

**ORDINANCE #68118  
Board Bill No. 116  
Committee Substitute**

An ordinance to repeal Ordinance #67813 approved December 17, 2007 relating to the appointment and rates of compensation of certain employee's of the License Collector of the City of St. Louis and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**SECTION ONE. ALPHABETICAL LIST OF CLASSES**

The following positions of the License Collector's Office, whose duties shall be those indicated by their respective titles are hereby allocated as listed below and adopted as the classification plan for the License Collector's office:

<u>Class Title</u>	<u>Grade</u>
Accountant I	6G
Accountant II	8G
Accountant III	9G
Administrative Assistant I	6G
Administrative Assistant II	8G
Administrative Assistant III	9G
Administrative Officer I	11M
Administrative Officer II	12M
Administrative Officer III	13M
Assistant Deputy License Collector	16M
Chief Deputy License Collector	17M
Field Representative I	6G
Field Representative II	8G
Field Representative III	9G
License Clerk I	6G
License Clerk II	8G
License Clerk III	9G

**SECTION TWO. OFFICE PAY SCHEDULE**

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix G or M shall become effective with the beginning of the first pay period following approval of this ordinance:

<b>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</b>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
6	747	1121
8	889	1332
9	968	1452
11	1151	1726
12	1254	1882
13	1387	2082
16	2111	3166
17	2428	3643

**SECTION THREE. Appointments**

The License Collector is authorized to appoint and employ accountants, administrative assistants, administrative officers, assistant deputy license collector, field representatives, and license clerks and such other personnel as are deemed necessary in addition to those enumerated in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the amount as set forth in this ordinance.

**SECTION FOUR. STARTING SALARY**

The License Collector may establish a recruitment rate for a single position or all positions and authorize employment at a figure above the minimum but within the range of salary established for the grade.

**SECTION FIVE. PROMOTION, DEMOTION, REALLOCATION AND TRANSFER**

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his or her rate of pay for the new position determined as follows:

- (a) **PROMOTION:** This shall be defined as a change of an employee from a position of one pay grade to a higher pay grade.

(1) When an employee is promoted to a position in the General or Management Schedule the employee's salary shall be set at a rate as deemed appropriate by the License Collector. However, no employee shall be paid less than the minimum rate, nor more than the maximum rate for the new position.

(b) DEMOTION: This shall be defined as a change of an employee from a position of one class to a position of another class which has a lower pay grade.

(1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position. However, no employee shall be paid less than the minimum, nor more than the maximum rate for the new class of position.

(c) REALLOCATION:

(1) The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the grade to which his or her position has been allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he or she remains in the class of position, except as otherwise provided by this ordinance.

(2) If the employee's position is reallocated to a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged.

(3) The salary of an employee whose position is allocated to a higher pay grade shall be determined in accordance with the provisions of this Section 5(a) (1) relating to salary advancement on promotion.

(d) TRANSFER: The salary rate of an employee who transfers to a different position in the same grade, or from one position to another position in same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate, nor more than the maximum rate, for the new position.

#### **SECTION SIX: SALARY ADJUSTMENT**

Salary adjustments for all employees shall be based on considerations of merit or success in fulfilling predetermined performance factors as established by the License Collector.

(a) Any employee whose salary is established in Section 2(1), 2(2), or 2(3) - General and Management Pay Schedule shall be eligible to receive a merit increase after fifty two (52) weeks of continuous service given the achievement of the following Overall Performance Ratings:

(1) Greatly Exceeds Standards: An employee who achieves a superior level of performance by consistently exceeding all expectations related to specific performance factors, a truly top performer, may have their salary increased by a minimum of two and one-half percent (2.5%) up to a maximum of five percent (5%) rounded to the nearest whole dollar, as a merit increase. The exact amount of the merit increase granted within this range shall be at the discretion of the License Collector.

(2) Above Standards: An employee who consistently and reliably meets expectations related to specific performance factors, with no significant performance deficiencies, may have their salary increased by up to a two and one-half percent (2.5%) rounded to the nearest whole dollar, as a merit increase. The exact amount of the merit increase granted within this range shall be at the discretion of the License Collector.

(b) Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General and Management Pay Schedule, achieving an Overall Performance Rating of Meets Standards or Progressing after fifty two (52) weeks of continuous service shall not be eligible to receive a merit increase.

(c) Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General and Management Pay Schedule, achieving an Overall Performance Rating of Below Standards after fifty two (52) weeks of continuous service shall not be eligible to receive a merit increase and must agree to a Mandatory Improvement Plan.

The License Collector may authorize different anniversary dates for an employee or groups of employees.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period following approval of such salary action, by the License Collector,

#### **SECTION SEVEN. INCOME SOURCES**

Any salary paid to an employee of the License Collector shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the License Collector in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week, or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate

for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions, or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### **SECTION EIGHT. CONVERSION**

(a) All pay schedules in Ordinance 67813 shall continue in effect until the beginning of the bi weekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions for which a rate is established or changed in Section 2(1) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 2(1) of Ordinance 67813 shall have their current salary increased by a factor of **three and one half percent (3.5%)**, rounded to the nearest whole dollar or the minimum of the salary range, whichever is greater.

(d) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(e) The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her position, shall remain unchanged.

(f) The License Collector may establish a special conversion procedure for a position in the event that the License Collector determines that a serious inequity would be created by the application of the conversion procedures established in this Section 7.

(g) The License Collector shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

#### **SECTION NINE. HOLIDAY**

(1) Full time employees paid a bi weekly rate who are regularly scheduled to work an average of eighty (80) hours bi weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory added to the balance of each employee shall be treated as "Personal Leave" and shall be granted by the appointing authority in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date of this ordinance and June 20, 2009.

#### **SECTION TEN. VACATION**

Vacation leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more. The License Collector may establish additional guidelines and policies to govern the administration of vacation leave benefits.

#### **SECTION ELEVEN. SICK LEAVE**

Sick leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more in accordance with regulations and procedures established by the License Collector.

#### **SECTION TWELVE. CLASSIFICATION**

Whenever the License Collector finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the License Collector shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

#### **SECTION THIRTEEN. PASSAGE OF ORDINANCE**

By the enactment of this ordinance, Ordinance #67816, approved December 17, 2007 is hereby repealed.

#### **SECTION FOURTEEN. EMERGENCY CLAUSE**

The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health, and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**Approved: October 10, 2008**

**ORDINANCE #68119**  
**Board Bill No. 117**  
**Committee Substitute**

An ordinance enacted pursuant to Section 56.540, Revised Statutes of Missouri to amend Ordinance No.67809 relating to the Office of the Circuit Attorney of the City of St. Louis, allocating the positions established by said Section 56.540, R.S.Mo. to classes with grades and a schedule setting minimum and maximum salaries for such grades by repealing

Section Two and replacing said Section with provisions of this ordinance, providing that such salaries be paid bi-weekly; providing for payment of overtime wages on an hourly basis at the bi-weekly rate when such overtime is authorized as necessary by the Circuit Attorney and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance No. 67809 is hereby repealed and, in lieu thereof, the following provisions are enacted.

**SECTION TWO.** The following positions of the Office of the Circuit Attorney of the City of St. Louis, authorized by Section 56.540, R.S.Mo., to a grade in the following Section with the rates therein established, to wit:

<u>Title</u>	<u>Code</u>	<u>Grade</u>
First Assistant Circuit Attorney	1601	21M
Chief Trial Assistant	1602	20M
Chief Warrant Officer	1603	20M
Chief Misdemeanor Officer	1604	20M
Special Assistant Circuit Attorney I	1605	15P
Special Assistant Circuit Attorney II	1606	17P
Attorney I	2361	15P
Attorney II	2362	17P
Attorney III	2363	18P
Attorney IV	2367	20M
Attorney Manager	2364	20M
Administrative Assistant	1622	14M
Administrative Secretary	1614	14G
Chief Clerk	1617	13G
Chief Investigator	1630	15P
Clerk I	1112	8G
Clerk II	1113	9G
Clerk III	1114	11G
Clerk IV	1115	13G
Computer Operations Manager	1361	15P
Computer Operations Supervisor	1327	13P
Computer Operator I	1323	10G
Computer Operator II	1324	11G
Computer Operator III	1325	12G
Grand Jury Stenographer	1615	12G
Investigator IA	1633	10G
Investigator I	1631	13G
Investigator II	1632	14G
Investigator III	1634	15G
Legal Secretary	1134	12G
Paralegal	2365	12G
Secretary I	1131	9G
Secretary II	1132	10G
Secretary III	1133	11G
Social Worker	6141	13G
Telephone Operator	1161	8G
Typist Clerk I	1121	8G
Typist Clerk II	1122	9G
Victim Services Counselor I	1642	13G
Victim Services Counselor II	1643	14G
Victim Services Supervisor	1644	15P

**OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

The following is hereby adopted as the salary pay schedule for all classification grades of positions in Section Two of this ordinance, beginning with the biweekly pay period starting the effective date of this Ordinance:

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	704	1056
6	766	1149
7	836	1253
8	911	1365
9	992	1488
10	1081	1623
11	1180	1770
12	1285	1928
13	1422	2134
14	1636	2454
15	1885	2850
16	2164	3245
17	2481	3754
18	2846	4381
19	3292	4937
20	3753	5677
21	4088	6132
22	4415	6622
23	4767	7154

**SECTION THREE:** The Circuit Attorney, in making appointments to the positions authorized by Section 56.540 R.S.Mo., shall make said appointments within the classes and grades set out in Section Two of this ordinance, and to an amount of pay within a grade; provided further that the Circuit Attorney may, in her sole discretion, change the classification, grade and amount paid to a person appointed as she determines to be required. The Circuit Attorney may establish probationary rates of pay for classes of positions established in this pay ordinance. Such probationary rates shall be less than the rate paid to a regular employee.

**SECTION FOUR:** The salary for grades of positions shall be paid bi-weekly.

**SECTION FIVE:** The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to the employee's position. No employee shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the grade to which his/her class has been allocated. Nothing in this section shall be construed as preventing the Circuit Attorney from paying less than the maximum provided in this ordinance.

**SECTION FIVE (A):** The salary of each employee whose pay range is established in Section 2 of this ordinance shall have their current salary increased by 3.5% bi-weekly for a cost of living increase.

**SECTION SIX:** Employees occupying positions allocated in Section Two to a grade of 15G or lower, or to a grade of 18P or lower, may be eligible to receive, in addition to their regular salary, pay for overtime hours authorized by the Circuit Attorney. The rate of such overtime pay shall be subject to the requirements of the Fair Labor Standards Act of 1938, as applicable, and shall be allowed based on hours worked and the bi-weekly rate of pay. Compensatory time may be allowed in lieu of overtime pay as provided by law. Employees occupying positions allocated to a management grade designated by the letter "M" following the grade number are ineligible to receive additional compensation for time worked over that ordinarily required.

**SECTION SEVEN:** Emergency Clause. This being an ordinance for the preservation of public peace, health and safety, it is hereby declared to be an emergency measure within the meanings of Sections 19 and 20 of article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the Mayor.

**Approved: October 10, 2008**

**ORDINANCE #68120**  
**Board Bill No. 118**  
**Committee Substitute**

An ordinance to amend Ordinance #67806, approved December 17, 2007 relating to the position classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**SECTION ONE.** Ordinance 67806, approved December 17, 2007 is hereby amended.

**SECTION TWO.** Position Classes.

(a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

<u>Class Title</u>	<u>Code</u>	<u>Grade</u>
Parking Superintendent	T220	17M
Administrative Assistant IV	T624	17M
Director of Professional Services	T221	17M
Parking Facilities Manager		14M
Ass't Parking Facilities Manager		12M
Fleet Maintenance Supervisor	T421	15G
Personnel Manager	T515	14M
Parking System Analyst		14G
Internal Auditor	T471	14G
Parking Supervisor		13G
Program Analyst	T501	13G
Budget Compliance Officer	T461	13G
Communication Assistant	T185	13G
Parking Enforcement Supervisor	T192	12G
Accountant I		12G
Assistant Supervisor	T191	11G
Account Clerk III	T143	11G
Administrative Clerk II	T137	11G
Parking Enforcement Officer IV		10G
Parking Facilities Attendant IV		10G
Parking Enforcement Officer III	T203	10G
Assistant Parking Enforcement Supv.	T194	10G
Parking Crew Worker III	T165	10G
Account Clerk II	T142	10G
Parking Facilities Attendant III		9G
Administrative Clerk I	T136	9G
Clerk/Secretary III	T133	9G
Parking Enforcement Officer II	T202	8G
Parking Crew Worker II		8G
Security Officer		8G
Clerk/Secretary II	T132	8G
Account Clerk I	T141	8G
Parking Facilities Attendant II		8G
Parking Crew Worker I		7G
Security Guard		6G
Parking Enforcement Officer I	T201	6G
Clerk/Secretary I	T131	6G
Parking Facilities Attendant I		6G
Parking Assistant		5G
Custodian		5G
Parking Aide		5G

B) Schedule B: For employees of the Parking Division in the classes set forth below, and with an appointment date on or after January 1, 1995, excepting those employees eligible for reemployment under personnel rules approved by the Parking Commission, their positions will be reallocated as specified below:

<u>Class Title</u>	<u>Code</u>	<u>Grade</u>
Parking Superintendent	T220	15M
Administrative Assistant IV	T624	15M
Director of Professional Services	T221	15M
Parking Facilities Manager		14M
Personnel Manager	T515	14M
Fleet Maintenance Supervisor	T421	14G
Parking System Analyst		13G
Internal Auditor	T185	12G

### **SECTION THREE. Pay Schedule**

#### **GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G", "P", or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	706	995
6	766	1083
7	832	1181
8	903	1287
9	980	1403
10	1064	1610
11	1157	1715
12	1258	1902
13	1387	2098
14	1590	2405
15	1821	2754
16	2090	3164
17	2397	3627
18	2750	4163
19	3158	4779
20	3626	5485
21	3912	5916
22	4222	6385
23	4556	6891

**SECTION FOUR. Starting Salary**

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the City Treasurer ( hereinafter the "appointing authority" ) finds that it is impractical to recruit employees with adequate qualifications at the minimum rate.

If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single position or all positions in a class and authorized employment at a figure above the minimum but within the regular range of salary established for the class.

**SECTION FIVE. Promotion, Demotion, Reallocation and Transfer**

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his or her rate of pay for the new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with a higher pay grade.

- (1) When an employee is promoted to a position which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position.

Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion.

However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

(b) Demotion: This shall be defined as a change of an employee from a position of one class to a position of another class which has a lower pay grade.

- (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation:

- (1) The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his or her position has been allocated or may be reallocated shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he or she remains in the class of position, except as otherwise provided by this ordinance.

- (2) If the employee's position is reallocated to a class in a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged.
- (3) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary advancement on promotion.

(d) **Transfer:** The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

#### **SECTION SIX. Salary Adjustment**

(a) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

- (1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, advance the employee by not more than ten percent (10%) after twenty-six weeks of employment at the same rate in the salary range.

- (2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(b) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty-six (26) weeks.

(c) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

#### **SECTION SEVEN. Income Sources**

Any salary paid to an employee in the city service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this Ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved, paid leave works for a period less than the regularly established number of hours a day, days a week or days bi weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class. The Parking Division of the Treasurer's Office shall reimburse the City's General Revenue Fund from the Parking Fund \$33,000.00 annually on or about the end of each fiscal year for the Chief Fiscal Officer's services for that year.

#### **SECTION EIGHT. Conversion**

(a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3(1) of this ordinance shall become effective and be adjusted as follows:

- (1) The salary of each employee whose pay range is established in Section 3(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his/her position, without a substantial revision in the class of position shall have their current salary increased by three and one-half percent (3.5%) as a cost of living adjustment, rounded to the nearest whole dollar or the

minimum of the salary range, whichever is greater.

(b) No employee shall be compensated at a rate above the maximum of the new salary range except as provided in below.

(c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance. The Appointing Authority may establish a special conversion procedure for a class or position in the event that the Appointing Authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

#### **SECTION NINE. PERSONAL DAY**

(1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory time added to the balance of each employee shall be treated as "Personal Leave" and shall be granted by the appointing authority in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date of this ordinance and June 20, 2009.

**SECTION NINE.** Whenever the Appointing Authority finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of Aldermen or Parking commission of his action.

**SECTION TEN.** The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**Approved: October 10, 2008**

### **ORDINANCE #68121 Board Bill No. 119 Committee Substitute**

An ordinance to amend Ordinance #67805, approved December 17, 2007, relating to the position classifications and salaries of the Treasurer's Office and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

#### **BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**SECTION ONE.** Ordinance 67805, approved December 11, 2006 is hereby amended.

#### **SECTION TWO.** Position Classes

(a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

<b><u>Class Title</u></b>	<b><u>Code</u></b>	<b><u>Grade</u></b>
Administrative Assistant IV	1184	17M
Deputy Treasurer	1185	17M
Chief Fiscal Officer	1183	17M
Accounting Manager I	1445	15M
Investment Specialist	1182	14G
Investment Control Accountant II	1183	14G
Investment Control Accountant I	1180	13G
Account Clerk III	1159	11G
Administrative Clerk II	1162	11G
Secretary III	1133	11G
Account Clerk II	1142	10G
Secretary II	1132	10G
Cashier	1190	9G
Clerk/Secretary III	1133	9G
Administrative Clerk I	1161	9G
Clerk IV	1141	9G
Payroll Clerk	1121	9G
Secretary I	1131	8G
Account Clerk I	1193	8G
Clerk/Secretary II	1132	8G
Clerk III	1113	7G

Clerk/Secretary I	1131	6G
Clerk II	1112	6G
Clerk I	1111	5G

**SECTION THREE.** Pay Schedule.

**GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE**

(1) The following bi-weekly pay schedule for all grades denoted with the suffix "G", "P", or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance.

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	706	1067
6	766	1159
7	832	1261
8	903	1365
9	980	1480
10	1064	1610
11	1157	1715
12	1258	1902
13	1387	2098
14	1590	2405
15	1821	2754
16	2090	3164
17	2397	3627
18	2750	4163
19	3158	4779
20	3626	5485
21	3912	5916
22	4222	6385
23	4556	6891

**SECTION FOUR.** Starting Salary

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the appointing authority finds that it is impractical to recruit employees with adequate qualifications at the minimum rate

If an advanced starting salary is necessary, the City Treasurer (hereinafter referred to as the "appointing authority") may establish a recruitment rate for a single position or all positions in a class and authorized employment at a figure above the minimum but within the regular range of salary established for the class.

**SECTION FIVE.** Promotion, Demotion, Reallocation and Transfer

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his or her rate of pay for the new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with a higher pay grade.

- (1) When an employee is promoted to a position in the General and Management Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

(b) Demotion: This shall be defined as a change of an employee from a position of one class to a position of another class which has a lower pay grade.

- (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall be established at a rate within the range for the new position to be determined by the appointing authority.
- (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately

prior to demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation:

- (1) The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his or her position has been allocated or may be reallocated shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he or she remains in the class of position, except as otherwise provided by this ordinance.
- (2) If the employee's position is reallocated to a class in a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged.
- (3) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

**SECTION SIX. Salary Adjustment**

Salary adjustments for all employees shall be based on considerations of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided:

(a) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

(b) The appointing authority may adjust the salary of an employee whose salary is established in this ordinance only at intervals as described above except in the case of:

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, advance the employee by not more than ten percent (10%) after twenty-six weeks of employment at the same rate in the salary range.

(2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(c) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty-six (26) weeks.

(d) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

**SECTION SEVEN. Income Sources**

Any salary paid to an employee in the city service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved, paid leave works for a period less than the regularly established number of

hours a day, days a week or days bi weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### **SECTION EIGHT. Conversion**

(a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3(1), of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his/her position, without a substantial revision in the class of position shall have their current salary increased by three and one-half percent(3.5%) as a cost of living adjustment, rounded to the nearest whole dollar or the minimum of the salary range, whichever is greater. This provision shall not apply to employees whose rate is deemed to be above the maximum of the new range as a result of demotion or reallocation. No employee shall be compensated at a rate above the maximum of the new salary range except as provided in below.

(b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(c) The Appointing Authority may establish a special conversion procedure for a class or position in the event that the Appointing Authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

#### **SECTION NINE. PERSONAL DAY**

(1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory time added to the balance of each employee shall be treated as "Personal Leave" and shall be granted by the appointing authority in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date of this ordinance and June 20, 2009.

**SECTION TEN.** Whenever the Appointing Authority finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of Aldermen of this action.

**SECTION ELEVEN.** The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**Approved: October 10, 2008**

**ORDINANCE #68122  
Board Bill No. 121  
Committee Substitute**

#### **COMPENSATION PLAN – MEDICAL EXAMINER & MORGUE**

An ordinance to regulate employer and employee working relationships between the City of St. Louis Medical Examiner's Office including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 67811; allocating certain other employees to a grade with rate and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

#### **SECTION 1. ALPHABETICAL LIST OF CLASSES**

(a) Beginning with the effective date of this ordinance, the following positions in the Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE/ SCHEDULE</u>		<u>OVTM</u>
Administrative Secretary	1137	13	G	3
Autopsy Technician I	5411	09	G	3
Autopsy Technician II	5412	11	G	3
Autopsy Technician III	5413	12	G	3
Autopsy Technician Supervisor	5414	10	G	3
Computer Operator I	1323	10	G	3
Computer Operator II	1324	11	G	3
Computer Operator III	1325	12	G	3
Computer Programmer I	1331	13	G	3
Computer Programmer II	1332	14	G	3
Computer Programmer III	1333	15	G	3
Custodian/Courier	3711	06	G	3
Document Specialist I	5643	11	G	3
Document Specialist II	5644	12	G	3
Executive Asst. to the Chief Medical Examiner	1735	18	M	1
Executive Secretary	1136	14	G	3
Forensic Office Administrator I	1621	18	M	3
Forensic Office Administrator II	1622	20	M	1
Forensic Office Administrator III	1623	22	M	1
Medical Transcriptionist	1122	12	G	3
Medicolegal Investigation Supervisor	2355	15	M	2
Medicolegal Investigator I	2351	13	G	3
Medicolegal Investigator II	2352	14	G	3
Medicolegal Investigator III	2353	16	G	3
Medicolegal Investigator IV	2354	17	G	1
Morgue Attendant	5410	08	G	3
Record File Clerk	1111	09	G	3
Secretary	1132	10	G	3
Typist Clerk I	1121	8	G	3
Typist Clerk II	1122	9	G	3
Typist Clerk III	1123	10	G	3
Telephone Operator	1161	06	G	3
X-ray Technician	5441	11	G	3
Intern - Level 1	9991	00	I	3
Intern - Level 2	9992	00	I	3
Intern - Level 3	9993	00	I	3
Intern - Level 4	9994	00	I	3
Intern - Level 5	9995	00	I	3
Intern - Level 6	9996	00	I	3

**SECTION 2.  
OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

The Chief Medical Examiner is hereby adopting as the compensation schedule for all grades established in Section One of this ordinance, the following ranges of salary.

**(a) GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G" or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	713	1049
6	773	1140
7	840	1239
8	912	1347
9	989	1463
10	1074	1593
11	1169	1733
12	1270	1885
13	1400	2082
14	1605	2388
15	1839	2741
16	2110	3144

17	2421	3612
18	2777	4147
19	3189	4763
20	3662	5471
21	3951	5906
22	4263	6375
23	4601	6883

**(b) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments. The Chief Medical Examiner shall determine the work assignments for which shift differential will be paid. The assignment or removal of an employee from a work assignment having a shift differential shall be determined by the Chief Medical Examiner and will not constitute a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to the employee's regular bi-weekly rate.

- (1) In order for an employee to be eligible for shift differential compensation for a work shift, the employee must regularly work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are regularly assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

For employees whose pay range is established in Section 2(a)(1) the shift differential premium shall be one percent (1%) of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.

- (2) Except as otherwise provided in this ordinance, shift differential shall not be paid to employees compensated on an hourly or per performance basis, or bi-weekly paid employees who work part-time. Neither shall shift differential be paid to full-time regular employees docked for any portion of an eligible shift.
- (3) An employee whose pay range is established in Section 2(a)(1), shall receive shift differential for working a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. An employee whose pay range is established in Section 2(a)(1), shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.

**(c) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in Section 2(a)(1), work on a Saturday and/or a Sunday they may be eligible for weekend differential. This differential shall be one percent (1%) of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. An employee shall receive weekend differential for working any portion of an eligible day. Weekend differential shall not be paid to employees compensated on an hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will the weekend differential be paid to full-time regular employees docked for any portion of a day on which the differential would otherwise be paid.

**(d)** The Chief Medical Examiner may establish per performance rates of pay, hourly rates of pay, or rates of pay for units of work and the conditions for making of any such payments. Such per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established considering the nature of employment, community practices in compensating similar employment, and the purpose of the program for which the rate is established. Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, sick leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate except that a manager or supervisor, with the prior approval of the Chief Medical Examiner, and when sufficient funds have been appropriated for the fiscal year, may establish a modified level or type of benefit program when the provision of such benefit is needed in order to attract and retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-work assignments.

Administrative staff is not permitted to utilize per performance and hourly employees as a method of replacing bi-weekly rate employees who would be entitled to employee benefits. Therefore, per performance and hourly employees will be limited to an equivalent of ten (10) months of full time employment per year.

**(e)** The Chief Medical Examiner may establish trainee rates of pay. Such trainee rates may be established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid to a regular employee.

**(f)** The Chief Medical Examiner may establish rates and conditions under which compensation may be granted for periods of time during which an employee is away from the job site but restricted in his/her activities because of an assignment by a manager or supervisor to be available for a call to return to the work site to perform emergency duties. Pay rates and conditions established under the provisions of this Section 2(f) may include reasonable minimum pay guarantees for employees required to return to the work site to perform emergency duties.

The provisions of this Section 2(f) shall not be construed to restrict the right of any manager or supervisor to establish call

back procedures for employees as an established condition of employment.

**(g)** The Chief Medical Examiner may authorize payment of special recruitment bonuses, travel, moving and related expenses to recruit employees for positions when funds for this purpose are appropriated to the Medical Examiner.

**(h)** The Chief Medical Examiner may approve the payment of hiring incentives to current employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for which the recruitment is made.

**(i)** (1) The Chief Medical Examiner, may establish cash awards or other incentives for an employee or group of employees to recognize and reward increased productivity or effectiveness. The incentives offered may include cash, paid time off, and such other reasonable incentives as the Chief Medical Examiner may determine. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose.

(2) The Chief Medical Examiner may establish a program of cash awards or other incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional compensation for employees who are fluent in a foreign language and who use this skill in the necessary and regular recurring performance of the duties of their position. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose. Cash awards and incentives under this program shall be made in accordance with guidelines established by the Chief Medical Examiner.

(3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner is authorized to establish a program of incentives not to exceed twenty-four percent (24%) of the maximum of the pay range for the purpose of compensating positions which are extremely hard to fill.

(4) The Chief Medical Examiner may provide an Employee Suggestion Program, which grants cash and other awards to recognize employee suggestions, which improve Medical Examiner's Offices, operations or facilities. Cash awards to employees for suggestions resulting in tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards and payments for other awards shall be made from an appropriation for a suggestion program or other appropriate account. Additionally, cash awards for suggestions shall be granted as an addition to pay, which does not change an employee's bi-weekly rate. The Employee Suggestion Program shall be administered in accordance with regulations established by the Chief Medical Examiner. The Chief Medical Examiner may establish an authority to evaluate suggestions and determine awards; the decisions of this authority shall be final.

**(j)** An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a rate up to ten percent (10%) higher than prescribed for the class in Section 2 of this ordinance on recommendation of a manager or supervisor with the prior approval of the Chief Medical Examiner. This shall be granted as an addition to pay, which does not change an employee's bi-weekly rate. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications related to the duties of the position or that the employee is registered or certified by an organization or board recognized by the Chief Medical Examiner to be especially suited, considering the duties of the position, and when such academic qualification, registration, or certification is not deemed a necessary qualification for the class of position.

The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement programs to encourage current employees to attain registration, licensure, certification, or proof of professional mastery when it is deemed to be in the best interest of the Medical Examiner's Office, or when such credentials are clearly recognized as adding to the capability of individuals in that area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

**(k)** Temporary assignment differential will be paid for certain assignments when a vacancy exists for any reason (e.g., separations, extended vacation, leave of absence, military leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but not more than thirteen (13) pay periods. The Chief Medical Examiner will determine the assignments for which the temporary assignment differential will be paid. The assignment or removal of an employee from said assignment having a temporary assignment differential will be determined by a manager or supervisor and will not constitute a promotion, demotion, advancement, or reduction in pay. The intended employee must meet the minimum qualifications for the position to be assigned. The temporary assignment differential shall be computed as an addition to pay and not affect the employee's regular bi-weekly rate.

For an employee whose pay range is established in Section 2(a)(1), with the prior approval of the Chief Medical Examiner, the temporary assignment differential will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period worked, not to exceed thirteen (13) pay periods.

**(l)** Medical Examiner employees who are required by their manager or supervisor to routinely use their personal vehicle in the performance of their duties shall be compensated with a vehicle maintenance and use allowance in accordance with guidelines approved by the Chief Medical Examiner.

**SECTION 3.  
SALARY RANGE LIMITATIONS**

No employee in the Medical Examiner's Office shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the class to which his/her position has been allocated, except as otherwise provided in this ordinance.

**SECTION 4.  
STARTING SALARY**

(a) The rate of pay to be paid upon original appointment to the class shall be determined by the Chief Medical Examiner for the position.

(b) Except as otherwise provided in this ordinance, the minimum rate of pay for a position shall be paid upon original appointment to the class unless the Chief Medical Examiner finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate. The Chief Medical Examiner may appoint an individual at a step above the range minimum for the reasons stated above.

The Chief Medical Examiner may establish a recruitment rate for a single position or all positions in a class and authorize employment at an amount above the minimum but at a step within the regular range of salary established for the class. When a recruitment rate is established for an entire class, employees in such class may have their salaries adjusted to appropriate rates in the new range resulting from the establishment of the recruitment rate.

In the event that the Chief Medical Examiner finds that it is difficult to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which will not exceed thirty percent (30%) above the maximum established in this ordinance and convert that extension according to existing matrix structure.

**SECTION 5.  
PROMOTION, DEMOTION, REALLOCATION,  
TRANSFER AND TEMPORARY PROMOTION**

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his/her rate of pay for the new position determined as follows:

(a) **Promotion:** This shall be defined as a change of an employee in the Medical Examiner's Office from a position of one class to a position of another class with a higher pay grade or a higher starting minimum salary.

- (1) When an employee is promoted to a position in the General or Management Pay Schedule, the employee's current salary shall be increased by five percent (5%) higher than the rate received immediately prior to promotion but not less than the adjusted current rate. A manager or supervisor, with the prior approval of the Chief Medical Examiner, may pay an employee up to twenty percent (20%) when such action is needed to attract experienced, qualified candidates for a position. The Chief Medical Examiner shall determine the appropriate pay in such instances. Such salary determinations shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.
- (2) Temporary Promotion: Promotions of Medical Examiner employees whose salary ranges are established in Section 2(a)(1), regardless of status, made for a limited duration, shall result in a salary adjustment as in Paragraph (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her former step, adjusted by any increases the employee may have received in the absence of the temporary promotion. In no case shall the employee's salary be above the maximum of the salary range, unless otherwise provide for in this ordinance.

(b) **Demotion:** This shall be defined as a change of an employee in the Medical Examiner's Office from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

- (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall be established at a step within the range for the new position to be determined by the Chief Medical Examiner.
- (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be reduced by five percent (5%) and then set to a step within the lower pay range that may be equal to but not greater than the adjusted rate. Employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate received immediately prior to the promotion, plus any

adjustments as otherwise provided in this ordinance. No employee shall be paid less than the minimum nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

- (3) When an employee is demoted for reasons in the best interest of the Medical Examiner's Office as determined by the Chief Medical Examiner, his/her salary shall not be reduced by reason of the new salary range and grade. If the salary of such employee is above the maximum for the new position the employee's salary shall not be increased so long as he/she remains in the position, except as otherwise provided by this ordinance.

**(c) Reallocation:**

- (1) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged.
- (2) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary advancement on promotion.

**(d) Transfer:** The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

**(e) Over Maximum:** The salary of an employee, which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his/her position has been allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he/she remains in the class of position, except as otherwise provided by this ordinance.

#### SECTION 6. SALARY ADJUSTMENT

Salary adjustments for all employees in competitive positions shall be based on considerations of merit or success in fulfilling predetermined goals and objectives as herein provided.

**(a) Full time positions for which salary is established in Section 2(a)(1) – General and Management Schedule:**

- (1) Any employee whose salary is established in the General and Management Pay Schedule shall receive a service rating in accordance with the City's Service Rating Manual. The service rating, together with the standards of performance established in the City's Service Rating Manual, shall determine eligibility for an increase.
- (3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in Section 2(a)(1) of this ordinance who receives an Overall Rating of "Unsuccessful" as defined by the City's Service Rating Manual, shall have his/her salary reduced as determined by the standards established in the City's Service Rating Manual, but not less than the minimum of the pay grade range.

**(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result in breaking continuity of service and establishment of a new anniversary date, except as otherwise provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates for an employee or groups of employees.

**(c)** A manager or supervisor may evaluate the performance of an employee whose salary is established in Section 2(a)(1) of this ordinance for the purpose of a salary adjustment only at intervals as described above except in the case of:

- (1) Exceptional performance of duties:

The manager or supervisor of an employee who demonstrates exceptional performance of duties in accordance with the City's Service Rating Manual, with the prior approval of the Chief Medical Examiner, may advance the employee by not more than ten percent (10%) after twenty-six (26) weeks of employment at the same rate in the salary range, providing the manager or supervisor submits to the Chief Medical Examiner the full details and reasons for the advancement in salary, which may be in addition to any merit increase received.

- (2) Substandard performance of duties:

The manager or supervisor of an employee whose level of performance is significantly diminished and no longer warrants payment at the current step of the range may have his/her salary reduced, in accordance with the City's Service Rating Manual provided the employee is above the minimum of the range, is not allocated to Overtime Code 1 or Overtime Code 2, and is not under Section 2(c).

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period, as determined by the Chief Medical Examiner, following approval of such salary action.

(d) Excepted Positions: The pay of an employee in an excepted position shall be adjusted to any step within the pay range at the discretion of a manager or supervisor for the excepted position.

(e) The Chief Medical Examiner may approve, at the request of a manager or supervisor, adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(f) The pay of any employee may be decreased as a disciplinary action by a manager or supervisor to a lower step within a salary range. Any such decrease shall be made in accordance with the Medical Examiner's Service Rules and established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The Chief Medical Examiner may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods provided, however, that such decrease shall not be effective for more than thirteen (13) bi-weekly pay periods.

(g) An employee who is temporarily promoted shall be eligible for within range salary adjustments under provisions of this Section 6.

(h) The Chief Medical Examiner may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

#### SECTION 7. INCOME SOURCES

Any salary paid to an employee in the Medical Examiner's Office shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### SECTION 8. CONVERSION

(a) All pay schedules in Ordinance 67811 shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions of any classes for which a rate is established or changed in Section 2(a)(1) of this ordinance shall become effective and be adjusted as follows:

- (1) The salary of each employee whose pay range is established in Section 2(a) of Ordinance 67811 shall have their current salary increased by a factor of three and one-half percent (3.5%), rounded to the nearest whole dollar or the minimum of the salary range, whichever is greater and then placed into the appropriate step established in this ordinance as determined by the Chief Medical Examiner.
- (2) The salary of each employee whose pay range is established in Section 2(a) of Ordinance 67811 whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Chief Medical Examiner shall have their current salary increased by a factor of three and one-half percent (3.5%), rounded to the nearest whole dollar, which provides a three and one-half percent (3.5%) increase or to the minimum of the pay range, whichever is greater.

(b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(c) The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her

position, shall remain unchanged.

(d) The Chief Medical Examiner may establish a special conversion procedure for a class or position in the event that the Chief determines that a serious inequity would be created by the application of the conversion procedures established in this Section 8.

(e) The Chief Medical Examiner shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

#### **SECTION 9. PAYMENT OF SALARIES**

All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly. The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the event that an employee is dismissed or has been employed for occasional or emergency work, the Comptroller may immediately pay the employee upon termination of service without waiting for the regular bi-weekly pay date of the Department, Division, Section, or Office where the employee worked.

#### **SECTION 10. CHANGES TO CLASSIFICATION PLAN**

Whenever the Chief Medical Examiner finds it necessary to add a new class to the classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and schedule in this ordinance, and notify the Board of Aldermen of this action.

Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an existing class within the classification plan, the Chief Medical Examiner shall allocate the class to the appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

The pay grade allocated to a class of position within the classification plan shall remain unchanged for the duration of the existing compensation ordinance. Whenever the Chief Medical Examiner considers it necessary to change the pay grade of an established class of position, such adjustment can only be made concurrent with the adoption of a new compensation ordinance. Recommendation for the allocation of a new pay grade shall be made by the Chief Medical Examiner for final approval by the Board of Aldermen.

#### **SECTION 11. PAYROLL FORMS**

The Chief Medical Examiner shall prescribe forms on which appointing authorities shall certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment of a person to fill the position. The Chief Medical Examiner shall indicate on these forms the proper allocation of the position and the rate at which payment is to be made. When approved by the Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute authorization for the initial placing of a person's name on the payroll. The Comptroller shall not authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief Medical Examiner. The Comptroller shall provide the Department of Personnel with a copy of each payroll audited and found correct within twenty-one (21) days after audit and approval of the payroll by the Comptroller's Office.

#### **SECTION 12. CERTIFICATION OF PAYROLL**

The Chief Medical Examiner shall certify on each payroll or a subsidiary document that each person whose name appears on the payroll has been lawfully appointed at a salary provided by this ordinance and that the employee has actually worked the time for which he/she will be paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in the Medical Examiner's Office.

#### **SECTION 13. OVERTIME**

(a) The Chief Medical Examiner shall determine those positions in the Medical Examiner's Office of the City of St. Louis which are exempt from overtime compensation and those positions which are not exempt from overtime compensation. The overtime codes established for each class in Section 1(a) of this ordinance shall be interpreted as follows:

##### **OVERTIME CODE:**

- 1 These classes are primarily managerial in nature, but may also include some professional or administrative classes that are ineligible for overtime pay under all but emergency conditions as described in Section 15(d) of this ordinance.

- 2 These are supervisory, professional, and administrative classes that are exempt from overtime compensation, but which the City compensates for overtime at the straight (1.0x) time rate.
- 3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.
- 4 These non-exempt classes work an average bi-weekly work schedule of 84 hours and, therefore, which receive overtime compensation at the one and one-half (1.5x) time rate.

Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each manager or supervisor shall designate and submit to the Chief Medical Examiner the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. Whenever an Overtime Code 3 employee works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week, such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, and holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation.

Section Supervisors and Managers are prohibited from changing employee work schedules to avoid the payment of overtime.

For purposes of determining overtime pay rates for non-exempt employees, the regular hourly rate of pay shall be used.

**(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the straight (1.0x) time rate. Each manager or supervisor shall designate and submit to the Chief Medical Examiner the official work week or work cycle, which is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt (Code 2) position is directed by management, with the approval of the manager or supervisor, to work hours in excess of the maximum established for an official work week or work cycle it shall be considered overtime. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, and holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate of one hour for each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly pay period.

**(c)** Part-time bi-weekly paid employees and employees paid on an hourly or per performance basis shall be compensated for overtime work in accordance with the overtime provisions of this section and with consideration for community practices in compensating similar employment.

**(d)** A manager or supervisor may compensate Overtime Code 1 employees at the straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis declares an emergency due to serious and protracted conditions which threaten continuous Medical Examiner's Office, preservation of public peace, health, or safety, and 2) the manager or supervisor directs an employee or group of employees to work in excess of forty (40) hours per week. The manager or supervisor shall maintain attendance records of the assignment(s) and submit such records at the request of the Chief Medical Examiner.

**(e)** Pay shall be the regular method of compensation for recorded overtime hours of work for employees in classes with Overtime and Code 3. A manager or supervisor may compensate a non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory time off in lieu of pay only if the employee requests compensatory time.

Employees engaged in public safety, emergency response or seasonal activity may have a maximum balance of two hundred forty (240) hours of compensatory time; all other employees are allowed a maximum balance of one hundred twenty (120) hours of compensatory time. These maximum balances of compensatory time shall apply to employees working an average work week of forty (40) hours; the maximum balance of compensatory time for employees whose average work week is more or less than forty (40) hours shall be proportionate. No provision of this section establishing a maximum balance of compensatory time shall serve to cancel any compensatory time due to an employee or to deny an employee payment for recorded compensatory time earned in accordance with the provisions of the compensation ordinance in effect at the time the compensatory time was earned.

Each manager or supervisor shall establish procedures to assure that non-exempt employees are promptly granted time off when such employees request to use their earned compensatory time. Appointing authorities may not deny non-exempt employees' requests for earned compensatory time off except when such approval would create an extreme business hardship. When a manager or supervisor determines that the work schedule of the organization will not permit the granting of such time off, the manager or supervisor shall pay the employee in that same pay period for all or a portion equivalent to the time requested of the employee's accrued compensatory time. This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or bonus award program.

Compensatory time earned by exempt employees shall be granted to an employee at the discretion of the manager or supervisor in one of the following ways: 1) on request of the employee; 2) on termination of services with the City.

(f) Before an employee is transferred, promoted or demoted from a position under one manager or supervisor to a position under another manager or supervisor or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon the death of an employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

(g) All departments shall keep daily attendance records of classified employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified.

#### SECTION 14. HOLIDAYS

(a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled work on the following days:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

In addition to the above enumerated holidays, full-time Medical Examiner employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City offices.

Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2(a)(1) of this compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu of pay as holiday compensation in an amount that is proportionate to the number of hours the employee is regularly scheduled to work in a day or shift. For example: Employees working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours of compensation for the holiday; employees working an average of forty (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the holiday.

When the day of observance of a holiday is changed by State or Federal law, it will be so observed by the City of St. Louis. When the day of observance of a holiday is changed by State or Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday shall be observed as the holiday. When one of the above holidays occurs on Saturday, the preceding Friday shall be observed as the holiday.

(b) Each manager or supervisor shall determine the manner of granting holidays and shall report his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner. When full-time employees are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. Compensation for the holiday shall be in an amount proportionate to the number of hours an employee is regularly scheduled to work in a day or shift.

Except as otherwise provided in this section, when a City holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to have compensatory time added to his/her balance in an amount proportionate to the number of hours regularly scheduled in a day or shift.

If an employee is docked from the payroll for one hour or more on the full scheduled workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled holiday, the employee shall not be compensated for the holiday.

The holiday compensation procedures established by this Section 16 shall apply to full-time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for holidays in proportion to the percentage of time they are regularly scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to holiday compensation, except as otherwise provided in this ordinance.

In the event that the holiday schedule established in this Section 16 is revised by competent authority, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave policies for employees occupying public safety positions which qualify for the special overtime pay provisions under Federal law or for employees with official work schedules authorized by the Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

(c) Full-time Medical Examiner employees paid on a bi-weekly rate basis who are regularly scheduled to work bi-weekly and who are employed on June 23, 2008, shall have eight (8) hours of compensatory time "Personal Leave" added to their balance on that date. The additional compensatory added to the balance of each employee shall be treated as a "Personal Leave" and shall be granted by the Chief Medical Examiner in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between June 23, 2008 and June 20, 2009, and shall be taken as paid-leave off and may be not be granted as pay.

#### SECTION 15. VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner's Office.

(a) Vacation shall be granted to employees with appointment date before April 23, 1989, as follows:

#### PAY ESTABLISHED IN SECTION 2(a)

<u>Length of Cumulative Service</u>	<u>Bi-Weekly Accrual Rates</u>	<u>Annual Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 but less than 25 years	9	234

Employees whose pay is established in Sections 2(a)(1) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, twenty (20) years or twenty-five (25) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Sections 2(a)(1) shall accrue vacation at the rate established by Section 17(a).

(b) Vacation shall be granted to employees with appointment date on or after April 23, 1989, as follows:

#### PAY ESTABLISHED IN SECTION 2(a)

<u>Length of Cumulative Service</u>	<u>Bi-Weekly Accrual Rates</u>	<u>Annual Equivalent</u>
1 but less than 5 years	3	78
5 but less than 10 year	5	130
10 but less than 15 years	6	156
15 but less than 20 years	7	182
20 but less than 25 years	8	208

Employees whose pay is established in Sections 2(a)(1) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, twenty (20) years of cumulative service, or twenty-five (25) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Sections 2(a)(1) shall accrue vacation at the rate established by Section 16(b).

(c) All references in this ordinance to accrual rates, additions to, and accrual maximums for vacation are for employees working a scheduled work week of forty (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. When an eligible employee's scheduled work week is changed, the employee's rate of accrual shall be changed proportionately. All references in this ordinance to cumulative service for vacation shall mean cumulative service without a break in service of more than one year, except as provided otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue vacation.

(d) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums for those working more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in accordance with Section 16(c) of this ordinance.

When an employee's full-time average work week is changed, the maximum vacation balance shall be changed proportionately. In addition, the employee shall have his/her current vacation balance adjusted so that the vacation shall maintain the same position relative to the new maximum balance as existed with the employee's previous maximum balance. Accrual of vacation shall cease when an employee accumulates the maximum vacation balance established for the assigned work schedule and shall not resume until

the vacation balance is less than the maximum amount.

(e) Accrual of vacation shall begin with the first bi-weekly pay period:

- (1) of appointment;
- (2) of return to duty from leave of absence;
- (3) of restoration to employment of one-half (50%) time or more.

Vacation leave shall be granted in whole hour units. On termination of service, any fractional hour shall be made whole. The accrual of vacation leave shall cease at the beginning of terminal leave.

(f) Appointing authorities shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the manager or supervisor as provided by this ordinance in one of the following ways:

- (1) When the employee requests vacation leave in accordance with departmental policies.
- (2) When directed to take paid time off by the manager or supervisor.
- (3) When an employee is terminated or resigns from the Medical Examiner's Office.
- (4) When an employee whose salary is established in Sections 2(a)(1) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the manager or supervisor in writing of his/her intention to schedule vacation. Such notice shall be at least seven (7) days prior to the first work day the employee intends to take off. If the manager or supervisor fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.
- (5) All employees may request payment from the manager or supervisor for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the manager or supervisor for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work

(g) During the first twelve (12) months of employment, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service. When the service of an employee is terminated after twelve (12) months of continuous service, any accumulated vacation that is due the employee shall be paid. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay.

(h) Employees who separate from the Medical Examiner's Office, who are certified from a reemployment list, and who return to the Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit for prior continuous service in determining the vacation accrual rate in accordance with Section 16(a) or 16(b) of this ordinance and based on the date of the employee's original appointment.

(i) Employees who move to the Medical Examiner's Office from the Classified Service shall be given credit for the years of service in the Classified Service in determining the vacation accrual rate in accordance with Section 16(a) or 16(b) of this ordinance and based on the date of the employee's original appointment.

(j) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued provided the employee has completed six (6) months of continuous service prior to the layoff and with approval of the manager or supervisor. An employee who has completed less than six (6) months of continuous service will be required to complete the remaining portion of the six (6) months period before being eligible to use vacation.

Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 16(a) or 16(b) of this ordinance and based on the employee's original appointment.

(k) Appointing authorities shall be responsible for the management of their vacation schedules so as to most effectively administer their organizations and fulfill the desire of employees in the establishment of leave schedules.

(l) Accrued vacation shall be carried with an employee when transferred, promoted, or demoted from a position under one manager or supervisor to a position under another manager or supervisor without a break in service or change in method of pay. Upon the death of an employee, the person or persons entitled by law to receive any compensation due the employee shall be paid the amount due the employee for accrued vacation.

(m) With the approval of the manager or supervisor, a retiring employee may be paid on the payroll for accrued vacation in the month prior to retirement without inclusion in the employee's final average compensation. A manager or supervisor may pay previously accrued vacation off in a lump sum to an employee whose service with the City has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum payment shall include compensation for any holidays occurring during the employee's terminal vacation leave period.

(n) Employees occupying excepted positions in the Medical Examiner's Office shall be granted vacation at the discretion of their manager or supervisor. An employee whose term in an excepted position ends and who is then appointed to a permanent competitive position working fifty percent (50%) time or more shall become eligible to accrue vacation leave with pay upon appointment to the competitive position. Length of cumulative service for the purpose of determining rate of vacation leave accrual shall be based on the employee's original date of appointment to the excepted position, providing there was no break in service between expiration of the excepted position and appointment to the permanent competitive position. The date of appointment to the permanent competitive position shall be used to determine the appropriate rate of vacation accrual for the corresponding length of cumulative service in accordance with the schedule established in Section 16(b).

(o) Appointing authorities shall report leave with pay for vacation and such other authorized absences as the Chief Medical Examiner shall designate to the Comptroller in such form and at such time as the Chief Medical Examiner may require.

#### **SECTION 16. SICK LEAVE**

(a) Sick leave with pay shall be granted to bi-weekly rate employees in permanent competitive positions working fifty percent (50%) time or more in accordance with regulations and procedures established by the Chief Medical Examiner.

- (1) All employees shall accrue three (3) hours of sick leave for each bi-weekly pay period of employment. This accrual rate is established for employees working an average work week of forty (40) hours. Sick leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. An eligible employee may be granted paid sick leave by his/her manager or supervisor after completing twenty-six (26) weeks of continuous service.
- (2) Paid sick leave for maternity reasons shall be considered as temporary physical disability and will be granted only for the period during which the employee is physically unable to perform her job. Rules concerning maternity leave and other qualifying conditions shall be in accordance with regulations and procedures established by the Chief Medical Examiner.
- (3) An active employee who is a member of the Employees Retirement System and who applies for retirement and immediately retires from active service, shall receive payment for his/her sick leave balance less any sick leave credited or paid to a member or used in the calculation of retirement benefits under this or any other ordinance(s). If the employee's retirement system provides for sick leave to be credited or paid to a member or used in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50%) of the value of the employee's sick leave balance.

If a member of the Employees Retirement System who had been otherwise eligible for Normal or Early Service Retirement, dies, his/her estate may receive payment based on the calculation above. Payment shall be made in accordance with the procedures established by the Chief Medical Examiner.

(b) The Chief Medical Examiner may establish a system of cash awards, paid time off or other incentives to reward employees for perfect attendance or low sick leave usage.

(c) When an employee is docked from the payroll under the provisions of this section, the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked from the payroll for one (1) hour or less in a bi-weekly pay period, he/she will continue to accrue sick leave.

If management decides to send their employees or a group of employees' home due to inclement weather, they will not lose their sick leave accrual for that pay period.

(d) All leave with or without pay for sickness, injury or physical inability to perform assigned duties (including maternity leave) shall be recorded on the payroll or a subsidiary document in the manner established by the Chief Medical Examiner. Compensation for periods of absence from work when an employee sustains an injury by accident on the job shall be governed by the provisions of Section 24 (Workers' Compensation and Disability Leave) of this ordinance.

(e) An employee who is reemployed from an authorized layoff shall have his/her prior sick leave balance restored, provided this balance has not been credited to the employee's length of service in determining pension benefits paid to the retiree. An employee who is reemployed from an authorized layoff and who has a positive sick leave balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff may take approved sick leave upon reemployment.

(f) Each manager or supervisor shall institute procedures, in accordance with regulations established by the Chief

Medical Examiner that will discourage the improper use of sick leave with pay. When an employee is removed from the payroll for absence not approved by the manager or supervisor, the employee shall be notified promptly in writing.

(g) The Chief Medical Examiner may establish or authorize the creation of "Sick Leave Bank" programs, and may issue and/or approve such regulations and guidelines as are necessary for implementation.

#### **SECTION 17. MILITARY LEAVE**

The City of St. Louis will follow all applicable state and federal laws on the granting of military leave and reemployment rights.

Before military leave without pay is authorized, the employee shall present to the employee's manager or supervisor evidence of such military service.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he/she occupied at the time the leave was granted without breaking continuity of service. Failure of an employee to report for duty within the time pursuant to state or federal law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his/her return.

#### **SECTION 18. EDUCATION REIMBURSEMENT**

The Chief Medical Examiner, with the prior approval of the Director of Personnel authorize salary payments, payments of tuition expenses, fees, books and related material in whole or in part to employees to permit them to attend school, visit other governmental agencies or in any approved manner to devote themselves to improvement of knowledge or skills required in the performance of the duties of their position.

The Department of Personnel may reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement of the knowledge and skills required in the performance of their positions or in higher positions, when funds have been budgeted therefore.

The Chief Medical Examiner, with the approval of the Director of Personnel, may establish a program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement of the knowledge and skills required in the performance of the duties of their positions or to improve their professional, technical or managerial knowledge or skill.

#### **SECTION 19. LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

An employee may request a leave of absence, or a manager or supervisor may request a leave of absence for an employee, for any reason under the City's general leave policy, or a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The Family and Medical Leave Act of 1993" as provided in this ordinance and under additional provisions and regulations as determined by the Chief Medical Examiner.

(a) A manager or supervisor, with the approval of the Chief Medical Examiner, may grant an employee in a full time position a general leave of absence without pay for a period of one year, which may be extended, with the prior approval of the Chief Medical Examiner.

Upon the expiration of such leave of absence, the employee shall be reinstated to the full time position he/she occupied at the time the leave was granted provided he/she is able to perform the duties of the position. The employee shall be reinstated to the full time position at the same relative rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the manager or supervisor, with the approval of the Chief Medical Examiner, to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice shall terminate his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

(b) The City of St. Louis will follow all applicable state and federal laws on the granting of family/medical leave.

The Chief Medical Examiner shall establish additional rules, guidelines and procedures for the effective administration of the City's "Family/Medical Leave Policy." The policy shall comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

(c) Any employee in a competitive position who is appointed to an excepted position in the Medical Examiner's Office shall be granted an in-service leave without pay from the excepted position during the term to which he/she is appointed to the excepted position. Such leave shall be for the term of the appointment to the excepted position and until his/her successor qualifies. Upon the expiration of the appointment to the excepted position, the employee shall be reinstated to the competitive position he/she occupied immediately prior to the in-service leave. The employee shall be reinstated to the full time position as a

temporary promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a full time position shall retain any vacation, compensatory time or sick leave balance in effect at the time of granting of the leave of absence for appointment to the excepted position. Employees shall be given credit for time spent in an excepted appointment in computing eligibility for additional vacation leave accrual.

(d) In the event that emergency conditions occur which require the closing of City-operated facilities or the temporary cessation of functions carried out by Medical Examiner employees, the Mayor of the City of St. Louis may declare an emergency and require an employee or group of employees to take leaves of absence with or without pay while such emergency conditions exist. In the event that the Mayor requires that the leave of absence be without pay, an employee with vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not exceed ninety (90) days.

(e) Employees who are granted general leaves of absence and other non-paid leaves of absence, including investigative leaves of absence, except family/medical leave and military leave, must take all accrued vacation at the start of the leave of absence. Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and sick leave during the period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures as established in this Section 19 and any other applicable regulations and procedures as established by the Chief Medical Examiner.

(f) In the event that a fiscal crisis occurs in the City of St. Louis, employees whose pay schedule is designated by "M" may request to be docked without pay. The request must be in writing at least two weeks prior to the dock and approved by a manager or supervisor. If approved by a manager or supervisor, the dock will not affect any employee benefits including, but not limited to, health insurance, pension calculations, anniversary dates, or any employee's service rating or eligibility for promotion. Appointing authorities will still be required to make all appropriate deductions for health insurance and pensions from their accounts.

(g) A manager or supervisor, with the prior approval of the Chief Medical Examiner, may put an employee on investigative leave of absence without pay pending the outcome of criminal charges pending against the employee.

#### **SECTION 20. INSURANCE BENEFITS**

The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans for life, health, medical, disability, and other insurance coverage deemed necessary for employees in the Medical Examiner's Office and other employees for the City and their dependents. The Chief Medical Examiner and the City Counselor shall establish procedures for making the payments as established by Ordinance 67665, shall develop and administer programs to provide for such coverage. The Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st of each year regarding coverage plans and the appropriate funding level. The Director shall then be charged with the responsibility of establishing the applicable funding level and remittance rates for the aforementioned plans and certify same to the Comptroller and Budget Director by March 1st of each year and no officer or employee shall alter or amend such rates.

#### **SECTION 21. DEATH BENEFIT**

In the event any employee of the City whose pay is established by this ordinance dies as a result of injuries arising out of and in the course of his/her employment by the City, the City shall pay compensation in accordance with the Missouri Workers' Compensation Law. The Chief Medical Examiner and the City Counselor shall establish procedures for making the payments required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made. Such compensation shall be in addition to any life insurance benefits paid for by the City or by the employee which is available to the employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement System of the City of St. Louis.

#### **SECTION 22. WORKERS' COMPENSATION AND DISABILITY LEAVE**

(a) Any employee in the Medical Examiner's Office whose class title and grade are established in Section 1(a) and denoted by the suffix "G," or "M," of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where an employee's duties are being performed or where an employee's presence is required as part of his/her employment, shall promptly report such injury by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn report, through the manager, all facts concerning the incident to the City Counselor and the Chief Medical Examiner. The manager shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

The employee who suffers a personal injury as described in part (a) of this section, and which results in temporary disability, may elect to use sick leave for the first three days of temporary disability. Thereafter, the employee will be compensated at the rate mandated by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14) calendar days or more, the three days of sick leave used during the first three days of disability will be restored to the employee's sick leave balance. The City Counselor shall determine the actual amount of compensation and length of time during which payments are made for such

temporary disability in accordance with the Missouri Workers' Compensation Law.

(c) The City Counselor, the Chief Medical Examiner, or the manager may require an employee to undergo a physical examination and medical or surgical treatment at the expense of the City to diagnose and treat injuries or illnesses arising out of employment.

(d) The City Counselor and the Comptroller shall establish procedures for paying compensation to employees or former employees who are permanently disabled and due compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made.

(e) The City Counselor and the Chief Medical Examiner shall be responsible for the administration of the provisions of this Section 22 and shall establish and publish procedural regulations for the administration of the program. Each manager or supervisor shall establish procedures to comply with the provisions of this section and established regulations.

### **SECTION 23. JURY AND WITNESS LEAVE**

(a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate employee, when so summoned for jury service, shall report such fact within seventy-two (72) hours to his/her manager or supervisor and display to the manager or supervisor the summons which the employee has received and shall give the manager or supervisor in writing the date and the time of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury Commissioner or the United States District Court system for jury service for days the employee receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee shall forthwith report to his/her manager or supervisor if discharged during their normally scheduled work hours and shall submit to his/her manager or supervisor a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The manager or supervisor shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi-weekly rate employees for such time when the employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly paid employee, when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to his/her manager or supervisor and shall give the manager or supervisor in writing the date and time his/her presence is required for such criminal prosecution. Each manager or supervisor shall establish controls to assure that any paid leave is actually required by the prosecuting authority. A manager or supervisor may require an employee to furnish satisfactory evidence of being required to be off the job and that all time off was in connection with the prosecution of the case. This procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

### **SECTION 24. DEFERRED COMPENSATION**

(a) Authority is hereby granted for the establishment of a deferred compensation plan for the City of St. Louis-Medical Examiner's Office.

(b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller is authorized to enter into an agreement with eligible participants, whereby said participants may designate a portion of their future earnings to be deducted by the City and placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax deferred benefits to the participants upon retirement.

(c) The Board of Estimate and Apportionment is hereby authorized to establish or select a specific plan or plans in accordance with the requirements set out in this ordinance. In establishing the plan, the Board of Estimate and Apportionment may elect to retain outside parties to provide administrative and/or investment services after following competitive bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various competitive bids submitted in accordance with the requirements of this ordinance, to select the plan or plans it determines to meet the requirements established as a part of the competitive bidding procedures and to be in the best interest of the participants. No investment plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

In the event Federal or State legislation is changed in a manner affecting and/or relating to any of the aforementioned Deferred Compensation provisions contained in this Section 26, the Board of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan accordingly and may execute any and all documents necessary to achieve and effectuate the recommended changes.

**SECTION 25.  
RETIREMENT**

The following provisions shall apply to the Employees Retirement System:

(a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

- (1) The annual compensation received by a member for the two (2) consecutive years of creditable service in which the highest compensation was received preceding the termination of his/her employment, and
- (2) The balance of a member's sick leave pay as accrued on the date of retirement less sick leave hours paid to the member upon termination of his/her employment and less sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave as accrued on the date of retirement.

(b) If a member has less than two (2) consecutive years of creditable service his/her final average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and then multiplied by (4) below:

- (1) The sum of monthly compensation received by the member for each consecutive month of creditable service immediately preceding the termination of his/her employment, and
- (2) The balance of a member's sick leave pay as accrued on the date of retirement less sick leave hours paid to the member upon termination of his/her employment and less sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave as accrued on the date of retirement.
- (3) The number of consecutive months of creditable service immediately preceding the termination of his/her employment, and
- (4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar month following the date of the beginning of each employment with an employer until his/her employment is terminated, subject to the provisions of this section. The years of creditable service of an employee hired after the operative date who had attained the age of sixty (60) years at initial employment shall be the number of years and completed months of service during which he/she receives compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988, of the beginning of each employment with an employer until his/her employment is terminated. No creditable service shall be granted for any period of employment before October 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable service for prior employment shall be granted an employee who becomes a member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

A member may elect to use his/her unused sick leave as additional creditable service for the purpose of determining eligibility for retirement benefits under any provision of this ordinance.

A member's sick leave balance at time of retirement less the sum of (a), (b), and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this ordinance:

- (a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and
- (b) Sick leave hours paid to the member upon termination of his/her employment, and
- (c) Sick leave hours used in determining final average compensation.

**SECTION 26.  
SEVERABILITY**

The sections of this ordinance shall be severable. In the event that any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that the Aldermen would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**SECTION 27.  
REPEAL OF PREVIOUS ORDINANCES**

Ordinance 67811 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

**SECTION 28.  
EMERGENCY CLAUSE**

This ordinance being deemed necessary for the immediate preservation of the public peace, health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and 20 of the City Charter.

**INDEX TO COMPENSATION ORDINANCE**

This index is for general reference purposes and may not reference all provisions of this ordinance. For complete scope refer to specific provisions of this ordinance.

	<b>SECTION(S)</b>
Alphabetical List of Classes	1
Changes to Classification Plan	10
Codes for Classes	1
Compensatory Time	14, 15
For Overtime	14
In Lieu of Holiday	15
Maximum Balance	15
Continuous Service	7
For Salary Increase	7
For Vacation	14
Conversion to New Pay Schedule	8
Death Benefit	21
Deferred Compensation	24
Disability Leave	22
Education Assistance	18
Employment Cycle	13
Employment Schedule	13
Holidays	15
Employees Excluded	15, 2
Incentive and Award Program	2(i)
Insurance Benefits	20
Jury Leave	23
Leaves of Absence	19
Emergency	19(d)
Excepted Positions, Coverage of	19(c)
Family/Medical	19
Fiscal Crisis	19(f)
Investigative	19(g)
Military Leave	19
Overtime	13
Pay	
Advanced Skills	2
Bi-Weekly Scales	2
Continuous Service for Increase	6
Decreases	6
Demotion	5
Holiday	15
Hourly Rates	2
Income Sources	7
Within Range and Exceptional Performance Increases	6
On-Call Rates	2
Overtime	14
Per Performance Rates	2
Promotion	5
Reallocation	5
Recruitment Rate	5
Reemployment Rate	5
Retention	6
Salary Range Limitations	4
Starting Salaries	4

Shift Differential ..... 2(b)  
 Trainee Rates ..... 2  
 Transfer ..... 5  
 Units of Work ..... 2(i)  
 Vehicle Maintenance and Use Allowance ..... 2(r)  
 Weekend Differential ..... 2(f)  
 Payroll ..... 11, 12  
 Retirement ..... 25  
 Severability ..... 26  
 Sick Leave ..... 16  
 Suggestion Program ..... 2  
 Vacation ..... 15  
     Employees Excluded ..... 15,2(i)  
 Workers' Compensation ..... 22

Approved: October 10, 2008

**ORDINANCE #68123  
 Board Bill No. 122  
 Committee Substitute**

An Ordinance to repeal Ordinance No. 67812, approved December 17, 2007 establishing the salaries of employees in the Sheriff's Office and enacting in lieu thereof a new Ordinance fixing the annual rate of compensation of command personnel and deputies appointed to assist in the performance of the duties of the Sheriff and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance 67812 approved December 17, 2007 is hereby repealed and a new ordinance is hereby enacted, to read as follows:

**SECTION TWO.** The following command personnel and deputies in the Sheriff's Office as may be appointed under provisions of Section 57.530 Missouri revised Statutes, 1978 shall be compensated not in excess of compensation as established in accordance with Section Three and subsequent sections of this ordinance.

<u>TITLE</u>	<u>GRADE</u>
Chief Executive Deputy - Attorney	16G
Lieutenant Colonel - Administrative Aid Captains	18G
Majors	17G
Captains	16G
Lieutenants	14G
Sergeants	13G
Senior Deputies	12G
Deputy Sheriffs Level 1	11G
Deputy Sheriff Level 2	10G

**SECTION THREE. OFFICIAL PAY SCHEDULE OF GRADES.**

There is hereby adopted as the compensation schedule for all pay ranks established in Section Two beginning with the bi-weekly pay period starting with the effective date of this ordinance.

There is hereby adopted as the salary pay schedule for all classification grades of positions in Section One of this ordinance, beginning with the bi-weekly pay period **concurrent with the effective date of this ordinance.**

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	686	1,030
6	747	1,121
7	816	1,222
8	889	1,332
9	968	1,452
10	1,055	1,584
11	1,151	1,726
12	1,254	1,882
13	1,387	2,082
14	1,596	2,394
15	1,835	2,754

16	2,111	3,166
17	2,428	3,643
18	2,791	4,189
19	3,212	4,817
20	3,694	5,539
21	3,989	5,982
22	4,308	6,460
23	4,651	6,979

**SECTION FOUR.** (A) A shift differential compensation for certain work assignments may be paid. The Appointing Authority shall determine the work assignments or activities performed for which shift differential compensation shall be paid.

Before shift differential compensation may be made an employee must have completed (5) hours of regular employment before 7:00 A.M. or five hours after 3:00 P.M. in twenty four hour period which begins at the employees' normal reporting time.

An employee shall be paid 1.00% of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period. An employee shall work a complete eligible shift to receive shift differential compensation.

Shift differential shall not be paid to employees who work part-time, or full-time regular employees docked for any portion of a shift. An employee shall receive shift differential for working a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. An employee shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule. Employees who work on a Saturday and/or Sunday shall be paid a weekend differential. This differential shall be 1.00% of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. An employee shall receive weekend differential for working a portion of an eligible day. This differential shall only paid for whole hours worked, providing the portion of the day not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. Weekend differential shall not be paid to employees compensated on an hourly or per-performance basis or to bi-weekly paid employees who work part-time or full-time regular employees docked for any portion of a day. The Appointing Authority may approve the payment of hiring incentives to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for which the incentive is to be paid.

An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a rate up to ten (10%) higher than prescribed for the class. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications related to the duties of the position. The Appointing Authority may also establish other bonus, incentive, or reimbursement programs to encourage current employees to attain registration, licensure, certification, or proof of professional mastery when it is deemed to be in the best interest of the service, or when such credentials are clearly recognized as adding to the capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such programs would not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

**The Appointing Authority may establish a location allowance for positions which are difficult to fill at specific duty stations. This allowance shall be in an amount up to ten percent of the median of the pay range of the position for which the allowance is to be paid. The location allowance shall be considered an addition to pay and shall not change the employee's base rate.** (Not included in City's Pay Bill)

(B) No employee shall be paid at the rate lower than the minimum or higher than the maximum of the salary range established for the class to which his/her position has been allocated, except as otherwise provided in this ordinance.

(C) When a new employee is approved under Section 57.530 Missouri Revised Statues, 1978, the annual rate of compensation shall be twenty-six (26) times the first or lowest step within each rank or position.

(D) Deputies and assistants in the Sheriff's Office may receive such hourly, daily or other rate as may be allowed by the Circuit Court, for special services authorized by the Circuit Court, and assigned by the Sheriff, when such special services are for additional work over and above the regularly assigned working hours and payment of such special service is being taxed as costs in the particular case or circumstance and deposit of such cost is made in advance of such special services.

#### **SECTION FIVE.** Starting Salary

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the appointing authority finds that it is impossible to recruit employees with adequate Qualifications at the minimum rate.

If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single position or all position in a class and authorize employment at a figure above the minimum but within the regular range of salary established for the class.

#### **SECTION SIX.** Promotion, Demotion, Reallocation and Transfer:

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this

ordinance, shall have his or her rate of pay for the new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with higher pay grade.

- (1) When an employee is promoted to a position in the General Schedule, the employee's salary shall be set at a rate which is five (5%) higher than the rate received immediately prior to promotion. The Appointing Authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.
- (2) Temporary Promotions: Promotions of employees regardless of status, made for a limited duration, shall result in a salary adjustment as is Paragraph(a) (1) of this Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted by any increases the employee may have received in the absence of the temporary promotion.

In no case shall the employee's salary be above the maximum of the salary range.

(b) Demotion: This shall be defined as a change of an employee to a position of one class to a position of another class which has a lower pay grade.

- (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position. The appointing authority may approve up to a ten percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation:

- (1) The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his or her position has been allocated or may be reallocated shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he or she remains in the class of position, except as otherwise provided by this ordinance.
- (2) If the employee's position is reallocated to class in a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged.
- (3) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

#### **SECTION SEVEN: Salary Adjustment.**

(a) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

- (1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee, by not more than ten percent (10%) after twenty-six (26) weeks of employment at a rate in the salary range which may be in addition to any merit increase received.

- (2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(b) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen (15%) percent of the employee's current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty six (26) weeks.

(c) The Appointing Authority may establish procedures for the review and approval of within-range salary adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustment under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(h) The Appointing Authority may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

(i) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service as a result of vacation, sick leave, jury/witness leave, suspension, non-paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

#### **SECTION EIGHT. Income Sources.**

Any salary paid to an employee in the City service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days, a week, or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions, or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### **SECTION NINE. Conversion**

(a) All pay schedules in Section 3(1)(a) shall continue in effect until the beginning of the bi-weekly pay period starting December 23, 2007 after which time the rates to be paid to employees in position of any class for which a rate is established or changed in Section 3 (1) (a) of this ordinance shall be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(1)(a) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe/his her position, without a substantial revision in the class of position shall have their current salary increased by **3.5% bi-weekly for a cost of living increase effective the date of this ordinance.**

(b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(c) The Appointing Authority may establish a special conversion procedure for a class or position in the event that the appointing authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

#### **SECTION TEN. Changes to pay Plan**

Whenever the appointing Authority finds it necessary to add a new class to the Pay plan, the Appointing Authority shall allocate the class to an appropriate grade and schedule in this ordinance, and notify the Board of Alderman of this action.

Whenever the appointing Authority finds it necessary to change the pay schedule of an existing class within the Pay plan, the Appointing Authority shall allocate the class to the appropriate schedule in this ordinance, and notify the Board of Alderman of this action.

#### **SECTION ELEVEN. Sick Leave**

The Appointing Authority may establish or authorize the creation of "Sick Leave Bank" programs, may issue and/or approve such regulations and guidelines as are necessary for implementation.

#### **SECTION TWELVE. Military Leave**

(a) The City of St. Louis will follow all applicable state and federal laws on the granting of Military leave and

reemployment rights.

Before military leave without pay is authorized, the employee shall present to the employee's appointing authority evidence of such military service.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he/she occupied at the time the leave was granted without breaking continuity of service. Failure of an employee to report for duty within the time pursuant to State or Federal Law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his/her return.

#### **SECTION THIRTEEN. Leave of Absence and Family/Medical Leave**

Employees may request a leave of absence for any reason under the leave policy, or may be eligible for a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of the federal "Family and Medical Leave Act of 1993" as provided in this ordinance.

(a) An appointing authority, may grant an employee in a competitive position a general leave of absence without pay for a period not to exceed twelve (12) months, whenever such leave is considered to be in the best interest of the City Service. Such non-paid leaves are granted at the discretion of the appointing authority and may be for any reason including an employee's personal illness when the circumstances do not qualify for family/medical leave, or when eligibility for family/medical leave has been exhausted.

Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he or she occupied at the time the leave was granted provided he or she is able to perform the duties of the position. The employee shall be reinstated to the position at the same relative rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice would terminate his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

(b) The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12 weeks of unpaid leave in any 12-month period for the birth, adoption or placement of a child, to care for a spouse or an immediate family member with a serious health condition, or when the employee is unable to work because of a serious health condition. While an employee is on a qualifying family/medical leave of absence, the City of St. Louis will continue to pay the employee's health care premiums, if any, during the leave period. Once the leave is concluded, the employee shall be reinstated to the same or an equivalent job.

The Appointing Authority shall establish additional rules, guidelines and procedures for the effective administration of the "Family/Medical Leave Policy." The policy shall comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

(c) Employees who are granted general leaves of absence and other non-paid leaves of absence, except family/medical leaves of absence, must take all accrued vacation and authorized sick leave at the start of the leave of absence. Employees who are granted a non-paid leave of absence will not accrue vacation or sick leave during the period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures as established in this Section 13 and any other applicable regulations and procedures as established by the Appointing Authority.

(d) An appointing authority, may place an employee on investigative leave of absence without pay pending the outcome of criminal charges pending against the employee.

#### **SECTION FOURTEEN. Jury and Witness Leave**

(a) Jury leave with pay shall be granted to bi-weekly paid employees working one-half (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or Federal District Court in St. Louis. Any bi-weekly paid employee, when so summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing authority and display to the appointing authority the summons which the employee has received and shall give the appointing authority in writing the date and the time of such jury service. No bi-weekly paid employee shall receive any compensation from the Jury Commissioner or the Federal District Court system for jury service for days the employee receives compensation from the City. A bi-weekly paid employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.) Upon being excused from serving as a juror by the Court or the Jury Commissioner, the employee shall report forthwith to his/her appointing authority and shall submit to his/her appointing authority a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The appointing authority shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi-weekly paid employees for such time when the employee's presence is required by the prosecutor as a part of a grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly paid employee, when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to his/her appointing authority and shall give the appointing

authority in writing the date and time his/her presence is required for such criminal prosecution. Each appointing authority shall establish controls to assure that any paid leave is actually required by the prosecuting authority. An appointing authority may require an employee to furnish satisfactory evidence of being required to be off the job and that all time off was in connection with the prosecution of the case. This procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

**SECTION FIFTEEN.**

The "Sheriff's Attorney" as provided under Section 57.540, Missouri Revised Statutes, 1978, shall receive in addition to the compensation for his services as provided thereunder the sum of three thousand dollars per annum in bi-weekly installments. In no event shall the total of said salary exceed fifteen thousand dollars.

**SECTION SIXTEEN. Personal Leave Day**

**Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory time added to the balance of each employee shall be treated as "Personal Leave". These hours of compensatory time must be taken between the effective date of this ordinance and October 2, 2009, and shall be taken as paid-time off and may not be granted as pay.**

**SECTION SEVENTEEN. Passage of Ordinance**

The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**SECTION EIGHTEEN. Previous Ordinance**

Ordinance 67812 and all other ordinances or parts of ordinance conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**Approved: October 10, 2008**

**ORDINANCE #68124  
Board Bill No. 123  
Committee Substitute**

An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds; repealing Ordinances 67804 approved December 17, 2007 pertaining to the office of the Recorder of Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject matter and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinances #67804 is hereby repealed and enacted in lieu thereof is the following.

**SECTION TWO.** Appointments and Salaries. The following positions of the Office of the Recorder of Deeds whose duties shall be those indicated by their respective titles and coded are hereby allocated as listed below and adopted as the classification plan for the Recorder of Deeds.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Recorder	R500	E
Deputy Recorder	D451	18M
Human Resource Manager	1523	18M
Internet Service Manager	1368	18M
Special Projects Manager	2382	17M
Administrative Assistant	1621	17G
Fiscal Officer	1484	16G
Public Information Officer Supervisor	1616	15G
Real Estate Records Manager	1426	14G
Records Retention Supervisor	1187	14G
Computer Programmer II	1332	14G
Historic Preservation Planner II	4193	14G
Historic Preservation Planner I	4192	13G
Auditor	1471	13G
Secretary to The Recorder Of Deeds	R333	13G
Document Specialist II	5644	12G
Document Specialist I	5643	11G
Receptionist	1161	10G
Clerk II	1113	09G

Clerk I

1112

08G

**SECTION THREE. (a) GENERAL PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period starting the effective date of this ordinance:

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	686	1030
6	747	1121
7	816	1222
8	889	1332
9	968	1452
10	1055	1584
11	1151	1726
12	1254	1882
13	1387	2082
14	1596	2394
15	1835	2754
16	2111	3166
17	2428	3643
18	2791	4189
19	3212	4817
20	3694	5539
21	3989	5982
22	4308	6460
23	4651	6979

b) The Recorder of Deeds may approve the payment of hiring incentives to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for which the incentive is to be paid.

**SECTION FOUR.** The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to each employee's position as set out in Section 4.34.010. No employee of the Recorder of Deeds shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the grade to which his class has been allocated. Nothing in this section shall be construed as preventing the Recorder from paying less than the maximum provided in this ordinance.

**SECTION FIVE. Starting Salary**

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder of Deeds may establish a recruitment rate for a single position or all positions in a class and authorized employment at a step above the minimum but within the regular range of salary established for the class.

In the event the Recorder of Deeds finds that it is difficult to secure the services of sufficient number of employees for a class or occupational series after a diligent recruitment effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not more than thirty percent (30%) above the regular maximum established in this ordinance.

**SECTION SIX. Promotion, Demotion, Reallocation and Transfer**

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his/her rate of pay for the new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with a higher pay grade or a higher starting minimum salary.

- (1) When an employee is promoted to a position in the General, and Management Pay Schedule, the employee's current salary shall be increased by five percent (5%) and set to a step in the new pay range that may be equal to but not less than the adjusted current rate. An appointing authority may pay an employee up to twenty percent (20%) when such action is needed to attract experienced, qualified candidates for a position. The Recorder of Deeds shall determine the appropriate step in such instances. Such salary determinations shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(b) Demotion: This shall be defined as a change of an employee from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

- (1) If an employee is demoted for disciplinary reasons his/her rate of pay shall be established at a step within the range for the new position to be determined by the Recorder of Deeds.
- (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be reduced by five percent (5%) and then set to a step within the lower pay range that may be equal to but not greater than the adjusted rate. Employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate received immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance. No employee shall be paid less than the minimum nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.
- (3) If an employee is demoted to his/her previous position because of failing to complete the working test period, the employees pay shall be adjusted to a rate in the pay range for the previous position to be determined by the Recorder of Deeds.

(c) Reallocation:

- (1) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged.
- (2) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(e) The pay of any employee may be decreased as a disciplinary action by the Recorder of Deeds to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The Recorder of Deeds may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods

(f) Over Maximum: The salary of an employee, which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his/her position has been allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he/she remains in the class of position, except as otherwise provided by this ordinance.

**SECTION SEVEN: Salary Adjustment** (1) Any employee whose salary is established in the General and Management Pay Schedule shall receive a service rating in accordance with the Service Rating Manual. The service rating, together with the standards of performance established in the Service Rating Manual, shall determine eligibility for a step increase. The step increase shall be one step and shall be made after fifty-two (52) weeks of continuous satisfactory service. These standards shall govern successive increases of one step for each fifty-two (52) weeks of additional continuous service thereafter until the top of the salary range is reached.

(a) Exceptional performance of duties

The Recorder of Deeds may advance an employee who demonstrates exceptional performance of duties by not more than three (3) steps after twenty-six (26) weeks of employment at the same rate in the salary range. This exceptional performance increase may be in addition to any merit increase received.

(b) Substandard performance of duties:

An employee whose level of performance is significantly diminished and no longer warrants payment at the current step of the range may have his/her salary reduced by the Recorder of Deeds provided the employee is above the minimum of the range. The granting of any such increase or decrease in salary shall be made at the beginning of a pay period.

Recorder of Deeds may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

**SECTION EIGHT. Income Sources**

Any salary paid to an employee in the city service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved, paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

#### **SECTION NINE. Conversion**

**a)** All pay schedules in Ordinance 67804 shall continue in effect until the beginning of the biweekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions of any classes for which a rate is established or changed in Section 2(a)(1) of this ordinance shall become effective and be adjusted as follows:

- (1) The salary of each employee whose pay range is established in Section 2(1) of Ordinance shall have their current salary increased by a factor of three and one-half percent (3.5%), rounded to the nearest whole dollar or the minimum of the salary range, whichever is greater and then placed into the appropriate step established in this ordinance as determined by the Recorder of Deeds. This is a cost of living increase.

-or-

- (2) The salary of each employee whose pay range is established in Section 2(a)(1) of Ordinance 67804 whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Recorder of Deeds shall have their current salary increased by a factor of three and one-half percent (3.5%), rounded to the nearest whole dollar, whichever is greater and then placed into the appropriate step established in this ordinance as determined by the Recorder of Deeds and additionally shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a five percent (5%) adjustment and then placed in the appropriate step in their higher pay grade but not less than the minimum of the pay range. This is a cost of living increase.

**(b)** No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

**(c)** The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her position, shall remain unchanged.

**(d)** The Recorder of Deeds may establish a special conversion procedure for a class or position in the event that the Recorder determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

#### **SECTION TEN. Holidays**

- (1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory added to the balance of each employee shall be treated as

“Personal Leave” and shall be granted by the appointing authority in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date of this ordinance and June 20, 2009.

#### **SECTION ELEVEN. Changes to Pay Plan**

Whenever the Recorder of Deeds finds it necessary to add a new class to the Pay plan, the Recorder of Deeds shall allocate the class to an appropriate grade and schedule in this ordinance, and notify the Board of Aldermen of this action.

Whenever the Recorder of Deeds finds it necessary to change the pay schedule of an existing class within the Pay plan, the Recorder of Deeds shall allocate the class to the appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

#### **SECTION TWELVE. PASSAGE OF ORDINANCE**

The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety,

it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**Approved: October 10, 2008**

**ORDINANCE #68125  
Board Bill No. 124  
Committee Substitute**

An ordinance relating to the appointment of and salaries of certain Employees in the Collector of Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing Ordinance 67808, approved December 17, 2007, (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.) and adopting ten (10) new sections and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**SECTION ONE.** Ordinance 67808, approved December 17, 2007 (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby repealed and a new ordinance and a new ordinance and chapter is hereby enacted, to read as follows:

**SECTION TWO.** Pursuant to Section 82.610, Revised Statutes of Missouri, the Collector of Revenue is hereby authorized to appoint and employ the following officers and employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section Three of this ordinance.

<u>Title</u>	<u>Grade</u>
Accounting Clerk	11G
Accounting Manager	15M
Accounting Supervisor	14G
Administrative Assistant	13G
Assistant Collector	17M
Assistant Collector, Finance	18M
Cashier Manager	15M
Collections Manager	15M
Compliance Clerk	8G
Compliance Manager	15M
Compliance Officer	12G
Court Clerk	9G
Court Clerk Supervisor	13G
Custodian	6G
Data Processing Clerk	9G
Deputy Collector of Revenue	20M
Human Resources Manager	16M
IRS Auditor	15M
Mail Clerk	8G
Office Coordinator	13G
Paralegal	12G
Payroll Clerk	10G
Processing Clerk	8G
Purchasing Support Services	11G
Revenue Clerk I	8G
Revenue Clerk II	9G
Revenue Clerk III	10G
Revenue Clerk IV	11G
Revenue Clerk V	12G
Revenue Manager	15M
Senior Operations Manager	16M
Special Projects Coordinator	14G
Supervisor I	12G
Supervisor II	13G
Supervisor III	14G
Supervisor, Mail Processing	12G
Supervisor, Taxpayer Services	13G
Supervisor Tax Revenue Auditors	15M
Tax Revenue Auditor	14G
Taxpayer Cashier	9G
Taxpayer Customer Service Representative	13G
Taxpayer Specialist	9G
Tax Suit Coordinator	13G
Technology/Data Processing Manager	15M
Technology/Website Coordinator	13G

TIF/CID Coordinator	13G
Training and Development Manager	15M

### SECTION THREE. GENERAL PAY SCHEDULE

(1) There is hereby adopted as the compensations schedule for all pay grades which are denoted by the suffix "G" and "M" in Section two of this ordinance, the following ranges of salary beginning with the bi-weekly pay period **concurrent with the effective date of this ordinance**.

#### BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
6	785	1,250
7	855	1,363
8	933	1,485
9	1,015	1,618
10	1,106	1,766
11	1,207	1,924
12	1,315	2,098
13	1,455	2,322
14	1,675	2,670
15	1,925	2,932
16	2,215	3,369
17	2,547	3,876
18	2,737	4,107
19	3,010	4,518
20	3,621	5,431

**SECTION FOUR.** These salaries shall be paid out of fees collected, deducted and retained by the Collector of Revenue as provided by Sections 82.650 and 82.670, Revised Statutes of Missouri.

**SECTION FIVE.** (a) All pay schedules established in Ordinance 67808 shall continue in effect until the beginning of the bi-weekly pay period effective upon passage of this ordinance after which time the rate is established or changed in Section 3(1) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(a) (1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe/his her position, without a substantial revision in the class of position shall have their current salary increased by **3.5%** bi-weekly for a cost of living increase. This provision shall not apply to employees whose rate is deemed to be above the maximum of their new salary range except as provided in paragraph (b)below.

(2) The salary of each employee whose pay range is established in Section 3(1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, shall have their current salary increased by **3.5%** bi-weekly for a cost of living increase.

### SECTION SIX.

(a) An appointing authority may evaluate the performance of an employee whose salary is established in Section 3(a) of this ordinance for the purpose of a salary adjustment.

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, advance the employee by not more than ten percent (10%).

(2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period.

(b) An appointing authority may approve a within-range salary adjustment in any whole dollar increment up to ten percent (10%) of an employee's bi-weekly base.

(c) the pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary range. In no case shall

the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods.

**SECTION SEVEN.** Whenever the Collector of Revenue finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the Collector shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

**SECTION EIGHT.** Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. The additional compensatory time added to the balance of each employee shall be treated as "Personal Leave". These hours of compensatory time must be taken between the effective date of this ordinance and October 2, 2009, and shall be taken as paid-time off and may not be granted as pay.

**SECTION NINE.** The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

**SECTION TEN.** Ordinance 67808 and all other ordinances or parts of ordinance conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**Approved: October 10, 2008**

**ORDINANCE #68126  
Board Bill No. 219  
Committee Substitute**

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Classified Service, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 67922; allocating certain other employees to a grade with rate and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION 1.  
ALPHABETICAL LIST OF CLASSES**

(a) Beginning with the effective date of this ordinance, the following positions in the City Service with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Director of Personnel to a grade and overtime code in the following section with rates established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

<b>TITLE</b>	<b>CODE</b>	<b>GRADE/ SCHEDULE</b>		<b>OVTM</b>
Abatement and Exemption Analyst	1424	15	M	1
Account Clerk I	1141	10	G	3
Account Clerk II	1142	11	G	3
Accountant I	1441	13	G	2
Accountant II	1442	14	G	2
Accounting Coordinator	1444	15	P	1
Accounting Manager I	1445	16	M	1
Accounting Manager II	1446	17	M	1
Accounting Officer	1447	16	M	1
Accounting Supervisor	1443	15	P	1
Administrative Assistant I	1621	13	G	3
Administrative Assistant II	1622	14	M	1
Administrative Assistant III	1623	15	M	1
Administrative Assistant to the Mayor	1721	14	M	1
Air Pollution Engineer I	4251	14	P	2
Air Pollution Engineer II	4252	15	P	1
Air Pollution Engineer Supervisor	4253	16	P	1
Air Pollution Inspection Supervisor	3925	14	M	1
Air Pollution Inspector I	3921	12	G	3
Air Pollution Inspector II	3922	13	G	3
Air Pollution Specialist I	3926	12	G	3
Air Pollution Specialist II	3927	14	P	2
Air Pollution Technical Services Manager	3928	16	M	1
Airfield Maintenance Foreman	3322	14	G	3

TITLE	CODE	GRADE/ SCHEDULE		OVTM
Airfield Maintenance Supervisor	1638	15	G	2
Airfield Maintenance Worker	3324	12	G	3
Airfield Maintenance Worker (Lead)	3327	13	G	3
Airfield Operations Specialist	1631	13	G	3
Airfield Operations Specialist (Lead)	1635	14	G	3
Airfield Painter/Maintenance Worker	3247	36	T	3
Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
Airport Assistant Director Air Service and Business Development	1688	19	M	1
Airport Assistant Director Community Programs	1655	19	M	1
Airport Assistant Director Finance and Accounting	1651	19	M	1
Airport Assistant Director Planning and Engineering	1653	19	M	1
Airport Assistant Director/Operations & Maintenance	1634	19	M	1
Airport Building Maintenance Supervisor	1684	14	G	2
Airport Deputy Director Finance and Administration	1686	21	M	1
Airport Deputy Director Planning and Development	1652	21	M	1
Airport Emergency Preparedness Coordinator	1630	14	G	3
Airport Engineering Contracts Manager	1633	18	M	1
Airport Facilities Maintenance Manager	1685	16	M	1
Airport Facility Inspector	3951	37	T	3
Airport Fleet Maintenance Manager	3273	16	M	1
Airport Operations Supervisor	1636	15	M	1
Airport Police Captain	2145	15	M	1
Airport Police Chief	2147	17	M	1
Airport Police Lieutenant	2144	14	P	2
Airport Police Officer	2141	12	P	3
Airport Police Sergeant	2143	13	P	3
Airport Power Plant Manager	1687	15	M	1
Airport Properties Division Manager	1654	18	M	1
Airport Properties Inspector	4221	11	G	3
Airport Properties Inspector (Lead)	4222	13	G	3
Airport Properties Specialist	1681	14	G	2
Airport Properties Supervisor	1682	15	P	1
Airport Risk Manager	1683	15	M	1
Airport Senior Deputy Director	1657	22	M	1
Airport Traffic Officer	2172	9	G	3
Animal Care and Control Officer	2113	11	G	3
Animal Regulation Center Supervisor	2116	14	G	2
Arborist	3654	15	P	1
Architect I	4431	13	P	2
Architect II	4432	14	P	1
Architect III	4433	15	P	1
Architectural Manager	4434	17	M	1
Assessor	1439	20	M	1
Asset Manager I	1485	17	M	1
Asset Manager II	1486	19	M	1
Assistant Fire Chief	2235	81	F	1
Assistant Mechanical Maintenance Worker	3412	9	G	3
Attorney I	2361	15	P	1
Attorney II	2362	17	P	1
Attorney III	2363	18	P	1
Attorney IV	2367	20	M	1
Attorney Manager	2364	20	M	1
Audit Manager	1475	17	M	1
Audit Supervisor	1473	16	P	1
Auditor I	1471	13	G	2
Auditor II	1472	14	G	2
Battalion Fire Chief	2227	77	F	1
Benefits Clerk	1541	10	G	3
Benefits Specialist	1545	12	G	3
Billing Supervisor	1192	14	G	2
Blacksmith	3231	36	T	3
Budget Analyst	1461	14	G	3
Budget Analyst (Senior)	1462	15	P	3
Budget Director	1468	21	M	1
Building Inspection Manager	3857	17	M	1
Building Inspection Supervisor I	3855	39	T	3

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Building Inspection Supervisor II	3856	15 M	1
Building Inspector I	3851	36 T	3
Building Inspector II	3852	37 T	3
Building Maintenance and Operations Supervisor	3753	14 G	2
Building Maintenance Worker	3411	10 G	3
Building Records Clerk	1114	9 G	3
Buyer	1223	14 G	2
CAD Technician	4422	12 G	3
Capital Improvement Project Liaison	4344	15 P	2
Carpenter	3211	36 T	3
Carpenter (Lead)	3212	37 T	3
Carpenter Foreman	3213	39 T	3
Cashier	1182	9 G	3
Cashier Supervisor	1184	11 G	3
Chemist I	3551	13 P	2
Chemist II	3552	14 P	2
Chemistry Supervisor	3553	16 P	1
Chief Aviation Planner	1632	17 M	1
Chief Deputy Marshal	2123	14 M	1
Chief Horticulturist	3638	17 M	1
Chief of Staff	1737	23 M	1
Chief Paramedic	5721	17 M	1
Chief Parole and Probation Officer	2322	15 M	1
Chief Plan Examiner	4233	17 M	1
Chief Staff Officer	1483	21 M	1
City Counselor	2368	22 M	1
City Court Administrator	1676	16 M	1
City Court Judge	2369	17 P	1
City Marshal	2129	15 M	1
City Planning Executive	4143	19 M	1
City Register	1661	14 M	1
City Surveyor	4293	15 P	2
Civil Engineer I	4241	14 P	2
Civil Engineer II	4242	15 P	1
Civil Engineer III	4243	16 P	1
Civil Engineer III/Computer Network Coordinator	4244	16 P	1
Civil Engineer Supervisor	4245	16 P	1
Clerical Aide	1111	5 G	3
Clerical Supervisor	1115	13 G	2
Clerk I	1112	8 G	3
Clerk II	1113	9 G	3
Clerk Typist I	1121	8 G	3
Clerk Typist II	1122	9 G	3
Clerk Typist III	1123	10 G	3
Client Service Coordinator I	6147	13 G	3
Client Service Coordinator II	6148	14 G	3
Clinical Nurse Specialist	5656	15 P	1
Commissioner of Buildings	3858	20 M	1
Commissioner of Communications	1811	17 M	1
Commissioner of Corrections	2373	20 M	1
Commissioner of Emergency Management	2181	17 M	1
Commissioner of Equipment Services	3277	19 M	1
Commissioner of Excise	2193	17 M	1
Commissioner of Facilities Management	3755	19 M	1
Commissioner of Forestry	3644	19 M	1
Commissioner of Health	5688	21 M	1
Commissioner of Parks	3645	19 M	1
Commissioner of Recreation	7137	19 M	1
Commissioner of Refuse	3135	19 M	1
Commissioner of Streets	4248	19 M	1
Commissioner of Supply	1229	18 M	1
Commissioner of Traffic	4283	19 M	1
Commissioner of Water	4329	20 M	1
Commissioner on the Disabled	6163	17 M	1
Communications Center Coordinator	2161	14 G	3
Communications Regulatory Manager	1813	16 M	1

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Community Development Planner I	4121	13 G	3
Community Development Planner II	4122	14 G	2
Community Development Planner III	4126	15 P	1
Community Development Research Analyst	4184	15 P	1
Community Development Specialist I	4123	13 G	3
Community Development Specialist II	4124	14 G	2
Community Development Supervisor	4127	15 M	1
Community Health Aide	5624	10 G	3
Community Program Aide	6171	10 G	3
Comptroller	1489	2 E	1
Computer Operations Supervisor	1327	13 M	1
Computer Operator I	1323	10 G	3
Computer Operator II	1324	11 G	3
Computer Programmer I	1331	13 G	3
Computer Programmer II	1332	14 G	3
Computerized Graphics Typesetter	2411	11 G	3
Concrete Finisher	3283	36 T	3
Construction and Maintenance Manager	3759	17 M	1
Construction and Maintenance Superintendent	3758	16 M	1
Construction Equipment Foreman I	3328	39 T	3
Construction Equipment Foreman II	3329	40 T	2
Construction Equipment Operator I	3332	35 T	3
Construction Equipment Operator II	3333	36 T	3
Construction Project Leader	4346	15 P	2
Contract and Inventory Specialist	3754	16 M	1
Contract Compliance Officer	1662	14 G	2
Contract Specialist	1663	11 G	3
Contract Supervisor	1664	15 M	1
Correctional Case Worker	2337	12 G	3
Correctional Case Worker Assistant	2336	11 G	3
Correctional Center Superintendent	2372	19 M	1
Correctional Chief of Security	2338	15 M	1
Correctional Classification Assistant	2333	11 G	3
Correctional Investigator	2339	12 G	3
Correctional Officer I	2331	11 G	3
Correctional Officer II	2332	12 G	3
Correctional Program Manager	2374	16 M	1
Correctional Program Supervisor	2342	13 G	2
Correctional Shift Supervisor	2335	14 G	3
Correctional Training Coordinator	2381	14 G	2
Correctional Unit Manager	2375	15 M	1
Counseling and Testing Coordinator	5641	14 P	2
Court Officer	2334	10 G	3
Court Room Clerk	1118	9 G	3
Court Room Clerk Coordinator	1119	10 G	3
Cultural Resources Director	1674	18 M	1
Custodian	3711	6 G	3
Custodian (Lead)	3712	7 G	3
Customer Service Manager	1726	16 M	1
Customer Service Representative I	1116	10 G	3
Customer Service Representative II	1117	11 G	3
Customer Service Supervisor	1185	13 G	2
Data Entry Operator	1312	8 G	3
Data Entry Operator (Lead)	1314	10 G	3
Data Entry Supervisor	1315	11 G	3
Data Processing Manager	1365	18 M	1
Deputy Airport Police Chief	2146	16 M	1
Deputy Assessor	1435	17 M	1
Deputy Budget Director	1467	17 M	1
Deputy City Counselor	2366	21 M	1
Deputy City Engineer	4316	21 M	1
Deputy Commissioner of Buildings	3859	19 M	1
Deputy Commissioner of Equipment Services	3275	17 M	1
Deputy Commissioner of Parks	3646	17 M	1
Deputy Commissioner of Refuse	3134	17 M	1
Deputy Commissioner of Streets	4247	17 M	1

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Deputy Commissioner of Supply	1228	17 M	1
Deputy Comptroller	1488	21 M	1
Deputy Director of Civil Rights Enforcement Agency	6138	16 M	1
Deputy Director of Community Development	4145	20 M	1
Deputy Director of Employment and Training	6228	18 M	1
Deputy Director of Personnel	1528	20 M	1
Deputy Director of Planning and Urban Design	4188	19 M	1
Deputy Director of Public Safety	2152	20 M	1
Deputy Fire Chief	2231	78 F	1
Deputy Marshal	2121	10 G	3
Detention Center Superintendent	2371	18 M	1
Director of Airports	1658	23 M	1
Director of Civil Rights Enforcement Agency	6139	18 M	1
Director of Community Development	4144	22 M	1
Director of Employment and Training	6229	20 M	1
Director of Health and Hospitals	5589	23 M	1
Director of Human Services	6169	21 M	1
Director of Information Technology	1367	21 M	1
Director of Parks, Recreation and Forestry	3649	21 M	1
Director of Personnel	1529	22 M	1
Director of Planning and Urban Design	4186	20 M	1
Director of Public Safety	2151	22 M	1
Director of Public Utilities	4349	21 M	1
Director of Streets	4249	21 M	1
Disabled Services Representative	6173	11 G	3
Document Specialist I	5643	11 G	3
Document Specialist II	5644	12 G	3
Drafting Supervisor	4425	13 G	3
Duplicating Equipment Operator	2412	31 T	3
Electrical Engineer	4261	15 P	1
Electrical Engineer (Senior)	4262	16 P	1
Electrical Inspection Supervisor	3815	15 M	1
Electrical Inspector	3811	36 T	3
Electrical Inspector (Lead)	3812	38 T	3
Electrical Supervisor	3226	15 G	2
Electrician	3223	36 T	3
Electrician (Lead)	3224	38 T	3
Electrician Foreman	3225	39 T	3
Electronic Control Systems Technician	3442	36 T	3
Electronic Instrument Technician	3443	36 T	3
Electronic Technician Supervisor	3444	39 T	3
Emergency Management Specialist	2183	15 M	1
Emergency Management System Technician	2182	36 T	3
Employee Benefits Manager	1526	18 M	1
Employment and Training Representative	6211	12 G	3
Employment and Training Specialist I	6213	13 G	3
Employment and Training Specialist II	6214	14 G	3
Employment and Training Specialist III	6215	15 P	3
Employment and Training Specialist IV	6218	17 P	1
EMS Chief	5726	16 M	1
EMS Communications Supervisor	5723	14 G	2
EMS Deputy Chief	5725	15 M	1
EMS Dispatcher	5731	11 G	3
EMS Inventory Supervisor	5722	12 G	3
EMS Lead Dispatcher	5732	12 G	3
EMS Training Specialist	5719	14 G	3
EMT (Emergency Medical Technician)	5714	11 G	4
Engineering Manager I	4312	17 M	1
Engineering Manager II	4313	18 M	1
Engineering Technician I	4224	13 G	3
Engineering Technician II	4225	14 G	3
Engineering Technician Supervisor	4226	15 P	2
Environmental Court Coordinator	3881	15 M	1
Environmental Health Officer	5622	13 G	3
Environmental Health Specialist	5628	13 G	3
Environmental Health Supervisor	5638	14 G	2

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Environmental Regulatory Compliance and Safety Manager	1659	19 M	1
Epidemiologist	5642	16 P	1
Equipment Operator	3321	9 G	3
Estimator	4223	13 G	3
Executive Assistant I	1628	16 M	1
Executive Assistant II	1629	17 M	1
Executive Assistant to the Mayor	1725	20 M	1
Executive Director for Development	1728	23 M	1
Executive Director for Operations	1736	23 M	1
Executive Director of the Affordable Housing Commission	1722	19 M	1
Executive Secretary I	1134	12 G	3
Executive Secretary II	1135	14 G	2
Executive Secretary to the Comptroller	1136	14 G	2
Executive Secretary to the Mayor	1727	21 M	1
Financial Analyst	1482	15 P	1
Financial Supervisor/Information Systems Coordinator	1484	16 M	1
Fire Alarm Manager	2216	74 F	1
Fire Captain	2226	72 F	3
Fire Chief	2239	83 F	1
Fire Equipment Dispatcher	2212	69 F	3
Fire Private	2222	69 F	3
Fiscal Manager	1448	18 M	1
Fiscal Officer	1490	16 P	1
Fleet Maintenance Foreman I	3266	38 T	3
Fleet Maintenance Foreman II	3267	39 T	3
Fleet Maintenance Manager	3274	16 M	1
Fleet Maintenance Parts Specialist	3287	31 T	3
Fleet Maintenance Parts Supervisor I	3284	33 T	3
Fleet Maintenance Parts Supervisor II	3285	35 T	3
Fleet Maintenance Technician I	3261	31 T	3
Fleet Maintenance Technician II	3262	35 T	3
Fleet Maintenance Technician III	3263	36 T	3
Fleet Maintenance Technician IV	3265	37 T	3
Food Establishment Inspector	5631	13 G	3
Forest Park Executive	3642	17 M	1
Forestry Foreman	3641	11 G	3
Forestry Supervisor	3622	13 G	3
Gardener	3632	10 G	3
Gardener Supervisor	3633	11 G	3
GED Instructor/Employer Job Profiler	6219	13 G	2
Gerontologist	6146	15 P	2
GIS Specialist I/Graphic Designer	4111	13 G	3
GIS Specialist II/Graphic Designer	4112	14 G	3
GIS/Graphic Design Manager	4113	15 M	1
Government Services Administrator	1627	17 P	1
Government Services Analyst	1625	16 P	1
Grants Administrator	1453	15 M	1
Grants Manager	1455	17 M	1
Grants Specialist	1452	10 G	3
Grants Writer	1451	13 G	3
Graphic Artist	4181	11 G	3
Graphic Arts Technician	4187	37 T	3
Graphic Designer	4182	12 G	3
Health Care Compliance Specialist	5515	14 G	3
Health Education Planner	5696	12 G	3
Health Marketing Administrator	5685	16 P	1
Health Planning Executive	5571	17 M	1
Health Services Manager I	5681	17 M	1
Health Services Manager II	5682	18 M	1
Heavy Equipment Operator I	3325	10 G	3
Heavy Equipment Operator II	3326	11 G	3
Historic Preservation Planner I	4192	13 G	3
Historic Preservation Planner II	4193	14 P	2
Horticulturist	3637	13 P	2
Housekeeping Manager	3719	14 G	2
Housekeeping Supervisor I	3715	11 G	3

TITLE	CODE	GRADE/ SCHEDULE		OVTM
Housekeeping Supervisor II	3716	13	G	3
Housing Development Analyst	4125	14	G	2
Housing Development Analyst (Senior)	4128	15	P	1
Human Relations Specialist	6131	13	G	3
Human Resources Assistant	1511	11	G	3
Human Resources Generalist I	1518	14	P	3
Human Resources Generalist II	1519	16	P	1
Human Resources Manager	1523	18	M	1
Human Resources Specialist I	1513	13	G	3
Human Resources Specialist II	1514	14	G	3
Human Resources Specialist III	1515	15	P	3
Human Resources Specialist IV	1516	16	P	1
HVAC Foreman	3418	39	T	3
HVAC Mechanic	3417	36	T	3
Industrial Hygienist	5629	14	P	2
Information Security Administrator	1369	17	P	1
Information Systems Administrator	1362	20	M	1
Information Systems Audit Supervisor	1474	17	P	1
Information Systems Coordinator	1322	13	P	2
Information Systems Support Manager	1363	19	M	1
Internal Audit Executive	1476	20	M	1
Internet Services Manager	1368	18	M	1
Interpreter for the Deaf	6174	12	G	3
Inventory Control Specialist	1214	8	G	3
Inventory Control Technician I	1211	8	G	3
Inventory Control Technician II	1212	9	G	3
Inventory Coordinator	1215	10	G	3
Inventory Supervisor	1213	11	G	3
Ironworker	3232	36	T	3
Labor Foreman I	3121	12	G	3
Labor Foreman II	3125	13	G	3
Labor Supervisor	3128	14	G	2
Laboratory Aide	5421	8	G	3
Laboratory Assistant	5422	11	G	3
Laboratory Director	3555	17	M	1
Laboratory Supervisor	5463	16	M	1
Laboratory Technician	3554	11	G	3
Laborer	3111	8	G	3
Laborer (Lead)	3112	9	G	3
Land Acquisition Specialist	3952	11	G	3
Landscape Manager	3635	15	M	1
Lead Abatement Inspector	5626	13	G	3
Lead Abatement Worker	5625	11	G	3
Lead Abatement Worker (Lead)	5627	12	G	3
Lead Program Aide	5611	9	G	3
Legal Investigator I	2351	13	G	3
Legal Investigator II	2352	14	G	2
Legal Secretary	1151	12	G	3
Licensed Practical Nurse	5181	11	G	3
Lifeguard	7111	5	G	3
Lifeguard Supervisor	7112	7	G	3
Liquor Control Officer	2191	11	G	3
Liquor Control Supervisor	2192	14	G	3
Machine Shop Foreman	3238	38	T	3
Machinist	3233	36	T	3
Mail Room Supervisor	1186	14	G	3
Maintenance/Bulk Labor Foreman	3126	13	G	3
Mayor	1739	3	E	1
Mechanical Engineer	4271	15	P	1
Mechanical Engineer (Senior)	4272	16	P	1
Mechanical Equipment Inspection Supervisor	3845	15	M	1
Mechanical Inspector	3841	36	T	3
Mechanical Inspector (Lead)	3842	38	T	3
Mechanical Maintenance Foreman	3415	38	T	3
Mechanical Maintenance Worker	3413	35	T	3
Mechanical Maintenance Worker (Lead)	3414	37	T	3

TITLE	CODE	GRADE/ SCHEDULE		OVTM
Medical Record Administrator	5513	13	G	3
Medical Social Worker	6145	14	G	3
Medical Technologist	5461	13	G	3
Medical Technologist (Lead)	5462	14	G	3
Messenger/Mail Clerk	1181	5	G	3
Microcomputer Support Specialist	1328	11	G	3
Municipal Parking Garage Manager	3133	14	M	1
Neighborhood Development Executive	3872	17	M	1
Neighborhood Improvement Specialist	3871	14	G	2
Network Systems Manager	1364	18	M	1
Nurse Practitioner	5131	16	P	1
Nutrition Program Coordinator	5664	14	P	2
Nutritionist	5663	14	P	2
Operations Assistant-Security	2341	11	G	3
Outreach Worker	5698	11	G	3
Painter	3242	36	T	3
Painter (Lead)	3243	37	T	3
Painter Foreman	3245	39	T	3
Paralegal	2365	12	G	3
Paramedic	5717	13	G	4
Paramedic Crew Chief	5718	14	G	4
Paramedic Supervisor	5716	15	G	4
Park Facilities Maintenance Superintendent	3617	16	M	1
Park Maintenance Manager	3618	16	M	1
Park Ranger	2132	10	G	3
Park Ranger Manager	2135	14	M	1
Park Ranger Supervisor I	2133	11	G	3
Park Ranger Supervisor II	2134	12	G	3
Park Supervisor I	3612	12	G	3
Park Supervisor II	3613	13	G	3
Parking Garage Attendant	3114	6	G	3
Parking Garage Attendant (Lead)	3115	8	G	3
Parkkeeper	3611	11	G	3
Parole and Probation Officer	2321	13	G	3
Parole and Probation Officer (Lead)	2323	14	G	3
Paving Machine Assistant	3119	9	G	3
Payroll Manager	1449	16	M	1
Payroll Specialist I	1171	10	G	3
Payroll Specialist II	1172	11	G	3
Payroll Supervisor	1173	14	M	1
Permit Supervisor	1673	14	M	1
Personal Property Appraisal Manager	1415	15	M	1
Personal Property Appraisal Supervisor	1413	14	G	2
Personal Property Appraiser I	1411	11	G	3
Personal Property Appraiser II	1412	12	G	3
Pest Control Worker	5699	9	G	3
Physician	5553	18	P	1
Physician Manager	5554	21	M	1
Plan Examiner	4232	14	P	2
Planning and Programming Executive	4318	19	M	1
Plumber	3251	36	T	3
Plumber Foreman	3253	39	T	3
Plumbing Inspection Supervisor	3824	15	M	1
Plumbing Inspector I	3821	36	T	3
Plumbing Inspector II	3822	38	T	3
President, Board of Aldermen	1748	1	E	1
President, Board of Public Service	4348	23	M	1
Printing and Duplicating Graphics Manager	2413	15	M	1
Printing Supervisor	2414	13	G	2
Probationary Fire Equipment Dispatcher	2211	69	F	3
Probationary Fire Private	2221	69	F	3
Process Control Specialist	4265	15	P	1
Procurement/Purchasing Manager I	1226	16	M	1
Procurement/Purchasing Manager II	1227	17	M	1
Procurement Specialist	1225	13	G	2
Program Aide	7311	10	G	3

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Program Architect	4435	16 P	1
Program Coordinator	1698	14 P	2
Program Engineer	4345	17 P	1
Program Manager I	1693	15 M	1
Program Manager II	1694	16 M	1
Program Specialist I	1696	11 G	3
Program Specialist II	1691	12 G	3
Program Supervisor	1692	13 M	1
Program Worker I	7312	5 G	3
Program Worker II	7313	6 G	3
Program Worker III	7314	7 G	3
Programmer/Analyst I	1341	15 P	2
Programmer/Analyst II	1342	16 P	2
Programmer/Analyst III	1343	17 P	2
Public Health Counselor	5645	13 G	2
Public Health Education Coordinator	5648	15 P	2
Public Health Educator	5695	15 P	1
Public Health Intake Supervisor	5646	15 G	2
Public Health Intake Worker	5647	12 G	3
Public Health Nurse I	5651	14 G	3
Public Health Nurse II	5653	15 G	3
Public Health Nurse III	5654	16 P	2
Public Health Nursing Supervisor	5655	17 M	1
Public Health Program Representative	5693	13 G	3
Public Health Program Specialist	5691	14 G	3
Public Health Program Supervisor	5694	15 G	2
Public Information Assistant	1612	12 G	3
Public Information Manager	1617	18 M	1
Public Information Officer I	1614	13 G	2
Public Information Officer II	1615	15 P	1
Public Information Officer Supervisor	1616	15 M	1
Public Information Officer to the Comptroller	1618	15 P	1
Public Information Officer to the Mayor	1613	16 M	1
Public Nuisance Inspector	3861	10 G	3
Public Safety Specialist	2136	15 P	1
Real Estate Development Specialist	1637	14 G	3
Real Estate Records Clerk I	1666	9 G	3
Real Estate Records Clerk II	1668	10 G	3
Real Estate Records Manager	1426	14 M	1
Real Estate Specialist	1667	13 G	3
Real Property Appraisal Manager	1429	16 M	1
Real Property Appraisal Supervisor	1428	15 M	1
Real Property Appraiser I	1421	13 G	3
Real Property Appraiser II	1422	14 G	3
Receptionist	1161	8 G	3
Receptionist to the Mayor	1162	9 G	3
Records Retention Supervisor	1187	14 G	2
Recreation Area Manager	7118	16 M	1
Recreation Assistant	7116	7 G	3
Recreation Leader	7117	10 G	3
Recreation Supervisor I	7114	12 G	3
Recreation Supervisor II	7115	14 G	2
Refuse Route and Safety Coordinator	3931	11 G	3
Refuse Superintendent	3131	16 M	1
Registered Nurse I	5121	14 G	3
Registered Nurse II	5122	15 G	3
Research Analyst to the Mayor	1729	16 P	1
Safety Officer I	1531	13 G	3
Safety Officer II	1532	14 G	3
Safety Officer III	1533	15 P	1
School Crossing Guard	2174	5 G	3
Secretary and Stenographer to the Mayor	1175	11 G	3
Secretary I	1131	9 G	3
Secretary II	1132	10 G	3
Secretary to the Board of Estimate and Apportionment	1137	12 G	3
Secretary to the Board of Public Service	1671	14 M	1

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Security Officer	2131	10 G	3
Senior Engineering Executive	4347	20 M	1
Senior Fire Equipment Dispatcher	2215	72 F	3
Senior Plan Examiner	4234	15 P	1
Senior Plan Examiner/Code Development Specialist	4235	16 P	1
Sign Shop Supervisor	3246	38 T	3
Solid Waste Route Foreman	3127	13 G	3
Soulard Market Manager	3757	15 M	1
Special Assistant for Development	1724	17 M	1
Special Assistant to the Comptroller	1672	16 M	1
Special Assistant to the Mayor	1723	17 M	1
Special Assistant to the Water Commissioner	3538	17 M	1
Special Events Program Executive	1697	18 P	1
Special Projects Manager	2382	17 M	1
Specialist on Aging I	6121	13 G	3
Specialist on Aging II	6122	14 G	2
Stationary Engineer	3423	36 T	3
Street and Traffic Inspection Supervisor I	3955	13 G	3
Street and Traffic Inspection Supervisor II	3956	14 M	1
Street and Traffic Inspector	3954	11 G	3
Street and Traffic Liaison	1643	14 M	1
Street Lighting Superintendent	3229	16 M	1
Street Maintenance Superintendent	3132	16 M	1
Superintendent of Soldiers' Memorial	3756	14 M	1
Supervising Deputy Marshal	2124	11 G	3
Supervising Stationary Engineer I	3427	39 T	3
Supervising Stationary Engineer II	3428	14 G	3
Supervisor-STD Intervention and Outreach Program	5649	15 P	2
Survey Projects Coordinator	4246	15 P	1
Surveyor	4292	14 G	3
Systems Analyst	1351	15 P	2
Systems Development Manager	1366	19 M	1
Systems Project Leader	1352	18 M	1
Technical Support Specialist I	1371	15 P	2
Technical Support Specialist II	1372	16 P	1
Telecommunications Inspector	1824	13 G	3
Telecommunications Maintenance Supervisor	1854	13 G	3
Telecommunications Specialist	1853	14 G	3
Telecommunications Supervisor	2173	12 G	3
Telecommunications Technician	1855	12 G	3
Telecommunicator	2171	10 G	3
Tow Truck Operator	3311	10 G	3
Towing Services Foreman	3313	11 G	3
Towing Services Manager	3317	15 M	1
Towing Services Supervisor	3314	14 G	2
Trades Helper	3281	31 T	3
Traffic Control Superintendent	3438	16 M	1
Traffic Engineer	4281	15 P	1
Traffic Engineer (Senior)	4282	16 P	1
Traffic Engineering Manager	4284	17 M	1
Traffic Violation Bureau Supervisor	1677	13 G	3
Transportation Center Operation Specialist	3752	11 G	3
Transportation Center Operation Supervisor	3751	16 M	1
Tree Trimmer	3621	10 G	3
Truck Tire Service Worker	3264	9 G	3
Urban Designer	4185	14 P	2
Urban Forester	3652	14 P	2
Urban Forestry Assistant	3651	11 G	3
Urban Forestry Superintendent	3656	16 M	1
Utility Worker	3117	9 G	3
Utility Worker (Lead)	3118	10 G	3
Veterans Service Officer	1695	14 M	1
Veterinarian	2119	16 P	1
Veterinarian Technician	2118	9 G	3
Video Engineer	1823	40 T	3
Video Production Manager	1812	16 M	1

TITLE	CODE	GRADE/ SCHEDULE	OVTM
Video Production Specialist	1822	36 T	3
Video Production Supervisor	1821	40 T	3
Water Department Liaison	3533	16 P	1
Water Distribution Executive	4314	19 M	1
Water Distribution Superintendent	3535	16 M	1
Water Distribution Supervisor	3534	14 G	2
Water Maintenance Foreman	3517	13 G	3
Water Maintenance Worker	3512	11 G	3
Water Meter and Tap Supervisor	3526	14 M	1
Water Meter Repair Foreman	3525	13 G	3
Water Meter Repair Worker	3523	10 G	3
Water Meter Worker	3521	10 G	3
Water Meter Worker Supervisor	3522	13 G	3
Water Plant Maintenance Foreman	3543	39 T	3
Water Plant Maintenance Manager	3531	17 M	1
Water Plant Maintenance Mechanic	3541	36 T	3
Water Plant Maintenance Mechanic (Lead)	3542	38 T	3
Water Production Engineer	3536	17 M	1
Water Production Executive	4315	19 M	1
Water Services Manager	3537	14 M	1
Water System Inspector	3524	11 G	3
Water Treatment Plant Operations Assistant	3511	32 T	3
Water Treatment Plant Operator	3515	36 T	3
Water Treatment Plant Supervisor I	3514	38 T	3
Water Treatment Plant Supervisor II	3519	39 T	3
Water Utility Worker	3513	10 G	3
Web Development Specialist I	1345	14 P	2
Web Development Specialist II	1346	15 P	1
Welder	3235	36 T	3
Workers Compensation Specialist	1543	13 G	3
X-ray Technician	5441	11 G	3
Zoning Administrator	4165	16 M	1
Zoning Inspector	4163	10 G	3
Zoning Specialist	4162	12 G	3
Zoning Specialist (Lead)	4164	14 G	3

**(b) ELECTED OFFICIAL STAFF POSITIONS:**

The following non-competitive staff positions appointed by the President, Board of Aldermen are hereby allocated as listed below by the Director of Personnel to a grade with rates as established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

TITLE	CODE	GRADE/ SCHEDULE
Secretary to the President, Board of Aldermen	1741	13 G
Administrative Aide to the President, Board of Aldermen	1743	14 M
Administrative Assistant to the President, Board of Aldermen	1745	16 M
Special Assistant to the President, Board of Aldermen	1746	17 M

**SECTION 2.  
OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

The Civil Service Commission, in accordance with Section 7(b)(1) of Article XVIII of the City Charter, recommended pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and revised by the Department of Personnel. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows: (a) - General, Professional, and Management Schedule, (b) - Trades Schedule, (c) - Fire Department Schedule, and (d) - Elected Official Schedule.

**(a) GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**

The following bi-weekly pay schedule for all pay grades denoted with the suffix "G," "P," or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

<b>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</b>		
<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	713	1049
6	773	1140
7	840	1239
8	912	1347
9	989	1463
10	1074	1593
11	1169	1733
12	1270	1885
13	1400	2082
14	1605	2388
15	1839	2741
16	2110	3144
17	2421	3612
18	2777	4147
19	3189	4763
20	3662	5471
21	3951	5906
22	4263	6375
23	4601	6883

**(b) TRADES PAY SCHEDULE:**

The following bi-weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

<b>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</b>		
<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
31	1119	1773
32	1171	1854
33	1223	1941
34	1281	2033
35	1340	2123
36	1403	2227
37	1470	2331
38	1536	2435
39	1609	2556
40	1685	2672

**(c) FIRE DEPARTMENT PAY SCHEDULE:**

The bi-weekly pay schedule for all pay grades denoted by the suffix "F" will be adopted in accordance with Section 31 of Article XVIII of the City Charter.

The salaries for the classifications below shall be changed in accordance with Section 31 of Article XVIII of the City Charter concurrently with a change in the salaries for equivalent and corresponding ranks of officers of the police force of the City of St. Louis as set forth in Section 31 of Article XVIII of the City Charter.

Years of Service	BI-WEEKLY RANGE OF PAY							
	Class Code	2212	2215	2216	2227	2231	2235	2239
	2211 2221	2222	2226					
	69F	69F	72F	74F	77F	78F	81F	83F
0	1442.85							
1		1493.32						
2		1540.03						
3		1626.74						
4		1669.63						
5		1725.36						
6		1781.10						
7		1888.00	2421.86					
8		1964.70	2519.74					
9		2044.16	2620.86	2849.15				
10		2051.25	2627.88	2856.21				
11		2073.45	2634.86	2863.27	3125.59			
12		2080.83	2641.96	2870.29	3132.65	3214.22	3835.07	3994.87
13		2087.81	2648.97	2877.35	3139.58	3321.12	3848.50	4008.86
14		2094.79	2655.99	2884.33	3146.65	3328.10	3861.97	4022.89
15		2101.89	2663.01	2891.34	3153.66	3335.20	3875.45	4036.93
16		2108.87	2669.98	2898.37	3160.73	3342.16	3888.96	4051.01
17		2115.97	2677.08	2905.42	3167.78	3349.28	3902.43	4065.04
18		2122.95	2684.11	2915.42	3174.72	3356.22	3915.87	4079.03
19		2129.92	2691.20	2919.45	3181.77	3363.23	3929.42	4093.15
20		2136.98	2698.15	2926.48	3188.84	3370.29	3942.93	4107.23
21		2144.00	2705.19	2933.48	3195.86	3377.30	3956.37	4121.22
22		2151.01	2712.26	2940.55	3202.83	3384.40	3969.84	4135.25
23		2158.07	2719.28	2947.61	3209.85	3391.34	3983.36	4149.34
24		2165.06	2726.33	2954.63	3216.87	3398.48	3996.75	4163.28
25		2172.11	2733.32	2961.69	3223.97	3405.41	4010.31	4177.41
26		2179.14	2740.33	2968.71	3230.99	3412.44	4023.82	4191.49
27		2186.23	2747.39	2975.68	3237.96	3419.54	4037.37	4205.60
28		2193.21	2754.41	2982.74	3244.94	3426.48	4050.85	4219.64
29		2200.18	2761.34	2989.76	3252.04	3433.58	4064.24	4233.59
30		2207.20	2768.44	2996.69	3259.06	3440.51	4077.79	4247.71

**(d) ELECTED OFFICIAL PAY SCHEDULE:**

(1) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," is currently in effect and extends through the term of office for each elected official:

GRADE	BI-WEEKLY RATE
1E	\$3174
2E	\$3931
3E	\$4625

(2) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," shall become effective beginning with any term of office starting in 2009:

GRADE	BI-WEEKLY RATE
1E	\$3391
2E	\$4315
3E	\$5070

(3) The salary of an elected official shall not be increased during the term of office.

**(e) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments. The Director of Personnel shall determine the work assignments for which shift differential will be paid. The assignment or removal of an employee from a work assignment having a shift differential shall be determined by the appointing authority and will not constitute a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to the employee's regular bi-weekly rate.

(1) In order for an employee to be eligible for shift differential compensation for a work shift, the employee must regularly work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are regularly assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

For employees whose pay range is established in Section 2(a) or 2(b), the shift differential premium shall be one percent (1%) of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.

For those employees whose pay range is established in Section 2(c), the shift differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00 a.m. during an eligible shift.

(2) Except as otherwise provided in this ordinance, shift differential shall not be paid to employees compensated on an hourly or per performance basis, or bi-weekly paid employees who work part-time. Neither shall shift differential be paid to full-time regular employees docked for any portion of an eligible shift.

(3) An employee whose pay range is established in Section 2(a) or 2(b), shall receive shift differential for working a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. An employee whose pay range is established in Section 2(a) or 2(b), shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.

(4) Employees whose pay range is established in Section 2(c) must work at least 12 hours of a regularly assigned 24 hour shift to be eligible for any shift differential for that shift. Such employees shall not receive shift differential for overtime work, which is not part of their regular schedule.

**(f) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in Section 2(a) or 2(b), work on a Saturday and/or a Sunday they may be eligible for weekend differential. This differential shall be one percent (1%) of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. An employee shall receive weekend differential for working any portion of an eligible day. This differential shall only be paid for whole hours worked, providing the portion of the day not worked is charged to paid leave. Weekend differential shall not be paid to employees compensated on an hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will the weekend differential be paid to full-time regular employees docked for any portion of a day on which the differential would otherwise be paid.

**(g) COMMUTING ALLOWANCE:** Employees residing in the City of St. Louis who are regularly assigned to a position located in a City institution, agency, or facility located outside the corporate limits of the City of St. Louis, and who are regularly assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a commuting allowance in the amount of one hundred forty-one dollars (\$141.00) bi-weekly on the effective date of this ordinance. Eligible full-time employees who are assigned to an alternate form of work schedule which reduces the frequency of commuting to work shall be entitled to a commuting allowance which is reduced in proportion to the reduced frequency of commuting. City employees who are temporarily assigned duty to a facility located outside the corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration of the assignment.

Only full-time employees who are paid a bi-weekly rate and are regularly employed ten (10) or more working days in a bi-weekly pay period shall be eligible for the commuting allowance. A period of absence of ten (10) working days or more shall result in suspension of eligibility for the commuting allowance. Suspension of the commuting allowance shall begin during the pay period in which the tenth (10th) day of absence occurs and shall continue for any subsequent full or partial pay periods during the period of absence. Upon return to duty from such absence, an employee again shall be eligible for commuting allowance upon completion of the first full pay period of service for which the allowance would normally be paid.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

**(h) BOARD AND COMMISSION STIPENDS:**

<u>Title</u>	<u>Code</u>	<u>Stipend</u>
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
Member, Civil Service Commission	1989-00-B	\$55 per meeting, up to 30 meetings a year
Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up to 50 meetings a year
Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up to 1 meeting a week
Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up to 15 meetings a year
Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up to 15 meetings a year
Member, Demolition Contractors' Certification Board	1995-00-B	\$45 per meeting, up to 15 meetings a year
Member, Board of Merchants' and Manufacturers' Tax Equalization	1996-00-B	\$83 per day in session, up to 60 meetings during regular 12 week session, but not to exceed 105 meetings a year

Member, Board of Examiners of Sprinkler System Contractors	1997-00-B	\$83 per meeting, up to 15 meetings a year
Member, Board of Examiners for Mechanical Contractors	1998-00-B	\$45 per meeting
Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting

A person occupying a position as a member of a Board, Commission or Committee shall be paid at the per day, per meeting or per month rate established above.

(i) The Director of Personnel may establish per performance rates of pay, hourly rates of pay, or rates of pay for units of work and the conditions for making of any such payments. Such per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established considering the nature of employment, community practices in compensating similar employment, and the purpose of the program for which the rate is established. Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, sick leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate except that an appointing authority, with the prior approval of the Director of Personnel, and when sufficient funds have been appropriated for the fiscal year, may establish a modified level or type of benefit program when the provision of such benefit is needed in order to attract and retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-work assignments.

Appointing authorities are not permitted to utilize per performance and hourly employees as a method of replacing bi-weekly rate employees who would be entitled to employee benefits. Therefore, per performance and hourly employees will be limited to an equivalent of ten (10) months of full time employment per year.

(j) The Director of Personnel may establish trainee rates of pay. Such trainee rates may be established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid to a regular employee.

(k) The Director of Personnel, with the assistance of appointing authorities concerned, may establish rates and conditions under which compensation may be granted for periods of time during which an employee is away from the job site but restricted in his/her activities because of an assignment by the appointing authority to be available for a call to return to the work site to perform emergency duties. Pay rates and conditions established under the provisions of this Section 2(k) may include reasonable minimum pay guarantees for employees required to return to the work site to perform emergency duties.

The provisions of this Section 2(k) shall not be construed to restrict the right of an appointing authority to establish call back procedures for employees as an established condition of employment.

(l) The Director of Personnel may authorize payment of special recruitment bonuses, travel, moving and related expenses to recruit employees for positions when funds for this purpose are appropriated to the Department of Personnel.

(m) The Director of Personnel may approve the payment of hiring incentives to current employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for which the recruitment is made.

(n) (1) An appointing authority, with the prior approval of the Director of Personnel, may establish cash awards or other incentives for an employee or group of employees to recognize and reward increased productivity or effectiveness. The incentives offered may include cash, paid time off, and such other reasonable incentives as the Director of Personnel may determine. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose.

(2) The Director of Personnel, upon the request of the appropriate appointing authority, may establish a program of cash awards or other incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional compensation for employees who are fluent in a foreign language and who use this skill in the necessary and regular recurring performance of the duties of their position. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose. Cash awards and incentives under this program shall be made in accordance with guidelines established by the Director of Personnel.

(3) Notwithstanding any other provision in this ordinance, the Director of Personnel is authorized to establish a program of incentives not to exceed twenty-five percent (25%) of the maximum of the pay range for the purpose of compensating positions which are extremely hard to fill.

(4) The Director of Personnel may provide an Employee Suggestion Program, which grants cash and other awards to recognize employee suggestions, which improve City services, operations or facilities. Cash awards to employees for suggestions resulting in tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards and payments for other awards shall be made from an appropriation for a suggestion program or other appropriate account. Additionally, cash awards for suggestions shall be granted as an addition to pay, which does not change an employee's bi-weekly rate. The Employee Suggestion Program shall be administered in accordance with regulations established by the Director of Personnel. The Director of Personnel may establish an authority to evaluate suggestions and determine awards; the decisions of this authority shall be final.

(o) (1) An appointing authority may, with the prior approval of the Director of Personnel, establish a program to reimburse, in whole or in part, expenses incurred by employees for the purchase of uniform apparel required in the performance of

the duties of their positions, when funds have been budgeted therefore.

An appointing authority may exercise the option to furnish such uniform as may be required in the employee's performance of his/her duties.

The Director of Personnel may establish regulations relating to employees' eligibility for reimbursement for uniforms.

Further, when funds have been budgeted therefore, an appointing authority may authorize reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50) per incident for damage to personal property sustained while the employee was directly engaged in quelling a disturbance while performing assigned and/or authorized duties during a shift.

(2) In addition, an appointing authority who requires employees to provide and maintain their own tools shall provide a tool replacement program and/or annual maintenance allowance, with the prior approval of the Director of Personnel.

(p) An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a rate up to ten percent (10%) higher than prescribed for the class in Section 2 of this ordinance on recommendation of the appointing authority with the prior approval of the Director of Personnel. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications related to the duties of the position or that the employee is registered or certified by an organization or board recognized by the Director of Personnel to be especially suited, considering the duties of the position, and when such academic qualification, registration, or certification is not deemed a necessary qualification for the class of position.

The Director of Personnel may also establish other bonus, incentive, or reimbursement programs to encourage current employees to attain registration, licensure, certification, or proof of professional mastery when it is deemed to be in the best interest of the Classified Service, or when such credentials are clearly recognized as adding to the capability of individuals in that area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

(q) Temporary assignment differential will be paid for certain assignments when a vacancy exists for any reason (e.g., separations, extended vacation, leave of absence, military leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but not more than thirteen (13) pay periods. The Director of Personnel will determine the assignments for which the temporary assignment differential will be paid. The assignment or removal of an employee from said assignment having a temporary assignment differential will be determined by the appointing authority and will not constitute a promotion, demotion, advancement, or reduction in pay. The intended employee must meet the minimum qualifications for the position to be assigned. The temporary assignment differential shall be computed as an addition to pay and not affect the employee's regular bi-weekly rate.

For an employee whose pay range is established in Section 2(a), 2(b) or 2(c), with the prior approval of the Director of Personnel, the temporary assignment differential will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period worked, not to exceed thirteen (13) pay periods.

(r) City employees who are required by their appointing authority to routinely use their personal vehicle in the performance of their duties shall be compensated by using a vehicle maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

(s) Employees whose pay range is established in Section 2(c) and whose positions are allocated to the classifications of Probationary Fire Private, Fire Private, or Fire Captain and are employed on the effective date of this ordinance shall be compensated with a one time lump sum payment of five-hundred dollars (\$500). This one time lump sum payment shall be paid with the first pay period following the effective date of this ordinance.

### **SECTION 3. SUBSISTENCE AND MAINTENANCE CHARGES**

Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a rate to be determined by the employee's department or agency head and the Comptroller of the City of St. Louis. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Department of Personnel determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

Employees residing in City-owned houses or apartments shall be charged for housing and maintenance at the rate established by the Comptroller of the City of St. Louis and deductions at the rate established by the Comptroller shall be made on the payroll. The Comptroller, upon request of the Director of Personnel, shall immediately provide the rates established for City-owned houses or apartments and/or maintenance for employees in the Classified Service. All such charges shall be deducted from the employee's salary on the regular payroll.

**SECTION 4.  
SALARY RANGE LIMITATIONS**

No employee in the Classified Service shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the class to which his/her position has been allocated, except as otherwise provided in this ordinance.

**SECTION 5.  
STARTING SALARY**

(a) The rate of pay for an excepted position to be paid upon original appointment to the class shall be determined by the appointing authority for the excepted position.

(b) Except as otherwise provided in this ordinance, the minimum rate of pay for a position shall be paid upon original appointment to the class unless the Director of Personnel finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.

The Director may establish a recruitment rate for a single position or all positions in a class and authorize employment at an amount above the minimum but within the regular range of salary established for the class. When a recruitment rate is established for an entire class, employees in such class may have their salaries adjusted to appropriate rates in the new range resulting from the establishment of the recruitment rate.

In the event that the Director of Personnel finds that it is difficult to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Director of Personnel may, with the approval of the Civil Service Commission, establish a new maximum rate for the class(es) which is not more than twenty-five percent (25%) above the maximum established in this ordinance.

(c) In Skilled Trades classes, defined as those that have bona fide apprenticeship programs registered with the Department of Labor, new hires who have completed such apprenticeship programs and attained journeyman status shall start at the recruitment rate for the class. New hires in classes in the Trades Pay Schedule who have completed alternative training programs established and approved by the Director of Personnel, and attained journeyman status shall also be eligible for a starting salary at the recruitment rate.

(d) Employees with permanent status who are eligible for reemployment as determined by the Rules of the Department of Personnel and Civil Service Commission shall be reemployed at an appropriate rate within the new salary range which takes into consideration the employee's prior service in the position, as determined by the Director of Personnel.

**SECTION 6.  
PROMOTION, DEMOTION, REALLOCATION,  
TRANSFER AND TEMPORARY PROMOTION**

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this ordinance, shall have his/her rate of pay for the new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee in the Classified Service from a position of one class to a position of another class with a higher pay grade or a higher starting minimum salary.

(1) When an employee is promoted to a position in the General, Professional, Management, or Trades Pay Schedule, the employee's current salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to the promotion. An appointing authority, with the prior approval of the Director of Personnel, may pay an employee up to twenty percent (20%) when such action is needed to attract experienced, qualified candidates for a position. Such salary determinations shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(2) Temporary Promotion: Promotions of classified employees whose salary ranges are established in Section 2(a) or 2(b), regardless of status, made for a limited duration, shall result in a salary adjustment as in Paragraph (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted by any increases the employee may have received in the absence of the temporary promotion. In no case shall the employee's salary be above the maximum of the salary range, unless otherwise provided for in this ordinance.

Employees whose salary ranges are established in Section 2(c) of this ordinance, upon receipt of a temporary promotion, shall be granted the new rank with a salary adjustment based on appropriate years of service in accordance with procedures established for a regular promotion. At the end of the temporary promotion, the employee shall be returned to the rank held immediately prior to the temporary promotion. The employee's new rate of pay shall be based on the appropriate years of service.

(b) Demotion: This shall be defined as a change of an employee in the Classified Service from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

(1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the Department of Personnel and Civil Service Commission and established disciplinary procedures, his/her rate of pay shall be established at a rate within the range for the new position to be determined by the appointing authority, with the approval of the Director of Personnel.

(2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion, except that employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate received immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance. No employee shall be paid less than the minimum nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(3) When an employee is demoted for reasons in the best interest of the City Service as determined by the Director of Personnel, his/her salary shall not be reduced by reason of the new salary range and grade. If the salary of such employee is above the maximum for the new position the employee's salary shall not be increased so long as he/she remains in the position, except as otherwise provided by this ordinance.

(c) Reallocation:

(1) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged.

(2) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(e) Over Maximum: The salary of an employee, which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his/her position has been allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he/she remains in the class of position, except as otherwise provided by this ordinance.

## SECTION 7. SALARY ADJUSTMENT

Salary adjustments for all employees in competitive positions shall be based on considerations of merit or success in fulfilling predetermined goals and objectives as herein provided.

(a) Competitive positions for which salary is established in Section 2(a) - General, Professional, and Management Schedule; or Section 2(b) - Trades Schedule:

(1) Any employee whose salary is established in the General, Professional, and Management Pay Schedule; or Trades Pay Schedule shall receive a service rating in accordance with the City's Service Rating Manual.

(2) Employees who are appointed to a position at the recruitment rate in their respective pay range in the Trades Pay Schedule as a result of the completion of a bona fide apprenticeship program and attainment of journeyman status or alternative training program established and approved by the Director of Personnel, shall be advanced to the advanced salary rate of their respective grade upon completion of the working test period with satisfactory service as determined by the standards established in the Service Rating Manual.

(3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of "Unsuccessful" as defined by the City's Service Rating Manual, shall have his/her salary reduced as determined by the standards established in the City's Service Rating Manual, but not less than the minimum of the pay grade range.

(b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result in breaking continuity of service and establishment of a new anniversary date, except as otherwise provided in this ordinance. The Director of Personnel may authorize different anniversary dates for an employee or groups of employees.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 2(a) or 2(b) of this ordinance for the purpose of a salary adjustment only at intervals as described above except in the case of:

(1) Exceptional performance of duties:

The appointing authority, with the prior approval of the Director of Personnel, of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, with the approval of the department or agency head, advance the employee by not more than ten percent (10%) after twenty-six (26) weeks of employment at the same rate in the salary range, which may be in addition to any merit increase received.

(2) Substandard performance of duties:

An appointing authority may reduce the salary of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range as provided in the City's Service Rating Manual; providing the employee's salary is above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime Code 3 or Overtime Code 4.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period, as determined by the Director of Personnel, following approval of such salary action.

(d) Competitive positions for which salary is established in Section 2(c) - Fire Department Schedule:

All employees in the Fire Department Pay Schedule shall have a service rating completed in accordance with the City's Service Rating Manual.

Probationary Fire Private shall be advanced to the rate for Fire Private at the beginning of the first bi-weekly pay period following one year of service. Probationary Fire Equipment Dispatcher shall follow the same schedule.

Employees whose salaries are established in Section 2(c) of this ordinance shall be advanced in the salary schedule at the beginning of the first bi-weekly pay period immediately following their completion of the required length of service in the class of position.

The salaries established in Section 2(c) of this ordinance shall be changed in accordance with Section 31 of Article XVIII of the City Charter concurrently with a change in the salaries for equivalent and corresponding ranks of officers of the police force of the City of St. Louis as adopted, in whole or in part, by the Board of Police Commissioners.

(e) Excepted Positions: The pay of an employee in an excepted position shall be adjusted to any rate within the pay range at the discretion of the appointing authority for the excepted position.

(f) The Director of Personnel may approve, at the request of an appointing authority, adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(g) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate within a salary range. Any such decrease shall be made in accordance with the Civil Service Rules and established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods provided, however, that such decrease shall not be effective for more than thirteen (13) bi-weekly pay periods.

(h) An employee who is temporarily promoted shall be eligible for within range salary adjustments under provisions of this Section 7.

(i) The Director of Personnel may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

## SECTION 8. INCOME SOURCES

Any salary paid to an employee in the Classified Service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

### **SECTION 9. CONVERSION**

(a) All pay schedules in Ordinance 67922 shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions of any classes for which a rate is established or changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this ordinance shall have their current salary increased by a factor of three and one-half percent (3.5%), rounded to the nearest whole dollar or the minimum of the salary range, whichever is higher. This provision shall not apply to employees whose rate is deemed to be above the new maximum as a result of reallocation.

(2) The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Director of Personnel shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three and one-half percent (3.5%) increase in addition to a five percent (5%) adjustment in accordance with Section 6(a)(1) of this pay ordinance, but not less than the minimum of the pay range, whichever is the greater.

(b) The rate of any employee whose salary is established in Section 2(c) of this ordinance shall be adjusted as provided in that section and Section 31, Article XVIII of the City Charter.

(c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(d) The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her position, shall remain unchanged.

(e) The Director of Personnel may establish a special conversion procedure for a class or position in the event that the Director determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

(f) The Director of Personnel shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

### **SECTION 10. PAYMENT OF SALARIES**

All compensation for positions in the Classified Service shall be paid bi-weekly. The Director of Personnel and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the event that an employee is dismissed or has been employed for occasional or emergency work, the Comptroller may immediately pay the employee upon termination of service without waiting for the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or Commission where the employee worked.

### **SECTION 11. CHANGES TO CLASSIFICATION PLAN**

Whenever the Department of Personnel finds it necessary to add a new class to the classification plan, the Director of Personnel shall allocate the class to an appropriate grade and schedule in this ordinance, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

Whenever the Department of Personnel finds it necessary to change the pay schedule of an existing class within the classification plan, the Director of Personnel shall allocate the class to the appropriate schedule in this ordinance, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

The pay grade allocated to a class of position within the classification plan shall remain unchanged for the duration of the existing compensation ordinance. Whenever the Department of Personnel considers it necessary to change the pay grade of an established class of position, such adjustment can only be made concurrent with the adoption of a new compensation ordinance. Recommendation for the allocation of a new pay grade shall be made by the Director of Personnel to the Civil Service Commission for final approval by the Board of Aldermen.

### **SECTION 12. PAYROLL FORMS**

The Director of Personnel shall prescribe forms on which appointing authorities shall certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment of a person to fill the position. The Director of Personnel shall indicate on these forms the proper allocation of the position and the rate at which payment is to be made. When approved by the Director of Personnel and submitted to the Comptroller, these forms shall constitute authorization for the initial placing of a person's name on the payroll. The Comptroller shall not authorize any change in the rate of pay of an individual on the payroll unless approved by the Department of Personnel. The Comptroller shall provide the Department of Personnel with a copy of each payroll audited and

found correct within twenty-one (21) days after audit and approval of the payroll by the Comptroller's Office.

**SECTION 13.  
CERTIFICATION OF PAYROLL**

The appointing authority shall certify on each payroll or a subsidiary document that each person whose name appears on the payroll has been lawfully appointed at a salary provided by this ordinance and that the employee has actually worked the time for which he/she will be paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in the Classified Service.

**SECTION 14.  
MINIMUM WORK HOURS**

Each appointing authority shall establish procedures to assure that the employees under his/her supervision are actively engaged in the performance of the duties of their positions in accordance with the provisions of this section.

(a) Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall constitute the average minimum required weekly hours of service in an employment cycle under regular full-time employment for all City employees paid on a bi-weekly basis occupying competitive positions in the Classified Service. The minimum daily and annual service required of such employees shall be in proportion to the average minimum weekly hours established.

Appointing authorities shall so arrange the time for reporting for work, for luncheon intermission, and for quitting work of the various employees under their jurisdiction so that the employees will actually be engaged in active performance of their duties for not less than the average minimum number of hours required.

(b) Management and Professional Employees: Appointing authorities for employees occupying full-time positions whose salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such employees are engaged in the performance of their duties on a full-time basis. Full-time employment for any employee whose classification is denoted in the Management Schedule or Professional Schedule shall be defined as an average of forty (40) hours per week of time devoted to the duties of the position on an annual basis.

(c) Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required weekly hours of service in an employment cycle under regular full-time employment for all employees in the Division of Fire and Fire Prevention whose salaries are established in accordance with the provisions of Section 31 of Article XVIII of the City Charter, except that the appointing authority, with the approval of the Director of Personnel, may determine that the minimum work hours provision of Section 14(a) shall apply to employees in certain positions due to the nature of the assignment and/or scheduling requirements. The appointing authority shall so arrange the time for reporting for work and for quitting work of the various employees under the appointing authority's jurisdiction so that the employees will actually be engaged in the active performance of their duties for not less than the average number of hours required.

Each appointing authority shall submit to the Department of Personnel the work schedule established for each position in the work unit. Work schedule reports shall be submitted upon request of the Director of Personnel or whenever the appointing authority proposes to change the work schedule of a position. The work schedule submitted by the appointing authority shall constitute the normal work schedule for the position when approved by the Director of Personnel.

All employees in the Classified Service shall be in attendance at their work in accordance with schedules established under the provisions of this Section 14, subject to other provisions of this ordinance with respect to hours, holidays, vacation and sick leave, military, and special leaves of absence with or without pay herein stated.

**SECTION 15.  
OVERTIME**

(a) The Department of Personnel shall determine those positions in the Classified Service of the City of St. Louis which are exempt from overtime compensation and those positions which are not exempt from overtime compensation. The overtime codes established for each class in Section 1(a) of this ordinance shall be interpreted as follows:

**OVERTIME CODE:**

- 1 These classes are primarily managerial in nature, but may also include some professional or administrative classes that are ineligible for overtime pay under all but emergency conditions as described in Section 15(d) of this ordinance.
- 2 These are supervisory, professional, and administrative classes that are exempt from overtime compensation, but which the City compensates for overtime at the straight (1.0x) time rate.
- 3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.
- 4 These non-exempt classes work an average bi-weekly work schedule of 84 hours and, therefore, which receive

overtime compensation at the one and one-half (1.5x) time rate.

Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each appointing authority shall designate and submit to the Director of Personnel the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. Whenever an Overtime Code 3 employee works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week, such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation.

Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the one-and one half (1.5x) time rate. Each appointing authority shall designate and submit to the Director of Personnel the official work week or work cycle for all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee works in excess of forty (40) hours in a work week, the employee will be paid at the one and one half time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty-four (84) for full-time employment. The regular hourly rate of pay for a non-exempt (Code 4) bi-weekly paid employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly pay period. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation.

Appointing authorities are prohibited from changing employee work schedules to avoid the payment of overtime.

For purposes of determining overtime pay rates for non-exempt employees, the regular hourly rate of pay shall be used.

Overtime Code 3 employees under Section 2(c) of this ordinance who are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred forty-four (144) hours are worked in a work cycle, except that the Fire Department shall pay overtime for emergency work at the end of a shift or emergency work required on a separate, non-scheduled day, even if the total number of hours worked in the work cycle is not in excess of one hundred forty-four (144) hours. However, these employees shall not receive additional compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if they do not actually work more than one hundred forty-four (144) hours in the work cycle because of paid leave. Days scheduled off to reduce average work week to fifty-two (52) hours, compensatory time, vacation, and holiday time shall be scheduled consistent with a reasonable vacation and holiday leave policy to avoid the necessity of actually working more than one hundred forty-four (144) hours during any work cycle.

**(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to the Director of Personnel the official work week or work cycle, which is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt (Code 2) position is directed by management, with the approval of the appointing authority, to work hours in excess of the maximum established for an official work week or work cycle it shall be considered overtime. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate of one hour for each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly pay period.

**(c)** Part-time bi-weekly paid employees and employees paid on an hourly or per performance basis shall be compensated for overtime work in accordance with the overtime provisions of this section and with consideration for community practices in compensating similar employment.

**(d)** An appointing authority may compensate Overtime Code 1 employees at the straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis declares an emergency due to serious and protracted conditions which threaten continuous City Service, preservation of public peace, health, or safety, and 2) the appointing authority directs an employee or group of employees to work in excess of forty (40) hours per week. The appointing authority shall maintain attendance records of the assignment(s) and submit such records at the request of the Director of Personnel.

**(e)** Pay shall be the regular method of compensation for recorded overtime hours of work for employees in classes with Overtime Code 3 and Overtime Code 4. An appointing authority may compensate a non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory time off in lieu of pay only if the employee requests compensatory time.

Employees engaged in public safety, emergency response or seasonal activity may have a maximum balance of two hundred forty (240) hours of compensatory time; all other employees are allowed a maximum balance of one hundred twenty (120) hours of compensatory time. These maximum balances of compensatory time shall apply to employees working an average work week of forty (40) hours; the maximum balance of compensatory time for employees whose average work week is more or less than forty (40) hours shall be proportionate. No provision of this section establishing a maximum balance of compensatory time shall serve to cancel any compensatory time due to an employee or to deny an employee payment for recorded compensatory time earned in

accordance with the provisions of the compensation ordinance in effect at the time the compensatory time was earned.

Each appointing authority shall establish procedures to assure that non-exempt employees are promptly granted time off when such employees request to use their earned compensatory time. Appointing authorities may not deny non-exempt employees' requests for earned compensatory time off except when such approval would create an extreme business hardship. When an appointing authority determines that the work schedule of the organization will not permit the granting of such time off, the appointing authority shall pay the employee in that same pay period for all or a portion equivalent to the time requested of the employee's accrued compensatory time. This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or bonus award program.

Compensatory time earned by exempt employees shall be granted to an employee at the discretion of the appointing authority in one of the following ways: 1) on request of the employee; 2) on termination of services with the City.

(f) Before an employee is transferred, promoted or demoted from a position under one appointing authority to a position under another appointing authority or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon the death of an employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

(g) All departments shall keep daily attendance records of classified employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Director of Personnel in the form and on the dates specified.

**SECTION 16.  
HOLIDAYS**

(a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled work on the following days:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

In addition to the above enumerated holidays, full-time classified employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City offices.

Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2(a) or 2(b) of this compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu of pay as holiday compensation in an amount that is proportionate to the number of hours the employee is regularly scheduled to work in a day or shift. For example: Employees working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours of compensation for the holiday; employees working an average of forty (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the holiday.

When the day of observance of a holiday is changed by State or Federal law, it will be so observed by the City of St. Louis. When the day of observance of a holiday is changed by State or Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday shall be observed as the holiday. When one of the above holidays occurs on Saturday, the preceding Friday shall be observed as the holiday.

(b) Each appointing authority shall determine the manner of granting holidays and shall report his/her determination to the Department of Personnel, if required by the Director of Personnel. When full-time employees are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. Compensation for the holiday shall be in an amount proportionate to the number of hours an employee is regularly scheduled to work in a day or shift.

Except as otherwise provided in this section, when a City holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to have compensatory time added to his/her balance in an amount proportionate to the number of hours regularly scheduled in a day or shift.

If an employee is docked from the payroll for one hour or more on the full scheduled workday preceding a holiday, the

full scheduled work day following a holiday, or on a scheduled holiday, the employee shall not be compensated for the holiday.

The holiday compensation procedures established by this Section 16 shall apply to full-time classified employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for holidays in proportion to the percentage of time they are regularly scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to holiday compensation, except as otherwise provided in this ordinance.

In the event that the holiday schedule established in this Section 16 is revised by competent authority, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly. The Director of Personnel may establish additional or alternate holiday leave policies for employees occupying public safety positions which qualify for the special overtime pay provisions under Federal law or for employees with official work schedules authorized by the Director of Personnel which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

(c) Employees whose pay is established in Section 2(c) of this ordinance shall be entitled to one hundred twelve (112) hours of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year. Because of the necessity of maintaining the work schedule of such employees, the Director of Personnel, in cooperation with appointing authorities concerned, shall establish procedures for holiday compensation for such employees who are regularly required to work on holidays. Such procedures shall be designed to treat all employees in the class who work a substantially equivalent schedule in the same manner. The Director of Personnel may establish a procedure for payment of a portion of the one hundred twelve (112) hours of leave in cash as the fair and reasonable equivalent of the number of holidays an employee would normally be required to work. Any such cash payment shall reduce the employee's annual one hundred twelve (112) hour leave balance by a like number of hours.

(d) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of compensatory time added to their balance on that date. Uniformed Emergency Medical Services personnel who are regularly scheduled to work in excess of (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have twelve (12) hours of compensatory time added to their balance on the effective date of this ordinance. Uniformed Fire personnel who are regularly scheduled to work in excess of (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have twenty-four (24) hours of compensatory time added to their balance on the effective date of this ordinance. The additional compensatory time added to the balance of each employee shall be treated as "Personal Leave" and shall be granted by the appointing authority in accordance with procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date of this ordinance and June 20, 2009, and shall be taken as paid-leave and may not be granted as pay.

#### SECTION 17. VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation shall be granted to employees with appointment date before April 23, 1989, as follows:

Length of Cumulative Service	PAY ESTABLISHED IN SECTION 2(a) or 2(b)		PAY ESTABLISHED IN SECTION 2(c)	
	Bi-Weekly Accrual Rates	Annual Equivalent	Bi-Weekly Accrual Rates	Annual Equivalent
1 but less than 5 years	5	130	3	78
5 but less than 10 years	6	156	5	130
10 but less than 15 years	7	182	6	156
15 but less than 20 years	8	208	7	182
20 or more years	9	234	8	208

Employees whose pay is established in Sections 2(a), 2(b) or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Sections 2(a), 2(b) or 2(c) shall accrue vacation at the rate established by Section 17(a).

(b) Vacation shall be granted to employees with appointment date on or after April 23, 1989, as follows:

**PAY ESTABLISHED  
IN SECTION  
2(a) or 2(b) or 2(c)**

Length of Cumulative Service	Bi-Weekly Accrual Rates	Annual Equivalent
1 but less than 5 years	3	78
5 but less than 10 year	5	130
10 but less than 15 years	6	156
15 but less than 20 years	7	182
20 or more years	8	208

Employees whose pay is established in Sections 2(a), 2(b), or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Sections 2(a), 2(b), or 2(c) shall accrue vacation at the rate established by Section 17(b).

(c) All references in this ordinance to accrual rates, additions to, and accrual maximums for vacation are for employees working a scheduled work week of forty (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. When an eligible employee's scheduled work week is changed, the employee's rate of accrual shall be changed proportionately. All references in this ordinance to cumulative service for vacation shall mean cumulative service without a break in service of more than one year, except as provided otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue vacation.

(d) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums for those working more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in accordance with Section 17(c) of this ordinance.

When an employee's full-time average work week is changed, the maximum vacation balance shall be changed proportionately. In addition, the employee shall have his/her current vacation balance adjusted so that the vacation shall maintain the same position relative to the new maximum balance as existed with the employee's previous maximum balance. Accrual of vacation shall cease when an employee accumulates the maximum vacation balance established for the assigned work schedule and shall not resume until the vacation balance is less than the maximum amount.

(e) Accrual of vacation shall begin with the first bi-weekly pay period:

- (1) of appointment;
- (2) of return to duty from leave of absence;
- (3) of restoration to employment of one-half (50%) time or more.

Vacation leave shall be granted in whole hour units. On termination of service, any fractional hour shall be made whole. The accrual of vacation leave shall cease at the beginning of terminal leave.

(f) Appointing authorities shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the appointing authority as provided by this ordinance in one of the following ways:

- (1) When the employee requests vacation leave in accordance with departmental policies.
- (2) When directed to take paid time off by the appointing authority.
- (3) When an employee is terminated or resigns from the Classified Service.
- (4) When an employee whose salary is established in Sections 2(a), 2(b), or 2(c) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the appointing authority in writing of his/her intention to schedule vacation. Such notice shall be at least seven (7) days prior to the first work day the employee intends to take off. If the appointing authority fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.

(5) All employees may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. Employees whose pay is established in Section 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation.

(g) During the first twelve (12) months of employment, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service. When the service of an employee is terminated after twelve (12) months of continuous service, any accumulated vacation that is due the employee shall be paid. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay.

(h) Employees who separate from the Classified Service, who are certified from a reemployment list, and who return to the Classified Service within twenty-four (24) months of the separation, will be given credit for prior continuous service in determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of the employee's original appointment.

(i) Employees who move to the Classified Service from the Unclassified Service shall be given credit for the years of service in the Unclassified Service in determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of the employee's original appointment.

(j) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued provided the employee has completed six (6) months of continuous service prior to the layoff and with approval of the appointing authority. An employee who has completed less than six (6) months of continuous service will be required to complete the remaining portion of the six (6) months period before being eligible to use vacation.

Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 17(a) or 17(b) of this ordinance and based on the employee's original appointment.

(k) Appointing authorities shall be responsible for the management of their vacation schedules so as to most effectively administer their organizations and fulfill the desire of employees in the establishment of leave schedules.

(l) Accrued vacation shall be carried with an employee when transferred, promoted, or demoted from a position under one appointing authority to a position under another appointing authority without a break in service or change in method of pay. Upon the death of an employee, the person or persons entitled by law to receive any compensation due the employee shall be paid the amount due the employee for accrued vacation.

(m) With the approval of the appointing authority, a retiring employee may be paid on the payroll for accrued vacation in the month prior to retirement without inclusion in the employee's final average compensation. An appointing authority may pay previously accrued vacation off in a lump sum to an employee whose service with the City has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum payment shall include compensation for any holidays occurring during the employee's terminal vacation leave period.

(n) Employees occupying excepted positions in the Classified Service shall be granted vacation at the discretion of their appointing authority. An employee whose term in an excepted position ends and who is then appointed to a permanent competitive position working fifty percent (50%) time or more shall become eligible to accrue vacation leave with pay upon appointment to the competitive position. Length of cumulative service for the purpose of determining rate of vacation leave accrual shall be based on the employee's original date of appointment to the excepted position, providing there was no break in service between expiration of the excepted position and appointment to the permanent competitive position. The date of appointment to the permanent competitive position shall be used to determine the appropriate rate of vacation accrual for the corresponding length of cumulative service in accordance with the schedule established in Section 17(b).

(o) Appointing authorities shall report leave with pay for vacation and such other authorized absences as the Director of Personnel shall designate to the Department of Personnel and/or the Comptroller in such form and at such time as the Director of Personnel may require.

#### **SECTION 18. SICK LEAVE**

(a) Sick leave with pay shall be granted to bi-weekly rate employees in permanent competitive positions working fifty percent (50%) time or more in accordance with regulations and procedures established by the Director of Personnel.

(1) All employees shall accrue three (3) hours of sick leave for each bi-weekly pay period of employment. This accrual rate is established for employees working an average work week of forty (40) hours. Sick leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. An eligible employee may be granted paid sick leave by his/her appointing authority after completing twenty-six (26) weeks of continuous service.

(2) Paid sick leave for maternity reasons shall be considered as temporary physical disability and will be granted only for the period during which the employee is physically unable to perform her job. Rules concerning maternity leave and other qualifying conditions shall be in accordance with regulations and procedures established by the Director of Personnel.

(3) An active employee who is a member of the Employees Retirement System or the Firemen's Retirement System, and who applies for retirement and immediately retires from active service, shall receive payment for his/her sick leave balance less

any sick leave credited or paid to a member or used in the calculation of retirement benefits under this or any other ordinance(s). If the employee's retirement system provides for sick leave to be credited or paid to a member or used in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50%) of the value of the employee's sick leave balance.

If a member of the Employees Retirement System or the Firemen's Retirement System, of the City of St. Louis, who had been otherwise eligible for Normal or Early Service Retirement, dies, his/her estate may receive payment based on the calculation above. Payment shall be made in accordance with the procedures established by the Director of Personnel.

(b) The Director of Personnel may establish a system of cash awards, paid time off or other incentives to reward employees for perfect attendance or low sick leave usage.

(c) An appointing authority shall remove an employee from the payroll for unexcused absence in accordance with regulations and procedures established by the Director of Personnel. When an employee is docked from the payroll under the provisions of this section, the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked from the payroll for one (1) hour or less in a bi-weekly pay period, he/she will continue to accrue sick leave.

If management decides to send their employees or a group of employees home due to inclement weather, they will not lose their sick leave accrual for that pay period.

(d) All leave with or without pay for sickness, injury or physical inability to perform assigned duties (including maternity leave) shall be recorded on the payroll or a subsidiary document in the manner established by the Director of Personnel. Compensation for periods of absence from work when an employee sustains an injury by accident on the job shall be governed by the provisions of Section 24 (Workers' Compensation and Disability Leave) of this ordinance.

(e) An employee who is reemployed from an authorized layoff shall have his/her prior sick leave balance restored, provided this balance has not been credited to the employee's length of service in determining pension benefits paid to the retiree. An employee who is reemployed from an authorized layoff and who has a positive sick leave balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff may take approved sick leave upon reemployment.

(f) Each appointing authority shall institute procedures, in accordance with regulations established by the Director of Personnel that will discourage the improper use of sick leave with pay. When an employee is removed from the payroll for absence not approved by the appointing authority, the employee shall be notified promptly in writing.

(g) The Director of Personnel may establish or authorize the creation of "Sick Leave Bank" programs, and may issue and/or approve such regulations and guidelines as are necessary for implementation.

#### **SECTION 19. MILITARY LEAVE**

The City of St. Louis will follow all applicable state and federal laws on the granting of military leave and reemployment rights.

Before military leave without pay is authorized, the employee shall present to the employee's appointing authority evidence of such military service.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he/she occupied at the time the leave was granted without breaking continuity of service. Failure of an employee to report for duty within the time pursuant to state or federal law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his/her return.

#### **SECTION 20. EDUCATION REIMBURSEMENT**

An appointing authority may, with the prior approval of the Director of Personnel, authorize salary payments, payments of tuition expenses, fees, books and related material in whole or in part to employees to permit them to attend school, visit other governmental agencies or in any approved manner to devote themselves to improvement of knowledge or skills required in the performance of the duties of their position.

The Department of Personnel may reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement of the knowledge and skills required in the performance of their positions or in higher positions, when funds have been budgeted therefore.

An appointing authority, with the approval of the Director of Personnel, may establish a program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement of the knowledge and skills required in the performance of the duties of their positions or to improve their professional, technical or managerial knowledge or skill.

**SECTION 21.  
LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

An employee may request a leave of absence, or an appointing authority may request a leave of absence for an employee, for any reason under the City's general leave policy, or a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The Family and Medical Leave Act of 1993" as provided in this ordinance and under additional provisions and regulations as determined by the Director of Personnel.

(a) An appointing authority, with the approval of the Director of Personnel, may grant an employee in a competitive position a general leave of absence without pay for a period of one year, which may be extended, with the prior approval of the Director of Personnel.

Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he/she occupied at the time the leave was granted provided he/she is able to perform the duties of the position. The employee shall be reinstated to the competitive position at the same relative rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority, with the approval of the Director of Personnel, to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice shall terminate his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

(b) The City of St. Louis will follow all applicable state and federal laws on the granting of family/medical leave.

The Director of Personnel shall establish additional rules, guidelines and procedures for the effective administration of the City's "Family/Medical Leave Policy." The policy shall comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

(c) Any employee in a competitive position who is appointed to an excepted position in the Classified Service shall be granted an in-service leave without pay from the competitive position during the term to which he/she is appointed to the excepted position. Such leave shall be for the term of the appointment to the excepted position and until his/her successor qualifies. Upon the expiration of the appointment to the excepted position, the employee shall be reinstated to the competitive position he/she occupied immediately prior to the in-service leave. The employee shall be reinstated to the competitive position as a temporary promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a competitive position shall retain any vacation, compensatory time or sick leave balance in effect at the time of granting of the leave of absence for appointment to the excepted position. Employees shall be given credit for time spent in an excepted appointment in computing eligibility for additional vacation leave accrual.

(d) In the event that emergency conditions occur which require the closing of City-operated facilities or the temporary cessation of functions carried out by classified employees, the Mayor of the City of St. Louis may declare an emergency and require an employee or group of employees to take leaves of absence with or without pay while such emergency conditions exist. In the event that the Mayor requires that the leave of absence be without pay, an employee with vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not exceed ninety (90) days.

(e) Employees who are granted general leaves of absence and other non-paid leaves of absence, including investigative leaves of absence, except family/medical leave and military leave, must take all accrued vacation at the start of the leave of absence. Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and sick leave during the period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures as established in this Section 21 and any other applicable regulations and procedures as established by the Director of Personnel.

(f) In the event that a fiscal crisis occurs in the City of St. Louis, employees whose pay schedule is designated by "M" or "P" may request to be docked without pay. The request must be in writing at least two weeks prior to the dock and approved by the appointing authority. If approved by the appointing authority, the dock will not affect any employee benefits including, but not limited to, health insurance, pension calculations, anniversary dates, or any employee's service rating or eligibility for promotion. Appointing authorities will still be required to make all appropriate deductions for health insurance and pensions from their accounts.

(g) An appointing authority, with the prior approval of the Director of Personnel, may put an employee on investigative leave of absence without pay pending the outcome of criminal charges pending against the employee.

**SECTION 22.  
INSURANCE BENEFITS**

The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans for life, health, medical, disability, and other insurance coverage deemed necessary for employees in the Classified Service and other employees for the City and their dependents. The Director of Personnel, with the assistance of the City Health Insurance Committee as established by Ordinance 67665, shall develop and administer programs to provide for such coverage. The Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st of each year regarding coverage plans and the appropriate funding level. The Director shall then be charged with the responsibility of establishing the applicable funding level and remittance rates for the

aforementioned plans and certify same to the Comptroller and Budget Director by March 1st of each year and no officer or employee shall alter or amend such rates.

### **SECTION 23. DEATH BENEFIT**

In the event any employee of the City whose pay is established by this ordinance dies as a result of injuries arising out of and in the course of his/her employment by the City, the City shall pay compensation in accordance with the Missouri Workers' Compensation Law. The Director of Personnel and the City Counselor shall establish procedures for making the payments required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made. Such compensation shall be in addition to any life insurance benefits paid for by the City or by the employee which is available to the employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement System of the City of St. Louis or the Firemen's Retirement System of the City of St. Louis.

### **SECTION 24. WORKERS' COMPENSATION AND DISABILITY LEAVE**

(a) Any employee in the Classified Service whose class title and grade are established in Section 1(a) and denoted by the suffix "G," "P," "M," "T," or "E" of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where an employee's duties are being performed or where an employee's presence is required as part of his/her employment, shall promptly report such injury by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn report, through the appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. The appointing authority shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

The employee who suffers a personal injury as described in part (a) of this section, and which results in temporary disability, may elect to use sick leave for the first three days of temporary disability. Thereafter, the employee will be compensated at the rate mandated by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14) calendar days or more, the three days of sick leave used during the first three days of disability will be restored to the employee's sick leave balance. The City Counselor shall determine the actual amount of compensation and length of time during which payments are made for such temporary disability in accordance with the Missouri Workers' Compensation Law.

(b) (1) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease while engaged in actual fire suppression or related emergency response activities on or about the premises where these activities are being performed, or during transportation to and from the scene of the fire or emergency, shall promptly report such injury to his/her immediate supervisor. The injury shall be promptly reported through appropriate management personnel to the Director of Personnel and the City Counselor. During the period of temporary disability which has been determined by the City Counselor to be a result of an injury by accident or occupational disease as defined above, the employee may be continued on the payroll at the regular bi-weekly rate less any amount the employee would otherwise pay in taxes on that portion of the benefit found to be exempt from taxation under the Missouri Workers' Compensation Law, or the federal tax code. Paid leave granted a bi-weekly paid employee in accordance with the provisions of this section is disability leave and shall not reduce the employee's sick leave balance. Disability leave may also be granted when an employee suffers injury as a result of participation in Training Simulation of an exceptional and highly dangerous nature wherein the appointing authority or the Director of the Department of Public Safety has gained the approval of the Director of Personnel prior to such Training Simulation.

(2) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where his/her duties are being performed, except as otherwise provided in Section 24(b)(1) above shall likewise, promptly report such injury to his/her immediate supervisor, who shall report, through his/her appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. During any such period of temporary disability, the employee shall be entitled to workers' compensation benefits as prescribed by State Law.

(c) The City Counselor, the Director of Personnel, or the appointing authority may require an employee to undergo a physical examination and medical or surgical treatment at the expense of the City to diagnose and treat injuries or illnesses arising out of employment.

(d) The City Counselor and the Comptroller shall establish procedures for paying compensation to employees or former employees who are permanently disabled and due compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made.

(e) The City Counselor and the Director of Personnel shall be responsible for the administration of the provisions of this Section 24 and shall establish and publish procedural regulations for the administration of the program. Each appointing authority shall establish procedures to comply with the provisions of this section and established regulations.

**SECTION 25.  
JURY AND WITNESS LEAVE**

(a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate employee, when so summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing authority and display to the appointing authority the summons which the employee has received and shall give the appointing authority in writing the date and the time of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury Commissioner or the United States District Court system for jury service for days the employee receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee shall forthwith report to his/her appointing authority if discharged during their normally scheduled work hours and shall submit to his/her appointing authority a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The appointing authority shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi-weekly rate employees for such time when the employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to his/her appointing authority and shall give the appointing authority in writing the date and time his/her presence is required for such criminal prosecution. Each appointing authority shall establish controls to assure that any paid leave is actually required by the prosecuting authority. An appointing authority may require an employee to furnish satisfactory evidence of being required to be off the job and that all time off was in connection with the prosecution of the case. This procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

**SECTION 26.  
DEFERRED COMPENSATION**

(a) Authority is hereby granted for the establishment of a deferred compensation plan for the City of St. Louis.

(b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller is authorized to enter into an agreement with eligible participants, whereby said participants may designate a portion of their future earnings to be deducted by the City and placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax deferred benefits to the participants upon retirement.

(c) The Board of Estimate and Apportionment is hereby authorized to establish or select a specific plan or plans in accordance with the requirements set out in this ordinance. In establishing the plan, the Board of Estimate and Apportionment may elect to retain outside parties to provide administrative and/or investment services after following competitive bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various competitive bids submitted in accordance with the requirements of this ordinance, to select the plan or plans it determines to meet the requirements established as a part of the competitive bidding procedures and to be in the best interest of the participants. No investment plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

In the event Federal or State legislation is changed in a manner affecting and/or relating to any of the aforementioned Deferred Compensation provisions contained in this Section 26, the Board of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan accordingly and may execute any and all documents necessary to achieve and effectuate the recommended changes.

**SECTION 27.  
RETIREMENT**

The following provisions shall apply to the Employees Retirement System:

(a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

(1) The annual compensation received by a member for the two (2) consecutive years of creditable service in which the highest compensation was received preceding the termination of his/her employment, and

(2) The balance of a member's sick leave pay as accrued on the date of retirement *less* sick leave hours paid to the member upon termination of his/her employment and *less* sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave as accrued on the date of retirement.

(b) If a member has less than two (2) consecutive years of creditable service his/her final average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and then multiplied by (4) below:

(1) The sum of monthly compensation received by the member for each consecutive month of creditable service

immediately preceding the termination of his/her employment, and

(2) The balance of a member's sick leave pay as accrued on the date of retirement less sick leave hours paid to the member upon termination of his/her employment and less sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave as accrued on the date of retirement.

(3) The number of consecutive months of creditable service immediately preceding the termination of his/her employment, and

(4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar month following the date of the beginning of each employment with an employer until his/her employment is terminated, subject to the provisions of this section. The years of creditable service of an employee hired after the operative date who had attained the age of sixty (60) years at initial employment shall be the number of years and completed months of service during which he/she receives compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988, of the beginning of each employment with an employer until his/her employment is terminated. No creditable service shall be granted for any period of employment before October 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable service for prior employment shall be granted an employee who becomes a member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

A member may elect to use his/her unused sick leave as additional creditable service for the purpose of determining eligibility for retirement benefits under any provision of this ordinance.

A member's sick leave balance at time of retirement less the sum of (a), (b), and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this ordinance:

- (a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and
- (b) Sick leave hours paid to the member upon termination of his/her employment, and
- (c) Sick leave hours used in determining final average compensation.

**SECTION 28.  
SEVERABILITY**

The sections of this ordinance shall be severable. In the event that any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that the Aldermen would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**SECTION 29.  
REPEAL OF PREVIOUS ORDINANCES**

Ordinance 67922 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

**SECTION 30.  
EMERGENCY CLAUSE**

This ordinance being deemed necessary for the immediate preservation of the public peace, health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and 20 of the City Charter.

**INDEX TO COMPENSATION ORDINANCE**

This index is for general reference purposes and may not reference all provisions of this ordinance. For complete scope refer to specific provisions of this ordinance.

	<b>SECTION(S)</b>
Alphabetical List of Classes .....	1
Attendance Record .....	15
Changes to Classification Plan .....	11
Codes for Classes .....	1
Compensatory Time .....	15, 16
For Overtime .....	15

In Lieu of Holiday	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation	17
Conversion to New Pay Schedule	9
Death Benefit	23
Deferred Compensation	26
Disability Leave	24
Education Assistance	20
Employment Cycle	15
Employment Schedule	15
Holidays	16
Employees Excluded	16, 2(i)
Hours of Work	14
Housing and Maintenance Deduction	3
Incentive and Award Program	2(n)
Insurance Benefits	22
Jury Leave	25
Leaves of Absence	21
Emergency	21(d)
Excepted Positions, Coverage of	21(c)
Family/Medical	21
Fiscal Crisis	21(f)
Investigative	21(g)
Interruption of Continuous Service	7(b)
Military Leave	19
Minimum Hours of Work	14
Moving Expenses	2(l)
Overtime	15
Pay	
Advanced Skills	2(p)
Bi-Weekly Scales	2
Commuting Allowance	2(g)
Continuous Service for Increase	7
Decreases	7
Demotion	6
Elected Officials	2(d)
Excepted Positions	7(e)
Fire Department	2(c)
Foreign Language	2(n)(2)
Hiring Incentive	2(m)
Holiday	16
Hourly Rates	2(i)
Income Sources	8
Within Range and Exceptional Performance Increases	7
On-Call Rates	2(k)
Overtime	15
Per Performance Rates	2(i)
Promotion	6
Reallocation	6
Recruitment Rate	5
Reemployment Rate	5
Retention	7(i)
Salary Range Limitations	4
Starting Salaries	5
Shift Differential	2(e)
Stipends for Board & Commission Members	2(h)
Temporary Assignment Differential	2(q)
Time Lines for Payment	10
Trainee Rates	2(j)
Transfer	6
Units of Work	2(i)
Vehicle Maintenance and Use Allowance	2(r)
Weekend Differential	2(f)
Payroll	12, 13
Relocation	2(l)
Retirement	27

Severability ..... 28  
 Sick Leave ..... 18  
     Employees Excluded ..... 2(i)  
 Suggestion Program ..... 2(n)(4)  
 Tool Allowance ..... 2(o)(2)  
 Vacation ..... 17  
     Employees Excluded ..... 17,2(i)  
 Uniform Allowance ..... 2(o)(1)  
 Workers' Compensation ..... 24

Approved: October 10, 2008

**ORDINANCE #68127**  
**Board Bill No. 95**  
**Floor Substitute**  
**As Amended**

An ordinance pertaining to cruising and that no person age sixteen (16) or older, shall engage in cruising, as defined, on any highway, roadway, roadway within the boundaries of any city park, or alleyway of the City of St. Louis, prohibiting cruising, establishing temporary designated areas, and containing exceptions, penalty clause, severability clause and emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE. Definition.** "Cruising" is defined as the repetitive driving of any motor vehicle past a police established traffic control point, on three (3) or more occurrences, within a two (2) hour period on any highway, roadway, roadway within the boundaries of any city park, or alleyway of the City of St. Louis in a manner and under circumstances manifesting a "purpose" of unnecessary, repetitive driving in such area. Among the circumstances which may be considered in determining whether such purpose is manifested are that such person or any other person present in the vehicle attempts to gain the attention of other motorists or pedestrians or engages them in conversation, whether by hailing, arm waving, horn blowing, or another action or device; that such person or any other person present in the vehicle enters or exits the vehicle directly from or to another vehicle driven in or parked in close proximity to the designated area; that such person or any other person present in the vehicle violates state or city traffic regulations or city ordinances; or that such person has declared his or her purpose for driving to be that of cruising. The violator's conduct must be such as to demonstrate a specific intent to cruise. No citation shall be made for a violation of this section unless the police officer first affords an opportunity to explain such conduct; and no person shall be convicted of violating this section if it appears at trial that the explanation given was true and disclosed a lawful purpose, not unnecessary, repetitive driving. Lawful purposes include traveling to a specific destination by a person whose residence address is in the designated area or by a person whose business or employment requires driving in the designated area, and operating an official emergency or police vehicle in the designated area.

"Traffic control point" is defined as a clearly identified reference point on a designated street, as determined and marked from time-to-time by the Police Department for the purpose of enforcing this ordinance.

**SECTION TWO. Cruising Prohibited.** It shall be unlawful for any person to engage in cruising. For the purposes of this section, a police officer may issue a citation to any person engaged in cruising, including the passenger(s), whom are sixteen (16) years of age or older.

**SECTION THREE. Temporary Designated Areas**

The Chief of Police or his or her designee may establish temporary designated areas where cruising is prohibited where one or more of the following conditions exist or, are reasonably anticipated to exist at these locations:

1. Dangerous and continuous traffic congestion during afternoon, evening and night hours.
2. Excessive levels of noise or air pollution caused by traffic congestion.
3. Obstruction of streets, sidewalks or access to parking lots caused by vehicular traffic.
4. Interference with the use of property or conduct of business by vehicular traffic.
5. Obstruction of access to and through the public way for emergency vehicles by vehicular traffic.
6. Loud, disruptive, dangerous or unruly behavior directly related to vehicular traffic.

Prior to establishing a temporary designated area, the chief of police or his or her designee shall file a written plan, approved by the chief of police, with the district captain or captains responsible for the areas in which the designated area is to be located. A copy of the final plan shall also be provided to the City Director of Public Safety and the Aldermen affected by this designation five (5) days prior to the date on which the designated area takes effect.

The plan shall contain the following information:

1. The boundaries of the designated area.
2. The date(s) and times during which the designated area will be in effect.
3. A statement enumerating the problem or problems that require the creation of the designated area.
4. Any instructions given to enforcement officers concerning the designated area.
5. The location of the signs to be posted.
6. The location of Traffic Control Points

Every temporary designated area shall be posted with sufficient signs to provide notice of the prohibition against cruising seven (7) days prior to establishment of such area. Such signs shall include the times, days and location of the cruising prohibition. These signs shall be of such size and shape as shall be deemed appropriate by the Director of Public Safety.

**SECTION FOUR.** Exceptions. Official emergency vehicles, residents residing within the boundaries of the temporary designated area traveling to a specific destination, taxicabs for hire and other commercial or passenger vehicles being driven for business purposes are exempted from the provisions of this section.

**SECTION FIVE.** Penalty. Any person who violates the provisions of Section Two of this ordinance may first be given a written or verbal warning by the attending police officer and thereafter shall be subject to a fine of not less than \$100.00 for a first offense, not less than \$200.00 for a second offense committed within a six month period, and not less than \$300.00 and not more than \$500.00 for a third or subsequent offense committed within a one-year period. The Court may, in lieu of a fine, impose not less than twenty (20) hours of community service for the first offense; not less than sixty (60) hours of community service for the second offense.

**SECTION SIX.** Severability Clause. If any provision, clause, sentence, paragraph or word of this ordinance or the application thereof to any person, entity or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this ordinance are declared severable.

**SECTION SEVEN.** Emergency Clause. This being an ordinance for the preservation of public peace, health, and safety, it is hereby declared to be an emergency measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the Mayor.

**Approved: October 14, 2008**

**ORDINANCE #68128**  
**Board Bill No. 231**

An ordinance, recommended by the Board of Estimate and Apportionment, authorizing the Mayor of the City of St. Louis, on behalf of the City, to submit a 2009 Annual Action Plan to the United States Department of Housing and Urban Development ("HUD") as required to apply for funding under the Federal Community Development Block Grant ("CDBG"), HOME Investment Partnership ("HOME"), Emergency Shelter Grant ("ESG") and Housing Opportunities for Persons with AIDS ("HOPWA") Entitlement Programs, authorizing and directing the Mayor and the Comptroller on behalf of the City to enter into and execute agreements with HUD for the receipt of 2009 CDBG, HOME, ESG and HOPWA funds, appropriating the sum of Twenty-One Million Three Hundred Seventy-Eight Thousand Five Hundred Forty-Five Dollars (\$21,378,545) which the City estimates will be available for the 2009 CDBG Program Year; appropriating the sum of Four Million Two Hundred Seven Thousand, Five Hundred Three Dollars (\$4,207,503) which the City estimates will be available for the 2009 HOME Program Year; appropriating the sum of Seven Hundred Fifteen Thousand Dollars (\$715,000) which the City estimates will be available from income generated by prior year Urban Development Action Grant (UDAG) projects; appropriating the sum of Eight Hundred Eighty-Five Thousand, Two Hundred Thirty-Seven Dollars (\$885,237) which the City estimates will be available for the 2009 ESG Program Year; and appropriating the sum of One Million Two Hundred Twenty-Seven Thousand Dollars (\$1,227,000) which the City estimates will be available for the 2009 HOPWA Program Year, authorizing and directing the Director of the Community Development Administration ("CDA") to contract with municipal agencies, non-profit corporations and other entities, as necessary for the expenditure of CDBG, HOME, and UDAG repayment funds, to establish and implement a lump sum drawdown procedure for the purpose of financing property rehabilitation activities, and/or to establish and implement a procedure for providing financial assistance to CDBG-eligible undertakings through float loan financing, authorizing and directing the Director of the Department of Human Services ("DHS") to contract with municipal agencies, non-profit corporations and other entities, as necessary for the expenditure of ESG funds, authorizing and directing the Director of Health and Hospitals to contract with municipal agencies, non-profit corporations and other entities, as necessary for the expenditure of HOPWA funds, and directing the Comptroller to issue warrants thereon upon the City Treasury; and containing an emergency clause.

**WHEREAS,** 2009 CDBG, HOME, ESG and HOPWA funding will become available on January 1, 2009; and

**WHEREAS**, in order to receive these funds, the City of St. Louis must submit to HUD a 2009 Annual Plan under its Consolidated Plan by November 15, 2008; and

**WHEREAS**, it is estimated that the 2009 CDBG Entitlement, together with previous year CDBG funds available for re-allocation, CDBG Program Income generated by activities conducted with previous year CDBG funds that have not yet been appropriated for any purpose and CDBG Program Income estimated to be generated by activities conducted in 2009 with CDBG funds, will amount to the sum of Twenty-One Million Three Hundred Seventy-Eight Thousand Five Hundred Forty-Five Dollars (\$21,378,545); and

**WHEREAS**, the City has identified certain known appropriation needs as summarized in Exhibit A, and the City desires to appropriate the CDBG Entitlement and Program Income Funds for these needs, to establish and implement a lump sum drawdown procedure to finance and facilitate property rehabilitation activities, and to establish and implement a procedure for providing financial assistance to CDBG-eligible undertakings through float loan financing, and

**WHEREAS**, it is estimated that the 2009 HOME Entitlement, together with previous year HOME funds available for allocation, HOME Program Income generated by activities conducted with previous year HOME funds that has not yet been appropriated for any purpose and HOME Program Income estimated to be generated by activities conducted in 2009 with HOME funds, will amount to the sum of Four Million Two Hundred Seven Thousand Five Hundred Three Dollars (\$4,207,503); and

**WHEREAS**, the City has identified certain known appropriation needs as summarized in Exhibit A, and the City desires to appropriate the HOME Entitlement and Program Income Funds for these needs; and

**WHEREAS**, the City has identified repayment income estimated to be generated in 2009 or to have been generated in previous years by prior year Urban Development Action Grant (UDAG) projects of Seven Hundred Fifteen Thousand Dollars (\$715,000); and

**WHEREAS**, the City has identified certain known appropriation needs as summarized in Exhibit A, and the City desires to appropriate UDAG repayment income funds for these needs; and

**WHEREAS**, it is estimated that the 2009 ESG Entitlement, together with previous year ESG funds available for allocation, will amount to the sum of Eight Hundred Eighty-Five Thousand Two Hundred Thirty-Seven Dollars (\$885,237); and

**WHEREAS**, the City desires to appropriate the ESG Entitlement for needs related to the purpose of the ESG program; and

**WHEREAS**, it is estimated that the 2009 HOPWA Entitlement, together with previous year HOPWA funds available for allocation, will amount to the sum of One Million Two Hundred Twenty-Seven Thousand Dollars (\$1,227,000); and

**WHEREAS**, the City desires to appropriate the HOPWA Entitlement for needs related to the purpose of the HOPWA program.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

**Section One.** The Mayor of the City of St. Louis, on behalf of the City, is hereby authorized and directed to submit an Annual Plan to the Department of Housing and Urban Development in order to make application for the 2009 CDBG, HOME, ESG and HOPWA Entitlement Programs.

**Section Two.** There is hereby appropriated the sum of Twenty-One Million Three Hundred Seventy-Eight Thousand Five Hundred Forty-Five Dollars (\$21,378,545) of CDBG funds for the purposes described in Exhibit A incorporated herein by reference. The Director of CDA is hereby authorized to make, negotiate and execute any and all contracts or other documents, including disbursing agreements and/or other agreements associated with lump sum drawdowns intended to facilitate property rehabilitation activities, and including agreements associated with the establishment and implementation of a procedure for providing financial assistance to CDBG-eligible undertakings through float loan financing, on behalf of the City, which are necessary to carry out the City's CDBG programs and to expend said funds for the purposes and in the amounts specified in Exhibit A attached hereto, and the Comptroller is authorized and directed to issue warrants upon the City Treasury for payment thereon. The Director of CDA is further authorized and directed to transfer funds among the purposes described in Exhibit A when requested by the Alderperson in whose ward the funds were budgeted pursuant to this Ordinance with the approval of the Board of Estimate and Apportionment, to transfer funds among the other purposes described in Exhibit A with the approval of the Board of Estimate and Apportionment, to substitute HOME funding and/or UDAG income funding for CDBG funding budgeted pursuant to this ordinance with the approval of the Board of Estimate and Apportionment, and, to the extent that additional Tax Increment Financing Revenue, program income and/or other funds become available that reduce the amount of new CDBG funds required to make the Section 108 loan payment, to add the amount of the CDBG Section 108 loan payment reduction to the Citywide housing production allocations, provided that the Board of Estimate and Apportionment shall approve the expenditure of such funds.

**Section Three.** There is further hereby appropriated the sum of Four Million Two Hundred Seven Thousand Five Hundred Three Dollars (\$4,207,503) of HOME Funds for the purposes described in Exhibit A incorporated herein by reference. The Director of CDA is hereby authorized to make, negotiate and execute any and all contracts or other documents, on behalf of the City, which are necessary to carry out the City's HOME programs and to expend said funds, and the Comptroller is authorized and directed to

issue warrants upon the City Treasury for payment thereon. The Director of CDA is further authorized and directed to transfer funds among the purposes described in Exhibit A when requested by the Alderperson in whose ward the funds were budgeted pursuant to this Ordinance with the approval of the Board of Estimate and Apportionment, to transfer funds among the other purposes described in Exhibit A with the approval of the Board of Estimate and Apportionment, and to substitute CDBG funding and/or UDAG income funding for HOME funding budgeted pursuant to this ordinance with the approval of the Board of Estimate and Apportionment. At least fifteen percent of the aforesaid 2009 HOME funds, or Six Hundred Thirty-One Thousand, One Hundred Twenty-Six Dollars (\$631,126), must be committed to projects to be undertaken by certified Community Housing Development Organizations (CHDOs).

**Section Four.** There is further hereby appropriated the sum of Seven Hundred Fifteen Thousand Dollars (\$715,000) of UDAG income funds for the purposes described in Exhibit A incorporated herein by reference. The Director of CDA is hereby authorized to make, negotiate and execute any and all contracts or other documents, on behalf of the City, which are necessary to expend said funds, and the Comptroller is authorized and directed to issue warrants upon the City Treasury for payment thereon. The Director of CDA is further authorized and directed to transfer funds among the purposes described in Exhibit A when requested by the Alderperson in whose ward the funds were budgeted pursuant to this Ordinance with the approval of the Board of Estimate and Apportionment, to transfer funds among the other purposes described in Exhibit A of this Ordinance with the approval of the Board of Estimate and Apportionment, and to substitute CDBG funding and/or HOME funding for UDAG income funding budgeted pursuant to this ordinance with the approval of the Board of Estimate and Apportionment.

**Section Five.** There is further appropriated the sum of Eight Hundred Eighty-Five Thousand Two Hundred Thirty-Seven Dollars (\$885,237) of 2009 ESG Funds. The Director of the Department of Human Services is hereby authorized to make, negotiate and execute any and all contracts or other documents on behalf of the City which are necessary to carry out the City's ESG programs and to expend said funds, and the Comptroller is authorized and directed to issue warrants upon the City Treasury for payment thereon.

**Section Six.** There is further appropriated the sum of One Million Two Hundred Twenty-Seven Thousand Dollars (\$1,227,000) of 2009 HOPWA Funds. The Director of Health and Hospitals is hereby authorized to make, negotiate and execute any and all contracts or other documents on behalf of the City which are necessary to carry out the City's HOPWA programs and to expend said funds, and the Comptroller is authorized and directed to issue warrants upon the City Treasury for payment thereon.

**Section Seven.** This being an ordinance necessary for the immediate preservation of the public peace, health and safety and making appropriations for the payment of principal and interest on public debt and for the current expenses of the City government, an emergency is hereby declared to exist within the meaning of Section 20, Article IV, of the Charter and this ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Board Bill 231  
September 30, 2008

**EXHIBIT A  
COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS  
2009 BUDGET**

A-1

<b>PROGRAMS/OPERATING AGENCY</b>	<b>TOTAL AMOUNT</b>	<b>CDBG AMOUNT</b>	<b>HOME AMOUNT</b>	<b>ADDI AMOUNT</b>	<b>UDAG AMOUNT</b>
<i>Public Services (Citywide):</i>					
Community Education Centers St. Louis Board of Education (CDBG)	\$800,000	\$800,000	\$0	\$0	\$0
Community Health-in-Partnership Services Community Health-in-Partnership Services (CDBG)	\$62,500	\$62,500	\$0	\$0	\$0
Contractors Assistance Program Contractors Assistance Program (CDBG)	\$143,000	\$143,000	\$0	\$0	\$0
Elderly Services St. Louis Area Agency on Aging (CDBG)	\$295,000	\$295,000	\$0	\$0	\$0
Elmer Hammond Day Care Vaughn Tenant Association (CDBG)	\$20,000	\$20,000	\$0	\$0	\$0
Expanded Recreation Program Department of Parks, Recreation and Forestry (CDBG)	\$400,000	\$400,000	\$0	\$0	\$0
Housing Resource Center Catholic Charities (CDBG)	\$350,000	\$350,000	\$0	\$0	\$0
LRA Property Maintenance/Board-Up St. Louis Development Corporation (CDBG)	\$700,000	\$700,000	\$0	\$0	\$0
McElroy Day Care Carr Square Tenant Management Corporation (CDBG)	\$29,000	\$29,000	\$0	\$0	\$0
Operation Brightside Clean-Up Operation Brightside, Inc. (CDBG)	\$119,000	\$119,000	\$0	\$0	\$0
Operation Brightside Graffiti Eradication Operation Brightside, Inc. (CDBG)	\$170,000	\$170,000	\$0	\$0	\$0
Problem Property Team Program City Counselor's Office (CDBG)	\$276,000	\$276,000	\$0	\$0	\$0
Problem Property Team Program Municipal Courts (CDBG)	\$24,000	\$24,000	\$0	\$0	\$0
Problem Property Team Program Public Safety (CDBG)	\$19,000	\$19,000	\$0	\$0	\$0
Equal Housing Opportunity Council Equal Housing Opportunity Council (CDBG)	\$40,000	\$40,000	\$0	\$0	\$0
<b>Public Services (Citywide) Subtotal:</b>	<b>\$3,447,500</b>	<b>\$3,447,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Public Services (Specific Geographic Areas):</i>					
Adult Medicine Family Care Center of Carondelet (CDBG)	\$45,000	\$45,000	\$0	\$0	\$0

Board Bill 231  
September 30, 2008

**EXHIBIT A**  
**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS**  
**2009 BUDGET**

A-2

PROGRAMS/OPERATING AGENCY	TOTAL AMOUNT	CDBG AMOUNT	HOME AMOUNT	ADDI AMOUNT	UDAG AMOUNT
Better Family Life In-School Program Better Family Life, Inc. (CDBG)	\$0	\$0	\$0	\$0	\$0
Bevo Senior Services Bevo Area Community Improvement Corp. (CDBG)	\$30,000	\$30,000	\$0	\$0	\$0
Carondelet Family Literacy Program Carondelet Community Betterment Federation (CDBG)	\$12,500	\$12,500	\$0	\$0	\$0
Freidens Haus Youth Services Program Freidens Haus (CDBG)	\$25,000	\$25,000	\$0	\$0	\$0
Harambee Program Human Development Corporation (CDBG)	\$60,000	\$60,000	\$0	\$0	\$0
Hi-Pointe Center Hi-Pointe Center, Inc. (CDBG)	\$41,000	\$41,000	\$0	\$0	\$0
St. Elizabeth Adult Day Care Center St. Elizabeth Adult Day Care Center (CDBG)	\$18,000	\$18,000	\$0	\$0	\$0
Union Sarah Senior Center Services Union Sarah Senior Center Services, Inc. (CDBG)	\$20,000	\$20,000	\$0	\$0	\$0
West End Recreation Program West End Community Conference (CDBG)	\$0	\$0	\$0	\$0	\$0
Better Family Life Urban Rythms Better Family Life, Inc. (CDBG)	\$20,000	\$20,000	\$0	\$0	\$0
Youth and Family Center Youth and Family Center (CDBG)	\$25,000	\$25,000	\$0	\$0	\$0
<b>Public Services (Specific Geographic Areas) Subtotal:</b>	<b>\$296,500</b>	<b>\$296,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PUBLIC SERVICES:</b>	<b>\$3,744,000</b>	<b>\$3,744,000</b>	<b>\$0</b>	<b>\$0</b>	
<b>Public Facilities and Improvements:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PUBLIC FACILITIES AND IMPROVEMENTS:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Housing (Specific Geographic Areas):</b>					
<i>Special Activities by Community Based Development Organizations (Specific Geographic Areas):</i>					
Carondelet Community Based Development Organization Carondelet Community Betterment Federation (CDBG)	\$240,000	\$190,000	\$50,000	\$0	\$0
Central Corridor Community Based Development Organization Central West End-Midtown Community Development (CDBG)	\$100,000	\$100,000	\$0	\$0	\$0
DeSales Community Based Development Organization DeSales Community Housing Corporation (CDBG)	\$52,500	\$52,500	\$0	\$0	\$0

Board Bill 231  
September 30, 2008

**EXHIBIT A**  
**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS**  
**2009 BUDGET**

A-3

PROGRAMS/OPERATING AGENCY	TOTAL AMOUNT	CDBG AMOUNT	HOME AMOUNT	ADDI AMOUNT	UDAG AMOUNT
Dutchtown South Community Based Development Organization Dutchtown South Community Corporation (CDBG)	\$80,000	\$80,000	\$0	\$0	\$0
North Newstead Association Community Based Development Organization North Newstead Association (CDBG)	\$100,000	\$100,000	\$0	\$0	\$0
Forest Park Southeast Stabilization Program Forest Park Southeast Housing Corporation (CDBG)	\$90,000	\$90,000	\$0	\$0	\$0
Grand Oak Hill Home Improvement Services Grand Oak Hill Community Corporation (CDBG)	\$243,000	\$243,000	\$0	\$0	\$0
Hamilton Heights Community Based Development Organization Hamilton Heights Neighborhood Organization (CDBG)	\$161,000	\$161,000	\$0	\$0	\$0
Mark Twain Community Based Development Organization Mark Twain Community Alliance (CDBG)	\$28,000	\$28,000	\$0	\$0	\$0
McRee Town Community Based Development Organization McRee Town Neighborhood Association (CDBG)	\$35,000	\$35,000	\$0	\$0	\$0
North 7 Star Revitalization Community Based Development Organization North 7 Star Revitalization Corporation (CDBG)	\$90,000	\$90,000	\$0	\$0	\$0
Old North St. Louis Community Based Development Organization Old North St. Louis Restoration Group (CDBG)	\$60,000	\$60,000	\$0	\$0	\$0
Riverview-West Florissant Community Based Development Organization Riverview-West Florissant Housing Corporation (CDBG)	\$100,000	\$100,000	\$0	\$0	\$0
Shaw Neighborhood Revitalization and Development Program St. Margaret of Scotland Housing Corporation (CDBG)	\$66,000	\$66,000	\$0	\$0	\$0
Skinker DeBaliviere Community Based Development Organization Skinker DeBaliviere Community Council (CDBG)	\$52,000	\$52,000	\$0	\$0	\$0
Southwest Community Based Development Organization Southwest Neighborhood Improvement Assoc. (CDBG)	\$48,000	\$48,000	\$0	\$0	\$0
Third Ward Community Based Development Organization Third Ward Neighborhood Council (CDBG)	\$155,000	\$155,000	\$0	\$0	\$0
Vashon/JVL Renaissance Community Based Development Organization Vashon/JVL Neighborhood Association (CDBG)	\$50,000	\$50,000	\$0	\$0	\$0
Greater Ville Preservation Commission CBDO Greater Ville Preservation Commission (CDBG)	\$100,000	\$100,000	\$0	\$0	\$0
Better Family Life CBDO Better Family Life, Inc. (CDBG)	\$97,000	\$97,000	\$0	\$0	\$0
West End Community Based Development Organization West End Community Conference (CDBG)	\$0	\$0	\$0	\$0	\$0
<b>Community Based Development Organization Subtotal:</b>	<b>\$1,947,500</b>	<b>\$1,897,500</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>

Board Bill 231  
September 30, 2008

**EXHIBIT A**  
**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS**  
**2009 BUDGET**

A-4

PROGRAMS/OPERATING AGENCY	TOTAL AMOUNT	CDBG AMOUNT	HOME AMOUNT	ADDI AMOUNT	UDAG AMOUNT
<b>Home Repair &amp; Rental Prop. Repair (Specific Geographic Areas):</b>					
Targeted Management Assistance To be determined (CDBG)	\$300,000	\$300,000	\$0	\$0	\$0
Management Assistance and Repair Program DeSales Community Housing Corporation (CDBG)	\$62,500	\$62,500	\$0	\$0	\$0
Home Repair Program Loan Pool: Beyond Housing/Neighborhood Housing Services (CDBG/HOME)	\$2,025,000	\$687,000	\$1,338,000	\$0	\$0
Home Repair Program Administration Catholic Commission on Housing (CDBG)	\$181,500	\$118,000	\$63,500	\$0	\$0
City of St. Louis Building Division (CDBG)	\$337,000	\$337,000	\$0	\$0	\$0
Beyond Housing/Neighborhood Housing Services (CDBG)	\$507,875	\$507,875	\$0	\$0	\$0
<b>Home Repair/Rental Prop. Repair (Specific Geographic Areas) Subtotal:</b>	<b>\$3,413,875</b>	<b>\$2,012,375</b>	<b>\$1,401,500</b>	<b>\$0</b>	<b>\$0</b>
<b>Housing Production/Acquisition (Specific Geographic Areas):</b>					
Housing Production/Acquisition--Ward Pool: Community Development Administration (CDBG/HOME)	\$3,782,412	\$2,586,409	\$1,196,003	\$0	\$0
Citywide Housing Production: Community Development Administration (HOME)	\$0	\$0	\$0	\$0	\$0
Major Residential/Commercial Development Initiatives: Community Development Administration (CDBG/HOME)	\$2,205,000	\$1,105,000	\$1,100,000	\$0	\$0
<b>Housing Production/Acquisition (Specific Geographic Areas) Subtotal:</b>	<b>\$5,987,412</b>	<b>\$3,691,409</b>	<b>\$2,296,003</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL HOUSING (Specific Geographic Areas):</b>	<b>\$11,348,787</b>	<b>\$7,601,284</b>	<b>\$3,747,503</b>	<b>\$0</b>	<b>\$0</b>
<b>Economic Development:</b>					
<b>Commercial District Public Improvements &amp; Façade (Specific Geographic Areas):</b>					
Neighborhood Commercial District Program Managers: St. Louis Development Corporation (CDBG)	\$550,000	\$550,000	\$0	\$0	\$0
Commercial District Incentives St. Louis Development Corporation (CDBG)	\$1,200,000	\$1,200,000	\$0	\$0	\$0
<b>Commercial District Public Imp. &amp; Façade (Specific Geographic Areas) Subtotal:</b>	<b>\$1,750,000</b>	<b>\$1,750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Board Bill 231  
September 30, 2008

**EXHIBIT A**  
**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS**  
**2009 BUDGET**

A-5

PROGRAMS/OPERATING AGENCY	TOTAL AMOUNT	CDBG AMOUNT	HOME AMOUNT	ADDI AMOUNT	UDAG AMOUNT
<i>Other Economic Development:</i>					
Business Development Support Programs St. Louis Local Development Company (CDBG/UDAG)	\$900,000	\$850,000	\$0	\$0	\$50,000
Accessible Businesses Lead Everywhere Office on the Disabled (CDBG)	\$25,000	\$25,000	\$0	\$0	
<b>Other Economic Development Subtotal:</b>	<b>\$925,000</b>	<b>\$875,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>TOTAL ECONOMIC DEVELOPMENT:</b>	<b>\$2,675,000</b>	<b>\$2,625,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<i>Historic Preservation (Citywide):</i>					
Planning for Preservation To be determined (CDBG)	\$60,000	\$60,000	\$0	\$0	\$0
<b>TOTAL HISTORIC PRESERVATION:</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Housing (Citywide):</i>					
<i>Low/Mod Homeowner Assistance Program (Citywide):</i>					
Consolidated Homebuyer Assistance Program Community Development Administration (HOME/ADDI)	\$0	\$0	\$0	\$0	\$0
Senior Home Security Home Services, Inc. (CDBG)	\$600,000	\$600,000	\$0	\$0	\$0
<b>Low/Mod Homeowner Assistance (Citywide) Subtotal:</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Housing Production/Acquisition (Citywide):</i>					
City-Wide Housing Development Acquisition Pool Land Reutilization Authority (CDBG)	\$0	\$0	\$0	\$0	\$0
Citywide Housing Development/Acquisition Pool Community Development Administration (CDBG)	\$0	\$0	\$0	\$0	\$0
<b>Housing Production/Acquisition (Citywide) Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL HOUSING (Citywide):</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Section 108 Loan Repayment:</i>					
Section 108 Loan Repayment Community Development Administration (CDBG)	\$1,729,101	\$1,729,101	\$0	\$0	\$0
<b>TOTAL SECTION 108 LOAN REPAYMENT:</b>	<b>\$1,729,101</b>	<b>\$1,729,101</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Board Bill 231  
September 30, 2008

**EXHIBIT A**  
**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS**  
**2009 BUDGET**

A-6

PROGRAMS/OPERATING AGENCY	TOTAL AMOUNT	CDBG AMOUNT	HOME AMOUNT	ADDI AMOUNT	UDAG AMOUNT
<i>Rehabilitation Administration:</i>					
CDA Rehabilitation Administration Community Development Administration (CDBG/HOME)	\$1,092,000	\$752,000	\$340,000	\$0	\$0
<b>TOTAL REHABILITATION ADMINISTRATION:</b>	<b>\$1,092,000</b>	<b>\$752,000</b>	<b>\$340,000</b>	<b>\$0</b>	<b>\$0</b>
<i>Planning and Administration (Citywide):</i>					
CDA Administration Community Development Administration (CDBG/HOME)	\$1,630,000	\$1,510,000	\$120,000	\$0	
Federal Grants Administrative Support Office of the Comptroller - Federal Grants Section (CDBG)	\$338,000	\$338,000	\$0	\$0	
Internal Audit Fiscal Monitoring Administrative Support Office of the Comptroller - Internal Audit Section (CDBG)	\$124,160	\$124,160	\$0	\$0	
Contractors Assistance Program Contractors Assistance Program (CDBG)	\$0	\$0	\$0	\$0	
Legal Services Support Program City Counselor's Office (CDBG)	\$260,000	\$260,000	\$0	\$0	
Capacity Development/Assistance for Minority Contractors To be determined (CDBG)	\$135,000	\$135,000	\$0	\$0	
PDA Administration Planning and Urban Design Agency (CDBG)	\$1,570,000	\$1,200,000	\$0	\$0	\$370,000
SLDC Administration St. Louis Development Corporation (CDBG)	\$995,000	\$700,000	\$0	\$0	\$295,000
<b>TOTAL PLANNING &amp; ADMINISTRATION:</b>	<b>\$5,052,160</b>	<b>\$4,267,160</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$665,000</b>
<b>TOTAL BUDGET:</b>	<b>\$26,301,048</b>	<b>\$21,378,545</b>	<b>\$4,207,503</b>	<b>\$0</b>	<b>\$715,000</b>

Approved: October 20, 2008

**ORDINANCE #68129  
Board Bill No. 203**

An Ordinance recommended by the Board of Estimate and Apportionment authorizing and directing the Director of Airports and the Comptroller of the City of St. Louis (the "City") to enter into and execute on behalf of the City the "First Amendment To Lambert-St. Louis International Airport® (the "Airport") Concession Agreement (On-Airport Passenger Vehicle Rental)" (the "First Amendment") to the On-Airport Passenger Vehicle Rental Concession Agreement AL-252 between the City and Enterprise Leasing Co. of St. Louis, d/b/a Enterprise Rent-A-Car, a corporation of the State of Missouri, dated December 10, 2003, and authorized by City Ordinance No. 66074, approved November 4, 2003 (the "Agreement"); the First Amendment to the Agreement, which is attached hereto as **ATTACHMENT "1"** and made a part hereof, was approved by the City's Airport Commission, and its terms are more fully described in Section One of this Ordinance; providing that the provisions set forth in this Ordinance shall be applicable exclusively to the Agreement as amended by the First Amendment; containing a severability clause; and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** The Director of Airports and the Comptroller of the City of St. Louis (the "City") are hereby authorized and directed to enter into and execute on behalf of the City the "First Amendment To Lambert-St. Louis International Airport® (the "Airport") Concession Agreement (On-Airport Passenger Vehicle Rental)" (the "First Amendment") to the On-Airport Passenger Vehicle Rental Concession Agreement AL-252 between the City and Enterprise Leasing Co. of St. Louis, d/b/a Enterprise Rent-A-Car, a corporation of the State of Missouri, dated December 10, 2003, and authorized by City Ordinance No. 66074, approved November 4, 2003 (the "Agreement"); the First Amendment to the Agreement, which was approved by the City's Airport Commission, is to read in words and figures as set out in **ATTACHMENT "1"** and is attached hereto and made a part hereof.

**SECTION TWO.** The terms, covenants, and conditions set forth in this Ordinance shall be applicable exclusively to the Agreement as amended by the First Amendment and shall not be applicable to any other existing or future agreements, documents, or instruments unless specifically authorized by an ordinance after the effective date of this Ordinance. All provisions of other ordinances of the City that are in conflict with this Ordinance shall be of no force or effect as to this Ordinance or the agreements, documents, and instruments approved and/or authorized by this Ordinance.

**SECTION THREE.** The sections, conditions, and provisions of this Ordinance or portions thereof shall be severable. If any section, condition, or provision of this Ordinance or portion thereof is held invalid by a court of competent jurisdiction, such holding shall not invalidate the remaining sections, conditions, or provisions of this Ordinance.

**SECTION FOUR.** This being an Ordinance for the preservation of public peace, health, or safety, it is hereby declared to be an emergency measure as defined in Article IV, Section 20 of the City's Charter and shall become effective immediately upon its approval by the Mayor of the City.

**"Attachment 1"**

**LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT®**



**Enterprise Leasing Co. of St. Louis  
d/b/a Enterprise Rent-A-Car**

**ON-AIRPORT PASSENGER VEHICLE RENTAL**

**FIRST AMENDMENT  
to  
CONCESSION AGREEMENT**

**NO. AL-252**

**AIRPORT NUMBER AL-252**

**FIRST AMENDMENT  
TO  
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT®  
CONCESSION AGREEMENT  
(ON-AIRPORT PASSENGER VEHICLE RENTAL)**

**THIS FIRST AMENDMENT** made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2008 (“**First Amendment**”), by and between the CITY OF ST. LOUIS (“**City**”), a municipal corporation of the State of Missouri and Enterprise Leasing Co. of St. Louis, d/b/a Enterprise Rent-a-Car (“**Concessionaire**”), a corporation organized and existing under the laws of the State of Missouri, trading as Enterprise Rent-A-Car.

**WITNESSETH, THAT:**

**WHEREAS**, the City is the owner and operator of Lambert-St. Louis International Airport® (“**Airport**”);

**WHEREAS**, City and Concessionaire are parties to a Concession Agreement for an On-Airport Passenger Vehicle Rental Concession dated December 10, 2003 (“**Agreement**”) which is authorized by Ordinance 66074, approved November 4, 2003;

**WHEREAS**, the Airport Experience Project, a major renovation of the West Terminal, is scheduled to begin within the next twelve (12) months and may require that passenger vehicle rental counters be relocated to improve the passengers’ airport experience and maximize the user-friendliness of the Airport;

**WHEREAS**, an On-Airport Passenger Vehicle Rental Concession at the Airport is essential for proper accommodation of the public;

**WHEREAS**, the parties desire to continue providing excellent customer service to the traveling public without interruption due to the impending construction and renovation of the Airport’s West Terminal. Given the timeframe of the renovations, the City has determined it will not solicit new bids for this concession at this time;

**WHEREAS**, the Concessionaire has agreed to enter into a one-year contract extension in order to ascertain the future condition of the rental car counter area.

**NOW, THEREFORE**, for and in consideration of the payments, promises and the mutual covenants and agreements herein contained and other valuable considerations, the City and the Concessionaire agree to amend the Agreement as follows:

**Section One.** The Definition for “Contract Year” as set out in Section 101. Definitions of the Agreement is deleted in its entirety and substituted with the following:

“Contract Year” shall mean a period of six (6) consecutive twelve-month periods commencing on the first day of the term of the Agreement, as specified in Section 401 hereof.

**Section Two.** Section 401. Term of the Agreement is deleted in its entirety and the following is substituted:

Section 401. Term. The term of this Agreement shall consist of six (6) years commencing on January 1, 2004 and ending December 31, 2009, unless sooner terminated in accordance with other provisions of this Agreement.

**Section Three.** A new section 403 is added to Article IV LEASE TERM of the Agreement, as follows:

Section 403. Holdover Provision. If Concessionaire shall, with the prior written approval of the Director, holdover after the expiration of the term of this Agreement, the resulting tenancy shall, unless otherwise mutually agreed, be a tenant at will on a month-to-month basis. During such month-to-month tenancy, Concessionaire shall pay to City the same Concession Fees as set forth herein, unless different fees shall be agreed upon by the Director on behalf of the City and the Concessionaire, and shall be bound by all terms, covenants and conditions of this Agreement.

**Section Four.** Subsection A of Section 503. Concession Fee Payments of the Agreement is hereby deleted in its entirety and the following is substituted:

Section 503. Concession Fee Payments.

A. The Concessionaire agrees to pay to City for Contract Years One through Six a sum equal to the greater of the Minimum Annual Guarantee as set out below for each Contract Year or ten percent (10%) of Gross Receipts.

<u>Contract Year</u>	<u>Minimum Annual Guarantee</u>
1	\$ 792,000.00
2	\$ 864,000.00
3	\$ 984,000.00
4	\$1,128,000.00
5	\$1,296,096.00
6	\$1,296,096.00

**Section Five.** A new section 1429 is added to Article XIV MISCELLANEOUS PROVISIONS of the Agreement, as follows:

Section 1429. Living Wage Compliance Provisions. Effective January 1, 2009, this Agreement is subject to the St. Louis Living Wage Ordinance No. 65597 (“**Ordinance**”) and the “**Regulations**” associated therewith, as may be amended from time to time. Copies of Ordinance and Regulations may be obtained by contacting Mr. Jack Thomas, Assistant Airport

Director, M/W/DBE Certification and Compliance Office, P.O. Box 10212, St. Louis, Missouri, 63145-0212 and are incorporated herein by reference. The Ordinance and Regulations require the following compliance measures, and Concessionaire hereby warrants, represents, stipulates and agrees to comply with these measures beginning January 1, 2009:

- A. Minimum Compensation: Concessionaire hereby agrees to pay an initial hourly wage to each employee performing services related to this Agreement in an amount no less than the amount stated on the attached Living Wage Bulletin (**Exhibit B**), which is incorporated herein. The initial rate shall be adjusted each year no later than April 1, and Concessionaire hereby agrees to adjust the initial hourly rate to the adjusted rate specified in the Living Wage Bulletin at the time the Living Wage Bulletin is issued.
- B. Notification: Concessionaire shall provide the Living Wage Bulletin to all employees, together with a "Notice of Coverage", in English, Spanish and other languages spoken by a significant number of Concessionaire's employees within thirty (30) days of Agreement execution for existing employees and within thirty (30) days of employment for new employees.
- C. Posting: Concessionaire shall post the Living Wage Bulletin, together with a "Notice of Coverage", in English, Spanish and other languages spoken by a significant number of Concessionaire's employees, in a prominent place in a communal area of each worksite covered by the Agreement.
- D. Subcontractors and Sublessees: Concessionaire hereby agrees to require Subcontractors and Sublessees, as defined in the Regulations, to comply with the requirements of the Living Wage Regulations, and hereby agrees to be responsible for the compliance of such Subcontractors and Sublessees. Concessionaire shall include these Living Wage Compliance Provisions in any contract with such Subcontractors and Sublessees.
- E. Term of Compliance: Beginning January 1, 2009, Concessionaire hereby agrees to comply with these Living Wage Compliance Provisions and with the Regulations for the entire term of the Agreement, and to submit the reports required by the Regulations for each calendar year or portion thereof during which such Agreement is in effect.
- F. Reporting: Concessionaire shall provide the annual reports and attachments required by the Ordinance and Regulations.
- G. Penalties: Concessionaire acknowledges and agrees that failure to comply with any provision of the Ordinance and/or Regulations and/or providing false information may result in the imposition of penalties specified in the Ordinance and/or Regulations. These penalties, as provided in the Ordinance and Regulations, may include, without limitation, suspension or termination of the Agreement, disbarment, and/or the payment of liquidated damages, as provided in the Ordinance and Regulations.
- H. Notwithstanding the preceding, all of the provisions of this Section 1429, or any part thereof, may be waived in a bona fide collective bargaining agreement, but only if the waiver is explicitly set forth in such agreement in clear and unambiguous terms as provided for and in accordance with Section 3(G) of the Ordinance.

**Section Six.** All other terms, covenants, conditions of the Agreement not inconsistent with this First Amendment are unchanged and are hereby ratified and approved and shall remain in full force and effect.

*(The balance of this page is intentionally blank.)*

**IN WITNESS WHEREOF**, the parties hereto execute this First Amendment for themselves, their successors and assigns, as of the day and year first written above.

**ENTERPRISE LEASING CO. OF  
ST. LOUIS d/b/a Enterprise Rent  
A Car BY:**

**ATTESTED TO BY:**

\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
FEDERAL TAX ID# \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**THE CITY OF ST. LOUIS, MISSOURI, OPERATING LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT®** pursuant to City Ordinance # \_\_\_\_\_ approved the \_\_\_\_\_ day of \_\_\_\_\_, 2008:

The foregoing First Amendment to Agreement was approved by the Airport Commission at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

BY:

\_\_\_\_\_  
Commission Chairman and Director of Airports Date

The foregoing First Amendment to Agreement was approved by the Board of Estimate and Apportionment at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

BY:

\_\_\_\_\_  
Secretary, Board of Estimate and Apportionment Date

APPROVED AS TO FORM ONLY BY:

COUNTERSIGNED BY:

\_\_\_\_\_  
City Counselor Date  
City of St. Louis

\_\_\_\_\_  
Comptroller Date  
City of St. Louis

ATTESTED TO BY:

\_\_\_\_\_  
Register, City of St. Louis Date

**EXHIBIT "B"**  
**LIVING WAGE ADJUSTMENT BULLETIN**

**ST. LOUIS LIVING WAGE ORDINANCE**  
**LIVING WAGE ADJUSTMENT BULLETIN**

**NOTICE OF ST. LOUIS LIVING WAGE RATES**  
**EFFECTIVE APRIL 1, 2008**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance ("Ordinance") and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$11.00** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$14.16** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$3.16** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2008**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.stlouiscity.com/livingwage> or obtained from:

City Compliance Official  
DBE Program Office -4th Floor  
11495 Navaid Road  
St. Louis, MO 63044  
(314) 551-5000

Dated: February 14, 2008

Approved: **October 24, 2008**

**ORDINANCE #68130**  
**Board Bill No. 244**

An ordinance pertaining to noise regulation; providing for a comprehensive noise control procedure to be implemented and enforced by the Health Commissioner; creating a Board of Noise Control Appeals; providing for a procedure by which the Board of Appeals may grant variances to the provisions of this ordinance and to hear appeals from rulings of the Health Commissioner; containing definitions, exceptions, a penalty clause and an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance 64566 (codified as Chapter 15.50 of the Revised Code of the City of St. Louis) is hereby repealed.

**SECTION TWO.** For purposes of this ordinance the following words and phrases are herein defined:

- (1) A-weighted sound pressure level: A weighted sound pressure level as measured with the A-weighting network of a sound level meter. The unit of measurement is dB(A).
- (2) Ambient noise level: The A-weighted sound pressure level of all the encompassing noise associated with a given environment, being usually a composite of sounds from many sources.
- (3) A.N.S.I: The American National Standards Institute or its successor bodies.
- (4) Board: The Appeal Board established by Section Eight of this ordinance.
- (5) Boundary: The line of demarcation which separates the real property owned by one person from that owned by another person.
- (6) Construction activity: Any or all activity necessary or incidental to the erection, demolition, assembling, repairing, altering, installing or equipping of public or private buildings, private or public parks, premises, utility lines, and private or public highways, roads or streets, including land clearing, grading, excavating and filling.
- (7) Construction device: Any device used in construction including, but not limited to, any air compressor, pile driver, manual tool, bulldozer, pneumatic hammer, steam shovel, derrick, crane, steam or electric hoist.
- (8) Daytime hours: 7:00 o'clock a.m. to 10:00 o'clock p.m., prevailing local time.
- (9) Director: The Director of the Department of Health and Hospitals or his duly authorized agents.
- (10) Discrete tone: A noise measured on a one-third octave band analyzer which is ten (10) decibels greater than each of the adjacent one-third octave bands.
- (11) Emergency work: Work necessary to restore property to a safe condition following a public calamity, or work required to protect person or property from an imminent exposure to danger.
- (12) Emergency signal device: Any gong, siren, whistle or any air horn or similar device when used on any vehicle designated as an emergency vehicle by ordinance or by Missouri statute, or used in connection with an emergency warning system, or used in connection with a warning system intended to produce a sound signal upon unauthorized entrance by a person into a building or motor vehicle.
- (13) Impulsive noise: A noise, containing excursions usually of no more than one second, the A-weighted sound pressure level of which exceeds the ambient noise level by more than twenty (20) dB(A), when measured by the fast meter characteristic of a sound level meter.
- (14) Motor vehicle: Any self-propelled vehicle not operated exclusively on rails.
- (15) Nighttime hours: 10:00 o'clock p.m., to 7:00 o'clock a.m., prevailing local time.
- (16) Perception threshold: The minimum vibrational motion necessary to cause awareness of the existence of the vibration by direct means, including but not limited to, sensation by touch or visual observations. Any vibration which produces more than five-tenths (0.5) inch/second root mean square vertical velocity shall be deemed sufficient to cause the awareness of the existence of the vibration by direct means.
- (17) Period of measurement: Any continuous sixty-minute period during which observations of stationary noise sources are made and measurements of noise levels are taken.
- (18) Person: Any human being, firm, association, organization, partnership, business, trust, corporation, company, contractor, supplier, installer, user, owner, or operator and shall include any municipal corporation or its officers or employees.

- (19) Sound: An audible oscillation of pressure in air.
- (20) Sound level meter: Any instrument including a microphone, an amplifier, an output meter, and frequency weighting networks for the measurement of sound pressure levels in a specified manner which complies with Type 2 or better standards established in the A.N.S.I. S1.4-1971 "Specification for Sound Level Meters."
- (21) Sound pressure level: Twenty times the logarithm to the base 10 of the ratio of the root mean square pressure of a sound to the standard reference pressure which is twenty (20) micropascals. The unit of measurement is the decibel (dB).
- (22) Stationary noise source: Any equipment, motor vehicle, aircraft, or facility, fixed or movable, capable of emitting audible sound.
- (23) Vehicular way: A paved or unpaved area used by motor vehicles including, but not limited to roads, streets, highways, alleys and parking lots.

### SECTION THREE. APPLICABILITY OF STANDARDS ESTABLISHED BY

#### A.N.S.I.

Unless otherwise specified herein, or specified in regulations promulgated by the Director under this Code, the acoustical terminology, the reference pressure, instrument specifications, and calibrations and methods for measurements of sound pressure levels shall be in conformance with the definitions and provisions contained in the documents designated as A.N.S.I. S1.1-971, S.4-1971, S1.11-1966 (R1971 and S1.13-1971, of which one copy of each document is filed in the office of the Register of the City of St. Louis.

### SECTION FOUR. Permissible Noise Levels - Standards.

1. No person shall operate or permit to be operated any stationary noise source which emits noise in such a manner that the level of the noise emitted, when measured at any point outside the boundary of the property upon which the stationary noise source is located using the slow meter characteristic and the A-weighting network of the sound level meter, exceeds the levels set forth in Table I below or exceeds the limit set forth in this ordinance. When the noise emitted is measured upon property which is located in a different land use category than the property upon which the stationary noise source is located, the levels applicable to the property where the noise emitted is measured shall be used to determine if a violation exists. If more than one use exists on the property where the noise emitted is measured such that more than one land use category would be applicable to the property, then the levels set forth in the least restrictive applicable land use category of Table I shall be used to determine if a violation exists.
2. If the stationary noise source emits noise containing a discrete tone, the permissible levels shall be 5dB lower than the applicable levels of Table I.
3. If the stationary noise source emits impulsive noise the levels of Table I shall be lowered by 5dB. A violation of this Code shall exist if the level of the impulsive noise emitted exceeds the applicable levels of Table I, as modified by this subsection, when the measurement is made using the fast meter characteristic and the A-weighting network of the sound level meter or if the level of the impulsive noise emitted exceeds the limit set forth in Section 625.0550.6.
4. In the event the stationary noise source emits impulsive noise containing a discrete tone, the modifications of Table I set forth in subsections 2. and 3. herein shall be cumulative.
5. If the ambient noise level exceeds the level of the noise emitted from the stationary noise source for one or more periods of time during the period of measurement, then for any such period of time the level of the noise emitted from the stationary noise source shall be deemed to be lower than the level which is permitted for sixty (60) minutes during the period of measurement in the applicable land use category and for the applicable time of day.
6. If, during the period of measurement, noise shall be emitted from a stationary noise source for periods of time at two (2) or more different levels, a violation of this Code shall exist if the sum of the following fractions  $C1/T1 + C2/T2 + \dots Cn/Tn$  exceeds the unit number 1. For purposes of this calculation  $Cn$  shall equal the actual time period that noise is emitted at each measured noise level and  $Tn$  shall equal the period of time that noise is permitted under Table I to be emitted at each measured noise level. Provided, however, if: (1) the ambient noise level exceeds the level of noise emitted from the stationary noise source for one or more periods of time during the period of measurement; or, (2) the level of the noise emitted from the stationary noise source is lower than the level of noise which is permitted in Table I for sixty (60) minutes during the period of measurement in the applicable land use category and for the applicable time of day for one or more periods of time during the period of measurement, then for the purpose of the calculation set forth in this subsection, for each such period of time, the term  $Cn$  shall be deemed to be zero (0) and the fraction  $Cn/Tn$  shall be zero(0).

#### Table I

##### A. Zoning Districts Zoned A-E

<b>Daytime Hours</b>		<b>Nighttime Hours</b>	
<b>Tn*</b>	<b>(dB(A))**</b>	<b>Tn*</b>	<b>(dB(A))**</b>
60	55 or less	60	50 or less
30	56-58	30	51-53
15	59-61	15	54-56
8	62-64	8	57-59
4	65-67	4	60-62
2	68-70	2	63-65
0	71 or greater	0	66 or greater

\*Total Duration of Time Noise To Be Emitted From Noise Source During Period of Measurement (Minutes).

\*\* A-Weighted Sound Pressure Level.

B. Zoning Districts Zoned F+G

<b>Daytime Hours</b>		<b>Nighttime Hours</b>	
<b>Tn*</b>	<b>(dB(A))**</b>	<b>Tn*</b>	<b>(dB(A))**</b>
60	65 or less	60	60 or less
30	66-68	30	61-63
15	69-71	15	64-66
8	72-74	8	67-69
4	75-77	4	70-72
2	78-80	2	73-75
0	81 or greater	0	76 or greater

\*Total Duration of Time Noise To Be Emitted From Noise Source During Period of Measurement (Minutes).

\*\* A-Weighted Sound Pressure Level.

C. Zoning Districts Zoned H-I

<b>All Hours</b>	
<b>Tn*</b>	<b>(dB(A))**</b>
60	70 or less
30	71-73
15	74-76
8	77-79
4	80-82
2	83-85
0	86 or greater

---

\*Total Duration of Time Noise To Be Emitted From Noise Source During Period of Measurement (Minutes).

\*\* A-Weighted Sound Pressure Level.

D. Zoning Districts Zoned J-K

**All Hours**

<b>Tn*</b>	<b>(dB(A)**</b>
60	80 or less
30	81-83
15	84-86
8	87-89
4	90-92
2	93-95
0	96 or greater

\*Total Duration of Time Noise To Be Emitted From Noise Source During Period of Measurement (Minutes).

\*\* A-Weighted Sound Pressure Level.

**SECTION FIVE.** Exceptions. -To the extent provided in this section the provisions of this ordinance shall not apply to:

- (1) The operation of construction devices, with sound control devices equivalent to or better than the original equipment, used in construction activities during daytime hours.
- (2) The repair, maintenance or construction of public facilities of the state of Missouri or the City of St. Louis, or such public or quasi-public municipal corporations as may be established under the constitution or laws of the State of Missouri.
- (3) Emergency work to repair or maintain private utility facilities.
- (4) Emergency work to repair equipment or facilities damaged or rendered inoperable as a direct result of unavoidable upset conditions providing such occurrence is reports to the Director within twenty-four (24) hours after the occurrence.
- (5) The operation of motor vehicles on a vehicular way with such control devices equivalent to or better than the original equipment.
- (6) The operation of railway equipment and vehicles operated exclusively on rails.
- (7) The necessary operation of emergency signal devices.
- (8) Electric power distribution transformers within a distance of fifty (50) feet from the base of the support pole or from the fence line. In addition, electric power distribution transformers shall not be subject to the provisions of Section One (2).
- (9) The operation of lawn care maintenance equipment with sound control devices equivalent to or better than original equipment form 7:00 a.m., prevailing local time to sunset.
- (10) All single and multi-family residential air-conditioning units, HVAC systems, cooling towers and/or heating systems. In addition, nothing in this provision shall be construed to preclude the City, or any other person, in seeking relief for a nuisance violation under any other provision of law for such systems.
- (11) The enforcement of the provisions of Chapter 15.50 and Chapter 17.78 of the Revised Code of the City of St. Louis.

**SECTION SIX.** Notice of Violation. - Whenever the Health Commissioner determines that a violation of any provision of this Code exists, he shall issue a written notification to the person responsible for the alleged violation. The notification shall set forth the nature of the violation and shall direct that the violation must be abated within the time period specified by the Health Commissioner, which time period shall not exceed sixty (60) days from the date the notice is sent; provided, however, if the violation cannot be abated

within the time period specified, the Health Commissioner may extend the time period for compliance for a reasonable period of time upon submission of an acceptable abatement plan by the person responsible for the violation. In determining whether the abatement plan is acceptable, the Health Commissioner's consideration shall include, but shall not be limited to:

- a. the sufficiency of all construction plans to reduce noise or vibrations levels; and
- b. the sufficiency of the design criteria for any equipment changes to reduce noise vibration levels; and
- c. the length of time necessary to perform all work to abate the violation.

**SECTION SEVEN.** Any violation which is not abated within the time period specified by the Health Commissioner, including any extensions, shall be referred to the City Counselor for prosecution, unless such violation has been appealed to the Board of Noise Control Appeals and Variance Review as provided in Section Seven. Each day that a non-abated violation continues after the date it has been referred to the City Counselor shall constitute a separate violation of this ordinance.

**SECTION EIGHT. A.** The Mayor shall appoint a Board of Noise Control Appeals and Variance Review consisting of three members. One member shall be an attorney licensed in the State of Missouri and one shall be a professional engineer registered in the State of Missouri. The members shall be residents of the City. The members shall be appointed for terms of four years and shall be compensated as prescribed by the Civil Service Commission. To the maximum extent possible, the members should not have a substantial interest in any business either subject to regulation by this ordinance or engage in the manufacture, sale or distribution of air pollution control devices.

B. The Mayor shall designate one of the members of the Board to serve as Chairman. The Health Commissioner shall serve as Secretary of the Board, but shall have no vote on the Board.

C. The Board shall advise the Health Commissioner on standards, rules and regulations and such other matters as are submitted to it by him.

D. The Board shall conduct hearings on appeals from actions and orders of the Health Commissioner. Notice of appeal from an order or decision of the Commissioner shall be filed within 10 days from the date of said order or decision. Fifty Dollars (\$50.00) shall accompany the notice of appeal which shall be paid to the Secretary of the Board for deposit with the Treasurer of the City.

- E. 1. The Board member shall have authority to administer oaths and do all other necessary and proper duties in the conducting of a hearing.
2. At a Board hearing the parties involved and the Commissioner may appear with counsel, may file written arguments and may make oral arguments, offer testimony or cross examine witnesses, or take any combinations of such actions.

The Board shall have authority to make such rules and regulations as are necessary to perform its functions and duties under this chapter. A copy of such rules and regulations shall be available to the general public.

3. All testimony taken before the Board shall be under oath and recorded steno graphically, except that the Board may require the submission of voluminous or detailed or technical testimony in writing under oath. The transcript of records shall be made available to any member of the public or to any party upon payment of the fair charges therefore.
  4. Upon the request of any parties, or on the motion of any member of the Board, the Board shall issue subpoenas requiring the attendance and testimony of witnesses and the production of books and records relevant to any matter involved. Every subpoena shall be served by the City Marshal and shall be obeyed.
- F. 1. The Board may affirm, modify, or rescind any action of the Commissioner, if it finds that there is error in an order or decision of the Commissioner. The concurrence of any two members who were present at the hearing or who have read the transcript of the hearing shall be necessary for such decision regarding the order or decision of the Commissioner.
  2. The Board shall notify all parties of record and their counsel in writing by United States mail of its decision. The Commissioner may issue appropriate orders requiring compliance with the decision of the Board. Any decision of the Board rendered pursuant to this section shall be final and any appeal there from shall be made pursuant to the Administrative Procedures Act as set out in Chapter 536 RSMo..

**SECTION NINE.** Variances.

- A. Any person who owns or is in control of any plant, building, structure, process or equipment may submit a

petition to the Health Commissioner for a variance from the provisions of this ordinance pertaining to sound levels. The petition shall be accompanied by a fee of \$50.00 and shall include the following information:

1. The name, address and telephone number of the petitioner, or other person authorized to receive service of notices;
2. The type of business or activity involved in the application and the street address at which it is conducted;
3. A brief description of the article, machine, equipment or other contrivance or process involved in the sound level emissions occurring therefrom;
4. Each petition shall be signed by the petitioner or by some person on his behalf, and where the person signing is not the petitioner it shall set forth his authority to sign;
5. The section, rule or order complained of;
6. The facts showing why compliance with the section, rule or order is unreasonable;
7. For what period of time the variance is sought and why;
8. The damage or harm resulting or which would result to petitioner from compliance with such section, rule or order;
9. The requirements which petitioner can meet and the date when petitioner can comply with such requirements including the sound levels which will result;
10. The advantages and disadvantages to the residents of the area resulting from requiring compliance or resulting from granting a variance;
11. Whether operations under such variance, if granted, would constitute a nuisance;
12. Such other information and data required by rule or regulation of the Board enacted in conformity with the terms, conditions, and limitations of this chapter. The Health Commissioner or his authorized representative shall promptly investigate such petition and submit it with a recommendation to the Board as to the disposition thereof.

B. The Board may grant such variance if it finds that:

1. The granting of such variance would constitute an immediate hazard to public health or safety; and
2. Compliance with the terms, conditions, and limitations of this ordinance from which variance is sought would result in an arbitrary and unreasonable taking of property or in the practical closing and eliminating of any lawful business, occupation or activity, in either case without sufficient corresponding benefit or advantage to the people.

C. No variance shall be granted pursuant to this section except after public hearing on due notice and until the Health Commissioner has considered the relative interests of the applicant, other owners of property likely to be affected by the proposed sound levels and the general public.

D. Variances may be granted for such period of time and under such terms and conditions as shall be specified by the Board. Variances may be renewed by the Board upon application made at least sixty (60) days prior to the expiration of the term. Renewal application shall be considered in the same manner as the initial petition for variance was considered by the Board.

E. A variance or renewal thereof shall not be a vested right of the applicant or holder thereof.

F. Such a variance may require gradual decrease of the sound levels during the variance period and the making of periodic reports of the improvement program and on compliance with the terms and conditions attached to the variance, and such a variance may be revoked or modified for failure to comply with the terms and conditions attached thereto or with any improvement program or for failure to make a periodic report, if such is required.

G. Nothing in this section and no variance or renewal granted pursuant hereto shall be construed to prevent or limit the application of the emergency provisions and procedures of this ordinance.

#### **SECTION TEN. Penalty Clause.**

(1) Any person found guilty or who enters a plea of guilty to a violation of any of the provisions of this ordinance shall be subject to a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00) or by

imprisonment for not more than Ninety (90) days or both such fine and imprisonment. Each day upon which any violation of this ordinance occurs shall constitute a separate offense.

(2) The City Counselor is authorized to seek equitable relief in the Circuit Court to require any person in violation of the provisions of this ordinance to comply with the standards set forth herein.

**SECTION ELEVEN. Emergency Clause.**

This being an ordinance for the preservation of public peace, health, and safety, it is hereby declared to be an emergency measure within the meaning of

Sections 19 and 20 of Article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the mayor.

**Approved: October 26, 2008**

**ORDINANCE #68131  
Board Bill No. 175**

An ordinance repealing Ordinance 67925 and in lieu thereof enacting a new ordinance prohibiting the issuance of any package or drink liquor licenses for any currently non-licensed premises within the boundaries of the Fourth Ward Liquor Control District, as established herein, for a period of three years from the effective date hereof; containing exceptions and allowing, during the moratorium period, for the transfer of existing licenses, under certain circumstances, and the issuance of a drink license to persons operating a restaurant at a previously non-licensed premises and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance number 67925 is hereby repealed and in lieu thereof the following provisions are enacted:

**SECTION TWO.** The existence of alcoholic beverage establishments appears to contribute directly to numerous peace, health, safety and general welfare problems including loitering, littering, drug trafficking, prostitution, public drunkenness, defacement and damaging of structures, pedestrian obstructions, as well as traffic circulation, parking and noise problems on public streets and neighborhood lots. The existence of such problems creates serious impacts on the health, safety and welfare of residents of single- and multiple-family within the district, including fear for the safety of children, elderly residents and of visitors to the district. The problems also contribute to the deterioration of the neighborhood and concomitant devaluation of property and destruction of community values and quality of life. The number of establishments selling alcoholic beverages and the associated problems discourage more desirable and needed commercial uses in the area. In order to preserve the residential character and the neighborhood-serving commercial uses of the area, there shall be a moratorium on the issuance of new liquor licenses within the area beginning at the intersection of the centerlines as follows:

Beginning at the intersection of the centerlines of N. Vandeventer Ave. and Evans Ave., and proceeding along the centerlines in a generally clockwise direction west to Marcus Ave., north to Cote Brillante Ave., west to North Euclid Ave., north to Ashland Ave., east to Shreve Ave., north to Palm St., east to Marcus Ave., south to Lexington Ave., east to Fair Ave., south to Ashland Ave., east to N. Vandeventer Ave., south to the point of the beginning.

Such area shall be known as the Fourth Ward Liquor Control District.

**SECTION THREE.** The Excise Commissioner shall not, for a period of three years, beginning as of the effective date of this Ordinance, approve the issuance of a package liquor license for any premises which is located within the boundaries of the Fourth Ward Liquor Control District established in Section One of this ordinance.

**SECTION FOUR.** Notwithstanding the provisions of Section Three of this Ordinance, the Excise Commissioner shall have authority to:

(1) Approve transfer of an existing license to another premises within the petition circle of the currently licensed premises, pursuant to the provisions of subsection (B) of section 14.06.330 of Ordinance 61289; and

(2) Issue a drink license for premises, not licensed as of the effective date of this Ordinance, which currently is or will be, upon opening, operated as a restaurant, as such term is defined in section 14.01.390 of Ordinance 61289.

(3) Approve the renewal of an existing license under the provisions of Section 14.08.090 of Ordinance 62656.

**SECTION FIVE. EMERGENCY CLAUSE.** This being an ordinance for the preservation of public peace, health and safety, it is hereby declared to be an emergency measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the City of St. Louis and therefore this ordinance shall become effective immediately upon its passage and approval by the Mayor.

**Approved: October 26, 2008**

**ORDINANCE #68132**  
**Board Bill No. 172**

An ordinance approving a blighting 3138 Geyer Avenue Redevelopment Area ("Plan") after finding that said Redevelopment Area ("Area") is blighted as defined in Section 99.320 of the Revised Statutes of Missouri, 2000, as amended (the "Statute" being Sections 99.300 to 99.715 inclusive, as amended); containing a description of the boundaries of the Area in the City of St. Louis ("City"), attached hereto and incorporated herein as Attachment "A", finding that redevelopment and rehabilitation of the Area is in the interest of the public health, safety, morals and general welfare of the people of the City; approving the Plan attached hereto and incorporated herein as Attachment "B", pursuant to Section 99.430; finding that there is a feasible financial plan for the development of the Area which affords maximum opportunity for development of the Area by private enterprise; finding that no property in the Area may be acquired by the Land Clearance for Redevelopment Authority ("LCRA") of the City of St. Louis, a public body corporate and politic created under Missouri law, through the exercise of eminent domain; finding that none of the property within the Area is occupied, but if it should become occupied the Redeveloper shall be responsible for relocating any eligible occupants displaced as a result of implementation of the Plan; finding that financial aid may be necessary to enable the Area to be redeveloped in accordance with the Plan; finding that there shall be available up to five (5) year real estate tax abatement; and pledging cooperation of this St. Louis Board of Aldermen ("Board") and requesting various officials, departments, boards and agencies of the City to cooperate and to exercise their respective powers in a manner consistent with the Plan.

**WHEREAS**, by reason of the predominance of defective or inadequate street layout, insanitary or unsafe conditions, deterioration of site improvements, improper subdivision or obsolete platting, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, retards the provision of housing accommodations or constitutes an economic or social liability or a menace to the public health, safety, morals or welfare in the present condition and use of the Area; and

**WHEREAS**, this board has considered the "Blighting Study and Redevelopment Plan for the 3138 Geyer Avenue Area" dated May 27, 2008, consisting of a Title Page; a Table of Contents Page, eight (8) numbered pages and Exhibits "A" – "F" attached hereto and incorporated herein as Attachment "B" ("Plan"); and based on the information in the Plan, specifically the Blighting Report in Exhibit "F" to the Plan, considered each parcel of property in the Area and found the preponderance of the Area to be blighted, and

**WHEREAS**, such conditions are beyond remedy and control solely by regulatory process in the exercise of the police power and cannot be dealt with effectively by ordinary private enterprise without the aids provided in the Statute; and

**WHEREAS**, there is a need for the LCRA to undertake the redevelopment of the Area as a land clearance project under the Statute, pursuant to plans by or presented to the LCRA under Section 99.430.1 (4); and

**WHEREAS**, the LCRA has, after considering each individual parcel of property in the Area and finding the Area to be blighted, approved the Plan and recommended approval of the Plan to the Planning Commission of the City of St. Louis ("Planning Commission") and to this Board; and;

**WHEREAS**, it is desirable and in the public interest that a public body, the LCRA, undertake and administer the Plan; and

**WHEREAS**, the LCRA and the Planning Commission have made and presented to this Board the studies and statements required to be made and submitted by Section 99.430 and this Board has been fully apprised by the LCRA and the Planning Commission of the facts and is fully aware of the conditions in the Area; and

**WHEREAS**, the Plan has been presented and recommended by LCRA and the Planning Commission to this Board for review and approval; and

**WHEREAS**, a general plan has been prepared and is recognized and used as a guide for the general development of the City and the Planning Commission has advised this Board that the Plan conforms to that general plan; and

**WHEREAS**, under the provisions of the Statute, it is required that this Board take such actions as may be required to approve the Plan; and

**WHEREAS**, this Board has duly considered the reports, recommendations and certifications of the LCRA and the Planning Commission; and

**WHEREAS**, the Plan prescribes land use and street and traffic patterns which may require, among other things, the vacation of public rights-of-way, the establishment of new street and sidewalk patterns or other public actions; and

**WHEREAS**, this Board is cognizant of the conditions which are imposed on the undertaking and carrying out of a redevelopment project, including those relating to prohibitions against discrimination because of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap; and

**WHEREAS**, in accordance with the requirements of Section 99.430 of the Statute, this Board placed a public notice in a newspaper of general circulation in the City that a public hearing would be held by this Board on the Plan, and a hearing was held at the time and place designated in that notice and all those who were interested in being heard were given a reasonable opportunity

to express their views; and

**WHEREAS**, it is necessary that this Board take appropriate official action respecting the approval of the Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** There exists within the City of St. Louis ("City") a blighted area, as defined by Section 99.320 of the Revised Statutes of Missouri, 2000, as amended (the "Statute" being Sections 99.300 to 99.715 inclusive, as amended) described in Attachment "A", attached hereto and incorporated herein, known as the 3138 Geyer Avenue Area ("Area"). The existence of deteriorated property and other conditions constitutes an economic or social liability to the City and presents a hazard to the health and well-being of its citizens. These conditions, therefore, qualify the Area as blighted within the meaning of Section 99.320(3) of the Revised Statutes of Missouri, 2000 as amended, and is evidenced by the Blighting Report attached as Exhibit "F" ("Blighting Report") to the Blighting Study and Redevelopment Plan for the Area dated May 27, 2008 which is attached hereto, and labeled Attachment "B" and incorporated herein by reference ("Plan").

**SECTION TWO.** The redevelopment of the Area, as provided by the Statute, is necessary and in the public interest, and is in the interest of the public health, safety, morals and general welfare of the people of the City.

**SECTION THREE.** The Area qualifies as a redevelopment area in need of redevelopment under the provision of the Statute, and the Area is blighted as defined in Section 99.320 of the Statute.

**SECTION FOUR.** The Plan (including the Blighting Report) having been duly reviewed and considered, is hereby approved and incorporated herein by reference, and the President or Clerk of this St. Louis Board of Aldermen ("Board") is hereby directed to file a copy of the Plan with the Minutes of this meeting.

**SECTION FIVE.** The Plan is feasible and conforms to the general plan for the City.

**SECTION SIX.** The financial aid provided and to be provided for financial assistance pertaining to the Area is necessary to enable the redevelopment activities to be undertaken in accordance with the Plan, and the proposed financing plan for the Area is feasible.

**SECTION SEVEN.** The Plan for the Area will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment of the Area by private enterprise, and private developments to be sought pursuant to the requirements of the Statute.

**SECTION EIGHT.** The Plan provides that the Land Clearance for Redevelopment Authority of the City of St. Louis ("LCRA") may acquire **no** property in the Area by the exercise of eminent domain.

**SECTION NINE.** None of the property within the Area is currently occupied. If it should become occupied, all eligible occupants displaced by the Redeveloper(s) ("Redeveloper(s)" being defined in Section Twelve, below) shall be given relocation assistance by the Redeveloper(s) at its expense, in accordance with all applicable federal, state and local laws, ordinances, regulations and policies.

**SECTION TEN.** The Plan gives due consideration to the provision of adequate public facilities.

**SECTION ELEVEN.** In order to implement and facilitate the effectuation of the Plan hereby approved, it is found and determined that certain official actions must be taken by this Board and accordingly this Board hereby:

- (a) Pledges its cooperation in helping to carry out the Plan;
- (b) Requests the various officials, departments, boards and agencies of the City, which have administrative responsibilities, likewise to cooperate to such end and to execute their respective functions and powers in a manner consistent with the Plan; and
- (c) Stands ready to consider and take appropriate action upon proposals and measures designed to effectuate the Plan.

**SECTION TWELVE.** All parties participating as owners or purchasers of property in the Area for redevelopment ("Redeveloper(s)") shall agree for themselves and their heirs, successors and assigns that they shall not discriminate on the basis of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap in the sale, lease, or rental of any property or improvements erected or to be erected in the Area or any part thereof and those covenants shall run with the land, shall remain in effect without limitation of time, shall be made part of every contract for sale, lease, or rental of property to which Redeveloper(s) is a party, and shall be enforceable by the LCRA, the City and the United States of America.

**SECTION THIRTEEN.** In all contracts with private and public parties for redevelopment of any portion of the Area, Redeveloper(s) shall agree:

- (a) To use the property in accordance with the provisions of the Plan, and be bound by the conditions and procedures set forth therein and in this Ordinance;

- (b) That in undertaking construction under the agreement with the LCRA and the Plan, bona fide Minority Business Enterprises ("MBE's") and Women's Business Enterprises ("WBE's") will be solicited and fairly considered for contracts, subcontracts and purchase orders;
- (c) To be bound by the conditions and procedures regarding the utilization of MBE's and WBE's established by the City;
- (d) To adhere to the requirements of the Executive Order of the Mayor of the City, dated July 24, 1997, as has been extended.
- (e) To comply with applicable requirements of Ordinance No. 60275 of the City (First Source Jobs Policy, as codified at St. Louis City Revised Code Chapter 3.90);
- (f) To cooperate with those programs and methods supplied by the City with the purpose of accomplishing, pursuant to this paragraph, minority and women subcontractors and material supplier participation in the construction Pursuant to the Plan. The Redeveloper(s) will report semi-annually during the construction period the results of its endeavors under this paragraph, to the Office of the Assistant Director-Certification and Compliance of the City and the President of this Board; and
- (g) That the language of this Section Thirteen shall be included in its general construction contract and other construction contracts let directly by Redeveloper(s).

The term MBE shall mean a sole proprietorship, partnership, corporation, profit or non-profit organization owned, operated and controlled by minority group members who have at least fifty-one percent (51%) ownership. The minority group member(s) must have operational and management control, interest in capital and earnings commensurate with their percentage of ownership. The term Minority Group Member(s) shall mean persons legally residing in the United States who are Black, Hispanic, Native American (American Indian, Eskimo, Aleut or Native Hawaiian), Asian Pacific American (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands, Laos, Cambodia or Taiwan) or Asian Indian American (persons with origins from India, Pakistan or Bangladesh). The term WBE shall mean a sole proprietorship, partnership, corporation, profit or non-profit organization owned, operated and controlled by a woman or women who have at least fifty-one percent (51%) ownership. The woman or women must have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

The term "Redeveloper(s)" as used in this Section shall include successors in interest and assigns.

**SECTION FOURTEEN.** A Redeveloper(s) which is an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes shall hereby be entitled to real property ad valorem tax abatement which shall not include any Special Business District, Neighborhood Improvement District, Commercial Improvement District or any other single local taxing district created in accordance with Missouri law, whether now existing or later created, for a total period of up to five (5) years from the commencement of such tax abatement, in accordance with the following provisions:

If property in the Area is sold by the LCRA to an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes, or if any such corporation shall own property within the Area, then for up to the five (5) years after the date the redevelopment corporation shall acquire title to property in the Area, taxes on that property shall be based upon the assessment of land, exclusive of any improvements thereon, during the calendar year preceding the calendar year during which the corporation shall have acquired title to that property. In addition to such taxes, any such corporation shall for up to the same five (5) year period make a payment in lieu of taxes to the Collector of Revenue of the City of St. Louis in an amount based upon the assessment on the improvements located on the property during the calendar year preceding the calendar year during which such corporation shall have acquired title to that property. If property shall be tax exempt because it is owned by the LCRA and leased to any such corporation, then such corporation for up to the five (5) years of the lease shall make payments in lieu of taxes to the Collector of Revenue of the City in an amount based upon the assessment on the property, including land and improvements, during the calendar year preceding the calendar year during which such corporation shall lease that property.

All payments in lieu of taxes shall be a lien upon the property and, when paid to the Collector of Revenue of the City shall be distributed as all other property taxes. These partial tax relief and payment in lieu of taxes provisions, during up to said five (5) year period, shall inure to the benefit of all successors in interest in the property of the redevelopment corporation, so long as such successors shall continue to use the property as provided in this Plan and in any agreement with the LCRA. In no event shall such benefits extend beyond five (5) years after the redevelopment corporation shall have acquired title to the property.

**SECTION FIFTEEN.** Any proposed modification which will substantially change the Plan must be approved by this Board in the same manner as the Plan was first approved. Modifications which will substantially change the Plan include, but are not necessarily limited to, modifications on the use of eminent domain, to the length of tax abatement, to the boundaries of the Area, or to other items which alter the nature or intent of the Plan.

The Plan may be otherwise modified (e.g. urban design regulations, development schedule) by the LCRA, provided that such revisions shall be effective only upon the consent of the Planning Commission of the City.

SECTION SIXTEEN. The sections of this Ordinance shall be severable. In the event that any section of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this Ordinance are valid, unless the court finds the valid sections of the Ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that this Board would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

EXHIBIT "A"

THE 3138 Geyer Avenue AREA  
LEGAL DESCRIPTION

CB 1303 GEYER AVE  
35 FT X 129 FT 11 IN  
ST LOUIS COMS ADDN  
BND W-191 FT 11 IN E OF COMPTON  
  
1303-00-00600  
3138 Geyer Avenue

ATTACHMENT "B"  
Form: 04/24/08

BLIGHTING STUDY AND REDEVELOPMENT PLAN  
FOR THE  
3138 GEYER AVENUE  
PROJECT # 1322  
LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY  
OF THE CITY OF ST. LOUIS  
May 27, 2008

MAYOR  
FRANCIS G. SLAY

BLIGHTING STUDY AND REDEVELOPMENT PLAN FOR  
3138 Geyer Avenue AREA

PAGE

<b>A.</b>	<b>EXISTING CONDITIONS AND FINDING OF BLIGHT</b> .....	1
1.	DELINEATION OF BOUNDARIES .....	1
2.	GENERAL CONDITION OF THE AREA .....	1
3.	PRESENT LAND USE OF THE AREA .....	1
4.	PRESENT LAND USE AND DENSITY OF SURROUNDING PROPERTIES .....	1
5.	CURRENT ZONING .....	2
6.	FINDING OF BLIGHT .....	2
<b>B.</b>	<b>PROPOSED REDEVELOPMENT AND REGULATIONS</b> .....	2
1.	REDEVELOPMENT OBJECTIVES .....	2
2.	PROPOSED LAND USE OF THE AREA .....	2
3.	PROPOSED ZONING .....	3
4.	RELATIONSHIP TO LOCAL OBJECTIVES .....	3
5.	PROPOSED EMPLOYMENT FOR THIS AREA .....	3
6.	CIRCULATION .....	3
7.	BUILDING AND SITE REGULATIONS .....	3
8.	URBAN DESIGN .....	4
9.	PARKING REGULATIONS .....	5
10.	SIGN REGULATIONS .....	5
11.	BUILDING, CONDITIONAL USE AND SIGN PERMITS .....	5
12.	PUBLIC IMPROVEMENTS .....	5
<b>C.</b>	<b>PROPOSED SCHEDULE OF REDEVELOPMENT</b> .....	6
<b>D.</b>	<b>EXECUTION OF PROJECT</b> .....	6
1.	ADMINISTRATION AND FINANCING .....	6
2.	PROPERTY ACQUISITION .....	6

3. PROPERTY DISPOSITION ..... 6  
 4. RELOCATION ASSISTANCE ..... 7

E. COOPERATION OF THE CITY ..... 7

F. TAX ABATEMENT ..... 7

G. COMPLIANCE WITH AFFIRMATIVE ACTION AND  
 NONDISCRIMINATION LAWS AND REGULATIONS ..... 7

1. LAND USE ..... 7  
 2. CONSTRUCTION AND OPERATIONS ..... 7  
 3. LAWS AND REGULATIONS ..... 8  
 4. ENFORCEMENT ..... 8

H. MODIFICATIONS OF THIS PLAN ..... 8

I. DURATION OF REGULATION AND CONTROLS ..... 8

J. EXHIBITS ..... 9

K. SEVERABILITY ..... 9

**EXHIBITS**

- "A" LEGAL DESCRIPTION
- "B" PROJECT AREA PLAN
- "C" PROPOSED LAND USE
- "D" ACQUISITION MAP
- "E" EQUAL OPPORTUNITY AND NON-DISCRIMINATION GUIDELINES
- "F" BLIGHTING REPORT

**A. EXISTING CONDITIONS AND FINDINGS OF BLIGHT**

1. DELINEATION OF BOUNDARIES

The 3138 Geyer Avenue Redevelopment ("Area") encompasses approximately 0.10 acres in the Compton Heights Neighborhood of the City of St. Louis ("City") and is located on the south side of Geyer Avenue with Longfellow Avenue to the east and S. Compton Avenue to the west.

The legal description of the Area is attached and labeled Exhibit "A". The boundaries of the Area are delineated on Exhibit "B" ("Project Area Plan").

2. GENERAL CONDITION OF THE AREA

The Area comprises one parcel of City Block 1303. The Area is in poor condition. The parcel by parcel physical conditions within the Area are shown on Exhibit "B" (Project Area Plan) and enumerated in Exhibit "F" (Blighting Report).

Unemployment figures, computed by the Missouri State Employment Service, indicate a 7.2% unemployment rate for the City as of February, 2008. It is estimated that this rate is prevalent for residents of the neighborhoods surrounding the Area.

There are currently no jobs within the Area.

3. PRESENT LAND USE OF THE AREA

Existing land uses within the Area include an unoccupied single family residential building.

The land use, including the location of public and private uses, streets and other rights-of-way, is shown on Exhibit "B".

4. PRESENT LAND USE AND DENSITY OF SURROUNDING PROPERTIES

The properties surrounding the Area are primarily used for residential purposes. .

Residential density for the surrounding neighborhoods is approximately 8.11 persons per acre.

5. CURRENT ZONING

The Area is currently zoned "A" Single Family Dwelling District pursuant to the Zoning Code of the City, which is incorporated in this Plan by reference.

6. FINDING OF BLIGHT

**None** of the property within the Area is occupied and in the conditions outlined in Exhibit "F". The existence of deteriorated property constitutes an economic or social liability to the City and presents a hazard to the health and well-being of its citizens. The preponderance of properties in the Area has been determined to be blighted within the meaning of Section 99.300 et seq. of the Revised Statutes of Missouri (the Land Clearance for Redevelopment Authority Law) as evidenced by the Blighting Report attached hereto, labeled Exhibit "F" and incorporated herein by this reference.

**B. PROPOSED DEVELOPMENT AND REGULATIONS**

1. DEVELOPMENT OBJECTIVES

The primary objectives of this Plan are to eliminate blight within the Area and to facilitate the redevelopment of the Area into productive residential uses.

2. PROPOSED LAND USE OF THE AREA

The proposed land uses for the Area are residential uses permitted in Areas designated "A" Single Family Dwelling District by the City of St. Louis Zoning Code. Redeveloper(s) authorized by the Land Clearance for Redevelopment Authority of the City of St. Louis ("LCRA") to develop property in the Area (hereafter referred to as "Redeveloper(s)") shall be permitted to use said property only for the above proposed uses.

Exhibit "C" (Proposed Land Use) shows the proposed uses for the Area. The 2005 Strategic Land Use Plan designated it as a neighborhood Preservation Area (NPA).

3. PROPOSED ZONING

The zoning for the Area can remain "A" Single Family Dwelling District. All land coverage and building intensities shall be governed thereby.

4. RELATIONSHIP TO LOCAL OBJECTIVES

The proposed land uses, zoning, public facilities and utility plans are appropriate and consistent with local objectives as defined by the General Plan of the City of St. Louis which includes the "Strategic Land Use Plan of the City of St. Louis" (2005). Any specific proposal to the LCRA for redevelopment of the Area or any portion of the Area shall contain, among other things, adequate provisions for traffic, vehicular parking, safety from fire, adequate provisions for light and air, sound design and arrangement and improved employment opportunities.

5. PROPOSED EMPLOYMENT FOR THIS AREA

No new jobs will be created in this Area because the proposed redevelopment is residential.

6. CIRCULATION

The Proposed Land Use Plan (Exhibit "C") indicates the proposed circulation system for the Area. The layouts, levels and grades of all public rights-of-way may remain unchanged except for the vacation of the alley in the block.

Rights-of-way changes will be subject to the review and approval of the City Department of Streets, and all vacations of rights-of-way are subject to approval by ordinance.

7. BUILDING AND SITE REGULATIONS

The Area shall be subject to all applicable federal, state and local laws, ordinances, regulations and codes, including but not limited to, the City Building Code, Zoning District Regulations, and stipulations of the Planning and Urban Design Agency ("PDA") of the City. The population densities, land coverage, and building intensities of redevelopment shall be governed by the Zoning Code. No changes in the building codes or ordinances are required.

A Redeveloper(s) shall redevelop the Area in accordance with this Plan and the redevelopment agreement (if any) ("Agreement"), and shall maintain all structures, equipment, paved areas, and landscaped areas controlled by the Redeveloper(s) in good and safe order both inside and outside, structurally and otherwise, including

necessary and proper painting. Failure to meet these requirements may result in suspension of tax abatement.

8. URBAN DESIGN

a. **Urban Design Objectives**

The property shall be redeveloped such that it is an attractive residential asset to the surrounding neighborhood.

b. **Urban Design Regulations**

- 1.) **Rehabilitation** shall respect the original exterior in terms of design and materials. Window and door shapes and detailing shall be compatible with the original design
- 2.) **New construction** or alterations shall be positioned on their lot so that any existing recurrent building masses and spaces is continued as well as the pattern of setback from the street.
- 3.) **Exterior Materials** All new building materials on facades visible from the street(s) shall be compatible in type and texture with the dominant materials of adjacent buildings. Artificial masonry such as "Permastone" is not permitted. A submission of all building materials shall be required prior to approval.
- 4.) **Architectural Details** on existing structures shall be maintained in a similar size, detail and material. Where they are badly deteriorated, similar details salvaged from other buildings may be substituted. Both new and replacement window and doorframes shall be limited to wood or color finished aluminum on the street facing facades, including basement windows. Raw or unfinished aluminum and glass block are not acceptable. Awnings of canvas only are acceptable.
- 5.) **Roof Shapes.** When one roof shape is employed in a predominance of existing buildings in a block, any proposed new construction or alteration should be viewed with respect to its compatibility with the existing adjacent buildings.
- 6.) **Roof Materials** shall be slate, tile, copper or asphalt shingles where the roof is visible from the street. Brightly colored asphalt shingles are not appropriate.

c. **Landscaping**

The property shall be well-landscaped. Perimeter street trees of a minimum caliper of 2-1/2 inches and generally 30-35 feet on center as determined by the Parks Department of the City, depending upon tree type, utilities, curb cuts, etc., shall be provided along all public or private streets - preferably in tree lawns along the curb. If necessary, sidewalks shall be notched to accommodate the trees.

Ornamental or shade trees should be provided in the front lawns along with evergreen accent shrubs.

Existing, healthy trees shall be retained, if feasible.

d. **Fencing**

Fencing in the front yards shall be limited to ornamental metal with a black matte finish. Fencing behind the building line and not facing a street may be chain link with a black matte finish, or a good quality, privacy fence provided it is not wood stockade style. Fencing facing a side street shall be ornamental metal or a good quality board fence up to six (6) feet in height provided landscaping is provided between the fence and the sidewalk.

9. PARKING REGULATIONS

Parking shall be provided in accordance with the applicable zoning and building code requirements of the City, including PDA standards. This will provide adequate vehicular parking for the Area.

Where feasible, parking shall be limited to the rear of the property off the alley, and at least one space shall be provided for each residential unit. In addition, surface parking shall not extend beyond the established building line. Surface parking along public streets shall be buffered by a continuous evergreen hedge at least two and one-half (2 ½) feet high on planting and maintained at three and one-half (3 ½) feet high at maturity.

10. SIGN REGULATIONS

All new signs shall be limited as set out in the City Code, PDA stipulations, this Plan and agreements between

the LCRA and the Redeveloper(s). All new signs shall be restricted to standard sale/lease signs.

11. BUILDING, CONDITIONAL USE AND SIGN PERMITS

No building, conditional use, or sign permits shall be issued by the City without the prior written approval of the LCRA.

12. PUBLIC IMPROVEMENTS

No additional schools, parks, recreational and community facilities or other public facilities will be required. Additional water, sewage or other public utilities may be required depending on development. The cost of such utility improvements will be borne by the Redeveloper(s).

If funds are available to the LCRA, it may provide public improvements including, but not limited to, measures for the control of traffic, improvements to street lighting, street trees, and any other improvements which may further the objectives of this Plan.

When developed in accordance with this Plan, the Area will comprise a coordinated, adjusted and harmonious redevelopment that promotes the health, safety, morals, order, convenience, prosperity, general welfare, efficiency and economy of the City.

**C. PROPOSED SCHEDULE OF REDEVELOPMENT**

The implementation of this Plan shall take place in a single phase initiated within approximately one (1) year(s) of approval of this Plan by ordinance and completed within approximately two (2) year(s) of approval of this Plan by ordinance.

The LCRA may alter the above schedule as economic conditions warrant.

**D. EXECUTION OF PROJECT**

1. ADMINISTRATION AND FINANCING

The LCRA is empowered by Missouri law to administer redevelopment of all types pursuant to this Plan and can do so to the extent and in the manner prescribed by the Land Clearance for Redevelopment Authority Law of Missouri.

All costs associated with the redevelopment of the Area will be borne by the Redeveloper(s).

Implementation of this Plan may be financed by funds obtained from private and/or public sources, including, without limitation, revenue bonds, bank loans, and equity funds provided by the Redeveloper(s).

2. PROPERTY ACQUISITION

The Property Acquisition Map, Exhibit "D" attached, identifies all the property located in the Area. The LCRA **may not** acquire any property in the Area by the exercise of eminent domain.

3. PROPERTY DISPOSITION

If the LCRA acquires property in the Area, it may sell or lease the property to Redeveloper(s) who shall agree to redevelop such property in accordance with this Plan and the Agreement between such Redeveloper(s) and the LCRA. Any property acquired by the LCRA and sold to Redeveloper(s) will be sold at not less than its fair value, taking into account and giving consideration to those factors enumerated in Section 99.450, R.S.Mo. (2000) as amended, for uses in accordance with this Plan.

4. RELOCATION ASSISTANCE

None of the property within the Area is currently occupied. If it should become occupied, all eligible occupants displaced as a result of the implementation of the Plan shall be given relocation assistance in accordance with all applicable federal, state and local laws, ordinances, regulations and policies.

**E. COOPERATION OF THE CITY**

The City and its Board of Aldermen, by enacting an ordinance approving this Plan, pledges its cooperation to enable the project to be carried out in a timely manner and in accordance with this Plan.

**F. TAX ABATEMENT**

A Redeveloper which is an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes shall

hereby be entitled to real property ad valorem tax abatement which shall not include any Special Business District, Neighborhood Improvement District, Commercial Improvement District, or any other single local taxing district created in accordance with Missouri law, whether now existing or later created, for a total period of up to five (5) years from the commencement of such tax abatement, in accordance with the following provisions of this Plan:

If property in the Area is sold by the LCRA to an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes, or if any such corporation shall own property within the Area, then for five (5) years after the date the redevelopment corporation shall acquire title to such property, taxes on such property shall be based upon the assessment of land, exclusive of any improvements thereon, during the calendar year preceding the calendar year during which such corporation shall have acquired title to such property. In addition to such taxes, any such corporation shall for the same five (5) year period make a payment in lieu of taxes to the Collector of Revenue of the City of St. Louis in an amount based upon the assessment on the improvements located on the property during the calendar year preceding the calendar year during which such corporation shall have acquired title to such property. If property shall be tax exempt because it is owned by the LCRA and leased to any such corporation, then such corporation for five (5) years of such lease shall make payments in lieu of taxes to the Collector of Revenue of the City in an amount based upon the assessment on the property, including land and improvements, during the calendar year preceding the calendar year during which such corporation shall lease such property.

All payments in lieu of taxes shall be a lien upon the property and, when paid to the Collector of Revenue of the City shall be distributed as all other property taxes. These partial tax relief and payment in lieu of taxes provisions, during up to said five (5) year period, shall inure to the benefit of all successors in interest in the property of the redevelopment corporation, so long as such successors shall continue to use such property as provided in this Plan and in any contract with the LCRA. In no event shall such benefits extend beyond five (5) years after the redevelopment corporation shall have acquired title to the property.

#### **G. COMPLIANCE WITH AFFIRMATIVE ACTION AND NONDISCRIMINATION LAWS AND REGULATIONS**

##### **1. LAND USE**

A Redeveloper(s) shall not discriminate on the basis of race, color, creed, national origin, marital status, sex, age, sexual orientation or physical handicap in the lease, sale or occupancy of the Area.

##### **2. CONSTRUCTION AND OPERATIONS**

A Redeveloper(s) shall not discriminate on the basis of race, color, creed, national origin, marital status, sex, age, sexual orientation or physical handicap in the construction and operation of any project in the Area and shall take such affirmative action as may be appropriate to afford opportunities to everyone in all activities of the project, including enforcement, contracting, operating and purchasing.

##### **3. LAWS AND REGULATIONS**

A Redeveloper(s) shall comply with all applicable federal, state and local laws, ordinances, executive orders and regulations regarding nondiscrimination and affirmative action, including the City Guidelines for Minimum Utilization of Minority Enterprises, dated January 1, 1981 as may be amended, and the "Equal Opportunity and Nondiscrimination Guidelines" in Exhibit "E", attached.

##### **4. ENFORCEMENT**

All of the provisions of this Section G shall be incorporated in an Agreement between the LCRA and a Redeveloper(s), which Agreement shall be recorded in the office of the Recorder of Deeds. The provisions of G (1) and G (3) shall be covenants running with the land, without limitation as to time, and the provisions of G (2) shall be for the duration of this Plan and any extension thereof.

All of the provisions of Section G shall be enforceable against the Redeveloper(s), its heirs, successors or assigns, by the LCRA, the City, any state having jurisdiction or the United States of America.

#### **H. MODIFICATIONS OF THIS PLAN**

Any proposed modification which will substantially change this Plan shall be approved by the St. Louis Board of Aldermen in the same manner as this Plan was first approved. Modifications which will substantially change this Plan include, but are not necessarily limited to, modifications on the use of eminent domain, to the length of tax abatement, to the boundaries of the Area, or other items which alter the nature or intent of this Plan.

This Plan may be otherwise modified (e.g. urban design regulations, development schedule) by the LCRA, provided that such revisions shall be effective only upon the consent of the PDA.

**I. DURATION OF REGULATION AND CONTROLS**

The regulation and controls set forth in this Plan shall be in full force and effect for twenty-five years commencing with the effective date of approval of this Plan by ordinance, and for additional ten (10) year periods unless before the commencement of any such ten (10) year period the St. Louis Board of Aldermen shall terminate this Plan as of the end of the term then in effect, except as provided in Section G (4) of this Plan.

**J. EXHIBITS**

All attached exhibits are hereby incorporated by reference into this Plan and made a part hereof.

**K. SEVERABILITY**

The elements of this Plan satisfy all requirements of state and local laws. Should any provisions of this Plan be held invalid by a final determination of a court of law, the remainder of the provisions hereof shall not be affected thereby, and shall remain in full force and effect.

**EXHIBIT "A"**

**THE 3138 Geyer Avenue AREA  
LEGAL DESCRIPTION**

CB 1303 GEYER AVE  
35 FT X 129 FT 11 IN  
ST LOUIS COMS ADDN  
BND W-191 FT 11 IN E OF COMPTON

**1303-00-00600**  
3138 Geyer Avenue

See attached Exhibits B, C & D

**EXHIBIT "E"  
FORM: 02/08/08**

**EQUAL OPPORTUNITY AND NONDISCRIMINATION GUIDELINES**

In any contract for work in connection with the redevelopment of any property in the Area, the Redeveloper(s) (which term shall include Redeveloper(s), any designees, successors and assigns thereof, any entity formed to implement the project of which the Redeveloper(s) is affiliated), its contractors and subcontractors shall comply with all federal, state and local laws, ordinances, or regulations governing equal opportunity and nondiscrimination (Laws). Moreover, the Redeveloper(s) shall contractually require its contractors and subcontractors to comply with such laws.

The Redeveloper(s) and its contractor will not contract or subcontract with any party known to have been found in violation of any such Laws, ordinances, regulations or these guidelines.

The Redeveloper(s) shall fully comply with Executive Order #28 dated July 24, 1997, as has been extended, relating to minority and women-owned business participation in City contracts.

The Redeveloper(s) agrees for itself and its successors and assigns, that there shall be covenants to ensure that there shall be no discrimination on the part of the Redeveloper(s), its successors or assigns upon the basis of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap in the sale, lease, rental, use or occupancy of any property, or any improvements erected or to be erected in the Area or any part thereof, and those covenants shall run with the land and shall be enforceable by the LCRA, the City, and the United States of America, as their interests may appear in the project.

Redeveloper(s) shall fully comply (and ensure compliance by "anchor tenants") with the provisions of St. Louis City Ordinance #60275 (First Source Jobs Policy) which is codified at Chapter 3.90 of the Revised Ordinances of the City of St. Louis.

**EXHIBIT "F"**

**Blighting Report for the  
3138 Geyer Avenue Redevelopment Area**

As outlined below, the Area suffers from a multitude of physical and economic deficiencies including defective and inadequate streets, insanitary or unsafe conditions, deterioration or inadequate site improvements, improper subdivision or absolute platting and conditions which endanger life or property by fire or other curses.

As a result of these factors the preponderance of the property in the Area is an economic liability for the City, its residents and the

taxing districts that depend upon it as a revenue source, as well as a sound, health safety liability. It, therefore, qualifies as a "blighted area" as such time is defined in Section 99.320(3) of the Missouri Revised Statute (2000) as amended.

Subject Property is: \_\_\_\_\_ vacant land \_\_\_\_\_ X \_\_\_\_\_ unoccupied/occupied residential  
\_\_\_\_\_ unoccupied/occupied commercial

Subject Property is: \_\_\_\_\_ secured \_\_\_\_\_ X \_\_\_\_\_ unsecured

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not a predominance of defective or inadequate streets  
If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not insanitary or unsafe conditions  
If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not deterioration of site conditions  
If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not improper subdivision or absolute platting  
If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ X \_\_\_\_\_ has \_\_\_\_\_ has not conditions which endanger life or property by fire or other cause. If answer is yes, explain: The property is unoccupied and could be a source of illegal occupancy.

The subject property \_\_\_\_\_ X \_\_\_\_\_ does \_\_\_\_\_ does not retard the provision of housing accommodations  
If answer is yes, explain: In its current condition, the building cannot be inhabited.

The subject property \_\_\_\_\_ X \_\_\_\_\_ does \_\_\_\_\_ does not constitute an economic liability  
If answer is yes, explain: Until rehabilitation takes place on the site, there is no income received form the land.

The subject property \_\_\_\_\_ does \_\_\_\_\_ X \_\_\_\_\_ does not constitute a social liability  
If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ X \_\_\_\_\_ is \_\_\_\_\_ is not a menace to the public health, safety, morals or welfare in its present condition and use. If answer is yes, explain: Unoccupied buildings are often infested with rodents.

The subject property \_\_\_\_\_ is \_\_\_\_\_ X \_\_\_\_\_ is not detrimental because of dilapidation, deterioration, age or obsolescence. If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ is \_\_\_\_\_ X \_\_\_\_\_ is not detrimental because of lack of air sanitation or open space. If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ is \_\_\_\_\_ X \_\_\_\_\_ is not detrimental because of high density of population.  
If answer is yes, explain: \_\_\_\_\_

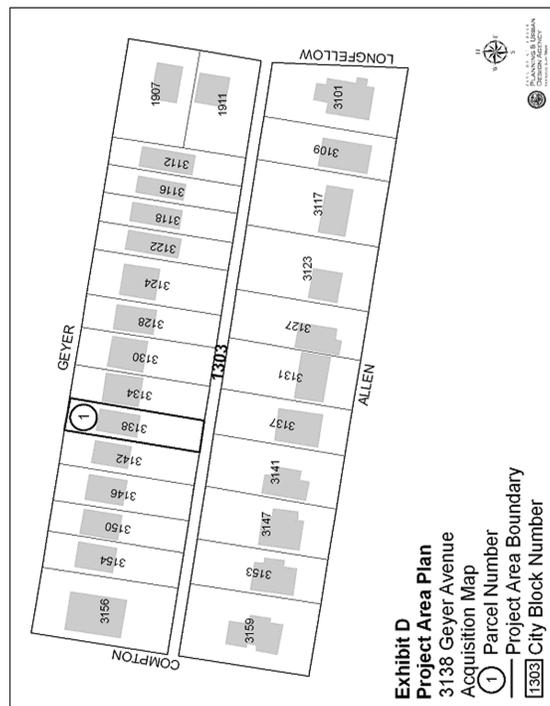
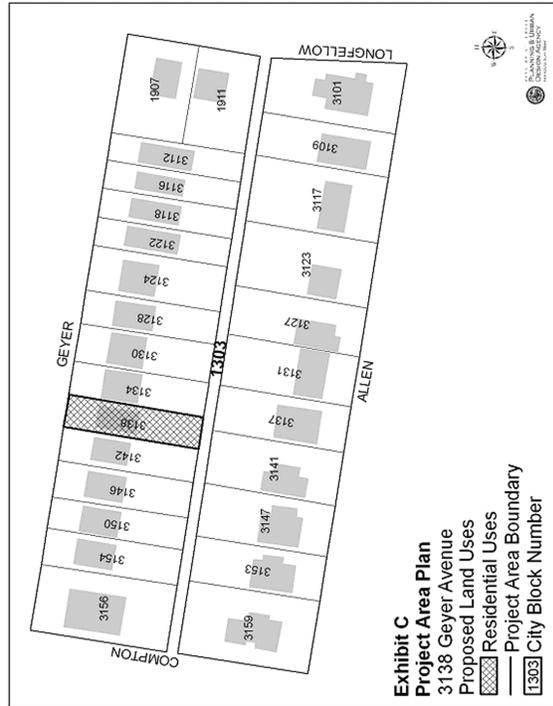
The subject property \_\_\_\_\_ is \_\_\_\_\_ x \_\_\_\_\_ is not detrimental because of overcrowding of buildings, overcrowding of land. If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not conditions which endanger life or property by fire and other causes. If answer is yes, explain: \_\_\_\_\_

The subject property \_\_\_\_\_ has \_\_\_\_\_ X \_\_\_\_\_ has not a combination of factors that are conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and. If answer is yes, explain: \_\_\_\_\_

Approved: October 27, 2008

ORDINANCE NO. 68132 - EXHIBITS B, C & D



**ORDINANCE #68133**  
**Board Bill No. 186**

An ordinance approving a blighting study and redevelopment plan dated July 22, 2008 for the Tower Grove East Scattered Sites III Redevelopment Area ("Plan") after finding that said Redevelopment Area ("Area") is blighted as defined in Section 99.320 of the Revised Statutes of Missouri, 2000, as amended (the "Statute" being Sections 99.300 to 99.715 inclusive, as amended); containing a description of the boundaries of the Area in the City of St. Louis ("City"), attached hereto and incorporated herein as Attachment "A", finding that redevelopment and rehabilitation of the Area is in the interest of the public health, safety, morals and general welfare of the people of the City; approving the Plan attached hereto and incorporated herein as Attachment "B", pursuant to Section 99.430; finding that there is a feasible financial plan for the development of the Area which affords maximum opportunity for development of the Area by private enterprise; finding that **no** property in the Area may be acquired by the Land Clearance for Redevelopment Authority ("LCRA") of the City of St. Louis, a public body corporate and politic created under Missouri law, through the exercise of eminent domain; finding that none of the property within the Area is occupied, but if it should become occupied, the Redeveloper shall be responsible for relocating any eligible occupants displaced as a result of implementation of the Plan; finding that financial aid may be necessary to enable the Area to be redeveloped in accordance with the Plan; finding that there shall be available up to seven (7) year real estate tax abatement; and pledging cooperation of this St. Louis Board of Aldermen ("Board") and requesting various officials, departments, boards and agencies of the City to cooperate and to exercise their respective powers in a manner consistent with the Plan.

**WHEREAS**, by reason of the predominance of defective or inadequate street layout, insanitary or unsafe conditions, deterioration of site improvements, improper subdivision or obsolete platting, inadequate or outmoded design and conditions which endanger life or property by fire and other causes, or any combination of such factors, retards the provision of housing accommodations or constitutes an economic or social liability or a menace to the public health, safety, morals or welfare in the present condition and use of the Area; and

**WHEREAS**, this Board has considered the "Blighting Study and Redevelopment Plan for the Tower Grove East Scattered Sites III Area" dated July 22, 2008, consisting of a Title Page; a Table of Contents Page, sixteen numbered pages and Exhibits "A" – "F" attached hereto and incorporated herein as Attachment "B" ("Plan"); and based on the information in the Plan, specifically the Blighting Report in Exhibit "F" to the Plan, considered each parcel of property in the Area and found the preponderance of the Area to be blighted, and

**WHEREAS**, such conditions are beyond remedy and control solely by regulatory process in the exercise of the police power and cannot be dealt with effectively by ordinary private enterprise without the aids provided in the Statute; and

**WHEREAS**, there is a need for the LCRA to undertake the redevelopment of the Area as a land clearance project under the Statute, pursuant to plans by or presented to the LCRA under Section 99.430.1 (4); and

**WHEREAS**, the LCRA has, after considering each individual parcel of property in the Area and finding the Area to be blighted, approved the Plan and recommended approval of the Plan to the Planning Commission of the City of St. Louis ("Planning Commission") and to this Board; and;

**WHEREAS**, it is desirable and in the public interest that a public body, the LCRA, undertake and administer the Plan; and

**WHEREAS**, the LCRA and the Planning Commission have made and presented to this Board the studies and statements required to be made and submitted by Section 99.430 and this Board has been fully apprised by the LCRA and the Planning Commission of the facts and is fully aware of the conditions in the Area; and

**WHEREAS**, the Plan has been presented and recommended by LCRA and the Planning Commission to this Board for review and approval; and

**WHEREAS**, a general plan has been prepared and is recognized and used as a guide for the general development of the City and the Planning Commission has advised this Board that the Plan conforms to that general plan; and

**WHEREAS**, under the provisions of the Statute, it is required that this Board take such actions as may be required to approve the Plan; and

**WHEREAS**, this Board has duly considered the reports, recommendations and certifications of the LCRA and the Planning Commission; and

**WHEREAS**, the Plan prescribes land use and street and traffic patterns which may require, among other things, the vacation of public rights-of-way, the establishment of new street and sidewalk patterns or other public actions; and

**WHEREAS**, this Board is cognizant of the conditions which are imposed on the undertaking and carrying out of a redevelopment project, including those relating to prohibitions against discrimination because of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap; and

**WHEREAS**, in accordance with the requirements of Section 99.430 of the Statute, this Board placed a public notice in a newspaper of general circulation in the City that a public hearing would be held by this Board on the Plan, and a hearing was held

at the time and place designated in that notice and all those who were interested in being heard were given a reasonable opportunity to express their views; and

**WHEREAS**, it is necessary that this Board take appropriate official action respecting the approval of the Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** There exists within the City of St. Louis ("City") a blighted area, as defined by Section 99.320 of the Revised Statutes of Missouri, 2000, as amended (the "Statute" being Sections 99.300 to 99.715 inclusive, as amended) described in Attachment "A", attached hereto and incorporated herein, known as the Tower Grove East Scattered Sites III Area ("Area"). The existence of deteriorated property and other conditions constitutes an economic or social liability to the City and presents a hazard to the health and well-being of its citizens. These conditions, therefore, qualify the Area as blighted within the meaning of Section 99.320(3) of the Revised Statutes of Missouri, 2000 as amended, and is evidenced by the Blighting Report attached as Exhibit "F" ("Blighting Report") to the Blighting Study and Redevelopment Plan for the Area dated July 22, 2008 which is attached hereto, and labeled Attachment "B" and incorporated herein by reference ("Plan").

**SECTION TWO.** The redevelopment of the Area, as provided by the Statute, is necessary and in the public interest, and is in the interest of the public health, safety, morals and general welfare of the people of the City.

**SECTION THREE.** The Area qualifies as a redevelopment area in need of redevelopment under the provision of the Statute, and the Area is blighted as defined in Section 99.320 of the Statute.

**SECTION FOUR.** The Plan (including the Blighting Report) having been duly reviewed and considered, is hereby approved and incorporated herein by reference, and the President or Clerk of this St. Louis Board of Aldermen ("Board") is hereby directed to file a copy of the Plan with the Minutes of this meeting.

**SECTION FIVE.** The Plan is feasible and conforms to the general plan for the City.

**SECTION SIX.** The financial aid provided and to be provided for financial assistance pertaining to the Area is necessary to enable the redevelopment activities to be undertaken in accordance with the Plan, and the proposed financing plan for the Area is feasible.

**SECTION SEVEN.** The Plan for the Area will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment of the Area by private enterprise, and private developments to be sought pursuant to the requirements of the Statute.

**SECTION EIGHT.** The Plan provides that the Land Clearance for Redevelopment Authority of the City of St. Louis ("LCRA") may acquire **no** property in the Area by the exercise of eminent domain.

**SECTION NINE.** None of the property within the Area is currently occupied. If it should become occupied, all eligible occupants displaced by the Redeveloper(s) ("Redeveloper(s)" being defined in Section Twelve, below) shall be given relocation assistance by the Redeveloper(s) at its expense, in accordance with all applicable federal, state and local laws, ordinances, regulations and policies.

**SECTION TEN.** The Plan gives due consideration to the provision of adequate public facilities.

**SECTION ELEVEN.** In order to implement and facilitate the effectuation of the Plan hereby approved, it is found and determined that certain official actions must be taken by this Board and accordingly this Board hereby:

- (a) Pledges its cooperation in helping to carry out the Plan;
- (b) Requests the various officials, departments, boards and agencies of the City, which have administrative responsibilities, likewise to cooperate to such end and to execute their respective functions and powers in a manner consistent with the Plan; and
- (c) Stands ready to consider and take appropriate action upon proposals and measures designed to effectuate the Plan.

**SECTION TWELVE.** All parties participating as owners or purchasers of property in the Area for redevelopment ("Redeveloper(s)") shall agree for themselves and their heirs, successors and assigns that they shall not discriminate on the basis of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap in the sale, lease, or rental of any property or improvements erected or to be erected in the Area or any part thereof and those covenants shall run with the land, shall remain in effect without limitation of time, shall be made part of every contract for sale, lease, or rental of property to which Redeveloper(s) is a party, and shall be enforceable by the LCRA, the City and the United States of America.

**SECTION THIRTEEN.** In all contracts with private and public parties for redevelopment of any portion of the Area, Redeveloper(s) shall agree:

- (a) To use the property in accordance with the provisions of the Plan, and be bound by the conditions and procedures

set forth therein and in this Ordinance;

(b) That in undertaking construction under the agreement with the LCRA and the Plan, bona fide Minority Business Enterprises ("MBE's") and Women's Business Enterprises ("WBE's") will be solicited and fairly considered for contracts, subcontracts and purchase orders;

(c) To be bound by the conditions and procedures regarding the utilization of MBE's and WBE's established by the City;

(d) To adhere to the requirements of the Executive Order of the Mayor of the City, dated July 24, 1997, as has been extended.

(e) To comply with applicable requirements of Ordinance No. 60275 of the City (First Source Jobs Policy, as codified at St. Louis City Revised Code Chapter 3.90);

(f) To cooperate with those programs and methods supplied by the City with the purpose of accomplishing, pursuant to this paragraph, minority and women subcontractors and material supplier participation in the construction pursuant to the Plan. The Redeveloper(s) will report semi-annually during the construction period the results of its endeavors under this paragraph, to the Office of the Assistant Director-Certification and Compliance of the City and the President of this Board; and

(g) That the language of this Section Thirteen shall be included in its general construction contract and other construction contracts let directly by Redeveloper(s).

The term MBE shall mean a sole proprietorship, partnership, corporation, profit or non-profit organization owned, operated and controlled by minority group members who have at least fifty-one percent (51%) ownership. The minority group member(s) must have operational and management control, interest in capital and earnings commensurate with their percentage of ownership. The term Minority Group Member(s) shall mean persons legally residing in the United States who are Black, Hispanic, Native American (American Indian, Eskimo, Aleut or Native Hawaiian), Asian Pacific American (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands, Laos, Cambodia or Taiwan) or Asian Indian American (persons with origins from India, Pakistan or Bangladesh). The term WBE shall mean a sole proprietorship, partnership, corporation, profit or non-profit organization owned, operated and controlled by a woman or women who have at least fifty-one percent (51%) ownership. The woman or women must have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

The term "Redeveloper(s)" as used in this Section shall include successors in interest and assigns.

**SECTION FOURTEEN.** A Redeveloper(s) which is an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes shall hereby be entitled to real property ad valorem tax abatement which shall not include any Special Business District, Neighborhood Improvement District, Commercial Improvement District or any other single local taxing district created in accordance with Missouri law, whether now existing or later created, for a total period of up to seven (7) years from the commencement of such tax abatement, in accordance with the following provisions:

If property in the Area is sold by the LCRA to an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes, or if any such corporation shall own property within the Area, then for up to the first seven (7) years after the date the redevelopment corporation shall acquire title to property in the Area, taxes on that property shall be based upon the assessment of land, exclusive of any improvements thereon, during the calendar year two years prior to the calendar year during which the corporation shall have acquired title to that property. In addition to such taxes, any such corporation shall for up to the same seven (7) year period make a payment in lieu of taxes to the Collector of Revenue of the City of St. Louis in an amount based upon the assessment on the improvements located on the property during the calendar year two years prior to the calendar year during which such corporation shall have acquired title to that property. If property shall be tax exempt because it is owned by the LCRA and leased to any such corporation, then such corporation for up to seven (7) years of the lease shall make payments in lieu of taxes to the Collector of Revenue of the City in an amount based upon the assessment on the property, including land and improvements, during the calendar year two years prior to the calendar year during which such corporation shall lease that property.

All payments in lieu of taxes shall be a lien upon the property and, when paid to the Collector of Revenue of the City shall be distributed as all other property taxes. These partial tax relief and payment in lieu of taxes provisions, during up to said seven (7) year period, shall inure to the benefit of all successors in interest in the property of the redevelopment corporation, so long as such successors shall continue to use the property as provided in this Plan and in any agreement with the LCRA. In no event shall such benefits extend beyond seven (7) years after the redevelopment corporation shall have acquired title to the property.

**SECTION FIFTEEN.** Any proposed modification which will substantially change the Plan must be approved by this Board in the same manner as the Plan was first approved. Modifications which will substantially change the Plan include, but are not necessarily limited to, modifications on the use of eminent domain, to the length of tax abatement, to the boundaries of the Area, or to other items which alter the nature or intent of the Plan.

The Plan may be otherwise modified (e.g. urban design regulations, development schedule) by the LCRA, provided that such revisions shall be effective only upon the consent of the Planning Commission of the City.

**SECTION SIXTEEN.** The sections of this Ordinance shall be severable. In the event that any section of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this Ordinance are valid, unless the court finds the valid sections of the Ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that this Board would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**EXHIBIT "A"****THE Tower Grove Scattered Sites III AREA  
LEGAL DESCRIPTION**

Parcel 1	CB 1999 PENNSYLVANIA AVE 50 FT X 129 FT 9 ½ IN LEWIS ADDN BLOCK 18 LOT 23-24 <b>1999-00-00100</b> <b>2926 Pennsylvania Avenue</b>
Parcel 2	CB 2078 PENNSYLVANIA AVE 25 FT X 125 FT 2 IN TUCKERS & BARSALOUX ADDN LOT 38 <b>2078-00-00600</b> <b>2652 Pennsylvania Avenue</b>
Parcel 3	CB 1428 PENNSYLVANIA 34 FT/58 FT 3 IN X 127 FT 6 IN ADD DURANT TR BLOCK 16 LOT 13 N-12 <b>1428-00-01900</b> <b>2815 Pennsylvania Avenue</b>
Parcel 4	CB 2000 PENNSYLVANIA 25 FT X 129 FT 9 ½ IN LANES 3RD ADDN BLOCK 19 LOT 1 <b>2000-00-01700</b> <b>2931 Pennsylvania Avenue</b>
Parcel 5	CB 2062 PENNSYLVANIA AVE 48 FT 6 IN X 127 FT FEINERS ADDN LOT 16 <b>2062-00-00600</b> <b>3000 Pennsylvania Avenue</b>
Parcel 6	CB 1431 MICHIGAN 20 FT X 125 FT 6 IN QUINETTES ADDN LOT S24 <b>1431-00-00500</b> <b>2350 Michigan Avenue</b>
Parcel 7	CB 1433 MICHIGAN AV 50 FT X 128.50 FT ST LOUIS COMMONS ADDN BND N-SIDNEY E-MICHIGAN <b>1433-00-01550</b> <b>2601 Michigan Avenue</b>
Parcel 8	CB 1433 MICHIGAN 50 FT X 128 FT 5 IN ST LOUIS COMMONS ADDN BLOCK 29 BD N-100 FT SSL OF SIDNEY

	<b>1433-00-01900</b> <b>2611 Michigan Avenue</b>
Parcel 9	CB 1430 MICHIGAN AVE 99 FT/ IRREG X 127.50 FT/89.68 FT STEVENS ADDN BLK 5 LOTS N-4 ALL 5 THRU 7 TRIANGLE PARCEL-EAST <b>1430-00-00250</b> <b>2642-44 Michigan Avenue</b>
Parcel 10	CB 1433 MICHIGAN 28 FT X 127 FT 10 ½ IN ST LOUIS COMS ADDN BND S-170 FT>NNL OF MAGNOLIA AVE <b>1143-00-02900</b> <b>2711 Michigan Avenue</b>
Parcel 11	CB 1454 MICHIGAN 25 FT X 125 FT CITY COMMONS ADDN BLOCK 1 LOT 1 <b>1454-00-02000</b> <b>2900 Michigan Avenue</b>
Parcel 12	CB 2078 3#2 NEBRASKA AVE 20 FT 6 IN X 125 FT 2 IN BARSALAUX TRACT ADDN LOT N-15 <b>2078-00-02800</b> <b>2637 Nebraska Avenue</b>
Parcel 13	CB 2078 NEBRASKA AVE 25 FT/7 FT 5 ½ IN X 125 FT 2 IN LOT 27 <b>2078-00-04000</b> <b>2667 Nebraska Avenue</b>
Parcel 14	CB 1428 MINNESOTA 86 FT 8 ½ IN/110 FT 10 IN X 127 FT 6 IN/129 FT 9 ½ IN DURAND ADDN LOT 24-26 <b>1428-00-00100</b> <b>3021 Pestalozzi Street</b>
Parcel 15	CB 1430 SIDNEY 40 FT 6 IN X 129 FT ST LOUIS COMMONS ADDN BD W-84 FT 6 IN E OF MICHIGAN <b>1430-00-01400</b> <b>3114-16 Sidney Street</b>
Parcel 16	CB 1430 MINNESOTA AVE 90 FT X 129 FT MINNESOTA AVE ADDN LOT 101, 102, 103 <b>1430-00-01604</b> <b>2615 Minnesota Avenue</b>
Parcel 17	CB 1453 MINNESOTA 29 FT 6 IN X 127 FT 6 IN DURANT TERR ADDN BLOCK 17 LOT N-11 S-12 <b>1435-00-02800</b> <b>2821 Minnesota Avenue</b>
Parcel 18	CB 1454 MINNESOTA

25 FT X 125 FT  
ARSENAL HTS ADDN  
LOT 24  
1454-00-03500  
3009 Minnesota Avenue

ATTACHMENT "B"  
Form: 07/10/08

BLIGHTING STUDY AND REDEVELOPMENT PLAN  
FOR THE  
**TOWER GROVE EAST SCATTERED SITES III**  
PROJECT # 1343  
LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY  
OF THE CITY OF ST. LOUIS  
July 22, 2008

MAYOR  
FRANCIS G. SLAY

**BLIGHTING STUDY AND REDEVELOPMENT PLAN FOR  
Tower Grove East Scattered Sites III AREA**

	<u>PAGE</u>
<b>A. EXISTING CONDITIONS AND FINDING OF BLIGHT</b> .....	1
1. DELINEATION OF BOUNDARIES .....	1
2. GENERAL CONDITION OF THE AREA .....	1
3. PRESENT LAND USE OF THE AREA .....	1
4. PRESENT LAND USE AND DENSITY OF SURROUNDING PROPERTIES .....	2
5. CURRENT ZONING .....	2
6. FINDING OF BLIGHT .....	2
<b>B. PROPOSED REDEVELOPMENT AND REGULATIONS</b> .....	2
1. REDEVELOPMENT OBJECTIVES .....	2
2. PROPOSED LAND USE OF THE AREA .....	2
3. PROPOSED ZONING .....	3
4. RELATIONSHIP TO LOCAL OBJECTIVES .....	3
5. PROPOSED EMPLOYMENT FOR THIS AREA .....	3
6. CIRCULATION .....	3
7. BUILDING AND SITE REGULATIONS .....	3
8. URBAN DESIGN .....	4
9. PARKING REGULATIONS .....	5
10. SIGN REGULATIONS .....	5
11. BUILDING, CONDITIONAL USE AND SIGN PERMITS .....	5
12. PUBLIC IMPROVEMENTS .....	5
<b>C. PROPOSED SCHEDULE OF REDEVELOPMENT</b> .....	6
<b>D. EXECUTION OF PROJECT</b> .....	6
1. ADMINISTRATION AND FINANCING .....	6
2. PROPERTY ACQUISITION .....	6
3. PROPERTY DISPOSITION .....	6
4. RELOCATION ASSISTANCE .....	7
<b>E. COOPERATION OF THE CITY</b> .....	7
<b>F. TAX ABATEMENT</b> .....	7
<b>G. COMPLIANCE WITH AFFIRMATIVE ACTION AND NONDISCRIMINATION LAWS AND REGULATIONS</b> .....	7
1. LAND USE .....	7
2. CONSTRUCTION AND OPERATIONS .....	7
3. LAWS AND REGULATIONS .....	8

4. ENFORCEMENT ..... 8

**H. MODIFICATIONS OF THIS PLAN ..... 8**

**I. DURATION OF REGULATION AND CONTROLS ..... 8**

**J. EXHIBITS ..... 9**

**K. SEVERABILITY ..... 9**

**EXHIBITS**

- "A" LEGAL DESCRIPTION
- "B" PROJECT AREA PLAN
- "C" PROPOSED LAND USE
- "D" ACQUISITION MAP
- "E" EQUAL OPPORTUNITY AND NON-DISCRIMINATION GUIDELINES
- "F" BLIGHTING REPORT

**A. EXISTING CONDITIONS AND FINDINGS OF BLIGHT**

1. DELINEATION OF BOUNDARIES

The Tower Grove East Scattered Sites III Redevelopment Area ("Area") includes eighteen sites encompassing approximately 1.92 acres in the Tower Grove East Neighborhood of the City of St. Louis ("City") and is located within the boundaries of Shenandoah Ave. to the north, Nebraska Ave. to the east, S. Compton Avenue to the west and Arsenal St. to the south.

The legal description of the Area is attached and labeled Exhibit "A". The boundaries of the Area are delineated on Exhibit "B" ("Project Area Plan").

2. GENERAL CONDITION OF THE AREA

The Area comprises one parcel in each of City blocks 1999, 2000, 1433, 1453 and 2062, three parcels in each of City blocks 2078, 1454, 1430, 1433, and two parcels in City Block 1428 and includes the following addresses: 2926 (a.k.a. 2915 Crittenden St.), 2652, 2815-17, 2931, 3000 Pennsylvania Ave., 2350, 2601-03, 2611, 2642-44, 2711, 2900-02 Michigan Ave., 2637, 2667 Nebraska Ave., 3021 Pestalozzi St., 3114-16 Sidney St., and 2615-17, 2821, 3009 Minnesota Ave. The Area is in poor condition. The parcel by parcel physical conditions within the Area are shown on Exhibit "B" (Project Area Plan) and enumerated in Exhibit "F" (Blighting Report).

Unemployment figures, computed by the Missouri State Employment Service, indicate a 7.5% unemployment rate for the City as of May, 2008. It is estimated that this rate is prevalent for residents of the neighborhoods surrounding the Area.

There are currently no jobs within the Area.

3. PRESENT LAND USE OF THE AREA

Existing land uses within the Area include six vacant lots, seven unoccupied two- family residential buildings, four unoccupied four family residential buildings and one unoccupied commercial building. .

The land use, including the location of public and private uses, streets and other rights-of-way, is shown on Exhibit "B".

4. PRESENT LAND USE AND DENSITY OF SURROUNDING PROPERTIES

The properties surrounding the Area are primarily used for residential purposes. .

Residential density for the surrounding neighborhoods is approximately persons per acre.

5. CURRENT ZONING

The Area is currently zoned "B" and "D" Multiple Family Dwelling District pursuant to the Zoning Code of the City, which is incorporated in this Plan by reference.

6. FINDING OF BLIGHT

All of the property within the Area is unoccupied and in the conditions outlined in Exhibit "F". The existence of deteriorated property constitutes an economic or social liability to the City and presents a hazard to the health and well-being of its citizens. The preponderance of properties in the Area has been determined to be blighted within the meaning of Section 99.300 *et seq.* of the Revised Statutes of Missouri (the Land Clearance for Redevelopment Authority Law) as evidenced by the Blighting Report attached hereto, labeled Exhibit "F" and incorporated herein by this reference.

**B. PROPOSED DEVELOPMENT AND REGULATIONS**

1. DEVELOPMENT OBJECTIVES

The primary objectives of this Plan are to eliminate blight within the Area and to facilitate the redevelopment of the Area into productive residential uses.

2. PROPOSED LAND USE OF THE AREA

The proposed land uses for the Area are residential uses consistent with the existing residential zoning of the subject parcel, designated "B" Two Family Dwelling District and "D" Multiple Family Dwelling District by the City of St. Louis Zoning Code. Redeveloper(s) authorized by the Land Clearance for Redevelopment Authority of the City of St. Louis ("LCRA") to develop property in the Area (hereafter referred to as "Redeveloper(s)") shall be permitted to use said property only for the above proposed uses.

Exhibit "C" (Proposed Land Use) shows the proposed uses for the Area. The 2005 Strategic Land Use Plan designated it as a Neighborhood Preservation Area (NPA).

3. PROPOSED ZONING

The zoning for the Area can remain "B" and "D" Multiple Family Dwelling District. All land coverage and building intensities shall be governed thereby.

4. RELATIONSHIP TO LOCAL OBJECTIVES

The proposed land uses, zoning, public facilities and utility plans are appropriate and consistent with local objectives as defined by the General Plan of the City of St. Louis which includes the "Strategic Land Use Plan of the City of St. Louis" (2005). Any specific proposal to the LCRA for redevelopment of the Area or any portion of the Area shall contain, among other things, adequate provisions for traffic, vehicular parking, safety from fire, adequate provisions for light and air, sound design and arrangement and improved employment opportunities.

5. PROPOSED EMPLOYMENT FOR THIS AREA

No new jobs will be created in this Area because the proposed redevelopment is residential.

6. CIRCULATION

The Proposed Land Use Plan (Exhibit "C") indicates the proposed circulation system for the Area. The layouts, levels and grades of all public rights-of-way may remain unchanged except for the vacation of the alley in the block.

Rights-of-way changes will be subject to the review and approval of the City Department of Streets, and all vacations of rights-of-way are subject to approval by ordinance.

7. BUILDING AND SITE REGULATIONS

The Area shall be subject to all applicable federal, state and local laws, ordinances, regulations and codes, including but not limited to, the City Building Code, Zoning District Regulations, and stipulations of the Planning and Urban Design Agency ("PDA") of the City. The population densities, land coverage, and building intensities of redevelopment shall be governed by the Zoning Code. No changes in the building codes or ordinances are required.

A Redeveloper(s) shall redevelop the Area in accordance with this Plan and the redevelopment agreement (if any) ("Agreement"), and shall maintain all structures, equipment, paved areas, and landscaped areas controlled by the Redeveloper(s) in good and safe order both inside and outside, structurally and otherwise, including necessary and proper painting. Failure to meet these requirements may result in suspension of tax abatement.

8. URBAN DESIGN**a. Urban Design Objectives**

The property shall be redeveloped such that it is an attractive residential asset to the surrounding neighborhood.

**b. Urban Design Regulations**

- 1.) **Rehabilitation** shall respect the original exterior in terms of design and materials. Window and door shapes and detailing shall be compatible with the original design
- 2.) **New construction** or alterations shall be positioned on their lot so that any existing recurrent building masses and spaces is continued as well as the pattern of setback from the street.
- 3.) **Exterior Materials** All new building materials on facades visible from the street(s) shall be compatible in type and texture with the dominant materials of adjacent buildings. Artificial masonry such as "Permastone" is not permitted. A submission of all building materials shall be required prior to approval.
- 4.) **Architectural** Details on existing structures shall be maintained in a similar size, detail and material. Where they are badly deteriorated, similar details salvaged from other buildings may be substituted. Both new and replacement window and doorframes shall be limited to wood or color finished aluminum on the street facing facades, including basement windows. Raw or unfinished aluminum and glass block are not acceptable. Awnings of canvas only are acceptable.
- 5.) **Roof Shapes.** When one roof shape is employed in a predominance of existing buildings in a block, any proposed new construction or alteration should be viewed with respect to its compatibility with the existing adjacent buildings.
- 6.) **Roof Materials** shall be slate, tile, copper or asphalt shingles where the roof is visible from the street. Brightly colored asphalt shingles are not appropriate.

**c. Landscaping**

The property shall be well-landscaped. Perimeter street trees of a minimum caliper of 2-1/2 inches and generally 30-35 feet on center as determined by the Parks Department of the City, depending upon tree type, utilities, curb cuts, etc., shall be provided along all public or private streets - preferably in tree lawns along the curb. If necessary, sidewalks shall be notched to accommodate the trees.

Ornamental or shade trees should be provided in the front lawns along with evergreen accent shrubs.

Existing, healthy trees shall be retained, if feasible.

**d. Fencing**

Fencing in the front yards shall be limited to ornamental metal with a black matte finish. Fencing behind the building line and not facing a street may be chain link with a black matte finish, or a good quality, privacy fence provided it is not wood stockade style. Fencing facing a side street shall be ornamental metal or a good quality board fence up to six (6) feet in height provided landscaping is provided between the fence and the sidewalk.

9. PARKING REGULATIONS

Parking shall be provided in accordance with the applicable zoning and building code requirements of the City, including PDA standards. This will provide adequate vehicular parking for the Area.

Where feasible, parking shall be limited to the rear of the property off the alley, and at least one space shall be provided for each residential unit. In addition, surface parking shall not extend beyond the established building line. Surface parking along public streets shall be buffered by a continuous evergreen hedge at least two and one-half (2 ½) feet high on planting and maintained at three and one-half (3 ½) feet high at maturity.

10. SIGN REGULATIONS

All new signs shall be limited as set out in the City Code, PDA stipulations, this Plan and agreements between the LCRA and the Redeveloper(s). All new signs shall be restricted to standard sale/lease signs.

11. BUILDING, CONDITIONAL USE AND SIGN PERMITS

No building, conditional use, or sign permits shall be issued by the City without the prior written approval of the LCRA.

12. PUBLIC IMPROVEMENTS

No additional schools, parks, recreational and community facilities or other public facilities will be required. Additional water, sewage or other public utilities may be required depending on development. The cost of such utility improvements will be borne by the Redeveloper(s).

If funds are available to the LCRA, it may provide public improvements including, but not limited to, measures for the control of traffic, improvements to street lighting, street trees, and any other improvements which may further the objectives of this Plan.

When developed in accordance with this Plan, the Area will comprise a coordinated, adjusted and harmonious redevelopment that promotes the health, safety, morals, order, convenience, prosperity, general welfare, efficiency and economy of the City.

**C. PROPOSED SCHEDULE OF REDEVELOPMENT**

The implementation of this Plan shall take place in a single phase initiated within approximately one (1) year(s) of approval of this Plan by ordinance and completed within approximately four (4) year(s) of approval of this Plan by ordinance.

The LCRA may alter the above schedule as economic conditions warrant.

**D. EXECUTION OF PROJECT**

1. ADMINISTRATION AND FINANCING

The LCRA is empowered by Missouri law to administer redevelopment of all types pursuant to this Plan and can do so to the extent and in the manner prescribed by the Land Clearance for Redevelopment Authority Law of Missouri.

All costs associated with the redevelopment of the Area will be borne by the Redeveloper(s).

Implementation of this Plan may be financed by funds obtained from private and/or public sources, including, without limitation, revenue bonds, bank loans, and equity funds provided by the Redeveloper(s).

2. PROPERTY ACQUISITION

The Property Acquisition Map, Exhibit "D" attached, identifies all the property located in the Area. The LCRA **may not** acquire any property in the Area by the exercise of eminent domain.

3. PROPERTY DISPOSITION

If the LCRA acquires property in the Area, it may sell or lease the property to Redeveloper(s) who shall agree to redevelop such property in accordance with this Plan and the Agreement between such Redeveloper(s) and the LCRA. Any property acquired by the LCRA and sold to Redeveloper(s) will be sold at not less than its fair value, taking into account and giving consideration to those factors enumerated in Section 99.450, R.S.Mo. (2000) as amended, for uses in accordance with this Plan.

4. RELOCATION ASSISTANCE

None the property within the Area is currently occupied. If it should become occupied, all eligible occupants displaced as a result of the implementation of the Plan shall be given relocation assistance in accordance with all applicable federal, state and local laws, ordinances, regulations and policies.

**E. COOPERATION OF THE CITY**

The City and its Board of Aldermen, by enacting an ordinance approving this Plan, pledges its cooperation to enable the project to be carried out in a timely manner and in accordance with this Plan.

**F. TAX ABATEMENT**

Redeveloper(s) which is an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes shall hereby be entitled to real property ad valorem tax abatement which shall not include taxes collected for any Special Business District, Neighborhood Improvement District, Commercial Improvement District, or any other single local taxing

district created in accordance with Missouri law, whether now existing or later created, for a total period of up to seven (7) years from the commencement of such tax abatement, in accordance with the following provisions:

If property in the Area is sold by the LCRA to an urban redevelopment corporation formed pursuant to Chapter 353 of the Missouri Statutes, or if any such corporation shall own property within the Area, then for up to the seven (7) years after the date the redevelopment corporation shall acquire title to property in the Area, taxes on that property shall be based upon the assessment of land, exclusive of any improvements thereon, during the calendar year two years prior to the calendar year during which the corporation shall have acquired title to the property. In addition to such taxes, any such corporation shall for up to the same seven (7) year period make a payment in lieu of taxes to the Collector of Revenue of the City of St. Louis in an amount based upon the assessment on the improvements located on the property during the calendar year two years prior to the calendar year during which such corporation shall have acquired title to that property. If property shall be tax exempt because it is owned by the LCRA and leased to any such corporation, then such corporation for up to the seven (7) years of the lease shall make payments in lieu of taxes to the Collector of Revenue of the City in an amount based upon the assessment on the property, including land and improvements, during the calendar year two years prior to the calendar year during which such corporation shall lease that property.

All payments in lieu of taxes shall be a lien upon the property and, when paid to the Collector of Revenue of the City shall be distributed as all other property taxes. These partial tax relief and payment in lieu of taxes provisions, during up to said seven (7) year period, shall inure to the benefit of all successors in interest in the property of the redevelopment corporation, so long as such successors shall continue to use the property as provided in this Plan and in any Agreement with the LCRA. In no event shall such benefits extend beyond seven (7) years after the redevelopment corporation shall have acquired title to the property.

#### **G. COMPLIANCE WITH AFFIRMATIVE ACTION AND NONDISCRIMINATION LAWS AND REGULATIONS**

##### **1. LAND USE**

A Redeveloper(s) shall not discriminate on the basis of race, color, creed, national origin, marital status, sex, age, sexual orientation or physical handicap in the lease, sale or occupancy of the Area.

##### **2. CONSTRUCTION AND OPERATIONS**

A Redeveloper(s) shall not discriminate on the basis of race, color, creed, national origin, marital status, sex, age, sexual orientation or physical handicap in the construction and operation of any project in the Area and shall take such affirmative action as may be appropriate to afford opportunities to everyone in all activities of the project, including enforcement, contracting, operating and purchasing.

##### **3. LAWS AND REGULATIONS**

A Redeveloper(s) shall comply with all applicable federal, state and local laws, ordinances, executive orders and regulations regarding nondiscrimination and affirmative action, including the City Guidelines for Minimum Utilization of Minority Enterprises, dated January 1, 1981 as may be amended, and the "Equal Opportunity and Nondiscrimination Guidelines" in Exhibit "E", attached.

##### **4. ENFORCEMENT**

All of the provisions of this Section G shall be incorporated in an Agreement between the LCRA and a Redeveloper(s), which Agreement shall be recorded in the office of the Recorder of Deeds. The provisions of G (1) and G (3) shall be covenants running with the land, without limitation as to time, and the provisions of G (2) shall be for the duration of this Plan and any extension thereof.

All of the provisions of Section G shall be enforceable against the Redeveloper(s), its heirs, successors or assigns, by the LCRA, the City, any state having jurisdiction or the United States of America.

#### **H. MODIFICATIONS OF THIS PLAN**

Any proposed modification which will substantially change this Plan shall be approved by the St. Louis Board of Aldermen in the same manner as this Plan was first approved. Modifications which will substantially change this Plan include, but are not necessarily limited to, modifications on the use of eminent domain, to the length of tax abatement, to the boundaries of the Area, or other items which alter the nature or intent of this Plan.

This Plan may be otherwise modified (e.g. urban design regulations, development schedule) by the LCRA, provided that such revisions shall be effective only upon the consent of the PDA.

#### **I. DURATION OF REGULATION AND CONTROLS**

The regulation and controls set forth in this Plan shall be in full force and effect for twenty-five years commencing with the effective date of approval of this Plan by ordinance, and for additional ten (10) year periods unless before the

commencement of any such ten (10) year period the St. Louis Board of Aldermen shall terminate this Plan as of the end of the term then in effect, except as provided in Section G (4) of this Plan.

**J. EXHIBITS**

All attached exhibits are hereby incorporated by reference into this Plan and made a part hereof.

**K. SEVERABILITY**

The elements of this Plan satisfy all requirements of state and local laws. Should any provisions of this Plan be held invalid by a final determination of a court of law, the remainder of the provisions hereof shall not be affected thereby, and shall remain in full force and effect.

**EXHIBIT "A"**

**THE Tower Grove Scattered Sites III AREA  
LEGAL DESCRIPTION**

Parcel 1	CB 1999 PENNSYLVANIA AVE 50 FT X 129 FT 9 ½ IN LEWIS ADDN BLOCK 18 LOT 23-24 <b>1999-00-00100</b> <b>2926 Pennsylvania Avenue</b>
Parcel 2	CB 2078 PENNSYLVANIA AVE 25 FT X 125 FT 2 IN TUCKERS & BARSALOUX ADDN LOT 38 <b>2078-00-00600</b> <b>2652 Pennsylvania Avenue</b>
Parcel 3	CB 1428 PENNSYLVANIA 34 FT/58 FT 3 IN X 127 FT 6 IN ADD DURANT TR BLOCK 16 LOT 13 N-12 <b>1428-00-01900</b> <b>2815 Pennsylvania Avenue</b>
Parcel 4	CB 2000 PENNSYLVANIA 25 FT X 129 FT 9 ½ IN LANES 3RD ADDN BLOCK 19 LOT 1 <b>2000-00-01700</b> <b>2931 Pennsylvania Avenue</b>
Parcel 5	CB 2062 PENNSYLVANIA AVE 48 FT 6 IN X 127 FT FEINERS ADDN LOT 16 <b>2062-00-00600</b> <b>3000 Pennsylvania Avenue</b>
Parcel 6	CB 1431 MICHIGAN 20 FT X 125 FT 6 IN QUINETTES ADDN LOT S24 <b>1431-00-00500</b> <b>2350 Michigan Avenue</b>
Parcel 7	CB 1433 MICHIGAN AV 50 FT X 128.50 FT ST LOUIS COMMONS ADDN BND N-SIDNEY E-MICHIGAN <b>1433-00-01550</b> <b>2601 Michigan Avenue</b>
Parcel 8	CB 1433 MICHIGAN

- 50 FT X 128 FT 5 IN  
ST LOUIS COMMONS ADDN  
BLOCK 29  
BD N-100 FT SSL OF SIDNEY  
**1433-00-01900**  
**2611 Michigan Avenue**
- Parcel 9      CB 1430 MICHIGAN AVE  
99 FT/ IRREG X 127.50 FT/89.68 FT  
STEVENS ADDN BLK 5  
LOTS N-4 ALL 5 THRU 7  
TRIANGLE PARCEL-EAST  
**1430-00-00250**  
**2642-44 Michigan Avenue**
- Parcel 10     CB 1433 MICHIGAN  
28 FT X 127 FT 10 ½ IN  
ST LOUIS COMS ADDN  
BND S-170 FT>NNL OF MAGNOLIA AVE  
**1143-00-02900**  
**2711 Michigan Avenue**
- Parcel 11     CB 1454 MICHIGAN  
25 FT X 125 FT  
CITY COMMONS ADDN  
BLOCK 1 LOT 1  
**1454-00-02000**  
**2900 Michigan Avenue**
- Parcel 12     CB 2078 3#2 NEBRASKA AVE  
20 FT 6 IN X 125 FT 2 IN  
BARSALAUX TRACT ADDN  
LOT N-15  
**2078-00-02800**  
**2637 Nebraska Avenue**
- Parcel 13     CB 2078 NEBRASKA AVE  
25 FT/7 FT 5 ½ IN X 125 FT 2 IN  
LOT 27  
**2078-00-04000**  
**2667 Nebraska Avenue**
- Parcel 14     CB 1428 MINNESOTA  
86 FT 8 ½ IN/110 FT 10 IN X 127 FT 6 IN/129 FT 9 ½ IN  
DURAND ADDN  
LOT 24-26  
**1428-00-00100**  
**3021 Pestalozzi Street**
- Parcel 15     CB 1430 SIDNEY  
40 FT 6 IN X 129 FT  
ST LOUIS COMMONS ADDN  
BD W-84 FT 6 IN E OF MICHIGAN  
**1430-00-01400**  
**3114-16 Sidney Street**
- Parcel 16     CB 1430 MINNESOTA AVE  
90 FT X 129 FT  
MINNESOTA AVE ADDN  
LOT 101, 102, 103  
**1430-00-01604**  
**2615 Minnesota Avenue**
- Parcel 17     CB 1453 MINNESOTA  
29 FT 6 IN X 127 FT 6 IN  
DURANT TERR ADDN  
BLOCK 17  
LOT N-11 S-12

1435-00-02800  
2821 Minnesota Avenue

Parcel 18      CB 1454 MINNESOTA  
25 FT X 125 FT  
ARSENAL HTS ADDN  
LOT 24  
1454-00-03500  
3009 Minnesota Avenue

See attached Exhibits B, C & D

**EXHIBIT "E"**  
**FORM: 02/08/08**

**EQUAL OPPORTUNITY AND NONDISCRIMINATION GUIDELINES**

In any contract for work in connection with the redevelopment of any property in the Area, the Redeveloper(s) (which term shall include Redeveloper(s), any designees, successors and assigns thereof, any entity formed to implement the project of which the Redeveloper(s) is affiliated), its contractors and subcontractors shall comply with all federal, state and local laws, ordinances, or regulations governing equal opportunity and nondiscrimination (Laws). Moreover, the Redeveloper(s) shall contractually require its contractors and subcontractors to comply with such laws.

The Redeveloper(s) and its contractor will not contract or subcontract with any party known to have been found in violation of any such Laws, ordinances, regulations or these guidelines.

The Redeveloper(s) shall fully comply with Executive Order #28 dated July 24, 1997, as has been extended, relating to minority and women-owned business participation in City contracts.

The Redeveloper(s) agrees for itself and its successors and assigns, that there shall be covenants to ensure that there shall be no discrimination on the part of the Redeveloper(s), its successors or assigns upon the basis of race, color, creed, national origin, sex, marital status, age, sexual orientation or physical handicap in the sale, lease, rental, use or occupancy of any property, or any improvements erected or to be erected in the Area or any part thereof, and those covenants shall run with the land and shall be enforceable by the LCRA, the City, and the United States of America, as their interests may appear in the project.

Redeveloper(s) shall fully comply (and ensure compliance by "anchor tenants") with the provisions of St. Louis City Ordinance #60275 (First Source Jobs Policy) which is codified at Chapter 3.90 of the Revised Ordinances of the City of St. Louis.

**EXHIBIT "F"**

**Blighting Report for the  
Tower Grove Scattered Sites III Redevelopment Area**

As outlined below, the Area suffers from a multitude of physical and economic deficiencies including defective and inadequate streets, insanitary or unsafe conditions, deterioration or inadequate site improvements, improper subdivision or absolute platting and conditions which endanger life or property by fire or other curses.

As a result of these factors the preponderance of the property in the Area is an economic liability for the City, its residents and the taxing districts that depend upon it as a revenue source, as well as a sound, health safety liability. It, therefore, qualifies as a "blighted area" as such time is defined in Section 99.320(3) of the Missouri Revised Statute (2000) as amended.

Subject Property is:  vacant land       unoccupied residential  
 unoccupied commercial

Subject Property is:  some LRA       secured       unsecured

The subject property  has  has not a predominance of defective or inadequate streets  
If answer is yes, explain: \_\_\_\_\_

The subject property  has  has not insanitary or unsafe conditions  
If answer is yes, explain: Several of the properties have trash and debris on property

The subject property  has  has not deterioration of site conditions  
If answer is yes, explain: Properties in the Area have numerous issues including damaged roofs, guttering, broken windows, etc.

The subject property  has  has not improper subdivision or absolute platting  
If answer is yes, explain: \_\_\_\_\_

