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TO: City Council  
FROM: Sam Anselm, City Manager  
DATE: February 13, 2015  
RE: Weekly Report

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Good afternoon, everyone. As the dust continues to settle somewhat on the events surrounding Wallace-Bajjali, I've been able to re-focus my efforts on "normal" city business.

### **Key Meetings**

- During our staff meeting on Tuesday, the group shared the following information:
  - Director Tuttle has visited with all 11 business owners on S. Hearnest Blvd. about the possibility of changing the name to South Main. All were in favor, and the residential properties along there are rentals. Given the support of those directly impacted by the change, the next step will be taking the request to planning & zoning for consideration. I have asked Director Tuttle to work with Director Bolander and move that project forward.
  - Director Pekarek is working with public works staff on the RFP for the construction of the garage facility.
  - Director Haase informed the group that the state auditors indicated to her that the cost of the audit may likely exceed the upper limit that was listed on the petition of \$150,000. We have not received confirmation from our on-site auditors as to when they will be completed, so I cannot give a timeline for you at this time.
- On Wednesday I met with staff to review our recruiting process for the vacant CDBG-DR project manager positions. As we move forward with the contract phase of many of these projects, we have identified a need for someone with contract management experience, as well as someone with a background in financial analysis. As we begin bringing these employees on, we have identified a need for additional office space. The city clerk's office will be working over the next several weeks to clear out the glassed-in room on the main floor of city hall, so we can convert that to meeting room space, which would free up the 5<sup>th</sup> floor study to possibly house our entire CDBG-DR staff.
- Yesterday I was asked by the JHS Key Club to speak to their group about the importance of being involved in the community. At a previous employer we had a resident youth program that allowed junior and senior high school students an opportunity to work in local government on a part-time basis, and we will be exploring a similar program to implement next budget year.

- After the Key Club meeting, I met with the mayor, Rob O'Brian and the director of economic development for Leggett & Platt to get an update on a few projects. An announcement about one project at the Crossroads Industrial Park will be coming next week, but until they can coordinate the information with the Missouri Dept. of Economic Development, they asked that we not share the information. No local incentives have been used on this particular project, which would explain why it was news to staff.

### **Miscellaneous**

- Yesterday, Director Bolander asked for my opinion and your direction on moving forward with spending some of the –DR funds on building 24<sup>th</sup> Street out at Crossroads Industrial Park to support two economic development projects. The companies would like to have the road completed in August, and the engineer's estimate for construction is around \$685,000. We are not in a position to use Transportation Sales Tax or CIST funds, so CDBG-DR remains the only viable source of funds. Given some members of council's expressed interest in using CDBG–DR funds to build infrastructure to support economic development, I would recommend that we move forward with amending our HUD action plan to allow this work to proceed as soon as possible. While we are not finished with the review of other current and pending CDBG-DR projects, staff feels comfortable that this would be a low-risk use of the funds. I will plan to bring this up at our meeting on Tuesday night to seek formal direction from the council, so please be prepared to ask questions or provide comment.
- The position of Assistant Director of Public Works/Engineering has been filled by Dan Salisbury. Mr. Salisbury has been the assistant district engineer for MoDOT's SW division for quite some time, and has decided to retire from MoDOT to take this position with the city. I believe he will be a strong asset to our team, and we look forward to his start date of April 6<sup>th</sup>. Please join me in welcoming him aboard.
- As a companion to our management development training program that launched last year, we are moving forward with a safety training initiative aimed at curbing the frequency and severity of on-the-job accidents suffered by employees. Kudos to Director Allgood and our HR Specialist Patrick Hurn for developing and rolling this program out to employees at a relatively low cost.
- During a previous council meeting, the finance committee was charged with looking into our fees at the cemetery. As I indicated, staff has already been working on that information along with doing research on all other fees we charge. As staff completes that work we will be presenting it to the finance committee for their review, but as in years past (prior to 2011), we were on a two- or three-year schedule to review fees as part of our annual budget review.
- Attached to this week's report is a progress update on the state DED \$14 million grant that we received. I believe Council had asked for this information at our last regular meeting, and it is provided herein. In addition, here a few other updates from PW:
  - We have completed another leaf removal season and are now into a more routine winter operational setting. Our crews are monitoring the weather continually and are getting prepared for the pending adverse weather coming in over the weekend.
  - Progress is being made on the Jackson Avenue Bridge project in that we are working with the Newton County Commission to develop an RFQ for a design professional. Staff will be advertising for qualification statements for the Jackson

Avenue Bridge and on the 32<sup>nd</sup> street and Zora (from Range Line east to 249) CIST projects in the month of March.

- We are very close to being able to issue the Notice to Proceed for the 20<sup>th</sup> Street Grade Separation project. We anticipate having authorization from MoDOT next week, at which time we will be meeting with several stakeholders to discuss the schedule and detour/closure plan. Our PIO office has been included in discussion we have had and will continue to be there as we move forward.
- The Maiden Lane project is moving along fairly well. We are also scheduled to open bids on the Zora widening (Main to Range Line) on March 3, with the goal of having it before Council on the 16<sup>th</sup> of March.

### **In the Pipeline**

- Next Friday, February 20<sup>th</sup>, I will be out of the office attending the annual JACC board retreat at Indigo Sky. Later that afternoon, Dr. Huff will be giving a presentation at JHS outlining his plans and vision for the future of the school district, so I will be attending that meeting as well.
- I'm attaching a couple of timelines for you regarding the Hope Valley CID and for the bidding out of insurance (health, dental, vision, etc.).

Finally, I'd like to take the opportunity to pass along some recognition for Police Officer Caleb Johnson, who has been selected by the American Red Cross to receive the Everyday Hero Award for locating and saving the life of a mentally disturbed female who attempted suicide at a local hotel.

Have a great weekend.

As of February 13, 2015				
Project Number	Replace Damaged Infrastructure Program (RDIP)			
	RDIP Project Title	RDIP Project Description	Actual Contract Amounts	Status as of February 12, 2015
1 GSTA01	Inspection and Evaluation of Storm Sewer Systems	All elements of the storm sewer collection and conveyance system will be inspected and cleaned of sediment and debris and damaged elements will be identified for renovation, repair, replacement or reconstruction.	\$608,260	Project is 95% complete - Estimated completion is late March to have final deliverable installed into our GIS
2 GSTA02	Storm Sewer System Repairs	Design + construction Mngmt.	\$168,000.00	Design Complete - Construction Management/Inspection services being provided by Algeier Martin & Associates - original scope included a substantial amount of work some stormwater projects at 15th and Range Line and 20th & Range Line, both projects proved to be beyond our budget in scope.
		Change order to original design/const. management contract - City Inspection services		
		RCB 24th & Davis Blvd.	\$120,976.80	Project has Bid - Construction to begin in 30-45 days
		Ditch 26th & Arizona by KCS Tracks	\$145,449.00	Project has Bid - Construction to begin in 30-45 days
3 GSTA03	West of Arizona & North of 32nd Bidding in January	Design Contract	\$207,112	Design complete - Construction Management/Inspection services being provided by Olsson Associates
		Engineering Agreement Ammendment for Construction Management and Inspection services	\$114,386	Project scheduled to bid Feb 19th- all easements have not yet been secured - this is the last project to go to bid as part of the State \$14M RDIP.
		Reconstruct existing channels, inlets and piping and renovate low lying area into a water quality/detention pond in accordance with current design standards	\$1,360,000	
		Property Acquisition	\$1,100,000	
4 GSTA04	Michigan & Kansas Streets from 26th to 30th Under Construction	Design + construction Mngmt. - City Staff Inspection	\$79,150.00	Design complete - Construction management services being provided by Anderson Engineering
		Change order for additional design and Const. Management Reconstruction, replacement, repairs and renovation to existing storm sewer infrastructure	\$875,278	Under Construction - Estimated completion date is June 2015
5 GSTA05	15th and Highview Area Drainage System Bidding December 2	Design + construction Mngmt. + Inspection	\$167,800	Design completed by Algeier Martin - Construction Management/Inspection services being provided by Transystems
		Reconstruction, replacement, repairs and renovation to existing storm sewer infrastructure	\$544,349	Under Construction - Estimated completion date is June 2015
6 GSTA06	24th and Patterson Under Construction	Design + construction Mngmt. - City Inspection	\$21,900	Design complete - Construction Management services being provided by Anderson Engineering
		Reconstruction, replacement, repairs and renovation to existing storm sewer infrastructure	\$189,775	Under Construction - Estimated completion date is May 2015
7 GSTA07	Even Avenue to Country Club - South of 29th Under Construction	Design + construction Mngmt. + City Inspection	\$56,250	Design complete - Construction Management services being provided by Anderson Engineering; City Inspection services
		Reconstruct storm sewer system in accordance with current design standards	\$256,434	Under Construction - Estimated completion date is May 2015
8 GSTA08	Pennsylvania & Virginia and 31st to 28th Under Construction	Design + construction Mngmt. + City Inspection	\$34,500	Design complete - Construction Management services being provided by Anderson Engineering; City Inspection services
			\$84,700	
		Reconstruction, replacement, repairs and renovation to existing storm sewer infrastructure	\$849,405	Under Construction - Estimated completion date is June 2015
9 GSTA09	NE side of Murphy Blvd - South of 15th Street Complete	Design + construction Mngmt. + Inspection	\$84,000	Design complete - Construction Management/Inspection services being provided by Algeier Martin Consulting
		The use of recognized BMP's and current design standards to reconstruct and renovate the existing storm sewer system to address flow and sediment to minimize impact downstream	\$720,074	Under Construction - Estimated completion date is March 2015 - Project is complete Final inspection was Feb 3
10 GSTA10	Sanitary Sewer System Repairs Under Construction	Design + construction Mngmt. + Inspection	\$320,865	Design complete - Construction Management/Inspection services being provided by HDR
		Using the information found in project #13, lines will be repaired and replaced as needed	\$2,082,643	Project includes 13 new manholes, 34 repaired manholes, 3000 feet new sewer line, 35000 feet of CIPP liner.
11 GSTA11	Inspect and Evaluate all Sidewalks, Curb & Gutter and Pavement Conditions	Inspection of 90 miles of curb and gutter, seven miles of sidewalk, and 90 lane miles of streets	\$292,000	Project is complete - this information was used to identify sidewalk, curb and gutter repairs needed throughout the recovery zone.
12 GSTA12	Sidewalk, Curb & Gutter and Pavement Repairs	Sidewalk-one side 26th from 32nd to Conn.	\$434,098.86	Project has bid and construction will begin in March
		Spot Repair of Curb & Sidewalks	\$356,607.50	Project includes repair or replacement of curbs & gutters and ADA ramps in several locations. Construction has started
		15th to 13th/ Florida to Texas	\$751,760	Project is under construction - change order coming before City Council on 2/17/15
		Design + construction Mngmt. + Inspection	\$580,000	Design complete - Construction Management/Inspection being provided by TranSystems
13 GSTA13	Inspection and Evaluation of Sanitary Sewer Systems Complete	Approximately 450 manholes and 50,000 feet of sanitary sewer will be inspected, cleaned of sediment and debris and damaged elements identified for repair	\$284,965	Project is complete - this project was used to identify damaged sanitary sewer system elements to be repaired, reconstructed or replaced as part of project #10 (GSTA10)
<b>Total Funds Available</b>		<b>\$14,000,000</b>	<b>\$12,890,738</b>	
Available Contingencies			\$1,109,262	
Project No. 3 is not an actual contract amount as of this date; it is to bid next week; the estimated easement/right-of-way cost is also not finalized				
The Available Contingencies equates to 7.92% of the Total Funds Available; As we continue to narrow in on the completion of more of the projects we will make adjustments such that we ensure we fully utilize the total available funds				

2/9/15

**HOPE VALLEY**

**TIF REDEVELOPMENT AGREEMENT &**

**COMMUNITY IMPROVEMENT DISTRICT**

**TIMELINE**

<b>Action</b>	<b>Date</b>
CID Petition filed with City Clerk	2/9/15
CID Petitioner provides list of property owners within the boundaries of the proposed district to the City, for use by the City in mailing notices.	2/9/15
City Clerk reviews CID Petition to determine whether it substantially complies with § 67.1421.2 RSMo.	2/9/15 – 2/26/15
Draft TIF Redevelopment Agreement distributed to City staff for review.	2/18/15
Draft CID Cooperative Agreement distributed to City staff for review.	2/18/15
City Clerk verifies CID Petition and schedules public hearing. Public hearing must be scheduled within 45 days after City Clerk verifies compliance with statutory submissions requirements and submits Petition to the City Council. § 67.1431 RSMo.	2/26/15
Send mailed notices for public hearing to all property owners in the proposed CID not less than 15 days prior to the public hearing. § 67.1431.3 RSMo.	2/27/15
Draft TIF Redevelopment Agreement distributed to Developer for review.	2/27/15
Draft CID Cooperative Agreement distributed to Developer for review.	2/27/15
Two publication notices of CID public hearing, once a week for two consecutive weeks prior to the week of the hearing.	Weeks of 3/2/15 and 3/9/15

Action	Date
City Council holds public hearing to consider the CID Petition. §§ 67.1421 and 67.1431 RSMo.	3/16/15
Following the public hearing, the City Council adopts ordinances to 1) approve the CID Petition and establish the district (§ 67.1421 RSMo); 2) approve the CID Cooperative Agreement; and 3) approve the TIF Redevelopment Agreement.	1 <sup>st</sup> reading: 3/16/15 2 <sup>nd</sup> & 3 <sup>rd</sup> readings & adoption: 4/6/15
City Clerk must report in writing the creation of the CID to the Missouri Department of Economic Development. § 67.1421.6 RSMo.	4/27/15

**City of Joplin -- Draft Project Plan for Life, AD&D, Medical, Rx, Dental, Administration, Stop Loss, and Vision RFP**

Task	Responsible Party	Task Owner	Begin date (week of)	End Date	% Complete	Status	Comments
<b>PHASE I: Initial Design Assessment and Recommendations</b>							<b>3 weeks (to mid February)</b>
1 Meeting with City of Joplin for project approval	Segal		Complete	Complete	100%	Complete	Going to need to get data from medical, dental, vision, life, and ad&d vendors. two weeks
2 Meeting to discuss RFP parameters	Segal	Team	3-Feb-15	3-Feb-15	100%	Complete	
2a Identify full list of functions required	Segal	Team	3-Feb-15	3-Feb-15	100%	Complete	
3a Identify a list of vendors for each benefit out to bid and find the correct contact	Segal	JAH	3-Feb-15	6-Feb-15	25%	Working	
3b Meet with the selected vendors	Segal / City of Joplin	Team / Leslie	9-Feb-15	27-Feb-15	0%	Working	
4 Draft/send data request to Anthem / City of Joplin	Segal	EM	9-Feb-15	13-Feb-15	0%	Not Started	
5 Data due back from Anthem/ City of Joplin	Segal/Anthem / City of Joplin	Anthem / City of Joplin	27-Feb-15	27-Feb-15	0%	Not Started	
6 Review data for completeness / accuracy	Segal/Anthem / City of Joplin	JAH / EM	2-Mar-15	2-Mar-15	0%	Not Started	
<b>PHASE II: Bidding process</b>							<b>4 weeks (to mid March)</b>
1 Draft RFP	Segal	JAH	9-Feb-15	16-Mar-15	0%	Not Started	Need to determine necessity Assumes Vendors have three weeks to respond. Alternatively, we can host a vendor questions call
2 Determine Vendors	Segal	Team	3-Feb-15	6-Feb-15	25%	Working	
3 Release RFP to City of Joplin for approval	Segal/City of Joplin	Team / City of Joplin	16-Mar-15	17-Mar-15	0%	Not Started	
4 Modify RFP with City of Joplin's changes	Segal	Team	17-Mar-15	20-Mar-15	0%	Not Started	
5 Develop Scoring Matrix	Segal/City of Joplin	Team / City of Joplin	9-Feb-15	20-Mar-15	0%	Not Started	
6 Release RFP to vendors	Segal	JAH	23-Mar-14	23-Mar-15	0%	Not Started	
7 Respond to follow-up questions from Vendors	Segal/City of Joplin	Team / City of Joplin	23-Mar-15	6-Apr-15	0%	Not Started	
8 Follow-up with vendors that have not "accepted" proposal	Segal	JAH	30-Mar-15	3-Apr-15	0%	Not Started	
9 Intent to bid forms due	Vendors	Vendors	6-Apr-15	6-Apr-15	0%	Not Started	
10 Follow-up with vendors for Intent to Bids	Segal	JAH	6-Apr-15	10-Apr-15	0%	Not Started	
11 RFP Responses Due	Vendors	Vendors	24-Apr-15	24-Apr-15	0%	Not Started	
12 Follow up with vendors for late responses	Segal	JAH	27-Apr-15	1-May-15	0%	Not Started	
<b>PHASE III: Bid Analysis and Selection</b>							<b>7 weeks (to June 1)</b>
1 Follow-up with vendors for clarifications, etc.	Segal	JAH / EM	27-Apr-15	1-May-15	0%	Not Started	
2 Conduct Analysis --	Segal	JAH / EM	24-Apr-15	24-Jun-15	0%	Not Started	
2a Review/ Tweak automatic score from Proposal Tech	N/A	N/A	N/A	N/A	N/A	N/A	
2b Score entire responses for specified vendors	Segal	Team	24-Apr-15	24-Jun-15	0%	Not Started	
2c Draft report	Segal	JAH / EM	24-Apr-15	24-Jun-15	0%	Not Started	
3 Meeting with City of Joplin to present results	Segal/City of Joplin	Team / City of Joplin	1-Jul-15	1-Jul-15	0%	Not Started	
4 Schedule Finalists meetings	Segal/City of Joplin	Team / City of Joplin	1-Jul-15	15-Jul-15	0%	Not Started	
5 Prepare agendas	Segal/City of Joplin	Team / City of Joplin	1-Jul-15	10-Jul-15	0%	Not Started	
6 Finalist Meetings	Segal/City of Joplin	Team / City of Joplin	13-Jul-15	15-Jul-15	0%	Not Started	
7 Final negotiations & Contact review	Segal/City of Joplin	Team / City of Joplin	15-Jul-15	31-Jul-15	0%	Not Started	
8 Notify Winner and losers	Segal	Team	3-Aug-15	3-Aug-15	0%	Not Started	
<b>PHASE IV: Implementation</b>							<b>3 months to effective date</b>
1 Attend first implementation meeting	Segal(optional)/City of Joplin	Team	TBD	TBD			
2 Document results of that meeting	Segal(optional)/City of Joplin	Team	TBD	TBD			