

CHAPTER 7

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ARTICLE I. GENERALLY

Sec. 7-1. Appointment of members of boards and commissions.

No person shall be appointed to the same board or commission for more than two (2) complete consecutive terms, except that a person appointed to fill a vacancy in an unexpired term may serve the remainder of the unexpired term and may also be appointed to two (2) additional full terms. A person may be appointed to a third complete, consecutive term provided the appointment receives two-thirds majority approval of the council, but in no event shall any person be appointed to more than three (3) complete, consecutive terms, with the exception of appointments to the USS Jefferson City Submarine Committee.

(Code 1983, § 2-416; Ord. No. 10089, § 1(2-186), 10-17-83; Ord. No. 11931, § 1, 7-6-93; Ord. No. 13820, §1, 1-3-2005)

Sec. 7-2. Attendance of members of boards and commissions required.

All persons appointed to any board or commission of the city shall attend at least two-thirds of the regularly scheduled meetings of the board or commission upon which they serve. Should any member of a board or commission fail to attend two-thirds of the meetings occurring in any one year measured from the time of their appointment, their position on such board or commission shall be deemed vacant and a replacement shall be named as provided. In computing attendance, no allowances shall be made for any excuses. The standard shall be in absolute meetings held as a denominator, meetings attended as the numerator.

(Code 1983, § 2-417; Ord. No. 10426, § 1, 5-20-85)

Sec. 7-3. Ad Hoc Committees.

From time to time, it may be necessary for the mayor to appoint with council approval ad hoc committees for various purposes. Ad hoc committees appointed and approved shall be for indefinite period, but shall terminate at the time the city council adjourns sine die. Membership on ad hoc committees shall not be subject to the provisions of Section 7-1 related to term limitations.

(Ord. No. 11558, § 1, 4-2-91)

Sec. 7-4. Council liaison.

- A. A council member shall be appointed to each board and commission as established from time to time by the city council as a liaison. The purpose of the liaison is to provide a conduit between the committee and the council for information and direction to be exchanged in both directions. Unless otherwise provided by specific language of the Code, each council liaison shall be appointed by the mayor and confirmed by the council.
- B. Exceptions. No liaison shall be appointed to the following boards and commissions:
 1. Police personnel board.
 2. Liquor control board.
 3. Any board or commission which contains a voting member of the city council in its membership or otherwise is established with provision for council member involvement.
- C. Alternate liaison to planning and zoning commission. An alternate liaison to the planning and zoning

commission shall be elected from the council members by the council to serve in the absence of the regular council liaison.

- D. Alternate liaison to environmental quality commission. The chairman of the solid waste committee shall serve as the council liaison until such time as the mayor nominates, and the council confirms, someone else to serve as the council liaison.

(Ord. No. 11903, § 1, 5-17-93; Ord. No. 12210, § 1, 12-19-94)

Section 7-5. Residency requirement prior to appointment.

Each member of a board or commission shall be a resident of the City for at least six (6) months immediately prior to his appointment, unless a provision of the code provides otherwise as to a specific board or commission.

(Ord. No. 12189, § 2, 6-5-95; Ord. No. 13563, § 2, 7-7-2003)

Section 7-6. Removal from Office.

Removal from Office. In addition to any other procedure provided in the Code of the City of Jefferson or the Charter, a Board, Commission or Committee member may be removed from office by

- A. A two-thirds vote of the council if he or she:
 - 1. Violates any express prohibition of the Code of the City of Jefferson;
 - 2. Is convicted of a felony or a misdemeanor involving moral turpitude;
 - 3. Is in default to the city.
- B. By the mayor for any reason with the concurrence of a two-thirds vote of the council.
- C. Or shall automatically forfeit the office if he or she lacks at any time during his or her term in office any qualifications for the prescribed office.

This provision shall not apply to the Parks and Recreations Commission.

(Ord. 14334, §1, 3-17-2007)

Secs. 7-7 - 7-10. Reserved.

Sec. 7-17. Powers and duties generally.

The environmental quality commission shall have the following powers and duties:

- A. To monitor the quality of the environment within the city, including measurements of air, water and noise pollution, utilizing available sources of data supplemented by such additional measurements as the commission shall deem necessary. The commission shall prepare reports at least once annually summarizing data relating to the quality of the environment and any changes that have occurred, such reports to be filed with the city council and made a matter of public record.
- B. Monitor the streets street rights-of-way and public parking lots of the city to ascertain the quality of existing tree plantings. After consulting with the Department of Public Works and the Department of Parks and Recreation, prepare or cause to have prepared and/or amend a long range for planting trees within city street rights-of-way and public parking lots. Such plan shall specify and list varieties of trees approved for planting within designated streets rights-of-way and parking lots and shall, after Council approval, constitute the Non-Park Tree Planting Plan for the City of Jefferson. (Ord. No. 12731, § 1, 3-2-98)
- C. Prepare a long range city beautification program, including recommendations to the Council for new plazas, fountains, statuary and similar elements of a civic beautification.. (Ord. No. 12731, § 2, 3-2-98)
- D. Examine this Code and other ordinances of the city as such Code and ordinances relate to environmental quality, including those that regulate or restrict the use of billboards and signs and those that relate to pollution by sound. The commission shall prepare such recommendations as it may deem appropriate regarding the consolidation, improvement and strengthening of such laws and ordinances and the removal of inconsistencies therefrom. Any new or proposed bills relating to environmental quality shall be submitted by the city clerk to the environmental quality commission, and such commission shall have not less than ten (10) days in which to review such bills and make recommendations to the city council.
- E. By making sample investigations, from time to time monitor the enforcement of all city laws or ordinances relating to the environmental quality and report to the city council any instance found of lack of vigorous enforcement of such regulations.
- F. In cooperation with the state public service commission and the utilities involved, prepare a program looking toward the eventual undergrounding of all overhead wires in the city.

(Code 1977, § 2-206; Code 1983, § 2-431)

Sec. 7-18. Annual report.

The environmental quality commission shall make an annual report to the city council giving a full account of its business and its accomplishments.

(Code 1977, § 2-207; Code 1983, § 2-432)

Sec. 7-19. Finances.

The city council may appropriate funds for the use of the environmental quality commission in its work, and the commission shall submit to the council a proposed budget indicating the amounts needed and the purpose for which they would be used. The commission, or the city council acting for the commission, may receive federal and state grants for the work of the commission. The commission also is empowered to accept and use private contributions for the furtherance of its work.

(Code 1977, § 2-208; Code 1983, § 2-433)

Sec. 7-20. Staff; city cooperation.

Subject to the limitations imposed by a budget approved by the city council, the commission on environmental quality may employ such full-time or part-time employees, consultants or experts as it deems necessary in the furtherance of its work. The commission may request and shall receive the cooperation of city officials and city employees to the extent reasonably possible in providing it assistance for the furtherance of its duties.

(Code 1977, § 2-209; Code 1983, § 2-434)

Secs. 7-21 - 7-50. Reserved.

ARTICLE III. HISTORIC PRESERVATION COMMISSION³

Sec. 7-51. Established.

There is hereby established a commission on historic preservation.
(Code 1983, § 2-460; Ord. No. 10510, § 1(2-446), 10-21-85)

Sec. 7-52. Members.

- A. The historic preservation commission shall consist of nine (9) members. Members shall be residents of the City of Jefferson and must have a demonstrated interest, competence or knowledge in historic preservation. To the extent available in the community, the historic preservation commission shall include professional members representing such disciplines as architecture, architectural history, prehistoric and historic archaeology, planning, urban design, cultural geography, cultural anthropology, folklore, curation, conservation, landscape architecture, law, real estate brokerage, banking, history or other fields related to historic preservation, members or representatives of historical societies and historic preservation groups and residents of historic districts or potential historic districts.
- B. The term of office shall be three (3) years, with one third of the positions being available for appointment each year. All members shall continue to serve until their successors shall have been appointed and qualified.
- C. The mayor shall nominate persons to serve on the commission on historic preservation, and the appointment shall be confirmed by the city council. The mayor, with a majority vote of the city council, may remove any member of the commission for failure or inability to attend meetings, or for other good cause shown. A vacancy on the commission shall be filled by appointment and approval in like manner for the unexpired portion of term. In the event of a vacancy on the commission, action to fill the vacancy shall be initiated by the mayor within 60 days of the vacancy, subject to availability of persons willing and qualified to serve.
- D. The appointed members of the commission shall receive no compensation, but shall receive reimbursement for cost incurred with their service.

(Ord. No. 13528, §1, 4-21-2003)

(Code 1983, § 2-461; Ord. No. 10510, § 1(2-447), 10-21-85; Ord. No. 12397, § 1, 1-8-96)

Sec. 7-53. Meetings.

The historic preservation commission shall hold a regular business meeting at least once each quarter at such time and place as shall be established by rule of the commission. The commission may hold such additional business meetings as it shall, from time to time, deem necessary. A majority of the members of the commission shall constitute a quorum.

(Code 1983, § 2-462; Ord. No. 10510, § 1(2-448), 10-21-85)

Sec. 7-54. Officers.

The historic preservation commission shall elect, at its first meeting in each fiscal year, a chairman, a vice-chairman, and a secretary-treasurer. Such officers shall be eligible to succeed themselves at the will of the

commission.

(Code 1983, § 2-463; Ord. No. 10510, § 1(2-449), 10-21-85)

Sec. 7-55. Powers and duties generally.

The historic preservation commission shall have the following powers and duties:

- A. Adopt rules and regulations consistent with the law for the conduct of its business and establishing its procedures.
- B. To effect and accomplish the protection, enhancement, perpetuation and use of districts, sites, buildings, structures and objects which reflect elements of the city's historic, cultural, aesthetic and architectural heritage.
- C. To safeguard the city's historic, cultural, aesthetic and architectural heritage as embodied and reflected in such districts, sites, buildings, structures and objects; to enhance and stabilize neighborhood property values; to encourage neighborhood conservation; to foster civic pride in the beauty and noble accomplishments of the past; to protect and enhance the city's attraction to tourists and visitors and the support and stimulus to business and industry thereby provided; to strengthen the economy of the city.
- D. To promote the use of historic landmarks and historic districts for the education, enjoyment and welfare of the city; to determine whether a building, structure, site, object or district has historic, cultural, aesthetic or architectural significance; and to promote the safety, health, morals and general welfare of the city as a whole.
- E. Inspect any site, building or structure, with the permission of the property owner, which it has reason to believe is or will be a historical site and coordinate its activities with state or local historical societies, the State of Missouri and the federal government in order to prevent duplication of effort.
- F. Compile and maintain a current register of all sites, buildings and structures the commission determines to be historical sites with the description of the site and the reason for the inclusion of the site in the register.
- G. Explore means for the protection, retention and preservation of any historical site including, but not limited to, appropriate legislation and financing, such as the establishment of a private funding organization or individual, local, state or federal assistance.
- H. Recommend standards for historical and aesthetic zones and the establishment of such zones within the city to the extent that the same may be authorized by law.
- I. To review applications to build, erect, construct, alter, destroy, remove or in any way change the external appearance of any public or private structure designated as a landmark for historical preservation, and to make a recommendation to the Community Development department and the city council.

(Code 1983, § 2-464; Ord. No. 10510, § 1(2-450), 10-21-85; Ord. No. 13301, 11-5-2001)

Sec. 7-56. Annual report.

The historic preservation commission shall make an annual report to the city council giving a full account of its business and its accomplishments.

(Code 1983, § 2-465; Ord. No. 10510, § 1(2-451), 10-21-85)

Sec. 7-57. Finances.

The City Council, acting for the commission, may receive federal and state grants for the work of the commission. The commission also is empowered to accept and use private constructions for the furtherance of its work.

(Code 1983, § 2-466; Ord. No. 10510, § 1(2-452), 10-21-85)

Sec. 7-58. City cooperation.

The commission may request and shall receive the cooperation of city staff members, to the extent reasonably possible, in providing it assistance for the furtherance of its duties.

(Code 1983, § 2-467; Ord. No. 10510, § 1(2-453), 10-21-85)

Secs. 7-59 - 7-90. Reserved.

ARTICLE IV. TRANSPORTATION AND TRAFFIC COMMISSION⁴

Sec. 7-91. Established.

There is hereby established a transportation commission for the city.
(Code 1983, § 29-59; Ord. No. 10429, § 3, 5-20-85)

Sec. 7-92. Members and chairman.

- A. The Transportation and Traffic Commission shall consist of nine (9) members all of whom shall be residents of the City of Jefferson.
- B. The term of office shall be three (3) years with one-third of the positions being available for appointment each year. Upon creation of this commission which is the successor to the transportation commission and the traffic safety commission, all citizen members of those two commissions whose terms have not expired shall continue to serve out their terms and such additional members for such terms as appropriate shall be appointed by the mayor. Thereafter, all commission members shall serve full three-year terms.
- C. The mayor shall nominate persons to serve on the commission, and the appointments shall be confirmed by the council.
- D. The mayor, with a majority vote of the council, may remove any member of the commission for failure or inability to attend meetings or for other good cause shown.
- E. The appointed members of the commission shall receive no compensation but shall receive reimbursement for costs incurred with their service.
- F. A vacancy on the commission shall be filled by appointment and approval in like manner for the unexpired portion of the term. All members shall continue to serve until their successors shall have been appointed and qualified.

(Code 1983, § 29-60; Ord. No. 10429, § 3, 5-20-85; Ord. No. 11905, § 6, 5-17-93)

Sec. 7-93. Officers.

The members of the commission shall choose the chairman from those persons confirmed as members by the city council. The chairman shall serve a one-year term. The chairman shall be a voting member although he is not permitted to make motions. The commission may pick a vice-chairperson and any other officers they deem necessary.

(Code 1983, § 29-61; Ord. No. 10429, § 3, 5-20-85; Ord. No. 11905, § 6, 5-17-93)

Sec. 7-94. Meetings, quorums, rules and procedures.

- A. The commission shall hold a regular business meeting at least once each quarter at such time and place as shall be established by the rules of the commission. The commission may hold additional business meetings from time to time as it deems necessary.
- B. Five (5) voting members shall constitute a quorum for the transaction of business.

- C. The commission may establish such rules and procedures as it believes are reasonably necessary for expeditious transaction of its business affairs and which are in conformance with city policy.
- D. All meetings shall be open and public, and the date, time, and location of same shall be posted and be public information at least twenty-four (24) hours prior to the meeting.

(Code 1983, § 29-62; Ord. No. 10429, § 3, 5-20-85; Ord. No. 11905, § 6, 5-17-93)

Sec. 7-95. Duties generally.

The duties of the commission shall generally include, but not be limited to, the following:

The duties of the commission shall generally include, but not be limited to, consideration and recommendation for the implementation of all requests, petitions or suggestions concerning the regulation of transportation, traffic and parking matters in the City. Items for consideration generally include speed zones; one-way streets; loading zones; no parking zones; taxicab stands; crosswalks; stop signs; electrical signals; signs; markers; pavement and curb painting; and other matters relating to traffic control of motor vehicles.

Additionally, the Commission shall consider and recommend the establishment of any motor vehicle, traffic or parking regulations which, in the opinion of the Commission, promotes traffic safety or decreases traffic congestion within the city.

The Commission shall provide minutes of all its meetings and reports of specific recommendations to the City Council.

(Code 1983, § 29-63; Ord. No. 10429, § 3, 5-20-85; Ord. No. 11905, § 6, 5-17-93; Ord. 14335, §1, 4-7-2008)

Sec. 7-96. Reports; action by city council.

The city council, following receipt of the report and minutes of the commission, shall review and consider all recommendations and request the preparation of bills to implement the recommendations which have council support.

(Code 1983, § 29-64; Ord. No. 10429, § 3, 5-20-85)

Secs. 7-97 - 7-130. Reserved.

ARTICLE V. PARKS AND RECREATION COMMISSION

Sec. 7-131. Operation, management, etc. of city parks.

The operation, management, supervision, control and government of the city parks shall be vested in the parks and recreation commission of the city.
(Code 1977, § 27-3; Code 1983, § 21-15)

Sec. 7-132. Adoption of rules and regulations.

The parks and recreation commission of the city may formulate and adopt rules and regulations for the operation, management, supervision, control and use of the parks, consistent with the terms and conditions of any instrument of conveyance relating to such parks and with this Code and other ordinances of the city.
(Code 1977, § 27-4; Code 1983, § 21-16)

State law reference - Park board, RSMo. § 90.500 et seq.

Secs. 7-133 - 7-150. Reserved.

ARTICLE VI. POLICE PERSONNEL BOARD

Sec. 7-151. Established.

A police personnel board is hereby established.
(Code 1977, § 30-5; Code 1983, § 24-40)

State law reference - Personnel board required, RSMo. § 85.541, para. 2(1).

Sec. 7-152. Members.

- A. The police personnel board shall be composed of seven (7) members not more than one-half of whom shall be members of the same political party. Members of the board shall be appointed by the mayor with the consent of a majority of the elected members of the city council and shall serve for a term of three (3) years. The mayor, with the consent of a majority of the members of the city council, shall fill vacancies for any unexpired term. A member of the board may be removed for cause in the same manner as prescribed by this Code or other ordinances for the removal of other city appointive officers. Members of the board shall serve until their successors shall have been appointed and qualified. (Ord. 14337, §1, 4-7-2008)
- B. Each member of the police personnel board shall be a resident of the city for at least six (6) months immediately prior to his appointment. Members of any official political party committee shall not be eligible for membership on the board. Members of the board shall be required to take the oath of office prescribed by provisions of this Code or other ordinances for city officers, including a statement that they are in sympathy with the merit principle as it relates to the city police department.

(Ord. No. 12189, § 1, 6-5-95)

- C. Board members shall serve without compensation.
(Code 1977, §§ 30-5 - 30-7; Code 1983, § 24-41)

State law reference - Police personnel board membership, RSMo. § 85.541, para. 2(2).

Sec. 7-153. Chairman; rules.

The police personnel board, at its first meeting, shall elect one of its members chairman, to serve for the term specified. The board shall adopt rules governing its internal operation and file a copy of such rules with the city clerk.

(Code 1977, § 30-7; Code 1983, § 24-42)

Sec. 7-154. General jurisdiction over personnel policies.

The police personnel board shall have jurisdiction over all matters pertaining to personnel guidelines, policies and salary proposals and improvements within the police department. All petitions and requests, from whatever source, concerning the above shall be referred to the police personnel board for its study and consideration. The board shall act upon each request within forty-five (45) days from receipt of same.

(Code 1977, § 30-8(a); Code 1983, § 24-43)

Sec. 7-155. Examinations and register.

- A. The police personnel board, from time to time, shall conduct open, competitive examinations and promotional examinations as they deem necessary to establish eligibility and promotional registers. The examinations shall be of such character as to determine the relative qualifications, fitness and ability of the persons tested to perform the duties of the class of positions for which a register is established. The examination may be divided into various parts and may be written, oral or physical, or it may evaluate training and experience, require a demonstration of skill or it may be any combination of these factors. The examination shall be of such character as to determine the relative qualifications of the persons taking the examination and may take into consideration any relevant factor, including training, experience, aptitude, capacity, knowledge, character, health, physical fitness, marksmanship and other qualifications as, in the judgment of the board, shall enter into a proper determination of the relative fitness of the applicants. Political or religious opinions or affiliations shall not be considered in determining the qualifications of an applicant, and no question shall be framed to elicit information concerning such opinions or affiliations.
- B. The board shall give public notice of each open, competitive examination and promotional examination sufficiently in advance of same and of a sufficient width in scope to afford persons who are interested in taking the examination a reasonable opportunity to apply. The time between the official announcement of an examination and the holding of the examination shall not be less than fifteen (15) days. Each official notice of an examination shall state the titles, duties and pay of the positions in the class for which the examination is to be held, the necessary or desirable qualifications required and the time, place and manner of applying for admission to such examination. The official announcement shall consist of the posting of an official notice thereof in any newspaper published and of general circulation within the city, and of the posting of an official notice thereof on a public bulletin board maintained at the office of the police department and in the city hall building. The board shall also use such other means of publication as, in its judgment, is best suited and reasonably necessary to inform the public that the examination is to be given.
- C. Ratings of each examination shall be completed, and the appropriate registers established, not later than ninety (90) days after the first part of the examination was held, unless such time is extended by the board for reasons stated in their official records. The methods of rating the various parts of the examinations and the minimum satisfactory grade shall be determined by appropriate regulations. Each person taking the examination shall be notified in writing whether he passed or failed the examination. Each person taking the examination shall, in accordance with regulations adopted by the board, be entitled to inspect his examination papers and ratings, but ratings shall not be open to inspection by the general public. A manifest error in rating and grading of an examination which affects the relative ranking of persons taking the examination shall be corrected, if called to the board's attention, in writing, by certified mail within thirty (30) days after the establishment of the register, but such correction shall not invalidate any appointment previously made from such register, unless it is established that the error was made in bad faith and with intent to deprive the person adversely affected of certification to the eligibility list.
- D. The board shall keep an application and promotional register, in which shall be entered the names and addresses of all applicants, the order and date of all applications for competitive examinations and the positions in the police department sought by the applicants. All applications shall be on forms prescribed by the board.
- E. The board may reject the application of any person for admission to an examination or may strike the name of any person on a register for a position in the police department, or withdraw the certification of such person, if it finds that such person lacks any of the required qualifications, is physically unfit to perform effectively the duties of the position to which he seeks employment, is addicted to the habitual

use of drugs or intoxicating beverages, has been convicted of a crime or guilty of any conduct which would be unbecoming of a police officer, has been dismissed from any public service because of misfeasance or malfeasance or has made a false statement of fact or attempted to practice any fraud or deception in his application, or in his examination, or in attempting to secure appointment to the city police department.

(Code 1977, § 30-8(b) - (f); Code 1983, § 24-44)

State law reference - Examination, etc., required, RSMo. § 85.541, para. 2(2).

Sec. 7-156. Certification of eligibles.

The police personnel board shall certify a list of all eligible persons for membership in the police department to the mayor, as often as is necessary for the good of the department and the interest of the public.

(Code 1977, § 30-8(h); Code 1983, § 24-45)

Sec. 7-157. Oaths and subpoenas.

Any member of the police personnel board, on behalf of the board, shall have power to administer oaths, subpoena witnesses and compel the production of books and records relevant to any investigation or hearing authorized by this article. Attendance of witnesses may be compelled by attachment if necessary. Persons who fail to produce books and records subpoenaed by the board, or who fail to testify without lawful cause, or who testify falsely, shall be deemed guilty of a misdemeanor.

(Code 1977, § 30-8(i); Code 1983, § 24-46)

Sec. 7-158. Salaries for personnel.

The police personnel board shall, from time to time, study and recommend to the city council appropriate salaries for members of the police department.

(Code 1977, § 30-8(k); Code 1983, § 24-47)

Sec. 7-159. Rules and regulations.

The police personnel board shall formulate and adopt all necessary rules and regulations reasonably necessary for the efficient operation of the merit system and for the qualification and appointment of members to the city police department. The rules approved by the board shall then be submitted to the city council and shall become effective when approved by the council. The rules shall include provisions for:

- A. Frequency of competitive examinations.
- B. Standardization and classification of all positions in the police department on the basis of duties and responsibilities, so arranged as to promote the filling of the higher grades through promotion as far as practicable.
- C. Certification to the appointing authority of eligible persons in order of rank, for the purpose of filling vacancies.
- D. Temporary or emergency appointments, in the absence of an eligibility list.

(Code 1977, § 30-8(g); Code 1983, § 24-48)

Secs. 7-160 - 7-170. Reserved.

ARTICLE VII. PLANNING AND ZONING COMMISSION

Sec. 7-171. Established; purpose.

In order to make adequate provision for and to stimulate, guide, direct, arrange and beautify the city and the future development and growth of the city, there is hereby established a commission to be known as the city planning and zoning commission.

(Code 1977, § 2-196; Code 1983, § 23-15)

State law reference - Planning commission authorized, RSMo. § 89.310; zoning commission authorized, RSMo. § 89.070; planning commission to serve as zoning commission, RSMo. § 89.070.

Sec. 7-172. Members.

- A. The city planning and zoning commission shall consist of nine (9) members and three (3) alternates. From among the nine (9) members, there shall be at least one resident from each ward. The mayor, the director of public works, or a designee of the director and one member of the city council shall serve as non-voting members. The city council member shall be selected by the council from among its members. Commission members and the alternates shall be citizens and residents of the city qualified by knowledge or experience to act on questions pertaining to the development of city planning. Citizen members and alternates shall be appointed by the mayor, subject to the approval of the council.
- B. The alternates attending a meeting of the commission may take the place of and vote as a member of the commission when necessary to constitute a full nine (9) member commission. The alternate chosen to sit on the commission and vote when necessary shall be on a rotating basis among the three (3) alternates. Serving as an alternate on the commission shall not be considered in the application of Sections 2-460 and 2-461.
- C. Five (5) members or alternates shall constitute a quorum. The membership and participation of commission alternates shall not increase the number required for a quorum.
- D. The term of each of the citizen members and the alternates shall be for four (4) years; except, that the terms of the citizen members and alternates first appointed shall be for varying periods so that succeeding terms will be staggered.
- E. The council may remove any member or alternate for cause stated in writing after public hearing.
- F. Appointments to fill vacancies shall be for the unexpired term only. All members and alternates shall serve without pay.

(Code 1977, § 2-197; Ord. No. 9347, § 1, 11-19-79; Code 1983, § 23-16; Ord. No. 10775, § 1, 1-5-87; Ord. No. 11903, § 2, 5-17-93)

State law reference - Membership of planning commission, RSMo. § 89.320.

Sec. 7-173. Internal organization.

The planning and zoning commission may elect from its members its own chairman, vice chairman and secretary, and from time to time provide such rules and regulations, not inconsistent with this Code and other ordinances of the city, for its own organization and procedure as to it may seem proper; provided, that the mayor, city engineer or similar official and members of the council shall not be

eligible to hold any of the offices mentioned in this section.

(Code 1977, § 2-198; Code 1983, § 23-17)

State law reference - Similar provisions, RSMo. § 89.330.

Sec. 7-174. Powers and duties generally.

The powers and duties of the planning and zoning commission shall be to prepare a comprehensive plan showing its ideas and recommendations concerning the zoning system, covering the whole or any part of the city, together with its recommendations as to the restrictions, regulations and other questions connected therewith, and concerning the location of trades and industries and the location of buildings designed for specified uses. To this end the planning and zoning commission is empowered to employ such city planners, engineers, clerks and other persons as may be authorized by the council, and to hold public hearings at such times and places and upon such notice as it or the mayor or council may, from time to time, require. The commission shall report its findings and recommendations to the council, as directed in section 23-19.

(Code 1977, § 2-199; Code 1983, § 23-18)

State law reference - Planning commission functions generally, RSMo. § 89.340 et seq.

Sec. 7-175. Reports.

The planning and zoning commission shall make an annual report to the mayor, covering their investigations, transactions and recommendations, and shall make such other and further reports relative thereto as to it may seem proper or as may be required by the mayor or council.

(Code 1977, § 2-200; Code 1983, § 23-19)

Secs. 7-176 - 7-177. Reserved.

ARTICLE VIII. BOARD OF ADJUSTMENT

Sec. 7-178. Established; purpose.

The Board of Adjustment shall exist in the form and manner as set out in Chapter 35 of the Code. (Ord. No. 9598, § 10(a), 3-16-81; Ord. No. 11904, § 4, 5-17-93)

Secs. 7-179 - Sec. 7-190. Reserved.

ARTICLE IX. LIQUOR CONTROL BOARD

Sec. 7-191. Established.

The liquor control board shall be as established and shall operate in the manner as set out in Chapter 4 of the Code.

(Code 1983, § 4-2; Ord. No. 11547, § 1, 3-18-91; Ord. No. 11904, § 4, 5-17-93)

(Ord. 10833, § 1, 5-18-87; Ord. 13208, §1, 6-4-2001)

Secs. 7-192 - 7-269. Reserved.

ARTICLE X. TAX INCREMENT FINANCING COMMISSION

Sec. 7-270. Established.

The tax increment financing commission is hereby established.
(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-271. Membership.

The tax increment financing commission is to be composed of six members, to be appointed by the mayor, with the consent of the council, to serve without compensation for terms of four years except as provided hereinafter, which members shall be referred to as the "board".

From time to time, when the designation of a specific redevelopment area or the approval of a redevelopment plan or project, or an amendment to an existing redevelopment area, plan or project, or an amendment to an existing redevelopment area, plan or project is proposed, a nine member commission shall exist for the purpose of considering such proposal.

Membership on such nine member commission shall consist of the board appointed by the mayor, with the approval of the council, two members who are to serve by appointment of the school boards whose districts are included within the redevelopment area, plan or project, and one member who shall be appointed by the other affected districts in any manner agreed upon by them to represent all other districts levying ad valorem taxes within the area selected for a redevelopment project or the redevelopment area.

(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-272. Term of Membership.

The terms of the six members appointed by the City shall be for four years except as hereinafter provided. Initially two members shall serve for a term of two years; two members shall serve for a term of three years; and two members shall serve for a term of four years. After the initial terms are served, the terms of the members shall each be for four years.

The two members of the nine member commission who represent the school boards and the one member who represents all other ad valorem taxing districts shall serve for a term to coincide with the length of time a redevelopment project, redevelopment plan, or designation of a redevelopment area is considered for approval by the commission. Such term shall begin upon notification to the school district or taxing jurisdiction of the project and shall terminate upon final approval of the project, plan or designation of the area by the council.

(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-273. Officers.

The board shall elect from its number a chairman and a vice-chairman and may also elect a secretary and treasurer who need not be members of the commission; the terms of all officers shall be for a period of one year or until their successors are elected.

(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-274. Delegation of Powers.

The council does hereby authorize and approve the exercise by the commission of all of the powers delegable under the Real Property Tax Increment Allocation Redevelopment Act and in particular those enumerated in RSMo. Section 99.820.

(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-275. Meetings; Rules and Regulations.

The commission shall meet regularly and shall adopt such rules and regulations for operation as shall enable it to maintain an orderly procedure for its business and to effectively and efficiently exercise the powers authorized by the statute and delegated to it by the council.

(Ord. No. 11701, § 1, 2-14-92)

Sec. 7-276. Annual Report.

The board shall make an annual report to the city council giving a full account of its business and its accomplishments.

(Ord. No. 11701, § 1, 2-14-92)

Secs. 7-277 - 7-289. Reserved.

ARTICLE XI. USS JEFFERSON CITY SUBMARINE COMMITTEE

Sec. 7-290. Established.

There is hereby established a USS Jefferson City submarine committee.
(Ord. No. 11757, § 1, 6-15-92)

Sec. 7-291. Members; Terms; Appointment; Officers.

- A. The USS Jefferson City submarine committee shall consist of seven (7) members:
 - 1. One shall be a city council member.
 - 2. Six shall be residents of the Jefferson City Metropolitan Statistical Area.
- B. The citizen's term of office shall be three years. The council member shall be appointed by the mayor on a yearly basis.
- C. Appointment of persons to serve on the committee shall be made by the mayor with the advice and consent of a majority of the city council. The mayor, with a majority vote of the city council, may remove any member of the committee for failure or inability to attend meetings, or for other good cause shown. A vacancy on the committee shall be filled by appointment and approval in like manner.
- D. The USS Jefferson City submarine committee shall elect, at its first meeting in each fiscal year and from among its resident members, a chairman, a vice chairman and a secretary-treasurer. Such officers shall be eligible to succeed themselves at the will of the commission.

(Ord. No. 11757, § 1, 6-15-92; Ord. No. 12308, § 1, 7-10-95; Ord. No. 12364, § 1, 10-16-95; Ord. No. 14635, §1, 2-1-2010)

Sec. 7-292. Meetings.

The USS Jefferson City submarine committee shall hold a regular business meeting at least once each year prior to the preparation of the City's budget at such time and place as shall be established by rule of the committee. The committee may hold such additional business meetings as it shall, from time to time, deem necessary. A majority of the members of the committee shall constitute a quorum.

(Ord. No. 11757, § 1, 6-15-92; Ord. No. 12364, § 2, 10-16-95)

Sec. 7-293. Powers and Duties Generally.

- A. The committee shall serve as the city's official liaison to the USS Jefferson City to coordinate continued support of the submarine and crew members.
- B. The committee shall serve as the approval body for the expenditure of funds budgeted by the council or donated for activities related to the USS Jefferson City.

(Ord. No. 11757, § 1, 6-15-92)

Sec. 7-294. Trust Fund Established.

- A. There is hereby established a trust fund within the city accounts to be designated the USS Jefferson City Submarine Trust Fund. Said fund shall be a revolving fund with monies credited to the fund being retained by said fund. Expenditures from the USS Jefferson City Submarine Trust Fund shall only be expended as set out in Section B below.
- B. Expenditures from the USS Jefferson City Submarine Trust Fund shall only be made for the benefit of the USS Jefferson City or personnel serving aboard the submarine.
- C. The USS Jefferson City Submarine Trust Fund is hereby created as Fund No. 8700, an interest bearing account, to be composed of excess funds remaining after payment of commissioning expenses.
- D. The committee shall have the authority to spend the interest earned from the trust fund. If at any time the request for expenditures exceed the amount of interest available, a unanimous vote of the committee shall be required to recommend the expenditure. Should the vote of the committee approving the expenditure of principal be unanimous, the city council must also approve the expenditure.

(Ord. No. 11757, § 1, 6-15-92)

Sec. 7-295. Annual Report.

The USS Jefferson City submarine committee shall make an annual report to the city council giving a full account of its business and its accomplishments.

(Ord. No. 11757, § 1, 6-15-92)

Secs. 7-296 - 7-299. Reserved.

ARTICLE XII. BOARDS OF EXAMINERS AND REVIEW

DIVISION 1. BOARD OF ELECTRICAL EXAMINERS AND REVIEW

Section 7-300. Established.

There is hereby established a board of electrical examiners and review.
(Ord. No. 11905, § 8, 5-17-93)

Section 7-301. Members, qualifications, appointment, terms and officers.

The board shall consist of five (5) members: the electrical inspector of the City of Jefferson; the Director of Community Development or his designee; an electrical contractor; a journeyman electrician; and a representative of the local electric utility company. The electrical inspector shall serve as ex officio chairman. The board shall be appointed by the mayor with the consent of a majority of the members of the council for a term of three (3) years and shall serve until their successors are duly appointed and shall be qualified. The appointments of the Board members shall be made every three (3) years and they shall serve without pay. The chairman shall be a voting member although he is not permitted to make motions. The board may pick a vice-chairperson and any other officers they deem necessary. The provisions of Section 7-5 notwithstanding, the members of the board, excepting employees need not reside within the City, but must reside in Cole County and must own or be employed by a business which maintains an electrical license with the City of Jefferson. Residence of City employees shall be governed by this Code and the Personnel Policy Manual.
(Ord. No. 11905, § 8, 5-17-93; Ord. No. 13301, §3, 11-5-2001; Ord. No. 13871, §1, 4-18-2005)

Section 7-302. Meetings.

The board shall meet at such intervals as may be necessary for the proper performance of its duties, upon call of the board chairman, but in any case not less than twice a year. Minutes of all meetings shall be kept.
(Ord. No. 11905, § 8, 5-17-93)

Section 7-303. Duties.

The board shall act on grievances by an applicant for an electrical permit; the holder of an electrical permit, or the owner and/or agent of a building or structure wherein electrical work is to be installed. Such referral shall be an appeal from the decision of the electrical inspector or his authorized agent or representative, refusing to grant a modification of provisions of the electrical code governing the installation or materials to be used in the installation. Application for appeal will be received by the Director of Community Development, or his authorized representative, when it is claimed that: (Ord. No. 13301, 11-5-2001)

- A. The true intent of the electrical code or the rules adopted thereunder have been incorrectly interpreted.
- B. The provisions of the electrical code do not fully apply.

At such time as the Board meets to act on such an appeal, the electrical inspector shall not have a vote. If one of the members of the board is the appellant, that member shall not have a vote. A simple majority of those members voting shall constitute a qualified decision. In the event the voting members of the Board are evenly divided, the decision of the electrical inspector shall be affirmed.

The board shall review the electrical code at least once a year. Three (3) members of the board must be present at every examination. They shall transmit to the council any and all recommendations and changes that are necessary to update the electrical code.

(Ord. No. 11905, § 8, 5-17-93)

Secs. 7-304 - 7-305. Reserved.

DIVISION 2. BOARD OF PLUMBING EXAMINERS AND REVIEW

Section 7-306. Established.

There is hereby established a board of plumbing examiners and review.
(Ord. No. 11905, § 8, 5-17-93)

Section 7-307. Members, qualifications, appointment, terms and officers.

The board shall consist of five (5) members: the plumbing inspector of the City of Jefferson; the Director of Community Development or his designee; an individual engaged in plumbing contract work; a master plumber actually engaged in the work of plumbing; and a journeyman plumber actually engaged in the work of plumbing. The plumbing inspector shall serve as ex officio chairman. The board shall be appointed by the mayor with the consent of a majority of the members of the council for a term of three (3) years and shall serve until their successors are duly appointed and shall be qualified. The appointments of the board members shall be made every three (3) years and they shall serve without pay. The chairman shall be a voting member although he is not permitted to make motions. The board may pick a vice-chairperson and any other officers they deem necessary. The provisions of section 7-5 notwithstanding, the members of the board, excepting City employees need not reside within the City, but must reside in Cole County and must own or be employed by a business which maintains a plumbing license with the City of Jefferson. Residence of City employees shall be governed by this Code and the Personnel Policy Manual.

(Ord. No. 11905, § 8, 5-17-93; Ord. No. 13301, 11-5-2001; Ord. No. 13871, §2, 4-18-2005)

Section 7-308. Meetings.

The board shall meet at such intervals as may be necessary for the proper performance of its duties, upon call of the board chairman, but in any case not less than twice a year. Minutes of all meetings shall be kept.

(Ord. No. 11905, § 8, 5-17-93)

Section 7-309. Duties.

The board shall act on grievances by an applicant for a plumbing permit; the holder of a plumbing permit, or the owner and/or agent of a building or structure wherein plumbing work is to be installed. Such referral shall be an appeal from the decision of the plumbing inspector or his authorized agent or representative, refusing to grant a modification of provisions of the plumbing code governing the installation or materials to be used in the installation. Application for appeal will be received by the Director of Community Development, or his authorized representative, when it is claimed that: (Ord. No. 13301, 11-5-2001)

- A. The true intent of the plumbing code or the rules adopted thereunder have been incorrectly interpreted.
- B. The provisions of the plumbing code do not fully apply.

At such time as the board meets to act on such an appeal, the plumbing inspector shall not have a vote. If one of the members of the board is the appellant, that member shall not have a vote. A simple majority of those

members voting shall constitute a qualified decision. In the event the voting members of the board are evenly divided, the decision of the plumbing inspector shall be affirmed.

The board shall review the plumbing code at least once a year. Three (3) members of the board must be present at every examination. They shall transmit to the council any and all recommendations and changes that are necessary to update the plumbing code.

(Ord. No. 11905, § 8, 5-17-93)

(Ord. 14370, §1, 6-16-2008)

ARTICLE XIII. RESERVED.

Secs. 7-320 through 7-350. Reserved.

ARTICLE XIV. JEFFERSON CITY PUBLIC TELEVISION STEERING COMMITTEE

Sec. 7-400. Established.

There is hereby established an Jefferson City Public Television Steering Committee.

Sec. 7-401. Members.

- A. The Jefferson City Public Television Steering Committee shall consist of six (6) members.
- B. The mayor shall, with the approval and consent of a majority of the members of the city council, appoint three residents of the city as public members of the steering committee. The term of the public members shall be one year.
- C. One member shall be appointed by the President of Lincoln University and approved by a majority of the Board of Curators.
- D. One member shall be elected by the persons or groups providing locally originated programming, hereinafter referred to as the producers' representative. Each person or group producing at least one program per year which is taped or filmed within Jefferson City and aired on JCTV will be entitled to one vote for the producers' representative.
- E. The Mayor, with the advice and consent of the Council, shall appoint one council member to the committee as a voting member who shall be the council liaison.
- F. The JCTV operation manager, the City Counselor, the station manager as reported to the Federal Communications Commission, and a representative of the cable franchisee, or their designees, shall be ex-officio members of the committee. The City Counselor shall act as ex-officio secretary for the committee.
- G. Any vacancies in the Jefferson City Public Television Steering Committee shall be filled by appointment and approval in like manner for the unexpired portion of the term. All members shall continue to serve until their successors shall have been appointed and qualified.

Sec. 7-402. Meetings.

The Jefferson City Public Television Steering Committee shall hold a regular business meetings at least once each quarter at such time and place as shall be established by the Committee. The Committee may hold such additional business meetings as it shall, from time to time, deem necessary.

Sec. 7-403. Officers.

The Jefferson City Public Television Steering Committee shall elect, at its first meeting in each fiscal year and from among its voting members, a chairman, and a vice chairman. Such officers shall be eligible to succeed themselves at the will of the Committee.

Sec. 7-404. Powers and duties generally.

The Jefferson City Public Television Steering Committee shall have the following powers and duties related to Jefferson City's PEG channel(s):

- A. Adopt policies and procedures for the operations and programming of JCTV.
- B. Coordinate, encourage and facilitate programming:
 - 1. Provide a structure in which people can learn, create, and develop ways to use community access cable television (JCTV).
 - 2. Engage in research designed to assess community response to programming on JCTV so as to ascertain areas of need for additional or alternative programming and report to the council on such research.
 - 3. Facilitate and encourage the broadcast of the widest possible range of community events, such as parades, sports, state government events, plays, pageants, festivals, and cultural events.
 - 4. Provide an outlet for the expression of a wide diversity of viewpoints, ideas, and opinions.
 - 5. Provide “hands on” experience for high school and college students and other members of the public in state of the art video production oriented toward real world video production career training.
 - 6. Provide a medium to inform the citizens of matters and upcoming events of public interest.
- C. Work with State and local government, educational institutions, and private entities to encourage their utilization of JCTV.
 - 1. Facilitate and encourage the use of JCTV by the City of Jefferson promotion of the City, education of our citizens as to the role and function of city government, emergency preparedness and response, and broadcast of public meetings.
 - 2. Encourage other governmental entities to provide coverage of their meetings and events
 - 3. Encourage and facilitate educational programming, including college credit classes, adult education, and elementary and secondary school educational programming
 - 4. Coordinate with Lincoln University to incorporate the resources of JCTV into its curriculum.
 - 5. Provide live feeds and tapes for commercial and public media for major events and coordinate the broadcast of the same.
- D. Supervise the management and operations of JCTV.
 - 1. Analyze JCTV’s financial needs
 - 2. Create an operating budget for JCTV
 - 3. Provide for replacement and repair of equipment, including long term planning for depreciation and replacement of equipment
 - 4. Create job descriptions and evaluation policies for paid employees.
 - 5. Review and evaluate volunteer policies.
- E. Provide for the fiscal needs of JCTV.
 - 1. Make recommendations as to appropriations for JCTV by the City of Jefferson and Lincoln University.
 - 2. Make recommendations regarding user fees for persons using JCTV.
 - 3. Solicit sponsorships and provide for the rules and regulations of such sponsorships
 - 4. Evaluate other funding sources such as a cable subscriber surcharge and make recommendations

to the council regarding such other sources

5. Subject to the approval of the City Council, seek grants to provide funding for the mission of JCTV.

Sec. 7-405. Annual report.

The Jefferson City Public Television Steering Committee shall make an annual report to the city council giving a full account of its operations, fiscal condition, needs, and its accomplishments.

Sec. 7-406. Finances.

The City Council may appropriate funds for the use of the Jefferson City Public Television Steering Committee in its work, and the Committee shall submit to the council a proposed budget indicating the amounts needed and the purpose for which they would be used. The Committee, or the City Council acting for the Committee, may receive federal and state grants for the work of the Committee. The Committee also is empowered to accept and use private contributions for the furtherance of its work.

Sec. 7-407. Staff; city cooperation.

Subject to the limitations imposed by a budget approved by the city council, the Jefferson City Public Television Steering Committee may employ such full-time or part-time employees, consultants or experts as it deems necessary in the furtherance of its work. The Committee may request and shall receive the cooperation of City officials and City employees to the extent reasonably possible in providing it assistance for the furtherance of its duties.

(Ord. No. 13914, §1, 8-15-2005)

ARTICLE XV. AIRPORT ADVISORY COMMITTEE

Sec. 7-500. Committee established, membership.

- A. There shall be an airport advisory committee composed of seven (7) members, who shall be qualified for appointment by having an interest in and being familiar with the subject of aviation. The Mayor shall, with the approval and consent of a majority of the members of the City Council, appoint the members of the airport advisory committee to represent the following areas. At least four (4) members shall be residents of the City of Jefferson.
 - 1. Two (2) persons who are lessees, or representatives of lessees, at Jefferson City Memorial Airport;
 - 2. One (1) person representing fixed base operator(s) at Jefferson City Memorial Airport; and
 - 3. Four (4) persons having interest in and being familiar with the subject of aviation who are not affiliated with the organizations in subparagraphs (1) and (2) above.
- B. Members shall be appointed for 4-year terms. Any vacancies shall be filled by appointment and approval in like manner for the unexpired portion of the term. All members shall continue to serve until their successors shall have been appointed and qualified.
- C. Members shall receive no compensation for their service on the committee, but may receive reimbursement for authorized expenses, upon approval of the City Administrator.

Sec. 7-501. Meetings, quorum.

The airport advisory committee shall hold a regular business meeting at least once each quarter at such time and place as shall be established by rule of the committee. The committee may hold such additional business meetings as it shall, from time to time, deem necessary. A quorum for the transaction of business at such meetings shall be a majority of the duly appointed members of the committee.

Sec. 7-502. Officers.

The airport advisory committee shall elect, at its first meeting in each fiscal year and from among its resident members, a chairman and vice chairman. Such officers shall be eligible to succeed themselves at the will of the committee, except that persons shall serve a maximum of four (4) consecutive terms as chairman.

Sec. 7-503. Powers and duties generally.

The airport advisory committee shall make a continuous study of airport needs and of aviation in the area, and shall make recommendations to the City Council and Council committees for the development and use of the airport. The airport advisory committee may adopt bylaws not inconsistent with the code for its own organization and procedure.

Sec. 7-504. Annual report.

The airport advisory committee shall make an annual report to the City Council each January giving a full account of its business and accomplishments during the prior year.

Sec 7-505. Finances.

The City Council, acting for the committee, may receive federal, state, and private grants for the work of the committee. All expenditures shall follow adopted accounting and purchasing guidelines.

Sec. 7-506. Staff, city cooperation.

The committee may request, and shall receive, the cooperation of city staff members in providing it assistance for the furtherance of its duties as approved by the City Administrator.

(Ord. 14471, §1, 2-16-2009)

Sec. 7-507 to 7-549 Reserved.

ARTICLE XVI CULTURAL ARTS COMMISSION

Sec. 7-601. Commission Established.

There is hereby established a cultural arts commission.

Sec. 7-602. Purpose.

- A. Mission Statement. The City of Jefferson Cultural Arts Commission exists to ensure the arts are integral to our community's quality of life, economic vitality and central identity.
- B. Vision Statement. The Commission leads in promoting collaboration among the arts, business, government, educational institutions and community residents.

Sec. 7-603. Members.

- A. Appointment. The cultural arts commission shall be appointed by the Mayor with the consent of the majority of the Council.
- B. Composition. The commission shall consist of eleven (11) voting members. Every effort should be made to include members with education or experience from various areas of the Arts, business community, education facilities, religious community, and historical backgrounds.
- C. Conflict of Interest. No member of the commission whether or not a voting member shall participate in the discussion or vote on any issue regarding a contract or agreement for funding or recommendation thereof, if such member is (a) an owner or employee of the entity which is the recipient of a funding source or contract; or (b) is on the governing board or a volunteer of an entity which is the recipient of a funding source or contract; or (c) has a member of his or her immediate family who is described in a) or b) above; or (d) is the direct recipient of a funding source or contract.
- D. Residency. At least nine (9) members shall be residents of the City of Jefferson; a maximum of two (2) members may reside outside of the City.
- E. Terms. Members shall be appointed for three (3) year staggered terms.
- F. Vacancies and successors. Any vacancies shall be filled by appointment and approval in like manner for the unexpired portion of the term. All members shall continue to serve until their successors have been appointed and qualified.
- G. Non-voting Ex-officio members. The Parks and Recreation Commission may appoint one staff or commission member to serve as a non-voting ex-officio member. The Mayor, with the advice and consent of a majority of the council, may appoint City officials, County officials, and State officials as non-voting ex-officio members
- H. Staff. The city administrator shall appoint a staff liaison to the Cultural Arts Commission.
- I. Quorum. A quorum shall be six (6) voting members.

Sec. 7-604. Meetings.

The cultural arts commission shall hold a regular business meeting at least once each quarter at such time and place as shall be established by rule of the commission. The commission may hold such additional business meetings as it shall, from time to time, deem necessary.

Sec. 7-605. Officers.

The cultural arts commission shall elect, at its first meeting in each fiscal year and from among its resident members, a chairman, a vice chairman and a secretary. Such officers shall be eligible to succeed themselves at the will of the commission. The chairman shall be eligible to vote on all matters before the commission but shall not be eligible to make motions or second motions.

Sec. 7-606. Finances.

The City Council may appropriate funds for the use of the cultural arts commission in its work. The commission shall submit to the Council a proposed budget indicating the amounts needed and the purpose for which they would be used. The City Council, acting for the commission, may receive federal, state and local funds for the work of the commission. The City Council, acting for the commission, is also empowered to accept and authorize use of private contributions for the furtherance of its work. All revenues and expenditures shall follow the accounting and purchasing guidelines adopted by the City.

Sec. 7-607. Powers and duties generally.

The cultural arts commission shall have the following duties:

- A. Educate and promote public awareness of the value of arts in the community.
- B. Prepare a long range cultural plan including recommendations to the City Council.
- C. Participate in the planning for promotion, branding and marketing of the community.
- D. Provide a clearinghouse for communication, collaboration and coordination of arts events in the community.
- E. Provide a forum for policy discussion regarding public art.
- F. Promote cultural tourism, a creative economy and encourage creative efforts by citizens.
- G. Make recommendations to the Council regarding selection of public art and arts projects; participate in award of funds to artists or programs, if budgeted.
- H. If desired, adopt bylaws for the conduct of business, including project selection and grant award procedures.
- I. Seek out and apply for grants and funding to support or enhance the arts.

Sec. 7-608. Annual report.

The cultural arts commission shall make an annual report to the City Council during the first quarter of the calendar year, giving a full account of its business and its accomplishments during the prior year.

Sec. 7-609. Staff; city cooperation.

Subject to the limitations imposed by a budget approved by the City Council, the commission may employ such full-time or part-time employees, consultants or experts as it deems necessary in the furtherance of its work. The commission may request and receive the cooperation of city officials and city employees to the extent reasonably possible in providing it assistance for the furtherance of its duties.

Secs. 7-610 – 7-619. Reserved.

ARTICLE XVII. SHELTER ADVISORY COMMITTEE

Sec. 7-620. Committee established, membership.

- A. There shall be an animal shelter advisory committee composed of three (3) members, who shall be qualified for appointment by operating a licensed veterinary office open to the public within the City of Jefferson.
- B. Members shall be appointed for 3-year terms. Any vacancies shall be filled by appointment and approval in like manner for the unexpired portion of the term. All members shall continue to serve until their successors shall have been appointed and qualified.
- C. Members shall receive no compensation for their service on the committee, but may receive reimbursement for authorized expenses, upon approval of the City Administrator.

Sec. 7-621. Meetings, quorum.

The shelter advisory committee shall hold a regular business meeting at least once each quarter at such time and place as shall be established by rule of the committee. The committee may hold such additional business meetings as it shall, from time to time, deem necessary. A quorum for the transaction of business at such meetings shall be a majority of the duly appointed members of the committee.

Sec. 7-622. Officers.

The shelter advisory committee shall elect, at its first meeting in each fiscal year and from among its resident members, a chairman and vice chairman. Such officers shall be eligible to succeed themselves at the will of the committee, except that persons shall serve a maximum of four (4) consecutive terms as chairman.

Sec. 7-623. Powers and duties generally.

The shelter advisory committee shall make a continuous study of shelter needs and shall make recommendations to the City Council and Council committees for the development and use of the shelter. The shelter may investigate any complaints regarding the shelter and report the same to the Director of Community Development or his designee. The shelter advisory committee may adopt bylaws not inconsistent with the code for its own organization and procedure.

Sec. 7-624. Annual report.

The shelter advisory committee shall make an annual report to the City Council each January giving a full account of its business and accomplishments during the prior year.

Sec 7-625. Finances.

The City Council, acting for the committee, may receive federal, state, and private grants for the work of the committee. All expenditures shall follow adopted accounting and purchasing guidelines.

Sec. 7-626. Staff, city cooperation.

The committee may request, and shall receive, the cooperation of city staff members in providing it assistance for the furtherance of its duties as approved by the City Administrator.

(Ord. 14471, §1, 2-16-2009; Ord. No. 14561, §1, 8-3-2009)

Editor's Note3

Editor's Note4

NOTES

¹ **Cross references** - Liquor control board, § 4-2; city cemetery board, § 10-11; traffic safety commission, § 19-57 et seq.; planning and zoning commission, § 25-15 et seq.; personnel board for police department, § 26-40 et seq. Ordinance 11905 reorganized standing Boards and Commissions 5-17-93.

² **Cross reference** - Sewers and sewage disposal, Ch. 29.

³ **Editor's note** - Ordinance No. 10510, § 1, adopted Oct. 21, 1985, amended the Code by adding provisions designated as Div. 3, §§ 2-446 - 2-453. Inasmuch as the Code already contained provisions designated as §§ 2-446 - 2-450, the editor has redesignated the provisions of Ord. No. 10510 as a new Div. 4, §§ 2-460 - 2-467.

⁴ **Editor's Note** - Section 2 of Ord. No. 10429, enacted May 20, 1985, amended Ch. 29 by deleting the substantive provisions of Art. IV, Div. 2 being §§ 29-59 - 29-62, which pertained to the airport commission, and derived from Ord. No. 9639, § 1 (4-1, 4-1.1 - 4-1.5), adopted June 15, 1981; and Ord. No. 10237, § 1, adopted July 2, 1984. Section 3 of said Ord. No. 10429 added new provisions designated as a new Div. 2, §§ 29-59 - 29-64.