

Columbia City Council  
Pre-Council Meeting Minutes – October 19, 2009 – 5:35 p.m.  
Fourth Floor Conference Room, Daniel Boone Building

Council members present: Mayor Hindman, Paul Sturtz, Jason Thornhill, Karl Skala, Jerry Wade, Laura Nauser and Barbara Hoppe

Absent: None

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City Manager Bill Watkins mentioned several items to Council members

- December 12, 2009 - Tentative date for Council mini-retreat to be held in town, probably for most of a day – please suggest discussion topics
- Proposed a closed meeting to discuss TIF development agreement for 10<sup>th</sup> and Locust project
- October 28 – 29, 2009, from 8 a.m. – 3 p.m. at the Columbia Police Training Center, 5001 Meyer Industrial Blvd. – GIS Vision Workshop - Council members are welcome
- Manager will appoint an advisory committee to help recruit and recommend selection of a permanent City Water and Light director – would like about 12 members, and not all who served last time are interested in serving this time – probably won't get started for a couple weeks – please suggest possible members

### **Sewer Billing Update**

City Manager Watkins, Public Works Director John Glascock and Finance Director Lori Fleming explained current billing procedures, attempts to bring more clarity and the need to revise City ordinances. Watkins suggested that sewer rate structures should follow three principles: 1) be based on cost-of-service; 2) be simple and easy to understand; and 3) be certain, with as little gray area as possible. Some issues include defining “customer;” differentiating residential from commercial customers; clarifying “dwelling unit;” dealing with master meters for multiple users; procedures for customers that may not have other City metered utility services; service agreements with “governmental units,” such as the University and other public entities. Staff is working on an ordinance and will present for Council review and discussion in the near future. *(Handouts: current ordinance; and preliminary thoughts on revisions)*

### **Sustainability Manager**

City Manager Watkins and Assistant City Manager Paula Hertwig-Hopkins asked for Council guidance to focus the work and reporting responsibility of the new sustainability manager budgeted in FY 2010. The Council consensus was that the position would report to the City Manager, with quarterly reports submitted directly to public, Council members and the City Manager at the same time. In line with the three-year federal grant for this initiative, the first year would be devoted to start-up; the second year would start to measure outcomes; and the third year would include program review. Funds are not in hand yet, but there is interest in starting to advertise for applicants. Mayor Hindman said that he, the City Manager and selected Water and Light staff members would visit Austin, Texas November 22 – 24, to learn about its sustainability programs, and invited another Council member to attend. Council members suggested that Councilman Wade should make the trip. *(Handout: City Manager's memo on Office of Sustainability)*

**Humane Society**

Health and Human Services Director Stephanie Browning responded to Council members' interest in getting a more independent, third-party review of the Central Missouri Humane Society, as a condition of receiving \$20,000 in Council contingency funds in FY 2010. Although The Humane Society of the United States is not a "parent" organization, it does provide animal services consultation through fee-based contracts. Browning suggested that the City's animal control operation also could benefit from consultation, if a contract is pursued. Council members asked for additional information from the Society, from SCORE and from other communities that have been evaluated before taking further steps.

**Chicken Ordinance**

Browning said that the Board of Health took extensive public input on this proposal but could not agree on a recommendation. Council members are interested in seeing the Board's research materials and in considering an ordinance.

*(Handout: Background sheet)*

Watkins distributed a report from the Parks and Recreation Commission relating to replacement of two bridges on the MKT Trail.

*(Handout: Report)*

The pre-Council meeting adjourned at 6:50 p.m.

Source: Mike Hood



Agenda Item No. \_\_\_\_\_

**FISCAL NOTES:**

**TO: City Council**  
**FROM: City Manager and Staff**  
**DATE: October 16, 2009**  
**RE: MKT Bridges 12 and 13**

<b>City Fiscal Impact</b> Enter all that apply:	
\$0	City's current net FY cost.
\$0	Amount of Funds Already appropriated
\$0	Amount of budget amendment needed
\$0	Estimated 2 yr net costs:
\$0	One-time
\$0	Operating / On-going
<b>Program Impact:</b>	
N	New program/ agency (Y/N)
N	Duplicates/expands an existing program (Y/N)
Y	Fiscal impact on any local political subdivision (Y/N)
<b>Resources Required:</b>	
N	Requires add'l FTE personnel? (Y/N)
N	Requires additional facilities? (Y/N)
N	Requires additional capital equipment? (Y/N)
<b>Mandates:</b>	
N	Federal or state mandated? (Y/N)

**SUMMARY:**

At the Parks and Recreation Commission's regularly scheduled October 15 meeting, the Commission heard an update from staff on the status of the proposed replacement of Bridges #12 and #13 on the MKT Trail.

On a motion by Kespohl, seconded by Blevins, the Commission recommends to the Council approval of the current plan submitted by staff to replace both Bridges #12 and #13 of the MKT Trail.

**All in favor:** Kloepfel, Blevins, Pauls, Devine, Kespohl, Davis  
**Motion carried.**

**DISCUSSION:**

**FISCAL IMPACT:**

None.

**SUGGESTED COUNCIL ACTIONS:**

Accept this report.

Background: The Board of Health subcommittee studying the issue of backyard chickens submitted the following to the full Board of Health during the September 2009 meeting for consideration. The Board was unable to reach agreement by vote to move this forward to Council as a recommendation. Should Council wish to consider an ordinance change to allow chickens within the city limits, staff will need further direction.

Board of Health – Subcommittee Recommendations – Not Approved by Full Board:

To have backyard chickens in city limits:

1. It will be annually renewable permit-process, with an application that lists the requirements for you to meet first before submitting.
  - 1.a. As part of the application, a city resident wanting chickens needs signed approval of every property owner whose premises is adjacent to where the chickens will be located, including all potential locations of mobile coops or free-ranging chickens. This written approval must be obtained only on the first year's application or reinstatement of a revoked application, but is not necessary on normal renewal of permit.
  - 1.b. This permit is to be renewed by November 1<sup>st</sup> of each year.
  - 1.c. Renewal of permit will be granted by the Columbia/Boone County Department of Public Health and Human Services. Renewal may be denied based on neighbor complaints or non-compliance with animal control ordinances.
2. Chickens will be allowed only at 1- or 2-family dwellings (no apartment complexes). Landlord approval is required.
3. There will be chickens only. No ducks, geese, or other types of fowl. Only hens are allowed, no roosters.
4. Permanent coop structures must be at least 10 feet from adjacent lots. Mobile coops (chicken tractors) may be positioned anywhere on owner's property but at least 10 feet from adjacent lots.
5. Free-ranging (uncaged) chickens are acceptable if wings are clipped and chickens are completely fenced.
6. Owners of chickens that escape owner's property and are subsequently killed will hold harmless any animal/driver that accidentally killed the chicken.
7. Limit of 4 chickens per premises. Health Department may grant waivers on number of chickens dependent on if lot size is sufficient to have a greater number of chickens.
- ~~8. Coops will be maintained and kept clean/free of disagreeable odors, and heated appropriately during winter (with a light bulb/heat lamp or other means).~~
  - ~~8.a. Section 5-2 of current city ordinance states, "Animal habitats to be clean, sanitary; inspections authorized. All structures, pens, coops or yards wherein animals or fowl are kept or permitted to be, shall be maintained in a clean and sanitary condition at all times, devoid of all~~

~~rodents and vermin, and free from offensive, disagreeable or noxious smell or odor to the injury, annoyance or inconvenience of any inhabitant of the neighborhood. The interior walls of all such structures shall be whitewashed or painted annually or oftener as the health officer shall direct. The enclosed area of all such structures shall be constructed in such a way as to be dry at all times on the inside. The health officer may at any time inspect, or cause to be inspected, any structure or premises and issue any such order as may be necessary to carry out the provisions of this section. (Code 1964, § 5.090) (Stricken because current animal control ordinance already addresses concerns of cleanliness.)~~

~~9. Definition of livestock will be changed to remove chickens (Stricken because current livestock section in animal control ordinance addresses larger parcels of land and what is allowed-did not want to disallow chickens on larger parcels of land)~~

10. Coops and containers of unused feed are to be secured to prevent rodents.

11. No selling of eggs or butchered chickens

12. Coop shall be of appropriate humane size relative to number, size, and weight of chickens, and have place to let chickens get out of weather/rain/snow. Minimum space requirement is five square feet per chicken. (Source of space requirement needed). Section 5-6 requires, "(b) Unlawful impoundment. It shall be unlawful for any person to impound or confine any animal or cause any animal to be impounded or confined without supplying the following: (1) A structurally sound, properly ventilated, sanitary, dry and weatherproof shelter suitable for the species, age and condition of the animal. The shelter must be free of litter and hazardous substances and objects and must have access to shade from direct sunlight and must allow regress from exposure to inclement weather conditions; (2) Wholesome food suitable for the species which is provided at suitable intervals in a sanitary manner in quantities sufficient to maintain good health in the animal considering its age and condition; (3) Constant access or access at suitable intervals to a supply of clean, potable, unfrozen water, provided in a sanitary manner and in sufficient amounts for the animal to maintain good health; and (4) Normal and prudent attention to the needs of the animal, including all necessary immunizations, sufficient exercise and rest to maintain good health and the provision to each sick or injured animal of the necessary veterinary care or humane death;.

~~13. Current ordinance Sec 5-6, animal abuse, shall apply to chickens as it is currently written. "It is unlawful to... Beat, ill treat, torment or cause injury or unnecessary pain to any animal." (Stricken because current animal control ordinance already addresses concerns of abuse.)~~

14. A brochure will be developed for permits to explain rules and will offer guidance on disposal of manure.

15. Current ordinance Sec 5-9 on sale of less than 12 fowl under one month of age prohibited shall be updated to exclude applying to chickens (hens).

Chapter 22 PUBLIC WORKS AND IMPROVEMENTS\*

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**Section 22-262 Classification of users.**

(a) All users of the wastewater treatment system are hereby classified in the following manner:

(1) *Residential.* Any premises served, upon which is located a structure housing one or two (2) families.

(2) *Public authority.* Any governmental, educational, municipal or institutional user of the system; provided, however, that when, in the judgement of the director or his authorized representative, the waste, sewage or discharge of public authority is other than normal wastewater, such waste, sewage or discharge shall be regulated as that of a commercial or industrial user; provided further, that only the specific waste which is other than normal wastewater shall be so regulated; all other waste, sewage or discharge of the public authority shall be treated as that of a residential user.

(3) *Commercial and industrial.* All users of the system other than those above classified.

(b) Revenue received from sewage service charges shall be accounted for according to the above customer classifications.

(Code 1964, § 14.820; Ord. No. 10059, § 2, 2-6-84; Ord. No. 14914, § 1, 8-5-96)

Chapter 22 PUBLIC WORKS AND IMPROVEMENTS\*

**Section 22-263 Charges for sewage service.**

(a) There is hereby levied on each wastewater system user having any sewer connection with the wastewater system of the city or otherwise discharging sewage, industrial waste, or other liquids, either directly or indirectly into the city's wastewater system, a sewage service charge. Subject to the exceptions provided in this article, such charge shall be based upon the quantity of water used in or on the premises as the same is measured by a water or sewer meter or sewer meters approved by the city; provided, however, that if actual sewer service cannot reasonably be determined from the water or sewage so metered, whether due to defect, tampering or causes unknown, the amount of sewage, waste or waters discharged into such system shall be estimated and billed as provided for in section 27-19. Additional charges for extra strength sewage, toxic pollutants, and wastewater monitoring will be levied where applicable.

(b) The monthly charges for residential and public authority customer classifications shall be based on the average monthly billing of water usage during the immediate preceding calendar months of January, February and March. Where such basis is not considered representative of sewage discharge for public authority customers, the provisions of section 27-19 of this Code or any other reasonable basis of estimating sewage discharge from such customers may be used. Commercial and industrial charges shall be based on one hundred (100) per cent of the monthly metered water used, except as otherwise provided in this Code.

(1) *Basic sewage service charge.* Each user of the wastewater system of the city shall pay for the use of such system monthly sewage service charges based on the following rates:

	User Charge Portion	Capital Charge Portion	Total
Service charge, per month:			
All customers....	\$ 4.937	\$ 1.155	\$ 6.09
Quantity charge, per Ccf:			
All volume....	\$ 1.210	\$ 0.233	\$ 1.44
Ccf = 100 cubic feet			

(2) *Extra strength charge.* Wastewater discharged to the wastewater system from

commercial or industrial users shall be subject to an extra strength charge when the BOD or total suspended solids concentration exceeds three hundred (300) milligrams per liter (mg/l) by weight. All analyses shall be performed on composite samples collected at no less than hourly intervals over a twenty-four-hour period.

Extra strength charges shall be calculated based on one hundred (100) per cent of metered water use, except as otherwise provided in section 22-269 of this Code, in accordance with the following formula:

$$S = V_s \times 0.00624 \times [\$ 0.179 \text{ (BOD - 300)} + \$ 0.1227 \text{ (SS - 300)}]$$

Where:

S	=	Surcharge in dollars monthly.
V <sub>s</sub>	=	Sewage volume in 100 cubic feet per month.
0.00624	=	Conversion factor for hundred cubic feet to million pounds.
\$ 0.179	=	Unit charge for BOD in dollars per pound; of which \$ 0.140 represents the user charge portion and \$ 0.039 represents capital charges.
BOD	=	BOD strength index in mg/l by weight.
300	=	Allowed BOD and suspended solids strengths in mg/l by weight.
\$ 0.1227	=	Unit charge for suspended solids in dollars per pound; of which \$ 0.0944

		represents the user charge portion and \$ 0.0283 represents capital charges.
SS	=	Suspended solids strength index in mg/l by weight.

(3) *Monitoring charge.* When regulations as set forth by the federal government, state and city require monitoring of the waste from a commercial or industrial user, whether for strength calculations or for NPDES compliance, that user shall pay a monitoring charge.

The monitoring charge shall consist of all costs for personnel, material and equipment used to collect and analyze samples from the user's wastewater.

The exact charge shall be based on actual costs and shall be determined by the director.

(4) *Toxic pollutant charge.* Any user which discharges any toxic pollutants which cause an increase in the cost of managing the effluent or sludge from the city's treatment system shall pay for such increased costs.

(5) *Base charge.* When residential property is vacant and the customer has requested discontinuance of a metered service the customer shall be charged a base charge of six dollars and nine cents (\$ 6.09 ) per month in lieu of all other charges for sewage services.

(Code 1964, § 14.830; Ord. No. 10275, § 1, 9-4-84; Ord. No. 12022, § 1, 9-19-88; Ord. No. 12711, § 1, 8-20-90; Ord. No. 13413, § 1, 8-17-92; Ord. No. 14914, § 1, 8-5-96; Ord. No. 15620, § 1, 5-18-98; Ord. No. 15926, § 2, 3-15-99; Ord. No. 16851, § 1, 4-2-01; Ord. No. 16890, § 2, 5-7-01; Ord. No. 17837, § 1, 9-15-03; Ord. No. 18215, § 2, 9-20-04; Ord. No. 18685, § 2, 9-19-05; Ord. No. 19231, § 2, 10-2-06; Ord. No. 19656, § 2, 9-17-07; Ord. No. 20046, § 2, 9-15-08; Ord. No. 20413, § 2, 9-21-09)

(Ord. 20413, Amended, 09/21/2009, Prior Text; Ord. 20046, Amended, 09/15/2008, Prior Text; Ord. 19656, Amended, 09/17/2007, Prior Text; Ord. 19231, Amended, 10/02/2006, Prior Text; Ord. 18685, Amended, 09/19/2005, Prior Text; Ord. 18215, Amended, 09/20/2004, Prior Text; Ord. 17837, Amended, 09/15/2003, Prior Text; Ord. 16890, Amended, 05/07/2001, Prior Text; Ord. 16851, Amended, 04/02/2001, Prior Text; Ord. 15926, Amended, 03/15/1999, Prior Text)

Chapter 22 PUBLIC WORKS AND IMPROVEMENTS\*

**Section 22-264 Connection fees.**

(a) The following definitions apply to this section:

*Expanded user of the wastewater system* means the owner or occupant of property that has previously been connected to the wastewater system who is increasing the size or number of water meters serving the property.

*New user of the wastewater system* means the owner or occupant of property that is being connected to the wastewater system for the first time.

(b) Each new residential user of the wastewater system shall pay a wastewater system connection fee of eight hundred dollars (\$800.00) per residential unit. All other new users of the wastewater system shall pay a wastewater system connection fee based on the size of the water meter that shall serve the property in accordance with the following table:

<i>Size of water meter Inches</i>	<i>Connection fee</i>
5/8 and 3/4	\$ 800.00
1	1,422.00
1½	3,200.00
2	5,689.00
3	12,800.00
4	22,756.00
6	51,200.00
8	91,022.00
10	142,222.00
12	204,800.00

(c) Each expanded user of the wastewater system who is increasing the size of a water meter shall pay a connection fee equal to the difference between the connection fee shown in subsection (b) for the size water meter which was in place prior to the expansion and the connection fee shown in subsection (b) for the size of the water meter to be installed. Each expanded user of the wastewater system who is increasing the number of water meters serving the property shall pay a connection fee for each additional water meter in accordance with the table in subsection (b).

(d) The director shall reduce the amount of the connection fee when the new or expanded user of the wastewater system establishes that a substantial portion of the water to be metered shall not be discharged into the wastewater system. The amount of the reduced connection fee shall be based on the size of the water meter that would have been required to provide that portion of the water to be metered that shall be discharged into the wastewater system.

(e) The wastewater system connection fees imposed by this section are in addition to plumbing

permit fees and all other fees and charges imposed by the city.

(f) A plumbing permit to connect to the wastewater system shall not be issued unless the connection fee has been paid. A plumbing permit to increase the size of a water meter serving property that is connected to the wastewater system shall not be issued unless the connection fee has been paid. A plumbing permit to increase the number of water meters serving property that is connected to the wastewater system shall not be issued unless the connection fee has been paid.

(Ord. No. 15324, § 1, 9-2-97 ; Ord. No. 17837, § 1, 9-15-03; Ord. No. 19231, § 2, 10-2-06; Ord. No. 19696, § 1, 10-1-07; Ord. No. 20050, § 1, 9-15-08; Ord. No. 20415, § 1, 9-21-09 )

(Ord. 20415, Amended, 09/21/2009, Prior Text; Ord. 20050, Amended, 09/15/2008, Prior Text; Ord. 19696, Amended, 10/01/2007, Prior Text; Ord. 19656, Amended, 09/17/2007, Prior Text; Ord. 19231, Amended, 10/02/2006, Prior Text; Ord. 17837, Amended, 09/15/2003, Prior Text)

Chapter 22 PUBLIC WORKS AND IMPROVEMENTS\*

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**Section 22-265 Review of user charge rate structure.**

The user charge rate schedule shall be reviewed and adjusted at least biennially to:

- (1) Maintain the proportional distribution of operation, maintenance and replacement (OM&R) costs among user classes.
- (2) Provide adequate revenues to cover OM&R and capital costs.
- (3) Apply any excess or shortage of revenue collected from a class of users to the costs of OM&R attributable to that class to the following year(s) and adjust the sewage service rates accordingly.  
(Code 1964, § 14.860)

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. \_\_\_\_\_

**AN ORDINANCE**

amending Chapter 22 of the City Code as it relates to sewer rates and charges; and fixing the time when this ordinance shall become effective.

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

SECTION 1. Chapter 22 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 22-210. Definitions.

The following words and terms as used in this article shall be deemed to mean and be construed as follows, unless the context specifically indicates otherwise:

...

*Domestic wastewater.* Wastewater discharging from dwellings (including apartment houses and hotels), office buildings, factories or institutions, and free from storm water, surface water and industrial wastewater.

Dwelling unit. One or more rooms arranged for the use of one or more individuals living together as a single housekeeping unit with cooking, living, sanitary and sleeping facilities.

...

Sec. 22-261. Generally.

(a) It is the purpose of this division to provide for the recovery of costs from contributors to the city's sanitary sewer system for the implementation of the program established herein. The applicable charges or fees shall be set forth in the city's schedule of charges and fees, to be prepared by the director and approved by the city council. The city council shall adopt charges and fees which may include:

...

(b) Surcharges shall be shown on the utility bill as a separate item which shall show the amount of the surcharge and shall be payable to the finance department at the same time as the water utility bill and normal sewer service charge.

Sec. 22-262. Classification of users.

(a) All users of the wastewater treatment system are hereby classified in the following manner:

(1) ~~Residential. Any premises served, upon which is located a structure housing one or two (2) families~~ Residential users are users of buildings consisting solely of one or more dwelling units.

(2) ~~Public authority. Any governmental, educational, municipal or institutional user of the system; provided, however, that when, in the judgement of the director or his authorized representative, the waste, sewage or discharge of public authority is other than normal wastewater, such waste, sewage or discharge shall be regulated as that of a commercial or industrial user; provided further, that only the specific waste which is other than normal wastewater shall be so regulated; all other waste, sewage or discharge of the public authority shall be treated as that of a residential user.~~

(3-2) ~~Commercial and industrial. All users of the system other than those above classified~~ Commercial users are all users that are not residential users.

(b) Revenue received from sewage service charges shall be accounted for according to the above customer classifications.

Sec. 22-263. Charges for sewage service.

(a) There is hereby levied on each wastewater system user having any sewer connection with the wastewater system of the city or otherwise discharging sewage, industrial waste, or other liquids, either directly or indirectly into the city's wastewater system, a sewage service charge consisting of a base charge and a volume charge.

(b) Residential users will be assessed one base charge for each dwelling unit. Commercial users with a master water meter serving a structure will be assessed one base charge for each electric meter in the structure. Commercial users without a master water meter serving a structure will be assessed one base charge for each water meter.

(c) Subject to the exceptions provided in this article, such charge shall be based upon the quantity of water used in or on the premises as the same is measured by a water

or sewer meter or sewer meters approved by the city; provided, however, that if actual sewer service cannot reasonably be determined from the water or sewage so metered, whether due to defect, tampering or causes unknown, the amount of sewage, waste or waters discharged into such system shall be estimated and billed as provided for in section 27-19. Additional charges for extra strength sewage, toxic pollutants, and wastewater monitoring will be levied where applicable.

(b-d) ~~The monthly volume charges for residential users and public authority customer classifications shall be based on the average monthly billing of water usage during the immediate preceding calendar months of January, February and March. Where such basis is not considered representative of sewage discharge for public authority customers, the provisions of section 27-19 of this Code or any other reasonable basis of estimating sewage discharge from such customers may be used. Commercial users and industrial charges shall be charged based on one hundred (100) per cent of the monthly metered water used, except as otherwise provided in this Code.~~

- (1) *Basic sewage service charge.* Each user of the wastewater system of the city shall pay for the use of such system monthly sewage service charges based on the following rates:

	User Charge Portion	Capital Charge Portion	Total
<del>Service Base charge, per month:</del>			
<del>All customers-users....</del>	\$4.937	\$1.155	\$6.09
<del>Quantity Volume charge, per Ccf:</del>			
<del>All volume....</del>	\$1.210	\$0.233	\$1.44
Ccf = 100 cubic feet			

...

(e) The city may enter into sewer service agreements with governmental users. These agreements may provide for sewer charges that differ from the charges set forth in this article.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ATTEST:

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

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

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City Counselor

TO: Mayor and Council  
FROM: Bill Watkins  
City Manager



**SUBJECT: Office of Sustainability: FY10 Budget Program Highlights**  
DATE: 15 October 2009

Per Council's recent discussion regarding the role of the Sustainability Manager and the direction of the Office of Sustainability, we thought a good starting point might be review of the Office of Sustainability Highlights as included in the FY10 budget document and make any modifications or additions to those highlights. The Environment and Energy Commission Comments and Review dated 9/15/09 are also attached for your review.

Please review the budget highlights and attached information as Paula will walk through each highlight with Council during Pre-Council Monday night for any modifications or additions you may wish to make.

The last item concerns coordination of a possible visit from the Sustainability Coordinator from Fayetteville, Arkansas with Council. John Coleman would be happy to come as his schedule is flexible in November. We discussed this previously as a possibility.

Please advise if additional information is needed. Thank you.

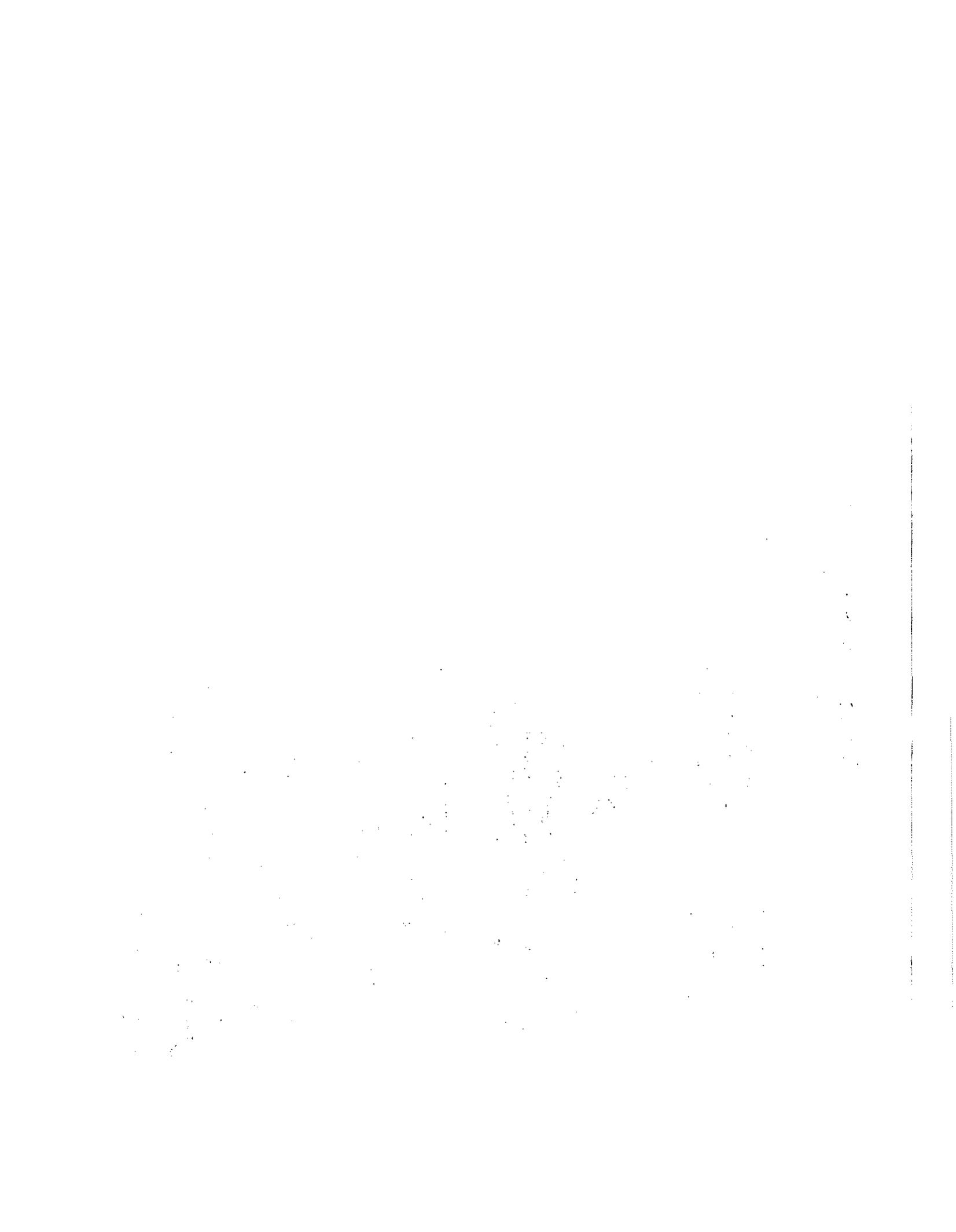


# Office of Sustainability

Budget Program Highlights  
FY 2010

Budget Document Highlights	Modifications/Additions
City received Department of Energy Stimulus Block Grant later part of FY09 with partial funding for a Sustainability Manager.	
Department responsible for planning, directing, coordinating and integrating short and long term sustainable comprehensive action plan, resource conservation, and related sustainability programs, personnel and operations to advance a more sustainable, vital and well planned future for Columbia.	
Department will direct, plan, organize, integrate, and evaluate the activities related to sustainability and develop appropriate processes, monitoring and tracking systems, that include life cycle and cost/benefit analyses.	
Coordinate the Building a Sustainable Columbia Steering Committee and Community Wide Planning Process.	
Sustainability Manager responsible for coordinating and directing development and writing of Building a Sustainable Columbia Action Plan for the Community and City Owned Facilities.	
Coordinate development and establishment of GHG, Energy and other Sustainable Targeted Reduction Goals.	
Coordinate and integrate city facility and community wide public outreach and education programs/public forums.	
Develop, track, monitor and measure verifiable and replicable data to achieve reduction goals in all city owned facilities and communitywide.	
Coordinate retrofitting of city facilities to achieve GHG, Energy and other Sustainable Targeted Reduction Goals.	
Department will direct and oversee preparation of analyses and recommendations regarding policy issues with regards to sustainability and long range plans.	
Department will assume a high degree of cross-functional interactions with departments, particularly Public Works and Water & Light as well as the City Manager's Office, residents, alignment of efforts with the state, federal government, University of Missouri, other institutions of higher education and residents.	
Sustainability Manager reports to the City Manager	

10/14/09





# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



ENVIRONMENT AND ENERGY COMMISSION

Date: September 22, 2009  
To: Mayor, City Council Members, City Manager  
From: Environment and Energy Commission  
Subject: Sustainability Director Position

Dear Mayor, City Council Members, Mr. Watkins;

The Environment and Energy Commission (EEC) would like to give a status update to council in regards to council's request that EEC "review and provide comments regarding the job description for the Sustainability Director." (*City Council Minutes – 6/15/09 Meeting*)

In the EEC's July meeting, a presentation was made by staff to the EEC of a draft job description for the Sustainability Director position. EEC members had many comments and felt that the job description presented by staff needed another revision to reflect more closely the position description that was created by the consultants in the joint EEC/Water and Light Advisory Board meetings on creating the application to the U.S. Department of Energy (DOE) for an Energy Efficiency and Conservation Block Grant. (See attached)

Between the EEC July and August meetings the EEC was mailed a letter, also sent to Council, by the City Manager thanking EEC for their input on the Sustainability Director position. The EEC had not yet made any official recommendations to Council and the City Managers office regarding the Sustainability Director position at the time of the City Manager's letter.

In the August EEC meeting, the City Manager addressed the commission and thanked us for our input. The commission was informed that further changes would not be made until the status of the DOE grant was known. The EEC felt that we had not yet provided our input to Council as was requested. The EEC therefore has continued working on our recommendations for the Sustainability Director position and Sustainability Department program suggestions.

Please find attached a list of comments and recommendations from the EEC on the creation of a Sustainability Director position.

Sincerely;

Dan Goldstein  
Vice-Chair Environment and Energy Commission

Note, the Chair has recused herself from these discussions.



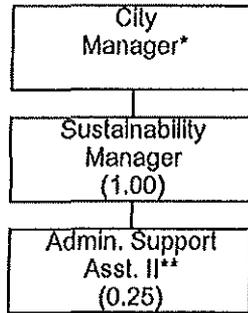
# Office of Sustainability



*City of Columbia*  
*Columbia, Missouri*



City of Columbia - Office of Sustainability  
1.25 FTE Positions



\* Positions not included in the Office of Sustainability's FTE count.

**DEPARTMENT DESCRIPTION**

The Office of Sustainability was implemented in FY 2010 to further implement Resolution 160-06 A endorsing the U.S. Mayors Climate Protection Agreement and to set forth a road map for sustainability and energy efficiency in the community. As part of that overall plan, it was felt important to have a department and staff dedicated to spearheading all of the sustainability efforts for the community. This will ensure that all areas of the local government and community are working together to reach the same goals guided by this department and staff.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

City received a Department of Energy Stimulus Block Grant later part of FY09 with partial funding for a Sustainability Manager.

Department will be responsible for planning, directing, coordinating and integrating short and long term sustainable comprehensive action plan, resource conservation, and related sustainability programs, personnel and operations to advance a more sustainable, vital and well planned future for Columbia.

Department will direct, plan, organize, integrate, and evaluate the activities related to sustainability and develop appropriate processes, monitoring and tracking systems, that include life cycle and cost/benefit analyses.

Coordinate the Building a Sustainable Columbia Steering Committee and Community Wide Planning Process

Manager of Sustainability responsible for coordinating and directing development and writing of Building a Sustainable Columbia Action Plan for the Community and City Owned Facilities

Write and Administer Sustainable Related Grant Applications/Awards

Coordinate development and establishment of GHG, Energy and other Sustainable Targeted Reduction Goals

Coordinate and integrate city facility and community wide public outreach and education programs/public forums

Develop, track, monitor and measure verifiable and replicable data to achieve reduction goals in all city owned facilities and communitywide

Coordinate retrofitting of city facilities to achieve GHG, Energy and other Sustainable Targeted Reduction Goals

Department will direct and oversee preparation of analyses and recommendations regarding policy issues with regards to sustainability and long range plans

Department will assume a high degree of cross-functional interactions with departments, particularly Public Works and Water & Light as well as the City Manager's Office, residents, alignment of efforts with the state, federal government University of Missouri, other institutions of higher education and residents

**Anticipated Outcomes/Benefits:**

Demonstrates that the City of Columbia is taking a proactive approach to managing their environmental impacts across a range of disciplines, such as energy, waste management, and transportation for the entire community

GHG and Energy Reduction Goals will be achieved and cost savings realized as a result of the efforts of this department

Columbia will have a verifiable and replicable Sustainable Action Plan for other communities to model

Columbia will be able to share guidance and best practices with the state and other municipalities

Through education, public communication and outreach the community will be aware of sustainable best practices

Implement related Imagine Columbia's Future goals and strategies

Funding of position for 3 years with City, block grant funding and savings to be reviewed upon completion of that time period

**AUTHORIZED PERSONNEL**

	Actual FY 2008	Budget FY 2009	Estimated FY 2009	Proposed FY 2010	Position Changes
9915 - Sustainability Manager	0.00	0.00	0.00	1.00	1.00
1002 - Adm'n. Support Assistant II	0.00	0.00	0.00	0.25	0.25
<b>Total Personnel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.25</b>	<b>1.25</b>
Permanent Full-Time	0.00	0.00	0.00	1.25	1.25
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.25</b>	<b>1.25</b>

## **Sustainability Director Position**

### **Comments and Review from EEC 09/15/2009**

The Environment and Energy Commission has come to the following policy recommendations on the creation of a sustainability Directors position for Columbia based on:

- Review of the draft job description for this position provided by staff (Sustainability Director, Job Description, Draft 5/28/09).
- EEC member participation in U.S. Department of Energy Recovery Act Funding Application Energy Efficiency and Conservation Block Grant joint Environment and Energy Commission/Water and Light Advisory Board Meeting. (see attached EECBG Activity Worksheet on Sustainability Director)
- Research material provided by staff on other cities with similar positions (Milwaukee Wisconsin, Fayetteville Arkansas, Austin Texas, Tucson Arizona and Charleston South Carolina)
- Phone conversation between EEC commissioner and the current Sustainability Director of Fayetteville Arkansas.

#### **Office of Sustainability Program:**

Recommended principals that should be used in the creation of the Sustainability Director position and the department within which the new Sustainability Director will work.

#### **Sustainability Director Position:**

- This Position will be responsible for planning, directing and integrating broad, comprehensive long range planning, urban design, resource conservation, sustainability programs, and operations to advance a more sustainable, economically vital, well-planned future for Columbia.
- Responsibilities are broad in scope and will be evaluated in terms of overall effectiveness of the City's programs, plans, policies, codes, and services.
- The work of this Position will require a high degree of cross-functional interactions with the City of Columbia and its residents.
- This Position will plan, organize, supervise, integrate and evaluate the sustainability efforts of the City and its residents. Also, develop, implement and monitor work plans to achieve the City's sustainability strategy, goals and performance standards.
- This Position will manage and direct the development, implementation and evaluation of programs, processes, systems and procedures consistent with the City's sustainability strategy. As well as monitoring management systems, processes and measurement techniques to continually enhance the effectiveness of the City's program.
- This Position will work closely with the City's elected leadership in setting and carrying out the City's vision, mission, and objectives for the community.
- This Position will direct and oversee the preparation of analyses and recommendations regarding policy issues with regards to sustainability and long-range plans.

- This Position will ensure that the City of Columbia takes a proactive approach to managing its environmental impacts across a range of activities, such as, but not limited to, energy, waste management, and transportation for the entire community.
- This Position will oversee the process of developing, coordinating, writing, and implementing the Mayors Climate Protection Agreement and the City Council's Sustainability Policy
- This Position will work towards reducing greenhouse gas emissions for the community, developing and supporting green-collared jobs, and ensuring successful implementation of the proposed activities.
- This Position will help Columbia emerge as a sustainable city and will be able to provide guidance and "lessons learned" information to share with other municipalities and other areas of the government.
- This position will either report directly to council (option B in next section) or will provide at minimum bi-annual reports to council on current sustainability projects.

Sustainability Director Departmental Structure/Program:

- The Sustainability Department will require support staff whether from within the department or from other departments.
- This Sustainability Department will require a high degree of autonomy with respect to the existing city staff structure to function in its role of interfacing with and aiding council in policy creation and in its role of identifying sustainability projects that are often cross departmental by nature. To achieve this level of autonomy this position needs to either be:

A. created at the organizational level of assistant City Manager.

OR

B. created as a position that is defined in the city charter as elected by and serving at the pleasure of council, as is the city Clerk. If this recommendation is followed an addition to the city charter will be required. See the appendix section of this document for a quick review of proposed charter changes, and the process involved for this option.

**List of specific sets of qualifications that are either mandatory or desired for any new Sustainability Director hired by the city**

- Possession of a Bachelor's degree (Master's Degree preferable) in Public Policy, or in Environmental planning or an Engineering discipline or in Urban planning. Having multiple degrees covering more than one of these, and/or relevant experience across these domains would be considered a plus.
- Extensive background in Smart growth and/or sustainable urban design.
- Technical and managerial experience implementing and managing sustainability/energy programs preferred.
- Proven grant writing and other experience in raising funds from private as well as state and federal sources would be a plus. Knowledge of financial management would be a plus.

- Demonstrated experience leading work groups and managing complex, interdisciplinary projects and partnerships across organizational lines.
- Ability to integrate work of many departments and use comprehensive planning techniques to drive the success and progress of green initiatives.
- Previous experience in project management and preferably, program/organization director level training.
- Ability to respond to highly politicized and scientific inquiries.

**Appendix: Possible city charter changes for creating Sustainability Director as elected by and serving at the pleasure of council.**

This option would create a Sustainability Director position that would report directly to council. This position would be elected by and would serve at the pleasure of council. Currently the City Clerk position takes this organizational form. Below is the city charter section that creates the city clerk position, a proposed city charter section creating a Sustainability Directors position of the same organizational form, and the charter language that describes the process by which the city charter can be changed.

**For reference the current section of the city charter that defines the City Clerk position.**

**Section 13. City Clerk.**

The council shall elect an officer who shall have the title of city clerk. The clerk shall keep the journal of its proceedings, and authenticate all ordinances and resolutions and record them in full in a book kept for that purpose. The clerk shall perform such other duties as may be required by statute, by this charter or by the council. The city clerk shall hold office at the pleasure of the council. (Ord. No. 15113, § 1, 1-16-97)

**Proposed addition to city charter:**

**Section XX. Sustainability Director.**

The council shall elect an officer who shall have the title of Sustainability Director. The Sustainability Director shall be responsible to ensure that the City of Columbia's sustainability goals are achieved. The Sustainability Director shall perform such other duties as may be required by statute, by this charter or by the council. The Sustainability Director shall hold office at the pleasure of the council.

**For reference and discussion, the section of the city charter pertaining to modifications of the city charter is provided here:**

**Section 162. Amending the Charter.**

Amendments to this charter may be framed and submitted to the electors by a commission in the manner provided by law and the constitution for framing and submitting a complete charter. Amendments may also be proposed by the council or by petition of not less than ten (10) per cent of the registered qualified electors of the city, filed with the city clerk, setting forth the proposed amendment. The Council shall at once provide by ordinance that any amendment so proposed shall be submitted to the electors at the next general election held in the city after its passage and consistent with state election laws, or at their discretion at a special election prior to the next general election on a date established in conformance with state law at a special election held as provided by law and the Constitution for a charter. Any amendment approved by a majority of the qualified electors voting thereon shall become a

part of the charter at the time and under the conditions fixed in the amendment; sections or articles may be submitted separately or in the alternative and determined as provided by law and the Constitution for a complete charter. (Passed by election on April 7, 1981)

