

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the meeting will be in person at City Hall, but **the public may not observe and attend in person but may observe and attend the June 28, 2021 meeting as it has been able to do since on or about March 20, 2020.**

STUDY SESSION

Annex & Trinity Building Renovations for Police and Courts and Code Enforcement/Software Update

CITY HALL, Fifth Floor
6801 Delmar Blvd., University City, Missouri 63130

June 28, 2021

5:30 p.m.

One or more members of the City Council will be participating via Zoom

AGENDA

1. MEETING CALLED TO ORDER

At the Study Session of the City Council of University City held via videoconference, on Monday, June 28, 2021, Mayor Terry Crow called the meeting to order at 5:31 p.m.

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

Councilmember Stacy Clay; (excused)
Councilmember Aleta Klein; (via Zoom)
Councilmember Steven McMahon
Councilmember Jeffrey Hales
Councilmember Tim Cusick
Councilmember Bwayne Smotherson; (excused)

Also in attendance were City Manager, Gregory Rose, and City Attorney, John F. Mulligan, Jr.; Director of Planning & Development, Clifford Cross; Principal, Amy Gilbertson and Project Manager, Amanda Truemper of Trivers, and Justice Expert, Bob Schwartz of HOK.

2. CHANGES TO REGULAR AGENDA

No changes to the Agenda were requested.

3. ANNEX & TRINITY BUILDINGS RENOVATIONS FOR POLICE AND COURTS


Mr. Rose stated this presentation from Amanda Truemper and Amy Gilbertson of Trivers, is to obtain Council's directions regarding the scope, process, and schedule of the Annex and Trinity building renovations.

Ms. Gilbertson stated the Program Overview is the result of Trivers' Space Needs Study, which determined what programs should be housed within the Annex, as well as City Hall, and the Trinity Building. Two components of the Space Needs Study were:

- A Public Survey - how can citizens better engage with City Government
- A Staff Survey - what staff needs to better serve the community

Construction Cost Estimate Summary
 From Space Needs Study

University City - Space Needs Study					
November 12, 2020					
	Raw Cost	GC and OH & P 20.00%	Design Contingency 15.00%	Escalation 5.50%	Total Cost
Annex	\$10,759,668	\$2,151,934	\$1,936,740	\$816,659	\$15,665,001
Trinity	\$1,559,624	\$311,925	\$280,732	\$118,375	\$2,270,657
Sitework - City Hall Campus	\$1,118,328	\$223,666	\$201,299	\$84,881	\$1,628,174
Total Estimated Construction	\$13,437,620	\$2,687,525 ²⁶	\$4,355,511	\$1,019,915	\$19,563,832 ¹⁹¹



1015 South Myers Road
 Suite 1010
 Oakbrook Terrace, IL 60181
 630.678.0800
www.CCSArchitecture.com

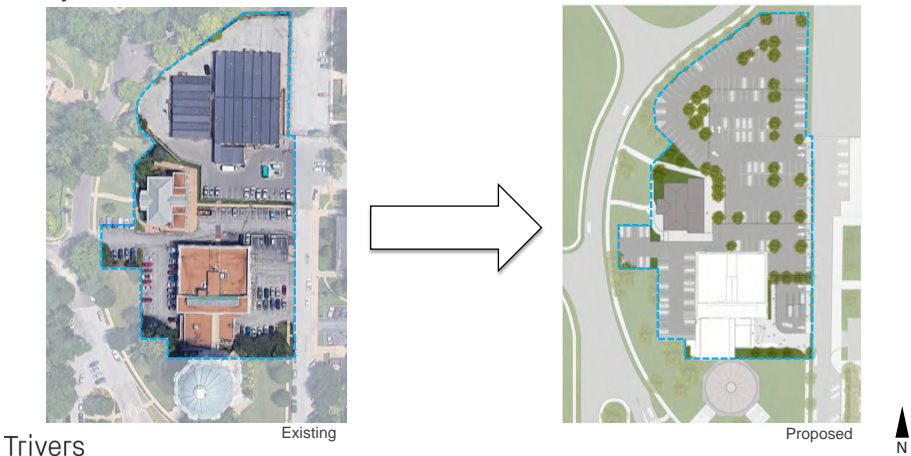
- Estimates based on drawings dated October 20, 2020
- Escalation assumed construction start of July 2022
- Design fees not included

Final Cost Estimates after the Space Needs Study.

Site work includes:

- The removal of trailers on the parking lot
- Site improvements for community access and accessibility to the buildings

Project Area



Left photo represents the existing condition; right photo represents the proposed site plan.

Features of the Project Area:

- New entry at the connector building that provides the community with accessibility to the City's One-Stop-Shop
- Police functions housed in the Annex
- Court functions housed in the Trinity Building
- Public/staff parking and green spaces

Scope of Work

- Renovations for the Annex, Connector, and Trinity Buildings for Police and Courts include:
 - Provide a new Main Entry point for the City Hall Campus
 - Restore remaining historic architectural features in the Annex and Trinity buildings
 - Provide accessible entries and security checkpoints for the Annex Connector and Trinity buildings at new public front entries, new elevator for the Trinity Building
 - Updated/added restrooms to meet accessibility requirements
 - Create a one-stop window for public-facing City Hall services in the Connector; amenities in the Connector to support Community Programs
 - Structural retrofit as required for essential services
 - Site Improvements include
 - Remove temporary police structures
 - Remove parking lot entrance at neighborhood
 - Provide secure parking areas for police parking and sallyport
 - Provide new Public and Accessible Parking and drop-offs
 - Improve entry plazas and landscaping
 - Improve wayfinding
 - Provide new generator for Police Facility
- Improvements to City Hall not planned at this time (future phase)

New entry between City Hall and the Annex

Design Review Team

Ms. Gilbertson stated Mr. Rose has put together a Design Review Team that will meet with Trivers on a bi-weekly basis as the project progresses.

- Brooke Smith
- Chief Larry Hampton
- Three police officers who participated in the programming and planning phase
- Sinan Alpaslan
- Errol Tate
- Clifford Cross
- Michael Carlin

Schedule

- August of 2021 - project initiated upon approval
- August 2021 until the summer of 2022 - design phase
- Late summer or early fall of 2022 - construction phase
- Timeline for construction -16 to 18 months
- 2023 - facilities available for Police and Courts

Councilmember Cusick asked if there would be an increase in the number of public parking spaces, and if so, how many spaces would be added? Ms. Gilbertson stated although an increase in public parking is possible once the trailers are removed, she did not mean to insinuate that there would be an increase at this point. She stated that she did not have the current number of spaces for public and employee parking with her tonight but could provide that information to Mr. Rose tomorrow.

Councilmember Cusick asked whether Harvard would be impacted during the scope of work to remove the parking lot entrance at the neighborhood? Ms. Gilbertson stated Sgt. Mike King Drive will be blocked off on the north.

Ms. Truemper stated the access point for the street on the west side of City Hall and Trinity will be vacated to provide access to the campus from the east.

Mayor Crow questioned whether staff or Trivers was keeping track of the issues that need to be addressed concerning City Hall in the event Council elects to move forward with that project at a later date? Mr. Rose stated at this point, staff is looking at the Space Needs Study from two perspectives; financing the Police Headquarters and Court; pay as you go plan for City Hall, or financing everything.

Ms. Gilbertson stated at the end of the Space Needs Study Trivers provided costs on a conceptual level for several projects they identified as future considerations.

Mayor Crow questioned whether the construction costs identified in this presentation represented the true numbers; even though there appears to be a temporary spike in construction costs? Ms. Gilbertson stated Trivers views the numbers presented tonight as their budget. So, their job is to work with the City and their cost-estimator who will be monitoring the project at every level, to make sure the project is delivered within budget. But, if anything beyond their control happens to impact those numbers the City will be notified.

Mr. Rose informed Council that staff has tentatively scheduled Trivers' contract for consideration at its July 12th meeting.

Councilmember Hales stated his recollection is that the City purchased a generator for the trailers. So, is his assumption correct, that the need to provide a new generator for the Police Facility is based on the fact that the old generator is not sufficient for the new building? Ms. Gilbertson stated that his assumption was correct.

Councilmember McMahon asked whether the trailers had to be removed before any of the work could be performed? Ms. Gilbertson stated the goal is for the trailers to remain in place during the entire construction phase.

Mayor Crow asked Mr. Rose whether the trailers were owned by the City or the leasing company? Mr. Rose stated they are still the property of the leasing company, but at this point, the City is only paying a minimal cost to rent them.

Councilmember Hales asked if the schedule provided any leeway for accelerating the completion of this project?

Ms. Gilbertson stated if an earlier milestone is desired, like a month or something along those lines, they would be willing to work with the City to accommodate that request. But right now,

the design schedule is set up to reflect the typical ideal processing time for Trivers, and the construction schedule, which is a high-level estimate, is something that the estimator will be reviewing and fine-tuning at every milestone.

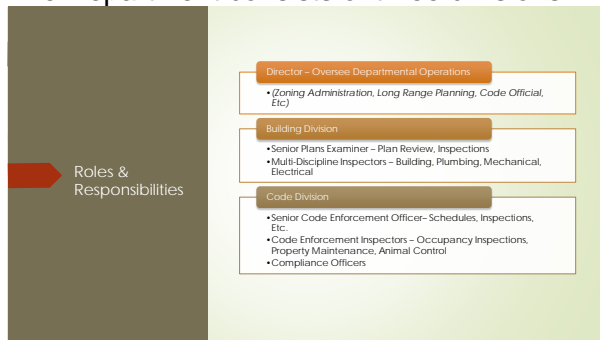
Mayor Crow thanked Ms. Gilbertson and her team for joining Council this evening.

4. **CODE ENFORCEMENT AND SOFTWARE UPDATE**

Mr. Cross stated staff came before Council in November of last year with an overview of its Code Enforcement Division and the Department as a whole. The goal of this update is to provide Council with staff's thoughts on what they believe will be necessary to move the Department forward in the future.

Roles & Responsibilities

The Department consists of three divisions.



The Planning Division will now include the Senior Planner Position.

Department Breakdown

- Senior Plans Examiner - supervises the Multi-Discipline Inspectors and performs in-house plan reviews
- Multi-Discipline Inspectors - the goal for FY2022 is to add one additional inspector
- Lead Code Enforcement Officer - supervises property maintenance and housing inspectors
- Compliance Officers - the two new officers anticipated in FY2022 will focus on exterior violations by conducting daily sweeps for tall grass, vehicles, and garbage
- Senior Planner - assists the Director with zoning administration, long-range planning, the Comprehensive Plan, and rewriting of the Zoning Code.



Exterior Violations vs. Occupancy Violations

Identified Deficiencies:

- Staff Estimated 70-75% of Code Enforcement was spent on Occupancy Inspections.
- Loss of one Multi-Discipline Inspector resulted in one Code Enforcement Officer performing Multi-Discipline Inspections.
- Staff recommended reducing the assignment of the Code Enforcement Housing inspectors from nuisance types of exterior violations. One to Two additional inspectors were recommended to improve departmental efficiency in dealing with these operations.

Change of Mindset

- Reactive Code Enforcement: When inspectors receive a complaint and follow up with an inspection. If the complaint is valid, a notice is issued, giving the property owner a certain number of days to come into compliance. If they fail to come into compliance; (without any extension given), a citation is issued to go before the Housing Court.
- Proactive Code Enforcement: When an inspector identifies a code violation during a patrol. Officers are assigned a geographic portion of the City in order to become aware of violations that may occur within that area. Once the violation is observed, a citation is issued, and the procedure is the same as above.

2021 Milestones

- Electric Vehicles - one new vehicle will be added next month for a total of six
- New Software - holds staff accountable for their actions and gives the Director a better understanding of what the inspectors and the Department are accomplishing on a day-to-day basis
- Code Cleanup - the creation of a Property Maintenance Library; a combination of the 2012 Property Maintenance Code and the amendments within Chapter 240 that focus on building issues, property maintenance issues, zoning, and animal control.
- Nuisance Declaration Process - demolition

Nuisance Properties

Nuisance Property Abatement

- Process for demolitions; (reinstated & improved)
- Funding; (cost of demolition)
- Approximately 30 properties to date
 - 2 Completed demo's
 - 1 Completed self-demo
 - 2 Self-rehabs; (permits pulled by owners)
 - 1 Rehab for sale; (extension granted)
 - 2 Properties prepping for demo
 - 1 Party of interest (the bank) is addressing issues
 - Approximately 20 properties completing the hearing process

Software Update

- Experienced delays in configuration & data transfer
- Go live expected July 2021
- Portal for the public – One-Stop-Shop
<https://ci-universitycity-mo.validation.smartgovcommunity.com/Public/Home>
 - Apply for a permit
 - Submit drawings & other documents
 - Pay permit fees
 - Request an inspection
 - Lookup pending applications, permits, and inspection results
 - Review parcel information
 - Public notices

Councilmember Hales stated he thinks a lot of folks will really appreciate the online portal and posed the following questions to Mr. Cross:

Q. Will this system send notifications to the applicant when a new action is initiated?

A. Yes, this system will tell the applicant when an application has been reviewed, approved, and advises them on the next steps to take. The system is also set up to notify supervisors and the Director to make sure no one drops the ball, and that the workflow keeps moving.

Q. Does the system notify Public Works about interrelated permits?

A. Yes, access by the Public Works Department has been built into the system. And another advantage of this software is that it provides you with the ability to make changes or add/remove a step to the process.

Q. How many times does a Compliance Officer observe an issue before a formal process is initiated?

A. At this point, there is no set number, but to ensure consistency the process needs to be defined. The Code Library provides day ranges that are dependent upon the extent of the violation.

For example, if you are a first-time homeowner or you're sick and can't mow your lawn, you're given a five-day extension. But if you're a landlord with frequent violations there are no extensions. The bottom line is that no one should be given more than two or three opportunities for the same offense or property before the issue is elevated to the next stage. And his opinion is that homeowners committed to this community should be given the benefit of the doubt, while landlords should receive fewer leniencies.

Mr. Rose stated the City expects its inspectors to use good judgment when discerning whether an individual knows or should have known that they were violating a nuisance ordinance. Typically, he thinks there should only be one warning allowing the owner to conform. And if the issue exists after that warning or the incident keeps occurring, he believes an inspector can reasonably conclude that the individual knew or should have known about the requirements, and that infraction should then be automatically escalated to the citation stage.

Councilmember Cusick posed the following questions to Mr. Cross:

Q. What is the Department doing to address residents' immediate concerns about properties that are unsightly or could potentially pose a danger to the community while it is going through the legal process?

A. My Department has not been very proactive in addressing these issues in the past. And in spite of the fact that there is an appeals process contained in the Nuisance Declaration, there are some provisions that allow him and the City Manager to take immediate action to abate safety issues. In addition, with a full complement of employees, they will now have the ability to identify targeted areas and start to build a better plan.

Q. Will Compliance Officers also be monitoring the status of construction areas and properties that have already been declared a nuisance?

A. Perhaps eventually, but construction sites are actually the responsibility of the Multi-Discipline Inspectors who are in charge of regulating that active permit. So, one of the mindsets he hopes these inspectors will change is only looking at what they have been requested to inspect and begin to understand and reinforce the best management practices that should be used to secure a site.

Q. When residents encounter specific problems like the ones we've discussed, are they ever notified when action is being taken to address the problems?

A. Traditionally, no notifications were ever made to neighboring residents. But since the new software allows his Department to prepare public notices for properties that are under review, they could also add a module that allows residents to obtain updates on the status of those reviews.

Mayor Crow stated it is always a delicate balance between initiating a new process and making sure that residents are aware of what they are, where they are, and how to use them. So, to ensure that the people who are impacted are informed about this new Public Portal a lot of work needs to take place with regards to getting this information out to the public.

Mr. Rose stated the intent is to place an emphasis on residents' subscribing to and utilizing *The Community Report* that goes out weekly because it will contain up-to-date information on the City's activities. So, he would encourage anyone that has not signed up for this report to contact Gabby Macaluso and get on her distribution list.

Councilmember McMahon asked if any guidance with respect to the availability of community resources would be provided to the new Compliance Officers so that they can offer assistance to residents who may not be financially or physically able to complete the work these officers are requesting them to do? Mr. Cross stated he will be encouraging both Compliance and Code Officers to utilize the Department's resource list to put those individuals in contact with agencies that can assist them. Compliance versus citation is always better for everyone involved.

5. ADJOURNMENT

Mayor Crow thanked Mr. Cross for his presentation and adjourned the Study Session at 6:16 p.m.

LaRette Reese
City Clerk