

AGENDA

City Council Work Session
Of the City of Saint Charles, Missouri
200 North Second Street, Council Chambers
Tuesday, January 8, 2019
6:15 p.m.

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Update on City's Communication Plan (*Referred by Administration/Media*)
4. Discussion of Amendments to the Building Code requested by the Home Builders Association (HBA) (*Referred by Administration/Department of Community Development*)
5. Presentation on the Major Case Squad Operations (*Referred by Administration/Police Department*)

Closed Session, if requested, relative to:

- A. Legal actions, causes of action, or litigation (RSMo 610.021.1)
- B. Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefor (RSMo 610.021.2)
- C. Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded (RSMo 610.021.3)
- D. Preparation, including any discussions or work product, on behalf of the Council or Its representatives for negotiations with employee groups (RSMo 610.021.9)
- E. Sealed proposals and related documents or any documents related to a negotiated contract (RSMo 610.021.12)

The City of St. Charles offers all interested citizens the opportunity to attend public meetings and comment on public matters. If you wish to attend this public meeting and require an accommodation due to a disability, please contact the Office of The City Clerk to coordinate an accommodation at least two (2) business days in advance of the scheduled meeting at 636-949-3282 or 636-949-3289 (TTY – for the hearing impaired).

The City of St. Charles, Missouri, fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please call the City Clerk's Office at (636)949-3282 or visit City Hall located at 200 North Second Street, St. Charles, Missouri, 63301.

RCA FORM (OFFICE USE ONLY)

Bill # N/A

MEETING/DATE: 1/08/19

Regular() Special() Work Session(X)

ATTACHMENT: YES(X) NO()

Report() Resolution() Ordinance()

Request for Council Action

Ward: N/A

Sponsor: N/A

Description: Power Point Presentation of a Crisis Communication Plan prepared for the City of Saint Charles.

- **Contract Extension/Renewal:** Yes() No(X)
- **Information Paper Attached:** Yes() No(X)

Board/Committee/Commission: Approve() Disapprove()

Summary: The Administration Department requests that Common Ground Public Relations, Inc present an overview (Power Point Presentation) of the Crisis Communication Plan prepared for the City of Saint Charles.

STAFF RECOMMENDATION: Staff recommends.

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Account #: N/A Fiscal Impact: N/A Project #: N/A

RCA prepared by: Carla Bray Dept. Dir. BN Finance Dir. N/A Dir. of Admin. ☺



CITY OF ST. CHARLES
CRISIS COMMUNICATION PLAN & UPDATE



Agenda

2

- Your CGPR Team
- The Process
 - Audit
 - Gaps & Opportunities
- Recommended Plan Protocol
- Q&A

City of St. Charles Communications Vision

3

Work quickly and collaboratively
between departments and city leadership
to provide accurate and timely information,
maintaining the public trust in the City.

Crisis Definitions & Communications Plan

4

- Emergencies, Controversies & Major Events
- Range of Severity
- Unified & Informed Messaging

Crisis communications plans are created to establish a system for effective response to any crisis and to serve as a basis for training crisis responders.

Best Practices in Crisis Communications Plans

5

- Build a strong brand
- Integrate crisis communications plan with operational crisis plan
- Gain full support and buy in from employees
- Train and rehearse
- Be the authoritative, trustworthy source of information

City of St. Charles Plan Objectives

6

- Establish communications expectations and consistent practices for **internal** notifications and collaboration
- Establish **external** expectations and practices to manage public information sharing directly with the community and via third parties (social and traditional media)

The Process: The Audit

7

- **Scope of operations**
- **Experience with crisis and communications**
- **Identified need for reference materials**

The Process: Gaps & Opportunities

8

- Push-notification technology
 - Establish rapid, cloud-based protocol for communications
- Community engagement campaign
 - Reinforce goals of transparency, accuracy and efficiency
- Resident communications for high-stress interactions
 - Code enforcement, public works and street department

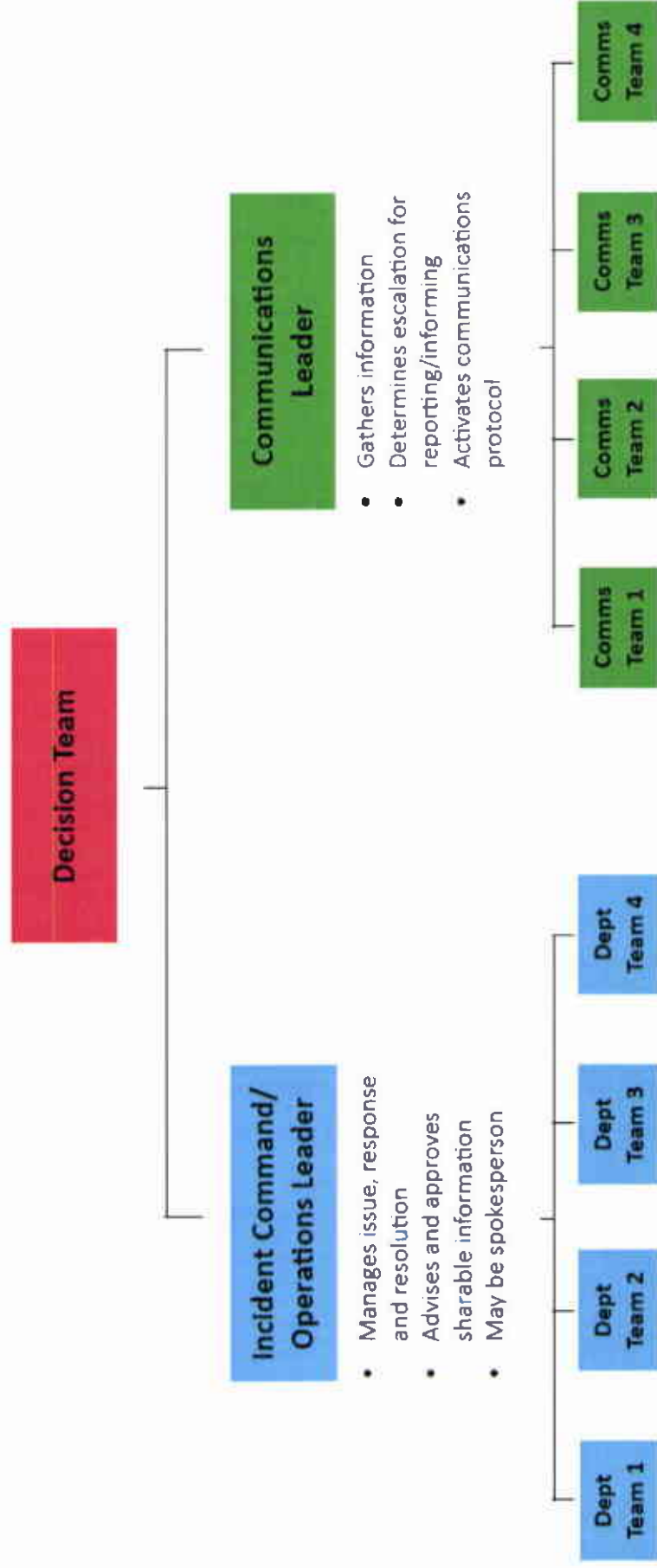
Plan Structure

9

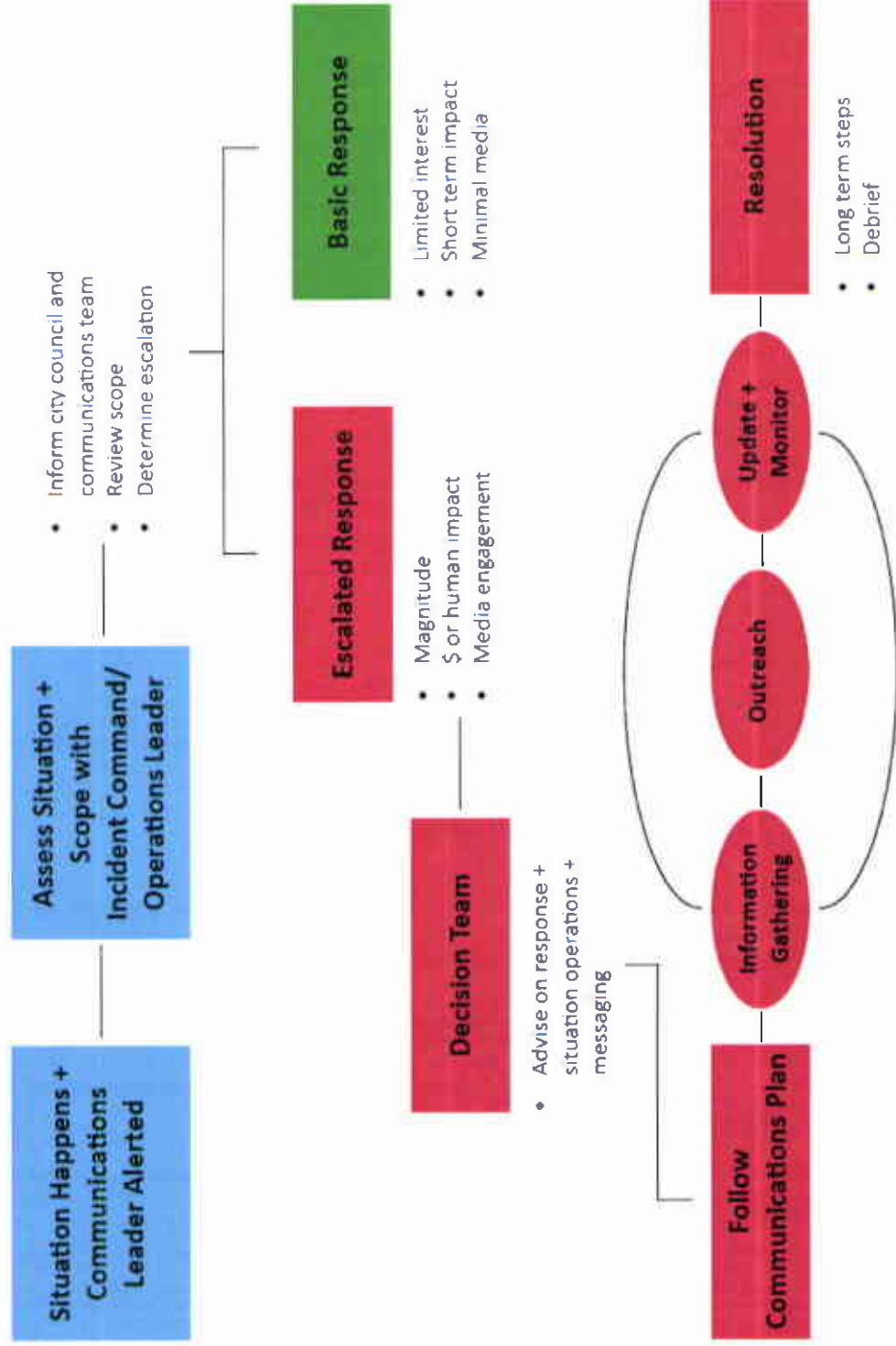
- This plan includes:
 - Roles & Responsibilities for Communications team
 - Chain of Command and Information Flow
 - Checklists and Ready Reference Archive

Key Roles

10



Information Flow



Checklists and Ready Reference

12

- City Council notification
- Contact information (stakeholders, 3rd parties, media, etc)
- Consideration checklists
- Document templates
- Sample statements
- Fact sheets & reference material
- Login Credentials

Conclusion

13

- Next Steps
 - Gather Feedback
 - Finalize Plan
 - Review + Train
 - Practice Scenarios
- Q&A

City of St. Charles

Crisis Communications Protocol

January 2019

Confidential Draft

Introduction

This communications approach is intended to streamline the flow of information and establish consistency across all City departments and various scenarios.

This is a working document – think of it as a workbook to be actively used in the event of a communications event. Templates, checklists and media query logs are provided for easy reference and note taking.

Table of Contents

- TBD

CONFIDENTIAL DRAFT

City of St. Charles: Crisis Communications Protocol

Overview and Philosophy

The City of St. Charles inter-departmental communications protocol has been created to address two primary objectives:

1. Establish internal communications expectations and practices to inform City leadership (staff and elected officials) of developing incidents.
2. Establish external communications expectations and practices to address public information sharing, both directly with the community and via media.
 - a. The intent of the City's external communications efforts will be to inform the public in a truthful and expeditious manner while managing the crisis itself.
 - b. The protocols included in this plan are intended to establish a common understanding of roles; information gathering, approval and sharing methods; and long-term maintenance of the City's reputation.

The City's philosophy regarding crisis communications is to work quickly and collaboratively between the affected departments and City leadership – including third parties as necessary – to provide accurate information and earn the public trust of our community and peers.

The City recognizes the importance of its role as a guardian of the residents who call St. Charles home, as well as our short-term guests who visit our many festivals, events, historic areas and convention center. A unified and professional approach to communications, especially in a time of crisis, is of paramount importance.

Crisis Definitions

A crisis can take many forms. In an ‘emergency,’ it can threaten the City’s ability to provide essential services, or cause damage to life and property. While a ‘controversy’ can damage the City’s reputation and credibility.

In either type of event, there is a range of severity – from **basic**, to **significant** to **catastrophic**. This communication protocol reviews processes for all three levels, with emphasis on significant and catastrophic events.

Presenting **an informed, unified message** is essential. While information will evolve, the City intends to position itself as the **primary** source of information as soon as possible to avoid inaccurate and inappropriate dissemination from third parties.

Information can be shared publicly in a variety of ways:

- Verbal statement given to media. Vetted and based on facts, and usually given quickly at the onset of a situation.
- Written statement given to media and posted online. Vetted and factual, intended when verbal statement is inefficient or undesired based on situation.
- Fact sheet may contain known information about an event, with historic or operational detail to aid in accurate reporting.
- News release with a complete version of events. Often at a milestone or conclusion of an event.
- Interviews are given on a one-on-one basis and should include interview preparation.

Communications Plan Structure

This plan includes:

- Chain of Command and decision-making guidelines
- Establishes roles and responsibilities for communications team members
- Establishes checklists for audiences and third parties to be considered
- Creates an archive of information for ready reference related to several operational areas of the City

Overview of Roles

The Communications Leader

In every crisis, at any level, the City expects an individual to serve as lead communicator.

This assignment may change as a situation evolves. Further, while a specific person may typically serve in this role...if they are unavailable for any reason, the responsibilities of that role will be seamlessly managed based on following established protocols.

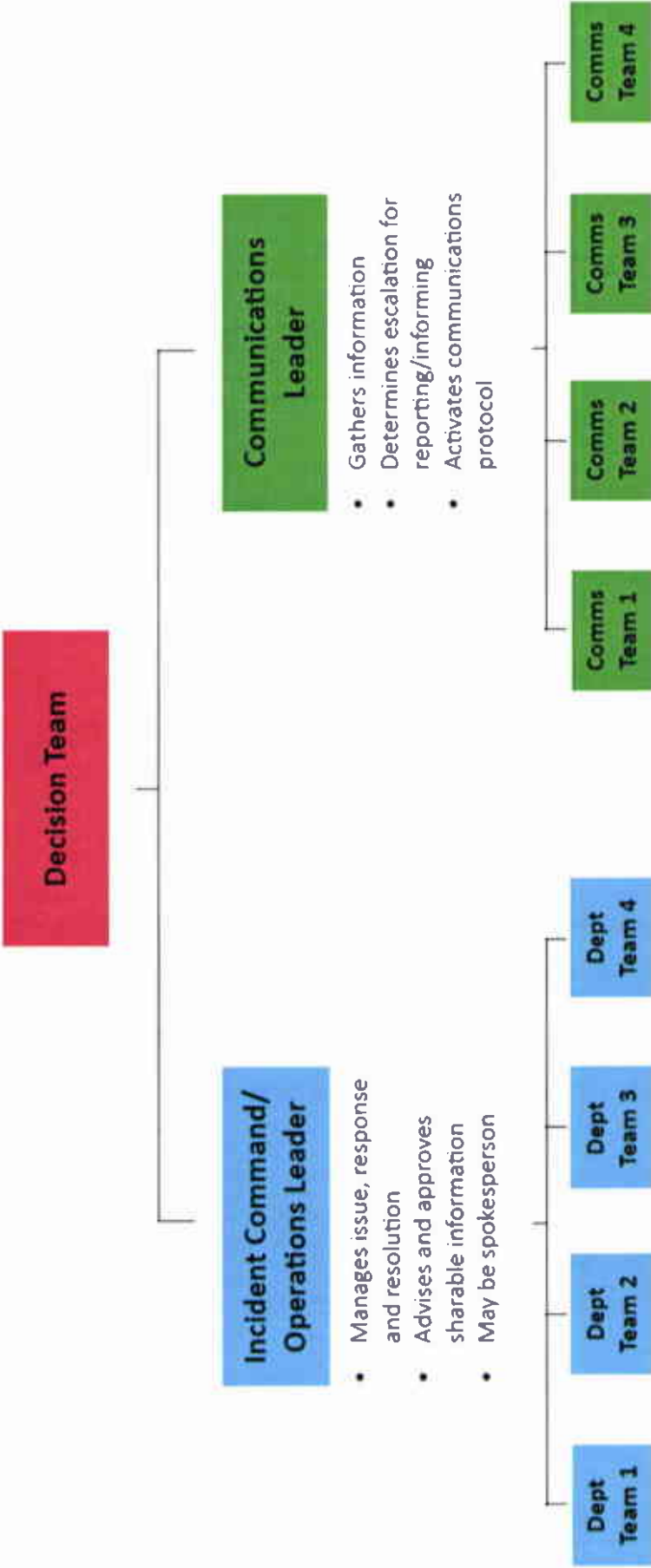
The lead communicator gathers information, interfaces with the incident commander/operations leader, coordinates with City leadership, and sets-in-motion the communication process.

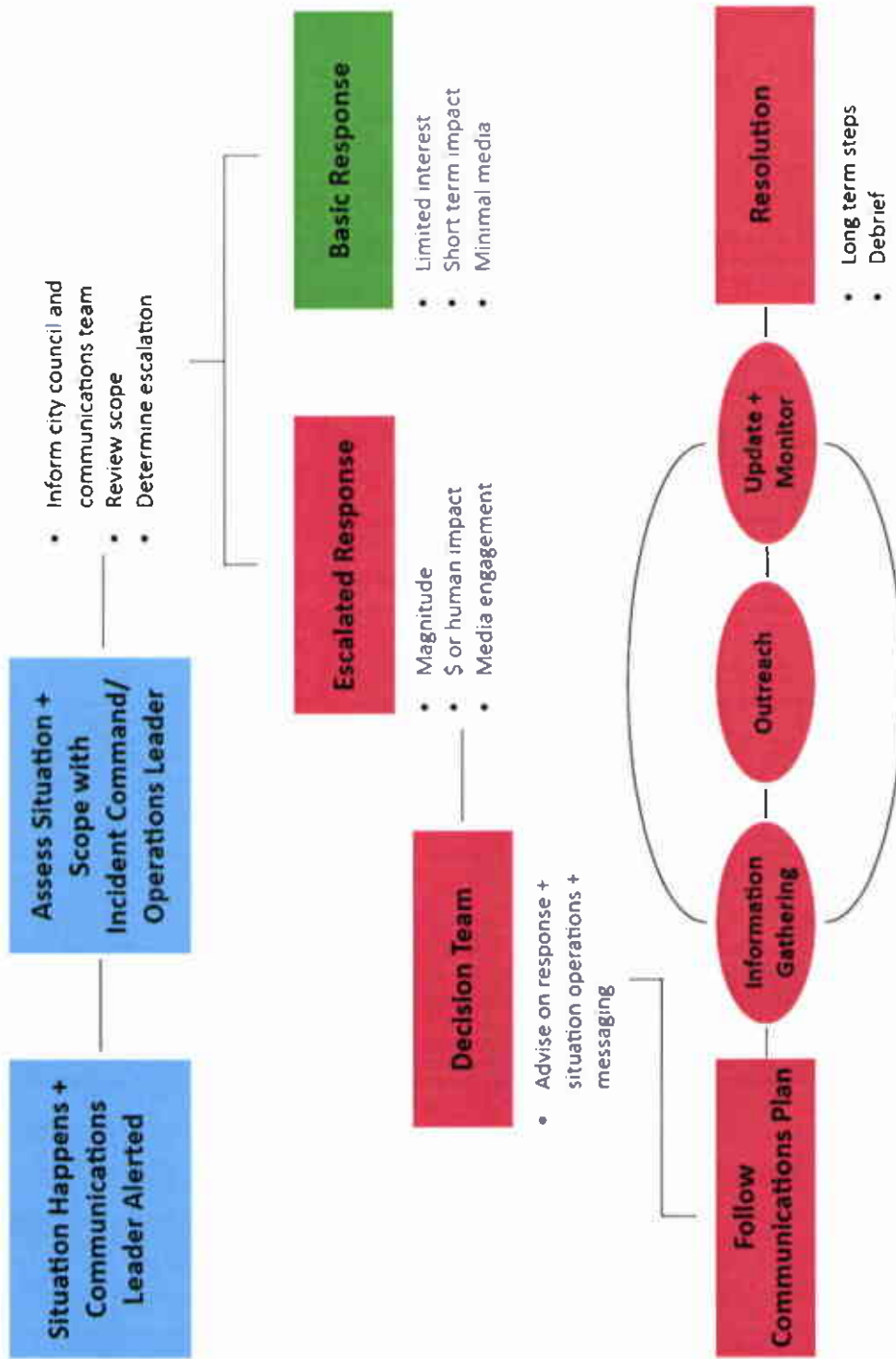
The Incident Commander/Operations Leader

The senior most leader of the department affected, who is making operational decisions related to the issue, response and resolution.

Decision Team Members

Depending on the department, severity, and scope of impact of the situation, a core team of advisors will be assembled to guide decisions, especially to ensure messages and responses are reflective of City leadership in total, vs. resting on a single person or department.





The Information Flow Process: Phase One

- *Incident has happened or is evolving.*

Information Gathering:

- Communications lead begins development of the incident report (**template**)
 - Gather from first responders, eye witness, staff on scene, etc.
- Communications lead seeks obvious missing information and established current status

Confirming:

- Communications lead reviews incident report information with Incident Commander/Operations Leader

Internal Alert & Assessment:

- Communications lead alerts internal City communications leadership and they determine escalation status:
 - Basic Response: is the event of limited interest, short-term impact, minimal media exposure?
 - Escalated Response: is the event of larger magnitude, human life or major expense loss, pronounced media engagement, long-term impacts?
- Determine next steps:
 - Department-level response; ONLY/AND
 - City leadership awareness; ONLY/AND
 - City leadership engagement; ONLY/AND
 - Implement escalated decision team and communications protocol (**checklist**)

Confirm Communications Leader, Proceed with Escalated Protocol

- Consider escalation of role, transfer responsibilities if necessary
- Contact Decision Team for first meeting
 - Forward Incident Report to Decision Team

Escalated Protocol: Phase Two

- *Incident warrants escalated communications response.*

Invite Decision Team

Potential Members: (contact list)

- Incident Commander/Operations Leader
- Communications Leader
- City Communications Staff
- City Administrator
- Mayor
- City Attorney
- Others as required

Convene:

- Physical Meeting Location Options:
 - City Hall or Alternate:
 - Police Department
 - Convention Center
 - Other TBD
- Virtual Meeting Location:
 - Conference Call
 - Dial In Instructions
 - NEED

Agenda:

- Review incident and status
- Determine City operations and other implications
- Review considerations checklist and audiences (**checklists**)
- Determine spokesperson(s)
- Determine next meeting & schedule

Escalated Protocol: Phase Two

Communications Team

- Assign Roles: See Team and Responsibilities Checklist (**checklist**)
 - Alert City departments to direct calls to assigned person(s)
 - Alert City employees about issue as appropriate
 - **NEED: logistics for this communication: email, phone, push-app**
- Set Media Approach (**checklist**)
 - Capture incoming queries (**template**)
 - Confirm primary media contact logistics (phone number, email)
 - Establish and announce briefing and interview availability and schedule
 - Identify media meeting place location
 - Existing physical location with power
 - Temporary location: tent or County mobile unit?
 - Post information on City website as appropriate
- Craft Documents and Messaging
 - See Q&A Template and Fact Sheet Archive (**templates**)
 - Options:
 - Verbal statement or news conference
 - Written statement
 - Written news release with detail
 - Fact sheet about the service or facility involved
 - Interviews (base on Q&A)
 - Confirm information with Incident Commander/Operations Leader prior to release
 - May include Decision Team for review
 - Consider needs for translation support (Spanish or sign language)

Incident Report

- **Who, What, When & Where**

Date: _____

Department Impacted: _____

What Happened: _____

Scope of Impact: Human/Property: _____

Current Status: _____

Organizations Involved, Contacted, Engaged: _____

Basic Initial Statement: _____

(Note: Initial statement to be approved quickly by communications lead and incident commander. This will serve as the basis for City leadership of the issue and help eliminate false information or rumor.)

Guidance for Initial Statement:

Certainty, such as: Today at [approximate time of day], an unidentified man with a gun entered [name or type of property/operations] and began firing. We can confirm there have been injuries, but we do not yet know the number of people wounded nor the extent of those wounds. At least [# people] have been transported to [name(s) of local hospital(s)], and with the help of [local law enforcement authorities], we have evacuated/secured/closed [name or type of property/operations].

Compassion, such as: Our hearts/thoughts/prayers go out to those impacted by this tragedy, and we'll be bringing in [counselors/relief] to help [businesses/residents] deal with any difficulties stemming from what they may have experienced today.

Concern, such as: Nothing is more important to than the safety and well-being of our [employees/ /community]. We notified [law enforcement and medical emergency officials] and enacted the crisis protocol we have in place to contain the situation.

Collaboration, such as: We are working closely with [authorities/emergency officials/investigators] on the scene to determine exactly what happened. We are working in cooperation with [third parties] to support what they may need in their investigation.

Control, such as: We're thankful to [first responders], who've helped us evacuate/secure/close [name or type of property/operations] pending [the completion of the investigation/any further announcements]. We will continue to closely monitor the situation and take whatever steps necessary in the future to ensure the safety of our [employees/communities]. Please follow the City of St. Charles news feeds and social media for accurate information.

SAMPLE Initial Statements

Evolving Situation in City of St. Charles. An apparent [describe basic incident, e.g. Fire, explosion, shooter, etc.] has happened in the vicinity of [location]. City first responders are actively managing the scene. Citizens are advised to [detail]. Further information will be shared immediately here and via other public information channels.

OR

Safety Alert: A report of shots fired in the vicinity of [location] has been received. City police are responding. Citizens are advised to stay indoors and wait further direction. Further information will be shared immediately here and via other public information channels.

OR

Boil Order City of St. Charles: A water quality issue is being investigated at the City of St. Charles waterworks. Please do not use water for consumption (people or pets) until the situation is resolved.

Decision Team Checklist

- Is this a reactive or proactive scenario? Why?
 - Will waiting to react result in any negative consequences?
 - Will acting prematurely precipitate a deeper crisis?
- How can we stop, reverse or repair the situation?
- How can we assure our stakeholders that we will correct any problems or that this is not a pervasive problem?
- Do we have an alternate operating plan to rely on? Do we need to open a public or media meeting place?
- What is our history/record on this issue?
 - What information do we need to have complete facts and history?
- What position do we want to take on this issue for external messaging? What direction does the communications team require to proceed with the communications protocol?
 - Confirm spokesperson(s):
 - Remain with department leadership, OR
 - Escalate to City leadership
- What third parties need to be notified? Do we need assistance from the County or other parties?

Audience Checklist & Required Actions

- Who should be informed? Do we offer special care or services to anyone?

Community & External

- Community, Neighborhoods
 - Affected people and groups:
 - Upcoming reservations or events on premise
 - Parents, families
 - Who is in proximity to the issue
- Business Association, Business Owners
 - Contact through CVB or Economic Development
- Area schools and universities
- Hospitals and health providers

Internal & City Related

- City Council
- Employees
 - Within affected departments
 - All
- Regional authorities
 - St. Charles County
 - Other municipalities

Communications Team Roles & Responsibilities

- **Assign as Required, with cell/email sharing:**

Incident Commander or Operations Leader: _____

- Highest level of content approval
- Spokesperson with content expertise related to logistics and incident

Spokesperson #2: _____

- Highest level City leadership appropriate for situation
 - City response, human impact, long-term messaging

Communications Leader: _____

- Leads team, directs messaging for traditional and social
- Directs communications decisions (with decision team)
- Interfaces with decision team and Incident Commander/Operations Leader, and affected third parties
- Spokesperson

Counselor and Message Writer: _____

- Advises communications leader
- Crafts messages and documents
- Gathers additional information
- Preps spokespeople

Media Coordinator #1: _____

- Finalizes media materials and announcements
- Alerts media and distributes materials
- Receives media calls, triages needs

Media Coordinator #2: _____

- Monitors coverage
- Assists #1

Social Media Coordinator: _____

- Modifies approved messages for various social platforms
- Alerts City departments with separate social handles to re-post vs. organic posts
- Monitors social platforms, advises team of significant issues; responds

Communications Team Considerations

Activate Public Information Tools:

- Phone
- Public message boards
- Social media
- Web site page
- *Note: interface with Information Technology as necessary to open phone or email lines of communication*

Alert Media (**media contact lists**)

- Initial statement & schedule of updates
- Confirm location of updates
 - Coordinate attendance of key leadership at updates
 - E.g. city leadership and content source, department head, etc. Third parties if necessary.
 - Note: It is imperative that the City lead the communications effort, bringing together all affected parties to answer questions together/at once, vs. conflicting information or separate news briefings
 - Request support from other departments for resources, e.g. IT or public works
- Capture Queries (**query sheet**)
 - Establish expectation for responses

Q&A Development

Note: Establish home base message based on the situation for the spokesperson to start from and close with.

What happened?

When did it happen?

What was the cause?

Who was involved?

How were they affected?

What is the status?

What are you doing to fix/stabilize/repair?

What are the damages/injuries?

Which authorities or partner organizations are involved?

When will you know more?

Stakeholders Contact and Phone List (need contact info)

- Neighboring municipalities
- St. Charles County
- Governor's office
- State Reps/U.S. Congressmen & Senate offices
- Missouri Department of Transportation
- School Districts & Private Schools
- Major Employers
- Hospitals
- Universities

Media Contact List with Social Handles

- To come

Social Media Platforms

- Administrator Credentials

Resources

- Logos, Photos of leadership, access to b-roll
- Bios of leadership
- Fact Sheets:
 - City overall
 - Police
 - Fire
 - Parks & Rec
 - Aquatic centers
 - Camps, field trips & bus transport
 - CVB
 - Public Works (waterworks)
 - Historic Preservation
 - Human Resources
 - Hiring and Background Checks
 - Sunshine Law & FOIA Request Protocol
- Post-Event Debrief
 - What worked
 - Refine as Necessary

Media Query Record

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

Reporter & Outlet: _____

Query & Deadline: _____

Contact Info: _____

RCA FORM (OFFICE USE ONLY)

Bill # N/A

MEETING/DATE: 1/8/19

Regular() Special() Work Session(X)

ATTACHMENT: YES(X) NO()

Report(X) Resolution() Ordinance()

Request for Council Action

Ward: All

Description: Discuss two (2) amendments to the building code requested by the Home Builders Association of St. Louis and Eastern Missouri (HBA)

- **Contract Extension/Renewal:** Yes() No(X)
- **Information Paper Attached:** Yes(X) No()

Board/Committee/Commission: Approve() Disapprove()

Summary:

Late last year the Home Builders Association asked the Department of Community Development to consider two (2) amendments to the city's residential building code, the 2015 International Residential Code. Upon review of the proposed amendments, staff agreed to one but was unable to support the other. Subsequent discussions with HBA regarding that amendment resulted in an agreement under which staff will interpret and enforce the existing code in a manner that addresses HBA's reasons for requesting the amendment without changing the code. HBA then withdrew that amendment. If the City Council agrees, staff will bring forward a Council bill to adopt the amendment supported by staff at a future meeting.

The attached memorandum from Community Development Director Bruce Evans explains both amendments in greater detail and the reasons staff could support one but not the other.

STAFF RECOMMENDATION:

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Account #: N/A

Fiscal Impact: N/A

Project #: N/A

RCA prepared by: **Bruce Evans** Dept. Dir. este Finance Dir. N/A Dir. of Admin. LJ
HBA Amendments to Building Code RCA 1-8-19 Work Session



Memorandum

To: Mayor Sally Faith
Members of the City Council

From: Bruce Evans, Director of Community Development

Date: January 2, 2019

Subject: Amendments to the Building Code

Late last year the Home Builders Association of St. Louis and Eastern Missouri (HBA) proposed two (2) amendments to the 2015 International Residential Code which is the current building code adopted and enforced by the City of St. Charles. After reviewing the amendments the Building Division of the Department of Community Development had no objection to one amendment but was unable to support the other. Discussions with HBA followed, after which it was agreed the city would move forward with the amendment to which staff has no objection and the other amendment would be addressed through staff's interpretation of the pertinent code provision rather than through an amendment. Following is a more detailed explanation of the two code amendments.

2015 International Residential Code Section R302.5.1 Opening Protection

This section of the code reads as follows:

“Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1 3/8 inches (35 mm) in thickness, solid or honeycomb-core steel doors not less than 1 3/8 inches (35 mm) thick, or 20 minute fire-rated doors, equipped with a self-closing device.”

HBA proposes to delete the requirement that doors between the garage and dwelling be equipped with a self-closing device (underlined language). HBA's position is that a self-closing device on garage doors is an unnecessary nuisance to homeowners. The devices could result in injuries to small children and the elderly and they permit the escape of family pets. In addition, the devices make access to the home more difficult for persons using a wheelchair because the self-closing function may not allow the door to stay open for the amount of time necessary. Furthermore, HBA reports there are no reliable data or statistics that indicate self-closing devices on doors between the garage and residence reduce the number of fires that originate in the garage and spread into the dwelling, prohibit the flow of carbon monoxide into the dwelling or reduce the number of false carbon monoxide alarms. Homebuilders report that many homeowners remove the devices after moving into their home. According to the HBA, St. Charles County and the cities of St. Peters, O'Fallon, Dardenne Prairie and Lake St. Louis have enacted this proposed amendment. The Building Division of the Department of Community Development has no



objection to this amendment. We do not consider the self-closing devices to be a critical life safety issue and we accept the HBA's justifications for removing this requirement. If the City Council agrees, staff will prepare a Council bill to delete the language requiring the devices for introduction at the January 15, 2019 meeting.

2015 International Residential Code Section R301.15 Fire Protection of Floors

In its original proposal, HBA asked that this section of the code be amended as follows (strikethrough language would be deleted and underlined language would be added):

Floor assemblies that are not required elsewhere in this code to be fire-resistance rated, shall be provided with 1/2-inch (12.7 mm) gypsum wallboard membrane, 5/8-inch (16 mm) wood structural panel membrane, or equivalent on the underside of the floor framing member. Penetrations or openings for ducts, vents, electrical outlets, lighting, devices, luminaires, wires, speakers, drainage, piping and similar openings or penetrations shall be permitted. Fire blocking, draft stopping, fire taping, and/or additional framing is not required.

Exceptions:

1. Floor assemblies located directly over a space protected by an automatic sprinkler system in accordance with NFPA 13D, or other approved equivalent sprinkler system.
2. Floor assemblies located directly over a crawl space not intended for storage or fuel-fired appliances.
3. Portions of floor assemblies shall be permitted to be unprotected where complying with the following:
 - 3.1 The aggregate area of the unprotected portions floor assembly does not exceed 80 (7.4 m²) per story 100 square feet (9.3m²) per HVAC zone.
 - 3.2 Fireblocking in accordance with Section 302.11.1 is installed along the perimeter of the unprotected portion to separate the unprotected portion from the remainder of the floor assembly.
Areas of the floor assembly covered by HVAC metal plenum, trunk lines, and steel structural beams shall be considered protected. Gypsum wallboard membrane shall be within 2 inches (50.8 mm) of all previously listed items.
4. Wood floor assemblies using dimension lumber or structural composite lumber equal to or greater than 2-inch by 10-inch (50.8 mm by 254 mm) nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance.

This amendment would change the requirements governing the fireproofing a builder must install on floors in residential buildings. The aggregate area of a floor assembly that may be unprotected would increase and areas of the floor assembly covered by HVAC plenum, trunk lines and steel structural beams would be considered protected. The purpose of the proposed change is to provide more flexibility in home construction and design. It is also intended to provide space for floor plans with increased footprints or supply needs. HBA noted that the cities of St. Peters, O'Fallon and Wentzville have adopted the requested amendment.



The Building Division of the Department of Community Development cannot support this code amendment. We believe this code section is a crucial fire and life safety regulation that should not be changed. This code deals with the area of a floor assembly that must be protected, which in turn impacts the length of time the floor will remain stable in the event of a fire. During a fire it is essential that floors resist collapse as long as possible to permit the safe evacuation of occupants and to protect firefighters from injury. The St. Charles Fire Department agrees with our position in this matter and opposes a change to this section of the code.

Staff communicated our position on this proposed amendment to the HBA. That led to discussions between Building Division staff and members of the HBA who requested the amendment. Those discussions resulted in an agreement on how the city will interpret and enforce the pertinent code section without amending it. The city will apply the code in a manner that will provide some of the flexibility homebuilders seek while adhering to the fire resistance standards imbedded in the code. The standards for fire protection for floors will not change; the city will simply interpret those standards in a manner that provides the homebuilder with flexibility in how those standards are met. After agreement was reached on how this code section will be interpreted and enforced, HBA withdrew the amendment. The city appreciates the cooperation of HBA staff and their willingness to consider the city's concerns with the proposed amendment. We believe the result is a compromise that addresses the priorities of both the city and HBA and furthers the goal we share: homes that are safe for the people who live in them.

RCA FORM (OFFICE USE ONLY)
MEETING/DATE: January 8, 201~~8~~⁹
Regular() Special() Work Session(**x**)
ATTACHMENT: YES() NO(**x**)
Report() Resolution() Ordinance()

Bill # N/A

Request for Council Action

Ward: N/A

Sponsor: N/A

Description: St. Charles Police Department request to provide City Council with a short presentation on how the Major Case Squad operates and works.

- **Contract Extension/Renewal:** Yes() No(**x**)
- **Information Paper Attached:** Yes() No(**x**)

Board/Committee/Commission: Approve() Disapprove()

Summary: St. Charles Police Department request to provide City Council with a short presentation on how the Major Case Squad operates and works.

STAFF RECOMMENDATION: Staff recommends.

Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

Account #: N/A **Fiscal Impact:** _____ **Project #:** _____

RCA prepared by: J. Kroen Dept. Dir. [Signature] Finance Dir. N/A Dir. of Admin. [Signature]