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TO: City Council
FROM: Sam Anselm, Interim City Manager
DATE: 2/14/2014
RE: Weekly Report

As I indicated earlier this week via email, I am submitting this weekly report as a way to reestablish the line of communication between the city manager's office and you. The format of this report may change over time based on your feedback, but the intent will always be to keep you informed of what's going on within the organization to the best extent that I can. This report will consist of three sections: meetings, requests, and a miscellaneous section to cover issues that may be coming down the pike that I or staff feels you need to be aware of.

Meetings

- On Wednesday I sat in on a webinar with Director Morris to review the use of Microsoft SharePoint as a potential tool to greatly improve our processes for internal communication and document sharing/storing/remote access.
- Also on Wednesday we had our annual employee health and wellness fair at City Hall, sponsored by the Joplin Health Nuts. We had approximately 100 employees participate, including two spouses, and of those 100, 85 had lab/blood work done to check for various health risks. The employee health committee did a great job with the event.
- On Thursday at 8 a.m. I had breakfast with Chamber President Rob O'Brian to get a better sense of what the Chamber is working on, the direction and opportunities that Rob sees for the city, and just to get to know him a little better.
- Earlier this morning I met with representatives from public works and the city attorney's office to discuss the current situation surrounding **the Burt Real Estate office building at 20th and Indiana**. Staff concluded that we will need to go through the building board of appeals process once again to declare the structure a dangerous building. If Mr. Burt wishes to finish the building, he is required by statute to procure a set of certified architectural plans; if he fails to do so, the building will need to come down, as legally he cannot occupy the building if it was constructed without plans or in violation of code.

Requests

- At the mayor's request, I had a meeting with staff to discuss our options for the future use of **Memorial Hall** after the school's lease ends in May. There are a number of factors

that need to be considered as we discuss what to do with the facility, but I've asked Director Cotten to work with his team to develop a presentation, and Director Haase will work on funding options for you to consider, most likely at a future work session.

- Per Councilman Scarce's request, Director Haase is also working on a memo to give the council an update on the **financial status** of the city. That will be delivered to you next week to allow staff to develop the proper format to give you the information you seek. Auditors have been at city hall since Monday reviewing information for the 2013 audit, and that has necessarily taken up quite a bit of Director Haase's time.
- More than one councilman has asked for an explanation regarding a recent **RFQ sent out by PW** to solicit professional services associated with the \$14 million state grant appropriation, for which no local engineering firms were selected as finalists. *Director Heatherly has prepared a report, which I've attached*, to help explain the situation and provide you with additional information about the activities within the public works department.

Miscellaneous

- The first CIST Renewal Committee meeting will take place on Feb. 25th at 6 p.m. on the 5th floor.
- Department heads will begin meeting every Tuesday at 9 a.m. to recap or prepare for council meetings. During this time staff will also share what's going on within our departments, discuss other issues or concerns that affect the city, and how to address them as a team.
- Finally, we have established two weekly standing meetings regarding Wallace-Bajjali projects. The first one will consist of an internal staff meeting to discuss the items we're working on, to be followed by a meeting with Wallace-Bajjali reps to provide them with direction and get an update on their progress.

If you have any questions about these items, please let me know. But to close, I wanted to share a quote with you that I sent to city employees earlier this week in order to remind them that regardless of their role with the city, they all play an equal and valuable part in making Joplin our home, and I wanted to thank them for their efforts. The book is titled, *Extreme Government Makeover: Increasing Our Capacity to Do More Good*, by Ken Miller, and reads:

"As public servants, we are often slow, cumbersome, and inflexible. But we are good. Our policies are indecipherable and unreasonable. But we are good. We don't answer the phone, and yet you can't find all the info you need on the Web. But we are good. We are closed on weekends, major holidays, and even some holidays we made up for ourselves. But we are good. We cost a lot and spend even more. But we are good. We are men and women working on behalf of the citizens of this country to do the noble work our democracy deems essential. We are protecting children, saving lives, safeguarding bridges, rehabilitating inmates, preserving forest land, and promoting peace. We are processing travel vouchers, fixing computers, creating project plans, and accounting for the money that makes all these things happen."

I hope you have a good weekend.

Report to City Council on Consultant Selection Process:

2-13-14

It has come our attention that there is an allegation that staff has not selected any of our local engineering firms for upcoming capital improvement projects. This allegation is unfounded and we would offer the following as a summary of the process, history and future of how professional services will be secured to assist the City with a wide array of projects throughout the community.

We published a RFQ and received corresponding qualification statements from sixteen firms to provide professional services associated with the \$14.0 million dollar appropriation from the State of Missouri for infrastructure repairs in the disaster zone. We have selected six of those firms to interview for three specific projects, some of those firms have teamed with our local firms; others have not. These interviews will be conducted on the 19th of February. To date, no firm has been selected to perform any of this work.

Staff has submitted to the State for their approval a list of thirteen projects. If approved by the State, that list will be attached to a Memorandum of Understanding (MOU) that will come before City Council for consideration, which will then become the governance document for the expenditure of those funds. The State is preparing the MOU and has advised us that we can proceed with the process prior to having the MOU in place.

This (the use of the State funds) will be a reimbursement process, and in fact we can ask for reimbursement for infrastructure repairs performed with city funds within the disaster zone as far back as May 22, 2011. This will open the door for the City to pay for projects within the disaster zone that were previously budgeted as part of the Parks & Stormwater Sales Tax program, with part of the \$14.0 million. This will allow the City to re-budget our own funds on new projects outside the disaster area; projects that were not originally scheduled for design and construction.

Once the State approves the list of thirteen projects, staff will then be able to select firms to provide services for the remaining ten projects. Our intention is to select consultants from the sixteen firms that have already submitted qualification statements for these ten projects. It is also our intention to distribute these projects among several firms in such a manner as to ensure that the work is completed within a very short timeline. The appropriation bill stipulated that all \$14.0 is to be spent by June 30, 2015.

In addition to this group of projects, the City is waiting for final authorization from HUD to issue a RFQ for professional engineering services to provide design services in accordance with the Partial Action Plan #1 approved by City Council with Resolution 2013-024, and the approval of the grant agreement with Resolution 2014-001 associated therewith. Partial Action Plan #1 identified five specific activities, four of which are related to infrastructure design and construction. The grant agreement obligates \$7,863,733 for design and construction of sidewalks and ADA ramps, storm sewer, curb and gutter and sanitary sewer. The only construction, at this time, is related to the sanitary sewer element; the remainder of the funding will be design only for the other activities. The HUD process is such that additional partial action plans will be brought before City Council to address the actual construction and additional design of more infrastructure elements.

Staff is very aware and sensitive of the desire and need to have our local businesses involved in these recovery projects; while at the same time we are charged with management and oversight of the budget and schedules to ensure the City in is compliance with the myriad of rules and regulations dictated by the funding agencies. At this time, we believe the number of consultants needed to fulfill these requirements will exceed the number and capacity of the local firms. Staff has discussed this issue with some of the local firms and found them to be in concurrence with our position. Staff would also note that some of our “local” firms are actually satellite offices for companies that have their main work force in other locales.

Currently we have a number of engineering consultants working on a verity of projects; some of which are those that are scheduled to be funded by the \$14.0 million from the State, in lieu of the Parks & Stormwater Sales Tax, if everything is approved by the State as we have submitted:

Allgeier, Martin & Associates, Inc.	5 projects	\$1,645,254.55	(\$85,000 to be from State)
TranSystems	2 projects	\$1,398,590.00	
Olsson Associates	3 projects	\$ 313,504.00	(\$207,112 to be from State)
Tri-State Engineering	4 projects	\$ 250,524.20	(\$119,100 from Public Safety Sales Tax)
Anderson Engineering	3 projects	\$ 160,940.00	(\$57,650 to be from State)
CJW Transportation Engineers	1 project	\$ 50,400.00	
Bartlett & West	2 projects	\$ 85,000.00	
CMT (Crawford, Murphy & Tilly, Inc.)	1 project	\$1,068,756.84	(Airport Master Plan - FAA)

In addition to these active contracts, CJW Transportation has an on-call contract to assist Staff with traffic study/warrant analysis, the cost of which paid on an hourly rate on an as needed basis.

Over the course of the next few years it is estimated that staff will be bringing before Council a large number of contracts for professional services, not only related to the disaster recovery, but also for the many improvements to the City’s infrastructure that are required on an annual basis. The current RFQ and selection process is for what could be described as the “tip of the ice berg” in comparison to what is coming in the near future.

We hope this will provide ample information to address any concerns related to the process and selection of professional consultants as we continue to address the many needs of the community. If additional information is required, please do not hesitate to contact our offices.

Thank You,

Nicholas A. Heatherly, PE,CFM
 Director of Public Works

