



**REGULAR MEETING
OF THE
CITY COUNCIL
City of Maplewood, Missouri**

City Council Chambers, City Hall
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, March 25, 2025
7:00 PM**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Excuse Council Member(s)
5. Approval of the Council Agenda
6. Approval of March 11, 2025, City Council meeting minutes
7. Public Hearing
 - a. Application for a Full and Sunday Liquor by the Drink License for Sugar Fix 101 LLC at 7168 Manchester Road
8. Public Comment
9. Announcements
10. Unfinished Business:
 - a. Bill 6277 – Final Reading: Temporarily suspending enforcement of Chapter 12, Section 12-117 – Adoption of Property Maintenance Code, Section 302.4 – Weeds and Chapter 54, Section 54-56 – Cutting Required of the Code of Ordinances relating to the growth of grass or weeds to promote “No Mow April” from April 1 - 30, 2025, 2026, and 2027 in support of pollinators and wildlife habitat
11. New Business:
 - a. Approval of a Full and Sunday Liquor by the Drink License for Sugar Fix 101 LLC at 7168 Manchester Road

- b. Resolution 25-12 – Establishing projecting nonbinding 2025 tax rates for the City of Maplewood and the Maplewood Special Business District on all real, personal, tangible, and intangible property

12. Council and Staff Reports:

- a. Mayor’s Report
- b. Ward 1 Report
- c. Ward 2 Report
- d. Ward 3 Report
- e. City Attorney’s Report
- f. City Manager’s Report

13. Public Comment

14. Motion to hold a Closed Session pursuant to RSMo § 610.021 to discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)];
- b. Real estate matters [§ 610.021(2)];
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)];
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)];
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]; and/or
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

15. Adjournment

Addressing the Council

Individuals wishing to speak during Public Hearings or Public Comment periods must sign in before the meeting and will be called to the podium when it is their turn. Each speaker has a three-minute time limit. Written comments may be emailed to cityclerk@maplewoodmo.gov by 12:00 PM (noon) on the meeting day. The Council will receive all emailed comments, but comments will not be read aloud during the meeting.

Accessibility Notice

The City of Maplewood is committed to making public meetings accessible to all residents. To request accommodations or assistance, please contact the Deputy City Clerk at cityclerk@maplewoodmo.gov or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY). Please make your request at least 48 hours prior to the meeting to ensure appropriate arrangements can be made.

Virtual Access

Watch this meeting live or view previous meetings at www.youtube.com/@cityofmaplewood8819

Posted on March 21, 2025, at Maplewood City Hall and maplewoodmo.gov



RECORD OF PROCEEDING

Regular Meeting of The City Council City of Maplewood, Missouri

**City Council Chambers, City Hall
7601 Manchester Road, Maplewood, MO 63143**

**Tuesday, March 11, 2025
7:00 PM**

1. Call to Order: The meeting was called to order at 7:00 PM, with Mayor Greenberg presiding.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Roll Call: The following members were **present**:

- Mayor Greenberg
- Council Member Garcia
- Council Member Homa
- Council Member Mattox
- Council Member Page

The following members were **absent**:

- Council Member Coriell
- Council Member Faulkingham

A quorum was present.

4. Motion to Excuse Council Member(s) Faulkingham and Coriell

Motion to Approve: Council Member Homa

Seconded by: Council Member Garcia

Outcome: The Council unanimously approved the motion.

5. Approval of the Council Agenda as Presented

Motion to Approve: Council Member Homa

Seconded by: Council Member Garcia

Outcome: The Council unanimously approved the agenda.

6. Approval of February 25, 2025, City Council Meeting Minutes

Motion to Approve: Council Member Homa

Seconded by: Council Member Garcia

Outcome: The Council unanimously approved the minutes.

7. Public Hearing: Application for a full and Sunday Liquor by the Drink License for Robin Restaurant Group, LLC at 7268 Manchester Rd.

- **No comments.**

8. Public Comment:

Rodney Gee of St. Louis County addressed the Council in opposition to St. Louis County’s Proposition B, arguing that it allows the County Council to fire employees at will and contains misleading language. He also provided an update on a new sales tax system for municipalities and the upcoming Greenwood Avenue bridge replacement over Big Bend.

Harold Beckham of Oakland Avenue raised concerns about the Sewer Lateral Program funding. He has been on the repair list since April 1, 2024. The Council assured him that he would be grandfathered into the current program and that any newly approved changes to the program would take effect for future applicants starting July 1, 2025.

9. Announcements

Council Member Garcia announced the following upcoming Events:

- **Maplewood Coffee Crawl:** Saturday, March 22 (details available on the city’s website).
- **Comprehensive Plan Open House:** Monday, March 31 from 4 to 7 pm in Council Chambers.

10. Unfinished Business

a. Bill 6276 – Final Reading: Amending the 2024-2025 Fiscal Year Budget to increase the Proposition S budget for street and sidewalk improvements.

Motion to Approve: Council Member Homa

Seconded by: Council Member Garcia

Roll Call Vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: Bill 6276 was approved as **Ordinance No. 6070**

11. New Business

a. Approval of a Full and Sunday Liquor by the Drink License for Robin Restaurant Group LLC at 7268 Manchester Road

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: The liquor license is approved

b. Resolution 25-6: Appointing DJ Howard to the Design & Review Board and establishing his term of office as expiring June 30, 2026

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: R25-6 is approved

- c. **Resolution 25-7:** Appointing Gus Wimmer-Brown as an alternate to the Board of Adjustment and establishing his term of office as expiring June 30, 2030

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: R25-7 approved

- d. **Resolution 25-8:** Authorizing the City Manager to accept the bid from DSLR Pros in the amount of fourteen thousand eight hundred fifteen dollars (\$14,815) for the purchase of an M30T Drone

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion:

- The drone will be available for use by multiple departments.
- Concerns were raised regarding a potential state moratorium on Chinese-made drones.
- Grandfathering provisions may allow for continued law enforcement use if purchased now.
- The drone includes an infrared camera and can be used for community events and public works inspections.
- Discussion ensued regarding whether U.S.-made alternatives exist at a comparable price.
- Current Missouri legislation on drone restrictions is still in committee and, if eventually passed, would not take effect until 2027.
- The Police Department will establish guidelines for drone operations.
- Purchase includes training and licensure for drone operators.
- Some Council Members expressed the need for further discussion on the drone's use policy prior to approval.

Motion to Postpone to March 25: Council Member Homa

Seconded by: Council Member Garcia

Outcome: Council voted unanimously to continue this resolution to a future meeting.

- e. **Resolution 25-9:** Authorizing the City Manager to accept the bid from Southern Bus and Mobility in the amount of one hundred twenty-five thousand four hundred forty-four dollars (\$125,444) for a 24-passenger bus

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: This is a Replacement of the 2006 PARC bus used for transporting seniors, camp attendees, and community members during various city and PARC events.

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: Resolution 25-9 is approved

- f. **Resolution 25-10:** Authorizing the City Manager to accept the bid from BP Roofing in the amount of twenty thousand three hundred fifteen dollars (\$20,315) for the salt bin roof replacement at the Public Works Facility

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: The salt is stored in St. Ann and picked up when it's needed.

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: R25-10 approved

- g. **Resolution 25-11:** Authorizing the City Manager to accept the bid from Merlo Plumbing in the amount of twenty-nine thousand one hundred three dollars (\$29,103) for the installation of two drinking fountains.

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: These are bottle-filling water fountains; therefore plumbing is included in the additional cost.

Roll Call vote:

- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page-Yes

Outcome: R25-11 is approved

- h. **Bill 6277** – First and Second Reading: Temporarily suspending enforcement of Chapter 12, Section 12-117 – Adoption of Property Maintenance Code, Section 302.4 – Weeds and Chapter 54, Section 54-56 – Cutting Required of the Code of Ordinances relating to the growth of grass

or weeds to promote “No Mow April” from April 1 - 30, 2025, 2026, and 2027 in support of pollinators and wildlife habitat

First Reading:

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Discussion: The Council agreed that there was more positive than negative feedback in the first year of No Mow April in 2024.

Second Reading:

Motion to approve: Council Member Homa

Seconded by: Council Member Garcia

Outcome: The bill was unanimously approved by voice vote of the council. The third and final reading will take place at the next meeting.

12. Council and Staff Reports:

Mayor’s Report: No report

Ward Reports: No report

City Attorney’s Report: No report

City Manager’s Report: City Manager Withycombe provided the following updates:

- **April 8 Municipal Election:** There is no candidate filed for Ward 1. The write-in candidate with the most votes will assume the position and be sworn in at the April 22 meeting. The City will be a polling location, and the Council meeting will be held remotely that evening.
- **Spring Ward Meetings are scheduled as follows:**
 - Ward 1: April 12 at 10 AM – Lindbergh Park
 - Ward 2: April 26 at 10 AM – Ryan Hummert Park
 - Ward 3: May 10 at 10 AM – Central Park
- **2025 Board & Commission Applications:** Due by Monday, May 5 for terms beginning July 1, 2025.
- **Social Services Coordinator Update:** A newsletter included in the Council’s packet highlights 2024 outcomes and future goals.

13. Public Comment: None

14. Motion to Hold a Closed Session Pursuant to RSMo § 610.021 to Discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)]
- b. Real estate matters [§ 610.021(2)]
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)]
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)]
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

A Closed Session was not needed on this date.

15. Adjournment:

Motion to Adjourn: Council Member Homa

Seconded by: Council Member Garcia

Voice Vote: Approved

With no remaining matters to discuss, the meeting adjourned at 7: 53 PM.

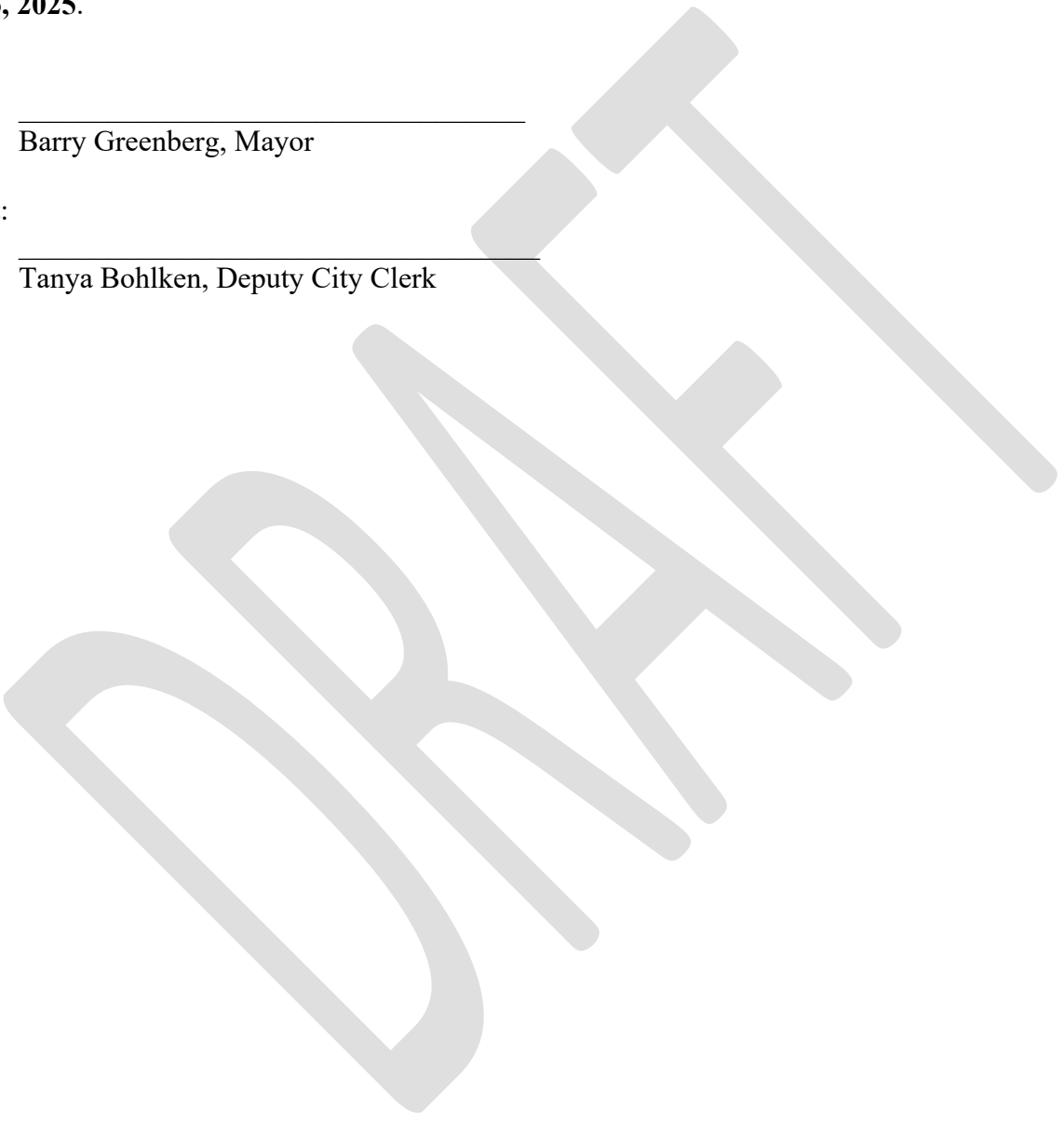
Certification:

I certify that the above minutes are a true and accurate record of the City Council meeting held on **March 11, 25, 2025.**

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk





PUBLIC HEARING NOTICE

Liquor License

The Maplewood City Council will hold a Public Hearing on Tuesday, March 25, 2025, at 7 pm in Council Chambers of City Hall at 7601 Manchester Road. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

A request by Shannon McMiller for a Full and Sunday Liquor License for Sugar Fix 101 at 7168 Manchester Rd.

Speakers must attend in person and sign in to address the City Council. The public can watch live at youtube.com/@cityofmaplewood8819. Public comments may also be submitted to cityclerk@maplewoodmo.gov by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided upon request. To request an accommodation, please call City Hall at 314-645-3600 or use Relay Missouri at 1-800-736-2966 at least 48 hours before the meeting.

*Posted on March 7, 2025, at Maplewood City Hall and maplewoodmo.gov
Published on March 10, 2025 in the St. Louis Countian*

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, TEMPORARILY SUSPENDING ENFORCEMENT OF CHAPTER 12, SECTION 12-117 – ADOPTION OF PROPERTY MAINTENANCE CODE, SECTION 302.4 – WEEDS AND CHAPTER 54, SECTION 54-56 – CUTTING REQUIRED OF THE CODE OF ORDINANCES RELATING TO THE GROWTH OF GRASS OR WEEDS TO PROMOTE “NO MOW APRIL” FROM APRIL 1 – 30, 2025, 2026, AND 2027 IN SUPPORT OF POLLINATORS AND WILDLIFE HABITAT

WHEREAS, the City of Maplewood recognizes April as a critical month for early-season pollinators that depend on flowering plants in urban areas; and

WHEREAS, limiting lawn mowing during April creates habitats and resources for bees and other pollinators where floral resources are often scarce; and

WHEREAS, Chapter 12, Section 12-117, Section 302.4, and Chapter 54, Section 54-56, of the Code of Ordinances limit grass and weed height to twelve (12) inches; and

WHEREAS, the City’s “No Mow April” initiative in 2024 successfully preserved pollinator habitats while maintaining community participation.

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

Section I. The City shall suspend enforcement of grass and weed height restrictions from April 1 through April 30 in 2025, 2026, and 2027, allowing property owners to voluntarily delay or minimize mowing during these periods.

Section II. The Public Works Department shall limit mowing of City property during April in 2025, 2026, and 2027, except for active recreation spaces and playing fields.

Section III. City staff shall encourage program registration to assess participation and provide support in case of neighbor complaints and may offer yard signs for participants at a nominal fee.

Section IV. The City shall evaluate the efficacy and impact of the “No Mow April” program following the 2027 implementation to determine whether to continue, modify, or discontinue the program for future years. The evaluation shall consider ecological benefits, community participation rates, and resident feedback.

Section V. This ordinance shall be in full force and effect immediately after its passage and approval.

Passed this 25th day of March, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 25th day of March, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Tiffany Hyde, Resource Development and Public Engagement Manager
Date: March 11, 2025
Re: **Request for a Full and Sunday by the Drink Liquor License for Sugar Fix 101 LLC at 7168 Manchester Road**

Sugar Fix 101 LLC, located at 7168 Manchester Road, has submitted a liquor license application for their existing business in Maplewood. This new application is for a Full and Sunday by the Drink liquor license.

Please contact me with any questions, comments, or concerns regarding this matter.

received
4/26/25
TCU

PETITION FOR LIQUOR LICENSE
CITY OF MAPLEWOOD
7601 Manchester Road
Maplewood, MO 63143
(314) 645-3600

SECTION 1

DATE: 2/26/25

1. NAME OF ESTABLISHMENT: Sugar Fix 101

2. ADDRESS OF ESTABLISHMENT: 7168 Manchester

St Louis MO 63143 314-874-7358
(CITY) (STATE) (ZIP) (PHONE)

3. Is ownership a corporation or partnership? If so, list names and addresses of individuals and their title(s):

4. NAME OF OWNER OR MANAGING OFFICER: Shannon McMiller

5. Type of license requested - separate license shall be obtained for each of the following classes of sales: (Please check each classification that applies)

Indicate Type of License Applied For:

Fee

A. STORAGE OF NON-INTOXICATING BEER

___ For beer depot or store room, handling, selling or storing non-intoxicating beer. \$75.00

B. FULL LIQUOR LICENSE

To sell intoxicating liquor in excess of 5% by weight, by the drink at retail for consumption on the premises where sold. \$450.00

C. PACKAGED INTOXICATING LIQUOR

___ To sell intoxicating liquor in the original package at retail only, and not for consumption on the premises where sold. \$150.00

D. SUNDAY PACKAGE LIQUOR LICENSE

___ To sell intoxicating liquor in the original package at retail only, and not by the drink, not for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail in the original package) on Sundays between the hours of 9:00 a.m. and 12:00 midnight. \$300.00

E. MALT LIQUOR BY THE DRINK - 5% OR WINES NOT IN EXCESS OF 14% ALCOHOL BY WEIGHT

To sell malt liquor containing alcohol over 3.2% but not more than 5% by weight at retail by the drink for consumption on the premises, where sold (includes light wines. \$ 52.50

- F. PACKAGED MALT LIQUOR OR LIGHT WINES (5% MALT LIQUOR)
 _____ To sell malt liquor containing over 3.2% but not more than 5% by weight in the original package at retail only, and not for consumption on the premises, where sold. \$ 22.50
- G. SUNDAY LIQUOR BY THE DRINK
 _____ To sell intoxicating liquor in excess of 5% percent by weight by the drink at retail for consumption on the premises (which shall include the right to sell non-intoxicating beer at retail by the drink for consumption on the premises) on Sundays between the hours of 9:00 a.m. and 12:00 midnight provided all requirements of state law are complied with. \$300.00
- H. MANUFACTURER SOLICITOR'S LICENSE
 _____ To sell intoxicating liquor containing not in excess of twenty-two percent (22%) of alcohol by weight and the privilege of selling to duly licensed wholesalers and soliciting orders for sale of intoxicating liquor containing not in excess of twenty-two percent of alcohol by weight, to, by or through a duly licensed wholesaler on the premises where sold. \$250.00
- I. ORIGINAL PACKAGE TASTING
 _____ To conduct wine, malt beverage and distilled spirit tasting on the licensed premises upon receipt of a special permit. \$ 25.00

Applicant hereby agrees that if a license is granted upon this petition, that applicant or any officer, agent, employee, or servant of applicant will not violate any provision of said Ordinance No. 4121 or of any amendments hereafter made to said ordinance, or any law of the State of Missouri or other ordinance of the City of Maplewood while in and upon the premises of the applicant herein described or knowingly allow any other person so to do.

Shannon McMiller
 Printed Name of Applicant

Shannon McMiller
 Signature

2/26/25
 Date

Character References (3 Business and 3 Personal References):

A. Business Reference:

1. 7168 Manchester 63143
(Name, address and phone of business associate)
2. _____
(Name, address and phone of business associate)
3. _____
(Name, address and phone of business associate)

B. Personal References:

1. _____
(Name, address and phone)
2. _____
(Name, address and phone)
3. _____
(Name, address and phone)

Previous Employment, Ownership, or Management of Liquor Establishment to include names, addresses and dates:

_____ (Name)	_____ (Address)	_____ (Dates)
_____ (Name)	_____ (Address)	_____ (Dates)
_____ (Name)	_____ (Address)	_____ (Dates)

SECTION III - GENERAL INFORMATION

1. Do you own, or rent, the premises for which you seek a license? Rent

2. What interest, if any, does the landlord have, directly or indirectly, in the business in which you intend to engage, if the license is granted? Explain:
No

3. Have you ever been employed by any person, partnership, or corporation that has a license suspended or revoked by the Supervisor of Liquor Control of the State of Missouri?
No
If so, give details: No

4. Has any license heretofore issued by the Supervisor of Liquor Control for the premises for which you seek a license ever been suspended or revoked by the Supervisor of Liquor Control?
No
If so, give details: No

5. Is there now employed, or do you expect to employ in the business to be licensed hereunder, any person who has been convicted of any crime?
No
If so, give details: No

6. Has there been issued to you within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) designating you or the premises for which you seek a license as a person or place for dealing in intoxicating liquor other than malt liquors?

7. Has there been issued to any other person within the past year a Retail Liquor Dealer's Federal Tax Stamp (RLD \$50.00) describing the place for which you seek a license as a place for dealing in intoxicating liquor other than malt liquors?

8. Have you or any member of your household or immediate family ever had any license issued by the Supervisor of Liquor Control for the State of Missouri or by the licensing authority of any other state or city, suspended or revoked?
No

9. Is there now employed or do you expect to employ in the business to be licensed hereunder any person who has at any time had a license from the Supervisor of Liquor revoked or suspended?
No
If so, give details: No

10. Have you or any member of your household or immediate family ever made application for a license from the Supervisor of Liquor Control which was denied?

No

If so, name the applicant, approximate date of denial, and details regarding same

No

11. Does your landlord now hold or has he ever held a license of any kind issued by the Supervisor of Liquor Control? No

12. Does the former owner of the business have any interest, either directly or indirectly in the business for which you seek a license? No

If so, give details:

13. State names of any person, firm or corporation that has advanced or will advance any money to you to purchase or operate the business for which you seek a license

No

14. Have you any interest, directly or indirectly, in any brewery, winery, distillery, rectifying or blending plant, or wholesale liquor concentrate either as part owner, stockholder, agent or employee? No

If so, give details:

No

15. State the name and address of any distiller, wholesaler, winemaker, brewer, or any other employee, officer or agent thereof who has or will have any financial interest, directly or indirectly, in the business for which you seek a license No

16. State the name of any distillery, wholesaler, winemaker, brewer, or any employee, officer or agent thereof who has loaned or who will, directly or indirectly, loan, give away, or furnish equipment, money, credit, or property of any kind to you, except ordinary commercial services, if any, as are permitted by the regulations of the Supervisor of Liquor Control:

No

17. State the name and residence of any person, firm or corporation, if any, who is interested or who will become interested, directly or indirectly, other than hereinabove set out, in the business for which you seek a license and the nature of such interest

No

18. What is the distance, in feet, measured in a straight line from the nearest point of above described premises to the nearest point of the premises of a school, church, or other building regularly used as a place of religious worship?

No

RECORD OF ARREST

A. Have you ever been arrested or indicted for the violation of any Federal, State, or City Laws?

NA

If so, give details: _____

B. Have you ever been convicted for the violation of any city ordinance, State or Federal Laws relating to liquor, gambling, immorality, peace disturbance?

NA

If so, give details: NA

I, Shannon McMiller, hereby authorize the City of Maplewood Police Department to perform a police check on the information I have submitted. And I am willing to submit to fingerprinting and photographing, if requested.

Date: 2/26/25 Signature of Applicant: [Signature]

Results of Police Check:

Signature: Chief of Police

Memorandum



To: Amber Withycombe, City Manager
From: Lexie Miller, Finance Director
Date: March 19, 2025
Re: 2025 Preliminary Tax Rates

In compliance with RSMo 137.180 and 137.243, the St. Louis County Collector of Revenue must provide all St. Louis County property owners with a “Notice of Projected Tax Liability.” To fulfill this requirement, we have prepared a preliminary, nonbinding tax rate calculation based on the most current valuations from the St. Louis County Assessor’s office.

While these projected rates are preliminary and **will change**, they provide property owners with an estimate of potential tax rates for the upcoming fall collection period.

Attached is a resolution establishing non-binding tax rates for the City of Maplewood for 2025:

- **Residential Rate:** \$0.7920 per \$100 of assessed valuation (\$0.0920 lower than 2024)
- **Commercial Rate:** \$1.2776 per \$100 of assessed valuation (\$0.1734 lower than 2024)
- **Personal Property Rate:** \$1.6100 per \$100 of assessed valuation (unchanged from 2024)

For the Special Business District:

- **Residential Rate:** \$0.0480 per \$100 of assessed valuation (\$0.0250 decrease) *Note: This rate applies only to residential properties within the Special Business District used for commercial purposes*
- **Commercial Rate:** \$0.1893 per \$100 of assessed valuation (\$0.0307 decrease)

Please let me know if you have any questions.



SAINT LOUIS COUNTY
Revenue

February 1, 2025

To All Political Subdivisions:

In order to comply with State Statutes 137.180 and 137.243, the Collector of Revenue is required to send St. Louis County property owners a “**Notice of Projected Tax Liability**”. Among other information, that notice will provide property owners with an estimate of what their 2025 property tax bill may be. To produce this notice, the requirements below must be fulfilled:

1. By **March 1, 2025**, you need to provide the Collector of Revenue with information on how payers may contact your taxing district. That information must include a **contact person’s name and phone number** where they can be reached. If you do not provide contact information, then the Collector’s office will be forced to use the name and contact information of the highest ranking official in your taxing district: the mayor, school superintendent, fire chief, chairman of the trustees, etc.
Please provide this information on district letterhead by email attachment to me at: mdevore@stlouiscountymo.gov.
2. By **April 8, 2025**, you need to provide the Collector of Revenue with a non-binding tax rate for each individual residential, commercial, and agricultural levy imposed by the district: general revenue, pension, debt service, ambulance, dispatch, school purpose, capital projects, etc. Please email to: mdevore@stlouiscountymo.gov .
Important: If you do not provide this information, the Missouri State Auditor may reduce your actual tax rate for this year by twenty percent (20%).
3. For calculation of that estimated tax rate for 2025, the pdfs website at: <http://revenue.stlouisco.com/pdfs/> will show the following information **no later than March 15, 2025**:
 - a. Current year assessed valuation
 - b. Assessed value of new construction
 - c. Incremental value of any TIF’s in district boundaries
 - d. Chapter 100 abated assessed values, if applicable
 - e. Chapter 353 abated assessed values, if applicable**Note:** All assessment valuations are generated by the Assessor’s Office.

Thank you in advance for your cooperation!

Regards,

Mark R. Devore
Collector of Revenue
Saint Louis County
41 South Central, Clayton, MO 63105



SCOTT FITZPATRICK
MISSOURI STATE AUDITOR

March 3, 2025

To: Political Subdivisions Partially or Wholly in Jackson, St. Charles, and St. Louis Counties, and City of St. Louis

From: Jill Wilson
Senior Policy Analyst

Re: Reminder Estimate Non-Binding 2025 Property Tax Rate Due to County April 8th

This is a memo reminding all political subdivisions partially or wholly in counties with a charter form of government that levied a property tax in 2024 to submit an estimated non-binding property tax rate to the county clerk's office by April 8th every reassessment year (odd numbered year), as required by 137.243, RSMo. To assist in this process, the State Auditor's Office is updating our website to provide an Estimated Non-Binding Tax Rate Calculator. The calculators can be found at the following link to our website: <https://www.auditor.mo.gov/property-tax-calculators>. The **State Auditor's Office does not review the estimates made**, but we will continue to review the tax rates set in July through October, as we have in the past. **Forms or calculations used to estimate non-binding 2025 property tax rate(s) should be sent to the county clerk's office and NOT sent to the State Auditor's Office.**

Note: Section 137.243.4, RSMo, indicates that the failure by a political subdivision to provide the clerk with a projected tax levy in the time prescribed shall result in a 20% reduction in their tax rate for the year unless such failure is a direct result of a delinquency or failure of the county to provide the information required by this section.

Rounding Policy

Pursuant to Section 137.073.6, RSMo, each taxing authority shall express its proposed tax rate in a fraction equal to the nearest one/one hundredth of a cent (4-digits). A taxing authority shall round up a fraction greater than or equal to five/one thousandth of a cent to the next higher one/one hundredth of a cent, (i.e. 1.23454 to 1.2345 and 1.23455 to 1.2346). See the enclosed rounding worksheet.

Questions and Information

If you have any questions, please contact the Tax Rate Section at (573) 751-4213.

Tax Rate Rounding Worksheet

Each taxing authority shall express its proposed tax rate in a fraction equal to the nearest one/one hundredth of a cent (4 digits). A taxing authority shall round up a fraction greater than or equal to five/one thousandth of a cent to the next higher one/one hundredth of a cent.

Please review the following:

EXAMPLE #1

If your calculation =	1.2345 <u>4</u>
Round to get the tax rate ceiling =	1.2345
To levy a 4 digit rate (levy up to the tax rate ceiling) =	1.2345

EXAMPLE #2

If your calculation =	1.2345 <u>5</u>
Round to get the tax rate ceiling =	1.2346
To levy a 4 digit rate (levy up to the tax rate ceiling) =	1.2346

The tax rate ceiling is the maximum legal rate allowed to comply with Missouri laws for the current year. Any rate greater than the tax rate ceiling is NOT compliant with Missouri laws.

RESOLUTION

R25-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, PROJECTING NONBINDING 2025 TAX RATES FOR THE CITY OF MAPLEWOOD AND THE MAPLEWOOD SPECIAL BUSINESS DISTRICT ON ALL REAL, PERSONAL, TANGIBLE, AND INTANGIBLE PROPERTY

WHEREAS, Section 137.243, RSMo, requires that any taxing jurisdiction located in a First-Class County with a Charter form of government submit projected non-binding property tax rate to the County Clerk of St. Louis County by April 8th during reassessment years; and

WHEREAS, the Tax Rate Ceiling for the City of Maplewood as certified by the State Auditor’s Office and the actual tax rate imposed by the City for 2024 are as follows:

Rate per \$100 Assessed Value	2024 Tax Rate
City of Maplewood	
Residential Property	\$0.8840
Commercial Property	\$1.4510
Personal Property	\$1.6100
Maplewood Special Business District	
Residential Property	\$0.0730
Commercial Property	\$0.2200
Personal Property	\$0.0000

WHEREAS, 2025 is a general reassessment year which, under Section 137.073.5(3) RSMo, precludes a taxing jurisdiction from increasing a property tax rate which was voluntarily reduced in the prior non-reassessment year without voter approval; and

WHEREAS, Section 137.243, RSMo, requires political subdivisions to submit an estimated non-binding property tax rate to the county clerk’s office by April 8th every reassessment year, and failure to do so may result in a 20% reduction in the tax rate for the year; and

WHEREAS, the City of Maplewood has received preliminary assessment roll from the Collector of Revenue for property assessments as of January 1, 2025, and upon which 2025 taxes will be based as follows:

City of Maplewood	2024	2025
Total Real Estate Assessed Value	\$ 221,026,660	\$ 272,818,165
Total Personal Property Tax Assessment	\$ 32,060,610	\$ 31,923,164
Total Assessed Value	\$ 253,087,270	\$ 304,741,329
Maplewood Special Business District		
Total Real Estate Assessed Value	\$ 27,459,300	\$ 32,820,130
Total Personal Property Tax Assessment	\$ 0	\$ 0
Total Assessed Value	\$ 27,459,300	\$ 32,820,130

WHEREAS, in accordance with Section 137.243, RSMo, the City must submit to the County Clerk of St. Louis County (1) the tax rate ceiling for 2025; (2) the actual 2024 tax rate imposed by the City; (3) the projected non-binding preliminary tax rate anticipated to be levied by the City for 2025; and (4) the

name and phone number of the municipal contact person to whom inquiries should be made regarding the City tax rate no later than April 8, 2025; and

WHEREAS, prior to establishment of the tax rate for the calendar year 2025, the City is required to submit to the State Auditor data upon which the tax rate is to be based including calculation of a maximum tax rate per classification or property under the statute and to hold a public hearing tentatively scheduled for September 9, 2025 on such proposed 2025 tax rates.

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

Section I. The City hereby designates that any inquiries by taxpayers regarding the property taxes to be imposed by the City for 2025 shall be directed to the Finance Director at 314-646-3606.

Section II. The City projects that it will levy the following property taxes for 2025 per one hundred dollars (\$100.00) assessed valuation:

Rate per \$100 Assessed Value	Residential	Commercial	Personal Property
City of Maplewood			
General Fund	\$ 0.1014	\$ 0.4204	\$ 0.5670
Pension Fund	\$ 0.2248	\$ 0.3473	\$ 0.4450
Solid Waste Fund	\$ 0.1858	\$ 0.2299	\$ 0.3180
Debt Service	\$ 0.2800	\$ 0.2800	\$ 0.2800
Total City Tax Rate	\$ 0.7920	\$ 1.2776	\$ 1.6100
Maplewood Special Business District			
General Fund	\$ 0.0480	\$ 0.1893	\$ 0
Total Special Business District Tax Rate	\$ 0.0480	\$ 0.1893	\$ 0

Section III. Pursuant to Section 137.073.6, RSMo, each taxing authority shall express its proposed tax rate in a fraction equal to the nearest one/one hundredth of a cent (4 digits) and shall round up a fraction greater than or equal to five/one thousandth of a cent to the next higher one/one hundredth of a cent; and

Section IV. The City Clerk shall file a copy of this Resolution with the County Clerk of St. Louis County no later than April 8, 2025, as required by Section 137.243, RSMo.

Passed this 25th day of March, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Approved this 25th day of March, 2025

Barry Greenberg, Mayor

Attest:

Tanya Bohlken, Deputy City Clerk

Memorandum



To: Mayor and City Council
From: Amber Withycombe, City Manager
Date: March 20, 2025
Re: City Manager's Report

Missouri Blue Shield Program

Governor Mike Kehoe recently announced the launch of the Missouri Blue Shield Program, which recognizes communities “dedicated to effective law enforcement and community safety.” This program is part of the Governor’s Safer Missouri initiative and was established through Executive Order 25-03.

The Missouri Department of Public Safety (DPS) is administering the Blue Shield Program. Counties, cities, and towns can now apply for this designation to demonstrate their commitment to enhancing public safety, strengthening support for law enforcement, and building sustainable public safety partnerships.

Key eligibility criteria for the Blue Shield designation include:

- Passage of a resolution demonstrating a commitment to public safety, including to reduce violent crime within the jurisdiction
- Extraordinary investments in public safety funding
- Community policing initiatives or local partnerships to invest in and/or improve public safety
- Law enforcement officer recruitment and retention program
- Demonstrated effectiveness in reducing crime or innovative programs that attempt to reduce crime
- Participation in regional anti-crime task forces, or a commitment to be a willing partner with these in the future
- Compliance with Missouri crime reporting and traffic stop data requirements and other related statutes

Communities that receive the Blue Shield designation will be eligible to apply for state grants for law enforcement training and equipment, contingent upon the General Assembly’s approval of Governor Kehoe’s budget proposal, which includes \$10 million in grant funding. If approved, grant applications would begin in July 2025 when fiscal year 2026 funding becomes available. Designated communities will need to maintain their commitments through annual reporting to DPS to retain their Blue Shield status. Upon approval, communities will receive a public relations toolkit to showcase their commitment to public safety.

Considerations for Maplewood’s Participation

After consulting with Chief Nighbor and reviewing the program requirements, I present the following considerations regarding Maplewood’s potential participation in the Blue Shield Program:

Potential Benefits:

- Access to additional state funding for law enforcement training and equipment
- Recognition of Maplewood's existing commitment to public safety
- Enhanced public perception of Maplewood as a safe community
- Potential to strengthen regional partnerships through participation in anti-crime task forces
- Opportunity to formalize and highlight our community policing initiatives

Potential Challenges:

- Uncertain funding levels (dependent on General Assembly approval)
- Additional administrative requirements for application and annual reporting
- Potential constraints on local policing priorities to align with state program requirements
- Need to pass a formal resolution and possibly develop new programs to meet all criteria
- Lack of clarity on what constitutes "extraordinary investments" in public safety funding

Policy Considerations:

- The program may have implications for how local law enforcement coordinates with state and federal agencies on various enforcement priorities
- Participation could potentially impact Maplewood's local policies regarding the allocation of police resources and jurisdictional cooperation
- Some communities are evaluating how such programs align with their existing community trust initiatives and local governance priorities
- The extent to which program requirements may evolve over time to include additional coordination requirements remains uncertain

The application process requires coordination between the jurisdiction's official (City Manager Withycombe) and the chief law enforcement officer (Chief Nighbor). Applications and supporting materials must be submitted online through the DPS website.

Chief Nighbor has reviewed this information and believes Maplewood already meets several of the eligibility criteria through our existing public safety initiatives and community policing programs.

I request that the City Council discuss whether pursuing the Blue Shield designation aligns with Maplewood's public safety goals and priorities. Your guidance is sought regarding whether to proceed with the application process, and if so, what additional steps the city should take to meet all program requirements.

If the Council wishes to proceed, we would prepare a resolution for your consideration, followed by the submission of our application materials to DPS.

Attachment

Blue Shield Program press release

Legal Services RFQ

As directed by Council, I have prepared a draft Request for Qualifications (RFQ) for City Attorney legal services, as our current contract expires on June 30, 2025. The draft RFQ outlines the required qualifications, scope of services, and submission requirements for interested firms.

The RFQ is planned for release on April 2, with submissions due by April 29. This timeline would allow for interviews to be conducted in May and a recommendation brought to Council at the June 10 meeting.

The interview panel will consist of two staff members and no more than three Council Members. Please let me know if you are interested in serving on the panel, which will meet at least three times in May during business hours.

Based on previous Council feedback, I plan to directly send the RFQ to the following firms:

- Lewis Rice (our current firm)
- Lashley & Baer
- Curtis, Heinz, Garrett & O'Keefe
- Armstrong Teasdale

I welcome any feedback on the draft RFQ before its release. If you have suggestions for modifications or additional firms that should receive the RFQ directly, please email me your recommendations by April 1.

Attachment

Draft RFQ for City Attorney Legal Services

East Central Dispatch Center Update

I wish to bring to Council's attention some concerning developments regarding the East Central Dispatch Center (ECDC), which provides police and fire dispatch services for our community. As you know, Maplewood has been a member of ECDC since its inception in 2002 and has invested \$315,327 in the current fiscal year for these critical public safety services.

Recent membership changes have raised questions about ECDC's long-term financial viability:

- Shrewsbury departed ECDC in 2023, opting to split its dispatch services between St. Louis County (police) and Central County (fire)
- Rock Hill has announced its departure and is expected to follow a similar split-service model
- Webster Groves has now indicated their City Council will be voting on April 1st regarding whether to remain a member

These departures represent a significant challenge to ECDC's operational model, which has provided consolidated dispatching for police, fire, and EMS through a single answering point. ECDC currently serves Brentwood, Clayton, Maplewood, Olivette, Richmond Heights, and Webster Groves as a CALEA-accredited communications center with certified Emergency Medical Dispatchers.

If Webster Groves also exits, the remaining members would face difficult decisions about how to maintain service levels with substantially higher per-member costs. This situation could potentially trigger further departures, creating a cascade effect that would threaten the center's overall viability.

In response to these developments, the ECDC city managers have scheduled a special meeting for Wednesday, March 26, to discuss the situation and potential paths forward.

I would appreciate Council's guidance on this matter, including:

- Your assessment of ECDC's value to our community
- Whether we should explore alternative dispatch arrangements as a contingency
- If Council would like a more detailed financial analysis of various dispatch options

This situation is developing rapidly, and I will continue to keep Council informed as more information becomes available after the special meeting.

Governor Kehoe Announces Blue Shield Program

MARCH 5, 2025

JEFFERSON CITY — Today, Governor Mike Kehoe announced Missouri counties, towns, and cities can now apply for Missouri Blue Shield designation, recognizing their commitment to enhancing public safety, strengthening support for law enforcement, and building sustainable public safety partnerships.

The Blue Shield Program, as outlined in [Executive Order 25-03](#), is part of the Governor's **Safer Missouri** initiative announced on his first day in office. Achieving the Blue Shield designation allows communities to access state grants for law enforcement training and equipment.

"Improving public safety is the top priority of our administration, and Missouri communities that are making public safety and support of law enforcement a priority should be recognized," **Governor Kehoe** said. "We urge Missouri communities to apply for the Blue Shield designation to spread the word about the safer communities they're building. We will continue to work with the General Assembly to make \$10 million in grant funding for law enforcement training and equipment available to Blue Shield communities."

The Missouri Department of Public Safety (DPS) is administering the Blue Shield Program. Applications should be made by an official from the jurisdictions seeking the Blue Shield designation in coordination with the jurisdiction's chief law enforcement officer. Applications and all supporting materials should be submitted online at [this link](#).

DPS will review applications and begin making determinations on Blue Shield designations for counties, cities, and towns within two weeks of application submission. DPS encourages communities to apply early, because if grant funding is approved by the General Assembly, the department will begin accepting grant applications in July, when the fiscal year 2026 funding becomes available. Questions on the application process can be directed to Courtney Kawelaske, Courtney.Kawelaske@dps.mo.gov.

Among the Blue Shield designation eligibility criteria are:

- Passage of a resolution demonstrating a commitment to public safety, including to reduce violent crime within the jurisdiction;
- Extraordinary investments in public safety funding;
- Community policing initiatives or local partnerships to invest in and/or improve public safety;
- Law enforcement officer recruitment and retention program;
- Demonstrated effectiveness in reducing crime or innovative programs that attempt to reduce crime;
- Participates in regional anti-crime task forces, or a commitment to be a willing partner with these in the future; and

- Compliance with Missouri crime reporting and traffic stop data requirements and other related statutes.

Blue Shield counties, cities, and towns must maintain their commitments each year to retain the Blue Shield designation via annual reporting on their ongoing efforts to support public safety to DPS. Once local governments are approved for a Blue Shield designation, they will receive a public relations toolkit to showcase their community's commitment to public safety.

###



CITY OF MAPLEWOOD, MISSOURI

**Request for Qualifications (RFQ)
City Attorney Legal Services**

Proposal Released: Wednesday, April 2, 2025

Proposals Due: Tuesday, April 29, 2025, at 4:30 pm

Submission Contact:

Amber Withycombe, City Manager

City of Maplewood

7601 Manchester Road

Maplewood, MO 63143

(314) 646-3603

awithycombe@maplewoodmo.gov

No public opening is scheduled for this item. City Staff shall be solely responsible for selecting the time, date, and venue to open submittals for review, except the opening of any submittal shall not occur until the submittal deadline is passed.

Purpose

The City of Maplewood is seeking law firms to respond to a Request for Qualifications (RFQ) for a City Attorney. The City anticipates entering into negotiations for a professional agreement with the responding firm selected as best suited to effectively provide these services to the City.

Qualification documents shall be received in triplicate by the City Manager at City Hall, 7601 Manchester Road, Maplewood, MO 63143 until 4:30 pm on April 29, 2025.

The City of Maplewood anticipates completing the selection and award process in May 2025.

Method of Selection

This solicitation is a request for qualifications (RFQ). Qualifications received via the competitive process will be reviewed by the Mayor and City Council. Interviews will be requested with one or more firms responding to the RFQ. The City anticipates negotiating a professional services agreement with selected respondent.

Award of this contract will be to the individual/firm deemed best qualified to perform the services described in this RFQ.

Community Profile

The City of Maplewood is a Charter City operating under Chapter 82 of the Revised Statutes of Missouri. The Council consists of the Mayor, elected at-large, and six Council Members representing three wards. Together, they guide the city's budget, finances, and policies while providing direction to the City Manager, who oversees daily operations. The City provides a full range of municipal services, including street

maintenance, parks and recreation, public works, police, fire, municipal court, and administration. Home to 8,200 residents, Maplewood offers a diverse community featuring a mix of single-family homes, multi-family residences, and thriving commercial districts.

Current Legal Services Contract

The City's current legal services contract is set to expire on June 30, 2025. The current contract includes services such as attendance at City Council meetings, municipal court prosecution, general hourly legal services, and litigation services. The City seeks qualified firms to provide these services going forward.

Qualifications and Appointment

Per the City of Maplewood Charter (Sec. 9.1), applicants must have been licensed to practice law in the State of Missouri for at least five years prior to appointment. The City Attorney is appointed by the City Manager with the consent of the Council.

Scope of Services

The City Attorney will provide general municipal counsel, basic legal services, and advising on special projects. The City requests that one attorney be designated as the point of contact or lead attorney for the firm. Accessibility to and a timely response from the attorney is essential to the position.

The selected firm will be expected to provide the following services:

Retainer Services:

1. Attendance at regular meetings of the City Council
2. Prosecution of all cases in municipal court

Hourly Services:

1. Attendance at meetings not included in the retainer service
2. Telephone consultation with department heads, members of Boards and Commissions
3. Research and preparation of legislation, written memorandums or opinions
4. Negotiations with other parties regarding contracts, property matters
5. Services for matters pending before the Board of Adjustment or the Planning and Zoning Commission
6. Services for all litigation, including certified hearings, pension, labor, annexation, bond/redevelopment

Additional duties as outlined in City Code Sec. 9.2 and Sec. 2-334 include:

1. Represent the City in all legal matters in which it is a party or is interested
2. Advise the Council, any committee or members thereof, the City Manager, directors of all departments, and boards and commissions concerning legal questions
3. Serve as City Prosecutor in municipal court
4. Prepare or revise ordinances and resolutions when requested
5. Attend all Council meetings in their entirety
6. Prepare for execution all contracts and instruments to which the City is a party and approve all bonds required to be submitted to the City
7. Defend actions or proceedings against the City or officials/employees (if authorized by Council)
8. Adjust, settle, compromise or submit to arbitration matters in favor of or against the City with Council approval
9. Report litigation outcomes to the Manager and Council

10. Prepare and forward to the Council and City Manager complete records of all suits and written opinions
11. Supervise the duties of the municipal court clerk

The City reserves the right to further provide for the appointment of an assistant City Attorney or special counsel to assist the City Attorney in matters requiring specialized knowledge as permitted by the City Charter.

The City Attorney will be required to provide detailed, itemized billing on a monthly basis.

Compensation

Compensation shall be negotiated between the City and the law firm selected through this RFQ process. Compensation levels and formulas identified during the negotiation process shall be included in the completed agreement document presented to the City Council for consideration and approval. The negotiated fee schedule shall be incorporated into the completed agreement document.

Submission Requirements

Interested firms should submit the following information:

1. Cover Letter: Briefly introduce your firm and highlight your qualifications and experience relevant to this RFQ.
2. Proposal: Provide a detailed proposal outlining how your firm will fulfill the scope of services outlined in this RFQ. Include information on key personnel, approach to legal representation, and any additional services or benefits your firm can offer.
3. Qualifications and Experience:
 - Firm or individual name and contact information, including address, e-mail address, website address (if any), and telephone number(s)
 - Summary of qualifications, specializations, experience, professional affiliations, special training, Missouri Bar license numbers, and year of award and institutions of degrees
 - Key firm personnel and those proposed lead and secondary attorneys who will be assigned to the City
 - Information demonstrating that the proposed City Attorney has been licensed to practice law in Missouri for at least five years
 - Summary of relevant experience or municipal/governmental services provided, such as general city attorney services, city-related court cases, condemnation, eminent domain, zoning, annexation, litigation, prosecution, past or present municipal clients, etc.
 - Potential conflicts of interest which may exist if you serve in this role(s)
4. References: Provide references from past municipal clients or relevant experience in municipal law.
5. Fee Structure: Include your proposed fee structure for the services outlined in this RFQ, including:
 - Per meeting rate for regular City Council meetings
 - Monthly retainer for municipal court prosecution services
 - Hourly rates for general legal services
 - Hourly rates for litigation services
 - Policy on out-of-pocket expenses and overhead costs

6. Additional Information: Other factors or special considerations which you feel are relevant to your proposal.

Submission Guidelines

Qualifications are due by **Tuesday, April 29, 2025 at 4:30 p.m.**, by mail or in person, to:

Amber Withycombe, City Manager
City of Maplewood
7601 Manchester Road
Maplewood, MO 63143

Questions should be directed to the City Manager at (314) 646-3603 or awithycombe@maplewoodmo.gov.

The City reserves the right to accept any proposal or reject all proposals. The City reserves the right to waive any requirement or condition of the RFQ upon finding that it is in the public's best interest to do so. The City reserves the right to waive any irregularities in the process.

Any submissions received after the specified date and time will be rejected and returned unopened. Submissions may not be modified after the submission deadline. The City reserves the right to extend the time for submissions.

The City is under no obligation to award a contract to any firm.

The City shall not be responsible for any costs incurred in the preparation or presentation of the submission.

All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.