



MEETING OF THE CITY COUNCIL  
CITY HALL, Fifth Floor  
6801 Delmar Blvd.  
University City, Missouri 63130  
**Monday, June 24, 2019**  
**6:30 p.m.**

**A. MEETING CALLED TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. PROCLAMATIONS**

**E. APPROVAL OF MINUTES**

**F. APPOINTMENTS to BOARDS & COMMISSIONS**

**G. SWEARING IN to BOARDS & COMMISSIONS**

1. Diane Clark to be sworn in to the Senior Commission

**H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)**

**I. PUBLIC HEARINGS**

**J. CONSENT AGENDA – Vote Required**

**K. CITY MANAGER'S REPORT**

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

*RESOLUTIONS*

1. **Resolution 2019-7** - Adopt FY20 Annual Operating Budget and Capital Improvement Plan
2. **Resolution 2019-8** - Carry Forward Budget Items
3. **Resolution 2019-9** – St. Louis County Recycling Anti-contamination Campaign

*BILLS*

4. **BILL 9387** – 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 7098.
5. **BILL 9388** - AN ORDINANCE AMENDING SECTIONS 510.060 AND 510.080 OF THE UNIVERSITY CITY MUNICIPAL CODE REGARDING DEVELOPMENT PLANS AND TAX ABATEMENT OR EXEMPTION PURSUANT TO CHAPTER 353 OF THE REVISED STATUTES OF MISSOURI.

6. **BILL 9389** - AN ORDINANCE AMENDING CHAPTER 210, ARTICLE I (ANIMALS GENERALLY) OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, BY AMENDING SECTION 210.030 THEREOF, RELATING TO CHICKENS; CONTAINING A SAVINGS CLAUSE AND PROVIDING A PENALTY.
7. **BILL 9390** - AN ORDINANCE AMENDING SECTION 115.270 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO PARKS AND RECREATIONAL FACILITIES DESIGNATED, BY DESIGNATING THE DOG PLAY AREA AS A PARK.

**N. 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

**O. CITIZEN PARTICIPATION (continued if needed)**

**P. COUNCIL COMMENTS**

**Q. ADJOURNMENT**



## Council Agenda Item Cover

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:** Fiscal Year 2019-2020 Budget

**AGENDA SECTION:** New Business - Resolution

**CAN THIS ITEM BE RESCHEDULED?** Yes

**BACKGROUND REVIEW:**

The below resolution approves the Fiscal Year 2020 (FY20) All Funds Budget, and FY20-24 Capital Improvement Program.

The General Fund’s Operating Budget submitted by all Departments, reviewed by the City Manager, recommendations and assistance from the Mayor and Councilmembers through the study sessions. As a result of the combined efforts, below are the General Fund total revenues and expenditures including transfers in and transfers out.

Total Revenues - General Fund	\$ 25,714,696
Total Expenditures - General Fund	<u>25,036,710</u>
Budget Surplus	<u>\$ 677,986</u>

General Fund – Final Proposed Budget

	FY 2019	FY 2020
<b>Beginning Total Fund Balance</b>	\$ 8,032,219	\$ 8,176,119
Projected Revenue	22,802,800	24,245,036
Projected Expenditures as shown in Proposed Budget	(23,716,900)	(24,024,810)
Transfer In from Other Funds	1,058,000	1,469,660
Transfer Out to Other Funds	-	(1,011,900)
Budget Amendment (net)	-	-
<b>Ending Fund Balance</b>	8,176,119	8,854,105
Less Year-End Commitments (estimated)	-	-
<b>Undesignated Fund Balance</b>	8,176,119	8,854,105
<b>Fund Balance as a Percentage of Operating Expenditures</b>	34.5%	36.9%

**RECOMMENDATION:** The City Manager recommends approval

Below are the summaries of the revenues and expenditures for All Funds.


All Funds Summary of Revenues and Expenditures

	<b>FY 2020 Budget</b>
<b>Revenues</b>	
General	25,714,696
Capital Improvement	2,419,000
Park and Stormwater	1,396,000
Public Safety	1,700,000
Grants	834,000
Golf Course	795,600
Library	3,037,163
Fleet Maintenance	1,011,900
Solid Waste	3,137,082
Public Parking Garage	293,235
Debt Service	-
Loop Business District	80,000
Parkview Gardens Special District	90,300
Economic Development Sales Tax	667,306
CALOP	-
Sewer Lateral	575,500
<b>Total</b>	<b>41,751,782</b>

	<b>FY 2020 Budget</b>
<b>Expenditures</b>	
General	25,036,710
Capital Improvement	3,076,828
Park and Stormwater	1,192,985
Public Safety	2,478,770
Grants	834,000
Golf Course	852,288
Library	3,032,235
Fleet Maintenance	1,011,816
Solid Waste	3,104,941
Public Parking Garage	234,259
Debt Service	-
Loop Business District	79,900
Parkview Gardens Special District	90,300
Economic Development Sales Tax	134,742
CALOP	-
Sewer Lateral	572,756
<b>Total</b>	<b>41,732,530</b>

Note: The Library's Budget is included for information purposes only. The Library Board of University City approves its own budget.

Below are the details of the Capital Improvement Program. The FY20 total program cost of \$4,006,250 is funded by the Capital Improvement Sales Tax Fund, Golf Course Fund, Grant Fund, Park and Stormwater Sales Tax Fund, Public Safety Sales Tax Fund, and Solid Waste Fund.

		Project #	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
<b>CAPITAL IMPROVEMENT SALES TAX FUND</b>								
Purchase 5 Alternative Fuel Vehicles	PLAN20-01	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Parking Meter Replacement Program	PW20/21-01	50,000	50,000	50,000	-	-	-	150,000
STP-Westgate Ave Improvement	PW20/21-02	2,250	202,819	-	-	-	-	205,069
Enhanced Street Lighting	PW20/23-01	75,000	75,000	75,000	75,000	75,000	-	375,000
ADA Curb Ramp Design and Construction	PW20/24-01	50,000	50,000	50,000	50,000	50,000	-	250,000
Curb and Sidewalk Replacement Program	PW20/24-02	400,000	400,000	400,000	400,000	400,000	-	2,000,000
Street Maintenance Program	PW20/24-03	700,000	700,000	700,000	700,000	700,000	-	3,500,000
City Facilities Improvements	PW20/24-04	500,000	500,000	500,000	500,000	500,000	-	2,500,000
City Wide Energy Efficiency Master Plan	PW20-01	30,000	-	-	-	-	-	30,000
City Wide Space Needs Study	PW20-02	-	-	30,000	-	-	-	30,000
Canton Avenue Fence Improvements	PW20-03	65,000	-	-	-	-	-	65,000
Cost Accounting Software Purchase	PW20-04	75,000	-	-	-	-	-	75,000
Canton Ave Resurfacing and Upgrades	PW21-01	-	180,000	-	-	-	-	180,000
Kempland Bridge Reconstruction	PW21-02	-	80,000	-	-	-	-	80,000
Kennedy Street Improvements	PW21-03	-	25,000	150,000	-	-	-	175,000
Pershing Ave Resurfacing and ADA Upgrades	PW21-04	-	-	-	180,000	-	-	180,000
Center Drive Reconstruction	PW21-05	-	100,000	-	-	-	-	100,000
Drexel Ave Construction	PW22-01	-	-	175,000	-	-	-	175,000
Ferguson Avenue Improvements	PW22-02	-	-	-	180,000	-	-	180,000
Parking Lot #3 Resurface	PW24-01	-	-	-	-	80,000	-	80,000
<b>Total Capital Imp. Sales Tax Fund</b>		<b>2,047,250</b>	<b>2,362,819</b>	<b>2,130,000</b>	<b>2,085,000</b>	<b>1,805,000</b>		<b>10,430,069</b>
<b>GOLF COURSE FUND</b>								
Short Game Practice Area	GLF20-002	30,000	-	-	-	-	-	30,000
Ruth Golf Course Lighting Installation	PR20-01	-	130,000	-	-	-	-	130,000
<b>Total Golf Course Fund</b>		<b>30,000</b>	<b>130,000</b>					<b>160,000</b>
<b>GRANT FUND</b>								
Pro Shop Renovation	GLF21-001	-	550,000	-	-	-	-	550,000
Fogerty Park Improvements	PR20-001	100,000	450,000	-	-	-	-	550,000
Playground Equipment Replacement	PR20-002	550,000	-	-	-	-	-	550,000
Heman Park Playground Replacement	PR21-002	-	550,000	-	-	-	-	550,000
Heman Park Athletic Field Improvements	PR22-002	-	-	550,000	-	-	-	550,000
Kaufman Park Improvements	PR23-002	-	-	-	350,000	-	-	350,000
Metcalfe Park Improvements	PR24-002	-	-	-	-	550,000	-	550,000
STP-Westgate Ave Improvement	PW20/21-02	9,000	811,274	-	-	-	-	820,274
Curb and Sidewalk Replacement Program	PW20/24-02	75,000	75,000	75,000	75,000	75,000	-	375,000
Solid Waste Grant Projects	PW20/24-05	100,000	100,000	100,000	100,000	100,000	-	500,000
Canton Ave Resurfacing and Upgrades	PW21-01	-	750,000	-	-	-	-	750,000
Kempland Bridge Reconstruction	PW21-02	-	-	800,000	-	-	-	800,000
Pershing Ave Resurfacing and ADA Upgrades	PW21-04	-	100,000	-	620,000	-	-	720,000
Ferguson Avenue Improvements	PW22-02	-	-	75,000	320,000	-	-	395,000
<b>Total Grant Fund</b>		<b>834,000</b>	<b>3,386,274</b>	<b>1,600,000</b>	<b>1,465,000</b>	<b>725,000</b>		<b>8,010,274</b>
<b>PARK AND STORM WATER SALES TAX FUND</b>								
Tree Replacement Program	PR20/23-01	75,000	75,000	75,000	75,000	75,000	-	375,000
Centennial Commons Painting	PR20-003	114,000	-	-	-	-	-	114,000
Heman Park Pool Improvement	PR20-004	250,000	-	-	-	-	-	250,000
Exercise Equipment Replacement	PR20-005	20,000	-	-	-	-	-	20,000
Heman Park Asphalt Trail Repairs	PR21-001	-	125,000	-	-	-	-	125,000
Heman Park ADA Improvements	PR22-001	-	-	98,000	-	-	-	98,000
Basketball Court Resurfacing	PR23-001	-	-	-	70,000	-	-	70,000
Kingsland Park Improvements	PR24-001	-	-	-	-	250,000	-	250,000
<b>Total Park and Storm Water Sales Tx Fund</b>		<b>459,000</b>	<b>200,000</b>	<b>173,000</b>	<b>145,000</b>	<b>325,000</b>		<b>1,302,000</b>
<b>PUBLIC SAFETY SALES TAX FUND</b>								
Ambulance Purchase	FIRE20-01	250,000	-	-	-	-	-	250,000
Pumper Truck Purchase	FIRE21/22-01	-	250,000	250,000	-	-	-	500,000
Police Vehicle Purchase	PD20-01	140,000	-	-	-	-	-	140,000
License Plate Reader	PD20-02	45,000	-	-	-	-	-	45,000
Mobile Gunshot Detection	PD20-03	75,000	-	-	-	-	-	75,000
Mobile Data Terminal	PD20-04	106,000	-	-	-	-	-	106,000
Police Station Construction	PD22-01	-	-	4,700,000	-	-	-	4,700,000
<b>Total Public Safety Sales Tax Fund</b>		<b>616,000</b>	<b>250,000</b>	<b>4,950,000</b>				<b>5,816,000</b>
<b>SOLID WASTE FUND</b>								
Solid Waste Grant Projects	PW20/24-05	20,000	20,000	20,000	20,000	20,000	-	100,000
<b>Total Solid Waste Fund</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>		<b>100,000</b>
<b>GRAND TOTAL OF CIP PROGRAM</b>		<b>\$4,006,250</b>	<b>\$6,349,093</b>	<b>\$8,873,000</b>	<b>\$3,715,000</b>	<b>\$2,875,000</b>		<b>\$25,818,343</b>

***Resolution 2019 - 7***

**A Resolution Approving the Fiscal Year 2019-2020 (FY 2020) budget for the City of University City and Appropriating Said Amounts, for all Funds, and FY 20-24 Capital Improvement Program.**

**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, 2019, as prepared by the City Manager and presented to the City Council on June 24, 2019, after the required public hearing thereof, including any revisions as of this date, is hereby adopted.

**BE IT FURTHER RESOLVED**, that in accordance with the City Charter, the several amounts stated in the budget as presented, are herewith appropriated to the several objects and purposed named.

Adopted this 24th day of June, 2019

\_\_\_\_\_  
Terry Crow, Mayor

Attest:

\_\_\_\_\_  
LaRette Reese, City Clerk



## Council Agenda Item Cover

---

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:** Committed Fund Reserves for Various Funds

**AGENDA SECTION:** New Business - Resolution

**CAN THIS ITEM BE RESCHEDULED? :** No

---

### **BACKGROUND REVIEW:**

This resolution approves the committed fund reserves.

### **Funds**

Various programs and projects were earmarked or in progress at the end of FY 2019. These programs / projects were budgeted in FY 2019; however, the funds were not spent completely. Funds were budgeted in the General, Economic Development Retail Sales Tax, Capital Improvement Sales Tax and Parks and Stormwater Sales Tax. Therefore, these funds are needed to be committed to cover all expenditures incurred in FY 2020 when the continued programs / projects are completed.

**RECOMMENDATION:** The City Manager recommends approval.

**Resolution 2019 - 8**

***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 2019 and previous years, but were not spent.

**BE IT FURTHER RESOLVED** that the City Council directs the fund reserves to be committed to and applied to the following items:

**Committed:**

**General Fund:**

Citizens Satisfaction Survey	\$	30,000
------------------------------	----	--------

**Economic Development Retail Sales Tax Fund:**

Delmar Blvd Tree Grates	30,000
Olive Blvd Sidewalk Replacements	42,500
Olive Blvd. Master Plan	100,000
Economic Development Strategic Plan	75,000
Hotel Feasibility Study	25,000
	<hr/>
	\$ 272,500

**Capital Improvement Sales Tax Fund:**

City Facilities Improvements	\$	200,000
------------------------------	----	---------

**Parks and Stormwater Sales Tax Fund:**

Stormwater Master Plan & Projects	200,000
Heman Park Pool Renovation	315,000
	<hr/>
	\$ 515,000

Adopted this 24th day of June, 2019

\_\_\_\_\_  
Terry Crow, Mayor

Attest:

\_\_\_\_\_  
LaRette Reese, City Clerk





## Council Agenda Item Cover

---

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:** St. Louis County Recycling Anti-contamination

Campaign **AGENDA SECTION:** New Business - Resolution

**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 execute a recycling anti-contamination campaign.

The Recycling Partnership is a national nonprofit organization that has developed an anti-contamination program. This program has been implemented successfully in many cities, including Atlanta Georgia. This program starts with data gathering, creating communication materials, training staff, deployment of program, and finally tracking, evaluating, and adjusting.

The St Louis County Department of Public Health grant has been rewarded for \$45,000 for the hiring of interns and purchase of mailers, tags, cart labels, and other materials supporting the anti-contamination campaign. No City Match funds are required.

\$100,000 is budgeted for solid waste grants in FY20. This is a reimbursable grant. Expenditures and reimbursements will be intermittent throughout the grant with a maximum of \$30,000 floating. The grant is anticipated to last approximately one year.

St. Louis County Department of Health requires that the City sign a Resolution in support of the project, as well as execute a contract agreement.

### **RECOMMENDATION:**

The City Manager recommends that the City Council accept the grant. The City Manager also recommends approval of the attached draft Resolution and authorization to the City Manager to sign and enter into the grant agreement for \$45,000 with no City match.

### **ATTACHMENTS:**

- 1) Draft Resolution
- 2) Draft St. Louis County Contract for Curbside Recycling Audit Campaign



**RESOLUTION 2019-9**

**RESOLUTION FOR ST. LOUIS COUNTY DEPARTMENT OF PUBLIC HEALTH WASTE REDUCTION GRANT**

**WHEREAS**, the City of University City deems it necessary to continue a successful recycling program.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of University City, as follows:

1. An application for expanding recycling drop-off accessibility was made to the St. Louis County Department of Public Health for a grant to purchase necessary materials and implement an anticontamination campaign.
2. The City Council of the City of University City supports the application to the 2019 Municipal Waste Reduction Grant and commits to provide data pertinent to the grant project to measure success of the grant project.
3. The governing body hereby authorizes the City Manager to sign and execute the contract, accepting awarded grant funds of \$45,000 from the St. Louis County Department of Public Health.

PASSED AND RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Terry Crow, Mayor

Attest: \_\_\_\_\_  
LaRette Reese, City Clerk

## CONTRACT

**Saint Louis County Department of Public Health  
and  
City of University City  
6801 Delmar Blvd.  
University City, MO 63130**

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; D—Final Report E--General Terms and Conditions; F--Grant Application and attached hereto, as the contract for the project entitled "**Curbside Recycling Audit Campaign**". 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 **\$45,000** for reimbursement of expenditures incurred in accordance with the project budget described in Appendix B. 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. Reports (Appendix D) will be due quarterly, September 30<sup>th</sup>, 2019, December 31<sup>st</sup>, 2019, March 31<sup>st</sup>, 2020, and June 30<sup>th</sup>, 2020. The final report will be due within 30 days after the expiration date of the grant.

**Grantee: City of University City**

\_\_\_\_\_  
Authorized Official                      Title                      Signature                      Date

Attested By: \_\_\_\_\_

Title:

**Saint Louis County Department of Public Health:**

\_\_\_\_\_  
Director, Dept. of Public Health                      Signature                      Date

SAINT LOUIS COUNTY, MISSOURI

BY: \_\_\_\_\_  
County Executive

DATE: \_\_\_\_\_

Saint Louis County Ordinance #23221

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

<b>Timeline</b>	
<b>Date</b>	<b>Action Item</b>
August 2019	Grant fully executed
August –February 2019	MRF and Recycling collection data baseline
Winter 2019	Communication campaign begins
February 2020	Hire staff and recruit volunteers
March 2020	Training
April-12- June 20 <sup>th</sup> , 2020	Curbside Audits
May 2020	Mailer sent
July 2020	Evaluation completed
Reporting	
September 30, 2019	Quarterly Report due
December 31, 2019	Quarterly Report due
March 31, 2020	Quarterly Report due
June 30, 2020	Quarterly Report due
Due within 30 days of last contract date	Final report due

<b>Budget</b>		
For each category, itemize all costs		
<b>Direct Costs:</b>		
a.	Recycling cart labels (12,000)	\$12,000
b.	Printing and mailing costs for general information mailers	\$6,000
c.	Postage for two additional mailers	\$6,000
d.	“Top issue” signage for audit	\$1,000
e.	Tagging materials for audit	\$3,000
f.	Gift Cards for volunteers (2,400 customers per route, 25 volunteers per route, 5 routes, \$20 gift card for each volunteer, 2 rounds)	\$5,000
<b>Total Direct Costs (\$) =</b>		<b>\$33,000</b>
<b>Other:</b>		
a.	Personnel/Administrative Costs (2 part-time interns managing the volunteers, tracking, and data input)	\$12,000
<b>Total Other Costs (\$) =</b>		<b>\$12,000</b>
<b>Grand Total Costs (\$) =</b>		<b>\$45,000</b>

### **Grant Reimbursement Instructions**

- Grant funding is on a reimbursement basis to the grantee. Vendors will not be paid directly and there are no advanced payments.
- County shall provide an invoice form that summarizes expenses to be reimbursed. This form must accompany all reimbursement requests and be signed and dated by the grantee project manager.
- Grantee shall not submit invoices more frequently than once per month.
- Grantee shall submit documentation for all expenditures that align with the budget categories approved in the final grant contract. Examples of required documentation include copies of receipts for purchases, invoices, billing statements and for personnel costs the following information shall be submitted on letterhead:
  - Name of staff person(s)
  - Title/position of staff person(s)
  - Hourly rate (this should include benefits) for each staff person(s)
  - Number of hours worked for each person. This should be itemized for hours worked on each task.
  - A description of the work that was done.
  - Date(s) work was completed.
  - Signature of the project manager
- Invoice form may be submitted electronically, as long as it is signed.
- Supporting documentation can be scanned and submitted electronically.
- Hard copy submissions need to include the original supporting documentation. Make sure to keep a copy for your records.
- Grant funds are available up to the expiration date of the grant. Reimbursements will not be made after the grant expiration date.
- Expenses incurred outside of the contract timeframe will not be reimbursed.
- Expenses that do not conform with the Terms and Conditions(Appendix E) will not be reimbursed (examples include but are not limited to failure to identify the County as the funding entity, failure to obtain prior approval of publications and printed materials, failure to include both DPH logos on equipment, etc.)

### **Submit your invoice and supporting documentation to Saint Louis County Department of Public Health Accounts Payable at [dphap@stlouisco.com](mailto:dphap@stlouisco.com)**

Submit hard copies of signed invoices with originals of supporting documentation and send the entire packet to:

**Saint Louis County Department of Public Health  
Accounts Payable  
6121 N. Hanley Rd., 2<sup>nd</sup> Floor  
Berkeley, MO 63134**

**Invoices not sent through Accounts Payable will be returned. Invoices take approximately ten business days to process. This process will be delayed if any necessary documentation is missing or if there are questions about the documentation submitted.**



**DATE:**

Indicate Quarter this report documents (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>):  
Attach additional sheets and information as necessary.

Grantee:

Grant Title:

Date Submitted:

**Quarter Timeline Results:**

List what was to be accomplished this quarter and what actually was accomplished.

**Evaluation:**

Monthly tonnages, yardage, number of people reached, other evaluation information.

**Educational Outreach:**

Describe educational efforts and attach any publications if available.

**Issues:**

Describe any problems encountered/solutions pursued, program strengths/weaknesses.

\_\_\_\_\_  
Printed Name & Title of Grantee Project Manager

\_\_\_\_\_  
Signature of Grantee Project Manager

\_\_\_\_\_  
Date

Grantee:	Amount of Grant Funding:
Grant Manager:	Amount of Grant Funding Spent:
Grant Manager Phone:	E-mail:
<b>(attach additional sheets if needed)</b>	
<b>Grant Synopsis:</b> (describe the project, what was to be accomplished and what actually was accomplished)	
<b>Results:</b> (tonnages, yardage, number of people reached, and/or other evaluation information)	
<b>Issues:</b> (describe problems encountered/solutions pursued, program strengths/weaknesses, “lessons learned”).	
<b>Sustainability of Project/Future:</b> (will this project continue and/or what is the future for this program)	
<b>Attach all materials utilized for education and promotion including but not limited to publications, brochures, articles, website-screen shots, social media, etc.</b>	

\_\_\_\_\_  
 Printed Name & Title of Grantee Project Manager

\_\_\_\_\_  
 Signature of Grantee Project Manager

\_\_\_\_\_  
 Date

**Appendix E – Terms and Conditions**

1. **Reporting Requirements.** Grantee will report project status for the work performed, upon request from the County, as part of the final grant contract agreement. As applicable, Grantee agrees to submit reliable information on the participation rate and quantities of materials recovered from the waste stream as well as status of completed tasks, outcomes, problems, etc. Grantee shall utilize quarterly and final report forms provided by the County (Appendix D). Reports shall be considered overdue thirty (30) days after the report due date. Failure to submit a final report may be considered a breach of contract and may jeopardize receipt of future grant awards.
2. **Retention of Records.** Financial records, supporting documents, and other pertinent agreement records shall be retained for a period of three (3) years starting from the date of submission of the final report. Authorized representatives of Saint Louis County shall have access to any pertinent books, documents, and records of Grantee to conduct audits or examinations. Accounting records must be supported by such source documentation as time sheets, canceled checks, paid bills, payrolls, contracts, etc.
3. **Term.** The term of this agreement shall be one (1) year from the date of execution of the grant agreement unless otherwise stipulated on the signature page; provided, however, that the term of this agreement may be extended by the mutual written consent of both parties.
4. **Termination for Cause.** The County may terminate this agreement in whole, or in part, at any time before the date of completion after giving written notice whenever it is determined to be in the sole judgment of the Director of the Department of Health that the Grantee has failed to comply with the terms and conditions of this agreement. In the event the Grantee shall breach any of its obligations to provide the services set forth in this agreement, the Grantee hereby agrees to repay and reimburse the County within thirty (30) days of the termination of this contract any funds received by it under this agreement. In the event of such termination, the County shall have the right to recover any and all grant funds paid to the Grantee or any equipment purchased with such funds. Termination for cause may result in Grantee being ineligible for grant funding for a period of up to three (3) years.
5. **Termination for Convenience.** Either the County or Grantee may terminate this agreement in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.
6. **Equipment Management.** The following standards shall govern the utilization and disposition of equipment acquired with grant funds:
  - A. Procedures for managing equipment whether acquired in whole or in part with grant funds will, at a minimum, meet the following requirements:
    - (1) Property records must be maintained that include a description of the equipment, a serial number or other identification number, the acquisition date, and cost of the property, percentage of county participation in the cost of the property, the location, use and condition of the property;
    - (2) Grantee must take measures to ensure qualified staff/contractors are employed for construction and/or handling of any equipment;
    - (3) A control system must be developed by the Grantee to ensure adequate safeguards to prevent loss, damage, or theft of the property; and
    - (4) Grantee shall procure and maintain proper insurance.

(5) All equipment shall display the Saint Louis County Department of Public Health's (DPH) logo and the Reduce, Reuse, Recycle...Go Green! theme logo during the grant project period and possibly longer if directed by the County. Logo usage and placement is subject to approval by the County.

7. **Copyrights.** Except as otherwise provided in the terms and conditions of this agreement, the author or the recipient is free to copyright any books, publications, or other copyrightable material developed in the course of this agreement. However, the County reserves the royalty-free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, any and all data and documents, reports, drawings, studies, analyses, specifications, estimates, maps, computations, brochures, programs, leaflets, surveys, videotapes, recordings, web pages, software and other work for County purposes.

8. **Acknowledgment of County Support.** Recipient agrees that all publications and other printed materials (excluding those provided through the County public education campaign), press releases, bid solicitations, signage, and other documents describing the project for which funds have been awarded, must include a statement of the County's financial support and the Saint Louis County Department of Public Health's (DPH) logo. Also, the "Reduce, Reuse, Recycle...Go Green!" theme logo must be included. Equipment and certain promotional materials do not lend themselves to including a financial support statement. In those situations, the DPH logo must be included in conjunction with the "Reduce, Reuse, Recycle...Go Green!" logo. The County will provide a suitable quantity of camera-ready logos. The following phrase must be used as the County financial support statement:

*"...funded by a grant from Saint Louis County Department of Public Health utilizing County landfill surcharge funds."*

9. **Prior Approval for Publications.** Recipient shall submit to the County for review and prior written approval copies of all publications and other printed materials (excluding those provided through the County public education campaign), press releases, signage, and other documents describing the project for which funds have been awarded. Any materials that were not approved in advance by the County or were changed after County provided written approval shall not be eligible for reimbursement. Any graphical or visual aids in printed, electronic or audio/visual media must be diverse in gender and ethnic representation.

Any grant project recognition or promotion initiated by the Grantee during the grant project period must receive prior written approval by the County. Any application, article, report, presentation, etc. must be reviewed and approved in advance by the County. The County reserves the right to publicize the results of the grant project at any time.

10. **Procurement Standards.** The County shall approve the Grantee's procurement policies and procedures and/or the Grantee shall use a competitive bidding process to determine the most responsive proposal for goods & services purchased with grant funds. If a grantee does not have a procurement policy that assures the lowest and best price for purchases and services, they shall follow the following County policies:

- Purchases up to \$1500.00 do not require competitive bids, but grantees should seek the lowest and best price for goods and services being purchased.
- Purchases and contractual services over \$1500.00 but less than \$25,000.00 shall be based on at least three (3) competitive bids and awarded to the lowest responsible bidder.
- Purchases and contractual services that exceed \$25,000.00 shall be based on at least three competitive bids and awarded to the lowest responsible bidder. The request for bid must be published in at least once in at least one official newspaper in the County with a circulation of at least five hundred (500) copies per issue at least five days before the day set for receipt of proposals. The Notice shall include a general description of articles to be bid, state where specifications may be obtained, and provide the time and place for opening bids.
- The County must review and approve the bidding process used including the process to secure existing vendors and bid solicitations prior to issuance.

- e. Grantee shall purchase products with recycled content or provide justification for why recycled content was not feasible.
11. **Conflict of Interest.** No party to this agreement, nor officer, agent or employee of either party to this agreement who exercises any functions or responsibilities in the review or approval of the performance of this agreement shall participate in any decision relating to this agreement which would affect their personal or pecuniary interest, directly or indirectly.
12. **Recycled Paper/Waste Reduction Requirements.** Grantee agrees to endeavor to use recycled paper and double-sided copies for all reports, publications, press releases and informational material that are prepared as a part of this grant award.
13. **Personnel and Employment Status.** Grantee, its employees, agents and assigns shall not be deemed to be employees of the County; nor shall Grantee be covered by Social Security, Unemployment Compensation or Workers' Compensation provided by the County.
14. **Non-Discrimination.** During the performance of this agreement Grantee agrees as follows:
- A. Grantee shall not discriminate against any employee or applicant for employment in the terms or conditions of employment, including but not limited to: recruitment, selection, training, upgrading, promotion, demotion, transfer, layoff, or termination due to said person's race, religion, creed, color, gender, sexual orientation, age, national origin, handicap, or disability.
- B. In the event of Grantee's non-compliance with the provisions of this section, this agreement may be canceled, terminated, or suspended in whole or in part and Grantee may be declared ineligible for future County contracts. The rights and remedies of the County as provided in this paragraph shall not be exclusive and are in addition to any other remedies provided in the Contract or as provided by law.
15. **Prohibited Business Practices/Non-Solicitation.** Grantee represents and warrants that no agreement or arrangement has been entered into or made with any person or agency to solicit or secure this agreement upon an agreement or understanding for a gratuity, commission, percentage, brokerage fee or contingent fee in any form, to any person excepting bona fide employees of Grantee, or bona fide established commercial sales agencies or consultant under contract with the grant applicant. For breach or violation of this representation and warranty, County may, by written notice to Grantee, terminate the right of Grantee to proceed under this agreement or be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of a breach of this agreement, and (2) as a penalty, in addition to any other damages to which it may be entitled by law, County may recover exemplary damages in an amount to be determined by the Saint Louis County Executive, which amount shall be not less than three (3) nor more than ten (10) times the amount Grantee paid or agreed to pay as such gratuity, commission, percentage, brokerage, or contingent fee. The rights and remedies of the County as provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies as provided in this Contract or as provided by law.

See attached.



## Council Agenda Item Cover

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:** An ordinance fixing the compensation to be paid to city officials and employees as enumerated herein, from and after its passage, initially payable July 9, 2019, and Repealing Ordinance No. 7098.

**AGENDA SECTION:** New Business - Bills

**CAN THIS ITEM BE RESCHEDULED? :** No

---

### BACKGROUND REVIEW:

The proposed ordinance includes re-establishing a Budget Analyst-Purchasing Specialist position and an Information Technology Specialist position. The Budget Analyst-Purchasing Specialist position merges two previous classifications – Management/Budget Analyst and Purchasing Specialist, and will take the place of the Accountant position currently budgeted and listed in the compensation ordinance. The Information Technology Specialist position is as it was with updates, and takes the place of work currently assigned by contract. Both positions are listed under Schedule A, Grade 10.

Additionally, the intent is to shift the Prosecuting City Attorney from a contract position to an appointed position and update the salary structure. The current contract rate of \$2,500 per month has been in place since 2011. The proposed salary schedule, listed under Schedule C, takes into consideration compensation for St. Louis County Circuit Court jury trials on the City's behalf, which are currently billed separately at \$175.00 per hour.

### RECOMMENDATION:

The City Manager recommends approval.

### ATTACHMENTS:

1. Pay Ordinance
2. Budget Analyst-Purchasing Specialist Job Description
3. Information Technology Specialist Job Description
4. Prosecuting Attorney Job Description

INTRODUCED BY:

DATE: June 24, 2019

**BILL NO. 9387**

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 7098.**

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 9, 2019 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 - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES**

Grade	Position Title	Pay Frequency	Steps									
			A	B	C	D	E	F	G	H	I	J
1		Annually	\$18,949.81	\$19,897.30	\$20,892.17	\$21,936.78	\$23,033.61	\$24,185.29	\$25,394.56	\$26,664.29	\$27,997.50	\$29,397.38
		Monthly	\$1,579.15	\$1,658.11	\$1,741.01	\$1,828.06	\$1,919.47	\$2,015.44	\$2,116.21	\$2,222.02	\$2,333.13	\$2,449.78
		Bi-Weekly	\$728.84	\$765.28	\$803.54	\$843.72	\$885.91	\$930.20	\$976.71	\$1,025.55	\$1,076.83	\$1,130.67
		Hourly	\$9.1105	\$9.5660	\$10.0443	\$10.5465	\$11.0739	\$11.6275	\$12.2089	\$12.8194	\$13.4603	\$14.1334
2		Annually	\$20,844.79	\$21,887.03	\$22,981.38	\$24,130.45	\$25,336.98	\$26,603.82	\$27,934.02	\$29,330.72	\$30,797.25	\$32,337.11
		Monthly	\$1,737.07	\$1,823.92	\$1,915.12	\$2,010.87	\$2,111.41	\$2,216.99	\$2,327.83	\$2,444.23	\$2,566.44	\$2,694.76
		Bi-Weekly	\$801.72	\$841.81	\$883.90	\$928.09	\$974.50	\$1,023.22	\$1,074.39	\$1,128.10	\$1,184.51	\$1,243.74
		Hourly	\$10.0215	\$10.5226	\$11.0487	\$11.6012	\$12.1812	\$12.7903	\$13.4298	\$14.1013	\$14.8064	\$15.5467
3	Clerk Typist	Annually	\$22,929.27	\$24,075.74	\$25,279.52	\$26,543.50	\$27,870.67	\$29,264.21	\$30,727.42	\$32,263.79	\$33,876.98	\$35,570.83
		Monthly	\$1,910.77	\$2,006.31	\$2,106.63	\$2,211.96	\$2,322.56	\$2,438.68	\$2,560.62	\$2,688.65	\$2,823.08	\$2,964.24
		Bi-Weekly	\$881.90	\$925.99	\$972.29	\$1,020.90	\$1,071.95	\$1,125.55	\$1,181.82	\$1,240.91	\$1,302.96	\$1,368.11
		Hourly	\$11.0237	\$11.5749	\$12.1536	\$12.7613	\$13.3994	\$14.0693	\$14.7728	\$15.5114	\$16.2870	\$17.1014
4	Parking Attendant Police/Fire Cadet	Annually	\$25,222.20	\$26,483.31	\$27,807.47	\$29,197.85	\$30,657.74	\$32,190.63	\$33,800.16	\$35,490.17	\$37,264.67	\$39,127.91
		Monthly	\$2,101.85	\$2,206.94	\$2,317.29	\$2,433.15	\$2,554.81	\$2,682.55	\$2,816.68	\$2,957.51	\$3,105.39	\$3,260.66
		Bi-Weekly	\$970.08	\$1,018.59	\$1,069.52	\$1,122.99	\$1,179.14	\$1,238.10	\$1,300.01	\$1,365.01	\$1,433.26	\$1,504.92
		Hourly	\$12.1261	\$12.7324	\$13.3690	\$14.0374	\$14.7393	\$15.4763	\$16.2501	\$17.0626	\$17.9157	\$18.8115
5	Custodian	Annually	\$27,744.42	\$29,131.64	\$30,588.22	\$32,117.63	\$33,723.51	\$35,409.69	\$37,180.17	\$39,039.18	\$40,991.14	\$43,040.70
		Monthly	\$2,312.03	\$2,427.64	\$2,549.02	\$2,676.47	\$2,810.29	\$2,950.81	\$3,098.35	\$3,253.27	\$3,415.93	\$3,586.72
		Bi-Weekly	\$1,067.09	\$1,120.45	\$1,176.47	\$1,235.29	\$1,297.06	\$1,361.91	\$1,430.01	\$1,501.51	\$1,576.58	\$1,655.41
		Hourly	\$13.3387	\$14.0056	\$14.7059	\$15.4412	\$16.2132	\$17.0239	\$17.8751	\$18.7688	\$19.7073	\$20.6926
6	Laborer	Annually	\$30,796.30	\$32,336.12	\$33,952.93	\$35,650.57	\$37,433.10	\$39,304.76	\$41,269.99	\$43,333.49	\$45,500.17	\$47,775.18
		Monthly	\$2,566.36	\$2,694.68	\$2,829.41	\$2,970.88	\$3,119.43	\$3,275.40	\$3,439.17	\$3,611.12	\$3,791.68	\$3,981.26
		Bi-Weekly	\$1,184.47	\$1,243.70	\$1,305.88	\$1,371.18	\$1,439.73	\$1,511.72	\$1,587.31	\$1,666.67	\$1,750.01	\$1,837.51
		Hourly	\$14.8059	\$15.5462	\$16.3235	\$17.1397	\$17.9967	\$18.8965	\$19.8413	\$20.8334	\$21.8751	\$22.9688
7	Advanced Clerk Typist Laborer-Light Equipment Operator	Annually	\$34,183.90	\$35,893.09	\$37,687.75	\$39,572.13	\$41,550.74	\$43,628.28	\$45,809.69	\$48,100.18	\$50,505.19	\$53,030.45
		Monthly	\$2,848.66	\$2,991.09	\$3,140.65	\$3,297.68	\$3,462.56	\$3,635.69	\$3,817.47	\$4,008.35	\$4,208.77	\$4,419.20
		Bi-Weekly	\$1,314.77	\$1,380.50	\$1,449.53	\$1,522.01	\$1,598.11	\$1,678.01	\$1,761.91	\$1,850.01	\$1,942.51	\$2,039.63
		Hourly	\$16.4346	\$17.2563	\$18.1191	\$19.0251	\$19.9763	\$20.9751	\$22.0239	\$23.1251	\$24.2813	\$25.4954
8	Administrative Secretary	Annually	\$37,944.13	\$39,841.33	\$41,833.40	\$43,925.07	\$46,121.32	\$48,427.39	\$50,848.76	\$53,391.20	\$56,060.76	\$58,863.79
	Assistant to the Prosecutor	Monthly	\$3,162.01	\$3,320.11	\$3,486.12	\$3,660.42	\$3,843.44	\$4,035.62	\$4,237.40	\$4,449.27	\$4,671.73	\$4,905.32
	Court Clerk II	Bi-Weekly	\$1,459.39	\$1,532.36	\$1,608.98	\$1,689.43	\$1,773.90	\$1,862.59	\$1,955.72	\$2,053.51	\$2,156.18	\$2,263.99
	Equipment Operator	Hourly	\$18.2424	\$19.1545	\$20.1122	\$21.1178	\$22.1737	\$23.2824	\$24.4465	\$25.6688	\$26.9523	\$28.2999
	Account Clerk II											



**SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES**

Grade	Position Title	Pay Frequency	Steps									
			A	B	C	D	E	F	G	H	I	J
13	Deputy Director of Recreation	Annually	\$68,069.96	\$71,473.46	\$75,047.13	\$78,799.49	\$82,739.47	\$86,876.44	\$91,220.26	\$95,781.27	\$100,570.34	\$105,598.86
	Parks Maintenance Superintendent	Monthly	\$5,672.50	\$5,956.12	\$6,253.93	\$6,566.62	\$6,894.96	\$7,239.70	\$7,601.69	\$7,981.77	\$8,380.86	\$8,799.90
	Deputy Dir. of Planning & Dev./Bldg. Commissioner	Bi-Weekly	\$2,618.08	\$2,748.98	\$2,886.43	\$3,030.75	\$3,182.29	\$3,341.40	\$3,508.47	\$3,683.90	\$3,868.09	\$4,061.49
		Hourly	\$32.7259	\$34.3622	\$36.0804	\$37.8844	\$39.7786	\$41.7675	\$43.8559	\$46.0487	\$48.3511	\$50.7687
14	Assistant Director of Finance	Annually	\$78,280.46	\$82,194.48	\$86,304.20	\$90,619.42	\$95,150.39	\$99,907.91	\$104,903.30	\$110,148.47	\$115,655.89	\$121,438.68
		Monthly	\$6,523.37	\$6,849.54	\$7,192.02	\$7,551.62	\$7,929.20	\$8,325.66	\$8,741.94	\$9,179.04	\$9,637.99	\$10,119.89
		Bi-Weekly	\$3,010.79	\$3,161.33	\$3,319.39	\$3,485.36	\$3,659.63	\$3,842.61	\$4,034.74	\$4,236.48	\$4,448.30	\$4,670.72
		Hourly	\$37.6348	\$39.5166	\$41.4924	\$43.5670	\$45.7454	\$48.0326	\$50.4343	\$52.9560	\$55.6038	\$58.3840

**SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED UNIFORMED POLICE EMPLOYEES**

Grade	Position Title	Pay Frequency	Steps					
			A	B	C	D	E	F
P-1	Police Officer Trainee	Annually	\$51,840.00	\$54,432.00	\$57,153.60	\$60,011.28	\$63,011.84	\$66,162.44
		Monthly	\$4,320.00	\$4,536.00	\$4,762.80	\$5,000.94	\$5,250.99	\$5,513.54
		Bi-Weekly	\$1,993.85	\$2,093.54	\$2,198.22	\$2,308.13	\$2,423.53	\$2,544.71
		Hourly	\$24.9231	\$26.1692	\$27.4777	\$28.8516	\$30.2942	\$31.8089
P-2	Police Officer	Annually	\$59,878.00	\$62,871.90	\$66,015.50	\$69,316.27	\$72,782.08	\$76,421.00
		Monthly	\$4,989.83	\$5,239.33	\$5,501.29	\$5,776.36	\$6,065.17	\$6,368.42
		Bi-Weekly	\$2,303.00	\$2,418.15	\$2,539.06	\$2,666.01	\$2,799.31	\$2,939.27
		Hourly	\$28.7875	\$30.2269	\$31.7382	\$33.3251	\$34.9914	\$36.7409
P-3	Police Sergeant	Annually	\$73,610.00	\$77,290.50	\$81,155.03	\$85,212.78	\$89,473.42	\$93,947.09
		Monthly	\$6,134.17	\$6,440.88	\$6,762.92	\$7,101.06	\$7,456.12	\$7,828.92
		Bi-Weekly	\$2,831.15	\$2,972.71	\$3,121.35	\$3,277.41	\$3,441.29	\$3,613.35
		Hourly	\$35.3894	\$37.1589	\$39.0168	\$40.9677	\$43.0161	\$45.1669
P-4	Police Lieutenant	Annually	\$84,915.00	\$89,160.75	\$93,618.79	\$98,299.73	\$103,214.71	
		Monthly	\$7,076.25	\$7,430.06	\$7,801.57	\$8,191.64	\$8,601.23	
		Bi-Weekly	\$3,265.96	\$3,429.26	\$3,600.72	\$3,780.76	\$3,969.80	
		Hourly	\$40.8245	\$42.8657	\$45.0090	\$47.2595	\$49.6225	
P-5	Police Captain	Annually	\$94,544.00	\$99,271.20	\$104,234.76	\$109,446.50	\$114,918.82	
		Monthly	\$7,878.67	\$8,272.60	\$8,686.23	\$9,120.54	\$9,576.57	
		Bi-Weekly	\$3,636.31	\$3,818.12	\$4,009.03	\$4,209.48	\$4,419.95	
		Hourly	\$45.4538	\$47.7265	\$50.1129	\$52.6185	\$55.2494	
P-6	Deputy Police Chief	Annually	\$103,007.00	\$108,157.35	\$113,565.22	\$119,243.48	\$125,205.65	
		Monthly	\$8,583.92	\$9,013.11	\$9,463.77	\$9,936.96	\$10,433.80	
		Bi-Weekly	\$3,961.81	\$4,159.90	\$4,367.89	\$4,586.29	\$4,815.60	
		Hourly	\$49.5226	\$51.9987	\$54.5987	\$57.3286	\$60.1950	

**SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED UNIFORMED FIRE EMPLOYEES**

Grade	Position	Pay Frequency	Steps					
			A	B	C	D	E	F
F-1	Paramedic Firefighter	Annually	\$62,909.00	\$66,054.45	\$69,357.17	\$72,825.03	\$76,466.28	\$80,289.60
		Monthly	\$5,242.42	\$5,504.54	\$5,779.76	\$6,068.75	\$6,372.19	\$6,690.80
		Bi-weekly	\$2,419.58	\$2,540.56	\$2,667.58	\$2,800.96	\$2,941.01	\$3,088.06
		Hourly	\$21.6034	\$22.6835	\$23.8177	\$25.0086	\$26.2590	\$27.5720
F-2	Paramedic Fire Captain	Annually	\$73,720.00	\$77,599.64	\$81,683.83	\$85,982.98	\$90,508.40	\$95,272.00
		Monthly	\$6,143.33	\$6,466.64	\$6,806.99	\$7,165.25	\$7,542.37	\$7,939.33
		Bi-weekly	\$2,835.38	\$2,984.60	\$3,141.69	\$3,307.04	\$3,481.09	\$3,664.31
		Hourly	\$25.3159	\$26.6482	\$28.0508	\$29.5271	\$31.0812	\$32.7170
F-3	Batallion Chief	Annually	\$86,756.00	\$91,322.44	\$96,128.89	\$101,188.30	\$106,514.00	
		Monthly	\$7,229.67	\$7,610.20	\$8,010.74	\$8,432.36	\$8,876.17	
		Bi-weekly	\$3,336.77	\$3,512.40	\$3,697.26	\$3,891.86	\$4,096.69	
		Hourly	\$29.7926	\$31.3607	\$33.0113	\$34.7487	\$36.5776	
F-4	Fire Marshal	Annually	\$86,756.00	\$91,322.44	\$96,128.89	\$101,188.30	\$106,514.00	
		Monthly	\$7,229.67	\$7,610.20	\$8,010.74	\$8,432.36	\$8,876.17	
		Bi-weekly	\$3,336.77	\$3,512.40	\$3,697.26	\$3,891.86	\$4,096.69	
		Hourly	\$41.7096	\$43.9050	\$46.2158	\$48.6482	\$51.2087	
F-5	Assistant Fire Chief	Annually	\$98,035.00	\$103,194.51	\$108,625.80	\$114,342.95	\$120,361.00	
		Monthly	\$8,169.58	\$8,599.54	\$9,052.15	\$9,528.58	\$10,030.08	
		Bi-weekly	\$3,770.58	\$3,969.02	\$4,177.92	\$4,397.81	\$4,629.27	
		Hourly	\$47.1322	\$49.6127	\$52.2239	\$54.9726	\$57.8659	

Section 2. From and after March 3, 2019 seasonal and part-time employees of the City may be employed at an hourly rate in accordance with the following Schedule B (hourly pay rates for seasonal and part-time employees).

**SCHEDULE B - HOURLY PAY RATES FOR SEASONAL AND PART-TIME EMPLOYEES**

<b>Grade</b>	<b>Position Title</b>	<b>Steps</b>									
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>P01</b>		\$8.7500	\$9.1875	\$9.6469	\$10.1292	\$10.6357	\$11.1675				
<b>P02</b>	Cashier	\$9.0000	\$9.4500	\$9.9225	\$10.4186	\$10.9396	\$11.4865				
	Control Desk Associate										
	Facility Attendant										
	Child Care Assistant										
	Camp Counselor										
	Golf Course Attendant										
	Park Attendant										
	Youth Job Corps Worker										
<b>P03</b>	Lifeguard	\$9.2500	\$9.7125	\$10.1981	\$10.7080	\$11.2434	\$11.8056				
	Recreation Program Leader										
	Traffic Escort										
<b>P04</b>	Inclusion Counselor	\$9.7500	\$10.2375	\$10.7494	\$11.2868	\$11.8512	\$12.4437				
	Facility Attendant II										
<b>P05</b>	Pool Technician	\$10.0000	\$10.5000	\$11.0250	\$11.5763	\$12.1551	\$12.7628				
<b>P06</b>	Head Lifeguard	\$10.5000	\$11.0250	\$11.5763	\$12.1551	\$12.7628	\$13.4010				
	Swim Instructor										
<b>P07</b>	Asstistant Pool Manager	\$12.0000	\$12.6000	\$13.2300	\$13.8915	\$14.5861	\$15.3154				
	Assistant Camp Director										
	Facility Monitor										
	Intern										
<b>P08</b>	Camp Director	\$13.5000	\$14.1750	\$14.8838	\$15.6279	\$16.4093	\$17.2298				
	Pool Manager										
	Golf Shop Supervisor										
	Recreation Program Supervisor										

**SCHEDULE B - HOURLY PAY RATES FOR SEASONAL AND PART-TIME EMPLOYEES**

		<i>Steps</i>									
<i>Grade</i>	<i>Position Title</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>
<b>P20</b>	<b>PT Clerk Typist</b>	\$11.0237	\$11.5749	\$12.1536	\$12.7613	\$13.3994	\$14.0693	\$14.7728	\$15.5114	\$16.2870	\$17.1014
	<b>PT Court Clerk</b>										
<b>P21</b>	<b>PT Parking Attendant</b>	\$12.1261	\$12.7324	\$13.3690	\$14.0374	\$14.7393	\$15.4763	\$16.2501	\$17.0626	\$17.9157	\$18.8115
	<b>PT Police/Fire Cadet</b>										
<b>P22</b>	<b>PT Custodian</b>	\$13.3387	\$14.0056	\$14.7059	\$15.4412	\$16.2132	\$17.0239	\$17.8751	\$18.7688	\$19.7073	\$20.6926
<b>P23</b>	<b>PT Laborer</b>	\$14.8059	\$15.5462	\$16.3235	\$17.1397	\$17.9967	\$18.8965	\$19.8413	\$20.8334	\$21.8751	\$22.9688
<b>P24</b>	<b>PT Advanced Clerk Typist</b>	\$16.4346	\$17.2563	\$18.1191	\$19.0251	\$19.9763	\$20.9751	\$22.0239	\$23.1251	\$24.2813	\$25.4954
<b>P25</b>	<b>PT Administrative Secretary</b>	\$18.2424	\$19.1545	\$20.1122	\$21.1178	\$22.1737	\$23.2824	\$24.4465	\$25.6688	\$26.9523	\$28.2999
<b>P26</b>	<b>PT Dispatcher</b>	\$20.4315	\$21.4530	\$22.5257	\$23.6520	\$24.8346	\$26.0763	\$27.3801	\$28.7491	\$30.1866	\$31.6959
	<b>PT Senior Coordinator</b>										
<b>P27</b>	<b>PT Paramedic Firefighter</b>	\$21.6034	\$22.6835	\$23.8177	\$25.0086	\$26.2590	\$27.5720				
<b>P28</b>	<b>PT Public Works Inspector</b>	\$22.8832	\$24.0274	\$25.2288	\$26.4902	\$27.8147	\$29.2054	\$30.6657	\$32.1990	\$33.8089	\$35.4994

**Section 3.** From and after July 9, 2019, 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 in accordance with the following Schedule C (base pay rates for unclassified full-time, part-time, temporary or grant-funded employees).

**SCHEDULE C - BASE PAY RATES FOR UNCLASSIFIED FULL-TIME, PART-TIME, TEMPORARY OR GRANT-FUNDED EMPLOYEES**

		<i>Steps</i>				
<b>Grade</b>	<b>Position Title</b>	<b>Pay Frequency</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
SO4	Judge of City Court (Substitute)	Monthly	\$260.00			
SO5	Judge of City Court	Monthly	\$2,462.00	\$2,592.00	\$2,728.00	\$2,872.00
SO6	Prosecuting City Attorney (Substitute)	Per Session	\$500.00			
SO7	Prosecuting City Attorney	Monthly	\$3,644.00	\$3,836.00	\$4,037.00	\$4,251.00

		<i>Steps</i>										
<b>Grade</b>	<b>Position Title</b>	<b>Pay Frequency</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
9	Secretary to the City Manager	Annually	\$42,497.42	\$44,622.29	\$46,853.41	\$49,196.08	\$51,655.88	\$54,238.68	\$56,950.61	\$59,798.14	\$62,788.05	\$65,927.45
		Monthly	\$3,541.45	\$3,718.52	\$3,904.45	\$4,099.67	\$4,304.66	\$4,519.89	\$4,745.88	\$4,983.18	\$5,232.34	\$5,493.95
		Bi-Weekly	\$1,634.52	\$1,716.24	\$1,802.05	\$1,892.16	\$1,986.76	\$2,086.10	\$2,190.41	\$2,299.93	\$2,414.92	\$2,535.67
		Hourly	\$20.4315	\$21.4530	\$22.5257	\$23.6520	\$24.8346	\$26.0763	\$27.3801	\$28.7491	\$30.1866	\$31.6959
13	City Clerk	Annually	\$68,069.96	\$71,473.46	\$75,047.13	\$78,799.49	\$82,739.47	\$86,876.44	\$91,220.26	\$95,781.27	\$100,570.34	\$105,598.86
		Monthly	\$5,672.50	\$5,956.12	\$6,253.93	\$6,566.62	\$6,894.96	\$7,239.70	\$7,601.69	\$7,981.77	\$8,380.86	\$8,799.90
		Bi-Weekly	\$2,618.08	\$2,748.98	\$2,886.43	\$3,030.75	\$3,182.29	\$3,341.40	\$3,508.47	\$3,683.90	\$3,868.09	\$4,061.49
		Hourly	\$32.7259	\$34.3622	\$36.0804	\$37.8844	\$39.7786	\$41.7675	\$43.8559	\$46.0487	\$48.3511	\$50.7687

		<i>Salary Range</i>			
<b>Grade</b>	<b>Position Title</b>	<b>Pay Frequency</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
E-1		Annually	\$79,457.00	\$97,335.00	\$115,213.00
		Monthly	\$6,621.42	\$8,111.25	\$9,601.08
		Bi-weekly	\$3,056.04	\$3,743.65	\$4,431.27
		Hourly	\$38.2005	\$46.7957	\$55.3909
E-2	Director of Parks, Recreation & Forestry	Annually	\$95,349.00	\$116,802.00	\$138,255.00
	Director of Planning & Development	Monthly	\$7,945.75	\$9,733.50	\$11,521.25
	Director of Public Works	Bi-weekly	\$3,667.27	\$4,492.38	\$5,317.50
		Hourly	\$45.8409	\$56.1548	\$66.4688
E-3	Asst. to the City Manager/Dir. of Communications	Annually	\$104,129.00	\$131,385.00	\$150,987.00
	Asst. to the City Manager/Dir. of Economic Development	Monthly	\$8,677.42	\$10,948.75	\$12,582.25
	Asst. to the City Manager/Dir. of Human Resources	Bi-weekly	\$4,004.96	\$5,053.27	\$5,807.19
	Director of Finance	Hourly	\$50.0620	\$63.1659	\$72.5899
	Fire Chief Police Chief				
E-4	City Manager	Annually	\$127,558.00	\$164,231.00	\$191,337.00
		Monthly	\$10,629.83	\$13,685.92	\$15,944.75
		Bi-weekly	\$4,906.08	\$6,316.58	\$7,359.12
		Hourly	\$61.3260	\$78.9572	\$91.9889





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 hours 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 (6<sup>th</sup>) year through the seventh (7<sup>th</sup>) 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 (8<sup>th</sup>) year through the tenth (10<sup>th</sup>) 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 (11<sup>th</sup>) year through the fourteenth (14<sup>th</sup>) 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 (15<sup>th</sup>) 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 (8<sup>th</sup>) year through the tenth (10<sup>th</sup>) 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 (11<sup>th</sup>) year through the twentieth (20<sup>th</sup>) 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 (21<sup>st</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$168
11M	Paramedic Firefighters	168
16M	Paramedic Fire Captains	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. Full-time classified and unclassified employees employed as of the effective date of this ordinance and still employed as of April 28, 2019, shall be paid an additional one-time sum for tenure, retention and good will for continued service to be calculated based on the following formula:

Base Pay and classification in effect as of March 3, 2019 minus (-)  
Base Pay and classification in effect as of March 2, 2019, as listed  
in ordinance 7086, divided by (/) respective annual work hours,  
2080 or 2912, times (\*) the number of regular hours worked by the  
employee in the classification(s) since July 1, 2018. Employees  
who changed from classifications between July 1, 2018 and March  
2, 2019, may require separate calculations as described herein.

Section 8. Ordinance No. 7098 and all ordinances in conflict herewith are hereby repealed.

Section 9. This ordinance shall take effect and be in force from its passage as provided by law.

PASSED this day of July, 2019.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

## **Title: Budget Analyst-Purchasing Specialist**

FLSA Status: Exempt

### JOB PURPOSE:

The purpose of this position is to provide a wide variety of administrative and analytical duties including assisting with annual budget and capital improvement program development and maintenance, as well as compliance for city government through data analysis, research, report writing. Assists with providing centralized operational analysis and financial reporting to ensure strategic goals and objectives are met. Provides responsible professional oversight of the city-wide procurement process, including establishing controls, quality and consistency to ensure the City is compliant with federal, state, and local laws. Makes policy and procedure recommendations; ensures compliance with policies and procedures for areas of assignment. This position reports to the Director of Finance.

### ESSENTIAL FUNCTIONS

*This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below may not identify all duties performed by any single incumbent in the position.*

- Assists with budget and capital improvement program development, preparation, monitoring and maintenance. Attends budget meetings, collects data, prepares budget presentations and performs financial analysis as needed. Monitors and reports on budget compliance city-wide.
- Assists the Director of Finance with a variety of special projects related to fiscal services.
- Works with departments in support of their financial analysis needs including working with directors or their designee on monthly budget reporting to identify areas of concern and develops/recommends solutions.
- Prepares, researches, and compiles information and maintains records for auditors as assigned.
- Works with departments on City purchases to ensure budget compliance.
- Assists and advises departments to determine the best procurement and compliant method for potential purchases such as quotes, P-Card, cooperative purchasing, inter-local purchasing, competitive bids, best value or lowest responsible bidder, requests for proposals, etc.
- Assists and advises departments in the formulation of specifications; reviews and analyzes commodities and equipment specifications.
- Interprets contract documents and assists in the resolution of disputed issues.
- Prepares and issues, in coordination with departments, all competitive bidding and procurement documents (specifications, insurance requirements, and instructions for

submission) for purchases requiring City Council approval.

- Works with Director of Finance for approval of bids/specifications and purchases in emergency situations.
- Conducts public bid openings, documents vendor responses, and prepares and distributes bid tabulations.
- Assists and advises departments with evaluating competitive offerings to determine and recommend the best offer.
- Ensures references are checked; properly documents contracts not awarded to low bidder; reviews bid protests as necessary; maintains bid logs and schedules, distributes bid packages, places legal advertisements and notices and conducts any pre-bid meetings as necessary.
- Reviews and verifies purchase requisitions for completeness, accuracy, available funding and compliance with policies, procedures, and state law, including M/WBE solicitation; maintains purchasing files, including purchase order records
- Reviews and updates purchasing policies and procedures; trains end-users on purchasing laws, policies, procedures, and financial computer applications related to purchasing.
- Maintains purchasing information on the City's website, as well as any bid information on any third party bid website.
- Researches new and alternative sources of supplies, materials, equipment and suppliers and ensures solicitation of bids from a cross reference of suppliers.
- Prepares and submits written financial and administrative reports on activities, trends, and as may be required.
- Researches and assists in the evaluation of purchasing best-practices. Assists in developing and coordinating innovative purchasing concepts to improve delivery of services. Demonstrates continuous effort to improve operations (decrease turnaround times, streamline work processes, use of technology) and works cooperatively to provide excellent customer service.
- Monitors city contracts for expiration, renewal or extension. Ensures cooperative or inter-local agreements are renewed timely. Maintains comprehensive list of all contracts and agreements for the City; manages add-ons and deletions.
- Manages the contract routing process for all approvals, distributing executed contracts, files and stores in accordance with the City's records retention policy.
- Interprets contract provisions and reviews contracts for accuracy and appropriate revisions prior to bid or renewal, including blanket contracts.
- Works with Accounts Payable to resolve payment issues with vendors.
- Reviews all Certificates of Insurance and endorsements for appropriate levels of insurance as required.

- Other related duties as required.

Responsible for following all prescribed safety rules and regulations; and utilizing and wearing appropriate safety gear.
Follows and upholds City and departmental rules, regulations, policies and procedures.
Reports to work free from the effects of drugs/controlled substances and/or alcohol, and free from impairment due to prescription drugs.
Maintains regular attendance.
The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

**QUALIFICATIONS:**

- Bachelor’s degree in Accounting, Finance, Public or Business Administration or related.
- Local government experience preferred.
- Experience with strategic planning, development of outcome measures, and financial forecasts.
- Knowledge of governmental/fund accounting.
- Government purchasing processes and procedure knowledge and experience.
- Minimum three years of progressively responsible experience in a budgeting/management analyst or similar role.
- Extraordinary attention to detail.
- Microsoft Office proficiency and financial software literacy.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles of public administration and budgeting.
- Skill in budget preparation and fiscal management.
- Spreadsheet software skills to quantify and illustrate routine financial reports, comparisons, impacts, and/or projections.
- Ability to analyze budgetary expenditures for compliance with approved budget.
- Ability to complete moderately complex administrative paperwork.
- Knowledge of finance, accounting, budgeting, and cost control procedures.

- Knowledge of purchasing policies, procedures and strategies.
- Excellent communication, interpersonal, and negotiation skills.
- Ability to work with staff, vendors, contractors and service providers in identifying, clarifying and specifying requirements of products or scope of work for services to be performed.
- Knowledge of all modules of financial software.
- Ability to evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement, and contract law.
- Ability to conduct bid openings and pre-bid conferences with City staff and vendors.
- Ability to negotiate contracts, resolve bid issues and bid protests.
- Ability to research, prepare, review, and approve technical specifications, purchase requisitions, and purchase orders.
- Ability to work independently on major projects.
- Ability to maintain records efficiently and accurately, and prepare clear and concise reports.
- Knowledge of technical writing principles.
- Ability to interpret and apply local, state, and federal laws and regulations
- Ability to research and resolve discrepancies.
- Knowledge of methods, policies, and procedures involved in purchasing of large quantities, variety of supplies, equipment, and goods.
- Knowledge of contract negotiation and the awarding of contracts.
- Ability to prioritize multiple tasks and work under pressure.
- Ability to communicate orally and in writing and to coordinate skillfully with staff and vendors.
- Ability to document and develop clear internal and external operational procedures.
- Ability to establish and maintain effective and courteous working relationships with internal and external customers.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

**WORK ENVIRONMENT:**

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
----------------------------	-------------------------------	---------------------------------	--------------------------	------------------

-Physical Demand-	-Frequency-
Sitting	C
Talking	F
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	O
Grasping	F
Pushing	R
Standing	R
Walking	R
Driving	R
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	O
Climbing or balancing	R
Repetitive wrist, and or finger movement	C
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	N

**ENVIRONMENTAL CONDITIONS:**

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
----------------------------	-------------------------------	---------------------------------	--------------------------	------------------

-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	N
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	N
Subject to oils (mechanical or food)	N
Required to wear a respirator	N
Fumes or airborne particles	N
Work near moving mechanical parts	N
Work in high, dangerous places	N
Risk of electrical shock	N
Potentially hazardous bodily fluids	N
Potentially hazardous or cancer-causing agents or chemicals	N

**VISUAL ACTIVITIES:**

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	No
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	No
Precise hand-eye coordination.	No
Ability to identify and distinguish colors.	Yes

**NOISE EXPOSURE:**

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

--

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, copier, fax, computer, and associated hardware and software.

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

## **Title: Information Technology Specialist**

FLSA Status: Non-Exempt

### JOB PURPOSE:

The purpose of this position is to provide technological services to those who utilize City of University City's network resources to include support of – computers, printers, software, network access and navigation, Internet access, telephones, mobile assets, peripherals, third party services and other technological tools as employed. This is a fast paced environment that requires dependability and a quality work ethic. Reports to the Information Technology Manager, who will assign projects, goals and direction; however, to a major extent, works independently with minimal supervision

### ESSENTIAL FUNCTIONS

*This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below may not identify all duties performed by any single incumbent in the position.*

- Provides helpdesk support of phones, hardware, network and applications to defined support base of City employees; trains end-users.
- Troubleshoots (analyze, identify and resolve) network, workstation and telecommunications hardware, software and peripheral equipment errors/problems.
- Seeks out, coordinates and consults with independent resources of technical information to apply to problems.
- Documents hardware and software assets, task recording and archiving, and maintains all paperwork as assigned by the Manager.
- Installs and configures new or replacement personal computers or laptops.
- Configures network resources such as printers or telephones.
- Installs and configures software and peripherals for users to utilize.
- Researches knowledgebase articles and other technical resources to configure devices or resolve issues.
- Places service calls for maintenance or technical support help desks.
- Provides basic installation of components such as hard drives, memory, telephone cords, toner cartridges.
- Supports selected City Council and Boards and Commission meetings with video webcasting services.
- Assists Manager on a variety of projects, as assigned.
- Other related duties as required.

Responsible for following all prescribed safety rules and regulations; and utilizing and
--

wearing appropriate safety gear.
Follows and upholds City and departmental rules, regulations, policies and procedures.
Reports to work free from the effects of drugs/controlled substances and/or alcohol, and free from impairment due to prescription drugs.
Maintains regular attendance.
The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

**QUALIFICATIONS:**

- High School diploma supplemented by related vocational/technical training/certification
- Three years of related experience—specifically supporting a Microsoft networked environment
- Experience supporting a telecommunications network desired
- Microsoft Desktop and Server environment proficiency; Microsoft Desktop Certification preferred
- Demonstrated exceptional customer service and written and oral communication skills.
- Valid driver’s license

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of hardware components of desktop/laptop systems, phone systems and network systems.
- Desktop computing and troubleshooting skills.
- Ability to perform minor to intermediate Windows 2016/2019 server maintenance and support.
- Knowledge of all Windows Operating Systems, Servers, Group Policies, and Active Directory.
- Knowledge of hardware components of a client/server environment including printers and print servers.
- Knowledge of Office 365.
- Ability to prioritize multiple tasks and work under pressure.
- Ability to effectively and tactfully provide technical assistance to non-technical users.
- Ability to learn and apply new information quickly and effectively in providing administrative and technical support.
- Ability to communicate orally and in writing and to coordinate skillfully with users, IT

personnel, and vendors.

- Ability to handle administrative tasks as assigned.
- Ability to document and develop clear internal and external operational procedures
- Ability to stay abreast of changing technologies.
- Ability to lift, bend, stoop, climb, reach, and push and pull equipment.
- Ability to establish and maintain effective and courteous working relationships with internal and external customers.
- The ability to perform after/before and weekend hours, when necessary.
- Ability to make modifications to websites using website editing software tools.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy <b>X</b>	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

**WORK ENVIRONMENT:**

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
----------------------------	-------------------------------	---------------------------------	--------------------------	------------------

-Physical Demand-	-Frequency-
Sitting	C
Talking	F
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	O
Grasping	F
Pushing	R
Standing	R
Walking	R
Driving	R
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	O
Climbing or balancing	R
Repetitive wrist, and or finger movement	C
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	N



**ENVIRONMENTAL CONDITIONS:**

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
----------------------------	-------------------------------	---------------------------------	--------------------------	------------------

-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	N
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	N
Subject to oils (mechanical or food)	N
Required to wear a respirator	N
Fumes or airborne particles	N
Work near moving mechanical parts	N
Work in high, dangerous places	N
Risk of electrical shock	R
Potentially hazardous bodily fluids	N
Potentially hazardous or cancer-causing agents or chemicals	N

VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	No
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	No
Precise hand-eye coordination.	No
Ability to identify and distinguish colors.	Yes

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

--

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, computer, and associated hardware and software.





## **Title: City Prosecuting Attorney**

FLSA Status: Exempt

### **JOB PURPOSE:**

The purpose of this position is to perform professional and administrative legal work prosecuting violations of the City of University City's Municipal Code before the Municipal Judge or any Circuit Court Judge hearing violations of the City's ordinances and codes. This position reports to the City Manager.

### **ESSENTIAL FUNCTIONS**

*This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below may not identify all duties performed by any single incumbent in the position.*

- Attends all municipal court dockets and trials.
- Reviews all legislation affecting criminal/code prosecution to determine impact; performs legal research as appropriate.
- Reviews and considers for prosecution, all cases submitted by City personnel.
- Participates in arraignments and pre-trial conferences; presents arguments/sentencing recommendations to the court; negotiates plea agreements; and ensures defendants understand their legal rights and alternatives.
- Prepares cases for trial, restitution, sentencing and probation hearings; subpoenas witnesses; obtains and evaluates physical evidence; discusses case and trial procedure/strategy with victims, law/code enforcement, and witnesses; prepares a theory or theme for cases and anticipates legal problems or objections.
- Participates in municipal court hearings, bench trials, jury trials, and probation violations; litigates cases; ensures proper legal records.
- Handles all cases which are certified to St. Louis County Circuit Court for jury trial or trial de novo.
- May attend law/code enforcement meetings and/or consult with other City personnel as appropriate; advises law/code enforcement of new laws and court cases, and alternative methods and procedures, that may assist in successful prosecution.
- Shall be accessible to all court personnel, as needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes; works cooperatively to provide quality customer service.
- Performs other related and typical municipal prosecuting attorney duties and responsibilities.

QUALIFICATIONS:

- Juris Doctor degree
- Five years of related experience
- License to practice law in the State of Missouri
- Missouri Bar Member in good standing
- Missouri municipal experience desirable

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of criminal law and appeal procedures related to violations of municipal ordinances and state statutes.
- Knowledge of city codes and state statutes.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of police procedure, municipal jurisdiction and authority in regulation of conduct, activities, property maintenance conditions, and other matters related to the public health and welfare.
- Ability to work cooperatively with city employees, city officials, and the public.
- Ability to be accessible to court personnel and other city officials.
- Ability to analyze, appraise, and organize facts, evidence, and precedents and present them in oral and written reports.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

**WORK ENVIRONMENT:**

C	F	O	R	N
Regularly Over 70%	Frequently 41% to 70%	Occasionally 16% to 40%	Rarely Up to 15%	Never 0%

-Physical Demand-	-Frequency-
Sitting	C
Talking	F
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	O
Grasping	F
Pushing	R
Standing	R
Walking	R
Driving	R
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	R
Climbing or balancing	R
Repetitive wrist, and or finger movement	C
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	N

**ENVIRONMENTAL CONDITIONS:**

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
----------------------------	-------------------------------	---------------------------------	--------------------------	------------------

-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	N
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	N
Subject to oils (mechanical or food)	N
Required to wear a respirator	N
Fumes or airborne particles	N
Work near moving mechanical parts	N
Work in high, dangerous places	N
Risk of electrical shock	N
Potentially hazardous bodily fluids	N
Potentially hazardous or cancer-causing agents or chemicals	N



VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	No
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	No
Precise hand-eye coordination.	No
Ability to identify and distinguish colors.	No

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

--





## Council Agenda Item Cover

---

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:**

AN ORDINANCE AMENDING SECTIONS 510.060 AND 510.080 OF THE UNIVERSITY CITY MUNICIPAL CODE REGARDING DEVELOPMENT PLANS AND TAX ABATEMENT OR EXEMPTION PURSUANT TO CHAPTER 353 OF THE REVISED STATUTES OF MISSOURI.

**AGENDA SECTION:** New Business - Bills

**CAN THIS ITEM BE RESCHEDULED? :** Yes

---

**BACKGROUND REVIEW:**

City Council is asked to consider a text amendment to the University City Code as it pertains to Chapter 510 – Urban Development. The purpose of this amendment is to streamline the 353 Tax Abatement process and identify a clear process to conduct a public hearing and identify required contents that must be incorporated into the proposed plan. In summary, the purpose of this proposed amendment is to clearly define the required public hearing process and required plan components, within the University City Code, to ensure we are in compliance with the Missouri State Statutes pertaining to the 353 Tax Abatement process.

This code revision is the result of prior evaluation of our current code and were recommended changes via legal counsel as it pertains to the 353 Tax Abatement process.

This text amendment requires an introduction of the initial bill and requires multiple readings prior to adoption. The first reading and introduction of the bill should take place on June 24, 2019. The second and third readings, along with the passage of the ordinance, could occur at the subsequent July 8, 2019 meeting.

**Attachments:**

- 1: Memo
- 2: Draft Ordinance

**RECOMMENDATION:** The City Manager recommends approval.





**Department of Planning and Development**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 862-3168

**M E M O R A N D U M**

TO: Gregory Rose, City Manager  
FROM: Clifford Cross, Planning Director  
DATE: June 17, 2019  
SUBJECT: Chapter 353 Tax Abatement Procedure Amendment to City Code  
CC: John Mulligan, City Attorney

---

At the upcoming City Council meeting, members will consider a text amendment to the University City Code as it pertains to Chapter 510 – Urban Development. The purpose of this amendment is to streamline the 353 Tax Abatement process and identify a clear process to conduct a public hearing and identify required contents that must be incorporated into the proposed plan. In summary, the purpose of this proposed amendment is to clearly define the required public hearing process and required plan components, within the University City Code, to ensure we are in compliance with the Missouri State Statutes pertaining to the 353 Tax Abatement process.

This code revision is the result of prior evaluation of our current code and were recommended changes via legal counsel as it pertains to the 353 Tax Abatement process. The summary of the proposed amendments are below;

**Summary of Amendment #1.** The first amendment to Chapter 510 is to section 510.060 as it pertains to required contents of the plan. This amendment replaces the original subsection A(9) and requires a “Tax Impact Statement” which is intended to identify the projected impact that an approved tax abatement would have on the affected political subdivisions associated with the project boundaries. The specific amendment to subsection A(9) will read as follows;

*Tax impact statement.* A written statement of the impact on ad valorem taxes such tax abatement or exemption will have on the political subdivisions, which shall be prepared by or at the direction of the corporation and shall include an estimate of the amount of ad valorem tax revenues of each political subdivision that will be affected by the proposed tax abatement or exemption, based on the estimated assessed valuation of the real property involved as such property would exist before and after it is redeveloped; and

**Summary of Amendment #2.** The second amendment to Chapter 510, section 510.060 creates a new subsection A(10) which was the original verbiage in the prior subsection A(9) “Other Information” that was replaced above. The new subsection reads as follows;

**10. Other information.** The plan, and any application to the Commission for approval thereof, shall also contain such other statements or exhibits as may be deemed relevant by the Commission or the corporation.

**Summary of Amendment #3.** The third amendment to Chapter 510, section 510.060 is an amendment that will add Subsection B that will require the corporation to provide the City a complete list of all political subdivisions whose boundaries will be affected by the tax abatement. This also provides the ability to request any additional material that may be necessary to review and ensure compliance with the provisions of Chapter 510 and the Urban Redevelopment Corporation Law. The newly created 510.060, Subsection B will read as follows;

- B.** The corporation shall provide or cause to be provided to the City a complete list of all political subdivisions whose boundaries for ad valorem taxation purposes include any portion of the property to be affected by tax abatement or exemption, and other information deemed necessary by the Commission or the City Manager to evaluate the proposed development plan and comply with the requirements of this Chapter and the Urban Redevelopment Corporation Law.

**Summary of Amendment #4.** The fourth amendment to Chapter 510 pertains to the public hearing process associated with the application. This amendment sets the process and notice requirements that the City must follow in notifying all affected political subdivisions who will be affected by the tax abatement. The amendment defines the specific public hearing process/requirements and expands upon the current provisions that currently simply state the City Council shall set a public hearing date for the plan. The amended 510.080, Subsection A will read as follows;

- A.** The recommendation of the Commission upon each plan shall be filed with the City Clerk who shall submit the report of the Commission and plan to the Council. At its next regular meeting the Council shall set a date for a public hearing on the plan. Not less than ten (10) days before the public hearing, the City shall furnish (by hand delivery or by registered or certified mail, return receipt requested) to the political subdivisions whose boundaries for ad valorem taxation purposes include any portion of the property to be affected by tax abatement:
  - 1.** Notice of the scheduled public hearing, which shall include:
    - a.** the time, date and place of the public hearing;
    - b.** a general description of the boundaries of the proposed redevelopment area;
    - c.** a general description of the proposed development plan;
    - d.** an invitation to submit comments to the Council prior to the date of the public hearing concerning matters that will be discussed at the public hearing, and to appear at the public hearing and provide comments; and
    - e.** a statement that all interested persons and all political subdivisions will have the opportunity to be heard on such grant of tax abatement or exemption; and
  - 2.** The written statement referenced in **Section 510.060(A)(9)**.

INTRODUCED BY: \_\_\_\_\_

BILL NO. 9388

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTIONS 510.060 AND 510.080 OF THE UNIVERSITY CITY MUNICIPAL CODE REGARDING DEVELOPMENT PLANS AND TAX ABATEMENT OR EXEMPTION PURSUANT TO CHAPTER 353 OF THE REVISED STATUTES OF MISSOURI.**

**WHEREAS**, Chapter 353 of the Revised Statutes of Missouri, known and referred to as The Urban Redevelopment Corporations Law (“Chapter 353”), authorizes the City to approve, by ordinance, development plans that allow for the redevelopment of blighted areas within the City and the granting of tax abatements and exemptions to encourage such redevelopment; and

**WHEREAS**, Chapter 353 provides that no tax abatement or exemption authorized by Chapter 353 shall become effective until the governing body conducts a public hearing to consider a proposed development plan and such tax abatement or exemption; and

**WHEREAS**, prior to the public hearing, the City Council must furnish to the political subdivisions whose boundaries for ad valorem taxation purposes include any portion of the property to be affected by tax abatement or exemption: (1) written notice of the scheduled public hearing and (2) a written statement of the impact on ad valorem taxes such tax abatement or exemption will have on the political subdivisions; and

**WHEREAS**, Section 353.110.3 of the Revised Statutes of Missouri provides that such notice and written statement shall be as provided by local ordinance before the public hearing; and

**WHEREAS**, the City Council desires to establish its procedures to provide the notice and written statement as required by Section 353.110.3 of the Revised Statutes of Missouri.

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

**Section 1.** Section 510.060 of the University City Municipal Code is hereby amended to read as follows (where applicable, underlined text is added text and stricken text is removed):

**Section 510.060 Contents of Development Plan.**

[R.O. 2011 §12.12.060; Prior Code §32A-6; Ord. No. 5085 §6]

- A. The development plan shall contain:
  - 1. *General description.* A general description of the proposed redevelopment project showing proposed land use and traffic circulation;

2. *Legal description.* A legal description of the proposed development area by metes and bounds or other definite designation;
3. *Stages of project.* A statement of the various stages, if more than one (1) is intended, by which the plan is proposed to be implemented or undertaken, and the approximate time limit for the commencement and completion of each stage, together with a legal description of the real property to be included in each stage;
4. *Zoning changes.* A statement of the proposed changes, if any, in zoning ordinances or maps, necessary or desirable for the redevelopment, and its protection against blighting influences;
5. *Street changes.* A statement of the proposed changes, if any, in streets or street levels, any proposed street closings, and any changes which would have to be made to streets adjoining or near the proposed redevelopment project;
6. *Housing.* A statement of the housing accommodations available for those persons who will be displaced by the redevelopment project;
7. *Public property.* A statement listing any real property in public use and belonging to the City, County, State or any political subdivision thereof, together with the consent of such authority to the acquisition of such property;
8. *Acquisition of real property.* A statement giving the legal description of the real property owned, or proposed to be purchased or, if known, to be acquired by eminent domain by the corporation;
9. ~~*Other information.* The plan, and any application to the Commission for approval thereof, shall also contain such other statements or exhibits as may be deemed relevant by the Commission or by the corporation.~~ *Tax impact statement.* A written statement of the impact on ad valorem taxes such tax abatement or exemption will have on the political subdivisions, which shall be prepared by or at the direction of the corporation and shall include an estimate of the amount of ad valorem tax revenues of each political subdivision that will be affected by the proposed tax abatement or exemption, based on the estimated assessed valuation of the real property involved as such property would exist before and after it is redeveloped; and
10. *Other information.* The plan, and any application to the Commission for approval thereof, shall also contain such other statements or exhibits as may be deemed relevant by the Commission or the corporation.



**B.** The corporation shall provide or cause to be provided to the City a complete list of all political subdivisions whose boundaries for ad valorem taxation purposes include any portion of the property to be affected by tax abatement or exemption, and other information deemed necessary by the Commission or the City Manager to evaluate the proposed development plan and comply with the requirements of this Chapter and the Urban Redevelopment Corporation Law.

**Section 2.** Section 510.080.A of the University City Municipal Code is hereby revised to read as follows:

**A.** The recommendation of the Commission upon each plan shall be filed with the City Clerk who shall submit the report of the Commission and plan to the Council. At its next regular meeting the Council shall set a date for a public hearing on the plan. Not less than ten (10) days before the public hearing, the City shall furnish (by hand delivery or by registered or certified mail, return receipt requested) to the political subdivisions whose boundaries for ad valorem taxation purposes include any portion of the property to be affected by tax abatement:

**1.** Notice of the scheduled public hearing, which shall include:

**a.** the time, date and place of the public hearing;

**b.** a general description of the boundaries of the proposed redevelopment area;

**c.** a general description of the proposed development plan;

**d.** an invitation to submit comments to the Council prior to the date of the public hearing concerning matters that will be discussed at the public hearing, and to appear at the public hearing and provide comments; and

**e.** a statement that all interested persons and all political subdivisions will have the opportunity to be heard on such grant of tax abatement or exemption; and

**2.** The written statement referenced in **Section 510.060(A)(9).**

**Section 3.** This Ordinance shall take effect and be in full force from and after its final passage and approval.

**PASSED and ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.**

\_\_\_\_\_  
MAYOR

(Seal)

ATTEST:

\_\_\_\_\_  
CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



## Council Agenda Item Cover

---

**MEETING DATE:** June 24, 2019

**a. AGENDA ITEM TITLE:**

AN ORDINANCE AMENDING SECTION 210.030 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO CHICKENS—PERMIT REQUIRED; CONTAINING A SAVINGS CLAUSE AND PROVIDING A PENALTY.

**AGENDA SECTION:** New Business - Bills

**CAN THIS ITEM BE RESCHEDULED? :** Yes

---

**BACKGROUND REVIEW:**

City Council is asked to consider a text amendment to the University City Code as it pertains to Chapter 210 – Animals. The purpose of this amendment is to amend section 210.030 as it pertains to the regulation of “Chickens” within University City’s municipal boundaries. The completion of these amendments are intended to remove the current provision that only allows for the issuance of no more than 5 active chicken permits at any one time. The resulting amendments will allow the Director of Planning and Development to issue an unlimited number of chicken permits that will be valid for two (2) years. The amendments also reduce the non-refundable application fee from fifty (\$50.00) dollars to twenty-five (\$25.00) dollars. Furthermore, the proposed amendments re-adjust the required roosting space, per chicken, and identifies the 10 foot required setback will be from adjacent residential dwellings as opposed to the current 10 foot property line setback that would be 1.5 feet. Lastly, this amendment will remove the prohibition to sale chickens or eggs that are associated with the issued permit.

This text amendment requires an introduction of the initial bill and requires multiple readings prior to adoption. The first reading and introduction of the bill should take place on June 24, 2019. The second and third readings, along with the passage of the ordinance, could occur at the subsequent July 8, 2019 meeting.

**Attachments:**

- 1: Memo
- 2: Draft Ordinance

**RECOMMENDATION:** The City Manager recommends approval.





**Department of Planning and Development**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 862-3168

**M E M O R A N D U M**

TO: Gregory Rose, City Manager  
FROM: Clifford Cross, Planning Director  
DATE: June 17, 2019  
SUBJECT: Provisions Pertaining to Chicken Permits - Amendment to City Code  
CC: John Mulligan, City Attorney

---

At the upcoming City Council meeting, members will consider a text amendment to the University City Code as it pertains to Chapter 210 – Animals. The purpose of this amendment is to amend section 210.030 as it pertains to the regulation of “Chickens” within University City’s municipal boundaries. The completion of this amendment is intended to remove the current provision that only allows for the issuance of no more than 5 active chicken permits at any one time. The resulting amendment will allow the Director of Planning and Development to issue an unlimited number of chicken permits that will be valid for two (2) years. The amendments also reduce the non-refundable application fee from fifty (\$50.00) dollars to twenty-five (\$25.00) dollars. Furthermore, the proposed amendments re-adjust the required roosting space, per chicken, and identifies the 10 foot required setback will be from adjacent residential dwellings as opposed to the current 10 foot property line setback that would be 1.5 feet. Lastly, this amendment will remove the prohibition to sale chickens or eggs that are associated with the issued permit.

**Summary of Amendment #1.** The first amendment to Chapter 210 is to section 210.030, Subsection B as it pertains to the issuance of “Permits” for chickens. The specific changes, to the current verbiage, is to replace the Community Development Director and to identify the Director of Planning and Development as the authorized administrator of chicken permits. This amendment is completed to address the new structure of the department. The additional amendments, within this subsection, removes the limitation of only 5 permits being issued at any one time per year and allows for an unlimited number that can be issued for two years. Two final amendments, to this subsection, reduces the cost of a permit from \$50.00 to \$25.00 per permit and prohibits the issuance of permits on two-family or multi-family use properties. The new amendment will read as follows;

B. Permits. The Director of Planning and Development is authorized to administer chicken permits, and to adopt and promulgate rules and regulations to interpret and implement the provisions of this Section to secure the intent thereof and to promote the public health, safety and general welfare. An application for a chicken permit shall be submitted to the Director of-Planning and Development, accompanied by a non-refundable application fee in the amount of twenty-five dollars (\$25.00) payable to the City. No permit shall be issued for more than seven (7) hen chickens on any platted lot or group of contiguous lots, parcels, or tracts of land, and no permit shall be issued for a rooster. No permit shall be issued for a two-family use or multi-family use property. A permit shall expire two (2) years after issuance. The permit may be renewed at the time of the biennial inspection pursuant to subsection (E).

**Summary of Amendment #2.** The second amendment to Chapter 210, is to section 210.030, subsection C as it pertains to the “Confinement” provisions associated with issued chicken permits. This proposed amendment readjusts the current rain shelter/coop linear footage of 2 linear feet per chicken to 4 square feet of required indoor space per chicken. This amendment further redefines the setback distance as being 1.5 feet from the property line and no coops can be within 10 feet of adjacent residential dwellings. The new amendment will read as follows;

- C. Confinement. A chicken shall at all times be safely and securely confined in a coop or other enclosure. One chicken is permitted for every four (4) square feet of indoor enclosure space and every ten (10) square feet of outdoor enclosure area provided to the chicken, to a maximum of seven chickens. All coops or enclosures shall not be closer than one and one-half (1.5) feet from any property line except when there is a solid-surface fence sufficient to prevent the chicken(s) or any part thereof or any waste produced by such chickens from passing through to the adjacent property, in which case all coops and cages shall not be closer than ten (10) feet from all residential dwellings on adjacent parcels. A diagram that indicates the location of the coop or other enclosure, its size and distance from the property lines and other structures on the property shall be included with the chicken permit application. The coop or other enclosure shall be maintained in good repair, free of noxious odors, and in a clean and sanitary condition.

**Summary of Amendment #3.** The third amendment, pertaining to Chapter 210, is to section 210.030, Subsection E. This amendment removes the current subsection E which prohibits the ability to sale chickens or eggs that are kept or produced on the premises.

**Summary of Amendment #4.** The fourth amendment to Chapter 210, Section 210.030 pertains to inspection process. This amendment consists of replacing the Director of Community Development verbiage with the updated Director of Planning and Development verbiage. It further amends this subsection by removing the current 3 month inspection cycle to a period of 2 years. The final amendment simply retitles this as subsection E. The new amendment will read as follows;

- E. Inspections. The Director of Planning and Development or his/her designee shall inspect at least once every two (2) years the premises where any chicken is kept to determine whether there is compliance with this Section. There shall be a twenty-five-dollar (\$25.00) fee per inspection, which the chicken permit holder shall pay to the City.

**Summary of Amendment #5.** The fifth amendment to Chapter 210, Section 210.030 readjusts and redefines the prior subsection G “Responsibility” to subsection F. There are no additional amendments to this section that will read as follows;

- F. Responsibility. The owner and occupant of premises where a chicken is kept, maintained or allowed to remain, and any holder of a permit for the chicken, shall be responsible for any violations of this Section.

INTRODUCED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 210.030 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO CHICKENS--PERMIT REQUIRED; CONTAINING A SAVINGS CLAUSE AND PROVIDING A PENALTY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI AS FOLLOWS:**

**Section 1.** Section 210.030 of the University City Municipal Code, relating to chickens—permit required, is hereby amended, so that Section 210.030, as amended, shall read as follows (where applicable, underlined text is added text and stricken text is removed):

Section 210.030. Chickens — Permit Required.

- A. Unlawful. It shall be unlawful for any person to keep, maintain or allow to remain upon any lot, tract or parcel of ground within the City a chicken, unless a permit to do so is issued as provided in this Section or is allowed under Section 210.020 of this Chapter. Any person violating any of the provisions of this Subsection shall, upon conviction thereof, be fined a sum not less than two hundred dollars (\$200.00) per chicken that is in violation thereof.
- B. Permits. The Director of ~~Community Development~~ Planning and Development is authorized to administer chicken permits, and to adopt and promulgate rules and regulations to interpret and implement the provisions of this Section to secure the intent thereof and to promote the public health, safety and general welfare. An application for a chicken permit shall be submitted to the Director of ~~Community Development~~ Planning and Development, accompanied by a non-refundable application fee in the amount of ~~fifty~~ twenty-five dollars (~~\$50.00~~) (\$25.00) payable to the City. No permit shall be issued for more than seven (7) hen chickens on any platted lot or group of contiguous lots, parcels, or tracts of land, and no permit shall be issued for a rooster. No permit shall be issued for a two-family use or multiple-family use property. A permit shall expire ~~one (1) year~~ two (2) years after issuance. The permit may be renewed at the time of the biennial inspection pursuant to subsection (E). ~~No more than five (5) permits shall be in effect in the City at any one time. No new permit shall be issued during a one (1) year period, which shall commence upon the passage of the ordinance codified in this Chapter.~~
- C. Confinement. A chicken shall at all times be safely and securely confined in a coop or other enclosure. One chicken is permitted for every four (4) square feet of indoor enclosure space and every ten (10) square feet of outdoor enclosure area provided to the chicken, to a maximum of seven chickens. All coops or enclosures shall not be closer than one and one-half (1.5) feet from any property line except when there is a solid-surface fence sufficient to prevent the chicken or any part thereof or any waste produced by such chicken from passing through to the adjacent property, in which case all coops and cages shall not be

~~closer than ten (10) feet from all residential dwellings on adjacent parcels, at least sixteen (16) but not more than thirty-two (32) square feet. The coop or other enclosure shall provide sufficient rain shelter and at least two (2) linear feet of roosting space per chicken, and shall be located in the rear yard and at least ten (10) feet from the property line.~~ A diagram that indicates the location of the coop or other enclosure, its size and distance from the property lines and other structures on the property shall be included with the chicken permit application. The coop or other enclosure shall be maintained in good repair, free of noxious odors, and in a clean and sanitary condition.

D. Nuisances. No chicken shall be allowed to create a nuisance, or disturb neighboring residents due to noise, odor, damage or injury.

~~E. Sale Of Chickens Or Eggs. No chicken kept on premises pursuant to a chicken permit or any egg produced by such a chicken shall be sold or offered for sale, including, but not limited to, by barter or exchange.~~

F E. Inspections. The Director of ~~Community Development~~ Planning and Development or his/her designee shall inspect at least once every ~~three (3) months~~ two (2) years the premises where any chicken is kept to determine whether there is compliance with this Section. There shall be a twenty-five-dollar (\$25.00) fee per inspection, which the chicken permit holder shall pay to the City.

~~G~~ F. Responsibility. The owner and occupant of premises where a chicken is kept, maintained or allowed to remain, and any holder of a permit for the chicken, shall be responsible for any violations of this Section.

**Section 2.** This ordinance shall not be construed to so as to relieve any person, firm or corporation from any penalty heretofore incurred by the violation of said Sections mentioned above, nor bar the prosecution for any such violation.

**Section 3.** Any person, firm or corporation violating any of the provisions of this ordinance, shall upon conviction thereof, be subject to the penalty provided herein and in Chapter 100, Article IV, Section 100.190 of the University City Municipal Code.



**Section 4.** This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY





## Council Agenda Item Cover

---

**MEETING DATE:** June 24, 2019

**AGENDA ITEM TITLE:** AN ORDINANCE AMENDING SECTION 115.270 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO PARKS AND RECREATIONAL FACILITIES DESIGNATED, BY DESIGNATING THE DOG PLAY AREA AS A PARK.

**AGENDA SECTION:** New Business – Bills

**CAN THIS ITEM BE RESCHEDULED?** Yes

---

### BACKGROUND REVIEW:

Ordinance No. 6397 (Code Section 210.390), adopted on October 21, 2002, authorized the City Manager to designate an area of City property for off-lease dog use, known as a "dog play area," if the City Manager determined that there was a need for such an area and it would be maintained so as not to create a nuisance.

The City Manager was further authorized to enter into an agreement with a person to operate, manage or maintain a dog play area, and to compensate the person in an amount not to exceed the total annual license fees paid to the City to use the dog play area. On October 23, 2002, the City Manager entered into a "Dog Play Area Improvement and Maintenance Agreement" with U. City People for Dogs, Inc. ("People for Dogs") for the improvement and maintenance of real property at 6860 Vernon, at or near Vernon and Pennsylvania, as a dog play area ("Dog Play Area").

The members and volunteer board of directors of People for Dogs, in cooperation with the City, have established the Dog Play Area as an important resource and recreational area for dog owners in the City and surrounding communities. The Dog Play Area has been recognized as one of the best dog parks in the St. Louis area, offering users many amenities, including mutt mitts, heated water bowls during the winter, baby pools and water fountains in the summer, straw bales in the autumn, fresh water, and three separate gated areas with locks; and

Resident Bert Sterbenz, who passed away on June 26, 2010, was remembered by the St. Louis Post-Dispatch as the man "who helped dogs in U. City run free" by collecting 250 signatures from City residents who supported construction of a leash-free dog park, by forming People for Dogs, by raising money necessary for the initial construction, and by devoting countless hours to People for Dogs and the Dog Play Area. Numerous volunteers, particularly Mike and Alice Asbury, worked closely with Bert Sterbenz and have continued to provide an incomparable experience for their canine friends to enjoy.

People for Dogs now desires that the Dog Play Area be designated as an official City park and that the Dog Play Area Improvement and Maintenance Agreement be terminated because the City will assume complete responsibility for the park going forward. People for Dogs further desires to continue to be an enthusiastic supporter of the Dog Play area.

People for Dogs and the City Manager intend to include a short agreement as a separate item on the July 8, 2019 Council meeting consent agenda formally terminating the Dog Play Area Improvement and Maintenance Agreement.

The Park Commission considered the matter at its meetings on May 21, 2019 and June 18, 2019, and recommended approval of this bill designating the Dog Play Area as a City park.

**RECOMMENDATION:**

City Manager recommends approval.

**ATTACHMENT:**

- Draft Bill

INTRODUCED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

BILL NO. 9390

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 115.270 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO PARKS AND RECREATIONAL FACILITIES DESIGNATED, BY DESIGNATING THE DOG PLAY AREA AS A PARK.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI AS FOLLOWS:**

**WHEREAS**, Ordinance No. 6397 (Code Section 210.390), adopted on October 21, 2002, authorized the City Manager to designate an area of City property for off-lease dog use, known as a "dog play area," if the City Manager determined that there was a need for such an area and it would be maintained so as not to create a nuisance;

**WHEREAS**, the City Manager was further authorized to enter into an agreement with a person to operate, manage or maintain a dog play area, and to compensate the person in an amount not to exceed the total annual license fees paid to the City to use the dog play area; and

**WHEREAS**, on October 23, 2002, the City Manager entered into a "Dog Play Area Improvement and Maintenance Agreement" with U. City People for Dogs, Inc. ("People for Dogs") for the improvement and maintenance of real property at 6860 Vernon, at or near Vernon and Pennsylvania, as a dog play area ("Dog Play Area"); and

**WHEREAS**, the members and volunteer board of directors of People for Dogs, in cooperation with the City, have established the Dog Play Area as an important resource and recreational area for dog owners in the City and surrounding communities; and

**WHEREAS**, the Dog Play Area has been recognized as one of the best dog parks in the St. Louis area, offering users many amenities, including mutt mitts, heated water bowls during the winter, baby pools and water fountains in the summer, straw bales in the autumn, fresh water, and three separate gated areas with locks; and

**WHEREAS**, resident Bert Sterbenz, who passed away on June 26, 2010, was remembered by the St. Louis Post-Dispatch as the man "who helped dogs in U. City run free" by collecting 250 signatures from City residents who supported construction of a leash-free dog park, by forming People for Dogs, by raising money necessary for the initial construction, and by devoting countless hours to People for Dogs and the Dog Play Area; and

**WHEREAS**, numerous volunteers, particularly Mike and Alice Asbury, worked closely with Bert Sterbenz and have continued to provide an incomparable experience for their canine friends to enjoy; and

**WHEREAS**, People for Dogs now desires that the Dog Play Area be designated as an official City park and that the Dog Play Area Improvement and Maintenance Agreement be terminated because the City will assume complete responsibility for the park going forward; and

**WHEREAS**, People for Dogs further desires to continue to be an enthusiastic supporter of the Dog Play Area.

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

Section 115.270. Parks and Recreation Facilities Designated.

A.

The following are designated as parks within the meaning of this Chapter and Section 98 of the City Charter with exceptions with respect to use only as specified herein:

Ackert Park and Walkway  
Balson Median (from Saxony to Wild Cherry)  
Clemens Median (from Kingsland to Leland)  
Clemens Plaza (722 Limit)  
Dog Park (6860 Vernon)  
Eastgate Park  
Epstein Plaza  
Flynn Park  
Fogerty Park  
Greensfelder Park  
Greenway South  
Heman Median (from Loop north to Clemens)  
Heman Park, except those areas east of the tennis courts and River Des Peres and the fenced area adjacent to the west bank of the River Des Peres, now used for forestry, park maintenance, City garage, public works and the community center  
High School Plaza  
I-170 Trail  
Jackson Median (from Amherst to Balson)  
Kaufman Park, except for a residential building now located therein  
Kingsbury Median (from Trinity to Melville)  
Leland Median (from Loop north to Clemens)  
Lewis Park  
Majerus Park  
Metcalf Park  
Millar Park  
Mooney Park  
Mona Terrace Trail  
Northmoor Median (between Asbury and Essen)  
Adams Park  
Oakbrook Median (from Delmar to Balson)

Pershing Median (from Rossi to Linden)  
Rabe Park  
Ruth Park, except for that area now used for collecting and processing natural materials  
Swarthmore Median (from Stanford to Groby)  
Westgate Plaza

B.

The locations and boundaries of the parks and recreational facilities established herein are as shown upon the park map which is hereby incorporated into and made a part of this Chapter. The park map, together with all notations, references and other information shown thereon, and all amendments thereto shall be a part of this Chapter and shall have the same force and effect as if the park map, together with all notations, references and other information shown thereon, were fully set forth and described herein.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

