

**ADMINISTRATORS REPORT**  
**September 19, 2023**

**Administration**

**Assistant City Administrator-Community Development** – After the departure of the former Deputy City Administrator Andrew Nelson, I chose not to fill that position. Mr. Nelson contacted my office after his departure requesting consideration to return to the city. The Deputy City Administrator position was reclassified, and Mr. Nelson is returning to the City of Republic as the new Assistant City Administrator-Community Development. This position will take him away from the Deputy City Administrator role and will place Mr. Nelson's office in the BUILDS Department, with structural and logistical changes within the BUILDS Department to accompany and accommodate the changes. Mr. Nelson's focus moving forward will be with the BUILDS Department, where he provides a tremendous amount of skill and insight internally and externally with the employees, department heads, development community, and investors. This is an area we need to focus on as we continue to grow as a community. Mr. Nelson will return on September 25<sup>th</sup>, and we are excited to welcome him back to the city.

**Springfield Greene County Library/Oakwood Property** – The Oakwood and Farm Road 174 property has been appraised, with staff currently reviewing the findings. We will post an invitation for bids after the review is completed with a reserve price set based upon the appraised value. Again, the proceeds from that property will be used to partner with the Springfield Greene County Library Association. I have asked our City Attorney, Megan McCullough, to partner with their legal counsel to draft an Intergovernmental Agreement for how our in-kind donation will be applied and how it will benefit our citizens. Further, the Springfield Greene County Library has selected a site that they are negotiating on with the School District to locate adjacent to the new 5<sup>th</sup> and 6<sup>th</sup> grade building along the new MM Highway corridor. We are looking forward to this project taking place as it will be another great addition to our ever-growing community and will feature conference room and meeting space that will benefit our citizens and our organization.

**Development Meetings** – Over the last two weeks I have met with developers on the commercial side that would be building on the corner of the new MM Highway and US 60 Intersection, where the new stop light is going up. Both are eating establishments that would be new to Republic and provide additional options for our citizens and those traveling through our community. We look forward to those announcements in the next few months and the growth in momentum along the new MM corridor.

**Anti-Degradation Report** - This past week, I received an [anti-degradation report](#) regarding the wastewater treatment plant expansion. It is a lengthy read, but you will see in it the justification for how the Department of Natural Resources is arriving at the future of Republic's needs and the basis for why we must build the treatment plant as we are building it. It also explains the funds required to meet those obligations. I will draw your attention to the phosphorus removal request from our wastewater, which has not previously been required. They reduced this down to a reasonable standard, however the current effluent leaving our plant is three times higher, therefore the cost to remove that, as we anticipated over the past 4 years, is extremely expensive. We will continue with our efforts in securing funding for our wastewater treatment plant.

**Wastewater Treatment Plant Funding** – Over the past two weeks, I started preparing for the next legislative session to continue our request for the remaining fifty million dollars that will help offset the costs to our residents to pay for additional wastewater treatment plant improvements. I met with Representative Bishop Davidson and have begun discussions with our outside legal resources in preparation for the next session, which does not start until January 1<sup>st</sup>. All

those efforts will be taking place before those sessions begin and I look forward to seeing where those efforts take us in 2024.

**Jordan Valley Dedication** - I would like to invite everyone on Tuesday October 3<sup>rd</sup> to the Jordan Valley Community Health Center of Republic as they dedicate the new building at 9:00 a.m. This is a great addition to our community as they have expanded and are already showing a need for growth, which is exciting and represents our ever-growing community and the need for access to healthcare for our citizens. If you can make it, please join us.

**Convoy of Hope Dedication** – On October 5<sup>th</sup>, Convoy of Hope will be dedicating their new Global Headquarters and Distribution Center, which will draw a large crowd to our community including Governor Parson and other dignitaries. If you have not RSVP'd already, please be sure to let us know you will be attending so we can provide Convoy of Hope with an accurate head count.

**MM Highway 5-Lane Expansion Update** – I contacted the Southwest District Engineer for MoDOT, Stacy Reese, several times over the last two weeks to discuss the impasse we have reached on the MM Highway 5-lane expansion from I-44 to James River. For those who do not recall, this project has escalated in cost and MoDOT is requesting we cover the almost 6-million-dollar overage, which was never the intent or spirit of the agreement established. We will continue to work with our elected officials to try to remedy the situation. If we are unable to remedy the situation, the City of Republic will be placed in the position to withdraw from the cost share agreement program and leave the entire burden and growth of expansion of MM from that section entirely up to MoDOT and their long-range planning. This does not impact the MM Improvements from Amazon to US 60 Highway, those funds have been allocated and are scheduled for the start of construction in 2024. This does relate to the growth and expansion of MM from I-44 to James River, which desperately needs to be widened to five lanes. We will continue to work with MoDOT, elected officials, and business owners in the area to produce a reasonable compromise for that construction.

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## **Human Resources**

**Training Update** - The Human Resources Department has continued our dedication to training with many opportunities offered to our employees. We continued our monthly leadership fundamentals training and conducted On-boarding and Performance Appraisals on Friday, August 25<sup>th</sup>. The next scheduled fundamentals training is scheduled for Friday, September 22 and the topic is Conflict Resolution. The Human Resources Department also hosted the annual pre-retirement seminar on Thursday, September 14<sup>th</sup>. This seminar gives employees an opportunity to hear from our retirement representatives and learn more about LAGERS and ICMA to help prepare for retirement. Additionally, we had a member from Social Security present information. Tools, resources, and retirement forecasting was presented to each attendee to aid them in planning for their retirement. We also conducted Beginner's Bash for our new hires on Friday, September 1. This gives our new hires the opportunity to hear from all City departments and learn how their role aligns with our overall Mission, Vision, and Values.

**Insurance Update** - The Human Resources Department is also working with our new benefit broker on the 2024 insurance rates. While the nationwide average is seeing a rate increase of 7%, we are hopeful that our renewal is more favorable. We will continue to look for ways to ensure the best possible coverage with minimal impact on our employees.

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## **Police Department**

**Citizen Concern** - Chief Sells spoke with a citizen regarding an officer who entered her home. It was determined the officer was responding to a check well-being call and the officer entered the wrong home. The officer apologized to the citizen as it was a mistake. Chief Sells followed up with the citizen and the officer's supervisor.

**Grants** – The Police Department received notification we have been approved for two (2) Missouri Department of Transportation (MODOT) Highway Safety grants. The first grant is in the amount of \$3,500 for Hazardous Moving Violations and the second grant is for \$3,000 for Driving While Intoxicated enforcement. Both grants provide overtime reimbursements to conduct additional patrols for Hazardous Moving Violations and Driving While Intoxicated enforcement.

**Police Call Data** - The following data changes frequently. Police reports capture data when an officer completes an official police report for a citizen. All police incidents capture all police activity, including when reports are not taken. To date, we are trending about even with last year for police reports and about 14% higher in overall police incidents.

**2023 Year to Date as of 09/15/2023:**

Police Reports: 2,001

All Police Incidents: 17,836

Police Reports are down by 41 reports.

All Police Incidents are up 2,383.

**2022 Same Time Period:**

Police Reports: 2,042

All Police Incidents: 15,453

**Recruitment** - We have Police Officer applicant testing scheduled for 09/18/23 at 930am. We currently have ten applicants scheduled for testing. This is the highest number of applicants we have scheduled for testing in quite some time. One applicant is flying in from Las Vegas, Nevada test.

**Corporal Promotion** – We are moving Corporal Rogers to the Criminal Investigations Division. He will assist with following up on cases and assist with our community/crime prevention programs. Because of this move, it opened a Corporal position for patrol. We have posted for a promotion process and will conduct testing in October.

**Electronic Key Management System** - We purchased and installed an electronic key management system. This system allows us to grant access to physical keys, and track who has them. This adds a new level of accountability and security.

**Police Training** – This month, Patrol Officers are receiving Emergency Vehicle Operations Course (EVOC) training. The training involves practical driving exercises to include evasive driving and vehicle pursuit techniques.

**Light Poles** - The half circle drive and the main entrance to the Police Department has small, antique style light poles. The light poles were a faded green and needed repainted. The week of 09/04/23 the poles were painted black, and they turned out looking great.

## **BUILDS Department**

**Utility Billing Transition** - The BUILDS Utility Billing Division will be officially [relocated](#) to the BUILDS Department Building on Wednesday, September 20<sup>th</sup>. A new Utility Billing Dropbox has been installed under the canopy at the front of the BUILDS Building; the Utility Billing Dropbox at City Hall will also remain available throughout the remainder of the year. All contact information for the Division, including phone numbers, will remain the same. We are excited to welcome your Utility Billing Staff Jamie Bishop, Brianna Thompson, and Candace Neasby to the BUILDS Building.

**MODOT Roundabout Construction at Wilson's Creek Battlefield** - The BUILDS Department has received [notification](#) from our partner agencies, MODOT and Greene County, of the start of construction for a new Roundabout at Route ZZ and Farm Road 182, near Wilson's Creek National Battlefield, on Monday, September 18. The notice, including anticipated traffic impacts and details of the project, is attached for reference; questions related to the project or construction should be directed to the MODOT Southwest District Office in Springfield at (417) 895-7600 or by visiting [www.modot.org/southwest](http://www.modot.org/southwest).

**Utility Contractor Management** - The BUILDS Department is currently working on Amendments to Chapter 515 Rights-of-Way Management, which will facilitate improved communication between the department and ROW/Utility Contractors, improved utility locating and installation management, and to require additional accountability of the Contractors working in our community; these Amendments are in anticipation of the billions of dollars in federal funding for broadband infrastructure installation across the country.

**Well #3 Final Repair Cost** – The final [repair costs](#) for the Well #3 repair came in \$9,000 under estimated costs.

**Building Inspections** - The BUILDS Department recently hired Josh Holder as the department's second Building Inspector. We recently also released a comprehensive Residential Building Inspections Checklist to assist Residential Building Contractors through the Inspections Process and to provide a quick and easy to read resource for Contractors to reference the adopted Building Code(s).

**Residential Permitting Update** - As of September 12<sup>th</sup>, the BUILDS Department has received (508) Residential Permits, an increase of (82) Residential Permits in the month of August, including new Residential, Mechanical/Electrical/Plumbing (MEP), Remodels & Additions, Fences, etc.

- (220) New Single-Family Residential Building Permit Applications, year-to-date (YTD)
- (164) Fences
- (43) Mechanical, Electrical, and Plumbing (MEP) Permits
- (81) Misc. Permits (Pool, Accessory Structure, Deck, Remodel, Addition, Solar)

**Commercial Permitting Update** - As of September 12<sup>th</sup>, the BUILDS Department has [received](#) (16) New Commercial Building Permits, (8) MEP Permits, (7) Temporary Structures, (3) Infill Permits, (3) Remodel, (1) Accessory Structure, and (1) Addition, including the following:

- Mister Carwash (New), 1358 East US Highway 60
- MM Truck Stop (New), South State Highway MM
- Republic Intermediate Schools (New), 2654 North Commercial Avenue
- Access Dental Strip Shopping Center (New), 411 East US Highway 60

**Building Inspections Update** - As of August 8<sup>th</sup> the BUILDS Department has conducted (2200) Building Inspection in 2023.

### 2023 Inspections (January-August)

- Residential Inspections: 1885
- Commercial Inspections: 315

**Code Compliance/Enforcement** - Substantial progress has been made in the establishment of an Administrative Hearing Process for Code Compliance Nuisance and Dangerous Building Cases, including the appointment of an Administrative Hearing Officer to preside over the Hearings. The BUILDS Department is currently working with the City's Legal Department on final interpretation of enforcement mechanisms related to the Dangerous Building Code, including occupancy in uninhabitable structures due to fire damage and those without utility services.

**Code Compliance Update** - As of September 12<sup>th</sup>, the BUILDS Department has received (172) Code Compliance Complaints, including the following by type:

- (40) Trash/Junk
- (74) Tall Grass
- (19) Vehicle
- (6) Yard Waste
- (1) Zoning
- (30) Fence/Other
- (2) Rank Vegetation

**September Utilities** – The [Utility Revenue Dashboard](#) is now available for the month of September.

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### **Information Technology Department**

**Penetration Testing** - The department has had a few demos from companies for quotes for penetration testing into our network. We have also investigated having a Security Maturity Level Assessment done before starting a penetration test to see where we need to shore up our systems, and as a final part of the process, having the penetration test completed.

**Policy Updates** - The IT Department created and submitted a Security Camera and Generative Artificial Intelligence policies. Both were approved by administration and distributed to the supervisor distribution groups for staff to review.

**August Resolved Incidents** - The IT Department received and resolved 211 support incidents in August. We received ten survey responses with a 100% survey satisfaction response. Comments from staff included, " Michael helped again with an odd issue. Pretty sure I am besties with the IT guys by now...thank you for all your help!!!" and " James is always so helpful and fun to be around!!!"

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## **City Clerk**

**Bid Updates** – RFQ-004 closed on September 5<sup>th</sup> with five responsive bidders. This is currently under review by staff. RFP-002 was posted on September 12<sup>th</sup> for our Exclusive Beverage Provider contract for 2024-2026. This will close on November 1<sup>st</sup>. IFB-011 posted on September 13<sup>th</sup> with an opening date of October 12<sup>th</sup> for Sanitary Sewer CCTV, Cleaning and Repair.

**Events** – An invitation was sent to all city staff for a Huddle on October 5<sup>th</sup> and for our End of Year Staff Meeting on December 8<sup>th</sup>.

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## **Parks & Recreation Department**

### **Parks & Recreation Capital Improvement Projects Update (As Part of 2022 Sales Tax Renewal):**

**Republic Aquatic Center Expansion** - Branco is currently working on several areas of this project including pouring concrete for the floor and walls of the lazy river and the pump areas for the slide. As excavation continued to take place along the lazy river path, the contractor discovered two sinkholes that had to be filled following the specified standards of a third-party testing company. The total cost to appropriately address the sinkholes was +-\$11,000.00. These funds will be taken out of the +-\$100,000.00 contingency that was part of the project. Josh Jones continues to capture drone images to place on our project page and we plan to post a project update to social media soon.

**J.R. Martin Park Event Space** - Schematic design has been finalized and plans submitted. We have delayed this project a bit due to other projects that must be completed to make way for the J.R. Martin Park project. At this time, bidding will take place March-May 2024 with construction in July-October 2024. Target opening is late Fall 2024/Spring 2025.

**Regional Community Park & Athletic Complex** - Efforts will begin on the final design phase of this project in mid-2024. Target opening is Spring 2026.

### **General Updates:**

**Citizen Concern – Accessible Ramp in Cox Parking Lot** - On September 11, Admin received an e-mail from a citizen and member of CoxHealth Fitness Center regarding the state of the accessible ramp in that parking lot. Several large cracks had developed in the ramp, making it difficult for members in walkers or wheelchairs to navigate. Staff met to discuss the issue and immediately provided a short-term solution to patch the cracks until additional parking work is completed for the Republic Aquatic Center expansion. The entire accessible parking area and ramp were patched with hot patch asphalt. BUILDS was contacted to repaint the area.

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## **Finance Department**

**Finance Report** – The August [Finance Report](#) is now available for review.



## August Check Report

Date Range 8/1/23-8/31/23

Vendor Number	Vendor Name	Payable Description	Payment Date	Payment Type	Payment Amount	Number
08102	BRANCO Enterprises	Republic Aquatic Center Expansion	08/04/2023	Regular	112575	131111
07773	CFLR Auto LLC	F-150 Extended Cab 4x4 w/V6 Engine TAG 1201	08/04/2023	Regular	38734	131116
08109	Destiny Church Inc	Shuyler Creek Trail Easement 7000 Blk W FR 182	08/04/2023	Regular	20000	131124
08121	Earl Brake Jr	Shuyler Creek Trail easement 7009 W FR 182	08/04/2023	Regular	70000	131126
3594	Hogan's Painting & Sandblasting	Water Tower Sand Blasting & Painting	08/04/2023	Regular	152328	131135
08105	TinyMobileRobots US LLC	Tiny Line Marker Pro X All Inclusive robot	08/04/2023	Regular	39990	131170
507	Liberty Utilities	Monthly Utilities July 2023	08/10/2023	Regular	103239	131220
3743	US Bank Voyager Fleet Systems	Monthly Fuel Expenses July 2023	08/10/2023	Regular	17882	131249
3727	AC Electrical Systems Inc	Republic Builds Generator, Wiring New Well House Heater	08/18/2023	Regular	15486.5	131257
5551	Anthem	Monthly Employee Health Benefit Sept 2023	08/18/2023	Regular	86395.1	131262
332	Clever Stone Company Inc	Dirty Base Rock for School LANE Project	08/18/2023	Regular	135073	131277
08130	Questica LTD	Financial Budgeting Software	08/18/2023	Regular	37050	131319
2798	APAC-Central, Inc.	Full Depth Asphalt for School Storage Lane	08/25/2023	Regular	238808	131386
08142	Rose Marie White	Shuyler Creek Easement 171 N Matteson Ave	08/25/2023	Regular	29500	131434
08132	AARC Consultants LLC	AARC Payment	08/31/2023	Regular	19070.4	131464
2766	Missouri Dept. of Natural Resources	Annual Primacy Fees on Water Svc	08/31/2023	Regular	41961.8	131502
9284	THE CARPET SHOPPE INC	Carpet for Police Department	08/31/2023	Regular	15596	131523
07937	Arvest Bank	Credit Card Payments	08/24/2023	Bank Draft	37989.6	DFT0005917
1391	UMB Bank, N.A.	August 2023 MAMU Loan Payment for Fire Station	08/18/2023	Bank Draft	51314.5	DFT0005926
921	ICMA - RC 457	ICMA	08/10/2023	Bank Draft	35214.4	DFT0005907
911	United States Treasury	Federal Taxes	08/10/2023	Bank Draft	100646	DFT0005909
921	ICMA - RC 457	ICMA	08/24/2023	Bank Draft	32860.5	DFT0005922
911	United States Treasury	Federal Taxes	08/24/2023	Bank Draft	86884.3	DFT0005924
4639	MISSOURI LAGERS	LAGERS	08/23/2023	Bank Draft	86312.9	DFT0005925

Total: 1604911