

**AGENDA**  
**MAPLEWOOD CITY COUNCIL MEETING**  
**TUESDAY, MARCH 8, 2016**  
**7:30 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Excuse Councilperson
5. Approval of the Council Agenda
6. Public hearing to hear citizen's comments on a request by James Quicksilver of AG Rock to be located at 7278 Manchester Ave. for a full and Sunday liquor license.
7. Public Forum
8. Announcements
9. Approval of the February 23, 2016 City Council meeting minutes
10. Motion to approve a request by James Quicksilver of AG Rock to be located at 7278 Manchester Ave. for a full and Sunday liquor license.
11. Presentation of a Maplewood entrance monument by Bill Berthold and Rob Birenbaum for the eastern entrance on Manchester to the City of Maplewood.
12. A Resolution of the City Council of the City of Maplewood, Missouri authorizing the City Manager to accept the bid of Spencer Contracting in the amount of seven hundred forty eight thousand seven hundred seventeen dollars and fifty two cents (\$748,717.52) for the 2016 Capital Improvements Project – Streets and to sign a contract not to exceed eight hundred and one thousand one hundred twenty seven dollars and seventy five cents (\$801,127.75) which includes a 7% contingency.
13. A Resolution of the City Council of the City of Maplewood, Missouri authorizing the City Manager to accept the proposal submitted by SlideCare, LLC in the amount of forty one thousand three hundred fifty four dollars (\$41,354) for the resurfacing of the two slides and mushroom feature at the Maplewood Family Aquatic Center.

14. A Resolution of the City Council of the City of Maplewood, Missouri, authorizing the City Manager to retain the services of Daniel Jones and Associates to perform an audit of all city funds for the fiscal years ending June 30, 2016, 2017, 2018, 2019 and 2020 at a cost not to exceed fifteen thousand dollars (\$15,000.00) and an additional one thousand eight hundred fifty dollars (\$1,850.00) for single audit and one hundred twenty five dollars (\$125.00) per hour for any additional work required.
15. An Ordinance of the City Council of the City of Maplewood, Missouri, authorizing the City Manager to execute a service agreement between the City of Maplewood and St. Louis County for Computer Assisted Report Entry and Record Analysis/Mapping System Services.
16. Council Communication
17. Mayor's Report
18. City Attorney's Report
19. City Manager's Report
20. Motion to hold a Closed Session, if needed, to discuss matters relating to litigation, legal actions and/or communication from the City Attorney as provided for in Section 610.021(1)RSMO. and/or specifications for competitive bidding under Section 610.021(11) and/or sealed bids and related documents and sealed proposals and related documents under Section 610.021(11) and/or personnel matters under Section 610.021(13)RSMO. and/or employee matters under Section 610.021(3)RSMO. and/or real estate matters under Section 610.021(2)RSMO. and/or documents related to a negotiated contract under Section 610.021(12)RSMO.
21. Adjournment

**PUBLIC AGENDA NOTES  
MAPLEWOOD CITY COUNCIL MEETING  
TUESDAY, MARCH 8, 2016  
7:30 P.M.**

The following is a brief description of the Agenda items for Tuesday, March 8, 2016:

ITEM NO. 6 & 10, is a public hearing to hear citizen's comments on a request by James Quicksilver of AG Rock to be located at 7278 Manchester Ave. for a full and Sunday liquor license. Mr. Quicksilver is buying A Pizza Story and will continue to operate the establishment as a restaurant with a different theme. Staff recommends approval with the following stipulation: *51% of sales must come from the sale of food at retail prepared on-site.*

ITEM NO. 11, is a presentation by Bill Berthold and Rob Birenbaum for an entrance monument on the east end of Manchester.

ITEM NO. 12, is a resolution authorizing the City Manager to accept the low bid of Spencer Contracting in the amount of \$748,717.52 for the 2016 Capital Improvements Project of Streets and to sign a contract not to exceed \$801,127.75 which includes a 7% contingency. The streets being improved are Hiawatha Ave., Hazel Ave. (7400 block) and Oxford Blvd. (Big Bend to Sussex). These will be concrete streets. Asphalt resurfacing will be Sussex Ave. (Oxford to Greenwood) and Sarah St. (Marshall to Limit).

ITEM NO. 13, is a resolution authorizing the City Manager to accept the proposal submitted by SlideCare, LLC in the amount of \$41,354 for the resurfacing of the two slides and mushroom feature at the Maplewood Family Aquatic Center. Both sides of the slides will be refurbished. The bottom portion has oxidized and does not look aesthetically pleasing. The actual slide surface needs to be redone due to use. The top of the mushroom has oxidized and needs to be refinished.

ITEM NO. 14, is a resolution authorizing the City Manager to retain the services of Daniel Jones and Associates to perform an audit of all city funds for the next 5 years. Daniel Jones was the low bidder at a cost of \$15,000 per year for the audit, an additional \$1,850 for a single audit and \$125 per hour for any additional required work.

ITEM NO. 15, is an ordinance authorizing the City Manager to execute a service agreement between the City of Maplewood and St. Louis County for Computer Assisted Report Entry and Record Analysis/Mapping System Services. The City of Maplewood police officers call the St. Louis County Dispatch Center and verbally give their police reports. Personnel at the St. Louis County Dispatch Center type the reports and place them in the computer where they can be downloaded anytime by the Maplewood Police Officers. This contract makes it possible for the police officers to spend more time on the street instead of in the station writing reports.

February 23, 2016

The February 23, 2016 Council meeting was called to order at 7:30 p.m., Mayor James White presiding.

ON ROLL CALL, the following members were present: Councilmember Cerven, Councilmember Dunn, Councilmember Faulkingham, Councilmember Greenberg, Mayor White, Councilmember Wolf and Councilmember Wood.

MOTION TO EXCUSE COUNCILPERSON: No need.

APPROVAL OF THE COUNCIL AGENDA: Councilmember Wood motioned to approve the agenda, duly seconded by Councilmember Cerven, which motion received the approval of the Council.

PUBLIC HEARING TO HEAR CITIZEN'S COMMENTS ON A REQUEST BY COZAD COMMERCIAL REAL ESTATE TO AMEND SEC. VI. 2. OF PUD ORDINANCE #5772 FOR THE SUNNEN STATION DEVELOPMENT BOUND ROUGHLY ON THE NORTH BY SUNNEN PRODUCTS, SUNNEN DR. TO THE SOUTH, METROLINK TO THE EAST AND HANLEY ROAD TO THE WEST: No one spoke.

PUBLIC FORUM: No one spoke.

ANNOUNCEMENTS: None.

APPROVAL OF THE FEBRUARY 9, 2016 CITY COUNCIL MEETING MINUTES: Councilmember Wood motioned to approve, duly seconded by Councilmember Cerven, which motion received the majority approval, by voice vote, of the Council.

PRESENTATION TO THE MAYOR AND CITY COUNCIL BY THE SUSTAINABILITY COMMISSION: Commission Chairman Jim Jordan reviewed a list of projects the Commission has completed and asked for direction from the Council as to priorities for the next two years. Councilmember Wolf and Councilmember Wood complimented Mr. Jordan on the Commission's accomplishments. The Council agreed to hold a future work session to discuss projects to pursue. A member of the Sustainability Commission will be included in the work session.

**BILL 6012**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS TO GRANT A SUBTERRANEAN EASEMENT TO THE METROPOLITAN SEWER DISTRICT TO ALLOW A FIFTY FOOT (50') SUBTERRANEAN TUNNEL AND SEWER LINE ON PROPERTY LOCATED AT 3258 LACLEDE STATION ROAD was given its third reading. Councilmember Wood motioned to approve, duly seconded by Councilmember Cerven, which motion received the majority approval; by voice vote, of the Council. It was moved by Councilmember Wood, duly seconded by Councilmember Cerven, that Bill No. 6012 be approved, which motion received the following roll call vote: Ayes members Cerven, Dunn, Faulkingham, Greenberg, Mayor White, Wolf and Wood. Nays, none.

Bill 6012 was approved by the City Council on this 23<sup>rd</sup> day of February, 2016 as **Ordinance No. 5808**.

**BILL 6013**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING A CONDITIONAL USE PERMIT TO MICHAEL ZANGARA TO ALLOW A FOUR FAMILY APARTMENT IN THE SR SINGLE FAMILY RESIDENTIAL DISTRICT AT 7703 JEROME AVENUE was given its third and final reading. A motion was made by Councilmember Wood that Bill No. 6013 be tabled for the reading of the findings of fact, duly seconded by Councilmember Cerven, which motion received the majority approval; by voice vote, of the Council.

The Mayor and City Council make the following findings of fact for the petition for a Conditional Use Permit for an apartment complex (existing four unit building) in the SR Single Family Residential District at 7703 Jerome Avenue:

- a. The proposed use complies with all applicable provisions of the Zoning Code.
- b. The proposed use will contribute to and promote the community welfare and convenience.
- c. The proposed use will not cause substantial injury to the value of neighboring property.
- d. The proposed use does comply with the overall neighborhood development plan and existing zoning provisions.
- e. The proposed use will provide, if applicable, off-street parking and loading areas in accordance with the standards of the Zoning Code.
- f. The proposed use will not substantially increase traffic hazards.
- g. The proposed use will not substantially increase fire hazards.
- h. The proposed use will not overtax public utilities.
- i. The proposed use will not place an undue burden on municipal services.
- j. The proposed use is consistent with the design, construction and original intended use of the structure.
- k. The proposed use serves a community need, and no detrimental effect will be made upon the character of the zoning district in which the conditional use is proposed.

It was then moved by Councilmember Wood, duly seconded by Councilmember Cerven, that the findings of fact be approved, which motion received the following roll call vote: Ayes, members Cerven, Dunn, Faulkingham, Greenberg, Mayor White, Wolf and Wood. Nays, none.

Councilmember Wood motioned to bring Bill No. 6013 back onto the table, duly seconded by Councilmember Cerven, which motion received the majority approval; by voice vote, of the Council.

A motion was made by Councilmember Wood, duly seconded by Councilmember Cerven, that Bill No. 6013 be approved which motion received the following roll call vote: Ayes, members Cerven, Dunn, Faulkingham, Greenberg, Mayor White, Wolf and Wood. Nays, none.

**BILL NO. 6013** was approved by the City Council on this 23<sup>rd</sup> day of February, 2016 as **Ordinance number 5809**.

**BILL 6014**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING A CONDITIONAL USE PERMIT TO NICK DECCIO AND ADELINA MART TO ALLOW SHORT TERM RENTALS AT 7601 WEAVER AVENUE was given its third and final reading. A motion was made by Councilmember Wood that Bill No. 6014 be tabled for the reading of

the findings of fact, duly seconded by Councilmember Cerven, which motion received the majority approval, by voice vote, of the Council.

The Mayor and City Council make the following findings of fact for the petition for a Conditional Use Permit to allow a short term rental in the SR Single Family Residential District at 7601 Weaver Avenue:

- a. The proposed use complies with all applicable provisions of the Zoning/City Code.
- b. The proposed use will contribute to and promote the community welfare and convenience.
- c. The proposed use will not cause substantial injury to the value of neighboring property.
- d. The proposed use does comply with the overall neighborhood development plan and existing zoning provisions.
- e. The proposed use will provide, if applicable, off-street parking and loading areas in accordance with the standards of the Zoning Code.
- f. The proposed use will not substantially increase traffic hazards.
- g. The proposed use will not substantially increase fire hazards.
- h. The proposed use will not overtax public utilities.
- i. The proposed use will not place an undue burden on municipal services.

It was then moved by Councilmember Wood, duly seconded by Councilmember Cerven, that the findings of fact be approved, which motion received the following roll call vote: Ayes, members Cerven, Dunn, Faulkingham, Greenberg, Wolf and Wood. Nays, Mayor White.

Councilmember Wood motioned to bring Bill No. 6014 back onto the table, duly seconded by Councilmember Cerven, which motion received the majority approval; by voice vote, of the Council.

A motion was made by Councilmember Wood, duly seconded by Councilmember Cerven, that Bill No. 6014 be approved which motion received the following roll call vote: Ayes, members Cerven, Dunn, Faulkingham, Greenberg, Wolf and Wood. Nays, Mayor White.

**BILL NO. 6014** was approved by the City Council on this 23<sup>rd</sup> day of February, 2016 as **Ordinance number 5810**.

**BILL 6015**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING PLANNED UNIT DEVELOPMENT ORDINANCE NO. 5772, SECTION VI. 2. TO MODIFY THE BUILDING MATERIAL REQUIREMENTS FOR LOT A was given its third and final reading. Councilmember Wood motioned to approve, duly seconded by Councilmember Cerven, which motion received the majority approval; by voice vote, of the Council. It was moved by Councilmember Wood, duly seconded by Councilmember Cerven, that Bill No. 6015 be approved, which motion received the following roll call vote: Ayes, members Cerven, Dunn, Faulkingham, Greenberg, Mayor White, Wolf and Wood. Nays, none.

**BILL 6015** was approved by the City Council on this 23<sup>rd</sup> day of February, 2016 as **Ordinance number 5811**.

COUNCIL COMMUNICATION: Councilmember Greenberg stated the Chamber Net Lunch will be held tomorrow.

MAYOR'S REPORT: No report.

CITY ATTORNEY'S REPORT: No report.

CITY MANAGER'S REPORT: Mr. Corcoran stated a work session could be held prior to the March 8, 2016 Council meeting to discuss and decide on a list of priorities for the Sustainability Commission. The Council agreed.

The cities of Maplewood, Clayton, Richmond Heights and Brentwood have been asked to join together and create a senior citizens advisory commission. Maplewood, Clayton and Richmond Heights said they are interested in exploring this. The city of Brentwood has not made a commitment at this point. Mr. Corcoran asked the council to let him know of anyone interested in serving on this commission.

MOTION TO HOLD A CLOSED SESSION, IF NEEDED, TO DISCUSS MATTERS RELATING TO LITIGATION, LEGAL ACTIONS AND/OR COMMUNICATION FROM THE CITY ATTORNEY AS PROVIDED FOR IN SECTION 610.021(1)RSMO. AND/OR SPECIFICATIONS FOR COMPETITIVE BIDDING UNDER SECTION 610.021(11) AND/OR SEALED BIDS AND RELATED DOCUMENTS AND SEALED PROPOSALS AND RELATED DOCUMENTS UNDER SECTION 610.021(11) AND/OR PERSONNEL MATTERS UNDER SECTION 610.021(13)RSMO. AND/OR EMPLOYEE MATTERS UNDER SECTION 610.021(3)RSMO. AND/OR REAL ESTATE MATTERS UNDER SECTION 610.021(2)RSMO. AND/OR DOCUMENTS RELATED TO A NEGOTIATED CONTRACT UNDER SECTION 610.021(12)RSMO: No need.

There being no further business before the Council, the meeting adjourned at 7:55 p.m.

# INTEROFFICE MEMORANDUM

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TO: Mayor & City Council  
FROM: Martin J. Corcoran, City Manager  
DATE: March 4, 2016  
RE: AG Rock Liquor License

James Quicksilver, owner of AG Rock to be located at 7278 Manchester Ave. (formerly A Pizza Story) is requesting a full liquor license and Sunday liquor license. Staff recommends approval with the following stipulation:

1. 51% of the sales must come from the sale of food at retail prepared on-site.

If you have any questions, please contact me.

Martin J. Corcoran  
City Manager



ESTABLISHED 1980  
PRESIDENTS  
1980 - 1991 HRINSIN, JOHN A.  
1992 - BERTHOLD, WILLIAM K.



CIVIL / STRUCTURAL /  
LAND SURVEYING

## MAPLEWOOD ENTRANCE MONUMENT BUDGET COST ESTIMATE

DECEMBER 18, 2015

<b>1.0</b>	Fabrication & Erection (Per Fenster Steel Estimate)	=	\$120,000.00
<b>2.0</b>	Foundations (Budget)	=	\$ 25,000.00
<b>3.0</b>	Curbs/Sidewalks (Budget)	=	\$ 10,000.00
<b>4.0</b>	Painting (Budget)	=	\$ 15,000.00
<b>5.0</b>	Letters & Neon (10/8 Budget)	=	\$ 30,000.00
<b>6.0</b>	Lighting (Budget)	=	\$ 25,000.00
<b>7.0</b>	Utility Relocation Ameren = \$15,000.00 Gas/Water = \$15,000.00	=	\$ 30,000.00
<b>8.0</b>	Traffic Control (Budget)	=	\$ 5,000.00
<b>9.0</b>	Ten 8 Design Fees	=	\$ 15,000.00
<b>10.0</b>	Electric Service	=	\$ 7,500.00

2 | Maplewood Entrance Monument  
Budget Cost Estimate

<b>11.0</b>	Marketing Materials	=	<u>\$ 5,000.00</u>
	Sub Total	=	\$287,500.00
	Contingency = 10%	=	<u>\$ 28,750.00</u>
	<b>TOTAL BUDGET</b>	=	<b>\$316,250.00</b>

# INTEROFFICE MEMORANDUM

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To: Marty Corcoran, City Manager  
From: Anthony Traxler, Assistant City Manager/Director of Public Works  
Date: March 3, 2016  
Subject: 2016 Capital Improvements Projects – Streets

A request for bids was placed in the St. Louis Business Journal on February 12, 2016 for the 2016 capital improvements project. The bid sought pricing for concrete street construction of the following: (1) Hiawatha Avenue (2) Hazel Avenue (Sutton to Big Bend) and (3) Oxford Avenue (Big Bend to Sussex). The bid also sought asphalt resurfacing of Sussex Avenue (Oxford to Greenwood) and Sarah Avenue (Marshall to Limit).

The bids were publicly opened on March 2, 2016 and the following bids were received:

1) Spencer Contracting	<b>\$748,717.52</b>
2) Krupp Construction	\$989,298.30
3) Lamke Trenching and Excavating	\$971,214.30

Spencer Contracting's references were complementary and we have successfully worked with them in the past, most recently they replaced Martini Avenue. Therefore, staff recommends the low bid of Spencer Contracting.

Please see the attached resolution requesting City Council approval of Spencer Contracting for the 2016 Capital Improvements Project - Streets. If you have any questions, comments or concerns regarding this matter, feel free to contact me at 646-3635.

**RESOLUTION**

**R15-**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI AUTHORIZING THE CITY MANAGER TO ACCEPT THE BID OF SPENCER CONTRACTING IN THE AMOUNT OF SEVEN HUNDRED FORTY EIGHT THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS AND FIFTY TWO CENTS (\$748,717.52) FOR THE 2016 CAPITAL IMPROVEMENTS PROJECT – STREETS AND TO SIGN A CONTRACT NOT TO EXCEED EIGHT HUNDRED AND ONE THOUSAND ONE HUNDRED TWENTY SEVEN DOLLARS AND SEVENTY FIVE CENTS (\$801,127.75) WHICH INCLUDES A 7% CONTINGENCY

WHEREAS, bids were duly advertised and publicly opened on March 2, 2016 at Maplewood City Hall; and

WHEREAS, three (3) bids were received, all were considered responsive; and

WHEREAS, the bids ranged from a high of \$989,298.30 to a low of \$748,717.52; and

WHEREAS, Spencer Contracting submitted the low bid in the amount of \$748,717.52; and

WHEREAS, Spencer Contracting's references were complementary and we have successfully worked with Spencer Contracting in the past.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI AS FOLLOWS:

The City Manager is hereby authorized to accept the bid of Spencer Contracting in the amount of seven hundred forty eight thousand seven hundred seventeen dollars and fifty two cents (\$748,717.52) for the 2016 Capital Improvements Project – Streets; and

BE IT FURTHER RESOLVED that the City Manager is authorized to sign a contract not to exceed eight hundred and one thousand one hundred twenty seven dollars and seventy five cents (\$801,127.75) which includes a 7% contingency.

Passed this 8<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen Scheidt, Acting City Clerk

Approved this 8<sup>th</sup> day of March, 2016.

# INTEROFFICE MEMORANDUM



To: Mayor and City Council  
From: Anthony Traxler, Assistant City Manager/Director of Public Works  
Date: March 1, 2016  
Subject: Water Slide Resurfacing – Maplewood Family Aquatic Center

Staff prepared a request for proposals for the resurfacing of the existing water slides and mushroom feature at the Maplewood Family Aquatic Center. The request was placed in the St. Louis Business Journal on January 29, 2016. In addition to the published request for proposals, proposal information was mailed, emailed or faxed to the following companies: SlideCare LLC, The Slide Experts, Fix My Slide and Bazan Painting. Proposals were opened on February 22<sup>nd</sup> and the following proposals were received:

	Serpentine Slide	Speed Slide	Mushroom	Total
Bazan Painting	\$ 38,173	\$ 11,520	\$ 350	\$ 50,043
SplashTacular	\$ 77,420	\$ 33,205	\$ 4,695	\$ 115,320
SlideCare LLC	\$ 25,316	\$ 14,462	\$ 1,576	<b>\$ 41,354</b>

The references supplied by SlideCare LLC were very complimentary. Therefore, it is staff's opinion that SlideCare LLC is the lowest and best proposal.

Please see the attached resolution requesting City Council approval of the aforementioned water slides and mushroom feature resurfacing. If you have any questions, comments or concerns regarding this matter, feel free to contact me at 646-3635.

**RESOLUTION**

**R16-**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL SUBMITTED BY SLIDECARE, LLC IN THE AMOUNT OF FORTY ONE THOUSAND THREE HUNDRED FIFTY FOUR DOLLARS (\$41,354) FOR THE RESURFACING OF THE TWO SLIDES AND MUSHROOM FEATURE AT THE MAPLEWOOD FAMILY AQUATIC CENTER.

WHEREAS, proposals were duly advertised and publicly opened on February 22<sup>nd</sup>, 2016 at Maplewood City Hall; and

WHEREAS, three (3) proposals were received, all were considered responsive; and

WHEREAS, bids ranged from a high of \$115,320 to a low of \$41,354; and

WHEREAS, the bid submitted by SlideCare LLC submitted the low bid; and

WHEREAS, the references supplied by SlideCare LLC were very complimentary.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI AS FOLLOWS:

The City Manager is hereby authorized to accept the proposal submitted by SlideCare LLC in the amount of forty one thousand three hundred fifty four dollars (\$41,354) for the resurfacing of two slides and mushroom feature at the Maplewood Family Aquatic Center.

Passed this 8<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen Scheidt, Acting City Clerk

Approved this 8<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen Scheidt, Acting City Clerk

# INTEROFFICE MEMORANDUM

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TO: Mayor & City Council

FROM: Martin J. Corcoran, City Manager

DATE: March 4, 2016

RE: Auditing Service for Fiscal Years 2016, 2017, 2018, 2019 & 2020

Request for Proposals were duly solicited for citywide auditing services for a 5-year period beginning with the fiscal year ending June 30, 2016. Three proposals were received, all of which were considered responsive. Daniel Jones & Associates, the city's present auditor, submitted the proposal in the best interest of the city. They proposed the following fees: \$15,000 per year for audit; an additional \$1,850 for single audit and \$125 per hour for any additional required work.

A single audit is required when the city receives more than \$750,000 in federal funds. We will probably need to have a single audit this year and next year due to the Manchester Phase 3 project which is an 80% federal fund, 20% city fund project. The other firms that submitted proposals were Hochschild Bloom at \$24,900 to \$26,900 for the 5-year period and a single audit cost of \$4,800 with additional work at \$150 per hour and Botz Deal & Company at \$16,350 to \$18,375 and a single audit cost of \$3,500 to \$3,900 with additional work at \$80 to \$230 per hour.

Based on the cost difference, staff would again recommend Daniel Jones & Associates. If the Mayor and Council are more comfortable with using a different auditor after 7 years, the second low bidder of Botz Deal & Company would be the recommendation.

If you have any questions, please contact me.

  
Martin J. Corcoran  
City Manager

**RESOLUTION**

**R16-**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO RETAIN THE SERVICES OF DANIEL JONES AND ASSOCIATES TO PERFORM AN AUDIT OF ALL CITY FUNDS FOR THE FISCAL YEARS ENDING JUNE 30, 2016, 2017, 2018, 2019 AND 2020 AT A COST NOT TO EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000.00) AND AN ADDITIONAL ONE THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$1,850.00) FOR SINGLE AUDIT AND ONE HUNDRED TWENTY FIVE DOLLARS (\$125.00) PER HOUR FOR ANY ADDITIONAL WORK REQUIRED.

WHEREAS, requests for proposals for city auditing were solicited; and

WHEREAS, three proposals were received all of which were considered responsive; and

WHEREAS, Daniel Jones and Associates submitted the proposal in the best interest of the city.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS: The City Manager is hereby authorized to retain the services of Daniel Jones and Associates for the purposes of performing the city's fiscal year audits for the next five years at a cost not to exceed fifteen thousand dollars (\$15,000.00) and an additional one thousand eight hundred (\$1,850.00) for single audit and one hundred twenty five dollars (\$125.00) for any additional work required.

Passed this 8<sup>th</sup> day of March, 2016

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen R. Scheidt, Acting City Clerk

Approved this 8<sup>th</sup> day of March, 2016

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen R. Scheidt, Acting City Clerk

# INTEROFFICE MEMORANDUM

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TO: Mayor & City Council

FROM: Martin J. Corcoran, City Manager

DATE: March 4, 2016

RE: **COMPUTER AIDED REPORT ENTRY SERVICES CONTRACT  
(C.A.R.E.)**

Attached is an ordinance authorizing the City of Maplewood to renew its Computer Aided Report Entry services agreement with St. Louis County for another year in the amount of \$35,028.00. This is an increase of \$3,184.32 (9%) from last year. The proposed contract cost reflects our actual usage for the previous year.

City of Maplewood police officers call the St. Louis County Dispatch Center and verbally give their police reports. Personnel at the St. Louis County Dispatch Center type the reports and place them in the computer where they may be downloaded at any time by Maplewood police officers.

This contract makes it possible for the police officers to spend more time on the street instead of in the station writing reports.

If you have any questions, please contact me.

Martin J. Corcoran  
City Manager

enclosure

# INTEROFFICE MEMORANDUM

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TO: Martin J. Corcoran, City Manager

FROM: Chief Stephen M. Kruse

DATE: February 25, 2016

RE: Computer Assisted Report Entry & Record Analysis/Mapping System Service Agreement

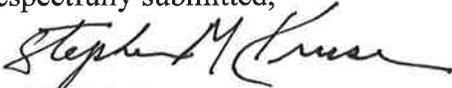
Sir:

I have attached the *Service Agreement* proposed by the St. Louis County Police Department for the period covering July 1, 2016 to June 30, 2017.

The proposed *Service Agreement* between the City of Maplewood and St. Louis County lists the cost at \$35,028.00 annually, which is a 9% increase over the previous *Service Agreement* cost of \$31,843.68 annually. The increased cost is based on usage by officers of this department.

I am forwarding the attached documents for Maplewood City Council review and approval.

Respectfully submitted,



Stephen M. Kruse  
Chief of Police

**Attachments:** Letter Dated February 22, 2016 – St. Louis County Police Lt. John Blake,  
Commander – Municipal Services Unit  
Proposed Service Agreement



# Saint Louis **COUNTY** **POLICE**

*Colonel Jon M. Belmar*  
**Chief of Police**  
7900 Forsyth Boulevard  
St. Louis, Missouri 63105  
Voice/TTY (314) 889-2341

February 22, 2016

Colonel Steve Kruse  
Chief of Police  
Maplewood Police Department  
7601 Manchester Road  
Maplewood, Missouri 63143

Dear Chief Kruse:

Please find the enclosed two copies of the Computer-Assisted Report Entry and Record Analysis & Mapping System Service Agreement between the City of Maplewood and St. Louis County. The Agreement is subject to renewal for the period July 1, 2016 to June 30, 2017. The Service Agreement cost will be \$35,028.00 annually or \$2,919.00 monthly. The increase is based upon actual usage by officers under your command.

Please have the enclosed Agreement reviewed, signed and affixed with your City's seal. Please attach a copy of your ordinance to the contracts and mail both back to my attention and I will submit the signed Agreements to St. Louis County Government for the remaining signatures. Once completely executed, one agreement, bearing original signatures, will be returned to your office.

Thank you once again for the opportunity to serve the Maplewood Police Department. Your assistance is appreciated. If there are any questions please feel free to call me at (314) 615-0184.

Sincerely,

Lieutenant John Blake  
Commander  
Municipal Services Unit

cc. Chief Jon Belmar



*"Committed To Our Citizens Through Neighborhood Policing"*

**BILL NO.**

**ORDINANCE NO.**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT BETWEEN THE CITY OF MAPLEWOOD AND ST. LOUIS COUNTY FOR COMPUTER ASSISTED REPORT ENTRY AND RECORD ANALYSIS/MAPPING SYSTEM SERVICES.

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

Section 1. The City Manager is hereby authorized to execute a service agreement between the City of Maplewood and St. Louis County for Computer Assisted Report Entry and Record Analysis/Mapping System Services for the period July 1, 2016 through June 30, 2017.

Section 2. This ordinance shall be in full force and effect fifteen days (15) after its passage and approval.

Passed this 22<sup>nd</sup> day of March, 2016

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen R. Scheidt, Acting City Clerk

Approved this 22<sup>nd</sup> day of March, 2016

\_\_\_\_\_  
James White, Mayor

Attest:

\_\_\_\_\_  
Karen R. Scheidt, Acting City Clerk

# COMPUTER-ASSISTED REPORT ENTRY AND RECORD ANALYSIS AND MAPPING SYSTEM SERVICE AGREEMENT

## *City of Maplewood and St. Louis County, Missouri*



THIS AGREEMENT, entered into by and between the City of MAPLEWOOD, a municipality in St. Louis County, Missouri, hereinafter referred to as the CITY, and ST. LOUIS COUNTY, MISSOURI, hereinafter referred to as the COUNTY;

WITNESSETH THAT:

WHEREAS, the provisions of Section 70.210 to 70.320, inclusive, RSMo. 2000, as amended, empower municipalities and other political subdivisions to contract and cooperate with each other for a common service; and

WHEREAS, Chapter 701.070 SLCRO 1974, as amended, authorizes the Chief of Police of St. Louis County to contract for police services with municipalities; and

WHEREAS, the CITY desires Computer-Assisted Report Entry (CARE) and Record Analysis and Mapping System (RAMS) services; and

WHEREAS, the CITY has duly enacted and approved Ordinance \_\_\_\_\_, a copy of which is attached hereto, marked Exhibit A, and made a part hereof by reference, authorizing the CITY to execute this contract:

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE CITY AND THE COUNTY AS FOLLOWS:

- (1) The COUNTY shall provide to the CITY the same CARE/RAMS processing services as it provides to the unincorporated portion of COUNTY.
- (2) The COUNTY shall provide CARE/RAMS services consisting of the following:
  - (a) The COUNTY shall provide basic CARE services which consist of 24-hour-a-day telephone entry of police reports from municipal police officers performing exclusively patrol duties. Personnel of the St. Louis County Police Department's CARE Unit shall enter the reports and shall cooperate with the CITY in the performance of their duties but shall be subject to the supervision of the COUNTY recognized chain of command. A police report is defined as a report which results in a document summarizing facts and circumstances surrounding a police-related incident or criminal offense. A police report is generated whenever a municipal police unit obtains a report number and

subsequently dictates/provides a report to the Computer-Assisted Report Entry (CARE) personnel. Police report transactions include original and supplemental reports. The entering of all police reports into CARE will satisfy RSMo 66.200 which requires exact copies of municipal police reports for all felonies and misdemeanors be transmitted to the COUNTY immediately after the information is obtained by the CITY. COUNTY shall maintain all CARE records.

(b) COUNTY will provide the necessary training to designated officials of the CITY in the operation of the CARE/RAMS computer system. RAMS is a tool, intended to benefit the community served by the CITY. Any unauthorized use or disclosure of CARE/RAMS data or maps generated by other cities or agencies, by the CITY or agents of the CITY, without written authorization from the entering agency is prohibited and will be cause for termination of this AGREEMENT.

(3) The CITY shall provide the following:

(a) Police reports created by non-patrol or detective personnel will be entered into the CARE system by personnel from the CITY.

(b) The final review and approval of CARE generated police reports is the responsibility of the CITY.

(c) The sending/cancellation of computer teletype messages reflecting stolen/recovered property and/or all investigative transactions requiring the use of REJIS will be the responsibility of the CITY.

(4) The CITY will provide the computer hardware equipment necessary to network to the CARE/RAMS system. The COUNTY offers technical support for the service through REJIS. Procurement of related supplies such as computer paper, printer ribbons, etc., will be at the expense of the CITY. Procurement of and payment for the necessary REJIS networking will be at the CITY's expense. Remote access to these systems is conditional on the information being used solely and expressly for reviewing, approving, modifying or printing only that data or those reports which originated from the CITY or its officers. Reviewing, approving, modifying or printing data or reports originated by COUNTY or any other governmental agency contracting with COUNTY by the CITY or agents of the CITY without written authorization from the entering agency is prohibited and will be cause for immediate termination of this agreement.

(5) For maintenance/enhancements/and other administrative purposes, the COUNTY shall have access to the CITY entered CARE/RAMS report.

(6) The parties expressly recognize and agree that special circumstances and needs may arise which may require adjustments in terms of personnel and services provided and the

additional costs related thereto. The parties agree to negotiate suitable ancillary addendums to this Agreement. The CITY may increase its level of services at any time to include the acquisition of additional equipment, upon sixty (60) days notice. The COUNTY shall provide such increased levels of services.

(7) Either party shall have the option to renegotiate or to terminate this Agreement in the event that: a) the CITY boundaries are altered in any manner from those existing as of the date of this Agreement; b) the number of dwellings, business places and traffic arteries are substantially changed from that existing at the time of this Agreement.

(8) The Agreement shall take effect on the 1<sup>st</sup> day of July 2016 and shall remain in effect until terminated by either party. However, either party may terminate this Agreement at any time by giving the other party ninety (90) days prior written notice. In May of each year the Agreement is in effect, St. Louis County will provide a work sheet detailing the cost for the next contract period.

(9) The CITY shall pay the COUNTY for the special services set out herein a monthly sum of TWO THOUSAND NINE HUNDRED NINETEEN DOLLARS AND ZERO CENTS (\$2,919.00) due on the first day of each month for a total annual rate of THIRTY-FIVE THOUSAND TWENTY-EIGHT DOLLARS AND ZERO CENTS (\$35,028.00). The CITY will forward payment by the first day of each month without formal billing from the COUNTY.

(10) It is further agreed by the parties hereto that should they wish to enter into a similar contract for such services for July 1, 2017 through June 30, 2018 but are unable by June 30, 2017 to agree on the annual rate for said services, the present monthly rate shall continue in effect until such time as a new annual rate is agreed upon by the parties which shall be applicable retroactively to July 1, 2017.

IN WITNESS THEREOF, AGENCY and COUNTY have signed their names and affixed their official seals to this Agreement on the day and year first above written.

Attest:

CITY OF MAPLEWOOD

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
City Manager

ST. LOUIS COUNTY, MISSOURI



By \_\_\_\_\_  
County Executive

Attest:

\_\_\_\_\_  
Administrative Director

Approved:

ST. LOUIS COUNTY  
BOARD OF POLICE COMMISSIONERS

\_\_\_\_\_  
Chief of Police  
St. Louis County Police Department

By \_\_\_\_\_  
Chairman

Approved as to Legal Form:

\_\_\_\_\_  
County Counselor

Approved:

\_\_\_\_\_  
Accounting Officer