



MEETING OF THE CITY COUNCIL
CITY HALL, Fifth Floor
6801 Delmar Blvd.
University City, Missouri 63130
July 13, 2015
6:30 p.m.

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. PROCLAMATIONS

E. APPROVAL OF MINUTES

1. June 22, 2015, Regular Session

F. APPOINTMENTS

1. Luise Hoffman and Deborah Arbogast are nominated for reappointment to the Library Commission by Councilmember Crow.

G. SWEARING IN

H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)

I. PUBLIC HEARINGS

1. Zoning Map amendment. Changing classification of 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from "SR" Single Family Residential District to "PA" Public Activity District.

J. CONSENT AGENDA

K. CITY MANAGER'S REPORT

1. Lewis Park – Phase 1 Improvements – Change Order 1 in the amount of \$30,221.40.
2. Edward Byrne Memorial Justice Assistance Grant application.
3. Liquor License for Meshuggah, 6269 Delmar Blvd., to include Sunday sales.
4. Liquor License for Private Kitchen, 8106 Olive Blvd.
5. Website redesign and development to be awarded to CivicPlus for a total cost of \$25,300.
6. Network Disaster Recovery for offsite data recovery to be awarded to Alliance Technology for \$66,497.

L. UNFINISHED BUSINESS

BILLS

1. **BILL 9265** – An ordinance amending Schedule III, Table III-E of the traffic code, to revise traffic regulation as provided herein.

2. **BILL 9266** – An ordinance fixing the compensation to be paid to City Officials and employees as enumerated herein from and after its passage, and repealing Ordinance No. 6988.

M. NEW BUSINESS

RESOLUTIONS

1. **RESOLUTION 2015 - 16** A resolution for commercial recycling and waste reduction grant.
2. **RESOLUTION - 2015 – 17** A resolution directing funds from the City of University City's Unassigned Fund Balance within the General Fund to the Committed Fund Balance. Requested by Councilmember Glickert, Sharpe and Jennings.

BILLS

3. **BILL 9267** An ordinance amending schedule VI, Table VI-A – Stop Intersections, Chapter 300 Traffic Code, of the University City Municipal Code, to revise traffic regulation as provided herein.
4. **BILL 9268** – An ordinance amending Chapter 400 of the Municipal Code of the City of University City, Missouri, relating to zoning districts established pursuant to Section 400.070 thereof, and enacting in lieu thereof a new official zoning map, thereby amending said map so as to change the classification of properties located within the City Limits of University City at 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from “SR” – Single Family Residential District to “PA” Public Activity District; and establishing permitted land uses and developments therein; containing a savings clause and providing a penalty.

N. CITIZEN PARTICIPATION (continued if needed)

O. COUNCIL REPORTS/BUSINESS

1. Boards and Commission appointments needed
2. Council liaison reports on Boards and Commissions
3. Boards, Commissions and Task Force minutes
4. Other Discussions/Business
 - ✓ Change August 10, 2015, Council meeting date to August 3, 2015. Requested by Mayor Welsch and Councilmember Sharpe.

CONSENSUS

P. COUNCIL COMMENTS

Q. ADJOURNMENT

MEETING OF THE CITY COUNCIL
CITY HALL, Fifth Floor
6801 Delmar Blvd.
University City, Missouri 63130
June 22, 2015
6:30 p.m.

A. MEETING CALLED TO ORDER

At the Regular Session of the City Council of University City held on the fifth floor of City Hall, on Monday, June 22, 2015, Mayor Shelley Welsch called the meeting to order at 6:30 p.m.

B. ROLL CALL

In addition to the Mayor the following members of Council were present:

Councilmember Rod Jennings
Councilmember Paulette Carr
Councilmember Stephen Kraft
Councilmember Terry Crow
Councilmember Michael Glickert
Councilmember Arthur Sharpe, Jr.

Also in attendance was the City Manager Lehman Walker.

C. APPROVAL OF AGENDA

Mr. Walker requested that Resolutions 2015-14 and 2015-15 be removed from the agenda.

Councilmember Glickert moved to approve the agenda as amended, was seconded by Councilmember Carr and the motion carried unanimously.

D. PROCLAMATIONS

E. APPROVAL OF MINUTES

1. June 8, 2015, Regular Session minutes were moved for approval by Councilmember Sharpe, seconded by Councilmember Jennings.

Councilmember Carr stated that portions of Ms. Adams' statement were excluded and other portions were transcribed as facts, rather than opinions. She asked Mr. Walker if he provided anyone with a copy of her deposition, including Ms. Adams. Mr. Walker said he had not. Councilmember Carr asked if Ms. Pumm or any agent of the City provided a copy of her deposition. Mr. Walker said to his knowledge no one had done so. She asked Mr. Walker to provide her with a copy of her deposition.

Councilmember Carr stated that she has no way to determine whether the excerpts incorporated into the body of the minutes are accurate since she was never provided with an opportunity to review her deposition prior to it being filed. She then moved to amend the June 8, 2015 minutes and provided a list of her requested changes, which are attached to these minutes. The motion was seconded by Councilmember Crow. Voice vote to amend the minutes as presented by Councilmember Carr carried by a majority with a Nay vote from Councilmember Glickert.

Councilmember Glickert moved to approve the minutes as amended and was seconded by Councilmember Jennings.

Councilmember Crow stated that his questions stated in the minutes have not been answered and he would like a response.

Councilmember Glickert's motion to approve carried unanimously.

F. APPOINTMENTS

G. SWEARING IN

1. Elaine Henton was sworn in to the Senior Commission in the City Clerk's office.

H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)

Bobette Patton, 7901 Glenside Place, University City, MO

Ms. Patton stated that she would like to see Council take a stand on something other than the predictable amount of money expended for overtime pay to the City's firefighters and concern of use on social media. She noted that sometimes realities are different from a staffing model. Ms. Patton also noted that there should be wise use of what is said on social media.

Jen Stuhlman, 1499 Urbandale, Florissant, MO

Ms. Stuhlman informed Mayor Welsch that she had requested to speak during the Other Discussions/Business portion of the meeting. Mayor Welsch stated that citizens are not allowed to make comments during that portion of the agenda.

Ms. Stuhlman provided Ms. Pumm with informational packets for Council, the City Manager and the public record. She stated that on behalf of the Professional Firefighters of U City, Local 2665, she thanked Council and members of this community for their interest in the staffing issues. Ms. Stuhlman provided a brief overview of the information in the packet, since April 1, 2015, detailing her estimate of the number of mutual aid assists provided; the average number of overtime hours worked per shift; and the number of overtime hours that could not be covered. She then provided her explanation of what happened at Firehouse #1 on June 14.: Ms. Stuhlman stated that firefighters could not continue to provide the number of overtime hours needed and urged Council to provide the additional staffing resources as needed.

The full packet of information provided is included with these minutes.

Point of Information: Councilmember Carr asked the Mayor under what section Ms. Stuhlman had requested to speak. Mayor Welsch stated Council Reports and Business. Councilmember Carr questioned whether anyone had ever been allowed to speak during that section? Mayor Welsch stated that that portion of the agenda was strictly for Council business.

Catherine Lockett, 1009 Glenside Place, University City, MO

Ms. Lockett stated that her home sits at the bottom of a hill and the water drainage from the Nob Hill properties has exacerbated since the condos on 81st Street were constructed in 2005. The April rains have destroyed the hill, vegetation, her 8-foot fence, in-ground pool and ultimately broke through the retaining walls in front of her house and destroyed her basement. Ms. Lockett stated that neither U City nor MSD will build a drain above the hill and since she does not live in a flood plain she does not have flood insurance. Her only recourse is to ask the City for help.

Sarah Davoli, 7378 Milan Avenue, University City, MO

Ms. Davoli stated that Councilmember Carr does her research and informs all citizens of the good, the bad and the ugly with respect to U City. Ms. Davoli stated that good Councilmembers do not deserve the Mayor's bad attitude and the City Manager's ugly treatment. She presented a bucket of fingernail items for Councilmember Carr's pleasure.

I. PUBLIC HEARINGS

J. CONSENT AGENDA

K. CITY MANAGER'S REPORT

1. Liquor license for DePalm Tree Jamaican Restaurant, 8631 Olive, adding Sunday sales.

Councilmember Sharpe moved to approve, was seconded by Councilmember Glickert and the motion carried unanimously.

L. UNFINISHED BUSINESS

BILLS

1. **BILL 9263** - An ordinance amending Chapter 400 of the Municipal Code of the City of University City, Missouri, relating to zoning districts established pursuant to Section 400.070 thereof, and enacting in lieu thereof a new official zoning map, thereby amending said map so as to change the classification of property that is located within the City limits of University City at 7511 Pershing Avenue from "SR" – Single Family Residential District to "MR" Medium Density Residential District; and establishing permitted land uses and developments therein; containing a savings clause and providing a penalty. Bill 9263 had its second and third reading.

Councilmember Glickert moved to approve and was seconded by Councilmember Jennings.

Roll Call vote was:

AYES: Councilmembers Carr, Crow, Glickert, Sharpe, Jennings, Kraft and Mayor Welsch

NAYS:

Bill 9263 became Ordinance 6993.

2. **BILL 9264** – An ordinance amending Chapter 400 of the Municipal Code of the City of University City, Missouri, relating to zoning districts established pursuant to Section 400.070 thereof, and enacting in lieu thereof a new official zoning map, thereby amending said map the City limits of University City at 7505 Pershing Avenue and 415 N. Hanley Road from "SR" – Single Family Residential District to "MR" Medium Density Residential District; and establishing permitted land uses and developments therein; containing a savings clause and providing a penalty Bill 9264 was read for the second and third time.

Councilmember Carr moved to approved and was seconded by Councilmember Glickert.

Roll Call vote was:

AYES: Councilmember Carr, Crow, Glickert, Sharpe, Jennings, Kraft and Mayor Welsch

NAYS:

Councilmember Glickert stated that as the liaison to the Plan Commission, he has watched this bill come to fruition and would like to congratulate the City, as well as the members of the Plan

Commission for their insight to bring this proposal forward. He said that he has seen other structures developed by the Mehlman Brothers and looks forward to seeing this project upon its completion.

M. NEW BUSINESS

RESOLUTIONS

1. Resolution 2015 – 13 Requested by Councilmember Jennings and Mayor Welsch

A resolution on the elimination of all forms of discrimination against women. Introduced by Councilmember Sharpe and seconded by Councilmember Jennings.

Citizen's Comments

Patricia McQueen, 1132 George Street, University City, MO

Ms. McQueen requested that the resolution be tabled until the language can be revised to ensure that it contains specific actionable solutions rather than symbolic procedures.

Council's Comments

Councilmember Crow questioned whether anyone had conducted research to determine if such a resolution already existed? He stated that while the resolution is admirable, the only thing it really does is encourage the City's Commission on Human Relations to follow the tenants of a Convention that was written 26 years ago. Councilmember Crow said the comments made towards fellow colleagues like "*Privileged White princess,*" and "*Your nails cut like claws,*" seem somewhat contradictory for someone who is attempting to bring forth an anti-discrimination proposal.

Councilmember Kraft stated that it is his belief that U City will be the second city in the State of Missouri to pass such a resolution. He stated that the resolution is symbolic and while another resolution could be passed with stronger symbolism, essentially all of them would be saying is that the viewpoints held by Phyllis Schlafly and her opposition to the equal rights amendment, does not represent the State of Missouri or University City.

Councilmember Carr questioned whether Councilmember Kraft was speaking on behalf of Councilmember Jennings and Mayor Welsch. Councilmember Kraft stated that was his own editorial comment and the reason this resolution is needed is because the Equal Rights Amendment was never passed. Councilmember Carr agreed that everyone has a degree of empathy and there is a need to start with little steps but you cannot rehabilitate yourself on the back of a resolution that has no teeth. She stated that she would like to work with Ms. McQueen and anyone else who was interested in creating a more substantive resolution for women.

Mayor Welsch stated that when the Human Rights Commission was reestablished, the City ensured that gender, sexual orientation, race and religious orientation were included. In fact, U City is very advanced in the way that it treats its employees, all our staff including women. She stated that last year she spoke at the United Nation sat an event related to this Convention, detailing what U City has done in this area. Mayor Welsch stated that while passing this resolution is symbolic, it is an important piece of symbolism. As Councilmember Kraft stated, Kansas City is the only other city in the State of Missouri that has passed a similar resolution. Mayor Welsch stated that there is a movement nationwide to get more cities to pass resolutions in support of this Convention in hopes that as the momentum builds and the Federal Government will look at it once again, and pass it on a national basis.

She stated that to the point about making the resolution stronger, since Council should not direct the work of the Human Relations Commission, she has asked them to look at this Convention and ensure that there are no loopholes in the City related to these protections,

and that nothing has been missed. She encouraged Councilmember Carr and others to draft a stronger resolution if they would like to do so in the future. The passage of this resolution tonight will put U City on the map and hopefully encourage other municipalities within the region to do the same.

Voice vote on Councilmember Sharpe's motion to approve carried unanimously.

2. **Resolution 2015 – 14** Requested by Councilmembers Sharpe, Glickert and Jennings. A resolution amending approved motion to changed seven million dollars (\$7,000,000) fund commitment. *(REMOVED)*
3. **Resolution 2015 – 15 –** A resolution approving the Committed Fund Reserves. *(REMOVED)*

BILLS

Introduced by Councilmember Glickert

3. **BILL 9265** – An ordinance amending schedule III, Table III-E of the traffic code, to revise traffic regulation as provided herein. Bill 9265 was read for the first time.

Introduced by Councilmember Sharpe

4. **BILL 9266** – An ordinance fixing the compensation to be paid to City Officials and employees as enumerated herein from and after its passage, and repealing ordinance No. 6988. Bill 9266 was read for the first time.

N. CITIZEN PARTICIPATION (continued if needed)

O. COUNCIL REPORTS/BUSINESS

1. Boards and Commission appointments needed
Mayor Welsch read the appointments that were needed.
2. Council liaison reports on Boards and Commissions
3. Boards, Commissions and Task Force minutes
4. Other Discussions/Business
 - Fire Department staffing requested by Councilmembers Crow and Carr.

Mayor Welsch stated that she would like to remind all members of Council that the City of U City is currently being sued by the firefighters' union in three separate lawsuits. She stated that Mr. Becker regularly threatens additional lawsuits, and in a recent letter to the City's administration, he has threatened to sue the City over staffing of the Fire Department. Therefore she would like to go on record as stating that she does not believe this discussion should occur in a public forum, since the interest of U City, which each member of this Council has sworn to serve, could be threatened. She stated that every member of Council has adequate opportunity to speak with staff privately regarding any issues that are, or could be, topics of lawsuits against the City.

Councilmember Carr read Council's Oath of Office into the record and asked that it be attached to the minutes. She stated that her loyalty is to the Charter of U City and not to any one given person, and since everyone is concerned about what is perceived to be a crisis in public safety her belief is that it is appropriate to discuss these concerns publically.

Councilmember Carr distributed pages from the MAG Report and provided an overview of its contents.

- Page 20 of the MAG states, *"The MAG recommends the following staffing: after a one year trial with current staffing, but using part-time firefighters instead of overtime*

whenever possible, and paying for the upgrades with cash, not owed time." It then goes on to state that, *"The City has the correct staffing of 31 line employees, but suggests that after a one year trial the City puts certified part-time personnel in place as substitutes at a minimum, eight part-time positions for seven full-time positions."*

- Page 21 of the MAG states, *"This strategy," (part-time hiring strategy), "relies on the use of part-time firefighter paramedics and firefighters who have achieved the appropriate level of certifications to serve in these capacities"*. It then goes on to state that, *"Assuming approximately 20,384 hours per year for the difference of the current 31 paramedic firefighter positions versus the recommended full-time 24 paramedic firefighter positions"*.

Councilmember Carr stated that the report suggests that the City substitute part-time for full-time, not reduce the number of positions. It presents a recommendation for how the City might address its overtime problem which was a direct result of the six suspensions. She also noted that she has yet to receive a communication about what happened at the Fire Department on June 14th.

Councilmember Carr asked Mr. Walker if he would provide her with the legal opinion on whether or not the City was in violation of the CBA, since her interpretation is that the Fire Department should have 44 to 45 paramedic/firefighter positions.

Councilmember Crow stated that it is clear that the events of June the 14th have created a concern for a number of citizens. At the June the 8th Council Meeting the City Manager brought the Fire Chief in to address public safety; his comments consisted of two sentences. He was not allowed to answer any questions and everyone was led to believe that everything was fine. Councilmember Crow noted that the issues are:

1. Why did the events that occurred on June 14th happen?
2. Why was there no response provided to Council and the media?
3. What city would really want to follow U City's lead when its fire station is shut down due to lack of staffing?

Councilmember Crow stated that Council's core function is to protect the public and not the City Manager. The City of Clayton provided mutual aid assists to U City 62 times during this time period and could say this is not a fair mutual aid bargain. He stated that the City, this Council and this administration have credibility, competency and PR problems. Therefore, he would join Councilmember Jennings in requesting that a full investigation of the events of June 14th and the management decisions that led up to the events be conducted by an independent agency and not someone hired by the City Manager.

Councilmember Kraft stated that the current 2015 budget indicates that staffing should be 45 paramedics/firefighters and the 2016 budgets calls for 39 staff members, including the Chief and Assistant Chief. He stated that this discussion is about who makes the management decisions related to the Fire Department, and whether they should continue to do things the same way just because it has always been done that way or start to explore more cost-efficient, effective options to arrive at a solution. Councilmember Kraft acknowledged that the City does have well trained firefighters who do an excellent job, so their input and experience are important. He said the Charter clearly states that U City's management team is responsible for making decisions based on their own knowledge, experience and the City's financial constraints. Recently the City augmented their knowledge by obtaining a management review from an outside consultant. These consultants have studied dozens of fire departments across the country and were able to provide this administration with a wider range of experience than is available from U City's firefighters and management team who have spent their working lives only in the St. Louis area.

Councilmember Kraft stated that currently there are some vacant positions within the department that have resulted in scheduling issues, and his understanding is that two of those

positions will be filled within the week. So while he does not expect operational problems once staffing is brought up to the budgeted levels, if that turns out not to be the case, then he would expect the City's management team to reevaluate the situation and make changes. U City is under financial stress and needs to adapt. Change can be difficult, but everyone needs to work together as this administration goes through this process.

Councilmember Carr stated that although the City Manager and his team manage the City, that management is based on the policies put forth by Council. Ultimately Council must decide whether residents are going to get the kind of public service they need. With regard to the 39 current positions, Councilmember Carr read an email from Chief Long to Jen Stuhlman, which she asked to be attached to the minutes. She stated that while the Fire Department may have these positions on the books, they are not being filled and that's what caused the circumstance where a Fire Station is closed down.

P. COUNCIL COMMENTS

Councilmember Carr stated that some allegations were made that her deposition was provided voluntarily. She noted that the front page of the Mayor's deposition reads exactly like the front page of her deposition; "*Taken on behalf of the Plaintiff*," which means that the Plaintiff requested that their depositions be taken and not that they were testifying on behalf of the Plaintiff.

Councilmember Crow thanked everyone for coming out to the meeting and the Director of Public Works for his time spent addressing residents' concerns regarding the work being performed on the sidewalk and ramps for Kingsbury, Maryland and West Moreland.

Councilmember Crow stated that while there may be some concerns related to social media, his belief is that the greatest concerns are based on why there is so much silence from the dais whenever the issues of public safety is brought up.

Councilmember Crow stated that one of his colleagues, through his Facebook postings, has brought race into the conversation. So the first question he would like to ask is what is meant by the term "*My people*"? As an elected official his assumption is that it should mean every resident of U City. He stated that his concern was about competency and agreed with Councilmember Kraft that the firefighters do not manage the Fire Department. That means that any questions about leadership, capacity, competence and history, would fall on the Fire Chief and City Manager.

Councilmember Crow stated that he never really understood the comment made by one of his colleagues that he should meet with the City Manager privately but he noted has done so in the past. Councilmember Crow referenced the City Manager's interview with Channel 4 which discussed the one-million dollar savings in the Fire Department, you have to ask yourself why he does not want to answer questions in public?

Councilmember Crow's response to the Facebook post, "*You should ask Councilmember Crow what he has done for you lately*," he stated;

- A proposal to save summer camp
- A proposal to maintain public safety at current staffing levels
- A proposal to allocate additional money to fix the streets
- Defeating Propositions S and P for \$25 million dollars

Councilmember Crow stated that while he appreciated the citizen's letter to the editor that suggests that Council have a dialogue about a five year plan. He said it is probably fair to say that this community is not concerned about a five year plan, rather they are concerned about public safety staffing levels.

Councilmember Crow stated that he appreciated his former colleague, Mary Schuman, taking the time to write such an eloquent letter to Council, but in his opinion, the reply she received was totally inappropriate and unprofessional. He urged everyone to keep holding
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Council accountable because at some point in time they will have to address the fact that it might be time for a change of leadership.

Mayor Welsch asked that her colleagues not speak on her behalf without permission. She stated that she has never refused to be part of a deposition since she feels that being deposed is a part of the process.

She noted that Mr. Walker had spoken to the broadcast and radio media multiple times in last week in reference to the closure of a fire station.

Mayor Welsch made the following announcements:

- The Police Department Focus Group Meeting will be held tomorrow evening at 6 p.m. at the Heman Park Community Center.
- The Arts and Letters Commission will be sponsoring two concerts, one on Saturday from 3 p.m. to 8 p.m. at Heman Park, and the second next Monday at 6 p.m. in Heman Park.
- The next U City summer band concert series will be held tomorrow at 7 p.m. in the Loop.
- There will be an electronics recycling event on Saturday, starting at 9 a.m. at the Heman Park Community Center.
- City Hall and the Library will be closed on Friday, July 3rd.

Mayor Welsch stated that typically Council only conducts one meeting during the months of July and August, however it is understood that should a second meeting become necessary due to workload, Council would be agreeable to doing so. As such, she wished to put Council on notice that there is a possibility that a second meeting will be scheduled in July.

Q. ADJOURNMENT

Mayor Shelley Welsch adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Joyce Pumm
City Clerk, MRCC/CMC

G. SWEARING IN

- 1. Elaine Henton to be sworn in to the Senior Commission at a later date.

H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)

Jan Adams, 7150 Cambridge Avenue, University City, MO

Ms. Adams stated that on April 13th she submitted comments regarding the possibility that a breach of duty would occur if Councilmember Carr elected to testify and provide false information against the City. After obtaining a copy of a transcript, she now had proof that it happened.

Ms. Adams stated that Councilmember Carr's deposition was voluntary on her part and made false remarks against the City and its employees. Ms. Adams stated that she would be greatly disappointed if Council did not take any action. (1:05.85)

Ms. Adams read excerpts from the transcript of Ms. Carr's deposition into the record along with her own comments (1:53.57).

- Ms Adams stated that Page 3 indicates that Councilmember Carr's deposition was voluntary and not taken subject to a subpoena.
- Ms Adams stated that on Page 25; Councilmember Carr indicates that the City has had no new services since the Restructuring, which is untrue and said that was perjury
- Ms Adams stated that on Page 27; Councilmember Carr admits that she is not aware of any disparaging letters from Mr. Walker about Ms. Benford, but she would not be surprised if there were some such letters
- Ms Adams stated that Page 33; Councilmember Carr states, "Mr. Walker and I are not getting along. It's his choice. He is making it difficult for me to do my job. I'm not sure why we don't get along".
- Ms Adams stated that on Page 37; Councilmember Carr states, "I believe it is because I discovered that Mr. Walker was spending more money than he was allowed to spend".
- Ms. Adams stated that on Page 39; Councilmember Carr was asked "Have you ever felt the City violated Federal laws?" Her response was, "I definitely feel discriminated against as a woman. Councilmember Crow was told that if he ran for Mayor no Black person would vote for him because he was mean to Mr. Walker." Ms. Adams then stated that Ms. Carr then goes on to discuss an email sent by Lynn Ricci during the 2010 election campaign which was in no way evidence of any City discriminatory employment practices.
- Ms. Adams stated that on Page 42 reveals that Councilmember Carr voluntarily disclosed an anonymous letter that she received complaining of discrimination by Richard Wilson, and then testified, "I cannot talk to employees and I fear it would create a hostile environment if I pursued that"

Ms. Adams stated that the City Attorney was not present to make sure that elected officials would not commit perjury against the City.

Ms. Adams stated that because of her blatant disloyalty to the city that Ms. Adams could take Ms. Carr deposition and she will either be forced to tell the truth or suffer the consequences of further perjury. Ms. Adams asked that her written comments and excerpts of Councilmember's Carr deposition be attached to the minutes.

Dr. Angela Lumba, 6934 Kingsbury Boulevard, St. Louis, MO 63130

Dr. Lumba, a physician at the St. Louis Children's Hospital provided Council and the community with information about a trial being conducted on Status Epilepticus, a life-threatening condition in which the brain is in a state of persistent seizures. Informational brochures were made available for anyone interested in participating.

Kristine Hendrix, 105 Meyer Street, University City, MO

Paulette Carr 6/22/2015 3:47 PM
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Council Comments

June 8, 2015

On April 13, I submitted comments regarding Paulette Carr's breach of her duty of office. I qualified my comments by stating, "If Paulette Carr testified...and gave false testimony against the City, that is cause for removal from Council". I now have proof that Ms. Carr did voluntarily testify and give false testimony against the City. Her testimony is a public document available to anyone who is willing to pay the Court Reporter for a copy. I will share my copy with anyone who requests it.

I have spoken to several Council Members regarding my request that the Council take legal action to have Ms. Carr removed from office. On the one hand, I respect that the members I spoke with believe that there is a greater duty to our City to avoid an impeachment trial which would take many months.

On the other hand, I will be greatly disappointed if this Council does not take some action. Each Council member has a duty to protect our City governance and should not ignore such a blatant breach of loyalty. At the very least, this Council should vote to censure any member of Council who blatantly violates his or her oath of office.

I have engaged in thorough legal research of this matter and I know that I, as a tax payer, have standing to file a lawsuit against Ms. Carr for this particular breach of duty. I want to remind the City Manager that Ms. Carr is not entitled to use the City Attorney for any advice or representation regarding her defense of such a lawsuit. She was most certainly not acting in her capacity as an elected official of this City when she voluntarily testified against the City in a suit that could have resulted in a One Million Dollar verdict.

As proof of my assertions, I hereby submit copies of the pertinent portions of her deposition: the cover page shows she testified "on behalf of Plaintiff";
page 3, the deposition was not taken subject to a subpoena, so it was voluntary;
page 25, reads there have been no new services since the re-structuring, which is not true;
page 27, she admits she is not aware of any disparaging letters from Mr. Walker about Ms. Benford, but "she would not be surprised";
page 33, Mr. Walker and I are not getting along. It's his choice...making it difficult to keep me from doing my job...not sure why we don't get along...

page 37, believe it is because I discovered that Mr. Walker was spending more than he was allowed to spend...

page 39, Question: have you ever felt the City violated Federal laws...?

Answer: I definitely feel discriminated against as a woman. Councilmember Crow was told that if he ran for mayor no black person would vote for him because he was mean to Mr. Walker. She then discussed an e-mail sent by Lynn Ricci during the 2010 election campaign which was in no way evidence of City discriminatory employment practices. But since she asserts that it is, then what about her e-mail that reveals her being complicit in that particular political tactic. Evidently she has forgotten that her e-mail is now a part of the public record.

Page 42, she voluntarily disclosed an anonymous letter she received complaining of discrimination by Richard Wilson, and then testified, "I cannot talk to employees and I fear it would create a hostile environment if I pursued that". This testimony clearly intended to persuade a jury or Judge to hold our City liable for at least One Million Dollars, if not more. Moreover, her testimony can now be used in subsequent lawsuits.

You may recall that a few years ago Ms. Carr sued our City and took the depositions of several elected officials and staff, but then dismissed her lawsuit before our lawyers could take her deposition. Recently, Ms. Carr made a public statement that the City Manager "threatened" to take her deposition. In fact, he simply pointed out that if there was a lawsuit, she would be subject to deposition. Why does she consider that a threat? Why is she afraid to answer questions under oath from a lawyer who is not friendly?

She seems to think this is a one-way street. Well, she is about to learn that it is not. Now, because of her blatant disloyalty to our City, I can take Ms. Carr's deposition and she will either be forced to tell the truth or suffer the consequences of further perjury.

Respectfully submitted,

Jan Adams, 7150 Cambridge

IN THE CIRCUIT COURT
FOR THE COUNTY OF ST. LOUIS
STATE OF MISSOURI

EVELYN SHIELDS BENFORD,)	
)	
Plaintiff,)	
)	
vs.)	No. 13SL-CC03058
)	
CITY OF UNIVERSITY CITY, MO.,)	
LEHMAN WALKER, MAYOR)	
SHELLEY WELSCH,)	
)	
Defendants.)	

DEPOSITION OF PAULETTE CARR

Taken on behalf of Plaintiff
November 18, 2014

Susan L. Kramer, CCR
KRAMER REPORTING SERVICES
416 MARINA DRIVE; NO. 1403
MARTHASVILLE, MISSOURI 63357
OFFICE: (314) 269-7716

1 IN THE CIRCUIT COURT OF THE COUNTY OF ST. LOUIS
STATE OF MISSOURI

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PAULETTE CARR, MARK DONOHOE, TAMARA DONOHOE, STEVE
MCMAHON, AND TOM SULLIVAN

vs .

CITY OF UNIVERSITY CITY, MISSOURI
Cause No. 11SL-CC01263

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DEPOSITION OF SHELLEY WELSCH
TAKEN ON BEHALF OF THE PLAINTIFFS
OCTOBER 7, 2 011

1 IN THE CIRCUIT COURT OF THE COUNTY OF ST. LOUIS
STATE OF MISSOURI

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PAULETTE CARR, MARK DONOHUE, TAMARA DONOHUE, STEVE
MCMAHON, AND TOM SULLIVAN

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vs .

CITY OF UNIVERSITY CITY, MISSOURI

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DEPOSITION OF SHELLEY WELSCH
TAKEN ON BEHALF OF THE PLAINTIFFS
OCTOBER 7, 2 011

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6 Captains
3 Battalion Chiefs
1 Assistant Chief
1 Fire Chief
1 Executive Secretary

36 Total

This level of regular, full-time staffing compares to the current 46 authorized positions.

The following assumptions are included as part of determining cost savings:

- Captain empty slots are filled with upgraded Firefighters.
- Part-time Firefighters are used to cover for upgraded Firefighters.
- As many as two (2) part-time-Firefighters may be used at one time.
- Unusual situations (e.g., multiple paid leaves on any one day, late notice of needed leave, etc.) will alter results.

Establishing a true minimum number of regular, full-time positions to provide shift services is a highly cost efficient approach to staffing within the Fire Department. This strategy relies on the use of part-time Firefighter/Paramedics or Firefighters who have achieved the appropriate level of certifications to serve in these capacities.

The market cost for part-time certified positions appears to be approximately \$17 per hour at this time. This compares to the actual average for current Paramedic/Firefighter positions within the Fire Department of \$21.31 per hour. The City would realize cost savings on base salary of \$4 for every hour worked. Assuming approximately 20,384 hours per year for the difference of the current 31 Paramedic/Firefighter positions versus the recommended 24 Paramedic/Firefighter positions, the cost savings in base pay alone would equate to approximately \$81,536.

In addition, Finance Department documents indicate an average of 40% costs in benefits. The use of part-time Paramedic/Firefighter certified personnel would preclude the cost of those benefits, resulting in an additional current annualized savings of \$32,614.

The total annualized savings for reducing the total number of regular, full-time Paramedic/Firefighter positions and using part-time certified personnel is therefore \$114,150.

There are currently three (3) Captain positions authorized on each shift resulting in Captains often functioning as Firefighters but being compensated as Captains. This staffing level for Captains appears to be a holdover from three stations within the City. Operationally, there is no compelling need for three (3) Captains on each shift within the rank structure.

RECOMMENDATION 9: *Limit the number of budgeted Captain positions to two (2) per shift or six (6) total, compared to the current nine (9) authorized Fire Captain positions.*

RECOMMENDATION 10: *Limit the number of budgeted Firefighter/Paramedic or Firefighter positions to 24, from the current 31 budgeted positions in this class, and use part-time Paramedic/Firefighters to achieve minimum staffing levels.*

RECOMMENDATION 11: *Limit the number of overall staffing level of regular, full-time positions to 36, compared to the current 46 authorized positions.*

MAG recommends the following staffing after a one year trial with current staffing but using Part Time Fire Fighters instead of overtime whenever possible & paying for upgrades with cash, NOT owed time:

EACH SHIFT FULL-TIME PERSONNEL (A, B, & C)

8 Paramedic-Firefighters (4 for Ambulances 4 for Engines)
2 Captains (1 per station)
1 Battalion Chief

TOTAL SHIFT FULL-TIME PERSONEL:

24 Paramedic-Firefighters
6 Captains
3 Battalion Chiefs

ADMINISTRATIVE PERSONNEL:

1 Fire Chief
1 Assistant Chief
1 Executive Secretary

GRAND TOTAL FULL-TIME FIRE DEPARTMENT PERSONNEL:

24 Paramedic-Firefighters



6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 863-9146

OATH OF OFFICE

MAYOR

State of Missouri)
County of St. Louis : ss
City of University City)

I, XXXX XXXX, do solemnly swear that I possess all of the qualifications and am not subject to any of the disqualifications named in the Charter for the office I am about to assume; that I will support the Constitution and the Laws of the United States and of the State of Missouri, and the Charter and Ordinances of University City; and that I will faithfully and conscientiously discharge the duties of the office I am about to assume with impartiality and justice.

Witness my hand this XX day of April, 20XX.

Xxxxx Xxxxx

Subscribed and sworn to before
me this XX day of April, 20XX.

Xxxxx Xxxxx
City Clerk

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1 Assistant Chief
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24 Paramedic-Firefighters

**Fire Department Management
Review**

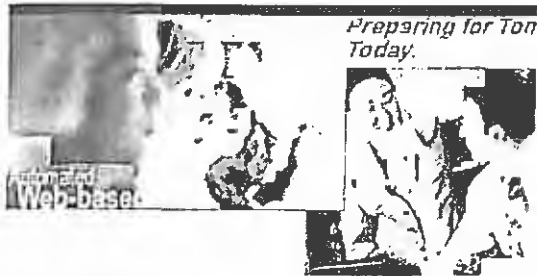


April 8, 2015

By:

**Management Advisory Group
International, Inc.**

*13580 Groupe Drive, Suite 200
Woodbridge, VA 22192
(703) 590-7250*



**MANAGEMENT
ADVISORY
GROUP
INTERNATIONAL,
INC.**

LOCAL GOVERNMENT CONSULTING

April 8, 2015

Mr. Lehman Walker, City Manager
City of University City
6801 Delmar Blvd.
University City, MO 63130
(314) 505-8534

Dear Mr. Walker:

Management Advisory Group International, Inc. (MAG) is pleased to present the enclosed report for a Fire Department Management Review.

We appreciate the excellent assistance and information provided by City staff members, particularly management staff of the Fire and Finance Departments.

On behalf of MAG, I can say that it has been a pleasure to serve the City.

Thank you very much for your consideration.

Sincerely,

Donald C. Long, Ph.D.
President
Management Advisory Group International, Inc.
13580 Groupe Drive, Suite 200
Woodbridge, VA 22192
(703) 590-7250

**Report for a
Fire Department Management Review**

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Implementation Chart:

1.0 Introduction and Project Scope

1.1 Introduction

MAG was expected to complete the following tasks and offer recommendations for improvement in the Fire Department:

- ✓ Review budget, revenues, and expenses to provide recommendation on cost effectiveness.
- ✓ Review current staffing schedule to determine a more cost efficient method of scheduling Fire Department staff.
- ✓ Provide recommendations to minimize employees excessive overtime and sick time.
- ✓ Determine number of employees required to successfully provide fire safety.
- ✓ Review the structure of the Fire Department to determine required levels of supervision and management.

At the beginning of the project, MAG worked with the City to develop an understanding of the background, goals, and expectations for the project. We initially discussed the City's needs, made scheduling arrangements, determined lines of communications, and finalized details for the project.

MAG conducted interviews with, and gathered information from, key personnel. The project team interviewed key stakeholders, including Fire Department officials, Finance management, as well as departmental staff at the stations.

1.2 Project Scope

The project was established as somewhat limited in scope, with a focus on the staffing, structure, and possible methods to ensure efficient spending to provide department services.

This project focus has been narrower than a comprehensive operations, management, and organizational study.

2.0 Approach and Methodology

2.1 Overall Approach

This type of study is best undertaken through a cooperative effort that includes extensive feedback and discussion of issues, cost factors, and desired outcomes. This is generally accomplished through structured personal interactions with key officials and personnel, and interested and informed parties.

Generally, the first portion of the study included a **documentation of the issues and existing operations**. This documentation provided a base of information upon which recommendations for action have been based. MAG met with appropriate individuals in a cooperative data gathering work effort.

The second major portion of the study included creation of a series of recommendations focusing on the **project goals** for the study. Recommendations are balanced between the desired level of services and the cost-effectiveness of delivering those services. MAG is sensitive to the demands of emergency services and the limitations of public funding for critical services.

The third major portion of the scope of work is the preparation of a **plan of action**. *This will include time lines for action, responsibility for ensuring that actions are taken, and any fiscal impact anticipated as a result of each component of the plan.*

Stakeholder Input. A study such as this requires quality information from officials, management, Department personnel, and concerned parties. Accordingly, our approach included in-depth interviews with key individuals in the City management, fire administration and Finance Department to obtain valuable information.

Practical Solutions. Our ultimate goal is to provide you with a series of recommendations that can be used now and in the future that will serve as a "road map" for the future. Thus, our approach has concentrated on developing recommendations that can be implemented.

2.2 Methodology for the Project

PHASE I: INITIATE PROJECT

TASK 1.0: INITIATE PROJECT

Objectives:

- Gain an *understanding* of the project's background, goals, and expectations.
- Identify, in greater detail, *specific objectives* for the review, and assess how well this initial work plan accomplishes those objectives.
- Establish a *mutually agreed-upon* project work plan, time line, deliverables, and monitoring procedures that will lead to the successful accomplishment of all project objectives.
- Collect and review existing operational data, information, agreements, *relevant* policies and procedures, and any prior studies, audits, or reports.

Activities:

1.1 Meet with management, project management, key staff and others to establish working relationships, make logistical arrangements, and determine communication lines.

1.2 Discuss the objectives of the project. Identify policy and issue concerns to be addressed during the review.

1.3 *Obtain pertinent reports and background materials* relevant to the review, such as:

- organization charts and historical staffing data and deployment data;
- descriptions of staffing and deployment in meeting service demands;
- location and description of facilities and equipment;
- demographic and other data related to community growth;
- capital and operational budgets;
- funding data.

1.4 Finalize the:

- data collection approach;
- interview plan and tentative schedule and interview guide.

Deliverable:

- Revised project work plan and time line as needed.

PHASE II: OBTAIN STAKEHOLDER INPUT

TASK 2.0: CONDUCT LEADERSHIP INTERVIEWS

Objectives:

- Identify expected service levels for services.
- Identify views of officials concerning the operations of the department services.

Activities:

- 2.1 Work with the Project Manager to finalize the interviewee list.
- 2.2 Draft a comprehensive interview plan.
- 2.3 Establish a final interview schedule that is convenient to all parties.
- 2.4 Conduct interviews as scheduled.

Deliverable:

- Feedback on interviews regarding expressed views towards existing programs, service levels, and perceived strengths and weaknesses, and related issues.

TASK 3.0: CAPTURE INPUT FROM OPERATIONAL PARTICIPANTS

Objectives:

- Identify concerns and satisfactions at the operating department/staff level.
- Identify strengths and weaknesses that may exist.

Activities:

- 3.1 Develop interview questions on staffing, operations, and services provided.
- 3.2 Conduct interviews with key participants.
- 3.3 Conduct interviews with a representative number of staff at the stations.
- 3.4 Capture critical data in reference to the key RFP issues.
- 3.5 Review feedback obtained from these interviews.

Deliverable:

- Findings to be used as part of the development of the draft and final reports.

PHASE III: PREPARE ANALYSES AND DEVELOP CORE STRATEGIES

TASK 4.0: EVALUATE AND PREPARE INITIAL RECOMMENDATIONS

Objectives:

- Build a series of recommendations focused on study objectives.

Activities:

5.1 Assess input in reference to best practices and desired outcomes.

5.2 Develop and provide recommendations on RFP noted issues.

5.3 Provide a *draft* report on the results of all previous tasks. The report contains:

- a statement of study objectives, scope, and methodology;
- specific report recommendations;
- a plan and time frame for implementation.

Deliverables:

- A draft report.

TASK 6.0: PREPARE A FINAL REPORT AND PLAN

Objective:

- A final plan that identifies action steps to achieve the recommended outcomes.

Activities:

6.1 Discuss draft report findings and recommendations.

6.2 Receive and review technical feedback on the draft report.

6.3 Make technical adjustments to the draft to produce a final report

Deliverable:

- A final report that recommends action steps needed, and any cost impact.

Deliverables:

- Final Report

3.0 Services, Budget, Staffing, and Expenses

3.1 Services

The University City Fire Department provides emergency services, emergency medical care, fire prevention guidance, and safety education. The Fire Department protects the citizens and property of University City against the hazards of fire, natural or man-made disasters, and provides Emergency Medical Services and transportation.

Under the statewide mutual aid agreement, the City operates as a mutual aid partner with all municipalities and/or fire districts in St. Louis County, St. Louis City, Franklin, and St. Charles County areas, as well as statewide if requested.

The Fire Department participates in numerous public relations events during the year including block parties, neighborhood watch programs, children's birthday parties and numerous other events in which the public meets the firefighters. In addition, the Fire Department has taught hundreds of school age children fire safety lessons.

The Fire Department conducts fire prevention activities throughout the year, in addition to the safety and fire prevention talks at each school during *Fire Prevention Week*. The Department has held fire safety and fire extinguisher classes for several businesses and multi-resident buildings in the City. The Fire Department also provides and installs smoke detectors and replacement batteries at no charge to any City resident in need.

The annual budget states that the Fire Department is in the second year of a three (3) year project to pre-plan all commercial, educational, and places of assembly for improving the firehouse database and to meet Insurance Services Office (ISO) criteria. These pre-plans are intended to improve efficiency of future commercial inspections and provide building and occupancy information in times of emergency operations.

Firefighting apparatus are dispatched on EMS alarms only if no EMS unit is available or if the call is determined to be a life threat by the dispatcher taking the call. Also, the Captain or Battalion Chief can also make the determination to send a fire unit if they deem it necessary.

The ladder is dispatched on structure fires if/when it is in service. Ambulances are dispatched on structure fires also.

3.2 Budget

The following represents budget expenditures over the last few years. Personnel Services expenses increased by approximately 6% from 2012 to 2015, while costs for commodities nearly doubled. Contractual Services costs remained steady, while Capital Outlay expenses were highly variable during the period.

**TABLE 3-1
BUDGET
EXPENDITURES**

	FY 2012 Actual	FY 2013 Actual	FY 2014 Original	FY 2014 Amended	FY 2014 Estimated	FY 2015 Budget
Personnel Services	3,568,866	3,570,726	3,846,000	3,846,000	3,842,800	3,791,200
Contractual Services	366,494	380,201	355,530	355,530	355,500	382,100
Commodities	115,413	157,108	180,400	180,400	176,800	219,300
Capital Outlay	6,750	4,931	256,700	256,700	256,700	85,000
Total	4,057,523	4,112,966	4,638,630	4,638,630	4,631,800	4,477,600

The FY 16 budget indicates the following totals:

- Personnel Services: \$3,588,000 (a decrease of 5% from 2015 budget)
- Contractual Services: \$ 460,600 (increase primarily due to fleet expenses)
- Commodities: \$ 226,875 (steady)
- Capital Outlay: \$ 28,000 (lower than 2015)
- Total: \$4,303,475 (a decrease of 3% from 2015 budget)

Of the Personnel Services total, most of the costs are due to salaries for full time positions. This line item (salaries – full time positions) shows a decrease of 7%, from \$3,023,300 in FY 15 to \$2,835,000 in FY 16.

3.3 Staffing Levels

The following table represents the authorized staffing levels for the last few years:

**TABLE 3-2
RECENT AUTHORIZED STAFFING LEVELS FOR THE FIRE DEPARTMENT**

Position Title	FY 2013 Authorized	FY 2014 Authorized	FY 2015 Authorized
Fire Chief	1	1	1
Assistant Fire Chief		1	1
Battalion Chief	3	3	3
Paramedic Fire Captain	9	9	9
Paramedic Firefighter	29	30	30
Firefighter	1	1	1
Executive Secretary	1	1	1
Total	44	46	46

3.4 Vehicles and Apparatus

The following *staffed companies are in daily service:*

- *Engines (pumpers) - 1*
- *Trucks (Ladders) - 1*
- *Ambulances - 2*

The Fire Department currently has 15 vehicles in service. The table below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for each year.

<u>Category</u>	<u>Replacement Order Years</u>
City Fire Truck (2011)	1
City Medical Ambulance (2011)	1
City Battalion Truck (2011)	1
City Battalion Truck (2008)	1
City Fire Rescue Battalion Truck (2011)	1
International Order Ambulance (2011)	1
Medical Ambulance (2011)	1
University Reserve Pumper (1991)	1
Police Reserve Pumper (2011)	1

4.0 Staff Scheduling

4.1 Scheduling of Shift Personnel

All shift employees listed below are on a 48 hour on, 96 hour off rotation. This work schedule is what is utilized in St. Louis County. Any modification to this rotation may affect the training and interaction of the University City Fire Department employees with those of other fire agencies in which automatic mutual currently exists.

- ✓ *Battalion Chiefs*
- ✓ *Captains*
- ✓ *Firefighter-Paramedics*
- ✓ *Firefighter*

A memo dated Feb. 27, 2014 from the Fire Chief to all UCFD employees essentially states that in order to reduce FLSA overtime, Fire Fighters, Paramedic Fire Fighter, and Fire Captains will receive four (4) paid-days off ("O" days) per year in addition to any other, sick, or compensatory time. Those personnel (Fire Fighters, Paramedic Fire Fighter, and Fire Captain) working the shift (A, B, or C) that have five (5) 48 day work cycles in a pay period will be required to take an "O" day some time during that pay period.

The memo goes on to state that "O" days "can be picked or they will be assigned depending on manpower or needs of the department." There are several concerns regarding "O" days:

- ✓ Interviews with staff indicate there may be some confusion on Battalion Chief participation in "O" days, although MAG has been advised during the study that Battalion Chiefs are included.
- ✓ UCFD staff advises that the "O" days are not evenly distributed because of the "manpower or needs of the department" caveat.
- ✓ Personnel get more or fewer paid "O" days as a result of being transferred from one shift to another.
- ✓ The order often leads to additional overtime being paid due to sick leave being used by another FIRE FIGHTER after the "O" day is assigned and the assignee cannot be contacted to retract the "O" day assignment.

RECOMMENDATION 1: *Further internal study should be made on the use of "O" days to determine their effectiveness in reducing FLSA overtime.*

4.2 Shift Schedules

The following is a copy of the schedule used for 2013 for shift personnel. While the 48/96 schedule is not the norm in most parts of the country, it is an established practice in the greater St. Louis area. To break from this practice in the region is not compelling in terms of potential benefit, and is therefore not recommended for change by MAG. This scheduling approach requires excellent lost time (sick, annual, personal) policies and effective lost time management, and a clear departmental/City understanding of FLSA requirements.

RECOMMENDATION 2: *Review the City's personnel policies and leave policies in the union agreement on a regular basis.*

RECOMMENDATION 3: *Ensure that the Finance Department and Fire Department management staff are in complete agreement on FLSA requirements and tracking of overtime due to FLSA.*

**TABLE 4-1
FIRE DEPARTMENT SHIFT SCHEDULE FOR 2013**

2013
48/96 Shift - A Crew /

<u>January</u>							<u>February</u>							<u>March</u>							<u>April</u>							
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	
				4	4	5			3	4		7	8	9			1	5	6							4	5	
				10	11				10			11	11	15	16			11	12								10	11
				16	17							21	22				17	18			23					16	17	
				22	23							27	28				24				29	30					22	23
				28	29																						28	29

<u>May</u>							<u>June</u>							<u>July</u>							<u>August</u>								
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa		
					4								1				2	3	4							1	2	3	
					10	11			2	3	4		7	8				9	10		11	11						8	9
					16	17			9	10			11	15				15	16		17	17						14	15
					22	23			16				21	22				21	22		25	26						20	21
					28	29						27	28				28										26	27	

<u>September</u>							<u>October</u>							<u>November</u>							<u>December</u>									
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa			
						7							1	2							1							6	7	
						13	14			7	8			11	11							6	7						12	13
						19	20			13	14			18	19							12	13						18	19
						25	26			20				25	26							18	19						24	25
													31								24	25						30	31	

5.0 Lost Time Review

5.1 Memorandum of Agreement

The Memorandum of Agreement, dated August 2010, between the City of University City and Local 2665, International Association of Firefighters, in Article V, Section 2, specifies that the work cycle of uniformed Fire personnel below the rank of Battalion Chief shall be 28 days or 216 or 240 hours in a cycle. Hours worked in excess of these totals, when authorized in advance by the Fire Chief, are customarily paid at the rate of time and one-half (1-1/2) of base.

The Agreement further notes that compensatory time may be granted by the Fire Chief with accumulation not to exceed 480 hours. Hours worked, including vacation hours, between 212 and 240 hours, in any one cycle shall be compensated for, in addition to their regular rate, at one-half of that employee's regular hourly rate.

- *It is MAG's belief that Federal regulations relating to Firefighters assigned shift duty require that overtime payments be made for time worked greater than 212 hours in a 28 day payroll period. We therefore do not understand the statement referring to "216 and 240 hours in a cycle" requiring time and one-half compensation, or in the second paragraph, "212 or 240 hours" in any one cycle requiring compensation in addition to their regular rate, one-half of their regular rate.*

The Memorandum of Agreement notes that scheduled FLSA overtime will not be paid only in the event that an employee is absent during that same 28 day cycle due to usage of sick time or leave without pay. In addition, light duty hours worked due to an off duty injury will not qualify for scheduled FLSA overtime. Administrative leave pending investigation is not to apply toward hours worked for the overtime rate of pay at one and one-half of that employee's regular hourly rate. Paid sick leave and comp time is not to affect fire department employees' emergency and/or unscheduled overtime rate of pay at one and one-half of that employee's regular hourly rate.

- *MAG has concerns regarding the above paragraph where it indicates that "light duty" hours will NOT qualify for scheduled FLSA overtime. It is our understanding that any hours actually worked must be included in FLSA accounting of hours worked within a pay period. We also are concerned that a Firefighter assigned to working a 40 hour week while on "light duty" may not be eligible for the Firefighter exception and may be due overtime payments after 160 hours in the 28 day pay period.*

The hourly rate for full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains who according to Section 2, have a work cycle of 28 days, are to have their hourly rate computed multiplying the monthly rate plus incentive pay by 12, dividing that product by 2,912.

RECOMMENDATION 4: *MAG suggests that FLSA requirements for light duty hours be reviewed with an attorney experienced in FLSA hour calculation as related to the special firefighter exception.*

5.2 Overtime Costs

The City's annual budget indicates that overtime costs for the Fire Department have exceeded \$100,000 for the last several years. In FY 2012, \$130,873 was spent on overtime. In FY 2013, \$128,610 was spent on overtime. An amount of \$120,000 was budgeted and estimated for 2014, although the actual amount was \$225,165, due to suspensions within the Department. The FY 2015 budget anticipates less to be spent on overtime, at \$94,000.

The following table from the FY 2015 budget indicates overtime costs, as part of Personnel Services.

**TABLE 5-1
RECENT OVERTIME COSTS IN THE FIRE DEPARTMENT**

	FY 2012 Actual	FY 2013 Actual	FY 2013 Original	FY 2014 Amended	FY 2014 Estimated	FY 2015 Budget	% over FY 2014
Personnel Services							
500 Salaries - Base Pay	1,871,184	1,867,900	1,867,900	1,867,900	1,867,900	1,867,900	0%
550 Overtime	130,873	128,610	120,000	225,165	120,000	94,000	42%
600 Workers Compensation	27,885	31,240	31,240	31,240	31,240	31,240	0%
620 Medical Services	122,505	111,805	111,805	111,805	111,805	111,805	0%
900 Social Security Contributions	30,000	30,000	30,000	30,000	30,000	30,000	0%
850 Health Insurance	28,000	28,500	28,500	28,500	28,500	28,500	0%
870 Dental Insurance	15,000	15,000	15,000	15,000	15,000	15,000	0%
920 Medicare	5,000	5,200	5,200	5,200	5,200	5,200	0%
Sub-Total Personnel Services	1,665,866	1,576,720	1,646,000	1,646,000	1,642,800	1,791,200	1%
Total	4,057,533	4,112,966	4,618,630	4,638,600	4,631,800	4,277,600	-1%

5.3 FLSA Overtime Pay

There appears to be some misunderstanding between the University City Fire Department (UCFD) Administration and the University City Finance Office regarding FLSA overtime.

- ✓ In the UCFD view, the uniformed personnel working more than 212 hours in a pay period (28 days) are awarded an additional sum equal to 50% of their salary for those hours over 212.
- ✓ The Finance Office views those hours over 212 in a pay period as overtime compensation at a 1.5 of their regular rate of pay.
- ✓ This difference in perspective apparently effects which budget fund the FLSA compensation is posted to, "Regular Salary" or "FLSA Overtime".
- ✓ If posted to "FLSA Overtime" the City does not contribute toward the UCFD's pension plan. If posted to the "Regular Salary" fund, the City does contribute to the pension fund.

RECOMMENDATION 5: *The City should obtain legal guidance on FLSA overtime issues, including advice on whether the basis for pension pay-outs is base pay or gross pay (including any overtime or bonuses earned).*

5.4 Policy on Acting in Higher Level Positions

Captains and Fire Fighters receive compensatory time when acting in upgraded positions (Firefighters as Captains, Captains as Battalion Chiefs, for 12 hours or more.

RECOMMENDATION 6: *Policy should change to providing immediate "bonus" for temporary "upgrades" to higher paid positions. This will avoid future overtime costs. The "acting" bonus should equate to less than the full cost of providing overtime compensation for personnel filling in for the party using "upgrade" compensatory time.*

RECOMMENDATION 7: *The City should track "sick leave" on the basis of cost as well as hours. The shift schedule of the Fire Department may make comparing hour for hour inappropriate. Using the various pay schedules in addition to "hours" might provide a clearer picture.*

5.5 Sick Leave

Article VI of the Memorandum of Agreement states that effective July 1, 1993, sick leave with pay shall be granted to all regular, full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains at the rate of twelve (12) hours for each full calendar month of service. Sick leave will be granted in the case of actual sickness or disability of the Firefighter or Paramedic Firefighter.

While the Memorandum of Agreement states that unused sick leave may be accumulated to total not more than forty-two (42) working days or 1008 hours, Administrative Regulation No. 8, dated 2011, indicates that the full-time regular fire personnel working the average fifty-six (56)-hour workweek shall be allowed a total maximum accumulation of not more than fifty (50) working days.

The Department has indicated that sick leave is available to employees who are sick or must remain at home in order to care for an ill child. The employee must contact Fire Station #1 by 06:30 of the day being taken as "sick" and speak to an officer and provide information such as reason, location where the employee may be contacted during this time frame, and when the employee expects to return to duty. A doctor's letter must be presented to the Fire Chief for sick days off over two (2) days.

A summary of sick hours, by department, was provided to the study team. It indicates that the highest user of sick leave is the Fire Department, with 5,687 hours, or 37.44% of the City's total usage. The Fire Department, in 2014, used twice as much sick leave as did the Police Department employees, who used 2,806 hours.

During 2013, the Fire Department employees used 4,486 hours, or 29.98% of the total City hours used for sick leave. The table on the following page summarizes the use of sick hours in 2014.

**TABLE 5-2
2014 SICK HOURS USED IN THE CITY DEPARTMENTS**

	Hours	Amount	% of Total
Legislative	4	113	0.03%
Administration	40	2,550	0.26%
Human Resources	22	580	0.14%
Finance	300	6,383	1.97%
Municipal Court	255	5,079	1.68%
Police	2,806	77,806	18.47%
Fire	5,687	131,388	37.44%
Admin & Engineer	186	4,729	1.22%
Street	901	18,200	5.93%
Facility Maintenance	178	3,292	1.17%
Community Development	958	22,042	6.30%
Recreation	1,554	34,867	10.23%
Fleet	524	13,391	3.45%
Solid Waste	720	15,886	4.74%
Library	1,056	21,407	6.95%
	15,190	357,711	100.00%

It appears that UCFD personnel may be using sick leave for unauthorized/unintended (from the City's point of view) purposes.

RECOMMENDATION 8: *The City should investigate implementing a "personal time" paid leave in place of the various paid leaves now in use, and, implementing a system of pay for unused "personal time" (or currently sick leave).*

5.6 Vacation Leave

Administrative Regulation No. 9, dated October 1, 2014, establishes that Fire Department personnel who have not yet completed five (5) years of service and who work an average fifty-six (56) hour work week, shall compute vacation leave at seven-twelfths (7/12ths) of a 24-hour day a month or fourteen (14) hours of annual leave credit with no more than seven (7) working days per calendar year. Those employees of the Fire Department having completed five (5) years of service are to receive fifteen (15) hours of annual leave credit. Fire Department employees having completed ten (10) years of service are to receive eighteen (18) hours of annual leave credit; and those having completed twenty (20) years of service are to receive twenty-four (24) hours of annual leave credit for each full, complete month of service.

- (a) The time at which an employee is to take his/her vacation is to be determined by the supervising official with due regard for the wishes of the employee and particular regard for the needs of the service.
- (b) Vacation time is not permitted to accrue to an amount beyond that granted annually except under such unusual workload circumstances that it has been impossible for the employee to take his/her vacation and then only with the written request to the Human Resource Manager for the City Manager's approval. In no event shall vacation leave be permitted to accrue beyond that accumulated in a two-year period. Any vacation balances in excess of the allowed maximums shall be stricken from the record.

The Department has indicated to MAG that Fire crews are given the opportunity to choose vacation days according to seniority in October/November of the prior year. These vacation choices are made after all "O" days have been accounted for. These vacation choices may be one day or two consecutive days. Also allowed are the last day of one set of days and the first day of a second set of days. Employees may also "Pass" their selection opportunity. Any further vacation requests must be submitted to the Fire Chief's Office or the employee's Battalion Chief for approval.

The Department has further indicated that, assuming a crew is at full staff (14), two individuals are allowed to be scheduled off at one time, a third is allowed off, but must report to the station first. Two (2) may be prescheduled, and another one (1) once staffing is determined to not drop below the minimum of eleven (11).

Vacation days are accrued throughout the year and the amount earned is based on length of employment. Vacation is not to be taken unless it has already been accrued.

A full year of vacation time is allowed to be carried over into the following year, but must be utilized by the end of that year. A maximum of two years may be carried over with the permission of the City Manager per University City Administrative Regulations.

5.7 Shift Trade Policy

The Department indicated that a maximum of nine (9) shift trades are allowed per employee per year, with the exception of the Union Shop Steward or other Union Officers, who are allowed unlimited trades. Any trade must be taken in 12 hour increments (i.e. 12 of 24 hours).

In order to replace a Battalion Chief who is absent, a Captain is designated as the Acting Battalion Chief and receives four (4) hours of Compensatory Time for anything over 12 hours.

6.0 Staffing Levels

Article XIII of the Memorandum of Agreement, states that the City will strive to maintain a staffing of at least 15 personnel per crew. However in the event of a reduction in force, employees will be laid off by seniority regardless of job classification. Seniority is defined as length of continuous service from latest date of employment. No new employee is to be hired until the laid off employee has been given an opportunity to return to work.

Article XIV of the Memorandum of Agreement specifies **Management Rights**. The Union recognizes that any and all rights concerned with the management of the Fire Department and the direction of the working forces are exclusively that of the City except where expressly and specifically modified, limited and restricted by the provisions of the Memorandum. Such functions include, but are not limited to:

- the right to select and hire, to assign work to employees;
- promote to a better position;
- suspend, to demote, to discipline, to discharge for cause, to establish and maintain rules governing the employee's conduct and work;
- establish personal appearance standards;
- **determine the number of employees required in any function or on any job;**
- relieve employees from duty because of lack of work, or for other legitimate reasons, the right to set work schedule or to change schedules already set, the right to study, determine and regulate the methods, quantity, quality and type of work;
- **the right to control overtime and the necessity of employees working overtime;**
- the right to determine the number, location, and types of its facilities and operations;
- the right to determine the extent to which any operation or part or all of its operation or move the same, the right to change methods or procedures or to use any equipment; and,
- the right to change or introduce new or improved equipment, procedures, or facilities, and the right to determine the methods and means of operation.

The Department has indicated that the minimum staffing for companies is as follows:

- *Engines (pumpers) - 3*
- *Trucks (Ladders) - 3*
- *Ambulances -2*

There are currently three (3) Captain positions authorized on each shift resulting in Captains often functioning as Firefighters but being compensated as Captains. This staffing level for Captains appears to be a holdover from three stations within the City. Operationally, there is no compelling need for three (3) Captains on each shift within the rank structure.

RECOMMENDATION 9: Limit the number of budgeted Captain positions to two (2) per shift or six (6) total, compared to the current nine (9) authorized Fire Captain positions.

RECOMMENDATION 10: Limit the number of budgeted Firefighter/Paramedic or Firefighter positions to 24, from the current 31 budgeted positions in this class, and use part-time Paramedic/Firefighters to achieve minimum staffing levels.

RECOMMENDATION 11: Limit the number of overall staffing level of regular, full-time positions to 36, compared to the current 46 authorized positions.

MAG recommends the following staffing (after a one year trial with current staffing but using Part Time Fire Fighters instead of overtime whenever possible & paying for upgrades with cash, NOT owed time:

EACH SHIFT FULL-TIME PERSONNEL (A, B, & C)

8 Paramedic-Firefighters (4 for Ambulances 4 for Engines)
2 Captains (1 per station)
1 Battalion Chief

TOTAL SHIFT FULL-TIME PERSONEL:

24 Paramedic-Firefighters
6 Captains
3 Battalion Chiefs

ADMINISTRATIVE PERSONNEL:

1 Fire Chief
1 Assistant Chief
1 Executive Secretary

GRAND TOTAL FULL-TIME FIRE DEPARTMENT PERSONNEL:

24 Paramedic-Firefighters

- 6 Captains
- 3 Battalion Chiefs
- 1 Assistant Chief
- 1 Fire Chief
- 1 Executive Secretary

36 Total

This level of regular, full-time staffing compares to the current 46 authorized positions.

The following assumptions are included as part of determining cost savings:

- Captain empty slots are filled with upgraded Firefighters.
- Part-time Firefighters are used to cover for upgraded Firefighters.
- As many as two (2) part-time-Firefighters may be used at one time.
- Unusual situations (e.g., multiple paid leaves on any one day, late notice of needed leave, etc.) will alter results.

Establishing a true minimum number of regular, full-time positions to provide shift services is a highly cost efficient approach to staffing within the Fire Department. This strategy relies on the use of part-time Firefighter/Paramedics or Firefighters who have achieved the appropriate level of certifications to serve in these capacities.

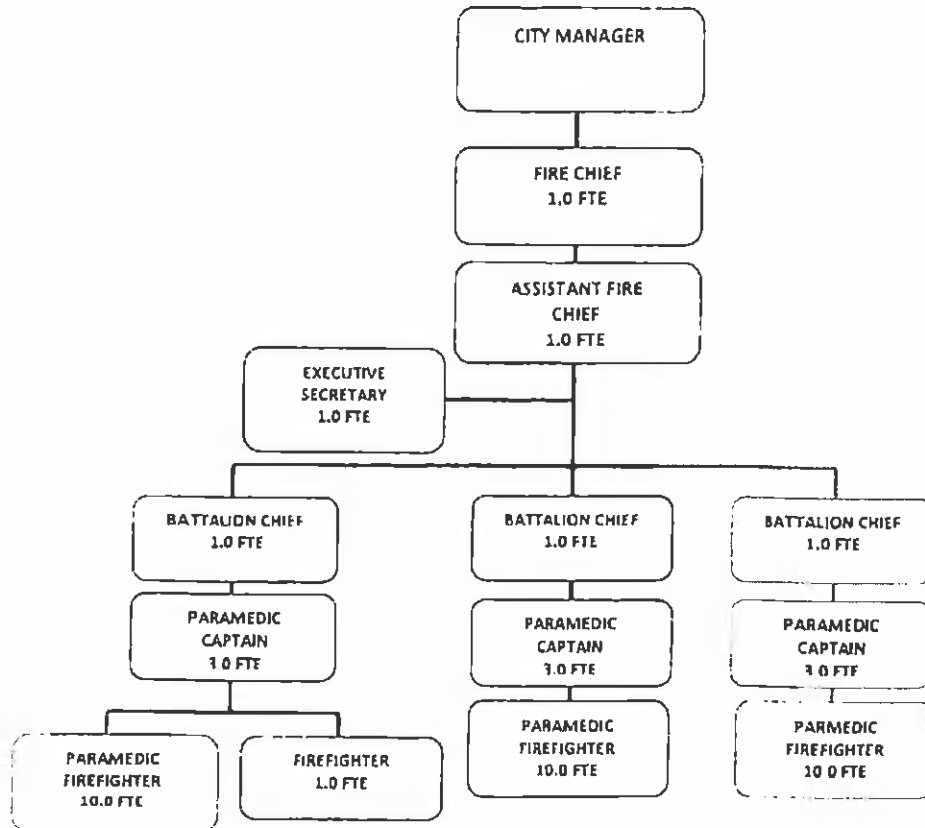
The market cost for part-time certified positions appears to be approximately \$17 per hour at this time. This compares to the actual average for current Paramedic/Firefighter positions within the Fire Department of \$21.31 per hour. The City would realize cost savings on base salary of \$4 for every hour worked. Assuming approximately 20,384 hours per year for the difference of the current 31 Paramedic/Firefighter positions versus the recommended 24 Paramedic/Firefighter positions, the cost savings in base pay alone would equate to approximately \$81,536.

In addition, Finance Department documents indicate an average of 40% costs in benefits. The use of part-time Paramedic/Firefighter certified personnel would preclude the cost of those benefits, resulting in an additional current annualized savings of \$32,614.

The total annualized savings for reducing the total number of regular, full-time Paramedic/Firefighter positions and using part-time certified personnel is therefore \$114,150.

7.0 Organizational Structure

The current structure, below, indicates a total of 46 full time positions. MAG endorses the current organizational structure itself as appropriate for the organization and the services provided. The number of full-time positions required to maintain service levels is limited to 36 overall, supplemented by part-time certified personnel.



The number of positions assigned within the Department is, however, recommended for change in the following levels:

- Current Captain positions: 9 Recommended Captain positions: 6
- Current Paramedic FF's/FF: 31 Recommended Paramedic FF's/FF: 24

During the project, the rank structure was reviewed for appropriateness. The position of Assistant Fire Chief was considered, as well as the Captain, Paramedic/Firefighter and

Firefighter positions.

The duties of the Assistant Fire Chief position includes:

- Fire Marshal (Coordination)
- Training Coordinator
- National Fire Incident Reporting System Oversight
- Fire Investigator

The Assistant Fire Chief position is a full-time job and should not be deleted or used to fill for Battalion Chief leaves on a regular basis. The Assistant Fire Chief could fill in during regular working hours on an irregular basis when he/the Chief believes he can postpone (not ignore) his regular duties.

RECOMMENDATION 12: *Maintain the position of Assistant Fire Chief.*

8.0 Additional Operational and Policy Recommendations

8.1 Quints

The utilization of Quint apparatus would significantly enhance the level of service delivered to the City with no increase in staffing.

RECOMMENDATION 13: *Consider the purchase of smaller, less expensive, more maneuverable, (than current Truck) quint apparatus for each station as soon as fiscally feasible.*

8.2 Dispatch

All UCFD personnel interviewed agreed that current dispatching practices are inhibiting the UCFD's efforts to deliver effective, efficient, fire protection and emergency medical services.

RECOMMENDATION 14: *Effort and funding should be provided to establish emergency medical dispatch services through Dispatcher training and installation of EMS dispatch software.*

RECOMMENDATION 15: *Appoint a joint committee to improve dispatch services for the UCFD.*

8.3 Shift Trading

Captains and Fire Fighters are currently allowed to trade shifts with each other. Further, Captains are on the same call-back list for overtime as Fire Fighters. This can result in situations where Captains are working as Fire Fighters but receiving Captains compensation and in other cases a company running without a regular Captain.

RECOMMENDATION 16: *A policy should be implemented requiring rank for rank trades and overtime hiring.*

8.4 Vacation Policy

RECOMMENDATION 17: *Vacation selections for Captains and Fire Fighters should be separated so that only a single Captain per shift is allowed on vacation at the same time. This will provide a larger pool of Captains to fill for vacationing Captains.*

8.5 Saint Louis County Fire Standards Commission

It appears that the Saint Louis County Fire Standards Commission may be unreasonably requiring SLCFSC Academy attendance when an experienced Firefighter is hired by UCFD.

RECOMMENDATION 18: *The UC City Attorney should determine the authority of the SLCFSC to require such training.*

8.6 Paramedic Hiring

Currently the UCFD hires only certified Paramedics as Fire Fighters resulting in as many as two Paramedics being on duty for both ambulances and fire fighting companies at the same time. This is in excess of the National practice which typically requires a single paramedic on the scene to practice paramedic procedures. This may result in some senior Paramedic Captains and Fire Fighters having far fewer opportunities to practice their skills that would be desirable. This can be mediated by a Department policy requiring every Paramedic-Firefighter to serve on the ambulance not less than 24 hours in a pay period to qualify for the Paramedic bonus. This should be certified by the Battalion Chiefs.

Although there is a cost associated with hiring only Firefighters with Paramedic licensing/certification, with a small department such as the University City Fire Department, it seems operationally reasonable to continue the practice. To do otherwise would greatly complicate certain operational issues, e.g., shift trading; overtime hiring, trading personnel assignments between Engine/Truck and Ambulance for short periods when a station experiences unusually heavy EMS demand. This flexibility seems particularly desirable when an agency uses the 48 hour shift pattern.

RECOMMENDATION 19: *Establish Paramedic bonus as eight (8) Paramedic-Firefighters, two (2) Captains and one (1) Battalion Chief per shift*

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec. #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
1	Further internal study should be made on the use of "O" days to determine their effectiveness in reducing FLSA overtime	Fire Chief, Finance Director, City Manager	Dec. 2015	Scheduling efficiency and potential reduction of overtime costs	TBD
2	Review the City's personnel policies and leave policies in the union agreement on a regular basis	Fire Chief, City Attorney, City Manager	Ongoing	Internal consistency of City and union agreement policies	Undetermined
3	Ensure that the Finance Department and Fire Department management staff are in complete agreement on FLSA requirements and tracking of overtime due to FLSA.	Fire Chief, Finance Director, City Manager	Ongoing	Insure proper allocation of overtime costs	Control of overtime costs

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec. #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
4	Review FLSA requirements for light duty hours with an attorney experienced in FLSA hour calculation as related to the special firefighter exception	Fire Chief, City Attorney, City Manager	Ongoing	Reduce possibility of negative legal action and possible reduction of overtime costs.	Possible cost avoidance for legal costs/fees
5	Obtain legal guidance on FLSA overtime issues, including advice on whether the basis for pension payouts is base pay or gross pay (including any overtime or bonuses earned).	Fire Chief, City Attorney, City Manager	Dec 2015	Reduce possibility of negative legal action	Detour possible legal costs.
6	Change policy to providing immediate "bonus" for temporary "upgrades" to higher paid positions. The "acting" bonus should equate to less than the full cost of providing overtime compensation for personnel filling in for the party using "upgrade" compensatory time	Fire Chief, City Attorney, City Manager	July 2015	Avoid future overtime costs	TBD

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
7	Track "sick leave" on the basis of cost as well as hours. The shift schedule of the Fire Department may make comparing hour for hour inappropriate	Finance Director	July 2015	Improved accuracy in comparison of sick leave costs.	None.
8	Investigate implementing a "personal time" paid leave in place of the various paid leaves now in use, and, implementing a system of pay for unused "personal time" (or currently sick leave)	Finance Director, City Manager	Dec 2015	Potential reduction of lost time and personnel costs	TBD
9	Limit the number of budgeted Captain positions to two (2) per shift or six (6) total, compared to the current nine (9) authorized Fire Captain positions	City Council, City Manager	FY 2016 budget	Reduction of three (3) Fire Captain positions Appropriate rank structure	\$228,717 annualized base salary plus average 40% benefits of \$91,486, for an annualized total of \$320,203 in annual savings or cost avoidance. This savings is minimized by the cost to cover lost time for Captain slots of \$50,359 Net annual savings: \$269,844

**UNIVERSITY CITY, MO
FIRE DEPARTMENT REVIEW**

Rec. #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
10	Limit the number of budgeted Firefighter/Paramedic or Firefighter positions to 24, from the current 31 budgeted positions in this class, and use part-time Paramedic/Firefighters to achieve minimum staffing levels	City Council, City Manager	FY 2016 budget	Reduction of seven (7) regular, full-time positions. Staffing strategy utilizes a combination of full-time and part-time certified personnel. Retains level of services in the community.	Annualized total of \$114,150 in annual savings or cost avoidance
11	Limit the number of overall staffing level of regular, full-time positions to 36, compared to the current 46 authorized positions	City Council, City Manager	FY 2016 budget	Reduction of seven (7) regular, full-time positions. Staffing strategy utilizes a combination of full-time and part-time certified personnel. Retains level of services in the community	Savings captured in recommendations 9 and 10
12	Maintain the position of Assistant Fire Chief	City Council, City Manager	Ongoing	Continues current attention to critical tasks.	None.

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
13	Consider the purchase of smaller, less expensive, more maneuverable, (than current Truck) quint apparatus for each station	Fire Chief, City Council, City Manager	When fiscally feasible.	Provide UCFD with more appropriate apparatus resulting in more effective fire and life safety and reduction in maintenance costs for existing inefficient, high maintenance apparatus	Significant investment in new apparatus, reduced maintenance costs.
14	Provide effort and funding to establish emergency medical dispatch services through Dispatcher training and installation of EMS dispatch software	Fire Chief, Police Chief, City Council, City Manager	FY 2016	Significant improvement in the level of emergency medical services provided UC citizens	Minimal costs.
15	Appoint a joint committee to improve dispatch services for the UCFD	City Manager	FY 2016	Significant improvement in the level of emergency medical and fire protection services provided UC citizens	Possible minimal overtime costs for selected personnel.

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec. #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
16	Implement a policy requiring rank for rank trades and overtime hiring.	Fire Chief, City Manager	FY 2016	More efficient and effective fire and life safety services.	Possible reduction in overtime costs
17	Vacation selections for Captains and Firefighters should be separated so that only a single Captain per shift is allowed on vacation at the same time.	Fire Chief, City Manager	FY 2016	More efficient and effective fire and life safety services.	Possible reduction in overtime costs
18	The UC City Attorney should determine the authority of the Saint Louis County Fire Standards Commission to require such training	City Attorney, City Manager	FY 2015	Reduce recruitment and hiring costs for new Paramedic-Firefighters	TBD

UNIVERSITY CITY, MO FIRE DEPARTMENT REVIEW					
Rec #	Action Step	Responsibility	Estimated Completion	Impact	Projected Savings or (Costs)
19	Establish Paramedic bonus as eight (8) Paramedic Firefighters , two (2) Captains and one (1) Battalion Chief per shift	Fire Chief, City Manager	FY 2016	Reduce personnel costs	TBD

COLLECTIVE BARGAINING
AGREEMENT

BETWEEN:

**THE CITY OF UNIVERSITY CITY,
MISSOURI 63130**

AND

**THE UNIVERSITY CITY FIRE
DEPARTMENT SHOP,
I.A.F.F. LOCAL 2665**

EFFECTIVE DATE:

MARCH 1ST, 2015

To

MARCH 1ST, 2018

City: _____ Date: _____ Union: _____ Date: _____

1

April 13, 2015

K-8-2

July 13, 2105

E-1-54

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City: _____ Date: _____ Union: _____ Date: _____

2

April 13, 2015

K-8-3

July 13, 2105

E-1-55

PREAMBLE

This Collective Bargaining Agreement, hereinafter referred to as CBA with the City of University City, hereinafter referred to as the Employer, and Local 2665, International Association of Firefighters, hereafter known as the Union, is as follows:

It is the purpose of this CBA to achieve and maintain harmonious relations between the Employer and Employees and their Union; to reflect our discussion of equitable and peaceful adjustment of differences that may arise, wages, hours, and other conditions of employment for the members of the Union employed by the Employer.

The parties agree the CBA is binding on the City and Union.

The fire department provides our residents the highest quality paramedic and fire services. The City will therefore continue to provide highly competitive compensation and benefits commensurate with our financial and budgetary resources.

This CBA embodies the full extent of the agreement and the discussions between the City of University City (Employer), and Local Union 2665, IAFF (Union).

City: _____ Date: _____ Union: _____ Date: _____ 3

April 13, 2015

K-8-4

July 13, 2105

E-1-56

ARTICLE 1—LABOR AND MANAGEMENT RELATIONS

Section 1.01

Recognition

CLASSIFICATION OF BARGAINING REPRESENTATIVE

Pursuant to and in accordance with the provisions of Section 105.500 to and including Section 105.530 of Missouri Revised Statutes, 1978, as amended, and, limited to those requirements contained therein, the City hereby recognizes Professional Fire Fighters of Eastern Missouri, Local 2665, IAFF, AFL-CIO, CLC as the exclusive bargaining representative in the unit found appropriate for the purposes of collective bargaining as follows:

Bargaining Unit: For an appropriate unit consisting of full-time employees of the City's Fire Department holding the rank of Firefighter, Paramedic Firefighter or Paramedic Firefighter Captain, as provided by the State Board of Mediation on June 4, 1981.

SECTION 1.02

Discrimination and Diversity

The City agrees that there shall be no discrimination, by the City, UCFD Management team or their delegates, against any employee for his or her activity on behalf of, or membership in the Union.

The City and the Union agree that there will be no discrimination against any employee because of race, color, age, religion, disability, handicap, gender, or sexual orientation as outlined in state and federal law.

The City and the Union agree that an objective of the UCFD should be to promote diversity in the fire service.

SECTION 1.03

Union Business

Any Firefighter, Paramedic Firefighter, or Paramedic Fire Captain from the U.C.F.D. who is elected or appointed to the IAFF or Local 2665 Executive Office (President, Vice President, Secretary, Treasurer, Sergeant at Arms or other offices) or who is elected as Shop Steward of the UCFD Shop of Local 2665, may be granted time off, at no cost to the City, to perform Local 2665 Union business, provided the Firefighter, Paramedic Firefighter, Paramedic Fire Captain, has the written permission of the Fire Chief or Battalion Chief, and no equipment is taken out of service. Union Time off may be granted as unpaid leave at the Union Officer's discretion, or the Officer may opt to utilize earned leave for Union Business Time Off, said time off will only be granted in accordance with SOP VAC-1 (2/25/2015).

Any officer of the Union shall also be allowed to trade time with other members of the department if needed to conduct Union business. These trades will not be counted toward the yearly maximum trades allowed as defined by SOP AB-5 (2/25/2015).

All equipment shall be allowed to move to the same Engine House to conduct Union Shop Meetings six Weekend mornings per year and at such other times when agreed to by the Fire Chief and the Union. Such permission shall not be withheld arbitrarily.

City: _____ Date: _____ Union: _____ Date: _____

4

April 13, 2015

K-8-5

July 13, 2105

E-1-57

SECTION 1.04
PAYROLL DEDUCTION OF UNION DUES

Upon authorization by the employee, the City will withhold from any Union members paycheck, an amount set by Local 2665; for (1) IAFF dues and (2) Shop or "Commissary Dues". A monthly check in the amount of such withholding shall be issued by the City payable to the Union and/or a designated representative of the Bargaining Unit and transmitted to the representative of the Union and the Shop. The City shall not be held liable, nor contribute to said dues; and should an employee no longer want such a deduction taken from his/her paycheck, the City will no longer make any payroll deductions for that employee for Union dues.

SECTION 1.05
BULLETIN BOARDS

The City shall furnish a bulletin board and provide space for it in designated locations in each firehouse for the exclusive use of the Union. The Union shall limit the posting of notices, bulletins, posters, information and/or other printed matter to said bulletin boards. The City has the right to remove any material that contravenes A.R. 4, Work Rule Group II, #10.

SECTION 1.06
DEPARTMENT ADVISORY COMMITTEE

There shall be a Department Advisory Committee consisting of three Union representatives, selected by its members, and three Administration representatives. The Committee will meet upon mutually agreeable dates and at least semi-annually unless mutually agreed to by both parties that fewer or more meetings are preferable with a recognized goal of meeting at least semi-annually. Additional meetings shall take place at the request of either party and require the agreement of the majority of committee members to schedule additional meetings. Such meetings shall be limited to:

1. Discussion of the general administration of this Agreement;
2. A sharing of general information of interest to either party;
3. Items concerning health and safety issues and departmental morale;
4. Proposed changes to SOPs, OBs, etc. that are specifically referenced in this Agreement and referenced in Exhibit B. Any changes during the terms of this Agreement must be mutually agreed to by the Union and the City and will be memorialized in compliance with Section 1.10 of this Agreement.

These meetings shall not be utilized to modify this agreement, other than that outlined in section 4. of the above, or to resolve grievances.

Section 1.07
UNION REPRESENTATION

Employees will have Union representation at any investigative meeting when such meeting may be reasonably likely to lead to disciplinary action against such employee and may be selected internally, or may be assigned and or consist of an Officer of a Local 2665 Executive Board. The employee may elect to have the Union representative participate at anytime during the proceedings. When representation is invoked the employee will be given no longer than 3 calendar days to arrange for the presence of a Union Representative, it is further agreed that the Employee and City understand that this does not negate the employee's responsibility to participate in the investigative process during the disciplinary proceedings

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Section 1.08
DISPLAY OF UNION INSIGNIA

All I.A.F.F. insignia will be displayed in good taste and shall not distract from the appearance that is expected of professional fire fighters. It is understood that only active members of the I.A.F.F. will be authorized to place any logos on their uniform, and there will be no expectation that non-members, such as chief officers, place this insignia on their uniforms or vehicles.

Section 1.09
MANAGEMENT RIGHTS

The Union recognizes that any and all rights concerned with the management of the Fire Department and the direction of the working forces are exclusively that of the City except where expressly and specifically modified, limited and restricted by the provisions of this CBA. Such functions include, but are not limited to, the right to select and hire, to assign work to employees, to promote to a better position, to suspend, to demote, to discipline, to discharge for showing of just cause and due process as defined in Rule XIII of the Civil Service Rules, to establish and maintain rules governing employee's conduct and work, to establish personal appearance standards, to determine the number of employees required in any function or on any job, to relieve employees from duty because of lack of work, or for other legitimate reasons, the right to set work schedules or to change schedules already set, the right to control overtime and the necessity of employees working overtime, the right to determine the number, location, and types of its facilities and operations, the right to determine the extent to which any operation or part or all of its operation or move the same, the right to change methods or procedures or to use any equipment, the right to change or introduce new or improved equipment, procedures, or facilities and the right to determine the methods and means of operation.

Section 1.10
Appendices and Amendment

All appendices and amendments to this Memorandum, if any, shall be numbered or lettered, dated and signed by the responsible parties and shall be subject to all provisions of this Memorandum.

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ARTICLE 2—WORKING CONDITIONS

SECTION 2.01
PREVAILING RIGHTS

No right privilege, working condition, rule or regulation shall be changed for arbitrary or retaliatory reasons. It is further agreed that all Department Operational Bulletins, Policies, Procedures, Rules and Regulations referenced in the agreement shall be identified by date and remain in full force and effect as written and enforced throughout the duration of the Agreement, unless such a change is required by law.

While it is impossible to define and codify every possible right currently afforded to employees, a partial list that shall serve as a framework and definition of those issues covered by this section can be found in Exhibit A of this document. An additional list of all referenced Department rules; regulations, policies, procedures, guidelines and bulletins referenced in the Agreement shall be listed by Title and Date and can be found in Exhibit B.

SECTION 2.02
HOURS OF DUTY

The hours of duty for each employee shall begin at 07:00 a.m. and continue until 07:00 a.m. of the following day (24 hours). Each shift shall be on duty forty-eight (48) hours, constituting two (2) separate days. All employees shall report to work at 07:00 a.m. in uniform and ready to respond to emergency calls at all times for the remainder of their shift. Employees work a three-(3) crew forty-eight (48) hour shift schedule. The shift rotation is as follows: A/A, B/B, C/C.

The City agrees to allow ninety (90) minutes during the shift for the employees to participate in physical fitness activities, as well as the hours of 11:00 a.m. –12:30 p.m. to be considered mealtime in which employees may prepare and consume meals. In the event this meal time is interrupted due to emergency responses, the interrupted time will be made up upon arrival back to the fire station, after any necessary preparations for the next call have been completed (i.e. filling of air bottles, equipment maintenance/repairs, restocking of supplies, etc.).

Non-emergency operations such as, but not limited to, inspections, apparatus and equipment maintenance, fire and EMS training, fire hose and fire hydrant testing, and facilities cleaning and maintenance shall be completed as needed to ensure those duties required of the employees to provide the services to the community are completed.

The City reserves the right to schedule fire department employee training and community relations on an as-needed basis in order to meet the necessities of the department and the citizens in which the department serves.

As outlined in budget FY2015, any firefighter paramedic hired to fill the 40th or 41st firefighter/medic position may be assigned to a float shift as outlined in SOP PER-5 Float Position (02/25/15). The least senior member of the department will fill this position/scheduled.

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SECTION 2.03
REDUCTION IN FORCE

The City will maintain a staffing of at least 11 personnel per crew on duty each day. However in the event of a reduction in force, front-line employees assigned to a shift will be laid off by seniority regardless of job classification. Specifically exempted from this provision shall be 40-hour administrative employees, specifically the Fire Chief and Assistant Chief. Seniority is defined as length of continuous service from latest date of employment. No new employee shall be hired until the laid off employee has been given an opportunity to return to work.

An employee's seniority shall terminate when that employee:

1. Is terminated for cause, quits, or resigns;
2. Fails to report for work at termination of authorized leave of absence without just cause
3. Has been laid off and upon recall fails to return to work within 14 days after written notice of recall has been received by said employee;
4. Is laid off for 24 continuous months;
5. Is absent from work on unpaid leave of absence for reason of illness or injury in accordance with Pension Ordinance provisions and Pension Board actions and decisions.

Nothing in this section of the Agreement shall restrict the Fire Department from terminating the seniority of an employee when the employee has been dismissed for just cause. An employee re-employed after termination of seniority, caused by the foregoing reasons, shall be considered a new employee.

SECTION 2.04
SENIORITY ASSIGNMENT, PERSONNEL TRANSFERS, & AMBULANCE STAFFING

Section 1 – Seniority Assignment:

The City agrees that seniority will be a primary determining factor when considering shift, engine house and apparatus assignments for Paramedic Firefighters and Paramedic Captains. Seniority shall also be the primary determining factor when assigning an employee that is working overtime. The city also agrees that no loss in pay shall occur due to any personnel transfers.

Section 2—Personnel Transfers

Employees may request crew assignments between September 1st and October 15th as defined in SOP VAC-1 (02/25/2015), Seniority by position in the department, date of hire/promotion will be evened over the crews and used in determining crew assignment requests. In the event said request is not granted by the City, the employee is entitled to an explanation as to the reasons for the denial.

The city shall have the right to change permanent shift assignments to meet the operational needs of the Fire Department. In the event that such changes are necessary, all reasonable efforts will be made to not disrupt scheduled vacation of the affected employees or to limit their ability to properly select vacation time for the coming year.

Section 3—Ambulance Staffing

Ambulance Staffing shall be assigned as outlined in SOP-AM-1 (2/25/2015) and SOP-A-1 Apparatus Staffing (2/25/2015).

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SECTION 2.05
GRIEVANCE PROCEDURE

A grievance is a difference between the Union or an individual employee member of Local 2665 and the City regarding the interpretation and/or application of the CBA or regarding disciplinary action taken by the Department or City against an employee member or members. The procedural steps for the handling of grievances by the Department Supervisors, the Fire Chief and the employees shall conform in the substance of Rule XIII of the Civil Service Rules of University City as is effective and in place upon the memorialization of this Agreement. The City agrees that written correspondence received by the Union or its Members shall be responded to by the City within 14 business days of receipt of said written correspondence regarding the initiation of Civil Service Rule XIII.

If an employee or the Union is still dissatisfied with the decision of the City following the above adhered to guidelines, then said employee or Union may seek judicial review as permitted by law.

SECTION 2.06
SHIFT EXCHANGE

Employees may exchange their duty hours with another employee for that assignment in compliance with SOP AB-5 (2/25/2015). Prior approval for all exchanges must be obtained by employees' Battalion Chief, Acting Battalion Chief, or Chief's office if Battalion Chiefs are unavailable. All shift exchanges shall comply with FLSA guidelines, and the City shall not be held responsible for adjudicating issues that arise from the exchange of shifts.

Employees working shift exchange shall be covered by Worker's Compensation.

It shall be the responsibility of the employee entering into the agreement to work for the scheduled employee to arrive on time for the scheduled shift. In the event that the exchanging employee (defined as employee who has agreed to cover the shift) is unable to fulfill his obligation to the scheduled employee, the exchanging employee shall be responsible to locate another individual to work. If the employee is unable to do so, the exchanging employee will be assessed the total loss of scheduled hours in sick time, vacation time, comp time, or personal time.

SECTION 2.07
WEATHER RULES

SOP S-3 (2/25/2015) is effective and in place upon the memorialization of this Agreement and will be followed regarding work activity during severe weather.

SECTION 2.08
HEALTH & WELLNESS

The City agrees to maintain, repair, replace and upgrade physical fitness equipment in the firehouses

The City agrees to allocate 90 minutes during the workday for the employees to participate in physical fitness activities. The Union agrees to support the concept of obtaining and maintaining a high level of personal fitness and will encourage members to take full advantage of this 90-minute allocation from the workday.

SECTION 2.09
OVERTIME

City: _____ Date: _____ Union: _____ Date: _____ 9

Standard Operating Procedures will spell out emergency and non-emergency call back procedures with input from Captains as outlined below - The Union and City agree that SOP OT-1 (2/25/2015) will remain in effect and unchanged as it is written during the duration of this CBA.

SECTION 2.10

TRAINING

ADVANCED TRAINING AND PROFESSIONAL DEVELOPMENT

All Members of the department shall be permitted time off to attend courses and tests required by the State of Missouri for re-certification of EMT-P license, including CEU, meetings and testing required for licensing and fire or medical related classes, subject to the following conditions:

- Request for such time shall be submitted to the City at the earliest possible time but in no case less than two weeks before the time requested, unless above minimum staffing;
- As of 08/01/14 each employee shall be permitted up to 150 hours every three years for fire or medical education leave;
- As of 08/01/14 each employee shall be granted time off up to the same 150 hours every three years for fire or medical education leave;
- Course work must be approved by the Fire Chief as required in past practices. Good faith and reasonable efforts should be made to avoid more than two employees on leave during the same day and return to work promptly;
- Nothing herein requires the Department to call in personnel on an overtime basis nor is any type of compensation time or trading time prohibited. Use of this personal medical training leave will not affect FLSA overtime. Administrative Regulation #37 provides to Firefighters and Paramedic Firefighters procedures for direct cost reimbursement for off duty night courses, correspondence courses, or courses taken for re-certification of EMT-P license. The department will be notified in the event changes are made in this regulation.

SECTION 2.11

UNIFORM POLICY

Section 1 – Definition

SOP U-1 (2/25/2015) is effective and in place upon the memorialization of this Agreement. The Union and City agree that SOP U-1 will remain in effect and unchanged as it is written throughout the duration of this CBA

Section 2 – Issuance

From and after December 1st 2015, each regular full-time Firefighter, Paramedic Firefighter, and Paramedic Fire Captain employed at least twelve (12) months with the U.C.F.D. shall receive an additional \$600.00 in a separate and untaxed check during the first 2 weeks of December. It is agreed that this reimbursement shall apply to the prior year's Uniform expenses. Such amount shall represent payment by the City to each Firefighter, Paramedic Firefighter and Paramedic Fire Captain for the purchase, maintenance and cleaning of uniforms, with the exception of Personal Protective Equipment and Gear ("turn-out gear").

Receipts totaling \$600 from a vendor(s) of the employees choosing must be provided to the Fire Chief's Office by each Firefighter, Paramedic Firefighter or Paramedic Fire Captain by November 30 of the following year. The Union agrees that each Firefighter, Paramedic Firefighter or Paramedic Fire Captain turning in receipts totaling less than \$600 shall have their upcoming years' uniform allowance reduced by the amount not spent the previous year. The Union agrees the City is not responsible for reimbursing employees for amounts spent in excess of \$600.00/year.

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The City will continue to purchase and provide all provisions for the health and safety of the employees including devices and other equipment for the benefit of the employee. Firefighting gloves, pants, coats, hoods, helmets and boots in accordance with NFPA and OSHA standards, also known as "turn-out gear" or "personal protective equipment and gear", are included in these items and devices.

Uniform Guidelines:

1. Personnel, while in public events, shall wear the same type of uniform at the same time;
2. Personnel performing fire prevention duties, appearing for court or representing UCFD at any official function shall wear a Class "B" uniform;
3. Personnel while on duty and attending funerals, formal public events, or ceremonies shall wear their Class "A" uniform;
4. Uniforms are to be worn only during on-duty working hours or while officially representing UCFD during off-duty hours, such off-duty representation will only be permitted with the written request and or approval of the Fire Chiefs Office;
5. All uniforms shall conform to the standards established in this Agreement and in SOP U-1

SECTION 2.12

DISCIPLINE and DISCHARGE PROCEDURES

It is agreed that the City has the right to discipline or discharge an employee but upon a showing a just cause, after notice and opportunity for a hearing. The City's final decision shall be made available to the effected employee and the employees chosen Union Representative within seventy-two (72) hours pursuant to Section 610.012(3) of Revised Statutes of Missouri.

Discipline and Discharge must be found upon a showing of just cause, the Members of the Bargaining Unit are entitled to Due Process as outlined in Rule XIII of the Civil Service Rules. The term "Discipline" includes, formal written reprimands, suspensions without pay, reductions in rank and or compensation, and dismissals. Upon notice of any of the above outline disciplinary notifications all Members of the Bargaining Unit shall have the right to file a grievance in accordance with Section 2.05 of the Agreement.

SECTION 2.13

CIVIL SERVICE AND ADMINISTRATIVE REGULATIONS

Civil Service Rules and Administrative Regulations will be made available electronically and should be kept current at each Fire Captain Work Station. All Fire Department Members shall be notified electronically of any changes or amendments to the Civil Service Rules and Administrative Regulations. The City and the Union agree that should any amendments made to the above contradict any provisions of the Agreement that the Agreement shall supersede any changes and remain in effect until such dates as defined in the terms of this Agreement.

Civil Service Rules and Administrative Regulations will be made available electronically and should be kept current at each Fire Captain Work Station.

SECTION 2.14

STANDARD OPERATING GUIDELINES (SOG), STANDARD OPERATING PROCEDURES (SOP), and OPERATION BULLETINS (OB)

SOGs, SOPs and/or Operational Bulletins will be distributed to all personnel in accordance with established procedures. It is further agreed that all OBs, SOPs, SOG, policies, rules, regulations and guidelines

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referenced in this-Agreement shall be titled with date and remain in effect and unchanged throughout the duration of this Agreement unless mutually agreed to during Department Advisory Meetings. The City agrees to notify the department of any changes to the SOGs, SOPs and/or Operational Bulletins.

SECTION 2.15
PROMOTIONS AND HIRING

Eligibility to participate in a promotion process will require Missouri State Certified Firefighter I & II, and a State Paramedic License and shall be determined by the following years of service with the UCFD-

1. Medical Officer – Four (4) years service with UCFD, and a minimum of 5 years as a licensed paramedic
2. Captain – Three (3) years service with UCFD.
3. Battalion Chief – Two (2) years service as a Captain with UCFD

Minimum credentials for new hires shall be:

1. 21 years old;
2. High School diploma;
3. Valid driver's license;
4. Certified Missouri EMT-P license;
5. Current provider certification in ACLS, PALS, and BTLs or PHTLS;
6. Missouri State Certified Firefighter I & II

Any revisions to the above credentials and eligibility shall require majority vote of the DAC.

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ARTICLE 3—COMPENSATION

SECTION 3.01

WAGE, COMPENSATION AND LONGEVITY PROGRESSION

Section 1 – Salary Schedule

Firefighters, Paramedic Firefighters and Paramedic Fire Captains, hereinafter designated, shall receive as compensation for their services in accordance with the Civil Service Rules and Pay Grade Schedule A, included herein. The City will provide the below increase retroactively to August 1, 2014.

MONTHLY PAY STEP SCHEDULE FY2015 (2% COLA Increase)

<i>Pay Range Code</i>	<i>Title of Class</i>	<i>Step B</i>	<i>Step C</i>	<i>Step D</i>	<i>Step E</i>	<i>Step F</i>	<i>Step G</i>
11A	Firefighters	4061	4286	4445	4562	4690	4800
11M	Paramedic Firefighters	4573	4818	4986	5105	5238	5355
16M	Paramedic Fire Captain	5569	5878	6085	6240	6410	6520

Section 2 – Future Years Salary

For fiscal years 2016 and 2017, employees shall receive an across-the-board increase, if any that is equivalent to the average percentage increase received by all City employees in the classified service who are not covered by this Agreement. Each employee shall be paid according to the applicable grid based upon their years of service. Should both the City and Union agree to continue under the current terms of this agreement beyond March 2018 or if neither party has requested to reopen this Contract it is agreed that the City and the Union, upon request of either party shall meet prior to March 1 of each year beginning FY 2018 to exclusively discuss the next years fiscal budget for the purposes of collectively bargaining the salaries contained herein, denoted in Section 3.01 sub-section 1. Such requests shall be submitted no later than 90 days prior to March 1st.

Section 3 – FLSA

According to FLSA Guidelines, all non-exempt members of the fire department will receive overtime at the rate of time and one-half for any hours worked or earned time used over 2,756 per year, leaving 156 hours to be paid at time and one-half.

During each 28-day cycle, one crew will work ten 24-hour shifts for a total of 240 hours (or 120 hours every 14 days) and the other two crews will work nine 24 hour shifts for a total of 216 hours (or 108 hours every 14 days). Any non-exempt member will be paid at one and one-half times their normal hourly rate for any hours worked or earned time used over 212 hours in a 28-day cycle. If a member is working a ten-day cycle and is on-duty for all ten shifts, he/she will have worked the entire 240 hours, thus giving him/her 28 hours of additional pay at one-half times his/her normal hourly rate per FLSA guidelines.

During each 28-day cycle, two crews will be working nine 24-hour shifts for a total of 216 hours, which per FLSA guidelines, equates to four hours of additional pay at one-half times his/her normal hourly rate for
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that cycle. The members working this cycle will be eligible for this four-hour of additional pay. Each member regularly scheduled for 240 hours during a 28 day cycle will be paid 24 hours of regular pay during 240 hour cycles defined as "O" Days, "O" days will be scheduled each previous calendar year in October in conjunction with annual vacation picks, selections for O-days will be determined by seniority in accordance with SOP VAC-1, pre-scheduled "O" days will not adversely effect an employees ability to schedule time off in accordance with SOP VAC-1 (2/25/2015).

It is agreed that FLSA overtime will not be paid if the employee is not physically present at the workplace, including when absent for injury, sick leave, comp time, trade time, "O" days, union/fire department business, FMLA leave, jury duty, education leave, funeral leave, or academy leave. or vacation. In addition, light duty hours worked due to an off duty injury will not qualify for FLSA overtime. Administrative leave pending investigation will not apply toward hours worked for the overtime rate of pay at one and one-half of that employee's regular hourly rate. It is further agreed that any paid leave will not affect fire department employees' emergency and/or unscheduled rate of pay at one and one-half of that employee's regular hourly rate.

It is further agreed that all FLSA or emergency/unscheduled overtime, at the employee's request may be compensated in the form of comp time, such request must be submitted in writing to the fire chiefs office and shall remain in effect until a written request is submitted to alter the previous request.

Section 4—Longevity

From and after June 28, 2006, initially payable July 14, 2006, Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall receive compensation for seven (7) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eighth (8th) year through the tenth (10th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$77
11M	Paramedic Firefighters	\$77
16M	Paramedic Fire Captains	\$86

From and after June 28, 2006, initially payable July 14, 2006, Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall receive compensation for ten (10) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eleventh (11th) year through the twentieth (20th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$133
11M	Paramedic Firefighters	\$133
16M	Paramedic Fire Captains	\$133

The following is only for Firefighters, Paramedic Fire Fighters, and Paramedic Fire Captains who will be receiving 20 years longevity pay on August 1st, 2013. They shall continue their pay status but no new awards shall be made after that date. From and after August 1st, 2013, initially payable August 1st, 2013, Firefighters, Paramedic Fire Fighters, and Paramedic Fire Captains shall receive compensation for twenty (20) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the twenty-first (21st) year.

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$168
11M	Paramedic Firefighters	\$168
16M	Paramedic Fire Captains	\$168

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For the purpose of calculating consecutive service in this section, time served in the classifications of Firefighter, Paramedic Firefighter, and Paramedic Fire Captain is combined for the same person.

Section 5—Pay Cycles

From and after July 1, 1985, the hourly rate for full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains who according to Section 2, have a work cycle of 28 days, shall have their hourly rate computed multiplying the monthly rate plus incentive pay by 12, dividing that product by 2,912.

SECTION 3.02
Holiday Pay

From and after July 1, 2013, each regular full-time Firefighter, Paramedic Firefighter, and Paramedic Fire Captain employed at least twelve (12) months with the U.C.F.D. shall receive twenty-four (24) hours of annual Holiday Time Off for the following recognized holidays; this time will be awarded to all employees during the first pay cycle in January for the previous year's holidays, this time off will be used in accordance with the proposed vacation policy and "holiday time off" may not be carried over from year to year, nor will it be reimbursed upon termination of employment with the city.

- | | |
|--------------------|--------------------------|
| 1. New Year's Day | 6. Veteran's Day |
| 2. President's Day | 7. Thanksgiving Day |
| 3. MLK Day | 8. Christmas Day (12/25) |
| 4. Memorial Day | 9. July Fourth |
| 5. Labor Day | |

SECTION 3.03
SPECIAL TIME-OFF PROVISION

When a Paramedic Firefighter acts as a Paramedic Fire Captain, or if a Paramedic Fire Captain acts as Battalion Chief, for twelve (12) or more hours on a scheduled shift day as listed on the daily roster, that employee will receive four (4) hours of time off to be redeemed at a later date. This time off will be designated separately from compensatory time accumulated in lieu of overtime, and may only be used when staffing is adequate and at the Fire Chief's discretion. This provision shall take place effective September 2005.

SECTION 3.04
HEALTH, DENTAL, VISION, LIFE AND DISABILITY INSURANCE

Section 1—Health, Dental, and Vision Insurance

The City shall provide health insurance to its employees. The City intends to pay a minimum of 75% for individual employee coverage and 65% for family coverage; however, the Union recognizes this is contingent upon factors that may be out of its control. The Union agrees that the employee will be responsible for the remaining percentage of the cost of said premiums. The Union recognizes that the City is a member of the Municipal Consortium self-insurance pool, which provides for a broker to negotiate competitive pricing and coverage's for its members.

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The City shall provide the opportunity for employees to participate in dental and vision insurance at its group rate; however, employees are responsible for 100% of the premiums.

Section 2—Life Insurance

The City's intends to maintain group life insurance coverage at one hundred thousand dollars (\$100,000). Employees may elect, through payroll deduction, to purchase an additional amount of life insurance coverage. The Union recognizes, however that Group Life insurance is provided for and paid by pension plans and not from the City's general operational revenue and that all plans must be approved by the Pension Board.

Section 3—Long Term Disability Insurance

The City shall provide Long Term Disability Insurance to employees with the intention of providing a monthly benefit of 66.67% of the first \$9,000 of monthly pre-disability earnings, reduced by deductible income (i.e., work earnings, workers' compensation, state disability, etc.), with a maximum benefit of \$6,000/month and a minimum benefit of \$100/month or 15% of the maximum monthly benefit, whichever is greater.

The intended terms of this coverage shall be as follows:

- Benefits are payable after a waiting period of 90 days;
- The maximum benefit period is based on the employee's age (i.e., age 62 benefits will be 3 years, 6 months; age 65 benefits will be 2 years).
- Benefits shall include an Own Occupation provision that covers employees for a minimum of 24 months before reverting to Any Occupation

The Union recognizes these terms are contingent upon factors that may be out of the City's control. The Union recognizes that Long Term Disability Insurance is provided for and paid by pension plans and not from the City's general operational revenue and that all plans must be approved by the Pension Board.

SECTION 3.05
PENSION AND RETIREMENT

The city shall responsibly maintain, fund and manage a uniformed pension plan through the recommendations of a board composed of but not limited to employees, University City residents and pension and investments professional consults. The City agrees to a minimum of one Union representative on that board at all times to be chosen by members of UCFD.

The city shall make available to its members the option of participating in a 457 plan with pre-tax deductions made by the city to be transferred to the appropriate accounts in accordance with state and federal law.

The City agrees to provide an annual statement that provides information regarding individual pension status. The city shall also make available regularly scheduled pension education seminars for the purposes of responsible retirement planning and to ensure a full and comprehensive understanding of the University City Uniformed Pension Plan.

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SECTION 3.06
INJURED OR DISABLED WHILE ON OR OFF DUTY

Any employee with the City who is injured and disabled while on duty shall be paid by the City his regular wage until such time that he is determined to be fit to return to full duty by the employee's personal physician and a physician of the City's choice or for eighteen months, whichever is sooner. It will be the responsibility of the employee to notify the City the employee is fit for duty. The City may require the employee to be examined by a physician of the City's choice to verify the employee's fitness for duty, whether employee is injured while on or off duty. All other benefits, such as sick leave, vacation leave, longevity pay, scheduled salary increases, and clothing allowance, shall continue to accrue during this leave. Health and life insurance premiums outlined in this Agreement will continue to be paid by the City. Should the City endeavor to require the employee to perform "light duty" functions, said light duty shall only be scheduled during that employee's normally fire department scheduled duty days.

Any employee who is injured or infirmed and disabled while off duty shall be permitted to use all his accrued earned leave while he recuperates. The employer shall hold the employee's position with the department for a minimum of 6 months from the date the employee files for long term disability. Should the employee be unable to return to full duty at that time, the employer has the right to fill the vacated position and the employee shall be placed at the top of any future hiring lists provided that he remains qualified for the position and is determined to be fit for duty by the employees treating physician. Upon reinstatement the employee shall return to the department with equal or comparable seniority as it pertains to the departmental seniority

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ARTICLE 4—EARNED TIME OFF

SECTION 4.01 DAYLIGHT SAVING AGREEMENT

Local Union 2665 and the City of University City agree that "Spring forward" and "Fall back" days even out over time; therefore, it is agreed that both parties would benefit from a break-even status. No salary benefit will be paid or reduced from employees.

SECTION 4.02 SICK LEAVE

Effective July 1, 1993, sick leave with pay shall be granted to all regular full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains at the rate of twelve (12) hours for each full calendar month of service. Sick leave will be granted in the case of actual sickness or disability of the Firefighter or Paramedic Firefighter. Unused sick leave may be accumulated to total not more than forty-two (42) working days or 1008 hours. The City agrees to increase the permitted accumulated total if an increase is provided to other City employees.

It is further agreed that sick leave will be used in accordance with SOP AB-3 Sick Leave Use (2/25/15)

From and after August 1, 2014, all full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall have their annual hours of sick time accrual computed by dividing annual hours by 26 pay cycles a calendar year and dispersed evenly on each check as outlined below;

Amount of Earned Leave per Check evened out over 26 payperiods	
Annual Sick Accrual	Each Pay Check
Member Sick Leave (6 days - 144 hours)	5.5385 hours

SECTION 4.03 MILITARY, COURT, JURY DUTY & FUNERAL LEAVE

Section 1 – Military Leave

Any member that is activated for Military orders (temporary or long term activations) will be guaranteed re-employment with the Department and the Department will abide by federal law and all other applicable regulations as it relates to employment rights.

Any Union member that is currently under contract with the United States Military Reserve or National Guard, and required to attend monthly "drill weekends," shall be granted leave for that purpose not to exceed fifteen (15) days per year. Fifteen (15) days per year for an employee shall be fifteen 8 hour days totaling 120 hours. The member must provide documentation of participation in scheduled drills to receive this compensation.

Any member activated for military service for a period that exceed ten (10) calendar days and whose pay and allotment from the military is less than that of their pay earned from the City, shall be compensated for the difference. Any member wishing to use this benefit must provide a copy of the pay and allotment statement from D.F.A.S. (Defense Finance and Accounting Service), which must be accompanied by a copy of the orders.

City: _____ Date: _____ Union: _____ Date: _____ 18

Section 2 – Jury Duty and Court Appearances

If an employee is called for jury duty on a day the employee is scheduled to work the employee must contact his or her Battalion Chief or Acting Battalion Chief promptly after receiving notification to appear, and present the jury summons. The employee should also notify his or her Battalion Chief or Acting Battalion Chief of selection to serve on a jury as soon as possible. In addition, proof of service must be submitted to the Battalion Chief or Acting Battalion Chief when the period of jury duty is completed. If an employee is released from jury duty at or before noon, the employee is expected to report to work for the remainder of the day.

Employees shall receive the difference between the employee's regular pay (without consideration for overtime) and jury service pay, for the days the employee was scheduled to work but instead served on jury duty. To receive these wages, an employee must submit to payroll as part of the employee's time report a copy of the check they received for jury service for days for which they are paid by the City. All City benefits and accruals shall remain in effect throughout an employee's required jury service.

If employees require any other time off to appear in Court for personal matters, such as for personal lawsuits, traffic violations, arrests and non-work-related accidents, they shall not be paid for that time away from work. Employees must use available Vacation for those situations, with appropriate authorization for their Battalion Chief or Acting Battalion Chief.

Section 3 – Funeral Leave

In the event of a death in the immediate family of an employee, the employee will be granted up to two (2) work days (maximum of 48 hours) and up to four (4) work days (maximum 96 hours) if it is the death of a spouse or child off with pay as funeral leave. The family members constituting "immediate family" in this paragraph are:

1. Spouse or domestic partner;
2. Child(ren) or stepchild(ren);
3. Sibling or step-sibling of an employee or the employee's spouse or domestic partner;
4. Parent or step-parent of an employee or Parent or step-parent of the employee's spouse or domestic partner;
5. Grandparent of employee or the employee's spouse or domestic partner; and
6. Grandchild(ren) of an employee or the employee's spouse or domestic partner.

Should the death of an immediate family member require the employee to travel beyond 300 miles, the department director is authorized to grant the employee an additional day of funeral leave. Upon request, the employee should provide the City with proof of need by presenting a death notice or other evidence deemed sufficient by the City.

In the event of the death of non-immediate family members of the employee or the employee's spouse or domestic partner, the employee may use accumulated earned leave time or the employee may request unpaid leave in such incidences.

City: _____ Date: _____ Union: _____ Date: _____ 19

**SECTION 4.04
VACATION**

UCFD shift employees employed shall be entitled to vacation as per the following schedule:

<u>Length of Service</u>	<u>Vacation Days Earned</u>
0 to 5 years	7 days (168 hours)
6 to 10 years	7.5 days (180 hours)
11-20 years	9 days (216 hours)
20+ years	12 days (288 hours)

Shift employees shall select vacation time and those selections shall be during the months of October, November and December of the current year in accordance with SOP VAC-1 as it is written at the time of this agreement. Vacation, Comp-Time and Holiday-Time may be scheduled in advance or utilized in lieu of vacation hours in accordance with SOP-VAC-1 (2/25/2015).

From and after August 1, 2014, all full-time Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall have their annual hours of vacation accrual computed by dividing annual hours by 26 pay cycles a calendar year and dispersed evenly on each check as outlined below:

Amount of Earned Leave per Check evened out over 26 payperiods		
Annual Vacation Accrual	Each Pay Check	
1-5 years (7 days - 168 hours)	6.4615384/pay period	
6-10 years (7.5 days - 180 hours)	9.9230769/pay period	
11-20 years (9 days - 216 hours)	8.3076923/pay period	
20+ years (12 days - 288 hours)	11.076923/pay period	

**SECTION 4.05
MATERNITY, DISABILITY LEAVE, OFF DUTY EXTENDED INJURY OR ILLNESS,
& FMLA**

Subsection 1 – Leave with Pay

Sick leave shall be accumulated at twelve (12) hours per month, totaling one hundred and forty-four (144) hours per year. Accrued sick time may be used due to actual sickness or disability of the employee or sickness of an immediate family member, which necessitates the employee's absence from employment. Immediate family member shall include the employee's spouse, domestic partner and/or dependents residing within the employee's household. Unused sick leave may be accumulated to total not more than forty-two (42) working days or 1008 hours.

A duty-related illness or injury shall not be charged against the employee's accumulated sick leave balance.

The employee's Battalion Chief or Acting Battalion chief may direct an employee who appears ill to leave work to protect the health of others; provided however that this employee may return to work if his or her doctor certifies that he is not ill. If the employee has worked at least one-half (12 hours) of his scheduled shift, the employee will not be charged for sick leave for the remaining shift hours (up to 12 hours) if the employee is sent home. If the Battalion Chief sends an employee home, a physician's note will only be required to return to full duty if more than 24 hours of sick leave is used from the time the employee was sent home.

City: _____ Date: _____ Union: _____ Date: _____ 20

Subsection 2 – Maternity Leave

After a female employee has learned of her pregnancy she must meet with her physician to determine the best course of action for fetal protection. Notification of pregnancy will be done at the discretion of the employee, however such notification must be submitted in writing. FML shall be granted, in accordance with State and Federal provisions. Upon request by the employee for FML, the employee must complete and present leave of absence and FMLA paperwork within thirty (30) days of taking leave. Employee must have been employed with the City for at least twelve (12) months and worked at least 1,250 hours during the twelve-month period preceding the FMLA leave request. FML will run concurrently with sick leave, vacation, personal or other paid leave accumulated by the employee. The City will continue paying the same portion of the health insurance premiums while employee is on paid leave and FMLA.

Any female member who upon advice from her physician may not safely perform all of the normal duties of her job during pregnancy will be temporarily assigned to non-hazardous duties for the protection of the unborn fetus. The member shall remain assigned to a non-hazardous duty or another similar assignment for the duration of the pregnancy or until a physician's statement is provided indicating non-hazardous duty is no longer required.

Subsection 3 – FMLA Leave

FML shall be granted, in accordance with State and Federal provisions. Upon request by the employee for FML, the employee must complete and present leave of absence and FMLA paperwork within thirty (30) days of taking leave. FML may be taken for non-duty related illness or injury, the birth or adoption of a child, the need to care for a family member with a serious health condition, a qualifying military exigency or to care for a family member injured while on active duty.

Employee must have been employed with the City for at least twelve (12) months and worked at least 1,250 hours during the twelve-month period preceding the FMLA leave request. FML will run concurrently with sick leave, vacation, personal or other paid leave accumulated by employee. Should an unplanned FML leave have an adverse effect on a vacation previously scheduled by employee, the City will not withhold permission arbitrarily to take said vacation without pay. The City may request verification of the adverse effect, however. The City will continue paying the same portion of the health insurance premiums while employee is on paid leave and FMLA.

The City's FMLA Policy, as found in the Administrative Regulations and the Employee Handbook and as modified from time to time, governs the terms and conditions of all City employees' FMLA leave.

SECTION 4.06
EMERGENCY LEAVE

In the event a physician or hospitalization is required for a member of the employee's immediate family (to be limited to Grandparents, Parents, Children, Spouse, and Domestic Partner) or other emergency at home, when approved by the on-duty officer in charge, emergency leave with pay may be taken. Under emergency circumstances, the Firefighter, Paramedic Firefighter or Paramedic Fire Captain may be allowed to leave his/her station without waiting for a relief person. Such paid leave shall be charged back against sick leave. If the employee does not have the needed accrued sick leave then, at the sole discretion of the employee, accrued comp time, or annual leave will be charged as appropriate. Should the employee elect not to utilize earned leave as previously defined the emergency leave will be charged as unpaid leave.

City: _____ Date: _____ Union: _____ Date: _____ 21

ARTICLE 5—CONDITIONS OF THE AGREEMENT

SECTION 5.01

SAVINGS PROVISION

If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing subsequently enacted legislation, or the Charter of the City, the remaining parts or portions of this Agreement shall remain in full force and effect. In the event that the General Assembly of the State of Missouri adopts and passes any law pertaining to a change in the University City's Fire Department workweek, then the provisions herein pertaining thereto shall be renegotiated by both parties.

SECTION 5.02

BINDING ON SUCCESSORS

This Collective Bargaining Agreement shall be binding upon successors and assigns of the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer or assignment of either part hereto, or by any change geographically or otherwise in the location or place of business of either party.

SECTION 5.03

PERIOD AND APPROVAL OF THE AGREEMENT

This Collective Bargaining Agreement is entered into on the _____ day of _____, 2015, the parties hereto and this Agreement shall be effective as of the _____ day of _____, 2015, and shall remain in full force and effect until the 30th day of March 2018.

It shall automatically be renewed from year to year thereafter, unless either party shall have notified the other, in writing at least one hundred and eighty (180) days prior to the annual anniversary date that it desires to modify the Agreement. In the event that such notices are given, negotiations shall begin within thirty (30) days.

Over the course of the re-negotiation period, both parties will meet in good faith with the intent to reach an agreement. Said negotiations shall take place on a bi-weekly basis unless otherwise mutually agreed upon. The parties shall endeavor to conclude negotiations before the end date of the term of the Agreement. Negotiations shall be considered concluded either by reaching agreement on a new contract or, with both parties making a last, best and final proposal. Should the party's last, best and final proposals not result in an agreement, impasse shall be declared.

With the approval of both parties, negotiations may proceed beyond the end date of the term of the Agreement with the existing Agreement automatically renewing itself each month until the parties either reach agreement on a new contract or declare impasse.

Should a new agreement not be reached in a timeframe that allows economic items to be factored into the City's annual budget process, the City shall, at a minimum, afford the Union the opportunity to accept any economic enhancements extended to other City employees while negotiations on all other issues continue. The offering or acceptance of said enhancements, as an individual action unaccompanied by other actions, shall not be construed by either party as either a termination of bargaining, or bargaining in bad faith. However, further negotiations on economic enhancements/salary will cease upon the Union's acceptance of economic enhancement extended to other City employees.

City: _____ Date: _____ Union: _____ Date: _____ 22

Should impasse be declared, the parties may choose one of the following options:

1. Fold all tentatively agreed to items into the current Agreement, declare that to be the successor Agreement, and conclude negotiations until the following anniversary date;
2. Declare that the current Agreement shall remain in effect until the following anniversary date, at which time negotiations may recommence should either party give notice to that effect;
3. Agree to a mutually determined period of time during which both parties will honor the terms of the current Agreement, and reflect on the negotiations thus far with particular focus on the other party's last, best, and final proposal with the expressed intent to reconvene at a mutually agreeable time in an effort to reach an accord.

Should the parties not elect one of the aforementioned three options, or determine a mutually agreeable alternative, this Agreement may be declared to be no longer binding by either party.

Date: _____, 2015

By: _____

Lehman Walker, City Manager – City of University City, MO 63130

Date: _____, 2015

By: _____

Jen Stuhlman, Shop Steward - University City Fire Dept. IAFF Local 2665

Date: _____, 2015

By: _____

Adam Long, Fire Chief – City of University City, MO 63130

Date: _____, 2015

By: _____

Kurt Becker, District Vice-President – IAFF Local 2665

Date: _____, 2015

By: _____

Cindy Ormsby, City Attorney – City of University City, MO 63130

Date: _____, 2015

By: _____

Jeff Proctor, Business Manager – IAFF Local 2665

City: _____ Date: _____ Union: _____ Date: _____

23

April 13, 2015

K-8-24

July 13, 2105

E-1-76

EXHIBIT A
EXAMPLES OF SIGNIFICANCE & PREVAILING RIGHTS

Past practice with respect to employee privileges are mutually acknowledged and set out below. Such privileges are permitted so long as the City operates on a 24-hour or greater shift basis. Any change in such schedule may result in a change of such privileges by the City.

1. Employees may use telephones for personal calls.
2. The City shall furnish stoves, refrigerators, barbecue equipment, microwave ovens, tables, chairs, pots, pans, forks, knives, spoons, cups, can-openers, toasters, coffee pots, dishtowels, clocks, ashtrays and air-conditioning equipment in the Fire Houses of University City.
3. The City shall provide furnishings for all living and sleeping areas.
4. Employees may be permitted to use Fire Department vehicles as designated by the employee's supervisor to do daily shopping within University City.
5. The employees may have the right to do minor repairs and wash and wax their personal vehicles during non-work time or with the permission of their superior.
6. Employees may sit at random places around the firehouse after normal working hours provided that they are in proximity to respond rapidly in the event of an emergency.
7. Employees may exchange work according to the rules of the Department and with the consent of their supervisors and the Fire Chief.
8. The employees may use the restrooms and the City shall furnish all restroom supplies.
9. The City will provide suitable non-designated parking spaces for employees
10. The City will supply heating and cooling equipment for each Engine House.
11. The City may supply reasonable amounts of office supplies to employees to be used exclusively for official business.
12. Employees may work on individual interests, including study or exercise in non-work area and during non-work times.
13. Employees may sleep according to Fire Department rules.
14. Employees may use recreational facilities and televisions in non-public areas during non-work time, such as during meals.
15. Employees may eat meals and prepare them when it does not interfere with Fire Department emergencies.
16. The City will provide training TV/DVD equipment for each engine house. The City shall provide training TV/DVD equipment at each engine house.
17. City shall furnish all flashlights, batteries and bulbs. All the above items shall be replaced as needed to except in cases of negligence or deliberate destruction.
18. Employer shall not cause a loss of regular pay due to a transfer required by the Employer for any reason including promotion

City: _____ Date: _____ Union: _____ Date: _____ 24

April 13, 2015

K-8-25

July 13, 2105

E-1-77

EXHIBIT B
Standard Operating Procedures (SOP's)

1. SOP A-1 Apparatus Staffing (02/25/2015)
2. SOP AB-3 Sick Leave Use (02/25/2015)
3. SOP AB-5 Trade Time (02/25/2015)
4. SOP AM-1 Firefighter/Paramedic Ambulance Rotation Assignment (02/25/2015)
5. SOP OT-1 Overtime (02/25/2015)
6. SOP PER-5 Float Position (02/25/2015)
7. SOP S-1 Personal Protective Equipment (02/25/2015)
8. SOP S-3 Extreme Weather (02/25/2015)
9. SOP U-1 Uniforms (02/25/2015)
10. SOP VAC-1 Annual Leave / Vacation Use and Scheduling (02/25/2015)

|

City: _____ Date: _____ Union: _____ Date: _____ 25

April 13, 2015

K-8-26

July 13, 2105

E-1-78



SOP A-1
Fire Department
863 Westgate Ave., University City, Missouri 63130. Phone: (314) 862-6767
Fax: (314) 863-5615



Standard Operating Procedure

A-1
February 25, 2015

Apparatus Staffing

PURPOSE:

To provide direction regarding apparatus staffing/personnel assignments on a daily basis in order to provide the best staffing scenario to be utilized with the current department staffing levels.

SCOPE:

All fire department personnel.

OBJECTIVE:

An important goal of the University City Fire Department is to provide the safest possible apparatus staffing scenario with the current department staffing levels to provide the greatest good for the city.

REFERENCE:

University City Fire Department Operational Bulletin AM-1 (FIREFIGHTER PARAMEDIC AMBULANCE ASSIGNMENT)

University City Fire Department Operational Bulletin HP-3 (PERSONNEL/VEHICLE ASSIGNMENTS)

PROCEDURES:

1) Implementation

- A) The Officer in Charge is responsible for the compliance of this SOP. These assignments are determined by the daily staffing level and the apparatus in service;
- B) If staffing falls below eleven (11) and is unable to be filled, the Fire Chief and Asst. Fire Chief shall be notified;

SOP A-1

- C) When crew staffing is at 15, and one fire unit is out of service, a third ambulance (2697) will be placed into service as a third emergency response ambulance;
 - 1) dispatch will be notified by the Officer in Charge that 2697 is in service
 - 2) this unit will be staffed with the next two lowest seniority Paramedic Firefighters
- D) Once all three crews have been raised to permanent full staffing level of 15 (expected July 2015); the minimum staffing will then become twelve (12);

II) Fire Scene Response

- A) The first arriving EMS unit will first provide medical attention to any individual on the scene requiring immediate treatment;
- B) If no injuries/illnesses are in need of attention, the first arriving ambulance will then be assigned to pumper or ladder truck crew to assist in the performance of primary search and rescue, fire suppression, or as directed by the Incident Commander (IC);
- C) The second arriving ambulance will establish a rehabilitation area (REHAB) and monitor on-scene personnel during the course of the event, or as directed by the IC;

III) Firefighter Paramedic Ambulance Assignment

- A) As of June 12, 2014, The University City Fire Department has a normal staffing of 31 Paramedic Firefighters, 1 Firefighter, 9 Captains, and 3 Battalion Chiefs: 6 normally assigned as Driver/Engineers and 26 Paramedic Firefighters;
- B) The best effort will be made to assign Paramedic Firefighters evenly by seniority to crews;
- C) Based on the presumption of 24 Firefighter/Paramedic, assignment guideline will be as listed below:
 - 1) new Firefighter/Paramedics will start at the bottom of the seniority list with the lowest number
 - 2) the most senior will have the highest number

D) Example:

- 1. *NEWEST PARAMEDIC*
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8. *MOST SENIOR PARAMEDIC*

SOP A-1

IV) Apparatus Staffing Assignments

15 Personnel on Duty

Engine House 1

2615	1 Captain/Acting Captain, 3 Privates	4
2614	1 Captain/Acting Captain, 2 Privates	3
2617	2 Paramedic/Firefighters	2
2603	1 Battalion Chief/Acting Battalion Chief	1

Engine House 2

2624	1 Captain/Acting Captain, 2 Privates	3
2627	2 Paramedic/Firefighters	<u>2</u>
		15

14 Personnel on Duty

Engine House 1

2615	1 Captain/Acting Captain, 2 Privates	3
2614	1 Captain/Acting Captain, 2 Privates	3
2617	2 Paramedic/Firefighters	2
2603	1 Battalion Chief/Acting Battalion Chief	1

Engine House 2

2624	1 Captain/Acting Captain, 2 Privates	3
2627	2 Paramedic/Firefighters	<u>2</u>
		14

13 Personnel on Duty

Engine House 1

2615	1 Captain/Acting Captain, 3 Privates	4
2617	2 Paramedic/Firefighters	2
2603	1 Battalion Chief/Acting Battalion Chief	1

Engine House 2

2624	1 Captain/Acting Captain, 3 Privates	4
2627	2 Paramedic/Firefighters	<u>2</u>
		13

SOP A-1

12 Personnel on Duty

Engine House 1

2615	1 Captain/Acting Captain, 3 Privates	4
2617	2 Firefighter/Paramedics	2
2603	1 Battalion Chief/Acting Battalion Chief	1

Engine House 2

2624	1 Captain/Acting Captain, 2 Privates	3
2627	2 Paramedic/Firefighters	<u>2</u>
		12

11 Personnel on Duty

Engine House 1


2615	1 Captain/Acting Captain, 2 Privates	3
2617	2 Paramedic/Firefighters	2
2603	1 Battalion Chief/Acting Battalion Chief	1

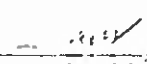
Engine House 2

2624	1 Captain/Acting Captain, 2 Privates	3
2627	2 Paramedic/Firefighters	<u>2</u>
		11

Approved By:

Prepared By:


Adam Long, Fire Chief
February 25, 2015


David J. Crismon, Asst. Fire Chief
February 25, 2015

Notice of Public Hearing

Notice is hereby given that the City Council of University City will hold a public hearing on **Monday, July 13, 2015 at 6:30 pm** in the 5th Floor Council Chambers of City Hall, 6801 Delmar Boulevard, to consider a proposal of the **City of University City** for a Zoning Map Amendment to rezone an area of contiguous properties located at 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from "SR" – Single Family Residential District to "PA" – Public Activity District. Please contact Zach Greatens at 314-505-8501 with questions about the proposed Map Amendment. Persons with disabilities who require special arrangements to attend the public hearing should contact Joyce Pumm at 314-505-8605 at least 5 days prior to the meeting. All interested parties are invited to attend.

CITY OF UNIVERSITY CITY
Joyce Pumm
City Clerk

Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Lewis Park – Phase 1 Improvements Change Order 1

AGENDA SECTION: City Manager's Report

CAN THIS ITEM BE RESCHEDULED?: Yes

BACKGROUND: In October 2014, the City awarded a construction contract to Tramar Contracting, Inc. in the amount of \$316,727.33 to complete general improvements to Lewis Park. The project scope consists of the following work: dredging the pond and making water quality improvements, installation of new rain gardens, making improvements to the entrances and trails, removal of existing stairs and installation of one new set of stairs from Delmar, landscaping improvements, installation of woodland gardens and park amenities, and other work associated with site improvements.

One of the major components of this project is the pond dredging. The hired consultant provided estimated earthwork calculations based on some assumptions since they were unable to define a depth of water in the silt filled pond. Until the dredging began, the units were strictly based on estimates. After all removals took place it was found that 204% more muck and silt needed to be removed in order to obtain the necessary pond depth for water quality. This item accounted for approximately \$15,000 of the change order amount.

The other large quantity difference came from the trail installation due to field changes required in order to save as many trees and existing plants as possible. This item required approximately \$7,000 extra in order to obtain the finished product.

The total anticipated change order amount is \$30,221.40 based on the few items that need to be completed in order to finalize the Lewis Park improvements project. This is a 9.5% increase to the original contract amount.

RECOMMENDATION: Based on the above information, staff recommends City Council approval of the attached change order in the amount of \$30,221.40.

ATTACHMENTS: Lewis Park Improvements – Change Order 1

CHANGE ORDER NO 1

SHEET NO __1__ OF __1__

CHANGE ORDER NO. _____ 1
 COUNTY _____ St. Louis
 PROJECT _____ #1175

TO: Tramar Contracting, Inc. CONTRACTOR

YOU ARE HEREBY DIRECTED TO MAKE THE FOLLOWING CHANGES FROM THE CONTRACT

1. DESCRIPTION AND REASON FOR CHANGE (ATTACH SUPPLEMENTAL SHEETS IF REQUIRED)										
Additional quantities for curb, plus sidewalk removal and replacement for electrical work.										
2. ESTIMATE OF COST OF WORK AFFECTED BY THIS CHANGE ORDER										
(A) EST. LINE NO	(B) CONTRACT ITEM NO	(C) ITEM DESCRIPTION	Unit	(D) UNITS PREVIOUSLY PROVIDED FOR	(E) UNITS TO BE CONSTRUCTED	(F) UNITS OVERRUN, UNDERRUN, CONTINGENCY	(G) CONTRACT OR AGREED UNIT PRICE	(H) AMOUNT OF OVERRUN OR PLUS CONTINGENCY	(I) AMOUNT OF UNDERRUN OR MINUS CONTINGENCY	
4		Saw Cut Pavement	LF	60	20.00	-40.00	\$10.00		-\$400.00	
5		Erosion Control - Silt Fence	LF	1166	900.00	-266.00	\$3.00		-\$798.00	
6		Dredge Ex. Pond - excavate & haul off	CY	185	378.00	193.00	\$85.00	\$16,405.00		
7		Site Earthwork - trail & hillside	CY	250	336.00	86.00	\$25.00	\$2,150.00		
8		(3) Rain Gardens w/o plants & Gravel Sump Pit	SF	955.00	1,090.00	135.00	\$10.00	\$1,350.00		
10		Segmental Retaining Wall - Delmar Stairs	SFF	243.00	314.00	71.00	\$40.00	\$2,840.00		
11		6 ft. wide Asphalt Trail - 2"/4" aggregate Base	SY	845.00	1,040.00	195.00	\$40.00	\$7,800.00		
13		5' Wide Concrete Walkway	SY	155.56	110.00	-45.56	\$60.00		-\$2,733.60	
14		Concrete Drive Apron (north entrance)	SY	30.00	31.00	1.00	\$100.00	\$100.00		
	CO1-1	Additional Tree Removal	LS	0	1.00	1.00	\$3,300.00	\$3,300.00		
	CO1-2	St. Louis County Permit	LS	0	1.00	1.00	\$208.00	\$208.00		
TOTALS:								\$34,153.00	-\$3,931.60	
3. SETTLEMENT FOR COST OF THE ABOVE CHANGE TO BE MADE AT CONTRACT UNIT PRICES, EXCEPT AS NOTED:										
4. THIS CHANGE ORDER WILL INCREASE CONTRACT TIME BY 150 CALENDAR DAYS										

1. ORIGINAL CONTRACT AMOUNT	\$316,727.33	THE TERMS OF SETTLEMENT OUTLINED ABOVE ARE HEREBY AGREED TO
2. OVERRUN THIS ORDER (H-I)	\$30,221.40	Tramar Contracting, Inc.
3. OVERRUN PREVIOUS (LINE 4 ON PREV. ORDERS)	\$0.00	CONTRACTOR
4. TOTAL OVERRUN TO DATE (2+3)	\$30,221.40	
5. TOTAL CONTRACT AMOUNT (1+4)	\$346,948.73	
		SIGNATURE
		DATE
APPROVED: Lehman Walker City Manager		DATE



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Edward Byrne Memorial Justice Assistance Grant-FY 2015

AGENDA SECTION: City Manager's Report

COUNCIL ACTION: The Police Department is seeking City Council approval to apply for the Grant; requirement for this particular grant.

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

The Police Department is applying for a grant to update and add to cameras on the current security system.

ATTACHMENTS:

Grant Abstract, Grant Narrative, and Budget Narrative

RECOMMENDATION:

Approval

City of University City
University City Police Department
Edward Byrne Memorial Justice Assistance Grant (JAG) Program - FY 2015
Local Solicitation

APPLICATION ORDER

Abstract	Page 1
Program Narrative	Page 2
Budget Narrative	Page 3

ABSTRACT

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - FY 2015 University City Police Department

Project Identifiers

Equipment - Video/Audio, Surveillance

The University City Police Department strives to keep its equipment up-to-date to allow officers to maintain safety and security for residents and visitors.

In order to maintain safety in the immediate vicinity of the police headquarters building, the University City Police Department is in need of upgraded and additional camera surveillance. Currently, one existing camera is in need of replacement, as it is beginning to fail. Another camera will be installed in the sally port of the Department. When the original cameras were installed, the Department did not have a sally port. Since implementing a sally port, no surveillance has existed. It is necessary to have a security camera in this area to ensure the safety of officers and inmates.

In addition, to increase security and citizens' safety, a third camera will be installed at the basketball court in Heman Park. Currently, there is one camera at this location; another is necessary to extend coverage.

The University City Police Department will purchase three cameras, at the total cost of \$14,435.06, no later than September 2016.

PROGRAM NARRATIVE

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - FY 2015 University City Police Department

The University City Police Department is a municipal police agency which provides full police services. The City of University City is one of ninety-one municipalities in St. Louis County; it is six (6) square miles in area and has a population of approximately 36,000. University City is one of the most densely populated communities in St. Louis County, with an extremely diverse make-up both racially and socio-economically. The University City Police Department currently is budgeted for eighty full-time commissioned officers and nineteen full-time civilian employees.

The monies provided by this grant now will offset the monies expended by the City of University City in the future. Economic constraints have required the City of University City to make budget cuts on many levels. Although future personnel cuts are not predicted at this time in the police department, items we can acquire with the funds provided by the Justice Assistance Grant (JAG) Program will help protect the future of the department. The funds received will also allow us to maintain the safety of officers, inmates, employees, and visitors of our department.

The funds provided from the JAG program will be utilized to purchase two security cameras. One camera will replace an existing failing camera; the other will be placed in the sally port, where no video surveillance is present.

Security Cameras

The City of University City will purchase three cameras. Two of these cameras will be installed on the police headquarters building. Currently, one camera is beginning to fail, and needs to be replaced. The other camera will be installed in the sally port of the Department. When the original cameras were installed, the Department did not have a sally port. Since implementing a sally port, no surveillance has existed. It is necessary to have a security camera in this area to ensure the safety of officers and inmates.

In addition, to increase security and citizens' safety, a third camera will be installed at the basketball court in Heman Park. Currently, there is one camera at this location; another is necessary to extend coverage.

City of University City

2015 Edward Byrne Memorial Justice Assistance Grant

The City of University City will create a separate trust to track all drawdowns from this grant. The trust will enable the City of University City to track drawdowns and expenditures separately from other federal funding. The department will adhere to financial and programmatic reporting on a quarterly basis. The Department plans to complete equipment acquisition within the required two year grant period. Equipment purchased under the JAG Program will be done so, no later than September 2016.

BUDGET NARRATIVE

Edward Byrne Memorial Justice Assistance Grant (JAG) Program – FY 2015 University City Police Department

A. Personnel

There are no expenses for personnel.

B. Fringe Benefits

There are no expenses for fringe benefits.

C. Travel

There are no expenses for travel.

D. Equipment

Security Cameras

University City Police Department will purchase two cameras. This will allow increased security for the officers, inmates, employees, and citizens. The total cost for three cameras is \$14,435.06.

The grand total for equipments costs will be \$14,435.06.

E. Supplies

There are no expenses for supplies.

F. Construction

There are no expenses for construction.

G. Consultants/Contracts

There are no expenses for consultants.

H. Other Costs

There are no other costs.

I. Indirect Costs

There are no other indirect costs.

Budget Summary

A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$14,435.06
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$0.00
TOTAL COSTS	\$14,435.06



City Manager's Report Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Liquor License for **Meshuggah**
6269 Delmar Boulevard

AGENDA SECTION: City Manager's Report

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW: **Meshuggah** has applied for a liquor license: Intoxicating Liquor of All Kinds By the Package, Malt Liquor not in excess of 5% beer and 14% wine by the drink and retail, including Sunday Sales. The applicant/managing officer is Jennifer Kaslow.

- A background check by the Police Department revealed no disqualifying information.
- Department approval was granted from Community Development, with no additional comments.
- Recommendations from University City citizens are included.
- A current Certificate of No Sales Tax Due issued by the Missouri Department of Revenue was received relative to the business.
- 2014 personal property record for the applicant indicate payment of taxes.
- Current voter registration documentation for the applicant was provided.

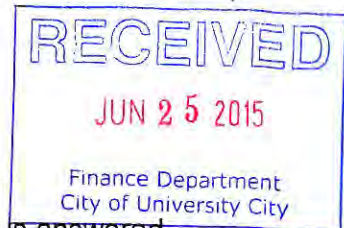
ATTACHMENTS: Department Approvals

RECOMMENDATION: Approval

#94



CITY OF UNIVERSITY CITY
APPLICATION FOR LIQUOR LICENSE
University City Municipal Code, Chapter 5 Section 8



INSTRUCTIONS: Read each question carefully. Make certain that each question is answered completely and correctly before you submit this application. If you need additional space, use the additional sheet provided at the end of this application. If a question does not apply to you, write N/A in the space, do not leave any blank fields. Submit all documents as requested. **PLEASE PRINT CLEARLY.**

Please note that this application may only be completed and filed by a sole proprietor, corporate officer, managing partner, or managing officer of the business applying for this license.

◇ AN APPLICANT IS NOT PERMITTED TO OPERATE UNTIL LICENSE IS ISSUED ◇

Applications must be accompanied by a non-refundable application filing fee of:

- i. Type 2, 4, 12 \$ 25.00
- ii. Type 9, 10, 11, 15 \$ 10.00
- iii. Type 16, 17 \$ 5.00

Type of license requested- separate license shall be obtained for each of the following classes of sales:
(Please check each classification that applies)

- 2- All kinds of intoxicating liquor, by the drink, retail \$450.00
- 4- CLUB: All kinds of intoxicating liquor, by the drink, retail 200.00
- 5- Malt liquor not in excess of 5% alcohol wholesaler to wholesaler 75.00
- 6- Intoxicating liquor not in excess of 22% alcohol wholesaler to wholesaler 150.00
- 7- Malt liquor not in excess of 5% alcohol wholesaler to retailer 75.00
- 8- Intoxicating liquor not in excess of 22% alcohol wholesaler to retailer 150.00
- 9- Malt liquor in excess of 3.2% and not in excess of 5% alcohol, by the package, retail 22.50
- 10- Malt liquor in excess of 3.2% and not in excess of 5% alcohol, by the drink, retail 52.50
- 11- Malt liquor not in excess of 5% beer and 14% wine, by the drink, retail 52.50 →
- 12- Intoxicating liquor not more than 22%, by the package, retail 75.00
- 13- Intoxicating liquor of all kinds, wholesaler to wholesaler 375.00
- 14- Intoxicating liquor of all kinds, wholesaler to retailer 500.00
- 15- Intoxicating liquor of all kinds, by the package, retail 150.00
- 16- Malt liquor not in excess of 3.2% alcohol, by the package, retail 22.50
- 17- Malt liquor not in excess of 3.2% alcohol, by the drink, retail 37.50 -
- Sunday Liquor License 300.00

I. BUSINESS APPLYING FOR LICENSE:

A. BUSINESS NAME AND TYPE

Meshuggah Cafe, LLC

- Sole Owner
- Partnership
- Corporation
- Limited Liability Company

B. DESCRIPTION OF PREMISES AND ADDRESS:

DESCRIPTION: COFFEE SHOP AND CAFE

ADDRESS: 6269 DELMAR

HOURS OF OPERATION: 7:00 am - 9:00 pm

C. PHONE:

II. MANAGING OFFICER:

A. NAME: (LAST) KASLOW (FIRST) JENNIFER (MIDDLE INITIAL) WEISS

B. ADDRESS, CITY & ZIP CODE: 6905 KINGSBURY BLVD ST. LOUIS, MO 63130 C. PHONE: 314-363-3456

D. DATE OF BIRTH: 04/20/71 F. BUSINESS PHONE: (IF DIFFERENT FROM ABOVE)

G. PREVIOUS ADDRESS: (IF NOT AT PRESENT ADDRESS FOR 5 YEARS OR MORE)

H. IF FOREIGN BORN, PLEASE STATE COUNTRY, PLACE AND STATE OF NATURALIZATION:

I. MISSOURI RESIDENT SINCE: (MONTH & YR) JULY 1994 K. TOWNSHIP: UNIVERSITY CITY L. COUNTY: ST. LOUIS COUNTY

M. CURRENT BUSINESS OR OCCUPATION OF APPLICANT: new owner of Meshuggah, previously a teacher at New City School

N. NAME OF CORPORATION, PARTNERSHIP OR CLUB: (IF APPLICABLE)

FOR PARTNERSHIP OR LIMITED PARTNERSHIP

NUMBER OF MEMBERS:

A2. STATE NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH OF ALL PARTNERS: (USE PAGE 7 IF NECESSARY)

FOR CORPORATION OR LIMITED LIABILITY COMPANY

NUMBER OF MEMBERS: 1

A3. STATE NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH OF ALL OFFICERS, DIRECTORS AND STOCKHOLDERS OWNING 1% OR MORE INTEREST IN THE CORPORATION OR MEMBERS OF A LIMITED LIABILITY COMPANY. (USE PAGE 7 IF NECESSARY)
JENNIFER KASLOW 6905 KINGSBURY BLVD, ST. LOUIS, MO 63130

OTHER PERSONS

NUMBER OF MEMBERS:

A4. LIST NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH FOR ALL OTHER PERSONS WHO HAVE AN INTEREST IN THE BUSINESS FOR WHICH LICENSE IS REQUESTED. (USE PAGE 7 IF NECESSARY)

B4. IN WHAT TYPE OF BUSINESS IS EACH OF THE ABOVE PERSONS ENGAGED: (USE PAGE 7 IF NECESSARY)

III. OTHER INFORMATION

<p>A. IS APPLICANT A QUALIFIED VOTER IN THE STATE OF MISSOURI? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>B. IS APPLICANT AN ASSESSED, TAX PAYING CITIZEN IN THE STATE OF MISSOURI? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>C. HAS APPLICANT PREVIOUSLY HELD A LIQUOR LICENSE OF ANY TYPE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM D)</p>	<p>D. EXPLAIN (WHEN, WHERE?)</p>								
<p>E. HAS APPLICANT, OR ANY EMPLOYEE, OR PROPOSED EMPLOYEES, EVER BEEN DENIED A LIQUOR LICENSE, OR HAD A LICENSE TO SELL LIQUOR REVOKED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM F)</p>	<p>F. EXPLAIN (WHEN, WHERE?)</p>								
<p>G. HAS APPLICANT EVER BEEN EMPLOYED IN ANY CAPACITY BY A BUSINESS WITH A BEER, WINE OR LIQUOR LICENSE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM H)</p>	<p>H. EXPLAIN (WHEN, WHERE?) <u>WAITRESS, CRAZY FISH</u></p>								
<p>I. HAS THE APPLICANT, EMPLOYEE, OR PROPOSED EMPLOYEE EVER BEEN CONVICTED OF A VIOLATION OF ANY LAW REGULATING, CONTROLLING, OR PROHIBITING THE SALES OR MANUFACTURING OF INTOXICATING LIQUOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN. USE PAGE 7 IF NECESSARY)</p>									
<p>J. HAS ANY DISTILLER, WHOLESALER, WINE MAKER, BREWER OR ANY EMPLOYEE, OR AGENT THEREOF, HAVE OR PROPOSE TO HAVE, ANY FINANCIAL INTEREST IN THE BUSINESS TO WHICH THIS APPLICATION APPLIES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN. USE PAGE 7 IF NECESSARY)</p>									
<p>K. INDICATE THE TYPE OF BUSINESS, IF ANY, APPLICANT PROPOSES TO CONDUCT ON PREMISES IN ADDITION TO SALE OF INTOXICATING LIQUOR:</p> <p><input checked="" type="checkbox"/> RESTAURANT _____</p> <p><input type="checkbox"/> HOTEL DINING ROOM _____</p> <p><input type="checkbox"/> OTHER (PLEASE EXPLAIN) _____</p>									
<p>L. STATE ESTIMATE OF ANNUAL SALES VALUE: FOOD \$ <u>125-150,000</u> OTHER (INCLUDING LIQUOR) \$ <u>125-150,000</u></p>									
<p>M. IS THERE A SCHOOL, CHURCH, SYNAGOGUE, PUBLIC PARK OR PLAYGROUND WITHIN ONE HUNDRED FIFTY (150) FEET OF THE PROPOSED BUSINESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, STATE THE NAME AND APPROXIMATE DISTANCES):</p>									
<p>N. IS THE APPLICANT INDEBTED TO ANY PERSON FOR MONEY OR PROPERTY, TO BE USED IN THE LICENSED BUSINESS? (IF YES, STATE AMOUNT OF INDEBTEDNESS AND TO WHOM IT IS OWED.)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">AMOUNT OWED:</td> <td style="width:30%;">NAME:</td> </tr> <tr> <td>\$</td> <td></td> </tr> <tr> <td colspan="2">ADDRESS, CITY, STATE, & ZIP:</td> </tr> <tr> <td>PHONE:</td> <td>OCCUPATION:</td> </tr> </table>	AMOUNT OWED:	NAME:	\$		ADDRESS, CITY, STATE, & ZIP:		PHONE:	OCCUPATION:
AMOUNT OWED:	NAME:								
\$									
ADDRESS, CITY, STATE, & ZIP:									
PHONE:	OCCUPATION:								

STATE OF MISSOURI)
) SS.
COUNTY OF ST. LOUIS)

Comes now _____ of lawful age, being first duly sworn upon oath, deposes and says that he or she: (1) is the sole proprietor, corporate officer, managing partner, or managing officer of the business applying for this license, (2) is authorized to make this application, (3) has read this application and understands same, (4) knows the contents of this application, (5) swears that the answers and statements contained in this application are true and correct, and (6) on behalf of the applicant, agrees to comply with all laws of the City of University City and the State of Missouri relevant to the applicant's business.



SIGNATURE OF APPLICANT/MANAGING OFFICER

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS DAY 25th OF JUNE 20 15.



NOTARY PUBLIC

MY COMMISSION EXPIRES: 4/22/19



THIS SECTION FOR CITY USE ONLY

APPROVALS:

Police Chief	_____	Date: _____
Community Development	_____	Date: _____
City Manager	_____	Date: _____



Inter-Office Memo

Date: 6/29/2015

To: Colonel Charles Adams

From: Sgt. F. Lemons

Reference: Liquor License Application 6269 Delmar

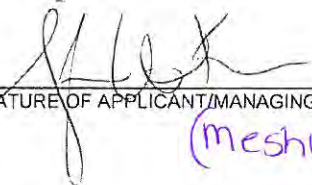
I have reviewed the findings of the investigation completed by Detective Daur Nodari concerning the liquor license application submitted by Jennifer Kaslow for 6269 Delmar, Meshuggah Cale LLC. Det. Nodari's investigation was thorough and failed to disclose evidence that would justify a denial of the applied for liquor license.

Detective Sergeant Fredrick Lemons 99
Supervisor Bureau of Investigation

6/29/15
Approved
C. Adams


STATE OF MISSOURI)
) SS.
COUNTY OF ST. LOUIS)

Comes now _____ of lawful age, being first duly sworn upon oath, deposes and says that he or she: (1) is the sole proprietor, corporate officer, managing partner, or managing officer of the business applying for this license, (2) is authorized to make this application, (3) has read this application and understands same, (4) knows the contents of this application, (5) swears that the answers and statements contained in this application are true and correct, and (6) on behalf of the applicant, agrees to comply with all laws of the City of University City and the State of Missouri relevant to the applicant's business.



SIGNATURE OF APPLICANT/MANAGING OFFICER
(meshuggah)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS DAY 25th OF JUNE 20 15.




NOTARY PUBLIC

MY COMMISSION EXPIRES: 4/22/19



THIS SECTION FOR CITY USE ONLY

APPROVALS:

Police Chief	_____	Date: _____
Community Development		Date: <u>6/29/15</u>
City Manager	_____	Date: _____

IV. SUNDAY LIQUOR LICENSE

If application is for Sunday liquor license, complete the following section:

Under the provisions of Chapter 5, Section 8.240 of the Municipal code of the City of University City, application is hereby made for a license to sell intoxicating liquor between the hours of 1:00 P.M. and midnight on Sundays.

A. APPLICANT NAME: (LAST) KASLOW (FIRST) JENNIFER (MIDDLE INITIAL) W

B. BUSINESS NAME: MESHUGGAN CAFE, LLC PHONE NUMBER: 314-363-3456

Type of Liquor License held or applied for:

- 1-2 All kinds of intoxicating liquor, by the drink, retail
- 9 Malt liquor in excess of 3.2% not in excess 5% alcohol, by the package, retail
- 10 Malt liquor in excess of 3.2% not in excess 5% alcohol, by the drink, retail
- 11 Malt liquor not in excess of 5% beer and 14% wine, by the drink, retail
- 12 Intoxicating liquor not more than 22%, by the package, retail
- 15 Intoxicating liquor of all kinds, by the package, retail

For the purpose of obtaining said Sunday Liquor license: applicant states that at least fifty percent (50%) of the gross income of the restaurant bar at the above location is derived from the sale of prepared meals or food consumed on the premises, or which has an annual gross income of at least two hundred seventy-five thousand dollars (\$275,000.00) from the sale of prepared meals or food.

Jennifer Kaslow
Signature of Applicant

OWNER, Meshuggah, LLC
Title of Applicant

6/17/15
Date

V. RECOMMENDATIONS- COMPLETE IF APPLYING FOR LICENSE TYPE 2, 10, OR 11

Five recommendations are required for Applicants petitioning for a license to sell intoxicating liquor by the drink at retail under section 5.08.060 of University City Municipal Code.

Each of the following recommendations is to be filled in and signed by a creditable resident, real property tax-paying citizen of University City, vouching for the character of the applicant.

1) Date: 6/22/15 Name: Patricia LIBERTO
Location of University City real property taxed in your name: 7353 Carleton Ave.
How long have you known applicant? 17 years Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? YES
Phone Number: 314-757-9388 Signature: [Signature]

2) Date: 6/22/15 Name: JESSICA BROD MILLNER
Location of University City real property taxed in your name: 7009 KINGSBURY BLVD
How long have you known applicant? 25 Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? YES
Phone Number: 314-725-5678 Signature: [Signature]

3) Date: 6-23-15 Name: Jon Mendelson
Location of University City real property taxed in your name: 6900 Waterman Av
How long have you known applicant? 20 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? None whatsoever
Do you vouch for applicant's moral character and reputation? wholely
Phone Number: 314-863-0558 Signature: [Signature]

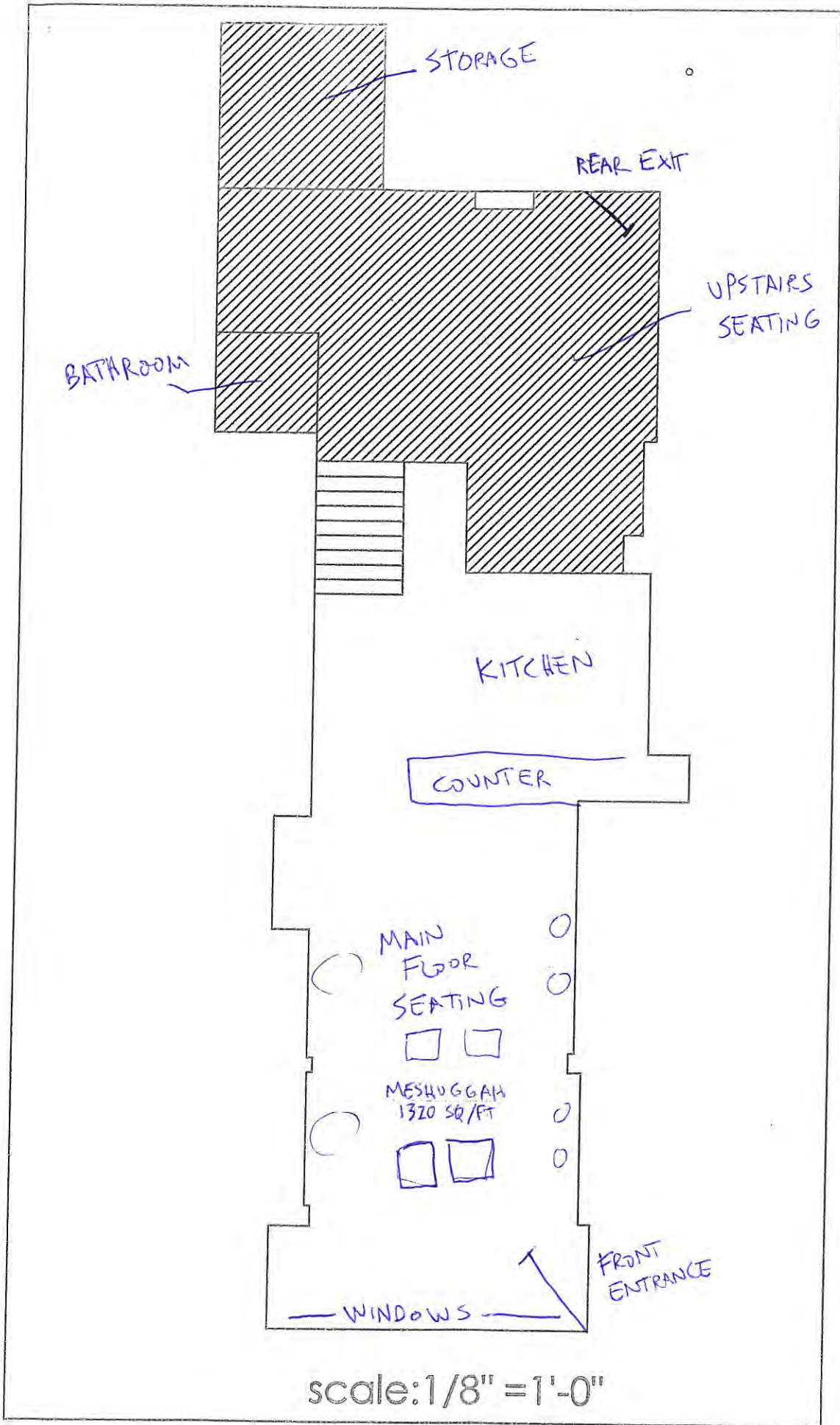
4) Date: 6/25/15 Name: KAREN HANDELMAN
Location of University City real property taxed in your name: 6902 WASHINGTON AVE
How long have you known applicant? 15 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? yes
Phone Number: 314-799-0501 Signature: [Signature]

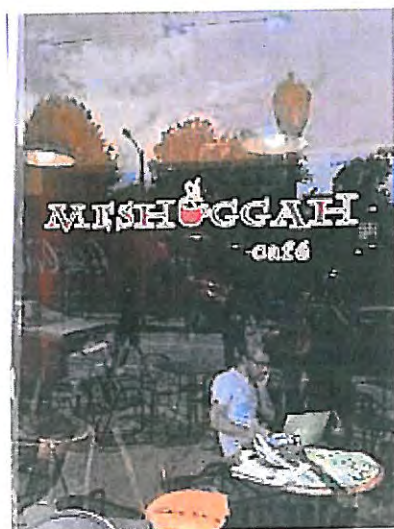
5) Date: 6/24/15 Name: Michael Morrissey
Location of University City real property taxed in your name: 6331 Waterman Ave
How long have you known applicant? 4 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 206-491-2622 Signature: [Signature]

Complete Location Description - Meshuggah Café 6269 Delmar Blvd

Meshuggah Café has operated in the Loop since 1992. The café's primary source of revenue is coffee and food. It currently holds a license to sell beer and wine. The hours of operation are 7:00AM to 9:00PM. As the new owner of Meshuggah, I intend to operate the business in essentially the same manner.

The café seats approximately 40 people. The main entrance is from Delmar Blvd with a rear exit at the back of the premises. The storefront consists of large plate glass allowing complete visibility into the premises from the street.





RICHARD H. KELLETT
Chairman

TRUDI MCCOLLUM FOUSHEE
Commissioner

ERIC FEY
Director of Elections

Saint Louis COUNTY ELECTION BOARD

JOHN W. MAUPIN
Secretary

JOHN P. KING
Commissioner

GARY B. FUHR
Director of Elections

CERTIFICATE OF REGISTRATION

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)



This is to certify that JENNIFER KASLOW is a resident and registered voter in

Precinct 9 of HADLEY Township of the County of St. Louis and the

State of Missouri having registered on 8/2/99 .

I do hereby certify the following to be true and correct information obtained from the voter registration
file and verified by the applicant.

Current Address: 6905 KINGSBURY BLVD
City/State/Zip: ST. LOUIS, MISSOURI 63130
Date of Birth: 4/20/71
U. S. Citizen: YES

IN WITNESS WHEREOF, I hereunto set my hand and the seal of said Board of Election
Commissioners located in St. Louis County, Missouri, this 25th Day of June,
2015.

M. DiMaggio
Signature of Election Board Official

(Seal)

ST. LOUIS COUNTY, MISSOURI



Personal Property Tax Receipt

This information reflects the tax status for the account and tax year indicated.

If you have any questions you can contact the Collection Division by calling (314) 615-5500.

No Taxes Are Due

Effective 6/17/2015.

Tax Year: 2014
Account Number: 857386254
Account Status: Active
Name: Kaslow Jennifer W
Taxing Address: 6905 Kingsbury Blvd
 Saint Louis, Missouri 63130
School Sub Code: 131R
City Code: 057
Site Code: 1422
Total Assessed Value: 9,680
Tax Rate: 9.5709
Personal Property Declaration: 2014 declaration has been received.

Office Use: TPDBG4153216X8231785B84YKS 6/17/2015 11:47:38 AM



Personal Property Tax Paid: 857386254

Tax Year	Tax	Interest	Penalties	Other Charges	Total Tax	Amount Paid	Date Paid
2014	\$926.46	\$0.00	\$0.00	\$6.50	\$932.96	\$932.96	12/31/2014

Vehicles Detail: 857386254 - 2014

Line Number	Reference Number	Description	Year	Make	Model	Product Code	Total Units	Assessed Value Per Unit	Total Assessed Value
1	30	Auto	2013	Volvo	Xc90	719414	1	9,680	9,680
Total >>									9,680

Close Window

TAXATION DIVISION
P.O. BOX 3666
JEFFERSON CITY, MO 65105-3666



STATE OF MISSOURI
Department of Revenue
Telephone: (573) 751-9268
Fax: (573) 522-1265
E-mail: taxclearance@dor.mo.gov

MESHUGGAN CAFE LLC
MESHUGGAN CAFE LLC
6269 DELMAR BLVD
UNIVERSITY CITY, MO 631304716

DATE: June 22, 2015
MISSOURI TAX ID NUMBER:
19843712

CERTIFICATE OF NO TAX DUE

To Whom it may concern: The Department of Revenue, State of Missouri, certifies that the above listed taxpayer/account has filed all required returns and paid all sales or withholding tax due, including penalties and interest, or does not owe any sales and withholding tax, according to the records of the Missouri Department of Revenue as of June 19, 2015. These records do not include returns that are not required to be filed as of this date for taxes previously collected or that have been filed but not yet processed by the Department.

This statement only applies to sales and withholding tax due and does not limit the authority of the Director of Revenue to assess, and/or collect liabilities under appeal, in default of an installment agreement entered into with the Director of Revenue or that become known to the Missouri Department of Revenue as a result of audit, review of the taxpayer's records, or determination of successor liability.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.

DIRECTOR OF REVENUE OR DELEGATE
STATE OF MISSOURI

BY:

A handwritten signature in black ink that reads "Dwayne Maples".

Dwayne Maples
Administrator, Business Tax



City Manager's Report Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Liquor License for **Private Kitchen**
8106 Olive Boulevard

AGENDA SECTION: City Manager's Report

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW: **Private Kitchen** has applied for a liquor license: Intoxicating Liquor of All Kinds By the Package, Malt Liquor not in excess of 5% beer and 14% wine by the drink and retail. The applicant/managing officer is Lawrence Chen.

- A background check by the Police Department revealed no disqualifying information.
- Department approval was granted from Community Development, with no additional comments.
- Recommendations from University City citizens are included.
- A current Certificate of No Sales Tax Due issued by the Missouri Department of Revenue was received relative to the business.
- 2014 real estate tax record for the applicant indicate payment of taxes.

ATTACHMENTS: Background Check
Department Approvals

RECOMMENDATION: Approval



CITY OF UNIVERSITY CITY
APPLICATION FOR LIQUOR LICENSE
University City Municipal Code, Chapter 600 Section 600.060

INSTRUCTIONS: Read each question carefully. Make certain that each question is answered completely and correctly before you submit this application. If you need additional space, use the additional sheet provided at the end of this application. If a question does not apply to you, write N/A in the space, do not leave any blank fields. Submit all documents as requested. **PLEASE PRINT CLEARLY.**

Please note that this application may only be completed and filed by a sole proprietor, corporate officer, managing partner, or managing officer of the business applying for this license.

◇ AN APPLICANT IS NOT PERMITTED TO OPERATE UNTIL LICENSE IS ISSUED ◇

Applications must be accompanied by a non-refundable application filing fee of \$25.00

Type of license requested- separate license shall be obtained for each of the following classes of sales:
(Please check each classification that applies)

- 2- All kinds of intoxicating liquor, by the drink, retail \$450.00
- 4- CLUB: All kinds of intoxicating liquor, by the drink, retail 200.00
- 5- Malt liquor not in excess of 5% alcohol wholesaler to wholesaler 75.00
- 6- Intoxicating liquor not in excess of 22% alcohol wholesaler to wholesaler 150.00
- 7- Malt liquor not in excess of 5% alcohol wholesaler to retailer 150.00
- 8- Intoxicating liquor not in excess of 22% alcohol wholesaler to retailer 300.00
- 9- Malt liquor in excess of 3.2% and not in excess of 5% alcohol, by the package, retail 75.00
- 10- Malt liquor in excess of 3.2% and not in excess of 5% alcohol, by the drink, retail 75.00
- 11- Malt liquor not in excess of 5% beer and 14% wine, by the drink, retail 75.00
- 12- Intoxicating liquor not more than 22%, by the package, retail 75.00
- 13- Intoxicating liquor of all kinds, wholesaler to wholesaler 375.00
- 14- Intoxicating liquor of all kinds, wholesaler to retailer 750.00
- 15- Intoxicating liquor of all kinds, by the package, retail 150.00
- Sunday Liquor License 300.00

I. BUSINESS APPLYING FOR LICENSE:		
A. BUSINESS NAME AND TYPE		<input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company
B. DESCRIPTION OF PREMISES AND ADDRESS: DESCRIPTION: <u>Restaurant</u> ADDRESS: <u>8106 Olive Blvd</u> HOURS OF OPERATION: <u>11:30AM - 9:00 PM</u>		C. PHONE:
II. MANAGING OFFICER:		
A. NAME: (LAST) <u>CHEN</u> (FIRST) <u>LAWRENCE</u> (MIDDLE INITIAL)		
B. ADDRESS, CITY & ZIP CODE: <u>2144 Quarter Horse Crossing, High Ridge Mo. 63049</u>		C. PHONE: <u>314-445-4605</u>
D. DATE OF BIRTH: <u>06-19-1958</u>		F. BUSINESS PHONE: (IF DIFFERENT FROM ABOVE) <u>314-989-0283</u>
G. PREVIOUS ADDRESS: (IF NOT AT PRESENT ADDRESS FOR 5 YEARS OR MORE) <u>2068 Avalon Ridge Cir Fenton Mo 63026</u>		
H. IF FOREIGN BORN, PLEASE STATE COUNTRY, PLACE AND STATE OF NATURALIZATION: <u>Born in SHANGHAI, CHINA</u>		
I. MISSOURI RESIDENT SINCE: (MONTH & YR) <u>Jun-1987</u>		L. COUNTY: <u>St. Louis</u>
K. TOWNSHIP: <u>Maplewood</u>		
M. CURRENT BUSINESS OR OCCUPATION OF APPLICANT:		
N. NAME OF CORPORATION, PARTNERSHIP OR CLUB: (IF APPLICABLE)		
FOR PARTNERSHIP OR LIMITED PARTNERSHIP		NUMBER OF MEMBERS:
A2. STATE NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH OF ALL PARTNERS: (USE PAGE 7 IF NECESSARY)		
<u>N/A</u>		
FOR CORPORATION OR LIMITED LIABILITY COMPANY		NUMBER OF MEMBERS:
A3. STATE NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH OF ALL OFFICERS, DIRECTORS AND STOCKHOLDERS OWNING 1% OR MORE INTEREST IN THE CORPORATION OR MEMBERS OF A LIMITED LIABILITY COMPANY. (USE PAGE 7 IF NECESSARY)		
<u>N/A</u>		
OTHER PERSONS		NUMBER OF MEMBERS:
A4. LIST NAMES, ADDRESSES, PHONE NUMBERS AND DATES OF BIRTH FOR ALL OTHER PERSONS WHO HAVE AN INTEREST IN THE BUSINESS FOR WHICH LICENSE IS REQUESTED. (USE PAGE 7 IF NECESSARY)		
<u>N/A</u>		
B4. IN WHAT TYPE OF BUSINESS IS EACH OF THE ABOVE PERSONS ENGAGED: (USE PAGE 7 IF NECESSARY)		

III. OTHER INFORMATION

<p>A. <input checked="" type="checkbox"/> APPLICANT A QUALIFIED VOTER IN THE STATE OF MISSOURI? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>B. IS APPLICANT AN ASSESSED, TAX PAYING CITIZEN IN THE STATE OF MISSOURI? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>								
<p>C. HAS APPLICANT PREVIOUSLY HELD A LIQUOR LICENSE OF ANY TYPE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM D)</p>	<p>D. EXPLAIN (WHEN, WHERE?)</p>								
<p>E. HAS APPLICANT, OR ANY EMPLOYEE, OR PROPOSED EMPLOYEES, EVER BEEN DENIED A LIQUOR LICENSE, OR HAD A LICENSE TO SELL LIQUOR REVOKED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM F)</p>	<p>F. EXPLAIN (WHEN, WHERE?)</p>								
<p>G. HAS APPLICANT EVER BEEN EMPLOYED IN ANY CAPACITY BY A BUSINESS WITH A BEER, WINE OR LIQUOR LICENSE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN, SEE ITEM H)</p>	<p>H. EXPLAIN (WHEN, WHERE?)</p>								
<p>I. HAS THE APPLICANT, EMPLOYEE, OR PROPOSED EMPLOYEE EVER BEEN CONVICTED OF A VIOLATION OF ANY LAW REGULATING, CONTROLLING, OR PROHIBITING THE SALES OR MANUFACTURING OF INTOXICATING LIQUOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN. USE PAGE 7 IF NECESSARY)</p>									
<p>J. HAS ANY DISTILLER, WHOLESALER, WINE MAKER, BREWER OR ANY EMPLOYEE, OR AGENT THEREOF, HAVE OR PROPOSE TO HAVE, ANY FINANCIAL INTEREST IN THE BUSINESS TO WHICH THIS APPLICATION APPLIES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, EXPLAIN. USE PAGE 7 IF NECESSARY)</p>									
<p>K. INDICATE THE TYPE OF BUSINESS, IF ANY, APPLICANT PROPOSES TO CONDUCT ON PREMISES IN ADDITION TO SALE OF INTOXICATING LIQUOR:</p> <p><input checked="" type="checkbox"/> RESTAURANT _____</p> <p><input type="checkbox"/> HOTEL DINING ROOM _____</p> <p><input type="checkbox"/> OTHER (PLEASE EXPLAIN) _____</p>									
<p>L. STATE ESTIMATE OF ANNUAL SALES VALUE: FOOD \$ <u> N/A </u> OTHER (INCLUDING LIQUOR) \$ <u> N/A </u></p>									
<p>M. IS THERE A SCHOOL, CHURCH, SYNAGOGUE, PUBLIC PARK OR PLAYGROUND WITHIN ONE HUNDRED FIFTY (150) FEET OF THE PROPOSED BUSINESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, STATE THE NAME AND APPROXIMATE DISTANCES):</p>									
<p>N. IS THE APPLICANT INDEBTED TO ANY PERSON FOR MONEY OR PROPERTY, TO BE USED IN THE LICENSED BUSINESS? (IF YES, STATE AMOUNT OF INDEBTEDNESS AND TO WHOM IT IS OWED.)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">AMOUNT OWED:</td> <td style="width:30%;">NAME:</td> </tr> <tr> <td>\$</td> <td></td> </tr> <tr> <td colspan="2">ADDRESS, CITY, STATE, & ZIP:</td> </tr> <tr> <td>PHONE:</td> <td>OCCUPATION:</td> </tr> </table>	AMOUNT OWED:	NAME:	\$		ADDRESS, CITY, STATE, & ZIP:		PHONE:	OCCUPATION:
AMOUNT OWED:	NAME:								
\$									
ADDRESS, CITY, STATE, & ZIP:									
PHONE:	OCCUPATION:								



Inter-Office Memo



Date: 7/1/2015

To: Colonel Charles Adams

From: Sgt. F. Lemons

Reference: Liquor License Application 8106 Olive

I have reviewed the findings of the investigation completed by Det. Michael Gage concerning the liquor license application submitted by Lawrence Chen for Private Kitchen at 8106 Olive. Det. Gage's investigation was thorough and does not reveal issues that would justify a denial of a City of University City Business License as applied for by Mr. Chen.

Respectfully Submitted,

Det. Sgt. F. Lemons # 951

Detective Sergeant Fredrick Lemons DSN 450

*7/1/2015
Approved
C. Adams*

STATE OF MISSOURI)
) SS.
COUNTY OF ST. LOUIS)

Comes now Lawrence Chen of lawful age, being first duly sworn upon oath, deposes and states that he or she: (1) is the sole proprietor, corporate officer, managing partner, or managing officer of the business applying for this license, (2) is authorized to make this application, (3) has read this application and understands same, (4) knows the contents of this application, (5) swears that the answers and statements contained in this application are true and correct, and (6) on behalf of the applicant, agrees to comply with all laws of the City of University City and the State of Missouri relevant to the applicant's business.

[Signature]
SIGNATURE OF APPLICANT/MANAGING OFFICER
(Private Kitchen)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS DAY 20 OF April 2015

[Signature]
NOTARY PUBLIC

MY COMMISSION EXPIRES: 10-16-2016

NARESH BAJAJ
Notary Public - Notary Seal
STATE OF MISSOURI
Jefferson County
My Commission Expires: Oct. 16, 2016
Commission # 12658918

THIS SECTION FOR CITY USE ONLY

APPROVALS:

Police Chief	<u>[Signature]</u>	Date: _____
Community Development	<u>[Signature]</u>	Date: <u>6/29/15</u>
City Manager	_____	Date: _____

Five recommendations are required for Applicants petitioning for a license to sell intoxicating liquor by the drink at retail under section 5.08.060 of University City Municipal Code.

Each of the following recommendations is to be filled in and signed by a creditable resident, real property tax-paying citizen of University City, vouching for the character of the applicant.

1) Date: 4-1-15 Name: Darwin Yates
Location of University City real property taxed in your name: 7494 Drexel Dr.
How long have you known applicant? 5 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 314.305.9207 Signature: [Signature]

2) Date: 4-1-15 Name: Jerry Emanuel
Location of University City real property taxed in your name: 10 yrs 7482 Drexel
How long have you known applicant? 10 yrs Are you related? No
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? No
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 314-726-5032 Signature: [Signature]

3) Date: 4-14-15 Name: LEVANCE MADDEN
Location of University City real property taxed in your name: 7489 Drexel
How long have you known applicant? 2 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 314 721-2317 Signature: [Signature]

4) Date: 4-15-15 Name: Kami Whitehurst - Levy
Location of University City real property taxed in your name: 7496 Teasdale Ave
How long have you known applicant? 5 yrs Are you related? NO
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 618-558-9523 Signature: [Signature]

5) Date: 4-17-15 Name: Barbara Pitts Broussard
Location of University City real property taxed in your name: 1327 Waldron
How long have you known applicant? 1 yr Are you related? No
Are you aware of any reason to refuse applicant a license to sell intoxicating liquor? NO
Do you vouch for applicant's moral character and reputation? Yes
Phone Number: 314-725-6429 Signature: [Signature]



6801 Delmar Ave
University City, MO 63130
Tel: (314) 862-6767
Fax: (314) 863-0921

VI. PETITION- COMPLETE IF APPLYING FOR LICESE TYPE 2, 10, OR 11

Under Chapter 5, Section 8.060, a petition must be submitted in favor of the license. **Please Note:** In the absence of valid petitions, the city council must have a five-sevenths vote to approve the license.

The undersigned taxpaying citizens, record owners of property within a radius of 200 feet of the primary public entrance of the premises in which the applicant proposes to sell intoxicating liquor, **and** owners occupying or conducting a business on the main or surface floor of buildings within such radius, hereby approve the foregoing application, and consent to the issuance to the applicant of a license to sell intoxicating liquor by the drink, to be consumed on the premises where sold:

NAME

ADDRESS

NAME	ADDRESS
John SANG	8041 Olive Blvd ST. Louis MO 63130
Jane Moran	8112 olive Blvd St. Louis Mo 63130
Sam Lin	8146 Olive Blvd St. Louis MO 63130
Leiana Mall	8008 Olive Blvd ST. Louis Mo. 63130
Edwin Chui	8150 Olive Blvd, N-city, MO, 63130

(Attach additional sheet if necessary)

Complete Location Description

Private Kitchen is located on 8106 Olive Blvd., University City, Missouri 63130. There is one main entrance and exit for the guests, and an exit in the back of the kitchen that leads into the building's back hallway. The maximum capacity is 15 people as there is limited space, with reservations being required. Private Kitchen is a Chinese restaurant serving original and authentic Shanghai-style food. Due to the fact that Private Kitchen is a reservations-only restaurant, many of our guests book the venue for events such as celebrations or parties, we are looking to serve our guests with liquor should they request it as well. Business hours are Monday, Wednesday-Sunday from 11:00 AM to 9:00 PM.





July 13, 2015

K-4-11

JEFFERSON COUNTY TAX RECEIPT
2014 REAL ESTATE

5/12/2015 9:32 AM

PARCEL NUMBER: 03-1.0-01.0-3-001-224.

RECEIPT#: 2014038761

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 54,500
ACRES 0.21

CHEN, LAWRENCE & YANG ANG
2144 QUARTER HORSE CROSSING
HIGH RIDGE, MO 63049

PROPERTY DESCRIPTION

HARTER FARMS 2
LOT 67A

SITUS. 2144 QUARTER HORSE XING

TAX DISTRICT	TAX
COUNTY TAX	12.97
HEALTH UNIT TAX	41.31
HIGH RIDGE FIRE	452.40
JC DEV DISABILITIES	51.67
JEFFERSON COLLEGE	187.26
LIBRARY / R1	105.02
MENTAL HEALTH TAX	51.67
NORTH JEFFERSON AMB	295.94
NORTHWEST SCHOOL	2,512.67
PARK TAX	15.42
ROAD & BRIDGE TAX	116.41
STATE TAX	16.35
TOTAL TAXES	3,859.09
TOTAL PAID	3,859.09

PAID

Validated By
Beth Mahn, Jefferson County Collector
Richard Carter III, Jefferson County Auditor

DATE: 12/11/2014 STATEMENT TOTAL: 3,859.09 TOTAL PAID: 3,859.09 RECEIPT#: 2014038761

REAL ESTATE TAX RECEIPTS CANNOT BE USED
TO LICENSE VEHICLES

Confirmation Letter

TAXATION DIVISION
P. O. BOX 3666
JEFFERSON CITY, MO 65105-3666

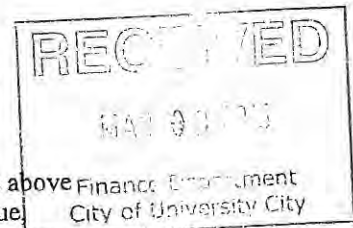


STATE OF MISSOURI
Department of Revenue
Telephone: (573) 751-9268
Fax: (573) 522-1265
E-mail: taxclearance@dor.mo.gov

PRIVATE KITCHEN
H & C ENTERPRISE INC
8106 OLIVE BLVD
UNIVERSITY CITY, MO 631302023

DATE: February 23, 2015
MISSOURI TAX ID NUMBER:
16606388
University City

CERTIFICATE OF NO TAX DUE



To Whom it may concern: The Department of Revenue, State of Missouri, certifies that the above listed taxpayer/account has filed all required returns and paid all sales or withholding tax due, including penalties and interest, or does not owe any sales and withholding tax, according to the records of the Missouri Department of Revenue as of February 20, 2015. These records do not include returns that are not required to be filed as of this date for taxes previously collected or that have been filed but not yet processed by the Department.

This statement only applies to sales and withholding tax due and does not limit the authority of the Director of Revenue to assess, and/or collect liabilities under appeal, in default of an installment agreement entered into with the Director of Revenue or that become known to the Missouri Department of Revenue as a result of audit, review of the taxpayer's records, or determination of successor liability.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.

DIRECTOR OF REVENUE OR DELEGATE
STATE OF MISSOURI

BY:

Dwayne Maples
Administrator, Business Tax

Wes Wagener
Jefferson County Clerk
P.O. Box 100
Hillsboro MO 63050

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service

PRESORTED MAIL
FIRST CLASS MAIL PERMIT
U.S. POSTAGE PAID
HILLSBORO, MO
PERMIT NO. 10

RETURN SERVICE REQUESTED

ZIP 63050
01E12650135

To vote you must present a form of identification from the following list: an ID issued by the state of Missouri including a state agency; a local election authority of Missouri; the US government; or an institution of higher education of Missouri; a copy of a current utility bill, bank statement, government check, paycheck or other government document with your name and address; a driver's license or state identification card issued by another state; or an affidavit signed by you and two supervising election judges; one from each major political party, stating the election judges personally know you.

This is a Voter Identification Card

Voting Location
69-HIGH RIDGE ELKS LODGE #2455

Jefferson
Ward/Precinct : 69.A.03 - 69.A High Ridge
Voter ID # : 73580480

Election Districts
US Representative District 3
State House District 112
State Senate District 22
New Council District-1
North Jefferson County Ambulance
High Ridge Fire

Registration Date : 06/11/2015
CHEN, LAWRENCE H
2144 QUARTER HORSE CROSSING
HIGH RIDGE MO 63049



PARENT_LOC	TAXYR	OWNER_NAME	PROP_ADRNU	PROP_ADD	PROP_ZIP
17K531513	2014	CENTRAL ENTERPRISES L L C	8144	8144 OLIVE BLVD	63130
17K541161	2014	LICO PROPERTIES LLC	8109	8109 OLIVE BLVD	63130
17K530028	2014	GUO XIU MEI	8137	8137 BLANCHA DR	63130
17K540016	2014	MANN JOHN & ADRIANNE TRUST	8129	8129 BLANCHA DR	63130
17K540027	2014	LAW KI HANG & LEE BIK YEE DORRA H/W	8133	8133 BLANCHA DR	63130
17K541183	2014	DEPOLITO MARY SCOTT H/H	8111	8111 OLIVE BLVD	63130
17K541062	2014	MARKS LEONARD B TRUSTEE	1163	1163 81ST ST	63130
17K541073	2014	CENTRAL ENTERPRISES L L C	8100	8100 OLIVE BLVD	63130
17K540104	2014	LAM SINN DONG & LAO VUONGH/WETAL	8107	8107 OLIVE BLVD	63130

OWN_ADD	OWN_CITY	OWN_STATE	OWN_ZIP	SCHSUB	MUNYCODE	SUBDIVISIO
1771 STIFEL LANE DR	CHESTERFIELD	MO	63017	131Q	057	
12211 BALLAS LN	SAINT LOUIS	MO	63131	131Q	057	DONAHUE'S PLACE
16349 VALLEY OAKS ESTATES CT	CHESTERFIELD	MO	63005	131Q	057	BRITTANY HEIGHTS
8129 BLANCHA DR	SAINT LOUIS	MO	63130	131Q	057	BRITTANY HEIGHTS
1650 WILD GOOSE RUN	SAINT CHARLES	MO	63303	131Q	057	BRITTANY HEIGHTS
133 AUTUMN FIR CT	LAKE SAINT LOUIS	MO	63367	131Q	057	
1122 OLIVIERE LN	SAINT LOUIS	MO	63132	131Q	057	SOPHIA ROTH ESTATE SUBD
1771 STIFEL LN	CHESTERFIELD	MO	63017	131Q	057	GROBY 2ND ADDITION
1003 CHARTRES AVE	SAINT LOUIS	MO	63132	131Q	057	SURVEY 0000 SEC 04 TWN 45 RANGE 6

TAXCODE	ASSTLANDVA	ASSTIMPVAL	TOTASSMT	APPLANDVAL	APPIMPVAL	TOTAPVAL	PROPCLASS	LUC	LANDUSE2	LUCODE
A	153060	30500	183560	478300	95300	573600	C	599	599	Commercial
A	48930	5500	54430	152900	17200	170100	C	599	599	Commercial
A	7450	12810	20260	39200	67400	106600	R	110	110	Single Family
A	9200	14670	23870	48400	77200	125600	R	110	110	Single Family
A	7050	13110	20160	37100	69000	106100	R	110	110	Single Family
A	77790	14400	92190	243100	45000	288100	C	581	581	Commercial
A	11880	7620	19500	62500	40100	102600	R	110	110	Single Family
A	225820	101660	327480	705700	317700	1023400	C	599	599	Commercial
A	31680	18110	49790	99000	56600	155600	C	581	581	Commercial

TENURE	LIVUNIT	YEARBLT	RESQFT	COMSTRUC	DEEDBKPG	ASRBKPG	ACRES	LOTNUM	LOTDIM
NOT OWNER	0	1955	0	347	12059-1298	03 0263	1.2200		IRR /0285 0185/0187
NOT OWNER	0	1962	0	373	13649-1924	03 0297	0.0000 A		0051/0080 0270/IRR
NOT OWNER	1	1956	1228	0	20678-2468	03 0263 A	0.0000 3		0050/0051 0128/0135
OWNER	1	1956	1548	0	21077-602	03 0263 A	0.0000		0143/0132 0058/0105
NOT OWNER	1	1956	1220	0	19590-1087	03 0263 A	0.0000 2		0050/0052 0112/0128
NOT OWNER	0	1962	0	321	14322-1282	03 0297	0.6200		0075/0138 IRR/ IRR
NOT OWNER	1	1924	1438	0	12298-1275	03 0263	0.4000		0080/0108 0186/0184
NOT OWNER	0	1955	0	374	11356-0544	03 0263	1.4000		0361/IRR 0187/IRR
NOT OWNER	0	1972	0	325	08608-1942	03 0297	0.0000		IRR /0100 0125/0131

LEGAL	CAREOF	NBHD	LANDUSE3
LOC IN NW PT OF NE 1/4 SEC 4 AT NE COR OF CHAS H GIERS ESTATE			
12 14 88			
X			
LOT 1			
LOCATED W LINE LOT A OF DONAHUE PLACE			
LOT PTS 7-8 17K540038 9 29 83			
LOT PTS A & B & PT SEC 4-45-6 2 16 84			
	9131U	0	
	9131U	0	
	31057084	0	
	31057084	0	
	31057084	0	
	9131U	0	
	31057084	0	
	9131U	0	
	9131U	0	

BLDGNAME	Shape_area	Shape_len	AREA_ACR
MULTI RETAIL	52707.54629840000	961.00099763800	1.21
VACANT	16852.43417610000	706.24765358400	0.39
	6975.12397594000	366.78905050900	0.16
	11044.47081960000	454.07432113600	0.25
	5219.31510033000	326.14802144300	0.12
FRANK & HELEN'S PIZZ	19929.01638110000	769.61367336200	0.46
	15873.34169590000	529.44788456800	0.36
UNIVERSAL GIFTS	61449.66433840000	1114.81917708000	1.41
PAPA JOHN'S PIZZA	13295.04358910000	461.13969137400	0.31



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Website Redesign and Development

AGENDA SECTION: City Manager's Report

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW: The objective is to have the City's website redesigned to work more efficiently and to have a fresh updated look. The City's current website was first launched in 2006, there are many content contributors therefore some content is extraneous and redundant. As technology changes so does designs of websites. The City's website needs to be refreshed to keep up with technology in providing a more user friendly site.

In April 2015, the City issued an RFQ seeking vendors to update its website, to enhance the user experience, simplify content management, and provide better information and customer service to its community, while meeting the high standards for design, quality and visual appeal.

Four (4) companies submitted proposals:

Company	One Time	Annual Support for three (3) years	Total
CivicLife	\$ 37,500	\$ 6,500	\$ 44,000
CivicPlus	16,200	9,100	25,300
Revize	25,500	3,300	28,800
Vision Internet	24,000	7,100	31,100

RECOMMENDATION: Staff recommends that CivicPlus with an estimated cost of \$25,300 annually be awarded the website redesign bid.

ATTACHMENT: RFQ Website Redesign and Development
CivicPlus Proposal

City of University City

Request for Qualifications

Website Redesign and Development



Submission Due Date: April 10, 2015

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Overview

The City of University City is seeking to update its website to enhance the user experience, simplify content management, and provide better information and customer service to its community, while meeting high standards for design quality and visual appeal.

Effective websites provide interactive content that keeps users engaged and coming back. Effective websites also must ensure that content sought is easily found and that navigation remains user friendly. In University City, the management of online content has been decentralized to some extent, with the assistance of a handful of “power users.” The City would like to more fully decentralize content management to multiple content managers in each City department under the oversight of the City Clerk and City Manager.

The City of University City seeks the assistance of a company that can accomplish all of the functionality identified in this RFQ but has the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City also seeks a company that has the capability of integrating additional features that may be needed in the future.

Situational Analysis

The City of University City is seeking to enter into a professional services agreement with a qualified vendor to design and implement a new City website based on the above strategy. The City's website URL is currently www.ucitymo.org but is seeking to transition to a new URL upon the launch of a new website – **or** – and will continue to use this URL upon the launch of a new website.

The City is actively seeking a qualified web vendor with extensive municipal experience to replace the existing website. The City's emphasis is on incorporating extensive content management tools and database driven architecture while providing a user-friendly and intuitive site structure and an interface that is both attractive and ADA compliant.

Background

The City of University City is located on the western boundary of the City of St. Louis, Missouri. It ranks third and sixth with respect to total population and assessed valuation in St. Louis County. The City was founded and incorporated in 1906.

The form of government established by Charter is the Council-Manager plan. The City Council is the legislative and governing body of the City. It consists of six Council members and the Mayor, all of whom are elected by the residents of the City. The City Council and Mayor appoint the City Manager and City Clerk. The City Manager directly supervises all City government agencies and departments.

The City has a population of approximately 35,400 with 18,000 housing units. The City's approximately 260 full-time, 40 part-time and nearly 200 seasonal employees provide an array of services including police, fire protection, emergency medical services, code enforcement and business licensing services, and public works and parks and recreational facilities including a pool, fitness facility and golf course.

Vendor Qualifications

The intent of this RFQ is to enable the City of University City to evaluate vendor experience, qualifications and capabilities for developing and implementing a new University City website.

The desired qualifications are outlined below. Responders are to submit a written narrative corresponding to each of the numbered items:

1. Introduction

- A. Company Overview and Summary

2. Company Profile

- A. Company History
- B. Contact Information
- C. Office location(s) (Include business address)
- D. Demonstrated company financial stability

3. Project Team Roles

- A. Name, title, role (e.g., project management, training, design)
- B. Education, years of experience

4. Municipal Website Design Experience

- A. References (minimum three references, including all contact information below)
 - 1. Client name
 - 2. Website URL
 - 3. Contract duration
 - 4. Client contact person and title
 - 5. Telephone number (s)
 - 6. Email address
- B. Any municipal award winning websites designed by vendor (please list city name and website URL)
- C. Design portfolio (minimum of three screenshots with URLs)
- D. If no previous experience with municipal governments, please explain relevant website experience (please list client URLs)

5. Project Development Approach

- A. Average timeline
- B. Outline all project phases and the City's role
- C. Explain the design process, if not included in the project phases
- D. Meets U.S. Federal Government ADA requirements, if not included in the project phases
- E. Training, if not included in the project phases
- F. Post website go live website communication (award entries, annual website review, etc.)

6. Support and Maintenance (describe all available)

- A. System ownership
- B. Ongoing training opportunities
- C. Availability of robust self-service documentation and technical support (videos and training manuals, etc.)
- D. Continued communication post website go live with consultants and support staff
- E. How the City can share ideas and opinions
- F. Normal support hours and emergency support hours
- G. Software updates and site maintenance
- H. Software licensing (if any)

7. Integrated Content Management System (CMS) Components and Tools

The CMS listing in the Functionality Table below represents functional categories and is not comprehensive; others may be recommended or added. The City's new website vendor

must be able to provide the desired components shown. Possible budgetary constraints may require that this project be implemented in phases.

Functionality Table

Component/ Module Name	Function	Offered by Vendor (Yes/No)	Vendor Comment
Access GIS, Crime Stats, etc.	Interface to existing systems and databases		
Agenda Management	Upload, create and manage agendas		
Alerts & Emergency Notification	Alerts posted on website and public notifications sent out through email, text message and social media		
Archive Center	Store agendas, minutes, newsletters and other documents		
Automatic expirations	Expiration dating		
Blog	Comments can be moderated by City before being published		
Broken Links Finder	Site visitors can enter comments concerning how they accessed the page		
Browser Based Administration	Update, delete and create template based web pages		
Calendar	Update/publish calendars by both department, city wide		
Citizen Sourcing Tool	Encourages citizen idea submission, engaging discussions, voting, etc.		
Departmental Home Pages	Dynamic content		
Directories, Listing for Staff and Businesses	Dynamic content		
Document Center	Upload/download capability, back-end ability to search within		
E-Notifications	Electronic subscription,		

	scheduled notifications, SMS subscribers		
Event Registration	Online reservation/payment		
Facility Management	Reservations and/or listing		
Forward To a Friend	E-Mail extension		
Frequently Asked Questions	Dynamic content		
Intranet/Extranet	User restricted pages		
LDAP Integration	Optional, not required - Lightweight Directory Access Protocol (LDAP) integration should be an option		
Mobile App	Optional, not required - Generic and/or custom		
Mobile Browsing	Website can be accessed from any mobile platform		
Multi-Lingual Support	Dynamic content		
News & Announcements	Dynamic content		
News Releases	Online publishing		
Newsletters/E-Zine	Subscription and online publishing		
Online Forms	Forms/publishing/tracking		
Online Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents		
Online Payments	Secure online transaction by department		
Parks & Recreation Activities	Enroll in classes online, ability to create custom enrollment forms, link to e-payment module		
Photo Center	Display community photos in a central location on website		
Postcard	Visitors can email virtual picture postcards		
Printable Pages	Print-friendly function		
Real Estate	Properties –		

Management	commercial or residential – can be organized by and searched		
Request Tracking	Citizens can submit request		
RFP/RFQ/Bid Posting	Dynamic content		
Rotating Photos/Banners	Dynamic image display		
RSS Feeds out	Registration by Department		
Quick Links	Links can be placed directly on the pages		
Site Search	Internal site search engine, site search log		
Site Statistics	Analytics and site audit reports		
Sitemap & Breadcrumbs	Dynamic		
Social Media Interface	Facebook and Twitter feeds		
Spotlight	Ability to highlight important text on one or more pages		
Survey/Polling Capability	Poll/question/answer tracking		
Unique Department Home Page	Optional, not required - ability to for departments, associated organizations to have a unique separate design and URL		
Video Hosting	With live streaming video capabilities		
Website Visitor Profile	Visitors can pick and choose the information that automatically becomes fed to their profile upon site login		
Other			

8. Description of Features and Functionality Included with the CMS

At minimum include:

- A. Description of page creation
- B. Page content template information
- C. Content scheduling and versioning information
- D. The different back-end user permission levels

9. Project Pricing Estimate/Cost for Services Outlined

Specify amounts of items below:

- A. Days/hours of training, number of employees to be trained, on-site or webinar
- B. Amount of content migration (entire website or a specific number of pages)

Also, list an optional enhancements and consulting packages with deliverables and associated fees.

10. Hosting and Security (describe all available)

- A. Site hosting
- B. Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and sudden usage surges
- C. Other

11. Guarantees/Warranties

List any guarantees or warranties offered the company offers to clients.

12. Conclusion

13. Any additional information (not required)

Deliverables

This section identifies the deliverables associated with this RFQ:

1. Under Vendor Qualifications section, complete and return items 1-10.
2. Include any additional information you feel is relevant.

Other Submittal Requirements

The deadline for RFQ responses is Friday, April 10, 2015 at 5:00 p.m. Submit one original and two hard copies of the RFQ response to the City of University City, 6801 Delmar Blvd., University City, MO 63130. All responses must be addressed to the attention of Tina Charumilind, Director of Finance and marked on the outside "*City of University City Website Design & Development RFQ.*"

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration.

The City also reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which in the opinion of the City, will best serve the interests of the City.

Each response to this RFQ shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

Evaluation Criteria

Responses to this RFQ will help the City identify the most qualified web vendor and will be indicative of the level of the firm's commitment. The City will evaluate the qualifications, references, overall fit with the City of University City, as well as the pricing range/cost to determine the most qualified web vendor.

Selection Process

The selection process will involve the following steps:

- Step 1: A City review team will evaluate vendor submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the vendor's acceptance of RFQ terms and completeness of submissions.
- Step 2: Interview of most qualified applicants.
- Step 3: Review team will check references given.
- Step 4: The City will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFQ schedule is summarized below:

- Issuance of RFP: March 20, 2015
- Vendor submittals due: April 10, 2015 at City Hall via email, mail or personal delivery
- Vendor interviews and reference checks: April 30, 2015
- Vendor approval, enter negotiations, execute a professional services agreement: May 2015

Inquiries

Inquiries about this request for qualifications must be in writing and directed to:

Tina Charumilind
Director of Finance
City of University City
6801 Delmar Blvd.
University City, MO 63130
Phone: (314) 505-8547
E-mail: tcharumilind@ucitymo.org

ACHIEVING YOUR VISION

CITY OF UNIVERSITY CITY, MO

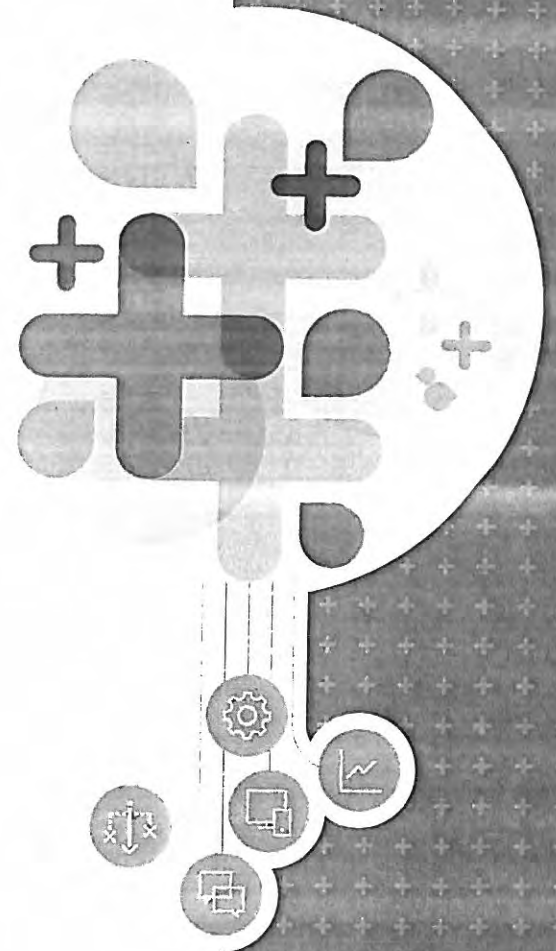
WEBSITE REDESIGN AND
DEVELOPMENT

REECE HAMMITT

WEBSITE REDESIGN SPECIALIST / CLIENT CARE LIAISON

+ CONNECTING PEOPLE

July 13, 2015




CIVICPLUS[®]

K-5-12

April 10, 2015

Tina Charumilind
Director of Finance
City of University City
6801 Delmar Blvd.
University City, MO 63130

RE: RFQ for Website Redesign and Development

Dear Tina Charumilind:

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance and citizen engagement can be daunting. University City's "what I want, when I need it" population is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. How do you achieve both? It's easy with CivicPlus™—we help you achieve your vision of success.

Our company is passionate about our mission to help make local government better. We are not just designing a website, we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, housed within a sophisticated and custom design that captures the culture of your community.

How will we help you achieve your vision? With our proven, **The 5 Essentials**, process to creating functional and dynamic websites and teaming with CivicPlus on the journey, you will get where you want to go.

- **Vision** – Finding your way with clarity. Determine where you want to go, and why.
- **Alignment** – Moving forward...together. Clearly communicate your goals and plans to all stakeholders.
- **Usability** – Navigating your journey in style. Designing a website that is up-to-date, easy-to-navigate and user friendly.
- **Mobility** – Keeping your visitors in touch – wherever they access. Today's websites need to be accessible from any device.
- **Measurement** – Monitoring how successful your website is throughout the process and beyond. Analyze and adjust to meet your needs.

The following information will show you how the CivicPlus solution will reduce your staff's workload, respect your available budget and most importantly provide your community with a powerful online resource. A resource that promotes open and transparent access to your municipal offices and becomes an engaging communication hub for your community.

Please review our proposal closely. We encourage you to contact our references and find out for yourself their experiences working with CivicPlus. We think you will be impressed. With CivicPlus, you will save time, resources, and dollars by moving your communications online and your citizens will find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

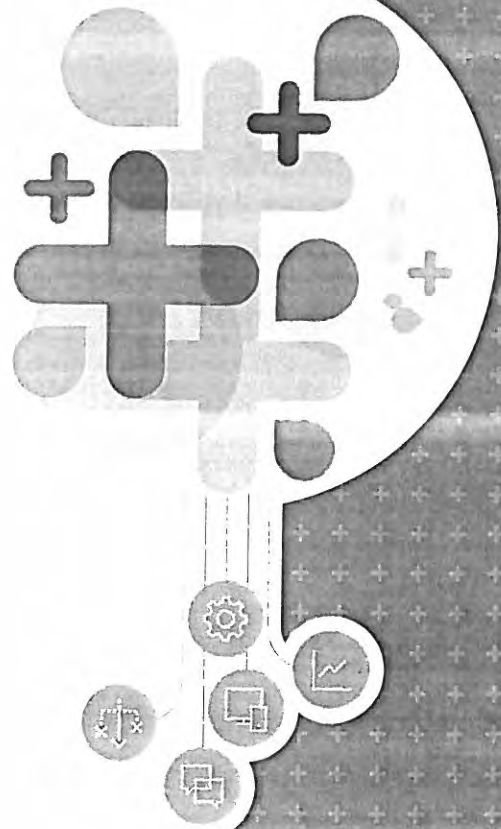
Sincerely,



Reece Hammitt
Website Redesign Specialist / Client Care Liaison
reece@civicplus.com
302 S. 4th Street, Suite 500
Manhattan, KS 66502
Direct Line 785-323-4772

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ACHIEVING YOUR VISION

University City's proactive vision to develop a user-friendly, self-service government web environment for its community and employees is commendable. In today's society, citizens expect and seek access to information outside of normal business hours. CivicPlus and its team of dedicated professionals will bring your vision to life. We have the tools and the expertise to design and implement a dynamic, visually attractive, end-user friendly, searchable and interactive website that will be easy to maintain for your staff.

You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Becoming your strategic, trusted partner is paramount to the professionals at CivicPlus.

How will University City achieve their vision? By following **The 5 Essentials** to building a trustworthy website and by allowing CivicPlus to help you along the journey.

Helping you reach your goal is our goal. Although you currently have a capable web presence, it's time for a new look with better functionality. CivicPlus will help you re-envision, re-new and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.

Our approach to achieving your vision will include:

- CivicSend – Integrated with our GCMS®, CivicSend is a visually rich e-communication platform designed to save time, improve efficiency and increase community engagement. This platform allows for unlimited subscribers, emails, and social media integration communicated through visually rich, mobile responsive and easily customizable templates.
- Hands-on, customized, on-site training – to allow your staff to hit the ground running at Go Live.



OUR PHILOSOPHY

Deliver a unique and customized responsive website design reflecting your vision. Intuitive navigation and page layout with unlimited submenus and subpages. True live editing and training so your staff can be efficient on day one of your new website. Interactive functionality through our GCMS®. Continuously updated, cutting-edge solutions designed by experts specifically for you.



DID YOU KNOW?

82% of users have completed at least one transaction on a government website and 69% have completed more than one.

Source:
*Public Policy & Administration
University of Utah, 2012*

CIVICPLUS COMPANY OVERVIEW



DID YOU KNOW?

Our clients have won over 370 state and national awards for their websites designed and implemented by CivicPlus. We think our clients' success speaks for the quality of our work.

CivicPlus is the unique provider of the Government Content Management System (GCMS®)—the most innovative, user-friendly and comprehensive source for engaging eGovernment websites. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

Today, under the leadership of founder Ward Morgan, CivicPlus has more than 200 staff members and continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 1,800 clients with over 50,000 users. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting. We consider it a privilege to partner with municipalities such as yours to provide your community a website that will serve your needs today and in the future.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community – so they can find the information they need, when they want it.

Why should University City choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional consulting services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.

- We develop highly-usable, mobile responsive sites so your website is available anywhere at any time.
- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly. We securely host your site in our state-of-the-art facilities – keeping it safe. **We exceed industry standards maintaining over 99.7% up time for our clients' websites!**
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.

Our dedication to working closely with you throughout the project and developing a unique-to-you design ensures we deliver a website that is not only functional, but will **WOW** your visitors.

We can't wait to get started on yours!



HEAR FROM OUR CUSTOMERS

"I became increasingly impressed with the capability of CivicPlus. We had other companies come in and do presentations; some of their websites were beautiful, but they weren't as interactive or integrated with other modules, or they were limited as to what they could do. The fact that CivicPlus customized from scratch, not from a template, was fantastic. Every module I could ever think of and more was fully integrated with the site — which was a dream come true."

Tricia Dzuris
Assistant to Town Manager
Chelmsford, MA





1010 WESTLOOP PLACE | 785-587-4000
MANHATTAN, KS 66502

January 5, 2015

Icon Enterprises, Inc.
D/B/A CivicPlus
302 S. 4th Street, STE 500
Manhattan, KS 66502

Re: CivicPlus

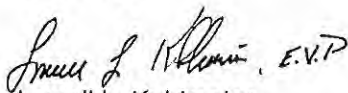
To Whom It May Concern:

Kansas State Bank of Manhattan is pleased to provide a Bank, "Letter of Recommendation" for our valued customers, Icon Enterprises, Inc, d/b/a CivicPlus. In addition to deposit accounts, we currently extend credit facilities to Icon Enterprises, Inc, d/b/a CivicPlus, aggregating in the low-seven proportions. All deposit and credit facilities have been handled in a very satisfactory manner.

The company's reported financial position is sound and supportive of current and "future" credit extensions. We enjoy a strong working relationship with Icon Enterprises, Inc. and are pleased to call them a valued customer.

If you have any questions or require additional information, (with Icon Enterprises, Inc. approval), please do not hesitate to contact us.

Sincerely,


Lowell L. Kohlmeier
Executive Vice President

LLK/aej

YOUR TEAM OF PROFESSIONALS

From project management, design and development to training and support, our professional staff ensures the success of your website. Our expert project leaders will coordinate your needs with qualified specialists who will work directly with you throughout your project development and beyond.



Reece Hammitt – Website Redesign Specialist / Client Care Liaison

As your website redesign specialist / client care liaison, I will initially work with you to determine the best solutions for your administrative users and website audience. With over five years of experience with CivicPlus, my extensive knowledge of our GCMS®, website usability expertise and client-driven philosophy will ensure that we arrive at the best solution for your budget.



Katrina Lewison – Manager of Project Administration

Katrina leads our project management team. This team oversees inter-departmental and client interactions assuring that your project will be developed in a timely manner by professional website experts. Using their knowledge of effective online citizen engagement techniques, they will keep the process moving smoothly from phase to phase.



Jessica Jones – Manager of Content Development

Jessica's goal is to help make your website convey the messages you need. She heads our content development department. She will assign a team of developers to help you develop and maintain quality content for your site and keep your project on schedule.



DID YOU KNOW?

Our technical and development staff holds a variety of certifications including: Microsoft-certified system engineer, Cisco-certified engineer, Microsoft-certified software developer, Microsoft Office user specialist and project management professional from the Project Management Institute.



Tony Ridder – Manager of Creative Services

Tony knows all things design. He is the head of our creative development and graphic representations and is responsible for each website overview and uniqueness. He leads our brilliant team of designers at CivicPlus and will team you with the right designer for your project. Your senior designer will assist the project manager in the direction of your project.



Jim Steffensmeier – Manager of Training and Consulting

From consulting services to content development to technical specifications, our consulting and training department will assist you in developing the right message in the right way by the right team. As Manager, Jim brings unprecedented experience to our customers through his many years with CivicPlus and in the technology industry. He will coordinate his team of professionals to deliver the solutions you need to achieve your training and consulting success and hit the ground running at Go Live.



Kelsey Thomas – Lead Account Manager

Upon launch of your website to the public, Kelsey will assign an account manager to your project. Your dedicated account manager stays current on new CivicPlus products and will continue to optimize your site. This specialized team member will provide you with information on how to better engage your citizens utilizing the tools that CivicPlus has put into place on your website.



Robin Genschorck – Manager of Support

Robin's team is here to help you. Our proactive approach to keeping you up and running is in identifying and preventing potential issues before they occur. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they even affect our clients' websites. They are ready and available to answer your staff members' questions and ensure their confidence in using our site.



Mexico, MO

www.mexicomissouri.net

Client since July 2008

Marcy LeCount

City Clerk

573-581-2100, ext. 220

mlecount@mexicomissouri.org



**HEAR FROM
OUR CUSTOMERS**

"Converting our old web site in to the modern County web presence would have cost more in time and frustration than the reasonable cost associated with hiring CivicPlus consulting staff to lead the way."

Snohomish County, WA

David Stroble

Business Analysis & Project
Management Team

EXPERIENCE & CLIENT REFERENCES

We have assisted more than 1,800 clients throughout the United States, Australia and Canada with the design, implementation and hosting of new, engaging, innovative and functional web-sites. Following are just a few examples of relevant sites, similar in scope to your project, which we have designed. But don't take our word for the success of these sites. Contact our clients and let them tell you about their experiences working with CivicPlus. Want to see more? Just let us know...we have about 1,800 we can share with you!



Manhattan, KS
www.ci.manhattan.ks.us
 Client since June 2005

Gayle Donaldson
 Information/Program Coordinator
 785-587-2482
donaldson@cityofmhk.com



HEAR FROM OUR CUSTOMERS

"A company is created by its people. The CivicPlus staff is phenomenal. CivicPlus is going to understand what your town means to you and your residents and how you want your town or city to appear. They are just as passionate about promoting your area as you are."

Castle Rock, Colorado
 Karen McGrath



Buchanan County, MO
www.co.buchanan.mo.us
 Client since October 2013

Josh Royle
 IT Director
 816-236-8848
Jryole@co.buchanan.mo.us

OUR PROJECT DEVELOPMENT APPROACH



Consulting, design, usability guidance, programming, secure hosting and dedicated training - CivicPlus delivers all of this and more during the development of your new website.

Typical Project Timeline

Timeline

Phase 1 – Website Optimization

Includes: Needs assessment, best practices, and takeaways assigned.

4-6 weeks

Timeline 3-6 Weeks

Phase 2 - Website Layout

Includes: Layout presentation, mood board and main navigation review, design feedback meeting and approval and takeaways assigned.

3-5 weeks



Timeline 3-5 Weeks

Phase 3 – Website Reveal

Includes: Presentation of a functional website based on goals, recommendations and combined vision; final approval and takeaways assigned.

3-5 weeks



Timeline 3-5 Weeks

Phase 4 – Customized Training

Includes: Customized to give your staff the skills they need to maintain your website.

3-4 weeks

Phase 5 – Go Live

3-5 weeks

Website Launch

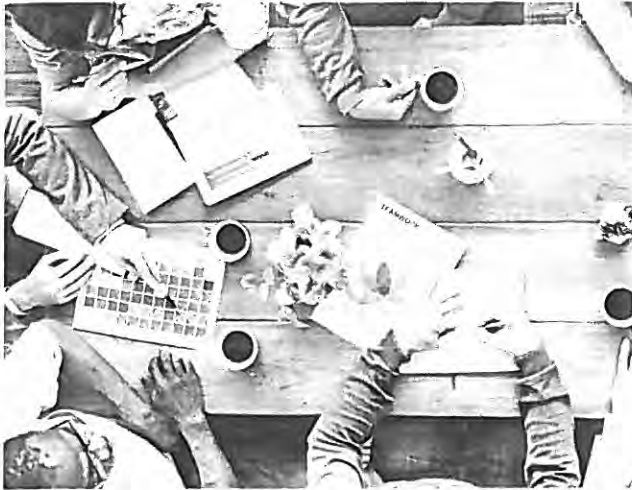
16 - 24 Weeks
(On Average)



Timeline 3-4 Weeks



Timeline 3-5 Weeks



Kick-Off Meeting

During the initial kick-off meeting, you will meet your project manager to establish your project timeline, review the startup kit and discuss the takeaway items that need to be completed. Your project manager will discuss the implications of deadlines and the expectations required to keep the project on track.

Phase 1: Website Optimization

Review Needs

We will review where you are now and discuss where you want to go.

Functionality, Design & Content

We will review how you want your website to look, feel and function.

Best Practices

We will discuss our CivicPlus content best practices and standards

Phase 2: Website Layout

Based on your results and goals outlined during the website optimization phase, your

project team will collaborate to present the most effective user interface for your website, ensuring a flexible design optimized to display in any format now and in the future.

Deliverables Include:

- **Layout:** You will be presented with a custom layout that showcases the placement of your navigation and key functionality. Very similar to the floor plan of a house, the layout will allow you to focus on where things are and if the function and proportion of the space is adequate.
- **Global Navigation:** Simple navigation and consistent page layouts ensure that your visitors can easily find the information they seek. We'll provide you with a best practice navigation for your new website based on your community engagement goals and our prior experience in working with government entities.
- **Mood Board:** Your Project Team will also present a custom mood board reflecting the color and imagery that will set the tone for your design. A mood board is a collection of colors, textures, images, graphics, text and descriptive words. These items will be applied to the floor

Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

plan you choose. Think of this as the paint that will be used on the canvas that you have chosen.

Phase 3: Website Reveal

Your Project Team will present your layout, functionality and design based on your goals, our recommendations and our combined vision.

Content Development

During the Kick-Off Meeting and Phase 1 your staff has the role of updating the content on your current primary site. While you are making design decisions, our content development team will optimize and reorganize your content based on CivicPlus best practices. Content from sites other than the primary site can be migrated to the new primary site for an additional fee.

The CivicPlus content usability experts research and establish their standards from the following resources: Jakob Nielsen, www.Usability.gov and www.HowTo.gov. We will format and reorganize your content so it is easy for visitors to quickly scan and retrieve desired information. There is no limit to the pages you can create after you have gone through training.

Design Review

You will have the opportunity to evaluate and collaborate with the Project Team on proposed changes. You can revise your design composition up to the deadline that you and your project manager agree upon during the timeline meeting (the average client requests a total of three). After that deadline, your project's Go Live date will be adjusted.

Following design approval and functionality development, we conduct a review to ensure your expectations are met and website best practices are upheld. Custom designs are rarely produced in anticipation of a project. Copyright authorization and/or photography production are required unless you already have quality, usable photographs.

Accessibility Compliance

Our designers and programmers automatically implement all the accessibility features necessary to ensure your site is compliant with accessibility standards outlined within Section 508. We will make recommendations on best practices for keeping your content accessible and available for all users by ensuring that, among other things:

- All menu items are clickable
- Submenus display throughout the site
- Alt tags are used for images
- Site maps are dynamically generated
- Documents and links can be set to open in the same window

CivicPlus recognizes accessibility standards recommendations made by a variety of groups, including the World Wide Web Consortium (W3C) and the Web Accessibility Initiative (WAI) as written in the Web Content Accessibility Guidelines (WCAG). Through adherence to Section 508, CivicPlus is able to meet nearly all Priority One, Two and Three guidelines set forth in the WCAG. Those left unmet do not need to be addressed in order to allow basic access to content; some of the more stringent requirements of the WCAG may limit design and content development options.

Phase 4: Customized Training



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Our goal for training is to give your staff the skills and tools they need to quickly and easily keep your website current. Trainers will work with you to ensure your staff is correctly trained. Before your site is launched, CivicPlus provides in-person or online webinar training to equip your staff with the knowledge, tools and comfort level needed to maintain the site's integrity upon Go Live.

Regardless of technical ability, we will help your staff gain the confidence to effectively maintain your website.

Features, Module & Page Creation Training for Administrators & Content Contributors to better understand your site's navigation and page layout and how these affect target audiences, we will instruct your staff on creating area-rights and back-end features for site administration as well as review all the modules included with your site. Your staff will learn how to create links, format text and lay out pages for usability and scannability. Training manuals and videos are available online and can be downloaded at no cost.

Phase 5: Go Live

This is an exciting time; it is the last step before your new site launches! Your Project Team will provide you the information you need to prepare your site for Go Live.

Testing and Review

You typically have three weeks after training to become familiar with your site. This will allow you to add, create and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. Content changes will display and function the same way before and after your Go Live date.

Upon completion of a collaborative final review of the website and a final spelling and links checkup by our Quality Control Team, your domain name is directed to the newly developed website.

You are now a part of the CP family and will continue to receive both technical and consultative support from our support and account management team.



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks



Your Role

We will need your help to create the strongest possible website for your community. During the process, you will have homework. Yes, homework! We will need you to:

Assess Your Current Website

For the best consulting experience possible the following takeaways need to be completed prior to your consulting:

- **Functionality and Design Form** - Prior to starting this form, research other websites that you like based on functionality and design elements. Provide URLs and specifics about what you like. This form also asks for details on your community's tagline, logo and branding.
- **Web Team Form** - Prior to starting this form, please have an understanding of your project goals, focus and expectations. This allows your CivicPlus Project Team to develop a site specific to your needs and lays the foundation for developing a highly functional information architecture.
- **Content Form** – The information that you provide on this form will also help the content development to assess your wants and needs.

Clean House and Update Content

Update the content on your current primary live website. This step is critical to guaranteeing the information available is relevant, fresh and on-point. Your staff should delete any pages from your current website that you no longer want or need and ensure the remaining

information is applicable and up-to-date. If you are not able to access your current site, CP will work with you to ensure that your content needs are addressed.

Gather Photos and Logos

Collect pictures that will be used in the overall design and logos or branding that should remain consistent.

Department List

Provide a list of all departments in your city.

Website Statistics

Provide statistics from you current site for the last 12 months along with a list of all pages and downloaded documents.

Site Map

Provide the outline of your current site's navigational structure.

External Application List

Supply a list of all third-party or in-house applications being utilized.

Template for PDF's

Create a Microsoft Word document template that features your branding and logo.

Verbatim Content

Compile a list of any content on your current website that must remain as-is.

Update Internet Browsers



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

CONTINUING SERVICE & SUPPORT



CivicPlus won't be with you just for the development, design and launch – we will be here year after year to respond to new needs and new opportunities for you to continue to have the best site possible. We offer all of our clients continuing support and additional advantages as a member of the CivicPlus family.

Dedicated Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of Community Engagement that you desire. Upon website Go Live, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your site. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new website.

Around-the-Clock Technical Support

Our support personnel are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls and emails, and emergency services are available after regular hours with our on-call staff 24-hours a day.

In addition to fielding support requests, CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they even affect our clients' websites. Our expertise in website management provides assurance to our clients that their site is in good hands.

Support

7 a.m. – 7 p.m. (CST) Monday – Friday
(excluding holidays)

24/7 Emergency Support

Dedicated support personnel

2-hour response during normal hours

Usability improvements

Integration of system enhancements

Proactive support for updates & fixes

Online training manuals

Monthly newsletters

Routine follow-up check-ins

CivicPlus connection

**Maintenance of CivicPlus
Application & Modules**

Install service patches for OS system
enhancements

Fixes

Improvements

Integration

Testing

Development

Usage License

Hosting

Shared Web/SQL Server DNS
Consulting & Maintenance

Monitor bandwidth-router traffic

Redundant ISP

Redundant cooling

Diesel powered generator

Daily tape backup

Intrusion detection & prevention

Antivirus protection

Upgrade hardware

COMPANY & CONTACT INFORMATION

Contact Information	Reece Hammitt Website Redesign Specialist/ Client Care Liaison 888-228-2233, ext. 341 Hammitt@CivicPlus.com	Primary Office	302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free 888-228-2233 Fax 785-587-8951
Incorporated In	State of Kansas	Company Website	www.CivicPlus.com
Legal Name	Icon Enterprises, Inc. d/b/a CivicPlus	Company Founder	Ward Morgan, President/CEO
GSA Contract	# GS-35F-0124U	TIPS/TAPS Contract	# 2092613
CMAS Contract	# 3-13-70-2966A		

FUNCTIONALITY TABLE

Functionality Table

Component/ Module Name	Function	Offered by Vendor (Yes/No)	Vendor Comment
Access GIS, Crime Stats, etc.	Interface to existing systems and databases	Yes	
Agenda Management	Upload, create and manage agendas	Yes	
Alerts & Emergency Notification	Alerts posted on website and public notifications sent out through email, text message and social media	Yes	
Archive Center	Store agendas, minutes, newsletters and other documents	Yes	
Automatic expirations	Expiration dating	Yes	
Blog	Comments can be moderated by City before being published	Yes	
Broken Links Finder	Site visitors can enter comments concerning how they accessed the page	Yes	
Browser Based Administration	Update, delete and create template based web pages	Yes	
Calendar	Update/publish calendars by both department, city wide	Yes	
Citizen Sourcing Tool	Encourages citizen idea submission, engaging discussions, voting, etc.	Yes	
Departmental Home Pages	Dynamic content	Yes	
Directories, Listing for Staff and Businesses	Dynamic content	Yes	
Document Center	Upload/download capability, back-end ability to search within	Yes	

E-Notifications	Electronic subscription, scheduled notifications, SMS subscribers	Yes	
Event Registration	Online reservation/payment	Yes	Activities Module is available for an additional fee
Facility Management	Reservations and/or listing	Yes	
Forward To a Friend	E-Mail extension	Yes	
Frequently Asked Questions	Dynamic content	Yes	
Intranet/Extranet	User restricted pages	Yes	
LDAP Integration	Optional, not required - Lightweight Directory Access Protocol (LDAP) integration should be an option	Yes	
Mobile App	Optional, not required - Generic and/or custom	Yes	CivicMobile is available for an additional fee
Mobile Browsing	Website can be accessed from any mobile platform	Yes	
Multi-Lingual Support	Dynamic content	Yes	
News & Announcements	Dynamic content	Yes	
News Releases	Online publishing	Yes	
Newsletters/E-Zine	Subscription and online publishing	Yes	
Online Forms	Forms/publishing/tracking	Yes	
Online Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents	Yes	
Online Payments	Secure online transaction by department	Yes	
Parks & Recreation Activities	Enroll in classes online, ability to create custom enrollment forms, link to e-payment module	Yes	Activities Module is available for an additional fee
Photo Center	Display community photos in a central location on website	Yes	

Postcard	Visitors can email virtual picture postcards	Yes	
Printable Pages	Print-friendly function	Yes	
Real Estate Management	Properties – commercial or residential – can be organized by and searched	Yes	
Request Tracking	Citizens can submit request	Yes	
RFP/RFQ/Bid Posting	Dynamic content	Yes	
Rotating Photos/Banners	Dynamic image display	Yes	
RSS Feeds out	Registration by Department	Yes	
Quick Links	Links can be placed directly on the pages	Yes	
Site Search	Internal site search engine, site search log	Yes	
Site Statistics	Analytics and site audit reports	Yes	
Sitemap & Breadcrumbs	Dynamic	Yes	
Social Media Interface	Facebook and Twitter feeds	Yes	
Spotlight	Ability to highlight important text on one or more pages	Yes	
Survey/Polling Capability	Poll/question/answer tracking	Yes	
Unique Department Home Page	Optional, not required - ability to for departments, associated organizations to have a unique separate design and URL	Yes	Department Header Package and/or Advanced Subsite are available for additional fees.
Video Hosting	With live streaming video capabilities	Yes	
Website Visitor Profile	Visitors can pick and choose the information that automatically becomes fed to their profile upon site login	Yes	
Other			

CIVICPLUS FEATURES & FUNCTIONALITY

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus Government Content Management System (GCMS®) utilizes Microsoft SQL Server, ASP, JavaScript and HTML for web development.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules

Agenda Center
Alerts Center & Emergency Alert Notification
Archive Center
Bid Postings
Blog
Business/Resource Directory
Citizen Request Tracker™
Community Connection
Community Voice™
Document Center
ePayment Center or eCommerce Integration
Facilities & Reservations
Frequently Asked Questions
Forms Center

Functionality

Action Items Queue
Audit Trail / History Log
Automated PDF Converter
Automatic Content Archiving
Dynamic Breadcrumbs
Dynamic Sitemap
Expiring Items Library
Graphic Link Administration
Links Redirect
Menu Management
Mouse-over Menu Structure
Live Editing and Page Creation
Online Web Statistics
Printer Friendly/Email Page

Intranet

Job Postings

My Dashboard

News Flash

Notify Me™ email and 500 SMS subscribers

Photo Gallery

Quick Links

Spotlight

Staff Directory

RSS

Site Layout Options

Site Search & Entry Log

Slideshow

Social Media Integration

User & Group Administration Rights

Web Page Upload Utility

Website Administrative Log

GCMS[®] Modules

- Agenda Center – Create and display agendas and minutes for various civic organizations
- Business / Resource Directory – The “Yellow Pages” of your website
- Calendar – Create multiple calendars for various divisions and departments
- Document Center – Organize and house documents in department or division folders and sub-folders
- Frequently Asked Questions (FAQs) – Answer the most frequently asked questions
- News Flash - Post organizational news items that are important to your citizens right on your home page
- Opinion Poll – Interact with your site visitors by posting various questions and polls
- Photo Gallery - Store and display photos
- Quick Links - Place links on any page
- Spotlight – Allows you to highlight important text or widgets in a compact, easy-to-update module
- Staff Directory - Detailed contact information for your staff and offices

Transaction Modules

- Bid Postings - Simple and easy to use method of posting your bids
- Citizen Request Tracker™ - Allow users to report a problem while providing follow-up communication with the point of contact
- ePayment Center - Integrate eCommerce on your website with no third-party store to setup.
- Facilities & Reservations - Facilities and meeting places in one convenient place with reservations online
- Form Center - Create custom online forms that can be completed and submitted online
- Job Postings - Post available jobs in an easy to access manner
- Alert Center - Graphically show when there is an emergency or important notification
- Blog - Post opinions/information about various topics. Can also be set up to allow site visitors to comment and subscribe
- Community Voice™ – Open forum in which citizens can interact while allowing you to showcase projects in your community

- My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- NotifyMe™ - Send out mass emails to subscribers of specific lists and modules, includes 500 SMS subscribers

Interactions & Communications Modules

- Alert Center - Graphically show when there is an emergency / important notification in the area
- Blog - Post your thoughts and opinions about various topics and allow site visitors to comment and subscribe
- Community Voice – Open forum in which citizens can interact while allowing you to showcase projects you are implementing in your community
- My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- Notify Me® - Send out mass emails to subscribers of specific lists and modules, includes 500 SMS subscribers

Social Networking & Gov 2.0

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. From community-centric pages on Facebook to real-time Twitter feeds that can deliver emergency alerts, we are dedicated to helping our clients integrate their web content into the most dynamic social media sites and make their marks in the world of Gov 2.0. Other social networking sites (such as LinkedIn, YouTube, Pinterest, etc.) can be featured on your website as links to your organization’s profile on those particular websites.

Facebook & Twitter

Many governments are finding Facebook to be an essential part of their online presence, as it provides another avenue to share news, announcements, events, pictures and videos with a wide range of regular site visitors. CivicPlus can sync your website to your Facebook and Twitter profiles to automatically publish news, notices, and calendar events on Facebook with a link to your website for more information. Twitter’s short, 140-character “tweets” offer a way to distribute information quickly and effectively.

Administrative Features

- Instantaneous Updates – Updates are posted to the live site in real time, once the administrator publishes the page. This helps to ensure your site is communication the most up-to-date information.
- Browser Based – No installation of programs or software needed, meaning you and your staff can update the site from an Internet connection or platform (Mac or PC) at any time. Save money and time, update from anywhere.
- Mobile Updates – Immediately upgrade your site from any location with urgent announcements using your tablet. For example you can warn audiences of crisis situations from anywhere, at any time.
- Action Items – Direct access to a queue of items waiting to be published or reviewed by the administrator provided immediately upon login. Stay organized and update your site in a timely manner.
- Site Search and Search Log – Powerful site search automatically indexes all content making it easy for visitors to find information. A log of all words that have been searched by visitors is kept for your use, allowing you to update highly searched information and feature key items on the homepage.

- Automatic Alt Tags – Built-in features ensure your site is Section 508 compliant. This allows editors to create content without having to know Section 508 requirements.
- Bad Links Identifier - You may not be aware of any broken links on your website, but your guests are. This module creates a list of the broken links on your site when they are accessed.
- Content Creation - Recognizing that not all site administrators possess high levels of technical expertise, the CivicPlus GCMS™ makes it easy to add new content, edit old content, and keep page layout consistent through use of our WYSIWYG editor. The page content creation functionality is separate from the overall design of the site; the content will reflect font sizes and styles associated with the various heading levels and content types. Content changes will not affect the design, though the site breadcrumbs, page structure and sitemap will dynamically update upon publish of any content changes. Unlimited pages can be created with the CivicPlus GCMS™ and there is no limit to the depth of pages that can be created. You are responsible for the depth of navigation. With mega menus and dropdown and pop-out menu functionality, you can essentially get to any page on your website within a single click if you desire.
- Content Scheduling - When creating an entry, simply select the date and time desired for the material to publish and/or unpublish. Material throughout the entire system can be set to auto-unpublish (expire) or it can be manually retired.
- Content Versioning - The GCMS™ includes version control, a history log for reviewing changes made within the system, file locking through our permission system and an archive of all published content so that previous versions can be accessed or used, if necessary.
- Dynamic Layout - The layout for your website is determined by you and the designer. The placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily. Our consultants make recommendations based upon website-user studies and research on best practices.
- Dynamic Page Components - Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation Department can be customized with specific lists of events, FAQs and news announcements pertaining to that department.
- Dynamic Breadcrumbs and Site Map - Dynamic Breadcrumbs are used to show a visitor's location within the site. Breadcrumbs are automatically generated by our system. This feature assists a site visitor in understanding the site structure and navigation. A dynamically generated site map automatically updates to reflect your new navigation if changes are made.
- eCommerce Integration - While CivicPlus does offer our ePayment Center, we also work with numerous trusted third-party payment processors to handle payment and account information, allowing your citizens to easily log on and pay bills ranging from property taxes to utilities. The payment processor used for transactions is dependent upon the municipality's wants and needs, with every effort made to ensure a clean, seamless on-site presentation of the payment portal.
- History Log - Easily track changes made to your website with the History Log. Track changes made to items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable and exportable.
- Integration/Interfacing - CivicPlus has performed a variety of integration services for our clients, all of which work cohesively with most third-party software applications. The CivicPlus GCMS™ is different from

other standard design programs, in that we have the ability to link with most software or databases you are currently utilizing. Systems such as purchasing, taxes, assessment and utilities have been developed for many of our clients.

- Intranet - We can set up an Intranet for your site to be used by employees or other groups that need to share non-public resources. An intranet is a secure location on your website that allows employees to login and access information specific to them, and you have the ability to set up multiple Intranet groups with varying view rights.
- Levels of Rights - Each department is capable of updating their own content. Even though each department can update their own information and web pages, the menu structure, top of page, banner and navigation throughout the site remains the consistent. A central administrator is given the ability to establish groups with specific rights and capabilities to update the website. Users are then assigned to those groups based upon the role they will have in updating the website. Users of the may be defined as publishers (create or publish) or authors (create but not publish) of the content, or as administrators of modules.
- LDAP Authentication - LDAP authentication provides a powerful and simple way to manage users and permissions within our system by syncing your website up with your existing active directory database, negating the need for multiple user upload and sign-on. Features of this functionality include: log on with network account credentials, automatic user creation, automatic permissions setup, integrate with other non-LDAP authentication systems, easy-to-use "remember me" sign-in, security features like "next required login." Because LDAP authentication requires custom programming time, additional fees apply.
- Link Redirects - This is helpful in marketing an area of your website by creating a web address that is easy to remember. Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>. A more obvious link is great for print materials and much easier to tell people how to find a particular page on the website.
- Maps – Clickable, JavaScript or Flash - Help website users find commonly requested information such as bus schedules, parks walking tours bike paths, trash pick-up schedules, location of highways, tourist attractions, education information, major employers, demographics. Maps can be customized as simple, clickable maps through the use of our Image Map Editor, or more sophisticated JavaScript or Flash (additional fees required for Javascript or Flash development). Either one provides a great way to present your community to web visitors.
- Printer Friendly - Our printer friendly functionality does more than simply call the browser's print command – it separates the critical content from the template so as to give a clean presentation without the menu structure and banner information.
- RSS Feeds - RSS stands for Real Simple Syndication, and in short, it's a way of bringing your site to the people. After signing up, they receive email notifications of the latest news updates without having to visit your website.
- Supported Browsers - Websites built by CivicPlus are viewable in all common browsers; however, they are optimized for administrative use with Windows 2000+ and supported in the two most recent versions of any major browser including: Internet Explorer, Firefox, Safari and Chrome.

- Website Statistics - In order to review how your site visitors are using the site, administrators will be trained on the use and analysis of the web statistics, which are provided through Piwik Analytics. Important information can be pulled from this data in order to make decisions about the use of the website.

Application Programming interfaces

We have nearly a dozen application programming interfaces (APIs) scattered throughout the system and continue to build more to make integrations with the GCMS™ and disparate applications as straightforward as possible. It's this "open architecture" approach that allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs and tie them into the site, using the site itself as a sturdy platform on which to build.

Media Center- Mobile Video

CivicPlus offers a robust mobile video experience as part of our Media Center solution. With seamless integration to your website, you get something an external third-party solution can't provide. With consumption of mobile video continuing to grow, providing this option is a must as part of your overall mobile experience is a must have to drive engagement. Media Center is available for an additional fee.

Benefits of Mobile Video

- Just about any file format is supported
- Live streaming option available—use for anything from traffic to a beach cam (an additional charge may apply).
- Access to all the videos on your site, in the palm of your hand
- Video is easily searchable
- Video is easily and frequently shared



PROJECT DEVELOPMENT OPTIONS

Basic One-Time Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure new site styles are applied and modules are related to feature columns.
 - Contact information will be moved to an info advanced area if previously formatted in a right contact layout.
 - Pages will be moved to coordinate with new menu structure

Note: Content will not be rewritten, reformatted or broken up. Additionally, new pages will not be created.

- 12 hours of phone training
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1

\$14,336

(Find out below how our CivicPlus Advantage alternative payment plan can assist you.)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees

\$9,731.80



**CIVICPLUS
ADVANTAGE**

Find out below how
our CivicPlus Advantage
alternative payment plan
can assist you.



July 13, 2015

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Basic Recurring Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure new site styles are applied and modules are related to feature columns.
 - Contact information will be moved to an info advanced area if previously formatted in a right contact layout.
 - Pages will be moved to coordinate with new menu structure

Note: Content will not be rewritten, reformatted or broken up. Additionally, new pages will not be created.

- 12 hours of phone training
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1

\$13,660

(Find out below how our services & unique alternative payment plan can assist you)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees **\$9,731.80**

Increases to annual fee with basic recurring redesign

Recurring fee each year **\$2,500**

Advanced One-Time Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure proper formatting, menu structure and application of new site styles
 - Ensuring modules are related to feature columns
 - Contact information will be updated for consistency based on site standards and moved to info advanced areas if pages previously utilized right contact formatting
 - Pages content will be edited and moved for usability and consistency
 - Pages will be moved to coordinate with new menu structure and we will assist with building out place holder pages

Note: Content will be reformatted and broken up (shortened or re-sectioned) for usability and consistency. No new content will be developed during this process.

- Spelling and broken links will be checked and updated by our team where possible. Additional report will be provided to client
- 12 hours of phone training
- CivicSend – Visually Rich Communication Solution
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1

\$17,144

(Find out below how our CivicRite Advantage alternative payment plan can assist you)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees **\$9,731.80**

Increases to annual fee with basic recurring redesign

CivicSend **\$1,990**

Advanced Recurring Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure proper formatting, menu structure and application of new site styles
 - Ensuring modules are related to feature columns
 - Contact information will be updated for consistency based on site standards and moved to info advanced areas if pages previously utilized right contact formatting
 - Pages content will be edited and moved for usability and consistency
 - Pages will be moved to coordinate with new menu structure and we will assist with building out place holder pages

Note: Content will be reformatted and broken up (shortened or re-sectioned) for usability and consistency. No new content will be developed during this process.

- Spelling and broken links will be checked and updated by our team where possible.
Additional report will be provided to client
- 12 hours of phone training
- CivicSend – Visually Rich Communication Solution
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1 **\$16,200**

(Find out below how our Ever-Plus Advantage alternative payment plan can assist you)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees **\$9,731.80**

Increases to annual fee with basic recurring redesign

CivicSend **\$1,990**

Recurring fee each year **\$2,500**

Premium One-Time Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure proper formatting, menu structure and application of new site styles
 - Ensuring modules are related to feature columns
 - Contact information will be updated for consistency based on site standards and moved to info advanced areas if pages previously utilized right contact formatting
 - Pages content will be edited and moved for usability and consistency
 - Pages will be moved to coordinate with new menu structure and we will assist with building out place holder pages

Note: Content will be reformatted and broken up (shortened or re-sectioned) for usability and consistency. No new content will be developed during this process.

- Spelling and broken links will be checked and updated by our team where possible. Additional report will be provided to client
- 12 hours of phone training
- Custom Mobile App
- CivicSend – Visually Rich Communication Solution
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1

\$23,354

(find out below how the CivicPlus Advantage alternative payment plan can assist you)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees **\$9,731.80**

Increases to annual fee with basic recurring redesign

Custom mobile app annual fee **\$1,950**

CivicSend (Reduced price with Premium Redesign package) **\$995**



Premium Recurring Redesign Option

Design & Project Overview

- New responsive design presented on Aurora
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure proper formatting, menu structure and application of new site styles
 - Ensuring modules are related to feature columns
 - Contact information will be updated for consistency based on site standards and moved to info advanced areas if pages previously utilized right contact formatting
 - Pages content will be edited and moved for usability and consistency
 - Pages will be moved to coordinate with new menu structure and we will assist with building out place holder pages

Note: Content will be reformatted and broken up (shortened or re-sectioned) for usability and consistency. No new content will be developed during this process.

- Spelling and broken links will be checked and updated by our team where possible. Additional report will be provided to client
- 12 hours of phone training
- Custom Mobile App
- CivicSend – Visually Rich Communication Solution
- Inclusion of all standard modules
- 10 GB of Media Storage

Total Investment Year 1 **\$21,950**

(Find out below how our CivicPlus Advantage alternative payment plan can assist you!)

Current Annual Fee

Current annual hosting, Media Center, maintenance and support fees **\$9,731.80**

Increases to annual fee with basic recurring redesign

Custom mobile app annual fee **\$1,950**

CivicSend (Reduced price with Premium Redesign package) **\$995**

Recurring fee each year **\$2,500**

OPTIONAL PROJECT ENHANCEMENTS

One-Time Fee

Pre-Implementation

On-Site Kick-Off Meeting Three days on-site.

A consultation package concentrating on your website committee's design goals, audience goals and meet with departments to kick-off with a project overview.

\$10,000

Add up to six departments per additional day for \$2,200

Phase 1: Content Consultation

Three days on-site, up to six departments per day.

A consultation package concentrating on evaluating current website content and making recommendations for improved content development, presentation and maintenance.

\$10,000

Phase 1: Process Roadmap Consultation

Three days on-site.

A consultation package concentrating on evaluation of processes for customer and citizen services. Designed to fit specific client needs in management of the website design and creation process on the client side.

\$10,000

Phase 1: Public Engagement Evaluation

Two days on-site.

A consultation package concentrating on evaluation the satisfaction of citizens/customers regarding the current website and online services. A survey will be conduct to discover general levels of satisfaction, desired site functions, features and tools, current tools features or functions that are not considered valuable or need altered.

\$7,800

Phase 1: Website Design Consultation

Two days off-site – conducted remotely.

A consultation package concentrating on evaluating the form and function of the current website design and potential problems therein.

\$3,600

Phase 1: Intranet Consultation

Three days on-site.

A consultation package concentrating on evaluating and improving current functions of interdepartmental relations and recommendations for increasing effectiveness through the use of all available web tools.

\$10,000

Phase 4: 3 Days of Customized On-Site Implementation

Training for up to 12 employees

\$8,800

FUNCTIONALITY OPTIONS

	One-Time	Annual
Google Translation Tool	\$300	N/A
Department Header Package includes up to 20 pages of content migration <i>(No annual fee in the first year; annual fees starts in second year)</i>	\$3,500	\$650
Subsite includes up to 20 pages of content migration <i>(No annual fee in the first year; annual fees starts in second year)</i>	\$8,000	\$1,575
CivicSend Key features include: unlimited subscribers, unlimited email messages, unlimited lists; visually rich, mobile responsive templates; centralized, single point-of-access via GCMS integration; access to multiple communication channels, including: email, SMS/text, Facebook and Twitter; robust tracking analytics; multiple list selection; content auto-posts to your website.	N/A	\$1,990

In order to accurately price the products listed below, Reece Hammitt will need to speak to the city about its needs.

CivicReady

Enables communication quickly, clearly and effectively in times of emergency and weather-related disasters within communities. Advanced preparation and timely communication with citizens during an emergency is critical. CivicReady's Emergency Preparedness focuses on helping emergency management professionals prepare and communicate quickly with citizens before, during and after a local emergency.

CivicHR - Applicant Tracking

Applicant Tracking is a web-based recruiting and hiring platform local governments can actually use and afford. With all the tools needed to easily manage job descriptions, publish requisitions, accept online applications and screen candidates it helps local governments hire easier, faster, better!

CivicHR – Onboarding

Employee Onboarding is a web-based hire to employee process management platform local governments can actually use and afford. With all the tools needed to easily create, distribute and collect all necessary forms, surveys and plans in order to help local governments onboard easier, faster, better!

CivicHR – Performance Management

Create and track dynamic performance metrics with our easy to use MBO (Management By Objectives) performance management system. Seamless integration with our applicant tracking and employee onboarding programs make it easy for you to define job functions and track performance across the organization against those objectives.

HOSTING AND SECURITY FEATURES



Redundant power sources and internet access ensure consistent and stable connections. Regular hardware upgrades make certain that our hosted sites are maintained on up-to-date, reliable equipment.

Hosting & Security Features

- Physical Security**
 - Biometric access
 - Proximity card key system prevents unauthorized access to servers
 - High-resolution, closed-circuit video with time lapse recording covering secured areas
 - All visitors require a full-time escort within hosting area
 - Building tied into two separate Main grids
- Power**
 - All systems fed by uninterruptible power supplies (UPSs) with diesel-powered generator backup
 - The Data center has 50 GB of Bandwidth provided Multiple Tier 1 carriers with BGP routing to provide for redundancy and load balancing
- Bandwidth**
 - Currently 1 GB burstable is what is available to servers (soon to be upgraded)
 - We strive to maintain a cushion of 40+ percent on what is available to the servers. That typically means we can support a single site's need 10X beyond their normal traffic
 - Round-the-clock (24/7/365) monitoring of all critical components, including: internet connectivity, servers, routers, switches and power systems
- Monitoring**
 - Monitoring of site homepage, for status, response time and string
 - Backup performed daily
 - Off-site archive
- Backup**
 - Daily back-ups retained for one week
 - Weekly back-ups retained for one month
 - Monthly back-ups retained for one year



DID YOU KNOW?

Our Network Operations Center, based in Kansas City, MO, is set up specifically for website hosting and administration.



Antivirus

- Continuously scan system
- Signature files auto-updated every four hours from national registry
- Server operating systems applied as necessary
- Router level port blocking and reporting
- Firewall level port, packet filtering and reporting

Network Security

- Server level logging
- Access to Layer 3 DDOS soaking up to 200GBps via GRE tunnel to protect Data Center.
- Collaboration with Application layer DDOS vendors
- Dedicated IP Address
- Four Head SAN N+3
- Virtualized server infrastructure

Hardware

- Redundant Cooling Solution
- 36-month hardware refresh cycle
- Geographically dispersed back-up hot site

Intrusion Detection

- Redundant Firewalls
- Electrical Engineer (EE)

Staff

Certifications

- Cisco-certified network associates (CCNA)
- CompTIA Security+
- CompTIA Networks+



BTU YOU KNOW!

Will brand phone purchases can cost on average \$17 per transaction? Online self-service resources for information average only \$4 each!

Source:
Public Policy & Administration
University of Utah, 2012



GUARANTEES / WARRANTIES

CivicPlus will work with the City of University City until you are completely satisfied with your website redesign.



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Network Disaster Recovery

AGENDA SECTION: City Manager's Report

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW: The objective is to have a Unitrends Backup Appliance, or its equivalent, onsite at one of the City's remote locations for Disaster Recovery.

Earlier this month, the City issued an RFQ seeking a company to provide the following:

- A Unitrends recovery 824 backup appliance and three (3) year support
- Unitrends enterprise backup with three (3) year platinum support (24/7 US based technical assistance and software upgrades)

Three (3) companies submitted proposals:

	Item	Alliance Technology	Unitrends	Worldwide Technology
1	Unitrends RC824S-3 with three year support	\$ 53,898	\$ 76,298	\$ 71,219
2	Unitrends Enterprise Backup with three year support (9 units)	8,400	47,016	43,910
3	RC824 Install	4,199	5,099	-
	Total	\$ 66,497	\$ 128,413	\$ 115,129

RECOMMENDATION: Staff recommends that Alliance Technology with an estimated cost of \$66,500 be awarded for the Network Disaster Recovery Solution

ATTACHMENT: RFQ Network Disaster Recovery Solution
Alliance Technology Quote

**CITY OF UNIVERSITY CITY
FINANCE DEPARTMENT-PURCHASING OFFICE
6801 DELMAR BLVD.
UNIVERSITY CITY, MO 63130
Phone: 314-862-6767
Fax: 314-863-0921**



**REQUEST FOR QUALIFICATION
NETWORK DISASTER RECOVERY
SOLUTION**

**PROPOSAL MUST BE SUBMITTED BY
5:00 P.M., ON JULY 10, 2015
RESPONSES RECEIVED AFTER THE DUE DATE
AND TIME WILL NOT BE EVALUATED**

ISSUE DATE: JULY 6, 2015

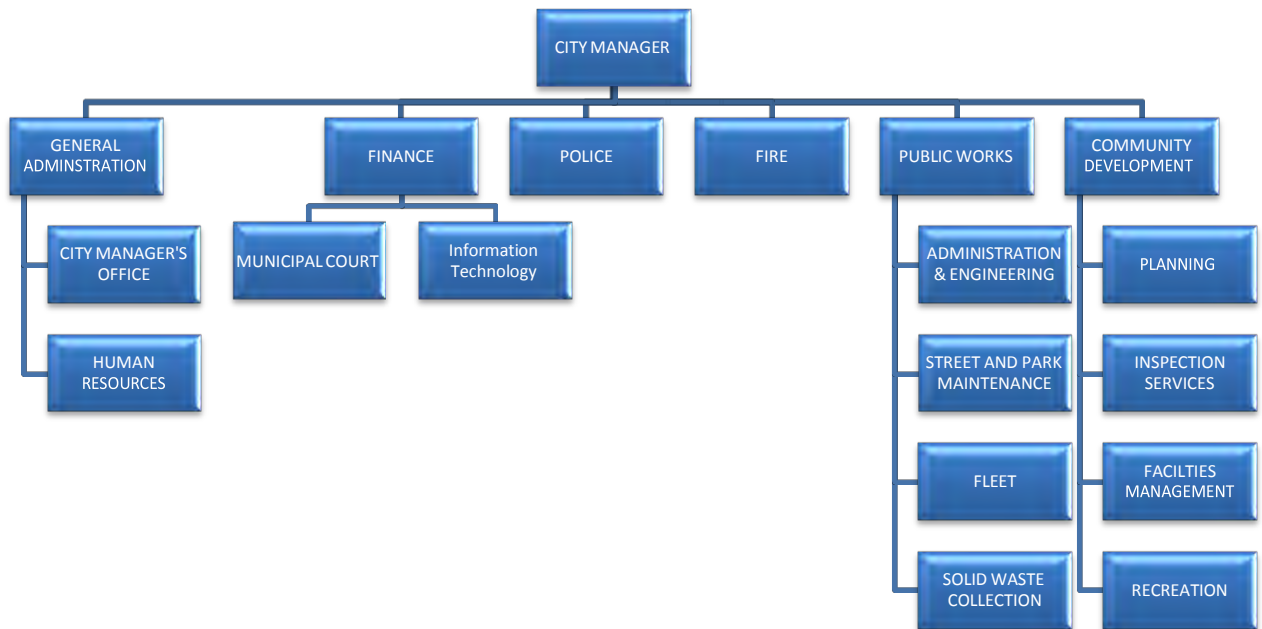
1. Community Profile

The City of University City is a 100 year-old inner ring suburb abutting the City of St. Louis. It has a population of approximately 35,000 and is surrounded by established municipalities. It is near major transportation corridors such as I-64, I-170, and I-70. The City offers a variety of services such as police, fire and emergency management services, community development, public works, refuse collection and recreation services. The area is substantially developed and is predominately residential.

The City has a charter which governs its operations. The form of government outlined in the charter is a Council – Manager Form of government, led by the Mayor and six Council members. The City Manager, as Chief Operating Officer, is responsible for daily operations of the City.

Municipal Organizational Structure

Below is the organizational structure of the City including all departments and divisions.



2. Scope of Work

The City is requesting quotes for a Unitrends Backup Appliance, or its equivalent, to be placed at one of our remote locations for Disaster Recovery, which is connected by a 1 GB link. We are working on plans for upgrading the link to 10 GB.

3. Itemized Form

ITEM #	DESCRIPTION	PRODUCT #	QTY	UNIT COST	COST
1	Unitrends RC824S w/ 3 Year Support	RC824S-3	1		
2	Unitrends Enterprise Backup w/ 3 Year Support	1-UEB-PPCREC-V-1TB-3	1		
TOTAL					

Item #1 Unitrends Recovery 824 Backup Appliance and 3 year support:

This is a 2U form factor appliance with one 256 GB SSD Cache drive and total ten disk drives (two 1TB internal plus eight 4TB externally accessible) in staged RAID-1/RAID-6 configuration that supports on premise, off-premise, or cross-replication data protection. Includes Three Year Support (24/7 US based technical assistance, Software Upgrades, and next business day shipment warranty replacement and Next Gen same model appliance upgrade with first renewal). Nextup 2015

Item #2 Unitrends Enterprise Backup

1 TB replicated capacity and Three year platinum support (24/7 US based technical assistance and software upgrades).

PLEASE NOTE:

All documentation for approved equivalent device will be required at time of submission.

4. Selection Criteria

The successful company will be chosen by the Information Technology committee. It is expected that a successful company will be chosen within one (1) week of the receipt of quotes.

5. Quote Submission

All technical communication about this proposal must be directed to Michael Carlin, Information Technology Coordinator either by e-mail at mcarlin@ucitymo.org or by phone at (314) 505-8616. The company will name a representative to communicate with the City who must be authorized to negotiate a contract in the company's name.

Submission Information

Three (3) complete copies of the quote must be received no later than **July 10, 2015 at 5:00 p.m.** to the following address:

Tina Charumilind, Purchasing Agent
 City of University City
 6801 Delmar Boulevard
 University City, MO 63130
 RFQ: Network DR Solution

6. Other Provisions

Consultant Cost

The City shall not be liable for any cost incurred by the company in preparing or submitting a quote to the City. Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements as stated above.

Term of Contract and Termination

The term of this contract shall be for three years. Either party may terminate the contract with 30 days written notice.

Project Responsibilities

The City will be responsible for providing meeting rooms, coordinating access to necessary staff and providing responses to the company's request for information in a timely manner.

Confidentiality

The Company agrees that it will not permit the disclosure or duplication of any information received from the City unless such disclosure or duplication is specifically authorized in writing by the City, and only to the limits of federal or state laws.

The City agrees that it will not disclose or duplicate any information designated in advance by the Company as "Confidential/Proprietary" information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Company or is required by law. The term "Confidential/Proprietary" does not include ideas, techniques, or concepts that are in the public domain.

Indemnification

Company shall agree to defend, indemnify, and hold harmless the City, their officers, employees, agents and volunteers from any and all claims, actions, judgments, losses, cost (including personnel related costs, reasonable attorney's fees and all other claim related expenses) and damages whatsoever, including but not limited to claims made upon the City arising by reason of accident, injury, or death to any person, to Company or to Company's agents, employees and all subcontractors or by reason of injury to property arising out of or in connection with work performed under the contract, except upon a finding of a tier of fact that such loss was caused by the sole negligence of the City. This promise of indemnity shall specifically apply in the case of injuries to Consultant or its employees.

Independent Contractor

The parties intend that an independent contractor-client relationship will be created by their relationship. The City is interested only in the results to be achieved, and conduct and control of the work will lie solely with the Consultant. Consultant is not to be considered an agent or employee of the City for any purpose, and the Consultant or its employees are not entitled to any of the benefits that the City provides for its employees. Consultant understands the City may not use the Consultant's services exclusively. The Consultant is also free to contract for similar services to be performed for other parties while under contract with the City. Consultant will be solely and entirely responsible for his or her acts and the acts of Consultant's agents, employees and all subcontractors during the performance of the contract.

Proposal Price Guarantee

The City is planning to award the contract immediately upon proposal approval, although Consultants should provide a guarantee of proposal prices for 60 days.

Payment Schedule

Upon reaching agreement with the Company for the pricing of work, the City shall pay the Company after services are rendered by submission of a detailed invoice for work performed.

Proposal as Part of the Contract

This RFQ and the selected proposal become a part of any contract that results from this RFQ process.

Proposal Rejection

The City reserves the right to reject any or all proposals, or parts of proposals, or to waive any informality or irregularity as deemed in the best interest of the City.



Alliance Technology Group, LLC

SDB, MBE, WBE, DBE, LDBE Certified

SALES QUOTATION

500 West Madison
 Suite 3135
 Chicago, IL. 60661
 Phone: 847-951-8302

Quote Date: 7/6/2015
 Quote Number: **Q2-07062015-1**
 Alliance Sales Rep: Steve Gerlach
 Expiration Date: 7/30/2015

End User: City of University City

Description				
Product #	Item Description	Qty.	Unit Price	Extended Price
	Unitrends RC824S 3YR			
RC824S-3	Recovery-824 Backup Appliance & 3 year Support (RC824S-3); This is a 2U form factor appliance with one 256GB SSD Cache drive and total ten disk drives (two 1TB internal plus eight 4TB externally accessible) in a staged RAID-1/RAID-6 configuration that supports on-premise, off-premise, or cross-replication data protection. Includes Three Year Support (24/7 US based technical assistance, Software Upgrades, and next business day shipment warranty replacement and Next Gen same model appliance upgrade with first renewal). Nextup2015 - Offer Ends April 30,2015 For a limited time, purchase one of our most popular physical appliances and next size up to the next appliance absolutely free. More value for the same price! (RC824S-3 for the cost of RC823S-3)	1	\$76,298.25	\$76,298.25
1-UEB-PPCREC-V-1TB-3	Unitrends Enterprise Backup for 1TB replicated capacity and Three year platinum support (24/7 US based technical assistance and software upgrades). (Backup Appliance to UEB)	9	\$5,224.28	\$47,018.52
	Subtotal			\$123,316.77
	Discount			\$ (61,018.50)
	Total			\$62,298.27
	Recommended Installation Installation RC 824			
		1	\$5,099.00	\$5,099.00
	Subtotal			\$5,099.00
	Discount			\$ (900.00)
	Total			\$4,199.00

Remit to address: **Alliance Technology
 7010 Hi Tech Drive
 Hanover, MD 21076**

Note:

Subject to final approval

Alliance Post Sales Service is optional and will be added to quotation at your request

A 1.5% finance charge applies to all payments remitted after 30 days

Freight & Applicable Taxes Additional. Freight charges are "ESTIMATED" and "ACTUAL" charges will be invoiced. Customer is responsible for 100% of freight charges

This quote and configuration is confidential to Alliance and is only to be used between Alliance and the customer. In the event this provided quote and configuration is used for other purposes, consulting fees will be charged. This quote is valid for 30 days past the quote date unless otherwise noted and Quote is subject to change.

All Purchase Orders subject to acceptance by Alliance Technology Group, LLC. Prices Subject to change prior to acceptance of Purchase Order. Payment Terms pursuant to Contract of Sale. Leasing figures are being provided to you for informational purposes only Actual lease rates may vary and are subject to credit approval.

Alliance's Term's &Condition's apply. Alliance's T&C's can be viewed at www.alliancestorage.com.

Maintenance pricing quoted must be purchased with Hardware for price to be valid. Unless pre-paid, all maintenance pricing is subject to change.



Council Agenda Item Cover

MEETING DATE: July 8, 2015

AGENDA ITEM TITLE: 7300 block of Forsyth Blvd Parking Restrictions – South side
AGENDA SECTION: Unfinished Business

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW:

The Traffic Commission reviewed two (2) petitions to restrict parking on the south side of the 7300 block of Forsyth Boulevard, for a distance 290 feet, starting 60 feet east of 7310 Forsyth driveway entrance and ending 60 feet west of 7320 Forsyth driveway entrance.

The petitions submitted were:

- Petition #1 - Implement a "15 – minute" parking restriction
- Petition #2 - Implement an "At all times" parking restriction

Both petitions were sign by more than 75% of the property owners affected by the change, on a boundary set by the Traffic Commission, which included property owners at 7310, 7318, 7320 Forsyth. The nature of both petitions related to the lack of visibility when vehicles exit the parking garages on the south side of Forsyth Blvd, due to parallel parked vehicles in close proximity to the driveways.

At the May 2015 Traffic Commission meeting, the Traffic Commissioners reviewed the petitions submitted and decided to recommend approval of petition #2, in order to create a more visible access to Forsyth Blvd residents, increase safety at all times, and to enhance enforceability of a parking restriction.

RECOMMENDATION:

Staff recommends approval of Petition #2; amending the University City Traffic Code, Table III-E, Parking Prohibited On Certain Streets At All Times.

ATTACHMENTS:

- Staff Report and Petition#1 and Petition #2
- Bill amending the Table III-E of the Traffic Code.
- Draft Traffic Commission minutes May 13, 2015.

STAFF REPORT

MEETING DATE: May 13, 2015
 APPLICANT: Jim Marchbank and Hal Colton
 Location: 7300 block of Forsyth Blvd (South side only)
 Request: Two Petitions submitted
 Attachments: Petition #1 - 15-minute Parking Restriction
 Petition #2 - At all times Parking Restriction

Existing Conditions:

7300 block of Forsyth Blvd – South side

Petition #1 – 15 minute Parking restriction at all times ▬ Petition #2 – No Parking at all times ▬



At the April 8, 2015 Traffic Commission meeting, the existing parking concern on the south side of the 7300 block of Forsyth Blvd was presented and discussed. The residents present provided the two preferred options from all options considered and surveyed. The residents decided to submit two petitions as follows:

1. Implement a “15 – minute” parking restriction on each side of driveways at 7310 and 7320 Forsyth Blvd, for a distance of 60 feet or 3 parking spaces
2. Implement an “At all times” parking restriction on each side of driveways at 7310 and 7320 Forsyth Blvd, for a distance of 60 feet or 3 parking spaces.

Both petitions were signed by 75% of more of the property owners affected by the change, on a boundary set by the Traffic Commission, which included property owners at 7310, 7318, 7320 Forsyth.

Please note that property owner at 7318 Forsyth did not have a preference and decided not to sign the petition.

University City Police Department strongly recommends the approval of Petition #2, due to the difficulty to enforce a 15 minute restriction.

No parking at all-time would alleviate completely the safety concern, and will create a more visible access to Forsyth Blvd at all times.

The 15-minute parking will still allow parking, which will potentially block the view of exiting vehicles at both accesses, and will defeat the purpose of this request.

Request:

Evaluate both petitions and recommend approval to one of the petitions.

Conclusion/Recommendation:

Based on the safety concerns and the input provided by the Police Department, it is recommended that Petition #2 is forwarded to Council for approval.

7310 Forsyth Blvd.
7320 Forsyth Blvd.
7318 Forsyth Blvd.



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PARKING PROHIBITION PETITION (15 MIN. PARKING)

TO: UNIVERSITY CITY- TRAFFIC COMMISSION

PROBLEMS CAUSED BY NON-RESIDENT PARKING (PROBLEMS SHOULD BE CHRONIC AND WELL DOCUMENTED). USE ADDITIONAL PAGE IF NECESSARY

The traffic on Forsyth Blvd .is very heavy and parked cars on both sides of the driveways, at the 7310 and 7320 properties, significantly limit visibility when the residents exit our properties and enter Forsyth Blvd. Refer to the attached photos showing the problem on each side of the driveway at 7310 Forsyth. We have had several near misses and are concerned that there may be a serious accident due to the limited visibility. Prohibited parking on both sides of our driveways will allow residents entering Forsyth Blvd. to check for oncoming traffic before they enter Forsyth Blvd. All our residents have onsite parking in our buildings and do not need to park on Forsyth Blvd.

SPECIFIC AREA REQUESTED TO BE RESTRICTED:

Implement a "15 minute" parking restriction on each side of the driveways of the 7310 & 7320 Forsyth Blvd. properties, for a distance of 60 feet (three parking spaces). Although somewhat difficult to enforce, it allows the many delivery and service vehicles to load and unload, at the building entrances, without breaking the law.

REQUESTED RESTRICTED TIME PERIOD

24 hours daily.

NOTE: THIS PETITION SHOULD BE SIGNED BY AT LEAST SEVENTY-FIVE (75%) PERCENT OF THE PROPERTY OWNERS ADJACENT TO THE BLOCK OF THE PUBLIC STREET INVOLVED.

The Public Works Department staff will review this petition and, if warranted, this matter will appear as an agenda item for a traffic commission meeting. If a meeting is held, you will be encouraged to attend so that you may state your concerns.

NAME: Hal Colton

ADDRESS: 7310 Forsyth Blvd., Unit 304

PHONE (HOME): 314-863-5568

PHONE (MOBILE): 636-236-9029

EMAIL: hcolt@earthlink.net

Date: 04/15/2015



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

NAME: Jim Marchbank
ADDRESS: 7320 Forsyth Blvd., Unit 301
PHONE (HOME): 314-995-1999
EMAIL: jimmarcbank@gmail.com
Date: 04/15/2015

Please return the completed form to Angelica Gutierrez, Public Works Liaison of the Traffic Commission, at the Public Works and Parks Department, 3rd floor of the City Hall.

Or, by mail/fax: Traffic Commission
C/O Public Works Department
6801 Delmar Blvd. 3rd Floor
University City, MO 63130







Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 MIN. PARKING)

Block: 7300 Name of Street: Forsyth Blvd.
Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
HAL COLTON		7310 FORSYTH BLVD. UNIT 304
TIMMY GLOVER	SEE ATTACHED EMAIL	7310 FORSYTH BLVD. UNIT 101
GAZY KARLSON	SEE ATTACHED EMAIL	7310 FORSYTH BLVD. UNIT 10A
GAZY BERTST	SEE ATTACHED EMAIL	7310 FORSYTH BLVD UNIT 303
Tom LADBY	SEE ATTACHED EMAIL	7310 FORSYTH BLVD. UNIT 201
FRANK SPOKNIK	SEE ATTACHED EMAIL	7310 FORSYTH BLVD. UNIT 302
RUBENHA TELSNER	SEE ATTACHED EMAIL	7310 FORSYTH BLVD. UNIT 202



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 MIN. PARKING)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
FRANK STEFANIK	<i>Frank Stefanik</i>	7310 FORSYTH BLVD UNIT # 302 UNIVERSITY CITY, MO. 63105



Department of Public Works and Parks
 6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 min. parking)

Block: 7300 Name of Street: Forsyth Blvd.
 Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
CANDACE RUOCCO VALENTINE	<i>[Signature]</i>	7310 FORSYTH BLVD, #103 ST. LOUIS, MO 63105
AUGUST BUSCH JOHN VALENTINE	<i>[Signature]</i>	" "



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 MIN. PARKING)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
TIM LIEBES		7300 FORSYTH BLVD #204 ST. LOUIS, MO 63105



Department of Public Works and Parks
6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 min. parking)

Block: 7300 Name of Street: Forsyth Blvd.
Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
A. BERNI	<i>A. Berni</i>	7310 FORSYTH WHITFIELD




Department of Public Works and Parks
6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (15 MIN. PARKING)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
JEFFSERKES		7310 FORSYTH BLVD. #301



Department of Public Works and Parks
 6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION

Block: 7300 Name of Street: Forsyth Blvd
 Hours restricted: 15 minute parking

NAME (PRINTED)	SIGNATURE	ADDRESS
Rick Marchbanks	<i>[Signature]</i>	7320 Forsyth Blvd Unit # 101
Aron & Jeanne Katzman	<i>Aron and Jeanne Katzman</i>	7320 Forsyth Blvd Unit # 102
Joan Walsh	<i>Joan Walsh</i>	7320 Forsyth Blvd Unit # 103
Danijela Mataic	<i>Danijela Mataic</i>	7320 Forsyth Blvd Unit # 104
Andrew Tuch	<i>Andrew Tuch</i>	7320 Forsyth Blvd Unit # 201
Jason Malashock & Stevie Levy	<i>[Signature]</i>	7320 Forsyth Blvd Unit # 202
Nancy Herron	<i>Nancy Herron</i>	7320 Forsyth Blvd Unit # 203
Mary Kniep	<i>Mary Kniep</i>	7320 Forsyth Blvd Unit # 204
Jim & Elizabeth Marchbank	<i>[Signature]</i>	7320 Forsyth Blvd Unit # 301
Kevin Kueker & Nicole Etling	<i>[Signature]</i>	7320 Forsyth Blvd Unit # 302
Robert & Nancy Levitt	<i>Nancy Levitt</i>	7320 Forsyth Blvd Unit # 303
Tobe & Elisa Suarez	<i>See attached email</i>	7320 Forsyth Blvd Unit # 304



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

Petition #2 - No Parking at all times

7310 Forsyth Blvd.
7320 Forsyth Blvd.
7318 Forsyth Blvd

PARKING PROHIBITION PETITION (NO PARKING)

TO: UNIVERSITY CITY- TRAFFIC COMMISSION

PROBLEMS CAUSED BY NON-RESIDENT PARKING (PROBLEMS SHOULD BE CHRONIC AND WELL DOCUMENTED). USE ADDITIONAL PAGE IF NECESSARY

The traffic on Forsyth Blvd .is very heavy and parked cars on both sides of the driveways, at the 7310 and 7320 properties, significantly limit visibility when the residents exit our properties and enter Forsyth Blvd. Refer to the attached photos showing the problem on each side of the driveway at 7310 Forsyth. We have had several near misses and are concerned that there may be a serious accident due to the limited visibility. Prohibited parking on both sides of our driveways will allow residents entering Forsyth Blvd. to check for oncoming traffic before they enter Forsyth Blvd. All our residents have onsite parking in our buildings and do not need to park on Forsyth Blvd.

SPECIFIC AREA REQUESTED TO BE RESTRICTED:

Implement a "no parking" parking restriction on each side of the driveways of the 7310 & 7320 Forsyth Blvd. properties, for a distance of 60 feet (three parking spaces). Although relatively easy to enforce, it forces the many delivery and service vehicles loading and unloading, to either break the law or find a Forsyth Blvd. parking space remote from the properties entrances.

REQUESTED RESTRICTED TIME PERIOD

24 hours daily.

NOTE: THIS PETITION SHOULD BE SIGNED BY AT LEAST SEVENTY-FIVE (75%) PERCENT OF THE PROPERTY OWNERS ADJACENT TO THE BLOCK OF THE PUBLIC STREET INVOLVED.

The Public Works Department staff will review this petition and, if warranted, this matter will appear as an agenda item for a traffic commission meeting. If a meeting is held, you will be encouraged to attend so that you may state your concerns.

NAME: Hal Colton

ADDRESS: 7310 Forsyth Blvd., Unit 304

PHONE (HOME): 314-863-5568

PHONE (MOBILE): 636-236-9029

EMAIL: hcolt@earthlink.net

Date: 04/15/2015



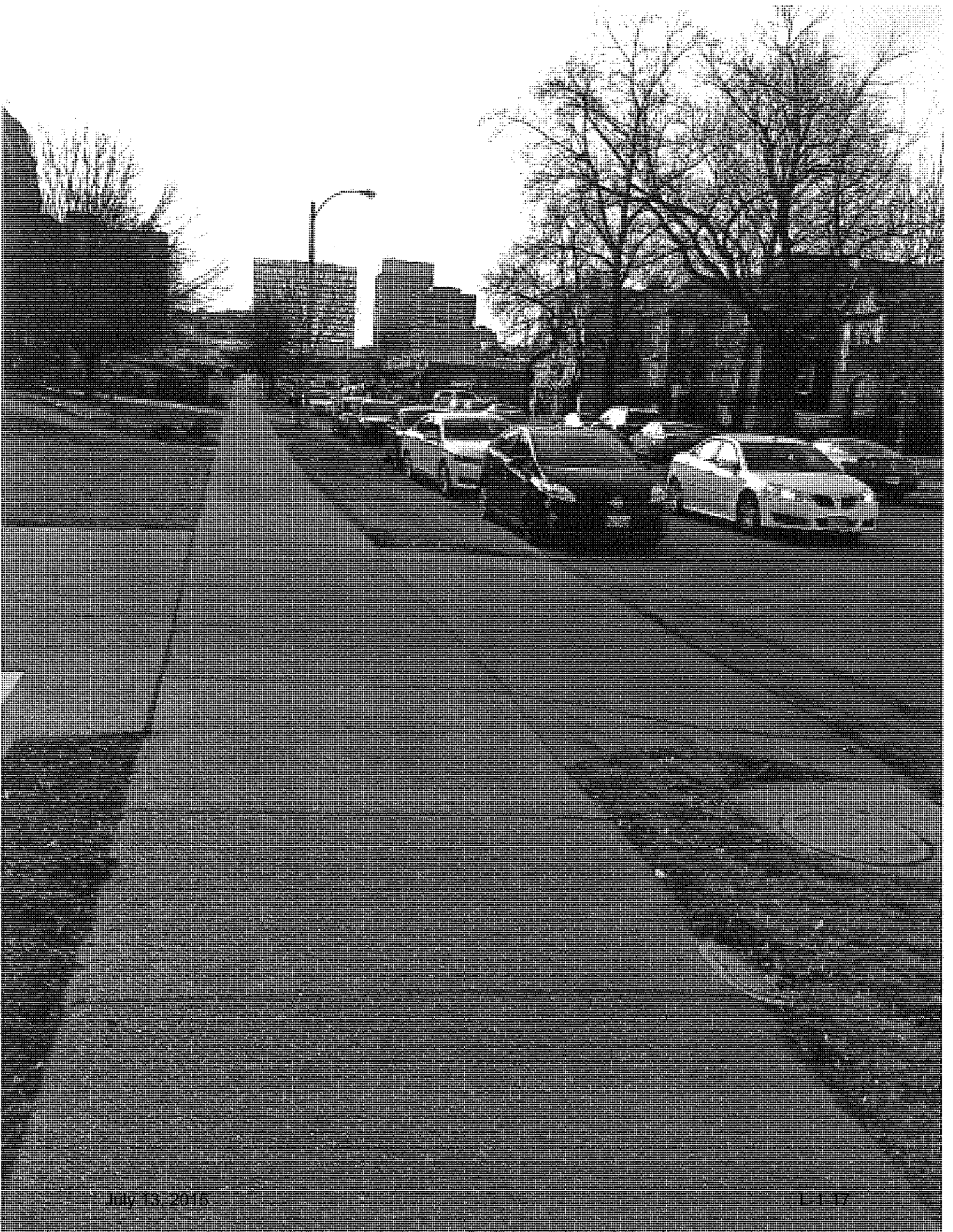
Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

NAME: Jim Marchbank
ADDRESS: 7320 Forsyth Blvd., Unit 301
PHONE (HOME): 314-995-1999
EMAIL: jimmarcbank@gmail.com
Date: 04/15/2015

Please return the completed form to Angelica Gutierrez, Public Works Liaison of the Traffic Commission, at the Public Works and Parks Department, 3rd floor of the City Hall.

Or, by mail/fax: Traffic Commission
C/O Public Works Department
6801 Delmar Blvd. 3rd Floor
University City, MO 63130







Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

Petition #2 - No Parking at all times

PETITION FOR PARKING PROHIBITION (No parking)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

Table with 3 columns: NAME (PRINTED), SIGNATURE, ADDRESS. Contains handwritten entries for Hal Colton, Timm Glover, Gary Kaplan, Gray Benoist, Tom Landes, Frank Stefank, and Rudolpha Jelschen.



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (No Parking)

Block: 7300 Name of Street: Forsyth Blvd.
 Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
FRANK STEFANIK	<i>Frank Stefanik</i>	7310 FORSYTH BLVD UNIT# 302 UNIVERSITY CITY, MO. 63105



Department of Public Works and Parks
6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (No Parking)

Block: 7300 Name of Street: Forsyth Blvd.
Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
CANDACE RUOLLO VALENTINE	<i>[Signature]</i>	7310 FORSYTH BLVD, #103 ST. LOUIS, MO 63105
AUGUST BUSCH JOHN VALENTINE	<i>[Signature]</i>	" "



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (No parking)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
TIM LIEBE	<i>Tim Liebe</i>	7310 FORSYTH BLVD & LODGE ST. LOUIS, MO 63105



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION (NO PARKING)

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS
A. BERNI	<i>[Signature]</i>	7310 FORSYTH UNIVERSITY CITY



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

Petition #2 - No Parking at all times

PETITION FOR PARKING PROHIBITION *(No Parking)*

Block: 7300 Name of Street: Forsyth Blvd.

Hours restricted: 24 hrs.

NAME (PRINTED)	SIGNATURE	ADDRESS

Su Ellen Serkes
 Su-ELLEN SERES
 7310 FORSYTH 301
 UNIT 301



Department of Public Works and Parks
 6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

PETITION FOR PARKING PROHIBITION

Block: 7300 Name of Street: Forsyth Blvd
 Hours restricted: No parking

NAME (PRINTED)	SIGNATURE	ADDRESS
Rick Marchbanks	<i>Rick Marchbanks</i>	7320 Forsyth Blvd Unit # 101
Aron & Jeanne Katzman	<i>Aron and Jeanne Katzman</i>	7320 Forsyth Blvd Unit # 102
Joan Walsh	<i>Joan Walsh</i>	7320 Forsyth Blvd Unit # 103
Danijela Mataic	<i>Danijela Mataic</i>	7320 Forsyth Blvd Unit # 104
Andrew Tuch	<i>Andrew Tuch</i>	7320 Forsyth Blvd Unit # 201
Jason Malashock & Stevie Levy	<i>J Malashock</i>	7320 Forsyth Blvd Unit # 202
Nancy Herron	<i>Anne Herron</i>	7320 Forsyth Blvd Unit # 203
Mary Kniep	<i>Mary Kniep</i>	7320 Forsyth Blvd Unit # 204
Jim & Elizabeth Marchbank	<i>Jim Marchbank</i>	7320 Forsyth Blvd Unit # 301
Kevin Kueker & Nicole Etling	<i>Nicole Etling</i>	7320 Forsyth Blvd Unit # 302
Robert & Nancy Levitt	<i>Nancy Levitt</i>	7320 Forsyth Blvd Unit # 303
Tobe & Elisa Suarez	<i>See attached email</i>	7320 Forsyth Blvd Unit # 304



Department of Public Works and Parks

6801 Delmar Boulevard, 3rd Floor, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

7300 BLOCK OF FORSYTH BLVD PARKING RESTRICTIONS SURVEY

Name: *Tobe Suarez*

Address: *7320 Forsyth #304*

Phone/email: *618-531-1044*

Option

1 = first preference
2 = second preference

1. Keep Current Condition.

2. Establish a Residential Parking Permit System.*

3. Implement Peak Hour parking restriction.

4. Implement an "At all times" parking restriction on each side of each driveway access for a distance of 60 feet or 3 parking spaces.

2

5. Implement a "15 - minute" parking restriction on each side of each driveway access for a distance of 60 feet or 3 parking spaces.

1

6. Prohibit Parking at all times.

7. Other: If you have another suggestion, please write here.

Comments/Suggestions:

*Residential Parking Permit System - Additional details for option 2 are as follows:

1. The specific area that would be restricted to residential permit parking only is the 7300 block of Forsyth Blvd.
2. The requested restricted time period shall not exceed twelve (12) hours daily.
3. Petition must be signed by at least one owner of record for each property. In excess of seventy-five (75) percent of the property owners would have to agree.
4. Once approved, parking permits and visitor permits are free and provided by the Police Department.
5. Applicants for individual permits must possess a valid University City occupancy permit for an address on the designated block(s), and a current and lawful state motor vehicle registration certificate for each permit requested. The number of permits issues shall not exceed the number of vehicles owned or leased by the resident.
6. A maximum of two transferable visitor permits shall be made available to each residence regardless of whether the resident owns an automobile.
7. No permit issued under this section shall guarantee or reserve to the holder a particular parking space within the restricted area, but shall allow the holders of permits general parking in said area during the restricted hours specified.
8. It will be unlawful for any owner or operator to park any vehicle on any street designated to be a residential parking permit area, during the restricted hours, without having a current residential permit displayed in the vehicle.

Hal Colton

From: "Timm Glover" <timmglover@bellsouth.net>
Date: Monday, April 20, 2015 5:26 PM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: Re: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hal,

Good to meet you in person today. I want to communicate my support of both petitions.

Many thanks

Timm Glover
Sent from my iPhone

On Apr 20, 2015, at 12:31 PM, Hal Colton <hcolt@earthlink.net> wrote:

Fellow Owners That Need To Respond (5 remaining):

Resending email, initially sent on April 15th, that requires your response.

Hal

From: [Hal Colton](#)
Sent: Wednesday, April 15, 2015 3:12 PM
To: [Candace M. Ruocco](#) ; [Frank & Delores Stefanick](#) ; [Gary Kaplan](#) ; [Gray Benoist](#) ; [Hal & Paula Colton](#) ; [Jeff Serkes](#) ; [Jeff Stephans](#) ; [Rudy Telscher](#) ; [Suzi Serkes](#) ; [Tim Liebe](#) ; [Timm & Sue Glover](#) ; [Tom & Janet Andes](#) ; [Tony & Connie Berni](#)
Cc: [Sharon Fuller](#) ; [Blair Mehlman](#)
Subject: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners:

The Parking Restrictions Survey resulted in 23 of 24 votes in favor of a 60 foot "15 minute parking" zone, on each side of the driveways at 7310 & 7320 Forsyth Blvd., with an alternate for a 60 foot "no parking" zone, on each side of the driveways.

As a result of our successful survey results, the University City Traffic Commission has directed us to complete two separate Parking Prohibition Petitions, based on our Parking Restrictions Survey vote. The "15 minute" petition will be submitted first for the commission to vote on. If it does not pass, due to police concerns over enforcement, the "no parking" petition will be submitted for the commission to vote on. We are hopeful the first submittal will pass.

Please find attached both Parking Prohibition Petitions, with signature sheets. Each owner is required to sign each petition, in support. Either email me copies of signed signature sheets, email me your proxy for me to record your vote on the signature sheets, or email me stating your support of the two petitions.

All 12 owners, at 7320 Forsyth Blvd., have signed both petitions, in support.

If you have any questions or comments, please contact me.

Hal Colton
President
Forsyth Place Condominium II Association
hcolt@earthlink.net

<7310 Forsyth Blvd. parking each side of driveway.pdf>

<PARKING PROHIBITION PETITION 7310 & 7320 Forsyth Blvd. Option 1a.doc>

<PARKING PROHIBITION PETITION 7310 & 7320 Forsyth Blvd. Option 1b.doc>

Hal Colton

From: "Gary Kaplan" <gmkaplan@charter.net>
Date: Monday, April 20, 2015 2:54 PM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: RE: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hal,

I support the 2 petitions.

Gary Kaplan

From: Hal Colton [mailto:hcolt@earthlink.net]
Sent: Monday, April 20, 2015 12:32 PM
To: Candace M. Ruocco; Timm & Sue Glover; Tim Liebe; Frank & Delores Stefanick; Gary Kaplan
Cc: Blair Mehlman
Subject: Fw: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners That Need To Respond (5 remaining):

Resending email, initially sent on April 15th, that requires your response.

Hal

From: Hal Colton
Sent: Wednesday, April 15, 2015 3:12 PM
To: [Candace M. Ruocco](#) ; [Frank & Delores Stefanick](#) ; [Gary Kaplan](#) ; [Gray Benoist](#) ; [Hal & Paula Colton](#) ; [Jeff Serkes](#) ; [Jeff Stephans](#) ; [Rudy Telscher](#) ; [Suzi Serkes](#) ; [Tim Liebe](#) ; [Timm & Sue Glover](#) ; [Tom & Janet Andes](#) ; [Tony & Connie Berni](#)
Cc: [Sharon Fuller](#) ; [Blair Mehlman](#)
Subject: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners:

The Parking Restrictions Survey resulted in 23 of 24 votes in favor of a 60 foot "15 minute parking" zone, on each side of the driveways at 7310 & 7320 Forsyth Blvd., with an alternate for a 60 foot "no parking" zone, on each side of the driveways.

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All 12 owners, at 7320 Forsyth Blvd., have signed both petitions, in support.

If you have any questions or comments, please contact me.

Hal Colton
President
Forsyth Place Condominium II Association
hcolt@earthlink.net

Hal Colton

From: "Gray Benoist" <gray.benoist@gmail.com>
Date: Thursday, April 16, 2015 2:57 PM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: Re: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hi Hal,

Thank you for all of your work on this.

Please vote my proxy.

Thank you again,

Gray

On Wed, Apr 15, 2015 at 1:12 PM, Hal Colton <hcolt@earthlink.net> wrote:
Fellow Owners:

The Parking Restrictions Survey resulted in 23 of 24 votes in favor of a 60 foot "15 minute parking" zone, on each side of the driveways at 7310 & 7320 Forsyth Blvd., with an alternate for a 60 foot "no parking" zone, on each side of the driveways.

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All 12 owners, at 7320 Forsyth Blvd., have signed both petitions, in support.

If you have any questions or comments, please contact me.

Hal Colton
President
Forsyth Place Condominium II Association
hcolt@earthlink.net

Hal Colton

From: "Tom" <gtandes@gmail.com>
Date: Friday, April 17, 2015 9:04 AM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: RE: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hal Colton

Please be advised that Janet Andes and G. Thomas Andes hereby vote in support of the two petitions received in your email of April 15, 2015. We appreciate your effort in resolving this parking problem.

From: Hal Colton [mailto:hcolt@earthlink.net]
Sent: Wednesday, April 15, 2015 4:12 PM
To: Candace M. Ruocco; Frank & Delores Stefanick; Gary Kaplan; Gray Benoist; Hal & Paula Colton; Jeff Serkes; Jeff Stephans; Rudy Telscher; Suzi Serkes; Tim Liebe; Timm & Sue Glover; Tom & Janet Andes; Tony & Connie Berni
Cc: Sharon Fuller; Blair Mehlman
Subject: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners:

The Parking Restrictions Survey resulted in 23 of 24 votes in favor of a 60 foot "15 minute parking" zone, on each side of the driveways at 7310 & 7320 Forsyth Blvd., with an alternate for a 60 foot "no parking" zone, on each side of the driveways.

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All 12 owners, at 7320 Forsyth Blvd., have signed both petitions, in support.

If you have any questions or comments, please contact me.

Hal Colton
President
Forsyth Place Condominium II Association
hcolt@earthlink.net

Hal Colton

From: "Frank Stefanik" <FStefanik@gores.com>
Date: Monday, April 20, 2015 1:02 PM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: RE: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hal,

I signed both and mailed them Saturday to Angelica at U. City.

Frank

From: Hal Colton [mailto:hcolt@earthlink.net]
Sent: Monday, April 20, 2015 10:32 AM
To: Candace M. Ruocco; Timm & Sue Glover; Tim Liebe; Frank Stefanik; Gary Kaplan
Cc: Blair Mehلمان
Subject: Fw: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners That Need To Respond (5 remaining):

Resending email, initially sent on April 15th, that requires your response.

Hal

From: [Hal Colton](#)
Sent: Wednesday, April 15, 2015 3:12 PM
To: [Candace M. Ruocco](#) ; [Frank & Delores Stefanik](#) ; [Gary Kaplan](#) ; [Gray Benoist](#) ; [Hal & Paula Colton](#) ; [Jeff Serkes](#) ; [Jeff Stephans](#) ; [Rudy Telscher](#) ; [Suzi Serkes](#) ; [Tim Liebe](#) ; [Timm & Sue Glover](#) ; [Tom & Janet Andes](#) ; [Tony & Connie Berni](#)
Cc: [Sharon Fuller](#) ; [Blair Mehلمان](#)
Subject: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners:

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If you have any questions or comments, please contact me.

Hal Colton
President
Forsyth Place Condominium II Association
hcolt@earthlink.net



Hal Colton

From: "Telscher, Rudolph" <rtelscher@hdp.com>
Date: Wednesday, April 15, 2015 3:26 PM
To: "Hal Colton" <hcolt@earthlink.net>
Subject: RE: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Hal,

While I do not like the idea for reasons previously expressed, I proxy my vote to you to support the broader majority.

Rudy

HARNESSES  **Rudy Telscher** | Attorney at Law
DICKEY  **O** | 314.726.7515 **M** | 314.308.3515
 Patent/Intellectual Property Issues

From: Hal Colton [mailto:hcolt@earthlink.net]
Sent: Wednesday, April 15, 2015 3:12 PM
To: Candace M. Ruocco; Frank & Delores Stefanick; Gary Kaplan; Gray Benoist; Hal & Paula Colton; Jeff Serkes; Jeff Stephans; Telscher, Rudolph; Suzi Serkes; Tim Liebe; Timm & Sue Glover; Tom & Janet Andes; Tony & Connie Berni
Cc: Sharon Fuller; Blair Mehlman
Subject: Parking Prohibition Petitions 7300 Block of Forsyth Blvd.

Fellow Owners:

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If you have any questions or comments, please contact me.

Hal Colton
 President
 Forsyth Place Condominium II Association
hcolt@earthlink.net

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Hal Colton

From: "Miriam Hochwald" <mimihoc@gmail.com>
Date: Wednesday, April 22, 2015 10:32 AM
To: <hcolt@earthlink.com>
Subject: traffic on Forsyth

Hello Hal,

This note is to confirm our conversation:

My property is at 7318 Forsyth Blvd, the legal owner is High ForestTwo.

I do not care how U City resolves the traffic issue on Forsyth. My tenants have off-street parking.

Miriam Hochwald



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

CITY OF UNIVERSITY CITY MINUTES OF THE TRAFFIC COMMISSION May 13, 2015

At the Traffic Commission meeting of University City held in the Heman Park Community Center, on Wednesday, May 13, 2015, Chairwoman Carol Wofsey called the meeting to order at 6:30 p.m. In addition to Chairwoman Wofsey, the following members of the commission were present:

- Curtis Tunstall
- Robert Warbin
- Jeff Hales
- Jackie Womack
- Eva Creer

Also in attendance:

- Councilmember Stephen Kraft
- City Engineer, Sinan Alpaslan P.E.
- Public Works and Parks Liaison, Angelica Gutierrez

Members not present:

- Mark Barnes (excused)
- Police Department Representative P.O. Shaun Margul (excused)

1. Approval of Agenda

Two amendments to the agenda:

- Mr. Hales made a motion to move the "Council Liaison report" before the "Approval of the minutes". Motion was seconded by Mr. Tunstall and unanimously approved.
- Mr. Hales made a motion to move the "By-Laws discussion/vote" after the Action item called "7300 block of Forsyth Boulevard parking petitions". Motion was seconded by Mr. Womack and was unanimously approved.

2. Council Liaison Report

None

3. Approval of Minutes

A. February 11, 2015 minutes drafted by Staff

No vote on this item

B. February 11, 2015 minutes amended by Commissioner Hales

Mr. Hales made a motion to approve the minutes as amended. Motion was seconded by Mr. Womack.

Roll call vote was:



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

Ayes: Mrs. Wofsey, Mr. Tunstall, Mr. Womack, Mr. Hales, Mrs. Creer

Nays: Mr. Warbin.

Motion passed.

C. April 8, 2015 minutes drafted by Staff

Mr. Hales moved to postpone the approval of the February 2015 minutes to next meeting, seconded by Mr. Tunstall and unanimously approved.

4. Agenda items

A. 7300 block of Forsyth Boulevard parking petitions

Mrs. Gutierrez presented the two petitions from residents of the south side of the 7300 block of Forsyth Blvd. (7310-7318-7320 Forsyth) to restrict parking along this block of Forsyth Blvd.

Petitions:

1. Implement a "15 – minute" parking restriction on each side of driveways at 7310 and 7320 Forsyth Blvd, for a distance of 60 feet or 3 parking spaces
2. Implement an "At all times" parking restriction on each side of driveways at 7310 and 7320 Forsyth Blvd, for a distance of 60 feet or 3 parking spaces.

The petition preferred by the residents is to restrict parking for 15 minutes, to accommodate deliveries, and any short term parking needs.

Due to the importance of the safety concerns and the input provided by the Police Department, it is recommended that Petition to restrict parking at all times for 60 feet on each side of the driveway entrances of both 7310 and 7320 Forsyth Blvd, is forwarded to Council for approval.

Hal Colton and Jim Marchbank, both Presidents from the Condominium Associations from 7310 and 7320 Forsyth Blvd respectively, expressed that they respected the recommendation from staff and any action will improve existing conditions. It was discussed that trash pick-up services are exempt of any parking restriction, and moving trucks could request permission to temporarily park on street when needed. Commercial parking from businesses location around Lindell Blvd is not expected to be affected by this change. Parking is provided in front of the businesses and in the small surface lot at the corner of Forsyth Blvd and Lindell Blvd.

Mr. Tunstall moved to approve the petition #2. Mrs. Creer seconded the motion and was unanimously approved.



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

5. By-Laws Discussion

The discussion about the amendments made by Commissioner Hales to the By-Laws included the following points:

- Add a Vice Chairperson
- Under Informational Role, changed "Secretary" to "Staff Member"
- Add provisions to the Secretary's Role
- Meeting Audio recording requirement

Vote to amend the By-Laws was postponed until further review is completed to the document by all the Commissioners.

Mr. Hales made a motion to postpone consideration of the proposed changes to the By-Laws until next meeting. Motion seconded by Mrs. Creer and unanimously approved.

6. Adjournment.

The meeting was adjourned at 7:36 pm

Minutes prepared by Angelica Gutierrez, Public Works and Parks Department

INTRODUCED BY:

DATE: June 22, 2015

BILL NO. 9265

ORDINANCE NO. _____

AN ORDINANCE AMENDING SCHEDULE III, TABLE III-E OF THE TRAFFIC CODE, TO REVISE TRAFFIC REGULATION AS PROVIDED HEREIN.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. Schedule III, Table III-E of the Traffic Code of the University City Municipal Code is amended as provided herein. Language to be deleted from the Code is represented as ~~stricken through~~; language to be added to the Code is **emphasized**. This Ordinance contemplates no revisions to the Code other than those so designated; any language or provisions from the Code omitted from this Ordinance is represented by an ellipsis and remains in full force and effect.

Section 2. Schedule III of the Traffic Code of the University City Municipal Code is hereby amended to add a parking restrictions on the south side of Forsyth Boulevard, which the City had designated as a place where parking of vehicles is prohibited at all times. Such portion of "Schedule III" of the Traffic Code shall be amended as follows:

Traffic Schedule

Schedule III: Parking Restrictions

Table III-E Parking Prohibited On Certain Streets At All Times

The following streets or parts of streets are designated as places where the parking of vehicles is prohibited at all times:

...

Forsyth Boulevard:

South side thereof from a point ninety-five (95) feet west of the western curb line of Manhattan Avenue to a point two hundred and ninety (290) feet westwardly.

South side thereof from a point one hundred twenty-six (126) feet east of Bland Drive on the east to the western City limits on the west.

North side thereof from the west line of Lindell Avenue to the western City limits to the west, except for a distance of one hundred forty-four (144) feet starting at seventy-five (75) feet from the west line of Lindell Avenue to the west.

* * *

Section 3. This ordinance shall not be construed so as to relieve any person, firm or corporation from any penalty heretofore incurred by the violation of the sections revised by this amendment nor bar the prosecution for any such violation.

Section 4. Any person, firm or corporation violating any of the provisions of this ordinance shall be punished in accordance with the provisions of the University City Municipal Code.

Section 5. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED THIS _____ day of _____ 2015

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



Council Agenda Item Cover

MEETING DATE: July 8, 2015

AGENDA ITEM TITLE: An Ordinance Fixing the Compensation to be paid to City Officials and Employees as enumerated herein from and after July 1, 2015, and repealing Ordinance No. 6988

AGENDA SECTION: Unfinished Business

CAN THIS ITEM BE RESCHEDULED? : No

BACKGROUND REVIEW: This ordinance provides for a 2.0% cost of living adjustment (COLA) for full time job classifications. To better compensate for an increase in responsibilities and ensure fair and equitable pay, some classifications/titles were reclassified as follows:

Planner – reclassified to Planning and Zoning Administrator
Facilities Maintenance Supervisor – reclassified to Facilities Manager
Information Technology Manager – reclassified to Information Technology Coordinator

In Section 5, item F, Paramedic Fire Captains shall receive longevity pay for ten (10) years consecutive City service, and item G, Paramedic Firefighters and Paramedic Fire Captains shall receive longevity pay for twenty (20) years consecutive City service.

Schedule D includes City Manager's compensation.

RECOMMENDATION: Approval.

INTRODUCED BY:

DATE: June 22, 2015

BILL NO. **9266**

ORDINANCE NO:

AN ORDINANCE FIXING THE COMPENSATION TO BE PAID TO CITY OFFICIALS AND EMPLOYEES AS ENUMERATED HEREIN FROM AND AFTER ITS PASSAGE, AND REPEALING ORDINANCE NO 6988.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. From and after its passage, initially payable July 1, 2015, City employees within the classified service of the City, hereinafter designated, shall receive as compensation for their services such amounts as may be fixed by the City Manager in accordance with Schedule A (Pay Grade), included herein, with a salary not less than the lowest amount and not greater than the highest amount set forth in Schedule B (Classification and Grade), and shall additionally receive as compensation for their services such benefits generally provided in the Administrative Regulations, and Civil Service Rules now in effect, all of which are hereby adopted, approved, and incorporated herein by this reference, and the City Manager is further authorized and directed to effect the inclusion of these benefits in the City's Administrative Regulations in the manner provided by law.

SCHEDULE A - HOURLY BASE PAY STEPS							
Pay Grade	Step A	Step B	Step C	Step D	Step E	Step F	
3	13.3161	13.9590	14.6202	15.3365	16.0283	16.8120	
4	13.7692	14.4059	15.1161	15.8018	16.5671	17.3691	
5	14.6202	15.3365	16.0283	16.8120	17.6140	18.5018	
6	15.1161	15.8018	16.5671	17.3691	18.2446	19.1324	
6A	15.3365	16.0283	16.8120	17.6140	18.5018	19.4017	
7	16.2916	17.2222	18.0548	18.9303	19.8793	20.8099	
7B	16.4508	17.3936	18.2324	19.1201	20.0752	21.0119	
7C	16.7324	17.5405	18.4222	19.3160	20.2160	21.1895	
8	17.1732	18.1528	19.0283	19.9466	20.9507	21.9303	
8A	16.9712	17.7977	18.6671	19.5977	20.5160	21.4772	
9	17.3691	18.2446	19.1324	20.0201	20.9813	21.9731	
9B	17.6140	18.5018	19.4017	20.3140	21.2813	22.3037	
9A	17.7548	18.6181	19.5426	20.4854	21.4282	22.4568	
9C	17.7854	18.6854	19.5977	20.5099	21.4895	22.5241	
9D	18.2875	19.3344	20.2650	21.2446	22.3099	23.3568	
10	18.3916	19.2670	20.2344	21.1833	22.2058	23.2405	
10A	19.3772	20.3078	21.3303	22.3221	23.3996	24.4894	
11	18.9915	19.9466	20.8772	21.8813	22.9037	24.0486	
11B	19.4813	20.4732	21.4037	22.4507	23.4915	24.8445	
12	19.9466	20.8772	21.8813	22.9037	24.0486	25.1996	
12D	20.1548	21.1221	22.1813	23.2160	24.3364	25.4690	
12A	20.3997	21.3793	22.3956	23.4670	24.6057	26.0384	
12B	20.6997	21.6915	22.7201	23.8098	24.9608	26.4180	
12C	20.9017	21.8997	22.9405	24.0425	25.2057	26.6751	
13	20.8772	21.8813	22.9037	24.0486	25.1996	26.3751	
13A	21.3854	22.4201	23.4670	24.6364	25.8180	27.0179	
13P	22.0099	23.0690	24.1466	25.3588	26.5710	27.8139	
14	21.8813	22.9037	24.0486	25.1996	26.3751	27.6669	
14A	22.5241	23.5772	24.7588	25.9404	27.1526	28.4812	
14P	23.4486	24.5445	26.0139	27.2567	28.5240	29.9567	
15	22.7690	23.8894	25.0159	26.1731	27.4281	29.2893	
16	23.6507	24.7649	25.9037	27.1526	28.4445	30.7710	
16P	0.0000	0.0000	0.0000	30.7832	32.0750	33.7648	
17	25.5547	26.7118	27.9669	29.2710	30.5934	31.9832	
17A	25.3710	26.6384	27.9792	29.3751	30.8383	32.3811	

SCHEDULE A (CONTINUED)							
Grade	Step A	Step B	Step C	Step D	Step E	Step F	
18	26.6812	27.9547	29.3444	30.6301	32.0383	33.5138	
18A	26.7486	28.1628	29.6383	31.2056	32.8464	34.5668	
18B	27.2996	28.6098	29.9628	31.3403	32.7852	34.2913	
18P	0.0000	0.0000	0.0000	35.2892	36.8076	38.6810	
19	27.4281	28.7322	30.0546	31.4383	32.8832	34.4260	
20	29.3493	30.7501	32.2789	33.6932	35.2421	36.8652	
20F	0.0000	0.0000	0.0000	26.6541	27.9179	29.2780	
20P	0.0000	0.0000	0.0000	39.8014	41.3994	43.5728	
21	31.1199	32.8526	34.3586	36.3239	38.0504	39.4769	
22	32.3566	33.9729	35.6750	37.4566	39.3300	41.2953	
22A	33.3913	34.8974	36.5076	38.2463	40.0157	41.9749	
22B	33.0546	34.8668	36.4403	38.4974	40.2973	41.7912	
23	34.7137	36.3178	38.0443	39.8014	41.7545	42.8320	
24	34.9219	36.0974	37.7810	39.6545	40.6953	43.7014	
24F	0.0000	0.0000	0.0000	41.8585	43.8667	46.3830	
24P	0.0000	0.0000	0.0000	44.5891	46.6095	48.7156	
25	36.0852	37.7810	39.6545	40.6953	43.7014	45.8136	
25A	38.6321	40.5361	42.5381	44.6381	46.8483	49.1625	
25F	0.0000	0.0000	46.6278	48.9115	51.2625	54.2134	
26	37.7810	39.6545	40.6953	43.7014	45.8136	48.0788	
27	44.0565	45.1952	48.4890	50.8094	53.2951	56.4359	
27P	45.5564	47.7666	50.0870	52.5176	55.0706	57.7583	
28	45.1768	47.4054	49.7502	53.7665	56.1726	57.7583	
	Step B	Step C	Step D	Step E	Step F	Step G	
11A	17.0696	18.0153	18.6837	19.1754	19.7135	20.1758	
11M	19.2217	20.2515	20.9576	21.4578	22.0169	22.5087	
16M	23.4082	24.7070	25.5771	26.2286	26.9431	27.4055	

SCHEDULE B - ANNUAL BASE PAY			
Title	Pay Grade	Minimum	Maximum
Clerk Typist Parking Controller Police/Fire Cadet	3	27,698	34,969
Custodian Laborer	4	28,640	36,128
Laborer/Light Equipment Operator	6	31,441	39,795
Advanced Clerk Typist Court Clerk II	6A	31,900	40,356
Administrative Secretary	7	33,886	43,285
Account Clerk II	7C	34,803	44,074
Victim Service Advocate	8	35,720	45,615
Equipment Operator Recreation Coordinator	8A	35,300	44,673
Executive Secretary to Dept. Director	9	36,128	45,704
Print Shop Operator	9B	36,637	46,392
General Maintenance Worker Heavy Equipment Operator Tree Trimmer	9A	36,930	46,710
Senior Account Clerk	9C	36,994	46,850
Dispatcher	9D	38,038	48,582
Accounts Payable Specialist Administrative Assistant Exec. Secretary to Chief Recreation Supervisor I	10	38,254	48,340
Accountant Community Service Specialist Engineering Service Specialist Inspector I	11	39,502	50,021
Crew Leader	11B	40,521	51,677
Court Administrator Inspector II Senior Administrative Asst. Solid Waste Program Manager	12	41,489	52,415
Supervisory Dispatcher	12D	41,922	52,976

SCHEDULE B - (CONTINUED)			
Title	Pay Grade	Minimum	Maximum
Project Manager Recreation Supervisor II	12B	48,773	62,310
Multi-Discipline Inspector Senior Program Manager/Analyst	12C	43,476	55,484
Mechanic	13	43,425	54,860
Police Officer Trainee	13P	45,781	57,853
Forestry Supervisor Golf Maintenance Superintendent Golf Manager Lead Mechanic Administrative Analyst Senior Plans Examiner / Inspector	14	45,513	57,547
Project Manager II Planning and Zoning Administrator Manager of Economic Development	14A	46,850	59,241
Police Officer	14P	48,773	62,310
Assistant Recreation Superintendent Human Resources Manager Fleet Manager Police Sergeant	15 16P	47,360 64,029	60,922 70,231
Facilities Manager Financial Analyst Information Technology Coordinator	17	53,154	66,525
Sanitation Superintendent Street Superintendent	18	55,497	69,709
Senior Public Works Manager	18B	56,783	71,326
Police Lieutenant	18P	73,402	80,457
Assistant Director of Finance Deputy Dir of Recreation	20	61,047	76,680
Battalion Chief	20F	77,617	85,257
Police Captain	20P	82,787	90,631
Asst. Dir. Of Pub. Works/City Engineer Deputy Dir. /Building Commissioner	22	67,302	85,894
Assistant Fire Chief	24F	87,066	96,477
Deputy Police Chief	24P	92,745	101,328

Section 2. From and after July 1, 2015, seasonal and part-time employees of the City may be employed at an hourly rate in accordance with the following Schedule C (hourly pay rates for seasonal and part-time employees).

Schedule C

Hourly Rates for Seasonal and Part-Time Employees

Title of Class	Grade Code	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Rec. Spec. I Youth Job Corps Worker Cashier Park Attendant	P02 P04 P06					7.35	7.51	7.76	8.02
Lifeguard	P05					7.76	8.02	8.27	8.53
Rec. Spec. II Assistant Pool Manager	P07 P11					8.07	8.33	8.58	8.84
Pool Technician	P09					7.35	7.56	7.81	8.07
Rec. Spec. III	P10					8.84	9.09	9.35	9.61
Pool Mgr./Camp Mgr.	P12					9.55	10.07	10.58	11.09
Rec Program Leader	P14		7.51	7.76	8.02				
Rec Program Supervisor	P17		9.55	10.07	10.58				
PT Adv. Clerk Typist PT Inspector Golf Shop Supervisor Parking Controller*	P13	11.00	12.93						
Clerical Aide Labor Aide	P15		7.56						
Traffic Escort	P16		8.15						
PT Clerk Typist	P18		8.15						
PT Court Clerk*	P20		13.55						
PT Police Cadet Fire Cadet	P22		9.54						
Admin Secretary	P24	11.97	12.54	13.15					
Intern	P25	7.84	8.92	9.99	11.07	13.50			
PT Custodian, Laborer	P26	9.47	9.98	10.50	11.00	11.52			
PT Dispatcher*	P27	16.29	17.21	18.04	18.93	19.87			

*These positions are permanent Part-time, the rates include 2% cost of living adjustment.

Section 3. From and after May 23, 2011, initially payable May 27, 2011, City employees in the unclassified service of the City, except as otherwise noted, shall receive as full compensation for their services the amounts hereinafter set forth, or where a grade in salary is specified, such amounts as may be fixed by the City Manager within the specified grade. Non-executive and executive personnel in a grade shall be paid in accordance with Schedule A (Pay Step Schedule).

Schedule D
Pay Rates for the Unclassified Service, Part-Time,
Temporary or Special Grant Funded Positions

<u>Grade Code</u>	<u>Title of Position</u>	<u>Monthly Salary</u> (except as noted)
S04 A	Judge of City Court (Substitute)	\$159 per session
S05 A	Judge of City Court	\$1,741 - \$1,829 - \$1,922 - \$2,050
S06 A	Prosecuting Attorney (Substitute)	\$159 per session
S07 A	Prosecuting Attorney	\$2,577 - \$2,735 - \$2,892 - \$3,065

SCHEDULE D	ANNUAL BASE PAY		
Title	Pay Grade	Minimum	Maximum
City Manager	S03	137,957	137,957
Secretary to City Manager	10	38,254	48,340
City Clerk	18B	56,783	71,326
Director of Community Development	25A	80,355	102,258
Fire Chief	25F	96,986	112,764
Director of Finance Director of Public Works and Parks	27	91,638	117,388
Police Chief	27P	94,757	120,138

Section 4. From and after June 29, 1994, all full-time non-executive, non-administrative or non-professional employees shall be subject to the work week or work cycle and regulations relating to overtime work, except as noted. A listing of executive, administrative, and professionally designated employees or positions shall be issued by the City Manager.

1. Department directors shall not be paid overtime nor receive compensatory time for hours worked in excess of 40 per week.
2. Department directors may grant compensatory time on a straight time basis to their designated executive, administrative, or professional employees for hours worked in excess of 40 per week. Such employees are exempt from FLSA provisions.
3. The normal work week for full-time office, field, maintenance, and police personnel, and for

police and fire executive and administrative employees, is set at 40 hours per week.

4. Hours worked in excess of 40 hours per week, when authorized in advance by department directors, may be paid at the rate of time and one-half or in lieu thereof, department directors in their discretion may grant compensatory time off also at the rate of time and one-half up to an accumulation allowable under FLSA provisions.
5. The average work week of Battalion Chiefs shall be 56 hours. They shall not be compensated for any hours in excess of 56 hours.

Section 5.

A. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for five years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from the sixth (6th) year through the seventh (7th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
16P	Police Sergeant	\$63
18P	Police Lieutenant	67
20P	Police Captain	71

B. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for seven years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eighth (8th) year through the tenth (10th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$49
16P	Police Sergeant	123
18P	Police Lieutenant	132
20P	Police Captain	142

C. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for ten years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eleventh (11th) year through the fourteenth (14th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$80

D. From and after June 28, 2006, initially payable July 14, 2006, the commissioned

Police personnel, in the pay grades shown, shall receive compensation for fourteen years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the fifteenth (15th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$92

- E. From and after June 28, 2006, initially payable July 14, 2006, Paramedic Fire Captains, Firefighters, and Paramedic Firefighters shall receive compensation for seven (7) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eighth (8th) year through the tenth (10th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$77
11M	Paramedic Firefighters	\$77
16M	Paramedic Fire Captains	\$86

- F. From and after June 28, 2006, initially payable July 14, 2006, Firefighters and Paramedic Firefighters shall receive compensation for ten (10) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eleventh (11th) year through the twentieth (20th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$133
11M	Paramedic Firefighters	\$133
16M	Paramedic Fire Captains	\$133

- G. The following is only for Firefighters, Paramedic Firefighters, and Paramedic Fire Captains who will be receiving 20 years longevity pay on August 1, 2013, initially payable August 1, 2013, Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall receive compensation for twenty (20) years consecutive City service, excepting military leave of absence, in their present classification in the following amount, from the twenty-first (21st) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$168
11M	Paramedic Firefighters	\$168
16M	Paramedic Fire Captain	\$168

For the purpose of calculating consecutive service in this section, time served in the classifications of Firefighter and Paramedic Firefighter is combined for the same person.

- Section 6. From and after June 25, 2008, all full-time employees shall have their hourly

rate computed as follows:

1. The hourly rate for all full-time employees, who, according to Section 4, have a set or average work week of 40 hours, shall have their hourly rate computed by multiplying the monthly rate by 12, dividing that product by 2,080.
2. The hourly rate for full-time uniformed Battalion Chiefs of the Fire Department, who, according to Section 4, have an average work week of 56 hours, shall have their hourly rate computed by multiplying the monthly rate by 12, dividing that product by 2,912.

Section 7. Ordinance No. 6988 and all ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall take effect and be in force from its passage as provided by law.

PASSED this 13th day of July, 2015.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: St. Louis County Waste Reduction Grant

Award **AGENDA SECTION:** New Business

CAN THIS ITEM BE RESCHEDULED?: Yes

BACKGROUND REVIEW:

The City Of University City applied for and was awarded grant funds through the St. Louis County Department of Health to expand the City's commercial sanitation/recycling program.

As much as the City has proven its dedication to residential recycling, commercial recycling throughout the City needs improvement. Businesses (and other non-residential occupants) have the option of choosing City sanitation service or a private hauler. There are no current recycling requirements for these entities. There are approximately 770 businesses in University City. 80 of these businesses have City sanitation service which automatically includes recycling. The remaining 690 may or may not have recycling depending on what service they select from the private hauler and if they choose to pay extra for recycling service.

First, it is the City's intention to expand the commercial recycling program, beginning with the University City Loop businesses. Only 3 of these businesses have City sanitation service. The remaining businesses have one of 5 different private hauler service providers. This is wasteful on many levels; excessive damage and congestion occurs in the alleys and street because of the trucks, unnecessary fuel use (sanitation trucks typically get as little as 3 mpg), many recyclables go to the landfill because only a portion of the businesses choose to pay for recycling service in addition to their trash service with the private haulers, etc.

The second includes street-side public space recycling/trash containers to replace the current dated trash containers in the Loop. This would be done in conjunction with the commercial recycling initiative.

St. Louis County Department of Health requires that the City sign a Resolution in support of the project, as well as a contract agreement.

RECOMMENDATION:

It is recommended that the City Council approve the resolution and grant authority to City Manager to sign the grant agreement for \$50,000 with an \$80,938 City match (of which \$11,538 is designated as personnel costs).

CONTRACT

Saint Louis County Department of Public Health and The City of University City

General:

Saint Louis County, Missouri, on behalf of Saint Louis County Department of Public Health (hereinafter referred to as "County") and the City of University City (hereinafter referred to as "Grantee") hereby mutually agree to the following:

1. The Grantee agrees to perform all tasks in accordance with the specifications described herein and the appendices: A--Work Plan and Timeline; B--Budget and Payment Terms; C—Invoice Form and Reimbursement Instructions; D1- D2--Reporting Requirements; E--General Terms and Conditions; F--Grant Application and attached hereto, as the contract for the project entitled "Commercial Recycling in the Loop". Grantee agrees to abide by all applicable state, federal and local laws, rules, ordinances and regulations and to obtain required permits and licenses prior to implementation of the project. Requirements or provisions in Appendix A shall supersede corresponding requirements or provisions in the original grant application (provided in Appendix F).
2. The Grantee agrees to invoice the County an amount not to exceed **\$50,000.00** for reimbursement of expenditures incurred in accordance with the project budget described in Appendix B. 10% of the grant award amount or **\$5,000.00** will be withheld until the final report is received. Grantee is required to provide an In-Kind match of **\$5,000.00** (10%) to the grant project. Total grant project will be a minimum of **\$55,000.00**. Grantee shall comply with the payment procedures described in Appendix C and other applicable payment procedures established by the County. The County reserves the right to determine satisfactory compliance with the performance criteria and other applicable County policies and procedures.
3. Any changes in the work plan, project budget, payment schedule or other requirements of this contract must be approved in writing by the County in advance. Project shall occur in Saint Louis County.
4. This agreement is effective as of the date of the final signature and will remain in effect for a period of one year from the date of final signature. Contract extensions will be granted upon written mutual agreement between the County and the Grantee.
5. Reporting (Appendix D1&D2) will be due on a quarterly basis from the date of execution, and the final report will be due within 30 days after the expiration date of the grant.

Grantee: University City

Authorized Official	Title	Signature	Date
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Attested By: _____

Title:

Saint Louis County Department of Public Health:

Director, Dept. of Public Health	Signature	Date
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SAINT LOUIS COUNTY, MISSOURI

BY: _____
County Executive

DATE: _____

Saint Louis County Ordinance #26100

Attest:

Administrative Director

Date

County Counselor

Date

I hereby certify that balances sufficient to pay the contract sum remain in the appropriation accounts against which this obligation is to be charged.

Accounting Officer

Date

Appendix A - Work Plan and Timeline

Working in the University City Loop Business District, the City would like to develop and promote the City's commercial service, which includes free recycling services, provide public space recycling, and conduct training and outreach with the owners, staff, and patrons of the Loop Business District.

Work Plan

Grantee will work in the University City Loop Business District to offer commercial collection and free recycling, provide public space recycling in the Loop and conduct training and outreach with the owners, staff, and patrons of the Loop Business District.

The grantee agrees to the following:

1. Develop educational and outreach materials. All materials will be reviewed by the County, have the County logo, and where necessary the County funding statement as described in the Terms and Conditions found in Appendix E.
2. Send out a direct mailer to all owners and managers in the District.
3. Conduct face to face visits with all 85 businesses. Attend business districts meetings.
4. Do an assessment on space for dumpsters and for internal bins.
5. Develop an education/training plan for each business that becomes part of the recycling program.
6. Purchase and paint new dumpsters – messaging on the dumpsters will be reviewed by the County and all dumpsters purchased with grant funds will have the County logo and funding statement.
7. Purchase exterior public space waste stations – County logo needs to be on all bins purchased with grant funding.
8. Purchase interior bins for businesses – County logo needs to be on all bins purchased with grant funding.
9. Additional outreach – The City will utilize all forms of free communication at its disposal to get the word out about the grant. This will include, but not be limited to the City website and social media, City newsletter, email, festivals, etc.
10. Collect data on grant activities and report the data to the County. Information collected shall include but not be limited to number of businesses that utilized City services, Costs, amount of material collected, number of training sessions, number of festivals/advertisements that included the grant information, etc.

Timeline

Date	Action Item
August 2015	Contract Fully Executed
August – October 2015	<ol style="list-style-type: none"> 1) Hire a help to assist with space and container assessment of the Loop businesses. 2) Design, mail, and/or distribute in person a promotional/educational letter for the building owners and business owners about the City’s sanitation service options and recycling in general. 3) Develop informational materials for all levels of business personnel who will be responsible for recycling. 4) Develop an educational plan for each business that incorporates the City’s commercial trash/recycling service. 5) Develop specifications and solicit bids for public space street-side combination trash/recycling containers. 7) Develop specifications and solicit bids for additional dumpster containers. 8) Develop specifications and solicit bids for carts/containers for businesses. 9) Attend business district meetings as applicable.
November 2, 2015	First Quarter report due
November – December 2015	<ol style="list-style-type: none"> 1)Purchase and receive additional dumpster containers and the combination trash/recycling containers 2) Replace public trash containers along the street with new combination trash/recycling containers. 3) Begin distribution of educational and informational materials to all levels of business personnel by way of door-to-door distribution and conversation. 4) Post educational and informational materials on social media, post signage, hang flyers, etc. 5) Attend business district meetings as applicable.
February 1, 2016	Second Quarter report due
January – July 2016	<ol style="list-style-type: none"> 1) Meet with the person responsible for sanitation service of each business to determine the placement, container sizes, and number of collections needed. 2) Determine schedule and deliver new dumpster containers to business. 3) Begin and continue collection of Loop commercial trash and recycling. 4) Distribute to and discuss additional educational materials with appropriate personnel. 5) Supply new commercial customers with interior carts/bins, decals, and other items to assist in promoting recycling. 6) Continue waste diversion education. 7) Attend business district meetings as applicable.
May 2, 2016	Third Quarter report due
July 31, 2016	Grant Expires
August 31, 2016	Final report is due

Appendix B – Budget

Category For each category, provide an itemized breakdown of costs, brief description, and justification	Grant Funds Requested (\$)	In-Kind Match (\$)	Total Category Cost (\$)
A. Personnel Costs (salary + fringe benefits): Personnel/Administrative Costs (salary+benefits): a. Dennis Lockett, Solid Waste Superintendent – Commercial Program development, structuring public space waste removal schedule (\$4,590) b. Jenny Wendt, Project Manager – purchasing, public and business education, development and reporting, educational activities (\$6,948) c. TBD, Intern – data gathering, educational development and distribution of materials (\$7,500) <p style="text-align: right;">Total Personnel Costs (\$) =</p>	\$7,500.00	\$11,538.00	\$19,038.00
B. Subcontractor Costs: a. Subcontractor – Design/Layout of educational materials (\$3,000) <p style="text-align: right;">Total Subcontractor Costs (\$) =</p>	\$3,000.00	\$0	\$3,000.00
C. Direct Costs: a. Postage – mail announcements to businesses, mail announcements to city occupants (\$5,300) b. Public Space combo trash/recycling containers (\$48,000) c. Dumpsters: 1.5 – 6 cubic yard (\$35,000) d. Interior recycling containers for businesses (\$10,000) e. Printing Services – flyers, letters, decals, booklets, etc. (\$5,600) f. Promotional/Educational Items – Coasters, reusable bags, t-shirts, magnets, etc. (\$5,000) <p style="text-align: right;">Total Direct Costs (\$) =</p>	\$39,500.00	\$69,400.00	\$108,900.00
Total Project Costs	\$50,000.00	\$80,938.00	\$130,938.00

RESOLUTION 2015 - 16

RESOLUTION FOR COMMERCIAL RECYCLING AND WASTE REDUCTION GRANT

WHEREAS, the City of University City deems it necessary to increase commercial sanitation/recycling services to University City businesses and institutions, beginning in the University City Loop.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of University City, as follows:

1. An application for expanding commercial recycling was made to the St. Louis County Department of Health for a grant partially funding expansion of a commercial recycling program throughout University City, beginning in the Loop. This includes funding for recycling dumpsters, recycling containers, education materials, postage, etc. A \$72,000 in-kind local match is necessary for implementation.
2. The governing body hereby authorizes the City Manager to sign and execute the necessary documents for forwarding the project, accepting awarded grant funds of \$50,000 and later to execute an agreement for a grant-in-aid from the St. Louis County Department of Health.
3. The City of University City will enter into an agreement or contract with the St. Louis County Department of Health regarding said grant.

PASSED AND RESOLVED THIS _____ DAY OF _____, 2015.

Shelley Welsch, Mayor

Attest: _____
Joyce Pumm, City Clerk

RESOLUTION 2015 -17

A RESOLUTION DIRECTING FUNDS FROM THE CITY OF UNIVERSITY CITY'S UNASSIGNED FUND BALANCE WITHIN THE GENERAL FUND TO THE COMMITTED FUND BALANCE.

WHEREAS, the City desires to direct certain fund reserves from the unassigned fund balance to be committed to and applied to the following items as set forth by this Council and previous City Councils.

• Police Facility	\$ 7,000,000
• Costs & Expenses related to flooding in University City	\$ 461,000
• Costs related to flood buyouts (Previously committed.)	\$ 250,000
• Costs related to flood buyouts	\$ 39,000
• Costs related to upgrading the fire escape on the City Hall building (Previously committed.)	\$ 90,000
• Reserve set-aside at 17% of total operating budget	\$ 4,735,000
TOTAL COMMITTED RESERVES:	\$12,575,000

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY CITY AS FOLLOWS:

That this Resolution shall be in full force and effect from the date of its passage, adoption, and approval by the Mayor.

Passed by the City Council of the City of University City, Missouri and Approved by the Mayor of the City of University City this 13th day of July, 2015.

Shelley
Welsch Mayor

ATTEST:

Joyce Pumm, City
Clerk City of University
City

From: Charles Adams
Sent: Friday, January 27, 2012 12:07 PM
To: Lehman Walker
Subject: FW: Archimages Bids

Attached you will find both the rehab estimates for the existing police/fire building as well as the previous estimates for new construction of a police facility. The bids for the rehab are cost estimates only that were formulated by Archimages engineers who are currently managing the new firehouse construction. The estimates are based on knowledge derived from an inspection of the current facility as well as information derived from the FEMA and in-house inspector's report concerning the condition of the existing firehouse.

It should be noted that Mr. Mangan stated he would be available to speak too and explain their cost analysis for you or council if necessary; however, these are not "hard numbers" but a distinct estimated cost based on the conditions of the building and predicted current cost of the project.

Roy Mangan

Associate
Project Manager

Archimages, Inc.

Architecture + Interiors
143 West Clinton Place
St. Louis, MO 63122
314-965-7445 office
314-807-9584 cell
314-965-7477 fax

rmangan@archimages-stl.com

www.archimages-stl.com

Charles Adams
Chief of Police
University City Police
6801 Delmar Blvd
University City Missouri 63130
314-505-8650





Estimate of cost for new police facility

Archimages
Architecture Planning Interiors

25-Aug-11

University City Police Department						
	Space Name	Net Area	Occupants	Total Net Area SF		Program Requirements
Core	Lobby / Waiting Area	300	1	300		
	Public Restrooms	150	2	300		
	Staff Unisex Restrooms	50	3	150		
COP	Office for the Chief of Police	350	1	350		
	Administration Assistant	120	1	120		
	Captians Office	225	2	450		
	Waiting Area	100	1	100		adjacent to admin assist
Supervisor	Conference Room (COP)	200	1	200		
	Lieutenants	144	3	432		open office
	Sergeants	75	6	450		open office
Detective	Conference Room	200	1	200		
	Office for Detective Bureau Supervisors	144	2	288		
	Open office for detectives	64	8	512		open office
	Store Room	200	1	200		
	Regular Interview Room	110	4	440		sound proof/video capability
Shower/Locker	Interview Observation Room	175	1	175		
	Communications Division/dispatch	475	1	475		
	Dispatch Supervisor	144	1	144		office
Shower/Locker	Dispatch Restroom/break area	125	1	125		
	Male Locker Rooms	10	65	650		10 sf per locker -
	Male Restroom & Showers	275	1	275		2 showers
	Female Locker Rooms	10	30	300		10 sf per locker -
Shower/Locker	Female Restroom & Showers	275	1	275		2 showers
	Roll Call Room/Computer Training	550	1	550		10-12 people
	Command Meeting Room/Emergency Management Facility	500	1	500		6 people
	Crime Analysis/Victim Service Office	300	1	300		accommodate 3 employees
	Evidence Storage Facility	900	1	900		
	Evidence Facility Office	144	1	144		

University City Police Department

Space Name	Net Area	Occupants	Total Net Area SF	Program Requirements
Weapons (arsenal) Storage	200	1	200	
Sally Port for Prisoner Pick ups and drop offs - Vehicle Processing	750	1	750	2 vehicle w/ storage
Holding Facility	40	18	720	40 SF each, (18) prisoners minimum - 1 large 4-6p; 4 regular 2p; 1 female 4p
Process Holding Area	368	1	368	Adjacent to Sally Port
Detainee's Shower	75	1	75	Shared w/Detainee Unisex restroom
Detainee's Unisex Restroom	75	1	75	
Detainee / Visitor Room	120	1	120	
Two (person) Station Pistol Range	125	2	250	25 x 5
Pistol Range Storage	100	1	100	
Office for Records Room Supervisor	144	1	144	
Records Room / Storage	800	1	800	3 records clerks - short term and long term storage
Employee lunch room/employee lounge area	200	1	200	
Backup Generator room and Radio Base				
Stations Storage	0	1	0	Generator Outside of building
Parking for Police Vehicles	0	1	0	29 police cars - min 30 staff
			13,107	
Mechanical	300	1	300	
Electrical Services	250	1	250	
Janitors	100	1	100	
Tele/Data	100	1	100	
			750	
Net Area Square Foot			13857	
Design Gross in SF Factor			20%	Circulation, Structure Partitions
Design Gross in SF Total			16628	
Building Gross in SF Factor			10%	
Building Gross SF			1663	
			18291	Total Square Foot

University City Police Department						
	low range		high range			
Building Construction Cost - s.f.	\$195.00	\$3,566,791.80	\$235.00	\$4,298,441.40		per sf costs -
Site Construction Contingency Allowance	5%	\$178,339.59	5%	\$214,922.07		
Soft Costs - A/E; Attny; Testing; Insurance; other professional fees	15%	\$535,018.77	15%	\$644,766.21		
Furniture, Fixtures, Equipment	10%	\$356,679.18	10%	\$429,844.14		
Sub Total - Project Cost		\$4,636,829.34		\$5,587,973.82		
Contingency	10%	\$463,682.93	10%	\$558,797.38		
Total - Project Cost		\$5,100,512.27		\$6,146,771.20		
Muni- Courts						
Municipal Court	2000		1	2000		
Court Clerks	800		1	800		
Storage	75		1	75		
Lobby	100		1	100		
Judge / Attny Office	144		1	144		
Restrooms	120		2	240		
					3359	
ADD Municipal Courts Components (Square Footage from program abv)	\$195.00	\$655,005.00	\$235.00	\$789,365.00	3359	s.f. of program space
Site Construction Contingency Allowance	5%	\$32,750.25	5%	\$39,468.25		
Soft Cost due to ADDITION of Municipal Courts	15%	\$98,250.75	15%	\$118,404.75		
FF&E due to ADDITION of Municipal Courts	10%	\$65,500.50	10%	\$78,936.50		
Total - Project Cost - WITH Municipal Courts		\$5,952,018.77		\$7,172,945.70		
These estimates are based on a standard site development situation. It does not include excessive site development costs such as rock excavation, etc.						
The estimates above are based on limited information obtained by Archimages, Inc. on 8/25/11 and are to be used as a cost opinion based on historical data. Detailed Programming, Site Selection and limited preliminary design with the Owner is required to achieve accurate cost opinions.						



Estimate of cost of renovating current facility

Archimages
Architecture Planning Interiors

27-Jan-12

University City Police Department - Existing Building Renovation

Construction Category	Pricing Unit		Cost per Unit		Extended Cost	Comments
Building Exterior						
<u>Exterior Skin</u>						
Re-point all masonry, Recaulk						
Repair masonry, Reflash as required (415 lf x 30 h = 12,450 sf)	12,450	sf	\$20.00	/sf	\$249,000.00	
<u>Exterior Window Replacement</u>						
	30	ea	\$4,000.00	/ea	\$120,000.00	
<u>Exterior Stair from Second Floor</u>						
	1	ls	\$185,000.00	/lf	\$185,000.00	
<u>*** Copings/Roof Modifications</u>						
	750	lf	\$38.00	/lf	\$28,500.00	
<u>*** Foundation Drainage</u>						
	1	ls	\$30,000.00		\$30,000.00	
Building Interior Modifications						
<u>Interior Demolition</u>						
	27,276	sf	\$9.75	/sf	\$265,941.00	
<u>Mechanical Systems</u>						
	27,276	sf	\$25.00	/sf	\$681,900.00	
New Ductwork, New Systems						
New Separate Speciality Systems						
<u>Fire Protection Modifications</u>						
	27,276	sf	\$4.50	/sf	\$122,742.00	
Rework Existing Heads - Redesign						
<u>Plumbing Modifications</u>						
	27,276	sf	\$7.25	sf	\$197,751.00	
Modify Existing Facilities						
Relocate Staff Facilities						
New Security Type Facilities						

University City Police Department

<u>Electrical Modifications</u>	27,276	sf	\$38.50	/sf	\$1,050,126.00	
Rework Electrical Systems Throughout						
New Wire, New Devices, New Fixtures						
*** Structural Repair Budget	27,276	sf	\$5.50	/sf	\$150,018.00	
<u>Interior Finishes</u>	27,276	sf	\$72.50	/sf	\$1,977,510.00	
Drywall Partitions, Doors, Locks						
Interior Finishes, Interior Windows						
Holding Cells, Locker Room,						
Building Construction Cost - Sub Total	27,276	sf			\$5,058,488.00	
					\$185.46	<i>estimated cost per s.f.</i>
Site Construction Contingency Allowance			1%		\$50,584.88	
Soft Costs - A/E; Attny; Testing; Insurance; other professional fees			15%		\$758,773.20	
Furniture, Fixtures, Equipment			10%		\$505,848.80	
Sub Total - Project Cost					\$6,373,694.88	
Contingency			10%		\$637,369.49	
Total - Project Cost	27,276	sf			\$7,011,064.37	
					\$257.04	<i>estimated cost per s.f.</i>
<p>*** The estimates are budgets only. Roofing, Foundation Waterproofing, and Structural items can become extensive rework should additional issues be discovered. Actual costs can vary greatly depending on actual findings.</p>						
<p>The cost opinion above is based on limited information obtained by Archimages, Inc. and is not based on any type of structural analysis, indepth investigations or professional reports and are to be used as a cost opinion based on historical data. Detailed Programming, Structural Analysis and limited preliminary design with the Owner is required to achieve accurate cost opinions.</p>						

Basis of Accounting versus the Budgetary Basis

Best Practice: Approved by GFOA's Executive Board

The term "basis of accounting" is used to describe the timing of recognition, that is, *when* the effects of transactions or events should be recognized. The basis of accounting used for purposes of financial reporting in accordance with generally accepted accounting principles (GAAP) is not necessarily the same basis used in preparing the budget document. For example, governmental funds are required to use the modified accrual basis of accounting in GAAP financial statements whereas the cash basis of accounting or the "cash plus encumbrances" basis of accounting may be used in those same funds for budgetary purposes. Disparities between GAAP and the budgetary basis of accounting often occur because regulations governing budgeting (e.g., laws or ordinances of the state, county, city or some other jurisdiction) differ from GAAP.

An understanding of the GAAP basis of accounting is critical to the proper budgeting of available financial resources. Explaining the major differences between the basis of accounting used in the budget document and the basis of accounting used in the GAAP financial statements helps stakeholders better understand and interpret the numbers presented in both documents. Likewise, providing a documented reconciliation of the two bases of accounting can help to prevent errors from occurring when the budget is prepared or interpreted.

For those governments that use a budgetary basis of accounting other than GAAP, some of the more common differences between GAAP and the budgetary basis of accounting are as follows:

- The timing of revenue and expenditures may be different under the GAAP basis of accounting than under the budgetary basis of accounting. For example, in GAAP accounting revenues are recognized in governmental funds as soon as they are both "measurable" and "available" whereas revenue recognition under the budgetary basis of accounting may be deferred until amounts are actually received in cash. Under accrual basis of accounting, transactions are recognized when they occur, or become "probable" and "measurable", regardless of when cash is received or disbursed. In addition, Governmental fund financial use the current financial resources measurement focus as opposed to economic resources.
- Encumbered amounts are commonly treated as expenditures under the budgetary basis of accounting while encumbrances are never classified as expenditures under the GAAP basis of accounting.
- Budgetary revenues and expenditures may include items classified as "other financing sources" and "other financing uses" under the GAAP basis of accounting.
- Under the GAAP basis of accounting, changes in the fair value of investments generally are treated as adjustments to revenue, which commonly is not the case under the budgetary basis of accounting.
- Under the GAAP basis of accounting, expenditure is recognized for the net present value of minimum lease payments at the time a government enters into a capital lease involving a governmental fund. No such expenditure typically is recognized under the budgetary basis of accounting.
- There may be differences between the fiscal year used for financial reporting and the budget period (e.g., the use of lapse periods in connection with encumbrances, project length budgets, grant budgets tied to the *grantor's* fiscal year).
- The fund structure used in GAAP financial statements may differ from the fund structure used for budgetary purposes (e.g., debt service payments may be accounted for in the general fund for budgetary purpose, but reported in a debt service fund in the GAAP financial statements).
- The government's budget document may not include all of the component units and funds incorporated into the GAAP financial statements (e.g., a school district included in the GAAP financial statements may not be incorporated into the budget).
- Under the GAAP basis of accounting used in proprietary funds, the receipt of long term debt proceeds, capital outlays and debt service principal payments are not reported in operations, but allocations for depreciation and amortization expense are recorded. Often the opposite is true under the budgetary basis of accounting.

Recommendation:

GFOA recommends that the budget document clearly define the basis of accounting used for budgetary purposes. If the budgetary basis of accounting and the GAAP basis of accounting are the same, this fact should be clearly stated. If the budgetary basis of accounting and the GAAP basis of accounting are different, major differences and similarities between the two bases of accounting should be noted. Disparities may include basis differences, timing differences, fund structure differences, and entity differences. The description of the differences between the GAAP basis of accounting and the budgetary basis of accounting should be written in a manner that is clearly understandable to those without expertise in either accounting or budgeting. The use of technical accounting terms should be avoided whenever possible. In cases where the use of technical accounting terms cannot be avoided, those terms should be clearly defined and fully explained.

References:

- *Recommended Budget Practices: A Framework for Improved State and Local Government Budgeting*. NACSLB, 1998.
- *Recommended Budget Practices* CD-ROM. NACSLB, 1998.
- *Budget Awards Program: Illustrations and Examples of Program Criteria*. Juliet Carol Powdar. GFOA, 1999.
- *Governmental Accounting, Auditing and Financial Reporting (GAAPFR) and GAAPFR Update Supplement*. Stephen J. Gauthier. GFOA 1994 and 1999.

Approved
Capital Improvement Program allocations
FY2011-FY2016



Five-Year Capital Improvement Projects
July 1, 2010 through June 30, 2015

Department: Police

Program: Police Capital Improvement

Project: Police Department Renovations

Amount: \$1,550,000

Project Details

Description:

This project involves the Police Department expanding into the vacated fire station after a new fire station is completed in 2011. A needs analysis and preliminary design will be the first steps in this process. Officer and citizen safety are the main priorities.

Existing Conditions:

Extensive rehabilitation will be needed to remediate current building problems, and to renovate and enhance the building for efficient and secure police operations.

Goals:

- Increase citizen and officer safety.
- Remediate building problems.
- Enhance operational environment.
- Expand City Hall complex emergency operations area.

Financial Implications:

This renovation will reduce long-term building maintenance.

Project Funding Sources & Schedule							
Source	Prior Year	FY11	FY12	FY13	FY14	FY15	Total
General Fund	0	50,000	1,500,000	0	0	0	1,550,000
Total	0	0	0	0	0	0	1,550,000

**Five-Year Capital Improvement Projects
July 1, 2013 through June 30, 2018**

Department: Community Development
Program: Community Development Capital Improvement
Project: New or Renovated Police Station
Amount: 6,940,000

Project Details

Project Description:

Based on the results of a to-be-performed study evaluating the future use of Civic Plaza properties, the project will either entail the renovation of the existing police station or the construction of a new facility. If a new facility is to be constructed, the City will need to identify a suitable location and refine construction cost estimates. The preliminary estimates were formulated by Archimages, an architecture firm. The estimates included an option for building renovation and construction of a new facility, and are attached.

Current Conditions:

The existing police facility is in severe disrepair. Some of the concerns identified by the Facilities Division include: the jail routinely leaks during rain events; the presence of lead and mold in the building; lack of thermal envelope which makes heating and cooling difficult; lack of moisture barrier which causes efflorescence, wall damage, mold and leaking; out of date electrical systems which were deemed hazardous by our insurance carrier; restroom plumbing routinely leaks; lack of adequate ventilation in the building; unstable floor in the restrooms; entrance to jail in public space, posing a potential safety threat to City Hall visitors.

Project Goals:

- Evaluate the cost benefit of constructing a new facility versus renovating the existing structure.
- Provide safe, modern police facility that meets the needs of the Police Department.



Project Funding Services & Schedule

Source	Prior Year	FY14	FY15	FY16	FY17	FY18	Total
Fund Reserves	-	1,340,000	1,400,000	1,400,000	1,400,000	1,400,000	6,940,000
Total	-	1,340,000	1,400,000	1,400,000	1,400,000	1,400,000	6,940,000

Summary of Capital Improvement Program	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
GENERAL FUND						
Public Works and Parks Department						
Digital Message Boards	47,000	47,000	47,000	47,000	47,000	235,000
Driving Range	300,000	-	-	-	-	300,000
Forsyth Improvement	30,000	4,000	184,000	-	-	218,000
Jackson Ave and Balson Ave Pedestrian Imp	48,300	-	-	-	-	48,300
Mapleview Dr-Lafon PI Intersection Drainage Improvem	50,000	-	-	-	-	50,000
River Des Peres	80,000	90,000	100,000	110,000	120,000	500,000
Sidewalk and Curb Maintenance	380,000	600,000	600,000	500,000	450,000	2,530,000
Street Resurfacing	140,000	300,000	400,000	1,100,000	1,100,000	3,040,000
Total Public Works and Parks Department	1,075,300	1,041,000	1,331,000	1,757,000	1,717,000	6,921,300
GENERAL FUND						
Police Building (renovating or new)	1,400,000	1,400,000	1,400,000	-	-	-
TOTAL GENERAL FUND	2,475,300	2,441,000	2,731,000	1,757,000	1,717,000	6,921,300
GRANT FUND						
Public Works and Parks Department Grants						
Forsyth Improvement	120,000	16,000	736,000	-	-	872,000
Jackson Ave and Balson Ave Pedestrian Imp	193,100	-	-	-	-	193,100
Sidewalk and Curb Maintenance (CDBG)	75,000	75,000	75,000	75,000	75,000	375,000
Total Public Works and Parks Department Grants	388,100	91,000	811,000	75,000	75,000	1,440,100
TOTAL GRANT FUND	388,100	91,000	811,000	75,000	75,000	1,440,100
GRAND TOTAL OF CIP PROGRAM	\$ 2,863,400	\$ 2,532,000	\$ 3,542,000	\$ 1,832,000	\$ 1,792,000	\$ 8,361,400

RESOLUTION 2011 - 7

**RESOLUTION ON THE CITY COUNCIL'S USE OF EQUIVALENT MONEY RECEIVED
FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER FUND**

WHEREAS, the City of University City recently received word it was awarded a grant of \$461,000 from the Missouri Department of Economic Development to help cover the cost of a buyout of properties along Wilson Avenue; and

WHEREAS, this grant frees up \$461,000 for the City's reserve fund; and

WHEREAS, the City of University City remains exposed to costs associated with historic flooding in the City, including costs of remediation, costs of any necessary studies for solutions to the flooding problem, costs of clean up from any future flood disasters and funding for potential future buyouts of flood prone properties; and

WHEREAS, to that end the City finds it prudent and advisable to dedicate funds freed up by the award of the new grant, solely for expenditures associated with flooding in the City of University City.

NOW THEREFORE BE IT RESOLVED, that upon receipt of the new grant, the City Council of University City directs the new grant to be committed to and applied in total to the Wilson buyout.; and

BE IT FURTHER RESOLVED, that the City Council directs that a like sum, that being said \$461,000, be then taken from the \$1,000,000 previously committed by City Council in June of 2010 for the Wilson buyout, and set aside into a separate dedicated account to be used solely for costs and expenses associated with flooding in the City..

Adopted this 28th day of March, 2011.



Shelley Welsch
Mayor

Attest:



Joyce Pumm
City Clerk

Resolution 2014 - 34

A Resolution Approving the Committed Fund Reserves

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of University City, Missouri, that the City Council directs the fund reserves to be committed to and applied to items previously budgeted in FY 13 and FY 14, but were not spent, and additional items recommended by City Council.

BE IT FURTHER RESOLVED, that the City Council directs the fund reserves to be committed to and applied to the following items:

Capital Improvement Projects:

- 180,000 FY 14-Millar Park, Trails and Lights Improvement
- 177,000 FY 14-George Street Improvements
- 110,000 FY 14-Chamberlain Bridge Replacement
- 36,000 FY 14-Canton, Old Bonhomme, Jackson Bike Striping


Consulting Services:

- 15,000 FY 13-Engineering & Architecture Service-Civic Plaza
- 60,000 FY 14-Interior Consultant for Annex Building
- 40,000 Additional Evaluation for Annex Building

Disaster Recovery:

- 250,000 Future Flood Buyout

Adopted this 23rd day of June, 2014


Shelley Welsch, Mayor

Attest:


Joyce Pumm
City Clerk



Resolution 2012 - 4


A Resolution Approving the Committed Fund Reserves

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of University City, Missouri, that the City Council directs the fund reserves to be committed to and applied to items proposed during the budget study session on June 11, 2012.

BE IT FURTHER RESOLVED, that the City Council directs the fund reserves to be committed to and applied to the following items:

- In FY 2012, a portion of projected surplus in the amount of \$180,000 to be used for a 2% salary bonus for staff who are at the top of their salary range and have not received step increases.
- In FY 2013, \$1,270,000 is set aside to be used for infrastructure items such as street and sidewalk repairs and tree trimming.
- In FY 2013, \$39,000 is set aside for flood buyouts as an addition to \$461,000 previously committed by City Council in June of 2010.

Adopted this 25th day of June, 2012


Shelley Welsch, Mayor

Attest:


Joyce Pumm
City Clerk



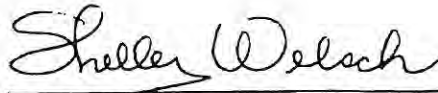
Resolution 2010 - 8

**A Resolution Amending the Fiscal Year 2010 Budget - Amendment #3
for the City of University City and Appropriating Said Amounts**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of University City, Missouri, that the Annual Budget for the fiscal year beginning July 1, 2009, was approved by the City Council and circumstances now warrant amendment to that original budget.


BE IT FURTHER RESOLVED, that in accordance with the City Charter, the several amounts stated in the budget amendment as presented, are herewith appropriated to the several objects and purposes named.

Adopted this 3rd day of May, 2010.



Shelley Welsch, Mayor

Attest:


Joyce Pumm
City Clerk

FY 10 Budget Amendment #3

5/3/2010

GENERAL FUND

<u>Revenues</u>		Revenue Increase	Revenue Decrease	Description
1)	4605 Recreation Programs		65,000	Moving revenue budget to Centennial Commons rather than keeping day camp separate
	4620 Centennial Commons	(65,000)		
		(65,000)	65,000	
No Net Change in Revenue			0	
<u>Expenditures</u>		Reduction	Increase	Description
2)	Information Technology			
	8140 Software Systems		30,000	To fund additional implementation work of City's financial management system
		0	30,000	
3)	Administrative Services			
	6020 Legal Services		9,000	To pay City's portion of legal costs related to AmerenUE street lighting case review with other cities
		0	9,000	
4)	Finance			
	6010 Professional Services		2,000	Bond rating review assistance
		0	2,000	
5)	Community Development			
	5001 Salaries - Full-time		55,000	Reduction in administrative costs to be charged to Economic Development Sales Tax Fund
	5420 Workers Compensation		200	
	5660 Social Security		3,400	
	5740 Pension Contributions		9,200	
	5900 Medicare		800	
		0	68,600	
6)	Fire Capital Improvements			
	8001 Building Improvements		200,000	Grant match for new fire station
	8200 Vehicles & Equipment		550,000	To purchase one fire pumper, reduced by \$350,000 in designated reserves for this purpose
		0	750,000	
7)	Public Works - Facilities			
	8001 Building Improvements		90,000	City Hall fire escape improvements
		0	90,000	
Total Increase in Expenditures			949,600	
Net Fund Change -			949,600	
Reduced by \$350,000 held in reserve				
Additional Use of Surplus (No use of reserves)			599,600	

ECONOMIC DEVELOPMENT SALES TAX

8)	<u>Expenditures</u>	Reduction	Increase	Description
	Economic Development Operations			
	5001 Salaries - Full-time		(81,000)	Reduction in administrative costs which were planned to be charged to the General Fund
	5420 Workers Compensation		(400)	
	5660 Social Security		(7,600)	
	5740 Pension Contributions		(9,200)	
	5900 Medicare		(1,800)	
			<u>(100,000)</u>	
	<i>Total Reduction in Expenditures</i>		(100,000)	
	Net Fund Change - Increase in Surplus		(100,000)	

GRANT FUND

	<u>Revenue</u>	Revenue Increase	Revenue Decrease	
9)	4205 Grant Revenue	(5,314)	0	To record Sutter-Meyer brochure grant
		<u>(5,314)</u>		
	<u>Expenditures</u>	Decrease	Increase	
	Community Development Grants			
	6010 Professional Services	0	5,314	Sutter-Meyer brochure costs
			<u>5,314</u>	
	Net Fund Change - None		0	

FLEET FUND

10)	<u>Expenditures</u>			
	Fleet Capital Improvement			
	8200 Vehicles & Equipment	0	(560,000)	Replacement capital items will not be charged to this account (expensed), but will be charged to an asset account and then depreciated over time
			<u>(560,000)</u>	
	Net Fund Change - None		(560,000)	

RESOLUTION

WHEREAS, it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures); and

WHEREAS, appropriate levels of undesignated general fund balances ensure stable tax rates; and

WHEREAS, fund balance levels are a crucial consideration, too, in long-term financial planning;

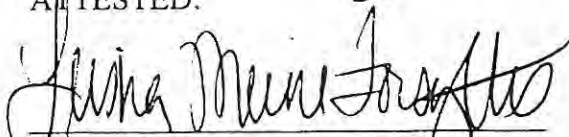
THEREFORE, LET IT BE RESOLVED that the City Council of University City, Missouri hereby recognizes the importance of maintaining an appropriate level of undesignated general fund balance at the beginning of each fiscal year; and

LET IT FURTHER BE RESOLVED, that the City Council of University City, Missouri hereby recommends and approves an undesignated general fund balance of at least 17% of the budgeted general fund expenditures for the ensuing fiscal year, beginning July 1, 2005.

Adopted 6-6, 2005


Mayor

ATTESTED:


Leisha Meine Forsythe, City Clerk

From Director of Finance Tina Charumilind:

“I have reviewed a preliminary budget performance for the General Fund, the FY 2015 budget and amendments including \$400,000 Rich Wilson requested, the total budgeted operating expenditures including routine capital improvements would be approximately \$27,854,000. As such, 17% recommended for unassigned fund reserve should be around \$4,735,000.”



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Stop for Pedestrians - The Lofts of Washington University

AGENDA SECTION: New Business

CAN THIS ITEM BE RESCHEDULED? : Yes

BACKGROUND REVIEW:

The Traffic Commission reviewed the request from Andrew McCready to install a "Stop Here for Pedestrians" sign on the alley located behind 6241/6263 Delmar Blvd building at the pedestrian walkway recently built at The Lofts of Washington University in St. Louis.

Due to the increased amount of pedestrian and bicycle traffic using the walkway connecting Enright and Delmar and the increased amount of complaints from pedestrians, regarding vehicular traffic not yielding to pedestrians and bicycles on walkway, the stop for pedestrians sign is recommended to be installed as requested. See attached Staff Report.

At the April 2015 Traffic Commission meeting, the Traffic Commissioners reviewed the request to create the new location as a stop for pedestrians and recommended approval by the City Council.

RECOMMENDATION:

Staff recommends approval of this request; amending the University City Traffic Code, Schedule VI, Vehicles required to Stop.

ATTACHMENTS:

- Staff Report
- Bill amending the Schedule VI of the Traffic Code.
- Draft Traffic Commission minutes April 8, 2015.

Department of Public Works and Parks

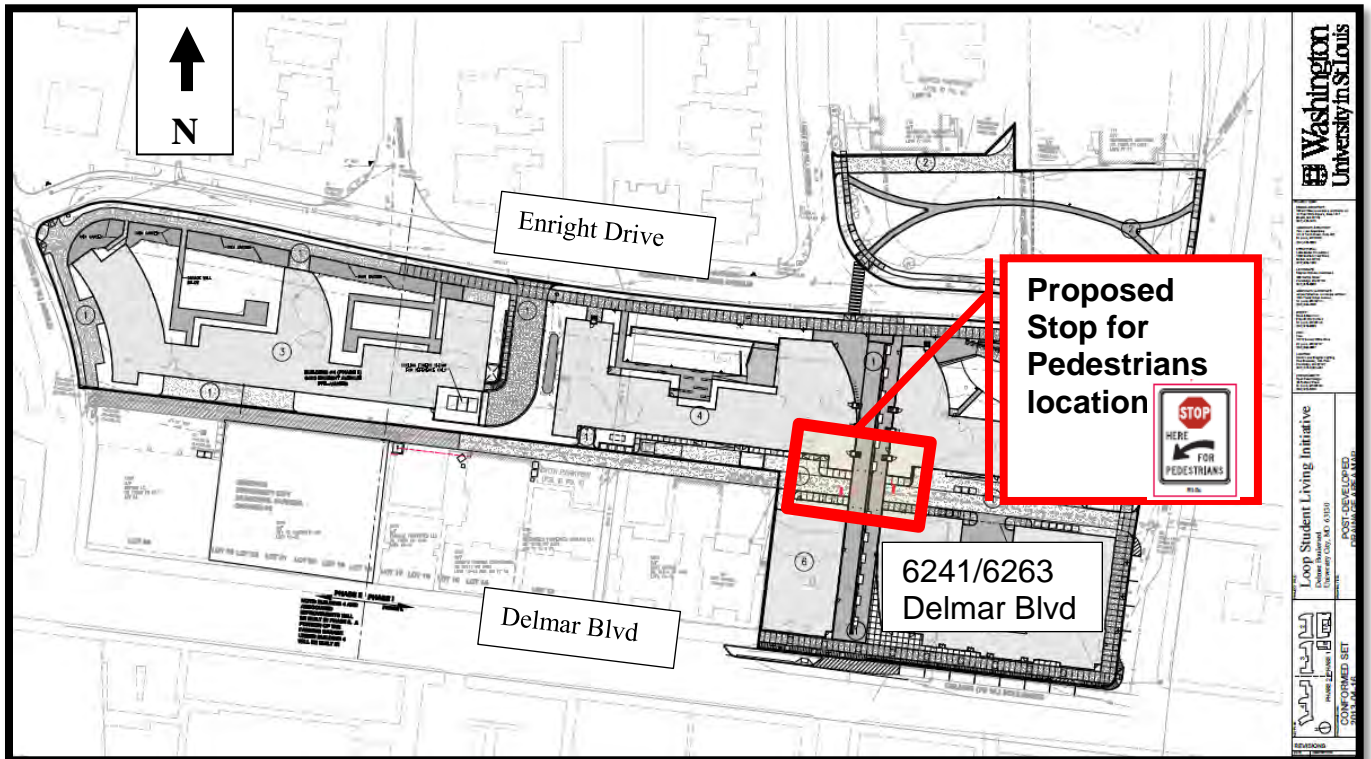
6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

STAFF REPORT

MEETING DATE: April 8, 2015
APPLICANT: Andrew McCready – Washington University in St. Louis
Location: Alley behind 6241/6263 Delmar Blvd building
Request: Approve a “Stop Here for Pedestrians” sign on the alley at the pedestrian walkway
Attachments: Traffic Request Form

Existing Conditions:

6241/6263 Delmar Blvd – Washington University in St. Louis - Site Plan





Currently there are “Yield to Pedestrian” signs at this location. These signs were installed when the phase 1 of the project was completed.

Facts:

- Increased amount of pedestrian and bicycle traffic using the walkway connecting Enright and Delmar
- Increased amount of complaints from pedestrians, regarding vehicular traffic not yielding to pedestrians and bicycles on walkway

The safety concerns have increased as more pedestrians are walking on the area and will continue to increase with nicer weather.

Request:

Approve a “Stop Here for Pedestrians” sign on the alley at the pedestrian walkway.

Conclusion/Recommendation:

Based on the facts listed above, it is recommended to install the Stop for Pedestrians at the proposed location. The University City Traffic Code, Schedule VI, Vehicles required to Stop will need to change.



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

CITY OF UNIVERSITY CITY MINUTES OF THE TRAFFIC COMMISSION April 8, 2015

At the Traffic Commission meeting of University City held in the Heman Park Community Center, on Wednesday, April 8, 2015, Chairwoman Carol Wofsey called the meeting to order at 6:30 p.m. In addition to Chairwoman Wofsey, the following members of the commission were present:

- Curtis Tunstall
- Robert Warbin
- Jeff Hales
- Jackie Womack
- Eva Creer
- Mark Barnes

Also in attendance:

- Councilmember Stephen Kraft
- City Engineer, Sinan Alpaslan P.E.
- Police Department Representative P.O. Shaun Margul
- Public Works and Parks Liaison, Angelica Gutierrez

1. Approval of Agenda

Mr. Hales moved to approve the meeting agenda. The motion was seconded by Mr. Barnes and unanimously approved.

2. Approval of Minutes

Mr. Warbin moved to postpone the approval of the February 2015 minutes to next meeting, seconded by Mr. Barnes and unanimously approved.

3. Agenda items

A. 7300 block of Forsyth Boulevard parking regulations

Ms. Gutierrez presented the request from residents of the south side of the 7300 block of Forsyth Blvd. to review parking restrictions along this block of Forsyth Blvd. The recent changes were explained along the 7000, 7100 and 7200 blocks of Forsyth Blvd such as residential parking permits implemented on the north side, and removal of peak hour restriction on the south side. The zoning along Forsyth Blvd. corridor within University City is different in nature, varying from Institutional, single home, multi-unit residential and limited commercial.

Hal Colton and Jim Marchbank, both Presidents from the Condominium Associations from 7310 and 7320 Forsyth Blvd respectively, presented the safety issues they experience



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

while exiting their parking garage. Pictures were presented to illustrate the sightline obstructions.

The opinion of the majority of the property owners of both condominiums was unanimous, to implement a parking restriction on each side of the driveways, for a distance of 60 feet or 3 parking spaces. The first preference is to have the parking restriction for 15-minutes and the second preference was to restrict parking at all times.

The first preference is to have a 15-minute parking to allow the delivery trucks to park or any other short term parking need.

Police Officer Margul explained that enforcement is more effective for parking restrictions at all times, instead of 15-minute restrictions.

Mr. Barnes moved to request a petition (or two) from the affected properties (7310, 7318, 7320 Forsyth Blvd) to restrict parking for 15-minute OR to restrict parking at all times. Mr. Tunstall seconded the motioned and votes were:

AYES: Mr. Wabin, Ms. Creer, Mr. Womack, Mr. Tunstall

NAYS: Mr. Barnes, Mr. Hales, Ms. Wofsey.

Motion passed.

Requestors were instructed to solicit responses to their petition and submit it to City Staff.

B. The Lofts proposed Stop for Pedestrians Sign

Ms. Gutierrez presented the request from Andrew McCready to install a "Stop Here for Pedestrians" sign on the alley located behind 6241/6263 Delmar Blvd building at the pedestrian walkway recently built at The Lofts of Washington University in St. Louis. City Staff recommended approval of the request.

Ms. Cheryl Adelstein said that The Lofts was a very successful project. The crossing is used by walkers as well as bicyclist and WUSTL is in the process of developing an Enright connector to Ackert Walkway for cyclists.

Mr. Hales moved to approve the installation of the Signs as requested. The motion was seconded by Mr. Barnes and unanimously approved.

C. Gateway Bike Plan

A presentation was provided to the Commission to learn about The Gateway Bike Plan. This plan is a result of a collaborative effort between the Great Rivers Greenway District, Missouri Department of Transportation, East-West Gateway Council of Governments,



Traffic Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

Metro, numerous municipalities, St. Louis and St. Charles counties, City of St. Louis and Trailnet.

The Plan provides both a coordinated vision for accommodating and encouraging bicycling as a viable transportation mode, and practical action strategies for how to achieve this vision over the next 20 years. By working as a unified region across political boundaries, citizens will have access to one of the larger bicycle networks in the United States. The Plan includes detailed maps as well as strategic actions to achieve the recommended facilities along with education, enforcement and encouragement programs.

The Gateway Bike Plan is available online at <http://stlbikeplan.com/plan-documents>.

4. Council Liaison Report

None

5. Miscellaneous Business

None

6. Adjournment.

The meeting was adjourned at 7:45 pm

Minutes prepared by Angelica Gutierrez, Public Works and Parks Department

INTRODUCED BY:

DATE: July 13, 2015

BILL NO. 9267

ORDINANCE NO. _____

AN ORDINANCE AMENDING SCHEDULE VI, TABLE VI-A – STOP INTERSECTIONS, CHAPTER 300 TRAFFIC CODE, OF THE UNIVERSITY CITY MUNICIPAL CODE, TO REVISE TRAFFIC REGULATION AS PROVIDED HEREIN.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. Schedule VI, Table VI-A. Schools and Playgrounds Designated of Chapter 300 of the Traffic Code, of the University City Municipal Code is amended as provided herein. Language to be added to the Code is **emphasized**. This Ordinance contemplates no revisions to the Code other than those so designated; any language or provisions from the Code omitted from this Ordinance is represented by an ellipsis and remains in full force and effect.

Section 2. Chapter 300 of the University City Municipal Code is hereby amended to add a new location where the City has designated as a stop intersection, to be added to the Traffic Code – Schedule VII, Table VII-A, as follows:

Schedule VI: Vehicles Required to Stop

Table VI-A. School and Playground Stops Designated.

Intersection or Street Crossing

Alley behind 6241/6263 Delmar Blvd at the raised pedestrian walkway (Mews).

* * *

Section 3. This ordinance shall not be construed so as to relieve any person, firm or corporation from any penalty heretofore incurred by the violation of the sections revised by this amendment nor bar the prosecution for any such violation.

Section 4. Any person, firm or corporation violating any of the provisions of this ordinance shall be punished in accordance with the provisions of the University City Municipal Code.

Section 5. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED THIS _____ day of _____ 2015

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



Council Agenda Item Cover

MEETING DATE: July 13, 2015

AGENDA ITEM TITLE: Map Amendment – rezone 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from “SR” – Single Family Residential District to “PA” – Public Activity District

AGENDA SECTION: New Business

COUNCIL ACTION: Passage of Ordinance required for Approval

CAN THIS ITEM BE RESCHEDULED? : No

BACKGROUND REVIEW: Both the Park Commission and the Plan Commission recommended approval of the proposed Map Amendment at their May 19 and May 27, 2015 meetings respectively. This agenda item requires a public hearing at the City Council level and consideration for the passage of an ordinance. The first reading and public hearing should take place on July 13, 2015. The second and third readings and passage of the ordinance could occur at the subsequent August 10, 2015 meeting.

Attachments:

- 1: Transmittal Letter from Plan Commission
- 2: Staff Report and Park Commission 5/19/2015 meeting minutes excerpt
3. Draft Ordinance and Exhibits

RECOMMENDATION: Approval

ATTACHMENT 1:
Transmittal letter from Plan Commission



Plan Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 862-3168

July 1, 2015

Ms. Joyce Pumm, City Clerk
City of University City
6801 Delmar Boulevard
University City, MO 63130

RE: Zoning Map Amendment – 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080,
1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126,
1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue

Dear Ms. Pumm,

At its regular meeting on May 27, 2015 at 6:30 pm in the Heman Park Community Center, 975 Pennsylvania Avenue, University City, Missouri, 63130, the City Plan Commission considered the proposal to rezone the above-referenced properties on Wilson Avenue from “SR” – Single Family Residential District to “PA” – Public Activity District.

By a vote of 6 to 0, the Plan Commission recommended approval of said Map Amendment to the University City Official Zoning Map.

Sincerely,

Linda Locke, Chairperson
University City Plan Commission

July 13, 2015

M-4-3

ATTACHMENT 2:
Staff Report and Park Commission 5/19/2015
meeting minutes excerpt



Department of Community Development

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 862-3168

STAFF REPORT

MEETING DATE: May 27, 2015

FILE NUMBER: PC 15-06

COUNCIL DISTRICT: 2

Applicant: City of University City

Location: 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue

Proposal: Zoning Map Amendment (rezoning) from "SR" – Single Family Residential District to "PA" – Public Activity District

Existing Land Use: Vacant except for one single-family dwelling

Proposed Land Use: Public park space / trail

Surrounding Zoning and Land Use

North:	GC-General Commercial District	Commercial
East:	SR-Single Family Residential District	River Des Peres / Single-family residential
South:	PA-Public Activity District	High School
West:	SR-Single Family Residential District	Single-family residential

STAFF RECOMMENDATION

Approval Approval with Conditions Denial

ATTACHMENTS

- A. Departmental Comments
- B. Maps

Existing Property and Background

The subject property consists of a band of 28 contiguous parcels approximately 4.16 acres in total area, located on the east side of Wilson Avenue, south of Olive Boulevard and north of Shaftesbury Avenue. There is an existing single-family dwelling at 1052 Wilson Avenue, the southernmost parcel.

The subject parcels are all in the FEMA 100-year flood plain of the River Des Peres. A majority of the parcels are also in the floodway. With the exception of two parcels (1052 and 1138 Wilson Avenue), the properties were acquired by the City of University City and single-family dwellings were demolished through a federal flood buyout program as a result of the severe

flood in 2008. As conditioned by the federal grant, the properties must remain green space in perpetuity and park/trail is permitted. The properties are planned to be incorporated into a trail from Heman Park to Groby Road as part of the Centennial Greenway system being developed by Great Rivers Greenway. To bring this planned land use into conformity with the City's Zoning Code, the Department of Community Development is proposing that the buyout properties and the two other parcels be rezoned from the current "SR" – Single Family Residential District to "PA" – Public Activity District.

The owner of the property at 1052 Wilson Ave. opted out of the federal buyout program and a single-family dwelling continues to occupy the site. This property is included should the owner be willing to sell or convert the property someday for green space/trail use.

The vacant, tax delinquent property at 1138 Wilson Ave. is not owned by the City, but is included in the proposal due to its location in the middle of the proposed rezoning and its flood plain/floodway status. The former dwelling was demolished through a property abatement process.

As required in the Municipal Code, this rezoning proposal was considered by the Park Commission at their May 19, 2015 meeting at which time the Park Commission unanimously recommended approval.

Analysis

At issue is the appropriateness of changing the zoning of the subject property from "SR" – Single Family Residential District to "PA" – Public Activity District.

The proposed land use map in the 2005 Comprehensive Plan Update depicts the properties as single-family residential. However, this was prepared prior to the federal flood buyout program was utilized for the majority of these properties. Based on the planned use for trail purposes and their location in the floodplain and floodway, it is staff's opinion that the "SR" District is no longer appropriate for all these properties.

The purpose of the "PA" – Public Activity District is to accommodate "uses which have a distinctly public character and to encourage the retention of certain properties in a relatively undeveloped state, such as public recreation uses." It is staff's opinion that the "PA" District is an appropriate zoning classification for all these properties given its current flood plain/floodway status and the planned land use as a permitted use in the "PA" District.

If this rezoning proposal is approved, the dwelling at 1052 Wilson Avenue may remain as a permitted use in the "PA" – Public Activity District, subject to the floodplain and "SR" – Single Family Residential District regulations.

Conclusion/Recommendation

Based on the preceding considerations, staff is of the opinion that the proposed rezoning is appropriate and reasonable and would not create a detrimental impact on the surrounding area. Thus, staff recommends approval of the Zoning Map Amendment from "SR" – Single Family Residential District to "PA" – Public Activity District.



Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

May 22, 2015

Department of Community Development
6801 Delmar Boulevard
University City, MO 63130

Attn: Mr. Zach Greatens, Planner

RE: Wilson Avenue Rezoning

Dear Mr. Greatens;

We have reviewed the request to rezone the properties as shown on the Wilson Avenue map from SR – Single Family Residential District to PA – Public Activity District and have no major comments and strongly support the change. The Park Commission has also voted to support the change.

Sincerely,

A handwritten signature in black ink that reads "Richard L. Wilson". The signature is written in a cursive, slightly slanted style.

Richard L. Wilson PE
Director



UNIVERSITY CITY POLICE DEPARTMENT
6801 DELMAR BLVD.
UNIVERSITY CITY, MISSOURI 63130



May 22, 2015

To: Zachariah Greatens

Reference: 28 parcels on Wilson Avenue.

The proposal is to rezone the properties from SR – Single Family Residential District to PA – Public Activity District. These are the properties that were part of the flood buyout. The proposed use of the property is park / trail use.

The Police Department understands that the land is vacant and a useful purpose is being sought. There are certain considerations that we would like to be considered:

1. Since this is residential area with limited traffic there should be proper lighting for any trail or park to provide added security. The park should not have any obstructions such as landscaping or hills to hamper visibility from passerby such as police patrols.
2. With this being so close to the high school, the natural usage by students going to and from school should be taken into consideration.
3. Residential impact should be solicited from the remaining household in the immediate area adjacent to this project.

Charles Adams
Chief of Police



Fire Department

863 Westgate Ave., University City, Missouri 63130, Phone: (314) 505-8591, Fax: (314) 863-5615

May 22, 2015

Zach Greatens
Department of Community Development
6801 Delmar Blvd.
St. Louis, MO. 63130

The University City Fire Department has no questions or concerns regarding the proposed rezoning of the properties located on Wilson Ave.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Adam Long". The signature is written in a cursive style with a long, sweeping tail on the "g".

Adam Long
Fire Chief
University City Fire Department

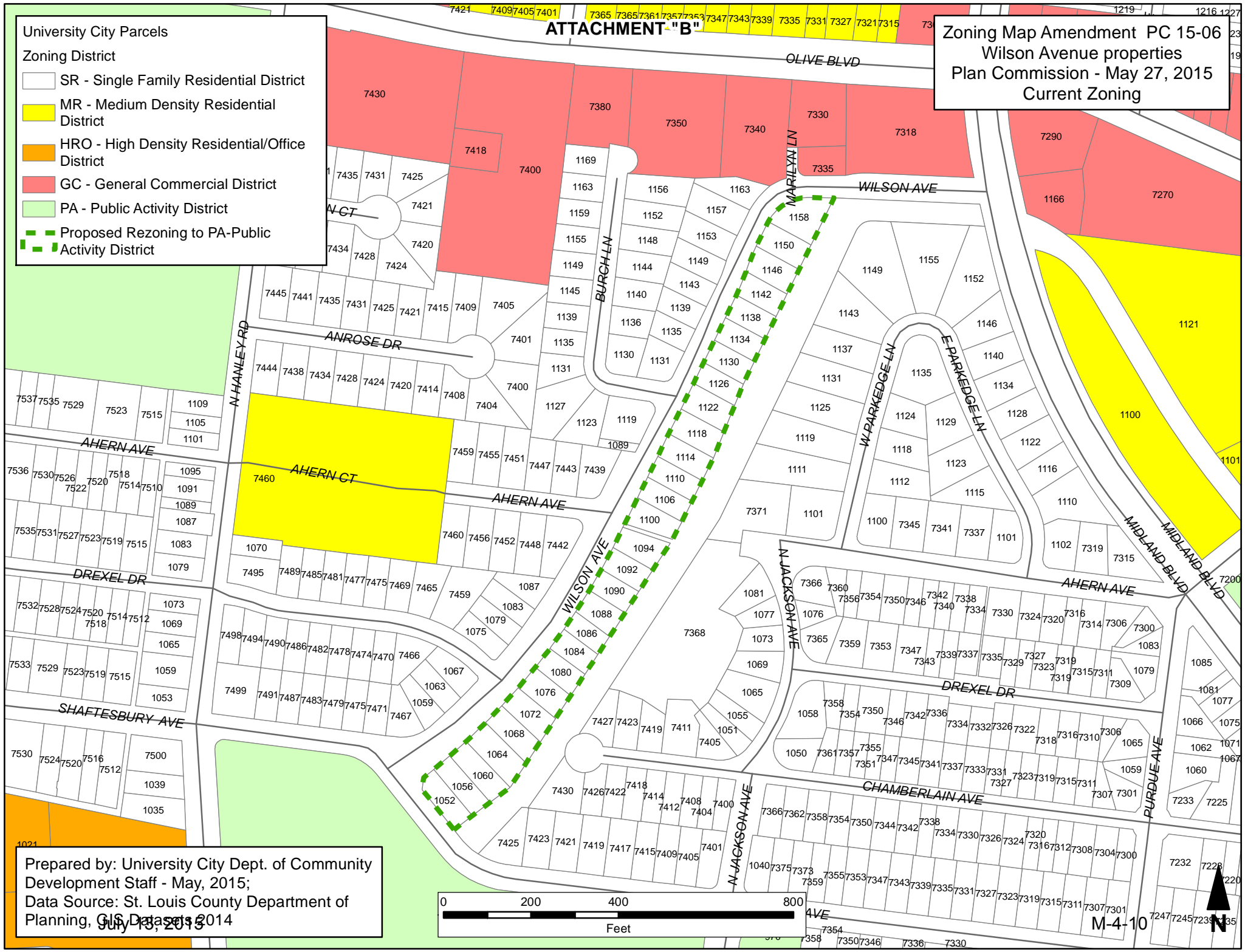
ATTACHMENT "B"

Zoning Map Amendment PC 15-06
Wilson Avenue properties
Plan Commission - May 27, 2015
Current Zoning

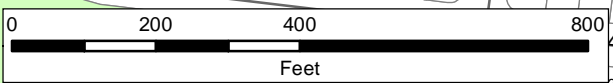
University City Parcels

Zoning District

- SR - Single Family Residential District
- MR - Medium Density Residential District
- HRO - High Density Residential/Office District
- GC - General Commercial District
- PA - Public Activity District
- Proposed Rezoning to PA-Public Activity District



Prepared by: University City Dept. of Community Development Staff - May, 2015;
 Data Source: St. Louis County Department of Planning, GIS Database 2014
 July 13, 2015



M-4-10

Zoning Map Amendment PC 15-06

Wilson Avenue

Plan Commission - May 27, 2015

Existing Conditions

NOT TO SCALE

Commercial

WILSON AVE

Multi - Family Residential

Single - Family Residential

Single - Family Residential

High School

Subject Property

Source: St. Louis County Property Viewer - maps.stlouisco.com/propertyview/

Aerial Photography - 2014

July 13, 2015

M-4-11



MINUTES OF THE PARK COMMISSION
Centennial Commons, 7210 Olive Boulevard
Tuesday, May 19, 2015

President Ed Mass called the meeting to order at 6:35 pm. Members present were:

William Field
Steve Goldstein
Kathy Standley
Luther Baker
Nancy McClain
Kimberly Jones

Megan Fuhler II, Project Manager & Park Commission Liaison
Lynda Euell-Taylor, Deputy Director of Recreation
Richard Wilson, Director of Public Works and Parks
Ewald Winker, Park Operations Superintendent
Steven Kraft, City Council Liaison

Deposition of Minutes from April 21, 2015

Mr. Goldstein asked for one (1) change to be made to the minutes as drafted. This change was to the time that the lights currently stay on at the Golf Course Driving range. The drafted minutes showed 10:00 pm, when the lights actually turn off at 9:30 pm. The minutes will be revised to show 9:30 instead of 10:00 pm. Mr. Goldstein moved to approve the minutes of the April 21, 2015 Park Commission meeting with the changed discussed, Mr. Field seconded – vote taken, all approved.

Citizens' Comments

None

Wilson Avenue Buyout Area Rezoning

Raymond Lai, Deputy Director of Community Development indicated that Community Development was seeking a recommendation from the Park Commission to rezone the Southeast side of the 1000 and 1100 blocks of Wilson. These 28 properties are currently zoned "SR"- Single Family Residential District. 26 of the properties were acquired by the City using federal funds due to their location in the floodway and history of flooding. Community Development is proposing that the entire area be rezoned as "PA"- Public Activity District. Mr. Goldstein asked questions regarding the two homes that are not owned by the City, particularly the property that still had an occupied residential home. Mr. Lai indicated that the dwelling may remain as a permitted use, whether in the "SR" or "PA" District, subject to the floodplain regulations. Commissioners and City staff discussed the proposed projects for the area and the benefits of the rezoning. Mr. Mass moved to recommend rezoning of the Wilson properties to "PA" District, Ms. Standley seconded – vote taken, all approved.

Department Reports

Public Works and Parks Operations – Mr. Winker discussed projects that he and his crews have been working on this past month:

Parks Crews

- Mowing number one activity – perfect growing conditions
- Full spring mode, readying the pool for opening, providing assistance for several special events (Memorial Day Run, Fair U. City, School picnics, etc.), leaving little time for new projects
- Found out on Tuesday, May 19 that the motors on the baby pool pumps needed replaced; otherwise the main pool looks great

Forestry Crews

- Hazard tree removals, pruning and planting continue

**ATTACHMENT 3:
Draft Ordinance and Exhibits**

INTRODUCED BY: _____

DATE: July 13, 2015

BILL NO. **9268**

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 400 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO ZONING DISTRICTS ESTABLISHED PURSUANT TO SECTION 400.070 THEREOF, AND ENACTING IN LIEU THEREOF A NEW OFFICIAL ZONING MAP, THEREBY AMENDING SAID MAP SO AS TO CHANGE THE CLASSIFICATION OF PROPERTIES LOCATED WITHIN THE CITY LIMITS OF UNIVERSITY CITY AT 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, AND 1158 WILSON AVENUE FROM “SR” – SINGLE FAMILY RESIDENTIAL DISTRICT TO “PA” PUBLIC ACTIVITY DISTRICT; AND ESTABLISHING PERMITTED LAND USES AND DEVELOPMENTS THEREIN; CONTAINING A SAVINGS CLAUSE AND PROVIDING A PENALTY.

WHEREAS, Chapter 400 of the University City Municipal Code divides the City into several zoning districts, and regulates the character of buildings which may be erected in each of said districts, and the uses to which the buildings and premises located therein may be put; and

WHEREAS, both the Park Commission and the City Plan Commission examined a request for an amendment of the Official Zoning Map of the City to change the classification of properties located within the city limits of University City at 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from Single Family Residential District (“SR”) to Public Activity District (“PA”); and

WHEREAS, both the Park Commission and the City Plan Commission, in their meetings at the Heman Park Community Center, 975 Pennsylvania Avenue, University City, Missouri, 63130 on May 19 and May 27, 2015 respectively, considered said request for map amendment and recommended to the City Council that it be enacted into an ordinance; and

WHEREAS, due notice of a public hearing to be held by the City Council in the City Council Chambers at City Hall at 6:30 p.m., on July 13, 2015, was duly published in the St. Louis Countian, a newspaper of general circulation within said City on June 26, 2015; and

WHEREAS, said public hearing was held at the time and place specified in said notice, and all suggestions or objections concerning said amendment of the Official Zoning Map of the City were duly heard and considered by the City Council.

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

Section 1. Chapter 400 of the University City Municipal Code, relating to zoning, is hereby amended by repealing the Official Zoning Map illustrating the zoning districts established pursuant to Section 400.070 thereof, and enacting in lieu thereof a new Official Zoning Map, thereby amending the Official Zoning Map so as to change the classification of properties located within the city limits of University City at 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue from Single Family Residential District (“SR”) to Public Activity District (“PA”).

Section 2. Said properties at 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue, totaling 4.2 acres, are more fully described with legal descriptions, attached hereto, marked Exhibit “A” and made a part hereof.

The above described tracts having St. Louis County locator numbers of:

1052 Wilson Avenue	17J130070
1056 Wilson Avenue	17J130092
1060 Wilson Avenue	17J130124
1064 Wilson Avenue	17J130180
1068 Wilson Avenue	17J130191
1072 Wilson Avenue	17J130212
1076 Wilson Avenue	17J130311
1080 Wilson Avenue	17J130377
1084 Wilson Avenue	17J141014
1086 Wilson Avenue	17J141070
1088 Wilson Avenue	17J141157
1090 Wilson Avenue	17J141256
1092 Wilson Avenue	17J141300
1094 Wilson Avenue	17J141311
1100 Wilson Avenue	17J141399
1106 Wilson Avenue	17J141432
1110 Wilson Avenue	17J141465
1114 Wilson Avenue	17J141511
1118 Wilson Avenue	17J141542
1122 Wilson Avenue	17J141612
1126 Wilson Avenue	17J420029
1130 Wilson Avenue	17J420063
1134 Wilson Avenue	17J420106
1138 Wilson Avenue	17J420140
1142 Wilson Avenue	17J420184
1146 Wilson Avenue	17J420227
1150 Wilson Avenue	17J420283
1158 Wilson Avenue	17J420326

Section 3. The new Official Zoning Map of the City is attached hereto, marked Exhibit "B", and incorporated herein by this reference thereto.

Section 4. This ordinance shall not be construed so as to relieve any person, firm or corporation from any penalty incurred by the violation of Chapter 400, nor bar the prosecution of any such violation.

Section 5. Any person, firm, or corporation violating any of the provisions of this ordinance shall, upon conviction thereof, be subject to the penalties provided in Chapter 400, Article 9, Division 5 of the University City Municipal Code.

Section 6. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED and ADOPTED this _____ day of _____, 2015.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

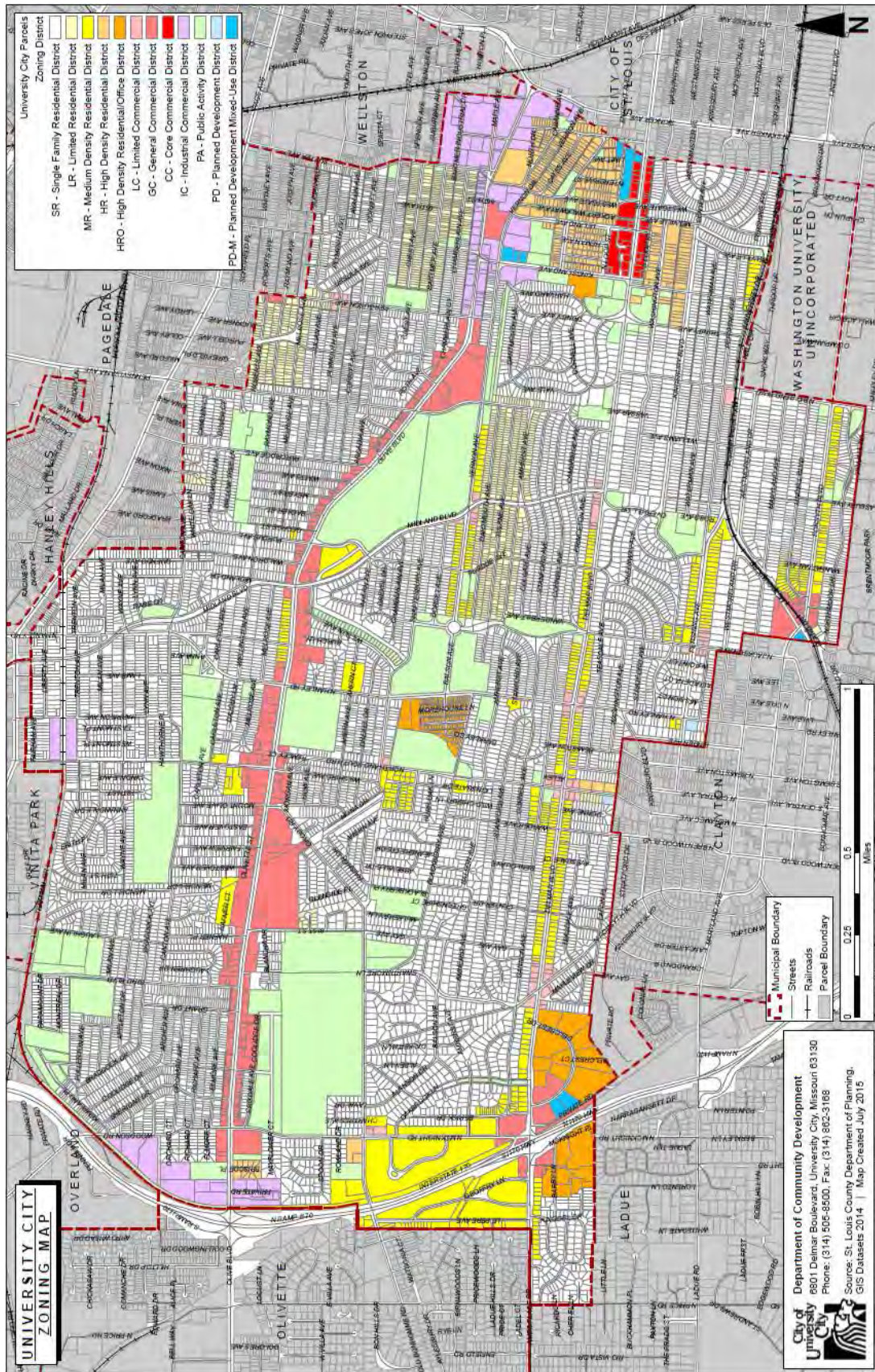
CITY ATTORNEY

EXHIBIT A – LEGAL DESCRIPTION FOR REZONING – 1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, 1086, 1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, AND 1158 WILSON AVENUE

1052, 1056, 1060, 1064, 1068, 1072, 1076, 1080, 1084, and 1086 Wilson Avenue – Part of Lot 22 of Central Suburbs, a subdivision in St. Louis County, Missouri, according to the plat thereof recorded in Plat Book 7, Page 23 of the St. Louis County Records.

1088, 1090, 1092, 1094, 1100, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138, 1142, 1146, 1150, and 1158 Wilson Avenue – Lots 1 through 17A of Wilson Square Subdivision Amended Plat, a subdivision in St. Louis County, Missouri, according to the plat thereof recorded in Plat Book 61, Page 44 of the St. Louis County Records.

EXHIBIT B





Commission on Senior Issues

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8777

Meeting Minutes – University City Commission on Senior Issues

April 20, 2015

Location: Heman Park Community Center

Attendees Present: Margaret Diekemper, Mary Hart, Sue Slater, William Thomas, Eleanor Mullin, Evelyn Hollowell, Arthur Sharpe, Jr. (Council Liaison) and LaRette Reese (staff Liaison)

Excused: None

Guests: Ken Schwartz (Elderlink Guest Speaker)
Residents: Mr. Klingler, Mr. Slater, Ms. McPherson

Ms. Margie Diekemper called the meeting to order at 6:02p.m.

Roll call was done by Ms. LaRette Reese

Approval of Minutes:

Ms. Mullin moved to approve the meeting minutes from the March 16th meeting; it was seconded by Ms. Slater. The motion passed.

There were no new emails or phone calls to report.

Council Update: Councilman Sharpe confirmed that the bond issue election did not pass and that he did not believe it would come back. The City will be looking for money in other places. The proposed budget is still being reviewed and re-worked. Mr. Sharpe the mid-town farmers market and the new pizza place. He also reminded everyone that the Focus Group meeting is a good place to get information and stay informed.

Members who attended the Age-Friendly Strategy Workshops provided feedback on the different sessions. Overall members enjoyed the workshops and thought they were well done and provided useful and helpful information. It was noted the University City is one of only a few communities that have a commission on senior issues. Lori Fiegel from St. Louis County will formulate the data collected from the workshops and share the county's plan sometime in June.

Unfinished Business

- The final draft of the rules and bylaws was reviewed and voted on. Bill Thomas motioned to accept the rules and by-laws; it was seconded by Ms. Mullin. The motion passed.

- Ms. Diekemper shared feedback about her visit with the Senior Services coordinator of Florissant. She also talked about a possible field trip to Alton to see first-hand how their one stop senior services model works.

New Business

Guest speaker Ken Schwartz from Elderlink shared information about their program and the Gatekeeper program. They provide training on how to identify when a senior might need to help and could use their referral program. The Jewish community is their primary focus but they do offer assistance to anyone whenever possible.

Guest Comments:

One guest inquired about transportation to the commission meeting for people that don't drive. Ms. Linda Wills shared that Mid-East Area for the Aging U. City Senior Center will be moving their activities back to the Community Center sometime in June or July.

Actions / Follow-Up Items:

Topic the May meeting: Seniors Count Initiative for St. Louis (Jamie Opsal)

Sue Slater would to see Customized Travel for People with Disabilities as an agenda item for a future meeting

Next Meeting: Monday, June 15th at 6:00 PM. – Heman Park Community Center

Meeting Adjourned at 6:05p.m.