

**WAYNESVILLE CITY COUNCIL
SPECIAL MEETING AGENDA
AUGUST 6, 2021
5:30P.M.**

**Call to Order
Roll Call**

**Invocation
Pledge of Allegiance**

1. PUBLIC HEARING – Fire Protection Services

- a. Citizen Comments
- b. Council Comments
- c. Adjourn

2. APPROVAL OF AGENDA

3. CITIZENS COMMENTS

4. HUMAN RESOURCES

- I. PROPOSED ORDINANCE – HB2021-27 – Establishing the Position of
Economic Development Coordinator**

5. CITY ADMINISTRATOR COMMENTS

6. COUNCIL COMMENTS

7. MAYOR'S COMMENTS

8. ADJOURNMENT

Missouri



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AGENDA ITEM STAFF ANALYSIS

Project/Recommendation Name: 21-27 – An Ordinance establishing the position of Economic Development Coordinator for the City of Waynesville, Missouri, providing for the appointment, classification, duties of such office, salary and establishing procedures governing the removal of said Coordinator; Fixing an Effective Date

Submitted By: John Doyle – City Administrator

Date: August 19th, 2021

Recommendation Statement

Under Chapter 116 of the Waynesville Municipal Code, the City Administrator, when necessary for the good of the City, shall give his recommendation regarding the addition and or creation of certain official positions with the City's Administrative staff.

Discussion and/or Analysis

Upon review of the knowledge and experience of the current administrative staff of the City, it was found that, overall, the City's team lacked certain skills regarding the City's Economic Development plan.

That plan involves the use of grant funding for infrastructure and business development projects, formulating a development plan that caters to individual areas of the City, utilizing networking and economic development experience in order to attract investors and developing a marketing plan focused on introducing the many aspects of our City to a wider audience.

The City Administrator, along with city staff, created a draft job description for an Economic Development Director that focused heavily on experience with grant writing, knowledge of public and private financing and negotiation of complex development agreements.

Human Resources Committee – Draft Ordinance was presented to the Human Resources Committee on July 8th, 2021. Discussion included the following:

The Hiring Process – Both the City Administrator and staff agreed that a recruitment/hiring process should be followed in order to attract good, viable candidates. The City has a long tradition of promoting from within. Transitional plans have been introduced

months in advance by former leadership officials to fill vacancies within the administrative team. Since there is no viable candidate, with the required skill and experience within the current administrative team, The City Administrator proposed the hiring process within the Ordinance. This was formulated to ensure that the candidate would be chosen based on merit by the leadership team that would be working with the candidate on a daily basis. The Committee agreed.

Budget – The proposed salary for the Director’s position caused some concern regarding the budget. It was noted that if the candidate performed as expected, potential grant funding could cover the cost of wage and benefits for the position. It was also noted that the position would be administrative, not executive as there would be no supervisory requirements. Because of this, it was recommended to amend the job title to Economic Development Coordinator and amend the salary accordingly. The Committee approved.

Recommended Action

Committee voted to approve the position as amended and send to the City Council for final approval.

City Council – Ordinance was placed on the July 15th, 2021 agenda of the regular session of City Council. Ordinance was removed from the agenda by a 8-0 vote. Reason: further review.

Human Resources Committee – On August 2nd, the Committee reviewed the draft Ordinance and made no amendments.

Action Taken

Return to City Council for approval.

**AN ORDINANCE ESTABLISHING THE POSITION OF ECONOMIC
DEVELOPMENT COORDINATOR FOR THE CITY OF WAYNESVILLE, MISSOURI;
PROVIDING FOR THE APPOINTMENT; CLASSIFICATION; DUTIES OF SUCH OFFICE; SALARY AND
ESTABLISHING PROCEDURES GOVERNING THE REMOVAL OF SAID COORDINATOR;
FIXING AN EFFECTIVE DATE**

WHEREAS, the general welfare and quality of life of the citizens of the City of Waynesville, Missouri are beneficially impacted by the growth and economic development of the City; and

WHEREAS, in order to promote community vitality and encourage efforts to expand the local economy, the City Council hereby establishes the position of Economic Development Coordinator in an effort to introduce new business and job opportunities to the City of Waynesville.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WAYNESVILLE, MO AS FOLLOWS:

Section 1. The position of Economic Development Coordinator is hereby created for the City of Waynesville, Missouri.

Section 2. Classification of Coordinator

1. The Economic Development Coordinator shall be a full-time, temporary position that will serve from the date of hire to no later than December 31st, 2024. Based on yearly evaluations and the productivity of the position, the City Council shall make the determination to extend the time of service, reclassify the position as full-time permanent or terminate the position.
2. The Economic Development Coordinator shall be afforded all the benefits and provisions of a full-time permanent employee while employed by the City.

Section 3. Appointment

The Economic Development Coordinator shall be appointed according to the procedure outlined in Chapter 116(A)(1). That procedure shall be as follows:

1. All qualifying applications shall be forwarded by the City Clerk to the Hiring Board.
2. The Hiring Board shall consist of five (5) members of City Administrative Leadership including, but not limited to:
 - a. City Clerk
 - b. Deputy City Clerk
 - c. Finance Officer
 - d. Electric Department Supervisor
 - e. Water/Wastewater Supervisor
3. The Hiring Board shall conduct interviews of all qualifying candidates and from those candidates the top five (5) applicants shall be chosen for further review.
4. Recommendations made by the Hiring Board to the City Administrator shall be based solely on the merit and qualifications of the individuals concerned, without regard to his/her political affiliation.

5. A second interview shall be conducted by the City Administrator and Hiring Board of the top five (5) candidates.
6. From that second interview, the City Administrator shall submit the name(s) of the individual(s) best qualified for approval to the City Council and/or Mayor, and upon request, shall give his recommendation as to the individual best qualified for such appointment.
7. Recommendations made by the City Administrator shall be based solely on the merit and qualifications of the individual concerned, without regard to his/her political affiliation.
8. The office of Economic Development Coordinator shall be filled by a majority vote of the City Council.
9. The City Administrator may suspend or remove the Economic Development Coordinator, for cause and for the good of the City. Provided, however, that if the City Administrator removes the Coordinator then the Coordinator may appeal the City Administrator's decision to the Human Resources Committee if the Coordinator makes written request to the City Clerk within five (5) days after the date of such removal. The hearing shall take place at the next regular meeting of the Human Resources Committee. If the Human Resources Committee overrules the action of the City Administrator then the Coordinator shall be reinstated with pay retroactive to the date of the attempted removal by the City Administrator.

Section 4. Economic Development Coordinator – Duties of.

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of Economic Development within the City, including programs and projects designed to promote community vitality and encourage efforts to expand the local economy; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator and City Clerk.

1. Representative Duties – The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.
 - a. Coordinates and facilitates Economic Development (ED) program and activities to achieve the City's ED strategies; assures the program activities meet City Council goals, objective and directives.
 - b. Secures funding for transportation, utility infrastructure and other economic development projects and activities through the use of State and Federal grant funding and other financial resources.
 - c. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training regarding grant work; work with employees to correct deficiencies.
 - d. Assists in planning and organizing ED activities to expand the tax base, encourage creation of jobs, promote tourism, improve the quality of life and facilitate a self-sustaining economy for the City; assists in developing plans to attract, assist and retain a diversified mix of businesses and public/private partnerships.

- e. Assist the public with development matters and concerns; communicate development policies and ordinance requirements to citizens and the development community through pre-development meetings and public inquiries (by phone, email, or with direct citizen contact).
- f. Assists with the preparation of formal and technical reports, working papers, presentations, and correspondence.
- g. Reviews ED activities and develops recommendations for program goals, services and projects; evaluates and facilitates compliance to local, state and federal requirements and prepares reports.
- h. Assists with contract development.
- i. Aids in the development of a municipal marketing plan.
- j. Implements plans to attract and create base industry jobs, enhance business atmosphere to retain existing business base and market City of Waco to the business communities.
- k. Provides information and referrals on economic development programs, processes and services.
- l. Coordinates with community organizations, regional agencies, businesses and non-profit organizations.
- m. Analyzes information, evaluates trends and assures ED issues are properly addressed and resolved – this will include researching other city and economic development efforts and best practices and compiling that information for use by the City in refining or creating new programs.
- n. Supports the relationship between the City of Waynesville and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of sensitive economic development issues, work-related issues and City information; performs other duties as required or assigned.
- o. Perform related duties as required.

Section 5. The City Administrator is authorized to implement this ordinance and develop any supplemental policies, duties or other procedures needed to administer this ordinance on an as needed basis.

Section 6. This ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS 15th DAY OF JULY, 2021.

Dr. Jerry Brown, Mayor

ATTEST:

Michele Brown, City Clerk



Job Description		
Job Title	Economic Development Coordinator	Classification Code: 100-11
Department	Administration	
Salary	\$49,574.30 to \$54,734.03	
Work Schedule	8 hour shift - Overtime	
Hours of Work	8am to 5pm	
Direct Supervisor	City Administrator	
Status	Full-Time - Temporary	
Position Summary	Performs responsible and professional work related to economic and community development, policy formulation, project development and coordination and related research. Coordinates significant development projects that impact the community's tax base. Researches and applies for State and Federal grant funding.	
Responsibilities, Tasks & Duties	<p>Researches, administers, participates in and advises the City Administrator regarding economic development programs, projects and activities.</p> <p>Develops and maintains a working knowledge of public and private financing and implementation techniques related to economic and community development, including State and Federal economic development policies and tools available to Waynesville developers.</p> <p>Aids in the negotiation of complex development agreements and prepares incentive packages for priority developments.</p> <p>Researches, writes and applies for State and Federal grant funding for various projects within the City, to include utility infrastructure, the arts, economic development, etc.</p> <p>Serves as a City representative with partner organizations.</p> <p>Participates as a member of the City's Leadership Team, assists the City in other ways as needed and performs related work as required.</p>	
Education/Work Experience	<p>Required: Basic knowledge of municipal organizations including policies & procedures, utility infrastructure, municipal finance and zoning and code enforcement.</p> <p>Basic knowledge of ED principles, practices and implementation methods, business development, redevelopment, marketing and local government financial incentives.</p> <p>3-5 years writing/applying and facilitating grant funding opportunities and projects for utility infrastructure, the arts, ED and other municipal projects.</p> <p>Basic knowledge of City, State and Federal statutes, rules, codes and regulations relating to ED.</p> <p>Bachelor's Degree in Urban Planning, Marketing, Business or Public Administration OR 3 years experience in ED programs and principles, public administration or Business/Urban Planning</p> <p>Principals of record keeping, records management and contract management</p>	

	<p>Able to establish and maintain good working relationships with City employees, other ED agencies, businesses, neighborhood associations and the general public</p> <p>Ability to analyze and evaluate needs of the City in order to develop ED strategies</p> <p>Preferred: A Master's Degree in Economic Development or Business Administration.</p> <p>Professional certification as a Certified Economic Developer (CEcD) from International Economic Development Council.</p> <p>State or Federal Grant Writer Certification.</p> <p>5 or more years as an Economic Development Coordinator or other related position.</p> <p>Wrote/Applied for and received grant funding involving major utility infrastructure, business development/redevelopment programs and projects.</p>
Physical Requirements	Must have the ability to operate a computer keyboard and mouse; hold and grip objects; pushes and pulls up to 25 lbs.
<p><i>This job description is not intended to be all-inclusive. Employees may be expected to perform other duties as necessary for the effective operation of their department and the City. In addition, employees may be required to work additional or varying hours and typical or non-typical duties during emergency or similar situations.</i></p>	
Print Employee's Name	
Employee Signature:	Date: