



City Manager's Office  
602 S. Main Street  
Joplin, Missouri 64801  
(417) 624-0820 Ext. 205  
(417) 625-4707 (Fax)

TO: City Council  
FROM: Sam Anselm, City Manager  
DATE: 11/7/2014  
RE: Weekly Report

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Good evening! This week was fairly light on meetings, but I do have several updates. Please let me know if you have any questions about these items, or if I can help you in any way.

### **Key Meetings**

- On Thursday I met with our IS and HR directors and staff to discuss rolling out an employee intranet site using Sharepoint, which would allow for better communication and sharing of information for employees. We will be using the HR department as guinea pigs to test the system, with the goal of eventually getting all departments onto the site. The benefit to the city is that this is a cloud-based system, which will free up space on our internal servers.
- I also had an interview yesterday with Debby Woodin to follow up on my appointment as city manager (again, thanks!). She plans to run an article in the Sunday paper. We discussed several topics, including my background, my goals for the organization and the community, as well as a discussion about sewer rates, overall city finances, etc. There shouldn't be any surprises in the article that you haven't already heard me speak of in one forum or another.
- Earlier this afternoon the Finance Committee met to discuss the golf course. It lasted for about two hours, as committee members received information and asked questions of Scott Garrie, our assistant parks director, and Director Cotten. I had to leave the meeting early to meet with the Globe photographer, but it was a very fruitful discussion, and the committee had a lot of great questions. They will be gathering more information from staff in order to develop recommendations for your consideration.

### **Miscellaneous**

- Yesterday I had a good conversation with the city manager from Springfield, and their city council likes to have joint dinners with councils from area communities, and they've extended an invitation to host our council at a future dinner. If this is something you're interested in, please let me know and I can work with their manager to make arrangements.
- Trolley ridership numbers for the month of October:
  - Total rides in 2014 were 12,103, a 1.8% increase from the same period in 2013
  - MAPS ridership was down 5.2% over the same period
  - Red route ridership was down 6.9%
  - Blue route ridership was up nearly 17% however (586 more rides)

- A reminder that the Veterans' Day parade will start at 10 a.m. tomorrow, beginning at 15<sup>th</sup> & Main, traveling north and going west on 3<sup>rd</sup> Street, then south on Joplin Ave. to Memorial Hall. The musical program at Memorial Hall will begin at 11.
- October was Fire Prevention Month. Staff from the fire department interacted with 964 adults and 2,181 children by doing a variety of activities including safety talks, puppet shows, station tours, and truck show-and-tells.
- In other FD news, construction on the training tower at the PSTC should start later this month or early in December, weather permitting. They are working with the PIO to schedule a formal ground-breaking, so stay tuned.
- Chief Burns, Assistant Chief Lewis and two others from the PD will be attending the NAACP annual Freedom Fund banquet tomorrow night. The chief's goal is to reach out to members of the NAACP and create contacts that did not exist between the PD and NAACP in the past.
- The 26<sup>th</sup> Street Saga continues...earlier this week our contractor discovered two underground storage tanks near the intersection of 26<sup>th</sup> and McClelland. The contractor is making arrangements to have the tanks removed, but weather permitting the graders will be out late next week to begin milling and laying asphalt. Temperatures are quickly becoming our enemy, however, so please keep your fingers crossed for a couple of warm days late next week.
  - On a related note, letters to the neighbors around 26<sup>th</sup> Street have gone out, and we have received at least one call from a resident thanking us for the update.
- Attached to this report is a memo from Patrick Tuttle regarding a possible Broadway/Rte 66 project. We have an opportunity to purchase two or possibly three parcels adjacent to the one we already own, for a future stop-off point for tourists to learn more about the route. This is just information for you at this point, but money has been set aside in the budget for property acquisition related to the project, so we hope to bring this to you for a future discussion soon.

### **In the Pipeline**

- At our staff meeting earlier this week, Assistant Director Bolander informed us that Matt Wright, our last remaining planner on staff, has announced his resignation effective towards the end of this month. This leaves three vacant positions in the planning department, which has necessitated a need to present you with a transitional pay plan that will make adjustments to job titles and duties in this and other departments, so we can fill these vacant yet much-needed positions.
- Related to the previous point, we are scheduling a personnel board meeting for early December, with the goal of presenting the temporary pay plan to you at the second regular meeting in December.
- Soon we will be rolling out an employee idea system that encourages employees to submit ideas to help improve efficiency, increase morale, or save time and/or money. The program is similar to one I implemented in a previous community with a great deal of success. We should go live with the program next week.
- Over the next several weeks I will be scheduling meetings with employees to set my goals for the organization, answer questions, and generally improve communication between and amongst employee groups. I will also be scheduling time to attend future board and commission meetings so I can have an opportunity to introduce myself and get their feedback about how things are going. I'll provide you with updates as these meetings take place.
- We are also working to put the bid out for disability insurance for general employees, per your directive during our budget work sessions. We hope to move on it quickly and get some cost information back as soon as possible to present you with the results.

- To provide you with a brief update on the status of the \$14 million in state DED projects, with the exception of one project which is still in the property acquisition stage, the other 11 projects are either finishing up construction, are well underway, or will be under construction very soon. Dan Johnson, civil engineer, has done an outstanding job in getting all of these projects to this point.
- Finally, several weeks ago Councilman Scarce had asked me for a list of all of the positions that were approved in the FY2014 budget. They are listed below:

Position	Duties	Funding Source
Accounting Specialists (2)	Perform sewer and trash billing	User Fees
Arborist	Maintain trees	General Fund
Assistant Parks Director	assist w/day to day mgmt, programming, golf course	General Fund
CDBG Project Mgr (2)	administer CDBG-DR projects	CDBG-DR funding
Detention Officer – Jail	self-explanatory	General Fund
Laborer - Recycling Center	Assist with operations of recycling center	partially grant funded
PW Laborers (2)	Stormwater - ditch & basin maintenance	Parks/Stormwater Sales Tax
WWTP Operators (2)	Maintain operations at the plants	User Fees

Many of the positions are funded from dedicated sources of revenue, with sufficient funding to cover personnel costs. Of potential concern are those positions that are paid for out of the General Fund, but at this time, and until we can evaluate all positions relative to a new pay plan, I do not plan to make any changes in personnel related to these specific positions, as each of the positions listed above is needed. In conjunction with the transitional pay plan I mentioned earlier, I believe we can fix the budgetary challenges that these new positions created in a way that doesn't result in any reduction of force. I will begin addressing some of these changes with you next week.

To: Sam Anselm, City Manager  
From: Patrick Tuttle, CVB Director  
Re: Broadway Avenue/Route 66 Project

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This memo is to inform you of the action the Joplin Convention & Visitors Bureau (JCVB), Advisory Board and Staff are wishing to take for a future Route 66 attraction.

The JCVB would like to purchase land along Broadway Avenue for the future development of a Route 66 attraction. Working with Public Works, three parcels of land have been identified, appraised and tested. Proper communication with the landowners has been made to determine if they are willing to sell and at what price.

The three parcels are between School Avenue and Michigan Avenue on the north side of Broadway. Their fixed addresses are: 1109, 1111 and 1123 Broadway Avenue.

- Within this block there are a total of 5 parcels.
- The first two addresses are the same owner. On this property is a 100 year old garage. Our intent is to save this building.
- The house on the most eastern address was recently demolished, leaving a vacant tract.
- COJ owns the other 2 parcels. A Trolley stop is located on the parcel at School and Broadway. The other COJ property is between 1111 and 1123 lot.

The intent of purchasing these parcels is for the development of a future Route 66 attraction. Initially, the concept would include improving the parking lot behind the Trolley Stop, placing a Route 66 themed mural on the east side of the garage and establishing a garden/walkable space to the east. All of the block will be improved for ease of maintenance.

This concept is just to advance the purchase of the land. A detailed development proposal will be presented to Council at a later date. Funding for the land will come from Tourism Funds. The attraction development is budgeted in the JCVB FY15 budget.

As Joe Becker Stadium becomes more of an attraction, Broadway Avenue / Route 66 too will grow in exposure, use and with planning, more economically viable. In the short-term we intend to make this another Route 66 “must visit” Joplin attraction. Long-term, this sites could be developed as a Route 66 Visitor Center/Gift Shop and potentially, an ideal, high visibility location for the JCVB offices.

To assist the City in creating a Comprehensive Development Plan for Broadway Avenue, this November the Historical Preservation Board will conduct a public forum with property owners who make up the Broadway Avenue district. Their input will be sought to learn what they would like to see in a redevelopment effort of their neighborhood.

We would like to move on the purchase of property at 1109 and 1111 Broadway Avenue for \$12,000 and \$6,500 respectively. At this time we have not come to terms with the third property owner (the eastern corner lot). This lot is not necessary to complete the project, but it would be more manageable to have control of the whole block. Typically, individual land purchases by the COJ under \$15,000 do not require City Council action, however, we know Council’s interest in our Route 66 developments and feel it necessary to keep you and them informed.