



MEETING OF THE CITY COUNCIL
CITY OF UNIVERSITY CITY
CITY HALL, Fifth Floor
6801 Delmar Blvd., University City, Missouri 63130
Monday, November 13, 2023
6:30 p.m.

AGENDA

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. PROCLAMATIONS (Acknowledgement)
none

E. APPROVAL OF MINUTES

1. October 23, 2023 Meeting Minutes

F. APPOINTMENTS to BOARDS AND COMMISSIONS

1. Charles Gascon and Al Fleischer are nominated for re-appointment to the Plan Commission by Councilmember Jeff Hales.
2. Larry Williams is nominated for appointment as a fill in to the Arts and Letters Commission by Mayor Terry Crow.
3. Maximilian Sassouni is nominated for appointment as a fill in to the LSBD by Mayor Terry Crow.
4. Bobette Patton and Cynthia Martin are nominated for re-appointment to the EDRST Board by Mayor Terry Crow.

G. SWEARING IN TO BOARDS AND COMMISSIONS

1. Charlene Temple was sworn in to the Arts and Letters Commission on November 9, 2023 in the Clerk's office.
2. Nicole Baumgarten was sworn in to the Green Practices Commission on November 6, 2023 in the Clerk's office.

H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)

Request to Address the Council Forms are located on the ledge just inside the entrance.

Please complete and place the form in the basket at the front of the room.

*The public may also submit written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: councilcomments@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention City Clerk. Such comments will be provided to City Council prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting. Please note, when submitting your comments, a **name and address must be provided.** Please also not if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.*

I. COUNCIL COMMENTS

J. PUBLIC HEARINGS

none

K. CONSENT AGENDA (1 voice vote required)

1. Contract Approval for Right-of-Way Acquisition Consulting Services (Temporary and Permanent Construction Easements) Canton Phase II-STP-5402(619)
2. EDRST Funding – FY24 Farmers Market and U City in Bloom
3. Façade Improvement Policy Changes
4. Events Policy Change

L. CITY MANAGER’S REPORT – (voice vote on each item as needed)

1. First (1st) Quarter Financial Report - September 30, 2023

M. UNFINISHED BUSINESS (2nd and 3rd readings – roll call vote required)

1. **BILL 9525** – AN ORDINANCE AMENDING SECTION 130.580 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO NON-UNIFORMED EMPLOYEES RETIREMENT SYSTEM BENEFIT ADJUSTMENTS, BY INCREASING MONTHLY BENEFITS TO RETIREES AND THEIR BENEFICIARIES OTHER THAN CHILDREN BY TWO PERCENT.
2. **BILL 9526** - AN ORDINANCE AMENDING SECTIONS 130.590 AND 130.600 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO NON-UNIFORMED EMPLOYEES RETIREMENT SYSTEM BENEFITS ON TERMINATION OTHER THAN RETIREMENT OR DEATH, AND VESTING OF BENEFITS, RESPECTIVELY, BY DECREASING THE NUMBER OF YEARS OF SERVICE FOR VESTING OF BENEFITS FROM TEN YEARS TO FIVE YEARS.
3. **BILL 9531** – AN ORDINANCE FIXING THE COMPENSATION TO BE PAID TO CITY OFFICIALS AND EMPLOYEES AS ENUMERATED HEREIN FROM AND AFTER NOVEMBER 13, 2023, AND REPEALING ORDINANCE NO. 7337.

N. NEW BUSINESS

Resolutions (voice vote required)

Resolutions

none

Bills (Introduction and 1st reading - no vote required)

none

O. COUNCIL REPORTS/BUSINESS

1. Boards and Commission appointments needed
2. Council liaison reports on Boards and Commissions
3. Boards, Commissions and Task Force minutes
4. Other Discussions/Business

P. CITIZEN PARTICIPATION (continued if needed)

Q. COUNCIL COMMENTS

R. EXECUTIVE SESSION (roll call vote required)

Motion to go into a Closed Session according to Missouri Revised Statutes 610.021 (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives or attorneys.

S. ADJOURNMENT

The public may also observe via:

Live Stream via YouTube:

https://www.youtube.com/channel/UCyN1EJ_-Q22918E9EZimWoQ

Posted November 9, 2023

MEETING OF THE CITY COUNCIL
CITY OF UNIVERSITY CITY
CITY HALL, Fifth Floor
6801 Delmar Blvd., University City, Missouri 63130
Monday, October 23, 2023
6:30 p.m.

AGENDA

A. MEETING CALLED TO ORDER

At the Regular Session of the City Council of University City held on Monday, October 23, 2023, Mayor Terry Crow called the meeting to order at 6:30 p.m.

B. ROLL CALL

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

Councilmember Stacy Clay (*arrived 6:32 p.m.*)
Councilmember Aleta Klein
Councilmember Steven McMahon
Councilmember Jeffrey Hales
Councilmember Dennis Fuller
Councilmember Bwayne Smotherson

Also in attendance were City Manager, Gregory Rose, City Attorney, John F. Mulligan, Jr.; Deputy City Manager, Brooke Smith, Senior Planner, Mary Kennedy, and Director of Planning & Zoning, Dr. John Wagner.

C. APPROVAL OF THE AGENDA

Mr. Rose requested that Item L5 of the City Manager's Report; Conditional Use Permit for 608 Kingsland, be renamed LB, and discussed at the conclusion of Section M.

Councilmember Hales moved to approve the amendment, it was seconded by Councilmember Fuller, and the motion carried unanimously.

Councilmember McMahon moved to approve the Agenda as amended, it was seconded by Councilmember Klein, and the motion carried unanimously.

D. PROCLAMATIONS - (Acknowledgements)

1. Recognizing Extra Mile Day – A Proclamation declaring November 1, 2023, to be Extra Mile Day and encouraging each individual in the community to go the extra mile in their efforts to make the world a better place.
2. Honoring Gatesworth Senior Living - A Proclamation declaring October 29, 2023, as "The Gatesworth Day," and congratulating this senior facility on its 35th anniversary.
3. Honoring Arts and Letters Tradition of Literary Excellence Award – A Proclamation congratulating Carl Phillips on being the recipient of the 2023 Tradition of Literary Excellence Award for his outstanding poetry contributions to University City.
4. Honoring Arts and Letters Returning Artists – A Proclamation recognizing Mama Lisa Gage for her many professional accomplishments, and for being this year's guest at the Returning Artists Series.

E. APPROVAL OF MINUTES

1. October 9, 2023, Meeting Minutes were moved by Councilmember McMahon, seconded by Councilmember Fuller, and the motion carried unanimously with the exception of Councilmember Hales.

F. APPOINTMENTS TO BOARDS AND COMMISSIONS

None

G. SWEARING IN TO BOARDS AND COMMISSIONS

1. Renau Bozarth was sworn into the LSBD Board on October 17, 2023, in the Clerk's office.
2. Chris Cholley was sworn into the Park Commission on October 19, 2023, in the Clerk's office.
3. Olivia Steely was sworn into the Arts and Letter Commission on October 20, 2023, in the Clerk's office.
4. Linda Fried was sworn into the Urban Forestry Commission on October 20, 2023, in the Clerk's office.
5. Robert Levy was sworn into the CALOP Commission on October 20, 2023, in the Clerk's office.

H. CITIZEN PARTICIPATION (Total of 15 minutes allowed)

Procedures for submitting comments for Citizen Participation and Public Hearings:

Request to Address the Council Forms are located on the ledge just inside the entrance. Please complete and place the form in the basket at the front of the room.

Written comments must be received **no later than 12:00 p.m. on the day of the meeting**. Comments may be sent via email to: councilcomments@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention City Clerk. Such comments will be provided to City Council prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note that when submitting your comments, a **name and address must be provided**. Please also note whether your comment is on an agenda or a non-agenda item. If a name and address are not provided, the comment will not be recorded in the official record.

Frank Ollendorff, 8128 Cornell Court, U City, MO

Mr. Ollendorff presented the City Manager with the official U City Lion's Mask to be worn on special occasions when representing the City.

He stated U City has one of the finest police departments in the metropolitan area and they deserve a state-of-the-art police station. So, he would urge Council to put them in the Annex now. This design has been reviewed by five nationally-recognized architectural firms that all agreed on the basics. Only one recommended removal of the Courts. And since one of the main findings in the Ferguson Report was the need to keep the police and courts separate, that must be done here as well.

Council just completed a review of this plan by a sixth firm which also agreed on the basic plan to build a state-of-the-art police station in the Annex, with several recommended changes. And since this plan is similar to what every police chief over the last 40 years has asked for, he sees no reason to hold this part of the project up.

Mr. Ollendorff stated the recommended changes should be put out to bid as soon as possible, but the rest of the project needs a lot more study. The current proposed plans for the Tivoli Building do not meet the City's needs, but a concept like the One-Stop-Shop does. There are a lot of different ways this can be accomplished; for instance, on the first floor of City Hall or a kiosk at the community center.

With respect to the parking, he thinks the City should think bigger than the parking lot currently being proposed. Wash U's project located across the street is being held up because of a shortage of parking. So, he thinks all of the parking issues throughout Civic Plaza should be taken into consideration. And he would encourage the City to work together with Wash U to come up with a plan that would serve the needs of every building within Civic Plaza.

I. COUNCIL COMMENTS

None

J. PUBLIC HEARINGS

1. Text Amendment – 608 Kingsland

Mayor Crow opened the Public Hearing at 6:39 p.m., and after acknowledging that there were no written or oral comments, the hearing was closed at 6:40 p.m.

K. CONSENT AGENDA - (1 voice vote required)

None

L. CITY MANAGER'S REPORT - (Voice vote on each item as needed)

1. Receipt of Comprehensive Plan; (Adopted by the Plan Commission on 10/6/2023)

Mr. Rose stated staff is recommending that Council receive the Comprehensive Plan adopted by the Planning Commission and provide guidance on how to implement a briefing of this plan which has tentatively been scheduled for January during a Saturday Work Session.

Mayor Crow stated his preference would be to commence briefing prior to the Work Session, in smaller increments, like Council's one-hour Study Sessions.

Councilmember Hales stated six of the seven Commissioners are here tonight and his thoughts focus on less input and more recognition. This has been a long and arduous process undertaken by an incredible group of people who have poured themselves into every step of this process, so, thank you.

Mr. Rose stated that based on those comments he will coordinate the next step of scheduling a series of Study Sessions to start the briefing process with Dr. Wagner and the Planning Commission.

2. Initiation of Eminent Domain

Mr. Rose stated staff is recommending that Council provide authorization to proceed with eminent domain; if necessary, on two vacant single-family homes in the 3rd Ward.

Ms. Smith stated the specific properties associated with this action are 1456 Laughlin and 7345 Carleton. Both properties are located within RPA-2 and have accumulated years of violations and code enforcement issues with little remediation. Both owners are out-of-state and have made nominal efforts to resolve these derelict conditions. And because of the way the Code is written there are no substantial options available that would compel owners to resolve issues related to code violations. Therefore, eminent domain, while novel, is the last resort approach the City has to acquire these properties.

The eminent domain process consists of sending a letter to the owners advising them of a specific timeframe for bringing their properties into compliance, and that if they fail to do so eminent domain will be utilized. Next, a Blight Study is conducted to determine long-term objectives for the property. Staff is proposing to use 3rd Ward revitalization funds to purchase the properties, remediate the issues, and sell them for redevelopment. However, the Housing and 3rd Ward Revitalization Task Force voted against using these funds, even though they were not necessarily in opposition to the process. Currently, the Task Force is engaged in their planning process for the utilization of these funds and believes that the designation of funds for this purpose would be premature before the completion of that phase.

Councilmember Clay asked if the steps outlined for this process would necessitate any action by Council? Ms. Smith stated they would, and she believes that the City Manager intends to provide Council with more details on the legal process.

Mr. Rose stated the ultimate goal is to achieve compliance by the owners and forego the condemnation process. And as long as the owners are moving in that direction at a reasonable pace, staff will work with them to ensure they are meeting all of the City's standards.

Councilmember Smotherson stated while he understands the Task Force concerns, as well as the fact that the 3rd Ward is not a redevelopment area, he thinks it would be appropriate to use these funds because it will allow the 3rd Ward to be more responsive to many of the issues plaguing their community.

He stated that he, Councilmember Clay, and the City's inspectors have been dealing with delinquent and vacant properties for years. And as the process evolved, what they've learned is that the City has nothing in its Code to mandate that a homeowner remediate these problems. And that is unmistakably illustrated by staff's 2019 List of Vacant Properties where there are 87 vacant homes in the 1st Ward; 190 in the 2nd Ward, and over 300 in the 3rd Ward. So, it's time to start addressing these problems.

Councilmember Klein stated while this sounds like a reasonable process, she would like clarification on whether the proceeds from the sale of this property would go back into the revitalization funds? Ms. Smith stated all of the revitalization funds would be recouped once the properties are sold.

Councilmember McMahon posed the following questions to staff:

Q. Is the reason why Council and the Task Force are being asked to approve this process even though the properties are located in RPA-2 because the use of eminent domain was not included in the scope of that project?

A. (Ms. Smith): That is correct; the use of eminent domain was never anticipated in the initial project.

Q. And this recommendation is being made because staff believes that it dovetails into the intended purpose for the funds being generated by the TIF?

A. (Ms. Smith): That is correct.

Q. Would staff's recommendation be the same if the TIF funds did not exist?

A. (Mr. Rose): While staff would need to identify a revenue source for funding, the process is needed, so the recommendation would be the same. The City has simply not been successful in addressing these types of persistent violations by using the existing Code, and the hope is that this process will produce the desired outcome.

Councilmember Clay stated this Council has been proactive in trying to address some of the issues in the 3rd Ward by spurring redevelopment like the Market at Olive, which was a macro-level approach. The implementation of this process is a tactical approach that he thinks will complement what has already been done. He stated the City has a number of vacant properties that need to be addressed because they are a stigma to neighborhoods. These two properties represent those egregious outliers that have racked up numerous violations going back to 2011. And in his opinion, that places them in a unique category from properties with minor offenses.

That said, he would like his colleagues to be clear about what this is and what it is not. Tonight, staff is only talking about obtaining Council's authorization to send a letter; not the deployment of eminent domain. Because based on the existing framework associated with eminent domain, Council and the Task Force must be consulted at each subsequent step of the process and provided with an opportunity to offer input or even refine some of the procedures.

Councilmember Clay stated in 2019 Council authorized staff to develop and execute a Demolition Program to hold negligent landlords accountable for their failure to resolve egregious infractions. However, that program encountered several issues that made it difficult to activate. First, there were no means for recouping the significant costs associated with demolition. Second, it was an invasive process that not all neighbors or neighborhoods were supportive of. And third, except in cases where a house was literally falling down, it posed unanticipated legal challenges. So, the program stalled and frankly, has been ineffective.

Councilmember Clay stated once again, that he would encourage his colleagues not to let the perfect be the enemy of the good, and to move forward with this step of the process.

Councilmember Hales posed the following questions to Mr. Rose:

Q. I am encouraged by the fact that there seems to be a lot of activity going on at the Carleton property, and curious to know whether there were any discussions with this property owner that led up to this work being performed?

A. *Staff has had conversations with this property owner for several years. And before this item was placed on the agenda Dr. Wagner was advised to contact the owner and inform him of the City's intent to recommend that the process of eminent domain be initiated.*

Q. Do you know if that direct contact transpired?

A. *Yes, it did. And the current activity commenced shortly thereafter.*

Q. If this is what happened because of one contact, then this tool obviously has some potential. So, with that in mind, has a policy or the framework for such a policy been established to determine when a house would be considered for eminent domain?

A. *At this point, staff is simply looking at the most egregious infractions on a case-by-case basis. For example, both of these houses were on the demolition list, which indicates that for over five years staff has executed multiple processes in an attempt to not only bring them into compliance but maintain that compliance. The next phase entails working with Ms. Smith and the City Attorney to draft some language for Council to consider that provides staff with guidance on when a house should be presented for a recommendation to proceed with eminent domain. And the significance of going through this process is that it will provide a better understanding of what should be included in that policy.*

Q. Will the funding source be determined at a later time?

A. *If the use of eminent domain is approved, the first step is to send a letter to the property owner disclosing the City's intent and providing them with an opportunity to work out an agreement that includes a timeframe for when the home will be brought into compliance. If that is unsuccessful, the next step will be to present Council with a recommendation to move forward with the Blight Study, along with a proposed funding source to cover the cost of that study.*

Q. Prior to the Task Force making a formal recommendation, how much funding is being considered?

A. *At this point, I am unable to provide Council with an exact amount. However, I believe that it will cost roughly \$10,000 to cover the Blight Study. As it relates to the funding source, my understanding is that the 3rd Ward Revitalization Fund was established for the purpose of revitalizing the 3rd Ward. So, it is very likely that I will recommend the use of those funds since he believes this process is a component of that plan.*

Q. How much of that funding could potentially be utilized before the Task Force completes their work?

A. *While it's difficult to surmise how long it is going to take them to complete their mission, my assumption is that the most it will cost is \$400,000 for the study, cost of the home, and legal fees. But keep in mind that that these homes will not be land-banked, they will be renovated and placed back on the market for sale. So effectively, what will happen is that the 3rd Ward funds will be reimbursed.*

Councilmember Hales stated while he understands the Task Force concerns, at this point, he is comfortable with the first step of this process because it could be a tool that motivates absentee landlords to take some action.

Councilmember McMahon stated if what Council is being asked to do is authorize a notice of noncompliance and not an official statutory letter for eminent domain, then he's comfortable with moving forward. But has any consideration been given to whether an owner still has the option to comply after the Blight Study has been commenced? Because if that process does not come to fruition it could result in a loss of those 3rd Ward funds. Mr. Rose stated that is certainly something staff will need to consider. However, because these properties have received previous violation notices that are already a part of the judicial process, once the official eminent domain process is

commenced, that information, along with all costs that have been incurred will be provided to the Prosecutor and Judge; unless the City Attorney advises me otherwise.

Citizen's Comment

Gladys Creer, 8043 Appleton Drive, U City, MO

Ms. Creer stated she moved to U City 50 years ago because of its beauty. She loves living here and intends to stand firm on her commitment to make sure it remains beautiful.

Ms. Creer stated even though the houses in her neighborhood are small, they are well-built, paid for, valued, and except for her neighbor on Laughlin, well-maintained. Can you imagine how it feels to live next to a derelict house for ten years? This homeowner; who now lives in California, has either forgotten or simply doesn't care that his house is located in a community, not on an island. And one reason why she and the other senior citizens on her street work so hard to maintain their homes is because of the kids walking past on their way to school. What they see can have a lasting impression. Even though they can't afford to live in some of the mansions located in other wards it's important to make sure that the 3rd Ward does not become rundown like other areas have. Ms. Creer thanked her members of Council for their support and for working so hard to maintain the same beauty in the 3rd Ward as you see in other parts of the City.

Councilmember Clay moved to approve the initiation of an eminent domain process for 1456 Laughlin and 7345 Carleton, it was seconded by Councilmember Smotherson.

Councilmember Smotherson thanked Ms. Creer and noted that years ago she installed a privacy fence just to separate her property from the house on Laughlin. And he would encourage his colleagues to drive by and look at the blemish this property puts on her neighborhood. Councilmember Smotherson stated that he appreciates the consideration given to this issue because it is important for them to get this process started.

Councilmember Hales asked if the intent of this motion is to have Council authorize the distribution of a letter notifying the homeowners of their need to comply within a given timeframe? Councilmember Clay stated that is correct, just the notice of noncompliance.

Voice vote on Councilmember Clay's motion carried unanimously.

3. Funding request for emergency remediation and clean-up of the Seafood City store; (8020 Olive)

Mr. Rose stated staff is recommending that Council authorize a payment to Bio-One St. Louis for the emergency cleanup of Seafood City. Seafood left by the owners when the store closed started rotting creating a significant odor that began emanating from the store. Staff determined this to be a health hazard, and as a result, this vendor was hired to clean up the facility.

Dr. Wagner stated this remediation took four weeks to complete. And while the owner has paid for one week, they informed him that they were not in a position to pay the entire cost. Therefore, a lien in the amount of \$127,000 for the cost of remediation, as well as the additional fees associated with dumpsters and man-hours will be placed on the property.

Councilmember Hales asked if Council could be updated when the lien process has been completed? Mr. Rose stated he believes that Dr. Wagner is waiting to get all of the costs associated with the cleanup together before it is filed.

Dr. Wagner stated the goal is to get it filed within the next two or three weeks.

Mr. Rose stated staff should be able to provide Council with an update within the next 30 days.

Councilmember Fuller stated that he is not optimistic about the City's ability to recover these costs since this property has been up for sale, off and on, for the last ten years.

So, perhaps, the process of eminent domain should be considered in this case as well. He then asked if the lien would accumulate interest until it is paid in full? Mr. Mulligan stated the Code spells out the process for abating nuisance liens and his recollection is that it will accrue interest at the rate of 8% until it is paid in full.

Mayor Crow stated he thinks everyone is aware that there was a crisis at this site that had to be addressed, but at some point, it might be more appropriate to discuss whether there are any other legal options that can be explored during an Executive Session.

Councilmember Fuller moved to approve, it was seconded by Councilmember Klein, and the motion carried unanimously.

4. OMCI Participation

Mr. Rose stated staff is recommending that Council approve the City's participation in (OMCI), the Operations, Maintenance, and Construction Improvement reimbursement program.

Dr. Wagner stated the City participated in this program last year at Deer Creek and River des Peres. And as indicated in Council's packet, this year's allocation is a little more than last year's by about \$40,000 on both funds.

Councilmember McMahon moved to approve, it was seconded by Councilmember Hales, and the motion carried unanimously.

5. Conditional Use Permit (CUP-23-04) – 608 Kingsland; (moved to Section M)

M. UNFINISHED BUSINESS - (Roll call vote required on 2nd and 3rd readings)

1. BILL 9528 – AN ORDINANCE AUTHORIZING THE CITY OF UNIVERSITY CITY, MISSOURI TO PARTICIPATE IN THE MISSOURI FIRE FIGHTERS' CRITICAL ILLNESS TRUST AND POOL. Bill Number 9528 was read for the second and third time.

Councilmember Smotherson moved to approve, it was seconded by Councilmember Hales.

Roll Call Vote Was:

Ayes: Councilmember Klein, Councilmember McMahon, Councilmember Hales, Councilmember Fuller, Councilmember Smotherson, Councilmember Clay, and Mayor Crow.
Nays: None.

2. BILL 9529 - AN ORDINANCE AMENDING SECTION 205.020 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO ADDITIONS, INSERTIONS, DELETIONS AND AMENDMENTS TO THE INTERNATIONAL FIRE CODE, 2018 EDITION, BY ADDING PROVISIONS ON PREMISES IDENTIFICATION FOR EDUCATIONAL GROUP BUILDINGS. Bill Number 9529 was read for the first and second time.

Councilmember McMahon moved to approve, it was seconded by Councilmember Klein.

Roll Call Vote Was:

Ayes: Councilmember McMahon, Councilmember Hales, Councilmember Fuller, Councilmember Smotherson, Councilmember Clay, Councilmember Klein, and Mayor Crow.
Nays: None.

3. **BILL 9530** – AN ORDINANCE AMENDING SECTIONS 400.2130 AND 400.1140 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, RELATING TO THE MINIMUM OFF-STREET PARKING AND LOADING SPACE REQUIREMENTS AND MINIMUM LOT AREA REQUIREMENTS FOR EXISTING ELEVATOR APARTMENT BUILDINGS IN THE “CC” CORE COMMERCIAL DISTRICT. Bill Number 9530 was read for the second and third time.

Councilmember Fuller moved to approve, it was seconded by Councilmember Clay.

Roll Call Vote Was:

Ayes: Councilmember Hales, Councilmember Fuller, Councilmember Smotherson, Councilmember Clay, Councilmember Klein, Councilmember McMahon, and Mayor Crow.

Nays: None.

- L (5). Conditional Use Permit (CUP-23-04); 608 Kingsland
Mr. Rose stated staff is recommending that Council consider a CUP for 608 Kingsland, which Senior Planner, Mary Kennedy will provide details on.

Ms. Kennedy stated this application is for a four-story, mixed-use building with retail and restaurant spaces on the ground floor, and apartments on the remaining floors. It is located at the corner of Kingsland and Delmar which used to house Cicero's that closed in 2017. She stated the Applicant would like to increase the number of efficiency units from 36 to 48. The current 36 units were in existence before the new Zoning Code which requires a CUP for new dwellings located above the ground floor in the core Commercial District. Ms. Kennedy noted that the Planning Commission recommended approval at their August 16th meeting, along with the text amendment that was just approved.

Councilmember Clay moved to approve, it was seconded by Councilmember Smotherson, and the motion carried unanimously.

N. NEW BUSINESS

Resolutions - (Voice vote required)

Resolution

1. **Res 2023-16** FY23 Budget Amendment #5

Councilmember Hales moved to approve, it was seconded by Councilmember Klein, and the motion carried unanimously.

Bills - (No vote required on introduction and 1st reading)

Introduced by Councilmember Smotherson

1. **BILL 9531** - AN ORDINANCE FIXING THE COMPENSATION TO BE PAID TO CITY OFFICIALS AND EMPLOYEES AS ENUMERATED HEREIN FROM AND AFTER NOVEMBER 13, 2023, AND REPEALING ORDINANCE NO. 7337. Bill Number 9531 was read for the first time.

O. COUNCIL REPORTS/BUSINESS

1. Boards and Commission appointments needed
2. Council liaison reports on Boards and Commissions
3. Boards, Commissions, and Task Force minutes
4. Other Discussions/Business

Councilmember Smotherson stated he noticed that Robert Levy was sworn into the CALOP Commission.

But his understanding is that this Commission was going to be dissolved because the funds they had oversight for have now been exhausted.

Mayor Crow stated he thinks there is still money in that account, but the City Manager can provide him with more information.

P. CITIZEN PARTICIPATION - (Continued if needed)

Q. COUNCIL COMMENTS

Councilmember Clay thanked his colleagues for moving the eminent domain provision forward. He stated that he is committed to working with everyone to make sure any questions are answered, and the process is refined. He then thanked Ms. Creer for her comments and support in this effort.

Mayor Crow acknowledged the presence of Representative Joe Adams and thanked him for his service. He then congratulated Councilmember Smotherson for achieving the designation of Certified Municipal Official for the Municipal Governance Institute. Mayor Crow stated the dedication members apply to this work is always appreciated.

R. EXECUTIVE SESSION - (Roll call vote required)

Motion to go into a Closed Session according to Missouri Revised Statutes 610.021 (1) Legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives or attorneys.

Councilmember Hales moved to close the Regular Session and go into a Closed Session, it was seconded by Councilmember McMahon.

Roll Call Vote Was:

Ayes: Councilmember Clay, Councilmember Klein, Councilmember McMahon, Councilmember Hales, Councilmember Fuller, Councilmember Smotherson, and Mayor Crow.

Nays: None.

S. ADJOURNMENT

Mayor Crow thanked everyone for their participation at tonight's meeting and closed the Regular Session at 7:33 p.m. to go into a Closed Session on the second floor. The Closed Session reconvened in an open session at 8:28 p.m.

LaRette Reese
City Clerk, MRCC

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	CA20231123-01
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SUBJECT/TITLE: Contract Approval for Right-of-Way Acquisition Consulting Services (Temporary and Permanent Construction Easements) Canton Phase II-STP-5402(619)			
PREPARED BY: Darin Girdler, Director of Public Works		DEPARTMENT / WARD Public Works/Ward 3	
AGENDA SECTION:	Consent	CAN ITEM BE RESCHEDULED?	Yes
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: City Manager recommends City Council approval to enter into an agreement with O.R. Colan Associates (ORC) for easement acquisition services in the amount of \$87,250.00.			
FISCAL IMPACT: \$87,250.00 (City Share: \$51,250.00 Federal Share: \$36,000.00) According to the city's TIP application the requested STP-S Fund amount was \$36,000.00 (O.R. Colan easement acquisition services don't include the cost of easements)			
AMOUNT:	\$87,250.00	ACCOUNT No.:	12-40-90_8080
FROM FUND:		TO FUND:	
EXPLANATION: The City applied for the funding of this project a few years ago and it is in the final stages of design and then easement acquisition can begin. Twenty-five (25) easements are necessary for this project.			

STAFF COMMENTS AND BACKGROUND INFORMATION: Canton Phase II is a federally funded STP project that will finish up the paving of east Canton Avenue (similar to phase I).Canton Phase III repaving was also completed this year as a part of the City funded Capital Improvement Project. O.R. Colan is qualified by MoDOT as a right-of-way acquisition consultant and they are experts in the legal and technical processes approved to be utilized for this purpose.
--

CIP No.	
RELATED ITEMS / ATTACHMENTS: O.R. Colan professional services contract proposal	

LIST CITY COUNCIL GOALS (S): Infrastructure	
RESPECTFULLY SUBMITTED:	City Manager, Gregroy Rose
MEETING DATE:	November 13, 2023

COST PROPOSAL NARRATIVE REVISION #3
Right of Way Tasks
STP-5402(619)
Canton Phase 2

The following proposed Scope of Services and Cost Proposal is submitted by O. R. Colan Associates (ORC) to the City of University City (City) for assistance in acquiring easements on certain parcels on the Canton Phase 2 Project. The project includes the need to acquire easements on 27 parcels (22 temporary easements, 1 permanent easement & 4 with both temporary and permanent). Two of the parcels are owned by City and they have advised they will complete the donation letter, waiver valuation, or negotiate on those parcels. ORC's scope includes all right of way services for 25 parcels and recording for the 2 City owned parcels. Initial contact with all property owners will be via a donation request letter delivered through certified mail. Within 30 days after proof of receipt, all property owners will be contacted to secure the donation or begin negotiations.

ORC will begin work on the project upon receiving a signed contract and Notice to Proceed and all work will be substantially completed by February 29, 2024. This will be considered the conclusion of the project.

SCOPE OF WORK

Pre-Acquisition Meeting, Progress Reports and Project Management

Up to two ORC team staff members will participate in a pre-acquisition meeting with City staff. This meeting will be to discuss project timelines, milestones, document coordination and review the scope of work responsibilities. The pre-acquisition meeting should be attended by the appropriate City staff and project representatives.

In addition, ORC will provide a bi-weekly written status report to the City for the life of the contract. ORC's Project Manager (PM) will be responsible for supervision of the right-of-way activities and firm's work on the project. The PM will serve as the main point of contact to the City for overriding project concerns. The PM will be responsible for developing and maintaining the schedule. The PM will also provide status updates to City as requested. The PM will have a project tracking system which will be used to follow the progress of each parcel regarding specific milestones in comparison to the project timeline. This is essentially a critical path analysis, from a right of way perspective. The PM will conduct regularly scheduled meetings with the Agents to discuss the status of each parcel. These meetings will assist in identifying and solving issues as early as possible.

The PM will review all project documentation including engineering design plans, preliminary valuations, and the City's standard forms to be familiar with the project, provide oversight to ensure offers are delivered in a timely manner and in compliance with federal and state laws and that negotiations occur without coercion, the Negotiator's Logs are kept accurately and up to date, and that Administrative Settlements are well documented and provide the necessary support. The PM will provide customer service support throughout the life of the project as deemed necessary. The PM will conduct the billing and close out activities for the project.

In addition to the daily quality control provided by the Project Manager and Agents, ORC's Document Control and Quality Control Teams will be responsible for performing tasks such as preparing and reviewing Offer Packets before they are delivered to the owner to ensure all the information is consistent, that the offer is addressed to the correct party, that all documents are included and that there are no spelling or grammar issues.

Ownership Research

The last deeds of record shall be obtained by City and will be provided to ORC within 5 business days of the Notice to Proceed.

Valuation Services

In situations where property owners are not interested in conveying an easement via donation then just compensation will be offered, ORC will prepare a Payment Estimate/Waiver Valuation in accordance with MoDOT guidelines. These Payment Estimate/Waiver Valuation will be presented to the City for review and approval.

Negotiations

ORC will make attempts to contact each property owner to discuss the project and request a donation of the needed property rights. If the owners request an offer of compensation, ORC will prepare the Payment Estimate/Waiver Valuation as described above.

For these parcels ORC will prepare an Offer Packet for review and signature of the City. This packet will include the Offer Letter, associated plan sheet, a copy of the Payment Estimate/Waiver Valuation and the Easement Deed. ORC will attempt to meet with the property owner at the subject property and hand deliver the Offer Packet to the owner while also reviewing the area of property being affected. If the owner cannot meet with ORC in a timely manner, ORC will send the Offer Packet to the owner via an alternative method such as e-mail, U.S. Postal Service, or express delivery. Any counter offers received from the property owner will be provided to the City with a recommendation from ORC.

If by February 28, 2024, ORC has not been able to communicate with the property owner or an agreement is not reached to acquire the easement, ORC will return all documents and Negotiator's Report to the City and ORC's will be considered to have fulfilled the contract. ORC will make at least five attempts to contact each property owner.

General

Changes to the taking of a parcel after the start of the appraisal or negotiation process, that are not the result of a request via negotiations, will likely result in that property being considered a new parcel and require a contract amendment.

Items to be provided by others include:

- *Right of Way Plans
- *Plats and/or Legal Descriptions of the takings
- *Last deed of record or title report
- *Any information the City has regarding the parcels that are part of this contract including attempts to contact the owner, contact information, etc.

- *Payments to Property Owners
- *Donation letter, waiver valuation, or negotiation on two City owned parcels
- *Recordings

COST PROPOSAL

Pre-Acquisition Meeting, Bi-weekly Status Updates, Progress Reports & Project Management:
Lump Sum of \$6,000

Donation Letters: 25 parcels @ \$50 each = \$1,250

Waiver Valuations: 25 parcels @ \$400 each = \$10,000

Negotiation Services: 25 parcels @ \$2,800 each = \$70,000

TOTAL: \$87,250

Proposal completed by:

Janelle Lemon, Project Manager

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	CA20231123-02
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SUBJECT/TITLE: EDRST Funding - FY24 Farmers Market and UCIB			
PREPARED BY: Brooke A. Smith		DEPARTMENT / WARD Economic Development	
AGENDA SECTION:	Consent	CAN ITEM BE RESCHEDULED?	No
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: City Manager recommends approval.			
FISCAL IMPACT: The EDRST Reserves will be reduced by \$72,090			
AMOUNT:	\$72,090	ACCOUNT No.:	11.45.78.6040
FROM FUND:	Fund 11 Fund Reserves	TO FUND:	Fund 11 Fund Reserves
EXPLANATION: UCIB and Farmers Market received funding annually from the EDRST for their respective programs and projects.			

STAFF COMMENTS AND BACKGROUND INFORMATION: At its August 24th special meeting, the EDRST Board voted to recommend the disbursement of funds to U City in Bloom and Farmers Market for fiscal year 2024. The board recommended approval of the following amounts: UCIB - not to exceed \$52,090 Farmers Market - not to exceed \$20,000. (Please note that the board approved partial disbursement for the Farmers Market due to uncertainty of their location for 2024. \$20,000 should cover expenses through December).

CIP No.	
RELATED ITEMS / ATTACHMENTS: Transmittal Letter - 8.24.23 Meeting Farmers Market FY24 Proposed Budget UCIB FY24 Proposed Budget	

LIST CITY COUNCIL GOALS (5): Economic Development Community Quality of Life and Amenities	
RESPECTFULLY SUBMITTED:	City Manager, Gregroy Rose
MEETING DATE:	November 13, 2023



Economic Development Retail Sales Tax Board

6801 Delmar Boulevard, University City, MO 63130 – Phone: 314-862-6767

September 5, 2023

Gregory Rose, City Manager
City of University City
6801 Delmar Boulevard
University City, MO 63130

Ms. LaRette Reese, City Clerk
City of University City
6801 Delmar Boulevard
University City, MO 63130

RE: Actions Taken at August 24th Special Session

Dear Mr. Rose and Ms. Reese,

At its special meeting on Thursday, August 24th at 6:30 pm, the Economic Development Retail Sales Tax Board took the following actions:

1. 5 Yes, 2 Absent to recommend approval of the LSBD's request for reimbursement for the 4/20 Event held in April.
2. 5 Yes, 2 Absent to recommend the creation of a policy prohibiting the use of EDRST funds for any events promoting the use of marijuana, alcohol, or cigarette use.
3. 5 Yes, 2 Absent to recommend the disbursement of funds to U City In Bloom for FY24, not to exceed \$52,090.
4. 5 Yes, 2 Absent to recommend the partial disbursement of funds to Farmers Market for FY24, not to exceed \$20,000.

Please do not hesitate to contact me with any questions.

Sincerely,

/s/ Kathy Sorkin

Kathy Sorkin, Chairperson
Housing and Third Ward Revitalization Task Force

EDRST B-1
City of University City
Economic Development Retail Sales Tax
FY23 Request for Funds: Estimated Budget Summary

Applicant MAFM for the U City Farmers Market
Amount of Request \$28,000

Provide a listing of each project or program proposed and the associated cost allocation.

	EDRST Funds	Applicant's Cash Funds	Applicant's Non-Cash Contributions	Other Funds	Total
I. Project or Program Direct Costs *					
Marketing: Music & Event Fees	\$9,000.00			\$2,000.00	\$11,000.00
Advertising-Print, Web, Social Media	\$2,000.00			\$2,000.00	\$4,000.00
Graphic Design and Artwork	\$2,000.00	\$2,000.00	\$3,000.00		\$7,000.00
Banner, Sign and Poster Printing	\$1,000.00				\$1,000.00
Marketing & Event Services	\$9,500.00		\$7,000.00		\$16,500.00
Event Equipment and Rentals	\$2,300.00		\$2,000.00	\$2,000.00	\$6,300.00
Special Event Supplies	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00
Culinary Series & Cooking Demos	\$1,200.00	\$500.00	\$2,500.00	\$1,000.00	\$5,200.00
SNAP/EBT, DUBF, HPES Programs		\$1,200.00	\$2,000.00	\$3,000.00	\$6,200.00
Market Set-Up and Security			\$10,000.00		\$10,000.00
Other Grants and Sponsorships				\$14,000.00	\$14,000.00
Program Management			\$3,000.00	\$5,000.00	\$8,000.00
SUB-TOTAL DIRECT	\$28,000.00	\$4,700.00	\$30,500.00	\$29,000.00	\$92,200.00
II. Indirect Costs **				Other In-Kind	
Facility Rent; In-Kind Donation				\$30,000.00	\$30,000.00
Facility Utilities-Charter, R & R, Other		\$6,600.00			\$6,600.00
Facility and Grounds Maintenance			\$12,000.00		\$12,000.00
Event and Liability Insurance		\$1,200.00			\$1,200.00
General Operating Expenses		\$4,500.00			\$4,500.00
SUBTOTAL INDIRECT		\$12,300.00	\$12,000.00	\$30,000.00	\$54,300.00
BUDGET TOTAL - ALL ACTIVITIES	\$28,000.00	\$17,000	\$42,500	\$59,000	\$146,500.00

Please Note: EDRST Budget estimate is based on pre-pandemic figures

EDRST B-1

**City of University City
Economic Development Retail Sales Tax
FY24 Request for Funds: Budget Cost Summary**

Applicant U City In Bloom
Project Olive Boulevard Planters - Design and care for Streetscape Planters
Amount of Request \$ 15,075

Provide a listing of each project or program proposed and the associated cost allocation.

	Total EDRST Funds	Applicant's Cash Funds	Applicant's Non-Cash Contributions	Other Funds	Project Total
I. Project or Program Direct Costs*					
Plant materials	\$ 1,860				\$ 1,860
Soil and amendments	\$ 1,008				\$ 1,008
Labor - garden design, installation and care	\$ 11,354				\$ 11,354
Volunteers - 210 hours @ \$25.43 per hour			\$ 5,340		\$ 5,340
Total Direct Costs	\$ 14,222				\$ 19,562
II. Indirect Costs**					
Operations	\$ 853				\$ 853
BUDGET TOTAL - ALL ACTIVITIES	\$ 15,075		\$ 5,340		\$ 20,415

*Examples of direct costs are project materials, salaries, fringe and benefits, supplies and equipment that are tied to a particular cost objective such as a project or program. Consultation with City staff is advised to assist in defining direct costs.

**Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

EDRST B-1

**City of University City
Economic Development Retail Sales Tax
FY24 Request for Funds: Budget Cost Summary**

Applicant U City In Bloom
Project Olive Boulevard - Design and Care for Gardens from Skinker to Midland
Amount of Request \$ 16,526

Provide a listing of each project or program proposed and the associated cost allocation.

	Total EDRST Funds	Applicant's Cash Funds	Applicant's Non-Cash Contributions	Other Funds	Project Total
I. Project or Program Direct Costs*					
Plant material	\$ 2,450				\$ 2,450
Soil amendments, Irrigation repairs	\$ 750				\$ 750
Garden design, mulching, plant installation, weeding, deadheading and pruning	\$ 12,391				\$ 12,391
Volunteers - 252 hours @ \$25.43 per hour			\$ 6,408		\$ 6,408
Total Direct Costs	\$ 15,591		\$ 6,408		\$ 21,999
II. Indirect Costs**					
Operations	\$ 935				\$ 935
BUDGET TOTAL - ALL ACTIVITIES	\$ 16,526		\$ 6,408		\$ 22,934

*Examples of direct costs are project materials, salaries, fringe and benefits, supplies and equipment that are tied to a particular cost objective such as a project or program. Consultation with City staff is advised to assist in defining direct costs.

**Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

EDRST B-1

**City of University City
Economic Development Retail Sales Tax
FY24 Request for Funds: Budget Cost Summary**

Applicant U City In Bloom
Project Olive Blvd - Care, maintenance, replacement & watering of Trees and Groundcover
Amount Requested \$ 9,559

Provide a listing of each project proposed and the associated cost allocation.

	Total	Applicant's Cash	Applicant's Non-Cash	Other Funds	Project
I. Project or Program Direct Costs*	EDRST Funds	Funds	Contributions		Total
Maintenance and watering of 50 trees/groundcover	\$ 7,418				\$ 7,418
Replace up to 10 trees	\$ 1,600				\$ 1,600
Volunteers - 50 hours @ \$25.43/hour			\$1,272		\$ 1,272
Total Direct Costs	\$ 9,018				
II. Indirect Costs**					\$ 10,290
Operations	541				\$ 541
BUDGET TOTAL - ALL ACTIVITIES	\$ 9,559		\$1,272		\$ 10,831

*Examples of direct costs are project materials, salaries, fringe and benefits, supplies and equipment that are tied to a particular cost objective such as a project or program. Consultation with City staff is advised to assist in defining direct costs.

**Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

EDRST B-1

**City of University City
Economic Development Retail Sales Tax
FY24 Request for Funds: Budget Cost Summary**

Applicant U City In Bloom
Project Delmar Loop - Design and care for Loop Planters from Eastgate to Kingsland
Amount of Request \$ 10,519

Provide a listing of each project or program proposed and the associated cost allocation.

	Total EDRST Funds	Applicant's Cash Funds	Applicant's Non-Cash Contributions	Other Funds	Project Total
I. Project or Program Direct Costs*					
Plant materials	\$ 2,722				\$ 2,722
Soil and amendments	\$ 1,075				\$ 1,075
Labor - garden design, installation and care	\$ 11,530				\$ 11,530
Loop Special Business District	\$ (6,000)			\$ 6,000	\$ (6,000)
Volunteers - 200 hours @ \$25.43 per hour			\$ 5,086		\$ 5,086
Total Direct Costs	\$ 9,327				\$ 19,871
II. Indirect Costs**					
Operations	\$ 1,192				\$ 1,192
BUDGET TOTAL - ALL ACTIVITIES	\$ 10,519		\$ 5,086	\$ 6,000	\$ 21,063

*Examples of direct costs are project materials, salaries, fringe and benefits, supplies and equipment that are tied to a particular cost objective such as a project or program. Consultation with City staff is advised to assist in defining direct costs.

**Examples of indirect costs are expenses relating to operations, such as general office and building expenses. These costs must represent a reasonable and proportional rate in relationship to direct costs. Consultation with City staff is advised to assist with defining indirect costs.

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	CA20231123-03
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SUBJECT/TITLE: Facade Improvement Policy Changes			
PREPARED BY: Brooke A. Smith		DEPARTMENT / WARD Economic Development	
AGENDA SECTION:	Consent	CAN ITEM BE RESCHEDULED?	Yes
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: City Manager recommends approval.			
FISCAL IMPACT: There is no fiscal impact.			
AMOUNT:	N/A	ACCOUNT No.:	N/A
FROM FUND:	N/A	TO FUND:	N/A
EXPLANATION: The EDRST Board has recommended several changes to the Facade Improvement Program.			

STAFF COMMENTS AND BACKGROUND INFORMATION: The EDRST Board has recommended several policy changes for the Facade Improvement Program. A memo summarizing the recommended changes is attached. A redlined copy with the proposed changes is also attached.

CIP No.	
RELATED ITEMS / ATTACHMENTS: Summary of Recommended Changes Redlined Copy of Facade Improvement Program	

LIST CITY COUNCIL GOALS (5): Economic Development Prudent Fiscal Management			
RESPECTFULLY SUBMITTED:	City Manager, Gregroy Rose	MEETING DATE:	November 13, 2023



OFFICE OF THE CITY MANAGER

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8531

M E M O R A N D U M

TO: Gregory Rose, City Manager

FROM: Brooke A. Smith, Deputy City Manager/Dir. of Economic Development

DATE: November 7, 2023

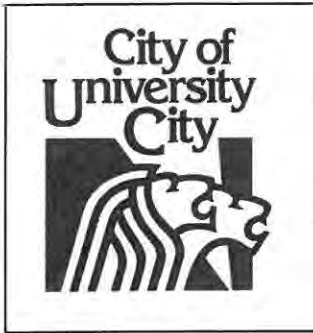
SUBJECT: Recommended Changes to the Façade Improvement Program

The purpose of this memorandum is to summarize the recommended changed to the Façade Improvement Program as requested by the Economic Development Retail Sales Tax (EDRST) Board.

At it's August 24th special meeting, the EDRST Board discussed policy changes to the Façade Improvement Program based on discussions had by the City Council when considering the approval of the FY23 Applications. After careful consideration, the EDRST Board recommends the following changes:

1. Mixed-use properties may be eligible for a reduced award not to exceed \$10,000
2. Vacant properties should be considered on a case-by-case basis
3. Projects must commence within ninety (90) days of entering into the agreement with the city
4. Projects must be completed within the fiscal year that funds are awarded. One extension may be granted upon request
5. Applicants must show proof of property and casualty insurance
6. Priority should be given to new applicants that have never been awarded funding. Applications from prior recipients will be considered after new applicants if funding permits

Please do not hesitate to contact me with any questions.



University City Façade Improvement Program

The City of University City (City) recognizes the positive impact individual façade improvements can have on the overall appearance, quality and vitality of the City's Commercial Districts. The program is in keeping with the economic development strategies outlined in the City's 2005 Comprehensive Plan Update, section C-2 ("Improve the physical appearance of all commercial districts").

The Program is designed to facilitate private sector investment in making these desired exterior improvements. The Program offers financial assistance, in the form of a matching grant up to \$15,000, to commercial property owners or business owners seeking to rehabilitate commercial building facades in any of the City's commercial areas. Mixed-use structures may be eligible for a reduced award of up to \$10,000. Several key goals of the Program are:

- To strengthen and expand the commercial base of University City.
- To improve the architectural and aesthetic appearance of the City's commercial corridors.
- To provide opportunities for owners and tenants to participate in the revitalization of their properties by stimulating private investment in the City's commercial districts.
- To generate additional revitalization by focusing the investment on improvements visible to customers, neighboring merchants, and residents.
- To increase business by making commercial areas and individual businesses more attractive.

Eligibility to Apply

- Applicants must demonstrate the capacity to fund their share of the project
- Property must be free from any judgment liens and all mortgage and tax obligations must be current
- The property owner and all tenants must have current occupancy permits and business licenses on file with City Hall
- The property owner must provide proof of property and casualty insurance
- The Program is open to all commercially and industrially zoned areas in University City. Please confirm the zoning district of your property before applying. Vacant buildings will be reviewed on a case-by-case basis and may be rendered ineligible
- Buildings zoned commercial or industrial are eligible under the Program. Mixed-use properties are eligible for a reduced award, not to exceed \$10,000.
- Building owner must demonstrate approval of proposed improvement.
- Proposed projects on Olive Blvd must be in compliance with the Olive Boulevard Design Guidelines to receive funding through the Program. Guidelines are available from University City Department of Planning and Development, 6801

Delmar Blvd, University City, 63130 or at <http://www.uCitymo.org/index.aspx?nid=468>

- Special consideration will be given to minority-owned, women-owned, immigrant-owned, or veteran-owned businesses
- [Priority will be given to those who have never received funding](#)

Generally Eligible Improvements

The following is a list that includes a sampling of improvements that may include, but are not limited to, classification of projects eligible for program funding:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Wall, window, hanging, and monument signs advertising the business
- Exterior lighting
- Landscaping
- Security systems (including metal roll down gates, window bars, cameras)
- Trash and mechanical enclosures

The City of University City may require building permits for some of the eligible improvements listed above. It is critical that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work. [If approved, work must commence within ninety \(90\) days and the work must be completed in the fiscal year funds are awarded. One extension may be granted on a case-by-case basis.](#)

Generally In-Eligible Improvements

Including, but not limited to the following activities are not eligible for the program:

- Improvements in progress, initiated, or completed prior to application approval
- Routine maintenance not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- New building construction
- Pylon, temporary, or roof signs
- Interior window displays
- Labor performed by unlicensed contractor
- Improvements to in-eligible establishments or those outside the designated property area
- Improvement to the building interior

The City reserves the right to accept, reject or modify any application. Submission of an application in no way guarantees funding. Funding is limited. The determination of eligibility

and priority for assistance is at the discretion of the City of University City's Department of Economic Development, Community Development.

Property Improvement Standards

All construction must be in compliance with the Olive Boulevard Design Guidelines (for properties on Olive), the City's building codes and all other applicable laws and regulations including zoning laws.

Terms and Conditions

1. All necessary permits and approvals must be obtained from the City of University City Department of Planning and Development before work is commenced. All work is to be performed to the satisfaction of the City of University City Building Inspectors.
2. Applicant and property owner must sign the Program Agreement.
3. Applicant must receive both a signed Program Agreement and a Notice to Proceed from the City's Director of Economic Development prior to commencement of construction.
4. Any use of funds must comply with federal, state and local regulations concerning historic properties and environmental review.
5. In the event of competing applications for the limited funds, City staff will assess applications using the following criteria:
 - A. Consistency with the City's goals and objectives in the Comprehensive Plan;
 - B. Projects resulting in the occupancy of a presently vacant building;
 - C. Amount of total investment leveraged against Economic Development Retail Sales Tax funds
 - D. Minority-owned, women-owned, immigrant-owned, or veteran-owned businesses will receive priority.
 - E. Receipt of previous Program funding (first time applicants will have priority over repeat applicants).

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	CA20231123-03
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SUBJECT/TITLE: Events Policy Change			
PREPARED BY: Brooke A. Smith		DEPARTMENT / WARD Economic Development	
AGENDA SECTION:	Consent	CAN ITEM BE RESCHEDULED?	Yes
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: City Manager recommends approval			
FISCAL IMPACT: There is no fiscal impact.			
AMOUNT:	N/A	ACCOUNT No.:	N/A
FROM FUND:	N/A	TO FUND:	N/A
EXPLANATION: The EDRST Board has recommended setting a policy that events that promote the use of tobacco, marijuana, or alcohol shall not be eligible for EDRST funding.			

STAFF COMMENTS AND BACKGROUND INFORMATION: At it's August 24th special meeting, the EDRST board voted to recommend the creatoin of a policy prohibiting the use of EDRST funds for any events promoting the use of marijuana, alcohol, or tobacco products. While these products may be used legally at events funded by EDRST, these products cannot be the event's focus. For example, a 4/20 event that celebrates the use of marijuana would be ineligible for EDRST funding.

CIP No.	
RELATED ITEMS / ATTACHMENTS: Transmittal Letter - 8.24.23 Meeting Proposed Policy	

LIST CITY COUNCIL GOALS (S): Fiscal Prudent Management Public Safety	
RESPECTFULLY SUBMITTED:	City Manager, Gregroy Rose
MEETING DATE:	November 13, 2023



Economic Development Retail Sales Tax Board

6801 Delmar Boulevard, University City, MO 63130 – Phone: 314-862-6767

September 5, 2023

Gregory Rose, City Manager
City of University City
6801 Delmar Boulevard
University City, MO 63130

Ms. LaRette Reese, City Clerk
City of University City
6801 Delmar Boulevard
University City, MO 63130

RE: Actions Taken at August 24th Special Session

Dear Mr. Rose and Ms. Reese,

At its special meeting on Thursday, August 24th at 6:30 pm, the Economic Development Retail Sales Tax Board took the following actions:

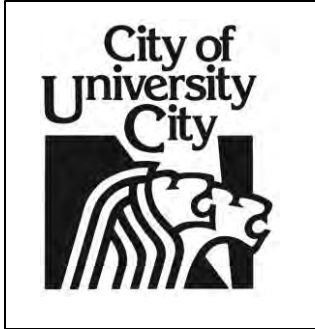
1. 5 Yes, 2 Absent to recommend approval of the LSBSD's request for reimbursement for the 4/20 Event held in April.
2. 5 Yes, 2 Absent to recommend the creation of a policy prohibiting the use of EDRST funds for any events promoting the use of marijuana, alcohol, or cigarette use.
3. 5 Yes, 2 Absent to recommend the disbursement of funds to U City In Bloom for FY24, not to exceed \$52,090.
4. 5 Yes, 2 Absent to recommend the partial disbursement of funds to Farmers Market for FY24, not to exceed \$20,000.

Please do not hesitate to contact me with any questions.

Sincerely,

/s/ Kathy Sorkin

Kathy Sorkin, Chairperson
Housing and Third Ward Revitalization Task Force



**City of University City
Department of Economic Development**

**Economic Development Retail Sales Tax Fund
Drug and Alcohol Policy**

The City of University City currently levies a one-quarter (1/4) sales tax on retail sales to be used for economic development purposes. These funds are invested back into various programs and projects throughout the city that promote economic development and revenue growth. Please refer to the "Funding Priority Guidelines" for additional information related to the use of funds.

To ensure the best stewardship of taxpayer funds, University City hereby establishes a policy against using EDRST funds to support any program, project, or event that promotes the use of tobacco products, marijuana products, and alcohol products. While these legal substances may be legally used at permitted event, they cannot be the event's focus.

The goal of these guideless is to balance our respect for individuals with the need to be good stewards of taxpayer funds. While programs, projects, or events that promote the use of the abovementioned products may held, subject to permitting process, EDRST funds shall not be used to reimburse any business, organization, or entity for any costs associated with said event.

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	CM20231113-01
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SUBJECT/TITLE:
First (1st) Quarter Financial Report - September 30, 2023

PREPARED BY: Keith Cole - Director of Finance	DEPARTMENT / WARD Finance / All
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AGENDA SECTION: City Manager's Report	CAN ITEM BE RESCHEDULED? Yes
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CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION:
City Manager is recommending acceptance of the 1st Quarter Financial Report as of September 30, 2023.

FISCAL IMPACT:
General Fund - revenues (under) expenses by (\$5,605,290); Capital Improvement Sales Tax - revenues over expenses \$105,940; Park Stormwater Sales Tax - revenues over expenses \$43,222; Public Safety Sales Tax - revenues over expenses \$48,337.

AMOUNT:	n/a	ACCOUNT No.:	n/a
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FROM FUND:	n/a	TO FUND:	n/a
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EXPLANATION:
A powerpoint presentation will consist of an overview on the major funds for the 1st Quarter of fiscal year 2024, as of September 30, 2023.

STAFF COMMENTS AND BACKGROUND INFORMATION:
Major Funds consists of: General Fund, Capital Improvement Sales Tax Fund, Park Stormwater Sales Tax Fund, and Public Safety Sales Tax Fund

CIP No.	n/a
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RELATED ITEMS / ATTACHMENTS:
1. Powerpoint Presentation - 1st Quarter, September 30, 2023, FY2024
2. 1st Quarter Financial Report - Statement of Revenues and Expenditures

LIST CITY COUNCIL GOALS (S):
Prudent Fiscal Management

RESPECTFULLY SUBMITTED:	City Manager, Gregory Rose	MEETING DATE:	November 13,2023
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1st Quarter September 30, 2023

FY2024 Presentation

November 13, 2023

By

Keith Cole

Director of Finance



General Fund - Revenues

Adjusted Budget	\$25,655,485
YTD Actual	\$2,926,700
Actual as % of Adjusted Budget	11.4%
Increase/(Decrease) compared to same quarter of FY2023	\$(56,049)

Key Points:

- Increase in Sales & Use Tax Revenue of roughly \$93,600, or 13.4%. The increase due to mainly increase in Local Use, St. Louis County, and Fire Sales tax.
- Increase in Gross Receipts Tax of roughly \$45,700, or 4.5%. The increase due to timing of receiving revenue from Water tax. PY 1st Qtr had 1 month; CY 1st Qtr has 2 months.
- Increase in Services Charges of roughly \$190,700, or 150.58%. The increase mainly from collecting \$190,000 from Ambulance Services.
- Increase in Interest Revenue of roughly \$32,800, or 931.08%. Increase due to favorable market conditions in 1st Quarter.
- Increase in Other Revenue of roughly \$26,000, or 190.7%. Increase due to receiving funds from Opioid Settlement and Credit Card Fees.
- Decrease in Grants of roughly \$360,000, or (100.0%). Decrease due to received Safer Grant in FY23. This grant closed out in FY23.
- Decrease in Inspection Fees & Permits of roughly \$80,200, or (27.1%). Decrease due to in Building & Zoning permits.
- Note: The bulk of property tax revenue the City receives, will come during the months of December 2023 and January 2024.

Overall, revenues as a percent of budget show a slight increase of 0.9% when compared to the same quarter of FY23.

General Fund - Expenditures

Adjusted Budget	\$29,023,129
YTD Actual	\$6,877,990
Actual as % of Adjusted Budget	23.7%
Increase/(Decrease) compared to same quarter of FY2023	\$(500,093)

Key Points:

- Decrease in expenditures in Public Works and Parks & Recreation Capital Outlay of roughly \$1,249,070. This is mainly due to the emergency purchases of vehicles and equipment related to the flood that occurred in the 1st Quarter of FY2023.
- Increase in expenditures in Parks & Recreation of roughly \$453,000, or 72.9% compared to same quarter of FY23. This is mainly due to contract with Midwest Pool Mgmt and Electricity in Aquatics; Part-time Salaries and Electricity at Centennial Commons.

Overall, the expenditures as a percent of budget increased by 1.0% when compared to the same quarter of FY2023.

Capital Improvement Sales Tax - Revenues

Adjusted Budget	\$2,801,200
YTD Actual	\$257,628
Actual as % of Adjusted Budget	9.2%
Increase/(Decrease) compared to same quarter of FY2023	\$11,038

Key Points:

- Sales Tax revenue increased roughly 4.5% during the 1st Quarter of FY2024, compared to same quarter of FY23.
- Note: revenue is generated from pooled sales tax from other cities in the county and is based on per capita.

Capital Improvement Sales Tax - Expenditures

Adjusted Budget	\$1,790,337
YTD Actual	\$151,688
Actual as % of Adjusted Budget	8.5%
Increase/(Decrease) compared to same quarter of FY2023	\$89,444

Key Points:

- Increase in expenditures mainly from the allocation of four (4) positions in Public Works. These positions were open in FY23, 1st Quarter. Other increase due to payments for capital outlay.

Park and Stormwater Sales Tax - Revenues

Adjusted Budget	\$2,001,000
YTD Actual	\$153,033
Actual as % of Adjusted Budget	7.6%
Increase/(Decrease) compared to same quarter of FY2023	\$26,492

Key Points:

- Sales Tax revenue for the first quarter of FY2024 has shown an increase of roughly 20.9% when compared to the same quarter of FY2023.
- Of the \$153,033 sales tax revenue, roughly \$65,400, or 42.7%, is generated from the TIF.
- Note: sales tax revenue is based on point of sale

Park and Stormwater Sales Tax - Expenditures

Adjusted Budget	\$1,561,240
YTD Actual	\$109,811
Actual as % of Adjusted Budget	7.0%
Increase/(Decrease) compared to same quarter of FY2023	\$64,964

Key Points:

- Increase in expenditures mainly from the allocation of three (3) positions in Public Works. These positions were open in FY23, 1st Quarter. Other increase due to expenditures on removal of trees by contractor.

Public Safety Sales Tax - Revenues

Adjusted Budget	\$2,291,000
YTD Actual	\$212,434
Actual as % of Adjusted Budget	9.3%
Increase/(Decrease) compared to same quarter of FY2023	\$8,207

Key Points:

- A slight increase of roughly 4.0%, revenues appears to be within reason when compared to 1st quarter of FY2023.

Public Safety Sales Tax - Expenditures

Adjusted Budget	\$575,951
YTD Actual	\$164,097
Actual as % of Adjusted Budget	28.5%
Increase/(Decrease) compared to same quarter of FY2023	\$5,579

Key Points:

- A slight increase of roughly 3.5%, expenditures appears to be within reason when compared to 1st quarter of FY2023.

Questions

City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>General Fund Revenues:</u>							
Property Taxes	3,998,285	3,998,285	45,573		1.1%	37,248	0.9%
Sales and Use Taxes	8,288,000	8,288,000	790,662		9.5%	697,044	8.7%
Gross Receipts Taxes	5,907,000	5,907,000	1,067,371		18.1%	1,021,630	14.4%
Intergovernmental	2,470,000	2,470,000	233,821		9.5%	225,634	8.6%
Grants	-	-	-		0.0%	360,616	43.9%
Licenses	720,300	720,300	22,662		3.1%	15,342	2.3%
Inspection Fees and Permits	1,329,500	1,329,500	215,235		16.2%	295,390	18.0%
Charges for Municipal Services	1,556,000	1,556,000	317,415		20.4%	126,674	8.0%
Parks and Recreation Fees	400,000	400,000	36,331		9.1%	54,081	12.2%
Municipal Court and Parking	667,400	667,400	121,354		18.2%	131,843	18.0%
Interest Revenue	37,000	37,000	36,397		98.4%	3,530	3.3%
Other Revenues	282,000	282,000	39,879		14.1%	13,717	1.9%
Total Revenues	25,655,485	25,655,485	2,926,700		11.4%	2,982,749	10.5%
<u>General Fund Expenditures:</u>							
Legislative Services	227,280	227,280	52,418	52,418	23.1%	50,718	23.2%
City Manager's Office	744,495	744,495	209,406	209,406	28.1%	125,473	15.1%
Communications	309,831	309,831	68,351	68,351	22.1%	65,903	15.7%
Human Resources	367,433	367,433	90,483	90,483	24.6%	59,297	18.2%
Finance Department	1,008,718	1,008,718	285,753	285,753	28.3%	256,707	26.2%
Information Systems	515,923	515,923	168,011	168,011	32.6%	112,694	21.8%
Municipal Court	435,965	435,965	99,697	99,697	22.9%	98,058	23.4%
Police Department	10,088,531	10,088,531	2,254,854	2,270,774	22.4%	2,228,086	22.7%
Fire Department	6,697,796	6,697,796	1,540,525	1,561,456	23.0%	1,598,204	23.5%
Public Works - Admin.	251,469	251,469	68,527	68,527	27.3%	36,103	10.4%
Street Maintenance	1,589,565	1,589,565	224,556	259,563	14.1%	236,817	17.2%
Facilities Maintenance	940,208	940,208	301,950	301,950	32.1%	257,792	28.2%
Public Works - Capital Imp	-	-	1,000	1,000	100.0%	507,585	0.0%
Planning & Development	1,767,020	1,767,020	402,314	402,314	22.8%	349,835	18.7%
Parks & Recreation - Parks Maint	2,084,848	2,084,848	642,088	827,362	30.8%	450,485	22.9%
Community Center	246,598	246,598	29,458	29,458	11.9%	24,740	10.1%
Aquatics	665,221	665,221	245,249	445,013	36.9%	47,665	7.6%
Centennial Commons	1,082,228	1,082,228	187,491	190,674	17.3%	123,577	11.1%
Parks & Recreation - Capital Imp	-	-	5,859	5,859	100.0%	748,344	30.3%
Debt Service	-	-	-	-	0.0%	-	0.0%
Total Expenditures	29,023,129	29,023,129	6,877,990	7,338,069	23.7%	7,378,083	22.7%
Total Operating Surplus (Deficit)	(3,367,644)	(3,367,644)	(3,951,290)			(4,395,334)	
Insurance Recoveries	40,000	40,000	-			121,784	
Transfer In from Other Funds	4,417,696	4,417,696	-			-	
Transfer Out to Other Funds	(1,762,000)	(1,762,000)	(1,654,000)			(737,670)	
Total Other Financing Sources	2,695,696	2,695,696	(1,654,000)			(615,886)	
Operating Revenues Over (Under) Expenditures	(671,948)	(671,948)	(5,605,290)			(5,011,220)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Capital Improvement Sales Tax:</u>							
Sales and Use Taxes	2,800,000	2,800,000	257,628		9.2%	246,590	8.9%
Interest Revenue	1,200	1,200	-		0.0%	-	0.0%
Total Revenues	2,801,200	2,801,200	257,628		9.2%	246,590	8.9%
<u>Capital Improvement Sales Tax:</u>							
Personnel Services	225,907	225,907	78,790	78,790	34.9%	34,426	12.3%
Contractual Services	1,200	1,200	252	252	21.0%	143	11.3%
Capital Outlay	1,563,230	1,563,230	72,646	259,734	4.6%	27,675	1.3%
Total Expenditures	1,790,337	1,790,337	151,688	338,776	8.5%	62,244	2.6%
Total Operating Surplus (Deficit)	1,010,863	1,010,863	105,940			184,346	
Transfer Out	(1,186,000)	(1,186,000)	-			-	
Operating Revenues Over (Under) Expenditures	(175,137)	(175,137)	105,940			184,346	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Park and Stormwater Sales Tax:</u>							
Sales and Use Taxes	2,000,000	2,000,000	153,033		7.7%	126,510	7.5%
Interest Revenue	1,000	1,000	-		0.0%	31	3.1%
Total Revenues	2,001,000	2,001,000	153,033		7.6%	126,541	6.3%
<u>Park and Stormwater Sales Tax:</u>							
Personnel Services	283,810	283,810	61,432	61,432	21.6%	44,784	17.2%
Contractual Services	6,000	6,000	137	137	2.3%	63	10.5%
Capital outlay	1,271,430	1,271,430	48,242	106,303	3.8%	-	0.0%
Total Expenditures	1,561,240	1,561,240	109,811	167,872	7.0%	44,847	2.0%
Total Operating Surplus (Deficit)	439,760	439,760	43,222			81,694	
Transfer Out	(1,570,674)	(1,570,674)	-			-	
Operating Revenues Over (Under) Expenditures	(1,130,914)	(1,130,914)	43,222			81,694	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Public Safety Sales Tax:</u>							
Sales and Use Taxes	2,290,000	2,290,000	212,434		9.3%	204,227	9.1%
Interest Revenue	1,000	1,000	-		0.0%	-	0.0%
Total Revenues	2,291,000	2,291,000	212,434		9.3%	204,227	9.1%
<u>Public Safety Sales Tax:</u>							
Personnel Services	71,351	71,351	15,136	15,136	21.2%	14,699	20.8%
Capital Outlay	390,000	390,000	34,550	34,550	8.9%	29,408	9.5%
Debt Service	114,600	114,600	114,411	114,411	99.8%	114,411	99.9%
Total Expenditures	575,951	575,951	164,097	164,097	28.5%	158,518	32.0%
Total Operating Surplus (Deficit)	1,715,049	1,715,049	48,337			45,709	
Transfer Out	(1,911,597)	(1,911,597)	-			-	
Total Other Financing Sources	(1,911,597)	(1,911,597)	-			-	
Operating Revenues Over (Under) Expenditures	(196,548)	(196,548)	48,337			45,709	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Economic Development Retail Sales Tax</u>							
Sales and Use Taxes	1,000,000	1,000,000	90,270		9.0%	63,255	6.9%
Interest Revenue	500	500	-		0.0%	15	2.1%
Total Revenues	1,000,500	1,000,500	90,270		9.0%	63,270	6.9%
<u>Economic Development Retail Sales Tax</u>							
Personnel Services	336,575	336,575	43,983	43,983	13.1%	23,491	6.6%
Contractual Services	472,590	472,590	12,891	12,891	2.7%	85,895	17.6%
Materials & Supplies	1,000	1,000	-	-	0.0%	-	0.0%
Capital Outlay	150,000	150,000	(15,000)	(15,000)	-10.0%	-	0.0%
Total Expenditures	960,165	960,165	41,874	41,874	4.4%	109,386	9.1%
Total Operating Surplus (Deficit)	40,335	40,335	48,396			(46,116)	
Transfer Out	(50,000)	(50,000)	-			-	
Operating Revenues Over (Under) Expenditures	(9,665)	(9,665)	48,396			(46,116)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Solid Waste Fund:</u>							
Service Charges	3,231,000	3,231,000	1,362,497		42.2%	1,364,170	42.9%
Miscellaneous Revenues	40,200	40,200	4,963		12.3%	1,877	4.9%
Grants	20,000	20,000	-		0.0%	-	0.0%
Total Revenues	3,291,200	3,291,200	1,367,460		41.5%	1,366,047	42.4%
<u>Solid Waste Fund:</u>							
Administration	280,030	280,030	91,867	91,867	32.8%	57,164	22.8%
Operations	2,585,857	2,585,857	502,314	525,614	19.4%	607,835	23.1%
Leaf Collection	420,206	420,206	12,153	12,153	2.9%	10,978	3.1%
Capital Improvement	435,000	435,000	-	-	0.0%	703,968	100.1%
Grants	120,000	120,000	-	-	0.0%	-	0.0%
Total Expenditures	3,841,093	3,841,093	606,334	629,634	15.8%	1,379,945	34.9%
Total Operating Surplus (Deficit)	(549,893)	(549,893)	761,126			(13,898)	
Transfer In	-	-	-			-	
Transfer Out	(236,000)	(236,000)	-			-	
Operating Revenues Over (Under) Expenditures	(785,893)	(785,893)	761,126			(13,898)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Fleet Operations:</u>							
Service to Other Jurisdictions	-	-	43		100.0%	-	0.0%
Total Revenue	-	-	43		100.0%	-	0.0%
<u>Fleet Operations:</u>							
Expenditures	1,723,784	1,723,784	450,783	450,783	26.2%	583,454	36.7%
Total Operating Surplus (Deficit)	(1,723,784)	(1,723,784)	(450,740)			(583,454)	
Transfer In from Other Funds	1,750,000	1,750,000	1,654,000			737,670	
Operating Revenues Over (Under) Expenditures	<u>26,216</u>	<u>26,216</u>	<u>1,203,260</u>			<u>154,216</u>	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Sewer Lateral Fund:</u>							
Service Charges	580,000	580,000	7,141		1.2%	6,940	1.2%
Total Revenues	580,000	580,000	7,141		1.2%	6,940	1.2%
<u>Sewer Lateral Fund:</u>							
Personal Services	90,749	90,749	19,189	19,189	21.1%	16,452	19.0%
Contractual Services	7,939	7,939	4,250	4,250	53.5%	3,563	44.7%
Sewer Lateral Reimbursement	400,000	400,000	38,870	51,370	9.7%	38,424	9.6%
Total Expenditures	498,688	498,688	62,309	74,809	12.5%	58,439	11.8%
Total Operating Surplus (Deficit)	81,312	81,312	(55,168)			(51,499)	
Transfer Out to General Fund	(57,220)	(57,220)	-			-	
Operating Revenues Over (Under) Expenditures	24,092	24,092	(55,168)			(51,499)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Grants:</u>							
Grant Revenue	1,035,315	1,035,315	-		0.0%	-	0.0%
Total Revenues	1,035,315	1,035,315	-		0.0%	-	0.0%
<u>Grants:</u>							
Capital outlay	1,035,315	1,035,315	8,744	8,744	0.8%	-	0.0%
Total Expenditures	1,035,315	1,035,315	8,744	8,744	0.8%	-	0.0%
Total Operating Surplus (Deficit)	-	-	(8,744)			-	
Transfer Out to General Fund	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	(8,744)			-	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Parking Garage:</u>							
Parking Revenue	114,380	114,380	27,223		23.8%	25,403	23.1%
Miscellaneous	90,195	90,195	13,324		14.8%	21,299	25.4%
Total Revenues	204,575	204,575	40,547		19.8%	46,702	24.1%
<u>Parking Garage:</u>							
Personnel Services	20,000	20,000	-	-	0.0%	-	0.0%
Contractual Services	79,196	79,196	27,589	27,589	34.8%	27,325	35.8%
Material and Supplies	-	-	-	-	0.0%	428	100.0%
Total Expenditures	99,196	99,196	27,589	27,589	27.8%	27,753	28.0%
Total Operating Surplus (Deficit)	105,379	105,379	12,958			18,949	
Transfer Out	(153,220)	(153,220)	-			-	
Operating Revenues Over (Under) Expenditures	(47,841)	(47,841)	12,958			18,949	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Golf Course:</u>							
Golf Course Revenue	900,000	900,000	504,254		56.0%	434,542	38.2%
Miscellaneous	-	-	210		100.0%	-	0.0%
Total Revenues	900,000	900,000	504,464		56.1%	434,542	38.2%
<u>Golf Course:</u>							
Personnel Services	466,506	466,506	150,440	150,440	32.2%	130,766	25.6%
Contractual Services	252,078	252,078	113,774	113,774	45.1%	66,906	27.6%
Material and Supplies	163,900	163,900	46,437	46,437	28.3%	25,907	15.7%
Capital outlay	41,500	41,500	-	43,713	0.0%	-	0.0%
Total Expenditures	923,984	923,984	310,651	354,364	33.6%	223,579	21.1%
Total Operating Surplus (Deficit)	(23,984)	(23,984)	193,813			210,963	
Transfer out	(98,220)	(98,220)	-			-	
Operating Revenues Over (Under) Expenditures	(122,204)	(122,204)	193,813			210,963	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Debt Service Fund:</u>							
Other Revenues	-	-	-	-	0.0%	-	0.0%
Total Revenues	-	-	-	-	0.0%	-	0.0%
<u>Debt Service Fund:</u>							
Expenses	-	-	-	-	0.0%	-	0.0%
Total Expenditures	-	-	-	-	0.0%	-	0.0%
Total Operating Surplus (Deficit)	-	-	-			-	
Transfer In from Other Funds	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	-			-	

City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Police and Fire Pension:</u>							
Property Taxes	994,000	994,000	9,147		0.9%	(59,446)	-6.0%
Miscellaneous	750,500	750,500	(721,661)		-96.2%	(951,432)	-126.9%
Interest Revenue	500,000	500,000	101,905		20.4%	58,227	11.6%
Total Revenues	2,244,500	2,244,500	(610,609)		-27.2%	(952,651)	-42.5%
<u>Police and Fire Pension:</u>							
Pension Administration	129,850	129,850	36,457	36,457	28.1%	37,389	21.9%
Pension Benefits	2,185,880	2,185,880	858,278	858,278	39.3%	576,349	20.7%
Total Expenditures	2,315,730	2,315,730	894,735	894,735	38.6%	613,738	20.7%
Total Operating Surplus (Deficit)	(71,230)	(71,230)	(1,505,344)			(1,566,389)	
Transfer In from Other Funds	545,235	545,235	-			-	
Operating Revenues Over (Under) Expenditures	474,005	474,005	(1,505,344)			(1,566,389)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Non-Uniformed Pension:</u>							
Miscellaneous	1,730,310	1,730,310	(704,639)		-40.7%	(1,013,750)	-52.2%
Interest Revenue	500,000	500,000	110,481		22.1%	61,319	12.3%
Total Revenues	2,230,310	2,230,310	(594,158)		-26.6%	-952,431	-39.0%
<u>Non-Uniformed Pension:</u>							
Pension Administration	200,359	200,359	55,616	55,616	27.8%	66,422	29.8%
Pension Benefits	1,419,059	1,419,059	391,762	391,762	27.6%	376,530	22.9%
Total Expenditures	1,619,418	1,619,418	447,378	447,378	27.6%	442,952	23.7%
Total Operating Surplus (Deficit)	610,892	610,892	(1,041,536)			(1,395,383)	
Transfer In	-	-	-			-	
Operating Revenues Over (Under) Expenditures	610,892	610,892	(1,041,536)			(1,395,383)	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>American Rescue Plan Fund</u>							
Miscellaneous	-	-	-		0.0%	3,480,218	100.0%
Total Revenues	-	-	-		0.0%	3,480,218	100.0%
<u>American Rescue Plan Fund</u>							
Contractual Services	-	-	-	-	0.0%	2,231	99.8%
Capital Outlay	-	-	-	-	0.0%	-	0.0%
Total Expenditures	-	-	-	-	0.0%	2,231	0.7%
Total Operating Surplus (Deficit)	-	-	-			3,477,987	
Transfer Out to Other Funds	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	-			3,477,987	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Olive I-170 TIF Fund (T2) RPA-1</u>							
Sales and Use Taxes	-	-	153,445		100.0%	-	0.0%
Property Taxes	-	-	10,050		100.0%	669	0.5%
Total Revenues	-	-	163,495		100.0%	669	0.1%
<u>Olive I-170 TIF Fund (T2) RPA-1</u>							
Total Expenditures	-	-	467,629	-	100.0%	669	0.1%
Total Operating Surplus (Deficit)	-	-	(304,134)			-	
Transfer In from Other Funds	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	(304,134)			-	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Third Ward Revitalization (T3) RPA-2</u>							
Sales and Use Taxes	-	-	-		0.0%	-	0.0%
Property Taxes	-	-	-		0.0%	8,801	100.0%
Miscellaneous Revenue	108,000	108,000	-		0.0%	-	0.0%
Total Revenues	108,000	108,000	-		0.0%	8,801	2.4%
<u>Third Ward Revitalization (T3) RPA-2</u>							
Total Expenditures	-	-	72,778	-	100.0%	-	0.0%
Total Operating Surplus (Deficit)	108,000	108,000	(72,778)			8,801	
Transfer In	212,000	212,000	-			-	
Operating Revenues Over (Under) Expenditures	320,000	320,000	(72,778)			8,801	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Olive I-170 TIF Fund (T4) RPA-3</u>							
Sales and Use Taxes	-	-	-		0.0%	-	0.0%
Property Taxes	-	-	16,988		100.0%	1,166	0.5%
Total Revenues	-	-	16,988		100.0%	1,166	0.4%
<u>Olive I-170 TIF Fund (T4) RPA-3</u>							
Total Expenditures	-	-	-	-	0.0%	-	0%
Total Operating Surplus (Deficit)	-	-	16,988			1,166	
Transfer In from Other Funds	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	16,988			1,166	

**City of University City
Statement of Revenues and Expenditures
As of September 30, 2023
FY 2024**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2024 Actual As % of Adjusted Budget	FY 2023 1st Qtr Actual	FY 2023 Actual As % of Budget
<u>Equipment Replacement Fund</u>							
Miscellaneous	-	-	-		0.0%	-	0.0%
Total Revenues	-	-	-		0.0%	-	0.0%
<u>Equipment Replacement Fund</u>							
Contractual Services	-	-	-	-	0.0%	-	0.0%
Capital Outlay	-	-	-	-	0.0%	-	0.0%
Total Expenditures	-	-	-	-	0.0%	-	0.0%
Total Operating Surplus (Deficit)	-	-	-			-	
Transfer In	100,000	100,000	-			-	
Operating Revenues Over (Under) Expenditures	100,000	100,000	-			-	

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	UB20231113-01
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SUBJECT/TITLE: Pension Plan Amendment - One-Time COLA of 2% for existing retirees of the Non-Uniformed Pension Plan			
REQUESTED BY: Prepared by: Keith Cole - Director		DEPARTMENT / WARD Finance / All	
AGENDA SECTION:	Unfinished Business - Bill 9525	CAN ITEM BE RESCHEDULED?	Yes
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: The City Manager concurs with the Non-Uniform Pension Board and recommends approval of the Ordinance.			
FISCAL IMPACT: Fiscal Impact to the Non-Uniformed Pension Plan is approximately \$30,310			
AMOUNT:	N/A	ACCOUNT No.:	N/A
FROM FUND:	Non-Uniformed Pension Plan	TO FUND:	Non-Uniformed Pension Plan
EXPLANATION: Retirees and beneficiaries of the Non-Uniformed Pension Plan as of January 1, 2023 would be impacted. The effective date of the 2% monthly benefit increase would be December 1, 2023.			

STAFF COMMENTS AND BACKGROUND INFORMATION: The last time the Non-Uniformed Pension Plan Retirees received any kind of an adjustment, was July 1, 2007, in the amount of \$25.00. The Pension Plan Actuary gave a presentation at the August 14, 2023 Study Session, presenting their analysis and impact of a possible one-time Cost of Living Adjustment for existing Non-Uniformed retirees.
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CIP No.	
RELATED ITEMS / ATTACHMENTS: 1. Bill 9525 2. Cost Statement prepared by Buck Consultants	

LIST CITY COUNCIL GOALS (S): Prudent Fiscal Management	
RESPECTFULLY SUBMITTED:	City Manager, Gregory Rose
MEETING DATE:	November 13, 2023

INTRODUCED BY: Councilmember Steve McMahon

DATE: September 11, 2023

BILL NO. 9525

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 130.580 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO NON-UNIFORMED EMPLOYEES RETIREMENT SYSTEM BENEFIT ADJUSTMENTS, BY INCREASING MONTHLY BENEFITS TO RETIREES AND THEIR BENEFICIARIES OTHER THAN CHILDREN BY TWO PERCENT.

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

Section 1. Section 130.580 of the Municipal Code of the City of University City, Missouri, relating to non-uniformed employees retirement system benefit adjustments, is hereby amended by increasing monthly benefits to retirees and their beneficiaries other than children by two percent, so that said section, as so amended, shall read as follows:

Section 130.580. Benefit Adjustments.

A. All retirees and beneficiaries shall continue to receive the increases in monthly benefits previously authorized by ordinance. Said increases are as follows:

1.

Effective February 23, 1987, a monthly increase of ten percent (10%) to retirees who retired prior to September 1, 1981, and to beneficiaries whose spouses retired prior to September 1, 1981, provided such retirees and beneficiaries were receiving benefits as of February 23, 1987;

2.

Effective January 1, 1990, a monthly increase of ten dollars (\$10.00) to all retirees who retired prior to January 1, 1989, and to their beneficiaries, provided such retirees and beneficiaries were receiving benefits as of January 1, 1990;

3.

Effective December, 1992, a monthly increase of twenty-five dollars (\$25.00) to all retirees who retired prior to July 1, 1991, and to their beneficiaries other than children, provided such retirees and beneficiaries were receiving benefits as of December, 1992.

B. Effective January 1, 1995, all retirees who retired prior to June 1, 1994, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of ten dollars (\$10.00), provided such retirees and beneficiaries were receiving benefits as of January 1, 1995.

C. Effective July 1, 1998, all retirees who retired prior to December 31, 1996, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of twenty dollars (\$20.00), provided such retirees and beneficiaries were receiving benefits as of July 1, 1998.

D. Effective July 1, 2000, all retirees who retired prior to December 31, 1999, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of the greater of five percent (5%) or forty dollars (\$40.00), provided such retirees and beneficiaries were receiving benefits as of July 1, 2000.

E. Effective July 1, 2003, all retirees who retired prior to January 1, 2003, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of twenty dollars (\$20.00), provided such retirees and beneficiaries were receiving benefits as of January 1, 2003.

F. Effective July 1, 2007, all retirees who retired prior to January 1, 2007, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of twenty-five dollars (\$25.00), provided such retirees and beneficiaries were receiving benefits as of January 1, 2007.

G. Effective December 1, 2023, all retirees who retired prior to January 1, 2023, and whose employment terminated after they became eligible for retirement pursuant to this Article, and their beneficiaries other than children, shall receive a monthly benefits increase of two percent (2%), provided such retirees and beneficiaries were receiving benefits as of January 1, 2023.

Section 2. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND ADOPTED this 13th day of November, 2023.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



231 South Bemiston
Suite 400
Clayton, MO 63105

July 21, 2023

Board of Trustees
City of University City
University City, MO 63130

RE: City of University City Non-Uniformed Employees' Retirement System – Section 105.665 Cost Statement

Dear Members of the Board:

The purpose of this letter is to provide the City of University City Non-Uniformed Employees' Retirement System with a cost statement required under the Missouri Revised Statute Section 105.665 in connection with any proposed plan provisions containing the changes to plan funding described below.

A summary of the proposed changes in plan provisions are as follows:

- Under this proposal, if implemented, existing retirees and in-pay beneficiaries of deceased plan members would receive a one-time cost of living adjustment in the form of a 2% increase in their monthly payments

For purposes of the cost statement, we have assumed that such plan provision changes described above were implemented retroactive to January 1, 2023. The projections use census data and assets as of January 1, 2023 and do not take into account change in population or market conditions after that date. Actual results may differ as no gains or losses were assumed to occur on assets or liabilities after January 1, 2023.

In Exhibit I of the attached, current and proposed plan provisions assume that the actual return on assets is 6.8% in 2023 and later years through the projection period. The 6.8% interest rate was approved by the Board of Trustees on April 25, 2023, and is effective for the January 1, 2023, actuarial valuation.

Our cost statement, numbered to correspond with Section 105.665, follows below:

1. The level normal cost of plan benefits, less expected employee contributions, currently in effect is \$546,302 as of January 1, 2023, or 7.1% of expected covered payroll, as calculated in our January 1, 2023 actuarial valuation.
2. The contribution amount for the Plan's unfunded accrued liability is \$167,961 as of January 1, 2023, or 2.2% of expected covered payroll. The amortization period used to determine this amount is 13 years.
3. The total required contribution amount from items one and two above is \$714,263 as of January 1, 2023, or 9.3% of expected covered payroll.
4. The total contribution rate defined in item 3 is being contributed in a timely manner.



5. As of January 1, 2023, the plan's actuarial value of assets is \$29,702,960, the market value of assets is \$27,399,920, the actuarial accrued liability under the Entry Age Normal cost method is \$31,219,316, and the funded ratio on that basis is 95.1%.
6. The total required post-change contribution amount is \$744,573 as of January 1, 2023, or 9.7% of expected covered payroll under the proposed provisions. For cost purposes, we assumed the proposed plan provisions were implemented retroactively to January 1, 2023.
7. A 10-year projection of annual plan costs and funded ratios is presented in Exhibit I. The projections under both current and proposed plan provisions assume that the actual return on assets is 6.8% in 2023 and later years.
8. The proposed provisions would result in additional contributions in the year of implementation.
9. Though the changes increase required employer contributions, the actuarial funding method still ensures the Pension Plan is soundly financed and able to meet the obligation to pay benefits to its members, retirees and beneficiaries under the proposed provisions. Under the current provisions, cumulative contributions received from 2023 through 2033 is approximately \$11.39 million compared to \$11.73 million under the proposed provisions.
10. The actuarial assumptions used in the January 1, 2023 actuarial valuation are presented in Exhibit II. Any assumptions used for the projections that are not listed in Exhibit II are included in Exhibit III.
11. The Actuary's certification is below.
12. The actuarial funding method used in preparing the valuation along with the method applied in amortizing the Unfunded Actuarial Accrued Liability is described in Exhibit II.

Assumptions and Methods

In preparing the January 1, 2023, actuarial valuation, which is the basis for this cost statement, we have employed generally accepted actuarial methods and assumptions, in conjunction with employee data and financial information provided to us by the Plan, to determine a sound value for the Plan liability. The employee data has not been audited, but it has been reviewed and found to be consistent, both internally and with prior years' data. The validity of the funding analysis results is dependent upon the accuracy of the data and financial information provided.

In our opinion, the actuarial assumptions used are reasonable, taking into account the experience of the Plan and reasonable long-term expectations, and represent our best estimate of the anticipated long-term experience under the Plan. The actuary performs an analysis of Plan experience periodically and recommends changes if, in the opinion of the actuary, assumption changes are needed to more accurately reflect expected future experience. A summary of all assumptions and methods used are as described in Exhibit II. Unless otherwise specified in this study, all data, methods, assumptions, and provisions were provided in the January 1, 2023 Valuation dated July 2023.

In selecting economic assumptions, the interest rate of 6.8% is based upon a review of the existing portfolio structure, a review of recent experience, and information provided by the Plan's investment consultant regarding anticipated rates of return. The salary increase assumption is based on actual experience and future expectations of inflation, merit, and productivity components.

Where presented, references to "funded ratio" and "unfunded accrued liability" typically are measured on an actuarial value of assets basis. It should be noted that the same measurements using market value of assets would result in



different funded ratios and unfunded accrued liabilities. Where presented, references to “accumulated benefit funded ratio” is measured on a market value of assets basis. Moreover, the funded ratios presented are appropriate for evaluating the need and level of future contributions but makes no assessment regarding the funded status of the plan if the plan were to settle (i.e. purchase annuities) for a portion or all of its liabilities.

Future actuarial measurements and contribution requirements may differ from those determined in the valuation because of:

- (1) differences between actual experience and anticipated experience based on the assumptions;
- (2) changes in actuarial assumptions or methods;
- (3) changes in statutory provisions;
- (4) differences between actuarially required contributions and actual contributions.

Buck prepared this cost statement for use by the Plan in reviewing the financial condition of the Plan, including the determination of implementing the proposed provisions. Use of this cost statement by other parties or for any other purpose may not be appropriate and may result in mistaken conclusions due to failure to understand applicable assumptions, methodologies, or the inapplicability of the cost statement for that purpose. Because of the risk of misinterpretation of actuarial results, Buck recommends requesting its advance review of any statement, document, or filing to be based on information contained in this cost statement. Buck will accept no liability for any such statement, document or filing made without its prior review.

The actuarial assumptions and methods used to value the plan are individually and in the aggregate reasonable and, in combination, represent a reasonable estimate of anticipated experience under the plan. The cost and actuarial exhibits presented in this cost statement were determined in accordance with actuarial procedures consistent with the Actuarial Standards of Practice (ASOPs) and appropriately disclose the actuarial position of the plan.

Actuarial Standards of Practice (“ASOPs”) 27 and 35 ask the actuary to disclose the information and analysis used to support the actuary’s determination that the assumptions selected by the Board do not significantly conflict with what, in the actuary’s professional judgment, are reasonable for the purpose of the measurement. In the case of the Board’s selection of expected return on assets (“EROA”), the signing actuaries have used economic information and tools provided by Buck’s Financial Risk Management (“FRM”) practice. A spreadsheet tool created by the FRM team converts averages, standard deviations, and correlations from Buck’s Capital Markets Assumptions (“CMA”) that are used for stochastic forecasting into approximate percentile ranges for the arithmetic and geometric average returns. It is intended to suggest possible reasonable ranges for EROA without attempting to predict or select a specific best estimate rate of return. It takes into account the duration (horizon) of investment and the target allocation of assets in the portfolio to various asset classes. Based on the actuary’s analysis, including consistency with other assumptions used in the valuation and the percentiles generated by the spreadsheet described above, the actuary believes the EROA does not significantly conflict with what, in the actuary’s professional judgment, is reasonable for the purpose of the measurement.

Use of Models

Actuarial Standard of Practice No. 56 provides guidance to actuaries when performing actuarial services with respect to designing, developing, selecting, modifying, using, reviewing, or evaluating models. Buck uses third-party software in the performance of annual actuarial valuations and projections. The model is intended to



calculate the liabilities associated with the provisions of the plan using data and assumptions as of the measurement date under the funding rules specified in this memorandum. The output from the third-party vendor software is used as input to an internally developed model that applies applicable funding rules to the derived liabilities and other inputs, such as plan assets and contributions, to generate many of the exhibits found in this memorandum. Buck has an extensive review process in which the results of the liability calculations are checked using detailed sample life output, changes from year to year are summarized by source, and significant deviations from expectations are investigated. Other funding outputs and the internal model are similarly reviewed in detail and at a higher level for accuracy, reasonability, and consistency with prior results. Buck also reviews the third-party model when significant changes are made to the software. This review is performed by experts within Buck who are familiar with applicable funding rules, as well as the manner in which the model generates its output. If significant changes are made to the internal model, extra checking and review are completed. Significant changes to the internal model that are applicable to multiple clients are generally developed, checked, and reviewed by multiple experts within Buck who are familiar with the details of the required changes.

Assessment of Risks

Information about current plan risk can be found in the 2023 Actuarial Valuation Report for the City of University City Non-Uniformed Employees' Retirement System dated July 2023. However, providing the benefit enhancements may increase risk to the plan beyond what is stated in such report. Below is a list of risks to consider with the addition of the benefit enhancements:

- Liquidity risk may increase as additional benefits need to be funded each month. This could incur extra redemption fees if cash flow and planned redemptions are not sufficient to cover the additional benefits.
- The impact of longevity risk is increased due to larger benefits being paid when members live longer than expected.

Actuarial Certification

The undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained in this memorandum. This memorandum has been prepared in accordance with all Applicable Actuarial Standards of Practice and we are available to answer any questions on the material contained in the memorandum, or to provide explanations or further details as may be appropriate.

Sincerely,

A handwritten signature in black ink that reads 'Michael A. Ribble'.

Michael A. Ribble, FSA, EA, MAAA, FCA
Principal, Wealth Consulting

A handwritten signature in black ink that reads 'Duncan Reynolds'.

Duncan Reynolds, ASA, EA, MAAA
Senior Consultant, Wealth Consulting

Buck Global, LLC (Buck)



Exhibit I

**City of University City Non-Uniformed Employees' Retirement System
January 1, 2023 Projections
Current Plan Provisions**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>
A. Number of Participants											
Active	122	122	122	122	122	122	122	122	122	122	122
Retired & Beneficiaries	67	68	71	73	76	79	79	80	84	87	90
Vested Terminations	<u>52</u>	<u>53</u>	<u>55</u>	<u>56</u>	<u>57</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>62</u>
Total	241	243	248	251	255	259	260	262	267	271	274
B. Covered Payroll	\$7,662,553	\$7,813,331	\$7,987,547	\$8,190,605	\$8,337,645	\$8,503,589	\$8,706,923	\$8,919,716	\$9,086,746	\$9,275,264	\$9,514,480
C. Annual Benefits Payable to Retired Participants and Beneficiaries	\$1,652,575	\$1,686,176	\$1,719,351	\$1,789,238	\$1,906,161	\$2,017,691	\$2,138,033	\$2,286,654	\$2,502,988	\$2,694,642	\$2,831,675
D. Actuarial Liability - Entry Age Normal											
Active	\$14,343,376	\$14,954,139	\$15,759,097	\$16,377,020	\$16,334,830	\$16,323,419	\$16,434,631	\$16,429,762	\$15,853,689	\$14,875,287	\$14,141,281
Retired & Beneficiaries	13,682,028	13,779,278	13,739,907	13,864,559	14,666,316	15,409,809	15,985,047	16,661,907	17,951,820	19,499,633	20,681,521
Vested Terminations	<u>3,193,912</u>	<u>3,549,251</u>	<u>3,932,262</u>	<u>4,327,713</u>	<u>4,723,829</u>	<u>5,101,834</u>	<u>5,471,546</u>	<u>5,816,710</u>	<u>6,127,610</u>	<u>6,387,245</u>	<u>6,618,514</u>
Total	\$31,219,316	\$32,282,668	\$33,431,266	\$34,569,292	\$35,724,975	\$36,835,062	\$37,891,224	\$38,908,379	\$39,933,119	\$40,762,165	\$41,441,316
E. Plan Assets - Actuarial Value	\$29,702,960	\$30,751,899	\$31,163,134	\$31,706,709	\$31,788,675	\$33,227,044	\$34,658,187	\$36,076,532	\$37,451,116	\$38,709,420	\$39,871,369
F. Unfunded Actuarial Liability	\$1,516,356	\$1,530,769	\$2,268,132	\$2,862,583	\$3,936,300	\$3,608,017	\$3,233,037	\$2,831,846	\$2,482,003	\$2,052,745	\$1,569,947
G. Funded Ratio (E. / D.)	95.1%	95.3%	93.2%	91.7%	89.0%	90.2%	91.5%	92.7%	93.8%	95.0%	96.2%
H. Total Normal Cost	\$588,777	\$592,554	\$590,030	\$600,563	\$607,640	\$616,690	\$633,604	\$651,065	\$653,030	\$666,979	\$687,462
I. Expected Employee Contributions As a Percentage of Covered Payroll	\$229,877 3.0%	\$234,400 3.0%	\$239,626 3.0%	\$245,718 3.0%	\$250,129 3.0%	\$255,108 3.0%	\$261,208 3.0%	\$267,591 3.0%	\$272,602 3.0%	\$278,258 3.0%	\$285,434 3.0%
J. Administrative Expenses	\$187,402	\$193,024	\$198,815	\$204,779	\$210,923	\$217,250	\$223,768	\$230,481	\$237,395	\$244,517	\$251,853
K. Employer Normal Cost (H. - I. + J.) As a Percentage of Covered Payroll	\$546,302 7.1%	\$551,178 7.1%	\$549,219 6.9%	\$559,624 6.8%	\$568,434 6.8%	\$578,832 6.8%	\$596,164 6.8%	\$613,955 6.9%	\$617,823 6.8%	\$633,238 6.8%	\$653,881 6.9%
L. Amortization of Unfunded Actuarial Liability (13 years closed as of 2023)	\$167,961	\$178,537	\$280,398	\$378,097	\$560,898	\$561,378	\$557,794	\$552,852	\$563,763	\$564,882	\$558,096
M. Total Employer Cost as of January 1 st (K. + L.)	\$714,263	\$729,715	\$829,617	\$937,721	\$1,129,332	\$1,140,210	\$1,153,958	\$1,166,807	\$1,181,586	\$1,198,120	\$1,211,977
N. Total Employer Cost As a Percentage of Covered Payroll	9.3%	9.3%	10.4%	11.4%	13.5%	13.4%	13.3%	13.1%	13.0%	12.9%	12.7%



Exhibit I

**City of University City Non-Uniformed Employees' Retirement System
January 1, 2023 Projections
Proposed Plan Provisions**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>
A. Number of Participants											
Active	122	122	122	122	122	122	122	122	122	122	122
Retired & Beneficiaries	67	68	71	73	76	79	79	80	84	87	90
Vested Terminations	<u>52</u>	<u>53</u>	<u>55</u>	<u>56</u>	<u>57</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>62</u>
Total	241	243	248	251	255	259	260	262	267	271	274
B. Covered Payroll	\$7,662,553	\$7,813,331	\$7,987,547	\$8,190,605	\$8,337,645	\$8,503,589	\$8,706,923	\$8,919,716	\$9,086,746	\$9,275,264	\$9,514,480
C. Annual Benefits Payable to Retired Participants and Beneficiaries	\$1,682,658	\$1,715,480	\$1,747,845	\$1,816,892	\$1,932,940	\$2,043,563	\$2,162,964	\$2,310,608	\$2,525,933	\$2,716,546	\$2,852,512
D. Actuarial Liability - Entry Age Normal											
Active	\$14,343,376	\$14,954,140	\$15,759,098	\$16,377,019	\$16,334,831	\$16,323,419	\$16,434,631	\$16,429,762	\$15,853,689	\$14,875,288	\$14,141,280
Retired & Beneficiaries	13,955,669	14,040,322	13,988,306	14,100,293	14,889,392	15,620,273	16,182,982	16,847,437	18,125,113	19,660,902	20,831,029
Vested Terminations	<u>3,193,912</u>	<u>3,549,251</u>	<u>3,932,262</u>	<u>4,327,713</u>	<u>4,723,829</u>	<u>5,101,834</u>	<u>5,471,546</u>	<u>5,816,710</u>	<u>6,127,610</u>	<u>6,387,245</u>	<u>6,618,514</u>
Total	\$31,492,957	\$32,543,713	\$33,679,666	\$34,805,025	\$35,948,052	\$37,045,526	\$38,089,159	\$39,093,909	\$40,106,412	\$40,923,435	\$41,590,823
E. Plan Assets - Actuarial Value	\$29,702,960	\$30,753,181	\$31,166,576	\$31,713,281	\$31,799,442	\$33,243,178	\$34,680,973	\$36,107,376	\$37,491,554	\$38,761,125	\$39,936,155
F. Unfunded Actuarial Liability	\$1,789,997	\$1,790,532	\$2,513,089	\$3,091,744	\$4,148,611	\$3,802,347	\$3,408,185	\$2,986,533	\$2,614,857	\$2,162,310	\$1,654,668
G. Funded Ratio (E. / D.)	94.3%	94.5%	92.5%	91.1%	88.5%	89.7%	91.1%	92.4%	93.5%	94.7%	96.0%
H. Total Normal Cost	\$588,777	\$592,554	\$590,030	\$600,563	\$607,640	\$616,690	\$633,604	\$651,065	\$653,030	\$666,979	\$687,462
I. Expected Employee Contributions As a Percentage of Covered Payroll	\$229,877 3.0%	\$234,400 3.0%	\$239,626 3.0%	\$245,718 3.0%	\$250,129 3.0%	\$255,108 3.0%	\$261,208 3.0%	\$267,591 3.0%	\$272,602 3.0%	\$278,258 3.0%	\$285,434 3.0%
J. Administrative Expenses	\$187,402	\$193,024	\$198,815	\$204,779	\$210,923	\$217,250	\$223,768	\$230,481	\$237,395	\$244,517	\$251,853
K. Employer Normal Cost (H. - I. + J.) As a Percentage of Covered Payroll	\$546,302 7.1%	\$551,178 7.1%	\$549,219 6.9%	\$559,624 6.8%	\$568,434 6.8%	\$578,832 6.8%	\$596,164 6.8%	\$613,955 6.9%	\$617,823 6.8%	\$633,238 6.8%	\$653,881 6.9%
L. Amortization of Unfunded Actuarial Liability (13 years closed as of 2023)	\$198,271	\$208,834	\$310,681	\$408,365	\$591,151	\$591,614	\$588,012	\$583,051	\$593,940	\$595,033	\$588,213
M. Total Employer Cost as of January 1 st (K. + L.)	\$744,573	\$760,012	\$859,900	\$967,989	\$1,159,585	\$1,170,446	\$1,184,176	\$1,197,006	\$1,211,763	\$1,228,271	\$1,242,094
N. Total Employer Cost As a Percentage of Covered Payroll	9.7%	9.7%	10.8%	11.8%	13.9%	13.8%	13.6%	13.4%	13.3%	13.2%	13.1%

Actuarial Assumptions and Methods

Interest Rate

6.8% compounded annually (net of investment expenses).

Mortality

Pub-2010 General Amount-Weighted Mortality Tables, with separate rates for employees and retirees, and projected generationally using scale MP-2021.

Withdrawal Rates

Following are sample withdrawal rates per 100 lives.

Age	Withdrawal
25	20.0
30	20.0
35	17.0
40	12.0
45	8.5
50	6.0
55	3.5
60+	1.5

Disability Rates

Following are sample disability rates per 100 lives.

Age	Male	Female
25	0.07	0.02
30	0.10	0.03
35	0.13	0.06
40	0.18	0.09
45	0.25	0.15
50	0.37	0.22
55	0.57	0.32
60	0.86	0.45

Actuarial Assumptions and Methods (continued)

Assumed Retirement Age

Age 60 – 64	10%
Age 65 - 69	40%
Age 70+	100%

Salary Increases

3.75% compounded annually.

Optional Forms of Payment

Single Life Annuity	80%
Joint and Survivor 100%	20%

Expenses

The normal cost was increased for expected Administrative Expenses of \$168,849 (City) and \$18,553 (Library), which is derived from the 2022 expenses paid plus 3.00%.

Actuarial Cost Method

Entry Age Actuarial Cost Method, with normal cost expressed as a level percentage of covered compensation

Asset Valuation Method

The actuarial value of assets is based on a five-year smoothing method and is determined by spreading the effect of each year's investment return in excess of or below the expected return over five years. The Market Value of assets at the valuation date is reduced by the sum of the following:

1. 80% of the return to be spread during the first year preceding the valuation date,
2. 60% of the return to be spread during the second year preceding the valuation date,
3. 40% of the return to be spread during the third year preceding the valuation date,
4. 20% of the return to be spread during the fourth year preceding the valuation date.

Amortization Method

Closed amortization as a level dollar of the unfunded accrued liability with 13 years remaining for 2023.

Projection Assumptions

- (1) **New Entrants:** Active membership assumed to stay at the January 1, 2023 level throughout projection (122 active members). New active members entering the Plan are based on the average characteristics of new active members over the last five years. The expected salary in 2023 for a new entrant is \$50,000. New entrants are 50% males and 50% females. New entrants are hired 88% by the City and 12% by the Library, reflecting the current composition of actives.

- (2) **Expenses:** Plan administrative expenses in 2022 (\$181,944) are assumed to increase by 3.00% per year.

- (3) **Actual Return on Assets:** Under current and proposed provisions, the actual return on assets is 6.8% in 2023 and later years through the projection.

- (4) **Employee Contributions:** Employee contributions are assumed to be 3% per year.

- (5) **Employer Contributions:** Employer contributions are assumed to be paid mid-year with a half year interest adjustment applied by the City of University City at the time of payment.

- (6) **Interest Rate** 6.8%, net of investment expenses.

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	UB20230911-02
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SUBJECT/TITLE: Pension Plan Amendment for Non-Uniformed - Vesting from 10 years to 5 years			
REQUESTED BY: Prepared by: Keith Cole - Director		DEPARTMENT / WARD Finance / All	
AGENDA SECTION:	Unfinished Business - Bill 9526	CAN ITEM BE RESCHEDULED?	Yes
CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION: The City Manager concurs with the Non-Uniform Pension Board and recommends approval of the Ordinance.			
FISCAL IMPACT: Fiscal Impact would be approximately \$18,463			
AMOUNT:	N/A	ACCOUNT No.:	N/A
FROM FUND:	Non-Uniformed Pension Plan - 10	TO FUND:	Non-Uniformed Pension Plan - 10
EXPLANATION: Currently, to be vested in the Non-Uniformed Pension Plan, a Non-Uniformed employee would have to work 10 years to be considered vested. The proposed amendment would reduce the number to 5 years to be considered fully vested.			

STAFF COMMENTS AND BACKGROUND INFORMATION: The Pension Plan Actuary gave a presentation at the August 14, 2023 Study Session, presenting their analysis and impact of a potential plan provision. The proposed amendment would assume "Any employee who has completed five (5) years of service with the City and who thereupon separates from employment for reason other than death may elect to receive benefits under Section 130.590 in lieu of receiving the employee's accumulated contribution to the fund."
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CIP No.	
RELATED ITEMS / ATTACHMENTS: 1. Bill 9526 2. Cost Statement prepared by Buck Consultants	

LIST CITY COUNCIL GOALS (5): Prudent Fiscal Management	
RESPECTFULLY SUBMITTED:	City Manager, Gregory Rose
MEETING DATE:	November 13, 2023

INTRODUCED BY: Councilmember Jeff Hales

DATE: September 11, 2023

BILL NO. 9526

ORDINANCE NO.

AN ORDINANCE AMENDING SECTIONS 130.590 AND 130.600 OF THE MUNICIPAL CODE OF THE CITY OF UNIVERSITY CITY, MISSOURI, RELATING TO NON-UNIFORMED EMPLOYEES RETIREMENT SYSTEM BENEFITS ON TERMINATION OTHER THAN RETIREMENT OR DEATH, AND VESTING OF BENEFITS, RESPECTIVELY, BY DECREASING THE NUMBER OF YEARS OF SERVICE FOR VESTING OF BENEFITS FROM TEN YEARS TO FIVE YEARS.

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

Section 1. Sections 130.590 and 130.600 of the Municipal Code of the City of University City, Missouri, relating to non-uniformed employees retirement system benefits on termination other than retirement or death, and vesting of benefits, respectively, are hereby amended by decreasing the number of years of service for vesting of benefits from ten years to five years, so that said sections, as so amended shall read as follows:

Section 130.590. Benefits on Termination Other than Retirement or Death.

Any employee who has completed five (5) years of service with the City and who thereupon separates from employment for reason other than death is entitled to pension benefits from the fund payable at the employee's normal service retirement date in lieu of receiving the employee's accumulated contribution to the fund. The retirement benefits shall be calculated as for normal service retirement but based on the employee's years of creditable service and final average compensation as of the date of employee's separation. Such employee must notify the Board of his/her desire to retain a vested interest in the fund within thirty (30) days of employee's separation from employment with the City. The form and manner of employee's later application for retirement benefits will be identical to that prescribed in this Article for employees making a normal service retirement.

Section 130.600. Vesting Of Benefits.

A.

A member shall have a one hundred percent (100%) vested interest in his/her accrued benefit upon reaching normal or early retirement age prior to termination of employment, death or disability.

B.

Any employee who has completed five (5) years of service with the City and who thereupon separates from employment for reason other than death may elect to receive benefits under Section **130.590** in lieu of receiving the employee's accumulated contribution to the fund.

C.

Notwithstanding anything in this Article to the contrary, effective September 1, 1974, a participant shall be one hundred percent (100%) vested in his/her accrued benefit upon attaining normal retirement age, if the employee has satisfied any reasonable and uniformly applicable service or participation requirements or in the event that the plan is terminated or contributions to the plan have been completely discontinued.

Section 2. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED AND ADOPTED this 13th day of November, 2023.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY

July 21, 2023

Board of Trustees
City of University City
University City, MO 63130

RE: City of University City Non-Uniformed Employees' Retirement System – Section 105.665 Cost Statement

Dear Members of the Board:

The purpose of this letter is to provide the City of University City Non-Uniformed Employees' Retirement System with a cost statement required under the Missouri Revised Statute Section 105.665 in connection with any proposed plan provisions containing the changes to plan funding described below.

A summary of the proposed changes in plan provisions are as follows:

- Under this proposal, if implemented, a participant who has completed five years of vesting service will have a 100% Vested Interest in their accrued benefit instead of the current 10-year requirement

For purposes of the cost statement, we have assumed that such plan provision changes described above were implemented retroactive to January 1, 2023. The projections use census data and assets as of January 1, 2023 and do not take into account change in population or market conditions after that date. Actual results may differ as no gains or losses were assumed to occur on assets or liabilities after January 1, 2023.

In Exhibit I of the attached, current and proposed plan provisions assume that the actual return on assets is 6.8% in 2023 and later years through the projection period. The 6.8% interest rate was approved by the Board of Trustees on April 25, 2023, and is effective for the January 1, 2023, actuarial valuation.

Our cost statement, numbered to correspond with Section 105.665, follows below:

1. The level normal cost of plan benefits, less expected employee contributions, currently in effect is \$546,302 as of January 1, 2023, or 7.1% of expected covered payroll, as calculated in our January 1, 2023 actuarial valuation.
2. The contribution amount for the Plan's unfunded accrued liability is \$167,961 as of January 1, 2023, or 2.2% of expected covered payroll. The amortization period used to determine this amount is 13 years.
3. The total required contribution amount from items one and two above is \$714,263 as of January 1, 2023, or 9.3% of expected covered payroll.
4. The total contribution rate defined in item 3 is being contributed in a timely manner.



5. As of January 1, 2023, the plan's actuarial value of assets is \$29,702,960, the market value of assets is \$27,399,920, the actuarial accrued liability under the Entry Age Normal cost method is \$31,219,316, and the funded ratio on that basis is 95.1%.
6. The total required post-change contribution amount is \$732,726 as of January 1, 2023, or 9.6% of expected covered payroll under the proposed provisions. For cost purposes, we assumed the proposed plan provisions were implemented retroactively to January 1, 2023.
7. A 10-year projection of annual plan costs and funded ratios is presented in Exhibit I. The projections under both current and proposed plan provisions assume that the actual return on assets is 6.8% in 2023 and later years.
8. The proposed provisions would result in additional contributions in the year of implementation.
9. Though the changes increase required employer contributions, the actuarial funding method still ensures the Pension Plan is soundly financed and able to meet the obligation to pay benefits to its members, retirees and beneficiaries under the proposed provisions. Under the current provisions, cumulative contributions received from 2023 through 2033 is approximately \$11.39 million compared to \$11.57 million under the proposed provisions.
10. The actuarial assumptions used in the January 1, 2023 actuarial valuation are presented in Exhibit II. Any assumptions used for the projections that are not listed in Exhibit II are included in Exhibit III.
11. The Actuary's certification is below.
12. The actuarial funding method used in preparing the valuation along with the method applied in amortizing the Unfunded Actuarial Accrued Liability is described in Exhibit II.

Assumptions and Methods

In preparing the January 1, 2023, actuarial valuation, which is the basis for this cost statement, we have employed generally accepted actuarial methods and assumptions, in conjunction with employee data and financial information provided to us by the Plan, to determine a sound value for the Plan liability. The employee data has not been audited, but it has been reviewed and found to be consistent, both internally and with prior years' data. The validity of the funding analysis results is dependent upon the accuracy of the data and financial information provided.

In our opinion, the actuarial assumptions used are reasonable, taking into account the experience of the Plan and reasonable long-term expectations, and represent our best estimate of the anticipated long-term experience under the Plan. The actuary performs an analysis of Plan experience periodically and recommends changes if, in the opinion of the actuary, assumption changes are needed to more accurately reflect expected future experience. A summary of all assumptions and methods used are as described in Exhibit II. Unless otherwise specified in this study, all data, methods, assumptions, and provisions were provided in the January 1, 2023 Valuation dated July 2023.

With any change to the provisions of a Plan, experience must be monitored to adjust the new assumptions. Assumptions would be studied within a reasonable time of three to five years to evaluate the reasonableness when compared to the actual demographic experience. Withdrawal rates were not adjusted to reflect changes in participant behavior.

In selecting economic assumptions, the interest rate of 6.8% is based upon a review of the existing portfolio structure, a review of recent experience, and information provided by the Plan's investment consultant regarding anticipated



rates of return. The salary increase assumption is based on actual experience and future expectations of inflation, merit, and productivity components.

Where presented, references to “funded ratio” and “unfunded accrued liability” typically are measured on an actuarial value of assets basis. It should be noted that the same measurements using market value of assets would result in different funded ratios and unfunded accrued liabilities. Where presented, references to “accumulated benefit funded ratio” is measured on a market value of assets basis. Moreover, the funded ratios presented are appropriate for evaluating the need and level of future contributions but makes no assessment regarding the funded status of the plan if the plan were to settle (i.e. purchase annuities) for a portion or all of its liabilities.

Future actuarial measurements and contribution requirements may differ from those determined in the valuation because of:

- (1) differences between actual experience and anticipated experience based on the assumptions;
- (2) changes in actuarial assumptions or methods;
- (3) changes in statutory provisions;
- (4) differences between actuarially required contributions and actual contributions.

Buck prepared this cost statement for use by the Plan in reviewing the financial condition of the Plan, including the determination of implementing the proposed provisions. Use of this cost statement by other parties or for any other purpose may not be appropriate and may result in mistaken conclusions due to failure to understand applicable assumptions, methodologies, or the inapplicability of the cost statement for that purpose. Because of the risk of misinterpretation of actuarial results, Buck recommends requesting its advance review of any statement, document, or filing to be based on information contained in this cost statement. Buck will accept no liability for any such statement, document or filing made without its prior review.

The actuarial assumptions and methods used to value the plan are individually and in the aggregate reasonable and, in combination, represent a reasonable estimate of anticipated experience under the plan. The cost and actuarial exhibits presented in this cost statement were determined in accordance with actuarial procedures consistent with the Actuarial Standards of Practice (ASOPs) and appropriately disclose the actuarial position of the plan.

Actuarial Standards of Practice (“ASOPs”) 27 and 35 ask the actuary to disclose the information and analysis used to support the actuary’s determination that the assumptions selected by the Board do not significantly conflict with what, in the actuary’s professional judgment, are reasonable for the purpose of the measurement. In the case of the Board’s selection of expected return on assets (“EROA”), the signing actuaries have used economic information and tools provided by Buck’s Financial Risk Management (“FRM”) practice. A spreadsheet tool created by the FRM team converts averages, standard deviations, and correlations from Buck’s Capital Markets Assumptions (“CMA”) that are used for stochastic forecasting into approximate percentile ranges for the arithmetic and geometric average returns. It is intended to suggest possible reasonable ranges for EROA without attempting to predict or select a specific best estimate rate of return. It takes into account the duration (horizon) of investment and the target allocation of assets in the portfolio to various asset classes. Based on the actuary’s analysis, including consistency with other assumptions used in the valuation and the percentiles generated by the spreadsheet described above, the actuary believes the EROA does not significantly conflict with what, in the actuary’s professional judgment, is reasonable for the purpose of the measurement.



Use of Models

Actuarial Standard of Practice No. 56 provides guidance to actuaries when performing actuarial services with respect to designing, developing, selecting, modifying, using, reviewing, or evaluating models. Buck uses third-party software in the performance of annual actuarial valuations and projections. The model is intended to calculate the liabilities associated with the provisions of the plan using data and assumptions as of the measurement date under the funding rules specified in this memorandum. The output from the third-party vendor software is used as input to an internally developed model that applies applicable funding rules to the derived liabilities and other inputs, such as plan assets and contributions, to generate many of the exhibits found in this memorandum. Buck has an extensive review process in which the results of the liability calculations are checked using detailed sample life output, changes from year to year are summarized by source, and significant deviations from expectations are investigated. Other funding outputs and the internal model are similarly reviewed in detail and at a higher level for accuracy, reasonability, and consistency with prior results. Buck also reviews the third-party model when significant changes are made to the software. This review is performed by experts within Buck who are familiar with applicable funding rules, as well as the manner in which the model generates its output. If significant changes are made to the internal model, extra checking and review are completed. Significant changes to the internal model that are applicable to multiple clients are generally developed, checked, and reviewed by multiple experts within Buck who are familiar with the details of the required changes.

Assessment of Risks

Information about current plan risk can be found in the 2023 Actuarial Valuation Report for the City of University City Non-Uniformed Employees’ Retirement System dated July 2023. However, providing the benefit enhancements may increase risk to the plan beyond what is stated in such report. Below is a list of risks to consider with the addition of the benefit enhancements:

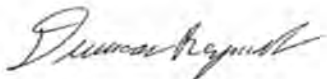
- Behavioral risk may increase with a change in the vesting requirement. This could create more uncertainty in withdrawal patterns until actual experience can be examined. For example, terminations for members between five and ten years of service may increase after this change.

Actuarial Certification

The undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained in this memorandum. This memorandum has been prepared in accordance with all Applicable Actuarial Standards of Practice and we are available to answer any questions on the material contained in the memorandum, or to provide explanations or further details as may be appropriate.

Sincerely,


Michael A. Ribble, FSA, EA, MAAA, FCA
Principal, Wealth Consulting


Duncan Reynolds, ASA, EA, MAAA
Senior Consultant, Wealth Consulting

Buck Global, LLC (Buck)



Exhibit I

**City of University City Non-Uniformed Employees' Retirement System
January 1, 2023 Projections
Current Plan Provisions**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>
A. Number of Participants											
Active	122	122	122	122	122	122	122	122	122	122	122
Retired & Beneficiaries	67	68	71	73	76	79	79	80	84	87	90
Vested Terminations	<u>52</u>	<u>53</u>	<u>55</u>	<u>56</u>	<u>57</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>62</u>
Total	241	243	248	251	255	259	260	262	267	271	274
B. Covered Payroll	\$7,662,553	\$7,813,331	\$7,987,547	\$8,190,605	\$8,337,645	\$8,503,589	\$8,706,923	\$8,919,716	\$9,086,746	\$9,275,264	\$9,514,480
C. Annual Benefits Payable to Retired Participants and Beneficiaries	\$1,652,575	\$1,686,176	\$1,719,351	\$1,789,238	\$1,906,161	\$2,017,691	\$2,138,033	\$2,286,654	\$2,502,988	\$2,694,642	\$2,831,675
D. Actuarial Liability - Entry Age Normal											
Active	\$14,343,376	\$14,954,139	\$15,759,097	\$16,377,020	\$16,334,830	\$16,323,419	\$16,434,631	\$16,429,762	\$15,853,689	\$14,875,287	\$14,141,281
Retired & Beneficiaries	13,682,028	13,779,278	13,739,907	13,864,559	14,666,316	15,409,809	15,985,047	16,661,907	17,951,820	19,499,633	20,681,521
Vested Terminations	<u>3,193,912</u>	<u>3,549,251</u>	<u>3,932,262</u>	<u>4,327,713</u>	<u>4,723,829</u>	<u>5,101,834</u>	<u>5,471,546</u>	<u>5,816,710</u>	<u>6,127,610</u>	<u>6,387,245</u>	<u>6,618,514</u>
Total	\$31,219,316	\$32,282,668	\$33,431,266	\$34,569,292	\$35,724,975	\$36,835,062	\$37,891,224	\$38,908,379	\$39,933,119	\$40,762,165	\$41,441,316
E. Plan Assets - Actuarial Value	\$29,702,960	\$30,751,899	\$31,163,134	\$31,706,709	\$31,788,675	\$33,227,044	\$34,658,187	\$36,076,532	\$37,451,116	\$38,709,420	\$39,871,369
F. Unfunded Actuarial Liability	\$1,516,356	\$1,530,769	\$2,268,132	\$2,862,583	\$3,936,300	\$3,608,017	\$3,233,037	\$2,831,846	\$2,482,003	\$2,052,745	\$1,569,947
G. Funded Ratio (E. / D.)	95.1%	95.3%	93.2%	91.7%	89.0%	90.2%	91.5%	92.7%	93.8%	95.0%	96.2%
H. Total Normal Cost	\$588,777	\$592,554	\$590,030	\$600,563	\$607,640	\$616,690	\$633,604	\$651,065	\$653,030	\$666,979	\$687,462
I. Expected Employee Contributions As a Percentage of Covered Payroll	\$229,877 3.0%	\$234,400 3.0%	\$239,626 3.0%	\$245,718 3.0%	\$250,129 3.0%	\$255,108 3.0%	\$261,208 3.0%	\$267,591 3.0%	\$272,602 3.0%	\$278,258 3.0%	\$285,434 3.0%
J. Administrative Expenses	\$187,402	\$193,024	\$198,815	\$204,779	\$210,923	\$217,250	\$223,768	\$230,481	\$237,395	\$244,517	\$251,853
K. Employer Normal Cost (H. - I. + J.) As a Percentage of Covered Payroll	\$546,302 7.1%	\$551,178 7.1%	\$549,219 6.9%	\$559,624 6.8%	\$568,434 6.8%	\$578,832 6.8%	\$596,164 6.8%	\$613,955 6.9%	\$617,823 6.8%	\$633,238 6.8%	\$653,881 6.9%
L. Amortization of Unfunded Actuarial Liability (13 years closed as of 2023)	\$167,961	\$178,537	\$280,398	\$378,097	\$560,898	\$561,378	\$557,794	\$552,852	\$563,763	\$564,882	\$558,096
M. Total Employer Cost as of January 1 st (K. + L.)	\$714,263	\$729,715	\$829,617	\$937,721	\$1,129,332	\$1,140,210	\$1,153,958	\$1,166,807	\$1,181,586	\$1,198,120	\$1,211,977
N. Total Employer Cost As a Percentage of Covered Payroll	9.3%	9.3%	10.4%	11.4%	13.5%	13.4%	13.3%	13.1%	13.0%	12.9%	12.7%



Exhibit I

**City of University City Non-Uniformed Employees' Retirement System
January 1, 2023 Projections
Proposed Plan Provisions**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>
A. Number of Participants											
Active	122	122	122	122	122	122	122	122	122	122	122
Retired & Beneficiaries	67	68	71	73	76	79	79	80	84	87	90
Vested Terminations	<u>52</u>	<u>55</u>	<u>59</u>	<u>62</u>	<u>64</u>	<u>67</u>	<u>70</u>	<u>74</u>	<u>78</u>	<u>81</u>	<u>85</u>
Total	241	245	252	257	262	268	271	276	284	290	297
B. Covered Payroll	\$7,662,553	\$7,813,331	\$7,987,547	\$8,190,605	\$8,337,645	\$8,503,589	\$8,706,923	\$8,919,716	\$9,086,746	\$9,275,264	\$9,514,480
C. Annual Benefits Payable to Retired Participants and Beneficiaries	\$1,635,963	\$1,666,753	\$1,700,559	\$1,769,424	\$1,883,667	\$1,987,167	\$2,106,412	\$2,253,773	\$2,466,211	\$2,652,975	\$2,792,072
D. Actuarial Liability - Entry Age Normal											
Active	\$14,246,457	\$14,852,062	\$15,654,270	\$16,274,644	\$16,243,433	\$16,236,514	\$16,349,306	\$16,351,642	\$15,784,724	\$14,814,045	\$14,088,242
Retired & Beneficiaries	13,682,028	13,779,278	13,739,907	13,864,559	14,666,316	15,409,809	15,985,047	16,661,907	17,951,820	19,499,633	20,681,521
Vested Terminations	<u>3,193,912</u>	<u>3,590,184</u>	<u>4,015,592</u>	<u>4,453,067</u>	<u>4,890,122</u>	<u>5,321,417</u>	<u>5,759,062</u>	<u>6,173,125</u>	<u>6,561,258</u>	<u>6,909,207</u>	<u>7,239,433</u>
Total	\$31,122,397	\$32,221,524	\$33,409,769	\$34,592,270	\$35,799,871	\$36,967,740	\$38,093,415	\$39,186,674	\$40,297,802	\$41,222,885	\$42,009,196
E. Plan Assets - Actuarial Value	\$29,702,960	\$30,788,785	\$31,242,131	\$31,829,579	\$31,959,106	\$33,450,315	\$34,945,472	\$36,432,911	\$37,882,107	\$39,223,532	\$40,479,288
F. Unfunded Actuarial Liability	\$1,419,437	\$1,432,739	\$2,167,638	\$2,762,692	\$3,840,765	\$3,517,426	\$3,147,943	\$2,753,762	\$2,415,695	\$1,999,353	\$1,529,908
G. Funded Ratio (E. / D.)	95.4%	95.6%	93.5%	92.0%	89.3%	90.5%	91.7%	93.0%	94.0%	95.1%	96.4%
H. Total Normal Cost	\$617,976	\$622,274	\$620,319	\$631,294	\$638,111	\$646,972	\$664,090	\$681,663	\$682,891	\$696,453	\$716,858
I. Expected Employee Contributions As a Percentage of Covered Payroll	\$229,877 3.0%	\$234,400 3.0%	\$239,626 3.0%	\$245,718 3.0%	\$250,129 3.0%	\$255,108 3.0%	\$261,208 3.0%	\$267,591 3.0%	\$272,602 3.0%	\$278,258 3.0%	\$285,434 3.0%
J. Administrative Expenses	\$187,402	\$193,024	\$198,815	\$204,779	\$210,923	\$217,250	\$223,768	\$230,481	\$237,395	\$244,517	\$251,853
K. Employer Normal Cost (H. - I. + J.) As a Percentage of Covered Payroll	\$575,501 7.5%	\$580,898 7.4%	\$579,508 7.3%	\$590,355 7.2%	\$598,905 7.2%	\$609,114 7.2%	\$626,650 7.2%	\$644,553 7.2%	\$647,684 7.1%	\$662,712 7.1%	\$683,277 7.2%
L. Amortization of Unfunded Actuarial Liability (13 years closed as of 2023)	\$157,225	\$167,104	\$267,974	\$364,903	\$547,285	\$547,283	\$543,113	\$537,608	\$548,702	\$550,190	\$543,862
M. Total Employer Cost as of January 1 st (K. + L.)	\$732,726	\$748,002	\$847,482	\$955,258	\$1,146,190	\$1,156,397	\$1,169,763	\$1,182,161	\$1,196,386	\$1,212,902	\$1,227,139
N. Total Employer Cost As a Percentage of Covered Payroll	9.6%	9.6%	10.6%	11.7%	13.7%	13.6%	13.4%	13.3%	13.2%	13.1%	12.9%

Actuarial Assumptions and Methods

Interest Rate

6.8% compounded annually (net of investment expenses).

Mortality

Pub-2010 General Amount-Weighted Mortality Tables, with separate rates for employees and retirees, and projected generationally using scale MP-2021.

Withdrawal Rates

Following are sample withdrawal rates per 100 lives.

Age	Withdrawal
25	20.0
30	20.0
35	17.0
40	12.0
45	8.5
50	6.0
55	3.5
60+	1.5

Disability Rates

Following are sample disability rates per 100 lives.

Age	Male	Female
25	0.07	0.02
30	0.10	0.03
35	0.13	0.06
40	0.18	0.09
45	0.25	0.15
50	0.37	0.22
55	0.57	0.32
60	0.86	0.45

Actuarial Assumptions and Methods (continued)

Assumed Retirement Age

Age 60 – 64	10%
Age 65 - 69	40%
Age 70+	100%

Salary Increases

3.75% compounded annually.

Optional Forms of Payment

Single Life Annuity	80%
Joint and Survivor 100%	20%

Expenses

The normal cost was increased for expected Administrative Expenses of \$168,849 (City) and \$18,553 (Library), which is derived from the 2022 expenses paid plus 3.00%.

Actuarial Cost Method

Entry Age Actuarial Cost Method, with normal cost expressed as a level percentage of covered compensation

Asset Valuation Method

The Actuarial Value of Assets is market value as of the valuation date, including the value of accrued contributions, reduced by:

1. 80% of the gain/(loss) for the first year preceding the valuation date,
2. 60% of the gain/(loss) for the second year preceding the valuation date,
3. 40% of the gain/(loss) for the third year preceding the valuation date,
4. 20% of the gain/(loss) for the fourth year preceding the valuation date.

The gain/(loss) for each period is determined as the actual return on market value during the period less the expected return on market value based on an assumed earnings rate. The resulting value is constrained to be within a corridor of 80% to 120% of market value, including receivable contributions.

Amortization Method

Closed amortization as a level dollar of the unfunded accrued liability with 13 years remaining for 2023.

Projection Assumptions

- (1) **New Entrants:** Active membership assumed to stay at the January 1, 2023 level throughout projection (122 active members). New active members entering the Plan are based on the average characteristics of new active members over the last five years. The expected salary in 2023 for a new entrant is \$50,000. New entrants are 50% males and 50% females. New entrants are hired 88% by the City and 12% by the Library, reflecting the current composition of actives.

- (2) **Expenses:** Plan administrative expenses in 2022 (\$181,944) are assumed to increase by 3.00% per year.

- (3) **Actual Return on Assets:** Under current and proposed provisions, the actual return on assets is 6.8% in 2023 and later years through the projection.

- (4) **Employee Contributions:** Employee contributions are assumed to be 3% per year.

- (5) **Employer Contributions:** Employer contributions are assumed to be paid mid-year with a half year interest adjustment applied by the City of University City at the time of payment.

- (6) **Interest Rate** 6.8%, net of investment expenses.

Non-Uniform Employees Under 10 Years of Service as of 9.26.2023

Employee	Name	Status	Date of Hire	Department	Position
14404	STRAUTMANN, BRIAN	Active	09/25/2013	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	General Maintenance Worker
14318	MURPHY, MICHAEL	Active	10/09/2013	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Equipment Operator
14406	ENSLEY, RAMA	Active	11/20/2013	Public Works, Solid Waste Management	Heavy Equipment Operator
14409	REESE, LARETTE	Active	12/23/2013	Legislation	City Clerk
14431	MATHIS, BARBARA	Active	05/01/2014	Finance	Administrative Assistant
14496	CARTER, DANIEL	Active	07/16/2014	Public Works, Facilities Maintenance	General Maintenance Worker
14520	MCINTOSH, ROBYN	Active	12/22/2014	Police	LEAD DISPATCHER/SUPERVISOR
14535	RYAN, DON	Active	03/25/2015	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Laborer/Light Equipment Operator
14543	VAN HARE, COLIN	Active	04/20/2015	Parks, Recreation, and Forestry, Golf	General Maintenance Worker
14607	STRINGFIELD, DENNIS	Active	08/26/2015	Community Development	Inspector
14609	DEWITT, JOSHUA	Active	09/09/2015	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	General Maintenance Worker
14608	ZAIONTZ, MARK	Active	09/28/2015	Community Development	Snr Bldg Inspector/Plan Reviewer
14250	COLE, KEITH	Active	04/13/2016	Finance	Director of Finance
14681	BADY-YOUNG, RONDA	Active	06/13/2016	Community Development	Advanced Clerk Typist
14686	LOHBECK, ARNOLD	Active	06/20/2016	Community Development	Building Inspector
14587	WRIGHT, PAIGE	Active	08/07/2016	Municipal Court	Court Clerk II
14539	GREEN, MICHAEL	Active	03/16/2017	Public Works, Facilities Maintenance	Custodian
12586	ROSE, GREGORY	Active	12/28/2017	Administration	City Manager
14325	DOUGLAS, JEFFERY	Active	03/19/2018	Public Works, Street Maintenance	Equipment Operator
14829	SIDEL, DOUGLAS	Active	04/01/2018	Municipal Court	Municipal Judge
14869	BEXTERMUELLER, JEFF	Active	05/29/2018	Community Development	Multi-Discipline Inspector II
14867	ZUMWALT, CYNTHIA	Active	06/04/2018	Community Development	Advanced Clerk Typist
14886	GAINES, DENESE	Active	07/30/2018	Police	ASSISTANT TO THE PROSECUTOR
14894	BLIZZARD, JAMES	Active	08/27/2018	Community Development	Inspector
14913	SCHAEFFER, LINDA R	Active	10/22/2018	Human Resources	Human Resource Generalist
14921	POSLEY, MAURICE ALEXANDER	Active	12/17/2018	Public Works, Solid Waste Management	Heavy Equipment Operator
14930	BATTLE, PAULA	Active	02/19/2019	Finance	Assistant Director of Finance
14970	BLANKS, SHAUNEE	Active	05/07/2019	Public Works, Solid Waste Management	Heavy Equipment Operator
15023	KAISER, JACOB	Active	06/24/2019	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Forestry Supervisor
15024	WHITE, RACHEL	Active	06/26/2019	Community Development	Inspector I
14924	BOLDEN, ORLANDO	Active	07/07/2019	Public Works, Solid Waste Management	Heavy Equipment Operator
15061	KUELKER, EUGENE	Active	01/06/2020	Public Works, Admin. & Engineering	Project Manager II
15070	LEWIS, TIMIKA	Active	03/16/2020	Finance	Purchasing Specialist
15090	SUTHERS, CHANTEL M	Active	01/05/2021	Police	Dispatcher
15092	MATTHEWS, PTAH	Active	02/02/2021	Police	Dispatcher
15098	RION, TRAVIS	Active	05/03/2021	Parks, Recreation, and Forestry, Golf	Golf Manager
15103	SMITH, BROOKE	Active	05/24/2021	Administration	Deputy City Manager/Director of Economic Development
15115	WASHINGTON, TALONDA	Active	06/07/2021	Police	Advanced Clerk Typist
15119	HAMILTON, TAMIKA	Active	06/20/2021	Police	Dispatcher
15133	WILLIAMS, D'MARCO	Active	07/26/2021	Public Works, Admin. & Engineering	Advanced Clerk Typist
15135	KENTON, KARLA R	Active	08/02/2021	Finance	Accountant - Grade 010

Non-Uniform Employees Under 10 Years of Service as of 9.26.2023

Employee	Name	Status	Date of Hire	Department	Position
15138	LUONG, MICHAEL F	Active	08/16/2021	Community Development	Inspector I
15142	STRUBHART, TODD A	Active	09/13/2021	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Deputy Director of Parks Maintenance
15148	WAGNER, JOHN L	Active	11/01/2021	Community Development	Director of Planning and Development
14436	BROWN, JOHN	Active	12/13/2021	Public Works, Solid Waste Management	Heavy Equipment Operator
14723	BENARD, STEVEN	Active	02/14/2022	Public Works, Facilities Maintenance	Custodian
15161	WILLIAMS, AMY	Active	02/28/2022	Human Resources	Director of Human Resources
15172	MEEHAN, MERRIC	Active	04/11/2022	Parks, Recreation, and Forestry, Centennial Commons	Recreation Supervisor II
15180	CULLINS, RICHARD C	Active	06/06/2022	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Tree Trimmer
15208	GANT, ZACHARY	Active	09/12/2022	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Equipment Operator
15212	KENNEDY, MARY C	Active	10/17/2022	Community Development	Senior Planner
15213	SMITH, RAJAYE T	Active	10/24/2022	Administration	Assistant City Manager
15216	VOGT, ALEX	Active	11/07/2022	Public Works, Fleet Maintenance	Mechanic
15218	POLLARD, EBONY	Active	11/14/2022	Finance	Budget/Financial Analyst
15222	NOEL, CHARLES	Active	12/05/2022	Police	Public Safety IT Specialist
15221	DEAN, KENA	Active	12/12/2022	Administration	Secretary to City Manager
15224	TATE, ASHLEY	Active	12/27/2022	Police	Crime Analyst
15226	GUY, DARRYLE	Active	01/03/2023	Public Works, Solid Waste Management	Heavy Equipment Operator
15227	GOODMAN, MARY T	Active	01/09/2023	Administration	Communication Manager
15228	CELAJ, MIRELA	Active	01/09/2023	Public Works, Admin. & Engineering	Asst Dir of PW/City Engineer
14516	RICHARDS, SHEILA	Active	01/11/2023	Community Development	Advanced Clerk Typist
15229	BAKER, THOMAS GLENN III	Active	01/23/2023	Information Technology	IT Manager
15231	GIRDLER, DARIN	Active	01/30/2023	Public Works, Admin. & Engineering	Director of Public Works
15233	MILES, MONTEZ	Active	02/27/2023	Administration	Economic Development Specialist
15240	STEELE, ALEXIA	Active	04/03/2023	Police	Dispatcher
15241	HOKE-ODER, LORI	Active	04/10/2023	Community Development	Executive Secretary to Director
15242	MOURNING, MICKEY	Active	04/10/2023	Parks, Recreation, and Forestry, Park Maint, Admin & Forestry	Equipment Operator
15249	MAINE, JENNIFER	Active	05/22/2023	Police	Dispatcher
15250	COURTWAY, MARK	Active	05/22/2023	Public Works, Fleet Maintenance	Mechanic
15154	SULZER, LINDA	Active	06/05/2023	Community Development	Compliance Officer
15252	HUCH, RICHARD	Active	06/12/2023	Community Development	Compliance Officer
15261	STAUDT, ADAM	Active	07/03/2023	Community Development	Multi-Discipline Inspector
15266	TOHOUENOU, AMEDEE	Active	07/17/2023	Finance	Accounts Payable Specialist
15268	BROWN, ASHLEY N.	Active	07/31/2023	Police	Dispatcher
15269	CARNEY, ZACHARY T	Active	08/14/2023	Police	Dispatcher

Non-Uniform Employees (Library) Under 10 Years of Service as of 9.26.2023

Employee	Name	Status	Date of Hire	Department	Position
13779	COLEMAN, WILLIAM	Active	11/18/2013	Library	IT Project Manager
14737	ROCHMAN, RUTH	Active	02/13/2017	Library	Librarian I
14830	BRUCE, KERRY E.	Active	04/04/2018	Library	Assistant Director
15025	HOOD, ERIN LEIGH	Active	07/01/2019	Library	Head of Youth Services
15173	KORINEK, KEVIN S	Active	05/16/2022	Library	Community Engagement Librarian

**CITY OF UNIVERSITY CITY COUNCIL MEETING
AGENDA ITEM**



NUMBER: <i>For City Clerk Use</i>	UB20231113-03
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SUBJECT/TITLE:
Compensation Ordinance Adjustment

PREPARED BY: Amy Williams	DEPARTMENT / WARD: Human Resources
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AGENDA SECTION: Unfinished Business Bill 9531	CAN ITEM BE RESCHEDULED? Yes
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CITY MANAGER'S RECOMMENDATION OR RECOMMENDED MOTION:
Due to the workload included in the Work Plan, the City Manager recommends adding the position of Planner to the Planning and Development Department. The position will be used to assist with staffing the Green Practice Commission, the soon to be created Architectural Review Board, assist with Olive Boulevard Phase 2 development, and support various other projects. This also seeks to adjust the Director of Parks, Recreation, and Forestry to Director of Parks, Recreation and Public Area Maintenance.

FISCAL IMPACT:
Grade 10 Salary Range for the Planner is \$50,758.04 - \$80,080.99

AMOUNT: Up to \$80,080.99	ACCOUNT No.:
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FROM FUND: General Fund - 01	TO FUND: General Fund - 01
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EXPLANATION:
The proposed Ordinance seeks to add a Planner to the Planning and Development Department and also updates the title of Director of Parks, Recreation, and Forestry to Director of Parks, Recreation, and Public Area Maintenance.

STAFF COMMENTS AND BACKGROUND INFORMATION:
The minor update to the Director title better captures the tasks and responsibilities of the Department with the move of the Streets Division to this Department.

CIP No.	
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RELATED ITEMS / ATTACHMENTS:
Draft Bill No. 9531

LIST CITY COUNCIL GOALS (S):
Employees

RESPECTFULLY SUBMITTED: City Manager, Gregroy Rose	MEETING DATE: November 13, 2023
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INTRODUCED BY: Councilmember Bwayne Smotherson

DATE: October 23, 2023

BILL NO. 9531

ORDINANCE NO:

AN ORDINANCE FIXING THE COMPENSATION TO BE PAID TO CITY OFFICIALS AND EMPLOYEES AS ENUMERATED HEREIN FROM AND AFTER NOVEMBER 13, 2023, AND REPEALING ORDINANCE NO. 7337.

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

Section 1. From and after November 13, 2023, 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 (Base Pay), included herein, with a salary not less than the lowest amount and not greater than the highest amount set forth in Schedule A, 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.

SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES 2023

Steps

<i>Grade</i>	<i>Position Title</i>	<i>Pay Frequency</i>	A	B	C	D	E	F	G	H	I	J
1		Annually	\$28,975.09	\$30,423.84	\$31,945.03	\$33,542.29	\$35,219.40	\$36,980.37	\$38,829.39	\$40,770.86	\$42,809.40	\$44,949.87
		Monthly	\$2,414.59	\$2,535.32	\$2,662.09	\$2,795.19	\$2,934.95	\$3,081.70	\$3,235.78	\$3,397.57	\$3,567.45	\$3,745.82
		Bi-Weekly	\$1,114.43	\$1,170.15	\$1,228.66	\$1,290.09	\$1,354.59	\$1,422.32	\$1,493.44	\$1,568.11	\$1,646.52	\$1,728.84
		Hourly	\$13.93	\$14.63	\$15.36	\$16.13	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61
2		Annually	\$30,423.91	\$31,945.10	\$33,542.36	\$35,219.48	\$36,980.45	\$38,829.47	\$40,770.95	\$42,809.50	\$44,949.97	\$47,197.47
		Monthly	\$2,535.33	\$2,662.09	\$2,795.20	\$2,934.96	\$3,081.70	\$3,235.79	\$3,397.58	\$3,567.46	\$3,745.83	\$3,933.12
		Bi-Weekly	\$1,170.15	\$1,228.66	\$1,290.09	\$1,354.60	\$1,422.33	\$1,493.44	\$1,568.11	\$1,646.52	\$1,728.85	\$1,815.29
		Hourly	\$14.63	\$15.36	\$16.13	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69
3		Annually	\$31,945.22	\$33,542.49	\$35,219.61	\$36,980.59	\$38,829.62	\$40,771.10	\$42,809.66	\$44,950.14	\$47,197.65	\$49,557.53
		Monthly	\$2,662.10	\$2,795.21	\$2,934.97	\$3,081.72	\$3,235.80	\$3,397.59	\$3,567.47	\$3,745.84	\$3,933.14	\$4,129.79
		Bi-Weekly	\$1,228.66	\$1,290.10	\$1,354.60	\$1,422.33	\$1,493.45	\$1,568.12	\$1,646.53	\$1,728.85	\$1,815.29	\$1,906.06
		Hourly	\$15.36	\$16.13	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69	\$23.83
4	Parking Attendant	Annually	\$33,542.50	\$35,219.62	\$36,980.60	\$38,829.63	\$40,771.11	\$42,809.67	\$44,950.15	\$47,197.66	\$49,557.54	\$52,035.42
	Police/Fire Cadet	Monthly	\$2,795.21	\$2,934.97	\$3,081.72	\$3,235.80	\$3,397.59	\$3,567.47	\$3,745.85	\$3,933.14	\$4,129.80	\$4,336.29
	Clerk Typist	Bi-Weekly	\$1,290.10	\$1,354.60	\$1,422.33	\$1,493.45	\$1,568.12	\$1,646.53	\$1,728.85	\$1,815.29	\$1,906.06	\$2,001.36
		Hourly	\$16.13	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69	\$23.83	\$25.02
5	Custodian	Annually	\$35,219.62	\$36,980.60	\$38,829.63	\$40,771.11	\$42,809.67	\$44,950.15	\$47,197.66	\$49,557.54	\$52,035.42	\$54,637.19
		Monthly	\$2,934.97	\$3,081.72	\$3,235.80	\$3,397.59	\$3,567.47	\$3,745.85	\$3,933.14	\$4,129.80	\$4,336.29	\$4,553.10
		Bi-Weekly	\$1,354.60	\$1,422.33	\$1,493.45	\$1,568.12	\$1,646.53	\$1,728.85	\$1,815.29	\$1,906.06	\$2,001.36	\$2,101.43
		Hourly	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69	\$23.83	\$25.02	\$26.27
6	Laborer	Annually	\$36,980.60	\$38,829.63	\$40,771.11	\$42,809.67	\$44,950.15	\$47,197.66	\$49,557.54	\$52,035.42	\$54,637.19	\$57,369.05
	Compliance Officer	Monthly	\$3,081.72	\$3,235.80	\$3,397.59	\$3,567.47	\$3,745.85	\$3,933.14	\$4,129.80	\$4,336.29	\$4,553.10	\$4,780.75
		Bi-Weekly	\$1,422.33	\$1,493.45	\$1,568.12	\$1,646.53	\$1,728.85	\$1,815.29	\$1,906.06	\$2,001.36	\$2,101.43	\$2,206.50
		Hourly	\$17.78	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69	\$23.83	\$25.02	\$26.27	\$27.58

SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES 2023

Steps

Grade	Position Title	Pay Frequency	Steps									
			A	B	C	D	E	F	G	H	I	J
7	Advanced Clerk Typist	Annually	\$38,829.44	\$40,770.91	\$42,809.46	\$44,949.93	\$47,197.43	\$49,557.30	\$52,035.17	\$54,636.93	\$57,368.77	\$60,237.21
	Laborer-Light Equipment Operator	Monthly	\$3,235.79	\$3,397.58	\$3,567.46	\$3,745.83	\$3,933.12	\$4,129.78	\$4,336.26	\$4,553.08	\$4,780.73	\$5,019.77
		Bi-Weekly	\$1,493.44	\$1,568.11	\$1,646.52	\$1,728.84	\$1,815.29	\$1,906.05	\$2,001.35	\$2,101.42	\$2,206.49	\$2,316.82
		Hourly	\$18.67	\$19.60	\$20.58	\$21.61	\$22.69	\$23.83	\$25.02	\$26.27	\$27.58	\$28.96
8	Administrative Secretary	Annually	\$41,159.24	\$43,217.20	\$45,378.06	\$47,646.96	\$50,029.31	\$52,530.78	\$55,157.32	\$57,915.18	\$60,810.94	\$63,851.49
	Assistant to the Prosecutor	Monthly	\$3,429.94	\$3,601.43	\$3,781.51	\$3,970.58	\$4,169.11	\$4,377.56	\$4,596.44	\$4,826.27	\$5,067.58	\$5,320.96
	Court Clerk II	Bi-Weekly	\$1,583.05	\$1,662.20	\$1,745.31	\$1,832.58	\$1,924.20	\$2,020.41	\$2,121.44	\$2,227.51	\$2,338.88	\$2,455.83
	Equipment Operator	Hourly	\$19.79	\$20.78	\$21.82	\$22.91	\$24.05	\$25.26	\$26.52	\$27.84	\$29.24	\$30.70
	Account Clerk II											
9	Administrative Assistant	Annually	\$45,319.68	\$47,585.66	\$49,964.94	\$52,463.19	\$55,086.35	\$57,840.67	\$60,732.70	\$63,769.33	\$66,957.80	\$71,500.89
	Accounts Payable Specialist	Monthly	\$3,776.64	\$3,965.47	\$4,163.75	\$4,371.93	\$4,590.53	\$4,820.06	\$5,061.06	\$5,314.11	\$5,579.82	\$5,958.41
	Dispatcher	Bi-Weekly	\$1,743.06	\$1,830.22	\$1,921.73	\$2,017.81	\$2,118.71	\$2,224.64	\$2,335.87	\$2,452.67	\$2,575.30	\$2,750.03
	Executive Secretary to the Director	Hourly	\$21.79	\$22.88	\$24.02	\$25.22	\$26.48	\$27.81	\$29.20	\$30.66	\$32.19	\$34.38
	Executive Secretary to the Police Chief											
	General Maintenance Worker											
	Heavy Equipment Operator											
	Inspector I											
	Mechanic I											
	Print Shop Operator											
	Recreation Supervisor I											
	Tree Trimmer											

SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES 2023

Steps

Grade	Position Title	Pay Frequency	Steps									
			A	B	C	D	E	F	G	H	I	J
10	Accountant	Annually	\$50,758.04	\$53,295.94	\$55,960.74	\$58,758.77	\$61,696.71	\$64,781.55	\$68,020.62	\$71,421.66	\$74,992.74	\$80,080.99
	Administrative Analyst	Monthly	\$4,229.84	\$4,441.33	\$4,663.39	\$4,896.56	\$5,141.39	\$5,398.46	\$5,668.39	\$5,951.80	\$6,249.39	\$6,673.42
	Budget Analyst-Purchasing Specialist	Bi-Weekly	\$1,952.23	\$2,049.84	\$2,152.34	\$2,259.95	\$2,372.95	\$2,491.60	\$2,616.18	\$2,746.99	\$2,884.34	\$3,080.04
	Crew Leader	Hourly	\$24.40	\$25.62	\$26.90	\$28.25	\$29.66	\$31.14	\$32.70	\$34.34	\$36.05	\$38.50
	Crime Analyst											
	Human Resources Generalist											
	Information Technology Specialist											
	Lead Dispatcher - Supervisor											
	Lead Inspector											
	Mechanic II											
	Planner											
	Public Works Parks Inspector											
	Recreation Supervisor II											
11	Court Administrator	Annually	\$56,849.00	\$59,691.45	\$62,676.02	\$65,809.83	\$69,100.32	\$72,555.33	\$76,183.10	\$79,992.25	\$83,991.87	\$89,690.71
	Facilities Manager	Monthly	\$4,737.42	\$4,974.29	\$5,223.00	\$5,484.15	\$5,758.36	\$6,046.28	\$6,348.59	\$6,666.02	\$6,999.32	\$7,474.23
	Fleet Manager	Bi-Weekly	\$2,186.50	\$2,295.83	\$2,410.62	\$2,531.15	\$2,657.70	\$2,790.59	\$2,930.12	\$3,076.63	\$3,230.46	\$3,449.64
	Financial Analyst	Hourly	\$27.33	\$28.70	\$30.13	\$31.64	\$33.22	\$34.88	\$36.63	\$38.46	\$40.38	\$43.12
	Forestry Supervisor											
	Golf Manager											
	Golf Superintendent											
	Multi-Discipline Inspector											
	Parks Supervisor											
	Project Manager I											
Senior Accountant												
Street Supervisor												

SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED EMPLOYEES 2023

Steps

Grade	Position Title	Pay Frequency	Steps									
			A	B	C	D	E	F	G	H	I	J
12	Communications Manager	Annually	\$64,239.37	\$67,451.34	\$70,823.91	\$74,365.10	\$78,083.36	\$81,987.53	\$86,086.90	\$90,391.25	\$94,910.81	\$101,350.51
	Economic Development Specialist	Monthly	\$5,353.28	\$5,620.95	\$5,901.99	\$6,197.09	\$6,506.95	\$6,832.29	\$7,173.91	\$7,532.60	\$7,909.23	\$8,445.88
	Economic Development Business Retention Specialist	Bi-Weekly	\$2,470.75	\$2,594.28	\$2,724.00	\$2,860.20	\$3,003.21	\$3,153.37	\$3,311.03	\$3,476.59	\$3,650.42	\$3,898.10
	Human Resources Manager	Hourly	\$30.88	\$32.43	\$34.05	\$35.75	\$37.54	\$39.42	\$41.39	\$43.46	\$45.63	\$48.73
	Information Technology Manager											
	Public Safety IT Manager											
	Purchasing Manager											
	Planning- Zoning Administrator											
	Project Manager II											
	Sanitation Superintendent											
	Senior Planner											
	Senior Public Works Manager											
	Senior Building Inspector-Plan Reviewer											
13	Deputy Director of Recreation	Annually	\$72,590.49	\$76,220.01	\$80,031.01	\$84,032.57	\$88,234.19	\$92,645.90	\$97,278.20	\$102,142.11	\$107,249.21	\$114,526.08
	Deputy Director of Parks Maintenance	Monthly	\$6,049.21	\$6,351.67	\$6,669.25	\$7,002.71	\$7,352.85	\$7,720.49	\$8,106.52	\$8,511.84	\$8,937.43	\$9,543.84
	Deputy Dir. of Planning & Dev./Bldg. Commissioner	Bi-Weekly	\$2,791.94	\$2,931.54	\$3,078.12	\$3,232.02	\$3,393.62	\$3,563.30	\$3,741.47	\$3,928.54	\$4,124.97	\$4,404.85
	Assistant Director of Public Works	Hourly	\$34.90	\$36.64	\$38.48	\$40.40	\$42.42	\$44.54	\$46.77	\$49.11	\$51.56	\$55.06
14	Assistant Director of Finance	Annually	\$83,479.06	\$87,653.02	\$92,035.67	\$96,637.45	\$101,469.32	\$106,542.79	\$111,869.93	\$117,463.43	\$123,336.60	\$131,704.98
		Monthly	\$6,956.59	\$7,304.42	\$7,669.64	\$8,053.12	\$8,455.78	\$8,878.57	\$9,322.49	\$9,788.62	\$10,278.05	\$10,975.42
		Bi-Weekly	\$3,210.73	\$3,371.27	\$3,539.83	\$3,716.83	\$3,902.67	\$4,097.80	\$4,302.69	\$4,517.82	\$4,743.72	\$5,065.58
		Hourly	\$40.13	\$42.14	\$44.25	\$46.46	\$48.78	\$51.22	\$53.78	\$56.47	\$59.30	\$63.32

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	\$55,282.69	\$58,046.83	\$60,949.17	\$63,996.63	\$67,196.46	\$71,755.74
		Monthly	\$4,606.89	\$4,837.24	\$5,079.10	\$5,333.05	\$5,599.71	\$5,979.65
		Bi-Weekly	\$2,126.26	\$2,232.57	\$2,344.20	\$2,461.41	\$2,584.48	\$2,759.84
		Hourly	\$26.5782	\$27.9071	\$29.3025	\$30.7676	\$32.3060	\$34.4980
P-2	Police Officer	Annually	\$63,854.50	\$67,047.22	\$70,399.58	\$73,919.56	\$77,615.54	\$82,881.56
		Monthly	\$5,321.21	\$5,587.27	\$5,866.63	\$6,159.96	\$6,467.96	\$6,906.80
		Bi-Weekly	\$2,455.94	\$2,578.74	\$2,707.68	\$2,843.06	\$2,985.21	\$3,187.75
		Hourly	\$30.6993	\$32.2342	\$33.8460	\$35.5383	\$37.3152	\$39.8469
P-3	Police Sergeant	Annually	\$78,498.44	\$82,423.36	\$86,544.53	\$90,871.76	\$95,415.34	\$101,889.28
		Monthly	\$6,541.54	\$6,868.61	\$7,212.04	\$7,572.65	\$7,951.28	\$8,490.77
		Bi-Weekly	\$3,019.17	\$3,170.13	\$3,328.64	\$3,495.07	\$3,669.82	\$3,918.82
		Hourly	\$37.7396	\$39.6266	\$41.6079	\$43.6883	\$45.8728	\$48.9852
P-4	Police Lieutenant	Annually	\$90,554.21	\$95,081.92	\$99,836.01	\$104,827.81	\$111,940.38	
		Monthly	\$7,546.18	\$7,923.49	\$8,319.67	\$8,735.65	\$9,328.36	
		Bi-Weekly	\$3,482.85	\$3,657.00	\$3,839.85	\$4,031.84	\$4,305.40	
		Hourly	\$43.5357	\$45.7125	\$47.9981	\$50.3980	\$53.8175	
P-5	Police Captain	Annually	\$100,822.67	\$105,863.80	\$111,156.99	\$116,714.84	\$124,633.94	
		Monthly	\$8,401.89	\$8,821.98	\$9,263.08	\$9,726.24	\$10,386.16	
		Bi-Weekly	\$3,877.79	\$4,071.68	\$4,275.27	\$4,489.03	\$4,793.61	
		Hourly	\$48.4724	\$50.8961	\$53.4409	\$56.1129	\$59.9202	
P-6	Deputy Police Chief	Annually	\$109,847.69	\$115,340.08	\$121,107.08	\$127,162.44	\$135,790.41	
		Monthly	\$9,153.97	\$9,611.67	\$10,092.26	\$10,596.87	\$11,315.87	
		Bi-Weekly	\$4,224.91	\$4,436.16	\$4,657.96	\$4,890.86	\$5,222.71	
		Hourly	\$52.8114	\$55.4520	\$58.2246	\$61.1358	\$65.2839	

SCHEDULE A - BASE PAY STEPS FOR CLASSIFIED UNIFORMED FIRE EMPLOYEES

Steps

<i>Grade</i>	<i>Position</i>	<i>Pay Frequency</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
F-1	Paramedic Firefighter	Annually	\$67,086.79	\$70,441.13	\$73,963.18	\$77,661.34	\$81,544.41	\$87,077.20
		Monthly	\$5,590.57	\$5,870.09	\$6,163.60	\$6,471.78	\$6,795.37	\$7,256.43
		Bi-weekly	\$2,580.26	\$2,709.27	\$2,844.74	\$2,986.97	\$3,136.32	\$3,349.12
		Hourly	\$23.0380	\$24.1899	\$25.3994	\$26.6694	\$28.0029	\$29.9029
F-2	Paramedic Fire Captain	Annually	\$78,615.75	\$82,753.03	\$87,108.45	\$91,693.11	\$96,519.06	\$103,326.20
		Monthly	\$6,551.31	\$6,896.09	\$7,259.04	\$7,641.09	\$8,043.26	\$8,610.52
		Bi-weekly	\$3,023.68	\$3,182.81	\$3,350.33	\$3,526.66	\$3,712.27	\$3,974.08
		Hourly	\$26.9972	\$28.4179	\$29.9136	\$31.4880	\$33.1453	\$35.4829
F-3	Batallion Chief	Annually	\$92,517.47	\$97,387.12	\$102,512.81	\$107,908.22	\$115,518.59	
		Monthly	\$7,709.79	\$8,115.59	\$8,542.73	\$8,992.35	\$9,626.55	
		Bi-weekly	\$3,558.36	\$3,745.66	\$3,942.80	\$4,150.32	\$4,443.02	
		Hourly	\$31.7711	\$33.4434	\$35.2036	\$37.0564	\$39.6698	
F-5	Deputy Fire Chief	Annually	\$104,545.50	\$110,047.66	\$115,839.64	\$121,936.47	\$130,536.20	
		Monthly	\$8,712.13	\$9,170.64	\$9,653.30	\$10,161.37	\$10,878.02	
		Bi-weekly	\$4,020.98	\$4,232.60	\$4,455.37	\$4,689.86	\$5,020.62	
		Hourly	\$50.2623	\$52.9075	\$55.6921	\$58.6233	\$62.7578	

Section 2. From and after November 13, 2023, seasonal and regular part-time employees of the City may be employed at an hourly rate in accordance with the following Schedules B1 and B2 (hourly pay rates for regular part-time employees and seasonal employees, respectively).

SCHEDULE B1 - HOURLY PAY RATES FOR REGULAR PART-TIME EMPLOYEES

Grade	Position Title	Steps									
		A	B	C	D	E	F	G	H	I	J
PR01		\$ 15.30	\$16.0650	\$16.8683	\$17.7117	\$18.5972	\$19.5271				
PR02	Cashier Control Desk Associate Facility Attendant Child Care Assistant Camp Counselor Golf Course Attendant Park Attendant Youth Job Corps Worker	\$ 15.81	\$16.6005	\$17.4305	\$18.3021	\$19.2172	\$20.1780				
PR03	Lifeguard Recreation Program Leader Traffic Escort	\$ 16.07	\$16.8683	\$17.7117	\$18.5972	\$19.5271	\$20.5035				
PR04	Inclusion Counselor Facility Attendant II	\$ 16.58	\$17.4038	\$18.2739	\$19.1876	\$20.1470	\$21.1544				
PR05	Pool Technician	\$ 16.83	\$17.6715	\$18.5551	\$19.4828	\$20.4570	\$21.4798				
PR06	Head Lifeguard Swim Instructor	\$ 17.34	\$18.2070	\$19.1174	\$20.0732	\$21.0769	\$22.1307				
PR07	Asstistant Pool Manager Assistant Camp Director Facility Monitor Intern	\$ 18.90	\$19.85	\$20.84	\$21.88	\$22.97	\$24.12				
PR08	Camp Director Pool Manager Golf Shop Supervisor Recreation Progam Supervisor	\$ 20.20	\$21.2058	\$22.2661	\$23.3794	\$24.5484	\$25.7758				

SCHEDULE B1 - HOURLY PAY RATES FOR REGULAR PART-TIME EMPLOYEES

Grade	Position Title	Steps									
		A	B	C	D	E	F	G	H	I	J
PR20		\$ 15.06	\$15.8100	\$16.6005	\$17.4305	\$18.3021	\$19.2172	\$20.1780	\$21.1870	\$22.2462	\$23.3586
PR21	PT Clerk Typist PT Court Clerk PT Parking Controller PT Police/Fire Cadet	\$ 15.81	\$16.6005	\$17.4305	\$18.3021	\$19.2172	\$20.1780	\$21.1870	\$22.2462	\$23.3586	\$24.5265
PR22	PT Custodian	\$ 16.61	\$17.4298	\$18.3021	\$19.2171	\$20.1780	\$21.1869	\$22.2463	\$23.3586	\$24.5265	\$25.7529
PR23	PT Laborer	\$ 17.43	\$18.3021	\$19.2171	\$20.1780	\$21.1869	\$22.2463	\$23.3586	\$24.5265	\$25.7528	\$27.0405
PR24	PT Advanced Clerk Typist	\$ 18.30	\$19.2171	\$20.1779	\$21.1868	\$22.2462	\$23.3584	\$24.5264	\$25.7527	\$27.0403	\$28.3923
PR25	PT Administrative Secretary	\$ 19.40	\$20.3701	\$20.4180	\$22.4580	\$23.5810	\$24.7600	\$25.9980	\$27.2979	\$28.6628	\$30.0959
PR26	PT Dispatcher PT Crime Analyst PT Senior Coordinator	\$ 21.36	\$22.4291	\$23.5505	\$24.7281	\$25.9645	\$27.2627	\$28.6258	\$30.0571	\$31.5600	\$33.7014
PR27	PT Paramedic Firefighter	\$ 22.58	\$23.7156	\$24.9014	\$26.1464	\$27.4538	\$29.3165				
PR28	PT Public Works Inspector	\$ 23.93	\$25.1206	\$26.3766	\$27.6955	\$29.0800	\$30.5343	\$32.0610	\$33.6641	\$35.3472	\$37.7461

SCHEDULE B 2 - HOURLY PAY RATES FOR SEASONAL EMPLOYEES

Grade	Position Title	Steps									
		A	B	C	D	E	F	G	H	I	J
PS01		\$ 15.00	\$15.7500	\$16.5375	\$17.3644	\$18.2326	\$19.1442				
PS02	Cashier	\$ 15.50	\$16.2750	\$17.0888	\$17.9432	\$18.8403	\$19.7824				
	Control Desk Associate										
	Facility Attendant										
	Child Care Assistant										
	Camp Counselor										
	Golf Course Attendant										
	Park Attendant										
	Youth Job Corps Worker										
PS03	Lifeguard	\$ 15.75	\$16.5375	\$17.3644	\$18.2326	\$19.1442	\$20.1014				
	Recreation Program Leader										
	Traffic Escort										
PS04	Inclusion Counselor	\$ 16.25	\$17.0625	\$17.9156	\$18.8114	\$19.7520	\$20.7396				
	Facility Attendant II										
PS05	Pool Technician	\$ 16.50	\$17.3250	\$18.1913	\$19.1008	\$20.0559	\$21.0586				
PS06	Head Lifeguard	\$ 17.00	\$17.8500	\$18.7425	\$19.6796	\$20.6636	\$21.6968				
	Swim Instructor										
PS07	Assistant Pool Manager	\$ 18.19	\$19.10	\$20.05	\$21.06	\$22.11	\$23.22				
	Assistant Camp Director										
	Facility Monitor										
	Intern										
PS08	Camp Director	\$ 19.18	\$20.7900	\$21.8295	\$22.9210	\$24.0670	\$25.2704				
	Pool Manager										
	Golf Shop Supervisor										
	Recreation Program Supervisor										

SCHEDULE B 2 - HOURLY PAY RATES FOR SEASONAL EMPLOYEES

Grade	Position Title	Steps									
		A	B	C	D	E	F	G	H	I	J
PS20		\$ 14.76	\$15.5000	\$16.2750	\$17.0887	\$17.9432	\$18.8403	\$19.7824	\$20.7715	\$21.8100	\$22.9006
PS21	PT Clerk Typist	\$ 15.50	\$16.2750	\$17.0888	\$17.9432	\$18.8403	\$19.7824	\$20.7715	\$21.8101	\$22.9006	\$24.0456
	PT Court Clerk										
	PT Parking Controller										
	PT Police/Fire Cadet										
PS22	PT Custodian	\$ 16.28	\$17.0888	\$17.9432	\$18.8403	\$19.7824	\$20.7715	\$21.8101	\$22.9006	\$24.0456	\$25.2479
PS23	PT Laborer	\$ 17.09	\$17.9432	\$18.8403	\$19.7824	\$20.7715	\$21.8101	\$22.9006	\$24.0456	\$25.2479	\$26.5103
PS24	PT Advanced Clerk Typist	\$ 17.94	\$18.8403	\$19.7823	\$20.7714	\$21.8100	\$22.9004	\$24.0455	\$25.2477	\$26.5101	\$27.8356
PS25	PT Administrative Secretary	\$ 19.02	\$19.9707	\$20.9692	\$22.0177	\$23.1186	\$24.2745	\$25.4882	\$26.7626	\$28.1008	\$29.5058
PS26	PT Dispatcher	\$ 20.94	\$21.9894	\$23.0888	\$24.2433	\$25.4554	\$26.7282	\$28.0646	\$29.4678	\$30.9412	\$33.0406
	PT Senior Coordinator										
PS27	PT Paramedic Firefighter	\$ 22.14	\$23.2506	\$24.4132	\$25.6338	\$26.9155	\$28.7417				
PS28	PT Public Works Inspector	\$ 23.46	\$24.6281	\$25.8595	\$27.1525	\$28.5101	\$29.9356	\$31.4324	\$33.0040	\$34.6542	\$37.0055

Section 3. From and after on November 13, 2023, City employees in the unclassified service of the City, except as otherwise noted, shall receive as 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) and shall additionally receive as compensation for their services such benefits generally provided in the Administrative Regulations now in effect, all of which are hereby adopted, approved, and incorporated herein by this reference.

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

		<i>Steps</i>				
<i>Grade</i>	<i>Position Title</i>	<i>Pay Frequency</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
S04	Judge of City Court (Substitute)	Monthly	\$277.27			
S05	Judge of City Court	Monthly	\$2,625.50	\$2,764.13	\$2,909.17	\$3,114.79
S06	Prosecuting City Attorney (Substitute)	Per Session	\$533.21			
S07	Prosecuting City Attorney	Monthly	\$3,886.00	\$4,090.75	\$4,305.10	\$4,610.38

		<i>Steps</i>										
<i>Grade</i>	<i>Position Title</i>	<i>Pay Frequency</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>
9	Secretary to the City Manager	Annually	\$45,319.68	\$47,585.66	\$49,964.94	\$52,463.19	\$55,086.35	\$57,840.67	\$60,732.70	\$63,769.33	\$66,957.80	\$71,500.89
		Monthly	\$3,776.64	\$3,965.47	\$4,163.75	\$4,371.93	\$4,590.53	\$4,820.06	\$5,061.06	\$5,314.11	\$5,579.82	\$5,958.41
		Bi-Weekly	\$1,743.06	\$1,830.22	\$1,921.73	\$2,017.81	\$2,118.71	\$2,224.64	\$2,335.87	\$2,452.67	\$2,575.30	\$2,750.03
		Hourly	\$21.7883	\$22.8777	\$24.0216	\$25.2227	\$26.4838	\$27.8080	\$29.1984	\$30.6583	\$32.1913	\$34.3754
13	City Clerk	Annually	\$72,590.49	\$76,220.01	\$80,031.01	\$84,032.57	\$88,234.19	\$92,645.90	\$97,278.20	\$102,142.11	\$107,249.21	\$114,526.08
		Monthly	\$6,049.21	\$6,351.67	\$6,669.25	\$7,002.71	\$7,352.85	\$7,720.49	\$8,106.52	\$8,511.84	\$8,937.43	\$9,543.84
		Bi-Weekly	\$2,791.94	\$2,931.54	\$3,078.12	\$3,232.02	\$3,393.62	\$3,563.30	\$3,741.47	\$3,928.54	\$4,124.97	\$4,404.85
		Hourly	\$34.8993	\$36.6442	\$38.4764	\$40.4003	\$42.4203	\$44.5413	\$46.7684	\$49.1068	\$51.5621	\$55.0606

<i>Grade</i>	<i>Position Title</i>	<i>Pay Frequency</i>	<i>Salary Range</i>		
			<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
E-1	Assistant City Manager	Annually	\$84,733.74	\$103,799.02	\$124,952.99
		Monthly	\$7,061.14	\$8,649.92	\$10,412.75
		Bi-weekly	\$3,258.99	\$3,992.27	\$4,805.88
		Hourly	\$40.7374	\$49.9034	\$60.0736
E-2	Director of Human Resources	Annually	\$101,681.13	\$124,558.82	\$149,942.94
	Director of Parks, Recreation, and Public Area Maintenance	Monthly	\$8,473.43	\$10,379.90	\$12,495.25
	Director of Planning & Development	Bi-weekly	\$3,910.81	\$4,790.72	\$5,767.04
	Director of Public Works	Hourly	\$48.8852	\$59.8840	\$72.0880
E-3	City Attorney	Annually	\$111,044.21	\$140,110.28	\$163,751.29
	Deputy City Manager/Dir. Of Economic Development	Monthly	\$9,253.68	\$11,675.86	\$13,645.94
	Director of Finance	Bi-weekly	\$4,270.93	\$5,388.86	\$6,298.13
	Fire Chief	Hourly	\$53.3866	\$67.3607	\$78.7266
	Police Chief				
E-4	City Manager	Annually	\$136,029.13	\$175,137.58	\$207,512.43
		Monthly	\$11,335.76	\$14,594.80	\$17,292.70
		Bi-weekly	\$5,231.89	\$6,736.06	\$7,981.25
		Hourly	\$65.3986	\$84.2008	\$99.7656

Section 4. From and after November 13, 2023, 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 Fair Labor Standards Act provisions.
3. The normal work week for full-time office, field, maintenance, and non-commissioned 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 Fair Labor Standards Act provisions.
5. Hours worked in excess of 160 hours in a 28-day period by commissioned police personnel who are not exempt from Fair Labor Standards Act maximum hours provisions, when authorized in advance by the Police Chief, may be paid at the rate of time and one-half or in lieu thereof, in the Police Chief's discretion, the Police Chief may grant compensatory time off also at the rate of time and one-half up to an accumulation allowable under Fair Labor Standards Act provisions.
6. Hours worked in excess of 212 hours in a 28-day period by uniformed fire personnel who are not exempt from Fair Labor Standards Act maximum hours provisions, when authorized in advance by the Fire Chief, may be paid at the rate of time and one-half or in lieu thereof, in the Fire Chief's discretion, the Fire Chief may grant compensatory time off also at the rate of time and one-half up to an accumulation allowable under Fair Labor Standards Act provisions.
7. 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 November 13, 2023, the commissioned police personnel, in the pay grades shown, shall receive compensation for five years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from the sixth (6th) year through the seventh (7th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
P-3	Police Sergeant	\$63
P-4	Police Lieutenant	67
P-5	Police Captain	71

B. From and after November 13, 2023, the commissioned police personnel, in the pay grades shown, shall receive compensation for seven years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eighth (8th) year through the tenth (10th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
P-2	Police Officer	\$49
P-3	Police Sergeant	123
P-4	Police Lieutenant	132
P-4	Police Captain	142

C. From and after on November 13, 2023, the commissioned police personnel, in the pay grade shown, shall receive compensation for ten years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eleventh (11th) year through the fourteenth (14th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
P-2	Police Officer	\$80

D. From and after on November 13, 2023, the commissioned police personnel, in the pay grade shown, shall receive compensation for fourteen years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the fifteenth (15th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
P-2	Police Officer	\$92

E. From and after November 13, 2023, Paramedic Firefighters and Paramedic Fire Captains, in the pay grades shown, shall receive compensation for seven (7) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eighth (8th) year through the tenth (10th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
F-1	Paramedic Firefighters	\$77
F-2	Paramedic Fire Captains	86

F. From and after on November 13, 2023, Paramedic Firefighters and Paramedic Fire Captains, in the pay grades shown, shall receive compensation for ten (10) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eleventh (11th) year through the twentieth (20th) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
F-1	Paramedic Firefighters	\$133
F-2	Paramedic Fire Captains	133

G. From and after on November 13, 2023, Paramedic Firefighters and Paramedic Fire Captains, in the pay grades shown, shall receive compensation for twenty (20) years consecutive City service, excepting military leave of absence, in their present classification in the following amount, from the twenty-first (21st) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
F-1	Paramedic Firefighters	\$168
F-2	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 November 13, 2023, 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 Paramedic Firefighters, Paramedic Fire Captains and Battalion Chiefs of the Fire Department, shall have their hourly rate computed by multiplying the monthly rate by 12, dividing that product by 2,912.

Section 7. Ordinance No. 7337 and all ordinances in conflict herewith are repealed. Ordinance No. 7040 shall remain in effect in full force and unchanged.

Section 8. This ordinance shall take effect and be in force from its passage as provided by law.

PASSED and ADOPTED this 13th day of November, 2023.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



Title: **Planner, Planning and Development**

FLSA Status: Non-Exempt

Grade: 10

Salary Range: \$50,758 - \$80,080

Status: Full-time, Onsite

Department: Planning and Development

JOB PURPOSE

The Planner position will provide responsible administrative support in the Planning & Development department, performing short and long-range planning and zoning activities. Responsibilities will include research, analysis, designing and facilitating community planning processes, while consulting various industry-related Boards and Commissions. Work is performed under the direction of the Director of Planning and Development.

The Planner will collaborate on the research and analysis of techniques and practices of urban and regional planning. This position may handle current planning applications, such as rezonings, variances, waivers, ordinance amendments and conditional use permits. This position may provide project management for grants and other department projects/studies. The majority of the tasks completed by this position are varied and of a moderate to high level of complexity. The tasks require originality and creativity and almost often require the incumbent to compare alternative courses of action and make choices and decisions.

Work is performed both in the office and in the field, and involves considerable contact with the public and other persons engaged in building construction, property maintenance, commercial business operations and ordinance enforcement activities.

The position reports directly to the Director of Planning & Development and maintains a close working relationship with other departments and officials of the City as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This position is required to follow any other job-related instructions and to perform any other job-related duties requested by the position it reports to.

EXAMPLES OF WORK

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks that may be found in positions of this class.)

- **Current & Long-Range Planning**
 - Performs professional work related to a variety of planning assignments
 - Prepares text amendments to various codes and ordinances
 - Manages planning studies, development applications and reviews consultant proposals

- Reviews and processes comprehensive plan amendments, rezonings, annexations, site plans, plats, etc.
 - Conducts research and prepares statistical reports on land use, physical, social & economic issues
 - Completes special projects as directed by supervisor
 - Researches and prepares amendments and updates to all planning related documents.
- **Advisory Board Oversight**
 - Prepares agenda items for the Department on planning and zoning related matters.
 - Schedules and conducts meetings with advisory boards
 - Serves as a department liaison with to various City Boards and Commissions.
 - Prepares and makes presentations to the various City Boards and Commissions
- **Project Management**
 - Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
 - Prepares Requests for Proposals (RFP's) for grant-related projects; coordinates projects with consultants, engineers and prospective bidders
 - Coordinates and monitors various planning programs for the City, in conjunction with associated agencies.
- **Miscellaneous**
 - Coordinates department projects with other departments and state agencies
 - Writes monthly articles for the department newsletter on current planning cases and long-range planning projects
 - Responds to professionals and citizenry questions
 - Attends professional meetings, seminars and training classes and reports back to the department
 - Performs other related duties as directed, required, or which are obvious
 - 0-2 w Masters
 - 1-3 w Bachelors

MINIMAL QUALIFICATIONS

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

- Bachelor's degree in urban planning, environmental design or related field from an accredited college or university required; Master's degree in an appropriate field preferred
- Zero to two years of professional-experience in planning, community development, or related work with a Master's degree in an appropriate field; one to three years of professional-experience in planning, community development, or related work with a Bachelor's degree in an appropriate field or Master's degree in an unrelated field.

Interested applicants can secure and submit an application at www.ucitymo.org. Resume' may be submitted along with completed employment application.

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and



current employees to discuss potential accommodations with the employer.

OVERALL PHYSICAL STRENGTH DEMANDS:

The office environment is typical with no unusual requirements. Some travel between locations is required throughout day-to-day tasks and responsibilities.

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	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		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	C
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	R
Grasping	C
Pushing	O
Standing	F
Walking	F
Driving	R
Reaching with hands/arms	C
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%
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-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.	Yes
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	Yes
Precise hand-eye coordination.	Yes
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:

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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.

SIGNATURE REVIEW AND APPROVAL:

Approved: _____ Department Director	Date: _____ October 18, 2023
Approved: _____ Director of Human Resources	Date: _____ 10-18-23
Approved: _____ City Manager	Date: _____ 10/18/23