY**

Personnel Expense	\$ 249,519	\$ 228,857	219,677
Operating Expense	\$ 513,150	\$ 538,984	364,057
Capital Expense	\$ 29,784	\$ 10,500	5,000
<b>Total</b>	<b>\$ 792,453</b>	<b>\$ 778,341</b>	<b>588,735</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>Public Safety</b>				
10-601	* Wages	\$ 1,471,476	\$ 1,511,052	\$ 1,503,685
10-607	* Overtime	\$ 80,902	\$ 85,555	\$ 23,248
10-608	* Holiday pay	\$ 27,431	\$ 39,034	\$ 34,673
10-602	* Payroll taxes	\$ 109,742	\$ 120,124	\$ 107,033
10-603	* Health insurance	\$ 290,693	\$ 289,670	\$ 278,636
10-604	* Pension	\$ 107,096	\$ 71,248	\$ 84,327
10-605	* Worker's compensation	\$ 92,607	\$ 92,345	\$ 180,000
10-609	* Suppl insurance	\$ 16,533	\$ 21,042	\$ 25,273
10-610	Dues and subscriptions	\$ 13,876	\$ 9,000	\$ 7,378
10-611	Training	\$ 9,822	\$ 7,500	\$ 5,192
10-613	Professional services	\$ 10,643	\$ 8,700	\$ 14,600
10-615	Travel	\$ 160	\$ 1,500	\$ 2,500
10-616	* Contractual services	\$ 115,291	\$ 125,000	\$ 124,341
10-620	Uniforms	\$ 28,478	\$ 34,200	\$ 20,500
10-623	Drug Asset Forfeiture	\$ -	\$ -	\$ 164,985
10-625	Vehicle	\$ 60,040	\$ 54,527	\$ 70,000
10-627	Fuel	\$ 82,503	\$ 62,752	\$ 94,500
10-635	Utilities	\$ 15,981	\$ 13,750	\$ 13,750
10-640	Recruitment	\$ -	\$ 2,500	\$ 3,000
10-641	* Supplies	\$ 4,995	\$ 16,000	\$ -
10-649	Insurance	\$ -	\$ -	\$ 411,510
10-659	Public relations	\$ -	\$ 7,500	\$ 2,000
10-660	Miscellaneous	\$ 5,729	\$ 1,150	\$ 3,000
10-680	Equip Maintenance	\$ 3,524	\$ 3,000	\$ 3,000
10-690	Equipment	\$ 21,776	\$ 5,000	\$ -
10-695	Capital outlay - police capital equipm	\$ 357,943	\$ 130,000	\$ -
	<b>Total Public Safety</b>	<b>\$ 2,927,240</b>	<b>\$ 2,712,149</b>	<b>\$ 3,177,130</b>
<b>POLICE EXPENDITURE SUMMARY</b>				\$ -
	Personnel Expense	\$ 2,196,479	\$ 2,230,069	2,236,874
	Operating Expense	\$ 351,042	\$ 347,080	940,257
	Capital Expense	\$ 379,719	\$ 135,000	0
	<b>Total</b>	<b>\$ 2,927,240</b>	<b>\$ 2,712,149</b>	<b>3,177,130</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>Courts</b>				
10-601A	* Salaries	\$ 89,313	\$ 142,893	\$ 119,600
10-602A	* Payroll taxes	\$ 11,705	\$ 10,931	\$ 9,149
10-603A	* Health insurance	\$ 33,189	\$ 29,550	\$ 30,100
10-604A	* Pension	\$ 2,421	\$ 5,691	\$ 359
10-605A	* Worker's compensation	\$ 6,038	\$ 1,295	\$ 3,750
10-609A	* Suppl insurance	\$ 3,563	\$ 3,269	\$ 3,269
10-610A	Dues and subscriptions	\$ 300	\$ 800	\$ 800
10-611A	Training	\$ 525	\$ 500	\$ 500
10-613A	Legal/Professional fees	\$ 44,292	\$ 40,000	\$ 22,500
10-615A	Travel & expense	\$ 417	\$ 500	\$ 500
10-616A	Contractual services	\$ 17,921	\$ 4,000	\$ 1,750
10-620A	Uniforms	\$ -	\$ 200	\$ 200
10-641A	Supplies	\$ -	\$ 4,000	\$ 3,000
10-644A	Postage	\$ -	\$ 1,000	\$ 250
10-699A	Miscellaneous	\$ -	\$ 400	\$ 400
10-695A	Capital Outlay	\$ 12,949	\$ -	\$ -
<b>Total Judicial (Legal)</b>		<b>\$ 222,633</b>	<b>\$ 245,029</b>	<b>\$ 196,128</b>

**COURT EXPENDITURE SUMMARY**

Personnel Expense	\$ 146,230	\$ 193,629	166,228
Operating Expense	\$ 63,454	\$ 51,400	29,900
Capital Expense	\$ 12,949	\$ -	0
<b>Total</b>	<b>\$ 222,633</b>	<b>\$ 245,029</b>	<b>196,128</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>Prosecuting Attorney</b>				
10-601A	* Salaries	\$ -	\$ -	\$ 13,728
10-602A	* Payroll taxes	\$ -	\$ -	\$ 1,050
10-611A	Training	\$ -	\$ -	\$ 250
10-613A	Legal Fees	\$ -	\$ -	\$ 21,600
10-616A	Software and Subscriptions	\$ -	\$ -	\$ 4,750
10-641B	Supplies	\$ -	\$ -	\$ 200
<b>Total Judicial (Legal)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,578</b>

**PROSECUTING ATTORNEY SUMMARY**

Personnel Expense	\$ -	\$ -	\$ 14,778.19
Operating Expense	\$ -	\$ -	\$ 26,800.00
Capital Expense	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,578.19</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
10-701	* Salaries	\$ 136,328	\$ 172,532	\$ 196,660
10-702	* Payroll taxes	\$ 9,971	\$ 12,685	\$ 15,044
10-703	* Health insurance	\$ 30,963	\$ 50,991	\$ 75,508
10-704	* Pension	\$ 10,523	\$ 5,595	\$ 699
10-705	* Worker's compensation	\$ 15,226	\$ 20,970	\$ 62,500
10-706	* Overtime	\$ 1,190	\$ 575	\$ 3,600
10-707	* Unemployment	\$ -	\$ -	\$ -
10-709	* Suppl insurance	\$ 1,087	\$ 2,847	\$ 3,269
10-710	Dues and subscriptions	\$ 250	\$ 500	\$ 500
10-711	Training	\$ -	\$ 1,500	\$ 1,500
10-713	* Professional fees	\$ 23,640	\$ 10,000	\$ 15,500
10-715	Travel	\$ -	\$ -	\$ -
10-716	* Contractual services	\$ 16,172	\$ 8,000	\$ 11,300
10-720	Uniforms	\$ 767	\$ 2,500	\$ 2,500
10-725	Vehicle	\$ 28,465	\$ 15,677	\$ 12,000
10-727	Fuel	\$ 11,277	\$ 18,584	\$ 16,000
10-733	Weed and pest control	\$ -	\$ 300	\$ -
10-734	Snow removal	\$ 4,817	\$ 10,270	\$ 6,000
10-735	Utilities	\$ 12,728	\$ 8,750	\$ 9,000
10-736	Street lighting	\$ -	\$ -	\$ 36,000
10-741	* Supplies	\$ 6,566	\$ 4,200	\$ 3,000
10-747	Cleaning supplies	\$ -	\$ 130	\$ -
10-749	Insurance	\$ -	\$ -	\$ 29,160
10-758	* Nuisance Abatement	\$ -	\$ -	\$ 5,000
10-759	Public relations	\$ -	\$ -	\$ -
10-760	Miscellaneous	\$ -	\$ 5,500	\$ 500
10-770	Small tools	\$ 1,410	\$ 1,000	\$ -
10-780	Equipment maintenance	\$ 12,919	\$ 2,000	\$ 7,000
10-782	Rental equipment	\$ -	\$ 5,000	\$ -
10-783	Building maintenance	\$ 6,106	\$ 1,400	\$ 5,500
10-784	Street repairs - street	\$ 1,800	\$ 2,000	\$ 5,000
10-790	Tools and Equipment	\$ -	\$ 3,500	\$ 3,000
10-795	Capital outlay	\$ 54,239	\$ 187,679	\$ -
10-792	Hazardous Tree	\$ 16,500	\$ 15,000	\$ 15,000
Total Public Works - Stre		\$ 402,943	\$ 569,685	\$ 540,740

**PUBLIC WORKS EXPENDITURE SUMMARY**

Personnel Expense	\$ 205,287	\$ 266,195	\$ 357,280
Operating Expense	\$ 123,679	\$ 104,759	\$ 175,460
Capital Expense	\$ 91,564	\$ 201,579	\$ 8,000
<b>Total</b>	<b>\$ 420,530</b>	<b>\$ 572,532</b>	<b>\$ 540,740</b>

Account Number		Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>Public Works - Parks</b>				
10-901	Salaries	\$ 21,832	\$ 31,200	\$ 32,660
10-902	Payroll taxes	\$ 1,629	\$ 2,387	\$ 2,498
10-903	Health Insurance	\$ 5,590	\$ 4,000	\$ -
10-905	Worker's compensation	\$ 2,695	\$ 1,807	\$ -
10-906	Parks overtime	\$ -	\$ -	\$ -
10-909	Supplemental Insurance - Parks	\$ 351	\$ -	\$ -
10-916	Contracted services	\$ 8,298	\$ 7,500	\$ -
10-935	Utilities	\$ 2,901	\$ 6,000	\$ 6,000
10-949	Insurance	\$ -	\$ -	\$ 1,725
10-960	Miscellaneous	\$ -	\$ 200	\$ 200
10-980	Equipment Maintenance	\$ 3,903	\$ 6,100	\$ 6,100
10-983	Facility Maintenance	\$ 3,730	\$ 3,000	\$ 3,000
10-995	Capital Equipment	\$ -	\$ -	\$ 20,000
<b>Total Public Works - Parks</b>		<b>\$ 50,929</b>	<b>\$ 62,194</b>	<b>\$ 72,183</b>

**PARKS EXPENDITURE SUMMARY**

Personnel Expense	\$ 32,097		35,158
Operating Expense	\$ 18,832		17,025
Capital Expense	\$ -		20,000
<b>Total</b>	<b>\$ 50,929</b>	<b>\$ -</b>	<b>72,183</b>

Account Number	Projected September 30 2022	Amended Budget 2023	9/19/2023 Proposal 2024
<b>REVENUES SUMMARY</b>			
Property Taxes	\$ 96,225	98,600	112,142
Utility Taxes	\$ 662,652	754,685	776,348
Sales Tax (1% Pool)	\$ 711,314	750,000	785,000
Prop P Sales Tax	\$ 283,598	295,455	314,967
Local Use Tax	\$ 56,387	63,000	64,260
Licenses	\$ 27,610	29,020	25,870
Permits	\$ 56,176	112,703	111,803
Fines and Court Cost	\$ 172,406	96,699	354,900
Intergovernmental	\$ 758,130	736,971	481,639
Contract Revenue	\$ 1,336,728	1,284,559	1,359,628
Other	\$ 91,951	653,840	144,933
<b>Total Revenues</b>	<u>\$ 4,253,175</u>	<u>4,875,532</u>	<u>4,531,491</u>
<b>EXPENDITURES SUMMARY</b>			
Administration	\$ 792,453	778,341	588,735
Police	\$ 2,927,240	2,712,149	3,177,130
Courts	\$ 222,633	245,029	196,128
Public Works	\$ 402,943	569,685	540,740
Parks	\$ 50,929	62,194	72,183
<b>Total Expenditures</b>	<u>\$ 4,396,199</u>	<u>4,367,398</u>	<u>4,574,916</u>
<b>REVENUES (OVER) UNDER EXPENDITURES</b>	<u>\$ (143,024)</u>	<u>508,134</u>	<u>\$ (43,426)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (143,024)</u>	<u>508,134</u>	<u>\$ (43,426)</u>
<b>FUND BALANCE, OCTOBER 1</b>	<u>\$ 1,359,186</u>	<u>1,216,162</u>	<u>1,724,296</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ 1,216,162</u>	<u>1,724,296</u>	<u>1,680,870</u>
<b>TOTAL SUMMARY</b>			
Personnel Expense	\$ 2,829,613	2,918,751	3,015,218
Operating Expense	\$ 1,070,157	1,042,222	1,526,699
Capital Expense	\$ 514,016	347,079	33,000
<b>Total</b>	<u>\$ 4,413,786</u>	<u>\$ 4,308,051</u>	<u>4,574,916</u>

**CITY OF NORMANDY, MISSOURI  
CAPITAL IMPROVEMENT BUDGET WORKSHEET  
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget
<b>REVENUES</b>			
20-405 Sales tax	67,527	68,000	87,000
20-450 Investment income		-	
Total Revenues	<u>67,527</u>	<u>68,000</u>	<u>87,000</u>
<b>EXPENDITURES</b>			
Capital outlay			
20-1200 Admin		-	15,000
20-1201 Admin-Capital Construction		-	
20-1210 Police		-	60,000.00
20-1220 Street		-	10,000.00
20-1225 Parks & Recreation	-	-	-
20-1231 Sanitation	-	-	-
20-1299 Banking Fees		-	-
Transfer to General Fund			
Total Expenditures	<u>-</u>	<u>-</u>	<u>85,000</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	67,527	68,000	2,000
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer in		-	-
Transfer out	(67,000)		
Principal payments		(33,870)	(9,349)
Interest expense		(34,121)	(7,649)
Debt issue costs		-	
Sale of Capital Assets			
Total Other Financing Sources (Uses)	<u>(67,000)</u>	<u>(67,991)</u>	<u>(16,998)</u>
<b>NET CHANGE IN FUND BALANCE</b>	527	9	(14,998)
FUND BALANCE, OCTOBER 1	<u>29,811</u>	<u>30,338</u>	<u>30,347</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<u><u>30,338</u></u>	<u><u>30,347</u></u>	<u><u>15,349</u></u>



**CITY OF NORMANDY, MISSOURI  
PARKS/STORMWATER BUDGET WORKSHEET  
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

<b>Account Number</b>	<b>September 30 2022 Actual</b>	<b>September 30 2023 Estimated</b>	<b>Proposed 2024 Budget</b>
<b>REVENUES</b>			
40-405 Sales Tax	45,465	55,000	87,000
40-420 Grant income	-	-	350,000
40-450 Investment income	-	-	
<b>Total Revenues</b>	<u>45,465</u>	<u>55,000</u>	<u>437,000</u>
<b>EXPENDITURES</b>			
40-1501 Parks expenses	11,574	8,500	10,000
40-1595 Parks capital construction Parks Capital Equipment		-	369,050
40-1599 Bank fees	-	-	
<b>Total Expenditures</b>	<u>11,574</u>	<u>8,500</u>	<u>379,050</u>
<b>NET CHANGE IN FUND BALANCE</b>	33,891	46,500	57,950
<b>OTHER FINANCING USES</b>			
10-471 Transfer out - general fund	<u>(50,929)</u>	<u>(62,194)</u>	<u>(72,183)</u>
<b>NET CHANGE IN FUND BALANCE</b>	(17,038)	(15,694)	(14,233)
<b>FUND BALANCE, OCTOBER 1</b>	<u>91,722</u>	<u>64,664</u>	<u>65,066</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<u><u>74,684</u></u>	<u><u>48,970</u></u>	<u><u>50,833</u></u>

**CITY OF NORMANDY, MISSOURI  
ECONOMIC DEVELOPMENT BUDGET WORKSHEET  
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget
<b>REVENUES</b>			
50-405 Economic development tax	45,465	52,263	87,000
50-450 Investment income		-	20
50-460 Econoic Develop-Misc Income			
Grant Income		16,352	
Total Revenues	45,465	68,615	87,020
<b>EXPENDITURES</b>			
<b>Great Streets</b>			
50-716A Contracted services	9,600	22,688	15,000
50-733A Weed & pest control		-	-
50-735A Utilities	2,159	24,693	25,000
50-736A Street lighting	324	2,550	5,000
50-760A Miscellaneous		-	-
50-791A Special events		-	-
50-790A Capital outlay	4,135	4,888	5,000
Total Great Streets	16,217	54,819	50,000
50-1601 Economic Development Expense		1,010	1,500
Transfer to General Fund for Admin Salary	-	20,000	21,750
Legal and Accounting Expense	-	7,000	7,000
Total Expenditures	16,217	82,829	73,250
<b>NET CHANGE IN FUND BALANCE</b>	29,248	(14,214)	13,770
<b>FUND BALANCE, OCTOBER 1</b>	80,615	58,246	44,032
<b>FUND BALANCE, SEPTEMBER 30</b>	109,863	44,032	57,802

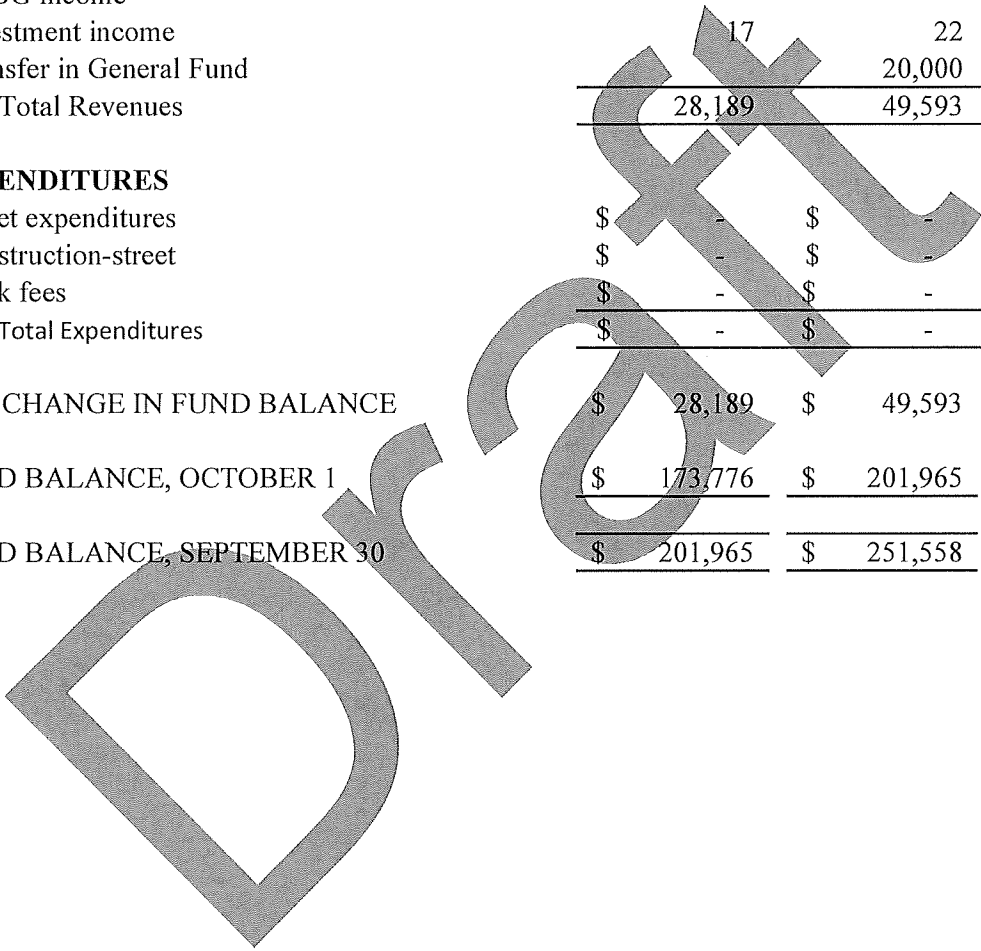
**CITY OF NORMANDY, MISSOURI  
SEWER LATERAL BUDGET WORKSHEET  
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget
<b>REVENUES</b>			
30-405 Sewer lateral fees	31,174	29,196	30,000
30-450 Investment income	-	-	-
Total Revenues	<u>31,174</u>	<u>29,196</u>	<u>30,000</u>
<b>EXPENDITURES</b>			
30-1300 Payment to contractor	33,147	30,000	45,000
30-1310 Reimbursement to homeowner	-	-	-
30-1330 Bank fees	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 33,147</u>	<u>\$ 30,000</u>	<u>\$ 45,000</u>
NET CHANGE IN FUND BALANCE	\$ (1,973)	\$ (804)	\$ (15,000)
FUND BALANCE, OCTOBER 1	<u>\$ 60,804</u>	<u>\$ 58,831</u>	<u>\$ 58,027</u>
FUND BALANCE, SEPTEMBER 30	<u><u>\$ 58,831</u></u>	<u><u>\$ 58,027</u></u>	<u><u>\$ 43,027</u></u>

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**CITY OF NORMANDY, MISSOURI  
STREET IMPROVEMENT BUDGET WORKSHEET  
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget
<b>REVENUES</b>			
80-405 Road and bridge tax	28,172	29,571	30,000
CDBG income	-	-	132,000
80-450 Investment income	17	22	50
Transfer in General Fund		20,000	
Total Revenues	<u>28,189</u>	<u>49,593</u>	<u>162,050</u>
<b>EXPENDITURES</b>			
80-1501 Street expenditures	\$ -	\$ -	
80-1502 Construction-street	\$ -	\$ -	\$ 400,000
80-1599 Bank fees	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>
NET CHANGE IN FUND BALANCE	\$ 28,189	\$ 49,593	\$ (237,950)
FUND BALANCE, OCTOBER 1	<u>\$ 173,776</u>	<u>\$ 201,965</u>	<u>\$ 251,558</u>
FUND BALANCE, SEPTEMBER 30	<u>\$ 201,965</u>	<u>\$ 251,558</u>	<u>\$ 13,608</u>



**CITY OF NORMANDY, MISSOURI**  
**JUDICIAL EDUCATION BUDGET WORKSHEET**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget
<b>REVENUES</b>			
90-401 Judicial training income	1,272	1,000	3,000
90-450 Investment Income	-	-	-
Total Revenues	1,272	1,000	3,000
<b>EXPENDITURES</b>			
90-913 Bank charges		-	-
90-923 Training expenditures	-	7,283	5,000
90-941 Supplies	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 7,283	\$ 5,000
NET CHANGE IN FUND BALANCE	\$ 1,272	\$ (6,283)	\$ (2,000)
FUND BALANCE, OCTOBER 1	\$ 7,846	\$ 9,118	\$ 2,835
FUND BALANCE, SEPTEMBER 30	\$ 9,118	\$ 2,835	\$ 835

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FY 24 ADMIN Budget Worksheet 9-19-23

**10-510 Admin Dues and Subscription**

	FY 24	Notes
MML City	\$ 3,356.00	MML/MUNICIPAL LEAGUE STL COURSES
City Admin Mem	\$ 611.00	SLCMA/ICMA, GFOA
City Clerk Mem	\$ 1,070.00	
NCI		
Other Dues	\$ 300.00	
Zoom		
Adobe		
<b>Total</b>	<b>\$ 5,337.00</b>	

**10-511 Training**

	FY24	Notes
City Admin Training	\$ 1,000.00	MML, etc. GFOA
City Clerk	\$ 1,500.00	ccfoa apr inst, regionals, mml, iimc
<b>Total</b>	<b>\$ 2,500.00</b>	

**10-513 Professional Services**

	FY24	
Building Permit Consulting	\$ 20,000.00	
Other professional services/consulting	\$ 7,500.00	
Historic Preservation Grant	\$ 16,000.00	
<b>Total</b>	<b>\$ 43,500.00</b>	

**10-514 Legal Fees**

	FY24	
City Attorney Retainer	\$ 18,000.00	
CA Hourly	\$ 55,000.00	
Legal Advertisement	\$ 1,000.00	
Other Special Counsel	\$ 10,000.00	
<b>Total</b>	<b>\$ 84,000.00</b>	

282 5.42

**10-514a Accounting Fees**

	FY 24	

SIKICH Routine Services and Consulting	30000	
Audit	18000	
Paycor	\$ 13,000.00	
Total	\$ 61,000.00	

<b>10-515 Travel</b>		
	FY24	
Travel for training	\$ 1,500.00	
Per Diem	\$ 1,200.00	
	\$ 2,700.00	

<b>10-516 Contractual Services</b>		
	FY24	
Total	\$ -	

<b>10-520 Uniforms</b>		
	FY24	
City Hall Staff	\$ 200.00	
Total	\$ 200.00	

<b>10-635 Utilities</b>		
	FY24	
7700 Natural Bridge	\$ 18,000.00	
Phone	\$ 4,530.00	
Fax	\$ 3,168.00	
Total	\$ 25,698.00	

<b>10-540 Recruitment</b>		
	FY24	
Legal Advertisement Recruitment	\$ 1,000.00	

Total	\$	1,000.00	
<b>10-541 Supplies</b>			
FY24			
Office Supplies	\$	8,000.00	
Business Cards	\$	300.00	
Letterhead and printed envelopes	\$	750.00	
Total	\$	9,050.00	
<b>10-542 Printing</b>			
FY24			
General Code	\$	3,000.00	
RICOH Lease	\$	6,600.00	
Newsletter	\$	2,000.00	
	\$	250.00	
Total	\$	11,850.00	
<b>10-544 Postage</b>			
FY24			
General Mail	\$	500.00	Outstanding Credit Balance \$8,000
Newsletter			
Total	\$	500.00	
<b>10-545 Election Fees</b>			
FY24			
STL CO BOE	\$	1,850.00	
Total	\$	1,850.00	
<b>10-549 Insurance</b>			
FY24			
MOPERM			
Total	\$	-	
<b>10-559 Public Relations</b>			
FY24			
Misc			
Total	\$	-	
<b>10-560 Misc.</b>			



	FY24	
		5000
Total	\$	5,000.00

**10-561 Credit card and Banking Fees**

	FY24	
Regions Banking fees		5000
Total	\$	5,000.00

**10-580 Equipment Maintenance**

	FY24	
Parts and replacement accessories		5000
Total	\$	5,000.00

**10-581 Compute Software/Support**

	FY24	
QuickBooks		2400
Adobe		1800
Zoom		1000
Laserfiche		3842
MS Office 365		13937.6
Rejis Support		9000
Total	\$	31,979.60

**10-582 Rental Equipment**

	FY24	
Ricoh Lease		3800
Postage Meter		700
Total	\$	4,500.00

**10-583 Building Maintenance**

	FY24	
Plumbing, HVAC, Electricians -7700		
Natural Bridge		5000
Total	\$	5,000.00

FY 2024 PD Budget Worksheet 9-19-2023

**10-610 Dues and Subscriptions**

<i>Vendor</i>	<i>Cost FY 2023</i>	<i>Cost FY 2024</i>
Missouri Police Chief's Assoc. Accreditation Fees	\$ 6,063.10	\$ 6,063.10
STL CO Regional Crime Commission	\$ 250.00	\$ 250.00
Mid States Org. Crime Information CE (MOCIC)	\$ 75.00	\$ 75.00
International Association of Chiefs of Police Membership		\$ 190.00
Missouri Police Chief's Assoc. Membership - x2		\$ 450.00
NAWLEE		\$100.00
National Organization of Black Law Enforcement Executives Membership		\$ 150.00
Saint Louis Area Police Chief's Association Membership - x2		\$ 100.00
<b>Total</b>	<b>\$ 6,388.10</b>	<b>\$ 7,378.10</b>

**10-611 Training**

<i>Vendor</i>	<i>Cost FY 2023</i>	<i>Cost FY 2024</i>
Virtual Academy	\$ 1,920.00	\$ 2,112.00
Firing Range	\$ 780.00	\$ 780.00
Training Conferences	\$ 2,300.00	\$ 2,300.00
<b>Total</b>	<b>\$ 5,000.00</b>	<b>\$ 5,192.00</b>

**10-613 Professional Services**

<i>Vendor</i>	<i>Cost FY 2023</i>	<i>Cost FY 2024</i>
Florissant Psychological Svcs.	\$ 1,040.00	\$ 800.00
Barnes Care	\$ 2,000.00	\$ 1,500.00
BIO One (Remediation)	\$ 2,500.00	\$ 2,300.00
REJIS Support		\$ 10,000.00
<b>Total</b>	<b>\$ 5,540.00</b>	<b>\$ 14,600.00</b>

**10-615 Travel**

<i>Vendor</i>	<i>Cost FY 2023</i>	<i>Cost FY 2024</i>
Training	\$ 500.00	\$ 1,500.00
Investigations	\$ 500.00	\$ 500.00
Miscellaneous/Flex	\$ 500.00	\$ 500.00
<b>Total</b>	<b>\$ 1,500.00</b>	<b>\$ 2,500.00</b>

**10-616 Contractual Services**

<i>Vendor</i>	<i>Cost FY 2023</i>	<i>Cost FY 2024</i>
Leads Online	\$ 3,526.00	Cancelled

MSHP MULES	\$ 663.25	\$ 663.25
Onsolve LLC	\$ 1,833.10	Cancelled
REJIS	\$ 22,133.40	\$ 26,538.16
St Louis County	\$ 88,387.68	\$ 88,287.32
Trans Union	\$ 1,320.00	\$ 1,440.00
Traxis GPS	\$ 3,411.00	\$ 3,411.00
omnigo	\$ 4,001.71	\$ 4,001.71
Total	\$ 125,000.00	\$ 124,341.44

**10-620 Uniforms**

Vendor	Cost FY 2023	Cost FY 2024
Leons Uniform Dept. Orders	\$ 5,000.00	\$ 5,000.00
New Hire Uniforms	\$ 12,000.00	\$ 4,000.00
Allowance Col. Sanders	\$ 600.00	\$ 600.00
Allowance Maj. Larson	\$ 600.00	\$ 600.00
Allowance Capt. Beekman	\$ 600.00	\$ 550.00
Allowance Sgt. Walz	\$ 500.00	\$ 500.00
Allowance Sgt. Pracht	\$ 500.00	\$ 500.00
Allowance Sgt. TBA	\$ -	\$ -
Allowance Sgt. Doss	\$ 500.00	\$ 500.00
Allowance Sgt. Mink	\$ 500.00	\$ 500.00
Allowance Detective Sergeant	\$ 500.00	\$ 450.00
Allowance Det. Cpl. Robinson	\$ 450.00	\$ 450.00
Allowance Detective Freshman	\$ 400.00	\$ 400.00
Allowance Corporal Moore, T.	\$ 450.00	\$ 450.00
Allowance Cpl. TBA	\$ -	\$ -
Allowance Cpl. TBA	\$ -	\$ -
Allowance Cpl. TBA	\$ -	\$ -
Allowance PO Jordan	\$ 400.00	\$ 400.00
Allowance PO Blunt	\$ 400.00	\$ 400.00
Allowance PO Jones	\$ 400.00	\$ 400.00
Allowance PO Mack	\$ 400.00	\$ 400.00
Allowance PO Post	\$ 400.00	\$ 400.00
Allowance SRO Blagajcevic	\$ 400.00	\$ 400.00
Allowance PO Parker	\$ 400.00	\$ 400.00
Allowance PO Wilson	\$ 400.00	\$ 400.00
Allowance PO Moore, L.	\$ 400.00	\$ 400.00
Allowance PO Brower	\$ 400.00	\$ 400.00
Allowance PO Redding	\$ 400.00	\$ 400.00
Allowance PO Lee	\$ 400.00	\$ 400.00
Allowance PO Lintermoot	\$ 400.00	\$ 400.00
Allowance PO Meyer		\$ 400.00
Allowance PO Signarello	\$ -	\$ 400.00
Allowance PO Clemens	\$ -	\$ 400.00
Total	\$ 27,800.00	\$ 20,500.00

**10-623 Asset Forfeiture**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
Citizens Police Academy	\$ 5,000.00	\$ -
Trunk or Treat	\$ -	\$ 5,000.00
DEA Vehicle	\$ -	\$ 30,000.00
Motor Unit Bicycles	\$ -	\$ 11,685.00
Motor Unit Uniforms/Equip	\$ -	\$ 3,000
Motor Unit Maintenance	\$ -	\$ 1,800.00
FLOCK Safety Uniforms	\$ 10,000.00	\$ -
St Ann SRT	\$ -	\$ 4,000.00
SRT Equipment	\$ -	\$ 2,500.00
SRT Training	\$ -	\$ 2,000.00
DEA Salary	\$ -	\$ 100,000.00
DEA Training	\$ -	\$ 2,500.00
DEA Travel	\$ -	\$ 2,500.00
MISC.	\$ -	
<b>Total</b>	<b>\$ 15,000.00</b>	<b>\$ 164,985.00</b>

**10-625 Vehicles**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
Estimated Repairs	\$ 55,000.00	\$ -
Parts and Service	\$ 14,500.00	\$ -
Car Washes	\$ 500.00	\$ -
<b>2024 Breakdown of Costs</b>	\$ -	\$ -
Delaership Oil Changes/Rotate	\$ -	\$ 10,000.00
Misc. Part (Wipers/Batteries)	\$ -	\$ 1,250.00
Fleet Washer Fluid	\$ -	\$ 250.00
Headlamps. Taillamps	\$ -	\$ 500.00
CAF/EAF	\$ -	\$ 500.00
Glass Repairs	\$ -	\$ 2,000.00
Tires/ Tire Repais	\$ -	\$ 18,000.00
Mechanical Repairs	\$ -	\$ 37,500.00
	\$ -	
<b>Total</b>	<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>

**10-627 Fuel**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
Gallons per Month	2000	2100
Gallons per Year	24000	25,200.00
Expected price Point	\$ 3.50	3.75
<b>Total</b>	<b>\$ 84,000.00</b>	<b>\$ 94,500.00</b>

**10-635 Utilities**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
At&T First Net Phones	\$ 13,750.00	15,000.00

<b>Total</b>	\$ 13,750.00	13,750.00

**10-640 Recruitment**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
Advertisement	600	2,000.00
Supplies	0	1,000.00
<b>Total</b>	\$ 600.00	3,000.00

**10-641 Supplies**

<i>Vendor</i>	Cost FY 2023	Cost FY 2024
<b>Total</b>	\$ -	

Draft

# FY 24 Courts Budget Worksheet 9-19-2023

Vendor

	10-610A Court Dues and Subscription	Notes
MACA Dues	\$ 600.00	
MSLACA	\$ 200.00	
<b>Total</b>	\$ 800.00	

	10-611a Training	Notes
Training to supplment Judicial Training Fund	\$ 500.00	
<b>Total</b>	\$ 500.00	

	10-613a Court Professional Services	
Judge	\$ 20,000.00	\$1,666.66 a month
Translator/misc	\$ 2,000.00	
REJIS Support	\$ 500.00	
<b>Total</b>	\$ 22,500.00	

	10-615a Travel	
Travel for training	\$ 500.00	to supplement judicial training fund
	\$ 500.00	

	10-616a Contractual Services	
REGIS legacy	\$ 1,750.00	

Total	\$	1,750.00

	<b>10-620a Uniforms</b>	
Court Staff	\$	200.00
Total	\$	200.00

	<b>10-641a Supplies</b>	
Office Supplies	\$	1,000.00
File Jackets	\$	2,000.00
Total	\$	3,000.00

	<b>10-644a Postage</b>	
General Mail	\$	250.00
		Outstanding Credit
Total	\$	250.00

	<b>10-560 Misc.</b>	
		400
Total	\$	400.00

# FY24 PW Budget Worksheet 9-19-23

<i>Vendor</i>	<b>10-710 PW Dues and Subscription</b>	Notes
	FY 24	
APWA	\$ 500.00	
<b>Total</b>	\$ 500.00	

	<b>10-711 PW Training</b>	Notes
	FY 24	
PW Director	\$ 750.00	
PW Laborers	\$ 750.00	
<b>Total</b>	\$ 1,500.00	

	<b>10-713 PW Professional Services</b>	Notes
	FY 24	
Street Assesment	\$ 15,000.00	
Rejis Support	500	
<b>Total</b>	\$ 15,500.00	

	<b>10-716 PW Contractual Services</b>	Notes
	FY 24	
IworQs	11300	
<b>Total</b>	\$ 11,300.00	

	<b>10-720 PW Uniforms</b>	Notes
	FY 24	
Uniforms	\$ 2,500.00	
<b>Total</b>	\$ 2,500.00	

	<b>10-725 Vehicle Maintenance</b>	Notes
	FY 24	
Maintenance and Breakdown	9000	



New Tires	3000	
Total	\$ 12,000.00	

<b>10-727 Fuel</b>		Notes
	FY 24	
Gas and Diesel	16000	
Total	\$ 16,000.00	

<b>10-730 Traffic Control</b>		Notes
	FY 24	

<b>10-733 Weed and Pest Control</b>		Notes
	FY 24	
Equipment	x	
Chemical	x	
	x	

<b>10-734 Snow Removal</b>		Notes
	FY 24	
Fall Salt Order	2000	
Winter Order	4000	
Total	\$ 6,000.00	

<b>10-735 PW Utilities</b>		Notes
	FY 24	
5800 Bermuda, Basic Utilities	9000	
Total	9000	

<b>10-736 Street lighting</b>		Notes
	FY 24	
Total		

<b>10-741 PW Supplies</b>		Notes
	FY 24	

General	2000	
Cleaning	1000	
Total	\$ 3,000.00	

<b>10-758 Nuisance Abatement</b>		Notes
	FY 24	
NUSIANCE	5000	
Total	\$ 5,000.00	

<b>10-760 Misc</b>		Notes
	FY 24	
General	500	
Total	\$ 500.00	

<b>10-770 PW Small Tools</b>		Notes
	FY 24	
Consolidated	x	
	X	
	x	
	X	
Total		

<b>10-780 Equipment maintenance</b>		Notes
	FY 24	
General	7000	
Total	\$ 7,000.00	

<b>10-783 PW Buiding Maintenance</b>		Notes
	FY 24	
Rottler	500	
General	5000	
Total	\$ 5,500.00	

<b>10-784 Street Repairs</b>	Notes
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	FY 24	
Potholes		5000
Total	\$	5,000.00

<b>10-790 Tools and Equipment</b>		Notes
	FY 24	
Small Tools		1500
Power equipment		1500
Total	\$	3,000.00

<b>10-792 Forestry Management</b>		Notes
	FY 24	
Urban forestry Cost Share		15000
Total	\$	15,000.00

Draft

**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

1<sup>st</sup> READING \_\_\_\_\_  
2<sup>nd</sup> READING \_\_\_\_\_

BILL NO. 23-19  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI, AMENDING CHAPTER 235 ARTICLE I OF THE NORMANDY CITY CODE REGARDING SOLID WASTE COLLECTION**

**WHEREAS**, Section 77.260 RSMo empowers the Mayor and City Council to enact and ordain any and all ordinances which they deem expedient for the health of the inhabitants of the City; and

**WHEREAS**, the City Council has previously enacted changes to Chapter 235, Solid Waste, of the Code of Ordinances of the City of Normandy; and

**WHEREAS**, the City Council finds it to be in the best interest of the City to amend Chapter 235 to better facilitate the codification, implementation, administration, and enforcement of Chapter 235.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

Section 1 Chapter 235 Article I Amended –

The City Code of the City of Normandy is hereby amended by the enactment of the following amendments to Chapter 235 Article I of the Code of Ordinances of the City of Normandy, which will read as follows:

**Section 235.010 Definitions.**

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

**APPROVED INCINERATOR**

An incinerator which complies with all current regulations of the Missouri Air Conservation Commission.

**BULKY RUBBISH**

Non-putrescible solid wastes consisting of combustible or non-combustible waste materials from dwelling units, or commercial, industrial, institutional, or agricultural establishments, which are either too large or too heavy to be safely and conveniently loaded in solid waste collection vehicles by solid waste collectors, with equipment available thereof.

**COLLECTION**

Removal and transportation of solid waste from its place of storage to its place of processing or disposal.

### **CONSTRUCTION AND DEMOLITION WASTE**

Waste materials from the construction and demolition of residential, industrial, or commercial structures, shall not include materials defined as clean fill under Section 260.200, RSMo.

### **DIRECTOR**

The City Administrator or his/her authorized representative.

### **DISPOSABLE SOLID WASTE CONTAINER**

Plastic bags, paper bags, cardboard, or wooden containers, specifically designed for the disposal of solid wastes.

### **DWELLING UNIT**

Any room or group of rooms located within a structure and forming a single habitable unit with facilities which are used, or are intended to be used, for living, sleeping, cooking, and eating.

### **HAZARDOUS WASTES**

Any waste or combination of wastes, as determined by regulation promulgated by the Missouri Hazardous Waste Management Commission, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness, or pose a present or potential threat to the health of humans or the environment.

### **MULTIPLE HOUSING FACILITY**

Any building in which two (2) or more persons or families reside in separate buildings or household units under one (1) common roof.

### **OCCUPANT**

Any person, who, alone or jointly or severally with others, shall be in actual possession of any dwelling unit or of any other improved real property, either as owner or as a tenant.

### **PROCESSING**

Incinerating, composting, bailing, shredding, salvaging, compacting, and other processes whereby solid waste characteristics are modified or solid waste quantity is reduced.

### **SERVICE PROVIDER**

Any person who has been licensed by the City to engage in the collection, removal and final disposition of solid waste and other refuse within the City.

### **SOLID WASTE**

Garbage, refuse and other discarded materials including, but not limited to, solid and semi-solid waste materials resulting from industrial, commercial, agricultural, governmental, and domestic activities, but does not include hazardous waste as defined in Sections 260.360 to 260.432, RSMo., recovered materials, overburden, rock, tailings, matte, slag or other waste material resulting from mining, milling or smelting.

### **SOLID WASTE CONTAINER**

Receptacle used by any person to store solid waste during the interval between solid waste collections.

### **SOLID WASTE DISPOSAL**

The process of discarding or getting rid of unwanted material. In particular, the final disposition of solid waste by man.

### **SOLID WASTE MANAGEMENT SYSTEM**

The entire process of managing solid waste in a manner which minimizes the generation and subsequent disposal of solid waste, including waste reduction, source separation, collection, storage, transportation, recycling, resource recovery, volume minimization, processing, market development, and disposal of solid wastes.

### **STORAGE**

Keeping, maintaining, or storing waste from the time of its production until the time of its collection.

### **YARD WASTES**

Leaves, grass clippings, yard and garden vegetation, and Christmas trees. The term does not include stumps, roots, or shrubs with intact root balls.

## **Section 235.020 Prohibited Acts.**

A. It shall be unlawful for any person to:

1. Deposit solid waste in any solid waste container, other than his/her own, without the written consent of the owner of such container and/or with the intent of avoiding payment of the service charge hereinafter provided for solid waste collection and disposal;
2. Fail to have solid waste collected as required by this Code;
3. Interfere in any manner with solid waste collection and transportation equipment or with solid waste collectors in the lawful performance of their duties as such,

whether such equipment or collectors are those of the City or those of a Service Provider;

4. Burn solid waste except in an incinerator approved by all local, state, and/or federal authorities with jurisdiction over such incinerator or unless a variance has been obtained from the appropriate air pollution control agencies;
5. Dispose of solid waste at any facility or location within the City which is not approved by the City and the appropriate county, state, and/or federal authorities;
6. Engage in the business of collecting, transporting, processing, or disposing of solid waste within the corporate limits of the City without a permit from the City or operate under an expired permit or operate after a permit has been suspended or revoked;
7. Waste or storage containers shall not be placed in front of the premises prior to 4:00 P. M. on the day preceding collection and shall be removed by 10:00 A.M. on the day following collection.
8. The number of storage containers placed for any one (1) collection shall not exceed the number of containers which will be collected by the Service Provider pursuant to the terms of the Service Provider's contract with the City.
9. It shall be unlawful for any person or persons, other than a duly authorized Service Provider, to tamper with, overturn, remove, or destroy any waste container mentioned herein.
10. Failure to have and maintain containers as required herein shall be prima facie evidence of a violation of this Section.
11. Violate any Section of this Ordinance or any other rule or regulation promulgated under the authority of same.

#### **Section 235.030 Storage Containers**

- A. The occupant and owner of every dwelling unit and of every institutional, commercial or business, industrial, or agricultural establishment producing solid waste within the City shall provide sufficient and adequate containers for the storage of all solid waste, except bulky rubbish and demolition and construction waste, to serve each such dwelling unit or establishment, and shall maintain such solid waste containers at all times in good repair.
- B. The occupant and owner of every dwelling unit and of every institutional, commercial, industrial, agricultural, or business establishment shall place all solid waste to be collected in proper solid waste containers, except as otherwise provided herein, and shall maintain such solid waste containers and the area surrounding them in a clean, neat and sanitary condition at all times.

- C. Commercial solid waste shall be stored in solid waste containers as approved by the Director. The containers shall be waterproof, leakproof and shall be covered at all times except when depositing waste therein or removing the contents thereof.
- D. Residential solid waste containers shall be stored upon the residential premises. Commercial solid waste containers shall be stored upon private property, unless the owner shall have been granted written permission from the City to use public property for such purposes. The storage site shall be well drained and fully accessible to collection equipment, public health personnel and fire inspection personnel.

**Section 235.040 Trash Containers — Screening.**

- A. All commercial buildings and buildings containing four (4) or more residential units within the City of Normandy having one (1) or more trash containers shall adequately screen the trash containers with appropriate materials, so as to conceal the visibility of the trash containers from the right-of-way and from neighboring residential properties. For the purposes of this Section a "trash container" is any container that is over one hundred (100) gallons in size and which is not for public use.
- B. All such trash container enclosures shall conform to all yard and setback requirements for principal and accessory structures. This Section shall not apply to any trash containers which are not reasonably visible, as determined by the Code Enforcement Officer, from residential properties or a public right-of-way.
- C. Screening for trash containers shall be of a suitable material, such as a vinyl polymer, that matches or is compatible with the building. If the screening is constructed from wood, it must be painted or stained so as to protect from rotting and in a manner matches the building to which it relates. Chain link fences shall not be permitted as a means for screening trash containers.

**Section 235.050 Schedule and Services for Solid Waste Collection.**

The scope and schedule of solid waste collection services shall be determined by the terms of the City's contract with the Service Provider.

**Section 235.060 Tree Limbs.**

Tree limb pick-up service shall be provided by the Service Provider in accordance with the terms of the City's contract with the Service Provider.

**Section 235.070 Collection — Exclusive License Agreement – Obligation to Pay**

- A. The City will grant an exclusive license agreement to a solid waste provider (the "Service Provider") with the intent to achieve economies of scale, uniformity, and health and safety objectives for the City's residents. No person or entity shall engage in the business of collecting, transporting, processing or disposing of solid waste within the corporate limits of the City except the Service Provider selected by the City. The City Council may, for the benefit of the public's health and/ or safety, switch or alternate suitable persons or entities



for the exclusive right to collect and dispose of solid waste in the City or any part thereof. Any exclusive agreement shall be set forth in writing and approved by the City through a separate action of the Council.

- B. The resident, property owner, or the person(s) generating waste, recyclables, or bulk items shall be obligated to accept and pay for the services provided in accordance with the exclusive license agreement and may not accept these services of any other provider.
- C. The Service Provider shall directly bill any resident, property owner, or person(s) utilizing its services. Payment and collection of payments shall be handled by the Service Provider. The City will not assist, participate, or interfere with any payment or billing practices of the provider unless any such practice violates any term of the exclusive service agreement.
- D. In any building in the City of Normandy in which two (2) or more persons or families reside in separate buildings or household units under one (1) common roof, the owner thereof shall subscribe and pay for the collection of garbage and rubbish for each unit contained in the building.
- E. Except to the extent that the City's contract with the Service Provider addresses the collection of hazardous wastes, the provisions of this Section shall not apply to the collection, transportation, and disposal of demolition and construction wastes or hazardous wastes.

**Section 235.080 Solid Waste Collectors.**

Solid waste collectors, employed by a solid waste collection agency operating as the Service Provider under contract with the City, are hereby authorized to enter upon private property for the purpose of collecting solid waste therefrom as required by this Article. Solid waste collectors shall not enter dwelling units or other residential buildings for the purpose of collecting residential solid waste.

**Section 235.090 Collection Vehicles.**

All vehicles used for collection of solid waste shall be maintained in a safe, clean, and sanitary condition and shall be so constructed, maintained, and operated as to prevent spillage of solid waste therefrom. All vehicles to be used for collection of solid waste shall be constructed with water-tight bodies and with covers which shall be an integral part of the vehicle or separate covers of suitable material with fasteners designed to secure all sides of the cover to the vehicle, which shall be secured whenever the vehicle is transporting solid waste, or the entire bodies thereof shall be enclosed, with only loading hoppers exposed. No solid waste shall be transported in the loading hoppers.

**Section 235.100 Effect of Article Upon Removal, Hauling, Etc., of Materials From Grading or Excavation Activities.**

Permits shall not be required under this Article for the removal, hauling or disposal of earth and rock material from grading or excavation activities. However, all such material shall

be conveyed in tight vehicles. Trucks or receptacles shall be so constructed and maintained that none of the material being transported shall spill upon the public rights-of-way.

**Section 235.110 Transportation and Disposal of Demolition and Construction Wastes.**

Building permits issued under Chapter 405, Article I of this Code shall set forth the terms of transportation and disposal of demolition and constructions wastes, but such terms shall not be carried out in violation of the terms of this Article.

**Section 235.120 Disposal Processing Facility.**

Solid wastes shall be disposed of at a processing facility or disposal area approved by the City and complying with all requirements of the appropriate county, state, and/or federal authorities.

**Section 235.130 Hazardous Wastes.**

The transportation and disposal of hazardous wastes shall require a permit issued by the City pursuant to the terms of this Article. Such transportation and disposal shall be carried out in a manner which complies with all applicable local, state, and federal regulations.

**Section 235.140 Permit Required.**

- A. No person, company, or corporation shall engage in the business of collecting, transporting, processing or disposing of solid waste within the City limits without first obtaining an annual permit therefor from the City; provided, that this provision shall not be deemed to apply to employees of the holder of any such permit.
- B. Any persons, company, or corporation engaged in the business of collecting, transporting, processing or disposing of solid waste or trash shall collect, transport, process or dispose of said solid waste or trash between the hours of 6:00 A.M. and 6:00 P.M. Monday through Saturday only.

**Section 235.150 Applicant to File and Maintain Insurance.**

No permit shall be issued under this Article until and unless the applicant therefor, in addition to all other requirements set forth, shall file and maintain with the Director evidence of a satisfactory public liability insurance policy covering all operations of such applicant pertaining to such business and all vehicles to be operated in the conduct thereof, in amounts not less than the sovereign immunity limits for Missouri public entities as calculated and published annually by the Missouri Department of Insurance. This Section shall not be construed as a limit on the City's authority to require solid waste providers to obtain additional policies as part of a contract for service in the City. The Director shall have the authority to waive these requirements if he finds it to be in the best interest of the City. Should any such policy be canceled, the Director shall be notified of such cancellation by the insurance carrier in writing not less than ten (10) days prior to the effective date of such cancellation, and provisions to that effect shall be incorporated in such policy, which shall also place upon the company writing such policy the duty to give notice.

**Section 235.160 Permit Application.**

- A. Each applicant for a permit under this Article shall state in his/her application therefor:
1. The nature of the permit desired, whether to collect, transport, process or dispose of solid waste, or any combination thereof.
  2. The characteristics of solid waste to be collected, transported, processed or disposed.
  3. The number of solid waste vehicles to be operated thereunder.
  4. The precise location of solid waste processing or disposal facilities to be used.
  5. Boundaries of the collection area.
  6. Such other information as required by the Director.

**Section 235.170 Permit Issuance — Terms — Fees — Authority to Require Modifications in Application.**

- A. If the applicant for a permit under this Article shows that the applicant will collect, transport, process or dispose of solid wastes without hazard to the public health or damage to the environment and in conformity with State law and this Article, the Director shall issue the permit authorized by this Article. The permit shall be issued for a period of one (1) year, and each applicant shall pay therefore a fee of fifty dollars (\$50.00).
- B. If, in the opinion of the Director, modifications can be made to the application regarding service, equipment or mode of operation, so as to bring the application within the intent of this Article, the Director shall notify the applicant in writing, setting forth the modification to be made and the time in which it shall be done.

**Section 235.180 Denial — Reapplication.**

If the applicant does not make the modifications pursuant to the notice provided for in Section 235.170 within the time limit specified therein, or if the application does not clearly show that the collection, transportation, processing or disposal of solid wastes will create no public health hazard or be without harmful effects on the environment, the application shall be denied and the applicant notified by the Director, in writing, stating the reason for such denial. Nothing in this Section shall prejudice the right of the applicant to reapply after the rejection of his/her application; provided that all aspects of the reapplication comply with the provisions of this Article.

**Section 235.190 Renewal — Transfer.**

The annual permit may be renewed simply upon payment of the fee as designated herein if the business has not been modified. If modifications have been made, the applicant shall reapply for a permit as set forth in Sections 235.150 and 235.160. No permits authorized by this Article shall be transferrable from person to person.

### **Section 235.200 Appeals.**

Any person who feels aggrieved by any notice of violation by the Director, or order issued pursuant thereto, may within ten (10) days of the act for which redress is sought, appeal directly to the City Council, in writing, setting forth in concise statement the act being appealed and the grounds for its reversal.

### **Section 235.210 Inspections — Notice of Violations.**

In order to ensure compliance with the laws of this State, this Code and the rules and regulations authorized herein, the Code Enforcement Officer, or his/her authorized representative, is authorized to inspect all phases of solid waste management within the City. No inspection shall be made in any residential unit, unless authorized by the occupant or by due process of law. In all instances where such inspections reveal violations of this Code or the rules and regulations authorized herein for the storage, collection, transportation, processing or disposal of solid waste or the laws of the State, the Code Enforcement Officer, or his/her authorized representative, shall issue notice for each such violation stating therein the violation found, the time and date and the corrective measure to be taken together with the time in which such corrections shall be made. For the purpose of this Article, such notice shall be served by posting on the property, in a conspicuous place, or served in person, or mailed to the owner, caretaker, tenant, or agent of the property setting forth the violation and shall give the owner, caretaker, tenant or agent five (5) days from the date of the notice to abate the nuisance or violation. Only one (1) such notice within a twelve (12) month period or within twelve (12) months of any court action for a violation of a similar nature shall be required. Each day a nuisance or violation occurs or is allowed to occur, shall constitute a separate violation of this Article.

### **Section 235.220 Suspension or Revocation for Failure to Correct Violations — Extension of Time.**

In all cases when the corrective measures have not been taken within the time specified, the Code Enforcement Officer or his/her authorized representative, shall refer the violation to the Municipal Prosecutor for prosecution in Municipal Court. However, in those cases where an extension of time will permit correction and there is no public health hazard created by the delay, one (1) extension of time, not to exceed the original time period, may be given.

### **Section 235.230 Violations and Penalties.**

Whenever any nuisance or violation of this Code is permitted on any lot or part of lot in the City, the owner, caretaker, tenant or agent having the care of the lot or part of lot shall be liable not only to the penalties provided in Section **100.210** for violation of this Code but shall also be required to abate such nuisance or violation from the lot or part of lot so owned by him/her as provided in this Code.

### Section 2 – Repealed

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

Section 3 – Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases, and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase, or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases, and words or this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

Section 4 – Codification

The Chapter, Article, Division, and/or Section assignments designated in this Ordinance may be revised and altered by the codification company servicing the City’s Code of Ordinances upon supplementation of such code if, at the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations, the editor may also change other designations and numerical assignment of code sections to accommodate such changes.

Section 5 – Effective Date

This Ordinance shall be in full force and effect upon the passage of this Ordinance and its approval by the Mayor and attested by the City Clerk.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_th day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney

**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

1<sup>st</sup> READING \_\_\_\_\_  
2<sup>nd</sup> READING \_\_\_\_\_

BILL NO. 23-20  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI, AMENDING  
THE CITY OF NORMANDY PERSONNEL POLICY MANUAL REGARDING THE  
PAYMENT OF HOLIDAY PAY.**

WHEREAS, the payment of holiday pay is a benefit that the City of Normandy offers to its employees; and

WHEREAS, the City Council of the City of Normandy wishes to amend Section 14 of the Personnel Policy Manual in order to change how the benefit is administered to non-exempt police officers outside of the patrol division.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
NORMANDY, MISSOURI, AS FOLLOWS:**

Section 1 – Adoption of City of Normandy Personnel Policy Manual

The City Council of the City of Normandy hereby amends Section 14 of the City of Normandy Personnel Policy Manual as attached hereto in Exhibit A.

Section 2 – Repealed

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

Section 3 – Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases, and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase, or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases, and words of this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

Section 4 – Codification

This Ordinance shall not be codified in the Code of Ordinances of the City of Normandy.

Section 5 – Effective Date

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney

## SECTION 14 - HOLIDAYS

**14.1 LEGAL HOLIDAYS** - The following are hereby declared to be holidays observed by the City of Normandy:

- 1 New Year's Day
- 2 Martin Luther King Birthday
- 3 Presidents' Day
- 4 Memorial Day
- 5 Juneteenth
- 6 Independence Day
- 7 Labor Day
- 8 Veteran's Day
- 9 Thanksgiving Day
- 10 Day After Thanksgiving Day
- 11 Christmas Day

**14.2 HOW OBSERVED** - Except for non-exempt police officers assigned to the patrol division, all regular employees, exempt police officers, and non-exempt police officers not in the patrol division shall observe the holidays in section 14.1 hereof as days off work with regular pay. Permanent part-time employees shall observe the holidays as days off work with pay equal to the hours that would have been worked on that day if the day was not a holiday. To be eligible for Holiday pay, an employee must work the day before AND the day after the holiday, unless an employee is off due to previously approved time off by the Department Head. Any non-exempt regular employees required to work any of the designated holidays shall be entitled to overtime pay for hours worked in accordance with Section 6 hereof. All non-exempt police officers in the patrol division shall work their normal schedule, regardless of any designated holiday. All such officers shall be compensated on the second pay period of November of each year for all holidays that occurred within the prior twelve (12) months, beginning with Thanksgiving Day, that the non-exempt police officer assigned to the patrol division was employed by the City of Normandy, based on a rate of eight (8) hours per holiday, for a total of eighty (88) hours to be compensated for. Any police officer terminating employment with the City for any reason shall receive their accrued holiday pay, based upon the number of holidays to date of termination.

**14.3 FLOATING HOLIDAYS** - All non-exempt police officers shall be entitled to two workdays of floating holiday leave each calendar year. This leave is to be utilized as days off with pay, and the scheduling of these days shall be at the discretion of the Chief of Police. The floating holiday leave shall not be used in the calculation of police officer holiday payment and shall not be paid upon termination. The floating holiday leave may not be used within the first 90 days of employment. This leave will be on a "use it or lose it" basis, each calendar year.



**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

1<sup>st</sup> READING \_\_\_\_\_  
2<sup>nd</sup> READING \_\_\_\_\_

BILL NO. 23-21  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING SECTION 500.110 REGARDING THE CITY COUNCIL ATTENDANCE POLICY.**

**WHEREAS**, regular attendance at meetings of the City Council by all members of the City Council is essential to the timely and efficient operation of the City, but the City Council also recognizes that each Council member has other obligations and responsibilities which may occasionally interfere with their ability to attend meetings of the City Council; and

**WHEREAS**, the City Council finds that allowing Council members a certain number of unexcused absences before forfeiting pay for absence represents the best balance between the interests of the City and the personal interests of individual Council members and that such balance optimizes the ability of the City Council to perform its duties in the best interest of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

Section 1

Chapter 110: City Council, Section 110.040 of the Code of Ordinances of the City of Normandy is hereby amended to read as follows:

**CHAPTER 110                      CITY COUNCIL**

**Section 110.040                      Regular and Special Meetings.**

- A. *Regular Meetings.* Regular meetings of the Council of the City of Normandy shall be held on the second (2<sup>nd</sup>) Tuesday of each month at the hour of 6:30 P.M. at the Normandy City Hall.
- B. *Special Meetings.* Special meetings may be convened by the Mayor or three (3) members of the City Council at any time on notice to the City Council at least twenty-four (24) in advance of the meeting date unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.
- C. *Members Required To Attend - Enforcement.* Each member of the Council shall be required to attend all regular and special meetings of the Council. Any member of the Council declared absent from a regular meeting held on the second (2<sup>nd</sup>) Tuesday of the month shall forfeit his or her pay for the month(s) in which he or she was declared absent, except that each member of the Council shall be entitled to two (2) absences per calendar year. A Council member shall be deemed to have attended a meeting only if the member is present at the start of the regular meeting, and remains present until the meeting, including any closed meeting immediately following the regular meeting, is adjourned. This penalty shall

not apply to special meetings, workshops, or if the monthly meeting has been canceled or rescheduled.

Section 2 – Repealed

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

Section 3 – Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases, and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase, or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases, and words or this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

Section 4 – Codification

The Chapter, Article, Division, and/or Section assignments designated in this Ordinance may be revised and altered by the codification company servicing the City’s Code of Ordinances upon supplementation of such code if, at the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations, the editor may also change other designations and numerical assignment of code sections to accommodate such changes

Section 5 – Effective Date

This Ordinance shall be in full force and effect upon the passage of this Ordinance and its approval by the Mayor and attested by the City Clerk.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney

**CITY OF NORMANDY, MISSOURI  
AN ORDINANCE**

**1<sup>st</sup> READING** \_\_\_\_\_  
**2<sup>nd</sup> READING** \_\_\_\_\_

**BILL NO.** \_\_\_\_\_  
**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING CHAPTER 390 OF THE NORMANDY CITY CODE TO CHANGE THE DEFINITION OF COMMERCIAL VEHICLES AND TO PERMIT OVERNIGHT PARKING OF CERTAIN COMMERCIAL VEHICLES ON DRIVEWAYS.**

**WHEREAS**, the regular parking of large and commercial vehicles in public streets can cause unnecessary damage to the City's streets; and

**WHEREAS**, regular and repeated parking of large or commercial vehicles in public streets for purposes other than providing commercial services has a negative effect on the quality of life of residents and homeowners nearby; and

**WHEREAS**, the City of Normandy wishes to keep streets clear of any vehicle that is large enough to potentially block or impede traffic when such parking is not necessary for commercial services to be performed; and

**WHEREAS**, commercial vehicles are often targeted for crimes of theft and break-ins, especially when parked unattended overnight; and

**WHEREAS**, the City Council of the City of Normandy finds that it is in the best interest of the City and its inhabitants to provide a clear definition of "commercial vehicle" in order to effectively regulate the parking of such vehicles within the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

**Section 1**

Chapter 390: Commercial Vehicles, Sections 390.010 and 390.020 of the Code of the City of Normandy, Missouri are hereby amended to read as follows, with new language indicated in underline:

**CHAPTER 390**

**COMMERCIAL VEHICLES**

**Section 390.010**

**Definition.**

For the purpose of this Chapter, a "commercial vehicle" shall be described as any vehicle, including a trailer or other detachable portions of a vehicle, designed or regularly used for the transportation or delivery of freight, merchandise, or property, or for the transportation of more

than seven (7) persons, or any vehicle licensed to or owned by a business or commercial entity. A "commercial vehicle" shall also be described as any form of construction equipment or attachment to construction equipment, including, but not limited to, a tractor, compactor, backhoe, crane, scraper, grader, planer, dozer, loader, excavator, roller, skidder, forklift, trencher, cement mixer, hydraulic components, etc.

**Section 390.020                      Parking or Storage Prohibited for Commercial Vehicles.**

- A. No commercial vehicle may be parked, stored, or kept upon any public or private property, nor shall any person, firm, or corporation park, store or keep, cause to be parked, stored or kept, or permit or suffer to be parked, stored or kept any commercial vehicle upon any public or private property, except in the following circumstances:
1. Commercial vehicles may be parked in driveways or lawful parking areas on public or private streets, highways or roads while delivering, loading or unloading materials or otherwise being utilized to provide service to persons or property adjacent thereto. Commercial vehicles parked for such purposes shall be moved after the completion of the delivery, loading or unloading or service requiring such vehicle, or after the expiration of eight (8) hours from the time the commercial vehicle was so parked, whichever length of time is shorter.
  2. One (1) commercial vehicle licensed to carry less than 12,000 pounds may be parked in a private driveway which is constructed and maintained in compliance with the applicable provisions of this Code.
  3. Commercial vehicles may be parked or stored at any time within a fully enclosed garage or other similar structure in compliance with the applicable provisions of this Code.

**Section 2 - Repealed**

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

**Section 3 – Codification**

The Chapter, Article, Division and/or Section assignments designated in this Ordinance may be revised and altered by the codification company servicing the City's Code of Ordinances upon supplementation of such code if, in the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations the editor may also change other designations and numerical assignment of code sections to accommodate such changes.

**Section 4 – Severability**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases and words of this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

**Section 5 – Effective Date**

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

**PASSED** by the Council of the City of Normandy and **APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Honorable Mark Beckmann, Mayor

Attest:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - City Attorney  
City of Normandy, Missouri

**RESOLUTION  
CITY OF NORMANDY, MISSOURI**

**RESOLUTION NO. 23-31**

**A RESOLUTION OF THE CITY OF NORMANDY, MISSOURI AUTHORIZING THE  
MAYOR TO ENTER INTO AN AGREEMENT TO PROVIDE COURT SERVICES TO  
THE CITY OF COUNTRY CLUB HILLS**

**WHEREAS**, both parties to the attached agreement find the proposed contract to be in the mutual best interest of both parties.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
NORMANDY, MISSOURI, AS FOLLOWS:**

The Mayor is hereby authorized to enter into a court services agreement attached hereto as Exhibit A with the City of Country Club Hills. The Mayor is hereby authorized to negotiate the agreement further if doing so is in the best interest of the City of Normandy.

**PASSED** by the City Council of the City of Normandy, Missouri on this **19th** day of **September, 2023.**

(SEAL)

\_\_\_\_\_  
Mark Beckmann, Mayor

ATTEST:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - Legal Counsel

**Exhibit A**

**AGREEMENT FOR MUNICIPAL COURT ADMINISTRATIVE SERVICES**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_, 2023 by and between the City of Normandy, Missouri, a municipal corporation of the County of St. Louis, State of Missouri, (hereinafter “Normandy”), and the City of Country Club Hills, Missouri, a municipal corporation of the County of St. Louis, State of Missouri, (hereinafter “Country Club Hills”);

**WITNESSETH:**

**WHEREAS**, §70.220 RSMo authorizes municipalities to contract with each other for common services when the subject matter is within the scope of powers of the individual municipalities; and

**WHEREAS**, Country Club Hills desires to have Normandy provide certain administrative services to the Country Club Hills Municipal Division of the 21st Circuit Court of St. Louis County, State of Missouri (herein the “Country Club Hills Municipal Division”), and Normandy desires to provide such services.

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

**1. Municipal Court Services.**

1.1 Normandy shall provide a properly certified municipal court clerk or clerks and other necessary staff to administer the Country Club Hills Municipal Division in accordance with applicable Missouri Statutes, Court Operating Rules, and Office of State Courts Administrator guidelines. Such services (herein the “Administrative Services”) shall include, by way of example and not of limitation, the following:

- a. All interactions with the public involving open cases and court records;
- b. Reporting to Country Club Hills, the Office of the State Court Administrator, and State Agencies as required under Missouri law;
- c. Collection of fines and costs and other fees that are legally allowed;
- d. Accounting for the sums collected as may be required according to such appropriate means as allowed by law or Supreme Court operating rules and regulations properly promulgated by the office of the Missouri Auditor;
- e. Other services normally performed in the day-to-day operation of a municipal court.

1.2 Once per month at such date and time as decided by Normandy in its sole discretion, Normandy shall provide Country Club Hills the use of Normandy City Council Chambers as court chambers of the Country Club Hills Municipal Division.

1.3 Normandy shall assign a police officer from the Normandy Police Department to perform bailiff services for the Country Club Hills Municipal Division.



- 1.4 Country Club Hills shall be responsible for assigning a Municipal Judge to hear and determine municipal ordinance violations and shall bear its own cost and expense for such assignment.
- 1.5 Country Club Hills shall continue to employ its own Prosecuting Attorney, and shall bear its own cost and expense for such employment.
- 1.6 At its option, Country Club Hills may employ its own Prosecuting Attorney's Assistant, and shall bear its own cost and expense for such employment. However, Country Club Hills may, at its option, elect to utilize the services of Normandy's Prosecuting Attorney's Assistant for a monthly fee of three hundred fifty and 00/100 dollars (\$350.00) per month.
- 1.7 Country Club Hills agrees to adopt for the Country Club Hills Municipal Division all guidelines and prerequisites, including such court rules as may be issued and ordered by the Presiding Judge of the Normandy Municipal Court, regarding the operation of the Normandy Municipal Court.
- 1.8 Country Club Hills shall adopt the schedule of court costs set forth in Section 140.270 of the Normandy City Code.
- 1.9 All warrants issued prior to the effective date of this Agreement will be evaluated by the Country Club Hills Prosecutor for continued prosecution. Should Country Club Hills choose to continue prosecution of outstanding warrants, it agrees that this shall be done based on an additional fee to be negotiated by the parties.
- 1.10 Beginning on the Effective Date of this Agreement, unless extended by mutual agreement of the parties, the Normandy head court clerk shall assume the responsibilities as the custodian of records for the Country Club Hills Municipal Division, as required by the Missouri Supreme Court Operating Rules. Prior to the effective date of this Agreement, the Country Club Hills Municipal Division shall certify to Normandy that all division records are in compliance with the Missouri Supreme Court Operating Rules, including all purging and archiving requirements as set forth by the Missouri Secretary of State.
- 1.11 The head court clerk of the Normandy Municipal Division shall be named as the primary signatory of all bank accounts held by the Country Club Hills Municipal Division, and shall have access to all records associated with such accounts.

**2. Cost of Court Administrative Services**

- 2.1 Country Club Hills shall pay to Normandy the sum of one thousand six hundred and 00/100 dollars (\$1600.00) per month for services referenced in Section 1 above, not including prosecuting attorney assistant or bailiff services. Said payments shall be made to Normandy on the 15<sup>th</sup> day of each month.
- 2.2 In the event that Country Club Hills elects to utilize the services of Normandy's Prosecuting Attorney's Assistant, such services shall be provided for an additional monthly

fee of three hundred fifty and 00/100 dollars (\$350.00) per month. Said payments shall be made to Normandy on the 15<sup>th</sup> day of each month.

- 2.3 Bailiff services, as set forth in Paragraph 1.3 above, shall be provided at a rate of \$45.00 per hour. Said services shall be separately billed to Country Club Hills monthly and shall be payable to Normandy on the 15<sup>th</sup> day of each month.
- 2.4 The cost of said services may annually increase by the prior year's Social Security Cost-of-Living Adjustment (COLA), as calculated by the Social Security Administration, or as necessary to accommodate any increases to costs necessarily incurred to perform the Administrative Services.
- 2.5 Country Club Hills shall be responsible for reimbursing Normandy for any cost incurred on postage and stationery used in the performance of the Administrative Services. These fees will be invoiced to Country Club Hills on a monthly basis.
- 2.6 All fines, the \$12.00 municipal clerk fee, and all surcharges collected each month as a result of the adjudication of Country Club Hills municipal ordinance violations processed by Normandy shall be remitted to Country Club Hills no later than the 15<sup>th</sup> day of the following month, net of bank fees, credit card fees, record archival retrieval fees, and any other related charges. Notwithstanding the foregoing, the following amounts shall be retained by Normandy: (a) all amounts collected for allocation to the Judicial Education Fund of the Consolidated Court of Normandy, Missouri, and (b) all amounts collected for allocation to the Police Officer Standards and Training Commission Fund. All other court costs collected by Normandy as a result of the adjudication of Country Club Hills municipal ordinance violations shall be remitted by Normandy to the appropriate state fund. Within fourteen (14) days of Country Club Hills's receipt of said court costs from Normandy, Country Club Hills shall remit back to Normandy all municipal clerk fees collected in the preceding month as a result of the adjudication of Country Club Hills municipal ordinance violations processed by Normandy.

### **3. Notice to Parties**

- 3.1 When notice is required from one party to another, notice shall be deemed adequate if made in writing and e-mailed or US Mail as follows:

*To the City of Normandy:*

City of Normandy  
Samuel Johnson, City Administrator  
7700 Natural Bridge Road  
Normandy, Missouri 63121  
Email: samuel.johnson@cityofnormandy.gov

*To the City of Country Club Hills:*

City of Country Club Hills  
City Clerk  
7422 Eunice Avenue  
St. Louis, Missouri 63136  
Email: \_\_\_\_\_

**4. Termination of Contract**

- 4.1 This Agreement shall be effective on \_\_\_\_\_, 2023 (the “Effective Date”), and shall expire five years from that date, \_\_\_\_\_, 2028. Either party may terminate the agreement within this timeframe, for any cause, upon ninety (90) days' written notice to the other party.
- 4.2 This Agreement may be terminated by Normandy at any time in the event there is a finding by a body of competent jurisdiction of any ethical violations of the Country Club Hills Municipal Judge or Municipal Prosecutor.

**5. General Provisions**

- 5.1 Normandy and Country Club Hills shall have the right to amend this Agreement by mutual agreement. Any such amendment shall be authorized by ordinance or resolution of each governing body, duly and legally adopted, and shall be executed by both parties. Any such amendment shall be attached hereto and incorporated herein.
- 5.2 In no event shall Normandy be liable to Country Club Hills for special, indirect, or consequential damages, except those caused by Normandy, its officials, or employees, acting with gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this Agreement. In the event of a breach of this Agreement, the maximum liability of Normandy shall be limited to the amount of money to be paid or received by Normandy under this Agreement. Country Club Hills, at its sole cost and expense, hereby agrees to indemnify, protect, defend (with counsel acceptable to Normandy), and hold harmless Normandy, its elected officials, officers, and employees, from and against any and all claims, demands, liabilities, fines charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, and all costs and expenses of any kind, including, without limitation, reasonable attorney’s fees and costs of defense arising, directly or indirectly, in whole or in part, out of the activities performed, or failed to be performed, by Country Club Hills under this Agreement, except to the extent any of this arises in whole or in part, or caused by, the negligence or willful misconduct of Normandy, its elected officials, officers, or employees.

Normandy, at its sole cost and expense, hereby agrees to indemnify, protect, defend (with counsel acceptable to Country Club Hills), and hold harmless Country Club Hills, its elected officials, officers, and employees, from and against any and all claims, demands,

liabilities, fines charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, and all costs and expenses of any kind, including, without limitation, reasonable attorney's fees and costs of defense arising, directly or indirectly, in whole or in part, out of the activities performed, or failed to be performed, by Normandy under this Agreement, except to the extent any of this arises in whole or in part, or caused by, the negligence or willful misconduct of Country Club Hills, its elected officials, officers, or employees.

These indemnifications shall survive the termination of this Agreement.

- 5.3 This Agreement shall be governed by Missouri law.
- 5.4 Nothing in this Agreement is intended to waive and shall not waive the doctrines of sovereign immunity or official immunity as would otherwise be available to Normandy or Country Club Hills with regard to any claim made by any person or entity that is not a party to this Agreement.
- 5.5 While performing the services provided under this Agreement, all employees of Normandy shall have the authority authorized by Missouri statutes and Country Club Hills ordinances for employees performing such services.
- 5.6 This Agreement shall not be interpreted as being an Agreement for the benefit of a third party.
- 5.7 Subject to annual appropriation, this Agreement shall be effective as of the date of execution by the parties and shall continue indefinitely from year to year unless terminated by either party as provided herein.
- 5.8 If any provision contained in this Agreement shall be held or declared to be invalid, unlawful, or unconstitutional for any cause by a court of competent jurisdiction, the remaining portions and provisions shall be and remain unaffected thereby and shall remain in full force and effect.
- 5.9 Anything contained herein to the contrary notwithstanding, the parties hereby represent and agree that this Agreement is not intended nor shall it operate as a delegation of any legislative or statutory authority of Country Club Hills and its elected officials to Normandy or its elected or appointed officials.
- 5.10 This Agreement may be signed in counterparts.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals in the respective cities on this \_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF NORMANDY, MISSOURI:  
MISSOURI:**

**CITY OF COUNTRY CLUB HILLS,**

\_\_\_\_\_  
Mayor Mark Beckmann

\_\_\_\_\_  
Mayor \_\_\_\_\_

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Clerk

**RESOLUTION  
CITY OF NORMANDY, MISSOURI**

**RESOLUTION NO. 23-32**

**A RESOLUTION OF THE CITY OF NORMANDY, MISSOURI APPROVING AND SUPPORTING THE HISTORIC PRESERVATION COMMISSION GRANT APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE.**

**WHEREAS**, members of the Historic Preservation Commission wish to submit a grant application for the creation of a historic preservation plan for the City of Normandy (the City) and the Glen Echo Park neighborhood.

**WHEREAS**, the Council of the City of Normandy deems it necessary to create such a plan to preserve the historic characteristics of a neighborhood within the City so as to provide for the general welfare of its residents and protect property values.

**WHEREAS**, a requirement of the State Historic Preservation Office grant application is for the City Council of the municipality that is submitting the application to pass a resolution of support for the application.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:**

The City Council hereby supports the Historic Preservation Commission of the City and the City Administrator in the submission of a grant to the State Historic Preservation Office that would allow for the creation of a Historic Preservation Plan for the City of Normandy. The Council hereby authorizes the provision of up to 40% of matching funds to be provided either through cash or in-kind contributions to the project.

**PASSED** by the City Council of the City of Normandy, Missouri on this    th day of **September**, 2023.

(SEAL)

\_\_\_\_\_  
Mark Beckmann, Mayor

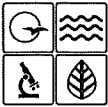
ATTEST:

\_\_\_\_\_  
Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew R. Bramman - Legal Counsel

**EXHIBIT A**



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF STATE PARKS  
**HISTORIC PRESERVATION FUND GRANT PROGRAM CFDA 15-904**  
**PLANNING AND OUTREACH GRANT APPLICATION (PAGE 1 OF 5)**

FOR OFFICE USE ONLY	
PROJECT ID NUMBER	DATE RECEIVED
CERTIFIED LOCAL GOVERNMENT IN GOOD STANDING? <input type="checkbox"/> YES <input type="checkbox"/> NO	

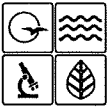
**QUESTIONS 1-4: GENERAL INFORMATION**

1. NAME OF APPLICANT REQUESTING GRANT FUNDS City of Normandy		RECEIVING OFFICIAL Samuel Johnson, City Administrator		
ADDRESS 7700 Natural Bridge Rd	CITY Normandy	STATE MO	ZIP 63121	COUNTY St. Louis
TELEPHONE NUMBER WITH AREA CODE 3143853300	FAX NUMBER WITH AREA CODE	EMAIL sjohnson@cityofnormandy.gov		
UNIQUE ENTITY IDENTIFIER (UEI) NUMBER				
2. APPLICATION PREPARER				
IF SAME AS THE APPLICANT, CHECK HERE AND SKIP TO QUESTION #3 <input type="checkbox"/>				
APPLICATION PREPARER ADDRESS		CITY	STATE	ZIP
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL		
3. CONTACT PERSON FOR APPLICANT Douglas Aikin				
CONTACT PERSON ADDRESS 7728 Augusta Ave.		CITY Normandy	STATE MO	ZIP 63121
TELEPHONE NUMBER WITH AREA CODE 3143698218	FAX NUMBER WITH AREA CODE	EMAIL daikin@brick.net		
4. STATE SENATOR (ADD ADDITIONAL SHEETS IF REQUIRED): Brian Williams			DISTRICT 1	
STATE REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED): Kevin Windham			DISTRICT 74	
U.S. REPRESENTATIVE (ADD ADDITIONAL SHEETS IF REQUIRED): Cori Bush			DISTRICT 1	

**QUESTIONS 5-6: APPLICANT'S BACKGROUND [UP TO 15 POINTS]**

5. HAS THE APPLICANT ADMINISTERED A MISSOURI HERITAGE PROPERTIES PROGRAM (MHPP) OR HISTORIC PRESERVATION FUND (HPF) GRANT IN THE PAST?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, DID ANY OF THE GRANT PROJECTS REQUIRE AN EXTENSION TO BE COMPLETED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WERE MAJOR REVISIONS TO THE SCOPE OF WORK REQUESTED AFTER RECEIVING GRANT FUNDS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAS THE APPLICANT HAD TO WITHDRAW A PREVIOUS MHPP OR HPF GRANT PROJECT AND DE-OBLIGATE FUNDING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE APPLICANT HAVE ANY ACTIVE MHPP OR HPF GRANTS STILL PENDING? (IF YES, HOW MANY AND WHAT YEAR WERE THE PROJECTS AWARDED? IF THE PROJECT IS ACTIVE, HOW CLOSE IS IT TO COMPLETION?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. PLEASE DESCRIBE ANY EXPERIENCE THE APPLICANT HAS IN ADMINISTERING A PLANNING OR TRAINING GRANT SIMILAR TO THIS ONE.	





**QUESTION 7-10: PROJECT SUMMARY AND DESCRIPTION [UP TO 40 POINTS]**

7. PROJECT TYPE (CHECK ONE):

PLANNING

OTHER \_\_\_\_\_

OUTREACH

8. PROJECT TITLE

Normandy Historic Preservation Project

9. DESCRIPTION/SCOPE OF WORK FOR THE PROJECT: PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED PROJECT. IF THE PROPOSED PROJECT IS EDUCATION OR OUTREACH, PLEASE DESCRIBE THE PURPOSE OF THE TRAINING, HOW MANY PEOPLE ARE ESTIMATED TO ATTEND, AND HOW IT WILL HELP THE APPLICANT AND/OR OTHERS INTERESTED IN HISTORIC PRESERVATION. IF IT IS PLANNING, PLEASE INDICATE WHAT TYPE OF PLANNING DOCUMENT WILL RESULT FROM THE PROJECT (E.G. PRESERVATION PLAN, DESIGN GUIDELINES, ETC.), IF THIS IS AN UPDATE OR NEW DOCUMENT, AND HOW IT WILL IMPACT THE COMMUNITY. PLEASE SPECIFY WHO WILL MEET THE SECRETARY OF THE INTERIORS QUALIFICATIONS AS DESCRIBED IN 36 CFR PART 61.

**NOTE: RESPONSE SECTION ON THIS QUESTION SHOULD FILL A WHOLE PAGE**

The City of Normandy is requesting grant funding to create a professional Historic Preservation Plan. Recently, voters approved the consolidation of Glen Echo Park with the City of Normandy. All of Glen Echo Park, including Glen Echo Country Club, are on the National Register of Historic Places. The City of Normandy's current Historic Preservation plan needs to be revised to recognize and preserve both municipalities' histories and to give competent direction to the newly consolidated city and to the Historic Preservation Commission.

A Historic Preservation Plan will provide the city direction on how to best protect and preserve the community's historic resources and character. This long-term plan will benefit the community in recognizing and preserving the distinctive historic and architectural characteristics which represent elements of the city's cultural, social, economic, political, and architectural history. This plan will assist the Historic Preservation Commission in identifying community preservation goals, outline community preservation recognition for current and future property owners and reduce confusion regarding the purpose for preservation. This Historic Preservation Plan will educate the public about our history, create a framework for preservation and create a means to measure the success of preservation efforts.

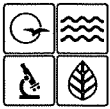
The city of Normandy will identify key stakeholders to participate as Historic Preservation Commissioners, Committee Volunteers and Councilpersons willing to participate in the collaborative effort to create such a plan with a state approved professional.

The City of Normandy will continue to identify additional historic properties throughout the community and create a register of such properties for present and future study. The current criteria for the selection of historic properties will need to be reviewed, revised, and made compatible with those of Glen Echo Park. Our goal is to recognize the historically significant structures in our community and to foster civic pride in the beauty and noble accomplishments of the past, as represented in our landmarks and historic districts. Grant funding would allow the new Normandy to create a development plan, allowing surveying and platting of each neighborhood or property as an individual unit toward historic recognition or placement on the National Register of Historic Places. This document would also allow the city to establish guidelines, policies, plans, regulations, ordinances, and laws regarding preservation at the local, county, state and federal levels compiled in one reference document. This will ensure that the City of Normandy has adopted all ordinances necessary for historic preservation.

A Historic Preservation plan would assist the Commission in promoting a balance between preserving existing historic structures, while promoting businesses, commerce, and industry, giving economic benefits to the city. This will encourage preservation, restoration, sustainability, rehabilitation and adaptive reuse of structures, streetscapes, and neighborhoods, thereby preventing future urban blight.

This guide will also serve as a tool for the Historic Preservation Commission on how to communicate with the State Historic Preservation Office (SHPO), allowing us to continue to be a Certified Local Government, and to serve as a training tool for new Commission members.

Finally, a Historic Preservation Plan will promote the general welfare and smart growth of our community by improving public infrastructure, restoring vacant and underused historic buildings and by reinvesting in the public and private sector. Historic redevelopment will positively impact the area by protecting and enhancing the attractiveness of the city to homebuyers, tourists, students, and visitors.



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10. WILL A PUBLISHED DOCUMENT RESULT FROM THIS PROJECT? IF YES, PLEASE INDICATE HOW MANY COPIES WILL BE PRINTED AND IF IT WILL BE MADE AVAILABLE ELECTRONICALLY AND WHERE:  
 YES  NO Copies to the City Council (8); an electronic copy added to the city's web page allowing it to be available to the public

**QUESTION 11-14: PROJECT PLANNING AND IMPLEMENTATION [UP TO 10 POINTS]**

11. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN THE STATEWIDE COMPREHENSIVE HISTORIC PRESERVATION PLAN AND/OR A LOCAL OR REGIONAL MASTER PLAN?  
 (IF THIS IS A LOCAL OR REGIONAL PLAN, PLEASE PROVIDE A COPY OR LINK TO THE PLAN AND CITE THE RELEVANT SECTION)

The Village of Glen Echo Park is listed on the National Register of Historic Places and will soon consolidate with the City of Normandy. The Village will become part of the 4th Ward, but overwhelmingly the residents also want their community to become a local historic district. The Normandy HPC fully supports this request. Our historic preservation plan should meet at least one of the goals of the state plan: integrating historic preservation strategies in planning and routine procedures. Once we have figured out to establish an historic district for Glen Echo Park the door is open for other distinct areas of the city to consider becoming a historic district or landmark.

12. DID THE APPLICANT SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS?

YES (IF YES, DESCRIBE HOW AND PROVIDE THE DOCUMENTATION OUTLINED IN THE SUPPORTING DOCUMENTATION CHECKLIST.)

NO (IF NO, INDICATE IF THE PUBLIC WILL BE GIVEN AN OPPORTUNITY TO COMMENT AND HOW)

The project will launch at a City Council meeting. There will be opportunities for public input when the Planning committee holds meetings. Public input will be documented and conveyed to professional(s) completing the plan.

13. IS THIS PART OF A LARGER PROJECT OR ONGOING EDUCATION/OUTREACH PROGRAM (E.G. LECTURE SERIES OR ANNUAL CONFERENCE)?  
 IF SO, PLEASE EXPLAIN ANY SPECIAL FUNDING SOURCES (E.G. REGISTRATION FEES OR OTHER GRANTS) AND ANY STATE OR LOCAL SUPPORT GROUPS INVOLVED IN ITS PRODUCTION.

This is not part of a larger funding project and no income will be directly generated by updating our Historic Preservation Plan.

14. ARE THERE CURRENTLY ANY THREATS OR CHALLENGES THAT THIS PROJECT WILL ADDRESS (E.G. TRAINING TO ASSIST COMMISSIONERS IN MAKING DEFENSIBLE DECISIONS)?  
 IF SO, PLEASE DESCRIBE.

Without a current updated plan the implementation process is difficult for the Historic Preservation Commission.

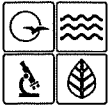
**QUESTIONS 15-17: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 10 POINTS]**

15. FOR EACH COST CATEGORY, FILL OUT THE BUDGET TABLE (BELOW) WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE APPLICANT AND/OR DONOR.  
 (USE WHOLE DOLLAR AMOUNTS ONLY. THE GRANT AWARD GENERALLY WILL NOT EXCEED \$50,000, AND THE MINIMUM MATCH PERCENTAGE IS 40%).

TO DETERMINE PERCENT OF MATCHING FUNDS:  
 A. ADD THE NON-FEDERAL/LOCAL CASH AND NON-FEDERAL/LOCAL IN-KIND AMOUNTS FOR THE TOTAL MATCHING FUNDS.  
 B. DIVIDE THE TOTAL MATCHING FUNDS BY THE TOTAL PROJECT COST. THIS WILL GIVE YOU THE PERCENTAGE OF MATCHING FUNDS.  
 C. INDICATE MATCHING FUNDS PERCENTAGE HERE: \_\_\_\_\_

MATCHING FUNDS POINT VALUES	
% MATCH	POINTS
60% AND UP	10
50%-59%	6
40%-49%	3

COST CATEGORY	FEDERAL (GRANT REQUEST)	NON-FEDERAL/ LOCAL CASH	NON-FEDERAL/ LOCAL INKIND	TOTAL
CONTRACTOR	\$ 10,000	\$ 6,000	\$ 1,000	\$ 17000
PERSONNEL	\$	\$	\$	\$ 0
SUPPLIES	\$	\$	\$	\$ 0
EQUIPMENT	\$	\$	\$	\$ 0
TRAVEL/LODGING	\$	\$	\$	\$ 0
OTHER (PLEASE SPECIFY)	\$	\$	\$	\$ 0
OTHER (PLEASE SPECIFY)	\$	\$	\$	\$ 0
TOTAL	\$ 10000	\$ 6000	\$ 1000	\$ 17000



**16. PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH COST CATEGORY**

The City of Normandy will hire a 36CRF Part 61 qualified professional consultant to complete a Professional Historic Preservation Plan project. The City was able to determine the cost of hiring a consultant by reviewing projects from other entities and talking with a local consultant who is familiar with the process.

**17. PROVIDE THE SOURCE OF MATCH. PROVIDE A COPY OF THE APPLICANT'S RESOLUTION OR LETTER AUTHORIZING IT TO MAKE APPLICATION FOR THE GRANT AND THE NAME AND LETTER OF INTENT (INCLUDING AMOUNT) OF ALL OTHER ENTITIES PROVIDING MATCH.**

ENTITIES	CONTRIBUTION

**QUESTION 18: [5 POINTS]**

PROVIDE A DETAILED NARRATIVE OF THE TIMELINE FOR THE PROJECT. PLEASE PLAN ON A PROJECT THAT IS ACHIEVABLE WITHIN A EIGHTEEN-MONTH PERIOD. THE NARRATIVE SHOULD INCLUDE PLANS FOR PROCUREMENT, PUBLIC MEETINGS, PROJECT ACTIVITIES, AND REIMBURSEMENT.

Within one month of being awarded grant funding, the City of Normandy will send out RFP's to companies and private contractors, who have been approved the the State Historic Preservation Office.

Also after being awarded the grant funding, the City Administrator along with the Historic Preservation Commission, will identify Stakeholders and volunteers from Glen Echo and Normandy, and a historic preservation planning committee will be created.

Within three months after being awarded funding, the committee will have identified the historic structures that are to be saved or preserved within the City, along with other historical sites, artifacts and documents in need of preservation.

Within three months, this information will be compiled and provided to the contractor of choice.

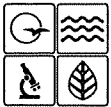
Six months into the project, city staff, and at least one committee member, will meet with selected contractor to discuss progress.

Progress meetings will be held on a regular basis and as needed.

At least one month prior to the grant termination deadline, a public meeting will be held in the City of Normandy

**QUESTION 19: DELIVERABLE TIMELINE/MONTH [5 POINTS]**

MONTH 1 Exact dates to be determined:	MONTH 7 6. Conference with contractor	MONTH 13
MONTH 2 1. Council approval to accept funds	MONTH 8 7. Public meeting fo comment	MONTH 14
MONTH 3 2. Complete and mail out RFP's	MONTH 9 8. Project complete	MONTH 15
MONTH 4 3. Bid Openings	MONTH 10	MONTH 16
MONTH 5 4. Submit bid to council for approval	MONTH 11	MONTH 17
MONTH 6 5. Submit preliminary info to contractor	MONTH 12	MONTH 18



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**QUESTION 20: PRE-APPLICATION [5 POINTS]**

20. DID THE APPLICANT ADDRESS ALL COMMENTS BY THE STATE HISTORIC PRESERVATION OFFICE NOTED IN THE PRE-APPLICATION?  YES [5 POINTS]  NO [0 POINTS]

**DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]**

AT LEAST FOUR MEMBERS OF THE STAFF WILL REVIEW AND SCORE THE HPF GRANT APPLICATIONS. THE SCORING TEAM MAY AWARD THE PROJECT ADDITIONAL POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION, NOTABLY THE DETAILS PROVIDED IN THE "PROJECT SUMMARY AND DESCRIPTION" AND "PROJECT PLANNING AND IMPLEMENTATION" SECTIONS.

**SUPPORTING DOCUMENTATION CHECKLIST**

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (FOR MORE INFORMATION SPECIFIC TO EACH ITEM, REFER TO THE APPLICATION INSTRUCTIONS)

<input type="checkbox"/> EXAMPLE OF THE TYPE OF OUTREACH PROJECT (E.G. BROCHURE FROM PREVIOUS CONFERENCE OR FLIER FROM PREVIOUS WORKSHOP)	<input type="checkbox"/> RESOLUTION OR APPLICANT'S LETTER OF SUPPORT
<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT	<input type="checkbox"/> RESOLUTION OR LETTER OF SUPPORT FROM THE HISTORIC PRESERVATION COMMISSION WITH PRIMARY JURISDICTION WHERE APPLICABLE
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> COPY OF LOCAL OR REGIONAL PLAN REFERENCED IN QUESTION 11.
<input type="checkbox"/> E-VERIFY	

**CERTIFICATION OF RESPONSIBLE PERSON**

A RESPONSIBLE OFFICIAL FROM THE APPLICANT'S ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE		TITLE	
PRINTED NAME		DATE	

**COMPLETED APPLICATION**

The Department of Natural Resources is now using an online [Funding Opportunities Portal](https://modnr.force.com/CommunityCustomLoginPage) to receive and manage grants. This system allows project sponsors applying for funding to submit their applications, track the status of the award, and to submit invoices and reports electronically. Project sponsors need to request access to the system so they may submit the grant application in the portal.

To request access to the system:

- Go to the Department's [Funding Opportunity Portal](https://modnr.force.com/CommunityCustomLoginPage) - <https://modnr.force.com/CommunityCustomLoginPage>.
- Under New User, click the "Click Here" link to request an account.
- Complete and submit the [Funding Opportunity Portal Access Request](#) form.
- Check Historic Preservation-at the bottom of the form, in the section used to indicate the program(s) in which you are interested in apply for financial assistance. You may select other options in addition to Historic Preservation.

This form may take 24-48 hours to process, so portal access should be set up early in the application process. Once processed, project sponsors will receive an email with log on credentials.

If project sponsors are unable to access the [Funding Opportunity Portal](#), they can submit **two copies** of the completed application to the address below:

**Missouri Department of Natural Resources**  
**Missouri State Historic Preservation Office**  
**Attn: Grants Manager**  
**PO Box 176**  
**Jefferson City, MO 65102-0176**

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?  YES  NO



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**CITY OF NORMANDY ADMINISTRATION MEMO**

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**TO:** MAYOR BECKMANN & CITY COUNCIL

**FROM:** KHIANNA C. DEGARMO, CITY CLERK

**SUBJECT:** LOCAL RECORD PROGRAM AUGUST 22, 2023, DISPOSITION LIST

**DATE:** SEPTEMBER 8, 2023

**CC:** SAMUEL D. JOHNSON, CITY ADMINISTRATOR

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The responsibility falls upon the Custodian of Records- the City Clerk, to identify and track records that have met retention and be given a disposition date to allow for proper storage of records that have yet to meet retention.

The City of Normandy has been working in conjunction with the Local Records Office of the Missouri Secretary of State to identify records that have met their retention and recommend disposal through RSMo. 109.230. The attached disposition list contains items from specific records series' that are recommended for disposal.

I recommend the disposition list dated August 22, 2023, from the Local Records Program, be read into the minutes for the September 19, 2023, City Council meeting and recommend that they be approved by the City Council for disposal on a date identified by the City Clerk.

Best Regards,

  
Khianna C. DeGarmo  
City Clerk



## LOCAL RECORDS PROGRAM DISPOSITION LIST

OFFICE: City of Normandy, City Clerk  
DATE: August 22, 2023

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The officeholder with jurisdiction over these records may elect to take the following action: store the records, destroy the records, or de-accession the records. If the records are destroyed or donated to a local historical agency, the action should be recorded in the jurisdictional minutes with the record series and inclusive dates.

RECORD SERIES TITLE	INCLUSIVE DATES	CUBIC FEET
Accounts Payable (GS007) Completion of Audit, destroy	2009-11, 2013-14, 2016-18	18.00 cf.
Accounts Receivable (GS008) Completion of Audit, destroy	2014-18	30.50 cf.
Banking and Investment Records (GS 010) Completion of Audit + 1 year, destroy	1992-94, 2000-01, 2011-13	2.25 cf.
Receipts (GS 011) Completion of audit, destroy	1992-95	00.25 cf.
Building Code Inspection and Enforcement Files (GS 123) 5 Years, or 5 Years after defects corrected, destroy	2006, 2007	2.00 cf.
Permits and Licenses (GS 050) Retain 2 years after expiration, destroy securely	2003-13	1.00 cf.
Payroll (GS 068) Retain Year-to-Date Annual Summary 70 years for administrative purposes. Retain all other records 5 years, destroy securely	2011, 2015, 2016	2.00 cf.
Bid Records (GS 055) Rejected, destroy when 3 years old or on completion of audit whichever is later.	2002	00.15 cf.

**Total Cubic Feet: 57.15**

Read into City Minutes – Date: \_\_\_\_\_

Destroyed – Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_