

Item # 2
26.015



OFFICE OF THE MAYOR
CITY OF ST. LOUIS
MISSOURI

CARA SPENCER
MAYOR

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August 8, 2025

Board of Estimate and Apportionment
1200 Market Street
St. Louis, MO 63103

RE: Establishment of the Recovery Office Budget and Personnel Schedule

Dear Honorable Members:

The purpose of this letter is to submit to E&A for approval budget allocations to the Mayor's Office to support Recovery Office staff, materials, and supplies (Division Budget 120) and the associated Table of Organization.

We are building cross-functional teams across the City of St. Louis to support recovery efforts, using existing staff where possible. These positions are dedicated to the Recovery Office staff and are necessary to coordinate across City government, nonprofit partners, and residents, and to deliver the necessary support programs for the City of St. Louis to ensure a strong recovery from the May 16th Tornado.

We formally request the approval of the attached budget for \$1,110,526 and Personnel Schedule for the Recovery Office, within the Office of the Mayor (Division Budget 120), from Fund 1103.

Thank you for your urgent consideration as we work to establish the Recovery Office to ensure we can deliver a strong Recovery for our impacted communities.

Sincerely,

Cara Spencer
Mayor, City of St. Louis

City of St. Louis
1103 Extraordinary Expenses Fund - Tornado Recovery
C120011 Mayor's Office Tornado Recovery Office

Personal Services		
510100	Salaries Regular Employees	\$788,000
512000	FICA	60,282
513800	Employee Retirement Plan	136,718
513810	Employee Retirement - Debt Contribution	15,760
514700	Workers' Compensation Admin.	9,850
515000	Medical Insurance	76,240
515030	Life Insurance	3,073
515060	Long Term Disability	1,103
	Subtotal	1,091,026
Materials and Supplies		
520500	Office Supplies	5,000
523000	Education and Training Materials	10,000
	Subtotal	15,000
Contractual and Other Services		
560001	Computer Software Licenses	4,500
	Subtotal	4,500
	Department Total	<u>\$1,110,526</u>

City of St. Louis
Personnel Schedule
C120011 Mayor's Office Tornado Recovery Office

Fund	Account	Grade	Position	FY26 No.Of Pos.	FY26 Proposed Salary Amount
1103	5101	21M	Executive Secretary to the Mayor (Chief Recovery Officer)	1.00	142,000
1103	5101	20M	Executive Assistant to the Mayor (Neighborhood & CE Lead)	1.00	115,000
1103	5101	20M	Executive Assistant to the Mayor (CF & Cost Recovery Officer)	1.00	115,000
1103	5101	18M	Data Processing Manager (Data & Analytics Manager)	1.00	105,000
1103	5101	17G	Special Assistant to the Mayor (Creative Design & Comm. Lead)	1.00	80,000
1103	5101	17G	Special Assistant to the Mayor (Cost Recovery Finance Admin Lead)	1.00	75,000
1103	5101	16G	Program Analyst II (Senior Data Analyst)	1.00	86,000
1103	5101	15G	Program Analyst I (Data Analyst)	1.00	70,000
			Total All Positions	8.00	\$788,000