

City of Springfield



Agenda

City Council

- revised

Jeff Schrag, Mayor

Zone Councilmembers

Monica Horton, Zone 1
Abe McGull, Zone 2
Brandon Jenson, Zone 3
Bruce Adib-Yazdi, Zone 4

General Councilmembers

Heather Hardinger, General A
Craig Hosmer, General B
Callie Carroll, General C
Derek Lee, General D

February 9, 2026

6:30 PM

Regional Police-Fire Training Center
2620 West Battlefield Road
Room 101, 102, and 103

Rules and procedures.

1. **ROLL CALL.**
2. **APPROVAL OF MINUTES.**
3. **FINALIZATION AND APPROVAL OF CONSENT AGENDAS.**
CITIZENS WISHING TO SPEAK TO OR REMOVE ITEMS FROM THE CONSENT AGENDAS MUST DO SO AT THIS TIME.
4. **CEREMONIAL MATTERS.**
5. **CITY MANAGER REPORT AND RESPONSES TO QUESTIONS RAISED AT THE PREVIOUS CITY COUNCIL MEETING.**
6. **SECOND READING AND FINAL PASSAGE.**
Citizens Have Spoken. May Be Voted On. Except Item 6.1. Citizens May Speak to the Amendment Only.
 - 6.1. Amended Council Bill 2026-010 (Carroll)
A general ordinance amending the Springfield City Code, Chapter 2, "Administration," Article VI, "Finances," Division 4, "Police Officers' and Fire Fighters' Retirement System," by amending Section 2-480, "Assignment or garnishment of benefits."
 - 6.2. Council Bill 2026-026 (McGull)
A special ordinance approving a Petition to Establish the North Glenstone Community Improvement District; authorizing the City Manager, or designee, to execute a Cooperative Agreement between the City of Springfield and the North Glenstone Community Improvement District; and directing the City Clerk to notify the Missouri Department of Economic Development and the Missouri State Auditor of the creation of the District.

6.3. Council Bill 2026-027 (Lee)

A special ordinance amending the budget for the Department of Public Works for Fiscal Year 2025-2026 in the amount of \$307,443.27 to accept payment from local partners sharing the cost of capturing aerial imagery in Greene County and Christian County in 2026.

6.4. Council Bill 2026-028 (Hardinger)

A general ordinance amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-3 “Persons Authorized to Enter into Agreements on Behalf of the City,” to modify the authority of the City Manager and department directors to enter into contracts without additional legislative action; and amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-9 “Gifts and donations to city,” to increase the value of gifts and donations to the city that may be accepted without additional legislative action.

6.5. Council Bill 2026-029 (Jenson)

A Special Ordinance authorizing the City Manager, or designee, to enter into Addendum #1 to the annual agreement with the Springfield Convention & Visitors Bureau, Inc., d/b/a Visit Springfield, Missouri, executed on August 8, 2025; and amending the City’s budget for Fiscal Year 2025-2026 in the amount of \$250,562, for the purpose of reflecting current and projected operational changes of the Springfield Convention & Visitors Bureau and to accommodate board-approved expenditures.

6.6. Council Bill 2026-030 (Jenson, Adib-Yazdi, Horton, Hosmer)

A special ordinance authorizing the City Manager, or designee, to enter into a contract with UHY Advisors Mid-Atlantic, Inc., for the purpose of providing internal audit services for the not to exceed price of \$435,068.31.

6.7. Council Bill 2026-031 (Horton)

A special ordinance authorizing the Director of Planning and Development to accept the dedication of public streets and easements to the City of Springfield, Missouri, as shown on the Preliminary Plat of Partnership Industrial Center West, Phase 14, generally located at 1200 North Haseltine Road, upon the applicant filing and recording a final plat that substantially conforms to the preliminary plat; and authorizing the City Clerk to sign the final plat upon compliance with all the terms of this Ordinance.

7. RESOLUTIONS.

Citizens May Speak. May Be Voted On.

7.1. Council Bill 2026-042 (Jenson, Schrag)

A resolution reaffirming the City of Springfield’s commitment to local control and initiating a community discussion on the appropriate role of the local referendum in the implementation of ForwardSGF.

8. EMERGENCY BILLS.

9. PUBLIC IMPROVEMENTS.

10. GRANTS.

11. AMENDED BILLS.

12. COUNCIL BILLS FOR PUBLIC HEARING.

Citizens May Speak. Not Anticipated To Be Voted On.

12.1. Council Bill 2026-020 (Jenson)

A general ordinance amending Section 1-9 of the Springfield City Code, 'City Limits,' and Section 46-1 of the Springfield City Code, 'Boundaries of wards, precincts and council zones,' for the purpose of annexing approximately 12.67 acres of private property generally located at 3199 and 3225 West Sunshine Street into the City of Springfield as Annexation A-7-2025. (By: 3225 W Sunshine LLC; 3199 and 3225 West Sunshine; A-7-2025.)

12.2. Council Bill 2026-035 (Jenson)

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 17.84 acres of property generally located at 2000 South McCurry Avenue from Planned Development No. 343 to R-MD, Medium-Density Multifamily Residential District; establishing Conditional Overlay District No. 284; and adopting an updated Official Zoning Map. (By: Springfield Plaza LLC; 2000 South McCurry Avenue; Z-6-2026 with Conditional Overlay District No. 284).

12.3. Council Bill 2026-036 (Horton)

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 726 acres of property generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the 5700 block of West State Highway EE from County A-1, Agriculture District to HM, Heavy Manufacturing District; and adopting an updated Official Zoning Map. By: City of Springfield, Airport Board; 2300 North Airport Boulevard, 5703, 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 N. Willard Road, 3900 block North Farm Road 103, east-side, 5720 West State Highway II and 5700 West State Highway EE, south-side; Z-3-2026).

12.4. Council Bill 2026-037 (Jenson)

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.56 acres of property generally located at 1138, 1142, and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High-Density Multifamily District and UN, University Combining District, to GR, General Retail District and UN, University Combining District; establishing Conditional Overlay District No. 283; and adopting an updated Official Zoning Map. (By: One Hundred Two Glenstone Inc, Terry Tacke, 1130 E Elm LLC, 1142 E Elm LLC; Z-2-2026 with Conditional Overlay District No. 283).

12.5. Council Bill 2026-038 (Horton)

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.4 acre of property generally located at 3005 West Chestnut Expressway from GM, General Manufacturing District, to IC, Industrial Commercial District; and adopting an updated Official Zoning Map. (By: ABC Supply Co., Inc.; 3005 W. Chestnut Expressway; Z-8-2026).

12.6. Council Bill 2026-039 (Horton)

A general ordinance amending the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 blocks of East Blaine Street and the 200 to 400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine "Street" to Blaine "Lane." (By: City of Springfield; 200-600 blk East Blaine Street and 200-400 blk West Blaine Street between Washington and Lyon Avenues; Street Name Change No. 83).

13. FIRST READING BILLS. Requiring One Reading.

Citizens May Speak. May Be Voted On.

13.1. Council Bill 2026-040 (McGull)

A special ordinance authorizing the City Manager, or designee, to accept \$267,000 in State of Missouri appropriation funds awarded to the Springfield Convention and Visitors Bureau, d/b/a Visit Springfield, for street and right-of-way improvements necessary to support the installation of the Queen's Gate monument near the intersection of St. Louis Street and Glenstone Avenue; authorizing the City Manager, or designee, to do those things necessary to receive and disburse such funds and carry out the identified activities; amending the Fiscal Year 2025-2026 budget of the Department of Public Works in the amount of \$267,000 to appropriate these funds; and declaring that this Ordinance qualifies for approval in one reading pursuant to City Charter Section 2.16(25).

14. FIRST READING BILLS. Requiring Two Readings.

Citizens May Speak. Not Anticipated To Be Voted On.

14.1. Council Bill 2026-041 (Horton)

A special ordinance authorizing the purchase of real property, commonly known as 624 North Franklin Avenue; and further authorizing the City Manager, or designee, to enter a contract and do those things necessary to acquire said property.

15. PETITIONS, REMONSTRANCES AND COMMUNICATIONS.

15.1. Jon Wagon wishes to address City Council.

15.2. Alejandra De Olivera wishes to address City Council.

15.3. Judy Plaster wishes to address City Council.

- 16. NEW BUSINESS.**
- 17. UNFINISHED BUSINESS.**
- 18. MISCELLANEOUS.**
- 19. CONSENT AGENDA – FIRST READING BILLS.**
- 20. CONSENT AGENDA – ONE READING BILLS.**
- 21. CONSENT AGENDA – SECOND READING BILLS. See Item #3.**
 - 21.1. Council Bill 2026-032 (Adib-Yazdi)
A special ordinance authorizing the City of Springfield to dispose of approximately 0.05 acres of property generally located at 2577 South Fremont Avenue.
 - 21.2. Confirm the following reappointments to the Mayor's Commission for Children: Dr. Thomas Masterson and Christen Davis, with terms to expire November 29, 2028.
 - 21.3. Confirm the following appointment to the Mayor's Commission for Children: Thomas Todd with term to expire November 29, 2028.
 - 21.4. Confirm the following appointment to the Mayor's Commission for Children: Rebekah Davis with term to expire November 29, 2026.
 - 21.5. Confirm the following reappointment to the Tree City USA Citizen Advisory Committee: Robert McDaniel with term to expire December 1, 2028.
 - 21.6. Confirm the following appointment to the Tree City USA Citizen Advisory Committee: Dr. Kevin Ray Evans with term to expire December 1, 2028.
 - 21.7. Confirm the following appointment to the Citizens Advisory Committee for Community Development: Jacinda Warren with term to expire May 1, 2028.
 - 21.8. Confirm the following appointment to the Landmarks Board: Lisa Napoli-Meagher with term to expire November 1, 2026.
 - 21.9. Confirm the following reappointments to the Personnel Board: Robert Brown and Jessika Ricci with terms to expire March 1, 2029.

22. END OF CONSENT AGENDA.

23. CLOSED SESSION.

City Council will hold a closed meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys pursuant to Section 610.021(1), RSMo.; and leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor pursuant to Section 610.021(2), RSMo.; and sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected; pursuant to Section 610.021(12), RSMo; and this meeting, record, and vote shall be closed, and the City Council shall stand adjourned at the end of the closed session.

SUPPLEMENTAL EXPLANATION TO AMENDED COUNCIL BILL 2026-010

FILED: 02-03-26

ORIGINATING DEPARTMENT: LAW

BACKGROUND INFORMATION:

After this item was introduced at the February 2, 2026, Council Meeting, staff became aware of two grandfathered retirees that participate in an insurance program offered through the City.

At the motion of Council member Callie Carrol, City Council voted, 8-0, to amend the "Council Bill 2026-010" by changing line 43 to add the words "or the city" after the word "union."



EXPLANATION TO AMENDED COUNCIL BILL 2026-010 (CARROLL)

FILED: 02/03/2026

ORIGINATING DEPARTMENT: Law

TITLE: A general ordinance amending the Springfield City Code, Chapter 2, "Administration," Article VI, "Finances," Division 4, "Police Officers' and Fire Fighters' Retirement System," by amending Section 2-480, "Assignment or garnishment of benefits."

PURPOSE: To amend section 2-480 of the City Code to allow for assignments of pension benefits in limited circumstances.

BACKGROUND INFORMATION: The Police Officers' and Fire Fighters' Retirement System Plan is set forth in the City Code. Section 2-480 of the Code currently does not allow for the assignment of benefits under the Police Officers' and Fire Fighters' Retirement System. State law, §71.207 RSMo., provides that municipality established pension plans are unassignable unless the plan specifically allows for assignments.

The purpose of the City's anti-assignment provision has been, and continues to be, to protect retirees and beneficiaries from both their own recklessness and imprudent spending as well as unscrupulous creditors and dishonest moneylenders. There is a desire to allow for assignments in the limited circumstances where the assignment is to pay for union dues or to pay the union for insurance benefits offered through the union. These types of assignments are not the type of assignments that the Plan's anti-assignment language was meant to protect against as they are not involving unscrupulous or dishonest creditors and also do not involve situations where the pension beneficiary needs to be protected against reckless spending.

The proposed revision to section 2-480 allows for assignments in the limited circumstances outlined above. To further ensure that retirees and other beneficiaries are protected, the proposed revision does require that any such assignments be in writing, be signed by the assignor, name the assignee, and set forth the amount to be assigned from the pension benefit.

Submitted By: Tony Kelley, Springfield Police Officers' and Fire Fighters' Retirement System Board

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments: 1. 2-480 Assignments for union insurance and dues 12-23-25 (1) (002)

One-rdg. _____
P. Hrngs. _____
Pgs. 4
Filed 01-06-26

Sponsored by Carroll

First Reading _____

Second Reading _____

AMENDED

COUNCIL BILL 2026-010

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield City Code, Chapter 2, "Administration," Article VI,
2 "Finances," Division 4, "Police Officers' and Fire Fighters'
3 Retirement System," by amending Section 2-480, "Assignment or
4 garnishment of benefits."
5 _____
6
7

8 WHEREAS, state law (§71.207 RSMo.) provides that municipality established
9 pension plans are unassignable unless the pension plan specifically allows for
10 assignments; and
11

12 WHEREAS, per section 2-480 of the City's Code, the Police Officers' and Fire
13 Fighters' Retirement Fund currently prohibits all assignments of pension benefits; and
14

15 WHEREAS, the purpose of the Police Officers' and Fire Fighters' Retirement
16 Fund's anti-assignment provision has been, and continues to be, to protect retirees and
17 beneficiaries from both their own recklessness and imprudent spending as well as
18 unscrupulous creditors and dishonest moneylenders; and
19

20 WHEREAS, it is desired to allow written assignments of pensions only for the
21 limited purposes of allowing retirees to assign funds to pay union dues and/or for
22 insurance benefits offered through a union.
23

24 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
25 SPRINGFIELD, MISSOURI, as follows, that:
26

27 NOTE: **Bold** language is being added and ~~stricken~~ language is being deleted.
28

29 Section 1 – Springfield City Code, Chapter 2, "Administration," Article VI,
30 "Finances," Division 4, "Police Officers' and Fire Fighters' Retirement System," Section
31 2-480, "Assignment or garnishment of benefits" is hereby amended in the following

manner:

All pensions, refunds or death benefits provided by the retirement fund, whether before or after ordered paid by the board, shall not be *assignable* or subject to counterclaim, recoupment or setoff, except as provided in this division, nor shall they be subject to assessment, garnishment, execution, injunction or any other decree, order, process or proceeding in any court for the payment of any debt of any beneficiary, and the sum shall be held and distributed for purpose of this division and for no other purpose whatever. **Notwithstanding the previous sentence, pensions, refunds, or death benefits provided by the retirement fund may be assigned for the limited purpose of paying union dues or for paying for insurance benefits offered through a union or the city. All such assignments must be in writing, must be signed by the assignor, must state the amount of the assignment, and the name of the assignee(s).**

Section 2 – This Ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form: Laura Vales, Assistant City Attorney

Approved for Council action: [Signature], City Manager



EXPLANATION TO COUNCIL BILL 2026-026 (MCGULL)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Economic Vitality

TITLE: A special ordinance approving a Petition to Establish the North Glenstone Community Improvement District; authorizing the City Manager, or designee, to execute a Cooperative Agreement between the City of Springfield and the North Glenstone Community Improvement District; and directing the City Clerk to notify the Missouri Department of Economic Development and the Missouri State Auditor of the creation of the District.

PURPOSE: To adopt a special ordinance approving the Petition to Establish the North Glenstone Community Improvement District and authorizing the City Manager, on behalf of the City, to execute a Cooperative Agreement between the City and the North Glenstone Community Improvement District. (Staff recommends approval.)

BACKGROUND INFORMATION: A petition (Exhibit I) was filed with the Springfield City Clerk on December 17, 2025, in accordance with Sections 67.1401 to 67.1571, RSMo. ("CID Act"), to establish the North Glenstone Community Improvement District ("CID"). The proposed CID comprises approximately 172.09 acres generally located along the east and west sides of North Glenstone Avenue between Interstate 44 and East Turner Street. The District will be a political subdivision of the State of Missouri and have a life of 27 years. It will be governed by a board of directors consisting of five directors, all of whom shall be at least 18 years of age, residents of Missouri, and be either a real property owner or business owner in the District, with the exception of one director. This director shall be a Springfield registered voter who has neither a financial interest in any real property or business operating within the District nor is a relative within the second degree of an owner of real property or a business operating in the District. The initial board is named, approved, and appointed by way of the City's written acceptance of this Petition. All successor directors will be appointed by the Mayor with the consent of the City Council.

The North Glenstone Community Improvement District will have the power to impose a sales and use tax at a maximum rate of one percent (1%) on all retail sales made within the District that are subject to taxation pursuant to state law. Such tax shall be subject to the approval of the qualified voters in the District by a mail-in ballot election. If approved, the District sales and use tax revenues will be used to fund various improvements and services (CID Projects) aimed at beautifying and improving security throughout the District. CID Projects include but are not limited to the following:

- **Security Services**: Security personnel, training, administration, office rent, utilities, vehicle expenses, insurance, purchase, lease or otherwise provide security equipment and facilities for the protection of property and persons within the District.
- **Beautification**: Cleaning and maintenance services to improve or maintain the appearance of the District, District improvements, lawns, trees and any other landscaping, roads, streets, sidewalks, parking garages, ramps, alleys, traffic signs, traffic signals, utilities, parking lots and other related site and off-site improvements, streetscape, lighting, benches or other seating furniture, trash receptacles, marquees, awnings, canopies, walls and barriers, any other improvements authorized under the CID Act.

State law requires the Petition to be signed by real property owners collectively owning more than 50% of the real property by assessed value and by more than 50% per capita of all owners of real property inside the District. The City Clerk has certified that the Petition meets those requirements. It contains the signatures of 52% (17 out of 33) of the real property owners in the District, who collectively own 62% of the total assessed value of real property inside the District.

In order to reimburse the City for costs incurred to establish the District, review reimbursable project costs and annual budgets, and participate in certain district functions, the District will pay the City an administrative fee equal to one and one-half percent (1.5%) of the sales and use taxes it collects on a quarterly basis.

The Cooperative Agreement (Exhibit II) between the City of Springfield and the North Glenstone Community Improvement District specifies how the District sales and use tax revenue will be collected and disbursed. Under this agreement, the Missouri Department of Revenue will collect the District sales and use tax and deposit the revenues into a special trust account created by the District. The District shall use the funds to pay for CID Projects. Prior to disbursement of funds, the District shall submit a Certificate of Completion and Reimbursable Project Costs to the City, verifying the CID Projects are completed and the reimbursable costs are indeed associated with the CID Projects. Documentation in the form of receipts, invoices, etc. will be required to confirm the costs were in fact incurred.

REMARKS: The Petition has been certified by the Springfield City Clerk as a proper petition in accordance with the CID Act. Staff recommends approval.

Submitted By: Patrick Ruiz, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments: 1. North Glenstone CID

2. North Glenstone CID_exh1
3. North Glenstone CID_exh2

One-rdg. _____
P. Hrngs. _____
Pgs. 67
Filed: 01-20-26

Sponsored by: McGull

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-026

SPECIAL ORDINANCE _____

AN ORDINANCE

1 APPROVING a Petition to Establish the North Glenstone Community Improvement
2 District; authorizing the City Manager, or designee, to execute a
3 Cooperative Agreement between the City of Springfield and the North
4 Glenstone Community Improvement District; and directing the City
5 Clerk to notify the Missouri Department of Economic Development
6 and the Missouri State Auditor of the creation of the District.
7
8

9 WHEREAS, Sections 67.1401 to 67.1571 RSMo. (the "CID Act") authorize the
10 governing body of any municipality, as defined in the CID Act, to adopt an ordinance
11 establishing a community improvement district upon receipt of a proper petition
12 requesting the formation of such a district and after a public hearing on formation of the
13 district; and
14

15 WHEREAS, on December 17, 2025, a Petition ("Petition") to Establish the North
16 Glenstone Community Improvement District (the "District") was filed with the City Clerk;
17 and
18

19 WHEREAS, the City Clerk verified that the Petition complied with Section
20 67.1421, RSMo., and a public hearing was set with all proper notice being given in
21 accordance with the CID Act or other applicable law; and
22

23 WHEREAS, City Council held a public hearing on January 26, 2026, at which all
24 persons interested in the formation of the District were allowed an opportunity to speak
25 and at which time City Council heard all protests and received all endorsements.
26

27 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
28 SPRINGFIELD, MISSOURI, as follows, that:
29

30 Section 1 – The North Glenstone Community Improvement District is hereby
31 created within the City of Springfield, Missouri, as a political subdivision of the State of
32 Missouri, having the powers and purposes set forth in the Petition, the original of which

is on file with the City Clerk and a copy of which is attached hereto and incorporated herein by this reference as "Exhibit I."

Section 2 – Pursuant to the Petition, the existence of the District shall automatically terminate if the District has not, within six (6) months of passage of this Ordinance, duly approved and executed a binding Cooperative Agreement with the City, in substantially the same form as attached hereto as "Exhibit II."

Section 3 – The City Manager, or designee, is hereby authorized to enter into the Cooperative Agreement, in substantially the same form presented as "Exhibit II," and to do all things reasonable and convenient to comply with the terms and intent of this Ordinance.

Section 4 – The City Clerk is hereby directed to prepare and file with the Missouri Department of Economic Development and the Missouri State Auditor the report specified in Subsection 6 of Section 67.1421 of the Community Improvement District Act, and to further notify the office of the Greene County Clerk of the District's Petition and establishment.

Section 5 – The officers of the City are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Ordinance and to make ministerial alterations, changes, or additions to the foregoing documents herein approved, authorized, and confirmed which they may approve, and the execution of such action shall be conclusive evidence of such necessity or advisability.

Section 6 – This Ordinance shall be in full force and effect from and after its passage.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form: Laura Vales, Assistant City Attorney

Approved for Council action: [Signature], City Manager

EXHIBIT 1

CLERK'S RECEIPT OF AMENDED PETITION

This Petition to Establish the North Glenstone Community Improvement District was filed in the office of the City Clerk of Springfield, Missouri on the 17th day of December, 2025.

Julie Lauer
~~City Clerk~~ Deputy City Clerk

[SEAL]



**PETITION TO ESTABLISH THE
NORTH GLENSTONE
COMMUNITY IMPROVEMENT DISTRICT**

Springfield, Greene County, Missouri

Submitted December 10, 2025

PETITION TO ESTABLISH THE NORTH GLENSTONE COMMUNITY IMPROVEMENT DISTRICT

To the City Council of the City of Springfield, Greene County, Missouri (the "City")

The undersigned (the "Petitioners"), being the owners of record of more than fifty percent (50%) by assessed value of the real property within the boundaries of the proposed North Glenstone Community Improvement District (the "District") and the owners of record of more than fifty percent (50%) per capita of all owners of real property within the boundaries of the District, do hereby petition and request that the City approve and establish the North Glenstone Community Improvement District in order to fund all or part of the cost of services and public improvements provided and made within the District under the authority of Sections 67.1401 to 67.1571, RSMo. (the "Community Improvement District Act" or "Act") in accordance with this Petition. In support of this Petition, Petitioners state as follows:

1. Legal Description and Map of District Boundaries; Property Areas; Ownership.

The legal description of the District is attached hereto as **Exhibit A**. A map illustrating the District boundaries is attached hereto as **Exhibit B**. The boundaries of the District are contiguous. The Petitioners collectively own more than fifty percent (50%) by assessed value of the real estate within the District and comprise more than fifty percent (50%) per capita of all owners of real property within the boundaries of the District. A listing of all the owners of real estate in the District is attached hereto as **Exhibit C**.

2. Name of District.

The name of the proposed District is the "North Glenstone Community Improvement District."

3. Signatures May Not Be Withdrawn Later Than Seven Days After Submittal.

Notice has been provided to all Petitioners that their signatures may not be withdrawn later than seven (7) days after the filing of this Petition with the City Clerk. This notice is included on each signature page attached to this Petition.

4. Five-Year Plan.

A five-year plan stating a description of the purposes of the District, the services it will provide, each improvement it will make from the list of allowable improvements under Section 67.1461 of the Act, an estimate of costs of these services and improvements to be incurred, the anticipated sources of funds to pay the costs, and the anticipated terms of the sources of funds to pay the costs is attached hereto as **Exhibit D** and includes **Exhibits D-1 and D-2**.

5. Type of District; No Determination of Blight.

The District will be a political subdivision. The Petitioners are not seeking a determination that the proposed District is a blighted area.

6. Board of Directors.

The District will be governed by a five (5) member board of directors (the "Board").

A. Each Director, during the Director's entire term, shall:

- i) Be at least 18 years of age;
- ii) Be a resident of the state of Missouri; and
- iii) Be an owner of real property within the District, which is defined in the Act as the individual or individuals or entity or entities who own a fee interest in real property that is located within the district ("Owner") or their legally authorized representative ("Owner Representative"); or an owner of a business operating within the District, which the Act defines for business organizations and other entities as the individual who is legally authorized to represent the entity with regard to the District ("Business Owner"); and
- iv) At least one Director must not be an Owner, Owner Representative, or Business Owner and must meet all of the following:
 - (a) Be a resident of the City of Springfield who satisfies all of following requirements:
 - a. is qualified and registered to vote under RSMo Chapter 115 according to the records of the election authority as of the thirtieth (30th) day prior to the date of the applicable election;
 - b. has no financial interest in any real property or business operating within the District; and
 - c. is not a relative within the second degree of consanguinity or affinity to an owner of real property or a business operating in the District.

B. Each Director who is an Owner or Owner Representative located in the District must declare to be either an Owner or Owner Representative. All Owner representatives must be certified in writing as an Owner Representative by the Owner. In the event the Owner de-certifies an Owner Representative as an authorized representative of the Owner, for any reason at the discretion of the Owner, the Owner Representative shall immediately be ineligible to be a Director and shall automatically be removed from the Board.

C. Except for the initial Directors which are named, approved, and appointed by way of the City's written acceptance of this Petition, each Director shall be appointed

by the Mayor with the advice and consent of the City Council according to a slate submitted by the Board to the City Clerk.

D. The Petitioners hereby propose the following slate of Directors:

NAME	TYPE	TERM
Bill Hobbs	Owner Representative	4
Darren Harralson	Owner Representative	4
Missy Handyside	Owner Representative	4
Gary Leonard	Owner Representative	2
Cameron Casad	City Representative	2

- E. The initial Directors named above shall serve for the terms set forth opposite their names or until their successors are appointed in accordance with this Petition. Their successors shall serve for four-year terms or until their successors are appointed in accordance with the Act. If so appointed, there shall be no limits on the number of times a person may serve as a Director and there shall not be any term limits.
- F. In the event for any reason a Director is not able to serve his or her full term or is removed from the Board for any reason ("Exiting Director"), any vacancy to the Board shall be filled by appointment of an interim director ("Interim Director") which shall be nominated by the remaining Directors and appointed by the Mayor as per Section 7 of this Petition. Notwithstanding anything to the contrary, any Director's failure to meet the qualification requirements set forth in this Article, either in a Director's individual capacity or in a Director's representative capacity, shall constitute cause for the Board to take appropriate action to remove said Director. However, the failure to meet such representation requirements shall not affect the Board's authority to hold meetings, exercise any of the District's powers or take any otherwise lawful action, assuming a lawful quorum to do so.
- G. In the event for any reason all the Directors resign, become incapacitated, or are otherwise unable to serve their respective terms, the Mayor shall appoint new Directors to serve on the Board as provided herein with the advice and consent of the City Council.

7. Successor Directors.

- A. Successor Directors, whether to serve a new term or to fill a vacancy on the Board, shall be appointed in accordance with the Act according to a slate submitted to the City Clerk by the Board. The City Clerk shall deliver the slate to the Mayor. The Mayor may appoint the successor Directors according to the slate submitted, provided that such appointments shall not be effective unless the City Council consents to said appointments by resolution; or the Mayor or the City Council may reject the slate submitted and request in writing that the Board submit an alternate slate.

- B. If an alternate slate is requested, the Board shall submit an alternate slate to the City Clerk. The City Clerk shall deliver the alternate slate to the Mayor. The Mayor may appoint the successor Directors according to the alternate slate submitted, and the City Council may consent by resolution to the appointment; or, the Mayor or the City Council may reject the alternate slate submitted and request that the Board submit another alternate slate.
- C. The procedure described above shall continue until the successor Directors are appointed by the Mayor with the consent of the City Council.

8. Total Assessed Value.

As of the date of submittal of this Petition, the total assessed value of all real property located within the District is \$35,721,060.00.

9. Life of District.

Subject to the provisions of Section 12 of this Petition, the District will continue to exist and function until the anniversary of twenty-seven (27) years from the adoption of the ordinance establishing the district unless the municipality extends the length of time under section 67.1481 of the Act.

10. Maximum Rates of Business License Tax, Real Property Tax and Sales Tax.

A. License and Real Estate Taxes.

The District will not impose business license taxes or real estate taxes.

B. Sales and Use Taxes.

The District may, by resolution, impose a district sales and use tax (the "CID Sales Tax"), at a maximum rate of one percent (1%), on all retail sales made in the District which are subject to taxation pursuant to Sections 144.010 to 144.525, RSMo. No resolution adopted by the District regarding the CID Sales Tax shall become effective unless the Board submits to the qualified voters of the District, by mail-in ballot, a proposal to authorize a sales and use tax pursuant to Section 67.1545 of the Act, and a majority of the qualified voters in the District cast ballots in favor of the sales and use tax.

11. Maximum Rates of Special Assessments and the Method of Assessment.

The District will not impose special assessments.

12. Cooperative Agreement Relating to CID Sales Tax Revenue Collection and Distribution.

Within six (6) months following the establishment of the District and prior to funding eligible project costs, the District, the City, and the Developer shall enter into an

intergovernmental agreement (the "Agreement") that shall provide for the collection and administration of the District revenues, the method of certifying eligible project costs, payment of ongoing District operating costs, disbursement of District revenues, and other rights, duties, and obligations of the District, City, and Developer for the operations of the District. Failure to execute the Agreement within the aforementioned time period shall result in termination of the District.

13. Limitations on Borrowing Capacity.

The District will have the authority to borrow funds from any public or private source and issue obligations and provide security for the repayment of same as provided by the Act and as otherwise provided by Missouri law.

14. Limitations on Revenue Generation.

The District will have no limitations on the revenue it may generate.

15. Other Limitations on District Powers.

The District will have the authority and powers granted to community improvement districts and political subdivisions under the Act and as otherwise provided by Missouri law.

16. Annual Reports and Meetings.

The District shall comply with the reporting and meeting requirements described in Sections 67.1471 and 105.145, RSMo., and acknowledges that such meetings shall be open to the public and subject to the requirements of the Missouri Sunshine Law set forth in RSMo Section 610.010, et seq.

18. Request for Ordinance Establishing District.

The Petitioners respectfully request the City Council of the City of Springfield, Missouri, to establish the District as set forth in this Petition.

19. Severability.

If any provision of this Petition shall be held or deemed to be invalid, inoperative, or unenforceable as applied in any particular case, or in all cases, because it conflicts with any other provision or provisions of this Petition or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision contained in this Petition invalid, inoperative, or unenforceable to any extent whatsoever.

[Remainder of page left intentionally blank. Signature Pages follow]

EXHIBIT A
District Legal Description

A TRACT OF LAND BEING PART OF SECTIONS 5, 6 AND 8, TOWNSHIP 29 NORTH, RANGE 21 WEST, CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT COMMON CORNER OF SECTIONS 5, 6, 7, AND 8, SAID POINT ALSO BEING AT THE INTERSECTION OF THE CENTERLINE OF NORTH GLENSTONE AVENUE AND THE CENTERLINE OF EAST KEARNEY STREET, THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 6 TO A POINT ON THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 OF ALDI SUBDIVISION REPLAT AS RECORDED IN PLAT BOOK YY PAGE 74, THENCE ALONG SAID WESTERN EXTENSION AND THE ENTIRE WETERN LIMITS OF LOT 1 TO THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF THAT PARCEL CONVEYED TO OREILLY HOSPITALITY INC IN DEED BOOK 2014, PAGE 014740-16 TO THE SOUTHEAST CORNER OF THE PARCEL CONVEYED TO SHAMROCK PROPERTIES INC IN DEED BOOK 2171/PAGE 1647; THENCE NORTH ALONG THE WEST LINE OF SAID OREILLY HOSPITALITY PARCEL TO THE NORTHWEST CORNER THEREOF, SAID CORNER ALSO BEING THE SOUTHWEST CORNER OF THAT PROPERTY CONVEYED TO COACH HOUSE PROPERTIES LLC IN DEED BOOK 2638, PAGE 1910; THENCE ALONG THE WEST LINE OF SAID COACH HOUSE PROPERTIES LLC PARCEL TO THE NORTHWEST CORNER THEREOF, SAID POINT ALSO BEING THE SOUTHWEST CORNER OF LOT 2 OF WEBSTER-MID AMERICA SUDIVISION AS RECORDED IN PLAT BOOK JJ, PAGE 75; THENCE ALONG THE WEST LINE THEREOF TO THE NORTHWEST CORNER OF SAID LOT 2, SAID POINT BEING THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO 2601 N GLENSTONE HOLDINGS LLC IN DEED BOOK 2024, PAGE 014092-24; THENCE ALONG THE WEST LINE THEREOF TO THE NORTHWEST CORNER OF SAID 2601 GLENSTONE HOLDINGS LLC PARCEL, SAID POINT ALSO BEING THE SOUTHWEST CORNER OF LOT 4 OF MCCULLAHS SUBDIVISION AS RECORDED IN DEED BOOK 32, PAGE 200; THENCE NORTH ALONG THE WEST LINE OF LOTS 4, 3, 2 AND 1 OF SAID MCCULLAHS SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1, SAID POINT BEING THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO EAST SPRINGFIELD HOTEL GROUP LLC IN DEED BOOK 2017, PAGE 017702-17, SAID PARCEL ALSO BEING LOT 1 OF JOHN A. MCCLERNON SUBDIVISION AS RECORDED IN 1929; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 1 TO THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF SAID LOT 1 TO THE EAST LINE TO A POINT ON THE WEST RIGHT OF WAY LINE OF NORTH GLENSTONE AVENUE; THENCE SOUTH ALONG SAID WEST RIGHT OF WAY LINE TO THE INTERSECTION WITH THE SOUTH LINE OF SAID LOT 1, SAID POINT ALSO BEING THE NORTH LINE OF THE SOUTHEAST CORNER OF SECTION 6; THENCE ALONG SAID NORTH LINE TO THE NORTHEAST CORNER OF THE SOUTHEAST CORNER OF SECTION 6, ALSO BEING THE NORTHWEST CORNER

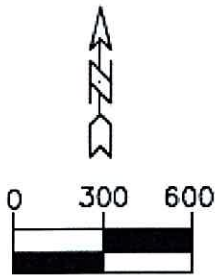
OF THE SOUTHWEST QUARTER OF SECTION 5; THENCE ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER OF SECTION 5 TO THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO QUALITY LODGING PROP SPFD LLC IN DEED BOOK 2003, PAGE 024706-03, SAID POINT BEING ON THE SOUTH RIGHT-OF-WAY OF U.S. INTERSTATE 44; THENCE NORTH AND EAST ALONG SAID SOUTH RIGHT-OF-WAY LINE ALONG THE WEST LINE OF SAID QUALITY LODGING PROP SPFD PARCEL TO THE NORTHWEST CORNER THEREOF, SAID POINT ALSO BEING ON THE SOUTH RIGHT OF WAY LINE OF KERR STREET; THENCE CROSSING SAID RIGHT OF WAY OF KERR STREET TO THE SOUTHWEST CORNER OF LOT 4 OF THEISSEN WINERIES AS RECORDED IN PLAT BOOK II, PAGE 47; THENCE NORTHEASTERLY ALONG THE NORTH AND WEST LINES OF LOTS 4, 3, 2, AND 1 OF SAID THEISSEN WINERIES SUBDIVISION, SAID COURSE ALSO FOLLOWING THE SOUTH RIGHT-OF-WAY LINE OF US INTERSTATE 44, TO THE NORTHWEST CORNER OF LOT 1 OF MID-AMERICAN SUBDIVISION 2ND ADDITION AS RECORDED IN PLAT BOOK ZZ, PAGE 240, SLIDE 4425; THENCE ALONG THE NORTH LINE OF SAID LOT 1 AND THE NORTH LINE OF LOTS 1 AND 2 OF KERR AND BARNES PHASE 2 SUBDIVISION TO THE RECORDED IN PLAT BOOK AAA, PAGE 421, SLIDE 5006 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 AND THE SOUTHERLY EXTENSION THEREOF TO THE CENTERLINE OF EAST KERR STREET; THENCE WEST ALONG SAID CENTERLINE TO THE NORTHERLY EXTENSION OF THE WEST LINE OF LOT 1 OF MID AMERICAN SUBDIVISION AS RECORDED IN PLAT BOOK NN, PAGE 30; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 1 TO THE INTERSECTION WITH THE NORTH LINE OF LOT 2 OF COMBS COMMERCIAL DEVELOPMENT 1ST ADDITION AS RECORDED IN PLAT BOOK AAA, PAGE 366, SLIDE 4951; THENCE ALONG THE NORTH LINE OF SAID LOT 2 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF THAT PARCEL CONVEYED TO WOLVERINE LAND HOLDINGS LLC IN DEED BOOK 2025, PAGE 010698-25; THENCE SOUTH ALONG THE EAST LINE OF SAID WOLVERINE LAND HOLDINGS LLC PARCEL TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF LOT 2 OF MACK-LEB FIRST ADDITION AS RECORDED IN PLAT BOOK SS, PAGE 86; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF THAT PARCEL CONVEYED TO WAL-MART REALTY CO IN DEED BOOK 2004, PAGE 006505-04; THENCE SOUTH ALONG THE ENTIRE EASTERN LIMITS TO THE NORTH RIGHT-OF-WAY LINE OF EAST KEARNEY STREET; THENCE EAST ALONG SAID RIGHT OF WAY LINE TO THE NORTHERLY PROLONGATION OF THE EAST LINE OF KEARNEY-GLENSTONE SUBDIVISION AS RECORDED IN ADMINISTRATIVE SUBDIVISION 37614-19 IN PLAT BOOK SRB-5490, PAGE 3094; THENCE SOUTH ALONG SAID PROLONGATION AND THE EAST LINE OF SAID KEARNEY-GLENSTONE SUBDIVISION TO THE SOUTHEAST CORNER THEREOF; THENCE WEST ALONG THE SOUTH LINE OF KEARNEY-GLENSTONE SUBDIVISION TO THE SOUTHEAST CORNER OF THE REPLAT OF KEARNEY-GLENSTONE SUBDIVISION LOT 1 AS RECORDED IN PLAT BOOK FF, PAGE 81; THENCE ALONG THE EAST, NORTH AND WEST LINE OF SAID

LOT 1 TO THE SOUTHWEST CORNER THEREOF, SAID POINT BEING THE SOUTHEAST CORNER OF THAT PARCEL CONVEYED TO UNITED MO BANK OF SPRINGFIELD IN DEED BOOK 1673, PAGE 0717; THENCE WEST ALONG THE SOUTH LINE OF SAID UNITED MO BANK OF SPRINGFIELD PARCEL TO THE SOUTHWEST CORNER THEREOF, SAID POINT BEING ON THE EAST RIGHT OF WAY LINE OF NORTH GLENSTONE AVENUE; THENCE NORTH ALONG THE WEST LINE OF SAID UNITED BANK OF SPRINGFIELD PARCEL TO THE SOUTHEAST CORNER OF LOT 1 OF KUM & GO #1470 AS RECORDED IN PLAT BOOK AAA, PAGE 596, SLIDE 5181; THENCE WEST ALONG THE SOUTH LINE AND WESTERLY EXTENSION THEREOF TO THE CENTERLINE OF NORTH GLENSTONE AVENUE, SAID POINT ALSO BEING ON THE COMMON LINE BETWEEN SECTIONS 7 AND 8; THENCE NORTH ALONG SAID COMMON LINE TO THE COMMON CORNER OF SECTIONS 5, 6, 7 AND 8 TO THE POINT OF BEGINNING.

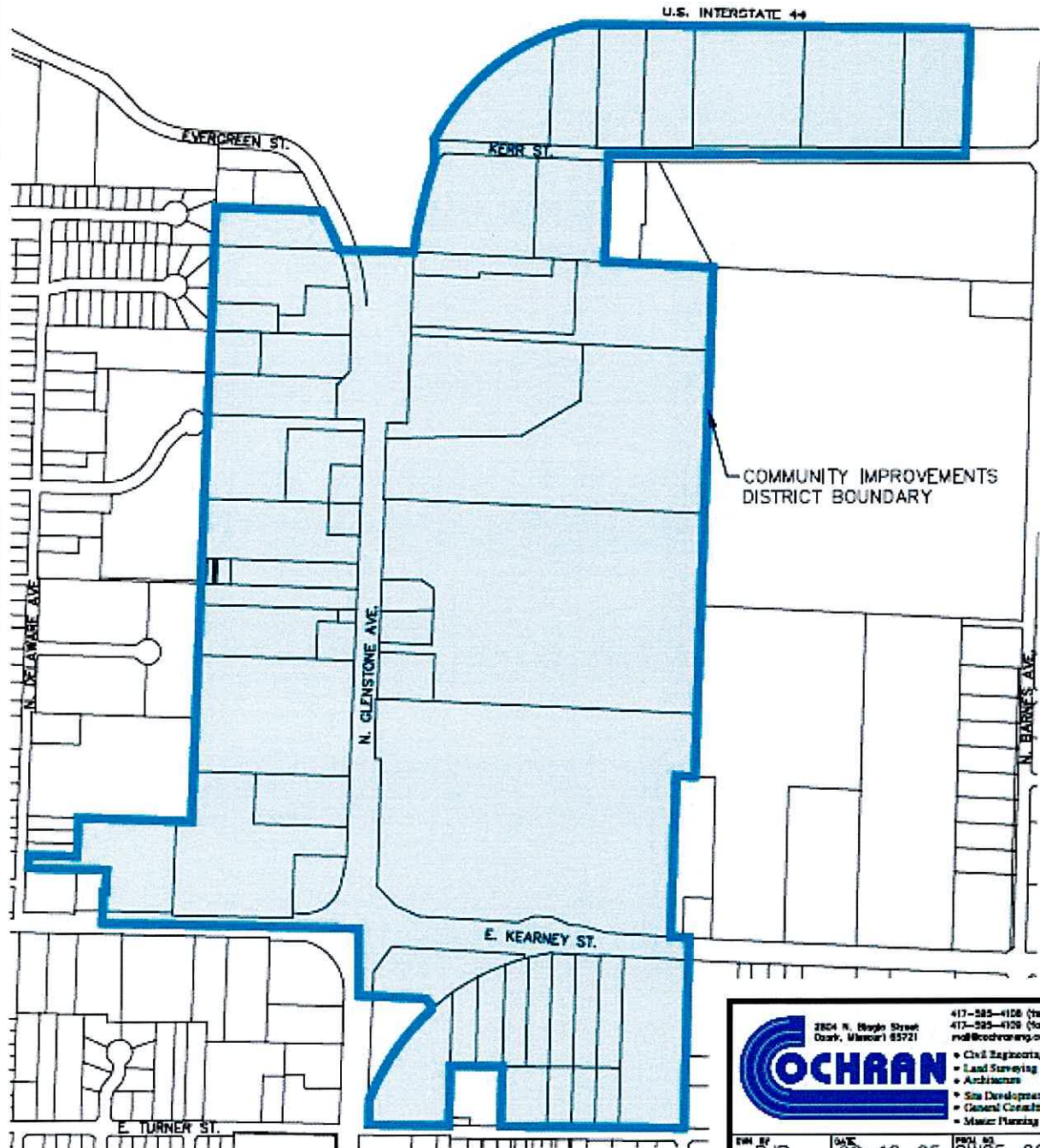
EXHIBIT B
Map of District Boundaries

[Follows]

NORTH SPRINGFIELD COMMUNITY IMPROVEMENTS DISTRICT BOUNDARY



Scale: 1" = 600'





2804 N. Maple Street
Oak, Missouri 63571

417-585-4108 (Ext.)
417-585-4108 (Fax)
m@cochrane.org

- Civil Engineering
- Land Surveying
- Architecture
- Site Development
- General Consulting
- Master Planning

OWN BY
RJR

DATE
06-18-25

PROJ. NO.
SW25-695

EXHIBIT C
List of Owners of Real Property within District

Parcel ID	Real Property Owner
881205218014	QUALITY LODGING PROPERTIES OF SPRINGFIELD LLC
881205218015	QUALITY LODGING PROPERTIES OF SPRINGFIELD LLC
881205218017	OAK STREET INVESTMENT GRADE NET LEASE FUND SERIES 2020-1, LLC
881205218026	MOUNTAIN PROPERTIES LLC
881205218031	DIVERSITY COMMERCIAL INVESTMENTS LLC
881205218034	OHM TM LEADERSHIP FUND LLC
881205218035	OHM TM LEADERSHIP FUND LLC
881205301027	WAL-MART REALTY CO
881205301070	WOLVERINE LAND HOLDINGS LLC
881205301071	APLIFY HOTELS GROUP INC
881205301073	WEHR, JAMES R TR
881205301086	CAMPUS INC
881205301088	UB PROPERTIES LLC
881205301089	GREAT SOUTHERN BANK
881205301090	CAMPUS INC
881205301091	EAS INVESTMENT ENTERPRISES INC
881205301092	EAS INVESTMENT ENTERPRISES INC
881206111008	EAST SPRINGFIELD HOTEL GROUP LLC
881206401060	GREENSTAY PROPERTIES LLC
881206401061	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401062	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401063	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401066	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401071	2601 N GLENSTONE HOLDINGS LLC
881206401075	O'REILLY HOSPITALITY LLC
881206401084	2601 N GLENSTONE HOLDINGS LLC
881206401085	C STORE LAND LLC
881206401086	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401087	ANOD REAL ESTATE LLC
881206401095	HOG HOUSE LLC
881206401100	ROBERTSON REAL ESTATE INVESTMENTS LLC
881206401101	RELIANSE GLENSTONE MO LLC
881206401104	COACH HOUSE PROPERTIES LLC
881206401107	RNR INVESTMENTS LLC
881206401110	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401112	SHREE LAKSHMI LLC
881206401114	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401115	VALUE PROPERTIES OF SPRINGFIELD LLC
881206401117	DRURY SOUTHWEST INC
881206401118	MAHAFFEY FAMILY TRUST
881206401119	DRURY SOUTHWEST INC
881206401122	ALDI INC

881206401125	DRURY SOUTHWEST INC
881206401126	RELIANSE MAR MO LLC
881206401128	O'REILLY HOSPITALITY LLC
881206401129	O'REILLY HOSPITALITY LLC
881208201042	UNITED MO BK OF SPFD
881208201059	FRG SPRINGFIELDMO LLC
881208201061	GLEN-KEARNEY DEVELOPMENT LLC

EXHIBIT D
Five-Year Plan

1. **Purpose of the District.** The purposes of the District are to:
 - A. Provide or cause to be provided for the benefit of the District, certain CID Projects and Services as described in this Exhibit;
 - B. Develop funding sources, including the levying of the CID Sales Tax, necessary in order to pay for the required costs and expenses of the District and to pay for the CID Projects in a manner provided in this Petition and as authorized by the Act;
 - C. Provide for ongoing administrative activities (e.g. accounting, communications, reporting) as are required by the Act and the Cooperative Agreement.
2. **CID Projects and Services and Estimated Costs**
 - A. **CID Projects and Services.** The District will fund certain improvements and services associated with the development and improvement of the District as described in Exhibit D-1. The improvements and services to be funded by the District are consistent with the District's authority granted by the Act. The estimated costs of the CID Projects and Services to be reimbursed by the District are set forth in the attached Exhibit D-1. The party or parties constructing the improvements and providing the services may only be reimbursed by the CID Sales Tax for the amounts identified as Reimbursable Project Costs on Exhibit D-1 and only for the line items described therein (the "Reimbursable Project Costs").
 - B. **Operating Costs.** The District may fund and provide for the operating costs of the District, which may include (a) accounting services, legal services, bookkeeping services and recordkeeping services associated with the administration and operation of the District ("Administrative Services"), and (b) costs incurred in order to comply with state laws regarding the operation of the District as a political subdivision of the state.
3. **Budget.** The anticipated sources of funds to pay the costs, the anticipated terms of the sources of funds to pay the costs, and the estimated five-year budget are set forth in the attached Exhibit D-2.

EXHIBIT D-1
Estimated* CID Project Costs

*These costs are estimates only and may fluctuate based on actual revenues and costs incurred for purposes permitted under the CID Act.

Security Services: Security personnel, training, administration, office rent, utilities, vehicle expenses, insurance, purchase, lease or otherwise provide security equipment and facilities for the protection of property and persons within the District. \$1,506,420 per year

Beautification: Cleaning and maintenance services to improve or maintain the appearance of the District, district improvements, lawns, trees and any other landscaping, roads, streets, sidewalks, parking garages, ramps, alleys, traffic signs, traffic signals, utilities, parking lots and other related site and off-site improvements, streetscape, lighting, benches or other seating furniture, trash receptables, marquees, awnings, canopies, walls and barriers, any other improvements authorized under the CID Act. \$143,580 per year

Professional Fees/ Engineering Fees/ Legal Fees/ Consulting Fees \$50,000 per year

Other Services and Improvements: Any and all other services authorized under the CID Act; any other improvements authorized under the CID Act. \$50,000 per year

Total Estimated Hard Costs:	\$1,700,000
Total Estimated Soft Costs:	\$ 50,000
Total Annual Estimated Cost:	\$1,750,000

EXHIBIT D-2

Five-Year Budget with Anticipated Sources of Funds and Terms of Sources of Funds

Five Year Budget

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues					
Sales Tax	\$1,815,829	\$1,852,146	\$1,889,188	\$1,926,972	\$1,965,512
Uses					
Security	\$1,562,820	\$1,425,000	\$1,353,750	\$1,286,063	\$1,221,760
Beautification	\$153,009	\$325,146	\$431,398	\$534,789	\$635,508
Professional, Administration & Operating Costs	\$50,000	\$51,000	\$52,020	\$53,060	\$54,122
Other Services and Improvements	\$50,000	\$51,000	\$52,020	\$53,060	\$54,122

Notes:

District revenues are based on sales projections and CID revenue projections provided by the City of Springfield, rounded to the nearest dollar. This budget assumes (1) annual District revenues that result from a 1.0% sales tax and increase at 2% per year and (2) following certain Year 1 security asset purchases, a reduction of around 5% in use of funds for security purposes each year.

The Board of Directors will prepare and adopt an annual District budget in accordance with applicable state law and the requirements of the Petition. Specific allocations of funds will be subject to the Board's discretion in accordance with the categories identified in Exhibit D-1. None of the amounts budgeted, estimated or otherwise projected on Exhibits D-1 or D-2 are caps, limits, floors or ceilings on any particular category of expense.

Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: EAS INVESTMENT ENTERPRISES INC

Owner's Telephone Number: 417 766-0376

Owner's Mailing Address: 3126 N FARM ROAD 209, STRAFFORD, MO 65757-8696

If Signer is different from Owner

Name and Title of Signer: Earl Steiner, Owner

Basis of Signer's Legal Authority to Sign: Owner

Signer's Telephone Number: 417 766 0376

Signer's Mailing Address: 3126 N Farm Road 209, Strafford, MO 65757

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: Corporation

Owner's Property within District

Parcel Number	Assessed Value	Map
881205301091	\$1,320,920	
881205301092	\$2,375,680	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Earl Steiner
Signature of Owner or Person Signing for Owner

8/21/24.
Date

STATE OF MO)
) SS.
COUNTY OF Greene)

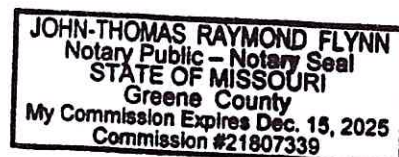
Before me personally appeared Earl Steiner, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 21st day of August, 2024.

My commission expires: 12.15.2025

John Thomas Raymond Flynn
Notary Public

John-Thomas Raymond Flynn.



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: COACH HOUSE PROPERTIES LLC

Owner's Telephone Number: _____

Owner's Mailing Address: 1000 W SUNSHINE ST, SPRINGFIELD, MO 65807-2446

If Signer is different from Owner

Name and Title of Signer: Gordon A. Elliott

Basis of Signer's Legal Authority to Sign: Managing Member LLC

Signer's Telephone Number: 417-848-0901

Signer's Mailing Address: 1000 W Sunshine, Springfield

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number

Assessed Value

Map

881206401104

\$906,530

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Gordon A. Elliott

Signature of Owner or Person Signing for Owner

9-16-24

Date

STATE OF MISSOURI)
) SS.
COUNTY OF GREENE)

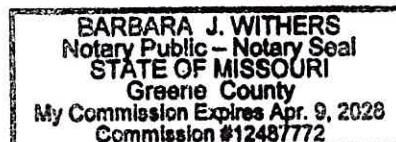
Before me personally appeared GORDON A. ELLIOTT, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 16 day of September, 2024.

My commission expires: 4/9/2028

Barbara J. Withers
Notary Public

BARBARA J. WITHERS



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: HOG HOUSE LLC

Owner's Telephone Number: 479-283-1512

Owner's Mailing Address: 319 PRESIDENT CLINTON ST 202A, LITTLE ROCK, AR 72201

If Signer is different from Owner

Name and Title of Signer: David Warren Owner

Basis of Signer's Legal Authority to Sign: Owner

Signer's Telephone Number: 479-283-1512

Signer's Mailing Address: 319 President Clinton St. 202A Little Rock, AR 72201

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number
881206401095

Assessed Value
\$276,770

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: _____

Signature of Owner or Person Signing for Owner

Date

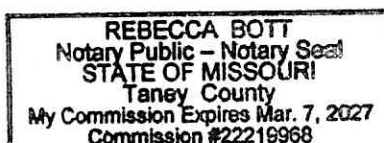
STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared David Warren, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 12 day of December, 2024.

Notary Public

My commission expires: 3/7/27



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: QUALITY LODGING PROP SPFD LLC

Owner's Telephone Number: _____

Owner's Mailing Address: 1000 W SUNSHINE ST, SPRINGFIELD, MO 65807

If Signer is different from Owner

Name and Title of Signer: Gordon A. Elliott

Basis of Signer's Legal Authority to Sign: Managing Member LLC

Signer's Telephone Number: 417-848-0901

Signer's Mailing Address: 1000 W Sunshine, Springfield

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number	Assessed Value	Map
881205218014	\$1,162,650	
881205218015	\$379,170	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Gordon A. Elliott
Signature of Owner or Person Signing for Owner

9-16-24
Date

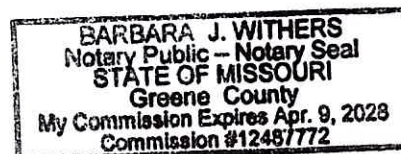
STATE OF MISSOURI)
) SS.
COUNTY OF GREENE)

Before me personally appeared GORDON A. ELLIOTT, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 16 day of September, 2024.

My commission expires: 4/9/2028

Barbara J. Withers
Notary Public
BARBARA J. WITHERS



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: C STORE LAND LLC

Owner's Telephone Number: _____

Owner's Mailing Address: 1000 W SUNSHINE ST, SPRINGFIELD, MO 65807

If Signer is different from Owner

Name and Title of Signer: Gordon A Elliott

Basis of Signer's Legal Authority to Sign: Managing Member LLC

Signer's Telephone Number: 417-848-0901

Signer's Mailing Address: 1000 W Sunshine, Springfield

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number

Assessed Value

Map

881206401085

\$64,390

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Gordon A Elliott
Signature of Owner or Person Signing for Owner

9-16-24
Date

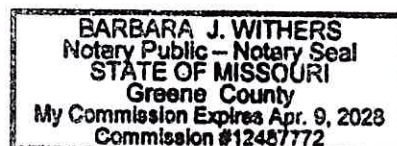
STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared GORDON A. ELLIOTT, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 16 day of September, 2024.

My commission expires: 4/9/2028

Barbara J. Withers
Notary Public Barbara J. Withers



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: GREENSTAY PROPERTIES, LLC

Owner's Telephone Number: 417 848 0901

Owner's Mailing Address: 1000 W. SUNSHINE ST., SPRINGFIELD, MO 65807

If Signer is different from Owner

Name and Title of Signer: Gordon A. Elliott

Basis of Signer's Legal Authority to Sign: Managing Member of LLC

Signer's Telephone Number: 417 848 0901

Signer's Mailing Address: 1000 W. Sunshine, Springfield

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC-Owner Gordon Elliott

Parcel Number
881206401060

Assessed Value
\$1,220

Owner's Property within District
Map

MANAGING MEMBER

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Gordon A. Elliott
Signature of Owner or Person Signing for Owner

10-1-25
Date

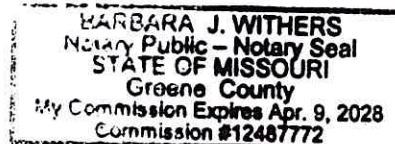
STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared GORDON A. ELLIOTT, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 1st day of October, 2025.

My commission expires: 4/9/2028

Barbara J. Withers
Notary Public



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: ANOOD REAL ESTATE LLC
Owner's Telephone Number: 660-909-3925
Owner's Mailing Address: 1901 N US HIGHWAY 160, NIXA, MO 65714

If Signer is different from Owner

Name and Title of Signer: Faziz Hassan, Owner
Basis of Signer's Legal Authority to Sign: Owner
Signer's Telephone Number: 660-909-3925
Signer's Mailing Address: 1901 N US Hwy 160 Nixa, MO 65714

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number	Assessed Value	Map
881206401087	\$78,750	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Faziz Hassan 11/18/2024
Signature of Owner or Person Signing for Owner Date

STATE OF Missouri)
) SS.
COUNTY OF Christian)

Before me personally appeared Faziz Hassan, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 18 day of November, 2024.

Lauren Summers
Notary Public

My commission expires: 4/24/26



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: VALUE PROPERTIES OF SPRINGFIELD LLC

Owner's Telephone Number: _____

Owner's Mailing Address: 1000 W. SUNSHINE ST., SPRINGFIELD, MO 65807

If Signer is different from Owner

Name and Title of Signer: Gordon A Elliott

Basis of Signer's Legal Authority to Sign: Managing Member LLC

Signer's Telephone Number: 417-848-0901

Signer's Mailing Address: 1000 W. SUNSHINE, Springfield, Mo

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number	Assessed Value	Map
881206401061	\$1,180	
881206401062	\$1,180	
881206401063	\$-----	
881206401066	\$1,180	
881206401086	\$542,590	
881206401110	\$14,080	
881206401114	\$1,180	
881206401115	\$1,180	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Gordon A Elliott
Signature of Owner or Person Signing for Owner

10-1-25
Date

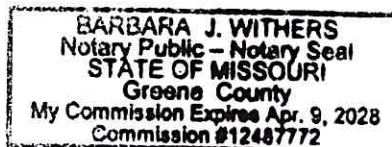
STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared Gordon A. Elliott, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 1st day of October, 2025.

My commission expires: 4/9/2028

Barbara J Withers
Notary Public



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: DIVERSITY COMMERCIAL INVESTMENTS LLC

Owner's Telephone Number: 417-689-3172

Owner's Mailing Address: 2107 E ROCKHURST ST, SPRINGFIELD, MO 65802

If Signer is different from Owner

Name and Title of Signer: Chris B Slayden

Basis of Signer's Legal Authority to Sign: MANAGER

Signer's Telephone Number: 417-689-3172

Signer's Mailing Address: cslayden@rhomar.com

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: PARTNERSHIP

Owner's Property within District

Parcel Number
881205218031

Assessed Value
\$644,380

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: [Signature]
Signature of Owner or Person Signing for Owner

8-19-24
Date

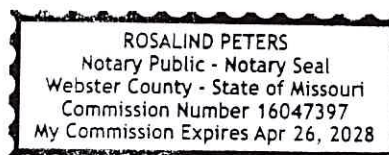
STATE OF Missouri)
COUNTY OF Greene) SS.

Before me personally appeared Chris Slayden, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 19 day of August, 2024.

[Signature]
Notary Public

My commission expires: 4-26-28



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: RNR INVESTMENTS LLC

Owner's Telephone Number: 479-751-0445

Owner's Mailing Address: PO BOX 8140, SPRINGDALE, AR 72766

If Signer is different from Owner:

Name and Title of Signer: Donald L. Parker II, Secretary

Basis of Signer's Legal Authority to Sign: Secretary and General Counsel

Signer's Telephone Number: 870-268-7601

Signer's Mailing Address: P.O. Box 1733, Jonesboro, AR 72403

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number
881206401107

Assessed Value
\$154,500

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Donald L. Parker II
Signature of Owner or Person Signing for Owner

1/21/2025
Date

STATE OF Arkansas)
) SS.
COUNTY OF Craighead)

Before me personally appeared Donald L. Parker II, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 21st day of January, 2025.

Natasha Wheeler
Notary Public

My commission expires: 11-17-2026



Signature Page to Petition to Establish the [Northside Glenstone] Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the [Northside Glenstone] Community Improvement District according to the preceding Petition.

Name of Owner: CAMPUS INC _____
Owner's Telephone Number: 417-866-5253 _____
Owner's Mailing Address: 2740 N MAYFAIR AVE, SPRINGFIELD, MO 65803 _____

If Signer is different from Owner

Name and Title of Signer: Darrel Hopkins, President _____
Basis of Signer's Legal Authority to Sign: Officer of the company _____
Signer's Telephone Number: 417-866-0001 _____
Signer's Mailing Address: 2740 N Mayfair ave, Springfield, MO 65803 _____

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: Corporation _____

Owner's Property within District

Parcel Number	Assessed Value	Map
881205301070	\$555,490	
881205301086	\$2,990,810	
881205301090	\$68,510	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Darrel Hopkins _____
Signature of Owner or Person Signing for Owner

5/15/25 _____
Date

STATE OF Missouri)
) SS.
COUNTY OF Christian)

Before me personally appeared [NAME], to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 15th day of May, 2025

Madison Lynn Ely _____
Notary Public

My commission expires: 09-05-26



Signature Page to Petition to Establish the [Northside Glenstone] Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the [Northside Glenstone] Community Improvement District according to the preceding Petition.

Name of Owner: GREAT SOUTHERN BANK _____

Owner's Telephone Number: _____

Owner's Mailing Address: 218 S GLENSTONE AVE, SPRINGFIELD, MO 65802-3103

If Signer is different from Owner

Name and Title of Signer: Joseph Turner, President & CEO

Basis of Signer's Legal Authority to Sign: authorized agent

Signer's Telephone Number: 417-888-4328

Signer's Mailing Address: 218 S. Glenstone Ave Springfield, MO 65802

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: Corporation

Owner's Property within District

Parcel Number
881205301089

Assessed Value
\$137,120

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: Great Southern Bank
Joseph Turner
Signature of Owner or Person Signing for Owner

1-30-25
Date

STATE OF Missouri)
COUNTY OF Greene) SS.

Before me personally appeared [NAME], to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 30th day of January, 2025.

[Signature]
Notary Public

My commission expires: 4-25-25



Signature Page to Petition to Establish the North Glenstone Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the North Glenstone Community Improvement District according to the preceding Petition.

Name of Owner: Wolverine Land Holdings, LLC

Owner's Telephone Number: 417-866-0001

Owner's Mailing Address: 2740 N Mayfair Ave. Springfield, MO 65803

If Signer is different from Owner

Name and Title of Signer: R. Dean Hoedl

Basis of Signer's Legal Authority to Sign: CFO

Signer's Telephone Number: 417-866-0001

Signer's Mailing Address: PO Box 4208, Springfield, MO 65803

If the Owner is an individual, state if owner is single or married: N/A

If Owner is not an individual, state what type of entity: Limited liability company

Owner's Property within District

Parcel Number
881205301070

Assessed Value
\$555,490

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: [Signature]
Signature of Owner or Person Signing for Owner

10-6-25
Date

STATE OF Missouri)
) SS.
COUNTY OF Christian)

Before me personally appeared R. Dean Hoedl, to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 6 day of Oct, 2025.

My commission expires: 12/06/2025

[Signature]
Notary Public



Signature Page to Petition to Establish the [Northside Glenstone] Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the [Northside Glenstone] Community Improvement District according to the preceding Petition.

Name of Owner: OHM TM LEADERSHIP FUND LLC _____

Owner's Telephone Number: 417-857-8700 _____

Owner's Mailing Address: 4045 E SUNSHINE AVE, SPRINGFIELD, MO 65809 _____

If Signer is different from Owner

Name and Title of Signer: Darren Hurrelson - Chief Operating Officer

Basis of Signer's Legal Authority to Sign: Authorized Agent

Signer's Telephone Number: 417-857-8700

Signer's Mailing Address: 4045 E Sunshine, Ste 200, Springfield, MO 65809

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number	Assessed Value	Map
881205218034	\$105,280	
881205218035	\$2,623,080	

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: [Signature]
Signature of Owner or Person Signing for Owner

10/3/25
Date

STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared [NAME], to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 3rd day of October, 2025.

Kristina Rose Engelhardt
Notary Public

My commission expires: December 19, 2026



Signature Page to Petition to Establish the [Northside Glenstone] Community Improvement District

The undersigned requests that the City Council of the City of Springfield, Missouri establish the [Northside Glenstone] Community Improvement District according to the preceding Petition.

Name of Owner: GLEN-KEARNEY DEVELOPMENT LLC _____

Owner's Telephone Number: 417-851-8700

Owner's Mailing Address: 4045 E SUNSHINE ST, SPRINGFIELD, MO 65809 _____

If Signer is different from Owner

Name and Title of Signer: Darren Harrison - Chief Operating Officer

Basis of Signer's Legal Authority to Sign: authorized agent

Signer's Telephone Number: 417-851-8700

Signer's Mailing Address: 4045 E. Sunshine, Ste 200, Springfield MO 65809

If the Owner is an individual, state if owner is single or married: _____

If Owner is not an individual, state what type of entity: LLC

Owner's Property within District

Parcel Number
881208201061

Assessed Value
\$670,660

Map

By executing this Petition, the undersigned represents and warrants that he or she is authorized to execute this Petition on behalf of the property owner named immediately above. Signatures may not be withdrawn later than seven days after this Petition is filed with the City Clerk.

By: [Signature]
Signature of Owner or Person Signing for Owner

10/3/25
Date

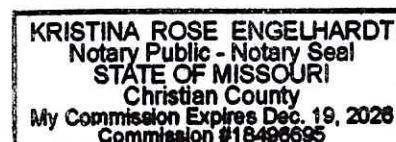
STATE OF Missouri)
) SS.
COUNTY OF Greene)

Before me personally appeared [NAME], to me personally known to be the individual described in and who executed the foregoing instrument.

WITNESS my hand and official seal this 3rd day of October, 2025

Kristina Rose Engelhardt
Notary Public

My commission expires: September 19, 2026



COOPERATIVE AGREEMENT
among the
CITY OF SPRINGFIELD, MISSOURI,
and
NORTH GLENSTONE
COMMUNITY IMPROVEMENT DISTRICT
dated as of
_____, 2026

Table of Contents

	<u>Page</u>
Article 1: DEFINITIONS, RECITALS AND EXHIBITS	2
Section 1.1 Recitals and Exhibits.....	2
Section 1.2 Definitions.....	2
Article 2: REPRESENTATIONS	3
Section 2.1 Representations by the District.....	3
Section 2.2 Representations by the City.....	4
Article 3: COLLECTION OF REVENUES	5
Section 3.1 Imposition of the CID Sales Tax.....	5
Section 3.2 Administration and Collection of the CID Sales Tax.....	5
Section 3.3 Administrative Fee and Collection Fee for the CID Sales Tax.....	6
Section 3.4 Operating Costs.....	6
Section 3.5 Enforcement of the CID Sales Tax.....	6
Section 3.6 Distribution of the CID Sales Tax Revenue.....	6
Section 3.7 Records of the CID Sales Tax.....	7
Section 3.8 Repeal of the CID Sales Tax.....	7
Article 4: FINANCING CID PROJECT	7
Section 4.1 Design and Construction of CID Project.....	7
Section 4.2 Financing the CID Project.....	7
Section 4.3 Certificate of Completion and Reimbursable Project Costs.....	8
Section 4.4 Ownership, Maintenance and Dedication of CID Projects.....	8
Section 4.5 Annual Budget.....	8
Section 4.6 New CID Projects.....	9
Article 5: SPECIAL COVENANTS	9
Section 5.1 Records of the Districts.....	9
Section 5.2 Records of the City.....	9
Section 5.3 District's Obligations to the City under Bond or Surety.....	10
Article 6: DEFAULTS AND REMEDIES	10
Section 6.1 Events of Default.....	10
Section 6.2 Remedies on Default.....	10
Section 6.3 Rights and Remedies Cumulative.....	10
Section 6.4 Waiver of Breach.....	10
Section 6.5 Excusable Delays.....	11
Article 7: MISCELLANEOUS	11

Section 7.1	Effective Date and Term.....	11
Section 7.2	Immunities.....	11
Section 7.3	Modification.....	11
Section 7.4	Applicable Law.....	11
Section 7.5	Notices.....	12
Section 7.6	Validity and Severability.....	12
Section 7.7	Execution of Counterparts.....	12
Section 7.8	City Approvals.....	12
Section 7.9	District Approvals.....	12
Section 7.10	Conflicts.....	13
Section 7.11	Discrimination.....	13
Section 7.12	Certificate of Compliance with Section 34.600, RSMo. (Anti-Discrimination Against Israel Act).	13
EXHIBIT A		16
EXHIBIT A-1		19
EXHIBIT B		20
EXHIBIT C		21
EXHIBIT D		24

COOPERATIVE AGREEMENT

THIS COOPERATIVE AGREEMENT ("**Agreement**"), entered into as of this ____ day of _____, 2026, among the **CITY OF SPRINGFIELD, MISSOURI**, a constitutional charter city and political subdivision of the State of Missouri (the "**City**"), and the **NORTH GLENSTONE COMMUNITY IMPROVEMENT DISTRICT**, a Missouri community improvement district (the "**District**").

WITNESSETH:

WHEREAS, on December 10, 2025, the owners of record of more than fifty percent (50%) by assessed value of the real property within the boundaries of the District and the owners of record of more than fifty percent (50%) per capita of all owners of real property within the boundaries of the District filed the "Petition to Establish the North Glenstone Community Improvement District" (the "**Petition**"), which proposed formation of the District; and

WHEREAS, the City Council adopted Special Ordinance _____, which approved the Petition and established the District, on _____ 2026; and

WHEREAS, the Petition requires the District to enter into an agreement with the City which shall provide for the collection and administration of the District revenues, the method of certifying eligible project costs, payment of ongoing District operating costs, disbursement of District revenues, and other rights, duties, and obligations of the District and the City for the operations of the District; and

WHEREAS, the District is authorized under the CID Act to impose the CID Sales Tax to pay for Reimbursable Project Costs and other costs as set forth in the Petition, and enter into this Agreement for such purposes; and

WHEREAS, following the imposition of the CID Sales Tax, the Missouri Department of Revenue will collect the CID Sales Tax on behalf of the District in accordance with this Agreement, and the District will use the CID Sales Tax Revenues for Reimbursable Project Costs and other costs as set forth in the Petition; and

WHEREAS, the City is authorized in accordance with the provisions of the CID Act to perform all functions incident to the administration, collection, enforcement, and operation of the CID Sales Tax, and contract with the District for such purposes.

WHEREAS, the City and the District desire to enter into this Agreement to set forth the Parties' duties and obligations with respect to the administration, enforcement, and operation of the District.

NOW, THEREFORE, for and in consideration of the premises, and the mutual covenants herein contained, the Parties agree as follows:

ARTICLE 1: RECITALS, EXHIBITS, AND DEFINITIONS

Section 1.1 Recitals and Exhibits.

The representations, covenants, and recitations set forth in the foregoing recitals and the exhibits attached to this Agreement are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this Section, and the appropriate exhibits are incorporated into each Section of this Agreement that makes reference to an exhibit.

Section 1.2 Definitions.

Words and terms defined elsewhere in this Agreement shall have the meanings assigned therein. Whenever used in this Agreement, the following words and phrases, unless the context otherwise requires, shall have the following meanings:

“Administrative Fee” means that amount of the CID Sales Tax Revenue that the City shall receive as reimbursement for the reasonable and actual expenses incurred by the City for performing certain administrative duties of the District, including establishing the District, reviewing the District’s annual budgets and reports required to be submitted to the City, and administering and accounting for the CID Sales Tax, pursuant to Section 3.3 of this Agreement.

“CID Act” means the Missouri Community Improvement District Act, Sections 67.1401, *et seq.*, RSMo., as amended.

“CID Projects” means the services and public improvements within the District, eligible under the CID Act, that are provided for and constructed for, or in connection with, the District, as described in **Exhibit “A-1”** attached hereto.

“CID Sales Tax” means the sales and use tax levied by the District on taxable retail sales within the District’s boundaries, per Section 67.1545 of the CID Act, at a maximum rate of one percent (1.0%) pursuant to the Petition.

“CID Sales Tax Revenues” means the monies actually collected, pursuant to this Agreement and the CID Act, from the imposition of the CID Sales Tax.

“City Council” means the governing body of the City of Springfield, Missouri.

“District” means the North Glenstone Community Improvement District, which includes all real property described on **Exhibit “A”** and as set forth on the map in **Exhibit “B.”**

“Event of Default” means any event specified in Section 6.1 of this Agreement.

“Excusable Delays” means delays due to acts of terrorism, acts of war or civil insurrection, strikes, riots, floods, earthquakes, fires, tornadoes, casualties, acts of God, labor disputes, governmental restrictions or priorities, pandemic or public health emergency, embargoes, national or regional material shortages, failure to obtain regulatory approval from any Federal or State regulatory body, unforeseen site conditions, material litigation by parties other than a Party and not caused by any Party’s failure to perform, or any other condition or circumstances beyond the reasonable or foreseeable control of the applicable Party using reasonable diligence to overcome which prevents such Party from performing its specific duties

or obligation hereunder in a timely manner. Excusable Delays shall extend the time of performance for the period of such excusable delay.

“Operating Costs” means the actual, reasonable expenses which are necessary for the operation of the District, which include, but are not limited to, costs associated with notices, publications, meetings, supplies, equipment, photocopying, the engagement of special legal counsel, financial auditing services, and other consultants or services.

“Ordinance” means an ordinance enacted by the City Council.

“Parties” or **“Party”** means the City and/or the District as the context requires.

“Petition” means the Amended Petition to Establish the North Glenstone Community Improvement District, which the City Clerk accepted as in substantial compliance with RSMo. 67.1421 on December 17, 2025.

“Reimbursable Project Costs” means all actual and reasonable costs and expenses which are incurred by or at the direction of the District with respect to the creation, construction and operation of the CID Project, including the actual and reasonable cost of labor and materials payable to contractors, builders, suppliers, vendors, and materialmen in connection with those costs identified on **Exhibit A-1** and with the construction contracts awarded for the CID Projects that are constructed, plus all actual and reasonable costs to plan, finance, develop, design, and acquire the CID Projects (including, without limitation, reasonable attorney’s fees), and the ongoing administration of the District, including but not limited to the following:

(1) Actual and reasonable fees and expenses of architects, appraisers, attorneys, surveyors, and engineers for estimates, surveys, soil borings and soil tests, and other preliminary investigations and items necessary to the commencement of construction, financing, preparation of plans, drawings and specifications, and supervision of construction, as well as for the performance of all other duties of architects, appraisers, attorneys, surveyors, and engineers in relation to the construction of the CID Projects and all actual and reasonable costs for the oversight of the completion of the CID Projects;

(2) All Operating Costs of the District;

(3) All costs identified on **Exhibit A-1**; and

(4) All other items of expense not elsewhere specified in this definition which may be necessary or incidental to the review, approval, acquisition, construction, improvement, and financing of the CID Projects and which may lawfully be paid or incurred by the District under the CID Act.

ARTICLE 2: REPRESENTATIONS

Section 2.1 Representations by the District.

The District represents that:

A. The District is a community improvement district and political subdivision, duly organized and existing under the laws of the State of Missouri, including particularly the CID Act.

B. The District has authority to enter into this Agreement and to carry out its obligations under this Agreement. By proper action of the District's Board of Directors (the "Board"), the District has been duly authorized to execute and deliver this Agreement, acting by and through its duly authorized officers.

C. The execution and delivery of this Agreement, the consummation of the transactions contemplated by this Agreement, and the performance of or compliance with the terms and conditions of this Agreement by the District will not conflict with or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, any mortgage, deed of trust, lease, or any other restriction or any agreement or instrument to which the District is a party or by which it or any of its property is bound, or any order, rule, or regulation of any court or governmental body applicable to the District or any of its property, or result in the creation or imposition of any prohibited lien, charge, or encumbrance of any nature whatsoever upon any of the property or assets of the District under the terms of any instrument or agreements to which the District is a party.

D. There is no litigation or proceeding pending or, to its knowledge, threatened against the District affecting the right of the District to execute or deliver this Agreement or the ability of the District to comply with its obligations under this Agreement or which would materially adversely affect its financial condition.

E. The District acknowledges that construction of the CID Projects is of significant value to the District, the property within the District, and the general public. The District finds and determines that the CID Projects will promote the economic welfare and the development of the City and the State of Missouri through: (i) the creation of temporary and permanent jobs; (ii) stimulating additional development in the area near the CID Projects; (iii) increasing local and state tax revenues; (iv) providing necessary public access and infrastructure improvements for the District and other surrounding development; and (v) security and beautification of the District. Further, the District finds that the CID Projects conform to the purposes of the CID Act.

F. The District acknowledges that Section 285.530, RSMo, prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the state of Missouri. The District therefore covenants that, to the extent the District has any employees, it will enroll and actively participate in a federal work authorization program required by Section 285.530, RSMo, for public employers; that it will not knowingly violate subsection 1 of Section 285.530, RSMo; that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform work related to this Agreement; and that its employees are lawfully eligible to work in the United States.

Section 2.2 Representations by the City.

The City represents that:

A. The City is duly organized and existing under the Constitution and laws of the State of Missouri as a constitutional-charter city.

B. The City has authority to enter into this Agreement and to carry out its obligations under this Agreement, and the Mayor of the City or his designee has been duly authorized to execute and deliver this Agreement.

C. The execution and delivery of this Agreement, the consummation of the transactions contemplated by this Agreement, and the performance of or compliance with the terms and conditions of this Agreement by the City will not conflict with or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, any mortgage, deed of trust, lease, or any other restriction, or any agreement or instrument to which the City is a party or by which it or any of its property is bound, or any order, rule, or regulation of any court or governmental body applicable to the City or any of its property, or result in the creation or imposition of any prohibited lien, charge, or encumbrance of any nature whatsoever upon any of the property or assets of the City under the terms of any instrument or agreement to which the City is a party.

D. There is no litigation or proceeding pending or, to its knowledge, threatened against the City affecting the right of the City to execute or deliver this Agreement or the ability of the City to comply with its obligations under this Agreement.

E. The City acknowledges that construction of the CID Projects is of significant value to the City and the general public. The City finds and determines that the CID Projects will promote the economic welfare and the development of the City and the State of Missouri through: (i) the creation of temporary and permanent jobs; (ii) stimulating additional development in the area near the CID Projects; (iii) increasing local and state tax revenues; (iv) providing necessary public improvements for the District and other surrounding development; and (v) security and beautification of the District. Further, the City finds that the CID Projects conform to the purposes of the CID Act.

ARTICLE 3: COLLECTION OF REVENUES

Section 3.1 Imposition of the CID Sales Tax.

The District may approve a resolution that, subject to the approval of the District's qualified voters, imposes the CID Sales Tax. The CID Sales Tax shall appear before the qualified voters by mail-in ballot pursuant to Section 67.1545 of the CID Act. If the ballot measure passes, the District shall notify the Director of the Missouri Department of Revenue of the election results.

Section 3.2 Administration and Collection of the CID Sales Tax.

The Parties anticipate that the CID Sales Tax will be collected by the Missouri Department of Revenue, as provided in the CID Act.

The District shall receive the CID Sales Tax Revenue collected by the Department of Revenue. The District shall then deposit the CID Sales Tax Revenues directly into a special trust fund in accordance with Section 67.1545 of the CID Act. The Sales Tax Revenues shall be used to pay the City's Administrative Fee and to reimburse the District for Operating Costs incurred by the District, in the order of priority set forth in Section 3.6.

Section 3.3 Administrative Fee.

The City shall receive an Administrative Fee in the amount of one and one-half percent (1.5%) of the total CID Sales Tax Revenues for its administration efforts with the District and its review of project costs for certification and reimbursement. Said fee shall be paid on a quarterly basis within 60 days of the end of the quarter and shall be accompanied by a Certificate of Administrative Fee signed by an officer of the District certifying that the payment amount is 1.5% of the CID Sales Tax revenues during that period. A sample Certificate of Payment of Administrative Fee is attached as “Exhibit D”.

Section 3.4 Operating Costs.

The District shall pay for the Operating Costs of the District incurred by or on behalf of the District from CID Sales Tax Revenues. The Operating Costs shall be included in the District's annual budget, as provided in Section 4.5. In the course of performing the administrative duties set forth in Section 3.2, the City may incur Operating Costs for the District. The District shall approve the reasonable and necessary Operating Costs incurred by the City and shall reimburse the City for these costs.

Section 3.5 Enforcement of the CID Sales Tax.

Upon request by the Board of Directors of the District, the City agrees, to the extent permitted by law, to take any and all actions necessary for collection and enforcement of the CID Sales Tax. The City may, in its own name or in the name of the District, prosecute or defend in action, lawsuit, or proceeding or take any other action involving third persons which the City deems reasonably necessary in order to secure the payment of any CID Sales Tax. The District hereby agrees to cooperate fully with the City and to take all action necessary to effectuate the substitution of the City for the District in any such action, lawsuit, or proceeding if the City shall so request. The costs for all actions taken by the City for enforcement and legal proceedings for enforcement and collection of the CID Sales Tax shall be treated as Operating Costs of the District.

Section 3.6 Distribution of the CID Sales Tax Revenues.

No disbursements of the CID Sales Tax Revenues shall be made until the City has approved a Certificate of Completion and Reimbursable Project Costs as set forth in Section 4.3. After the City has approved a Certificate of Completion and Reimbursable Project Costs for the CID Projects, and to the extent Reimbursable Project Costs remain unpaid, the District shall make disbursements of the entire balance of the CID Sales Tax Revenues not later than sixty (60) days after the end of each calendar quarter in the following order of priority:

- A. The District shall pay the City's Administrative Fee as set forth in Section 3.3.
- B. The District shall pay Operating Costs of the District.
- C. The District shall pay Reimbursable Project Costs.

Section 3.7 Records of the CID Sales Tax.

The District shall keep accurate records of the CID Sales Tax collected and copies of such records shall be made available to the City. Any District records pertaining to the CID Sales Tax shall be provided to the City upon written request of the City, as permitted by law.

Section 3.8 Repeal of the CID Sales Tax.

When the costs incurred to finance the CID Projects and Reimbursable Project Costs and to pay ongoing Operating Costs associated with and required by the business of the District, or by no later than March 11, 2053, or twenty-seven (27) years following the effective date of the ordinance establishing the District, whichever occurs first, the District shall implement the procedures in the CID Act for repeal of the District's CID Sales Tax and abolishment of the District. The District shall not implement the procedures for repeal or modification of the CID Sales Tax and abolishment of the District if: (1) any CID Sales Tax Revenue is due to the City for outstanding Administrative Fees; or (2) the District, with the prior written consent of the City, has approved another project pursuant to the CID Act; or (3) any portion of the District's obligations remain unpaid. The City's obligation to perform for the District any functions incident to the administration, collection, enforcement, and operation of the CID Sales Tax for the District shall terminate concurrent with the repeal of the CID Sales Tax levied by the District. Upon repeal of any CID Sales Tax, the District shall:

1. Pay the City's Administrative Fee and Collection Fee, if applicable, to which it is entitled in accordance with this Agreement.
2. Pay all outstanding Operating Costs to the District.
3. Pay all other unpaid reimbursable costs to the District.
4. Retain any remaining CID Sales Tax until such time as the District is abolished and the District has provided for the transfer of any funds remaining in a manner permitted by the CID Act.

ARTICLE 4: FINANCING CID PROJECTS

Section 4.1 Design and Construction of CID Projects.

As allowed by the CID Act, the District's role is solely to fund and assist in the funding of CID Projects and the Operating Costs as allowed by the CID Act and as set forth in the Petition establishing the District and further described in "**Exhibit A-1**" attached hereto. The CID Projects shall be designed and constructed by or at the direction of the District. The CID Projects shall be designed and constructed on a schedule to be determined by the District, in accordance with plans approved by the City. The District shall comply with all applicable laws regarding the payment of prevailing wages to contractors or subcontractors for the construction of the CID Projects. The District shall indemnify and hold harmless the City for any damage resulting to it from failure of either the District or any contractor or subcontractor to pay prevailing wages pursuant to applicable laws.

Section 4.2 Financing the CID Projects.

The District shall provide or secure the financing of the CID Projects. The District shall be allowed and is authorized to issue and incur District obligations, such as promissory notes to the Developer, for certified reimbursement expenses, as well as bonds and other financing mechanisms as the District determines is in its best interest. The District shall impose the CID Sales Tax within the boundaries of the District to assist in the funding of the CID Projects.

Section 4.3 Certificate of Completion and Reimbursable Project Costs.

Upon completion of the CID Projects (or any applicable portion of any CID Projects), the District shall submit a Certificate of Completion and Reimbursable Project Costs using the form attached as “**Exhibit C**”: The District shall provide itemized invoices, receipts, or other information to confirm that any such cost is so incurred and does so qualify. If the City reasonably determines that the CID Projects, or an applicable portion of any CID Projects, have been completed in accordance with all relevant codes, regulations, statutes, and laws, and that the costs submitted for reimbursement are Reimbursable Project Costs, then the City shall approve the Certificate of Completion and Reimbursable Project Costs and the amounts stated therein for payment. If the CID Projects, or an applicable portion of any CID Project, are not complete, or any amount submitted for reimbursement are not Reimbursable Project Costs, then the City shall not approve the certificate and the amounts stated therein for payment and shall specify in writing within sixty (60) days after receiving District’s Certificate of Completion and Reimbursable Project Costs the reason(s) for withholding its approval. If the City does not specify reasons for withholding its approval within said 60-day period, the Certificate of Completion and Reimbursable Project Costs shall be deemed approved. If the City withholds approval, the District may request a hearing to challenge the City’s determination. The City shall hold a hearing at which the District may present new and/or additional evidence. The District shall have the right to identify and substitute other Reimbursable Project Costs with a supplemental application for payment, subject to the limitations of this Agreement, for any requested reimbursement that does not qualify as a Reimbursable Project Cost.

Section 4.4 Ownership, Maintenance, and Dedication of CID Projects.

Title to the CID Projects shall at all times be vested in the name of the District, the City, or another appropriate entity. The District may own property associated with the CID Projects; however, the District shall have no ownership of CID Projects that are dedicated to the City. The District shall not be responsible for maintenance of such CID Projects that are dedicated to, and accepted by, the City. The District shall be responsible for obtaining and maintaining insurance for the design, construction, operation, and maintenance of the CID Projects in such form and amounts as required by applicable City or state law.

Section 4.5 Annual Budget.

The fiscal year for the District shall be the same as the fiscal year for the City.

The budget for the District’s first fiscal year shall be prepared and submitted to City Council within ninety (90) days after execution of this Agreement. For each subsequent fiscal year of the District, the District shall, no earlier than one hundred eighty (180) days and no later than ninety (90) days prior to the first day of each fiscal year, submit a proposed budget for the upcoming fiscal year to City Council, the Missouri Department of Revenue, and the State Auditor. Each

budget for the District shall generally be prepared in accordance with all applicable state statutes including Section 67.1471 RSMo, as amended. City Council may review the proposed budget and provide comments to the District, which comments shall be submitted in writing no later than sixty (60) days prior to the first day of the relevant fiscal year. The District shall consider the City Council's comments, if any, and it may amend the proposed budget accordingly if it so chooses. The District shall adopt the annual budget no later than thirty days (30) prior to the first day of the fiscal year.

Section 4.6 New CID Projects.

The District may use CID Sales Tax Revenues, as such revenues are available, to pay Reimbursable Project Costs for all CID Projects which have been determined by the City Council to be necessary and approved in accordance with the CID Act. The District shall not undertake any CID Projects other than those shown in Exhibit D to the Petition, except with the prior approval of the City Council. Payments due to the City pursuant to the priority established in Section 3.6 for its Administrative Fee shall take priority over any costs associated with new CID Projects.

ARTICLE 5: SPECIAL COVENANTS

Section 5.1 Records of the Districts.

The District shall keep proper books of record and account on behalf of the District in which full, true, and correct entries will be made of all dealings or transactions of or in relation to its business affairs in accordance with sound accounting principles, consistently applied. The District shall make its books and records available to the City and shall furnish the City such information as it may reasonably request concerning the District, including such statistical and other operating information requested on a periodic basis, in order to determine whether the covenants, terms and provisions of this Agreement have been met. In addition, the District shall, within one hundred twenty (120) days after the end of each fiscal year, submit a report to the Springfield City Clerk, the Missouri Department of Revenue, and the State Auditor stating the services provided; revenues collected and expenditures made by the District during such fiscal year; and the dates the District adopted its annual budget, submitted its proposed annual budget to the City Council, and submitted its annual report to the City Clerk; and must include copies of written resolutions approved by the Board during the fiscal year. For that purpose, all pertinent books, documents, and vouchers relating to the District's business, affairs, and properties that are otherwise considered public information and not confidential in nature shall at all times during regular business hours be open to the inspection of the City by its accountant or other agent (who may make copies of all or any part thereof provided that the confidentiality of all records shall be maintained pursuant to applicable confidentiality laws and such confidentiality agreements as the City reasonably requires) as shall from time to time be designated and paid for by the inspecting party.

Section 5.2 Records of the City.

The City shall keep and maintain adequate records of the disbursements it authorizes the District to make for reimbursement or payment of the Reimbursable Project Costs (including Operating Costs) and the Administrative Fees and Collection Fees paid to the City. Such records shall be available for inspection by the District upon reasonable notice. The CID shall submit a true and accurate copy of all agendas at least twenty-four (24) hours in advance, annual meeting notices and minutes, the adopted budget, and any reports or filings provided to State agencies.

Section 5.3 District's Obligations to the City under Bond or Surety.

The Parties agree that:

A. The CID Projects, or any portion thereof, which the District is or becomes obligated to the City to construct pursuant to any City Code provision or Ordinance, does not diminish the consideration to the District as recited in Section 2.1 and shall be a Reimbursable Project Cost that may be reimbursed in accordance with this Agreement.

B. In the event that the City constructs or causes to be constructed any portion of the CID Projects pursuant to any action on a bond or other form of surety that is provided to the City by the District pursuant to the City Code or an Ordinance, then the City shall be entitled to reimbursement from the District for such Reimbursable Project Costs or Operating Expenses that are not paid or reimbursed to the City under such bond or surety. The City shall complete a certificate in substantial compliance with the form in "**Exhibit C**" to receive such reimbursement, which shall be approved by the District in accordance with Section 4.3.

ARTICLE 6: DEFAULTS AND REMEDIES

Section 6.1 Events of Default.

If any one or more of the following events shall occur and be continuing, such event or events shall constitute an Event of Default under this Agreement:

A. Failure by the District to make a payment in a timely manner as required by this Agreement, and the continuance of such failure for ten (10) days following written notice to District of such failure; or

B. Failure by any Party in the performance of any covenant, agreement, or obligation imposed or created by this Agreement, and the continuance of such default for sixty (60) days after a non-defaulting Party has given written notice to the defaulting Party specifying such default.

Section 6.2 Remedies on Default.

If any Event of Default has occurred and is continuing, then any non-defaulting Party may, upon its election or at any time after its election while such default continues, by mandamus or other suit, action, or proceedings at law or in equity, enforce its rights against the defaulting Party and its officers, agents, and employees, and require and compel duties and obligations required by the provisions of this Agreement.

Section 6.3 Rights and Remedies Cumulative.

The rights and remedies reserved by the Parties under this Agreement and those provided by law shall be construed as cumulative and continuing rights. No one of them shall be exhausted by the exercise thereof on one or more occasions. The Parties shall be entitled to specific performance and injunctive or other equitable relief for any breach or threatened breach of any of the provisions of this Agreement, notwithstanding availability of an adequate remedy at law, and each party hereby waives the right to raise such defense in any proceeding in equity.

Section 6.4 Waiver of Breach.

No waiver of any breach of any covenant or agreement contained in this Agreement shall operate as a waiver of any subsequent breach of the same covenant or agreement or as a waiver of any breach of any other covenant or agreement, and in case of an Event of Default, a non-defaulting Party may nevertheless accept from the defaulting Party, any payment or payments without in any way waiving the non-defaulting Party's right to exercise any of its rights and remedies as provided herein with respect to any such default or defaults in existence at the time when such payment or payments were accepted by the non-defaulting Party.

Section 6.5 Excusable Delays.

No Party shall be deemed to be in default of this Agreement because of Excusable Delays.

ARTICLE 7: MISCELLANEOUS

Section 7.1 Effective Date and Term.

This Agreement shall become effective on the date set forth herein. Upon expiration of the CID Sales Tax as provided in Section 3.8, the District shall be abolished in accordance with Section 67.1481, RSMo.

Section 7.2 Immunities.

No recourse shall be had for any claim based upon any representation, obligation, covenant, or agreement in this Agreement maintained against any past, present, or future officer, member, employee, director, or agent of the City or the District, or of any successor thereto, as such, either directly or through the City or the District, or any successor thereto, under any rule of law or equity, statute, or constitution or by the enforcement of any assessment or penalty or otherwise, and all such liability of any such officers, members, employees, directors, or agents as such is hereby expressly waived and released as a condition of and consideration for the execution of this Agreement.

The District, as a separate political subdivision of the state, is responsible for compliance with all applicable state laws. The District shall defend, indemnify, and hold harmless the City and its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all suits, claims, costs of defense, damages, injuries, liabilities, costs and/or expenses, including court costs and attorney fees, resulting from, arising out of, or in any way connected with the District's failure to comply with any applicable law.

Section 7.3 Modification.

The terms, conditions, and provisions of this Agreement can be neither modified nor eliminated except in writing and by mutual agreement between the Parties. Any modification to this Agreement as approved shall be attached hereto and incorporated herein by reference.

Section 7.4 Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri. In the event of any dispute under this Agreement, venue shall be proper only in the Circuit Court of Greene County, Missouri. The Parties agree that the engagement of

common special legal counsel among two or more Parties to this Agreement does not materially limit the representation of those Parties and will not adversely affect the relationship between such Parties.

Section 7.5 Notices

Notices required by this Agreement shall be deemed given if deposited in United States mail, first class, postage prepaid, or with a reputable overnight carrier and address as specified below, or to such other address with respect to any Party as that Party may, from time to time, designate in writing and forward to the other Parties.

City

City of Springfield
ATTN: City Manager
840 N Boonville Ave
Springfield, MO 65802

District

North Glenstone Community Improvement District
ATTN: _____

Section 7.6 Validity and Severability.

It is the intention of the parties hereto that the provisions of this Agreement shall be enforced to the fullest extent permissible under the laws and public policies of the State of Missouri, and that the unenforceability (or modification to conform with such laws or public policies) of any provision hereof shall not render unenforceable, or impair, the remainder of this Agreement. Accordingly, if any provision of this Agreement shall be deemed invalid or unenforceable in whole or in part, this Agreement shall be deemed amended to delete or modify, in whole or in part, if necessary, the invalid or unenforceable provision or provisions, or portions thereof, and to alter the balance of this Agreement in order to render the same valid and enforceable.

Section 7.7 Execution of Counterparts.

This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

Section 7.8 City Approvals.

Unless specifically provided to the contrary herein, all approvals of the City hereunder may be given by the City Manager or his/her designee without the necessity of any action by the City Council.

Section 7.9 District Approvals.

Unless specifically provided to the contrary herein, all approvals of any District hereunder may be given by the Executive Director or his designee without the necessity of any action by the District.

Section 7.10 Conflicts.

No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders the Agreement void. Any applicable federal regulations and applicable provisions in Section 105.450 et seq., RSMo, shall not be violated. The District covenants that they presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Agreement. The District further covenants that in the performance of this Agreement no person having such interest shall be employed or compensated by District.

Section 7.11 Discrimination.

The District agrees in the performance of this Agreement not to discriminate on the ground or because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of District or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder. The parties hereby incorporate the requirements of 41 C.F.R. §§ 60-1.4(a)(7), 29 C.F.R. Part 471, Appendix A to Subpart A, 41 C.F.R. § 60-300.5(a) and 41 C.F.R. § 60-741.5(a), if applicable.

- a. The District and any authorized subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
- b. The District and any authorized subcontractor shall abide by the requirements of 41 C.F.R. § 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

Section 7.12 Certificate of Compliance with Section 34.600, RSMo. (Anti-Discrimination Against Israel Act).

That pursuant to Missouri Revised Statutes, Sections 34.600 et seq., the District shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

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IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

ATTEST:

THE CITY OF SPRINGFIELD, MISSOURI

City Clerk

By: _____
City Manager

APPROVED AS TO FORM:

City Attorney or designee

**NORTH GLENSTONE COMMUNITY
IMPROVEMENT DISTRICT**

By: _____

Name:

Title:

ATTEST

By: _____

EXHIBIT A
DISTRICT LEGAL DESCRIPTION

A TRACT OF LAND BEING PART OF SECTIONS 5, 6 AND 8, TOWNSHIP 29 NORTH, RANGE 21 WEST, CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT COMMON CORNER OF SECTIONS 5, 6, 7, AND 8, SAID POINT ALSO BEING AT THE INTERSECTION OF THE CENTERLINE OF NORTH GLENSTONE AVENUE AND THE CENTERLINE OF EAST KEARNEY STREET, THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 6 TO A POINT ON THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 1 OF ALDI SUBDIVISION REPLAT AS RECORDED IN PLAT BOOK YY PAGE 74, THENCE ALONG SAID WESTERN EXTENSION AND THE ENTIRE WETERN LIMITS OF LOT 1 TO THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF THAT PARCEL CONVEYED TO OREILLY HOSPITALITY INC IN DEED BOOK 2014, PAGE 014740-16 TO THE SOUTHEAST CORNER OF THE PARCEL CONVEYED TO SHAMROCK PROPERTIES INC IN DEED BOOK 2171/PAGE 1647; THENCE NORTH ALONG THE WEST LINE OF SAID OREILLY HOSPITALITY PARCEL TO THE NORTHWEST CORNER THEREOF, SAID CORNER ALSO BEING THE SOUTHWEST CORNER OF THAT PROPERTY CONVEYED TO COACH HOUSE PROPERTIES LLC IN DEED BOOK 2638, PAGE 1910; THENCE ALONG THE WEST LINE OF SAID COACH HOUSE PROPERTIES LLC PARCEL TO THE NORTHWEST CORNER THEREOF, SAID POINT ALSO BEING THE SOUTHWEST CORNER OF LOT 2 OF WEBSTER-MID AMERICA SUDIVISION AS RECORDED IN PLAT BOOK JJ, PAGE 75; THENCE ALONG THE WEST LINE THEREOF TO THE NORTHWEST CORNER OF SAID LOT 2, SAID POINT BEING THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO 2601 N GLENSTONE HOLDINGS LLC IN DEED BOOK 2024, PAGE 014092-24; THENCE ALONG THE WEST LINE THEREOF TO THE NORTHWEST CORNER OF SAID 2601 GLENSTONE HOLDINGS LLC PARCEL, SAID POINT ALSO BEING THE SOUTHWEST CORNER OF LOT 4 OF MCCULLAHS SUBDIVISION AS RECORDED IN DEED BOOK 32, PAGE 200; THENCE NORTH ALONG THE WEST LINE OF LOTS 4, 3, 2 AND 1 OF SAID MCCULLAHS SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1, SAID POINT BEING THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO EAST SPRINGFIELD HOTEL GROUP LLC IN DEED BOOK 2017, PAGE 017702-17, SAID PARCEL ALSO BEING LOT 1 OF JOHN A. MCCLERNON SUBDIVISION AS RECORDED IN 1929; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 1 TO THE NORTHWEST CORNER THEREOF; THENCE EAST ALONG THE NORTH LINE OF SAID LOT 1 TO THE EAST LINE TO A POINT ON THE WEST RIGHT OF WAY LINE OF NORTH GLENSTONE AVENUE; THENCE SOUTH ALONG SAID WEST RIGHT OF WAY LINE TO THE INTERSECTION WITH THE SOUTH LINE OF SAID LOT 1, SAID POINT ALSO BEING THE NORTH LINE OF THE SOUTHEAST CORNER OF SECTION 6; THENCE ALONG SAID NORTH LINE TO THE NORTHEAST CORNER OF THE SOUTHEAST CORNER OF SECTION 6, ALSO BEING THE NORTHWEST CORNER

OF THE SOUTHWEST QUARTER OF SECTION 5; THENCE ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 5 TO THE SOUTHWEST CORNER OF THAT PARCEL CONVEYED TO QUALITY LODGING PROP SPFD LLC IN DEED BOOK 2003, PAGE 024706-03, SAID POINT BEING ON THE SOUTH RIGHT-OF-WAY OF U.S. INTERSTATE 44; THENCE NORTH AND EAST ALONG SAID SOUTH RIGHT-OF-WAY LINE ALONG THE WEST LINE OF SAID QUALITY LODGING PROP SPFD PARCEL TO THE NORTHWEST CORNER THEREOF, SAID POINT ALSO BEING ON THE SOUTH RIGHT OF WAY LINE OF KERR STREET; THENCE CROSSING SAID RIGHT OF WAY OF KERR STREET TO THE SOUTHWEST CORNER OF LOT 4 OF THEISSEN WINERIES AS RECORDED IN PLAT BOOK II, PAGE 47; THENCE NORTHEASTERLY ALONG THE NORTH AND WEST LINES OF LOTS 4, 3, 2, AND 1 OF SAID THEISSEN WINERIES SUBDIVISION, SAID COURSE ALSO FOLLOWING THE SOUTH RIGHT-OF-WAY LINE OF US INTERSTATE 44, TO THE NORTHWEST CORNER OF LOT 1 OF MID-AMERICAN SUBDIVISION 2ND ADDITION AS RECORDED IN PLAT BOOK ZZ, PAGE 240, SLIDE 4425; THENCE ALONG THE NORTH LINE OF SAID LOT 1 AND THE NORTH LINE OF LOTS 1 AND 2 OF KERR AND BARNES PHASE 2 SUBDIVISION TO THE RECORDED IN PLAT BOOK AAA, PAGE 421, SLIDE 5006 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 AND THE SOUTHERLY EXTENSION THEREOF TO THE CENTERLINE OF EAST KERR STREET; THENCE WEST ALONG SAID CENTERLINE TO THE NORTHERLY EXTENSION OF THE WEST LINE OF LOT 1 OF MID AMERICAN SUBDIVISION AS RECORDED IN PLAT BOOK NN, PAGE 30; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 1 TO THE INTERSECTION WITH THE NORTH LINE OF LOT 2 OF COMBS COMMERCIAL DEVELOPMENT 1ST ADDITION AS RECORDED IN PLAT BOOK AAA, PAGE 366, SLIDE 4951; THENCE ALONG THE NORTH LINE OF SAID LOT 2 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF THAT PARCEL CONVEYED TO WOLVERINE LAND HOLDINGS LLC IN DEED BOOK 2025, PAGE 010698-25; THENCE SOUTH ALONG THE EAST LINE OF SAID WOLVERINE LAND HOLDINGS LLC PARCEL TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF LOT 2 OF MACK-LEB FIRST ADDITION AS RECORDED IN PLAT BOOK SS, PAGE 86; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 2 TO THE SOUTHEAST CORNER THEREOF, SAID POINT BEING THE NORTHEAST CORNER OF THAT PARCEL CONVEYED TO WAL-MART REALTY CO IN DEED BOOK 2004, PAGE 006505-04; THENCE SOUTH ALONG THE ENTIRE EASTERN LIMITS TO THE NORTH RIGHT-OF-WAY LINE OF EAST KEARNEY STREET; THENCE EAST ALONG SAID RIGHT OF WAY LINE TO THE NORTHERLY PROLONGATION OF THE EAST LINE OF KEARNEY-GLENSTONE SUBDIVISION AS RECORDED IN ADMINISTRATIVE SUBDIVISION 37614-19 IN PLAT BOOK SRB-5490, PAGE 3094; THENCE SOUTH ALONG SAID PROLONGATION AND THE EAST LINE OF SAID KEARNEY-GLENSTONE SUBDIVISION TO THE SOUTHEAST CORNER THEREOF; THENCE WEST ALONG THE SOUTH LINE OF KEARNEY-GLENSTONE SUBDIVISION TO THE SOUTHEAST CORNER OF THE REPLAT OF KEARNEY-GLENSTONE SUBDIVISION LOT 1 AS RECORDED IN PLAT BOOK FF, PAGE 81; THENCE ALONG THE EAST, NORTH AND WEST LINE OF SAID

LOT 1 TO THE SOUTHWEST CORNER THEREOF, SAID POINT BEING THE SOUTHEAST CORNER OF THAT PARCEL CONVEYED TO UNITED MO BANK OF SPRINGFIELD IN DEED BOOK 1673, PAGE 0717; THENCE WEST ALONG THE SOUTH LINE OF SAID UNITED MO BANK OF SPRINGFIELD PARCEL TO THE SOUTHWEST CORNER THEREOF, SAID POINT BEING ON THE EAST RIGHT OF WAY LINE OF NORTH GLENSTONE AVENUE; THENCE NORTH ALONG THE WEST LINE OF SAID UNITED BANK OF SPRINGFIELD PARCEL TO THE SOUTHEAST CORNER OF LOT 1 OF KUM & GO #1470 AS RECORDED IN PLAT BOOK AAA, PAGE 596, SLIDE 5181; THENCE WEST ALONG THE SOUTH LINE AND WESTERLY EXTENSION THEREOF TO THE CENTERLINE OF NORTH GLENSTONE AVENUE, SAID POINT ALSO BEING ON THE COMMON LINE BETWEEN SECTIONS 7 AND 8; THENCE NORTH ALONG SAID COMMON LINE TO THE COMMON CORNER OF SECTIONS 5, 6, 7 AND 8 TO THE POINT OF BEGINNING.

EXHIBIT A-1
ESTIMATED COSTS OF CID PROJECTS

Security Services: Security personnel, training, administration, office rent, utilities, vehicle expenses, insurance, purchase, lease or otherwise provide security equipment and facilities for the protection of property and persons within the District. \$1,506,420 per year

Beautification: Cleaning and maintenance services to improve or maintain the appearance of the District, district improvements, lawns, trees and any other landscaping, roads, streets, sidewalks, parking garages, ramps, alleys, traffic signs, traffic signals, utilities, parking lots and other related site and off-site improvements, streetscape, lighting, benches or other seating furniture, trash receptables, marquees, awnings, canopies, walls and barriers, any other improvements authorized under the CID Act. \$143,580 per year

Professional Fees/ Engineering Fees/ Legal Fees/ Consulting Fees \$50,000 per year

Other Services and Improvements: Any and all other services authorized under the CID Act; any other improvements authorized under the CID Act. \$50,000 per year

Total Estimated Hard Costs:	\$1,700,000
Total Estimated Soft Costs:	\$ 50,000
Total Annual Estimated Cost:	\$1,750,000

* These costs are estimates only and may fluctuate based on actual revenues and costs incurred for purposes permitted under the CID Act.

EXHIBIT B
MAP OF DISTRICT

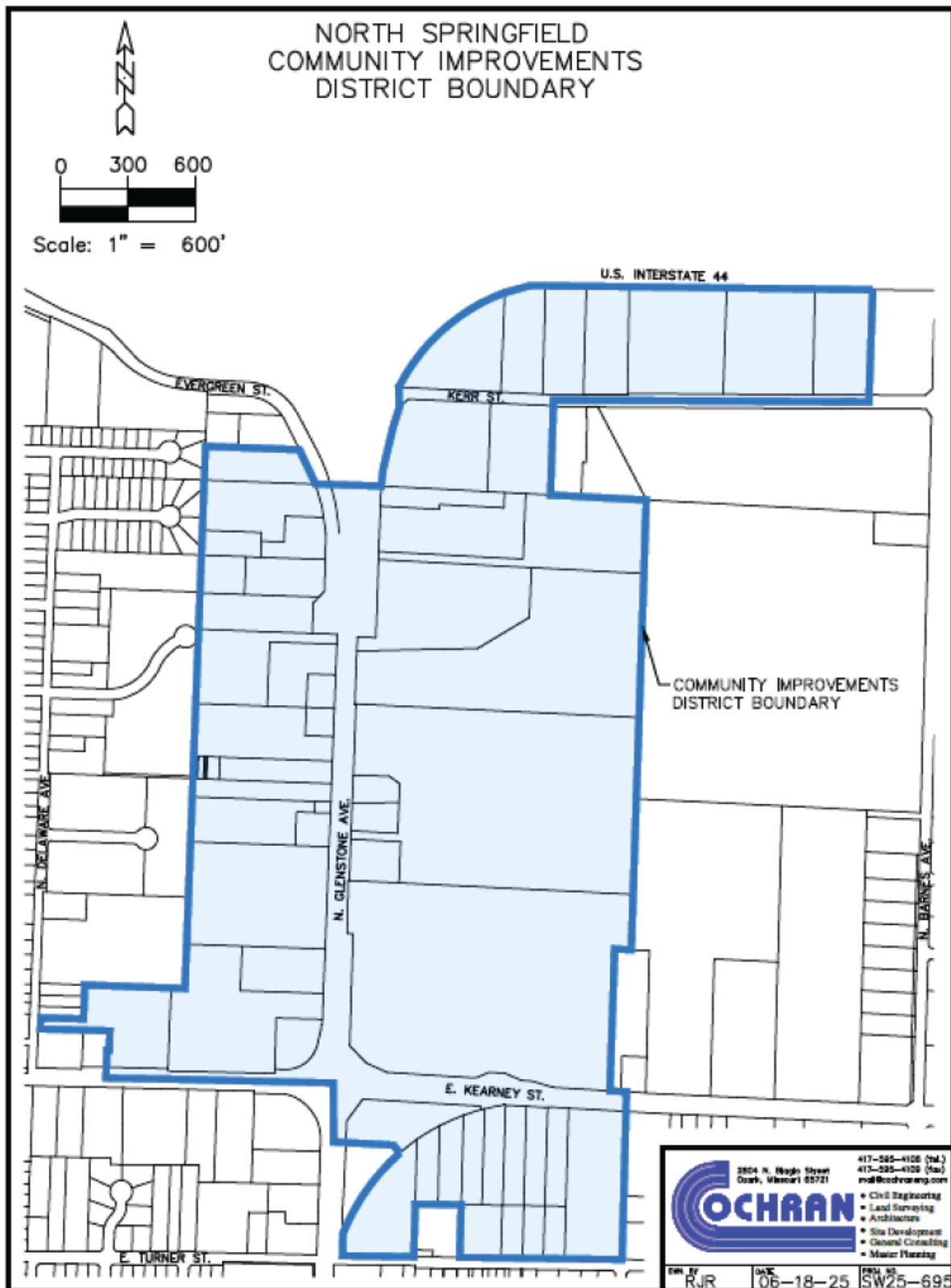


EXHIBIT C
**FORM OF CERTIFICATE OF COMPLETION
AND REIMBURSABLE PROJECT COSTS**

**CERTIFICATE OF COMPLETION
AND REIMBURSABLE PROJECT COSTS**

To: City Manager, City of Springfield, Missouri
cc: Board of Directors, North Glenstone Community Improvement District

Re: Completion and Certification of Reimbursable Project Costs

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Cooperative Agreement dated as of _____, 20____ (the "Agreement") between the City of Springfield and the North Glenstone Community Improvement District. In connection with said Agreement, the undersigned hereby states and certifies that:

1. The capital improvements of the CID Projects, or an appropriate portion thereof, have been completed in accordance with the Agreement, and all required approvals, certificates or permits have been granted or issued by the appropriate governmental entity agency to commence operation of said improvements in the CID Project.
2. Each item listed on *Schedule 1* attached hereto as a Reimbursable Project Cost and was incurred in connection with the construction /administration of the CID Project.
3. These Reimbursable Project Costs have been incurred and reimbursable under the Agreement and the CID Act.
4. No item listed on *Schedule 1* has previously been paid or reimbursed from money derived from the CID Sales Tax, and no part thereof has been included in any other certificate previously filed with the City.
5. With respect to Reimbursable Project Costs, there has not been filed with or served upon the District any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith.
6. With respect to Reimbursable Project Costs, all necessary permits and approvals required for the work for which this certificate relates have been issued and are in full force and effect.
7. With respect to Reimbursable Project Costs, all work for which payment or reimbursement is requested has been performed in a good and workmanlike manner and in accordance with the Agreement.
8. If any cost item to be reimbursed under this Certificate is deemed not to constitute a Reimbursable Project Cost within the meaning of the Agreement and the CID Act, the Developer shall have the right to substitute other eligible Reimbursable Project Costs for payment hereunder.

9. The District is not in default or breach of any term or condition of the Agreement, and no event has occurred and no condition exists which constitutes an Event of Default under the Agreement.

10. All of the District's representations set forth in the Agreement remain true and correct in all material respects as of the date hereof.

11. The parties acknowledge and agree that the District may submit more than one Certificate as appropriate stages of the CID Project are completed and the City shall consider and approve each Certificate provided it is otherwise in compliance with the Cooperative Agreement.

12. The parties hereto acknowledge and agree that Reimbursable Project Costs include the Operating Costs of the District and that the District shall be entitled to submit requests for said Operating Costs under and as a part of this Certificate.

Dated this _____ day of _____, 20____.

**NORTH GLENSTONE COMMUNITY
IMPROVEMENT DISTRICT**

By: _____

Name: _____

Title: _____

Approved:

**CITY OF SPRINGFIELD, MISSOURI,
agent for the North Glenstone Community Improvement District**

By: _____

Name: _____

Title: _____

Date: _____

**SCHEDULE 1 TO CERTIFICATE OF COMPLETION
AND REIMBURSABLE PROJECT COSTS**
Itemization of Reimbursable Project Costs

EXHIBIT D
FORM OF
CERTIFICATE OF PAYMENT OF ADMINISTRATIVE FEE

To: City of Springfield, Missouri

Re: Certification of Payment of Administrative Fee

1. The City is entitled to receive an Administrative Fee for its administration efforts with the District in the amount of one and one-half percent (1.5%) of the total CID Sales Tax Revenues.
2. Said fee shall be paid on a quarterly basis within 60 days of the end of the quarter.
3. The District's total CID Sales Tax Revenues for the quarter beginning on [DATE] and ending on [DATE] are: \$_____.
4. The District submits to the City payment of its Administrative Fee for the quarter beginning on [DATE] and ending on [DATE] in the amount of \$_____, which is 1.5% of the CID Sales Tax Revenues during that period.

Dated this ____ day of _____, 20__.

**NORTH GLENSTONE COMMUNITY
IMPROVEMENT DISTRICT**

By: _____

Name: _____

Title: _____

Payment accepted this ____ day of _____, 20____:

CITY OF SPRINGFIELD, MISSOURI,

By: _____

Name: _____

Title: _____



EXPLANATION TO COUNCIL BILL 2026-027 (LEE)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Public Works

TITLE: A special ordinance amending the budget for the Department of Public Works for Fiscal Year 2025-2026 in the amount of \$307,443.27 to accept payment from local partners sharing the cost of capturing aerial imagery in Greene County and Christian County in 2026.

PURPOSE: A special ordinance authorizing the City Manager, or designee, on behalf of the City of Springfield, to execute an existing contract with Pictometry International Corporation. This Ordinance acknowledges that all partner organizations have existing memoranda of understanding in place and amends the budget for the Department of Public Works for Fiscal Year 2025–2026 in the amount of \$307,443.27.

BACKGROUND INFORMATION: For more than twenty years, the City of Springfield has worked cooperatively with partner organizations through the GIS Technical Team to jointly purchase orthophotography for maintaining an accurate base map. Aerial imagery is updated approximately every two years to reflect new construction and changes in land use and to meet partner organization requirements for current, consistent imagery. This imagery supports economic development, public safety, emergency response, infrastructure asset management, future planning, data maintenance, and other citywide web maps and applications. The imagery is made available to the public through the City's online maps, GIS web services, and digital data download.

The City of Springfield first contracted with Pictometry International Corporation in March 2009 to acquire oblique and aerial imagery. Since that time, imagery has been captured in 2012, 2014, 2016, 2018, 2020, 2022, and 2024. The current contract (No. 2021-1263) includes a flight scheduled for early March 2026, when visibility is optimal. The 2026 flight area will cover all of Greene and Christian Counties, approximately 1,283 square miles.

REMARKS: A cost-sharing agreement between the agencies involved in this acquisition is based on the geographic area needed by each agency. The City's Purchasing Division will work with the GIS technical team to contract for this imagery at a cost for this project not to exceed \$330,367.50. The project will be funded through existing cost sharing agreements with City Utilities (\$41,730), Christian County (\$108,483.26), Greene County (\$104,351.96), the City of Nixa (\$10,461.40), the City of Ozark (\$12,764.40), the City of Republic (\$4,652.25), and Ozarks Transportation Organization (\$25,000); the summary is attached as "Exhibit 1." The total contributions from these entities will be \$307,443.27.



The City of Springfield's share of \$22,924.23 will be funded by the Department of Environmental Services Clean Water Fund (\$11,462.12), and Public Works 1/8-cent Transportation Sales Tax (\$11,462.11) from funds already budgeted. There will be no impact to the General Fund. A budget adjustment totaling \$307,443.27 is attached for the remaining funding of the project that reflects the total contributions from the external agencies.

This Ordinance supports the following City Council Priorities:

- Operational Excellence
- Economic Vitality

RECOMMENDATION: The departments of Information Systems, Environmental Services, and Public Works recommend approval of this Council bill and budget adjustment.

Submitted By: Nathan Huggins, GIS & Asset Systems Manager

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

- Attachments:**
1. 2026 Pictometry Aerial Flight_ord
 2. PictometryAerialFlight26_Exh1_Map
 3. PictometryAerialFlight26_Exh2_BA

One-rdg. _____
P. Hrngs. _____
Pgs. 6
Filed 01-20-26

Sponsored by: Lee

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-027

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the budget for the Department of Public Works for Fiscal Year
2 2025-2026 in the amount of \$307,443.27 to accept payment from
3 local partners sharing the cost of capturing aerial imagery in
4 Greene County and Christian County in 2026.
5 _____
6

7 WHEREAS, for the past twenty years the City of Springfield ("City") has worked
8 cooperatively with area partners to maintain an accurate base map of the area by
9 obtaining aerial imagery for use with the City's Geographic Information System ("GIS");
10 and
11

12 WHEREAS, Pictometry International Corporation ("Pictometry") has provided the
13 aerial imagery from 2012 to the present, and the City currently has Contract 2021-1263
14 with Pictometry, which includes an aerial imagery flight for 2026 as described in "Exhibit
15 1" which is attached hereto and incorporated herein by this reference; and
16

17 WHEREAS, the 2026 imagery flight will be at a cost of \$330,367.50, funded
18 through the existing cost share intergovernmental agreements with City Utilities,
19 Christian County, Greene County, the City of Nixa, the City of Ozark, the City of
20 Republic, and Ozarks Transportation Organization, with the City of Springfield's share,
21 totaling \$22,924.23, funded equally by the Department of Environmental Services Clean
22 Water Fund (\$11,462.12) and the 1/8-cent Transportation Sales Tax (\$11,462.11) using
23 funds that are already budgeted.
24

25 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
26 SPRINGFIELD, MISSOURI, as follows, that:
27

28 Section 1 – The budget for Fiscal Year 2025-2026 of the Department of Public
29 Works of the City of Springfield, Missouri, is hereby amended in the accounts and in the
30 amounts as shown on Budget Adjustment No. 044, a copy of which is attached hereto
31 and incorporated herein by this reference as "Exhibit 2."
32

33 Section 2 – City Council hereby finds that the budget adjustment made above

has been recommended by the City Manager.

Section 3 – The City Manager, or designee is directed to cause the appropriate accounting entries to be made in the books and records of the City.

Section 4 – This Ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

Mayor

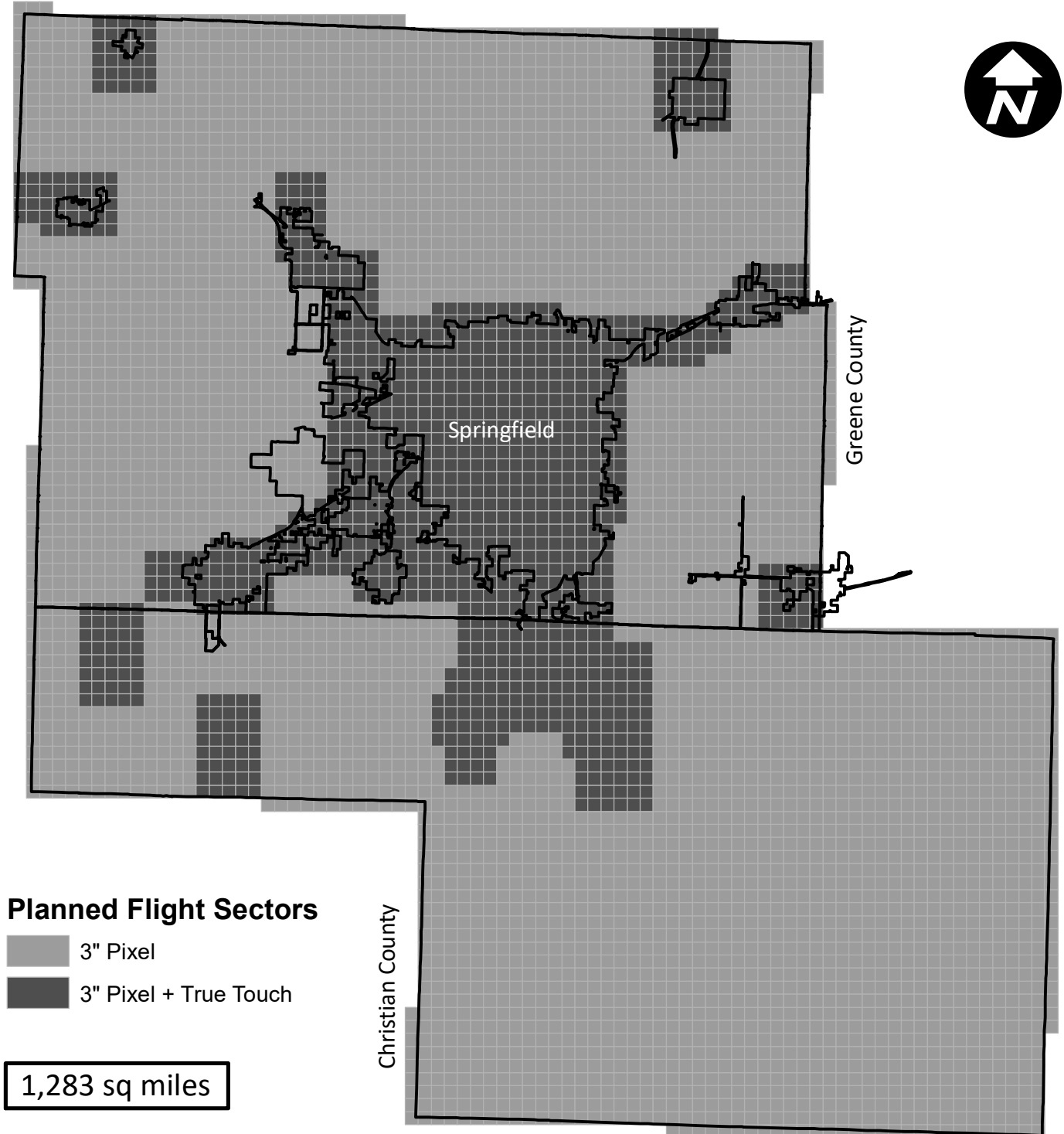
Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form:  _____, Assistant City Attorney

Approved for Council action:  _____, City Manager

Exhibit 1: 2026 Pictometry Flight Details and Cost Share



Flight Costs			
3" Flight Sectors:	1004 sqmi	\$	240,960.00
3" + TrueTouch Prop:	279 sqmi	\$	83,700.00
Freq Ortho & Training:	185 sqmi	\$	5,707.50

Total Flight Cost		\$	330,367.50

Partner Costs	
Christian County	= \$ 108,483.26
City of Nixa	= \$ 10,461.40
City of Ozark	= \$ 12,764.40
City of Republic	= \$ 4,652.25
City of Springfield	= \$ 22,924.23
City Utilities	= \$ 41,730.00
Greene County	= \$ 104,351.96
Ozarks Transp. Org.	= \$ 25,000.00

Total Cost	= \$ 330,367.50

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit 2

Budget Adjustment
044

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46040	20	73020	416010	000000	00000	\$ 20,000.00	Ozark Transportation Organization(OTO) Contrb-Federal
46130	20	73020	414110	000000	00000	5,000.00	Ozark Transportation Organization(OTO) Contrb-Local
46100	20	73020	414110	000000	00000	104,351.96	Greene County Contribution
46130	20	73020	414110	000000	00000	108,483.26	Christian County Contribution
46130	20	73020	414110	000000	00000	10,461.40	City of Nixa Contribution
46130	20	73020	414110	000000	00000	12,764.40	City of Ozark Contribution
46130	20	73020	414110	000000	00000	4,652.25	City of Republic Contribution
46140	20	73020	414110	000000	00000	41,730.00	City Utilities Contribution
Net Revenue Adjustment						\$ 307,443.27	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46040	20	73020	504580	000000	00000	\$ 20,000.00	Pictometry & Aerial Photos/Images - 2026
46100	20	73020	504580	000000	00000	104,351.96	Pictometry & Aerial Photos/Images - 2026
46130	20	73020	504580	000000	00000	141,361.31	Pictometry & Aerial Photos/Images - 2026
46140	20	73020	504580	000000	00000	41,730.00	Pictometry & Aerial Photos/Images - 2026
Net Expenditure Adjustment						\$ 307,443.27	

Fund Balance Appropriation:

Fund	Title	Amount

Explanation: To amend the FY2025-26 budget of the Public Works Department by appropriating revenues and expenses related to intergovernmental agreements between the City of Springfield and various other agencies for the cooperative purchase of Pictometry and aerial imagery to be used within each entities' GIS system. The City's share of \$22,924.23 is already budgeted and will be funded by the Environmental Services Clean Water Fund operating budget and Public Works 1/8-cent Transportation Sales Tax Fund.

Requested By:

Dan Smith 1-20-2026
Department Head Date

Approved By:

DD Hill 1-20-2026
Director of Finance Date

Authorization:

Council Bill No. 2026-027
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____

City Manager Date



EXPLANATION TO COUNCIL BILL 2026-028 (HARDINGER)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Law

TITLE: A general ordinance amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-3 “Persons Authorized to Enter into Agreements on Behalf of the City,” to modify the authority of the City Manager and department directors to enter into contracts without additional legislative action; and amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-9 “Gifts and donations to city,” to increase the value of gifts and donations to the city that may be accepted without additional legislative action.

PURPOSE: A general ordinance amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-3 “Persons Authorized to Enter into Agreements on Behalf of the City,” to modify the authority of the City Manager and department directors to enter into contracts without additional legislative action; and amending the Springfield City Code, Chapter 2 “Administration,” Article I “In General,” Section 2-9 “Gifts and donations to city,” to increase the value of gifts and donations to the city that may be accepted without additional legislative action.

BACKGROUND INFORMATION: City Code Section 2-3 contains several subsections that authorize various members of city staff to execute contracts that have been approved by City council and to enter into contracts on behalf of the city, without further City Council approval. In several of these subsections, the authority to enter into contracts is based on those contracts' dollar values. Those values have not been updated in over ten years, and for most subsections, have not been updated in more than twenty years. These values are outdated and fail to take into consideration the economic impacts of the past twenty years.

Similarly, City Code Section 2-9 currently allows for the city manager to accept gifts and donations to the City for municipal services, provided any such gift does not exceed \$4,000. This dollar threshold has not been updated since the adoption of Section 2-9 in 1997.

On April 21, 2025, City Council adopted a new purchasing policy by General Ordinance 6925. The new purchasing policy, among other changes, increased the dollar thresholds governing competitive bidding to reflect modern dollar values. The new policy allows contracts of up to \$5,000 to be entered without competition, contracts of up to \$25,000 to be informally solicited by departments, contracts of up to \$100,000 to be informally solicited by the Division of Purchases, and requires any contract greater than \$100,000 to be formally solicited.



The amendments to Section 2-3 and 2-9 will adopt similar dollar thresholds for both contract authority and competitive bidding requirements, ensuring consistency and improving efficiency by allowing the City to enter into contracts and accept donations in a more timely fashion.

Submitted By: Kyle Tolbert, Assistant City Attorney

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments: 1. Amend 2-3_ord

One-rdg. _____
P. Hrngs. _____
Pgs. 7
Filed: 01-20-26

Sponsored by: Hardinger

First Reading: _____

Second Reading: _____

COUNCIL BILL 2025-028

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield City Code, Chapter 2 "Administration," Article I "In
2 General," Section 2-3 "Persons Authorized to Enter into
3 Agreements on Behalf of the City," to modify the authority of the
4 City Manager and department directors to enter into contracts
5 without additional legislative action; and amending the Springfield
6 City Code, Chapter 2 "Administration," Article I "In General,"
7 Section 2-9 "Gifts and donations to city," to increase the value of
8 gifts and donations to the city that may be accepted without
9 additional legislative action.

10
11
12 WHEREAS, City Council, by General Ordinance 6925, adopted a new
13 purchasing policy to update the City of Springfield's purchasing processes; and
14

15 WHEREAS, the new purchasing policy increased the dollar thresholds governing
16 competitive bidding, and allows contracts of up to \$5,000 to be entered without
17 competition, contracts of up to \$25,000 to be informally solicited by departments,
18 contracts of up to \$100,000 to be informally solicited by the Division of Purchases, and
19 any contract greater than \$100,000 to be formally solicited; and
20

21 WHEREAS, City Code Section 2-3, which authorizes certain City staff to enter
22 into agreements on behalf of the City, has not been similarly updated.
23

24 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
25 SPRINGFIELD, MISSOURI, as follows, that:
26

27 (NOTE: Language to be added is underlined and language to be deleted is ~~stricken~~.)
28

29 Section 1 – The Springfield City Code, Chapter 2 'Administration,' Article I
30 'Generally,' Section 2-3 'Persons Authorized to Enter into Agreements on Behalf of the
31 City,' is hereby amended as follows:
32

33 Sec. 2-3. – Persons authorized to enter agreements on behalf of city.

34
35 All contracts entered into or executed by officers, agents, or employees of the city are
36 contingent upon the director of finance certifying the availability of unencumbered
37 appropriated funds from which payment for contract purposes can be made.
38

- 39 (a) The city manager is hereby authorized to execute, on behalf of the city, all
40 agreements which shall be entered into by the city from time to time when this
41 Code or other ordinances or the Charter do not expressly provide that other
42 officers or persons are authorized to enter into such agreements on behalf of the
43 city; except that this section shall have no effect upon the authority of the
44 purchasing agent of the city. The term "city manager" as used in any section
45 authorizing the city manager to execute an agreement on behalf of the city shall
46 be deemed to also include and confer authority upon the deputy city managers
47 and the assistant city managers to execute such agreement on behalf of the city.
48
- 49 (b) Any agreement entered into by any administrative board of the city on behalf of
50 the city shall be executed by the chairperson of such board, and he is hereby
51 authorized to execute such agreements unless the Charter, this Code,
52 ordinances or resolutions of the city shall expressly provide otherwise or unless
53 any such administrative board shall by rule, regulation or resolution expressly
54 provide otherwise.
55
- 56 (c) This section shall not affect, nor shall it be deemed to affect in any way, any
57 agreements which may be entered into by the board of public utilities of the city.
58
- 59 (d) The director of the department of economic vitality and workforce development is
60 hereby authorized to enter into contracts not to exceed \$10,000.00~~\$25,000.00~~
61 with training institutions, schools and employers for the purpose of training,
62 educating and assisting program participants in getting and keeping jobs;
63 however, there shall be prior city council approval of such projects in the city
64 budget.
65
- 66 (e) The city manager is hereby authorized to enter into contracts on behalf of the city
67 in an amount not to exceed \$20,000.00~~\$100,000.00~~ in value, ~~provided the city~~
68 ~~council has appropriated funds for such contracts.~~
69
- 70 (f) The city manager or any city official or employee the city manager shall
71 designate is hereby authorized to make application for and to accept on behalf of
72 the city any property of a total value of \$20,000.00 or less, which property is
73 subject to the civil forfeiture provisions of applicable federal law.
74
- 75 (g) The city manager is authorized to execute ~~on behalf of the city~~ all agreements
76 involving the renewal of a program previously approved by the city council;
77 ~~provided funds for the program are appropriated by the city council for the~~
78 ~~program.~~
79

- (h) The city manager is authorized to ~~execute on behalf of the city~~ enter into lease-purchase financing agreements on behalf of the city, ~~provided funds are appropriated by the city council for the lease-purchase program.~~
- (i) The city manager, or his designee, is authorized to execute on behalf of the city agreements or memoranda of understanding with state or federal agencies, or state or federally funded organizations, for payment or reimbursement of employee compensation of city employees, expenses, equipment costs and other expenses incurred by the city in connection with joint investigations with or law enforcement assistance or services provided to such organizations by members of the city police department. Such agreements shall not require any city monetary matching obligation as a condition of the reimbursement, nor shall any such agreement exceed the amount of \$40,000.00 without specific approval by the city council. The city manager shall provide the council with a report on any such agreements in a timely manner.
- (j) The director of the Springfield-Greene County Health Department is hereby authorized to enter into contracts on behalf of the city with physicians to provide medical care services to indigent patients, in accordance with RSMo 105.711.
- (k) The director of the planning and development department is hereby authorized to enter into contracts on behalf of the city with the person selected by the city council to receive community block grant development grant agreement funds from the city in the amount authorized by the city council.
- (l) The director of the human resources department is hereby authorized to enter into contracts on behalf of the city with persons for employment purposes, ~~provided city council has appropriated sufficient funds for the activity contemplated in the contract and~~ another department head in which the person is employed has recommended such employment.
- (m) ~~The head of a city department is hereby authorized to enter into contracts on behalf of the city for services in an amount not to exceed \$5,000.00 in value, provided the city council has appropriated funds for such services.~~ The city manager is hereby authorized to enter into any contracts procured by the city using any means other than formal solicitations in accordance with the most recent purchasing policy adopted by the city council. Department directors are hereby authorized to enter into any contracts procured by the department using informal or discretionary means in accordance with the most recent purchasing policy adopted by the city.
- (n) The director of public works and the director of environmental services are hereby authorized on behalf of their respective departments to enter into emergency field directives to executed contracts for public improvement projects on behalf of the city in an amount not to exceed 20 percent of the contract value or ~~\$20,000.00~~ \$200,000 per emergency field directive, whichever is less, ~~provided~~

that city council has previously approved and appropriated funds for such project. An emergency field directive shall be defined as a directive required due to the parties encountering a condition that was not reasonably foreseeable at the time of execution of the contract and that requires immediate action to remediate the unforeseen condition.

- (o) The chief of police is authorized to enter into contracts for the lease of real property for police operations in an amount not to exceed ~~\$70,000.00~~150,000.00 in value, ~~provided city council has appropriated funds for such contracts.~~

Section 2 – The Springfield City Code, Chapter 2 ‘Administration,’ Article I ‘Generally,’ Section 2-9 “Gifts and donations to city,” is hereby amended as follows:

Sec. 2-9. – Gifts and donations to city.

Unless approval by the city council is specifically required by city charter, ordinance, federal or state law, or the terms of a contract or grant, The city manager is authorized, without additional legislative action by the city council, to accept gifts and donations from private, public or governmental sources to the city, for municipal purposes, in cash or in kind, not exceeding ~~\$4,000.00~~\$20,000.00 in value. Any such gift or donation accepted by the city manager on behalf of the city shall be used for the intended purposes of the gift as expressed by the donor, if any. No gift or donation shall be accepted under this section imposing any conditions affecting any administrative actions or policies of the city, or which appear intended to influence any such administrative actions or policies. The city manager shall communicate to city council the amount and terms of any gift or donation received by the city in excess of \$10,000.00.

Section 3 – Savings Clause. Nothing in this Ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby, nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4 – Severability Clause. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. City Council hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 5 – This Ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form:  _____, Assistant City Attorney

Approved for Council action:  _____, City Manager



EXPLANATION TO COUNCIL BILL 2026-029 (JENSON)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Finance

TITLE: A Special Ordinance authorizing the City Manager, or designee, to enter into Addendum #1 to the annual agreement with the Springfield Convention & Visitors Bureau, Inc., d/b/a Visit Springfield, Missouri, executed on August 8, 2025; and amending the City's budget for Fiscal Year 2025-2026 in the amount of \$250,562, for the purpose of reflecting current and projected operational changes of the Springfield Convention & Visitors Bureau and to accommodate board-approved expenditures.

PURPOSE: To authorize the City Manager, or his designee, to enter into Addendum #1 to the annual agreement with the Springfield Convention & Visitors Bureau, Inc., d/b/a Visit Springfield, Missouri, executed on August 8, 2025; and amend the City's budget for Fiscal year 2025-2026 in the amount of \$250,562, for the purpose of reflecting current and projected operational changes of the Springfield Convention & Visitors Bureau and to accommodate board-approved expenditures.

BACKGROUND INFORMATION: The Springfield Convention & Visitors Bureau, Inc., d/b/a Visit Springfield, Missouri ("SCVB"), contracts annually with the City to produce economic impact in the city by generating overnight travel. Exhibits to the annual agreement include the operating budget and marketing plan; an addendum is necessary to amend the contract and its exhibits.

The SCVB will receive forty-seven percent (47%) of the five percent (5%) hotel/motel gross receipts tax authorized by Article V of Chapter 70 of the Springfield City Code in exchange for marketing the City of Springfield as a destination for travel and tourism as outlined in the SCVB's Business Plan.

The SCVB's total Fiscal Year 2025-2026 budget was originally estimated to be \$4,421,575. This addendum increases the total budget revenue to \$4,672,137 (Exhibit A) and increases total budget expenditures to \$4,672,137 (Exhibit B). The operating budget and marketing plan expenses are increased to accommodate board-approved expenditures and to reflect current and projected operational changes, as proposed in the addendum (Exhibit C) and budget adjustment (Exhibit D).

REMARKS: The Bureau's 17-member board includes a Deputy City Manager and nine individuals appointed by the Mayor and confirmed by City Council. The Board has approved the Fiscal Year 2025-2026 Budget Revision as described herein.

Submitted By: Buffee Smith, Contract Administrator



Authorized for inclusion on the agenda pursuant to City Code section 2-33:

- Attachments:**
1. Visit Springfield Budget Revision 25-26
 2. Revised FY26 Revenue Budget - Exhibit A
 3. Revised FY26 Expense Budget - Exhibit B
 4. Addendum 1 to 2025-0793 - Exhibit C
 5. FY25-26 Budget Adjustment 045 - Exhibit D

One-rdg. _____
P. Hrngs. _____
Pgs. 12
Filed: 01-20-26

Sponsored by: Jenson

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-029

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or designee, to enter into Addendum #1 to the
2 annual agreement with the Springfield Convention & Visitors Bureau,
3 Inc., d/b/a Visit Springfield, Missouri, executed on August 8, 2025; and
4 amending the City's budget for Fiscal Year 2025-2026 in the amount of
5 \$250,562, for the purpose of reflecting current and projected
6 operational changes of the Springfield Convention & Visitors Bureau
7 and to accommodate board-approved expenditures.
8 _____
9

10 WHEREAS, the Springfield Convention & Visitors Bureau, Inc., d/b/a Visit
11 Springfield, Missouri (the "SCVB"), contracts annually with the City to promote economic
12 growth by promoting attractions and increasing overnight travel within the city limits; and
13

14 WHEREAS, the current annual agreement, executed on August 8, 2025,
15 between the City and the SCVB was authorized by City Council's adoption of Special
16 Ordinance 28169, on June 23, 2025; and
17

18 WHEREAS, the SCVB and the City desire to amend the current agreement,
19 referenced as Contract No. 2025-0793, to reflect current and projected operational
20 expenses and to accommodate board-approved expenditures, with copies of Revised
21 Revenue and Expense Budgets attached hereto and incorporated herein by this
22 reference as "Exhibit A" and "Exhibit B," respectively; and
23

24 WHEREAS, an amendment to the budget of the City for Fiscal Year 2025-2026
25 in the amount of \$250,562 has been recommended by the City Manager to budget
26 funds for this contract amendment.
27

28 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
29 SPRINGFIELD, MISSOURI, as follows, that:
30

31 Section 1 – The City Manager, or designee, is hereby authorized to enter into
32 Addendum #1 to the annual agreement with the Springfield Convention & Visitors
33 Bureau, Inc., d/b/a Visit Springfield, Missouri, said annual agreement being generally

34 referenced as Contract No. 2025-0793, which was executed by all parties on or about
35 August 8, 2025. Said addendum shall be substantially in similar form and content as
36 that document attached hereto and incorporated herein by this reference as "Exhibit C."
37

38 Section 2 – The budget of the City of Springfield for Fiscal Year 2025-2026 is
39 hereby amended in the accounts and in the amounts as shown on Budget Adjustment
40 045, a copy of which is attached hereto and incorporated herein by reference as "Exhibit
41 D."
42

43 Section 3 – City Council finds that the budget adjustment made above has been
44 recommended by the City Manager.
45

46 Section 4 – The City Manager, or designee, is directed to cause the appropriate
47 accounting entries to be made in the books and records of the City.
48

49 Section 5 – This Ordinance shall be in full force and effect from and after
50 passage.
51

52 Passed at meeting: _____
53

54 _____
55 Mayor
56

57 Attest: _____, City Clerk
58

59 Filed as Ordinance: _____
60

61 _____
62 Approved as to form: Laura Vales, Assistant City Attorney
63

64 _____
65 Approved for Council action: [Signature], City Manager

Visit Springfield, MO

2025/2026 Budget - Revenue

<u>Account Description</u>	<u>Account</u>	<u>2025/2026 Original Budget</u>	<u>2025/2026 Revised Budget</u>	<u>Variance - \$</u>	<u>Variance - %</u>
ROOM TAXES					
Room Tax Revenue	401540	\$3,528,381	\$3,674,439	\$146,058	4.1%
INTEREST					
Interest Earnings	410010	\$40,000	\$40,000	\$0	0.0%
ADVERTISING REVENUES					
Visitors Guide Advertising	413010.01	\$205,000	\$228,750	\$23,750	11.6%
Route 66 Brochure/Map	413010.02	0	20,697	20,697	N/A
Coupons	413010.03	10,000	6,998	-3,002	-30.0%
Expo/Rt. 66 Displays	413010.04	5,000	5,000	0	0.0%
Poly Tote Bags	413010.05	0	0	0	N/A
Digital Advertising	413010.06	102,000	93,244	-8,756	-8.6%
Brochure Insertions	413010.07	6,000	4,500	-1,500	-25.0%
Airport Advertising	413010.08	0	0	0	N/A
Event Guide	413010.09	0	0	0	N/A
Mall Advertising	413010.10	0	0	0	N/A
Tap and Pour Guide	413010.11	20,000	16,235	-3,765	-18.8%
TOTAL ADVERTISING REV		\$348,000	\$375,424	\$27,424	7.9%
CO-OP ADVERTISING REV					
Coop Partnerships	416020.01	\$45,000	\$45,000	\$0	0.0%
MDT Coop Program (Leisure)	416020.02	371,044	414,568	43,524	11.7%
MDT Coop Program (Convention)	416020.03	0	0	0	N/A
MDT Coop Program (Sports)	416020.04	0	0	0	N/A
Local Convention Co-op	416020.05	15,000	20,000	5,000	33.3%
Miscellaneous Partnerships	416020.06	0	0	0	N/A
TOTAL CO-OP REV		\$431,044	\$479,568	\$48,524	11.3%
PARTNERSHIP REVENUE					
Marketing Partnerships	414110	\$0	\$0	\$0	N/A
MISCELLANEOUS REV					
Sports Commission Management Fees	414100.01	\$18,000	\$18,000	\$0	0.0%
Souvenir Sales	414100.02	24,500	39,531	15,031	61.4%
Other	414100.03	200	200	0	0.0%
Holding Account	414100.04	0	0	0	N/A
Hotel Shuttle & Facility Rental Rebates	414100.05	0	0	0	N/A
Hotel Trade Show Participation	414100.06	0	250	250	N/A
Annual Banquet Sales	414100.07	30,000	43,275	13,275	44.3%
Chamber Partnerships	414100.08	1,450	1,450	0	0.0%
TOTAL MISC REV		\$74,150	\$102,706	\$28,556	38.5%
TOTAL REVENUE		\$4,421,575	\$4,672,137	\$250,562	5.7%
Transfer To/From Fund Balance		\$0	0	0	N/A
GRAND TOTAL REVENUE		\$4,421,575	\$4,672,137	\$250,562	5.7%

Visit Springfield, MO

2025/2026 Budget - Proposed Expenses

Account Description	Account	2025/2026 Original Budget	2025/2026 Proposed Revised Budget	Variance - \$	Variance - %	Percentage of Total Budget
PAYROLL						
Salaries and Wages	500110	\$1,118,600	\$1,086,413	-\$32,187	-2.9%	23.3%
Temporary & Part Time Wages	500130	85,000	77,091	-\$7,909	-9.3%	1.7%
Retirement Contributions	500210	120,360	113,221	-\$7,139	-5.9%	2.4%
FICA	500250	91,474	85,695	-\$5,779	-6.3%	1.8%
Health/Unemployment Insurance	500260	130,841	140,553	\$9,712	7.4%	3.0%
Workers Comp	500280	4,000	4,000	\$0	0.0%	0.1%
TOTAL PAYROLL		\$1,550,275	\$1,506,973	-\$43,302	-2.8%	32.3%
ADMINISTRATIVE						
Auditing and Accounting	504510	\$6,000	\$8,038	\$2,038	34.0%	0.2%
Automobiles	502040	7,200	7,200	\$0	0.0%	0.2%
Building Rental	505820	171,900	172,624	\$724	0.4%	3.7%
Credit Card Fees	502070	6,000	6,000	\$0	0.0%	0.1%
Data Processing	502140	1,200	1,830	\$630	52.5%	0.0%
Dues and Subscriptions	502290	36,000	36,179	\$179	0.5%	0.8%
Equipment Repair	502750	23,000	23,182	\$182	0.8%	0.5%
Insurance Premiums	502230	11,700	16,100	\$4,400	37.6%	0.3%
Minor Office Furn/Supplies	501190	2,800	2,239	-\$561	-20.0%	0.0%
Misc. A & G	501260	24,000	23,038	-\$962	-4.0%	0.5%
Office Supplies	501240	8,200	7,068	-\$1,132	-13.8%	0.2%
Other Professional Services	504580	13,800	22,800	\$9,000	65.2%	0.5%
Postage and Freight	502220	12,000	10,826	-\$1,174	-9.8%	0.2%
Printing and Binding	502380	0	0	\$0	N/A	0.0%
Telephone	505550	19,000	18,400	-\$600	-3.2%	0.4%
Office Furniture & Improvement	508110	\$0	\$15,000	\$15,000	N/A	0.3%
Computer Hardware	501220	8,000	12,488	\$4,488	56.1%	0.3%
Computer Software	501230	15,700	22,593	\$6,893	43.9%	0.5%
Other Equipment	508170	0	0	\$0	N/A	0.0%
Professional Development	504590	12,850	8,980	-\$3,870	-30.1%	0.2%
TOTAL ADMINISTRATIVE		\$379,350	\$414,585	\$35,235	9.3%	8.9%
MARKETING						
Ad Production	505010	\$249,900	\$218,892	-\$31,008	-12.4%	4.7%
Cooperative Marketing	502010	\$120,000	\$121,769	\$1,769	1.5%	
Billboards	505020	175,000	175,000	\$0	0.0%	3.7%
Brochures and Printed Material	505030	200,000	204,707	\$4,707	2.4%	4.4%
Direct Mail	505050	65,000	55,370	-\$9,630	-14.8%	1.2%
Digital & Other Advertising	505060	508,000	603,862	\$95,862	18.9%	12.9%
Print Advertising	505070	125,000	122,551	-\$2,449	-2.0%	2.6%
Radio & TV Advertising	505080	165,000	40,000	-\$125,000	-75.8%	0.9%
Misc. Marketing Expense	502280	207,151	242,345	\$35,194	17.0%	5.2%
Photo Processing	502360	0	0	\$0	N/A	0.0%
Public Relations	502400	120,000	178,883	\$58,883	49.1%	3.8%
TOTAL MARKETING		\$1,935,051	\$1,963,379	\$28,328	1.5%	42.0%
RESEARCH						
Market Research	502470	\$120,000	\$119,912	-\$88	-0.1%	2.6%
TOTAL RESEARCH		\$120,000	\$119,912	-\$88	-0.1%	2.6%
SALES						

Group Incentives	502120	116,450	106,337	-\$10,113	-8.7%	2.3%
Entertainment	502200	12,000	12,457	\$457	3.8%	0.3%
Exhibition Fees	504640	53,670	53,983	\$313	0.6%	1.2%
FAM Tour Expense	504650	25,000	25,224	\$224	0.9%	0.5%
Specialty Items	504620	40,000	62,805	\$22,805	57.0%	1.3%
Receptions	504660	4,000	2,500	-\$1,500	-37.5%	0.1%
Convention Services	504540	\$17,400	\$15,462	-\$1,938	-11.1%	0.3%
Shuttle Service	504610	2,400	0	-\$2,400	-100.0%	0.0%
Sports Commission Sponsorship	504630	50,000	50,000	\$0	0.0%	1.1%
Travel Expenses	505690	\$79,980	\$79,271	-\$709	-0.9%	1.7%
TOTAL SALES		\$400,900	\$408,039	\$7,139	1.8%	8.7%
CONTINGENCY						
Contingency	502780	\$36,000	\$59,249	\$23,249	64.6%	1.3%
TOTAL CONTINGENCY		\$36,000	\$59,249	\$23,249	64.6%	1.3%
CAPITAL EXPENSES						
Other Improvements	508220	0	200,000	\$200,000	N/A	4.3%
TOTAL CAPITAL EXPENSES		\$0	\$200,000	\$200,000	N/A	4.3%
TOTAL BUREAU EXPENSES		\$4,421,575	\$4,672,137	\$250,562	5.7%	100.0%
			\$4,672,137			
			\$0			

Exhibit C

ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) ATTORNEY	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE	TERMINATION DATE	ADDENDUM # 1 TO CONTRACT # 2025-0793	
CITY		CONTRACTOR	
City of Springfield 840 Boonville, P.O. Box 8368 Springfield, MO 65802 Phone: 417-864-1645 Fax: 417-864-1551 Attn: David Holtmann, Director of Finance		Springfield Convention & Visitors Bureau, Inc., d/b/a Visit Springfield, Missouri 815 E. St. Louis Street, Suite 100 Springfield, MO 65806 Phone: (417) 866-5253 Attn: Mark Hecquet	

ADDENDUM

Entered into this ____ day of _____, 20__, for good and valuable consideration, the undersigned hereby agree that this Addendum shall become part of that certain Contract executed on the 8th day of August, 2025, by the parties identified above.

The parties agree as follows:

1. That Exhibit 2 is deleted and replaced with Amended Exhibit 2 attached hereto and incorporated herein by reference.
2. That all other provisions of the aforementioned Contract shall remain in full force and effect.
3. That this Addendum together with the Contract contain the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this Contract shall be effective unless in writing specifically referring hereto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay therefor.

Director of Finance or Acting Director

APPROVED AS TO FORM

City Attorney or designee

SPRINGFIELD CONVENTION & VISITORS BUREAU, INC. d/b/a VISIT SPRINGFIELD, MISSOURI

By: _____

Title: _____

CITY OF SPRINGFIELD, MISSOURI

By: _____

City Manager or designee

Visit Springfield, MO

2025/2026 Budget - Revenue

<u>Account Description</u>	<u>Account</u>	<u>2025/2026 Original Budget</u>	<u>2025/2026 Revised Budget</u>	<u>Variance - \$</u>	<u>Variance - %</u>
ROOM TAXES					
Room Tax Revenue	401540	\$3,528,381	\$3,674,439	\$146,058	4.1%
INTEREST					
Interest Earnings	410010	\$40,000	\$40,000	\$0	0.0%
ADVERTISING REVENUES					
Visitors Guide Advertising	413010.01	\$205,000	\$228,750	\$23,750	11.6%
Route 66 Brochure/Map	413010.02	0	20,697	20,697	N/A
Coupons	413010.03	10,000	6,998	-3,002	-30.0%
Expo/Rt. 66 Displays	413010.04	5,000	5,000	0	0.0%
Poly Tote Bags	413010.05	0	0	0	N/A
Digital Advertising	413010.06	102,000	93,244	-8,756	-8.6%
Brochure Insertions	413010.07	6,000	4,500	-1,500	-25.0%
Airport Advertising	413010.08	0	0	0	N/A
Event Guide	413010.09	0	0	0	N/A
Mall Advertising	413010.10	0	0	0	N/A
Tap and Pour Guide	413010.11	20,000	16,235	-3,765	-18.8%
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CO-OP ADVERTISING REV					
Coop Partnerships	416020.01	\$45,000	\$45,000	\$0	0.0%
MDT Coop Program (Leisure)	416020.02	371,044	414,568	43,524	11.7%
MDT Coop Program (Convention)	416020.03	0	0	0	N/A
MDT Coop Program (Sports)	416020.04	0	0	0	N/A
Local Convention Co-op	416020.05	15,000	20,000	5,000	33.3%
Miscellaneous Partnerships	416020.06	0	0	0	N/A
TOTAL CO-OP REV		\$431,044	\$479,568	\$48,524	11.3%
PARTNERSHIP REVENUE					
Marketing Partnerships	414110	\$0	\$0	\$0	N/A
MISCELLANEOUS REV					
Sports Commission Management Fees	414100.01	\$18,000	\$18,000	\$0	0.0%
Souvenir Sales	414100.02	24,500	39,531	15,031	61.4%
Other	414100.03	200	200	0	0.0%
Holding Account	414100.04	0	0	0	N/A
Hotel Shuttle & Facility Rental Rebates	414100.05	0	0	0	N/A
Hotel Trade Show Participation	414100.06	0	250	250	N/A
Annual Banquet Sales	414100.07	30,000	43,275	13,275	44.3%
Chamber Partnerships	414100.08	1,450	1,450	0	0.0%
TOTAL MISC REV		\$74,150	\$102,706	\$28,556	38.5%
TOTAL REVENUE		\$4,421,575	\$4,672,137	\$250,562	5.7%
Transfer To/From Fund Balance		\$0	0	0	N/A
GRAND TOTAL REVENUE		\$4,421,575	\$4,672,137	\$250,562	5.7%

Visit Springfield, MO

2025/2026 Budget - Proposed Expenses

Account Description	Account	2025/2026 Original Budget	2025/2026 Proposed Revised Budget	Variance - \$	Variance - %	Percentage of Total Budget
PAYROLL						
Salaries and Wages	500110	\$1,118,600	\$1,086,413	-\$32,187	-2.9%	23.3%
Temporary & Part Time Wages	500130	85,000	77,091	-\$7,909	-9.3%	1.7%
Retirement Contributions	500210	120,360	113,221	-\$7,139	-5.9%	2.4%
FICA	500250	91,474	85,695	-\$5,779	-6.3%	1.8%
Health/Unemployment Insurance	500260	130,841	140,553	\$9,712	7.4%	3.0%
Workers Comp	500280	4,000	4,000	\$0	0.0%	0.1%
TOTAL PAYROLL		\$1,550,275	\$1,506,973	-\$43,302	-2.8%	32.3%
ADMINISTRATIVE						
Auditing and Accounting	504510	\$6,000	\$8,038	\$2,038	34.0%	0.2%
Automobiles	502040	7,200	7,200	\$0	0.0%	0.2%
Building Rental	505820	171,900	172,624	\$724	0.4%	3.7%
Credit Card Fees	502070	6,000	6,000	\$0	0.0%	0.1%
Data Processing	502140	1,200	1,830	\$630	52.5%	0.0%
Dues and Subscriptions	502290	36,000	36,179	\$179	0.5%	0.8%
Equipment Repair	502750	23,000	23,182	\$182	0.8%	0.5%
Insurance Premiums	502230	11,700	16,100	\$4,400	37.6%	0.3%
Minor Office Furn/Supplies	501190	2,800	2,239	-\$561	-20.0%	0.0%
Misc. A & G	501260	24,000	23,038	-\$962	-4.0%	0.5%
Office Supplies	501240	8,200	7,068	-\$1,132	-13.8%	0.2%
Other Professional Services	504580	13,800	22,800	\$9,000	65.2%	0.5%
Postage and Freight	502220	12,000	10,826	-\$1,174	-9.8%	0.2%
Printing and Binding	502380	0	0	\$0	N/A	0.0%
Telephone	505550	19,000	18,400	-\$600	-3.2%	0.4%
Office Furniture & Improvement	508110	\$0	\$15,000	\$15,000	N/A	0.3%
Computer Hardware	501220	8,000	12,488	\$4,488	56.1%	0.3%
Computer Software	501230	15,700	22,593	\$6,893	43.9%	0.5%
Other Equipment	508170	0	0	\$0	N/A	0.0%
Professional Development	504590	12,850	8,980	-\$3,870	-30.1%	0.2%
TOTAL ADMINISTRATIVE		\$379,350	\$414,585	\$35,235	9.3%	8.9%
MARKETING						
Ad Production	505010	\$249,900	\$218,892	-\$31,008	-12.4%	4.7%
Cooperative Marketing	502010	\$120,000	\$121,769	\$1,769	1.5%	
Billboards	505020	175,000	175,000	\$0	0.0%	3.7%
Brochures and Printed Material	505030	200,000	204,707	\$4,707	2.4%	4.4%
Direct Mail	505050	65,000	55,370	-\$9,630	-14.8%	1.2%
Digital & Other Advertising	505060	508,000	603,862	\$95,862	18.9%	12.9%
Print Advertising	505070	125,000	122,551	-\$2,449	-2.0%	2.6%
Radio & TV Advertising	505080	165,000	40,000	-\$125,000	-75.8%	0.9%
Misc. Marketing Expense	502280	207,151	242,345	\$35,194	17.0%	5.2%
Photo Processing	502360	0	0	\$0	N/A	0.0%
Public Relations	502400	120,000	178,883	\$58,883	49.1%	3.8%
TOTAL MARKETING		\$1,935,051	\$1,963,379	\$28,328	1.5%	42.0%
RESEARCH						
Market Research	502470	\$120,000	\$119,912	-\$88	-0.1%	2.6%
TOTAL RESEARCH		\$120,000	\$119,912	-\$88	-0.1%	2.6%
SALES						

Group Incentives	502120	116,450	106,337	-\$10,113	-8.7%	2.3%
Entertainment	502200	12,000	12,457	\$457	3.8%	0.3%
Exhibition Fees	504640	53,670	53,983	\$313	0.6%	1.2%
FAM Tour Expense	504650	25,000	25,224	\$224	0.9%	0.5%
Specialty Items	504620	40,000	62,805	\$22,805	57.0%	1.3%
Receptions	504660	4,000	2,500	-\$1,500	-37.5%	0.1%
Convention Services	504540	\$17,400	\$15,462	-\$1,938	-11.1%	0.3%
Shuttle Service	504610	2,400	0	-\$2,400	-100.0%	0.0%
Sports Commission Sponsorship	504630	50,000	50,000	\$0	0.0%	1.1%
Travel Expenses	505690	\$79,980	\$79,271	-\$709	-0.9%	1.7%
TOTAL SALES		\$400,900	\$408,039	\$7,139	1.8%	8.7%
CONTINGENCY						
Contingency	502780	\$36,000	\$59,249	\$23,249	64.6%	1.3%
TOTAL CONTINGENCY		\$36,000	\$59,249	\$23,249	64.6%	1.3%
CAPITAL EXPENSES						
Other Improvements	508220	0	200,000	\$200,000	N/A	4.3%
TOTAL CAPITAL EXPENSES		\$0	\$200,000	\$200,000	N/A	4.3%
TOTAL BUREAU EXPENSES		\$4,421,575	\$4,672,137	\$250,562	5.7%	100.0%
			\$4,672,137			
			\$0			

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit D

Budget Adjustment
045

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
29510	14	22010	401540	000000	00000	146,058	Room Tax Revenue
29510	14	22010	413010	000000	00000	27,424	Advertising Revenue
29510	14	22010	416020	000000	00000	48,524	Co-Op Advertising Revenue
29510	14	22010	414100	000000	00000	28,556	Misc. Revenue
Net Revenue Adjustment						\$ 250,562	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
29510	14	22010	500110	000000	00000	\$ (32,187)	Salaries and Wages
29510	14	22010	500130	000000	00000	(7,909)	Temporary/Part-Time Wages
29510	14	22010	500210	000000	00000	(7,139)	Retirement Contributions
29510	14	22010	500250	000000	00000	(5,779)	FICA
29510	14	22010	500260	000000	00000	9,712	Insurance
29510	14	22010	504510	000000	00000	2,038	Auditing and Accounting
29510	14	22010	505820	000000	00000	724	Building Rental
29510	14	22010	502140	000000	00000	630	Data Processing
29510	14	22010	502290	000000	00000	179	Dues & Subscriptions
29510	14	22010	502750	000000	00000	182	Equipment Repair
29510	14	22010	502230	000000	00000	4,400	Insurance Premiums
29510	14	22010	501190	000000	00000	(561)	Minor Office Supplies
29510	14	22010	501260	000000	00000	(962)	Miscellaneous A&G
29510	14	22010	501240	000000	00000	(1,132)	Office Supplies
29510	14	22010	504580	000000	00000	9,000	Other Professional Services
29510	14	22010	502220	000000	00000	(1,174)	Postage and Freight
29510	14	22010	505550	000000	00000	(600)	Telephone
29510	14	22010	508110	000000	00000	15,000	Office Furniture & Improvement
29510	14	22010	501220	000000	00000	4,488	Computer Hardware
29510	14	22010	501230	000000	00000	6,893	Computer Software
29510	14	22010	504590	000000	00000	(3,870)	Training Expense
29510	14	22010	505010	000000	00000	(31,008)	Ad Production
29510	14	22010	502010	000000	00000	1,769	Cooperative Marketing
29510	14	22010	505030	000000	00000	4,707	Brochure and Printed Material
29510	14	22010	505050	000000	00000	(9,630)	Direct Mail
29510	14	22010	505060	000000	00000	95,862	Other Advertising
29510	14	22010	505070	000000	00000	(2,449)	Print Advertising
29510	14	22010	505080	000000	00000	(125,000)	Radio & TV Advertising
29510	14	22010	502280	000000	00000	35,194	Misc. Marketing Expense
29510	14	22010	502400	000000	00000	58,883	Public Relations
29510	14	22010	502470	000000	00000	(88)	Market Research
29510	14	22010	502120	000000	00000	(10,113)	Group Incentives
29510	14	22010	502200	000000	00000	457	Entertainment
29510	14	22010	504640	000000	00000	313	Exhibition Fees
29510	14	22010	504650	000000	00000	224	FAM Tour Expense
29510	14	22010	504620	000000	00000	22,805	Specialty Items
29510	14	22010	504660	000000	00000	(1,500)	Receptions
29510	14	22010	504540	000000	00000	(1,938)	Convention Services
29510	14	22010	504610	000000	00000	(2,400)	Shuttle Service
29510	14	22010	505690	000000	00000	(709)	Travel Expense
29510	14	22010	502780	000000	00000	23,250	Contingency
29510	14	22010	508220	000000	00000	200,000	Other Improvements
Net Expenditure Adjustment						\$ 250,562	

Fund Balance Appropriation:

Fund	Title	Amount
29510	Fund Balance Transfer	

Explanation: To amend the FY2025-26 budget to accommodate adjustments to line items reflecting current and projected operational changes for the Visit Springfield, MO (Convention and Visitors Bureau).

Requested By:

Approved By:

Authorization:

Department Head _____ Date _____

Director of Finance _____ Date _____

City Manager _____ Date _____

Council Bill No. _____
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____



EXPLANATION TO COUNCIL BILL 2026-030 (JENSON, ADIB-YAZDI, HORTON,

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Finance

TITLE: A special ordinance authorizing the City Manager, or designee, to enter into a contract with UHY Advisors Mid-Atlantic, Inc., for the purpose of providing internal audit services for the not to exceed price of \$435,068.31.

PURPOSE: Authorizing the City Manager, or designee, to enter into a contract with UHY Advisors Mid-Atlantic, Inc. for the purpose of providing internal audit services for one year at a cost of \$85,460 with the option of up to four additional one-year terms.

BACKGROUND INFORMATION: Section 2.15 of the Springfield City Charter allows City Council to appoint an investigator (Certified Public Accountant) to perform internal audit services prescribed by City Council. Appointment of the investigator (or audit firm) has been made through the Request for Proposal process.

A Request for Proposal was distributed to firms that had expressed interest and through the procurement site, DemandStar. The City received six responses. An Evaluation Committee comprised of two staff members reviewed and scored the responses. Three firms were selected for review by the Finance and Administration Committee and the Evaluation Committee. After meeting with the three firms, the Evaluation Committee and Finance and Administration Committee concurred that UHY Advisors Mid-Atlantic, Inc. is the best proposal to meet the requirement of internal audit services.

We are recommending City Council authorize the City Manager, or his designee, to enter into a contract with UHY Advisors Mid-Atlantic, Inc. for a one-year term with the option of up to four additional one-year terms. The contract would be subject to annual review and approval by the City in accordance with the City policy for internal audit services. The fee for the first year of internal audit services will not exceed \$85,460.

A copy of the proposed contract is attached as Exhibit 1.

Submitted By: Jody Vernon, Asst Director of Finance & Comptroller

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments:

1. Selection of Internal Audit Provider
2. Contract 2026-0101 UHY Advisors Mid-Atlantic Inc

One-rdg. _____
P. Hrngs. _____
Pgs. 139
Filed: 01-20-26

Sponsored by: Jenson, Adib-Yazdi, Horton, Hosmer

First Reading: _____ Second Reading: _____

COUNCIL BILL 2026-030 SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or designee, to enter into a contract with UHY
2 Advisors Mid-Atlantic, Inc., for the purpose of providing internal audit
3 services for the not to exceed price of \$435,068.31.
4 _____
5

6 WHEREAS, Section 2.15 of the Springfield City Charter authorizes the City
7 Council to appoint an investigator to perform internal audit services; and
8

9 WHEREAS, the City has engaged in a request for proposal process to select
10 such an investigator; and
11

12 WHEREAS, during the request for proposal process, the City received six
13 responses; and
14

15 WHEREAS, an Evaluation Committee comprised of two staff members reviewed
16 and scored such responses; and
17

18 WHEREAS, three firms were selected for review by the Finance and
19 Administration Committee and the Evaluation Committee; and
20

21 WHEREAS, the Finance and Administration Committee and the Evaluation
22 Committee recommend that UHY Advisors Mid-Atlantic, Inc., is the best proposal to
23 meet the requirements of providing internal audit services; and
24

25 WHEREAS, City Council, based on the recommendation of the Finance and
26 Administration Committee and the Evaluation Committee, desires to engage UHY
27 Advisors Mid-Atlantic, Inc., to provide internal audit services for the City, under the
28 terms of the contract attached hereto and incorporated herein as "Exhibit 1"; and
29

30 WHEREAS, said contract provides for the provision of one year of services at the
31 cost of \$85,460, with the option for the City to renew the contract for four additional one-
32 year terms.
33

34 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
35 SPRINGFIELD, MISSOURI, as follows, that:
36

37 Section 1 – City Council hereby authorizes the City Manager, or designee, to
38 enter into a contract with UHY Advisors Mid-Atlantic, Inc., for the purpose of providing
39 internal audit services for the City for the not to exceed price of \$435,068.31, with said
40 contract to be in substantially the same form and content as that document attached
41 hereto and incorporated herein by this reference as “Exhibit 1.”
42

43 Section 2 – City Council hereby further authorizes the City Manager, or designee,
44 to extend said contract for four additional one-year terms in accordance with the City
45 policy for internal audit services and subject to appropriation by City Council.
46

47 Section 3 – This Ordinance shall be in full force and effect from and after
48 passage.
49

50 Passed at meeting: _____
51

52 _____
53 Mayor
54

55 Attest: _____, City Clerk
56

57 Filed as Ordinance: _____
58

59 Approved as to form: Laura Vales, Assistant City Attorney
60

61 Approved for Council action: [Signature], City Manager
62
63



City of Springfield
Division of Purchases
218 E Central (65802)
PO Box 8368
Springfield, MO 65801-8368
Ph. 417 864-1620
Fax 417-864-1927

SERVICE PROVIDER
UHY Advisors Mid-Atlantic, Inc.
Attn: Mr. Jack Reagan
8601 Robert Fulton Drive, Suite 210
Columbia, MD 21046
Ph.: 410-423-4832
Email: jreagan@uhy-us.com

THIS CONTRACT, made and entered into this _____ day of _____, 20_____, by and between the City of Springfield, a municipal corporation of the State of Missouri, hereinafter referred to as the "City" with an office located at 218 E Central, Springfield, Missouri 65802 and **UHY Advisors Mid-Atlantic, Inc.**, a corporation in the State of Maryland, hereafter referred to as "Service Provider."

WITNESSETH:

THAT WHEREAS, the City of Springfield desires to engage the Service Provider to provide **Internal Auditing Services** described in **Request for Proposal #013-2026** which is attached hereto and incorporated herein as **EXHIBIT A**; and

WHEREAS, the Service Provider submitted a proposal and said proposal is attached hereto and incorporated herein as **EXHIBIT B**; and

WHEREAS, City desires to engage Service Provider to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. City employs Service Provider to perform the services hereinafter set forth.
2. Services. The Service Provider represents that it is equipped, competent, and able to perform, and that it will perform all services hereinafter set forth in a diligent and competent manner in accordance with the professional standard of care customarily recognized by members of Service Provider's profession practicing in the State of Missouri within the same general timeframe. Service Provider will perform all such services in accordance with the following provisions, incorporated into this Contract as if set forth in full herein: City's **Request for Proposal #013-2026** hereinafter **EXHIBIT A**; and the Service Provider's Response to the RFP hereinafter **EXHIBIT B**. In the event of a conflict between the Service Provider's response to the RFP (**EXHIBIT B**), and the City's Contract Documents, the City's Contract Documents shall control.
3. Compensation. It is expressly understood that in no event will the compensation to be paid to the Service Provider under the terms of this Contract for the services set forth in the Scope, and for reimbursement of authorized expenses exceed the costs outlined in **EXHIBIT B**. Service Provider agrees that the price for all items outlined in **EXHIBIT B** shall not increase for a period of one (1) year from the date of agreement execution and up to four (4) additional one-year renewal terms. If additional services are requested by the City, the Service Provider will prepare and submit to the City an estimate of the total cost associated with such additional services. The City will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the City to the Service Provider for such approved additional services shall not exceed the approved amount.
4. The term of this Contract shall be for a one (1) year period from _____ through _____. The City may at its option renew the Contract for four (4) additional one-year terms by giving written notice to the Service Provider. Any increase in cost at the beginning of each renewal period will be limited to that allowed per **RFP #013-2026, Section 15.0; Renewal Option**. All pricing identified on the pricing page shall be in effect for the stated contract term.



5. This Contract may be executed and delivered by the parties electronically, and fully executed electronic versions of the contract instrument, or reproductions thereof, will be deemed to be original counterparts.
6. This contract shall be binding on the parties thereto only after it has been duly executed and approved by the City and the Service Provider.

IN WITNESS WHEREOF, the parties hereto evidence their agreement to the terms of this Contract by their signatures below.

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay, therefore.

David Holtmann, Director of Finance
or
Acting Director of Finance

Date

APPROVED AS TO FORM

City Attorney or Assistant City Attorney

Date

SERVICE PROVIDER

By: _____
Company Authorized Signature Date

Name: _____
Print

Title: _____

CITY OF SPRINGFIELD, MISSOURI

By: _____
Cindy Scholten MPA, CPPO, CPPB Date
City Purchasing Agent or Acting Purchasing Agent

**CITY OF SPRINGFIELD, MISSOURI
Administration**

By: _____
City Manager or Designee Date



**CITY OF SPRINGFIELD, MISSOURI
DIVISION OF PURCHASES**

Denise Neuleib, Buyer
City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

Date Issued: October 15, 2025
Buyer's Email: dneuleib@springfieldmo.gov
Telephone Number: 417-864-1624

REQUEST FOR PROPOSAL #013-2026
TITLE-SIGNATURE PAGE

The City of Springfield will accept electronically submitted proposals through its' e-bidding service provider, DemandStar, from qualified persons or firms interested in providing the following:

INTERNAL AUDITING SERVICES

PROPOSALS MUST BE UPLOADED INTO THE DEMANDSTAR E-BIDDING SYSTEM PRIOR TO 3:00 P.M. (CT) ON TUESDAY, NOVEMBER 18, 2025. Proposals will be opened by the Buyer listed above. Proposals will be read aloud publicly at the specified solicitation opening date and time via teleconference. *To participate, dial (605) 313-5650, then enter access code 651222.*

- Proposals shall be submitted on the forms provided and may be manually, electronically, or digitally signed by the individual authorized to legally bind the company. **Offeror must complete, execute, and submit all Pages identified with "RETURN THIS PAGE" of this RFP document to be deemed responsive and considered for award. Failure to do so shall render your proposal non-responsive.**
- Proposals received after the opening date and time shall not be considered.
- The attached Terms and Conditions shall become part of any contract resulting from this proposal.
- The cutoff for any questions pertaining to this RFP is October 31, 2025, at 12:00 P.M. (CT). Any questions shall be submitted in writing to the buyer identified above.**
- HAND DELIVERED, FAXED, OR EMAILED BIDS WILL NOT BE ACCEPTED.**

The undersigned certifies that they have the authority to bind the Offeror in a contract to supply the service or commodity in accordance with all terms and conditions contained herein. Please type or print the information below.

Offerors are REQUIRED to complete, sign, and return this form with their submittal.

NOTE: *All businesses doing business in the State of MO should be registered with the Missouri Secretary of State. Upon MO registration, a charter number is issued and should be identified below. If your business is exempt, the exemption number should be referenced below, in lieu of a charter number.*

Company Name		Authorized Person (Print)	
Address		Signature	
City/State/Zip		Title	
Telephone #	Fax #	Date	Tax ID #
Email	State of Missouri Charter Number or Exemption Number		

LEGAL NOTICE:
REQUEST FOR PROPOSAL #013-2026

The City of Springfield will electronically accept submitted proposals through its' e-bidding service provider, DemandStar, from qualified persons or firms interested in providing the following: **Internal Auditing Services.**

VENDOR NOTE 1: To register with DemandStar go to: <https://www.demandstar.com/registration>

VENDOR NOTE 2: For information on how to navigate DemandStar go to: <http://network.demandstar.com/wp-content/uploads/2021/01/DemandStar-Supplier-User-Guide.pdf>

VENDOR NOTE 3: If you have issues registering or uploading a bid, please contact DemandStar toll-free at (866) 273-1863. DemandStar office hours are 8:00 A.M. to 7:00 P.M. Central Time, Monday through Friday. You can also contact the Division of Purchases at (417) 864-1620 or the Buyer stated on the Title-Signature Page of this solicitation document between the hours of 8:00 A.M. to 5:00 P.M. Central Time, Monday through Friday.

It is strongly recommended that Offerors register with DemandStar as soon as possible to ensure your ability to provide a response to this solicitation by the due date and time. If you have any issues with DemandStar, setup, or navigation, call (206) 940-0305.

Proposals must be received electronically in the City's e-bidding service provider DemandStar by **3:00 P.M. (CT) on TUESDAY, NOVEMBER 18, 2025.** Proposals will be read aloud publicly at the specified bid opening date and time via teleconference. **To participate, dial (605) 313-5650, then enter access code 651222.**

Proposal documents and any addendums are available via the following methods:

1. By accessing the City's e-bidding service, DemandStar:
https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029
2. By accessing the Division of Purchases' webpage: <https://www.springfieldmo.gov/bids.aspx>

For any contract for services greater than \$5,000, the successful Offeror shall comply with § 285.530, RSMo., as amended, and (1) provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and (2) provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation affirming enrollment must be from the federal work authorization program provider. A letter from the Service Provider reciting compliance is not sufficient. A signed and notarized Work Authorization Affidavit and the Electronic Signature Page from the E-Verify program shall be provided prior to the issuance of a contract.

The City is committed to providing opportunities to DBE, MBE, and WBE prime, general, and subcontractors and encourages such business enterprises to submit responses.

TABLE OF CONTENTS

Cover Title-Signature Page
 Legal Notice
 Table of Contents

PART I

Description of Project and Services Required

- 1.0 Introduction
- 2.0 Scope of Services
- 3.0 Auditing Standards to be Followed
- 4.0 Working Paper Retention and Access to Working Papers
- 5.0 Additional Agreements
- 6.0 Timeline for RFP Process and Project Completion

PART II

Standard Instructions to Offerors and Conditions of Request for Proposal

- 1.0 Preparation of Proposals
- 2.0 Submission of Proposals
- 3.0 Legal Name and Signature
- 4.0 Modifications, Corrections, or Withdrawal of Proposals
- 5.0 Clarification and Addenda
- 6.0 Responsive and Responsible Offeror
- 7.0 Reserved Rights
- 8.0 The Right to Audit
- 9.0 Right to Protest
- 10.0 Ethical Standards
- 11.0 Applicable Law
- 12.0 Jurisdiction
- 13.0 Collusion
- 14.0 Conflict
- 15.0 Debarment and Suspension Status
- 16.0 RFP Forms
- 17.0 Payment Terms
- 18.0 Regulations
- 19.0 Proposal Opening
- 20.0 Request for Additional Information
- 21.0 Contract Documents
- 22.0 Ownership of Documents
- 23.0 Confidentiality of Documents
- 24.0 Equal Opportunity Clause
- 25.0 Business License
- 26.0 Nonresident/Foreign Service Providers
- 27.0 Certificate of Compliance with Section 34.600 RSMo., et seq. (Anti-Discrimination Against Israel Act)
- 28.0 Local Preference

PART III

Format, Content, and Submission of Proposals

- 1.0 Forms and Attachments
- 2.0 Proposal Due Date
- 3.0 Addenda
- 4.0 Selection Process
- 5.0 Awards
- 6.0 Budgetary Constraints
- 7.0 Order of Precedence
- 8.0 Affidavit for Service Contracts

- 9.0 Open Competition
- 10.0 Additional Purchases by Other Public Entities
- 11.0 Work Authorization Affidavit and E-Verify
- 12.0 Insurance Requirements
- 13.0 Compliance
- 14.0 Sample Contract
- 15.0 Renewal Option
- 16.0 Questions Regarding Specifications or Proposal Process
- 17.0 Criteria for Award
 - Enclosure I, Proposal Ranking Score Sheet
 - Enclosure II, Interview Ranking Score Sheet
 - Enclosure III, Table of Contents for Submittal
 - Form No. 1: Provider Profile
 - Form No. 2: Key Outside Consultants
 - Form No. 3: List of References and Experience
 - Form No. 4: Personnel Qualifications
 - Form No. 5: Project Approach Narrative
 - Form No. 6A: Fee Schedule
 - Form No. 6B: Not-to-Exceed Total Cost
 - Form No. 7: Affidavit of Compliance
 - Form No. 8: Certification Regarding Potential Conflicts of Interest
 - Form No. 9: Certification of Compliance with Section 34.600 RSMo., et. seq. (Anti-Discrimination Against Israel Act)
 - Form No. 10: Certification of Signature Authority Form
 - Form No. 11: Statement of "No Proposal"

PART IV

Insurance Requirements

PART V

Standard Terms and Conditions

EXHIBITS

Exhibit 1: Audit Plan as of June 2024

Exhibit 2: Internal Audits Performed

PART I
DESCRIPTION OF PROJECT AND SERVICES REQUIRED

1.0 INTRODUCTION/DESCRIPTION OF PROJECT/SERVICES:

The City of Springfield, Missouri ("the City"), is seeking proposals from a qualified independent certified public accounting firm to perform the internal audit function for the City and other auditing services that may be requested by the City. The firm selected will perform internal audits to ensure that the operating procedures, including internal controls, are being followed. The audits will evaluate the adequacy of the internal financial controls with emphasis on areas vulnerable to fraud and abuse. In order to develop a structured approach and to address the internal auditing needs, the City is outsourcing internal auditing services for a minimum of one year with the option, if exercised by the City, of four (4) one-year renewals. The internal audit function reports to the Finance and Administration Committee of City Council.

1.1 Description of Operations or Background:

- 1.1.1** Since November 2019, the internal audit function has been performed by the auditing firm Forvis Mazars, LLP (formerly known as Forvis, LLP and BKD, LLP).
- 1.1.2** The City offers a full range of services associated with municipal government. The City also operates the sanitary sewer system, landfill, municipal parks, art museum and golf courses.
- 1.1.3** The City has approximately 1,900 full-time employees and an annual operating budget of \$381 million. The most recent budget and comprehensive annual financial report are available at: <https://www.springfieldmo.gov/297/All-Finance-Documents>.
- 1.1.4** Computer Systems: The City operates with Oracle Financial Management and HR/Payroll software. The City currently uses Oracle E-Business Suite platform 12.2.9.
- 1.1.5** Previously issued internal audit reports are available on the City's website at: [Audits | Springfield, MO - Official Website](#)

2.0 SCOPE OF SERVICES

The internal auditor shall provide at least the minimum services described herein, but the services provided by the auditor shall include all services offered by the auditor in its proposal and shall not be limited by this Scope of Work. The City expects fieldwork and testing to be performed in the most efficient and effective method possible. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person.

- 2.1** The auditor shall develop a risk assessment of the City's primary operations. This assessment will identify the strengths, weaknesses, challenges and potential risk of City operations. An internal audit plan for the year will be identified based on the outcomes of the risk assessment.
- 2.2** The auditor shall test and evaluate a minimum of three areas within the City over a twelve-month period. The selection of these three areas should take into account risk, control weaknesses, size and complexity of operations. At the conclusion of each evaluation, a report will be issued to the Finance and Administration Committee of City Council. The report shall include an executive summary, scope, background, significant findings of risk exposures and/or control deficiencies, recommendations for correcting each significant finding and management's responses to these findings. For subsequent years when a full risk assessment is not deemed necessary, the auditor shall test and evaluate a minimum of four areas within the City over a twelve-month period.
- 2.3** The auditor primarily responsible for the engagement must report to the Finance and Administration Committee of City Council as warranted or requested. This reporting will be both verbal and written.

2.4 Before the conclusion of the contract, the auditor shall provide the Finance and Administration Committee with a recommended model for the City's internal audit program taking into account the current budget for this function.

2.5 In the event the internal auditor believes there is fraud and/or theft that has been or may have been committed by any City employee, then the auditor must immediately notify the chair of the Finance and Administration Committee of City Council, the City Manager and the City Attorney

3.0 AUDITING STANDARDS TO BE FOLLOWED: To meet the requirements of this Request for Proposal, the audits shall be performed in accordance with the International Professional Practices Framework (IPPF) as set forth by the Institute of Internal Auditors (IIA) and shall adhere to as applicable the standards set forth for performance audits in the General Accounting Office's (GAO) Government Auditing Standards.

4.0 WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS: All working papers and reports shall be retained, at the auditors expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor shall make working papers available, upon request, and with the prior authorization of the City, to the City or other parties designated by the City.

4.1 In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

5.0 ADDITIONAL AGREEMENTS: If applicable, any additional agreement(s)/contract(s) proposed by the Offeror shall be included with the Offeror's proposal as an attachment and may become exhibits of an ensuing City contract.

6.0 TENTATIVE TIMELINE:

6.1 TENTATIVE TIMELINE FOR THE REQUEST FOR PROPOSAL (RFP) PROCESS: The tentative timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule, but it may change due to different circumstances.

Post RFP Notification	October 15, 2025
Question Cutoff date	October 31, 2025 at 12:00 P.M., CT
Receive Proposals	November 18, 2025 at 3:00 P.M., CT
Meet to review	November 2025
Interviews (if applicable)	December 2025
Notice of Recommendation for Award	December 2025
Notice to Proceed	January 1, 2026

PART II
STANDARD INSTRUCTIONS TO OFFERORS AND CONDITIONS OF REQUEST FOR PROPOSAL

1.0 PREPARATION OF PROPOSALS:

- 1.1** By submitting a proposal, the Offeror certifies that he has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of the work to be performed.
- 1.2** All proposals submitted shall be binding for one hundred twenty (120) calendar days following the opening.
- 1.3** The City of Springfield does not pay federal excise and sales tax on direct purchases of tangible personal property. Missouri tax ID #12493651.

2.0 SUBMISSION OF PROPOSALS:

A proposal submitted by an Offeror must (1) be manually, electronically, or digitally signed by the authorized agent of the Offeror on the Division of Purchases Request For Proposal (RFP) Affidavit of Compliance form; (2) contain all information required by the RFP; (3) be priced as required; (4) be uploaded into the City's e-bidding service provider, DemandStar, no later than the exact time and date specified in this RFP via the following link:

https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029

(5) include a security deposit if one is required.

- 2.1** Incurred Expenses: The City is not responsible for any expenses that Offerors may incur in preparing and submitting proposals called for in this Request for Proposal.
- 2.2** Late Proposals: Proposals received by the City after the time specified for receipt will not be considered. Offerors shall assume full responsibility for the timely uploading of the proposals to the location designated for receipt of proposals. All proposals will be received at the time and place specified and made available for public inspection when a fully executed contract is in place.
- 2.3** Completeness: All information required by the Request for Proposal must be supplied to constitute a responsive proposal. The City of Springfield reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right. **Offerors are to submit all pages of this RFP identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your proposal non-responsive.**
- 2.4** Errors in Submittals: Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications of this solicitation before submitting their proposals; failure to do so will be at the Offerors' own risk. In case of an error in the extension of prices in the proposal, the unit price shall govern. Said unit price shall be utilized by the City to calculate the correct extended price for determining the potential award.

- 3.0 LEGAL NAME AND SIGNATURE:** Proposals shall clearly indicate the legal name, address, e-mail address, and telephone number of the Offeror (company, firm, corporation, partnership, or individual). The Offerors' legal company name must be identified as the SAME on their submitted W-9 and Certificate of Insurance (COI). Proposals may be manually, electronically, or digitally signed above the printed name and title of the signer on the Affidavit of Compliance page. The signer shall have the authority to legally bind the company to the submitted proposal. Failure to properly sign the TITLE-SIGNATURE PAGE shall invalidate same, and it shall not be considered for award.

4.0 MODIFICATIONS, CORRECTIONS, OR WITHDRAWAL OF PROPOSALS:

- 4.1** A proposal may only be withdrawn by the following method prior to the official opening date and time specified:
 - 4.1.1** A proposal may be withdrawn via e-mail to the buyer identified on page one of this document, by the Offeror or its' authorized representative.

4.2 A proposal may only be modified by the following method prior to the official opening date and time specified:

4.2.1 A proposal that has already been uploaded may be modified by uploading another proposal and identify "MODIFICATION" on your proposal submittal.

4.3 All modified proposals shall not be opened until the official opening date and time to preserve the integrity of the RFP process. Telephone or electronic requests to modify a proposal/solicitation shall not be honored. No modification or withdrawal of any response will be permitted after the RFP specified official opening date and time.

5.0 CLARIFICATION AND ADDENDA:

5.1 Each Offeror shall examine the Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions concerning interpretation, clarification, or additional information pertaining to the Request for Proposal shall be made through the Division of Purchases in writing. The Division of Purchases shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given. Receipt of an addendum to an RFP by an Offeror must be acknowledged by signing and uploading the addendum with your proposal to https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029 prior to the opening time and date.

5.2 It shall be the responsibility of each Offeror, prior to submitting their proposal, to check the Division of Purchases e-bidding service DemandStar at: https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029 to determine if addenda were issued and to make such addenda a part of their proposal.

6.0 RESPONSIVE AND RESPONSIBLE OFFEROR: To be considered a responsive Offeror, the Offeror shall submit a proposal that meets the minimum requirements set forth in the Request for Proposal. To be a responsible Offeror, the Offeror shall have the capability in all respects to perform fully the minimum requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit that will ensure good faith performance.

7.0 RESERVED RIGHTS:

7.1 The City reserves the right to make such investigations as it deems necessary to determine the Offeror's responsiveness and responsibility. Such information may include but should not be limited to current financial statements, verification of availability of equipment and personnel, past performance records, and any additional documentation as deemed necessary by the City.

7.2 The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

8.0 THE RIGHT TO AUDIT: The Offeror agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the Offeror's records pertaining to the work/product for a period of three (3) years after final payment.

9.0 RIGHT TO PROTEST:

9.1 Appeals and remedies are provided for in the Springfield City Code and Purchasing Manual. Protestors shall seek resolution of their complaints with the City Purchasing Agent.

9.2 Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within thirty (30) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

10.0 ETHICAL STANDARDS: With respect to this RFP, if any Offeror violates or is a party to a violation of the general ethical standards stated in the City Purchasing Manual or the State of Missouri Statutes, such Offeror may be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from submitting any future proposals. A copy of the City's General Ethical Standards is located in sections 13-3.406-13.3.407 of the City Purchasing Manual. The following is the link to the City Purchasing Manual: <https://www.springfieldmo.gov/DocumentCenter/View/7604/Purchasing-Manual-PDF>

11.0 APPLICABLE LAW: All applicable laws and regulations of the State of Missouri and the City of Springfield, Missouri including the City's Procurement Regulations and Procedures stated in the City Purchasing Manual shall apply to any resulting agreement, contract, or purchase order. Any involvement with City Procurement shall be in accordance with the City Purchasing Manual. The following is the link to the City Purchasing Manual: <https://www.springfieldmo.gov/DocumentCenter/View/7604/Purchasing-Manual-PDF>

12.0 JURISDICTION: This RFP and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this contract be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

13.0 COLLUSION: By offering a submission to this Request for Proposal, the Offeror certifies it has not divulged, discussed, or compared the proposal with other Offerors and has not colluded with any other Offeror or parties to this RFP whatsoever. Also, the Offeror certifies, and in the case of a joint proposal, each party thereto certifies as to their own organization, that in connection with this RFP:

13.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or contract for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Offeror or with any competitor.

13.2 Any prices and/or cost data for this proposal have not knowingly been disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the scheduled official opening date directly or indirectly to any other Offeror or to any competitor.

13.3 No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal.

13.4 The only person or persons interested in this proposal, principal, or principals are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into.

13.5 No person or agency has been employed or retained to solicit or secure this contract upon a contract or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

14.0 CONFLICT: By submission of its response, the Offeror certifies that they are in compliance with items 14.1 through 15.4.

14.1 No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Contract. A violation of this provision renders the Contract void. Any applicable federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. The Service Provider/Consultant covenants that it presently has no interest and shall not acquire any interest, of a direct or indirect nature, that would conflict in any manner or degree with the performance of services to be performed under this Contract. The Service Provider/Consultant further covenants that in the performance of this Contract no person having such interest shall be employed or compensated by the Service Provider/Consultant. City of Springfield Charter Sec. 19.16 also prohibits City board members from contracting with the department the board administers or with the board he or she is a member of. Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council Member, a City employee, or the spouse or dependent child of a City employee. Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member or City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law. If you would like more information on this, contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

NOTE: COMPLETION AND SUBMITTAL OF FORM NO. 8.0 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST MUST BE SUBMITTED WITH YOUR BID RESPONSE TO BE CONSIDERED RESPONSIVE.

15.0 DEBARMENT AND SUSPENSION STATUS

15.1 The **Offeror** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is the **Offeror** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.

15.2 The **Offeror** has not within three (3) years preceding this RFP been convicted of or had a civil suit judgment rendered against the **Offeror** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making a false statement, or receiving stolen property.

15.3 The **Offeror** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.

15.4 The **Offeror** has not, within three years preceding this RFP, had any government (federal, state, or local) transactions terminated for cause or default.

16.0 RFP FORMS AND EXCEPTIONS: Unless otherwise specified, Offerors must use the Request for Proposal forms furnished by the City. Failure to do so shall be grounds for rejection of the proposal. Offerors must indicate any exceptions to the City's requested specifications and/or terms and conditions, on the RFP Affidavit of Compliance. **Taking exception to the specifications and/or terms and conditions MAY render the Offeror's proposal non-responsive and may remove it from consideration for award (depending on the Offeror's noted exceptions).** All exceptions will be reviewed on a case-by-case basis and in compliance with the law and the City's procurement regulations. If no exceptions are noted, Offerors must fully comply with the City requested specifications, requirements, and terms and conditions. By signing the Affidavit of Compliance without taking exception to this solicitation, you are hereby agreeing to the City's terms and conditions as stated herein. If you disagree with any part of this document, you must state the exception on the Affidavit of Compliance. Additional terms and conditions submitted with your response without taking exception to the solicitation will not be considered and will not become a part of the contract if your proposal is accepted or may render your proposal non-responsive.

17.0 PAYMENT TERMS: Payment terms shall be Net 30 if not otherwise specified. Pre-payment terms are not acceptable. If an Offeror offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

18.0 REGULATIONS: It shall be the responsibility of each Offeror to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

19.0 PROPOSAL OPENING: A public opening shall take place on the date and at the time specified on the Title-Signature Page. **Only the names of the Offerors who submitted proposals will be read aloud via teleconference. All Offerors or their representatives are invited to participate. To participate, dial (605) 313-5650, then enter access code 651222.** All other information shall remain confidential during the evaluation process. After a fully executed contract is in place, the Offeror may request a debriefing, and proposal files may be examined during normal working hours by appointment.

20.0 REQUEST FOR ADDITIONAL INFORMATION: The Offeror shall furnish such additional information as the City of Springfield may reasonably require. This includes information that indicates financial resources as well as the ability to provide services. The City reserves the right to make investigations of the qualifications of the Offeror as it deems appropriate.

21.0 CONTRACT DOCUMENTS: If it is determined that a contract be issued via this solicitation, the contract between the City of Springfield and the Offeror shall generally consist of: (1) applicable contract document, (2) the Request for Proposal, and any addenda thereto and, (3) the Offeror's proposal, as accepted, submitted in response to the Request for Proposal, and (4) any negotiated Best and Final Offer (BAFO). Any agreement, contract, or purchase order resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City. Any contract resulting from this solicitation may be executed and delivered by the parties electronically, and fully executed electronic versions of the contract instrument, or reproductions thereof, will be deemed to be original counterparts.

21.1 Any contract resulting from this solicitation may be executed and delivered by the parties electronically, and fully executed electronic versions of the contract instrument, or reproductions thereof, will be deemed to be original counterparts.

21.2 The successful Offeror shall have ten (10) days after receipt of the Notice of Recommendation for Award letter to return all requested documentation as required by the Request for Proposal. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.

22.0 OWNERSHIP OF DOCUMENTS: All files and information will be submitted before or upon final approval and acceptance of the contract documents. All documents, including original drawings, calculations, computer runs, field notes, drawings, estimates, specifications, written design criteria, and written reports are and remain the property of the Offeror until this contract is, for any reason, terminated, at which time they become the property of the City.

23.0 CONFIDENTIALITY OF DOCUMENTS: Any reports, data, design, or similar information given to or prepared or assembled under this contract which the City requests to be kept as confidential shall not be made available to any individual or organization without prior written approval of the City.

24.0 EQUAL OPPORTUNITY CLAUSE: The City of Springfield, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all qualified firms/providers that the City affirmatively ensures that minority businesses will be afforded full opportunity to submit a proposal in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

24.1 The City of Springfield encourages the participation of Disadvantage Business Enterprises (DBEs). If your firm is a designated DBE, please be sure and identify such on the enclosed AFFIDAVIT OF COMPLIANCE form.

24.2 The Offeror agrees in the performance of this Contract not to discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political option or affiliation, against any employee or the Consultant or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

25.0 BUSINESS LICENSE: The Offeror shall obtain and maintain a business license with the City of Springfield, Missouri, if required by city code and any required state or federal license. The cost for this business license shall be borne by the Offeror. No contract will be executed by the City until this business license has been obtained.

26.0 NONRESIDENT/FOREIGN SERVICE PROVIDERS: The Service Provider shall procure and maintain during the life of this contract:

26.1 If the Service Provider is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.; and

26.2 A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

27.0 CERTIFICATE OF COMPLIANCE WITH SECTION 34.600 RSMo., ET SEQ. (ANTI-DISCRIMINATION AGAINST ISRAEL ACT): That pursuant to Missouri Revised Statute Sections 34.600 et., seq. a Service Provider must provide a written certification of compliance with the Anti-Discrimination Act, RSMo. 34.600 et., seq. that the Service Provider is not currently engaged in, and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to Service Providers with fewer than ten people.

28.0 LOCAL VENDOR PREFERENCE:

28.1 Commodities (when applicable) - A commodity shall be defined as a non-specialized, non-customized mass-produced good. In the event two or more proposals to supply a commodity are equal in all evaluation criteria, including cost, such proposals shall be awarded first to the Offeror with offices within Springfield city limits, next to Offerors within Greene County, next to Offerors located in the adjacent counties, then next to other Missouri Offerors. If a tie proposal situation still exists after the application of these criteria, then the proposal shall be awarded by drawing lots or a flip of a coin. The City may also, unless the terms, conditions, and specifications of the solicitation state to the contrary, elect to divide the contract award between two or more Offerors if it deems such action to be in its best interests, in the exercise of its sole discretion.

28.2 Non-commodities (when applicable) - For procurements of non-commodities the City should take into account factors such as impact on the local economy, time of delivery, maintenance, and other pertinent costs, and recommend firms with offices in the Springfield Metropolitan Statistical Area (SMSA) when their proposals are substantially equal in cost, specifications, conditions, and Offeror's qualifications. A proposal shall be substantially equal in cost if the differential for total cost is two percent (2%) or less. When a request for proposal or a bid with evaluation criteria is evaluated, the score given for the criteria of cost for potential Offerors within the SMSA shall be increased by ten percent (10%) of the total points possible for cost.

28.3 Nothing in this section shall prohibit the City from evaluating solicitations and proposals on factors aside from the potential Offeror's office location nor from rejecting non-responsive or non-responsible bids.

PART III
FORMAT, CONTENT, AND SUBMISSION OF PROPOSALS

- 1.0 FORMS AND ATTACHMENTS:** The Affidavit of Compliance Form is required to be uploaded with your proposal. Any exceptions to the RFP terms, conditions, and requirements shall be stated on this form. The proposal shall be signed by a party authorized by law to bind the Offeror, such as an officer listed on a corporation's filing with the Missouri Secretary of State, an owner, or a managing member of an LLC or partnership.
- 2.0 PROPOSAL DUE DATE:** Proposals shall be uploaded to the Division of Purchases' e-bidding service, DemandStar, no later than **3:00 P.M. (CT) on TUESDAY, NOVEMBER 18, 2025**. Proposals will not be accepted after this time.
- 3.0 ADDENDA:** If it becomes necessary to revise or amend any part of this Request for Proposal, an addendum will be posted on the City's website at www.springfieldmo.gov/bids and at:
https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029
- Receipt of an addendum to an RFP by an Offeror must be acknowledged by signing and uploading the addendum with your proposal response to https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029 prior to the opening time and date.
- 4.0 SELECTION PROCESS:** The proposals will be evaluated by a Selection Committee comprised of selected City personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the shortlist of respondents selected for interview.

4.1 STEP ONE – EVALUATION OF RESPONSIVE PROPOSALS:

- 4.1.1** Members of the Selection Committee will review and rate each responsive proposal based on the criteria identified in Enclosure I of this document.
- 4.1.2** The Proposal Ranking Score Sheet for the evaluation of the proposals is included as Enclosure I of this document. The Evaluation Committee may request additional submittals. Scores identified on the Proposal Ranking Score Sheets submitted by the Evaluation Committee will be utilized to create a Composite Proposal Score Sheet.
- 4.1.3** The Project Manager and Evaluation Committee may determine via the outcome of the evaluation of the proposal(s) that there is only one firm identified as the highest-ranking firm based on overall composite score results. If it is determined by the Project Manager and Evaluation Committee that there is no need to interview, the City may negotiate the specific terms of the contract including cost without engaging in an interview process.
- 4.1.4** The Project Manager checks references and prepares a reference check information memo that is distributed to the Evaluation Committee. Reference check information may be taken into consideration as part of the evaluation of responsive proposals process as it pertains to the firm's Experiences & References criteria.

4.2 STEP TWO – SHORTLIST INTERVIEWS:

- 4.2.1** The Proposal Evaluation Composite Score Sheet, based on the evaluation of responsive proposals, will produce a list of the top-rated proposals that may be selected for interviews (shortlist) if determined to be necessary by the Project Manager and Evaluation Committee. Oral interviews may be conducted in order to make a final determination of the top-ranking firm if the City determines interviews are necessary.
- 4.2.2** The Interview Ranking Score Sheet for the evaluation of interviews is included as Enclosure II of this document. Scores identified on the Interview Ranking Score Sheets submitted by the Evaluation Committee will be utilized if applicable to create a Composite Interview Score Sheet.
- 4.2.3** The Project Manager checks reference(s) once a shortlist is determined. A reference check information memo is prepared by the Project Manager and distributed to the interviewing committee. Reference check information may be considered part of the interview process and is taken into consideration pertaining to the firm's Experience & References criteria.

4.2.4 Upon selection of the top-rated firm, the City may negotiate the specific terms of the contract including cost.

4.3 STEP THREE – BEST AND FINAL OFFER (BAFO): The City reserves the right to conduct pre-award discussions, interviews, pre-contract negotiations, and if necessary, a best and final offer (BAFO) with any or all responsive and responsible Offerors who submit proposals determined to be reasonably acceptable of being selected for award. The City reserves the right to award a contract to a firm solely based on their initial proposal submitted without any further interview, discussion, or negotiations.

4.3.1 Interviews: The City reserves the right to conduct personal interviews or require presentations of any or all Offerors prior to selection. The City will not be liable for any costs incurred by the Offeror in connection with such interviews/presentations (i.e., travel, accommodation, etc.).

4.3.2 Negotiations: The City reserves the right to enter negotiations with the highest-ranking firm. If negotiations with the highest-ranking firm fail, the City may enter negotiations with the second highest-ranking firm and so on until a contract is executed or if all negotiations fail a new solicitation may be warranted.

5.0 AWARDS:

5.1 Unless otherwise stated in the Request for Proposal, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices as part of the proposal. However, such discounts are encouraged to motivate prompt payment.

5.2 The award will be made based upon Evaluation Committee recommendation after the proposals have been scored based upon award criteria specified herein.

5.3 Each proposal is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies, or services described therein shall constitute a contract between the Offeror and the City; and shall bind the Offeror to furnish and deliver at the price, and in accordance with the conditions of said accepted proposal and detailed specifications.

5.4 The City reserves the right to (1) make awards to multiple Offerors; (2) to reject any and all proposals or waive any minor irregularity or technicality in any proposals received; and (3) to disregard all non-conforming or conditional proposals or counter proposals and determine an award that is deemed to be in the best interest of the City.

6.0 BUDGETARY CONSTRAINTS: The City reserves the right to reduce or increase the quantity, retract any item and/or service from the proposal, or upon notification, terminate the entire contract without any obligations or penalty based upon availability of funds.

7.0 ORDER OF PRECEDENCE: Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to Offerors, shall take precedence.

8.0 AFFIDAVIT FOR SERVICE CONTRACTS: The Offeror represents, in accordance with RSMo. 285.530.2 that they have not employed, or sub-bid with, unauthorized aliens in connection with the scope of work to be done under the RFP and agrees to provide an affidavit to the City of Springfield affirming that they have not, and will not in connection with the RFP, knowingly employ, or sub-bid with, any person who is an unauthorized alien.

9.0 OPEN COMPETITION: It is the intent and purpose of the Division of Purchases that the Request for Proposal process permits free and open competition. However, it shall be the Offeror's responsibility to advise the Division of Purchases if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the Division of Purchases at least ten (10) calendar days prior to the specified Request for Proposal due date and time.

10.0 ADDITIONAL PURCHASES BY OTHER PUBLIC AGENCIES: The Offeror by submitting a proposal authorizes other public agencies to "Piggy-Back" or purchase equipment, products, and services being proposed in this Request for Proposal unless otherwise noted on the Affidavit of Compliance Form.

11.0 WORK AUTHORIZATION AFFIDAVIT AND E-VERIFY:

Effective January 1, 2009, and pursuant to the State of Missouri's RSMo. 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

[RSMo. 285.530 (2)] As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

RSMo. 285.530 pertains to all solicitations for services over \$5,000. RSMo. 285.530 does not apply to solicitations for goods only. If a solicitation is for services and goods, RSMo. 285.530 applies if the services portion of the solicitation is over \$5,000.

The required documentation must be from the federal work authorization program provider. e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding. Letter from Service Provider reciting compliance is not sufficient.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate a FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien. The City may enforce any and all penalties available under local, state and/or federal law.

A signed and notarized Work Authorization Affidavit AND the Electronic Signature Page from the E-Verify program shall be provided prior to the issuance of a contract.

**CITY OF SPRINGFIELD, MISSOURI
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo.
(REQUIRED FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00)**

County of _____)
) ss.
State of _____)

My name is _____. I am an authorized agent of _____ ("Offeror"). Offeror is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Springfield, Missouri. The Offeror does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

The Offeror shall not knowingly employ or contract with an illegal alien to perform work for the City of Springfield, Missouri or enter into a contract with a sub-offeror/subcontractor that knowingly employs or contracts with an illegal alien.

Affiant

Printed Name

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL



Company ID Number:

Approved by:

Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date



Company ID Number:

Information Required for the E-Verify Program

Information relating to your Company:

Company Name

Company Facility Address

Company Alternate Address

County or Parish

Employer Identification Number

North American Industry
Classification Systems Code

Parent Company

Number of Employees

Number of Sites Verified for

Number of Employees

Number of Sites Verified for

SAMPLE

12.0 INSURANCE: Before a contract is executed, the successful respondent shall furnish the City a CERTIFICATE OF INSURANCE (COI) as described in Requirements PART IV.

13.0 COMPLIANCE: The following items shall be provided by the Offeror to the City of Springfield Division of Purchases through its e-bidding service provider, DemandStar. **To be considered complete and responsive, Offeror must complete, execute, and submit all pages of this RFP document identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages to be deemed responsive and considered for award. Failure to do so shall render your proposal non-responsive.**

13.1 To be provided with proposal submittal:

- Page 1-TITLE-SIGNATURE PAGE
- Enclosure III – Table of Contents for Submittal
- Form No. 1: Provider Profile
- Form No. 2: Key Outside Consultants
- Form No. 3: List of References and Experience
- Form No. 4: Personnel Qualifications
- Form No. 5: Project Approach Narrative
- Form No. 6A: Fee Schedule
- Form No. 6B: Not-to-Exceed Total Cost
- Form No. 7: Affidavit of Compliance
- Form No. 8: Certification Regarding Potential Conflicts of Interest
- Form No. 9: Certification of Compliance with Section 34.600 RSMo., et. seq. (Anti-Discrimination Against Israel Act)
- Executed Addenda (if applicable)
- Additional Agreement(s)/Contracts (if applicable)

13.2 To be provided prior to the issuance of a contract:

- Proof of Business License (if applicable): <https://www.springfieldmo.gov/2171/Business-License-Applications>
- Certificate of Insurance (COI) naming the City of Springfield as additional insured.
NOTE: COI shall identify the **SAME** legal entity company name as reflected on the respondent's W-9.
- W-9 (new vendor only): <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
NOTE: W-9 shall identify the **SAME** legal entity company name as reflected on the awarded respondent's Certificate of Insurance (COI).
- Work Authorization Affidavit
- E-Verify Signature Page:
<https://www.e-verify.gov/faq/how-do-i-get-a-copy-of-the-memorandum-of-understanding-mou>
- Certification of Signature Authority Form (if applicable)

13.3 All businesses doing business in the State of Missouri should be registered with the Missouri Secretary of State. Upon Missouri registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. This information should be completed at the time of offer submittal and shall be required prior to award. To register with the Missouri Secretary of State, please consult: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>

13.4 Respondents' legal entity company name must be identified as the SAME on their W-9 and Certificate of Insurance (COI).

14.0 SAMPLE CONTRACT: The City has included with this RFP a sample contract for the services requested. This sample is provided for illustrative purposes only. The City reserves the right to submit a contract which differs from the following example:



City of Springfield
Division of Purchases
218 E Central (65802)
PO Box 8368
Springfield, MO 65801-8368
Ph. 417 864-1620
Fax 417-864-1927

Service Provider
Company Name
Attn: _____
Address _____

Ph. _____
Fax _____

THIS CONTRACT, made and entered into this _____ day of _____, 20____, by and between the City of Springfield, a municipal corporation of the State of Missouri, hereinafter referred to as the "City" with an office located at 218 E Central, Springfield, Missouri 65802 and _____, a company in the State of _____, hereafter referred to as "Service Provider."

WITNESSETH:

THAT WHEREAS, the City of Springfield desires to engage the Service Provider to provide **Internal Auditing Services** described in **Request for Proposal #013-2026** which is attached hereto and incorporated herein as **EXHIBIT A**; and

WHEREAS, the Service Provider submitted a proposal and said proposal is attached hereto and incorporated herein as **EXHIBIT B**; and

WHEREAS, the City desires to engage the Service Provider to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. The City employs the Service Provider to perform the services hereinafter set forth.
2. Services. The Service Provider represents that it is equipped, competent, and able to perform, and that it will perform all services hereinafter set forth in a diligent and competent manner in accordance with the professional standard of care customarily recognized by members of the Service Provider's profession practicing in the State of Missouri within the same general timeframe. The Service Provider will perform all such services in accordance with the following provisions, incorporated into this Contract as if set forth in full herein: City's **Request for Proposal #013-2026** hereinafter **EXHIBIT A**, and the Service Provider's Response to the RFP, hereinafter **EXHIBIT B**. In the event of a conflict between the Service Provider's response to the RFP **EXHIBIT B** and the City's Contract Documents, the City's Contract Documents shall control.
3. Compensation. It is expressly understood that in no event will the compensation to be paid to the Service Provider under the terms of this Contract for the services set forth in the Scope, and for reimbursement of authorized expenses exceed the line-item costs outlined in **EXHIBIT B**. The Service Provider agrees that the price for all line items outlined in **EXHIBIT B** shall not increase for a period of one (1) year from the date of agreement execution. If additional services are requested by the City, the Service Provider will prepare and submit to the City an estimate of the total cost associated with such additional services. The City will review and approve in writing the cost estimate for additional services, and the total compensation and reimbursement to be paid by the City to the Service Provider for such approved additional services shall not exceed the approved amount. The Service Provider's fees for additional services shall be billed on an hourly basis at the Service Provider's current standard rates, which will in no event exceed the amount approved by the City in writing for such additional services.

4. The term of this Contract shall be for a one(1) year period from _____ through _____. The City may at its option renew the Contract up to four (4) additional one-year terms by giving written notice to the Service Provider. Any increase in cost at the beginning of each renewal period will be limited to that allowed per **RFP# 013-2026; Section 15.0; Renewal Option**. All pricing identified on the pricing page shall be in effect for the stated contract term.
5. This Contract may be executed and delivered by the parties electronically, and fully executed electronic versions of the contract instrument, or reproductions thereof, will be deemed to be original counterparts.
6. This contract shall be binding on the parties thereto only after it has been duly executed and approved by the City and the Service Provider.

IN WITNESS WHEREOF, the parties hereto evidence their agreement to the terms of this Contract by their signatures below.

CERTIFICATE OF DIRECTOR OF FINANCE

SERVICE PROVIDER

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay, therefore.

By: _____
Company Authorized Signature Date

Name: _____
Print

Title: _____

David Holtmann, Director of Finance
or
Acting Director of Finance

Date

CITY OF SPRINGFIELD, MISSOURI

By: _____
City Purchasing Agent
or Acting Purchasing Agent Date

APPROVED AS TO FORM

City Attorney or Assistant City Attorney

Date

**CITY OF SPRINGFIELD, MISSOURI
Administration**

By: _____
City Manager
or Designee Date

15.0 RENEWAL OPTION:

- 15.1** The City reserves the right to negotiate this contract for four (4) additional one-year renewal periods.
- 15.2** If the Service Provider requests an increase in compensation for any renewal period, the Service Provider shall notify the Division of Purchases no less than sixty (60) days prior to the end of the contract period.
- 15.3** Adjustments in cost at the beginning of each renewal period must be agreed to by both parties. All requested increases must be accompanied by justification acceptable to the City to establish allowable renewal term pricing.
- 15.4** The Division of Purchases' staff conducting this solicitation shall notify the Service Provider in writing of the intent to exercise the renewal option. However, failure to notify the Service Provider does not waive the City's right to exercise the renewal option.

16.0 QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS: To ensure fair consideration for all Offerors, the City prohibits communication to or with any department, board, or employee during the submission process, except as provided. Additionally, the City prohibits communications initiated by an Offeror to the City official(s) or employee(s) evaluating or considering the proposals prior to the time a fully executed contract is in place. Any communication between the Offeror and the City will be initiated by the appropriate City Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by an Offeror may be grounds for disqualifying the offending Offeror from consideration for award of the proposal and/or any future proposal(s).

- 16.1** Any questions relative to the interpretation of specifications or the proposal process shall be addressed to the Buyer in writing, in ample time before the period set for the receipt and opening of proposals. No inquiries, if received after the deadline for final questions date listed in the Scope of Work will be given any consideration. Any interpretation made to prospective Offerors will be expressed in the form of an addendum to the RFP which, if issued, will be conveyed in writing to all prospective Offerors by the City's response to question date listed in the Scope of Work.
- 16.2** It will be the responsibility of the Offeror to contact the Division of Purchases prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to acknowledge addendum with the proposal. Receipt of an addendum to an RFP by an Offeror must be acknowledged by signing and uploading the addendum with your proposal to https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029 prior to the opening time and date.
- 16.3** The successful Offeror will be notified electronically.

17.0 CRITERIA FOR AWARD: The Evaluation Committee will evaluate proposals and a recommendation will be made to the Buyer. Each proposal will be evaluated for full compliance with the RFP instructions to the Offeror and the mandatory terms and conditions set forth within the RFP. The objective of the evaluation will be to recommend the Offeror who is most responsive to the herein described needs of the City. Proposals which are responsive to this Request for Proposal will be evaluated based on, but not limited to the following criteria:

- 17.1** 20 points for Evidence of Experience & References with Similar Projects (FORM 3). **Reference checks will be performed by the Project Manager. The results from the reference(s) check will be shared with the Evaluation Committee members.**
- 17.2** 25 points for Expertise of Firm/Provider Personnel (FORM 4)
- 17.3** 20 points for Applicable Resources (FORM 1, 2, AND 5)
- 17.4** 20 points for Project Approach Narrative (FORM 5)
- 17.5** 15 points for Cost (FORM(S) 6 A, B) *

*On August 8, 2016, in General Ordinance 6301, the City Council voted to amend the Springfield City Code, Chapter 2, Administration, Article VI, Finances, Division 2, Purchasing, Section 2-401, known as the Purchasing Manual, by amending Subsection 13-3.104.1. (D) to clarify the local preference provision and by deleting Subsections 13-3.105.2 and 13-3.105.3 to remove a conflicting local preference provision. This amendment specifies that when an RFP is evaluated, the score given to Offerors within the Springfield Metropolitan Statistical Area for the criteria of cost shall be increased by ten percent (10%) of the total points possible for cost. **Points for cost shall be calculated by the Division of Purchases utilizing Form No. 6B: Not-to-Exceed Total Cost.** In case of an error in the extension of prices in the proposal, the unit price shall govern. Said unit price shall be utilized by the City to calculate the correct extended price for determining the potential award.

17.6 EVALUATION CRITERIA DEFINITIONS: (The following definitions are from Merriam-Webster.com/dictionary)

17.6.1 Acceptable: Capable or worthy of being accepted.

17.6.2 Marginal: Close to the lower limit of qualification, acceptability, or function, barely exceeding the minimum requirements.

17.6.3 Unacceptable: Not acceptable.

ENCLOSURE I
PROPOSAL RANKING SCORE SHEET

SCORING RANGES

	<u>25 Point Questions</u>	<u>20 Point Questions</u>	<u>15 Point Questions</u>
Acceptable	18 – 25	14 – 20	11 – 15
Marginal	9 – 17	7 – 13	6 – 10
Unacceptable	0 – 8	0 – 6	0 – 5

	Evaluation Criteria	Maximum Points	Score
1.	Evidence of Experience & References with Similar Projects (FORM 3) Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to those requested in the RFP? - Familiarity and experience with similar projects. - Consider any sub-consultants to be used and their experience (if applicable).	20	_____
2.	Expertise of Firm/Provider Personnel (FORM 4) Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined in Form 4 of the RFP. Also, consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: - Project Manager - Project team - Sub-consultants (if applicable)	25	_____
3.	Applicable Resources (FORM 1, 2, AND 5) Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. - Standard Quality Assurance/Quality Control program or procedures the firm has in place. - Adequacy of proposed team/resources to complete the project within proposed time frame.	20	_____
4.	Project Approach (FORM 5) Evaluate the firm/provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach presented in Form 5. - Project schedule and detailed approach are reasonable/responsive to the City's needs. - Roles of all involved parties clearly identified. - Familiarity with project location as evidenced by proposal (if applicable). - Identify/recognize critical or unique issues specific to the project. - Adequacy of proposed communications process. - Unique approaches that have been successful elsewhere.	20	_____
5.	Cost (FORM(S) 6 A, B) Determination of cost and pricing data: Consider whether all elements of cost and pricing conform to the requirements of the RFP. Points for cost shall be calculated by the Division of Purchases utilizing Form No. 6B: Not-to-Exceed Total Cost.	15	_____

Ranked By: _____

TOTAL POINTS
(100)

ENCLOSURE II
INTERVIEW RANKING SCORE SHEET

SCORING RANGES

	<u>25 Point Questions</u>	<u>20 Point Questions</u>	<u>15 Point Questions</u>
Acceptable	18 – 25	14 – 20	11 – 15
Marginal	9 – 17	7 – 13	6 – 10
Unacceptable	0 – 8	0 – 6	0 – 5

	Evaluation Criteria	Maximum Points	Score
1.	Evidence of Experience & References with Similar Projects (FORM 3) Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to those requested in the RFP? - Familiarity and experience with similar projects. - Consider any sub-consultants to be used and their experience (if applicable).	20	_____
2.	Expertise of Firm/Provider Personnel (FORM 4) Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined in Form 4 of the RFP. Also, consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: - Project Manager - Project team - Sub-consultants (if applicable)	25	_____
3.	Applicable Resources (FORM 1, 2, AND 5) Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. - Standard Quality Assurance/Quality Control program or procedures the firm has in place. - Adequacy of proposed team/resources to complete the project within proposed time frame.	20	_____
4.	Project Approach (FORM 5) Evaluate the firm/provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach presented in Form 5. - Project schedule and detailed approach are reasonable/responsive to the City's needs. - Roles of all involved parties clearly identified. - Familiarity with project location as evidenced by proposal (if applicable). - Identify/recognize critical or unique issues specific to the project. - Adequacy of proposed communications process. - Unique approaches that have been successful elsewhere.	20	_____
5.	Cost (FORM(S) 6 A, B) Determination of cost and pricing data: Consider whether all elements of cost and pricing conform to the requirements of the RFP. Points for cost shall be calculated by the Division of Purchases utilizing Form No. 6B: Not-to-Exceed Total Cost.	15	_____

Ranked By: _____

TOTAL POINTS
(100)

ENCLOSURE III
TABLE OF CONTENTS FOR SUBMITTAL

The following table sets forth the specific items to be addressed in the proposal. Respondents are requested to use this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

A.	TITLE-SIGNATURE PAGE This form must be executed and submitted with proposal.	Page 1
B.	TABLE OF CONTENTS: Submit this page with page numbers provided.	Page 2
C.	LETTER OF TRANSMITTAL: Limit to four (4) pages; to be submitted on the provider's letterhead. 1. Concisely state the provider's understanding of the services required by the City. 2. Include additional relevant information not requested elsewhere in this RFP. 3. The signature of the letter shall be that of a person authorized to represent and bind the firm/provider.	Attachment
D.	EXECUTED ADDENDA (if applicable) The respondent must return the correct number of all numbered addenda with submitted proposal. All addenda must be signed.	Attachment
E.	PROVIDER PROFILE: Form No. 1 provided.	Page 3
F.	KEY OUTSIDE CONSULTANTS: Form No. 2 provided.	Page 4
G.	LIST OF REFERENCES AND EXPERIENCE: Form No. 3 provided. (Form 3 may be reproduced and attached in sequence if more space is required).	Page ____ - ____
H.	PERSONNEL QUALIFICATIONS: Form No. 4 provided. (Form 4 may be reproduced and attached in sequence if more space is required).	Page ____
I.	PROJECT APPROACH NARRATIVE: Form No. 5 provided.	Page ____ - ____
J.	COST: Form(s) provided: 6A and 6B	Page ____
K.	AFFIDAVIT OF COMPLIANCE Form No. 7 provided. This form must be executed and submitted with proposal.	Page ____
L.	CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST Form No. 8 provided. (This form must be signed and dated).	Page ____
M.	CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET SEQ. (Anti-Discrimination Against Israel Act) Form No. 9 provided. (This form must be signed and dated).	Page ____
N.	CERTIFICATION OF SIGNATURE AUTHORITY (if applicable) Form No. 10 provided. (Must be signed and submitted prior to the issuance of a contract.)	Page ____
O.	E-Verify Program's Memorandum of Understanding Electronic Signature Page (Must be signed, notarized, and submitted prior to the issuance of a contract.)	Page ____
P.	ADDITIONAL AGREEMENT(S)/CONTRACTS: (if applicable) Any additional agreement(s)/contracts proposed by the Offeror shall be included with the Offeror's proposal as an attachment and may become exhibits of an ensuing City contract.	Attachment(s): #

FORM NO. 1: PROVIDER PROFILE

1. Lead Service Provider/Firm(s) (or Joint Venture) Name and Address:

1a. Provider /Firm is: ☐ National ☐ Regional ☐ Local

1b. Year Provider/Firm Established:

Years of Experience providing RFP identified services/projects for municipalities:

Years of Experience providing Internal Auditing Services:

1c. Licensed to do business in the State of Missouri: ☐ Yes ☐ No

NOTE: An affirmative statement shall be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.

1d. Principal contact information: Name, title, telephone number, and email address:

1e. Address of office to perform work, if different from Item No. 1:

2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project or the services to be provided:

3. If the submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:

3a. Has this Joint Venture previously worked together? ☐ Yes ☐ No

4. The firm shall provide an affirmative statement that it is independent of the City of Springfield, Missouri and its component units, as defined by generally accepted auditing standards and *Government Auditing Standards*, as issued by the Comptroller General of the United States.

5. The firm shall list and describe the firm's professional relationships involving the City or any of its agencies, component units or oversight unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

6. The firm shall give the City written notice of any professional relationships entered into during the period of this agreement which could have the appearance of a conflict of interest.

7. Firm Background:
 - 7a. Provide information on the firm's history of providing internal auditing services.

 - 7b. The firm shall provide a profile, ownership structure and the number of years the firm has performed internal audit services.

 - 7c. The firm shall disclose if they have undergone any mergers, acquisitions, sales or significant change in ownership in the last three (3) years.

 - 7d. Provide details of any of any litigation, claims or disputes against the firm or subcontractors, its officers or principals over the last five (5) years.

FORM NO. 2: KEY OUTSIDE CONSULTANTS

Each respondent must complete this form for all proposed sub-consultants.

SUB-CONSULTANT #1

Name & Address

Specialty/Role with this Project:

Worked with Lead Firm Before: ☐ Yes ☐ No

Year Firm Established:

Years of Experience providing internal auditing services:

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.
-

SUB-CONSULTANT #2

Name & Address

Specialty/Role with this Project:

Worked with Lead Firm Before: ☐ Yes ☐ No

Year Firm Established:

Years of Experience providing internal auditing services:

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.
-

SUB-CONSULTANT #3

Name & Address

Specialty/Role with this Project:

Worked with Lead Firm Before: ☐ Yes ☐ No

Year Firm Established:

Years of Experience providing internal auditing services:

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.

FORM NO. 3: LIST OF REFERENCES AND EXPERIENCE

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location:

Completion Date (Actual or Estimated):

Project Owners Name & Address:

Project Owner's Contact Person, Title & Telephone Number:

Estimated Cost (in Thousands) for Entire Project: \$

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible).

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

FORM NO. 4: PERSONNEL QUALIFICATIONS:

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

- a. Name and Title:

- b. Project Assignment:

- c. Name of Service Provider/Firm with which associated:

- d. Years of Experience:
With this Service Provider/Firm ____ other Service Providers/Firms ____

- e. Education: Degree(s)/Year/Specialization:

- f. Current Registration(s):

- g. Other Experience & Qualifications relevant to the proposed project:

FORM NO. 5: PROJECT APPROACH NARRATIVE

Use this space to provide a detailed project approach including but not limited to:

1. Provide a description of your firm's internal audit methodology and risk assessment process, including an example of the risk profile that would be developed from the risk assessment review.
2. Identify the tools and technology utilized by the firm to increase the effectiveness of the internal audit function.
3. Describe the process of selecting areas for review, starting with how areas are selected, how the audit will be conducted, the selection and gathering of data and communication with stakeholders throughout the process. Include a sample of the report that would be provided at the conclusion of the audit.
4. Describe the way in which the firm will bring innovation through leadership and best practices that will enhance the performance for the internal audit function and ensure value to the City of Springfield.
5. Identify and describe any anticipated potential internal audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.
6. Identify any expectations of City of Springfield staff in assisting with the audit process.

FORM NO. 6A: "FEE SCHEDULE"
***SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

Personnel Classification	Typical Work Tasks	Hourly Billing Rate
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR
		\$_____/HR

***NOTE: THE HOURLY BILLING RATES SPECIFIED HEREIN SHALL BE APPLICABLE FOR ADDITIONAL SERVICES, IF REQUESTED BY THE CITY.**

FORM NO. 6B: NOT-TO-EXCEED TOTAL COST

Overall not-to-exceed total project cost includes all related costs associated with the proposed project or scope of services, including but not limited to: Personnel, total hours related to each major task, hourly rate for each of the firm's staff that will be involved in the engagement. Travel expenses, if any, should be broken out and should also be quoted on a not-to-exceed basis.

Description of Task	Personnel Classification Responsible for Task	Estimated Hours per Personnel Classification by Task	Hourly Billing Rate	Not-to-Exceed Total Cost
Risk Assessment				\$ _____
Three (3) Audits				\$ _____
Additional Audit(s)				\$ _____
Travel Expenses (if any)				\$ _____
_____				\$ _____
_____				\$ _____
_____				\$ _____
_____				\$ _____
NOT-TO-EXCEED TOTAL COST:				\$ _____

The City may at its option renew the Contract up to four (4) additional one-year terms. The Offeror agrees not to increase the quoted not-to-exceed rates by more than the following percentages for each successive one-year renewal term.

- 1st One (1) Year Renewal Term: _____ % increase (based on initial year's not-to-exceed total cost).
 2nd One (1) Year Renewal Term: _____ % increase (based on previous year's not-to-exceed total cost).
 3rd One (1) Year Renewal Term: _____ % increase (based on previous year's not-to-exceed total cost).
 4th One (1) Year Renewal Term: _____ % increase (based on previous year's not-to-exceed total cost).

FORM NO. 8 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST:

The City's Charter, Sec. 19.16, prohibits any Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves.

*****If the prohibition above is violated, the contract is void and the Council member, City board or commission member forfeits his or her office or the employee forfeits his or her employment*****

Vendor certifies that (check all that apply):

Zero conflicts to declare:

1. ____ No City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
2. ____ No spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.

Potential conflicts to declare:

3. ____ A City Council member, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.
4. ____ A City employee, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.
5. ____ A City board/commission member, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.

If choosing 3, 4, or 5, please provide name of Council member, employee, board or commission member, or spouse:

Name: _____

Vendor Certification:

I certify the information above is true and accurate.

By: _____

Print Name: _____

Title: _____

Company: _____

Please note whether the Charter is violated is fact-specific. City staff will follow up with you for additional information.

FORM NO. 9 CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET. SEQ. (Anti-Discrimination Against Israel Act)**Effective August 28, 2020**

(Does not apply to contracts totaling less than \$100,000.00, or fewer than 10 employees.)

I am _____ (name), and am the _____ (title) of _____ (company name) a (circle one) corporation, partnership, sole proprietorship, limited liability company, and am competent and authorized to make the following statement and attest to its truthfulness:

[initial one]

_____. I hereby certify that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, in accordance with the terms and conditions set forth in 34.600 RSMo., et seq.

or:

_____. The business employs less than 10 employees.

Company Name (List official name of Business Entity.)

Signature

Print Name

Title

FORM NO. 10 CERTIFICATION OF SIGNATURE AUTHORITY

The contract must be signed by a registered agent of your company listed on the Secretary of State website. This form shall be provided prior to the issuance of a contract if someone other than a registered agent will be signing on behalf of the company.

I _____ (print name), am the _____ (title)
of _____ (company name) a (circle one) corporation, partnership, sole proprietorship,
limited liability company, and am competent and authorized to make the following statement and attest to its truthfulness;

I hereby certify that _____ (print name), _____ (title) has the
authority to sign contracts on behalf of the company and to legally bind the company in the execution of said contract documents.
_____. [initial]

Company Name (List Official Name of Business Entity)

Signature

Print Name

Title

FORM NO. 11 STATEMENT OF "NO PROPOSAL":**RETURN THIS PAGE ONLY IF YOUR COMPANY PROVIDES THE PRODUCTS/SERVICES BEING BID ON AND DECLINES TO DO SO.**

WE, THE UNDERSIGNED, HAVE DECLINED TO PROPOSAL ON YOUR **RFP #013-2026** FOR **INTERNAL AUDITING SERVICES** FOR THE FOLLOWING REASON(S):

_____ SPECIFICATIONS ARE TOO "RESTRICTIVE," I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY (PLEASE EXPLAIN BELOW).

_____ INSUFFICIENT TIME TO RESPOND TO INVITATION FOR PROPOSAL.

_____ WE DO NOT OFFER THIS PRODUCT(S) OR EQUIVALENT.

_____ REMOVE US FROM YOUR VENDOR LIST FOR THIS COMMODITY OR SERVICE

_____ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.

_____ UNABLE TO MEET SPECIFICATIONS.

_____ UNABLE TO MEET INSURANCE REQUIREMENTS.

_____ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).

_____ OTHER (PLEASE SPECIFY BELOW).

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE AND TITLE: _____

TELEPHONE NUMBER: _____

DATE: _____

PART IV INSURANCE REQUIREMENTS

Without limiting any of the other obligations or liabilities of the Service Provider, the Service Provider shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. Regardless of such approval, it shall be the responsibility of the Service Provider to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Service Provider to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The Certificate of Insurance must include the following:

- The City needs to be specifically listed as an additional insured in regard to Commercial General Liability, Automobile Liability and Umbrella Liability by checking the Additional Insured Boxes **and** stating so in the Description of Operations Box.
- **Commercial General Liability** (Each Occurrence) and **Automobile Liability** (Combined Single Limit) need to be \$3M or they need to be covered under a \$2M **Umbrella Liability**. *"If the Service Provider is relying on an Umbrella/Excess policy to meet the \$3M insurance requirement, the City must either 1) be listed as an additional insured on the Umbrella/Excess policy or 2) the Description must state that Umbrella/Excess follows form with regard to additional insureds".*
- **Workers' Compensation and Employer's Liability:** (\$1M).
- **Errors and Omissions Insurance:** Professional Liability of (\$1M).
- NAIC number(s) provided need to be recognized by the State of Missouri.
- Insurers contact information must be listed in the top right-hand corner of the COI.
- Signature at the bottom of the COI must be a person not the Insurer's company name.
- Certificate Holder needs to be City of Springfield, 218 E. Central, Springfield, MO 65802.
- 30 Day Notice of Modification or Cancellation must pertain to all policies and be stated in the Description of Operations Box.
- Need policies endorsements listing the City of Springfield as additional insured.
- **Proof of Professional Liability:** Technology Errors and Omissions Insurance of (\$1M) per occurrence or glitch.
- **Proof of Network Security (Cyber) and Private Liability Insurance:** (\$1M) per occurrence and (\$2M) for each claim annual aggregate.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Service Provider and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance and shall list the City as an additional insured and shall be accompanied by the policy's endorsements adding the City as an additional insured. Such notices shall be sent via email to purchasingquotes@springfieldmo.gov, faxed to 417-864-1927, or mailed to:

City of Springfield, 218 E. Central, Springfield, MO 65802

As of January 1, 2022, the minimum coverage for the insurance referred to herein shall be as set out below:

- A. Workers' Compensation:** Statutory coverage per RSMo 287.010 et seq
Employer's Liability: \$1,000,000.00
- B. Commercial General Liability Insurance,** including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least **Three Million and no/100 Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence. Service Provider agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorney fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorneys' fees of Service Provider, its employees, officers or agents. Service Provider agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.
- C. Automobile Liability Insurance:** Covering Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of **Three Million and no/100 Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence. Service Provider agrees to cause its insurer to name City as an additional insured on such insurance policy.
- D. Errors and Omissions Insurance:** The Service Provider shall maintain a professional liability insurance policy in the amount of \$1,000,000.00 and its terms shall be subject to the approval of the City. This policy shall remain in full force and effect for a period of one year after completion and acceptance by the City of the project.
- E. Professional Liability:** Technology Errors & Omissions insurance will be carried with a limit of at least **One Million Dollars (\$1,000,000.00)** per occurrence or glitch. Such coverage shall include content/intellectual property coverage, and security/identity theft coverage. If insurance is written on a claims-made basis, vendor must maintain continuous coverage with a retro-active date prior to the effective date of the contract.
- F. Network Security (Cyber) and Privacy Liability:** Network Security (Cyber) and Privacy Liability insurance will be carried with a limit of at least **One Million Dollars (\$1,000,000.00)** per occurrence and at least **Two Million Dollars (\$2,000,000.00)** for each claim annual aggregate.

Such insurance shall include, but not limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include loss of use, breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.

In the event that the Network Security and Privacy Liability insurance required by this Contract is written on a claims-made basis, Service Provider warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- G. Subcontracts:** In case any or all of this work is sublet, the Service Provider shall require the subcontractor to procure and maintain all insurance required by the City as listed above and in like amounts. Service Provider shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City of Springfield through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.
- H. Notice:** The Service Provider and/or subcontractor shall furnish to the City prior to beginning the work, satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Springfield. **The thirty (30) day cancellation notice is required to be identified on the submitted Certificate of Insurance (COI).**
- I. Legislative or Judicial Changes:** In the event the scope or extent of the City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this agreement by legislative or judicial action, the City may require Service Provider, upon 10 days written notice, to execute a contract addendum whereby the Service Provider agrees to provide, at a price not exceeding Service Provider's actual increased premium cost, additional liability insurance coverage as the City may require to protect the City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

PART V
STANDARD TERMS AND CONDITIONS

- A. Services.** The City agrees to engage the services of the Service Provider and the Service Provider agrees to perform the services hereinafter set forth in accordance with the standard of care, skill and expertise ordinarily used by other members of Service Provider's profession in performing similar services. No services shall be provided by Service Provider until this Contract has been fully executed.
- B. Addition to Services.** The City may add to the Service Provider services or delete therefrom activities of a similar nature provided that the total cost of such work does not exceed the total cost allowance as specified in the final contract document. The Service Provider shall undertake such changed activities only upon the direction of the City. All such directives and changes shall be in written form and prepared and approved by the City and shall be accepted and countersigned by the Service Provider.
- C. Exchange of Data.** All information, data, and reports in the City's possession and necessary for the carrying out of the services related to this Contract, shall be furnished to the Service Provider without charge, and the parties shall reasonably cooperate in connection with this Contract.
- D. Personnel.** The Service Provider represents that Service Provider will secure at Service Provider's own expense, all personnel required to perform the services called for under this Contract by Service Provider. Such personnel shall not be employees of or have any contractual relationship with the City except as employees or independent contractors of the Service Provider. All of the services required hereunder will be performed by the Service Provider or under Service Provider's direct supervision and all personnel engaged in the services shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this Contract shall be subcontracted without the written approval of the City.
- E. Conditioned upon acceptable performance.** Provided Service Provider performs the services in the manner set forth in paragraph A hereof, the City agrees to pay the Service Provider in accordance with the terms set forth in this Contract, which shall constitute complete compensation for all services to be rendered under this Contract; provided, that where payments are to be made periodically to Service Provider for services rendered under this Contract, the City expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely or satisfactory manner in accordance with the schedule and description of services set forth in this contract.
- F. Termination of Contract:**
- 1. Termination for breach.** Failure of the Service Provider to fulfill Service Provider's obligations under this Contract in a timely and satisfactory manner in accordance with the schedule and description of services set forth in the Contract Parts shall constitute a breach of the Contract, and the City shall thereupon have the right to immediately terminate the Contract. The City shall give written notice of termination to the Service Provider by one of four different means: Facsimile Transmission ("FAX") if Service Provider has a FAX number; U.S. Postal Service Mail; or by hand delivering a copy of the same to the Service Provider; or by electronic mail to the address identified on contract document; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to Service Provider or given by FAX or electronic mail, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Service Provider related to this Contract shall at the option of the City become its property, and the Service Provider shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials; provided, that the Service Provider shall not be relieved of liability to the City for any damages sustained by the City by virtue of any such breach of the Contract by the Service Provider.
 - 1a. Attorney Fees:** In the event of any litigation arising from breach of this Contract, the City shall be entitled to recover from the Service Provider all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.
 - 2. Termination for Convenience.** The City shall have the right at any time upon 15 days' written notice to Service Provider to terminate and cancel this Contract, without cause, for the convenience of the City, and Service Provider shall immediately stop work upon issuance of such notice. In such event City shall not be liable to Service Provider except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Service Provider for the performance of the cancelled portions of the Contract, including a reasonable allowance of profit applicable to the actual work performed and such preparations. Anticipatory profits and consequential damages shall not be recoverable by Service Provider.

- G. Confidentiality of Documents.** Any reports, data, design or similar information given to or prepared or assembled by the Service Provider under this Contract which the City requests to be kept as confidential shall not be made available to any individual or organization by the Service Provider without prior written approval of the City.
- H. Discrimination.** The Service Provider agrees in the performance of this Contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Service Provider or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder. The parties hereby incorporate the requirements of 41 C.F.R. §§ 60-1.4(a)(7), 29 C.F.R. Part 471, Appendix A to Subpart A, 41 C.F.R. § 60-300.5(a) and 41 C.F.R. § 60-741.5(a), if applicable.
- 1. This Service Provider and any authorized subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**
 - 2. This Service Provider and any authorized subcontractor shall abide by the requirements of 41 C.F.R. § 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.**
- I. Occupational License:** The Service Provider shall obtain and maintain an occupational license with the City of Springfield, Missouri, if required by City Code as well as any required state or federal license. The cost for this occupational license shall be borne by the Service Provider. No contract will be executed by the City until this occupational license has been obtained.
- J. Nonresident/Foreign Service Providers.** The Service Provider shall procure and maintain during the life of this Contract:
- 1.** If the Service Provider is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.; and
 - 2.** A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.
- K. General Independent Service Provider Clause.** This Contract does not create an employee/employer relationship between the parties. It is the parties' intention that the Service Provider will be an independent contractor and not the City's employee for all purposes, including, but not limited to: the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. The Service Provider will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Service Provider's activities and responsibilities hereunder. The Service Provider agrees that it is a separate and independent enterprise from the City, that it has a full opportunity to find other work, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the services. This Contract shall not be construed as creating any joint employment relationship between the Service Provider and the City, and the City will not be liable for any obligation incurred by the Service Provider, including but not limited to unpaid minimum wages and/or overtime premiums.
- L. City Benefits.** The Service Provider shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Workers' Compensation Program of the City.
- M. Notices.** All notices required or permitted hereinunder and required to be in writing may be given by FAX, electronic mail (if to Service Provider), or by first class mail addressed to City or Service Provider at the addresses identified on the contract document. The date of delivery of any notice provided by mail shall be the date falling on the third day after the day of its mailing. The date of delivery of notice by FAX transmission or electronic mail (if to Service Provider) shall be deemed to be the date transmission occurs, except where the transmission is not completed by 5:00 p.m. on a regular business day at the location of the receiving party, in which case the date of delivery shall be deemed to fall on the next regular business day for the receiving party.
- N. Jurisdiction.** This Contract and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this Contract be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.
- O. Delivery:** Time is of the essence of this project. If completion times are not met at the time agreed upon, the City reserves the right to cancel or to purchase elsewhere and hold Service Provider liable for any re-procurement costs.

- P. Invoices:** An invoice shall be submitted and shall show the purchase order number or contract number and contain full descriptive information of items or services furnished. All invoices must be received within one year of completion of project or receipt of goods by the City or any possible payment is forfeited.
- Q. Bankruptcy or Insolvency:** In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Service Provider, or in the event of breach of any of the terms hereof including the warranties of the Service Provider, City may cancel this contract or affirm the contract and hold Service Provider responsible in damages.
- R. Compliance with Applicable Laws:** The Service Provider warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipality or any other governmental authority or agency in the provision of service covered by this contract, including but not limited to all provisions of the Fair Labor Standard Act of 1938, as amended. All applicable laws and Springfield City Code and Purchasing Manual will apply to any resulting contract, contract, or purchase order. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations, Policies and Purchasing Manual. Service Provider agrees to comply with all applicable federal, state and local laws and rules and regulations applicable to the provision of services and products hereunder. Service Provider affirmatively states that payment of all local, state, and federal taxes and assessments issued to Service Provider has been made in full.
- S. Interpretation of Contract And Assignments:** The contract shall be construed according to the laws of the State of Missouri. The contract, or any rights, obligations or duties hereunder may not be assigned by Service Provider without City's written consent or any attempted assignment without such consent shall be void.
- T. Provisions by Law Deemed Inserted:** Each and every provision of the law and clauses required by law to be inserted in this contract will be deemed to be inserted herein and will read and enforced as though it were included herein, and if through mistake, or otherwise any such provision is not inserted, then upon the application of either party the contract will be physically amended to make such insertion or correction.
- U. Assignment:** The Service Provider shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Service Provider from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished in writing promptly to the City. Any such assignment is expressly subject to all rights and remedies of the City under this contract, including the right to change or delete activities from the contract or to terminate the same as provided herein, and no such assignment shall require the City to give any notice to any such assignee of any actions which the City may take under this contract, though City will attempt to so notify any such assignee.
- V. Proprietary Information:** In accordance with the Missouri Sunshine Law, and except as may be provided by other applicable state and federal law, all Service Providers should be aware that Requests for Proposals and the responses thereto become open public records once a contract is negotiated or all proposals are rejected. However, Service Providers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. **Failure of Service Provider to cite specifically to the applicable law exempting disclosure under the Sunshine Law may result in disclosure of such information. Service Provider should identify any information as confidential and/or proprietary by stamping each page with such information "Confidential" and/or "Proprietary." This requirement also applies to the electronic copy that is to be submitted.**

All Proposals received from Service Providers in response to this Request for Proposal will become the property of the City of Springfield and will not be returned to the Service Providers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

W. Indemnity and Hold Harmless:

1. In no event shall the City be liable to the Service Provider for special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this Contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this Contract.
2. The Service Provider shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this Contract, or the work or any subcontract thereunder (the Service Provider hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this Contract to Service Provider.
3. The Service Provider shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.
4. The indemnification obligations of Service Provider hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Service Provider, under any federal or state law, to any person asserting the claim against City, its elected or appointed officials, agents and employees, for which indemnification is sought.
5. The indemnification obligations herein shall not negate, abridge or reduce in any way any additional indemnification rights of the City, its elected or appointed officials, agents and employees, which are otherwise available under statute, or in law or equity.
6. Service Provider affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its Contract price. Service Provider's obligation under this agreement to defend, indemnify and hold harmless any person from that person's own negligence or wrongdoing is limited to the coverage and limits of the applicable insurance.
7. The Service Provider shall indemnify and hold the City harmless for any penalties, fines, fees or costs, including costs of defense, which are charged or assessed by any Federal, state or local agency including, but not limited to, Environmental Protection Agency or Department of Natural Resources.

X. Sub-Contracts:

1. The Service Provider shall not execute an agreement with any sub-contractor to perform any work until the City has provided written consent of the use of such sub-contractor.
2. The Service Provider shall be fully responsible to the City for the acts and omissions of any sub-contractors, and of persons either directly or indirectly employed by them, as Service Provider is for the acts and omissions of persons directly employed by them.
3. The Service Provider shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the provisions of the Contract.
4. Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the City

Accepted Internal Audits

AREA	RISK	INTERNAL AUDIT
Human Resources	Hiring Process Delays	Policy & Timeline for Getting a Candidate Hired (Application to Offer)
Records	PHI/PII Security & Data Protection	Identify & Assess Departments with Significant PHI/PII for their Data Security Process
Municipal Court	Reconciliation Challenges Re: Show Me	Processes for Tracking, Reconciliation, & Recording Receipts

City of Springfield, MO
Internal Audits Completed by External Firms
As of August 8, 2025

<u>Fiscal Year</u>	<u>Audit Title</u>	<u>Date</u>
2014	Cash Collections and Application Risk Review	February 2014
2015	Southwest Treatment Plant – Purchasing Card Review And Related Activities	November 2014
2015	Purchasing Card Risk Review	December 2014
2015	System Access and Segregation of Duties Review	April 2015
2016	Payroll Risk Review	July 2015
2016	Purchasing Internal Audit	December 2015
2016	Public Works Internal Audit	February 2016
2016	Information Technology General Controls	April 2016
2016	Parks Department Internal Audit	June 2016
2017	Follow Up for Audits Performed 2014-2016	
2017	Accounts Payable and Cash Disbursements	December 2016
2017	Cashier Operations	March 2017
2018	Municipal Court Operations	August 2017
2018	Personally Identifiable Information	November 2017
2018	Fee Study Process	February 2018
2018	Financial Month End Close	May 2018
2019	Police Operations	August 2018
2019	Springfield Art Museum Operations	December 2018
2019	Loan Programs and Grant Processing	March 2019
2019	Health Department HIPAA Internal Controls*	March 2019
2019	Follow Up for Audits Performed 2015-2018	June 2019
2020	Information Technology General Controls	August 2019
2021	Report on Data Analytics Procedures – Analysis of Vendor and Accounts Payable Data	December 2020

2021	Report on Data Analytics Procedures – Analysis of Purchasing Card Data	December 2020
2021	Payroll – Segregation of Duties	March 2021
2021	Purchasing Cards Program Administration	March 2021
2022	Payment Card Industry Security Standards Council Administration	October 2021
2022	IT General Controls – Backup and Recovery	January 2022
2022	IT General Controls – Physical Security	January 2022
2023	Construction and Level Property Tax Plan Bond	August 2022
2024	Parks & Recreation Asset Management	November 2023
2024	Health Department Food Permitting and Inspections	April 2024
2024	Building Development Services Code Enforcement/Inspections	May 2024
2025	Court Cash Reconciliation Assessment	April 2025
2026	HR Hiring Assessment	July 2025
2026	PII/PHI Records Assessment	July 2025

* This audit was not part of the original audit plan. It was added by request of the City for an additional cost.



ADDENDUM #1

CITY OF SPRINGFIELD, MISSOURI
DIVISION OF PURCHASES

REQUEST FOR PROPOSAL (RFP) #013-2026 FOR: INTERNAL AUDITING SERVICES

Denise Neuleib, Buyer
Email: dneuleib@springfieldmo.gov
Phone: 417-864-1624

Date Issued: November 12, 2025
REVISED DUE DATE: WEDNESDAY, NOVEMBER 19, 2025 BY 3:00 P.M.

The original **Request for Proposal #013-2026** for **Internal Auditing Services** documents shall remain in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

The original solicitation document for **Request for Proposal #013-2026** had an original closing date and time of Tuesday, November 18, 2025 by 3:00 P.M. (CT). **The bid opening date has been extended until WEDNESDAY, NOVEMBER 19, 2025 BY 3:00 P.M. (CT).**

Please Note: The format of this addendum document will detail questions asked and answers provided.

- Form No 1: Provider Profile – Question #2 “Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project or the services to be provided:” Can the City please clarify what it means by the terminology “persons by discipline”?**
Persons by discipline refers to the number of team members who specialize in areas traditionally covered by internal audits such as information systems/technologies, treasury management, procurement, etc.
- Does the City have an established annual budget for these services? If so, can you share the budget amount with us?**
Please see the response to question 3.
- What fees have been charged for these services annually over the last three years?**

Internal Auditing Services	11/26/22 – 11/25/23	11/26/23 – 11/25/24	11/26/24 – 11/25/25
Four (4) Annual Audit Projects	67,300.00	77,395.00	89,000.00
Risk Assessment	10,286.00	11,830.00	13,600.00
Additional Project: Commercial Street TIF		8,000.00	
TOTAL	77,586.00	97,225.00	102,600.00

- Will the prior risk assessments be available to the selected firm?**
Yes.
- What are some of the key risks identified in prior risk assessments?**
The most recent risk assessment is included as Exhibit 3 – Risk Assessment and Internal Audit Process.

ADDENDUM #1 – RETURN THIS PAGE

6. Are there any areas of City government excluded from audit?
City Utilities is a component unit of the City of Springfield. City Utilities is not within the scope of the internal audit function. All areas of the primary government are included in the audit scope.
7. Does the agreement with the prior auditor allow us access to review their audit work papers?
Yes. The City will work with the current firm to ensure a smooth transition.
8. Has there been a review of IT in the past? If so, were there areas noted that were of greater risk that need to be considered as part of the risk assessment?
IT has been reviewed multiple times. Please see the list of internal audits performed at Exhibit 2.
9. Does the scope of the review include coverage of IT systems used by the City? If so, how many critical applications support the City? What are the primary computer applications using including the supporting databases and operating systems?
Yes. IT systems are included in the internal audit scope. The City currently utilizes 34 critical applications and 107 other applications. Specific information will be shared with the selected vendor.
10. Does the City have need for any construction audit services on capital projects?
The most recent construction related audit was delivered in August 2022.
11. Has follow-up on previous report recommendations occurred recently? If not, would follow-up on prior report recommendations be considered for a first audit?
The most recent follow-up on prior report recommendations was conducted in June 2019. A follow-up on prior report recommendations would be considered for a first audit.
12. Pg. 33, Form 6B: Not to Exceed Total Cost, regarding the Personnel Classification Responsible for Task, are we to list all key personnel that will be assigned to each Description of Task (e.g., for the Risk Assessment, we might list a Partner, Director, Manager and Staff(s))?
Yes.
13. Pg. 33, Form 6B: Not to Exceed Total Cost, regarding the Three Audits and Additional Audits, since the audits to be performed are unknown and hours may vary significantly, should we only list the Hourly Billing Rate and exclude the Not to Exceed Total Cost?
No, a Not-to Exceed Total Cost for each Description of Task as well as the NOT-TO-EXCEED TOTAL COST must be provided to be considered responsive. The Not-to-Exceed Total Cost is necessary to properly evaluate proposals received. The exact number and types of audits that will be conducted each year will be based on the Not-to-Exceed Total Cost for budgeting purposes. For example, our internal auditors have traditionally delivered audit reports on a quarterly basis; however, if the Finance and Administration Committee decides an audit of a more complex area or situation is warranted, there would be fewer audits completed during the budget year.
14. To what extent may the scope of work be completed remotely?
Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.
15. To what extent does the city envision the need for on-site presence? (i.e., Such as project kickoff, interviews, obtaining documentation, project closeout, and deliverable, etc.)
Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.
16. Is the city open to receiving bids from - and potentially issuing the award to - an out-of-state vendor? For instance, our principal location is in NYC. We are in other metro areas throughout the country, but not in Missouri.
Location is not an excluding factor if the firm is able to perform the necessary services in an effective and efficient manner.

17. Can you please provide the city's range of total cost for the RFP?

Please see the response to question 3.

18. What initiated the need to change service providers?

We have exhausted the renewal options from the previous contract/bid cycle. Our current provider is invited to submit a proposal.

19. Is the current incumbent eligible to participate in the process?

Yes; however, we would request a different audit team should the incumbent be selected for another contract cycle.

20. We understand the City has had services before; however, is requesting that the selected vendor perform the next risk assessment and test/evaluate a minimum of three areas within the City within a twelve-month period.

a. Will the prior Risk Assessment be available to the selected vendor in advance of the submission of a response?

The most recent risk assessment is included as Exhibit 3 – Risk Assessment and Internal Audit Process.

b. What were the typical hours for performing the risk assessment, and for the hours budgeted for the remaining annual audits and full internal audit services?

We do not have standard hours for any portion of the audit process. Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc.

c. Are there any open projects or projects on the audit that will need to be performed/completed by the selected vendor in addition to the audit plan developed with the updated risk assessment?

There are no open projects. The incumbent will complete their work prior to the end of the current contract period.

21. Can you please share the process for transition to a new vendor and what documentation will be shared with the new vendor?

The City will work with the current firm and the incoming firm to ensure a smooth transition.

22. Is the City's preference for work to be remote/in-person/hybrid and if a hybrid, can you please share what components you prefer to have in-person?

Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.

23. How often does the Finance/Audit Committee meet and is the expectation that the selected vendor will attend/present at each meeting? Will there be an expectation of the vendor selected to the Board, and if yes, can you note how many Board meetings that would be.

The Finance and Administration Committee is scheduled to meet monthly. The selected vendor will only be expected to attend meetings when there are specific audit-related issues on the agenda such as audit report deliveries or audit planning meetings. Traditionally the internal audit team has attended a meeting each quarter. The Finance and Administration Committee does have a new chairperson as well as new members. They may want to make changes to the traditional way the internal audit function has been handled; however, we do not expect attendance or a presentation at each committee meeting held.

24. Have there been any significant findings including material weaknesses, non-compliance, or fraud, waste, or abuse?

The previous audit reports are available on the City's website at www.springfieldmo.gov/2829/Audits.

25. You note in section 1.12 The City also operates the sanitary sewer system, landfill, municipal parks, art museum and golf course. Have those areas been included in the Audit Universe in previous risk assessments?

Yes.

26. We understand that you utilize Oracle Financial Management and HR/Payroll software and use the Oracle E-Business Suite platform. Has the City had an IT risk assessment performed, if yes, can you share the date of the most recent one?

IT has been reviewed multiple times. Please see the list of internal audits performed at Exhibit 2.

27. Risk Assessment

- a. Interviews – How many stakeholders does the City anticipate will be involved in the process?

Regarding the selection process, four councilmembers serve on the Finance and Administration Committee. They will be the primary ones conducting the interviews. Other staff who will be in attendance include the Deputy City Manager, Director of Finance, Assistant Director of Finance & Comptroller, the City Clerk, and the Buyer responsible for this process. Interviews are currently scheduled to take place on Monday, December 8, 2025, at 10:00 a.m..

Risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc.

- b. Policies and Procedures

- i. Is the current organizational structure related to policies and procedures centralized or decentralized? **Centralized.**
- ii. Are the policies and procedures formalized in writing? **Yes.**
- iii. If the policies and procedures are in writing, when were they last updated?
The dates vary greatly depending on the specific policies and procedures.
- iv. Is the current incumbent permitted to participate and respond to the RFP?
Yes; however, we would request a different audit team should the incumbent be selected for another contract cycle.
- v. Does the City have any of the processes for the Core area's in the Operational and Financial mapped out in workflows and written policies and procedures?
Some of the processes are mapped out and have written policies and procedures; however, some do not.

28. Timeline and Deliverables

- a. Will a liaison(s) be provided to the consultant during the engagement to ensure that data is available in the time manner needed to meet the objectives and milestones.
The Assistant Director of Finance & Comptroller currently serves as the chief liaison between the internal audit provider and City staff applicable to individual audits.
- b. Please clarify who the liaison(s) will be including any Project Committee Leaders and/or City personnel, Technology personnel, and other identified personnel.
The Assistant Director of Finance & Comptroller currently serves as the chief liaison between the internal audit provider and City staff applicable to individual audits. Specific personnel vary depending on the area being audited.

29. Does the City manage a hotline, is it the expectation that the vendor selected would assist with the management of the hotline?
The City utilizes a third-party vendor to manage our hotline. The internal audit firm is not expected to assist with the management of the hotline.

30. Our firm protocol requires a Master Service Agreement (MSA) with a Scope of Work attachment to be signed.

- a. Will the City agree to review and sign the MSA?
No, your MSA could be an exhibit of the City's contract in which if there was a conflict between your MSA and the City's contract document, the City's contract document would prevail.
- b. As part of this MSA, will the City consider contract exceptions to be included in a red-lined version in the RFP response submission?
Yes, utilization of the RFP solicitation process allows for negotiation. That being said, refer to the following sections of the RFP: PART II, Section 16.0 RFP FORMS AND EXECPTIONS; PART III, Section 1.0 FORMS AND ATTACHMENTS; AND FORM NO. 7 AFFIDAVIT OF COMPLIANCE.

31. Please confirm if the notarized form on page 15 is due with the proposal.

No, the Work Authorization Affidavit does not need to be submitted with your proposal submittal. It shall be provided prior to the issuance of a contract.

32. Page 1: Proposal Instructions, Bullet 1, indicates that the proposals "shall be submitted on the forms provided". Item 16.0 RFP Forms and Exceptions also state that "offerors must use the request for proposal forms furnished by the City." Various forms in the package do not provide sufficient space to provide a thorough response to address all the requirements of the RFP. Please specify how offerors should feasibly prepare the response to adequately address the requirements? Can the forms be supplemented with other formats such as Word or PowerPoint to allow the Offeror the ability to thoroughly respond to the requirements?

Yes, the City's forms/documents shall be utilized. Additional pages may be attached in sequence if more space is required.

33. Part 1: 1.1.1 indicates that the internal audit function has been performed by Forvis Mazars, LLP. Will the offeror be provided access to this team for transition?

The City will work with the current firm and the incoming firm to ensure a smooth transition.

34. Part 1: 1.1.1 indicates that the internal audit function has been performed by Forvis Mazars, LLP. Will access to prior audit files from Forvis be provided to support the offerors upcoming audit work?

The City will work with the current firm and the incoming firm to ensure a smooth transition.

35. Part 1: Description of Project and Services Required: In previous annual internal audits, was fraud, waste, and abuse identified in specific business operations?

The previous audit reports are available on the City's website at www.springfieldmo.gov/2829/Audits.

36. Part 1: Scope of Services: 2.0 states that "services provided by the auditor shall include all services offered by the auditor in its proposal and shall not be limited by this Scope of Work". Firms of varying size may have a broad range of services and capabilities; the requested format of this proposal does not provide sufficient space to describe the full range of an offeror's services. Please clarify what is meant by "all services offered by the offeror".

Additional pages may be attached in sequence if more space is required.

37. Part 1: Scope of Services: 2.0 states "Some audit work may be performed remotely." Please specify what collaboration tools/communication method is preferred when teams are not onsite.

We typically utilize Microsoft Teams for remote meetings and the audit firm's portal to exchange documents securely and efficiently.

38. Part 1: Scope of Services: 2.1 states "the auditor shall develop a risk assessment of the City's primary operations". Please define what constitutes the city's "primary operations".

City Utilities is a component unit of the City of Springfield. City Utilities is not within the scope of the internal audit function. All areas of the primary government are included in the audit scope. Please refer to the City of Springfield website at www.springfieldmo.gov for a complete list of departments and functions.

39. Part 1: Scope of Services: 2.1 states "the auditor shall develop a risk assessment of the City's primary operations". Please clarify whether the city requires the offer to both develop the approach for the risk assessment and then conduct the risk assessment to identify the strengths, challenges and potential risks.

We expect the offeror to develop the approach for the risk assessment and to conduct the risk assessment. Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc. We do not dictate how the audit firm conducts the risk assessment as long as it is handled according to industry standards and is completed effectively and efficiently.

40. Part 1: Scope of Services: 2.2 How many interviews does the City expect the Offeror to perform as part of the risk assessment process?

Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc. We do not dictate how the audit firm conducts the risk assessment as long as it is handled according to industry standards and is completed effectively and efficiently.

41. Part 1: Scope of Services: 2.2 states that the "auditor shall test and evaluate a minimum of three areas. How many audits is the offeror expected to perform over a 12 month period?
Our internal auditors have traditionally delivered audit reports on a quarterly basis; however, if the Finance and Administration Committee decides an audit of a more complex area or situation is warranted, there would be fewer audits completed during the budget year. The typical 12-month audit cycle has included either a formal risk assessment and three audits or four audits.
42. Part 1: Scope of Services: 2.2 Please clarify who will be responsible for selecting the three audit areas.
The City Council Finance and Administration Committee makes the final selection of areas to be audited.
43. Part 1: Scope of Services: 2.3 How many personnel make up the Finance and Administration Committee of City Council?
Four council members serve on the Finance and Administration Committee.
44. Part 1: Working Papers: 4.1 For what duration should the Offeror expect to be available to respond to successor auditor's inquiries after the Offeror's services to the City ends?
We will work with the Offeror and successor auditor to determine a reasonable duration.
45. Part 3: Interviews: 4.3.1 Please clarify whether potential interviews of short-listed offerors would be virtual or in person.
We prefer interviews be conducted in person; however, we will work with the City Council Finance and Administration Committee and the short-listed offerors to make specific accommodations if needed. Interviews are currently scheduled to take place on Monday, December 8, 2025, at 10:00 a.m..
46. Enclosure 3: Form 3: List of References: The form indicates that up to 10 projects can be listed; however, only one of these forms is included. Shall the offeror replicate this form for each reference?
Yes, additional pages may be attached in sequence if more space is required
47. Enclosure 3: Form 3: List of References: The form states "work by the service provided that best illustrates current qualifications relevant to the City's project that has been/is being accomplished by personnel during the last 5 years that shall be assigned to the City's project." Please clarify what is meant by "personnel during the last 5 years that shall be assigned to the City's project."
When applicable, provide the personnel that have worked on the projects listed on FORM NO. 3 LIST OF REFERENCES AND EXPERIENCE, that will also be assigned to provide internal audit services to the City. These same individuals' qualifications should be listed on FORM NO. 4: PERSONNEL QUALIFICATIONS.
48. General: Audit Reports: Can the City confirm whether it expects the internal audit reports to be prepared on the Offeror's letterhead?
The City expects professional internal audit reports to be issued. This would include communication on the firm's letterhead.
49. General: Audit Reports: Can the City confirm whether audit reports prepared by the Offeror will be provided to and/or relied upon by third parties?
Most, if not all, of our internal audit reports are made public and posted to our website. All internal audits are shared with our external audit firm during the annual audit process.

ACKNOWLEDGEMENT

Each Offeror shall acknowledge receipt of this **Addendum #1 of Request for Proposal #013-2026** titled **Internal Auditing Services** with his/her signature affixed hereto; and shall submit this Addendum and any attachments provided herein with their original RFP submittal.

CERTIFICATION BY BIDDER:

SIGNATURE: _____

TITLE: _____

COMPANY: _____

DATE: _____



City of Springfield Risk Assessment and Internal Audit Process

6/4/2024

Consultant's Report

Mr. David Holtmann, Director of Finance
City of Springfield
218 E. Central
Springfield, MO 65802

We have performed the procedures enumerated in this report, which were agreed to by the Finance Committee, of the City of Springfield (City), solely to assist you with respect to completing a portion of the City's internal audit plan for the Fiscal Year 2024/2025, which includes the Risk Assessment and Internal Audit Plan.

The engagement was performed in accordance with consulting standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to, and did not, conduct a financial statement audit or an examination, the objective of which would be the expression of an opinion on the financial statements or any elements, accounts, or items thereof as part of this engagement. Accordingly, we do not express such an opinion.

Our engagement did not include a detailed examination of all transactions and was not designed, and cannot be relied upon, to discover all errors, irregularities, or illegal acts, including fraud or defalcations, that may exist. Had we performed additional procedures, other findings of significance may have been reported to you. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in this report for the purpose for which this report has been requested or for any other purpose.

This report summarizes the scope of the engagement, the procedures performed, the results of our procedures.

Our report is intended for use only by the Finance Committee, solely for reporting findings with respect to the procedures performed by us. This report is not intended to be, and should not be, used by anyone other than these specified parties unless express written consent is obtained from **Forvis Mazars, LLP**.

Forvis Mazars, LLP

Forvis Mazars, LLP

June 4th, 2024

Internal Audit Risk Assessment Objective

- Identify and prioritize areas of significant risk where internal audit activities should be performed.
- Forvis Mazars will analyze risks to the achievement of organizational and related objectives.
 - Risks may include a wide range of potential areas, including strategic, financial, operational, compliance, technological, fraud, and reputational risks, among other areas in the professional judgement of Forvis Mazars.

Common Elements of Organizational Risk Management

- Executive commitment (tone and messaging from the top)
- Risk policy/governance
- Reporting to business units, executives, and the board
- Adoption of a common risk language
- Techniques for identifying risk
- Tools for assessing risk
- Tools for reporting and monitoring risk
- Integration of risk identification and assessment into the strategy of the organization

Our Approach

Enterprise Risk Assessment



Phase 1 – Gather Information

- Conduct interviews and/or surveys with leadership, functional areas, & select stakeholders
- Identify, document, and inventory risks to the City



Phase 2 – Evaluate Risks

- Prioritize areas of concern based on the risk to performance, potential impact to the City, & the likelihood of risk events
- Consider the maturity of the governance structure, control environment & business processes, monitoring controls, & feedback mechanisms



Phase 3 – Draft the Internal Audit Plan

- Propose internal audit projects based on the evaluation of the City's risk universe; the plan contains a mixture of high & medium-rated risk areas

Risk Assessment

Key Stakeholders

David Holtmann – Director of Finance

Jody Vernon – Assistant Director of Finance

Brian Weller – Director of Airport

Nick Nelson – Director of Art Museum

Brock Rowe – Director of Building Development Services

BJ Hall – Accounting Clerk

Anita Cotter – City Clerk

Jason Gage – City Manager

Collin Quigley – Deputy City Manager

Maurice Jones – Deputy City Manager

Cora Scott – Director of Public Information & Civic Engagement

Wendy Garrison – Chief Judge of Municipal Court

Taj Suleyman – Director of DEI

Amanda Ohlensehlen – Director of Economic Vitality

April Ford – Director of Emergency Communications

Errin Kemper – Director of Environmental Services

David Pennington – Fire Chief

Katie Towns – Director of Health

Jon Mooney – Assistant Director of Health

Darla Morrison – Director of Human Resources

Rochelle Yoap – Assistant Director of Human Resources

Neil Slagle – Director of Information Systems

Jonathan Allen – Network Manager

Jordan Paul – City Attorney

Jim Fisher – Director of Parks (interim)

Steve Childers – Director of Planning & Development

Paul Williams – Police Chief

Dan Smith – Director of Public Works

Tim Rosenbury – Director of Quality of Place Initiatives

Doug Stone – Director of Risk Management

Ericka Schmeeckle – Director of Workforce Development (interim)

Tona Bowen – Financial Analyst (treasury)

Brian Stranghoener – Financial Analyst (payroll)

Dori Hammer – Financial Analyst (fixed assets)

Prior Audit Coverage

Functional Areas

Accounting, Finance, Payroll & Treasury

- 2014 – Cash Collections and Application Audit
- 2014 – Purchase Card Audit
- 2015 – Payroll Audit
- 2015 – Purchasing Audit
- 2016 – Parks (includes cash collection and controls)
- 2016 – AP and Cash Disbursements
- 2017 – Cashier Operations Audit
- 2018 – Fee Study Audit
- 2018 – Month-end Close Audit
- 2020 – Payroll (Segregation of Duties)
- 2020 – Employee & Vendor

Courts

- 2017 – Municipal Court Audit, cash handling

Environmental Services

- 2012 – Departmental Operational Audit
- 2014 – Southwest Treatment Plan - Financial
- 2015 – Southwest Treatment Plant – Operational

Purchasing

- 2015 – Purchasing Audit
- 2020 – Purchasing Cards Program Administration
- 2020 – Purchasing Cards Data Analytics
- 2022 – Payment Card Industry Compliance

Workforce Development

- 2019 – Americas Promise Grant Assessment

Health City & County

- 2013 – Health Department Operational Audit
- 2019 – HIPAA Controls Audit
- 2019 – Loan Programs and Grants Audit
- 2023 – Food Permitting and Inspections

Information Systems

- 2015 – SOD Audit
- 2016 – General Controls Audit
- 2017 – PII Audit – Operations
- 2019 – ITGC
- 2021 – ITGC Physical Access
- 2022 – IT Operations Backup & Recovery

Planning and Development

- 2011 – Hotel and Motel Tax Audit
- 2012 – Small Biz Dev Loan Audit
- 2019 – Loan Programs and Grants Audit
- 2023 – BDS Code Enforcement/Compliance

Construction Audit

- 2021 – Use of Bonds

Police

- 2018 – Police Operations Audit

Public Works

- 2016 – Public Works Audit

Parks

- 2012 – Parks, cash collection and controls
- 2016 – Parks, cash collection and controls
- 2023 – Parks Asset Management

Proposed Internal Audits

AREA	RISK	INTERNAL AUDIT
Human Resources	Hiring Process Delays	Policy & Timeline for Getting a Candidate Hired (Application to Offer)
Human Resources	Performance Management Delays	Policy & Timeliness of Managing Performance Issues
Human Resources	Job Reclassifications/Promotions	Career Paths & Promotion Requirements
Contracting	Contracting & Vendor Management	Third Party Risk Management
Contracting	Contracting & Vendor Management	Contracting & Purchasing Assessment
Physical Security	Theft & Unauthorized Entry/Access	
Records	PHI/PII Security & Data Protection	Identify & Assess Departments with Significant PHI/PII for their Data Security Process
Health Department	HIPPA Assessment	HIPPA Compliance Assessment
Fire Department	Grant Compliance	Assessment of Grant Compliance
Ice Park or Landfill	Cash Receipts at Risk	Processes for Tracking, Reconciliation, & Recording Receipts
Municipal Court	Reconciliation Challenges Re: Show Me	Processes for Tracking, Reconciliation, & Recording Receipts
City Clerk	Sunshine Requests	Tracking, Documentation, & Compliance with Sunshine Requests

Accepted Internal Audits

AREA	RISK	INTERNAL AUDIT
Human Resources	Hiring Process Delays	Policy & Timeline for Getting a Candidate Hired (Application to Offer)
Records	PHI/PII Security & Data Protection	Identify & Assess Departments with Significant PHI/PII for their Data Security Process
Municipal Court	Reconciliation Challenges Re: Show Me	Processes for Tracking, Reconciliation, & Recording Receipts

Contact

Forvis Mazars

Bowden, Kyle

Lead Consultant

P: 417.520.5334

kyle.bowden@us.forvismazars.com

The information set forth in this presentation contains the analysis and conclusions of the author(s) based upon his/her/their research and analysis of industry information and legal authorities. Such analysis and conclusions should not be deemed opinions or conclusions by Forvis Mazars or the author(s) as to any individual situation as situations are fact-specific. The reader should perform their own analysis and form their own conclusions regarding any specific situation. Further, the author(s)' conclusions may be revised without notice with or without changes in industry information and legal authorities.

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Auditable Areas

Accounting, Finance, & Treasury

Airport

Art Museum

Building Development Services

Cash Disbursements & Receipts

City Clerk

City Manager

Communications

Courts

City Attorney

DEI

Economic Vitality

Emergency Communication

Emergency Management

Environmental Services

Fire and Police Departments

Fleet Operations & Inventory

Health Department

Human Resources

Information Services

Payroll

Parks & Recreation

Planning & Development

Purchasing

Quality of Place Initiatives

Risk Management

Workforce Development

EXHIBIT B

**CITY OF SPRINGFIELD, MISSOURI
DIVISION OF PURCHASES**

Denise Neuleib, Buyer
City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

Date Issued: October 15, 2025
Buyer's Email: dneuleib@springfieldmo.gov
Telephone Number: 417-864-1624

REQUEST FOR PROPOSAL #013-2026

TITLE-SIGNATURE PAGE

The City of Springfield will accept electronically submitted proposals through its' e-bidding service provider, DemandStar, from qualified persons or firms interested in providing the following:

INTERNAL AUDITING SERVICES

PROPOSALS MUST BE UPLOADED INTO THE DEMANDSTAR E-BIDDING SYSTEM PRIOR TO 3:00 P.M. (CT) ON TUESDAY, NOVEMBER 18, 2025. Proposals will be opened by the Buyer listed above. Proposals will be read aloud publicly at the specified solicitation opening date and time via teleconference. To participate, dial (605) 313-5650, then enter access code 651222.

- Proposals shall be submitted on the forms provided and may be manually, electronically, or digitally signed by the individual authorized to legally bind the company. Offeror must complete, execute, and submit all Pages identified with "RETURN THIS PAGE" of this RFP document to be deemed responsive and considered for award. Failure to do so shall render your proposal non-responsive.
- Proposals received after the opening date and time shall not be considered.
- The attached Terms and Conditions shall become part of any contract resulting from this proposal.
- The cutoff for any questions pertaining to this RFP is October 31, 2025, at 12:00 P.M. (CT). Any questions shall be submitted in writing to the buyer identified above.
- HAND DELIVERED, FAXED, OR EMAILED BIDS WILL NOT BE ACCEPTED.**

The undersigned certifies that they have the authority to bind the Offeror in a contract to supply the service or commodity in accordance with all terms and conditions contained herein. Please type or print the information below.

Offerors are REQUIRED to complete, sign, and return this form with their submittal.

NOTE: All businesses doing business in the State of MO should be registered with the Missouri Secretary of State. Upon MO registration, a charter number is issued and should be identified below. If your business is exempt, the exemption number should be referenced below, in lieu of a charter number.

Company Name
UHY Advisors Mid-Atlantic, Inc.

Address
8601 Robert Fulton Drive, Suite 210

City/State/Zip
Columbia, MD 21046

Telephone # Fax #
410-423-4832 410-381-5538

Email
jreagan@uhy-us.com

Authorized Person (Print)
Jack Reagan

Signature
Managing Director

Title
November 4, 2025 26-0794367

Date Tax ID #

State of Missouri Charter Number or Exemption Number
UHY Advisors Mid-Atlantic does not currently have a Missouri Charter Number. UHY Advisors Midwest's Missouri Charter Number is 00258869. When awarded, if required, UHY Advisors Mid-Atlantic will register with the State.

B. TABLE OF CONTENTS

The following table sets forth the specific items to be addressed in the proposal. Respondents are requested to use this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

A.	TITLE-SIGNATURE PAGE This form must be executed and submitted with proposal.	Page <u>1</u>
B.	TABLE OF CONTENTS: Submit this page with page numbers provided.	Page <u>2</u>
C.	LETTER OF TRANSMITTAL: Limit to four (4) pages; to be submitted on the provider's letterhead. 1. Concisely state the provider's understanding of the services required by the City. 2. Include additional relevant information not requested elsewhere in this RFP. 3. The signature of the letter shall be that of a person authorized to represent and bind the firm/provider.	Page <u>3 - 4</u>
D.	EXECUTED ADDENDA (if applicable) The respondent must return the correct number of all numbered addenda with submitted proposal. All addenda must be signed.	Page <u>5 - 10</u>
E.	PROVIDER PROFILE: Form No. 1 provided.	Page <u>11 - 22</u>
F.	KEY OUTSIDE CONSULTANTS: Form No. 2 provided.	Page <u>23</u>
G.	LIST OF REFERENCES AND EXPERIENCE: Form No. 3 provided. (Form 3 may be reproduced and attached in sequence if more space is required).	Page <u>24 - 28</u>
H.	PERSONNEL QUALIFICATIONS: Form No. 4 provided. (Form 4 may be reproduced and attached in sequence if more space is required).	Page <u>29 - 35</u>
I.	PROJECT APPROACH NARRATIVE: Form No. 5 provided.	Page <u>36 - 50</u>
J.	COST: Form(s) provided: 6A and 6B	Page <u>51 - 52</u>
K.	AFFIDAVIT OF COMPLIANCE Form No. 7 provided. This form must be executed and submitted with proposal.	Page <u>53</u>
L.	CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST Form No. 8 provided. (This form must be signed and dated).	Page <u>54</u>
M.	CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET SEQ. (Anti-Discrimination Against Israel Act) Form No. 9 provided. (This form must be signed and dated).	Page <u>55</u>
N.	CERTIFICATION OF SIGNATURE AUTHORITY (if applicable) Form No. 10 provided. (Must be signed and submitted prior to the issuance of a contract.)	Page <u>56</u>
O.	E-Verify Program's Memorandum of Understanding Electronic Signature Page (Must be signed, notarized, and submitted prior to the issuance of a contract.)	Page <u>56</u>
P.	ADDITIONAL AGREEMENT(S)/CONTRACTS: (if applicable) Any additional agreement(s)/contracts proposed by the Offeror shall be included with the Offeror's proposal as an attachment and may become exhibits of an ensuing City contract.	Page <u>56</u>

Disclaimer: UHY is NOT being engaged for any "Audit" or "Attest" work within the meaning of the AICPA rules and regulations. This engagement specifically EXCLUDES any "Audit" or "Attest" work. Rather, this is consultative accounting work which will be conducted in accordance with the terms of this engagement and the letter response.



UHY Advisors Mid-Atlantic, Inc.
8601 Robert Fulton Drive, Suite 210
Columbia, MD 21046
15 Sunnen Drive, Suite 100
St. Louis, MO 63143

uhy-us.com

C. LETTER OF TRANSMITTAL

November 19, 2025

Denise Neuleib, Buyer
City of Springfield, MO
218 E. Central, Springfield, MO 65802

Dear Ms. Neuleib:

Thank you for allowing UHY Advisors Mid-Atlantic, Inc. ("UHY") to submit its proposal to provide professional services to the City of Springfield, MO ("City"), in response to RFP #013-2026. We offer a unique value proposition and are confident the information provided will give you a sense of our strong ability, desire, and commitment to serve your organization as a trusted advisor.

Understanding

We understand that the City would like to outsource internal auditing services for a minimum of one year with the option, if exercised by the City, of four (4) one-year renewals to perform internal audits to ensure that the operating procedures, including internal controls, are being followed. The audits will evaluate the adequacy of the internal financial controls with emphasis on areas vulnerable to fraud and abuse. The intent is to develop a structured approach and to address the internal auditing needs, as outlined in Section 2.0, Scope of Services, Section 3.0, and Section 4.0.

Why UHY?

Extensive Government Experience: With over 60 years of serving local governments, we excel in risk-based audit planning and compliance with the Institute of Internal Auditors' IPPF and GAO *Government Auditing Standards*.

We Know Missouri: UHY has three offices in the State of Missouri, and continues to expand its geographic footprint with a commitment to providing exceptional time and cost-saving services to the local governments of the State of Missouri. UHY currently provides Auditing Management Advisory Services to the City of St. Louis under a bench contract. This engagement reflects our trusted role supporting municipal internal audit functions in Missouri. Our experience includes risk-based audits, operational and compliance reviews, and advisory services aligned with IIA IPPF and GAO standards. We also provide various services to other Missouri-based clients: The Metropolitan St. Louis Sewer District, Cass County, MO, Franklin County, MO, and Lincoln County, MO. This local partnership demonstrates our understanding of Missouri's municipal governance, regulatory environment, and operational challenges, ensuring we are well-positioned to deliver impactful, efficient internal audit services to the City.

Experienced Internal Audit Team: Led by Jack Reagan, with extensive municipal audit experience, our team delivers specialized expertise in internal controls, IT audits, risk assessments, and remediation follow-up, fully aligned with the City's needs. We provide a multi-year audit roadmap, actionable reports, and a recommended in-house audit model at contract end. Using cutting-edge tools and rigorous quality controls, we ensure independence in accordance with IIA standards and foster a trusted partnership with the Finance and Administration Committee.

Flexible & Responsive: We offer a hybrid delivery model, featuring virtual audits where efficient, with onsite record reviews, essential interviews, and in-person Committee presentations as preferred, ready to mobilize January 1, 2026, and adapt to evolving risks. In addition, our tailored methodologies integrate seamlessly with Oracle E-Business Suite 12.2.9.

Independence & Fresh Perspective: We bring a fresh look, free from any knowledge of pre-existing conditions that would influence our evaluation. We include best practices and frameworks from the best industry associations, such as the Association of Certified Fraud Examiners (ACFE), Institute of Internal Auditors (IIA), Government Finance Officer Association, and the Government Accountability Office (GAO), among others. Additionally, because we are not your financial statement auditors, we are able to present business risk considerations to those charged with governance on behalf of management.

Our Culture: It is ingrained in our culture to provide the **Next Level of Service** for our clients. We expect that our teams treat clients as we would want to be treated, including responsiveness to requests, genuinely caring about others, on-time delivery, and transparency in everything we do.

Great Value: We deliver great value for the fees you will pay. We provide more attention and a more economical fee structure than our competition. Our firm has entrepreneurial-minded professionals with significant experience but without the premium price.

This proposal remains firm and valid for 120 days after the RFP closing date of November 18, 2025. UHY has reviewed and accepts the Terms and Conditions outlined in the RFP, with no exceptions. As a managing director, I am authorized to obligate the firm contractually. We emphasize and value the relationships we have developed with our clients and look forward to developing the same prosperous relationship with the City. If you have any questions, please contact me directly at jreagan@uhy-us.com or 410 423 4832.

Sincerely,

A handwritten signature in blue ink that reads "Jack Reagan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jack Reagan, CPA, CICA

Managing Director, UHY Advisors Mid-Atlantic, Inc.

D. EXECUTED ADDENDA

RFP #013-2026



ADDENDUM #1

CITY OF SPRINGFIELD, MISSOURI
DIVISION OF PURCHASES

REQUEST FOR PROPOSAL (RFP) #013-2026 FOR: INTERNAL AUDITING SERVICES

Denise Neuleib, Buyer
Email: dneuleib@springfieldmo.gov
Phone: 417-864-1624

Date Issued: November 12, 2025
REVISED DUE DATE: WEDNESDAY, NOVEMBER 19, 2025 BY 3:00 P.M.

The original **Request for Proposal #013-2026** for **Internal Auditing Services** documents shall remain in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

The original solicitation document for **Request for Proposal #013-2026** had an original closing date and time of Tuesday, November 18, 2025 by 3:00 P.M. (CT). **The bid opening date has been extended until WEDNESDAY, NOVEMBER 19, 2025 BY 3:00 P.M. (CT).**

Please Note: The format of this addendum document will detail questions asked and answers provided.

- Form No 1: Provider Profile – Question #2 “Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project or the services to be provided:” Can the City please clarify what it means by the terminology “persons by discipline”?**

Persons by discipline refers to the number of team members who specialize in areas traditionally covered by internal audits such as information systems/technologies, treasury management, procurement, etc.

- Does the City have an established annual budget for these services? If so, can you share the budget amount with us?**
Please see the response to question 3.

- What fees have been charged for these services annually over the last three years?**

Internal Auditing Services	11/26/22 – 11/25/23	11/26/23 – 11/25/24	11/26/24 – 11/25/25
Four (4) Annual Audit Projects	67,300.00	77,395.00	89,000.00
Risk Assessment	10,286.00	11,830.00	13,600.00
Additional Project: Commercial Street TIF		8,000.00	
TOTAL	77,586.00	97,225.00	102,600.00

- Will the prior risk assessments be available to the selected firm?**
Yes.

- What are some of the key risks identified in prior risk assessments?**
The most recent risk assessment is included as Exhibit 3 – Risk Assessment and Internal Audit Process.

ADDENDUM #1 – RETURN THIS PAGE

6. Are there any areas of City government excluded from audit?
City Utilities is a component unit of the City of Springfield. City Utilities is not within the scope of the internal audit function. All areas of the primary government are included in the audit scope.
7. Does the agreement with the prior auditor allow us access to review their audit work papers?
Yes. The City will work with the current firm to ensure a smooth transition.
8. Has there been a review of IT in the past? If so, were there areas noted that were of greater risk that need to be considered as part of the risk assessment?
IT has been reviewed multiple times. Please see the list of internal audits performed at Exhibit 2.
9. Does the scope of the review include coverage of IT systems used by the City? If so, how many critical applications support the City? What are the primary computer applications using including the supporting databases and operating systems?
Yes. IT systems are included in the internal audit scope. The City currently utilizes 34 critical applications and 107 other applications. Specific information will be shared with the selected vendor.
10. Does the City have need for any construction audit services on capital projects?
The most recent construction related audit was delivered in August 2022.
11. Has follow-up on previous report recommendations occurred recently? If not, would follow-up on prior report recommendations be considered for a first audit?
The most recent follow-up on prior report recommendations was conducted in June 2019. A follow-up on prior report recommendations would be considered for a first audit.
12. Pg. 33, Form 6B: Not to Exceed Total Cost, regarding the Personnel Classification Responsible for Task, are we to list all key personnel that will be assigned to each Description of Task (e.g., for the Risk Assessment, we might list a Partner, Director, Manager and Staff(s)?
Yes.
13. Pg. 33, Form 6B: Not to Exceed Total Cost, regarding the Three Audits and Additional Audits, since the audits to be performed are unknown and hours may vary significantly, should we only list the Hourly Billing Rate and exclude the Not to Exceed Total Cost?
No, a Not-to-Exceed Total Cost for each Description of Task as well as the NOT-TO-EXCEED TOTAL COST must be provided to be considered responsive. The Not-to-Exceed Total Cost is necessary to properly evaluate proposals received. The exact number and types of audits that will be conducted each year will be based on the Not-to-Exceed Total Cost for budgeting purposes. For example, our internal auditors have traditionally delivered audit reports on a quarterly basis; however, if the Finance and Administration Committee decides an audit of a more complex area or situation is warranted, there would be fewer audits completed during the budget year.
14. To what extent may the scope of work be completed remotely?
Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.
15. To what extent does the city envision the need for on-site presence? (i.e., Such as project kickoff, interviews, obtaining documentation, project closeout, and deliverable, etc.)
Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.
16. Is the city open to receiving bids from - and potentially issuing the award to - an out-of-state vendor? For instance, our principal location is in NYC. We are in other metro areas throughout the country, but not in Missouri.
Location is not an excluding factor if the firm is able to perform the necessary services in an effective and efficient manner.

ADDENDUM #1 – RETURN THIS PAGE

17. Can you please provide the city's range of total cost for the RFP?
Please see the response to question 3.
18. What initiated the need to change service providers?
We have exhausted the renewal options from the previous contract/bid cycle. Our current provider is invited to submit a proposal.
19. Is the current incumbent eligible to participate in the process?
Yes; however, we would request a different audit team should the incumbent be selected for another contract cycle.
20. We understand the City has had services before; however, is requesting that the selected vendor perform the next risk assessment and test/evaluate a minimum of three areas within the City within a twelve-month period.
- Will the prior Risk Assessment be available to the selected vendor in advance of the submission of a response?
The most recent risk assessment is included as Exhibit 3 – Risk Assessment and Internal Audit Process.
 - What were the typical hours for performing the risk assessment, and for the hours budgeted for the remaining annual audits and full internal audit services?
We do not have standard hours for any portion of the audit process. Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc.
 - Are there any open projects or projects on the audit that will need to be performed/completed by the selected vendor in addition to the audit plan developed with the updated risk assessment?
There are no open projects. The incumbent will complete their work prior to the end of the current contract period.
21. Can you please share the process for transition to a new vendor and what documentation will be shared with the new vendor?
The City will work with the current firm and the incoming firm to ensure a smooth transition.
22. Is the City's preference for work to be remote/in-person/hybrid and if a hybrid, can you please share what components you prefer to have in-person?
Please see 2.0 Scope of Services. Some audit work may be performed remotely; however, we expect hardcopy City records to be reviewed onsite and essential interviews conducted in person. We will work with the selected provider to ensure the services are performed in an effective and efficient manner.
23. How often does the Finance/Audit Committee meet and is the expectation that the selected vendor will attend/present at each meeting? Will there be an expectation of the vendor selected to the Board, and if yes, can you note how many Board meetings that would be.
The Finance and Administration Committee is scheduled to meet monthly. The selected vendor will only be expected to attend meetings when there are specific audit-related issues on the agenda such as audit report deliveries or audit planning meetings. Traditionally the internal audit team has attended a meeting each quarter. The Finance and Administration Committee does have a new chairperson as well as new members. They may want to make changes to the traditional way the internal audit function has been handled; however, we do not expect attendance or a presentation at each committee meeting held.
24. Have there been any significant findings including material weaknesses, non-compliance, or fraud, waste, or abuse?
The previous audit reports are available on the City's website at www.springfieldmo.gov/2829/Audits.
25. You note in section 1.12 The City also operates the sanitary sewer system, landfill, municipal parks, art museum and golf course. Have those areas been included in the Audit Universe in previous risk assessments?
Yes.
26. We understand that you utilize Oracle Financial Management and HR/Payroll software and use the Oracle E-Business Suite platform. Has the City had an IT risk assessment performed, if yes, can you share the date of the most recent one?
IT has been reviewed multiple times. Please see the list of internal audits performed at Exhibit 2.

27. Risk Assessment

- a. Interviews – How many stakeholders does the City anticipate will be involved in the process?

Regarding the selection process, four councilmembers serve on the Finance and Administration Committee. They will be the primary ones conducting the interviews. Other staff who will be in attendance include the Deputy City Manager, Director of Finance, Assistant Director of Finance & Comptroller, the City Clerk, and the Buyer responsible for this process. Interviews are currently scheduled to take place on Monday, December 8, 2025, at 10:00 a.m..

Risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc.

- b. Policies and Procedures

- i. Is the current organizational structure related to policies and procedures centralized or decentralized? **Centralized.**

- ii. Are the policies and procedures formalized in writing? **Yes.**

- iii. If the policies and procedures are in writing, when were they last updated?

The dates vary greatly depending on the specific policies and procedures.

- iv. Is the current incumbent permitted to participate and respond to the RFP?

Yes; however, we would request a different audit team should the incumbent be selected for another contract cycle.

- v. Does the City have any of the processes for the Core area's in the Operational and Financial mapped out in workflows and written policies and procedures?

Some of the processes are mapped out and have written policies and procedures; however, some do not.

28. Timeline and Deliverables

- a. Will a liaison(s) be provided to the consultant during the engagement to ensure that data is available in the time manner needed to meet the objectives and milestones.

The Assistant Director of Finance & Comptroller currently serves as the chief liaison between the internal audit provider and City staff applicable to individual audits.

- b. Please clarify who the liaison(s) will be including any Project Committee Leaders and/or City personnel, Technology personnel, and other identified personnel.

The Assistant Director of Finance & Comptroller currently serves as the chief liaison between the internal audit provider and City staff applicable to individual audits. Specific personnel vary depending on the area being audited.

29. Does the City manage a hotline, is it the expectation that the vendor selected would assist with the management of the hotline?

The City utilizes a third-party vendor to manage our hotline. The internal audit firm is not expected to assist with the management of the hotline.

30. Our firm protocol requires a Master Service Agreement (MSA) with a Scope of Work attachment to be signed.

- a. Will the City agree to review and sign the MSA?

No, your MSA could be an exhibit of the City's contract in which if there was a conflict between your MSA and the City's contract document, the City's contract document would prevail.

- b. As part of this MSA, will the City consider contract exceptions to be included in a red-lined version in the RFP response submission?

Yes, utilization of the RFP solicitation process allows for negotiation. That being said, refer to the following sections of the RFP: PART II, Section 16.0 RFP FORMS AND EXECPTIONS; PART III, Section 1.0 FORMS AND ATTACHMENTS; AND FORM NO. 7 AFFIDAVIT OF COMPLIANCE.

ADDENDUM #1 – RETURN THIS PAGE

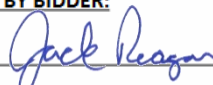
31. Please confirm if the notarized form on page 15 is due with the proposal.
No, the Work Authorization Affidavit does not need to be submitted with your proposal submittal. It shall be provided prior to the issuance of a contract.
32. Page 1: Proposal Instructions, Bullet 1, indicates that the proposals "shall be submitted on the forms provided". Item 16.0 RFP Forms and Exceptions also state that "offerors must use the request for proposal forms furnished by the City." Various forms in the package do not provide sufficient space to provide a thorough response to address all the requirements of the RFP. Please specify how offerors should feasibly prepare the response to adequately address the requirements? Can the forms be supplemented with other formats such as Word or PowerPoint to allow the Offeror the ability to thoroughly respond to the requirements?
Yes, the City's forms/documents shall be utilized. Additional pages may be attached in sequence if more space is required.
33. Part 1: 1.1.1 indicates that the internal audit function has been performed by Forvis Mazars, LLP. Will the offeror be provided access to this team for transition?
The City will work with the current firm and the incoming firm to ensure a smooth transition.
34. Part 1: 1.1.1 indicates that the internal audit function has been performed by Forvis Mazars, LLP. Will access to prior audit files from Forvis be provided to support the offerors upcoming audit work?
The City will work with the current firm and the incoming firm to ensure a smooth transition.
35. Part 1: Description of Project and Services Required: In previous annual internal audits, was fraud, waste, and abuse identified in specific business operations?
The previous audit reports are available on the City's website at www.springfieldmo.gov/2829/Audits.
36. Part 1: Scope of Services: 2.0 states that "services provided by the auditor shall include all services offered by the auditor in its proposal and shall not be limited by this Scope of Work". Firms of varying size may have a broad range of services and capabilities; the requested format of this proposal does not provide sufficient space to describe the full range of an offeror's services. Please clarify what is meant by "all services offered by the offeror".
Additional pages may be attached in sequence if more space is required.
37. Part 1: Scope of Services: 2.0 states "Some audit work may be performed remotely." Please specify what collaboration tools/communication method is preferred when teams are not onsite.
We typically utilize Microsoft Teams for remote meetings and the audit firm's portal to exchange documents securely and efficiently.
38. Part 1: Scope of Services: 2.1 states "the auditor shall develop a risk assessment of the City's primary operations". Please define what constitutes the city's "primary operations".
City Utilities is a component unit of the City of Springfield. City Utilities is not within the scope of the internal audit function. All areas of the primary government are included in the audit scope. Please refer to the City of Springfield website at www.springfieldmo.gov for a complete list of departments and functions.
39. Part 1: Scope of Services: 2.1 states "the auditor shall develop a risk assessment of the City's primary operations". Please clarify whether the city requires the offer to both develop the approach for the risk assessment and then conduct the risk assessment to identify the strengths, challenges and potential risks.
We expect the offeror to develop the approach for the risk assessment and to conduct the risk assessment. Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc. We do not dictate how the audit firm conducts the risk assessment as long as it is handled according to industry standards and is completed effectively and efficiently.
40. Part 1: Scope of Services: 2.2 How many interviews does the City expect the Offeror to perform as part of the risk assessment process?
Previous risk assessments have been completed in multiple ways including interviews with many employees, interviews with only a few employees, surveys, etc. We do not dictate how the audit firm conducts the risk assessment as long as it is handled according to industry standards and is completed effectively and efficiently.

RFP #013-2026

41. Part 1: Scope of Services: 2.2 states that the "auditor shall test and evaluate a minimum of three areas. How many audits is the offeror expected to perform over a 12 month period?
Our internal auditors have traditionally delivered audit reports on a quarterly basis; however, if the Finance and Administration Committee decides an audit of a more complex area or situation is warranted, there would be fewer audits completed during the budget year. The typical 12-month audit cycle has included either a formal risk assessment and three audits or four audits.
42. Part 1: Scope of Services: 2.2 Please clarify who will be responsible for selecting the three audit areas.
The City Council Finance and Administration Committee makes the final selection of areas to be audited.
43. Part 1: Scope of Services: 2.3 How many personnel make up the Finance and Administration Committee of City Council?
Four council members serve on the Finance and Administration Committee.
44. Part 1: Working Papers: 4.1 For what duration should the Offeror expect to be available to respond to successor auditor's inquiries after the Offeror's services to the City ends?
We will work with the Offeror and successor auditor to determine a reasonable duration.
45. Part 3: Interviews: 4.3.1 Please clarify whether potential interviews of short-listed offerors would be virtual or in person.
We prefer interviews be conducted in person; however, we will work with the City Council Finance and Administration Committee and the short-listed offerors to make specific accommodations if needed. Interviews are currently scheduled to take place on Monday, December 8, 2025, at 10:00 a.m.
46. Enclosure 3: Form 3: List of References: The form indicates that up to 10 projects can be listed; however, only one of these forms is included. Shall the offeror replicate this form for each reference?
Yes, additional pages may be attached in sequence if more space is required
47. Enclosure 3: Form 3: List of References: The form states "work by the service provided that best illustrates current qualifications relevant to the City's project that has been/is being accomplished by personnel during the last 5 years that shall be assigned to the City's project." Please clarify what is meant by "personnel during the last 5 years that shall be assigned to the City's project."
When applicable, provide the personnel that have worked on the projects listed on FORM NO. 3 LIST OF REFERENCES AND EXPERIENCE, that will also be assigned to provide internal audit services to the City. These same individuals' qualifications should be listed on FORM NO. 4: PERSONNEL QUALIFICATIONS.
48. General: Audit Reports: Can the City confirm whether it expects the internal audit reports to be prepared on the Offeror's letterhead?
The City expects professional internal audit reports to be issued. This would include communication on the firm's letterhead.
49. General: Audit Reports: Can the City confirm whether audit reports prepared by the Offeror will be provided to and/or relied upon by third parties?
Most, if not all, of our internal audit reports are made public and posted to our website. All internal audits are shared with our external audit firm during the annual audit process.

ACKNOWLEDGEMENT

Each Offeror shall acknowledge receipt of this Addendum #1 of Request for Proposal #013-2026 titled Internal Auditing Services with his/her signature affixed hereto; and shall submit this Addendum and any attachments provided herein with their original RFP submittal.

CERTIFICATION BY BIDDER:SIGNATURE: TITLE: Managing DirectorCOMPANY: UHY Advisors Mid-Atlantic, Inc.DATE: November 17, 2025**ADDENDUM #1 – RETURN THIS PAGE**

Page 6 of 6

RETURN THIS PAGE

E. PROVIDER PROFILE (FORM 1)**1. Lead Service Provider/Firm(s) (or Joint Venture) Name and Address:**

UHY Advisors Mid-Atlantic, Inc.
 8601 Robert Fulton Drive, Suite 210, Columbia, MD 21046
 15 Sunnen Drive, Suite 100, St. Louis, MO 63143

1a. Provider /Firm is: ☒ National ☐ Regional ☐ Local

1b. Year Provider/Firm Established: 1964

Years of Experience providing RFP identified services/projects for municipalities: 60 years

Years of Experience providing Internal Auditing Services: 20+ years

1c. Licensed to do business in the State of Missouri: ☒ Yes ☐ No

NOTE: An affirmative statement shall be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.

UHY is properly licensed as Certified Public Accountants (CPAs) to practice in the State of Missouri, as evidenced below.

The screenshot shows the Missouri Division of Professional Registration website. The header includes the state seal, the text "MISSOURI DIVISION OF PROFESSIONAL REGISTRATION", and navigation links: "Pharmacy Action Forms", "File a Complaint", "Downloadable Listings", "Licensee Search", "Login", and "Register". Below the header is a "Back to Licensee Search Page" link. The main content area is titled "Licensee Details" and contains a "License" section with the following information:

LICENSEE NAME	PROFESSION NAME	LICENSE NUMBER	EXPIRATION DATE
UHY LLP	Limited Liability Partner	2004010797	10/31/2026
ORIGINAL ISSUE DATE	CURRENT DISCIPLINE STATUS	PRACTITIONER DBA NAME	PREVIOUS DISCIPLINARY ACTIONS
4/23/2004	None	-	No

Below the license information is an "Address" section with the following details:

STREET	CITY	STATE	POSTALCODE
15 Sunnen Drive, Suite 108	Saint Louis	Missouri	63143
COUNTY			
St. Louis County			

All key professional staff that may be assigned to provide services to the City are CPAs in good standing and are allowed to practice across jurisdictions more readily in accordance with the National Associations of State Boards of Accountancy's (NASBA) concept of Substantial Equivalency. The National Qualification Appraisal Service (NQAS) has found several jurisdictions with CPA licensure requirements that are substantially equivalent to the Uniform Accountancy Act (UAA). Most of our staff are licensed CPAs in Maryland, which is substantially equivalent to Missouri according to NQAS.

1d. Principal contact information: Name, title, telephone number, and email address:

Jack Reagan, Managing Director, 410 423 4832, jreagan@uhy-us.com

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 11

1e. Address of office to perform work, if different from Item No. 1:

All internal audit services will be performed from our Headquarters in Columbia, MD (8601 Robert Fulton Drive, Suite 210, Columbia, MD 21046), with full support from our local St. Louis office (15 Sunnen Drive, Suite 100, St. Louis, MO 63143) to ensure responsive communication, in-person meetings, onsite fieldwork (including hardcopy record reviews and essential interviews), and presentations to the Finance and Administration Committee as required.

2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project or the services to be provided:

UHY commits the following key professional staff to the City's engagement, with Jack Reagan as Engagement Lead and Reina Hernandez as day-to-day contact and Internal Audit Lead/Project Manager. The proposed team per discipline is presented as follows:

Discipline	Number of Persons	Key Personnel & Roles
Engagement Leadership / Municipal Audit	1	Jack Reagan, CPA, CICA – Overall Engagement Lead (35+ years municipal internal audit, risk-based planning, Committee reporting)
Internal Audit Management / Risk & Controls	1	Reina Hernandez, CIA, CRMA – Internal Audit Lead/Project Manager (20+ years government audit, risk assessment, multi-year planning, staff collaboration)
Forensic & Compliance Auditing	1	Shannon Castillo, CFE – Consulting Manager (10+ years forensic audit, data analysis, remediation validation)
Audit & Assurance / Financial Reporting	1	DeAndre Watson – Senior Consultant (10 years governmental audit, grants, financial controls, regulatory compliance)
Internal Audit & Compliance Support	1	Eva Infante – Senior Staff Consultant (6+ years municipal finance, control testing, GAAP/IIA compliance)
IT Audit & Cybersecurity	2	Kimberly Anderson – IT Audit Services Lead (20+ years IT controls, cybersecurity, NIST) Ty Coffee, AQSA, CISA – Information Security Expert (19+ years penetration testing, SOC/NIST compliance)
Government Audit Support Pool	20+	Dedicated government specialists available on demand from UHY's national practice

3. If the submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:

This proposal is submitted solely by UHY with no joint venture or subcontractors. All internal auditing services will be performed exclusively by UHY personnel, with full administrative, technical, and financial responsibility assumed by our firm. No other firms or providers are involved.

3a. Has this Joint Venture previously worked together? ___ Yes ___ No

Not applicable.

RETURN THIS PAGE

4. The firm shall provide an affirmative statement that it is independent of the City of Springfield, Missouri and its component units, as defined by generally accepted auditing standards and Government Auditing Standards, as issued by the Comptroller General of the United States.

UHY hereby affirmatively states that it is independent of the City of Springfield, Missouri, and all of its component units, as defined by *Generally Accepted Auditing Standards* and *Government Auditing Standards* issued by the Comptroller General of the United States. UHY has no financial, organizational, or personal relationships that would impair objectivity or independence in performing the internal auditing services.

5. The firm shall list and describe the firm's professional relationships involving the City or any of its agencies, component units or oversight unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

UHY has no professional relationships involving the City of Springfield, Missouri, or any of its agencies, component units, or oversight units during the past five (5) years. As a result, no conflict of interest exists relative to performing the internal audit services.

6. The firm shall give the City written notice of any professional relationships entered into during the period of this agreement which could have the appearance of a conflict of interest.

UHY agrees to provide the City of Springfield with prompt written notice of any professional relationships entered into during the term of this agreement that could have the appearance of a conflict of interest.

7. Firm Background:

Firm's History

UHY was established in 1964. UHY Advisors, Inc. and its subsidiaries provide tax and business consulting services. UHY LLP is a licensed CPA firm that offers audit and other attest services to public and private companies and governmental organizations.

Today, we are a top 30 U.S. accounting firm with revenues of \$385 million and 2,000+ employees. Over 20 percent of our professionals are consultants, and over 30 percent of our employees are auditors. Internationally, we are a top 20 accounting firm with 10,000+ employees. Even though our practice is structured differently from some other CPA firms, you will find that we provide all our services seamlessly. We call our philosophy ***The Next Level of Service***. Our clients tell us it's what sets us apart. Our commitment to client service is personable, value-added, and cost-effective. Our goal is to exceed our clients' expectations on every engagement. We make our national resources available to meet your every need.

UHY's professionals bring industry experience, including state and local government, real estate, not-for-profit, higher education, employee benefits, government contracting, manufacturing and distribution, construction, and technology. Our client service model is based on a proactive style and passionate spirit, allowing us to



Distinguishing Characteristics

- National municipal audit and advisory practice
- More than 60 years of experience providing auditing and advisory services for the municipal industry
- Partners and senior executives serving you with an average of 20 years of experience
- A commitment to engagement team continuity
- Hands-on partner involvement and more partner attention
- In-depth technical and industry-specific expertise
- Economical fee structure

RETURN THIS PAGE

help our clients enhance growth, avoid financial pitfalls, and reduce costs despite ever-changing economic conditions.

We pride ourselves on being a learning organization and strive to keep our clients and staff abreast of the evolving relevant industry topics. We work diligently to produce regular news alerts and newsletters on the industry's latest accounting, legislative, regulatory, tax, valuation, and operational issues. Throughout the year, we host training sessions for staff and technical seminars for clients. These resources are available to clients and their support teams so that they can run their organizations at peak performance.

Our People

Our people are our greatest asset. We foster an environment in which our employees are engaged and empowered.



Collaborative Approach

We fully understand your needs and objectives and we deliver effective customized solutions. Our commitment is to provide a dedicated and uniquely experienced team for each engagement, with frequent and transparent communication.



Shared Vision

We share our clients' vision to improve profitability, enhance growth, avoid financial surprises, minimizes taxes and preserve wealth.



Midwest Presence

UHY Advisors has a strong presence in the Midwest, **with its regional operations headquartered in St. Louis, Missouri**. The firm has been active in the region for decades, with its Midwest entity, UHY Advisors Midwest, Inc., officially incorporated in 1983. UHY has three offices in the State of Missouri, and continues to expand its geographic footprint. The firm has built a reputation for providing tax, audit, and advisory services to businesses ranging from middle-market companies to Fortune 500 firms. The firm's national headquarters are located in Farmington Hills, MI.

National Government Practice

With our internal capabilities and years of experience, we can serve governmental organizations with distinction through the support of our national Government Practice Group. The professional services we provide to governmental organizations at the state and local level are an important and significant portion of our accounting, auditing, and consulting practice. As full-time government advisors, we understand that governmental entities do not operate independently but in an increasingly complex web of local, state, and federal relationships. We know how these relationships work, what they mean at the local level, and how every public organization's focus on resource management is critical to success.

This combination of diverse skills and knowledge will provide the City with premium accounting and auditing services and adequate bench strength to meet its needs on a timely basis.

The firm's public sector division is a well-recognized group of professionals with vast experience in servicing the unique requirements of its governmental clients. Nationally, we audit numerous governments participating in the Government

**Our national
reputation enables us
to serve governmental
organizations with
distinction.**



Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting program. Our professionals are reviewers for this important GFOA program.

The professionals that make up our national practice provide various professional advisory services to governmental organizations at all levels, including:

- Local municipalities
- Counties
- Public Utilities
- School districts
- Enterprise activities
- Quasi-governmental units
- States

Partnering with Governments for Effective Accounting Solutions

The typical government accounting department is asked to do more with less every year. A recent [joint report](#) by the American Institute of Certified Public Accountants (AICPA) and the National Association of State Controllers and Treasurers (NASACT) highlights the unique impact of the "accounting shortage" on the public sector.

The AICPA/NASACT report recommends practical solutions that will take time to implement. Governments struggling under this "do more with less" burden need a rational plan for allocating their scarce resources. UHY government accounting professionals have the experience to help governments identify which financial management processes can be managed internally and which can be efficiently handled by our team of experts.

Some critical government accounting services we provide:

- **Financial Policy Review and Development:** We evaluate and refine financial policies, including budgeting, purchasing, investment strategies, and reserve management, to ensure compliance with GASB and GAAP standards. Our team identifies gaps in existing policies and recommends updates or new frameworks to promote transparency, fiscal accountability, and alignment with municipal objectives, meeting our clients' policy review requirements.
- **Timely Bank Reconciliation:** Maintaining timely bank reconciliations is critical to the fiscal health of government agencies. While many governments have the skills to perform this function, falling behind can be costly and challenging to rectify. UHY professionals can assist with catching up on reconciliations and ensuring ongoing accuracy and timeliness.
- **Government Treasury Management Solutions:** Effectively managing government cash flows is a time-intensive task for public-sector accounting leaders. If your government does not currently maintain a detailed historical cash flow analysis (at least monthly, but ideally weekly), we can provide the expertise needed to streamline government treasury management and enhance financial decision-making.
- **Grants Management:** The size and complexity of government grants have increased significantly since the COVID-19 pandemic. Our professionals can support your team by preparing financial and non-financial grant reports, ensuring compliance with federal and state grant requirements, and assisting with grant reimbursement requests to improve cash flow.
- **Strategic Budget Development:** The annual government budget development process is time-consuming and often adds to an employee's daily responsibilities. We can supplement your existing resources, offering expertise to refine and enhance your government budget process.
- **Accounts Payable and Receivable Management:** We optimize accounts payable and receivable processes, ensuring proper authorization, segregation of duties, and timely processing. Our expertise includes utility billing and collections, aligning with the need to evaluate and improve these financial operations.

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 15

- **Fixed Asset Management:** We assess fixed asset management processes to ensure accurate tracking, valuation, and reporting, identifying risks and recommending controls to safeguard municipal assets.
- **ERP System Assessment:** We evaluate enterprise resource planning (ERP) systems to assess functionality, identify limitations, and recommend enhancements or replacements, leveraging our experience with public-sector financial software to ensure efficient system performance.
- **Monthly Financial Reporting:** Many government accounting systems make it difficult to extract and present data in a meaningful way. We have extensive experience with various public-sector financial software systems. They can generate clear, concise monthly financial reports and dashboards, saving staff valuable time and improving government financial management.
- **Government Audit Support:** The annual government audit process is complex and often adds to the workload of government accounting departments. We stay up to date with government audit requirements, assisting with financial report preparation, audit schedules, and ongoing audit support to ensure government financial compliance and efficiency.
- **Contract Monitoring and Spending Oversight:** Managing government spending and contract monitoring are essential for controlling costs. Government accounting officials often take on this responsibility in addition to their core duties. We can monitor contracts and spending to ensure fiscal responsibility, reviewing vendor performance and financial transactions for compliance and fraud prevention.

7a. Provide information on the firm's history of providing internal auditing services.

Decades of Experience Serving All Areas of Government Operations

For over 60 years, UHY has provided accounting, auditing, and consulting services to government-funded agencies nationwide. We have completed hundreds of financial and compliance audits under U.S. GAAS, *Government Auditing Standards*, and *Uniform Guidance*, earning recognition as a member of the AICPA Governmental Audit Quality Center. Our Single Audit reports have consistently passed federal review with no significant deficiencies, reflecting our commitment to quality and compliance.

Our government practice is distinguished by deep expertise in internal audit outsourcing and co-sourcing, helping agencies identify operational efficiencies, strengthen internal controls, and ensure adherence to policies, procedures, and regulations. We also bring extensive forensic capabilities, enabling us to investigate irregularities, assess fraud risks, and provide actionable recommendations that protect public resources and enhance transparency.

Our professionals offer decades of experience and success in IT assurance and consulting. Our team includes professionals with specialized technology skills and extensive IT controls knowledge. This depth of skills and experience, combined with our approach to IT risk and compliance, allows us to provide you with personalized solutions that address your needs.

We have been providing municipalities with internal audit and forensic services. As such, we have an in-depth understanding of various state laws and regulations and state procurement guidelines. We also provide advisory, tax, and audit services to public sector clients.

Our Government Efficiency, Accountability, and Reform Strategy Services (GEARS) offer a comprehensive approach to enhancing government performance. It begins with a thorough planning and data collection phase, encompassing budgets, strategic plans, benchmark entities, staffing analysis, policies, performance metrics, audit reports, and other relevant public and proprietary data. This initial assessment lays the groundwork for in-depth analysis across various areas, including revenue assessment and collection, intergovernmental revenues,



RETURN THIS PAGE

compensation and benefits, procurement to vendor payment, fleet utilization, municipal assets utilization, treasury management, and IT services, among other aspects of government services.

The strategy extends to budget administration and monthly reporting, ensuring continuous monitoring and improvement. GEARS aims to deliver tangible results, including identifying top tax contributors, analyzing budget trends, assessing the quality of revenue forecasting, and optimizing revenue collection methods. It also focuses on improving internal processes, such as streamlining IT systems, managing debt effectively, and enhancing transparency in financial reporting. The ultimate goal is to drive efficiency, accountability, and reform across all aspects of government operations.

Extensive Internal Audit Experience

Our seasoned team has abundant knowledge surrounding internal audits, including performing financial and operational audits, contract compliance audits, and information technology (IT) audits. We have extensive experience working with state and local government clients. Our team has the experience, credentials, and commitment to perform the work requested by the City and provide valuable insights to address your most critical needs.

Our team comprises professionals with specialized internal audit expertise and extensive consulting and advisory experience in internal control reviews, risk assessments, and compliance evaluations. This depth of skills and experience, combined with our approach to IT risk and compliance, allows us to provide you with personalized solutions that address your needs. Project team members at the management level or above possess advanced degrees in law, software engineering, and the information sciences and hold relevant professional certifications such as CPA, CRP, CRISC, CISSP, CISA, CRM, CIPP, PMP, CIP, MBCI, etc. Our IT team brings extensive knowledge of applicable information technology and security standards and experience using ISO/IEC, NIST CSF, and CIS.

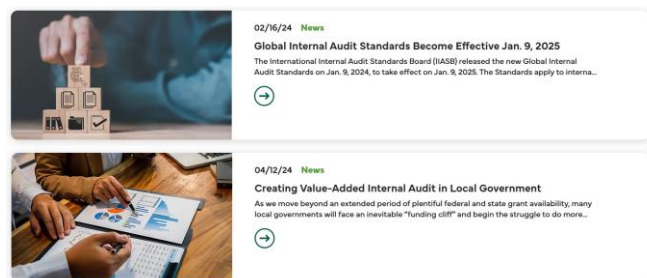
Leading the way

UHY's work complies with ethical obligations set out by the International Federation of Accountants in its global standard, Code of Ethics for Professional Accountants, Code of Conduct of the Institute of Internal Auditors (IIA), COSO's Internal Control Framework, GAGAS, AICPA, and information systems and assurance standards issued by ISACA, and with FISCAM, NIST, and PCI Security. Our professionals are active and regularly participate in conferences and events. We bring specialists with multidisciplinary skill sets and certifications.

We continually monitor best practices, develop thought leadership, and review methodologies and frameworks for improvement. Our internal audit professionals have deep technical skills and stay on top of all the latest best practices and regulations requiring the attention of the clients we serve.

We provide solutions such as:

- Internal audit start-up services
- Outsourcing and co-sourcing solutions
- Controls self-assessments
- System implementation reviews
- Risk management consulting
- Audit committee advisory
- Industry and best practice benchmarking



- Agile auditing practices
- Remote auditing solutions
- Data analytics

We provide internal audit services that can help identify efficiencies in financial management and other areas that will allow them to maximize revenues and minimize expenses. These services also demonstrate compliance with policies and procedures and applicable regulations. This experience, combined with UHY's internal audit practice, strongly positions UHY to execute a high-quality and seamless internal audit process.

UHY has performed multiple engagements of similar size, scope, and complexity for towns, cities, and counties across the country. UHY is skilled at organizing and managing internal audits to successful completion. We offer our clients the knowledge, capabilities, and track record to deliver outstanding results. We have assisted a major mid-west county government in establishing an audit committee and developing its annual internal audit plan.

Our seasoned team has abundant knowledge surrounding internal audits, including performing financial and operational audits, contract compliance audits, and information technology (IT) audits. We have extensive experience working with state and local government clients. Our team has the experience, credentials, and commitment to perform the work requested by the City and provide valuable insights to address your most critical needs. Our team comprises professionals with specialized internal audit expertise and extensive consulting and advisory experience in internal control reviews, risk assessments, and compliance evaluations. This depth of skills and experience, combined with our approach to IT risk and compliance, allows us to provide you with personalized solutions that address your needs. Project team members at the management level or above possess advanced degrees in law, software engineering, and the information sciences and hold relevant professional certifications such as CPA, CRP, CRISC, CISSP, CISA, CRM, CIPP, PMP, CIP, MBCI, etc. Our IT team brings extensive knowledge of applicable information technology and security standards and experience using ISO/IEC, NIST CSF, and CIS.

UHY delivers **internal audit services** to the following governmental clients:

- | | |
|--|--|
| • Atlanta Public Schools | • County of Riverside, CA |
| • Augusta, GA | • County of San Bernardino, CA |
| • City of Chesapeake, VA | • Frederick County, MD |
| • City of Edmond, OK | • Los Angeles Unified School District (LAUSD) |
| • City of Front Royal, VA | • Maricopa County, AZ |
| • City of Gainesville, FL | • City of St. Louis, MO |
| • City of Glendale, AZ | • Maryland State Retirement Agency |
| • City of Los Angeles Department of Building and Safety (LADBS), CA | • Metropolitan Government of Nashville and Davidson County |
| • City of Los Angeles Economic & Workforce Development Department (EWDD), CA | • Metropolitan St. Louis Sewer District |
| • City of Los Angeles, Office of the Controller | • Montgomery County, PA |
| • City of Miami Beach, FL | • Salt Lake City, UT |
| • City of Miami, FL | • Sarpy County, NE |
| • City of Phoenix, AZ | • Texas Water Development Board |
| • City of Los Angeles Harbor Department (Port of LA) | • Waukesha County, WI |

Below are **representative engagements** performed within the past five years that **are directly related to the services requested by the City**:

- **St. Louis, City of MO** – Provided auditing management advisory services under a bench contract. This Missouri-based engagement demonstrates our familiarity with municipal audit environments and our ability to deliver advisory services that support internal audit functions, **reinforcing our readiness to serve Springfield.**
- **City of Gainesville, FL** – Conducted an internal audit of the Police Department’s overtime billing and collections processes, focusing on the adequacy and effectiveness of internal controls, policy completeness, management oversight, event reporting, and revenue collections. This engagement aligns closely with Springfield’s request for audits that evaluate internal financial controls and areas vulnerable to fraud or abuse. Our work in Gainesville demonstrates our ability to assess operational risk, test control design and effectiveness, and deliver actionable recommendations, particularly in high-risk, revenue-sensitive areas. **Like Springfield, Gainesville required a structured audit approach, clear reporting to oversight bodies, and a focus on improving transparency and accountability in public safety operations.**
- **City of Glendale, AZ** – Delivered comprehensive internal audit services, including performance, compliance, financial, and technology audits. Conducted a performance audit of customer service, billing, and cashing processes to identify automation opportunities and reduce manual handling. Also assessed interdepartmental coordination on capital improvement projects. These services reflect our ability to evaluate operational efficiency, streamline processes, and enhance internal controls, which are core elements of Springfield’s scope.
- **Sarpy County, NE** – Conducted internal audits of bank account administration, ERP access controls, and Treasurer’s Office operations. Investigated whistleblower complaints and assessed fraud risks. **These engagements demonstrate our ability to evaluate high-risk financial operations, test internal controls, and provide actionable recommendations, which are directly aligned with Springfield’s emphasis on fraud detection and control evaluation.**
- **Historic St. Mary’s City Commission, MD** – Evaluated internal controls across procurement, HR, cash management, fleet, and property management. Reviewed conflict-of-interest policies and special event financials. **This engagement showcases our breadth in assessing diverse operational areas and delivering comprehensive risk assessments, consistent with Springfield’s expectations for multi-area audits.**
- **Prince William County Public Schools, VA** – Performed forensic audits of procurement and construction practices, and assessed internal controls over federal grants and accounts payable. **These services highlight our expertise in evaluating financial controls, compliance with policies, and segregation of duties, which are key components of Springfield’s internal audit framework.**
- **Hopewell, City of VA** – Assessed vendor performance and reviewed payments for noncompliance and fraud indicators using advanced data analytics. Developed visualizations to support findings. **This engagement illustrates our ability to uncover inefficiencies and fraud risks through data-driven internal audit techniques, as requested by Springfield.**
- **Anne Arundel County, MD** – Provided oversight and validation of ARPA fund expenditures, ensuring compliance with federal guidelines and internal controls. Coordinated with finance staff and prepared detailed reports. **These services demonstrate our capacity to manage complex compliance audits and produce structured reporting, mirroring Springfield’s reporting requirements.**
- **Frederick County, MD** – Delivered internal audit services under a bench contract, including a task order for leave audit advisory. **This engagement reflects our flexibility in delivering targeted internal audits within a structured framework, similar to Springfield’s multi-year engagement model.**
- **Atlanta Public Schools, GA** – Conducted internal audits based on an approved Audit Plan, evaluated operational and financial processes, and provided recommendations for internal control improvements and best practices. **These services align with Springfield’s goals of risk-based auditing and strengthening internal controls.**

RETURN THIS PAGE

National Reputation as Thought Leaders

Members of our government practice must attend a minimum amount of continuing professional education per year on various aspects of governmental accounting, and the leaders of our practice host seminars and webinars on important industry topics.

Our professionals are frequently called upon as a resource for professional organizations. They are often published in national and industry-specific publications, including [Ten 'Reminders' to Promote Effective Grant Procurements](#), which was recently published in Grants Intelligence from Thompson Grants. In addition, UHY regularly publishes articles regarding issues in government accounting, such as "[Small cities, big scandals: Why smaller cities are at greater risk of fraud](#)," which appeared in [American City & County](#). This article and others can be found on the UHY website: [Insights | UHY](#). Some of our other most recent articles regarding governments include:

- [Optimizing Payroll Efficiency: A Key Area of Focus](#)
- [Achieving Transparent and Efficient Grant Closeout for State and Local Governments](#)
- [Optimizing Post-ARPA Transition: Ensuring Effective Compliance and Transparent Funding Practices](#)
- [Procurement Purchasing Card Perils: Will You Be the Next Headline?](#)
- [Governments, Get Your Refundable Tax Credits Here](#)
- [Surviving the Grant Uncertainty: Strategies for Local Governments](#)
- [GASB's Continued Focus on Fiscal Sustainability](#)
- [Procurement Purchasing Card Perils: Will You Be the Next Headline?](#)
- [How Local Governments Can Weather a Federal Shutdown](#)
- [Creating Value-Added Internal Audit in Local Government](#)
- [Ten Reminders to Promote Effective Grant Procurements](#)

UHY also hosts regular webinars for our clients, prospects, and friends that delve into crucial topics such as internal audit best practices, leveraging data analytics for informed decision-making, and optimizing information technology strategies. Each webinar features industry experts sharing actionable insights and strategies tailored to meet the unique needs of state and local governments. Below are our latest webinars:

- [Maximize Your Grant Success: Tips, Tricks, and Best Practices](#)
- [Building Better Data Integrity](#)

Furthermore, several of our Government Practice team members regularly present to government organizations and associations throughout the country on the latest guidance for governments. Our professionals have presented several times to a large state auditor's office, including an introduction to fraud, intermediate auditing, audit sampling, and IT audit considerations. We serve as trusted thought leaders and presenters to employees within these state-wide audit offices and provide the latest industry guidance to public employees seeking to understand these processes.

RETURN THIS PAGE

Client Satisfaction

The Next Level of Service. This is the philosophy and principle that guides everything we do at UHY. It allows us to serve our clients effectively by maintaining a firm commitment to implementing quality in every engagement. Our firm invests significant resources to ensure our clients receive the highest quality service in all the industries we serve. We approach each assignment with dedication and resolve to maintain quality in everything. Each engagement is assigned to a team with substantial relevant experience working hand in hand with your team to produce quality reports for any audit, review, study, or other related assignments. UHY prides itself on providing exceptional client service with dedicated staff empowered to put the client first. We recommend that service levels for the City be measured with the following criteria:

- Ability to identify areas of opportunity for improvement and provide recommendations that not only solve the root cause but also provide additional value to the organization
- The ability to deliver audits on time and within or under budget
- The ability to provide quality deliverables such as workpapers, audit reports, and other key deliverables
- Keeping abreast of changes to relevant Standards and Guidance
- Evaluating compliance with the *Government Accounting Standards Board*



We have experienced a high level of professionalism and quality work during the audit project – in addition, UHY’s approach has made them an ideal choice.

Stephanie Mergler - Deputy Chief of Staff, Wilmington, DE



UHY has provided professional and thorough work for us thus far, and I would not hesitate to utilize their services again.

Mike Kingery - Independent Internal Audit Program Manager, Glendale, AZ

7b. The firm shall provide a profile, ownership structure and the number of years the firm has performed internal audit services.

Profile

As previously discussed, UHY was established in 1964. UHY Advisors, Inc. and its subsidiaries provide tax and business consulting services. UHY LLP is a licensed CPA firm that offers audit and other attest services to public and private companies and governmental organizations. Today, we are a top 30 U.S. accounting firm with revenues of \$385 million and 2,000+ employees. Over 20 percent of our professionals are consultants, and over 30 percent of our employees are auditors. Internationally, we are a top 20 accounting firm with 10,000+ employees.

Ownership Structure

Our firm is organized under an alternative practice structure:

- UHY LLP, a licensed independent CPA firm, provides audit and attest services
- UHY Advisors, Inc. and its subsidiaries provide tax and business advisory services
- UHY Consulting, Inc. provides business consulting services, including resource solutions, software solutions, transformation solutions, and technology, risk, and compliance

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 21

In November 2024, UHY Advisors, Inc. received a growth investment from Summit Partners. This investment will support the continued expansion of UHY's team, technology, and best-in-class client service offerings while helping to accelerate both organic and acquisition-driven growth. This funding represents UHY's first institutional capital, signaling a significant milestone in the firm's growth and strategic development. UHY LLP's ownership structure had no changes regarding the Summit Partners investment.

Number of Years Performing Internal Audit Services

For over 60 years, UHY has provided accounting, auditing, and consulting services to government-funded agencies nationwide. We have completed hundreds of financial and compliance audits under U.S. GAAS, Government Auditing Standards, and Uniform Guidance, earning recognition as a member of the AICPA Governmental Audit Quality Center. Our Single Audit reports have consistently passed federal review with no significant deficiencies, reflecting our commitment to quality and compliance. For over 20 years, UHY has been providing internal audit services.

7c. The firm shall disclose if they have undergone any mergers, acquisitions, sales or significant change in ownership in the last three (3) years.

UHY has grown significantly over the last several years. In January 2022, we combined with TGM Group in the Mid-Atlantic. In addition, we expanded in the Midwest by adding the Iowa firm LWBJ in January 2022 and the Kansas City firm House Park Dobratz Wiebler in November 2021. In January 2023, UHY combined with Ross Langan & McKendree LLP (RLM), adding a McLean, Va., office to its list. In January 2024, UHY, combined with certified public accounting firm Paresky Flitt, added a Wayland, Mass., office to UHY's existing 10 Northeast U.S. locations. Finally, in January 2025, UHY added Tama, Budaj & Raab, P.C. (TBR) to our existing office in Farmington Hills, Mich., and Botz Deal & Company, P.C., a full-service firm with three St. Louis-based locations in St. Charles, St. Peters, and Wentzville. The combination of firms over the last several years has added new offices to UHY's U.S. footprint and has expanded the firm's reach across the nation.

In November 2024, UHY Advisors, Inc. received a growth investment from Summit Partners. This investment will support the continued expansion of UHY's team, technology, and best-in-class client service offerings while helping to accelerate both organic and acquisition-driven growth. This funding represents UHY's first institutional capital, signaling a significant milestone in the firm's growth and strategic development. UHY LLP's ownership structure had no changes regarding the Summit Partners investment.

7d. Provide details of any of any litigation, claims or disputes against the firm or subcontractors, its officers or principals over the last five (5) years.

Like all professional services firms, UHY has pending lawsuits or claims against the firm. However, none of these pending lawsuits or claims will jeopardize UHY's ability to serve the City, as we have sufficient financial resources to address these matters in the event of an unfavorable outcome. UHY has also had no instances of litigation during the past five years with state regulatory bodies or professional organizations. Further, UHY has not been the subject of any American Institute of Certified Public Accountants (AICPA) or State Society of Ethics referrals.

RETURN THIS PAGE

F. KEY OUTSIDE CONSULTANTS (FORM 2)

Each respondent must complete this form for all proposed sub-consultants.

Form not applicable as we do not intend to utilize sub-consultants for this project.

SUB-CONSULTANT #1

Name & Address

N/A

Specialty/Role with this Project: N/A

Worked with Lead Firm Before: ☐ Yes ☐ No Year Firm Established: N/A

Years of Experience providing internal auditing services: N/A

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.
-

SUB-CONSULTANT #2

Name & Address

N/A

Specialty/Role with this Project: N/A

Worked with Lead Firm Before: ☐ Yes ☐ No Year Firm Established: N/A

Years of Experience providing internal auditing services: N/A

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.
-

SUB-CONSULTANT #3

Name & Address

N/A

Specialty/Role with this Project: N/A

Worked with Lead Firm Before: ☐ Yes ☐ No

Year Firm Established: N/A

Years of Experience providing internal auditing services: N/A

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.

G. LIST OF REFERENCES AND EXPERIENCE (FORM 3)

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project 1: Maryland State Retirement Agency (MD)**Project Name & Location:**

Internal Audit and Risk Assessment – Maryland State Retirement Agency, Baltimore, MD

Completion Date (Actual or Estimated):

2022 – Present

Project Owners Name & Address:

Maryland State Retirement Agency 120 East Baltimore Street, Baltimore, MD 21202

Project Owner's Contact Person, Title & Telephone Number:

David Rongione, Chief Internal Auditor | 410-625-5586 | drongione@sra.state.md.us

Estimated Cost (in Thousands) for Entire Project:

\$957,142/year

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm:

\$957,142/year

Scope of Entire Project: (Please give quantitative indications wherever possible).

Comprehensive risk assessment of the investment division managing over \$60 billion in assets. Evaluated 68 risk factors across eight auditable areas. Follow-on engagements included private market valuation reviews, due diligence assessments, and contracting risk analysis.

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

Led all phases of the risk assessment and internal audit planning. Evaluated private equity, hedge fund, and infrastructure fund valuations. Reviewed contracting controls and portfolio management practices to ensure compliance and improve oversight.

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

Jack Reagan, CPA, CICA – Overall Engagement Lead
 Reina Hernandez, CIA, CRMA – Internal Audit Lead/Project Manager
 Shannon Castillo, CFE – Consulting Manager
 Mark Amoroso, CPA – Senior Consultant
 DeAndre Watson – Senior Consultant

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 24

G. LIST OF REFERENCES AND EXPERIENCE (FORM 3) - Continued

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project 2: Sarpy County, NE**Project Name & Location:**

Internal Audit Services – Sarpy County, Papillion, NE

Completion Date (Actual or Estimated):

2022 – Present

Project Owners Name & Address:

Sarpy County 1210 Golden Gate Dr., Suite 1220, Papillion, NE 68046

Project Owner's Contact Person, Title & Telephone Number:

Daniel Toleikis, Chief Financial Officer | 402-593-5958 | dant@sarpy.gov

Estimated Cost (in Thousands) for Entire Project:

\$100,000/year

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm:

\$100,000/year

Scope of Entire Project: (Please give quantitative indications wherever possible).

County-wide internal audit services, including risk assessments, ERP access reviews, bank account reconciliation audits, and Treasurer's Office operations. Also included a whistleblower investigation and control environment evaluation.

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

Full responsibility for the outsourced internal audit function. Conducted interviews, testing, and control reviews. Delivered findings and recommendations to improve financial operations and mitigate fraud risk.

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

Jack Reagan, CPA, CICA – Overall Engagement Lead
 Reina Hernandez, CIA, CRMA – Internal Audit Lead/Project Manager
 Shannon Castillo, CFE – Consulting Manager
 Mark Amoroso, CPA – Senior Consultant
 DeAndre Watson – Senior Consultant

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 25

G. LIST OF REFERENCES AND EXPERIENCE (FORM 3) - Continued

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project 3: City of Glendale, AZ**Project Name & Location:**

Internal Audit Services – City of Glendale, AZ

Completion Date (Actual or Estimated):

2024 – 2025 (Ongoing)

Project Owners Name & Address:

City of Glendale 5850 W. Glendale Ave., Ste B63, Glendale, AZ 85301

Project Owner's Contact Person, Title & Telephone Number:

Mike Kingery, Internal Audit Program Manager | 623-930-2103 | mkingery@glendaleaz.com

Estimated Cost (in Thousands) for Entire Project:

\$77,160/year

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm:

\$77,160/year

Scope of Entire Project: (Please give quantitative indications wherever possible).

Performance audits of customer service, billing, and cashiering processes. Audit of capital project coordination across departments. Use of ERP analytics (Tyler Munis) to enhance reporting and efficiency.

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

Led all audit planning, fieldwork, and reporting. Identified inefficiencies, recommended automation, and improved interdepartmental coordination. Partnered with an analytics firm to enhance ERP reporting.

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

Jack Reagan, CPA, CICA – Overall Engagement Lead
 Reina Hernandez, CIA, CRMA – Internal Audit Lead/Project Manager
 Shannon Castillo, CFE – Consulting Manager
 Eva Infante – Senior Staff Consultant

RETURN THIS PAGE

G. LIST OF REFERENCES AND EXPERIENCE (FORM 3) - Continued

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project 4: City of Gainesville, FL**Project Name & Location:**

Internal Audit Services – City of Gainesville, FL

Completion Date (Actual or Estimated):

2023 - present

Project Owners Name & Address:

City of Gainesville, 200 E University Ave, Gainesville, FL 32601

Project Owner's Contact Person, Title & Telephone Number:

Brecka Anderson, Interim City Auditor | 352-334-5020 | Andersonbh@gainesvillefl.gov

Estimated Cost (in Thousands) for Entire Project:

\$25,000X

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm:

\$25,000

Scope of Entire Project: (Please give quantitative indications wherever possible).

Audit of third-party billing and collections for police overtime. Assessed internal controls, event reporting, customer communication, and revenue collection processes.

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

Conducted full audit lifecycle: planning, testing, and reporting. Evaluated control design and effectiveness. Delivered findings to improve oversight and revenue integrity.

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

Jack Reagan, CPA, CICA – Overall Engagement Lead
Reina Hernandez, CIA, CRMA – Internal Audit Lead/Project Manager
DeAndre Watson – Senior Consultant

RETURN THIS PAGE

G. LIST OF REFERENCES AND EXPERIENCE (FORM 3) - Continued

Work by the Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project 5: Historic St. Mary's City Commission, MD**Project Name & Location:**

Internal Audit of Financial and Operational Controls – St. Mary's City, MD

Completion Date (Actual or Estimated):

2022 – Present

Project Owners Name & Address:

Historic St. Mary's City Commission P.O. Box 39, St Mary's City, MD 20686

Project Owner's Contact Person, Title & Telephone Number:

Rear Admiral Timothy Heely, Chair | 703-201-3434 | timheely@hotmail.com

Estimated Cost (in Thousands) for Entire Project:

\$89,600/year

Estimated Cost (in Thousands) for work performed by the responsible Service Provider/Firm:

\$89,600/year

Scope of Entire Project: (Please give quantitative indications wherever possible).

Evaluated internal controls across procurement, HR, payroll, cash management, fleet, and property. Reviewed conflict-of-interest policies and special event financials.

Nature of the Service Provider's/Firm's responsibility in the project: (Please give quantitative indications wherever possible).

Led all internal audit activities. Assessed compliance with state laws and internal policies. Delivered detailed reports with recommendations to strengthen governance and accountability.

The Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:

Jack Reagan, CPA, CICA – Managing Director
 Reina Hernandez, CIA, CRMA – Consulting Manager, Project Manager
 Mark Amoruso, CPA – Senior Consultant
 DeAndre Watson – Senior Consultant

RETURN THIS PAGE

H. PERSONNEL QUALIFICATIONS (FORM 4)

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Jack Reagan, Managing Director

b. Project Assignment:

Engagement Lead – Oversight, Strategy, and Quality Assurance

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 7 Other Service Providers/Firms: 30+

e. Education: Degree(s)/Year/Specialization:

BSBA, University of Richmond / 1989 / Accounting

f. Current Registration(s):

Certified Public Accountant (CPA)

Certified Internal Controls Auditor (CICA)

g. Other Experience & Qualifications relevant to the proposed project:

Jack Reagan leads the firm's State and Local Government Consulting Practice. Throughout his career, Jack has worked with some of the largest local governments both locally and nationally, including Wilmington, DE; Washington, DC; Metro Nashville/Davidson County; New York City; and the states of Delaware, New York, Texas, California, and Florida. His extensive background underscores his dedication to advancing state and local government operations. Jack specializes in local government administration, grants management, crisis response management and recovery, FEMA processes, strategic planning, and policy development and implementation. He has collaborated with Thompson Grants to deliver educational webinars on grants management and has pioneered a comprehensive approach to managing COVID-19 relief funds, effectively combining community engagement and partnerships to assist clients with ARPA fund management. He is an active presenter on governmental accounting and auditing topics, frequently speaking at the Maryland Society of CPAs Government Day and various CPA chapters across Maryland. Jack's contributions to the field demonstrate his ongoing commitment to education and professional excellence.

Representative List of Forensic and Internal Audit Clients

- Atlanta Public Schools (GA)
- City of Gainesville, FL
- City of Glendale, AZ
- City of Los Angeles, CA
- **City of St. Louis, MO**
- City of Wilmington, DE
- City of Miami, FL
- City of Miami-Beach, FL
- Historic St. Mary's City Commission (MD)
- Maricopa County, AZ
- Maryland State Retirement Agency
- Northumberland County, VA
- Sarpy County, NE
- Prince William County Public Schools (VA)
- Town of Richlands, VA

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 29

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Reina Hernandez, Consulting Manager, Project Manager

b. Project Assignment:

Project Manager – Internal Audit Execution and Reporting

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 4 Other Service Providers/Firms: 20

e. Education: Degree(s)/Year/Specialization:

Bachelor of Business Administration, University of Texas at Austin / 2012 / Finance (Minor in Accounting)

f. Current Registration(s):

Certified Internal Auditor (CIA)

Certification in Risk Management Assurance (CRMA)

g. Other Experience & Qualifications relevant to the proposed project:

Reina Hernandez is a consulting manager at UHY's Columbia office, specializing in internal audits for government entities. She has demonstrated expertise in conducting internal audits, internal control assessments, operational and compliance reviews, enterprise risk management, and risk and compliance services. Reina is dedicated to supporting government entities in achieving financial integrity and operational excellence. Reina is highly skilled in accounting functions, policy evaluation, and procedural documentation for both local governments and for-profit companies. Her extensive experience includes providing guidance, assurance services, and process improvement recommendations that address the unique challenges faced by governmental organizations. She is a trusted professional in her field, committed to fostering financial accountability and transparency. Reina is an active member of the Institute of Internal Auditors, Association of Local Government Auditors, and the Government Finance Officers Association. Additionally, she serves on the Education Committee of the Association of Local Government Auditors, reflecting her dedication to professional development within her industry.

Representative List of Internal Audit and Forensic Clients

- | | |
|---|--|
| • Atlanta Public Schools (GA) | • Frederick County, MD |
| • City of Augusta, GA | • Historic St. Mary's City Commission (MD) |
| • City of Avondale, AZ | • Maryland State Retirement Agency |
| • City of Edmond, OK | • Metropolitan Nashville and Davidson County |
| • City of Gainesville, FL | • Prince William County Public Schools (VA) |
| • City of Glendale, AZ | • Sarpy County, NE |
| • City of Hopewell, VA | • Texas State Auditor's Office |
| • City of Los Angeles, Economic & Workforce Development Department (EWDD), CA | • Texas Water Development Board |
| • City of Petersburg, VA | • Town of Richlands, VA |
| | • Waukesha County, WI |

RETURN THIS PAGE

Revised: BC: 11/21/2024

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Shannon Castillo, Consulting Manager

b. Project Assignment:

Internal Audit/Forensic Manager – Risk Assessment and Fieldwork Lead

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 3 Other Service Providers/Firms: 10

e. Education: Degree(s)/Year/Specialization:

Master's Degree, University of Texas at San Antonio / 2019 / Economics, Business Data Analysis, and Forecasting

f. Current Registration(s):

Certified Fraud Examiner (CFE)

g. Other Experience & Qualifications relevant to the proposed project:

Shannon Castillo serves as a consulting manager within the Audit and Assurance Department of UHY's Columbia office. She specializes in risk and compliance management, accounting and procurement, forensic examinations, internal audit, and data analysis. Her expertise lies in identifying solutions to optimize processes, mitigate risks, and ensure the accuracy and completeness of data through effective documentation and systems implementation. Shannon excels in leveraging her knowledge of data analytics to identify trends and create visualizations that enhance decision-making for management and stakeholders. Her technical expertise allows her to develop streamlined solutions that strengthen organizational operations. Shannon also actively contributes to professional growth within her field through her membership in notable organizations, including the Institute of Internal Auditors, the Government Finance Officers Association, and the National Grants Management Association. Additionally, Shannon serves on the education committee of the Association of Local Government Auditors, reflecting her commitment to professional development and collaboration within the industry.

Representative List of Forensic and Internal Audit Clients

- City of St. Louis, MO
- City of Glendale, AZ
- City of Hopewell, VA
- City of Los Angeles, Office of the Controller, CA
- Maryland State Retirement Agency
- Prince William County Public Schools (VA)
- Sarpy County, NE
- Texas State Auditor's Office
- City of Jasper, TX
- Northumberland County, VA

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 31

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

DeAndre Watson, Senior Consultant

b. Project Assignment:

Senior Auditor – Financial Process Review and Compliance Testing

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 2 Other Service Providers/Firms: 7+

e. Education: Degree(s)/Year/Specialization:

Bachelor's Degree, Bowie State University / 2018 / Accounting

f. Current Registration(s):

N/A

g. Other Experience & Qualifications relevant to the proposed project:

DeAndre Watson is a senior consultant in the Audit & Assurance Department at UHY's Columbia office. He focuses on delivering high-quality audit, accounting, and consulting services to clients within the governmental sector, helping them achieve operational efficiency and meet regulatory compliance standards. DeAndre is an expert in leading audit engagements, managing financial reporting, grants management, and internal audit services. His strategic advisory work supports clients in navigating complex regulatory environments. In the Client Accounting Services environment, he successfully managed the timely completion of bank reconciliations, ensuring accuracy in financial processes, and provided critical audit support to facilitate compliance with regulatory standards. DeAndre continues to dedicate himself to excellence in his field, leveraging his experience and expertise to support his clients and the UHY team.

Representative List of Forensic and Internal Audit Clients

- Town of Richlands, VA
- Maryland State Retirement Agency
- Northumberland County, VA
- Sarpy County, NE
- Los Angeles Department of Building and Safety (CA)
- Prince William County Public Schools (VA)
- City of Hopewell, VA
- City of Petersburg, VA

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 32

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Eva Infante, Senior Staff Consultant

b. Project Assignment:

Staff Auditor – Fieldwork Support and Documentation

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 1 Other Service Providers/Firms: 5+

e. Education: Degree(s)/Year/Specialization:

Bachelor's Degree, St. Mary's University, San Antonio, Texas / 2010 / Business Administration, Marketing

f. Current Registration(s):

N/A

g. Other Experience & Qualifications relevant to the proposed project:

Eva Infante is a senior staff consultant in the Internal Audit, Risk & Compliance Department at UHY's Columbia office. She specializes in providing audit and consulting services to companies in the finance and government sectors. Eva has expertise in risk compliance, policy and regulation implementation, customer service, and community engagement. Her ability to navigate complex regulatory environments and deliver tailored solutions has made her an essential resource for her clients. She holds a Bachelor's in Business Administration with a focus on Marketing from St. Mary's University in San Antonio, Texas. Eva continues to leverage her knowledge and experience to help clients achieve operational excellence. Eva is dedicated to supporting her clients while fostering collaboration and success across the industries she serves.

Representative List of Forensic and Internal Audit Clients

- City of Avondale, AZ
- City of Augusta, GA
- City of Glendale, AZ
- City of Jasper, TX
- City of Petersburg, VA
- Frederick County, MD
- Prince William County Public Schools (VA)

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Kimberly Anderson, Managing Director

b. Project Assignment:

IT Risk and Compliance Lead – Internal Controls and Cybersecurity Oversight

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 8 Other Service Providers/Firms: 25+

e. Education: Degree(s)/Year/Specialization:

Bachelor's Degree, Southern Illinois University / 1997 / Chemistry, minor in Business Administration

f. Current Registration(s):

N/A

g. Other Experience & Qualifications relevant to the proposed project:

Kimberly Anderson is a managing director in UHY's Technology, Risk & Compliance practice. She has over 25 years of experience in risk and compliance, big four internal audit, and global IT consulting with extensive knowledge of internal controls and operating policies and procedures related to business processes and information systems. She has delivered internal audit and control services to privately and publicly held organizations. Such services focused on identifying and assessing internal controls and consulting with management on the development of business and systems internal controls, policies, and procedures in accordance with industry leading practices, contractual, and regulatory requirements. Her specialty services include: Operational Controls and IT General Controls; Governance, Risk & Compliance; Information Security; Cyber Risk Management. She conducts and leads internal control attestations (SOC 1®, SOC 2®, and SOC 3®) of business processes and systems, which includes developing and executing audit plans, identifying control deficiencies, and recommending remedial actions and control improvements. She also performs engagement and departmental quality assurance functions, ensuring client, project and regulatory requirements are achieved. Kimberly's project management activities include developing program protocols and methodologies, gathering and analyzing data, assessing risk, tracking and managing progress, and executing decision-making rationale in support of the program. She identifies and drives internal process improvements to increase efficiencies and project profitability. IT controls and operational compliance expertise includes: System and Organization Controls (SOC) attestations, NIST 800 171 and CSF compliance, ISO 27001 and PCI compliance.

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 34

H. PERSONNEL QUALIFICATIONS (FORM 4) - Continued

Provide a brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Ty Coffee, Principal and Information Security Expert

b. Project Assignment:

Cybersecurity Specialist – IT Risk Assessment and Penetration Testing

c. Name of Service Provider/Firm with which associated:

UHY

d. Years of Experience:

With this Service Provider/Firm: 8 Other Service Providers/Firms: 20+

e. Education: Degree(s)/Year/Specialization:

Bachelor's degree, Texas A&M University / 2004 / Business Administration in Accounting
Master of Science, Texas A&M University / 2004 / Management Information Systems

f. Current Registration(s):

Advanced Qualified Security Assessor (AQSA)
Certified Information Systems Auditor (CISA)

g. Other Experience & Qualifications relevant to the proposed project:

Ty Coffee is a principal and information security expert at UHY with two decades of professional experience. Ty focuses on providing IT security solutions that strengthen organizations, leveraging his expertise to manage and deliver comprehensive information technology security services. Ty specializes in technology risk management, IT auditing, security assessments, internal auditing, attack-and-penetration testing, and security analysis for domestic and global entities. His expertise includes IT compliance and attestation services, covering Service Organization Controls (SSAE 16, SOC 2®, SOC 3®), HIPAA, and PCI-DSS. Ty is skilled at helping clients develop control structures, prepare for compliance assessments, and implement internal control frameworks by identifying applicable controls and addressing control gaps. He is a frequent speaker at security conferences and events hosted by ISACA and IIA throughout the United States. His ability to share insights and expertise has made him a sought-after presenter in his field.

RETURN THIS PAGE

I. PROJECT APPROACH NARRATIVE (FORM 5)

Use this space to provide a detailed project approach including but not limited to:

1. Provide a description of your firm's internal audit methodology and risk assessment process, including an example of the risk profile that would be developed from the risk assessment review.

Understanding the Work to be Performed

UHY fully understands the scope of work required by the City and is committed to delivering a dynamic, risk-based internal audit program. In close collaboration with City leadership and the Finance and Administration Committee of City Council, we will develop a structured Internal Audit Plan (IAP) and conduct Annual Risk Assessments (ARA) to address both established and emerging risks across the City's operations.

Our approach aligns audit engagements with high-priority risk areas, optimizes resource allocation, and promotes continuous improvement in compliance with IIA's International Professional Practices Framework (IPPF) and, as applicable, GAO's Government Auditing Standards. The internal audit function is an ongoing process, not a one-time event. While audits may identify operational improvements or cost-saving opportunities, their primary purpose is to safeguard City assets, evaluate the adequacy of internal controls, and ensure compliance with policies, procedures, and regulations. To accomplish this, our professionals will provide:

- **Risk Assessment and Internal Audit Plan Development:** We will begin the engagement by conducting a comprehensive risk assessment of the City's primary operations, identifying strengths, weaknesses, challenges, and potential risks. This assessment will include input from City leadership, operational departments, and the Finance and Administration Committee of City Council. Based on the outcomes, we will develop a targeted Internal Audit Plan (IAP) for the year, prioritizing areas with elevated risk, control vulnerabilities, or operational complexity.
- **Annual Audit Execution and Reporting:** In Year 1, UHY will test and evaluate a minimum of three areas within the City over a twelve-month period. These areas will be selected based on risk level, control weaknesses, size, and complexity. In subsequent years, when a full risk assessment is not deemed necessary, we will evaluate a minimum of four areas annually, as required. For each audit engagement, we will deliver a comprehensive report to the Finance and Administration Committee that includes:
 - Executive summary
 - Scope and background
 - Significant findings of risk exposures and/or control deficiencies
 - Recommendations for corrective action
 - Management's responses and implementation plans
 - We will also conduct follow-up procedures to validate remediation efforts, if requested.
- **Reporting to the Finance and Administration Committee:** The auditor primarily responsible for the engagement will report directly to the Finance and Administration Committee of City Council, both verbally and in writing, as warranted or requested. We will maintain open lines of communication throughout the engagement, including regular status updates, post-audit briefings, and availability for ad hoc consultations.
- **Recommended Internal Audit Program Model:** Before the conclusion of the contract, UHY will provide the Finance and Administration Committee with a recommended model for the City's internal audit program, tailored to Springfield's operational structure and budget. This model will reflect best practices in municipal internal auditing and offer scalable options for future implementation.
- **Fraud and Theft Notification Protocol:** In the event that UHY identifies or suspects fraud and/or theft committed by any City employee, we will immediately notify the Chair of the Finance and Administration Committee, the City Manager, and the City Attorney, in accordance with the RFP requirements. Our team is trained in fraud detection and forensic procedures and will act swiftly and discreetly to escalate concerns through the appropriate channels.

RETURN THIS PAGE

Revised: BC: 11/21/2024

Standard Approach and Techniques

We describe our basic audit approach and techniques for risk assessment, leading to the preparation of a strategic risk-based, multi-year internal audit plan:

Risk Assessment Leading to an Internal Audit Plan

We have our own standard approach when performing a risk assessment and developing an internal audit plan; however, we are open and flexible to utilizing your methodology along with templates and reports.

As depicted in the picture, we will perform the following activities when conducting annual risk assessments:

Understand the Organization

When creating a Risk Assessment, it is vital to first understand the City's strategies, goals, and objectives. In conjunction with reviewing the City's governance framework or organizational structure and function, our team will be able to gain the necessary knowledge of the business, including its strengths, weaknesses, and challenges. This approach will be accomplished through a review of available background information on the City, inspection of the City's recent financial statements, review of previously performed audits and/or risk assessments, inspection of policies and practices, and interviews with key management personnel. Our discussions with leadership will allow for a firsthand account of the organization's environment, culture, tone, and ethical values.



Risk Identification

The team will work closely with management to align business strategy and risks, as no one knows the City's risks better than your team. This will also aid us in understanding the City's risk tolerance and thresholds. This, in turn, will define the City's risk and audit universe and be the basis for the annual internal audit plan. Risk-based internal auditing connects the planning of internal audits to the City's overall risk management framework. Some of the major risk factors we consider during our risk assessment include:

- The internal operating environment, including the organizational structure or how flat the organization is, how decisions are made, and how people, systems, and processes are managed.
- The external business environment, such as the complexity of the regulatory environment.
- The nature of transactions, such as their size, volume, complexity, and materiality.
- The level of reliance on different information technology systems and tools.
- Time since the last audit, previous audit results, and follow-up actions.
- Any management input and/or concerns.
- Key performance indicators (KPIs).

Risk Analysis

Once the risk universe has been identified, all the risks will be documented in a repository known as a Risk Universe Register. Elements of the risk register will include, but are not limited to, the risk category (strategic, financial, reputational, operational, IT, compliance, etc.) and description with sufficient detail to understand what the risk is. We will then work collaboratively with management to assess those risks and determine the likelihood that they will occur, the impact on the organization should they occur, and the risk mitigation efforts that are already in place. Additionally, if the Internal Audit Department (IAD) has an existing Enterprise Risk Management (ERM) framework, the team will review its ERM risk inventory for potential inclusion within the overall risk assessment.

RETURN THIS PAGE

Revised: BC: 11/21/2024

uhy-us.com | PRIVILEGED INFORMATION | 37

Impact is calculated using, but not limited to, the following:

- Financial materiality
- Regulatory compliance
- Strategic and/or operational impact on objectives
- Fraud risk
- Reputational impact
- Recovery efforts and costs

Probability is calculated using, but not limited to, the following:

- Complexity of process
- Volume of transactions
- Degree of monitoring/oversight
- External influences (economic conditions, geopolitical events, and technological advancements)
- Historical data
- Risk drivers

Below, you will see an example of an internally developed dashboard that identifies risk based on budgeted expenditures and a dashboard exhibiting a year-over-year cash flow analysis that identifies high-risk time periods.



Revised: BC: 11/21/2024

RETURN THIS PAGE

Risk Evaluation

This will begin the process of prioritizing auditable departments, programs, and processes based on various risk factors (audit universe). These factors include input from management, lack of prior audits or unresolved findings, and recent changes. Internal audit priorities should align with the City's objectives and should address the risks with the greatest potential to affect the City's ability to achieve its goals. The risk assessment conducted will increase the likelihood that the internal audit function will perform a higher percentage of impactful audit engagements. Since risk rating scales can differ from organization to organization, such as Low, Medium, High, or a traditional number scale, we will assist in developing an appropriate scoring system and matrix for the City. To effectively report on risks, we will use 'heat maps' to visualize risks and provide management with a clear picture of the risk environment in order to enable effective decision-making.

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uhy-us.com | PRIVILEGED INFORMATION | 39

Validation & Reporting

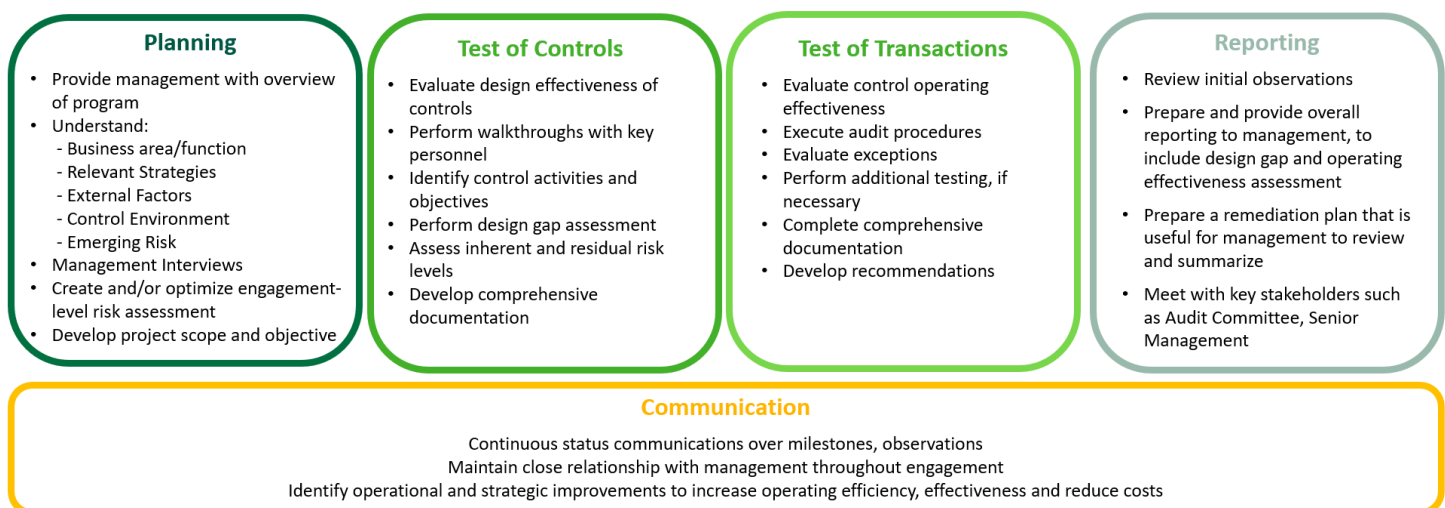
In the first year, we will utilize the results of the City's recently completed risk assessment to develop a multi-year Internal Audit Plan. In subsequent years, we will utilize the results of our own risk assessment to update the multi-year Internal Audit Plan suitable for the City's risk tolerance, resources, and objectives. The risk-based internal audit plan will focus on the business areas with the most significant risk exposure, while also ensuring that areas of low risk receive adequate audit coverage. Additionally, selected areas will be subject to an engagement level risk assessment upon determination of that audit's objective or goal. Since we understand that some areas with high scores may not be at the highest risk and vice versa, a reasonable review will be conducted to re-evaluate scoring results and adjust if necessary.

To add further value to the City, the internal audit plan will be built in a way that is flexible to address emerging risks that may come about during the year, so keeping a level of completion in mind when building the plan will be critical. In our current environment and partnership with management, we must be able to evaluate new risks and potentially add new audits in a timely fashion. The number of hours allocated to each audit engagement identified in the audit plan will vary based on the objective and scope of the audit. Once the proposed internal audit plan has been completed, inclusive of task descriptions, resource assignments, milestones, quality assurance, and dates, we will solicit and incorporate feedback. The internal audit plan will then be finalized and approved by the appropriate parties. It is important that senior management and appropriate committees, if applicable, are in full support of the implementation, as a strong tone from the top will increase the likelihood of full cooperation throughout the organization. If, for any reason, the internal audit plan needs to be updated once approved, then those updates will be communicated to the appropriate personnel.

Execution of Internal Audit Engagements

At UHY, our philosophy is that one size does not fit all. We recognize that every organization has its own operating style, challenges, and strengths. It is just as important to recognize the auditee's strengths as it is to identify weaknesses or deficiencies. Therefore, we work with the client to engage and manage our internal audit projects to meet their requirements. Our audit process complies with the Institute of Internal Auditors (IIA) standards, follows guidance from the COSO Internal Controls Framework, and incorporates *Government Auditing Standards* (GAO) where applicable.

Below, we have included our four-phased approach to executing the individual internal audits, as determined in the internal audit plan:



Phase 1: Planning

To begin the planning phase, a kick-off meeting will be held to provide management with an overview of the audit program's operating model and a chance to ask questions. The upfront meeting is a great time to set expectations, timelines, and to communicate any initial information needed. The team will gain an understanding of the business area or function under review by:

- Inspecting prior documentation (e.g., audit reports, workpapers), if available
- Reviewing applicable laws, regulations, policies, and procedures
- Conducting interviews with key stakeholders

The information gathered will be used to prepare an audit program that will consist of risks that may impact the business area/function, and internal controls expected to be in place as a result of policies, procedures, and best practices. Our assembled professional team understands that taking the time to properly plan and organize an audit program produces more efficient reviews and cost savings to our clients. During the Planning phase, we will also establish a cadence of status meetings to discuss the engagement status with the City's internal audit Sponsor.

The deliverables will include:

- Cadence of status reporting
- Mutually agreed-upon workplan and timeline

Phase 2: Test of Controls

To perform a complete control design review, the team will work collaboratively with key personnel to understand the existing control environment and perform the following:

- Conduct preliminary discussions with executives to gain a better understanding of concerns
- Schedule interviews with key staff to identify risks, determine the potential impact if risks go unaddressed, and the likelihood that the risk event will occur
- Perform walkthroughs to understand the policies, processes, and internal controls in place
- Identify risk areas, including fraud and misconduct
- Understand the type of financial and non-financial information that is available
- Develop process flowcharts to evaluate the placement of controls (preventative vs. detective, monitoring, and management oversight)

To further gain an understanding of the control activities, we will request documentation such as:

- Organization charts, policies, and procedure documents
- Key reports used by staff and/or management
- Access to key applications used within processes, if applicable

Ultimately, we will create an audit program that will include, but not be limited to:

- Determining whether controls are in place to prevent or detect a risk event
- Evaluating the appropriateness of control frequency (e.g., daily, weekly, monthly, etc.)
- Identify what fraud, if any, is being carried out

We will also perform a gap assessment to identify areas where the current design of internal controls is lacking to achieve an effective internal control system. There might also be situations where the level of control exceeds what is needed to mitigate the risk(s), allowing for a reduction in controls and related costs while still adequately addressing the relevant risks.

It may become necessary to redefine the scope based on the information gathered by the team. To ensure alignment, we will review our initial audit program and planning procedures with the appropriate parties before the start of fieldwork.

The deliverables will include:

- Process Flowchart(s) and Narrative(s)
- Audit Program / Risk and Control Matrix (RCM)

Phase 3: Test of Transactions

The work completed during this phase will allow the team to assess the appropriateness and sufficiency of internal control to conclude whether the design and operating effectiveness of such controls mitigate the relevant risk(s). We will draw a representative sample of transactions to conclude the operating effectiveness of the key controls identified. The extent of testing will depend on a variety of factors, including the volume of transactions, the complexity of the procedures, and the frequency of the control execution. This will include:

- Creation of test scripts to include the following audit procedures:
 - Observation or physically seeing the control being performed
 - Inspection or review of documentation evidencing the control was performed
 - Re-performance or independently performing the control to validate outcomes
- Analysis of documentation for a substantive review over control execution
- Performing additional work associated with any errors to assess the control's operating effectiveness
- Qualitatively determining the impact of any errors
- Adherence to State guidelines, adherence to internal policies and procedures, and accounting best practices

Depending on the audit plan engagements, below are **example** procedures to be performed that may include, but are not limited to:

Grant Fund Management and Compliance

- Review grant agreements and award letters to identify compliance obligations (e.g., allowable costs, reporting deadlines, match requirements).
- Evaluate internal controls over grant budgeting, expenditure tracking, and fund allocation.
- Test a sample of grant-related transactions for accuracy, proper documentation, and compliance with *Uniform Guidance* (2 CFR Part 200).
- Assess subrecipient monitoring procedures and reporting mechanisms.
- Verify segregation of duties in grant approval, expenditure, and reporting processes.
- Review grant closeout procedures and reconciliation of final reports to the general ledger.
- Evaluate staff training and awareness of grant compliance policies.
- Identify gaps in oversight or documentation that could lead to audit findings or funding clawbacks.

RETURN THIS PAGE

Procurement and Contract Oversight

- Review vendor master file controls, including onboarding, updates, and deactivation procedures.
- Assess compliance with procurement policies, including competitive bidding, sole-source justification, and approval thresholds.
- Test a sample of purchase orders, contracts, and invoices for completeness, accuracy, and alignment with procurement rules.
- Evaluate segregation of duties between requisition, approval, and payment processes.
- Review contract monitoring practices, including milestone tracking, deliverable verification, and scope changes.
- Assess documentation of vendor performance reviews and dispute resolution procedures.
- Identify potential fraud indicators such as split purchases, duplicate vendors, or collusion risks.
- Confirm that Oracle workflows enforce proper approval hierarchies and audit trails.

Payroll Authorization and Segregation of Duties

- Review onboarding, termination, and status change documentation for completeness and approval.
- Test timekeeping and leave records for accuracy and proper authorization.
- Evaluate segregation of duties between time entry, payroll processing, and payroll approval.
- Verify that payroll adjustments (e.g., overtime, bonuses) are supported by source documents and approved by appropriate personnel.
- Assess controls over payroll system access and user roles within Oracle.
- Identify potential fraud risks such as ghost employees, unauthorized rate changes, or duplicate payments.
- Perform analytics to detect anomalies in pay rates, overtime trends, or leave balances.
- Confirm compliance with labor laws, union agreements, and City policies.

Treasury and Cash Handling

- Review cash collection procedures across departments, including segregation of duties and physical safeguards.
- Test reconciliation of cash receipts to accounting records and bank deposits.
- Assess controls over petty cash, cash-on-hand, and electronic payments.
- Evaluate the timeliness and accuracy of bank reconciliations and the resolution of reconciling items.
- Review wire transfer and ACH approval workflows for proper authorization and security.
- Verify compliance with investment policies and treasury management practices.
- Identify potential fraud risks such as skimming, larceny, or unauthorized transfers.
- Confirm that Oracle cash modules are configured to support secure and efficient treasury operations.

Revenue Management and Billing

- Identify major revenue streams and map budgeted vs. actual results over multiple fiscal years.
- Review billing procedures for services, licenses, permits, and other revenue-generating activities.
- Test a sample of invoices and receipts for accuracy, timeliness, and proper account coding.
- Evaluate collection practices, aging of receivables, and write-off procedures.
- Assess segregation of duties in billing, collection, and revenue recognition.
- Confirm that deposits are made timely and recorded in the correct general ledger accounts.
- Review monthly reconciliation of revenue accounts and bank statements.
- Identify gaps in oversight or system limitations that may impact revenue integrity.

RETURN THIS PAGE

IT Access Controls and Cybersecurity

- Review user access provisioning and deprovisioning procedures for Oracle and other critical systems.
- Verify that access is role-based, approved by management, and removed within 24 hours of termination.
- Assess password policies, authentication protocols, and administrative access restrictions.
- Evaluate change management procedures for system updates, patches, and emergency changes.
- Review backup and recovery processes, including off-site storage and disaster recovery testing.
- Assess physical and logical security of servers, network infrastructure, and sensitive data.
- Conduct a cybersecurity risk assessment using NIST CSF domains.
- Perform penetration testing and vulnerability scanning (if requested) to identify exploitable weaknesses.
- Review third-party vendor SOC reports and service level agreements for IT services.

The deliverables in this phase will include:

- Sample selection matrix and test scripts
- Evidence of control execution (e.g., documentation, system logs)
- Exception log and impact assessment
- Compliance checklist (City policies, state/federal regulations)
- Preliminary findings summary
- Supporting workpapers for all testing procedures

Phase 4: Reporting

UHY will provide continuous status communications with key stakeholders over findings and observations to produce a draft report with no surprises. Transparency strengthens the value that management receives from UHY as your provider. Engagements such as this generally result in findings that must be reported, and we can also provide the City with recommendations for corrective action plans. For each finding, we include the following elements:

- **Condition** – What did we observe?
- **Criteria** – With what policy or procedure did we identify the condition to be inconsistent?
- **Cause** – What is our conclusion on the reason the condition exists?
- **Effect** – What is the result of the condition's inconsistency with the criteria?
- **Recommendation** – What changes to the City policies and procedures do we recommend in order to mitigate the risk of the condition occurring again in the future?

Draft findings will be reviewed by the engagement managing director prior to submission. City management will have the opportunity to respond, clarify, or provide additional documentation. Final reports will incorporate management responses and highlight industry best practices and process improvement opportunities. Monthly progress reports will summarize:

- Work completed and upcoming tasks
- Preliminary findings and current issues
- Hours performed, hours remaining, and estimated cost to complete

RETURN THIS PAGE

We will also provide a recommended model for the City's internal audit program before contract conclusion, tailored to Springfield's structure and budget.

The **deliverables** from this phase will typically include:

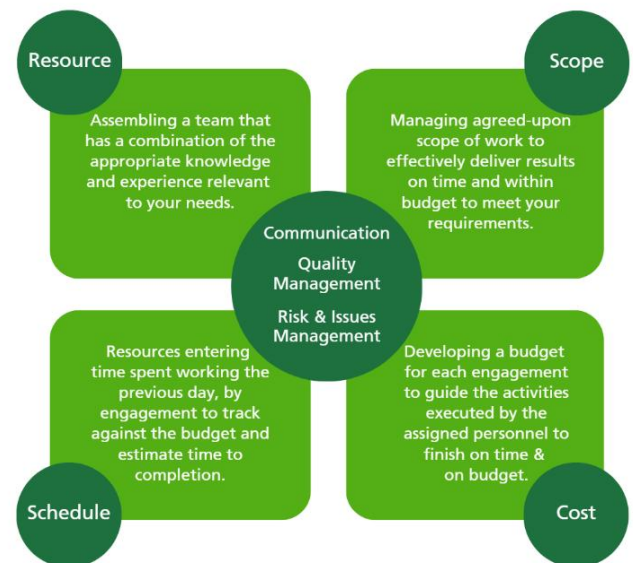
- **Audit Closeout Meeting:** Before preparing the draft report, UHY will facilitate an audit closeout meeting with the City's Internal Auditor to review preliminary observations, identified risks, proposed action plans, and management responses. This collaborative session ensures alignment on key findings and provides an opportunity for clarification or additional documentation prior to formal reporting.
- **Draft and Final Audit Report.** UHY will prepare a comprehensive draft audit report that outlines the objectives, scope, and methodology of the engagement, along with detailed findings and actionable recommendations. Once management responses are received and incorporated, UHY will finalize the report and deliver it to the appropriate parties. The final report will reflect all agreed-upon revisions and will be tailored to the City's preferred format and level of detail.
- **Presentation.** Upon completion of each audit, UHY will deliver a formal presentation of the results to the Finance and Administration Committee of the City Council or other designated stakeholders. This presentation will summarize the audit's purpose, key findings, risk implications, and recommended actions. It will be designed to facilitate discussion, support decision-making, and ensure that the Committee has a clear understanding of the issues identified and the steps proposed for remediation. UHY will be available to answer questions, provide clarification, and offer additional context as needed during these sessions.
- **Workpapers.** UHY will retain all working papers and audit reports, at its expense, for the duration of the contract plus a minimum of three (3) years thereafter, unless notified in writing by the City otherwise. All workpapers will include document interviews, analysis, audit steps performed, results of audit steps, audit findings, and other documentation as relevant to support the final report.

Project Management Rigor Approach

In executing all our engagements, we have developed a project management program that we customize to meet the needs of our clients. We create our project management plan in adherence to the industry's best practices, outlined in the *Project Management Body of Knowledge* (PMBOK®). The Project Management Institute (PMI) publishes the PMBOK® and presents a set of standard guidelines for project management. The core of our project management approach is **Continuous Communication, Quality Management, and Risk and Issue Management**. Our project management process provides personal attention and direct involvement from partners to staff in all stages of the engagement to ensure the prompt resolution of potential risks and issues. It allows us to serve our clients effectively by maintaining a firm commitment to implementing quality in every engagement.

Communication Approach

We will establish a cadence of reporting and meetings to provide progress reports to ensure continuous communication. We believe that it is important to provide visibility to all stakeholders throughout the project, which consists of:



RETURN THIS PAGE

- Entrance meeting(s) to ensure that key stakeholders have transparency on the project, scope, objectives, timing, and expectations. It also allows management to meet the audit team and obtain answers to any questions that they may have in relation to the project.
- Status meetings for open communication with the auditee(s). We believe it is important to provide any observations to ensure we have considered all available information. Upon validation that all information has been reviewed, the observation becomes a finding.
- Discussions with stakeholders to understand the potential root cause of the issue. Determination of the root cause enables us to provide recommendations to remediate the risk as opposed to fixing the symptom. These recommendations will be added to the draft report.
- Exit meeting at the end of the review to ensure proper closure of the review, as well as provide the draft report for review and discussion prior to issuing.

2. Identify the tools and technology utilized by the firm to increase the effectiveness of the internal audit function.

Deployment of Cutting-Edge Technology and Tools

At UHY, we pride ourselves on delivering professional services that are not only effective and thorough but also elevated by the strategic integration of technology. By leveraging advanced software platforms, we enhance collaboration, accelerate workflows, and maintain the highest standards of accuracy and security. Our firmwide commitment to technology-driven processes allows us to offer a streamlined, paperless experience that aligns with the evolving demands of both our clients and the industry.

Fieldguide AI, a cloud-based software, allows us to import our clients' financial and operational records, scan relevant client supporting documentation, and maintain a variety of document formats (e.g., PDF, JPEG, Word, Excel) to evidence our testing. Our audit approach includes using data extraction software and artificial intelligence to efficiently test large amounts of data that would otherwise be time-consuming to download, identify, and test. The client data used in the engagement resides in our dedicated account in Amazon Web Services (AWS) or a network server. No client-related data resides on employee laptops. The data is removed from the network server upon closing the engagement.

To support substantive testing and data analytics, we utilize specialized software, including **IDEA** and **Teammate Analytics**. IDEA allows our audit professionals to extract, examine, and test large volumes of data quickly, facilitating sampling and verification activities that would otherwise be resource-intensive. Teammate Analytics further strengthens our procedures by automating analytical tests and providing deeper insights into complex data sets. Together, these tools enable us to conduct audits with greater precision and speed, while preserving the professional rigor expected in our field.



We use **Suralink** as our centralized platform for document exchange and engagement management. Its encrypted environment supports real-time collaboration, streamlines request tracking, and improves accountability. Suralink's dynamic interface allows both our team and the client to monitor progress, respond to information requests, and share files securely and seamlessly. We also support secure file transfers via FTP, providing an additional layer of protection for sensitive services-related materials.



We integrate **DataSnipper**, an AI-powered automation tool, into our workflow to enhance the quality and traceability of our documentation. DataSnipper enables our professionals to cross-reference and validate data drawn from various sources, including invoices, bank statements, and handwritten records. It links this documentation directly to spreadsheet cells, creating a clear audit trail and eliminating the need for manual matching and verification. This not only increases transparency but also reduces error, cost, and turnaround time. Our technology strategy, integrating secure communication channels, intelligent data analytics, and automated documentation tools, empowers our team of professionals to collaborate effectively and resolve issues in real time, without compromising quality or control.

RETURN THIS PAGE

3. **Describe the process of selecting areas for review, starting with how areas are selected, how the audit will be conducted, the selection and gathering of data and communication with stakeholders throughout the process. Include a sample of the report that would be provided at the conclusion of the audit.**

UHY's process for selecting areas for internal audit review begins with a comprehensive baseline risk assessment to establish a tailored risk profile for the City's operations. This assessment considers factors such as risk exposure, control weaknesses, operational complexity, and financial significance. We validate and refine these priorities through consultations with the City Manager, Finance Department, and operational teams, ensuring alignment with the City's strategic objectives and regulatory environment. Detailed discussion follows:

Review and Validation of Existing Risk Data	• Conduct a comprehensive baseline risk assessment to establish a tailored risk profile for the City's operations. • Evaluate risk across departments and functions using criteria such as control weaknesses, financial exposure, operational complexity, compliance obligations, and prior audit history. • Validate risk priorities through consultations with the City Manager, Finance Department, and operational teams.
Stakeholder Engagement and Risk Prioritization	• Conduct interviews, workshops, and focus groups with City staff and the Finance and Administration Committee to identify critical vulnerabilities, including grant compliance, internal controls, and IT security. • Incorporate stakeholder feedback to refine risk priorities, ensuring audits reflect the City's operational and regulatory environment. • Document and rank risks using a standardized matrix to support transparent audit area selection.
Development of a Multi-Year Internal Audit Plan (IAP)	• Translate validated risk data into a structured IAP, identifying three areas for audit in Year 1 and four areas in subsequent years, per RFP requirements. • Define objectives, scope, timelines, and deliverables for each audit, tailored to the City's Oracle E-Business Suite platform and operational complexity. • Confirm audit area selection with the Finance and Administration Committee prior to engagement launch.
Detailed Audit Engagement Planning	• Establish audit procedures, including process walkthroughs, sample testing, and documentation reviews. • Gather data through interviews, system access, policy reviews, and analysis of financial and operational records. • Develop tailored procedures for high-risk areas such as cybersecurity, system access controls, and financial processes. • Schedule regular status meetings with City stakeholders to confirm scope, share early observations, and adjust procedures as needed.
Implementation of Annual Risk Assessments (ARA)	• Conduct an ARA each year to identify shifts in the risk environment, such as changes in grant funding, IT infrastructure, or regulatory requirements. • Integrate ARA findings into the IAP to keep audit priorities responsive and current. • Reassess audit area selection annually in collaboration with City leadership.

RETURN THIS PAGE

Communication, Reporting, and Continuous Improvement:

- Maintain regular communication with the Finance and Administration Committee through verbal and written updates, including monthly progress reports.
- Facilitate an audit closeout meeting with the City's Internal Auditor prior to drafting the report to review preliminary observations, risks, and proposed action plans.
- Deliver detailed audit reports with findings, recommendations, and management responses.
- Conduct follow-up audits to validate remediation, as requested.
- Provide a recommended model for the City's internal audit program before contract conclusion.

An example of an audit report is provided in the following pages:



OBJECTIVE

The objective of the annual internal audit plan is to provide the Sarpy County Nebraska (County) audit committee (Committee or A/C) with an assessment of how to allocate scarce audit resources to those processes (both operational and financial management) that have been determined to be of higher risk to the County's objectives.

Scope

It is neither possible nor prudent to audit every department, office, program, and transaction each year. Therefore, we have conducted a risk-based approach to identify possible processes over which to conduct an internal audit.

Definition of Internal Audit

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the County's operations. It helps the County accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal control, and governance processes throughout the various departments and offices countywide.

In addressing this important mission, the Audit Committee supports and assists County management and employees in the effective discharge of their

responsibilities and achievement of strategic objectives by providing analyses, recommendations, advice, and information concerning:

- The adequacy and effectiveness of the County's internal control structure;
- The safeguarding and management of assets;
- Compliance with applicable laws and regulations;
- Achievement of management's operational objectives; and
- Efficient business processes to achieve internal control at a reasonable cost.

Audit Committee Oversight

The County has recently established an audit committee of the Board. We have included a copy of the Audit Committee charter as Attachment A to this Internal Audit Plan. The Committee responsibilities include, but are not limited to, the following:

- Oversee the County's internal audit function, whether established as a County Department, or outsourced to an outside CPA firm filling that role.
- Ensure the independence of the internal audit function and that there are no unjustified restrictions or limitations on the internal audit team, including undue management influence.
- Communicate and interact with the Internal Audit Director or outside, contracted internal audit CPA firm.
- Verify the independence of the internal audit function annually
- Approve the annual risk-based audit plan for the Internal Audit Department or function
- Approve the budget and resource plan for the internal audit function

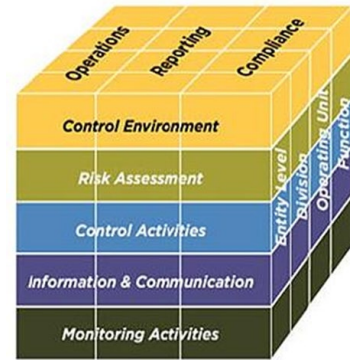
Internal Control Framework

Internal control is defined as follows: *Internal control is a process, effected by an entity's board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting, and compliance.* The Committee of Sponsoring Organizations (COSO) created this internal control framework in the late 1980's and early 1990's and has periodically updated the framework since then. This COSO framework provides for three categories of objectives, which allow organizations to focus on differing aspects of internal control:

- Operations objectives – These pertain to effectiveness and efficiency of the entity's operations, including operational and performance goals, and safeguarding assets against loss.
- Reporting objectives – These pertain to internal and external financial and non-financial reporting and may encompass reliability, timeliness, transparency, or other terms as set forth by regulators, recognized standard setters, or the entity's policies and procedures.
- Compliance objectives – these pertain to adherence to laws and regulations to which the entity is subject.

Graphically, the COSO Framework is as follows:

Characteristics of each of the 5 elements of the COSO framework follow:



Control Environment:

- The organization demonstrates a commitment to integrity and ethical values.
- The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal control.
- Management establishes, with board oversight, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.
- The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.
- The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.

Risk Assessment

- The organization specifies objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.
- The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.
- The organization considers the potential for fraud in assessing risks to the achievement of objectives.
- The organization identifies and assesses changes that could significantly affect the system of internal control.

Control Activities

- The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.
- The organization selects and develops general control activities over technology to support the achievement of objectives.
- The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

Information and Communication

- The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.
- The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.
- The organization communicates with external parties regarding matters affecting the functioning of internal control.

Monitoring Activities

- The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal control are present and functioning.
- The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.

Internal Audit Risk Assessment

To identify those areas of increased operational and financial management risk, we conducted extensive interviews with County leadership. In conducting the risk assessment, we met with senior management to solicit information to understand their perception of risk within the County. The risk assessment process is a continual effort to remain informed of emerging risks, initiatives, and opportunities to work with the County to help manage risks, provide independent audits, and consult on projects, implementations, and initiatives. We also reviewed County information and reports; researched common and emerging risks for governments and business organizations; and identified the top topics included in other local government jurisdiction internal audit plans to gain a more holistic view of risks that may be relevant to the County. Some of these known industry risks we considered include:

- Cyber security and cloud security
- Business continuity planning, resilience, and sustainability
- Regulatory change, compliance, and governance
- Financial and human resource constraints brought on by recovery from the Covid-19 pandemic and community growth

We used a high, medium, and low risk rating resulting from the conduct of our procedures. In arriving at these risk ratings, we also considered:

- *Impact* - The effect on the County, and stakeholders, if a risk event occurs or if the area is not functioning as intended. Impact can include lost revenue, increased expenses, fines, adverse publicity, sanctions, reputational damage, and reduced employee morale.
- *Probability* - The likelihood that a risk event occurs or that the area is not functioning as intended. Probability factors can include prior audit results, turnover, management and staff concerns, lack of internal monitoring and/or governance, operational and control weaknesses, and poor training.
- *Velocity* - The pace the organization is expected to experience the impact of risk. The speed of regulatory enforcement action is an example of velocity.

A high-risk rating indicates that the magnitude of impact of potential internal control weaknesses is high, the probability of the internal control weakness being significant is high, or the combination of both is high.

A moderate risk rating indicates a more limited magnitude of impact, probability of occurrence, or combination of both.

A lower risk is an even more limited impact, probability, or combination of both.

We have certain recommended internal audits for 2023 which we consider to be high risk operational or financial management areas that should be audited.

Recommended Internal Audits for 2023

Based on the results of our risk assessment procedures, we recommend that the County's Audit Committee consider the following internal audits for 2023:

I. Banking Relationships and Reconciliations

Background: The County has a very complex cash management and banking process. Through our discussions with management and inspection of various documents, we have identified over 40 bank accounts (exclusive of any accounts required by bond indenture agreements) being maintained by at least a dozen different departments located with at least 6 different financial institutions. This process is further complicated as many of these accounts are maintained by constitutional officers. Ultimately, even if such accounts are maintained by constitutional officers, these accounts must be reconciled timely and recorded in the County's general ledger to facilitate the preparation of financial reports needed by the County Board, other constitutional officers, and management to exercise their respective duties.

Further, in July 2022, the Director of the County's Court Appointed Special Advocate (CASA) office was arrested and charged with theft. The indictment alleges that the Director stole funds that were donated by a community not-for-profit organization. CASA appears to have been responsible for maintaining not only County funds, but it is also responsible for such funds donated by an outside third party.

Audit Objective: Determine whether funds provided by the County or by an outside party to the County, are accounted for, recorded, and reconciled within the financial records.

In conducting this internal audit over the County's banking relationships and reconciliations, we will conduct the following procedures (not an exhaustive list):

- Obtain listing of all bank accounts maintained by the County
- Compare that listing of bank accounts to accounts recorded in the County's general ledger
- Confirm existence of all bank accounts opened under County taxpayer ID numbers through sending open confirmations to financial institutions with which the County conducts business as well as other financial institutions located within the County and the state with which the County may conduct business
- Obtain written policies and procedures governing how banking activity is recorded in the County's records and how such activity is reconciled
- Obtain bank reconciliations for all accounts to determine whether such accounts were reconciled properly and timely
- Compare banking activity noted on the bank statements to that activity recorded in the County's financial records

II. Financial Management Policies and Procedures

Background: Through inquiry with various County employees and inspection of documentation provided, the County's financial management policies and procedures appear to be communicated through a combination of written policies and procedures and informal communication. Some of these written policies and procedures have not been updated in several years, and other policies and procedures, while communicated verbally, do not exist in writing. While this combination may have been sufficient in the past, the County's current and future complexity of business operations require a much more formal and structured approach to documenting and communicating its policies and procedures to County employees.

We have reviewed the County's annual audited financial statements, its annual operating and capital budgets, and its written policies and procedures. We have supplemented this review with inquiries of County personnel. Based on these procedures, we have identified the following significant financial management processes (not an exhaustive list):

- Cash management
- Tax assessment, billing, and collection
- Grants management, including federal and state grants
- Other revenue billing and collection
- Capital asset management
- Human resources management, including the hiring, management, and compensation of personnel
- Procurement to payment, including the acquisition of and payment for goods and services
- Debt management
- Risk management – management of risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters
- Information technology management
- Financial reporting – including monthly closing process, bond continuing disclosure requirements, and annual financial statement development and issuance

Audit Objective: Determine the sufficiency of documentation over the County's financial management processes.

In conducting this internal audit over the County's banking relationships and reconciliations, we will conduct the following procedures (not an exhaustive list):

- Obtain written financial management policies and procedures
- Obtain understanding of process to update these policies and procedures
- Conduct walk-through procedures of major financial processes outlined above
- Compare results of walk-through procedures to written policies and procedures

III. Information Technology Governance

Background: The County information technology environment reflects the complexity of its business operations. Numerous County departments utilize their own software to support operations. Sometimes such software is supported by the County's IT department; in other instances, the software is supported by the user department. There does not appear to be any formal agreements governing rules of engagement for systems that are not supported by your IT department. Further complicating this complexity is the recent turnover in IT department leadership.

Audit Objective: Determine inefficiencies in IT systems and associated management, as well as evaluation of the systems and processes in place that secure County data.

In evaluating your IT governance system, we will use the Control Objectives for Information and Related Technologies (COBIT) framework developed by the Information Systems Audit and Control Association (ISACA). This framework is like the COSO framework we have previously described. A graphic overview of the COBIT framework follows:



We have reviewed your existing policies and procedures as well as conducted interviews with various County employees. Based on these procedures, we will conduct the following procedures (not an exhaustive list):

- Obtain IT system inventory, determining who is responsible for maintaining the system. This should include documentation over the various application systems, their related databases, the operating system serving and supporting the backbone to your IT systems, and networks used to link your various systems together

- Obtain any IT governance documents, such as memoranda of understanding or similar agreements (if any), outlining roles and responsibilities
- Obtain IT policies and procedure around the following:
 - Access—this includes physical access to doors, security badges, locked file cabinets, and electronic controls through login instructions, auditing permissions, and least-privilege access, which means providing users the access they need to complete the task
 - Security—protecting information systems from damage
 - Data backup and restoration
 - Incident management
 - Change management—when changes occur, a clear process is required for adding and retaining users, implementing new software, or making changes to applications or databases related to financial records
- Identify relevant IT general controls based on systems inventory, governance documents and policies and procedures

Considerations for Future Internal Audits

We have identified the following areas of moderate risk that could be audited in future years:

- IT system inventory, any IT governance and policies and procedures for MOU's, data backup, access, incident and change management, including IT general controls.
- Inter-agency agreements – the County supports many activities of other communities and not-for-profits within the County. Many of these activities are governed by outdated written agreements if the agreements exist at all. Further, the costs of such services being rendered are not well defined to support the reimbursement of such costs by the participating localities. This audit would examine the types of agreements executed, the underlying costs to be recovered, and the modernization of such agreements.
- Procurement to payment process – The County is subject to myriad purchasing requirements established by the federal government, the state government and by the County itself. The decentralized nature of the County's purchasing functions makes maintaining compliance more difficult. That decentralization makes the initiation, processing, approval, and recording of the payments for such obligations more difficult as well. This audit would examine the procurement to payment process for effectiveness and efficiency, while respecting the constitutional roles played by various actors in the process.
 - Identify internal controls for design and adequacy primarily around separation of duties, access to financial information, periodic audit, and standardized financial processes.
 - Conduct inventory of all county bank accounts, including those with external third parties such as community organizations and validate appropriateness.
 - Review financial approval "thresholds" model for appropriateness.
- Contract compliance for agreements that do exist, IE grants and contracts for service with the County governments (specifically around property valuations, zoning and construction permits).
- Audit over any large programs they may have (e.g. Public Works, Housing Program, Purchasing Card Program, payroll)
- Departmental organizational structure review and validation of roles and responsibilities.
- Review of other programs such as ethics / whistle blower and awareness and adherence to IT security policy and annual employee handbook (confidentiality) requirements.

ATTACHMENT A

SARPY COUNTY AUDIT COMMITTEE CHARTER

SARPY COUNTY, NE INTERNAL AUDIT PLAN



PURPOSE

Reliable audits are essential in establishing credibility in local governments, and the establishment of an independent audit committee is recommended as best practice. The Sarpy County Audit Committee is an important part of Sarpy County's (County's) governance structure. The Committee supports the Sarpy County Board of Commissioners (Board) in fulfilling its oversight responsibilities. The Board, through the Committee, has the authority and responsibility to question senior leadership as to how its internal and external responsibilities are carried out and verify any corrective actions are taken timely. The Committee provides oversight by offering objective advice and recommendations to the Board on whether the County's governance, risk management, and internal control processes are suitably designed and working as intended to achieve the objectives. The Committee helps build trust and confidence in how the County is managed. The Committee should exercise due care in fulfilling its oversight responsibilities.

The Committee has three fundamental goals.

- First, it must satisfy itself that management is maintaining a comprehensive structure and framework of internal control.
- Second, the Committee must ensure that management's financial reporting practices are assessed objectively.
- Third, the Committee needs to determine to its own satisfaction that the financial statements or other processes are properly audited and that any problems disclosed during the audit are satisfactorily resolved.

The Committee assists the Board in fulfilling their governance and oversight responsibility to:

1) Oversee the independent external audit of the County's financial statements

- a) Ensure the integrity of the County's financial information and financial reporting process
- b) Select the independent audit firm that will perform the annual audit of the County's financial statements. This includes appointing, approving the compensation, preapproving all audit services, overseeing the work, assessing the performance of, and discharging the firm, as needed. All actions are subject to Board approval.
- c) Ensure the independent accounting firm employed by the County reports directly to the Committee
- d) Understand and approve the appropriate scope of the independent audit and any non-audit services to be performed
- e) Resolve any disagreements between County management and the public accounting firms employed by the County

- f) Review the annual audited financial statements and the independent auditor's reports, and consider whether they are complete, consistent with information known to the Committee, and reflect appropriate accounting principles
- g) Review with County management and the external auditors all matters required to be communicated to the Committee under generally accepted auditing standards, including any difficulties encountered. While management retains responsibility for the reliability of the financial statements, internal controls, risk assessment, risk mitigation, governance, and compliance, the Committee plays a critical oversight role.

2) To oversee the County's internal audit function

- a) Oversee the County's internal audit function, whether established as a County Department, or outsourced to an outside CPA firm filling that role.
- b) Ensure the independence of the internal audit function and that there are no unjustified restrictions or limitations on the internal audit team, including undue management influence.
- c) Communicate and interact with the Internal Audit Director or outside, contracted internal audit CPA firm.
- d) Verify the independence of the internal audit function annually
- e) Approve the annual risk-based audit plan for the Internal Audit Department or function
- f) Approve the budget and resource plan for the internal audit function

3) To oversee the County's risk management, control, and governance processes.

- a) Evaluate the County's risk management program and its accountability to ensure an effective governance structure
- b) Ensure the internal control structure and framework is in place and operating as intended
- c) Ensure the County's process for monitoring compliance with laws, regulations, policies, and the code of conduct are effective
- d) Meet with County management, staff, auditors, or outside counsel, as necessary

AUTHORITY

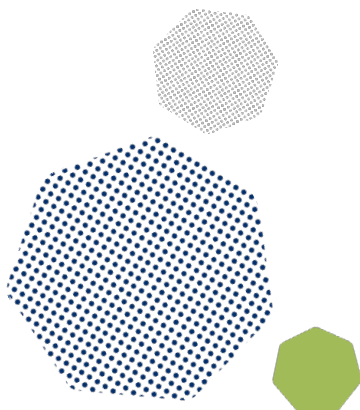
The Committee should have adequate funding to accomplish its various tasks. Specifically, the audit committee should have the authority to obtain the services of a financial expert, legal counsel, or other appropriate specialists, as needed to fulfill its obligations. The Committee would consult with the Board of Commissioners and seek funding for such outside services. The Committee has authority to conduct or authorize investigations into matters within any areas under the scope of its responsibility. The Committee has authority to oversee the procedures for the receipt, retention, and treatment of complaints regarding ethical, legal, accounting, internal controls, or auditing matters allowing for confidential, anonymous submission by employees. The Committee has authority to seek any information it requires from employees of the Fiscal, Treasurer, Clerk and all other offices and departments – all of whom are directed to cooperate with the Committee's requests – or external parties. The Committee shall have access to the reports of any external or internal auditors, as well as access to any annual internal audit work plans or management corrective action plans.

RESPONSIBILITY

The Committee shall present semiannually to the Board and management a written report of how it has discharged its duties and met its responsibilities. This will assist the Committee in its responsibility of evaluating its own effectiveness. In addition, the Committee should review this charter annually for potential updates.

STRUCTURE

The members of the Committee shall collectively possess the expertise and experience in accounting, auditing, and financial reporting needed to understand and resolve issues raised by the independent audit of the financial statements or audits issued by the Internal audit function. The Committee shall meet quarterly, or more frequently.



4. Describe the way in which the firm will bring innovation through leadership and best practices that will enhance the performance for the internal audit function and ensure value to the City of Springfield.

UHY brings innovation to the internal audit function through a combination of strategic leadership, proven methodologies, and forward-looking practices that are tailored to the unique needs of municipal governments. Our approach is not just about compliance, but it's about building a resilient, insight-driven audit program that empowers the City to make informed decisions, strengthen controls, and optimize performance.

Our leadership team includes nationally recognized experts in government auditing, grants management, and IT risk, who actively contribute to industry standards and serve on committees for organizations such as the Association of Local Government Auditors (ALGA), the Institute of Internal Auditors (IIA), and the Government Finance Officers Association (GFOA). Their involvement ensures that the City benefits from the latest thinking in public sector audit strategy, fraud prevention, and internal control design. We apply best practices drawn from our work with cities, counties, and states across the country, including:

- Risk-based audit planning that adapts annually to emerging threats, regulatory changes, and operational shifts
- Integration of fraud detection techniques and forensic analytics into routine audit procedures
- Use of control maturity models to benchmark departments and identify scalable improvements
- Tailored IT audit frameworks based on NIST Cybersecurity standards and municipal system architecture
- Structured reporting formats that clearly communicate risk, impact, and remediation steps to both technical and non-technical audiences

Innovation also comes through our commitment to continuous improvement. We don't just deliver findings. We will help the City build internal capacity by recommending process enhancements, training opportunities, and governance models that support long-term success. Our final deliverable will include a recommended internal audit program model that reflects the City's budget, operational complexity, and strategic goals.

Throughout the engagement, we maintain open communication with the Finance and Administration Committee and City leadership, ensuring that audit results are timely, relevant, and actionable. By combining deep public sector experience with a forward-thinking mindset, UHY delivers an internal audit function that is not only effective but transformative, bringing lasting value to the City of Springfield.

5. Identify and describe any anticipated potential internal audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

UHY approaches every internal audit engagement with a solutions-oriented mindset, anticipating potential challenges and proactively designing strategies to address them. While we do not expect significant obstacles, we recognize that certain issues may arise in any complex municipal environment, and we're fully prepared to navigate them with agility and professionalism.

One potential challenge is the availability and completeness of documentation or data needed to perform thorough testing. In some cases, policies may be informal, or records may be decentralized across departments. To resolve this, our team will work closely with designated City contacts to identify alternative sources, clarify processes, and document existing practices. We bring experience working in environments with varying levels of documentation maturity and will never allow gaps to stall progress. Instead, we use interviews, system access, and process walkthroughs to build a clear picture of operations.

Another possible issue is scheduling conflicts or limited availability of key personnel during fieldwork. We understand the demands on City staff and will coordinate audit activities to minimize disruption. Our team is flexible with scheduling, offers hybrid meeting options, and maintains open communication to ensure that stakeholders are informed and engaged throughout the process. Ultimately, our goal is to make the audit process as seamless and valuable as possible. We view challenges not as roadblocks, but as opportunities to strengthen collaboration, uncover insights, and deliver lasting improvements to the City's internal control environment.

RETURN THIS PAGE

6. Identify any expectations of City of Springfield staff in assisting with the audit process.

To ensure a smooth and efficient audit process, UHY anticipates collaborative support from City of Springfield staff in a few key areas. We may request assistance with:

- Identifying primary points of contact within each department to streamline communication and clarify operational workflows.
- Granting access to relevant systems, records, and documentation will be essential for conducting thorough reviews and testing procedures.
- Coordinating meeting logistics and scheduling interviews with stakeholders to minimize disruption to daily operations.
- Providing timely feedback on preliminary findings and draft reports will help ensure accuracy, clarity, and alignment with the City's expectations before final deliverables are issued.

J. COST (FORMS 6A & 6B)**FEE SCHEDULE (FORM 6A)*****SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

Personnel Classification	Typical Work Tasks	Hourly Billing Rate
Engagement Managing Director	Oversees all aspects of the engagement; reviews and approves audit plans, findings, and final reports; liaises with City leadership and the Finance and Administration Committee; ensures quality and compliance with professional standards.	\$ <u>390</u> /HR
Consulting Manager	Leads fieldwork and supervises audit staff; develops audit programs and risk/control matrices; conducts interviews and walkthroughs; drafts findings and recommendations; manages stakeholder communication.	\$ <u>260</u> /HR
Senior Consultant Auditor	Executes audit procedures, including testing of controls and transactions; prepares workpapers and process documentation; assists in drafting findings and recommendations; supports data analysis and fraud detection.	\$ <u>190</u> /HR
Staff Consultant	Supports audit testing and documentation; gathers and analyzes data; assists with sample selection and fieldwork logistics; prepares initial workpapers and summaries.	\$ <u>130</u> /HR
IT Engagement Managing Director	Oversees all aspects of the IT engagement; reviews and approves IT audit plans, findings, and final reports; liaises with City leadership and the Finance and Administration Committee; ensures quality and compliance with professional standards.	\$ <u>405</u> /HR
IT Consulting Manager	Performs IT general controls testing, cybersecurity assessments, and penetration testing; evaluates system access, change management, and data security; aligns procedures with NIST and industry frameworks.	\$ <u>275</u> /HR
IT Senior Consultant Auditor	Executes IT audit procedures, including testing of controls and transactions; prepares workpapers and process documentation; assists in drafting findings and recommendations; supports data analysis and fraud detection.	\$ <u>205</u> /HR
IT Staff Consultant	Supports IT audit testing and documentation; gathers and analyzes data; assists with sample selection and fieldwork logistics; prepares initial workpapers and summaries.	\$ <u>145</u> /HR

***NOTE: THE HOURLY BILLING RATES SPECIFIED HEREIN SHALL BE APPLICABLE FOR ADDITIONAL SERVICES, IF REQUESTED BY THE CITY.**

RETURN THIS PAGE

J. COST - CONTINUED**NOT-TO-EXCEED TOTAL COST (FORM 6B)**

Overall, not-to-exceed total project cost includes all related costs associated with the proposed project or scope of services, including but not limited to: Personnel, total hours related to each major task, hourly rate for each of the firm's staff that will be involved in the engagement. Travel expenses, if any, should be broken out and should also be quoted on a not-to-exceed basis.

Description of Task	Personnel Classification Responsible for Task	Estimated Hours per Personnel Classification by Task	Hourly Billing Rate	Not-to-Exceed Total Cost
Risk Assessment	Engagement Managing Director	24	\$390	<u>\$19,760</u>
	Consulting Manager	40	\$260	
	Senior Consultant	0	\$190	
Three (3) Audits	Engagement Managing Director	30	\$390	<u>\$65,700</u>
	Consulting Manager	60	\$260	
	Senior Consultant	120	\$190	
	Staff Consultant	120	\$130	
Additional Audit(s)	Same as above	We estimate a similar type of audit	Same rates as Form 6A	<u>\$21,900</u>
Travel Expenses (if any)	Included			<u>\$0</u>
NOT-TO-EXCEED TOTAL COST:				<u>\$107,360</u>

The City may at its option renew the Contract up to four (4) additional one-year terms. The Offeror agrees not to increase the quoted not-to-exceed rates by more than the following percentages for each successive one-year renewal term.

1 st One (1) Year Renewal Term:	<u>0</u> % increase (based on initial year's not-to-exceed total cost).
2 nd One (1) Year Renewal Term:	<u>0</u> % increase (based on previous year's not-to-exceed total cost).
3 rd One (1) Year Renewal Term:	<u>3</u> % increase (based on previous year's not-to-exceed total cost).
4 th One (1) Year Renewal Term:	<u>3</u> % increase (based on previous year's not-to-exceed total cost).

RETURN THIS PAGE

K. AFFIDAVIT OF COMPLIANCE (FORM 7)

To be submitted with the Service Provider's proposal.

X We **DO NOT** take exception to the RFP Documents/Requirements.

_____ We **TAKE** exception to the RFP Documents/Requirements as follows: Specific exceptions are as follows:

I have carefully examined the Request for Proposal and agree to abide by all submitted pricing, delivery, terms, and conditions of this RFP unless otherwise stipulated herein.

Company Name: UHY Advisors Mid-Atlantic, Inc.

Telephone Number: 410-423-4832

By: Jack Resgan
(Authorized Person's Signature)

Fax Number: [410-381-5538](tel:410-381-5538)

Jack Reagan, Managing Director

(Print or type name and title of signer)

Email: jreagan@uhy-us.com

8601 Robert Fulton Drive, Suite 210
(Company Street/P.O. Box Address)

Federal Tax ID No.: 26-0794367

Columbia, MD 21046

(City, State, Zip Code)

Date: November 4, 2025

DBE Vendor (Yes/No): **No**

Minority Owned: _ Women Owned: _ Veteran Owned: _

RETURN THIS PAGE

FORM NO. 8 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST:

The City's Charter, Sec. 19.16, prohibits any Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves.

*****If the prohibition above is violated, the contract is void and the Council member, City board or commission member forfeits his or her office or the employee forfeits his or her employment*****

Vendor certifies that (check all that apply):

Zero conflicts to declare:

1. ☒ No City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
2. ☒ No spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.

Potential conflicts to declare:

3. ☐ A City Council member, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.
4. ☐ A City employee, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.
5. ☐ A City board/commission member, spouse, or dependent child is an employee, officer, partner, owner, etc., of vendor.

If choosing 3, 4, or 5, please provide name of Council member, employee, board or commission member, or spouse:

Name: _____

Vendor Certification:

I certify the information above is true and accurate.

By: Jack Reagan

Print Name: Jack Reagan

Title: Managing Director

Company: UHY Advisors Mid-Atlantic, Inc.

Please note whether the Charter is violated is fact-specific. City staff will follow up with you for additional information.

FORM NO. 9 CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET. SEQ. (Anti-Discrimination Against Israel Act)**Effective August 28, 2020**

(Does not apply to contracts totaling less than \$100,000.00, or fewer than 10 employees.)

I am Jack Reagan (name), and ~~am~~ a managing director (title) of UHY Advisors Mid-Atlantic, Inc. (company name) a (circle one) corporation, partnership, sole proprietorship, limited liability company, and am competent and authorized to make the following statement and attest to its truthfulness:

[initial one]

X. I hereby certify that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, in accordance with the terms and conditions set forth in 34.600 RSMo., et seq.

or:

 . The business employs less than 10 employees.UHY Advisors Mid-Atlantic, Inc.

Company Name (List official name of Business Entity.)



Signature

Jack Reagan

Print Name

Managing Director

Title

N. CERTIFICATION OF SIGNATURE AUTHORITY (if applicable)

Form No. 10 provided. (Must be signed and submitted prior to the issuance of a contract.)

Form 10 will be provided prior to issuance of contract.

O. E-VERIFY PROGRAM'S MEMORANDUM OF UNDERSTANDING ELECTRONIC SIGNATURE PAGE

(Must be signed, notarized, and submitted prior to the issuance of a contract.)

E-Verify Forms will be provided prior to issuance of contract.

P. ADDITIONAL AGREEMENT(S)/CONTRACTS: (if applicable)

Any additional agreement(s)/contracts proposed by the Offeror shall be included with the Offeror's proposal as an attachment and may become exhibits of an ensuing City contract.

No additional agreements or contracts are proposed at this time.



Jack Reagan
Managing Director
410 423 4832 | jreagan@uhy-us.com

UHY Advisors Mid-Atlantic, Inc.
8601 Robert Fulton Drive, Suite 210
Columbia, MD 21046

NATIONAL

For a complete listing of our U.S. offices,
please visit: www.uhy-us.com/locations

GLOBAL

For a complete listing of our member firms,
please visit: www.uhy.com/locations

866-993-6723
info@uhy-us.com

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EXPLANATION TO COUNCIL BILL 2026-031 (HORTON)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A special ordinance authorizing the Director of Planning and Development to accept the dedication of public streets and easements to the City of Springfield, Missouri, as shown on the Preliminary Plat of Partnership Industrial Center West, Phase 14, generally located at 1200 North Haseltine Road, upon the applicant filing and recording a final plat that substantially conforms to the preliminary plat; and authorizing the City Clerk to sign the final plat upon compliance with all the terms of this Ordinance.

PURPOSE: Authorizing the Director of Planning and Development to accept the dedication of public streets and easements to the City of Springfield, Missouri, as shown on the Preliminary Plat of Partnership Industrial Center West, Phase 14, generally located at 1200 North Haseltine Road upon the applicant filing and recording a final plat that substantially conforms to the preliminary plat; and authorizing the City Clerk to sign the final plat upon compliance with all the terms of this Ordinance. (Staff recommends that City Council accept the public streets and easements.)

BACKGROUND INFORMATION:

- A. An original Preliminary Plat of Partnership Industrial Center West, Phase 14 dated December 3rd, 2025, is on file in the Department of Planning and Development. A reduced version of which is included for general reference in Exhibit B, Attachment 3.
- B. The Planning and Zoning Commission held a public hearing on December 18th, 2025, and approved the Preliminary Plat by a vote of 9 to 0, subject to the following conditions:
 - 1. All improvements shall be constructed in accordance with the "Design Standards for Public Improvements" of the Public Works Department and the maintenance and operation of such improvements shall be the responsibility of the developers unless approved by the Director of Public Works. All required sanitary sewer, street, sidewalk, and drainage plans shall be prepared in accordance with City standards and specifications and approved by the Director of Public Works.
 - 2. All required street rights-of-way, drainage and utility easements and limitations of access shall be dedicated on the final plat.

3. The developer shall meet all city and state erosion control regulations prior to disturbing the soil.
4. It is determined that the public interest requires assurance concerning adequate maintenance of common space areas and improvements. The restrictive covenants, rules and bylaws creating the common ownership must therefore provide that if the owners of the Property Owners Association shall fail to maintain the common areas or improvements in reasonable order and condition in accordance with the approved plans, the City may, after notice and hearing, maintain the same and assess the costs against the units or lots, per the Common Open Space and Common Improvement Regulations section of the Zoning Ordinance.
5. The developer shall be responsible for the relocation costs of any existing utility services and shall be responsible for clearing all utility easements of trees, brush, and overhanging tree limbs.
6. All other requirements which are necessary for this subdivision to be in compliance with the Subdivision Regulations.

All required improvements shall be the sole responsibility of the sub-divider. As prescribed by Section 36-233 of the Subdivision Regulations, the improvements shall be made or guaranteed by means of bond, escrow agreement, letter of credit or other appropriate security agreement. Release of the final plat for recording shall be withheld until the sub-divider has complied with this section.

Section 36-226 of the Subdivision Regulations requires that a final plat be submitted within two years of City Council's acceptance of the public streets and easements.

Attached for Council information is a sketch showing the location of the plat area, an exhibit showing the proposed plat, and a copy of the Planning and Development Department staff report to the Planning and Zoning Commission.

REMARKS: Staff recommends approval.

Submitted By: Andrew Menke, Senior Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments:

1. Preliminary Plat of Partnership Industrial Center - 1200 N. Haseltine Road
2. PPlat PIC West Ph 14_exhA
3. PPlat PIC West Ph 14_exhB

One-rdg. _____
P. Hrngs. _____
Pgs. 21
Filed: 01-20-26

Sponsored by: Horton

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-031

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the Director of Planning and Development to accept the dedication of
2 public streets and easements to the City of Springfield, Missouri, as
3 shown on the Preliminary Plat of Partnership Industrial Center West,
4 Phase 14, generally located at 1200 North Haseltine Road, upon the
5 applicant filing and recording a final plat that substantially conforms to
6 the preliminary plat; and authorizing the City Clerk to sign the final plat
7 upon compliance with all the terms of this Ordinance.
8
9

10 WHEREAS, an original Preliminary Plat of Partnership Industrial Center West,
11 Phase 14, dated December 3, 2025, is on file with the City's Department of Planning
12 and Development; and
13

14 WHEREAS, the Planning and Zoning Commission of the City of Springfield,
15 Missouri, held a public hearing and conditionally approved the Preliminary Plat of
16 Partnership Industrial Center West, Phase 14, on December 18, 2025, by a vote of 9 to
17 0, a copy of the Record of Proceedings from said public hearing being attached hereto
18 and incorporated herein by this reference as "Exhibit A."
19

20 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
21 SPRINGFIELD, MISSOURI, as follows, that:
22

23 Section 1 – City Council hereby authorizes the Director of Planning and
24 Development, on behalf of the City of Springfield, to accept the land, easements, and
25 improvements dedicated to the City, as shown on the Preliminary Plat of Partnership
26 Industrial Center West, Phase 14, which is generally located at 1200 North Haseltine
27 Road, as approved by the Planning and Zoning Commission. The original Preliminary
28 Plat of Partnership Industrial Center West, Phase 14, is on file in the Department of
29 Planning and Development ("Approved Preliminary Plat"), a reduced version of which is
30 attached hereto for general reference as "Exhibit B – Attachment 3." All of "Exhibit B,"
31 including attachments, is incorporated herein by this reference.
32

33 Section 2 – The Director of Planning and Development shall be authorized to

34 accept the land, easements, and improvements dedicated to the City, as shown on said
35 plat, upon the applicant filing and recording a final plat in accordance with this
36 Ordinance and the Subdivision Regulations of the City, which final plat shall
37 substantially conform to the Approved Preliminary Plat, including those conditions
38 described in "Exhibit B – Attachment 2," and upon the Director of Public Works certifying
39 to the Director of Planning and Development and the City Clerk that the public
40 improvements have been made in accordance with City standards and specifications.
41 Said public improvements shall not be accepted until the occurrence of all conditions
42 referenced herein and in "Exhibit B – Attachment 2."
43

44 Section 3 – The final plat shall not be recorded until: (1) the public improvements
45 relating to the Approved Preliminary Plat have been constructed according to the
46 specifications of the City of Springfield, Missouri, and are approved by the Director of
47 Public Works, and all engineering fees, permit fees, licenses, and other fees occasioned
48 by or in connection with the construction of said improvements have been paid to the
49 City; or (2) in lieu of the construction of the improvements, that the Applicant has filed
50 with the City Manager, according to the terms of the Subdivision Regulations of the City,
51 the prescribed financial assurances in a form acceptable to the City to ensure the
52 construction of the improvements and the payment to the City of all engineering fees,
53 permit fees, licenses, and other fees occasioned by, or which will be occasioned by, the
54 construction of the improvements.
55

56 Section 4 – Upon compliance with all the requirements of this Ordinance,
57 including the conditions described in "Exhibit B – Attachment 2," the City Clerk is hereby
58 authorized to endorse City Council's approval upon the final plat pursuant to Section
59 445.030, RSMo., and such endorsement shall constitute the acceptance of the Public
60 Improvements contained therein.
61

62 Section 5 – This Ordinance shall be in full force and effect from and after its
63 passage.
64

65 Passed at meeting: _____
66

67 _____
68 Mayor
69

70 Attest: _____, City Clerk
71

72 Filed as Ordinance: _____
73

74 Approved as to form: Laura Vales, Assistant City Attorney
75

76 _____
77 Approved for Council action: _____, City Manager
78

EXHIBIT A
RECORD OF PROCEEDINGS
Planning and Zoning Commission – December 18, 2025

Preliminary Plat of Partnership Industrial Center West, Phase 14
1200 North Haseltine Road

Applicant: Waldbach Holdings, LLC

Mr. Menke states that this is a request to approve a preliminary plat for a 3-lot subdivision.

Commissioner Doennig opened the public hearing.

Mr. Jason Clark, 1631 W. Elfindale, here to answer any questions or concerns.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Pauly moved to approve Preliminary Plat of Partnership Industrial Center West, Phase 14; Commissioner Knuckles seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Ridge, Commissioner Pauly, Commissioner Scott, Commissioner Gunther, Commissioner Knuckles, Commissioner Colony, Commissioner Hunton, and Commissioner Lebeck. Nays: None. Absent: None. Abstain: None.



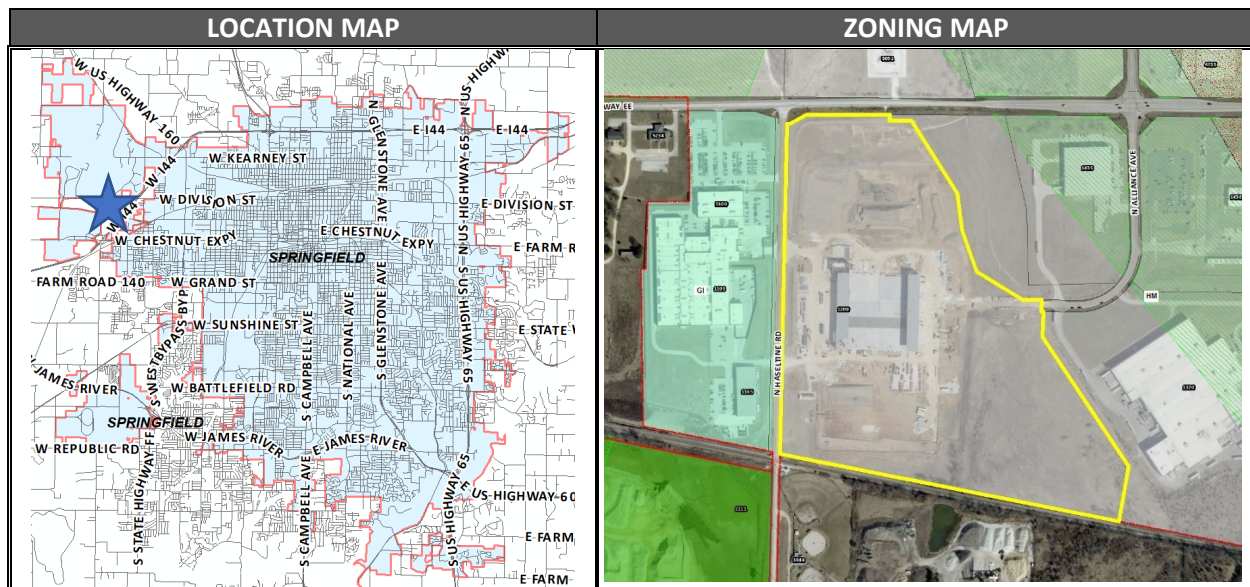
Bob Hosmer, AICP
Planning Manager

DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION	
Case Number:	Preliminary Plat of Partnership Industrial Center West, Phase 14
Location:	1200 North Haseltine Road
Total Acres:	55.11 acres
Applicant:	Waldbach Holdings, LLC
Existing Land Use:	Industrial
Neighborhood Meeting:	N/A
Planning and Zoning Commission:	December 18, 2025
City Council:	January 26, 2026
Public Notification:	Posted property
Staff:	Andrew Menke, Senior Planner, (417) 864-1613
Staff recommendation:	Staff recommends approval
Proposed motion:	Move to approve the preliminary plat of Partnership Industrial Center West, Phase 14 subject to the conditions listed in Attachment 2 of the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to subdivide approximately 55.11 acres of property generally located at 1200 North Haseltine Road into three (3) lots to facilitate the development of the site.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



View from Alliance Ave

DEVELOPMENT REVIEW STAFF REPORT



View from northwest corner of
subject area



View from southwest corner of
subject area

DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject property was annexed into the city in 2001 and was subsequently rezoned from County Light Manufacturing or Industrial to HM, Heavy Manufacturing. In 2010, this property was included in the Preliminary Plat of Partnership Industrial Center West, Phase 13, but was not included in the Final Plat that was recorded. A Tract Certification was issued for the entirety of the subject area in May 2024.

PLANNING AND ZONING COMMISSION AUTHORITY:

Action Type: Administrative.

A subdivision is the legal process to divide a surveyed tract of land into lots for the purposes of sale of the property. Platting is the process of mapping those lots and is considered part of the subdivision process. Subdivision is an administrative action. An administrative action is ministerial and non-discretionary. In reviewing a preliminary plat, the role of the Planning and Zoning Commission is to determine whether the plat meets the minimum requirements set forth in the subdivision statutes and the subdivision regulations in the Land Development Code. If the plat meets these standards, approval is required.

Relevant Authority

Revised Statutes of Missouri: Sections 89.400 through 89.470

City Charter: Sec. 11.7. – Legal status of master plan.

- (1) *Master plan to provide general guidelines.* The master plan shall be prepared and maintained as a general guide for the orderly and efficient development and redevelopment of the City of Springfield. The master plan shall be kept current through review not less than every five years. When required by this Charter or otherwise deemed necessary, such review shall include proposed revisions or alterations in the master plan and public hearings thereon.
- (2) *Regulations to generally conform to master plan.* All rezoning of land, subdivision plats, development proposals, and the zoning ordinance, subdivision ordinance and the zoning map should generally conform with the guidelines set forth in the master plan and should be reviewed for consistency with the master plan; provided, however, inconsistencies with the master plan shall not constitute cause to invalidate any such matter. The master plan shall not have the effect of a regulatory ordinance.
- (3) *Master plan to guide public improvements.* The master plan shall provide guidelines for the location of public streets, parks and other public ways, grounds and spaces, public buildings and structures, facilities of public or private utilities, and the acquisition of real property by the city for public use. To that end the planning and zoning commission shall review the following:
 - (a) All proposals to construct or extend public streets.
 - (b) All proposals to improve land as a park.
 - (c) All proposals to lay out or improve other public ways, grounds or spaces.
 - (d) All proposals to construct public buildings and structures.

DEVELOPMENT REVIEW STAFF REPORT

- (e) All proposals to lay out and construct facilities of public utilities, whether publicly or privately owned.
- (f) All proposals to acquire real property for public purposes.

In reviewing and approving all such proposals, the function of the planning and zoning commission shall be to determine whether they are generally consistent with the master plan of the city. No such proposals shall be constructed or authorized until the location, extent and character thereof has been submitted and approved by the planning and zoning commission.

In case of disapproval, the commission shall communicate its reasons to the city council, and the city council, by vote of not less than two-thirds of its entire membership, may overrule the disapproval and, upon the overruling, the city council or the appropriate board or officer may proceed, except that if the proposal is by an agency other than an agency of the city and the authorization or financing does not fall within the province of the city council, then the submission to the planning commission shall be by the agency having jurisdiction, and the planning commission's disapproval may be overruled by that agency by a vote of not less than two-thirds of its entire membership. The acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, acquisition of land, sale or lease of any street or other public facility is subject to similar submission and approval, and the failure to approve may be similarly overruled.

In the event the commission shall fail to act within thirty days after the date of official submission of a proposal (which date shall be the date that the matter is placed upon the agenda of the commission) to the commission, then the proposal shall be deemed to have been approved by the commission, unless a longer period for review by the commission shall have been authorized by the council or by the public officials submitting the proposal. In any case in which the commission finds that it is not reasonably able to complete its review of a proposal within thirty days, it may extend the time for such review for not more than thirty days.

City of Springfield Land Development Code

Sec. 36-226. - Major subdivision review procedure.

- (3) Preliminary plat.
 - (a) After participating in the pre-subdivision review with city staff, the subdivider may prepare a preliminary plat, together with supplementary material as prescribed in section 36-263.
 - (b) Copies of the preliminary plat and supplementary materials specified, together with a fee for administrative handling and processing in the amount prescribed by ordinance, shall be submitted to the director of planning and development with written application for approval. Upon determination that the application is complete, the director shall place the application on the agenda of the commission at a regular meeting not later than the second such meeting following the date of the filing of the application.

DEVELOPMENT REVIEW STAFF REPORT

- (c) The commission shall hold a public hearing on the preliminary plat. Notice of the public hearing shall be made in accordance with city ordinance and the rules of the commission.
- (d) The commission shall review the preliminary plat and supporting material, recommendations from agencies or officials, and testimony and exhibits submitted at the public hearing. The commission shall approve, conditionally approve or disapprove the preliminary plat and if approved, the commission shall express its approval and state the conditions of such approval, if any, or if disapproved, shall express its disapproval and its reasons, therefore. In any case, a notation of the action taken, and the reasons, therefore, shall be entered in the records of the commission.
- (e) If approved by the commission or approved with conditions acceptable to the applicant, then the director of planning and development shall forward the preliminary plat to the city council for its approval. Council shall determine if the land or easement proposed to be dedicated by the applicant for public use or if the public improvements shall be accepted by the city. If the city council determines that the location of the land to be dedicated for public use or the location of public improvements is appropriate and complies with applicable ordinances then the city council shall authorize the acceptance of the dedication of the land or easements upon the applicant filing and recording a final plat which substantially conforms to the preliminary plat and shall authorize the acceptance of the public improvements upon the director of public works certifying to the director of planning and development and the city clerk that the public improvements have been made in accordance with city standards and specifications.
- (f) If approved with modifications which are not acceptable to the applicant or if disapproved, the director of planning and development shall attach to the plat a statement of reasons for such action and return it to the subdivider.
- (g) Actions by the commission regarding the preliminary plat are final unless such action is appealed by the subdivider to the city council within 90 days of the action by the commission.
- (h) Effective period of preliminary approval.
 - 1. The approval of a preliminary plat shall be effective for a period of two years. The application for final plat approval must be submitted to the department of planning and development within the two-year period. Any plat not submitted within the two-year limit shall be null and void except as provided in subparagraph 2. below.
 - 2. The planning and zoning commission may at its discretion and upon application by the subdivider extend the effective period of preliminary approval by two years, one time. All other submittals shall be considered a new preliminary plat and subject to applicable reviews.

DEVELOPMENT REVIEW STAFF REPORT

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR HEAVY MANUFACTURING
Minimum lot dimension requirements	36 feet of frontage along a public street
Maximum structure height	None
Front yard setback	-Offices, as a principal use, athletic clubs, fitness centers, indoor sports facilities, and recording, television, and radio studios: a. 25 feet along collector streets or higher b. 15 feet along local streets c. The front yard setback may be reduced below the minimum required above if a conditional use permit or preliminary plat is approved -All other uses: None
Side and rear yard setback	-Offices, as a principal use, athletic clubs, fitness centers, indoor sports facilities, and recording, television, and radio studios: Ten feet, except as required by section 36-453, supplemental open space and yard regulations -All other uses: None
Street Classification	W Division Street – Primary Arterial N Haseltine Road – Collector N Alliance Avenue – Local
Sidewalks	Sidewalk is required along the frontage of all adjacent streets. Sidewalk currently only exists along the existing stretch of Alliance Avenue.
Open Space Requirements	-Offices, as a principal use, athletic clubs, fitness centers, indoor sports facilities, and recording, television, and radio studios: Not less than 15 percent of the total lot area shall be devoted to open space -All other uses: None

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is proposing to subdivide approximately 55.11 acres into a three (3) lot subdivision named "Partnership Industrial Center West, Phase 14".
2. During construction of the extended dry detention basin in the Common Area, a sinkhole collapse occurred in the basin's east berm. The sinkhole was remediated and stabilized. Future construction in this area is prohibited and a non-buildable perimeter is identified on the plat.
3. All lots meet the minimum requirements of the City's subdivision regulations and the HM, Heavy Manufacturing District.
4. If Planning and Zoning Commission approves the preliminary plat, then the plat will be forwarded to City Council for acceptance of public streets and easements. An approved preliminary plat is active for two (2) years.
5. The Land Development Code requires that each lot have adequate public facilities including but not limited to water, sanitary sewer, electricity, gas, open space, storm drainage, access to the public transportation system, and that any existing natural features such as floodplains, stream buffers and sinkholes have been identified on the preliminary plat.
6. The proposed preliminary plat was reviewed by City departments and comments are contained in **Attachment 1**. Conditions of Approval are provided in **Attachment 2**. The Preliminary Plat drawing can be found in **Attachment 3**.

STAFF RECOMMENDATION:

1. The proposed subdivision meets all applicable requirements of the City of Springfield's *Land Development Code* for subdivisions and is compatible with the zoning requirements of the HM, Heavy Manufacturing District.
2. Staff recommends approval as submitted in the staff report.

DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION OPTIONS:

In reviewing a preliminary plat, the role of the Planning and Zoning Commission is to determine whether the plat meets the requirements set forth in the subdivision statutes and the Land Development Code. If the plat meets these minimum standards, approval is required.

The commission shall review the preliminary plat and supporting material, recommendations from agencies or officials, and testimony and exhibits submitted at the public hearing.

1. The commission shall approve the preliminary plat.
2. The commission shall conditionally approve the preliminary plat.
3. The commission shall disapprove the preliminary plat and state for the record which requirement or requirements of the *Land Development Code* the preliminary plat fails to meet.

PUBLIC NOTIFICATION AND COMMENTS:

The property was posted by the applicant at least 10 days prior to the public hearing. No comments were received by citizens for this case at the time of publication.

DEVELOPMENT REVIEW STAFF REPORT

DEPARTMENT COMMENTS:

ATTACHMENT 1

1. AT&T:

Approved.

2. CITY UTILITIES:

Previous comments have been addressed; however, a dedication statement will need to be added to the final plat to dedicate the new easements shown.

3. DEPARTMENT OF PUBLIC WORKS TRANSPORTATION ENGINEERING SURVEY DIVISION:

Approved.

4. DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

Plat is approvable.

1. Public sewer improvements have been completed.
2. Public sewer is available for each lot. If lot 4 (common area) ever needs sewer, it is available along Division.
3. The property is in sewer district 85 of section 18.

5. FIRE DEPARTMENT:

Approved. No comments.

6. PARKS & GREENWAYS:

Approved.

7. DEPARTMENT OF PUBLIC WORKS TRANSPORTATION ENGINEERING RIGHT-OF-WAY DIVISION:

Approved.

8. MISSOURI DEPARTMENT OF TRANSPORTATION:

No apparent impact to MoDOT R/W at this time. May need to see future plans if work is being proposed in MoDOT R/W.

DEVELOPMENT REVIEW STAFF REPORT

9. DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

Site Description and Drainage Pattern

	Drainage Basin	Fee in Lieu of Flood Control	Fee in Lieu of Water Quality	Stream Buffer on Site	Sinkhole or Watershed	Floodplain/Floodway
1200 N Haseltine Rd	Jordan Creek Lower Branch	No	No	No	Yes	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

Detention and Discharge Requirements

1. Lots 1, 2, and 3 are provided with flood control volume through the existing dry detention basins shown on the plat as Lot 4 Common Area and the Partnership Industrial Center West PH11 Common Area. Each lot is adjacent to a common area or drainage easement for connecting future storm sewer.

Water Quality Requirements

1. Lots 1 and 2 are provided with water quality volume through the Lot 4 extend dry detention basin. Lot 3 future development will need to provide a new stormwater control measure with water quality volume at time of development.
2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.
3. Water Quality Credits are available to use in design for preserved trees and new planted trees. Landscaping and Bufferyards trees required by planning cannot be used for the water quality credits unless it is part of a SCM. Chapter 10, Section 3.1.

Floodplain

N/A

Natural Channels and Stream Buffers

N/A

Sinkholes and Karst Features

1. During construction of the extended dry detention basin on Lot 4 (Common Area) a sinkhole collapse occurred in the basin's east berm. The sinkhole was measured and reported by Palmerton and Parrish. The sinkhole was remediated and stabilized. Future construction in this area would be prohibited.

DEVELOPMENT REVIEW STAFF REPORT

10. DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

Traffic Report

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	W Division Street	Primary Arterial	MoDOT	50	50	3600	No	Yes	No
Street 2	N Haseltine Road	Collector	City	30	20	NA	No	Yes	No
Street 3	N Alliance Avenue	Local	City	30	30	NA	Yes	Yes	Yes
Street 4	Future N Alliance Avenue	Local	City	30	0	NA	Yes	Yes	No

Access

All access to the development shall be per current City of Springfield standards for the street classification.

Trails, Bus Stops, And Additional Information

There are no Greenway Trails or Bus Stops near the property.

Improvements

No improvements are required for this preliminary plat. The extension of Alliance Avenue will require public improvement plans (PIP). The PIP must be designed and constructed to current city standards. The PIP must be constructed or escrowed prior to approval of the final plat. A traffic study is not required for this plat.

DEVELOPMENT REVIEW STAFF REPORT

CONDITIONS FOR APPROVAL:

ATTACHMENT 2

Staff recommends the Planning and Zoning Commission approve the Preliminary Plat, with the conditions listed below:

1. All improvements shall be constructed in accordance with the "Design Standards for Public Improvements" of the Public Works Department and the maintenance and operation of such improvements shall be the responsibility of the developers unless approved by the Director of Public Works. All required sanitary sewer, street, sidewalk, and drainage plans shall be prepared in accordance with City standards and specifications and approved by the Director of Public Works.
2. All required street rights-of-way, drainage and utility easements and limitations of access shall be dedicated on the final plat.
3. The developer shall meet all city and state erosion control regulations prior to disturbing the soil.
4. It is determined that the public interest requires assurance concerning adequate maintenance of common space areas and improvements. The restrictive covenants, rules and bylaws creating the common ownership must therefore provide that if the owners of the Property Owners Association shall fail to maintain the common areas or improvements in reasonable order and condition in accordance with the approved plans, the City may, after notice and hearing, maintain the same and assess the costs against the units or lots, per the Common Open Space and Common Improvement Regulations section of the Zoning Ordinance.
5. The developer shall be responsible for the relocation costs of any existing utility services and shall be responsible for clearing all utility easements of trees, brush, and overhanging tree limbs.
6. All other requirements which are necessary for this subdivision to be in compliance with the Subdivision Regulations.

If the request is recommended for denial by the Commission and the applicant requests City Council consideration, all the above conditions, plus any amendments made by the Planning and Zoning Commission, shall be included in the Council Bill.

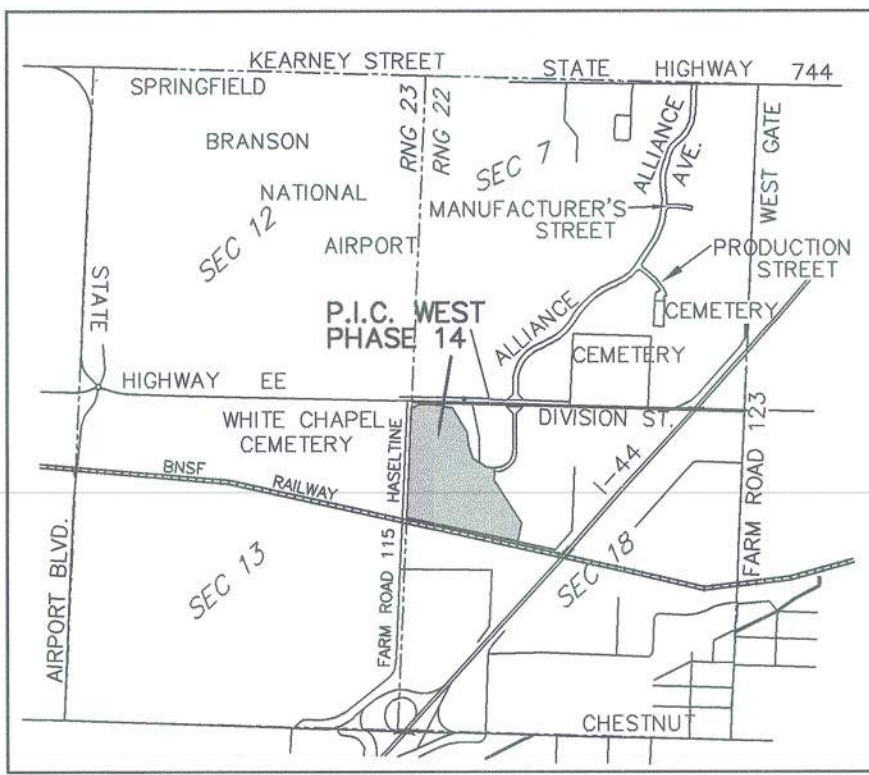
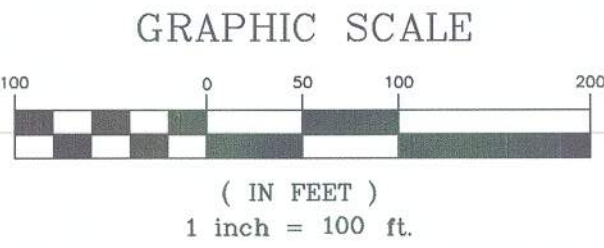
OWNERS/SUBDIVIDERS

WALDBACH HOLDINGS, LLC
3253 E. CHESTNUT EXPWY. STE. 1
SPRINGFIELD, MISSOURI 65802
DEED BOOK 2024 PAGE 025614-24

INTERNAL ANGLES	
(A)	178°13'00"
(B)	90°00'00"
(C)	270°00'00"
(D)	122°44'48"
(E)	154°26'30"
(F)	193°25'45"
(G)	217°56'38"
(H)	210°08'43"
(J)	90°00'00"
(K)	270°00'00"
(L)	89°59'51"
(M)	215°34'12"
(N)	136°19'11"
(P)	89°01'51"
(Q)	99°54'26"
(R)	92°15'05"
(S)	206°11'17"
(T)	153°48'42"
TOTAL=2880°00'00"	

PRELIMINARY PLAT
PARTNERSHIP INDUSTRIAL
CENTER WEST, PHASE 14

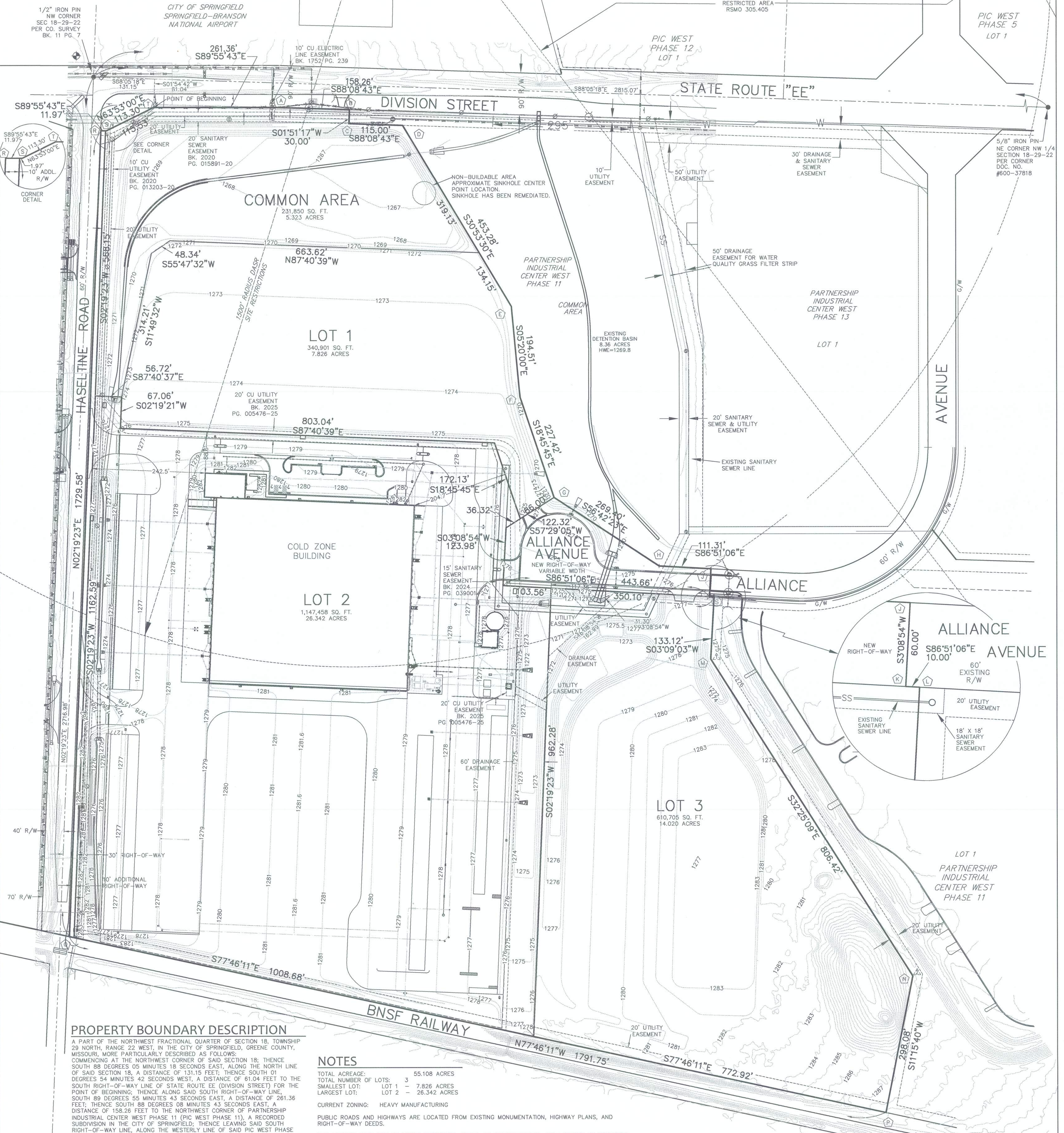
GRID NORTH
MISSOURI COORDINATE
SYSTEM OF 1983
CENTRAL ZONE



STATE PLANE COORDINATE TIE MISSOURI COORDINATE SYSTEM 1983			
CONTROL STATION:			
GR - 29	NORTHING	156,609.058m	
	EASTING	424,631.017m	
(DATE OF ADJUSTMENT: 1997)			
GRID FACTOR: 0.99994695			
RELATIVE POSITIONAL TOLERANCE: 0.07"			
AT 68% CONFIDENCE LEVEL			
POINT	NORTHING	EASTING	
1	154662.255m	421820.507m	
2	154454.777m	421952.276m	

LEGEND

- EXISTING IRON PIN
- CAPPED "LC 228" (OR AS NOTED)
- SET IRON PIN, CAPPED LC238
- PERMANENT MONUMENT, CAPPED LC238



PROPERTY BOUNDARY DESCRIPTION

A PART OF THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 29 NORTH, RANGE 22 WEST, IN THE CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 18; THENCE SOUTH 88 DEGREES 05 MINUTES 18 SECONDS EAST, ALONG THE NORTH LINE OF SAID SECTION 18, A DISTANCE OF 131.15 FEET; THENCE SOUTH 01 DEGREES 54 MINUTES 42 SECONDS WEST, A DISTANCE OF 61.04 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF STATE ROUTE EE (DIVISION STREET) FOR THE POINT OF BEGINNING; THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE, SOUTH 89 DEGREES 55 MINUTES 43 SECONDS EAST, A DISTANCE OF 261.36 FEET; THENCE SOUTH 88 DEGREES 08 MINUTES 43 SECONDS EAST, A DISTANCE OF 158.26 FEET TO THE NORTHWEST CORNER OF PARTNERSHIP INDUSTRIAL CENTER WEST PHASE 11 (PIC WEST PHASE 11); THENCE LEAVING SAID SOUTH RIGHT-OF-WAY LINE, ALONG THE WESTERLY LINE OF SAID PIC WEST PHASE 11, SOUTH 01 DEGREES 51 MINUTES 17 SECONDS EAST, A DISTANCE OF 30.00 FEET; THENCE SOUTH 88 DEGREES 08 MINUTES 43 SECONDS EAST, A DISTANCE OF 115.00 FEET; THENCE SOUTH 30 DEGREES 53 MINUTES 30 SECONDS EAST, A DISTANCE OF 453.28 FEET; THENCE SOUTH 05 DEGREES 20 MINUTES 00 SECONDS EAST, A DISTANCE OF 194.51 FEET; THENCE SOUTH 18 DEGREES 45 MINUTES 45 SECONDS EAST, A DISTANCE OF 227.42 FEET; THENCE SOUTH 58 DEGREES 42 MINUTES 23 SECONDS EAST, A DISTANCE OF 269.40 FEET; THENCE SOUTH 86 DEGREES 51 MINUTES 06 SECONDS EAST, A DISTANCE OF 111.31 FEET TO THE WEST RIGHT-OF-WAY LINE OF ALLIANCE AVENUE; THENCE SOUTH 03 DEGREES 08 MINUTES 54 SECONDS WEST, ALONG SAID WEST LINE, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING; THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE, SOUTH 89 DEGREES 55 MINUTES 43 SECONDS EAST, A DISTANCE OF 119.77 FEET; THENCE NORTH 63 DEGREES 53 MINUTES 00 SECONDS EAST, A DISTANCE OF 113.30 FEET TO THE POINT OF BEGINNING. BEARINGS ARE BASED ON GRID NORTH, MISSOURI COORDINATE SYSTEM 1983, CENTRAL ZONE.
CONTAINING 2,400,499 SQUARE FEET (55.108 ACRES).
SW CORNER LOT 2 NW 1/4 SEC. 18-29-22
NE 1/4 SEC. 13-29-23
PER CO. SURVEY BK. 4 PG. 93
AND BK. 5490 PG. 205

NOTES

TOTAL ACRES: 55.108 ACRES
TOTAL NUMBER OF LOTS: 3
SMALLEST LOT: LOT 1 - 7.826 ACRES
LARGEST LOT: LOT 2 - 26.342 ACRES
CURRENT ZONING: HEAVY MANUFACTURING

PUBLIC ROADS AND HIGHWAYS ARE LOCATED FROM EXISTING MONUMENTATION, HIGHWAY PLANS, AND RIGHT-OF-WAY DEEDS.

THE AIRPORT ZONE AND ADJOINING RESTRICTED AREAS, AS SHOWN HEREON, ARE LOCATED AS DESCRIBED IN MISSOURI STATE STATUTES RSMO 305.400 AND RSMO 305.405. BUILDING AND OTHER RESTRICTIONS WITHIN THE AIRPORT ZONE AND RESTRICTED AREA ARE DESCRIBED IN THOSE STATUTES.

THE RUNWAY PROTECTION ZONE AS SHOWN ON THIS SURVEY IS LOCATED AS DESCRIBED IN FEDERAL AVIATION REGULATIONS PART 77, WITH INTERPRETIVE ASSISTANCE FROM AIRPORT PERSONNEL. RESTRICTIONS WITHIN THIS ZONE ARE DESCRIBED IN SAID F.A.R. PART 77.

THIS ENTIRE PROPERTY IS INCLUDED IN AN "AVIGATION AND HAZARD EASEMENT" RECORDED IN BOOK 2016 AT PAGE 014877-16 OF THE GREENE COUNTY RECORDER'S OFFICE.

EASEMENTS FOR SANITARY SEWER, DRAINAGE, AND UTILITIES WILL BE PROVIDED AS NEEDED ON FINAL PLATS.

THIS SITE IS CURRENTLY UNDER CONSTRUCTION. EXISTING IMPROVEMENTS ARE SHOWN FROM SITE PLANS.

THE AREA SHOWN HEREON IS NOT LOCATED IN A STORM SEWER DISTRICT AS OF THE DATE OF RECORDING AND MAY BE SUBJECT TO FUTURE ASSESSMENT COST IF INCLUDED IN FUTURE STORM WATER BENEFIT DISTRICT DEEMED NECESSARY RESULTING FROM PROBLEMS CREATED BY SURFACE WATER RUNOFF. THIS IS DUE TO THE FACT THAT THE SURFACE WATER RUNOFF IS PRESENTLY BEING ACCOMMODATED BY STREET AND OPEN DRAINAGE FACILITIES.

ALL COMMON AREAS SHALL BE CONSIDERED DRAINAGE EASEMENTS. ALL COMMON AREAS ARE TO BE MAINTAINED BY THE PROPERTY OWNER'S ASSOCIATION. ALL DRAINAGE EASEMENTS ARE TO BE MAINTAINED BY THE PROPERTY OWNER.

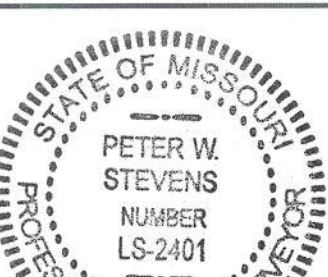
NO FENCES, PLANTINGS, OR OBSTRUCTIONS OTHER THAN MAILBOXES ARE PERMITTED WITHIN THE LIMITS OF ANY DRAINAGE EASEMENT. UNLESS THE DRAINAGE IS ENCLOSED IN A BELOW GRADE CONDUIT. AT NO TIME SHALL PERMANENT STRUCTURES BE ALLOWED IN THE EASEMENT.

SURVEYOR'S DECLARATION

I HEREBY DECLARE TO CITY OF SPRINGFIELD, MISSOURI, THAT THE INFORMATION CONTAINED HEREON IS BASED UPON AN ACTUAL FIELD SURVEY OF THE PROPERTY SHOWN. THIS RESURVEY WAS PERFORMED, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IN ACCORDANCE WITH THE CURRENT MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS, AND MEETS THE TYPE-URBAN PROPERTY ACCURACY STANDARD THEREOF. LOCATION OF IMPROVEMENTS, PER SAID STANDARDS, IS LIMITED TO THOSE FOUND IN A VISUAL INSPECTION OF THE PROPERTY AND AS STATED IN THE "NOTES" SECTION HEREON, AND MAY NOT BE COMPLETE. EASEMENTS SHOWN ARE THOSE PROVIDED OR DISCOVERED AND MAY NOT CONSTITUTE ALL EASEMENTS AFFECTING THIS PROPERTY.

Pete W. Stevens
PETER W. STEVENS, MISSOURI, P.L.S. 2401
CRAWFORD, MURPHY & TILLY, INC.
MISSOURI PROFESSIONAL LAND
SURVEYING CORPORATION, LC 238

12/03/25
DATE



PRELIMINARY PLAT
PARTNERSHIP INDUSTRIAL
CENTER WEST, PHASE 14

A PART OF THE NORTHWEST QUARTER OF
SECTION 18, TOWNSHIP 29 NORTH, RANGE 22 WEST
SPRINGFIELD, GREENE COUNTY, MISSOURI

CRAWFORD, MURPHY & TILLY, INC.
MISSOURI STATE CERTIFICATE OF AUTHORITY LC-238



CRAWFORD, MURPHY & TILLY, INC.
CONSULTING ENGINEERS

1631 W Elfindale, Springfield, Missouri 65807
tel 417-869-6009 fax 417-869-8129
DATE PREPARED: 12/03/2025
PROJECT: 24006746
DRAWING: PIC-WEST-PH-14-PRE-PLAT.dwg



EXPLANATION TO COUNCIL BILL 2026-042 (JENSON, SCHRAG)

FILED: 02/04/2026

ORIGINATING DEPARTMENT: Law

TITLE: A resolution reaffirming the City of Springfield's commitment to local control and initiating a community discussion on the appropriate role of the local referendum in the implementation of ForwardSGF.

PURPOSE: A resolution reaffirming the City of Springfield's commitment to local control and initiating a community discussion on the appropriate role of the local referendum in the implementation of ForwardSGF.

BACKGROUND INFORMATION: The citizens of Springfield adopted their Charter in 1953 pursuant to Article VI, Section 19(a) of the Missouri Constitution, thereby becoming a constitutional home rule charter city vested with the authority to govern their municipal affairs. The people of the City, through democratic self-governance, established their Charter as the foundational document for local government, reflecting community values, priorities, and expectations.

The City's Charter has provided a stable and effective framework for municipal governance for more than seventy years, promoting sound administration and community trust. Recent legislation introduced in the Missouri General Assembly would preempt portions of the City's Charter and would restrict the authority of the people of Springfield over matters of local concern, specifically the local referendum.

Following an extensive community engagement process, the City adopted its comprehensive plan, ForwardSGF, on November 14, 2022. ForwardSGF is the community vision intended to guide growth and development in the community for the next 20 years. As an aspect of implementing ForwardSGF, the City adopted a comprehensive city code update on March 24, 2025, anticipated to be effective on April 6, 2026. The community has not engaged in a discussion on the appropriate role of the local referendum since 1994. The City desires to obtain clarity from the citizens of Springfield as to the appropriate role of the local referendum in the implementation of ForwardSGF and related comprehensive city code update.

The attached resolution would (1) reaffirm the City of Springfield's commitment to local control; (2) urge the Missouri General Assembly to continue its tradition of supporting communities empowered to govern themselves in accordance with local needs and values; (3) reaffirm that the citizens of Springfield should determine any future changes to their Charter, to the extent allowed by Missouri law; (4) initiate a community discussion on the appropriate role of the local referendum in the implementation of ForwardSGF; and (5) direct the City Clerk to transmit a copy of the resolution to each



member of the Southwest Missouri delegation to the Missouri General Assembly.

Submitted By: Jordan Paul, City Attorney

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Attachments: 1. COS CB 2026-### RE Local Control - cb

One-rdg. X
P. Hrngs.
Pgs. 3
Filed: 02-04-2026

Sponsored by: Jenson, Schrag

COUNCIL BILL 2026-042 RESOLUTION

A RESOLUTION

1 REAFFIRMING the City of Springfield's commitment to local control and initiating a
2 community discussion on the appropriate role of the local referendum
3 in the implementation of *ForwardSGF*.
4 _____
5

6 WHEREAS, the citizens of Springfield adopted their Charter in 1953 pursuant to
7 Article VI, Section 19(a) of the Missouri Constitution, thereby becoming a constitutional
8 home rule charter city vested with the authority to govern their municipal affairs; and
9

10 WHEREAS, the people of the City, through democratic self-governance,
11 established their Charter as the foundational document for local government, reflecting
12 community values, priorities, and expectations; and
13

14 WHEREAS, the City's Charter has provided a stable and effective framework for
15 municipal governance for more than seventy years, promoting sound administration and
16 community trust; and
17

18 WHEREAS, recent legislation introduced in the Missouri General Assembly
19 would preempt portions of the City's Charter and would restrict the authority of the
20 people of Springfield over matters of local concern, specifically the local referendum;
21 and
22

23 WHEREAS, following an extensive community engagement process, the City
24 adopted its comprehensive plan, *ForwardSGF*, on November 14, 2022; and
25

26 WHEREAS, *ForwardSGF* is the community vision intended to guide growth and
27 development in the community for the next 20 years; and
28

29 WHEREAS, as an aspect of implementing *ForwardSGF*, the City adopted a
30 comprehensive city code update on March 24, 2025, anticipated to be effective on April
31 6, 2026; and
32

33 WHEREAS, the community has not engaged in a discussion on the appropriate
34 role of the local referendum since 1994; and
35

36 WHEREAS, the City desires to obtain clarity from the citizens of Springfield as to
37 the appropriate role of the local referendum in the implementation of *ForwardSGF* and
38 related comprehensive city code update.

39
40 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
41 SPRINGFIELD, MISSOURI, as follows, that:

42
43 Section 1 – The City Council hereby reaffirms the City of Springfield's
44 commitment to local control.

45
46 Section 2 – The City Council hereby urges the Missouri General Assembly to
47 continue its tradition of supporting communities empowered to govern themselves in
48 accordance with local needs and values.

49
50 Section 3 – The City Council hereby further reaffirms that the citizens of
51 Springfield should determine any future changes to their Charter, to the extent allowed
52 by Missouri law.

53
54 Section 4 – The City Council hereby initiates a community discussion on the
55 appropriate role of the local referendum in the implementation of *ForwardSGF*.

56
57 Section 5 – The City Clerk is hereby directed to transmit a copy of this Resolution
58 to each member of the Southwest Missouri delegation to the Missouri General
59 Assembly.

60
61 Section 6 – This Resolution shall be in effect immediately upon adoption.

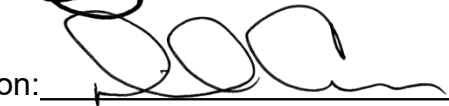
62
63 Passed at meeting: _____

64
65
66 _____
67 Mayor

68
69 Attest: _____, City Clerk

70
71 Filed as Resolution: _____

72
73
74 Approved as to form:  _____, City Attorney

75
76
77 Approved for Council action:  _____, City Manager



EXPLANATION TO COUNCIL BILL 2026-020 (JENSON)

FILED: 01/09/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending Section 1-9 of the Springfield City Code, 'City Limits,' and Section 46-1 of the Springfield City Code, 'Boundaries of wards, precincts and council zones,' for the purpose of annexing approximately 12.67 acres of private property generally located at 3199 and 3225 West Sunshine Street into the City of Springfield as Annexation A-7-2025. (By: 3225 W Sunshine LLC; 3199 and 3225 West Sunshine; A-7-2025.)

PURPOSE: To adopt an ordinance to annex approximately 12.67 acres of private property generally located at 3199 and 3225 West Sunshine Street into the City of Springfield as Annexation A-7-2025. (Staff recommends approval.)

BACKGROUND INFORMATION: The owner(s) of the private property generally located at 3199 and 3225 West Sunshine are requesting annexation into the city of Springfield. The owner(s) of the private property have signed a petition to request annexation of approximately 12.67 acres into the city of Springfield. The owner of the private property is proposing to annex and then subdivide and rezone for commercial development.

City Council is required to hold a public hearing to determine whether the annexation is reasonable and necessary for the proper development of the city and whether the City can furnish normal City services within a reasonable period. If no written objection is filed within fourteen (14) days of the public hearing, the City may annex the property by ordinance without further action.

REMARKS: The area to be annexed is contiguous to the city of Springfield. See "Exhibit B" for the location of the private property to be annexed.

RECOMMENDATIONS:

1. The area to be annexed is within the City's Urban Service Area and is consistent with its policies.
2. The area to be annexed is contiguous and compact to the city of Springfield.
3. The Forward SGF Comprehensive Plan supports this annexation request.
4. The property owner(s) have petitioned the City for annexation.



5. All City services can be provided to the property.
6. The City will receive property tax revenue upon annexation of the private property and sales tax revenue upon commercial development of the property.

Based on the subject property's location in proximity to the existing city limits and the recommendations of Chapter 6, Growth Areas, and Annexation, of the Forward SGF Comprehensive Plan, staff supports this request.

Submitted By: Alana Owen, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/21/2026

Attachments:

1. A-7-2025 - 3199 and 3225 West Sunshine Street
2. A-7-2025_exhA
3. A-7-2025_exhB

One-rdg. _____
P. Hrngs. X
Pgs. 15
Filed: 01-20-26

Sponsored by: Jenson

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-020

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING Section 1-9 of the Springfield City Code, 'City Limits,' and Section 46-1
2 of the Springfield City Code, 'Boundaries of wards, precincts and
3 council zones,' for the purpose of annexing approximately 12.67 acres
4 of private property generally located at 3199 and 3225 West Sunshine
5 Street into the City of Springfield as Annexation A-7-2025.
6 _____
7

8 WHEREAS, a verified petition requesting annexation was filed by the owners of
9 all fee interest of record in all tracts of real property located within the area proposed to
10 be annexed, as described in "Exhibit A," attached hereto and incorporated herein by this
11 reference, said area being generally located at 3199 and 3225 West Sunshine Street;
12 and
13

14 WHEREAS, the subject property is within the City of Springfield's Urban Service
15 Area and is compact and contiguous to the City, as shown in "Exhibit B," attached
16 hereto and incorporated herein by this reference; and
17

18 WHEREAS, proper notice was published at least seven (7) days prior to the
19 public hearing; and
20

21 WHEREAS, City Council does find and determine that: (1) said annexation is
22 reasonable and necessary to the proper development of the City; (2) the City either
23 already furnishes normal municipal services to the area annexes, or is able to furnish
24 such services within a reasonable time after annexation; and (3) the area annexed
25 herein is contiguous and compact to the existing corporate boundaries of the City.
26

27 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
28 SPRINGFIELD, MISSOURI, as follows, that:
29

30 Section 1 – City Council, after holding a public hearing, hereby determines that
31 annexation of the property described in "Exhibit A" is reasonable and necessary to the
32 proper development of the City; the City either already furnishes normal municipal
33 services to the area annexes, or is able to furnish such services within a reasonable
34 time after annexation; and the area is contiguous and compact to the existing

boundaries of the City as shown in "Exhibit B."

Section 2 – Pursuant to the provisions of Section 71.012 RSMo., the property described in "Exhibit A" is hereby annexed into the City of Springfield, Missouri.

Section 3 – Section 1-9 of the Springfield City Code, 'City Limits,' is hereby amended by adding thereto the land described in "Exhibit A."

Section 4 – Section 46-1 of the Springfield City Code, 'Boundaries of wards, precincts and council zones,' is hereby amended by placing the property described in "Exhibit A" into the appropriate ward and precinct as determined by the County Clerk in accordance with the provisions of State law.

Section 5 – The City Clerk is directed to: (1) file certified copies of this Annexation Ordinance with the Clerk of Greene County; (2) file certified copies of this Annexation Ordinance with the Assessor of Greene County; and (3) forward to the Missouri Director of Revenue, by certified mail, certified copies of this Ordinance, and any other information that the Director of Revenue may require. The City Clerk is further authorized and empowered to perform any other administrative acts which are consistent with the intent of this Ordinance.

Section 6 – This Ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form: Laura Vales, Assistant City Attorney

Approved for Council action: [Signature], City Manager

EXHIBIT A
ANNEXATION A-7-2025
LEGAL DESCRIPTION

3199 W SUNSHINE ST. SPRINGFIELD, MO 65807

THE EAST FIFTY (50) FEET OF LOT FIVE (5) AND ALL OF LOTS SIX (6), SEVEN (7), EIGHT (8), NINE (9) AND THE WEST FIFTY (50) FEET OF LOT TEN (10) IN F.L. HUDSON'S ADDITION, AND ALSO A TRACT BEGINNING AT THE NORTHEAST CORNER OF THE WEST FIFTY (50) FEET OF LOT TEN (10), RUNNING THENCE NORTH THREE HUNDRED TWENTY-FIVE (325) FEET TO AN IRON PIN; THENCE WEST FIVE HUNDRED (500) FEET TO AN IRON PIN; THENCE SOUTH THREE HUNDRED TWENTY-FIVE (325) FEET TO AN IRON PIN, SAID POINT BEING THE NORTHWEST CORNER OF THE EAST FIFTY (50) FEET OF LOT FIVE (5); THENCE EAST ALONG THE NORTHERN BOUNDARY LINE OF THE F.L. HUDSON ADDITION FIVE HUNDRED (500) FEET TO THE PLACE OF BEGINNING, ALL IN GREENE COUNTY, MISSOURI

And

3225 W SUNSHINE ST. SPRINGFIELD, MO 65807

TRACT I: ALL BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-NINE (29), RANGE TWENTY-TWO (22); THENCE EAST 449 FEET TO AN IRON PIN; THENCE SOUTH 974.7 FEET; THENCE WEST 449 FEET; THENCE NORTH 970 FEET TO PLACE OF BEGINNING. CONTAINING 10 ACRES MORE OR LESS, EXCEPT THE NORTH 273 FEET AND EXCEPT ANY PART NOW USED FOR ROAD PURPOSES IN GREENE COUNTY, MISSOURI, EXCEPT, HOWEVER, THE FOLLOWING; BEGINNING AT A POINT 423 FEET SOUTH OF THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-NINE (29), RANGE TWENTY-TWO (22); THENCE EAST ON AN ANGLE OF 92°51'00" TO THE LEFT OF THE LAST DESCRIBED COURSE 216.47 FEET; THENCE SOUTH 167.72 FEET; THENCE WEST 217.64 FEET; THENCE NORTH 162.78 FEET TO THE POINT OF BEGINNING, EXCEPT ANY PART NOW USED FOR ROAD PURPOSES, IN GREENE COUNTY, MISSOURI. AND EXCEPT: THE NORTH 150 FEET OF A TRACT DESCRIBED AS: ALL BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER (SE1/4) OF THE SOUTHWEST QUARTER (SW1/4) OF SECTION TWENTY-EIGHT (28), TOWNSHIP TWENTY-NINE (29), RANGE TWENTY-TWO (22); THENCE EAST 449 FEET TO AN IRON PIN; THENCE SOUTH 974.7 FEET; THENCE WEST 449 FEET; THENCE NORTH 970 FEET TO PLACE OF BEGINNING, EXCEPT THE NORTH 273 FEET AND EXCEPT ANY PART NOW USED FOR ROAD PURPOSES, IN GREENE COUNTY, MISSOURI.

TRACT II: ALL OF LOT NUMBER FOUR (4) AND THE WEST ONE HALF (W1/2) OF LOT NUMBER FIVE (5) OF F.L. HUDSON'S ADDITION A SUB-DIVISION IN GREENE COUNTY, MISSOURI



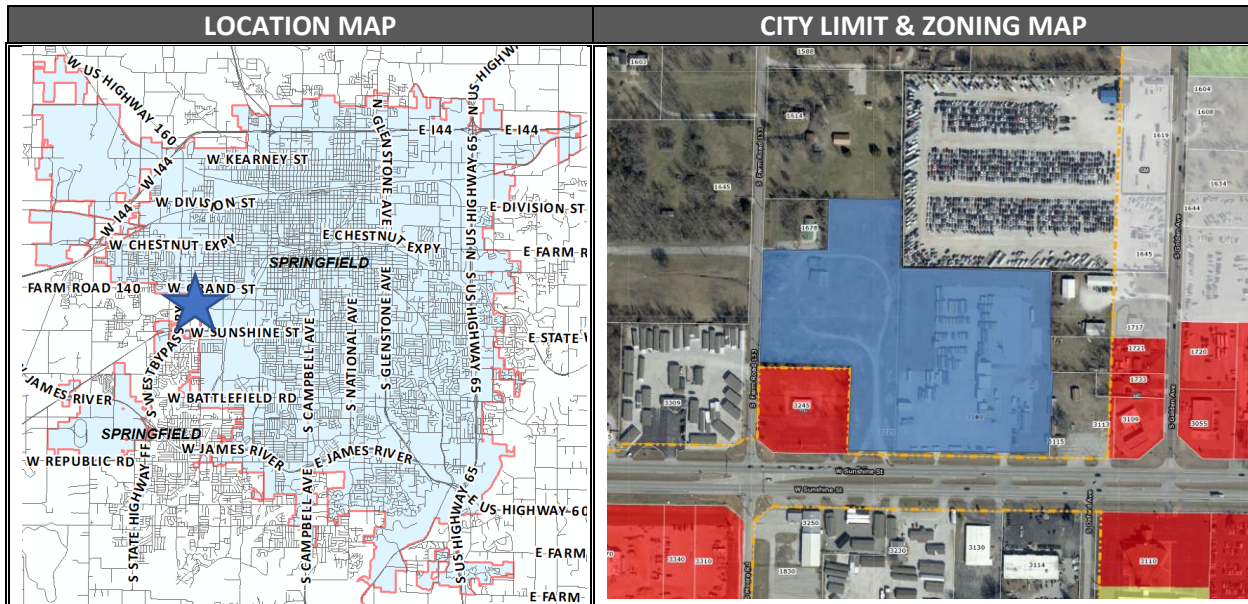
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	A-7-2025
Location:	3199 and 3225 West Sunshine
Total Acres:	12.67 acres
Applicant:	3225 W Sunshine LLC
Existing Land Use:	Storage/Vacant
City Council:	January 26, 2026
Public Notification:	Mail and legal in Springfield News Leader
Staff:	Alana Owen, AICP, Principal Planner
Staff recommendation:	Staff recommends approval

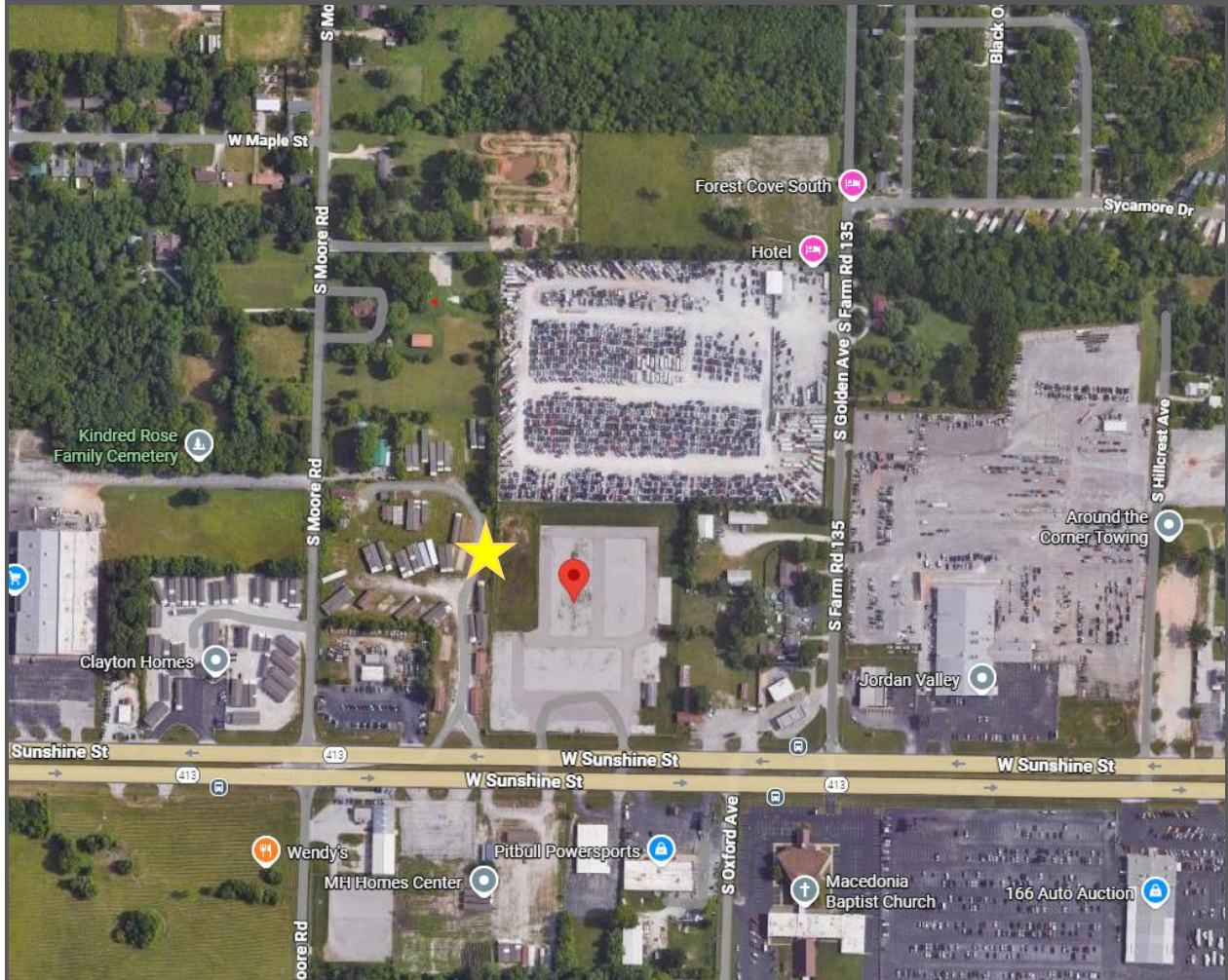
PROJECT SUMMARY:

Request to annex approximately 12.67 acres of private property generally located at 3199 and 3225 West Sunshine Street into the city of Springfield.

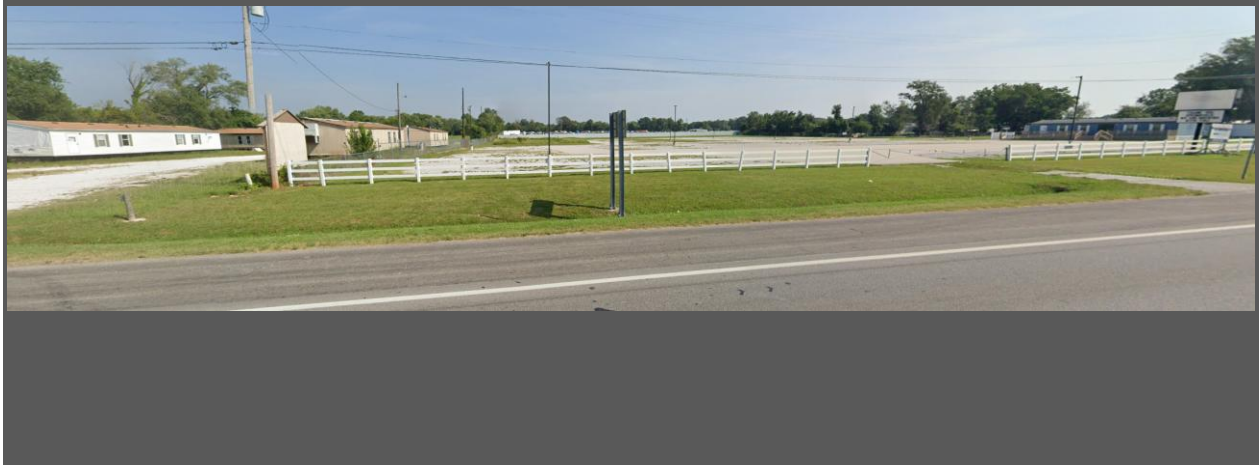


DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject property is outside the city limits in unincorporated Greene County. The subject property is zoned Greene County C-2, General Commercial. The annexation is being processed with the intent to subdivide and rezone the property for commercial development.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

The subject property is in a Priority One strategic annexation area identified in Chapter 6, Growth Areas and Annexation, of the Forward SGF Comprehensive Plan. Priority One areas are short term growth areas. The City should consider the strategic value of each property and develop annexation proposals to promote new development, in combination with short-term infrastructure planning over the course of the next two to five years to take advantage of existing momentum and growth south and west of the City. The Plan indicates that the City should prioritize short-term and long-term areas for future annexation. While not every property identified in Priority One and Two areas can or should be annexed immediately, each represents areas where opportunities for economic and job growth are promising due to varying combinations of available infrastructure, city services, proximity to major transportation corridors, and advantageous land patterns

Annexation Considerations

The following strategies will help to further guide the prioritization of annexations:

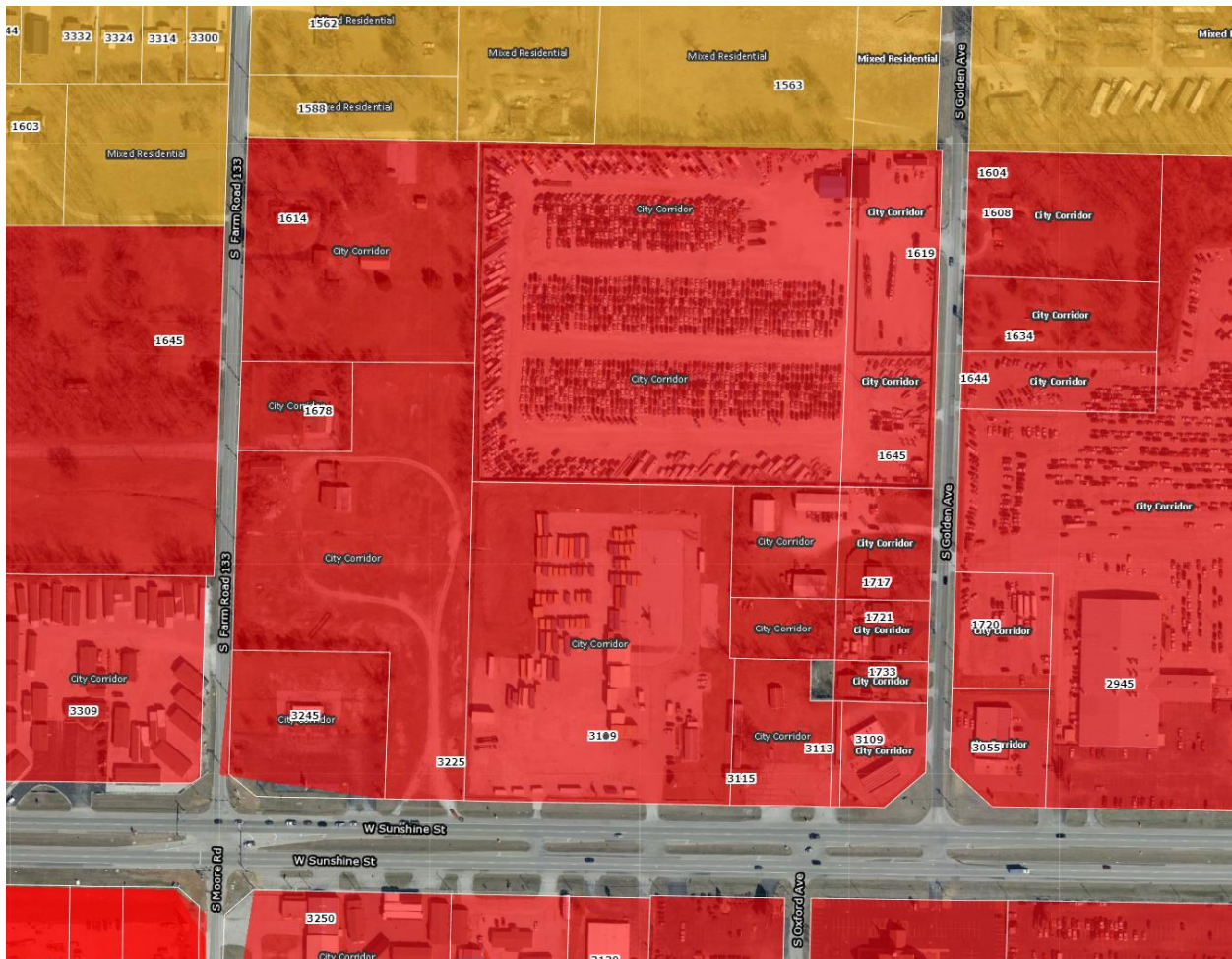
1. The City should prioritize annexation of City, City Utilities, Park Board, and Ozark Greenways-owned properties.
2. The City should prioritize annexation of properties with an “Irrevocable Petition and Consent to Annexation Agreement” that are revenue-generating and located along major corridors and areas of potential economic activity.
3. The City should evaluate annexation proposals on a property-by-property or case-by-case basis but work to coordinate annexation of multiple properties simultaneously, when possible, to maximize the time and cost efficiency involved in processing.
4. The City should engage with area Fire Protection Districts in evaluation of potential impact resulting from annexation of property by the City.
5. The City should be conscious of impractical boundary configurations created when annexing properties on only one side of a street, skipping over properties, or creating islands of unincorporated properties.
6. The City should weigh the anticipated impact of annexation on the ability to provide timely and professional emergency services, including personnel requirements, capital requirements, necessary and available infrastructure, call volume, and standards of cover.
7. The City should evaluate the age and condition of existing infrastructure in areas desired for annexation, as well as future maintenance costs.
8. The City should weigh the comprehensive advantages of both long-term revenue growth and population growth, including a variety of demographic considerations associated with providing services to new residents and property owners.

DEVELOPMENT REVIEW STAFF REPORT

9. The City should weigh the fiscal impacts of annexation against the opportunity to grow the population base, increase resident participation in city elections, tax referendums, and expand the reach of citizens to serve on city advisory boards and committees.
10. The City should weigh the strategic value of incorporating geographic areas that facilitate growth in new areas.

The property involved in this annexation request is identified as being within the City Corridor placetype in the Forward SGF Comprehensive Plan (see the Future Placetype Map on page 7).

FUTURE PLACETYPE MAP:



DEVELOPMENT REVIEW STAFF REPORT

SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	Greene County C-2	Greene County C-2	Greene County C-2 and GM and HC	Greene County C-2 and HC
LAND USE	Undeveloped land and Single-family homes	Manufactured Home sales and other commercial uses	Commercial uses	Commercial uses
PLACETYPES	City Corridor	City Corridor	City Corridor	City Corridor

DEPARTMENT COMMENTS:

1. DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

2. CITY UTILITIES:

No issues with proposed annexation. CU has 3-phase electric and water available to both existing tracts along Sunshine Street. CU natural gas is not currently available to the tracts but could be extended if desired per CU's extension policy.

3. DEPARTMENT OF ENVIRONMENTAL SERVICES CLEAN WATER SERVICES DIVISION:

No issues with the annexation however this area is not served by public sewer.

1. Approval of the final plat and any building permits will require that public sewer be extended to serve the area. Public improvement plans will need to be designed, submitted and constructed to city standards. The public improvements must be approved, filed and constructed or escrowed before any building permits or plats can be issued according to city code section 98-12(b)(c) Private Construction of Public Improvements and section 98-14. - Assurance for completion of Public Improvements.
2. The area is subject to a trunkline connection fee of \$0.033 per square foot. This based on the area of the subdivision and is typically connected as part of the engineering and inspection fees required in order to file the public improvement plans.

4. EMERGENCY 911:

No comments.

DEVELOPMENT REVIEW STAFF REPORT

5. GREENE COUNTY HIGHWAY DEPARTMENT:

No comments.

6. POLICE DEPARTMENT:

No comments.

7. FIRE DEPARTMENT:

Service – The primary Fire Station responding to this area would be Fire Station #8 located at 1405 S Scenic, which is approximately 1.3 miles from the southeast corner of the property. Station #6 located at 2620 W Battlefield is the secondary station responding to this location, which is 2.6 miles from the northwest corner of the property.

ISO area – The proposed annexation is currently inside the recommended ISO 1.5 mile (ISO diamond) response distance by 1.3 miles for the 1st due unit. ***This will not negatively impact our ISO rating.***

Response times/Standards of Cover – Estimated response time was calculated mathematically with an assumed travel speed of 45 miles per hour by the fire apparatus. The 1st due company has an estimated total response time of 1 minute, 44 seconds. The 2nd due company has an estimated total response time of 3 minutes, 28 seconds. It is likely the standard of coverage benchmark could be met for single company responses and unlikely the benchmark could be met for a full 1st alarm response which requires 3 engines, 2 Trucks, 1 Rescue and 1 Battalion Chief to arrive on scene within 11 minutes and 24 seconds. An automatic aid agreement for this area is in place with the Battlefield Fire Protection District. ***The department expects that it will meet the initial unit but not the ERF benchmarks. This will negatively impact our accreditation.***

		Estimated Total Response Time	Benchmark*	Baseline**
1 st Due Company	Station 8	4-5 minutes	6 minutes 20 seconds	8 minutes 13 seconds
Total Effective Response Force	Station 6,8,9,13,1	11-12 minutes	10 minutes 20 seconds	13 minutes 18 seconds

Water Supply – Existing development in the area is served by an 8" CU water main bordering the south side of the property and a 12" CU water main across Sunshine Street. ***The Fire Department does have any concerns with the water supply for this proposed annexation after Fire Code requirements are met for development.***

Impact – The area of proposed annexation will likely contain commercial development as it will be Zoned HC. ***The Fire Department does not have any concerns regarding the impact to daily service requirements.***

DEVELOPMENT REVIEW STAFF REPORT

Fire Department Recommendation - *Based upon all relevant factors, the Fire Department is supportive of this annexation.*

8. DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

	Drainage Basin	Fee in Lieu for Flood Control	Fee in Lieu for Water Quality	Stream Buffer on Site	Sinkhole or Watershed	Floodplain and Floodway
3225 W Sunshine Street	Wilson's Creek	No	No	No	No	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

The site is partially developed in under Greene County regulations with one existing basin at 3199 W Sunshine St. All future developments must provide a flood control volume and no increase in peak flowrate. S FR 133/S Moore Rd has a limited culvert capacity. Future developments will use this culvert as the discharge point and no increase in peak flowrate can occur at this culvert.

WATER QUALITY REQUIREMENTS

1. Water Quality is required for new development projects or redevelopment projects, with new or increased impervious surfacing, within the city limits of Springfield that disturb 1 acre or greater. Including projects less than 1 acre that are part of a larger common plan of development or sale that will disturb 1 or more acres over the life of the project. Chapter 10 Sec. 2.0.
2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.
3. Water Quality Credits are available to use in design for preserved trees and new planted trees. Landscaping and Bufferyards trees required by planning cannot be used for the water quality credits unless it is part of a SCM. Chapter 10, Section 3.1.

FLOODPLAIN

N/A

DEVELOPMENT REVIEW STAFF REPORT

NATURAL CHANNEL & STREAM BUFFERS

N/A

SINKHOLES & KARST FEATURES

N/A

9. DEPARTMENT OF PUBLIC WORKS TRAFFIC DIVISION:

TRAFFIC REPORT

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	W Sunshine Street	Expressway	MoDOT	65	90	27,000	No	No	No
Street 2	S Farm Road 133 (S Moore Road)	Collector	County	30	18	NA	No	Yes	No

ACCESS - All new or modified access shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near the property. There are bus stops on Sunshine near the property.

IMPROVEMENTS - No improvements are required for this annexation. A traffic study is not required for this annexation.

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant has petitioned for the City of Springfield to annex approximately 12.67 acres of private property generally located at 3199 and 3225 West Sunshine Street into the city. The applicant will request to subdivide and rezone the annexed property for commercial development.
2. The *Growth Areas & Annexation* chapter of the *Comprehensive Plan* supports the annexation because it is located within a Priority One annexation area. Priority One areas represent short term growth areas. The Plan indicates that the City should prioritize short-term and long-term areas for future annexation.
3. The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as being located within the City Corridor place type. The City Corridor placetype predominantly consists of commercial and service-related development, varying in scale, ranging from standalone businesses to large retail centers. City Corridors contribute significantly to Springfield's economy and local tax base with a regional customer draw. The

DEVELOPMENT REVIEW STAFF REPORT

subject property is in an area prime for redevelopment with the new Target and accompanying commercial development in proximity to the south.

4. Approval of this annexation request is in conformance with the annexation to the south and west.
5. There are adequate utility and sewer and water facilities existing or that can be provided to serve the uses that would be permitted if the property was annexed.
6. The area to be annexed is within the City's Urban Service Area and is consistent with its policies.
7. The area to be annexed is contiguous and compact to the City of Springfield.
8. The City will receive property tax revenue upon annexation of the private property and sales tax revenue upon commercial development of the property.

STAFF RECOMMENDATION:

1. Staff recommends approval of the annexation request based on its compatibility with the *Comprehensive Plan's* Annexation policies.



DEVELOPMENT REVIEW STAFF REPORT

ATTACHMENT 1 Annexation Schedule

ANNEXATION:

City Council public hearing.....January 26, 2026

City Council vote.....February 9, 2026



EXPLANATION TO COUNCIL BILL 2026-035 (JENSON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 17.84 acres of property generally located at 2000 South McCurry Avenue from Planned Development No. 343 to R-MD, Medium-Density Multifamily Residential District; establishing Conditional Overlay District No. 284; and adopting an updated Official Zoning Map. (By: Springfield Plaza LLC; 2000 South McCurry Avenue; Z-6-2026 with Conditional Overlay District No. 284).

PURPOSE: Amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 17.84 acres generally located at 2000 South McCurry Avenue from Planned Development No. 343 to R-MD, Medium-Density Multi-family Residential District with Conditional Overlay District 284 (Staff and Planning and Zoning Commission recommend approval).

BACKGROUND INFORMATION:

ZONING CASE NUMBER Z-6-2026 CONDITIONAL OVERLAY DISTRICT NO. 284

The applicant is requesting to rezone approximately 17.84 acres generally located at 2000 South McCurry Avenue from Planned Development No. 343 to R-MD, Medium-Density Multifamily Residential District with Conditional Overlay District 284. The applicant intends to develop multi-family apartments.

REMARKS: The Planning and Zoning Commission held a public hearing on January 15, 2026, and recommended approval, by a vote of 9 to 0.

The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. The applicant is requesting to rezone approximately 17.84 acres generally located at 2000 South McCurry Avenue from Planned Development No. 343 to R-MD, Medium-Density Multifamily Residential District with Conditional Overlay District 284. The applicant intends to develop multi-family apartments.

2. The Comprehensive Plan's Land Use & Development chapter identifies the subject property as the City Corridor placetype.
3. This application is consistent with the placetype recommendation that multi-family uses are a primary land use.
4. The R-MD District is intended to accommodate multi-family developments at densities up to approximately twenty-nine (29) dwelling units per acre. The applicant is requesting a maximum of twenty-four (24) dwelling units per acre. This density has been determined to be appropriate for this area based on an assessment completed under the Revised Multi-Family Development Location and Design Guidelines. That assessment resulted in a density of 21 to 24 dwelling units per acre. Further analysis of the proposed development under the Revised Multi-Family Development Location and Design Guidelines is attached (Attachment 2). The development must be in substantial conformance to the attached site plan and elevations (Exhibit D - Attachment 4 and 5).
5. This application is consistent with the Comprehensive Plan's Housing and Neighborhoods chapter which encourages creative housing solutions to add housing diversity and support downsizing households, young professionals, and aging-in-place. The Plan encourages the use of "missing middle" housing types. Missing middle housing sits in the middle of the development spectrum between single-family homes and mid-rise to high-rise apartment buildings. These housing types should be integrated into Springfield's existing neighborhoods to increase housing diversity and provide a wider, more equitable range of housing choices.
6. Missing middle housing types provide opportunities for the city to increase the diversity of its housing stock through moderate increases in density, while maintaining the neighborhood character Springfield residents cherish. They range from low density duplexes to mid density multiplexes and triplexes, which can be integrated into the City's housing mix by using single-family lots to accommodate two to three units in a context-sensitive manner.
7. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
8. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
9. The range of uses in the proposed R-MD district is compatible with the uses permitted on property in the immediate vicinity.

10. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
11. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
12. The proposed zoning will not correct an error in the application of this article, but rather will provide a viable use of the property subject to the provisions of the zoning district.
13. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.

STAFF RECOMMENDATION: Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's City Corridor placetype and on the finding of facts above.

Submitted By: Michael Sparlin, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/30/2026

Attachments:

1. Z-6-2026 COD 284 - 2000 South McCurry Avenue
2. Z-6-2026 COD 284_exhA
3. Z-6-2026 COD 284_exhB
4. Z-6-2026 COD 284_exhC
5. Z-6-2026 COD 284_exhD

One-rdg. _____
P. Hrngs. X
Pgs. 26
Filed: 02-03-26

Sponsored by: Jenson

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-035

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield Land Development Code, Section 36-306, 'Official
2 zoning map and rules for interpretation,' by rezoning approximately
3 17.84 acres of property generally located at 2000 South McCurry
4 Avenue from Planned Development No. 343 to R-MD, Medium-
5 Density Multifamily Residential District; establishing Conditional
6 Overlay District No. 284; and adopting an updated Official Zoning
7 Map.
8 _____
9

10 WHEREAS, an application has been filed for a zoning change of the property
11 generally located at 2000 South McCurry Avenue from Planned Development No. 343
12 to R-MD, Medium-Density Multifamily Residential District, and establishing Conditional
13 Overlay District No. 284; and
14

15 WHEREAS, Conditional Overlay District No. 284 shall modify the requirements of
16 the Springfield Land Development Code Section 36-383, R-MD – Medium-density
17 multifamily residential district, by requiring that the property described in "Exhibit B"
18 comply with the requirements described in "Exhibit A," both attached hereto and
19 incorporated herein by this reference; and
20

21 WHEREAS, following proper notice, the Planning and Zoning Commission held a
22 public hearing on January 15, 2026, a copy of the Record of Proceedings from said
23 public hearing being attached hereto and incorporated herein by this reference as
24 "Exhibit C," and said Commission made a recommendation of approval by a vote of 9 to
25 0; and
26

27 WHEREAS, the City has reviewed the applicant's request and prepared a staff
28 report concerning the application, which is attached hereto and incorporated herein by
29 this reference as "Exhibit D"; and
30

31 WHEREAS, proper notice was given of a public hearing before City Council, and
32 said hearing was held in accordance with the law.
33

34 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
35 SPRINGFIELD, MISSOURI, as follows, that:

36
37 Section 1 – The property generally located at 2000 South McCurry Avenue, and
38 described in “Exhibit B,” from Planned Development No. 343 to R-MD, Medium-Density
39 Multifamily Residential District with Conditional Overlay District No. 284. Springfield
40 Land Development Code, Section 36-306, ‘Official zoning map and rules for
41 interpretation,’ is hereby amended, changed, and modified consistent with this
42 Ordinance.

43
44 Section 2 – City Council hereby establishes Conditional Overlay District No. 284,
45 which shall contain the requirements and standards provided in “Exhibit A.” The
46 requirements of Conditional Overlay District No. 284 shall modify the requirements of
47 the Springfield Land Development Code Section 36-383, R-MD – Medium-density
48 multifamily residential district, by requiring the property described in “Exhibit B” to
49 comply with the requirements contained in “Exhibit A.”

50
51 Section 3 – City Council hereby directs the City Manager, or designee, to update
52 the City’s digital zoning map to reflect this rezoning, and City Council adopts the map
53 thereby amended as the Official Zoning Map of Springfield, Missouri, as provided for in
54 the Springfield Land Development Code, Section 36-306, ‘Official zoning maps and
55 rules of interpretation.’

56
57 Section 4 – The Official Zoning Map herein adopted shall be maintained and
58 archived in the same digital form in which this Council has approved its adoption.

59
60 Section 5 – This Ordinance shall be in full force and effect from and after
61 passage.

62
63 Passed at meeting: _____

64
65 _____
66 Mayor

67
68 Attest: _____, City Clerk

69
70 Filed as Ordinance: _____

71
72 Approved as to form: Laura Vales, Assistant City Attorney

73
74 Approved for Council action: [Signature], City Manager
75
76

EXHIBIT A
CONDITIONAL OVERLAY DISTRICT PROVISIONS
ZONING CASE Z-6-2026 COD 284

The requirements of Section 36-383 of the Springfield Zoning Ordinance shall be modified herein for development within this district to include the following:

1. The maximum density shall be limited to twenty-four (24) dwelling units per acre.
2. The development of the subject property shall be in substantial conformance to the Revised Multi-Family Location and Design Guidelines and the attached site plan and elevations (Exhibit D - Attachments 4 and 5).

EXHIBIT B
LEGAL DESCRIPTION

All of Lot 1 Springfield Plaza Phase 4, subdivision, in the City of Springfield, Greene County, Missouri.

EXHIBIT C
RECORD OF PROCEEDINGS
Planning and Zoning Commission – January 15, 2026

Z-6-2026 COD 284
2000 South McCurry Avenue
Applicant: Springfield Plaza, LLC

Mr. Sparlin states that this is a request to rezone approximately 17.84 acres from Planned Development 343 to R-MD, Medium-Density Multi-family Residential District with Conditional Overlay District 284.

Commissioner Doennig opened the public hearing.

Mr. Daniel Richards, 1200 E. Woodhurst Drive and represents the developer noting that this is a proposed medium density residential housing development and here to answer any questions.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Knuckles moved to approve Z-6-2026 COD 284; Commissioner Pauly seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Jacquez, Commissioner Pauly, Commissioner Scott, Commissioner Gunther, Commissioner Knuckles, Commissioner Souliere, Commissioner Hunton, and Commissioner McClure. Nays: None. Absent: None. Abstain: None

A handwritten signature in black ink, appearing to read 'Bob Hosmer', is written over a horizontal line.

Bob Hosmer, AICP
Planning Manager



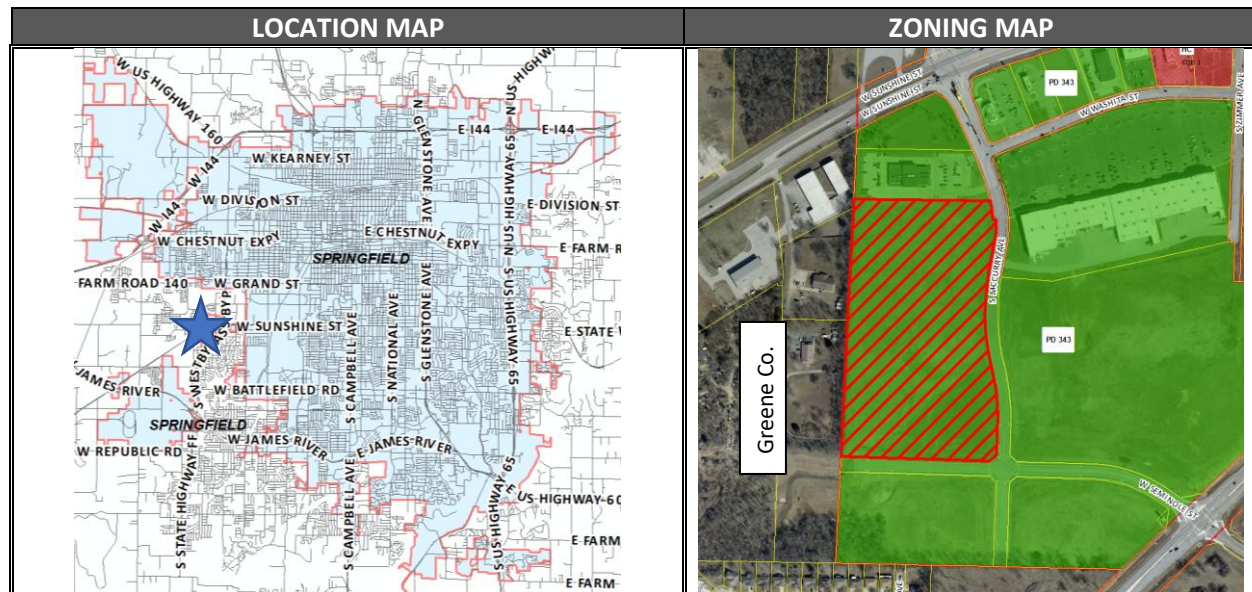
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION:

Case Number:	Z-6-2026 with Conditional Overlay District No. 284
Location:	2000 South McCurry Avenue
Total Acres:	17.84 acres
Applicant:	Springfield Plaza LLC
Existing Land Use:	Undeveloped land
Neighborhood Meeting:	December 17, 2025
Planning and Zoning Commission:	January 15, 2026
City Council:	February 9, 2026
Public Notification:	Mail, posted property, and legal in the Springfield News-Leader
Staff:	Michael Sparlin, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-6-2026 with Conditional Overlay District No. 284 as set forth in Attachment 1 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to rezone approximately 17.84 acres generally located at 2000 South McCurry Avenue from Planned Development 343 to R-MD, Medium-Density Multi-family Residential District with Conditional Overlay District 284.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE STREETVIEW:



DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject property was annexed in March 2007 and rezoned to HC, Highway Commercial in April 2007. The subject property was then rezoned to Planned Development 343 in November 2013.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

(7) Findings by the commission.

(a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:

1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR R-MD
Minimum Yard Requirements	Front yard: Twenty-five feet along a street classified as a collector or higher classification street or as required by section 36-453, supplemental open space, and yard regulations.
Maximum Height	Thirty-five feet plus one additional foot for each additional two feet of setback provided on each side of the structure up to 75 feet. Above 75 feet, no additional setback is required.
Minimum Open Space	Not less than 20 percent.
Buffering and Landscaping	Whenever any development in an R-MD district is located adjacent to another zoning district or a nonresidential use in an R-MD district is located adjacent to a residential use in an R-MD district, screening and a bufferyard shall be

DEVELOPMENT REVIEW STAFF REPORT

	provided in accordance with sections 36-480, screening and fencing, and 36-482, landscaping and bufferyards.
--	--

COMPATIBILITY WITH COMPREHENSIVE PLAN:

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the City Corridor placetype.

The City Corridor placetype predominantly consists of commercial and service-related development varying in scale, ranging from standalone businesses to large retail centers. City Corridors are also key locations to support and encourage multi-family developments that rely on proximity to retail, commercial services, and employment centers. Each of these use groups are best located along major roadways with high volumes of traffic. This placetype is not only highly accessible by car, but also by walking, biking, and transit. City Corridors provide a wide range of shopping, service, entertainment, and employment destinations for both residents and visitors. Common uses within the placetype include chain restaurants, gas stations, hotels, national retailers, movie theaters, smaller offices, and a variety of support services.

Primary Land Uses:

- Office, hospitality, retail sales and service
- Multi-family
- Sports complexes and recreation facilities
- Maker, artisan, and innovation spaces

Supporting Land Uses:

- Public and private schools and places of worship
- Parks, greenways, and open space
- Urban agriculture
- Universities, colleges, and vocational schools
- Personal and outdoor storage

Characteristics

TRANSPORTATION & INFRASTRUCTURE

- Access management is improved for vehicles through curb cut consolidation and cross-access between commercial properties, reducing traffic conflicts and backups.
- Electric vehicle charging facilities, pedestrian and bicycle infrastructure, and automated vehicle parking and loading spaces are integrated along major corridors, installed at key destinations, and incorporated into private development plans.
- As technology, trends, and funds permit, utilities are buried or consolidated along rear property lines, reducing conflicts with street trees, pedestrian infrastructure, and viewsheds.

DEVELOPMENT REVIEW STAFF REPORT

- Transit service is expanded along key commercial corridors over the long term with bus stops enhanced with shelters and live timetables.

URBAN DESIGN - BUILDING AND SITE TYPOLOGY:

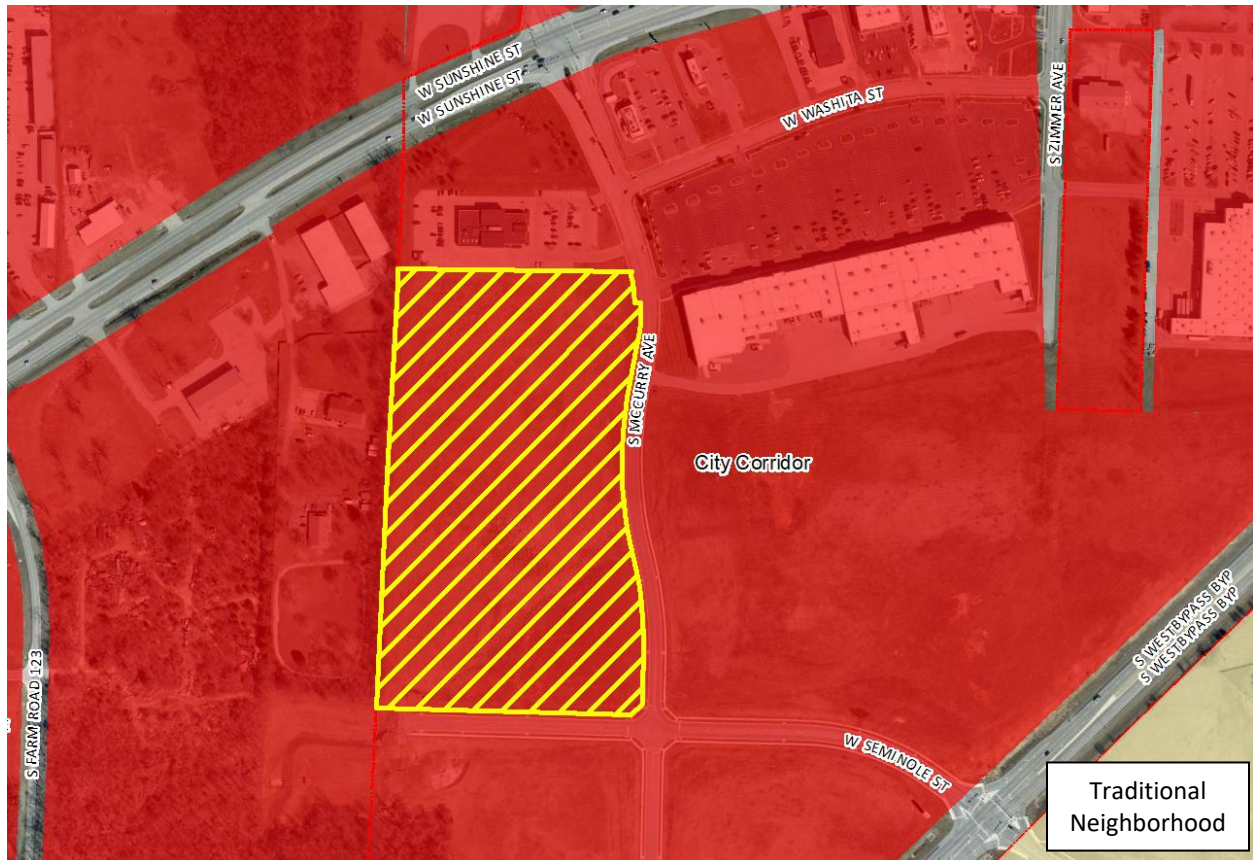
- Residential development and commercial buildings should be oriented to the street.
- Parking should be located behind or beside the primary buildings with abundant landscaping and screening to encourage greater interest and interaction between the adjoining street and the building, that contributes to community-wide quality of place.
- Pedestrian pathways within large parking lots provide safe access to business entrances.
- A greater focus on site design, parking access, massing, and building orientation are adopted to ensure development that is complementary to adjacent lower density residential development.
- Multi-story buildings designed with active ground floor spaces should be visible and inviting to increase a vibrant pedestrian environment.
- Use of quality materials, construction methods, workmanship, and design should be incorporated into new development and redevelopment.
- A mix of building heights is supported through structured site and building design strategies to soften the impact on adjacent lower intensity residential development.
- Lighting, landscaping, signage, mail, and delivery accommodations should also be proactively incorporated into the site design.
- Design should avoid the placement of mechanical equipment along major roadways or should be completely screened, along with adequate spacing for storage of waste receptacles.
- Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.
- Encourage code adjustments regarding parking minimums instead of parking maximums.

TRANSITIONS:

- Office and multifamily uses can be placed on the periphery of the placetype to transition into adjacent lower density residential Placetypes.
- Higher density residential development should be integrated along existing commercial corridors in need of reinvestment, transitioning aging commercial properties to new uses and focusing future commercial development at high activity nodes.
- Commercial and higher density residential is sufficiently screened and buffered between low-density residential development.
- Multi-story buildings should be sited and designed to reduce the impact on adjacent lower intensity residential development.

DEVELOPMENT REVIEW STAFF REPORT

FUTURE PLACETYPE MAP:



PLACETYPES	LAND USES													
	Single Family Detached	Single Family Attached	Multi-family	Parks & Open Space	Sports Complexes & Recreational Facilities	Urban Agriculture	Office / Hospitality / Retail Sales & Service	Neighborhood Commercial	Maker / Artisan & Private Schools & Service	Universities / Colleges & Vocational Schools	Government / Healthcare & Institutional Facilities	Personal Storage / Outdoor Sales & Service	Light Industry	Heavy Industry & Manufacturing
Residential Neighborhood	●	○	◇	○	◇	◇	○							
Mixed Residential	●	●	○	○	◇	◇	○							
Downtown			●	●	●	●	●	●	●	●				
Mixed-Use	○	○	●	○	○	○	○	○	○	○				
City Corridor			●	○	○	○	○	○	○	○				
Institutional & Employment Center			○	○	○	○	○	○	○	○				
Business Flex				○	○	○	○	○	○	○	○	○	○	○
Industry & Logistics				○	○	○	○	○	○	○	○	○	○	○
Urban Green Space & Recreation			●	●	○									

● **Primary Land Use:**
More prominent and play a pivotal role in characterizing that placetype

○ **Supporting Land Use:**
Less prevalent and serve to support the primary land use.

◇ **Low Intensity Supporting Land Use:**
Less prevalent and serve to support the primary use at neighborhood scale

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	PD 343	PD 343	PD 343	County R-3
LAND USE	Medical office	Undeveloped land	Retail center, undeveloped land	Office use
PLACETYPES	City Corridor	City Corridor	City Corridor	City Corridor

DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

DEVELOPMENT REVIEW STAFF REPORT

CITY UTILITIES:

No issues

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

No issues. Tract has access to public sewer.

FIRE DEPARTMENT:

No objections to rezoning.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	S McCurry Avenue	Collector	City	30	30	NA	No	Yes	Yes
Street 2	W Seminole Street	Secondary Arterial	City	35	35	NA	No	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near the property. There are bus stops on Washita Street north of the property.

IMPROVEMENTS - No improvements are required for this rezoning. A Traffic Impact Study (TIS) is not required for rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

	Drainage Basin	Fee in Lieu Flood Control	Fee in Lieu Water Quality	Stream Buffer	Sinkhole or Watershed	Floodplain/ Floodway
2000 S McCurry Ave	Wilsons Creek	No	No	No	No	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

1. All future development must drain to the existing storm sewer along S McCurry Ave and W Seminole St. The Flood Control volumes are provided by regional basins built as part of public improvements 2014PW0001 and 2021PW0049. No drainage is allowed west to private property.

WATER QUALITY REQUIREMENTS

1. Water Quality is provided through regional basins.

DEVELOPMENT REVIEW STAFF REPORT

2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.

FLOODPLAIN

N/A

NATURAL CHANNEL & STREAM BUFFERS

N/A

SINKHOLES & KARST FEATURES

N/A

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 17.84 acres generally located at 2000 South McCurry Avenue from Planned Development 343 to R-MD, Medium-Density Multi-family Residential District with Conditional Overlay District 284. The applicant intends to develop multi-family apartments.
2. The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the City Corridor placetype.
3. This application is consistent with the placetype recommendation that multi-family uses are a primary land use.
4. The R-MD District is intended to accommodate multi-family developments at densities up to approximately twenty-nine (29) dwelling units per acre. The applicant is requesting a maximum of twenty-four (24) dwelling units per acre. This density has been determined to be appropriate for this area based on an assessment completed under the Revised Multi-Family Development Location and Design Guidelines. That assessment resulted in a density of 21 to 24 dwelling units per acre. Further analysis of the proposed development under the Revised Multi-Family Development Location and Design Guidelines is attached (Attachment 2). The development must be in substantial conformance to the attached site plan and elevations (Attachment 4 and 5).
5. This application is consistent with the *Comprehensive Plan's Housing and Neighborhoods* chapter which encourages creative housing solutions to add housing diversity and support downsizing households, young professionals, and aging-in-place. The *Plan* encourages the use of "missing middle" housing types. Missing middle housing sits in the middle of the development spectrum between single-family homes and mid-rise to high-rise apartment buildings. These housing types should be integrated into Springfield's existing neighborhoods to increase housing diversity and provide a wider, more equitable range of housing choices.
6. Missing middle housing types provide opportunities for the city to increase the diversity of its housing stock through moderate increases in density, while maintaining the neighborhood character Springfield residents cherish. They range from low density duplexes to mid density multiplexes and triplexes, which can be integrated into the City's housing mix by using single-family lots to accommodate two to three units in a context-sensitive manner.

DEVELOPMENT REVIEW STAFF REPORT

7. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
8. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
9. The range of uses in the proposed R-MD district is compatible with the uses permitted on other property in the immediate vicinity.
10. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
11. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
12. The proposed zoning will not correct an error in the application of this article, but rather will provide a viable use of the property subject to the provisions of the zoning district.
13. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's City Corridor placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.

DEVELOPMENT REVIEW STAFF REPORT

ATTACHMENT 1

CONDITIONAL OVERLAY DISTRICT PROVISIONS NO. 284

The requirements of Section 36-383 of the Springfield Zoning Ordinance shall be modified herein for development within this district to include the following:

1. The maximum density shall be limited to twenty-four (24) dwelling units per acre.
2. The development of the subject property shall be in substantial conformance to the Revised Multi-Family Location and Design Guidelines and the attached site plan and elevations (Attachments 4 and 5).

DEVELOPMENT REVIEW STAFF REPORT

ATTACHMENT 2

MULTI-FAMILY DEVELOPMENT LOCATION AND DESIGN GUIDELINE ASSESSMENT

ZONING CASE Z-6-2026 & CONDITIONAL OVERLAY DISTRICT NO. 284

The applicant is requesting approval multi-family apartments on 17.84 acres of property. According to the Multi-Family Location and Design Guideline Assessment Matrix, the initial assessment criteria resulted in a total of 10 points for a density of 15 to 17 dwelling units per acre. The applicant has requested a density of 24 dwelling units per acre. Staff has assessed the site under the opportunity and constraints and has determined that two points can be awarded. This would bring the development to 12 points which allows 21-24 dwelling units per acre.

Below is an analysis of the four categories used to calculate the Matrix score.

- A. Land Use Accessibility (1/3 points)
One point was given for land use accessibility. There is neighborhood retail mixture within 1/4 mile and a supermarket within a ½ mile.
- B. Connectivity Analysis (1/5 points)
One out of a maximum of five points were given for connectivity. The proposed development received scores for its proximity to transit, sidewalks, and roadways.
- C. Road Network Evaluation (2/2 points)
Two points were given for the road network evaluation.
- D. Design Guidelines (6/6 points)
A maximum of six points were given for design guideline criteria. Below are the design considerations that have been incorporated into the proposed development.
 - 1. Pedestrian Amenities - Pedestrian amenities shall include benches placed near walkways at appropriate locations throughout the development. Lighting sources or luminaries that do not have a cutoff and are used in parking lots and pedestrian ways shall not exceed a maximum of 15 feet in height. Pedestrian-scale lighting shall be provided within the development. Lighting sources or luminaries that do have a cutoff shall not exceed a maximum of 30 feet in height. All lighting shall be glare-free and shielded from the sky and adjacent residential properties and structures, either through external shields or through optics within the fixture. A site lighting and photometric plan shall be submitted conforming to these requirements for building permits.
 - 2. Building Scale and Articulation - Street facing walls that are greater than 50 feet in length shall be articulated at least each 25 feet with bays, projections, or recesses. Articulation means a difference in the vertical plane of the building at least 18 inches or more. This project shall follow the attached site plan and elevations.

DEVELOPMENT REVIEW STAFF REPORT

3. Building Orientation and Interior Landscaping – All building orientations will address adjacent streets to receive design points for this element. Landscaping and open spaces shown shall be provided with approved ground cover and/or plantings per required city ordinances and zoning requirements. Landscaping islands with plantings shall be located throughout the parking lot. A landscaping plan shall be submitted conforming to these requirements for building permits.
4. Avoidance of Blank Walls along pedestrian circulation areas - Facades that face public streets or connecting pedestrian frontage that are greater than 25 feet in length shall be subdivided and proportioned using at least one or more of the following features: windows; entrances; arcades; arbors; awnings (over windows or doors), distributed along the façade at least once every 25 feet. This project shall be in conformance with the attached site plan and elevations.
5. Internal Connectivity – Internal sidewalks shall connect internally and to the public sidewalk system in accordance with the attached site plan.
6. Useable Recreational Area/Facility – Benches will be located throughout the common areas providing for useable tenant amenities in accordance with the attached site plan; however, a minimum of 20% usable open space is required.
7. Amenity Calculation – The development includes a swimming pool, resident clubhouse and sports courts as amenities for the residents.
8. Preservation of Trees –All existing trees of 6" caliper or greater shall be preserved or replaced with 2-inch caliper trees in accordance with the attached site plan and the city ordinance.

Opportunities and Constraints

1. How much higher density exists or is planned/approved for area?

Staff may consider a recommendation of a higher density than that determined by the matrix calculation when the area is planned for higher densities or higher densities exist. The site is located within a ½ mile of a major intersection, Sunshine Street and West Bypass and has good access to major streets. More intense retail and services existing in the area and is an activity hub which is intended to develop with more intense uses.

2. Are there physical or other natural barriers within ½ mile of the site?

DEVELOPMENT REVIEW STAFF REPORT

Staff may consider recommendation of a higher density than that determined by the matrix calculation when the site is within a ½ mile of physical or other natural barriers. Sunshine Street and West Bypass being access restricted, divided roadways creates a physical barrier which limited the matrix points that would have otherwise allowed for more density.

DENSITY: The initial assessment criteria resulted in a total of 10 points for a density of 15 to 17 dwelling units per acre. The applicant has requested a density of 24 dwelling units per acre. Staff has assessed the site under the opportunity and constraints and has determined that two points can be awarded. This would bring the development to 12 points which allows 21-24 dwelling units per acre.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

Attachment 3

1. Request change to zoning from: PD 343 to R-MD
(existing zoning) (proposed zoning)
2. Meeting Date & Time: December 17, 2025; 4-6:30 pm
3. Meeting Location: Fire Station #8, 1405 S Scenic Ave, Springfield, MO 65807
4. Number of invitations that were sent: 36
5. How the mailing list was generated: City of Springfield
6. Number of neighbors in attendance (attach a sign-in sheet): 1
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

One neighbor came and asked general questions about the rezone. The neighbor did not communicate any issues with rezoning the property from PD 343 to R-MD.

8. List or attach the written comments and how you plan to address any issues:

There were no written comments.

I, Martha Middleton (print name), attest that the neighborhood meeting was held on 12/17/2025 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."

Martha Middleton
Signature of person completing affidavit

Martha Middleton
Printed name of person completing affidavit

	BUILDING COUNT	1 BED (1.5 SP/UNIT)	2 BED (2 SP/UNIT)	PARKING REQUIRED
BUILDING 1	6	12	12	252
BUILDING 2	8	12	12	336
BUILDING 3	7	0	12	168
LEASING OFFICE	800 SF	1 SP/350 SF		3
3 BR			1	2
CLUBHOUSE				0
UNIT TOTAL	421			
TOTAL PARKING REQUIRED	761			
TOTAL PARKING PROVIDED	768			
SITE ACREAGE	17.84			
SITE DENSITY	23.6 (UNITS/ACRE)			

NOTES:

ALL UTILITIES TO BE PROVIDED BY:
CITY UTILITIES OF SPRINGFIELD
301 E. CENTRAL
SPRINGFIELD, MO 65802
(417)863-9000

PROPOSED ZONING: R-MD

PARKING PROVIDED

*HANDICAP SPACES 16

***STANDARD SPACES** 752

TOTAL = 768

PARKING REQUIRED

BICYCLE PARKING PROVIDED: 12

MINIMUM BICYCLE PARKING REQUIRED: 12

USABLE OPEN SPACE: 16%

PERCENTAGE OF PARKING DEVOTED TO LIVING INTERIOR
LANDSCAPING: 5.8% (15,741/269,461)

MIN. PERCENTAGE PARKING DEVOTED TO LIVING INTERIOR
LANDSCAPING REQUIRED: 5%

9 PARK BENCH PROVIDED (1/50 UNITS = 9 MINIMUM)

SITE LIGHTING NOTE:

SITE LIGHTING ATTACHED TO BUILDINGS TYPICAL LIGHTING SHALL NOT EXCEED 15' IN HEIGHT TO ENCOURAGE PEDESTRIAN ACTIVITY.

AMENITIES:

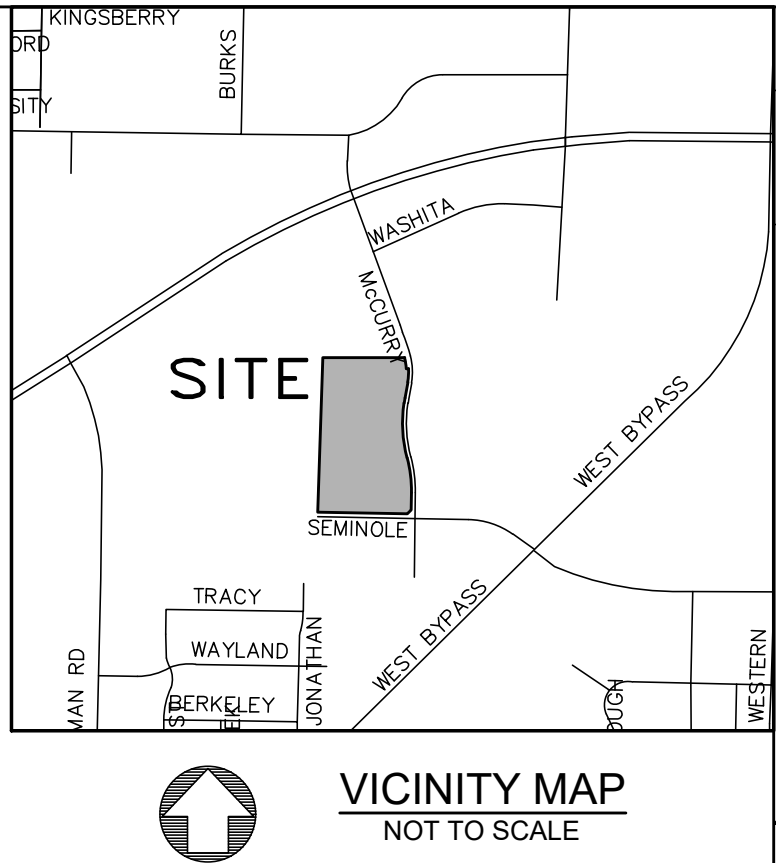
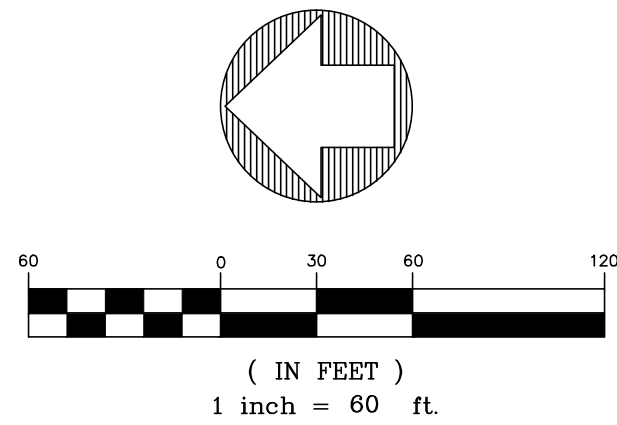
1. SWIMMING POOL
2. RESIDENT CLUBHOUSE
3. OUTDOOR RECREATIONAL AREA (SPORTS COURT)

* THE PROVIDE SITE & BUILDING ELEVATIONS ARE

INTENDED TO MEET THE HIGHEST DENSITY FOR THE SITE

(6 POINTS FROM DESIGN GUIDELINES)

APARTMENT EXHIBIT



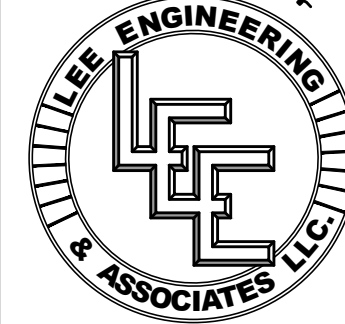
REVISIONS:	DATE:	BY:
SCALE: 1" = 60'		
FIELD BY: JS, AL		
DRAWN BY: ZMF		
CHECKED BY: ZMF		

APARTMENT EXHIBIT

**LO1 1 SPRINGFIELD PLAZA PHASE 4
SPRINGFIELD, GREENE COUNTY, MISSOURI**

Missouri State Certificate of Authority
Engineering #2005015504
Land Surveying #2009028050

LEE Engineering & Associates, L.L.C.
1200 E. Woodhurst Dr., Suite D200
Springfield, Missouri 65804
417-886-9100 (phone)



DATE: 2025-12-16

SHEET: 1 OF 1

PROJECT: 632

FILE: 632 - SECOND APARTMENT
LAYOUT LOT 1 PHASE 4 -
12.12.25.dwg



24 UNIT BUILDING 1



24 UNIT BUILDING 2



CLUBHOUSE



12 UNIT BUILDING 3



EXPLANATION TO COUNCIL BILL 2026-036 (HORTON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 726 acres of property generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the 5700 block of West State Highway EE from County A-1, Agriculture District to HM, Heavy Manufacturing District; and adopting an updated Official Zoning Map. By: City of Springfield, Airport Board; 2300 North Airport Boulevard, 5703, 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 N. Willard Road, 3900 block North Farm Road 103, east-side, 5720 West State Highway EE and 5700 West State Highway EE, south-side; Z-3-2026).

PURPOSE: Amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 726 acres of property generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the 5700 block of West State Highway EE from County A-1, Agriculture District to HM, Heavy Manufacturing District; and adopting an updated Official Zoning Map. (Staff and Planning and Zoning Commission recommend approval.)

BACKGROUND INFORMATION:

ZONING CASE NUMBER Z-3-2026

The applicant is requesting to rezone approximately 726 acres, generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the 5700 block of West State Highway EE from County A-1, Agriculture District to HM, Heavy Manufacturing District.

The applicant, City of Springfield Airport Board, is rezoning the subject property to align the property that has been acquired under one zoning district in conjunction with other airport property and the upcoming city-wide remapping.

REMARKS: The Planning and Zoning Commission held a public hearing on January 15, 2026, and recommended approval, by a vote of 9 to 0.

The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. The applicant is requesting to rezone approximately 726 acres, generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the 5700 block of West State Highway EE from County A-1, Agriculture District to HM, Heavy Manufacturing District.
2. The applicant, City of Springfield Airport Board, is rezoning the subject property to consolidate property that has been acquired and recently annexed under a single zoning district in alignment with other airport property. The airport property is zoned GM, General Manufacturing. When annexed into the city limits, the subject properties retained their County A-1, Agricultural District zoning. The city-wide remapping for the new Land Development Code, expected to be before City Council for approval in April 2026, will translate County A-1, Agriculture District to R-SF, Single-Family Residential District, because the city does not have an agricultural district. The R-SF district and residential development is considered an incompatible land use with airport operations due to high noise levels, and such a designation could affect future development of the airport.
3. Other airport property is currently zoned GM, General Manufacturing District, which the new Land Development Code will translate to HM, Heavy Manufacturing District. This application for HM will thus consolidate the airport property under a single zoning district when the new Land Development Code and citywide remapping take effect.
4. This application is consistent with the Comprehensive Plan's Land Use & Development chapter, which identifies the subject property within the Industry and Logistics placetype and lists airports as a primary use within this placetype.
5. This application is consistent with the Springfield-Branson National Airport Master Plan's Land Use Compatibility Plan, adopted by City Council on July 22, 2024, which recommends that "it is vitally essential that airports operate in an environment that maximizes the compatibility of the airport with off-airport development." The full Chapter 8, Land Use Compatibility Plan is available at this link: <https://www.flyspringfield.com/resources/media/user/1747920639-08-SGFMPU-Land-Use-Compatibility-Plan-FINAL.pdf>

6. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
7. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
8. The range of uses in the proposed HM district is compatible with the uses permitted on other property in the immediate vicinity.
9. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
10. The impact of the uses that would be permitted if the property were rezoned is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
11. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.
12. A reasonably viable economic use of the subject property may be precluded if the proposed rezoning is denied, given that the translation to R-SF, Single-Family Residential District, is incompatible with airport development and residential development is not likely to be permitted on the subject property.
13. The proposed rezoning was reviewed by City departments and comments are contained in the staff report.
14. The applicant held a neighborhood meeting on December 17, 2025, regarding the rezoning request. A summary of the meeting is attached (Attachment 2).
15. The public notice was advertised in the News-Leader at least 15 days prior to the public hearing. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners within 185 feet.

STAFF RECOMMENDATION: Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Industry and Logistics placetype and on the finding of facts above.

Submitted By: Michael Sparlin, Senior City Planner



Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/30/2026

- Attachments:**
1. Z-3-2026 Airport Properties
 2. Z-3-2026_exh A
 3. Z-3-2026_exhB
 4. Z-3-2026_exhC

One-rdg. _____
P. Hrngs. X
Pgs. 39
Filed: 02-03-26

Sponsored by: Horton

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-036

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield Land Development Code, Section 36-306, 'Official
2 zoning map and rules for interpretation,' by rezoning approximately
3 726 acres of property generally located at 2300 North Airport
4 Boulevard, 5703 and 5995 West Farm Road 104, 3521 North Farm
5 Road 115, 4043 North Willard Road, the east side of the 3900 block
6 of North Farm Road 103, 5720 West State Highway EE, and the
7 south side of the 5700 block of West State Highway EE from
8 County A-1, Agriculture District to HM, Heavy Manufacturing
9 District; and adopting an updated Official Zoning Map.

10
11
12 WHEREAS, an application has been filed for a zoning change of the property
13 generally located at 2300 North Airport Boulevard, 5703 and 5995 West Farm Road
14 104, 3521 North Farm Road 115, 4043 North Willard Road, the east side of the 3900
15 block of North Farm Road 103, 5720 West State Highway EE, and the south side of the
16 5700 block of West State Highway EE from County A-1, Agriculture District to HM,
17 Heavy Manufacturing District; and

18
19 WHEREAS, following proper notice, the Planning and Zoning Commission held a
20 public hearing on January 15, 2026, a copy of the Record of Proceedings from said
21 public hearing being attached hereto and incorporated herein by this reference as
22 "Exhibit B," and said Commission made a recommendation of approval by a vote of 9 to
23 0; and

24
25 WHEREAS, the City has reviewed the applicant's request and prepared a staff
26 report concerning the application, which is attached hereto and incorporated herein by
27 this reference as "Exhibit C"; and

28
29 WHEREAS, proper notice was given of a public hearing before City Council, and
30 said hearing was held in accordance with the law.

31
32 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
33 SPRINGFIELD, MISSOURI, as follows, that:

34 Section 1 – The property generally located at 2300 North Airport Boulevard, 5703
35 and 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 North Willard Road,
36 the east side of the 3900 block of North Farm Road 103, 5720 West State Highway EE,
37 and the south side of the 5700 block of West State Highway EE and described in
38 "Exhibit A," which is attached hereto and incorporated herein by this reference, is
39 hereby rezoned from County A-1 Agriculture District to HM, Heavy Manufacturing
40 District. Springfield Land Development Code, Section 36-306, 'Official zoning map and
41 rules for interpretation,' is hereby amended, changed, and modified consistent with this
42 Ordinance.

43
44 Section 2 – City Council hereby directs the City Manager, or designee, to update
45 the City's digital zoning map to reflect this rezoning, and City Council adopts the map
46 thereby amended as the Official Zoning Map of Springfield, Missouri, as provided for in
47 the Springfield Land Development Code, Section 36-306, 'Official zoning maps and
48 rules of interpretation.'

49
50 Section 3 – The Official Zoning Map herein adopted shall be maintained and
51 archived in the same digital form in which this Council has approved its adoption.

52
53 Section 4 – This Ordinance shall be in full force and effect from and after
54 passage.

55
56 Passed at meeting: _____

57
58 _____
59 Mayor

60
61 Attest: _____, City Clerk

62
63 Filed as Ordinance: _____

64
65 *Laura Vales*
66 Approved as to form: _____, Assistant City Attorney

67
68 *[Signature]*
69 Approved for Council action: _____, City Manager

EXHIBIT A
LEGAL DESCRIPTION

TRACT 3:

A TRACT OF LAND LYING IN LOT 4 OF THE NORTHWEST QUARTER (NW1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 4, NW1/4; THENCE N 87°59'08" E, ALONG THE SOUTH LINE OF SAID LOT 4, NW1/4, 655.74 FEET FOR THE POINT OF BEGINNING; THENCE N 00°32'12" W, 1329.35 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 4, NW1/4; THENCE N 87°55'49" E, ALONG SAID NORTH LINE OF SAID LOT 4, NW1/4, 327.76 FEET; THENCE S 00°32'12" E, 1329.67 FEET TO THE SOUTH LINE OF SAID LOT 4 NW1/4; THENCE S 87°59'08" W, ALONG SAID SOUTH LINE, 327.75 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY, MISSOURI. ALSO SAID TRACT BEING SUBJECT TO THAT PART TAKEN, DEEDED OR USED FOR ROAD PURPOSES ACROSS THE SOUTH SIDE THEREOF, ALSO BEING SUBJECT TO AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS EASEMENT ACROSS THE NORTH SIDE THEREOF AS SHOWN ON SURVEY.

The East five (5) acres of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) and the East fifteen (15) acres of the West thirty-five (35) acres of the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) and the East One-Half (E1/2) of the East one-half (E1/2) of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4), except highways, all in Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23) in Greene County, Missouri.

Tract No. 1. The West Half (W 1/2) of the Southwest Quarter (SW 4) of Section Twelve (12), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part taken, deeded, or used for road purposes.

Tract No. 2. The South One-Half (S%) of the Following Described Real Property: The East Half (E2) of the Southwest Quarter (SW) of Section Twelve (12), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part taken, deeded, or used for road purposes.

Tract No. 1. All of the West Forty (40) acres of Lot Six (6) of the Northwest Fractional Quarter (NW FRL 1/4) of Section One (1), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part deeded, taken, or used for road or highway purposes.

Tract No. 2. All of the West Half (W 1/2) of Lots Seven (7) and Eight (8) of the Northwest Fractional Quarter (NW FRL 1/4) of Section One (1), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except that part deeded in Book 1612 at Page 922, in Book 1617 at Page 662, and in Book 1413 at Page 147 and except any part deeded, taken, or used for road or highway purposes.

Tract No. 5. All of the East Half (E 1/2) of Lot Six (6) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part deeded, taken, or used for road or highway purposes.

Tract No. 6. All of the West Half (W 1/2) of Lot Six (6) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part taken, deeded, or used for road purposes.

Tract No. 7. All of the West Half (W 1/2) of Lot Seven (7) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except that part conveyed in Book 2424 at Page 1531 and except a tract of land in Lot Seven (7) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, being more particularly described as follows: Commencing at the Southwest Corner of Lot Six (6) of said Northeast Fractional Quarter (NE FRL 1/4); thence North 00°00'00" East 1359.56 feet along the West line of said Northeast Quarter (NE 1/4); thence North 89°34'47" East 23.97 feet to the East Right-Of-Way of Farm Road No. 103, which is the true Point of Beginning; thence North 00°25'13" West 660.00 feet along said Right-Of-Way; thence North 89°34'47" East 660.00 feet; thence South 00°25'13" East 660.00 feet; thence South 89°34'47" West 660.00 feet to the Point of Beginning, except any part deeded, taken, or used for road or highway purposes.

Tract No. 3. All of the East Half (E 1/2) of Lot Four (4) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, except the following described tract: Beginning at an existing iron pin at the Southeast Corner of said Lot Four (4); thence North 89°07'36" West along the South line of said Lot Four (4) 761.60 feet to an iron pin set; thence North 00°01'29" East 327.34 feet to an iron pin set; thence South 89°07'36" East 775.03 feet to an iron pin set; thence South 02°22'26" West 327.42 feet to the Point of Beginning, in Greene County, Missouri, except any part thereof taken, deeded, or used for road or highway purposes.

Tract No. 4. All of the East Half (E 1/2) of Lot Five (5) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, except any part deeded, taken, or used for road or highway purposes.

Tract No. 8. All of a tract of land in Lot Seven (7) of the Northeast Fractional Quarter (NE FRL 1/4) of Section Two (2), Township Twenty-Nine (29) North, Range Twenty-Three (23) West, Fifth Principle Meridian, in Greene County, Missouri, being more particularly described as follows: Commencing at the Southwest Corner of Lot Six (6) of said Northeast Fractional Quarter (NE FRL 1/4); thence North 00°00'00" East 1359.56 feet along the West line of said Northeast Quarter (NE 1/4); thence North 89°34'47" East 23.97 feet to the East Right-Of-Way of Farm Road No. 103, which is the true Point of Beginning; thence North 00°25'13" West 660.00 feet along said Right-Of-Way; thence North 89°34'47" East 660.00 feet; thence South 00°25'13" East 660.00 feet; thence South 89°34'47" West 660.00 feet to the Point of Beginning, except that part

conveyed in Book 2424 at Page 1531, except any part taken, deeded, or used for road purposes.

A PART OF THE EAST ONE-HALF (E1/2) OF LOT FOUR (4) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION 2, TOWNSHIP 29, RANGE 23, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT AN EXISTING IRON PIN AT THE SOUTHEAST CORNER OF SAID LOT FOUR (4); THENCE NORTH 89°07'36" WEST ALONG THE SOUTH LINE OF SAID LOT FOUR (4) 761.60 FEET TO AN IRON PIN SET; THENCE NORTH 0°01'29" EAST, 327.34 FEET TO AN IRON PIN SET; THENCE SOUTH 89°07'36" EAST 775.03 FEET TO AN IRON PIN SET; THENCE SOUTH 2°22'26" WEST 327.42 FEET TO THE POINT OF BEGINNING, IN GREENE COUNTY, MISSOURI, EXCEPT ANY PART THEREOF TAKEN, DEEDED OR USED FOR ROAD OR HIGHWAY PURPOSES.

All that part of the East Fifty (50) acres of the West half (W1/2) of Lots Seven (7) and Eight (8) of the Northeast Fractional Quarter (NEF) of Section One (1), Township Twenty-nine (29), Range Twenty-three (23), lying South and West of the State Highway in Greene County, Missouri, less and except that part deeded to the State of Missouri for Highway purposes as shown in Book 1625, Page 238.

All of the East One-half of the Northeast Quarter, lying South and West of Highway "EE", in Section Eleven (11), Township Twenty-nine (29), Range Twenty-three (23), in Greene County, Missouri, except any part used for road purposes.

A tract of land containing Four and One-half (4 1/2) acres, more or less, in the West One-half (W1/2) of the Northwest Quarter (NW) of Section Twelve (12), Township Twenty-nine (29) North, Range Twenty-three (23) West, Greene County, Missouri, being more particularly described as follows: Beginning on the East line, at a point South 2°30'38" West, 1097.00 feet, from the Northeast corner of said W1/2; thence South 2°30'38" West, 490.05 feet; thence North 88°24'50" West, 400.00 feet; thence North 2°30'38" East, 490.05 feet; thence South 88°24'50" East, 400.00 feet to the point of beginning, except any part taken, deeded or used for road or highway purposes. Bearings are based upon Grid North of the Missouri Plane Coordinate System.

A tract of land containing Two and One-fourth (2) acres, more or less, in the East One-half (E1/2) of the Northwest Quarter (NW) of Section Twelve (12), Township Twenty-nine (29) North, Range Twenty-three (23) West, Greene County, Missouri, being more particularly described as follows: Beginning on the West line, at a point South 2°30'38" West, 1097.00 feet, from the Northwest corner of said E1/2; thence South 88°24'50" East, 200.00 feet; thence South 2°30'38" East, 490.05 feet; thence North 88°24'50" West, 200.00 feet; thence North 2°30'38" East, 490.05 feet to the point of beginning, except any part taken, deeded or used for road or highway purposes. Bearings are based on Grid North of the Missouri Plane Coordinate System.

ALL THAT PART OF THE EAST HALF(E1/2) OF LOT FIVE(5) OF THE NORTHEAST QUARTER(NE1/4) OF SECTIONS ONE(1), TOWNSHIP TWENTY-NINE(29), RANGE TWENTY-THREE(23) LYING AND SITUATE SOUTH AND WEST OF THE RAILROAD

RIGHT-OF-WAY ACROSS SAID EAST HALF(E1/2) OF SAID LOT FIVE(5); AND THE EAST HALF(E1/2) OF LOT FOUR(4) OF THE NORTHEAST QUARTER(NE1/4) OF SECTION ONE(1), TOWNSHIP TWENTY-NINE(29), RANGE TWENTY-THREE(23), AND THE EAST QUARTER(E1/4) OF THE WEST HALF(W1/2) OF LOT FOUR(4) OF THE NORTHEAST QUARTER(NE1/4) OF SECTION ONE(1), TOWNSHIP TWENTY-NINE(29), RANGE TWENTY-THREE(23), IN GREENE COUNTY, MISSOURI EXCEPT ANY PART THEREOF TAKEN, DEEDED OR USED FOR ROAD OR HIGHWAY PURPOSES.

TRACT 10:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 87°55'49" E, ALONG THE SOUTH LINE OF LOT 5, NW 1/4, 1975.80 FEET FOR THE POINT OF BEGINNING, THENCE N 00°32'12" W, 1330.63 FEET TO A IRON PIN ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 332.20 FEET; THENCE S 00°32'12" E, 1330.95 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 332.19 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT BEING SUBJECT AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS EASEMENT ALONG THE SOUTH SIDE THEREOF. AS SHOWN ON SURVEY.

TRACT 11:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE 87°55'49" E, ALONG THE SOUTH LINE OF LOT 5, NW 1/4, 1643.53 FEET FOR THE POINT OF BEGINNING; THENCE N 00° 32'12" W, 1330.31 FEET TO A IRON PIN ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 332.28 FEET; THENCE S 00°32'12" E, 1330.63 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 332.27 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT BEING SUBJECT AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS EASEMENT ALONG THE SOUTH SIDE THEREOF. AS SHOWN ON SURVEY.

TRACT 12:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 87°55'49" E ALONG THE SOUTH LINE OF LOT 5, NW 1/4, 1311.18 FEET FOR THE POINT OF BEGINNING; THENCE N 00°32'12" W, 1329.99 FEET TO A IRON PIN SET ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 332.36 FEET; THENCE S 00°32'12" E, 1330.31 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°35'49" W, ALONG SAID SOUTH LINE, 332.35 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT BEING SUBJECT AND HAVING RIGHTS TO A 50.00 FEET INGRESS AND EGRESS BASEMENT ALONG THE SOUTH SIDE AS SHOWN ON SURVEY.

TRACT 13:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 87°55'49" E, ALONG THE SOUTH LINE OF LOT 5, NW 1/4, 983.50 FEET FOR THE POINT OF BEGINNING; THENCE N 00°32'12" W, 1329.67 FEET TO A IRON PIN ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 327.69 FEET; THENCE S 00°32'12" E, 1329.99 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 327.68 FEET TO THE POINT OF BEGINNING; HAVING RIGHTS TO A 30.00 FOOT INGRESS AND EGRESS BASEMENT; SAID BASEMENT BEING MORE PARTICULARLY DESCRIBED AS BEING 30.00 FEET WEST OF THE FOLLOWING DESCRIBED LINE; COMMENCING AT THE SOUTHWEST CORNER OF THE FOLLOWING DESCRIBED TRACT 13; THENCE N 00°32'12" W, 25.00 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING N 00°32'12" W, 520.53 FEET FOR THE POINT OF TERMINUS; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO, SAID TRACT BEING SUBJECT AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS BASEMENT ALONG THE SOUTH SIDE THEREOF, AS SHOWN ON SURVEY.

TRACT 14:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 87°55'49" E ALONG THE SOUTH LINE OF LOT 5, NW 1/4, 655.74

FEET FOR THE POINT OF BEGINNING; THENCE N 00°32'12" W, 1329.35 FEET TO A IRON PIN SET ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 327.77 FEET; THENCE S 00°32'12" E, 1329.67 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 327.76 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT BEING SUBJECT TO AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS BASEMENT ALONG THE SOUTH SIDE AND ALSO BEING SUBJECT TO A 30 FOOT INGRESS AND EGRESS BASEMENT ACROSS THE EAST 30 FEET OF THE SOUTH 545.53 FEET OF SAID TRACT AS SHOWN ON SURVEY.

TRACT 15:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 87°55'49" E, ALONG THE SOUTH LINE OF LOT 5, NW 1/4 327.91 FEET FOR THE POINT OF BEGINNING; THENCE N 00°32'12" W, 1329.04 FEET TO A IRON PIN ON THE NORTH LINE OF LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG SAID NORTH LINE, 327.84 FEET; THENCE S 00°32'12" E, 1329.35 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 327.83 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT BEING SUBJECT AND HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS BASEMENT ALONG THE SOUTH SIDE THEREOF, AS SHOWN ON SURVEY.

TRACT 16:

A TRACT OF LAND LYING IN LOT 5 OF THE NORTHWEST QUARTER (NW 1/4) IN SECTION 1 TOWNSHIP 29 RANGE 23 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 5, NW 1/4; THENCE N 00°32'12" W, ALONG THE WEST LINE OF SAID LOT 5, NW 1/4, 1328.72 FEET TO A IRON PIN AT THE NORTHWEST CORNER OF SAID LOT 5 NW 1/4; THENCE N 87°52'29" E, ALONG THE NORTH LINE OF SAID LOT 5, NW 1/4, 327.92 FEET; THENCE S 00°32'12" E, 1329.04 FEET TO THE SOUTH LINE OF SAID LOT 5 NW 1/4; THENCE S 87°55'49" W, ALONG SAID SOUTH LINE, 327.91 FEET TO THE POINT OF BEGINNING; ALL OF WHICH LYING IN GREENE COUNTY MISSOURI. ALSO SAID TRACT HAVING RIGHTS TO A 50.00 FOOT INGRESS AND EGRESS EASEMENT AND A 50 FOOT RADIUS CUL-DE-SAC LOCATED AT THE SOUTHEAST CORNER OF SAID TRACT AS SHOWN ON SURVEY.

EXHIBIT B
RECORD OF PROCEEDINGS
Planning and Zoning Commission – January 15, 2026

Z-3-2026

2300 North Airport Boulevard, 5703 & 5995 West Farm Road 104, 3521 North Farm Road 103 (east-side) and 5720 & 5700 (south-side) West State Highway EE

Applicant: City of Springfield/Airport Board

Mr. Sparlin states that this is a request to rezone approximately 726 acres County Agriculture District to HM, Heavy Manufacturing District.

Commissioner Doennig opened the public hearing.

Mr. Brian Weiler, 2300 N. Airport Blvd confirmed that the rezoning is primarily for future aeronautical and non-aeronautical development, with no immediate specific development plans. The land is acquired for protection and used as a buffer. The critical reason for rezoning to HM (Heavy Manufacturing) is to consolidate zoning and avoid an incompatible translation to Residential Single Family (R-SF) under the new city land development code, which would conflict with airport operations.

Mr. Dan VanVeen, 6220 W. Farm Road 94 expressed his concerns that rezoning agricultural land to heavy manufacturing would increase future risk if the airport no longer needed the buffering area, potentially leading to undesirable development without landowner input and would like it to remain agricultural.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Knuckles moved to approve Z-3-2026; Commissioner Hunton seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Jacquez, Commissioner Pauly, Commissioner Scott, Commissioner Gunther, Commissioner Knuckles, Commissioner Souliere, Commissioner Hunton, and Commissioner McClure. Nays: None. Absent: None. Abstain: None.



Bob Hosmer, AICP
Planning Manager



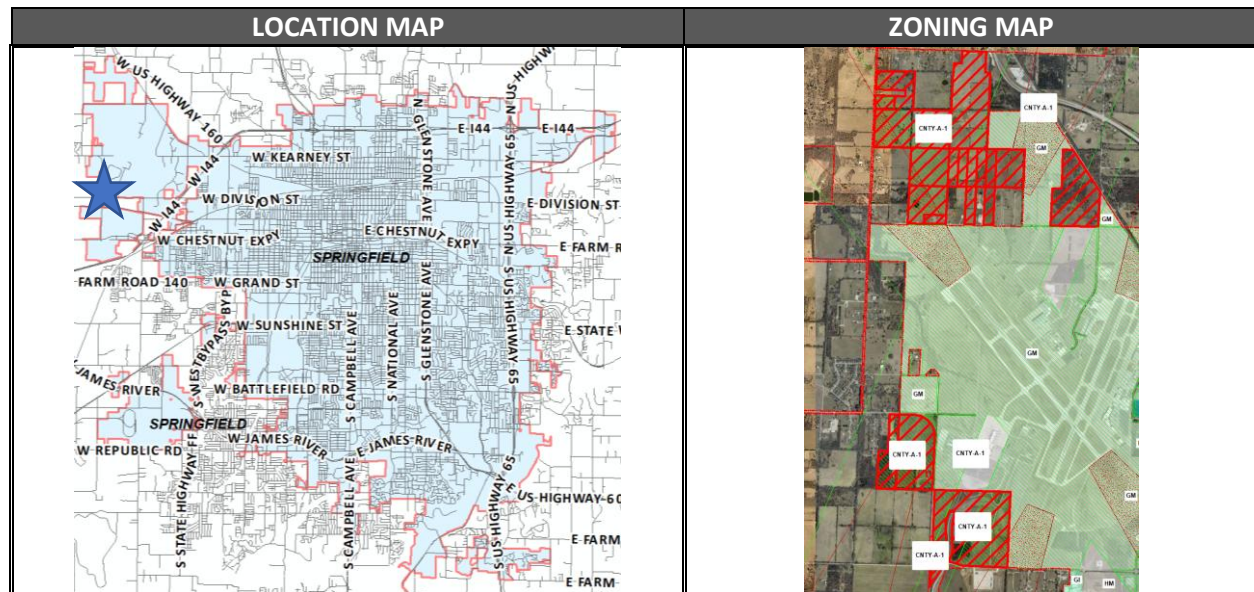
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION:

Case Number:	Z-3-2026
Location:	2300 North Airport Boulevard, 5703, 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 N. Willard Road, 3900 block North Farm Road 103, east-side, 5720 West State Highway EE and 5700 West State Highway EE, south-side
Total Acres:	726 acres
Applicant:	City of Springfield, Airport Board
Existing Land Use:	Agriculture uses, Airport buffer
Neighborhood Meeting:	December 17, 2025
Planning and Zoning Commission:	January 15, 2026
City Council:	February 9, 2026
Public Notification:	Mail, posted property, and legal in the Springfield News-Leader
Staff:	Michael Sparlin, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-3-2026 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to rezone approximately 726 acres generally located at 2300 North Airport Boulevard, 5703, 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 N. Willard Road, 3900 block North Farm Road 103, east-side, 5720 West State Highway EE and 5700 block West State Highway EE, south-side from County Agriculture District to HM, Heavy Manufacturing District.



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE STREETVIEW:

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DEVELOPMENT REVIEW STAFF REPORT

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DEVELOPMENT REVIEW STAFF REPORT

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DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject properties retained their County zoning when annexed into the city. The subject properties were annexed at different times in July 1997, October 2008 and September 2012.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

- 1) Findings by the commission.
 - (a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:
 1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
 2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
 3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
 4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
 5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
 6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
 7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
 8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR HM DISTRICT
Use Limitations	(a) No building shall be used for residential purposes, except that a guard, caretaker or other person employed on the premises, and their family, may reside on the premises in conformance with subsection 36-450(3)(b)6. Existing nonconforming residential uses may be expanded up to ten percent of the floor area existing at the time the district is mapped to provide enlarged cooking and sanitary facilities but not bedrooms or other living space. (b) No junk, scrap, salvage, or automobile wrecking yard shall be located within 500 feet of any residential district. (c) All uses shall operate in accordance with the noise standards contained in section 36-485, noise standards.

DEVELOPMENT REVIEW STAFF REPORT

	(d) No use shall emit an odor that creates a nuisance as determined by chapter 2A, article X, Springfield City Code. (e) Uses on parcels not served by public water and public sewer shall meet the requirements of subsection 36-303(22).
Minimum Lot Size	Not applicable to the HM District
Maximum Height	Not applicable to the HM District
Bulk Plane	None.
Minimum Yard Requirements	1. <i>Front yard:</i> Offices, as a principal use, athletic clubs, fitness centers, indoor sports facilities and recording, television and radio studios: a. Twenty-five feet along a street classified as a collector or higher classification street or as required by section 36-453, supplemental open space, and yard regulations. b. Fifteen feet along a street classified as a local street or as required by section 36-453, supplemental open space, and yard regulations. 2. <i>Side yards:</i> Ten (10) feet, except as required by section 36-453, supplemental open space, and yard regulations, and the bufferyard requirements in subsection (8). 3. <i>Rear yards:</i> Ten (10) feet, except as required by the bufferyard requirements in subsection (8)).
Minimum Open Space	Offices, as a principal use, athletic clubs, fitness centers, indoor sports facilities, and recording, television, and radio studios: Not less than 15 percent of the total lot area shall be devoted to open space including required yards and bufferyards unless modified in accordance with subsection 36-482(15). Open space shall not include areas covered by buildings, structures, parking, loading and other paved areas and internal streets. Open space shall contain living ground cover and other landscaping materials.
Design Requirements	(a) A site plan meeting the requirements of section 36-360, site plan review, shall be submitted and approved. (b) A landscape plan meeting the requirements of section 36-482, landscaping and bufferyards, and 36-483, off-street parking and loading area design standards, shall be submitted, and approved.

DEVELOPMENT REVIEW STAFF REPORT

	(c) All off-street parking and vehicular use areas shall be screened from all residential uses in accordance with section 36-480, screening, and fencing. (d) All outdoor storage and refuse storage areas shall be screened from view in accordance with section 36-480, screening, and fencing. (e) Mechanical and electrical equipment, including air conditioning units, shall be screened from view in accordance with section 36-480, screening, and fencing. (f) Lighting shall be designed to reflect away from any adjacent or nearby residential area and in accordance with section 36-484, lighting standards. (g) Accessory buildings and structures shall meet the requirements of section 36-450, accessory structures and uses.
Buffering and Landscaping	Whenever any development in an HM industrial commercial district is located adjacent to a different zoning district, screening and a bufferyard shall be provided in accordance with sections 36-480, screening, and fencing, and 36-482, landscaping and bufferyards.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the Industry and Logistics placetype.

The This placetype consists of heavy and moderately intense manufacturing, distribution uses, and a range of operations that rely on proximity to the City's airport, interstate, and rail facilities. Businesses and operations that supplement and provide logistical support for larger operations are also accommodated, such as those with significant outdoor storage and parking and circulation lots for trucking and freight. This placetype is critical to Springfield's economy and employment base and is enhanced as such with improved access management, clear wayfinding, and gateway features. Planning for this placetype involves a highly collaborative effort to preserve and help procure sufficient real estate for industrial parks, airport, rail operations, and expansion needs.

PRIMARY USES

1. Personal and outdoor storage
2. Light industry
3. Warehousing and distribution facilities
4. Heavy industry and manufacturing

DEVELOPMENT REVIEW STAFF REPORT

5. Airport, railroad, and freight facilities

SUPPORTING USES

1. Parks, greenways and open space
2. Urban agriculture
3. Office, hospitality, retail sales and service
4. Maker spaces, artisan, and innovation spaces
5. Universities, Colleges & Vocational Schools
6. Government, healthcare and institutional facilities

CHARACTERISTICS TRANSPORTATION & INFRASTRUCTURE

1. Direct new industrial and logistic dependent development to areas planned for more intense uses located near existing rail lines, major roadways, and Enterprise Zones.
2. Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.
3. Freight traffic is diverted away from quieter residential or commercial streets to designated truck routes that are designed for anticipated capacity and have clear access to major routes and roadways.
4. Electric vehicle charging facilities, pedestrian and bicycle infrastructure, and automated vehicle parking and loading spaces are integrated along major corridors, installed at key destinations, and integrated into development plans.

URBAN DESIGN – BUILDING AND SITE TYPOLOGY

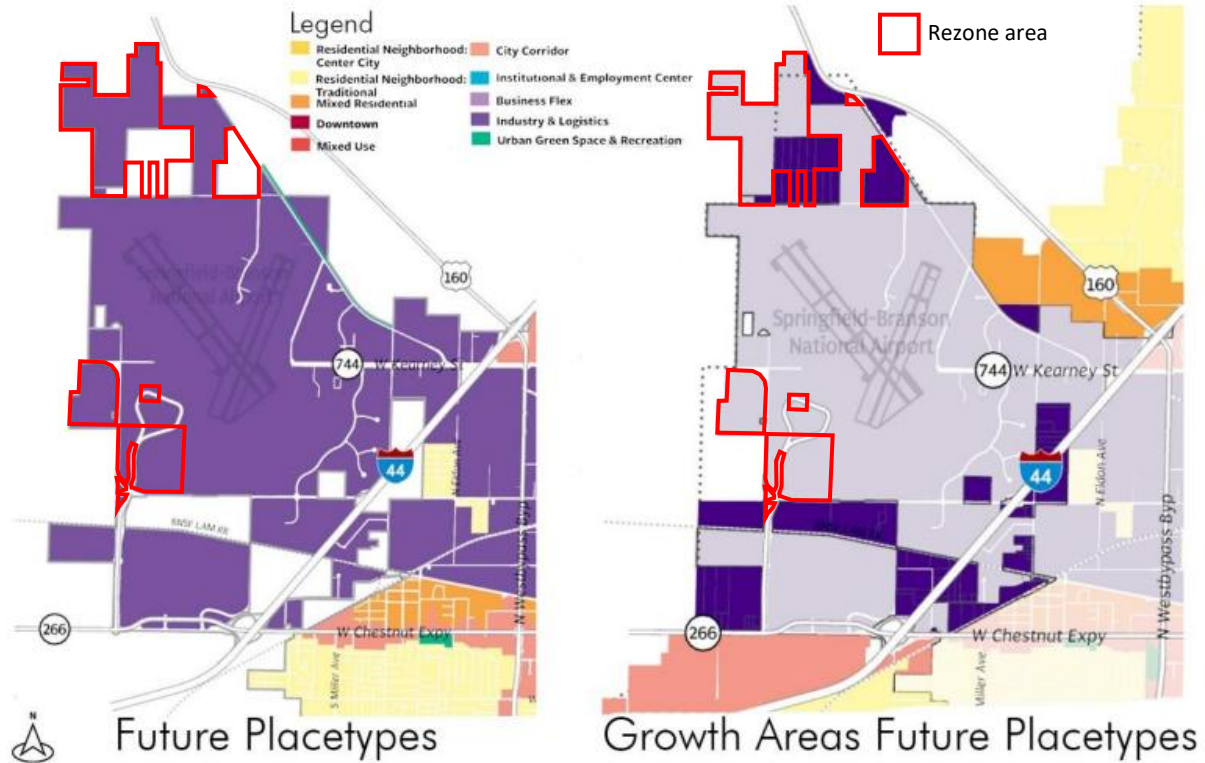
1. Industrial buildings exhibit quality façade designs and site layouts that enhance the character of the area and promote quality development and a sense of place.
2. Site design should discourage the placement or storage of materials and mechanical equipment along major roadways leading to the airport or along major routes into the city or should be completely screened, along with trash receptacles, and recycling bins.
3. Lighting, landscaping, signage, mail, and delivery accommodations are proactively incorporated into the site design.
4. Industrial parks contain integrated paths and outdoor recreation areas that are used as amenities by employees.
5. Entrances into industrial parks are clearly marked with monument signage and landscaping.
6. Public art, gateway signage, and landscaping are incorporated into the
7. streetscape leading to and from the airport and interstate interchanges to
8. create a lasting, positive image of the community.

TRANSITIONS

1. Industrial uses are well screened and buffered when located near lower.
2. intensity commercial or residential areas to reduce potential negative visual and noise impacts.
3. Less intense support sales, service, and supply of goods related to heavier manufacturing operations, airport, and other logistical operations are integrated along secondary roadways and around the periphery.

DEVELOPMENT REVIEW STAFF REPORT

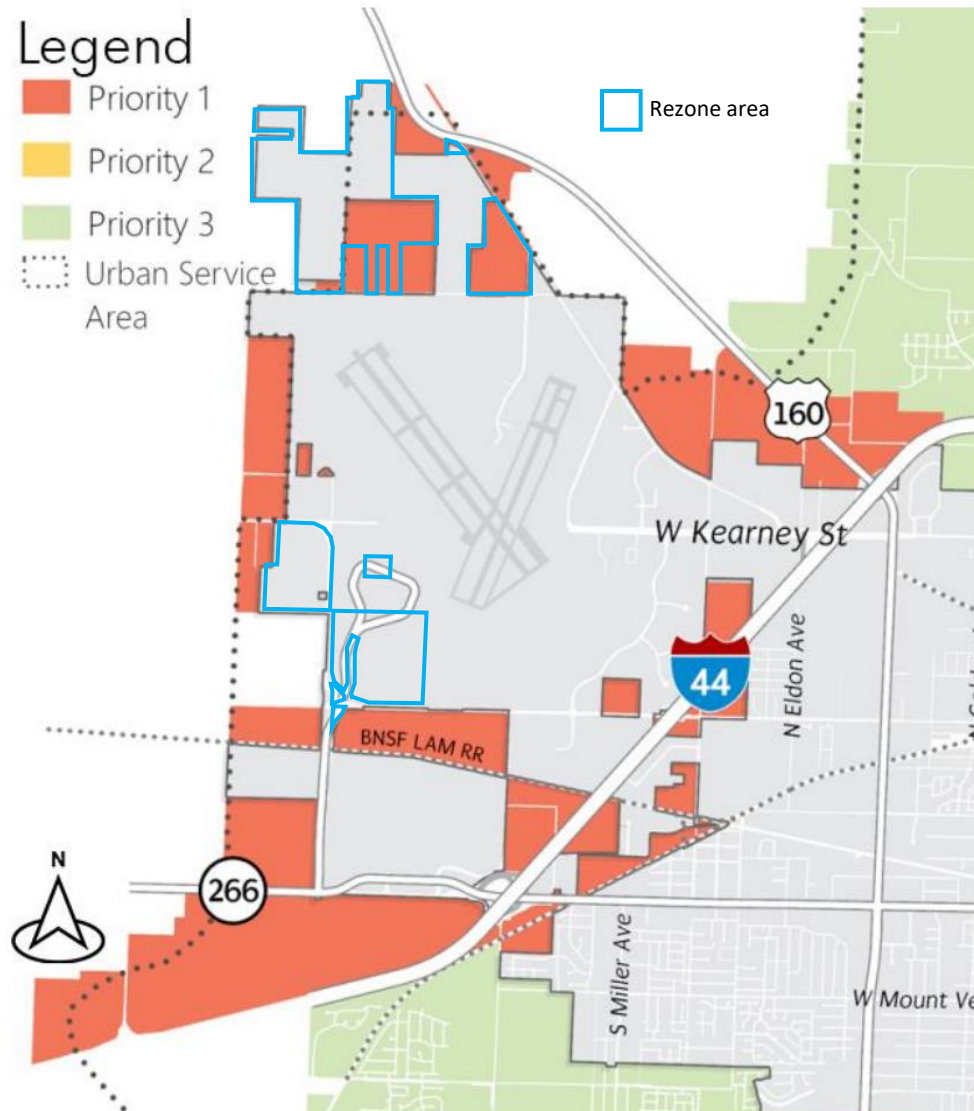
EXCERPT FROM AIRPORT MASTER PLAN, PAGE 8-12, REZONE AREA OVERLAYED



DEVELOPMENT REVIEW STAFF REPORT

EXCERPT FROM AIRPORT MASTER PLAN, PAGE 8-11, REZONE AREA OVERLAYED

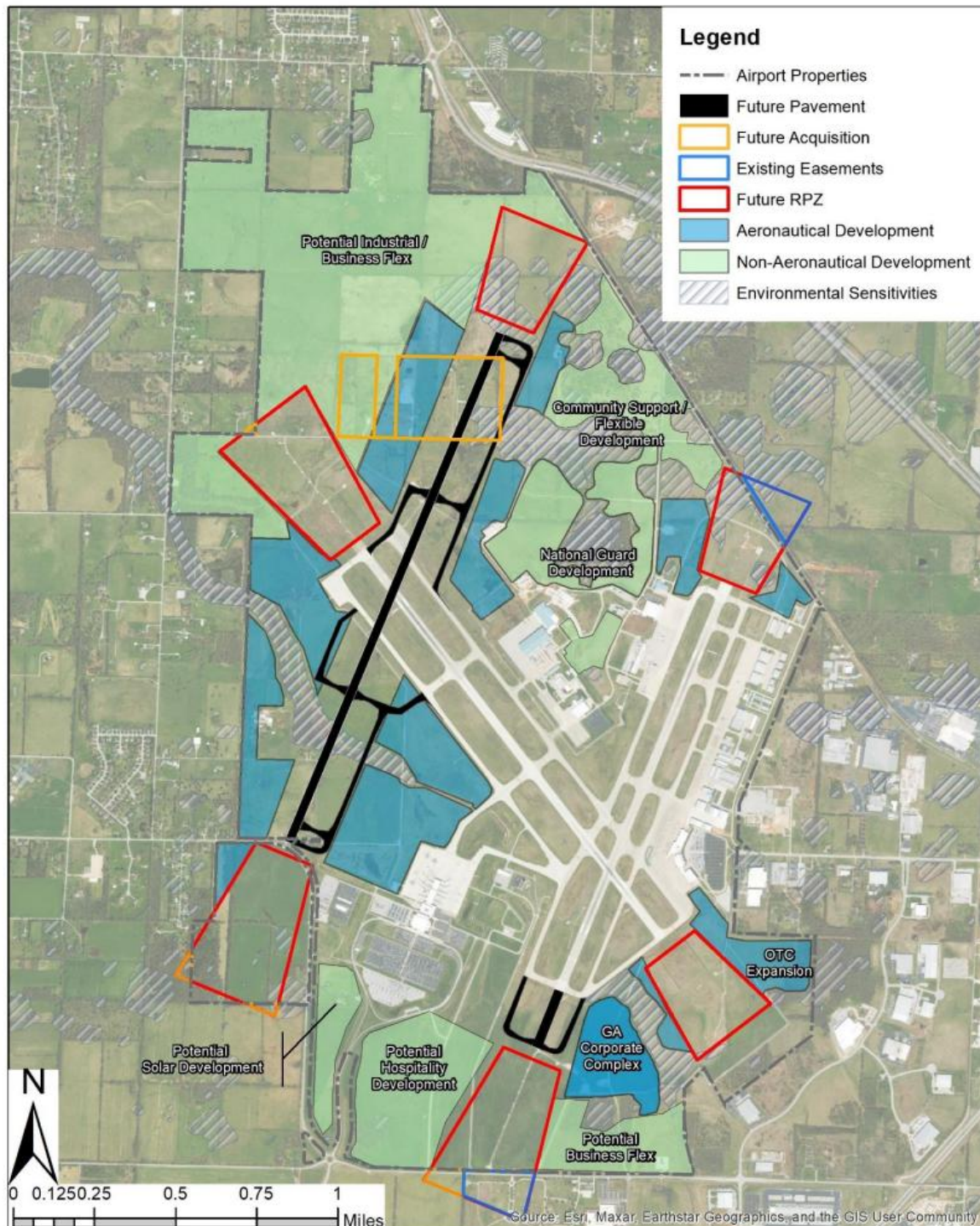
Exhibit 8.2-5: Forward SGF Annexation Plan



DEVELOPMENT REVIEW STAFF REPORT

EXCERPT FROM AIRPORT MASTER PLAN, PAGE 8-33, FUTURE RUNWAY SHOWN

Exhibit 8.5-5: SGF Aeronautical and Non-Aeronautical Land for Possible Development



DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP, SOUTH REZONE AREA



DEVELOPMENT REVIEW STAFF REPORT

SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	Varies, GM, County A-1	Varies, GM, County A-1	Varies, GM, County A-1	Varies, GM, County A-1
LAND USE	Varies, single-family residence, agricultural, airport	Varies, Airport	Varies, Airport	Varies, Airport, single-family residence
PLACETYPES	Varies, unassigned, Industry & Logistics	Varies, unassigned, Industry & Logistics	Varies, unassigned, Industry & Logistics	Varies, unassigned, Industry & Logistics

DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

CITY UTILITIES:

No issues

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

No issues with rezoning regarding public sewer.

FIRE DEPARTMENT:

No Comments at this time.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

TRAFFIC REPORT

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	Farm Road 94	Secondary Arterial	County	35	20	NA	No	Yes	No
Street 2	N. Willard Road	Local	County	30	30	NA	No	Yes	No
Street 3	W. Ritter Road	Collector	City/County	30	22	NA	No	Yes	No
Street 4	State Highway EE	Secondary Arterial	MoDOT	35	30	3000	No	Yes	No

DEVELOPMENT REVIEW STAFF REPORT

Street 5	Airport Blvd.	Expressway	City	65	65+	5000	No	No	No
Street 6	Farm Road 124	Primary Arterial	City	50	Varies	700	No	Yes	No
Street 7	Farm Road 103	Secondary Arterial	County	35	25	NA	No	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no bus stops near these properties. The Frisco Highline Trail is north of these properties along US 160.

IMPROVEMENTS - No improvements are required for this rezoning. A Traffic Impact Study (TIS) is not required for rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

	Drainage Basin	Fee in Lieu Flood Control	Fee in Lieu Water Quality	Stream Buffer	Sinkhole or Watershed	Floodplain/Floodway
2300 N Airport Blvd	Rainer Branch	No	No	Yes	Yes	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

1. The Springfield-Branson National Airport has multiple flood control basins or other systems providing flood control to the Rainer Branch downstream area. The referenced parcels to this report all drain directly or indirectly to the same downstream area. Future development on any of these parcels would require a flood control measure to protect the adjacent and downstream properties.

WATER QUALITY REQUIREMENTS

1. Future development of the referenced parcels will trigger Water Quality standards if the development disturbs 1 acre or greater. Including projects less than 1 acre that are part of a larger common plan of development or sale that will disturb 1 or more acres over the life of the project. Chapter 10 Sec. 2.0.

2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.

FLOODPLAIN

1. None of the referenced parcels have floodplain from the Rainer Branch stream. Several parcels along W Farm Road 94 have Sinkhole Area X floodplain. This floodplain does not trigger a floodplain insurance requirement by the City Code. Developments in these areas are limited only by City Code Chapter 96 Karst Feature protections.

NATURAL CHANNEL & STREAM BUFFERS

1. This area of the City Limits was not part of the original study to define stream buffer drainage areas in 2015. The accumulated land area is greater than 40 acres. Future development will trigger a study by the City of Springfield to define drainage areas greater than 40 acres and stream buffers will be allocated accordingly.

SINKHOLES & KARST FEATURES

DEVELOPMENT REVIEW STAFF REPORT

1. Numerous sinkholes are located on the reference parcels. These sinkholes are identified by the 2015 Lidar scan and Greene County sinkhole reports. Due to the high number of Karst features in the area geotechnical reports are required for future developments. No Build Areas will be applied to plats or building plans during future submittals.

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 726 acres generally located at 2300 North Airport Boulevard, 5703, 5995 West Farm Road 104, 3521 North Farm Road 115, 4043 N. Willard Road, 3900 block North Farm Road 103, east-side, 5720 West State Highway EE and 5700 block West State Highway EE, south-side from County A-1, Agriculture District to HM, Heavy Manufacturing District.
2. The applicant, City of Springfield Airport Board, is rezoning the subject property to consolidate the property that has been acquired under one zoning district. The airport property is zoned GM, General Manufacturing. When annexed into the city limits, the subject properties retained their County A-1, Agricultural District zoning. The city-wide remapping for the new Land Development Code, expected April 2026, will translate the County A-1 to R-SF, Residential Single-family because the city does not have an agricultural district. The R-SF district and residential development is considered an incompatible land use with airport operations due to high noise levels and can affect the development of the airport.
3. The new Land Development Code will translate the airport property from GM, General Manufacturing to HM, Heavy Manufacturing. This application for HM will consolidate the airport property under one zoning district when the new Land Development Code and city-wide remapping take effect.
4. This application is consistent with the Comprehensive Plan's *Land Use & Development* chapter which identifies the subject property within the Industry and Logistics placetype and lists airports as a primary use within this placetype.
5. This application is consistent with the Springfield-Branson National Airport Master Plan's Land Use Compatibility Plan, adopted by City Council on July 22, 2024, which recommends that "it is vitally essential that airports operate in an environment that maximizes the compatibility of the airport with off-airport development." The full Chapter 8, Land Use Compatibility Plan is available at this link:
<https://www.flyspringfield.com/resources/media/user/1747920639-08-SGF-MPU-Land-Use-Compatibility-Plan-FINAL.pdf>
6. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
7. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
8. The range of uses in the proposed HM district is compatible with the uses permitted on other property in the immediate vicinity.

DEVELOPMENT REVIEW STAFF REPORT

9. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
10. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
11. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.
12. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.
13. The proposed rezoning was reviewed by City departments and comments are contained in the staff report (above).
14. The applicant held a neighborhood meeting on December 17, 2025, regarding the rezoning request. A summary of the meeting is attached (Attachment 2).
15. The public notice was advertised in the News-Leader at least 15 days prior to the public hearing. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners within 185 feet.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Industry and Logistics placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: agricultural to heavy manufacturing
(existing zoning) (proposed zoning)
2. Meeting Date & Time: December 17, 2025 4:00 p.m. - 6:30 p.m.
3. Meeting Location: Airport Board Room, 2300 N. Airport Blvd, Springfield, MO 65802
4. Number of invitations that were sent: 115
5. How the mailing list was generated: provided by Planning
6. Number of neighbors in attendance (attach a sign-in sheet): 15
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

See attached.

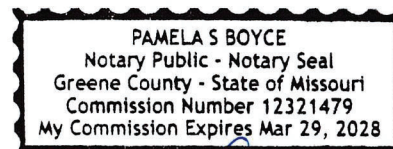
8. List or attach the written comments and how you plan to address any issues:

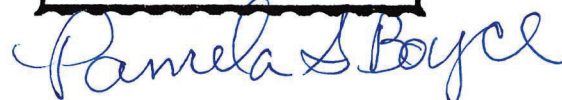
None received.

I, Joy Latimer (print name), attest that the neighborhood meeting was held on Dec 17, 2025 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."


Signature of person completing affidavit

JOY LATIMER
Printed name of person completing affidavit





Verbal comments from Neighborhood Meeting on 12/17/25

Organization requesting zoning change: Springfield-Branson National Airport ("SGF")

- Comment: "Agricultural" should be a zoning category.
 - Response: The zoning categories are chosen by the Planning Department, and, ultimately, City Council.
- Comment: If at some point SGF chooses to sell the land, changing the zoning to "Heavy Manufacturing" makes the property more attractive for large industrial development, which the neighbors don't want.
 - Response: SGF has no plans to sell any property in the future. Moreover, such sale(s) would have to be approved by the Federal Aviation Administration which would likely not allow it.
- Comment: General concerns from multiple attendees that the change to "Heavy Manufacturing" will result in undesirable development near their homes.
 - Response: SGF recognizes that this is a concern and will not and cannot give assurances that development won't occur in the future. However:
 - The zoning request is occurring because the Planning Department's suggestion that SGF's property be changed from "Agricultural" to Single Family Residential" is not acceptable and is inconsistent with FAA grant assurances and use of airport property.
 - SGF is not currently planning on developing any of the land in question. SGF staff shared the Airport Master Plan with the attendees, which shows that plans for development and expansion are all included on or near the airfield, not buffer property.
 - Both the Master Plan, which was approved by City Council in 2024, and the remapping plan included in ForwardSGF, show the buffer property as "Non-Aeronautical Development" and "Industry & Logistics," respectively.
- Comment: Questioned whether 1) there can be an addendum added to the zoning designation that would give neighbors the opportunity to oppose any proposed development, and 2) if the land were to be sold, would the FAA grant a right of first refusal giving adjacent landowners the opportunity to purchase the property.
 - Response: While SGF cannot answer these questions definitively (the requests would have to be addressed by City Council or the FAA), both scenarios are very unlikely.

**SPRINGFIELD/BRANSON NATIONAL AIRPORT
NEIGHBORHOOD MEETING
DECEMBER 17, 2025**

NAME	ADDRESS	EMAIL
Tim & Marlene Keeford	4895 W. Blue Jay Lane	Spfld, mo
Clare & Andrew Baker	4152 N. Kangaroo	ClareBaker@yahoo.com
Lisa McCormack	5905 W. FR 94	Spfld. 03 L-mccormack@aol.com
Wanda Huff		
Michael Sparlin (staff)		
Marlene Harmon	6126 W. Fall River Lane	justthegirl@sbcglobal.net
Haily Radford		
Phillip Radford		
Blake Montag		
James & Beth Miller	6204 W Farm Rd 94 ^{Springfield} _{mo 65803}	beckydoodle1979@gmail.com
Jan Van Veen	6220 W. Farm Rd 94 ^{SPFLD} ₆₅₈₀₃	dvaneen23@gmail.com
Matt & Deanne Crawford	6057 W St Hwy EE, Spfld (02)	matthewgcrawford@yahoo.com

From: [Dan Van Veen](#)
To: Zoning@springfieldmo.gov; [Lori](#)
Subject: Rezoning of airport property
Date: Tuesday, December 16, 2025 9:20:46 AM

This is the first time you received an email from this sender (dvanveen23@gmail.com). Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Good morning.

Before I begin, here's the required information:

Dan Van Veen
6220 W. Farm Rd. 94
Springfield, MO 65803
417-827-1098

Project/rezoning area:
City of Springfield/Springfield-Branson National Airport
2300 N. Airport Blvd., Suite 100
Springfield, MO 65802
417-868-0500

First, I want to file a complaint, if it has not already been done. I learned only today (Dec. 16) that there will be a meeting at the Springfield-Branson National Airport on Dec. 17, 2025, concerning the rezoning of the property directly behind my home from agricultural to heavy manufacturing. I did not receive a letter notifying me, instead I contacted Joy Latimer on Dec. 15, 2025, to find out what's going on (as I hadn't heard anything) and she informed me with a response today of the meeting tomorrow (Dec. 17).

The city HAS to stop solely relying upon USPS to deliver any kind of time-sensitive material to households/businesses in a timely fashion. By law, you're likely required to mail information, but as the USPS cannot be relied upon (as my experience is first class mail delivery typically takes anywhere from 4 to 10 days, though I have had two correspondence from a Springfield address that were sent over 3 weeks ago that still have not arrived), I urge/request that the city ALSO text and/or email time-sensitive information to insure notification . . . either that, or spend the money and require signatures for proof of delivery to make sure those who need to be informed are informed.

Secondly, rezoning to heavy manufacturing from agricultural just because the city wants to change/reduce its zoning names isn't a good reason to put people's property in jeopardy. Solution: Keep "agricultural" within the zoning names used. No law against that, only a "policy" that could easily be changed by a simple vote.

Rezoning to heavy manufacturing places people's property at risk because in the future, with technological advancements, an airport's footprint could be much smaller . . . meaning they may no longer need as big of a buffer zone and FAA rules are apt to be changed in the future as well . . . and suddenly the city/airport has all this land it no longer HAS to keep, but is

zoned as heavy manufacturing . . . meaning those who would want to purchase it pay a premium price (a price local landowners could not afford) . . . then, for example, Cosco decides it wants to put in another store and they're willing to pay \$10 million for the land . . . the city/airport no longer needs it, and now the surrounding landowners no longer have a voice because the property has already been rezoned.

So, again, I propose that instead of landowners being forced to take all the risk/downside of this rezoning, simply change the policy to allow "agricultural" to be a part of city zoning.

Thank you.

Dan Van Veen



EXPLANATION TO COUNCIL BILL 2026-037 (JENSON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.56 acres of property generally located at 1138, 1142, and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High-Density Multifamily District and UN, University Combining District, to GR, General Retail District and UN, University Combining District; establishing Conditional Overlay District No. 283; and adopting an updated Official Zoning Map. (By: One Hundred Two Glenstone Inc, Terry Tacke, 1130 E Elm LLC, 1142 E Elm LLC; Z-2-2026 with Conditional Overlay District No. 283).

PURPOSE: Amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.56 acres generally located at 1138, 1142, and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High-Density Multifamily Residential District and UN, University Combining District to GR, General Retail District with Conditional Overlay District 283 and University Combining District. (Staff and Planning and Zoning Commission recommend approval.)

BACKGROUND INFORMATION:

ZONING CASE NUMBER Z-2-2026 CONDITIONAL OVERLAY DISTRICT NO. 283

The applicant is requesting to rezone approximately 0.56 acres generally located at 1138, 1142, and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High Density Multi-Family Residential District and UN, University Combining District to GR, General Retail with Conditional Overlay District 283 and University Combining District.

The applicant intends to rezone the subject property to facilitate the future redevelopment of the properties, which includes the renovation of the adjacent apartments to the east.

REMARKS: The Planning and Zoning Commission held a public hearing on January 15, 2026, and recommended approval, by a vote of 9 to 0.

The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. The applicant is requesting to rezone approximately 0.56 acres generally located at 1138, 1142 and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High Density Multi-Family Residential District and UN, University Combining District to GR, General Retail with Conditional Overlay District 283 and University Combining District.
2. The applicant intends to rezone the subject property to facilitate the future redevelopment of the properties which includes the renovation of the adjacent apartments to the east. The applicant plans to renovate the adjacent multi-family apartments, at 1152 East Elm Street, to increase units. A portion of the subject property will be redeveloped for required off-street parking. The remainder of the property will remain single-family rentals, however, this portion of property is being planned for a future redevelopment of multi-family apartments.
3. The GR, General Retail district, will allow for a uniform zoning district across the entire property that the applicant owns in this area which will allow the redevelopment without bufferyard conflicts and other development issues. The COD has restricted all other uses except residential uses.
4. The redevelopment of the subject property for a stand-alone multi-family will require a future conditional use permit be approved for dwelling units located on the first-floor frontage. The applicant is aware of this requirement and intends to pursue a CUP before the subject property is redeveloped.
5. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
6. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
7. The range of uses in the proposed GR district and COD is compatible with the uses permitted on other property in the immediate vicinity.
8. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
9. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.

10. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.
11. A reasonably viable economical use of the subject property will not be precluded if the proposed rezoning is denied.
12. The proposed rezoning was reviewed by City departments and comments are contained in the staff report.
13. The applicant held a neighborhood meeting on December 22, 2025, regarding the rezoning request. A summary of the meeting is attached (Attachment 2).
14. The public notice was advertised in the News-Leader at least 15 days prior to the public hearing. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners within 185 feet.

STAFF RECOMMENDATION: Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Institutional & Employment Center placetype and on the finding of facts above.

Submitted By: Michael Sparlin, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/30/2026

Attachments:

1. Z-2-2026 COD 283 - 1138, 1142, and 1148 E Elm St and 512 and 516 S Florence Ave
2. Z-2-2025 COD 283_exhA
3. Z-2-2026 COD 283_exhB
4. Z-2-2026 COD 283_exhC
5. Z-2-2026 COD 283_exhD

One-rdg. _____
P. Hrngs. X
Pgs. 24
Filed: 02-03-26

Sponsored by: Jenson

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-037

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield Land Development Code, Section 36-306, 'Official
2 zoning map and rules for interpretation,' by rezoning approximately
3 0.56 acres of property generally located at 1138, 1142, and 1148
4 East Elm Street and 512 and 516 South Florence Avenue from R-
5 HD, High-Density Multifamily District and UN, University Combining
6 District, to GR, General Retail District and UN, University
7 Combining District; establishing Conditional Overlay District No.
8 283; and adopting an updated Official Zoning Map.
9 _____

10
11 WHEREAS, an application has been filed for a zoning change of the property
12 generally located at 1138, 1142, and 1148 East Elm Street and 512 and 516 South
13 Florence Avenue from R-HD, High-Density Multifamily District and UN, University
14 Combining District, to GR, General Retail District and UN, University Combining District,
15 and establishing Conditional Overlay District No. 283; and
16

17 WHEREAS, Conditional Overlay District No. 283 shall modify the requirements of
18 the Springfield Land Development Code Section 36-421, GR – General retail district, by
19 requiring that the property described in "Exhibit B" comply with the requirements
20 described in "Exhibit A," both attached hereto and incorporated herein by this reference;
21 and
22

23 WHEREAS, following proper notice, the Planning and Zoning Commission held a
24 public hearing on January 15, 2026, a copy of the Record of Proceedings from said
25 public hearing being attached hereto and incorporated herein by this reference as
26 "Exhibit C," and said Commission made a recommendation of approval by a vote of 9 to
27 0; and
28

29 WHEREAS, the City has reviewed the applicant's request and prepared a staff
30 report concerning the application, which is attached hereto and incorporated herein by
31 this reference as "Exhibit D"; and
32

33 WHEREAS, proper notice was given of a public hearing before City Council, and

34 said hearing was held in accordance with the law.

35
36 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
37 SPRINGFIELD, MISSOURI, as follows, that:

38
39 Section 1 – The property generally located at 1138, 1142, and 1148 East Elm
40 Street and 512 and 516 South Florence Avenue, and described in “Exhibit B,” from R-
41 HD, High-Density Multifamily District and UN, University Combining District, to GR,
42 General Retail District and UN, University Combining District with Conditional Overlay
43 District No. 283. Springfield Land Development Code, Section 36-306, ‘Official zoning
44 map and rules for interpretation,’ is hereby amended, changed, and modified consistent
45 with this Ordinance.

46
47 Section 2 – City Council hereby establishes Conditional Overlay District No. 283,
48 which shall contain the requirements and standards provided in “Exhibit A.” The
49 requirements of Conditional Overlay District No. 283 shall modify the requirements of
50 the Springfield Land Development Code Section 36-421, GR – General retail district, by
51 requiring the property described in “Exhibit B” to comply with the requirements
52 contained in “Exhibit A.”

53
54 Section 3 – City Council hereby directs the City Manager, or designee, to update
55 the City's digital zoning map to reflect this rezoning, and City Council adopts the map
56 thereby amended as the Official Zoning Map of Springfield, Missouri, as provided for in
57 the Springfield Land Development Code, Section 36-306, ‘Official zoning maps and
58 rules of interpretation.’

59
60 Section 4 – The Official Zoning Map herein adopted shall be maintained and
61 archived in the same digital form in which this Council has approved its adoption.

62
63 Section 5 – This Ordinance shall be in full force and effect from and after
64 passage.

65
66 Passed at meeting: _____

67
68
69 _____
70 Mayor

71 Attest: _____, City Clerk

72
73 Filed as Ordinance: _____

74
75 *Laura Vales*
76 Approved as to form: _____, Assistant City Attorney

77
78 *[Signature]*
79 Approved for Council action: _____, City Manager

EXHIBIT A
CONDITIONAL OVERLAY DISTRICT PROVISIONS
ZONING CASE Z-2-2026 COD 283

The requirements of Section 36-421 of the Springfield Zoning Ordinance shall be modified herein for development within this district to include the following:

1. The following uses shall be permitted:
 - a) Any residential dwellings existing at the time the district is mapped. As conforming uses, such a dwelling can be expanded or, if destroyed, replaced with another dwelling of the same type within 18 months of being destroyed.
2. The following conditional uses may be permitted provided it meets the provisions of, and a conditional use permit is issued:
 - a) Residential uses on the first-floor frontage of a building.

EXHIBIT B
LEGAL DESCRIPTION

All of Lots One (1) through Five (5) of Hutlers Subdivision, in the City of Springfield,
Greene County, Missouri.

EXHIBIT C
RECORD OF PROCEEDINGS
Planning and Zoning Commission – January 15, 2026

Z-2-2026 COD 283

1138, 1142 & 1148 East Elm Street and 512 & 516 South Florence Avenue

Applicant: One Hundred Two Glenstone Inc., Terry Tacke, 1130 E. Elm, LLC, and 1142 E. Elm, LLC

Mr. Sparlin states that this is a request to rezone approximately 0.56 acres from R-HD, High-Density Multi-family Residential District and UN, University Combining District to GR, General Retail with Conditional Overlay District 283 and University Combining District.

Commissioner Gunther asked which specific structures would be renovated versus demolishing for parking and Mr. Neal pointed out the existing multi-family building at 1152 East Elm would be renovated, and one single-family home on the rezone area would be utilized for off-street parking.

Commissioner Scott questioned about the Conditional Use Permit for first-floor residential and why it could not be processed concurrently with the rezoning and was told that the developer is not ready and is setting up for future development. Further clarification was requested on whether existing residential houses would require a CUP under the proposed General Retail District (GR) zoning and Mr. Neal stated that with the way the General Retail District (GR) is written, any residential dwellings that exist at the time of mapping, can remain.

Commissioner Doennig opened the public hearing.

Mr. Daniel Richards, 1200 E. Woodhurst Drive and represents the developer noting that it is a complicated zoning case, but they want to remodel the New Way apartment complex which currently has 14 units but want to change it to 20 units that requires additional parking.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Knuckles moved to approve Z-2-2026 COD 283; Commissioner Pauly seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Jacquez, Commissioner Pauly, Commissioner Scott, Commissioner Gunther, Commissioner Knuckles, Commissioner Souliere, Commissioner Hunton, and Commissioner McClure. Nays: None. Absent: None. Abstain: None.



Bob Hosmer, AICP
Planning Manager



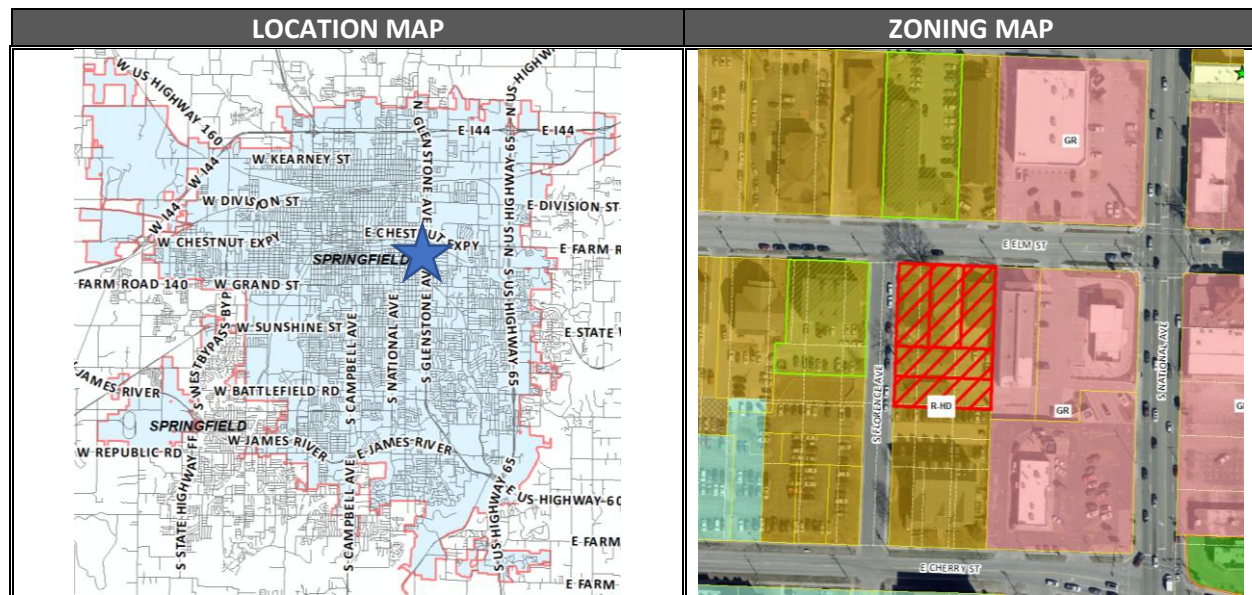
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION:

Case Number:	Z-2-2026 with Conditional Overlay District No. 283
Location:	1138, 1142 & 1148 East Elm Street and 512 & 516 South Florence Avenue
Total Acres:	0.56 acres
Applicant:	One Hundred Two Glenstone Inc, Terry Tacke, 1130 E Elm LLC, 1142 E Elm LLC
Existing Land Use:	Multi-family apartment, single-family residences
Neighborhood Meeting:	December 22, 2025
Planning and Zoning Commission:	January 15, 2026
City Council:	February 9, 2026
Public Notification:	Mail, posted property, and legal in the Springfield News-Leader
Staff:	Michael Sparlin, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-2-2026 with Conditional Overlay District No. 283 as set forth in Attachment 1 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

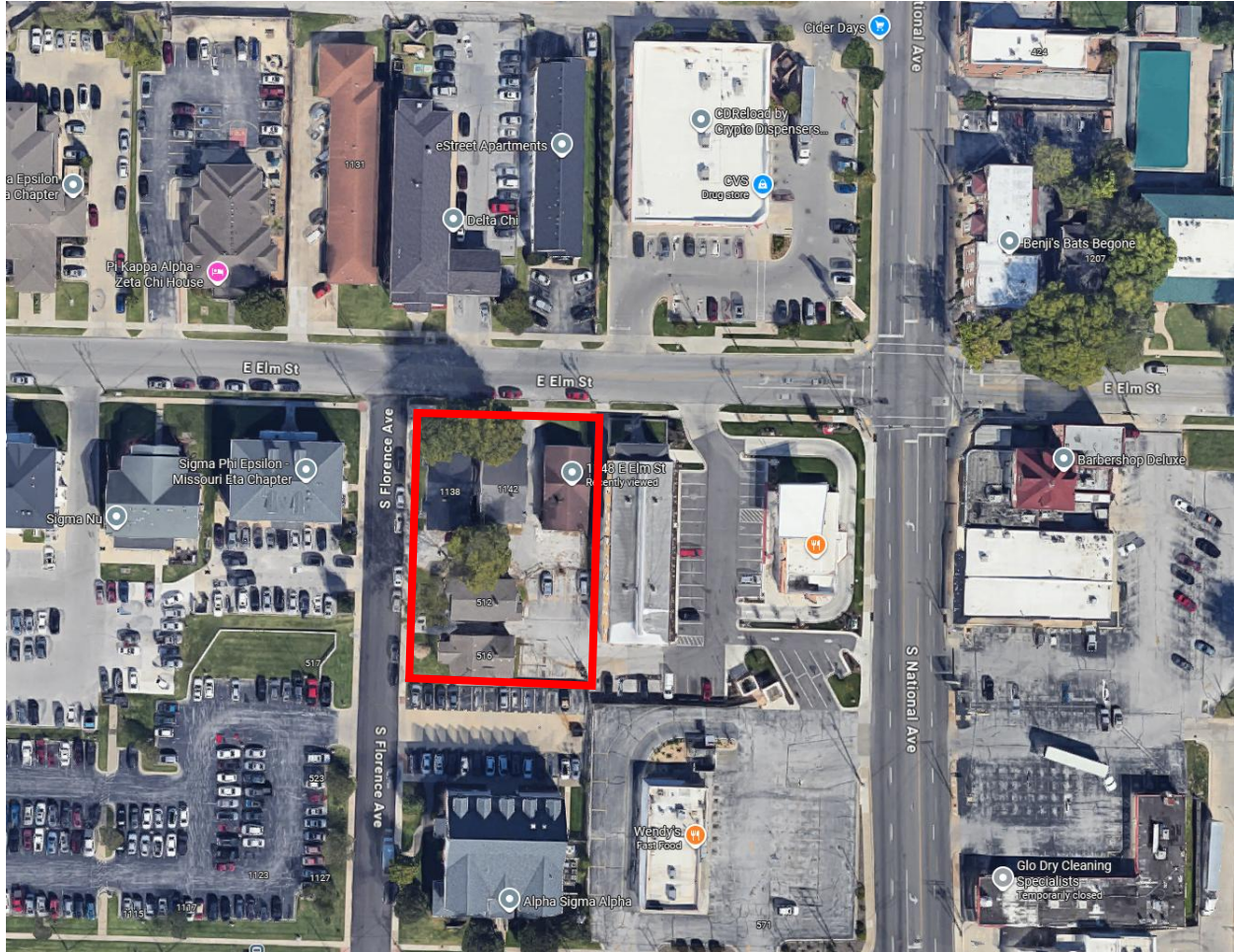
PROJECT SUMMARY:

Request to rezone approximately 0.56 acres generally located at 1138, 1142 and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High-Density Multi-family Residential District and UN, University combining district to GR, General Retail with Conditional Overlay District 283 and University Combining District.

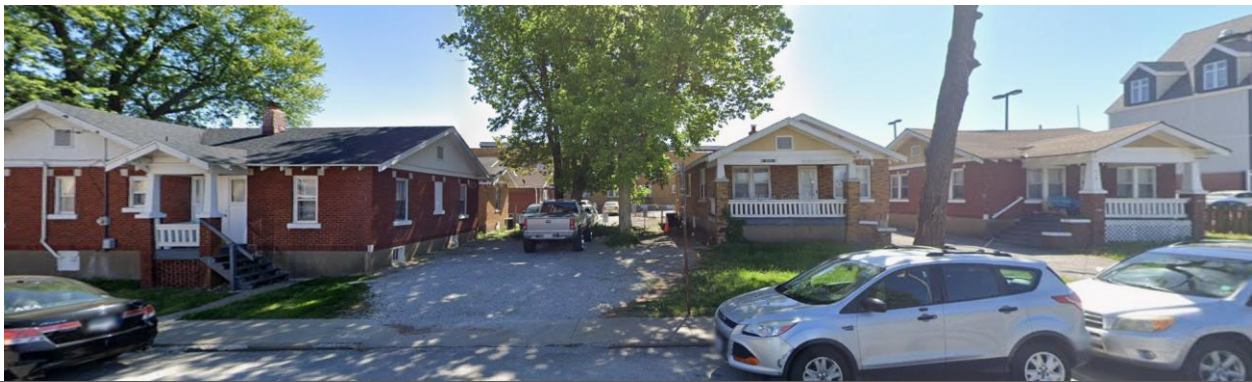


DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE STREETVIEW:



PROPERTY HISTORY:

The subject property was zoned R-HD in the 1995 city-wide remapping.

DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

- 1) Findings by the commission.
 - (a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:
 1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
 2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
 3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
 4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
 5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
 6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
 7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
 8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR GR DISTRICT
Use Limitations	(a) All outdoor automobile parking areas used for the purpose of retail or wholesale storage or sale of motorized or commercial vehicles shall be prohibited. Other outdoor activities that are not specifically permitted may only be allowed as an accessory use to the permitted uses as provided in subsection 36-421(2), permitted uses, as follows: 1. If any portion of the premises abuts any residential zoning district, the outdoor activities may be permitted, provided they meet the provisions of, and a conditional use permit is issued pursuant to Section 36-363, conditional use permits, of this article. A building permit(s) showing compliance with all applicable codes and ordinances may be required as determined by the director of building development services. 2. If the premises abuts only nonresidential zoning districts, the outdoor activities may be permitted. A conditional use permit will not be required. A

DEVELOPMENT REVIEW STAFF REPORT

	building permit(s) showing compliance with all applicable codes and ordinances may be required as determined by the director of building development services. (b) No outdoor storage except as provided in subsection 36-421(2), permitted uses, and subsection 36-421(3), conditional uses. (c) All uses shall operate in accordance with the noise standards contained in section 36-485, noise standards. (d) No use shall emit an odor that creates a nuisance as determined by Springfield City Code. (e) Uses on parcels not served by public water and public sewer shall meet the requirements of subsection 36-303(22). (f) Streets through an adjacent residential area shall not be used to provide principal access for truck traffic to any nonresidential use in this district except on streets classified as expressways, arterials, or collectors.
Minimum Lot Size	Not applicable to the GR, General Retail District
Maximum Height	Not applicable to the GR, General Retail District
Bulk Plane	All structures shall remain below a 30-degree bulk plane as measured from the boundaries of R-SF or R-TH districts.
Minimum Yard Requirements	Front yards – 25 feet when fronting on a street classified as collector or higher, or as required by Section 36-453, Supplemental open space, and yard regulations. 15 feet when fronting a street classified as local, or as required by Section 36-453. The front yard setback may be reduced below the minimum required above if a Conditional Use Permit is approved in accordance with Section 36-363, Conditional use permits, or if a preliminary plat is approved in accordance with the City's subdivision regulations. Side yards – None, except as required by Section 36-453 and the bufferyard requirements contained in Section 36-482, Landscaping and bufferyards. Rear yards – None, except as required by the bufferyard requirements contained in Section 36-482.
Minimum Open Space	Not less than 20 percent of the gross site area shall be devoted to open space, including required yards and bufferyards unless modified in accordance with subsection 36-482 (15). Open space shall not include areas covered by buildings, structures, parking, storage, loading and other paved areas and internal streets or areas containing plants for display and sale. Open space shall contain living ground cover and other landscaping materials.

DEVELOPMENT REVIEW STAFF REPORT

Design Requirements	(a) A site plan, meeting the requirements of Section 36-360, Site plan review, shall be submitted and approved. (b) A landscape plan, meeting the requirements of Sections 36-482 and 36-483, Off-street parking and loading design standards, shall be submitted, and approved. (c) Off-street parking and vehicular use areas shall be screened from all residential uses, in accordance with Section 36-480, Screening and fencing. (d) Refuse storage areas shall be screened from view in accordance with Section 36-480. (e) Mechanical and electrical equipment, including air conditioning units, shall be screened from view in accordance with Section 36-480. (f) Lighting shall be designed to reflect away from any adjacent residential area and in accordance with Section 36-484, Lighting standards. (g) Accessory buildings and structures shall meet the requirements of Section 36-450, Accessory structures and uses.
Buffering and Landscaping	Future development must comply with the interior and perimeter landscaping requirements, as applicable to a future site plan, per subsections 36-482 (9) (a) and (b), unless the property owner opts to utilize the point system described in subsection 36-482 (10) instead. .

COMPATIBILITY WITH COMPREHENSIVE PLAN:

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the north portion of the subject property as the Institutional & Employment Center placetype.

This placetype contains a variety of major medical and office parks, and a collection of institutional and employer campuses. Large campuses are supported by small commercial sales and service business, and a mix of community-orientated amenities. Student housing is also a common component. In the case of universities or colleges, along with mixed housing types located along the fringes and transitional areas, providing housing near major employers is important. Areas within this placetype act as centers of culture, education, and business development, while providing numerous employment opportunities for residents of Springfield and others from the region. As Institutional and Employment Centers provide vital jobs and services to the entire metro area, multimodal accessibility and public transit connectivity are key components of this placetype. Underutilized parcels are assembled and redeveloped into more intense supporting uses or higher density housing developments

DEVELOPMENT REVIEW STAFF REPORT

where appropriate, to increase activity within the center. Planning for Institutional and Employment Center placetype focuses on infrastructure and corridor improvements to facilitate traffic flow, multimodal connectivity, and streetscaping improvements, needed to enhance the character and connectivity of key corridors. As these centers of activity receive high volumes of visitors and commuters into the City, it is essential that the quality of development and visual appeal of the corridors remain attractive and representative of the City's desired image.

Primary Land Uses:

- Universities, colleges, and vocational schools
- Government, healthcare, and institutional facilities

Supporting Land Uses:

- Single-family detached
- Single-family attached
- Multi-family
- Parks, greenways, and open space
- Sports complexes and recreational facilities
- Office, hospitality, retail sales and service
- Maker, artisan, and innovations spaces
- Public and private schools and places of worship

Characteristics

TRANSPORTATION & INFRASTRUCTURE

- Access management is improved for vehicles through curb cut consolidation and cross-access between commercial properties, reducing traffic conflicts and backups.
- Electric vehicle charging facilities, pedestrian and bicycle infrastructure, and automated vehicle parking and loading spaces are integrated along major corridors, installed at key destinations, and incorporated into private development plans.
- As technology, trends, and funds permit, utilities are buried or consolidated along rear property lines, reducing conflicts with street trees, pedestrian infrastructure, and viewsheds.
- Transit service is expanded along key commercial corridors over the long term with bus stops enhanced with shelters and live timetables.
- The pedestrian environment is enhanced with expanded sidewalks and pedestrian infrastructure, such as benches, pedestrian-scaled lighting, and street trees.
- Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.

URBAN DESIGN - BUILDING AND SITE TYPOLOGY:

- Parking should be located behind or beside the primary buildings with abundant landscaping and screening to encourage greater interest and interaction between the adjoining street and the building, that contributes to community-wide quality of place.

DEVELOPMENT REVIEW STAFF REPORT

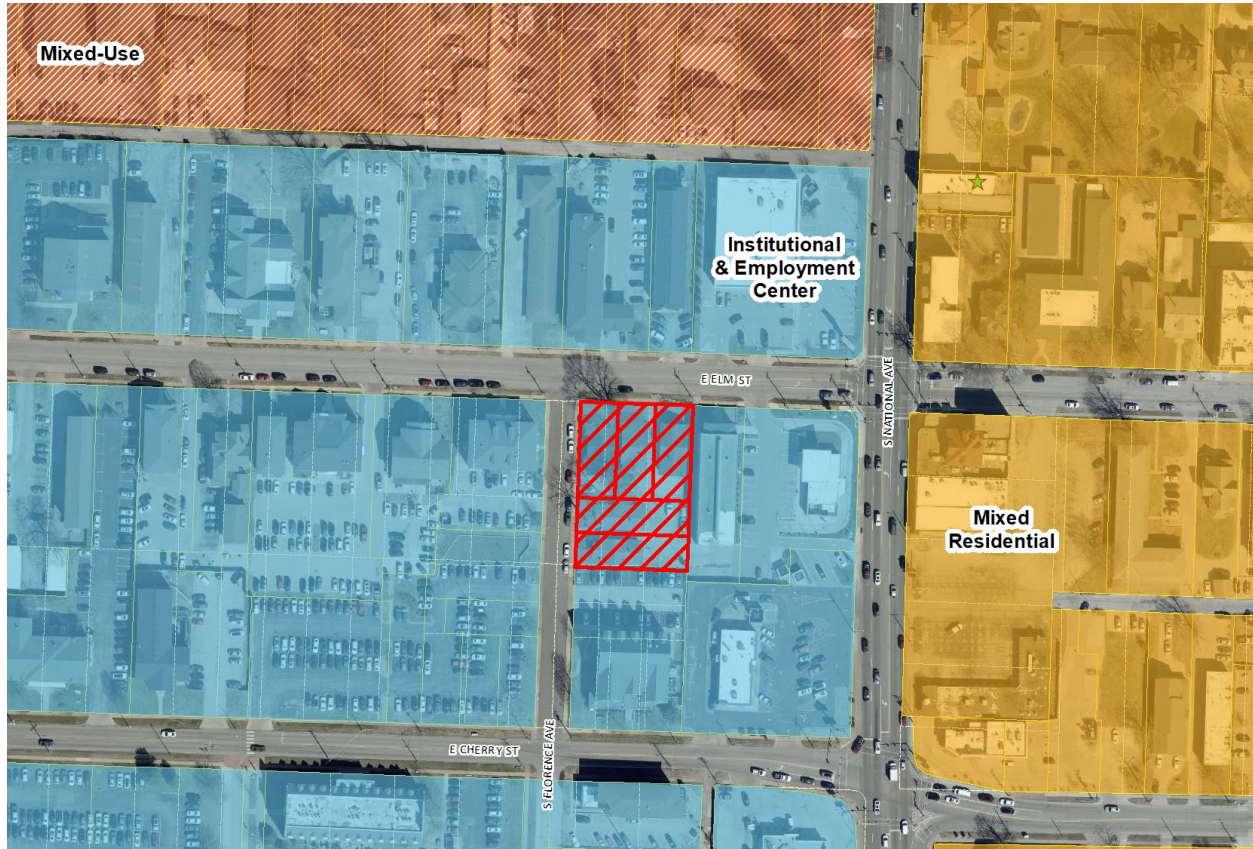
- Pedestrian pathways within large parking lots provide safe access to business entrances.
- Character is enhanced by gateway features, landscaping, and branding elements, particularly within university, health care campuses, and innovation districts, to identify entry into campus areas.
- A greater focus on site design, parking access, massing, and building orientation are adopted to ensure development that is complementary to adjacent lower density residential development.
- Lighting, signage, landscaping, mail, and delivery accommodations should also be proactively incorporated into the site design.
- Multi-story buildings designed with active ground floor spaces should be visible and inviting with a high degree of transparency using clear glass windows and doors to increase a vibrant pedestrian environment.
- Use of quality materials, construction methods, workmanship, and design should be incorporated into new development and redevelopment.
- A mix of building heights is supported through structured site and building design strategies to soften the impact on adjacent lower intensity residential development.
- Design should avoid the placement of mechanical equipment along major roadways or should be completely screened, along with adequate spacing for storage of waste receptacles.

TRANSITIONS:

- Strong connections to local universities, innovation districts, and neighborhoods are established through branding and connectivity.
- More intense institutional and employment uses and supporting uses are sufficiently separated and buffered from lower intensity residential uses.

DEVELOPMENT REVIEW STAFF REPORT

FUTURE PLACETYPE MAP:



PLACETYPES	LAND USES														
	Single-Family Detached	Single-Family Attached	Multi-family	Parks & Open Space	Sports Complexes & Recreational Facilities	Urban Agriculture	Office, Hospitality, Retail Sales & Service	Neighborhood Commercial	Maker, Artisan & Innovation Spaces	Universities, Colleges & Vocational Schools	Government, Health Care & Institutional Facilities	Personal Storage, Outdoor Sales & Service	Light Industry	Warehousing & Distribution Facilities	Heavy Industry & Manufacturing
Residential Neighborhood	●	○	◇	○	◇	◇	○								
Mixed Residential	●	●	●	○	◇	◇	○								
Downtown			●	○	○	○	●	○	○	○					
Mixed-Use	○	○	●	○	○	○	●	○	○	○					
City Corridor			●	○	○	○	●	○	○	○	○				
Institutional & Employment Center			○	○	○	○	○	○	○	○	○				
Business Flex				○	○	○	○	○	○	○	○	○	○	○	○
Industry & Logistics				○	○	○	○	○	○	○	○	○	○	○	○
Urban Green Space & Recreation			●	●	○										

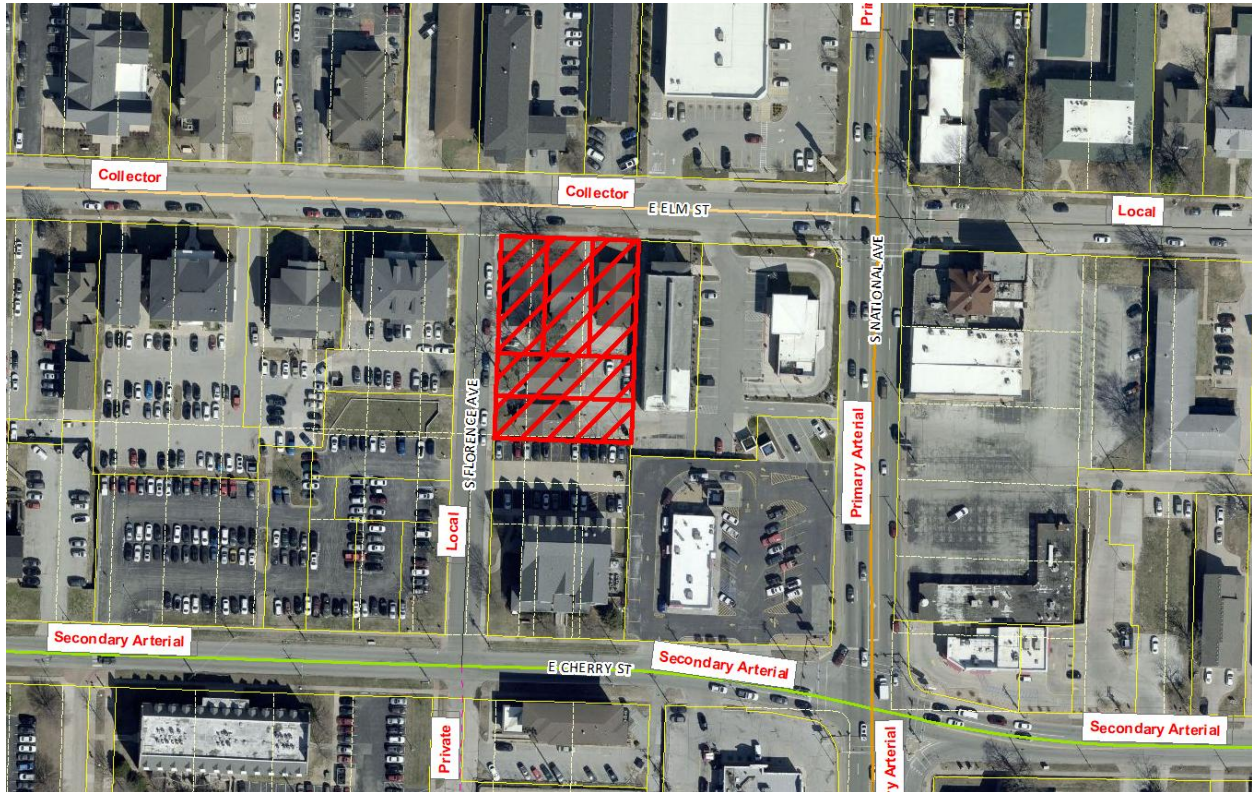
● **Primary Land Use:**
More prominent and play a pivotal role in characterizing that placetype

○ **Supporting Land Use:**
Less prevalent and serve to support the primary land use.

◇ **Low Intensity Supporting Land Use:**
Less prevalent and serve to support the primary use at neighborhood scale

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	R-HD/UN	R-HD/UN	GR	R-HD/UN
LAND USE	Multi-family residences	Multi-family residences	Multi-family residences	Multi-family residences
PLACETYPES	Institutional & Employment Center	Institutional & Employment Center	Institutional & Employment Center	Institutional & Employment Center

DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

CITY UTILITIES:

No issues

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

DEVELOPMENT REVIEW STAFF REPORT

No issues with rezoning regarding public sewer. Replating the properties may have additional requirements.

FIRE DEPARTMENT:

No Comments at this time.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	E Elm Street	Collector	City	30	25	NA	Yes	Yes	Yes
Street 2	S Florence Avenue	Local	City	25	20	NA	Yes	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near the property. There are bus stops on Elm Street near the property.

IMPROVEMENTS - No improvements are required for this rezoning. A Traffic Impact Study (TIS) is not required for rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

	Drainage Basin	Fee in Lieu Flood Control	Fee in Lieu Water Quality	Stream Buffer	Sinkhole or Watershed	Floodplain/ Floodway
1138 E Elm St	Jordan Creek South Branch	No, Existing Impervious	No	No	No	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

1. Site is primarily existing impervious area. Reduction of impervious area does not trigger detention for flood control.

WATER QUALITY REQUIREMENTS

N/A

FLOODPLAIN

N/A

NATURAL CHANNEL & STREAM BUFFERS

N/A

SINKHOLES & KARST FEATURES

N/A

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 0.56 acres generally located at 1138, 1142 and 1148 East Elm Street and 512 and 516 South Florence Avenue from R-HD, High-Density Multi-family Residential District and UN, University Combining District to GR, General Retail with Conditional Overlay District 283 and University Combining District.
2. The applicant intends to rezone the subject property to facilitate the future redevelopment of the properties which includes the renovation of the adjacent apartments to the east. The applicant plans to renovate the adjacent multi-family apartments, at 1152 East Elm Street, to increase units. A portion of the subject property will be redeveloped for required off-street parking. The remainder of the property will remain single-family rentals, however, this portion of property is being planned for a future redevelopment of multi-family apartments.
3. The GR, General Retail district will allow for a uniform zoning district across the entire property that the applicant owns in this area which will allow the redevelopment without bufferyard conflicts and other development issues. The COD has restricted all other uses except residential uses.
4. The redevelopment of the subject property for stand-alone multi-family will require a future conditional use permit be approved for dwelling units located on the first-floor frontage. The applicant is aware of this requirement and intends to pursue a CUP before the subject property is redeveloped.
5. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
6. There are few changing conditions in the area affected that make the proposed rezoning necessary. Minor development of property within the vicinity has been occurring.
7. The range of uses in the proposed GR district and COD is compatible with the uses permitted on other property in the immediate vicinity.
8. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
9. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
10. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.
11. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.

DEVELOPMENT REVIEW STAFF REPORT

12. The proposed rezoning was reviewed by City departments and comments are contained in the staff report (above).
13. The applicant held a neighborhood meeting on December 22, 2025, regarding the rezoning request. A summary of the meeting is attached (Attachment 2).
14. The public notice was advertised in the News-Leader at least 15 days prior to the public hearing. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners within 185 feet.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Institutional & Employment Center placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.

DEVELOPMENT REVIEW STAFF REPORT

ATTACHMENT 1

CONDITIONAL OVERLAY DISTRICT PROVISIONS NO. 283

The requirements of Section 36-421 of the Springfield Zoning Ordinance shall be modified herein for development within this district to include the following:

1. The following uses shall be permitted:
 - a) Any residential dwellings existing at the time the district is mapped. As conforming uses, such a dwelling can be expanded or, if destroyed, replaced with another dwelling of the same type within 18 months of being destroyed.
2. The following conditional uses may be permitted provided it meets the provisions of, and a conditional use permit is issued:
 - a) Residential uses on the first-floor frontage of a building.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: R-HD to GR
(existing zoning) (proposed zoning)
2. Meeting Date & Time: December 22, 2025; 4-6:30 pm
3. Meeting Location: Fire Station #1 Community Room 720 E Grand, Springfield, MO 65807
4. Number of invitations that were sent: 99
5. How the mailing list was generated: City of Springfield
6. Number of neighbors in attendance (attach a sign-in sheet): 3
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

Three neighbors came and asked general questions about the rezone. The neighbors did not communicate any issues with rezoning the property from R-HD to GR.

8. List or attach the written comments and how you plan to address any issues:

The only written comment stated, "No issues".

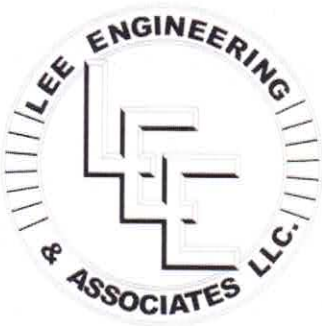
I, Martha Middleton (print name), attest that the neighborhood meeting was held on 12/22/2025 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."

Martha Middleton

Signature of person completing affidavit

Martha Middleton

Printed name of person completing affidavit



LEE ENGINEERING AND ASSOCIATES, L.L.C.

CIVIL ENGINEERING & DESIGN

1200 E. WOODHURST DR., SUITE D200, SPRINGFIELD, MO 65804
TELEPHONE: (417) 886-9100 • FACSIMILE: (417) 886-9336 • drichards@leeengineering.biz

COMMENT SHEET

Neighborhood Meeting

Monday, December 22, 2025

Re: Rezone, 1138, 1142, 1148 E Elm St & 512, 516 S Florence Ave, Springfield, MO

NAME	ADDRESS	PHONE
Arthur Marx	1150 E Walnut	

COMMENTS:

No issues



EXPLANATION TO COUNCIL BILL 2026-038 (HORTON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.4 acre of property generally located at 3005 West Chestnut Expressway from GM, General Manufacturing District, to IC, Industrial Commercial District; and adopting an updated Official Zoning Map. (By: ABC Supply Co., Inc.; 3005 W. Chestnut Expressway; Z-8-2026).

PURPOSE: Amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.4 acre generally located at 3005 West Chestnut Expressway from GM, General Manufacturing District to IC, Industrial Commercial District (Staff and Planning and Zoning Commission recommend approval).

BACKGROUND INFORMATION:

ZONING CASE NUMBER Z-8-2026

The applicant is requesting to rezone approximately 0.4 acre generally located at 3005 W. Chestnut Expressway from GM, General Manufacturing District to IC, Industrial Commercial District. The applicant intends to operate retail sales uses on the subject property. The existing GM district does not allow retail sales as a primary use.

REMARKS: The Planning and Zoning Commission held a public hearing on January 15, 2026, and recommended approval, by a vote of 9 to 0.

The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the Business Flex placetype. This placetype includes areas with an eclectic mix of light industrial, office, storage, warehouse, and distribution centers, complemented by the occasional commercial sales and services. The property is proposed to allow IC uses, which would allow more commercial sales and services that is intended to complement the existing uses in the area.

2. This application is consistent with the Business Flex placetype that lists retail sales as a supporting land use.
3. Located in expanded areas adjacent to higher, more intense industrial uses and city corridors, Business Flex provides support services, sales, service, and supply of goods to consumers and contractors, where high visibility road frontage is not a priority. The IC uses have the ability to support the uses in this area while not dominating or needing high visibility.
4. The IC district is intended to allow industrial operations and activities in combination with commercial uses in those areas where the combination of such uses is consistent with adopted policies and plans.
5. The range of uses in the proposed IC district is compatible with the uses permitted on other property in the immediate vicinity.
6. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
7. There are few changing conditions in the area affected that make the proposed rezoning necessary.
8. The range of uses in the proposed IC district is compatible with the uses permitted on other property in the immediate vicinity.
9. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
10. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
11. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.
12. A reasonably viable economical use of the subject property will not be precluded if the proposed rezoning is denied.

STAFF RECOMMENDATION: Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Business Flex placetype and on the finding of facts above.



Submitted By: Daniel Neal, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/30/2026

- Attachments:**
1. Z-8-2026 3005 West Chestnut Expressway
 2. Z-8-2026_exhA
 3. Z-8-2026_exhB
 4. Z-8-2026_exhC

One-rdg. _____
P. Hrngs. X
Pgs. 22
Filed: 02-03-26

Sponsored by: Horton

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-038

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield Land Development Code, Section 36-306, 'Official
2 zoning map and rules for interpretation,' by rezoning approximately
3 0.4 acre of property generally located at 3005 West Chestnut
4 Expressway from GM, General Manufacturing District, to IC,
5 Industrial Commercial District; and adopting an updated Official
6 Zoning Map.
7 _____
8

9 WHEREAS, an application has been filed for a zoning change of the property
10 generally located at 3005 West Chestnut Expressway from GM, General Manufacturing
11 District, to IC, Industrial Commercial District; and
12

13 WHEREAS, following proper notice, the Planning and Zoning Commission held a
14 public hearing on January 15, 2026, a copy of the Record of Proceedings from said
15 public hearing being attached hereto and incorporated herein by this reference as
16 "Exhibit B," and said Commission made a recommendation of approval by a vote of 9 to
17 0; and
18

19 WHEREAS, the City has reviewed the applicant's request and prepared a staff
20 report concerning the application, which is attached hereto and incorporated herein by
21 this reference as "Exhibit C"; and
22

23 WHEREAS, proper notice was given of a public hearing before City Council, and
24 said hearing was held in accordance with the law.
25

26 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
27 SPRINGFIELD, MISSOURI, as follows, that:
28

29 Section 1 – The property generally located at 3005 West Chestnut Expressway
30 and described in "Exhibit A," which is attached hereto and incorporated herein by this
31 reference, is hereby rezoned from GM, General Manufacturing District, to IC, Industrial
32 Commercial District. Springfield Land Development Code, Section 36-306, 'Official
33 zoning map and rules for interpretation,' is hereby amended, changed, and modified

34 consistent with this Ordinance.

35
36 Section 2 – City Council hereby directs the City Manager, or designee, to update
37 the City's digital zoning map to reflect this rezoning, and City Council adopts the map
38 thereby amended as the Official Zoning Map of Springfield, Missouri, as provided for in
39 the Springfield Land Development Code, Section 36-306, 'Official zoning maps and
40 rules of interpretation.'

41
42 Section 3 – The Official Zoning Map herein adopted shall be maintained and
43 archived in the same digital form in which this Council has approved its adoption.

44
45 Section 4 – This Ordinance shall be in full force and effect from and after
46 passage.

47
48 Passed at meeting: _____

49
50 _____
51 Mayor

52
53 Attest: _____, City Clerk

54
55 Filed as Ordinance: _____

56
57 Approved as to form: Laura Vales, Assistant City Attorney

58
59
60 Approved for Council action: [Signature], City Manager
61

EXHIBIT A
LEGAL DESCRIPTION

ALL THAT PART OF THE WEST HALF (W1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION SIXTEEN (16), TOWNSHIP TWENTY-NINE (29) NORTH, RANGE TWENTY-TWO (22) WEST OF THE FIFTH PRINCIPAL MERIDIAN, CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE EXISTING NORTH RIGHT-OF-WAY LINE OF CHESTNUT EXPRESSWAY LYING 50 FEET NORTH OF THE SOUTHEAST CORNER OF THE WEST HALF (W1/2) OF THE SOUTHWEST QUARTER (SW1/4) OF THE SOUTHEAST QUARTER (SE1/4) OF SECTION SIXTEEN (16), TOWNSHIP TWENTY-NINE (29), RANGE TWENTY-TWO (22); THENCE NORTH 88°27'58" WEST, ALONG AND WITH SAID NORTH LINE, A DISTANCE OF 11.54 FEET TO THE WEST RIGHT-OF-WAY OF HILLCREST AVENUE AND THE POINT OF BEGINNING; THENCE CONTINUE NORTH 88°27'58" WEST, A DISTANCE OF 112.14 FEET TO A 1/2 INCH REBAR SET WITH CAP ON THE NORTH RIGHT-OF-WAY LINE OF CHESTNUT EXPRESSWAY; THENCE NORTH 03°47'00" EAST, A DISTANCE OF 172.13 FEET TO A 1/2 INCH REBAR SET WITH CAP; THENCE SOUTH 88°55'13" EAST, A DISTANCE OF 106.91 FEET TO A 1/2 INCH REBAR SET WITH CAP ON THE WEST RIGHT-OF-WAY LINE OF HILLCREST AVENUE; THENCE SOUTH 02°02'18" WEST, ALONG AND WITH SAID WEST LINE, A DISTANCE OF 172.85 FEET TO THE POINT OF BEGINNING; ALL IN GREENE COUNTY, MISSOURI.

EXHIBIT B
RECORD OF PROCEEDINGS
Planning and Zoning Commission – January 15, 2026

Z-8-2026
3005 West Chestnut Expressway
Applicant: ABC Supply Co., Inc.

Mr. Neal states that this is a request to rezone approximately 0.4 acres from GM, General Manufacturing District to IC, Industrial Commercial District.

Commissioner Scott asked why a variance could not be used to permit retail sales in the existing General Manufacturing (GM) district, instead of requiring a rezoning and it was stated that a variance requires a hardship and they're proposing a new use and doesn't technically qualify as a hardship.

Commissioner Doennig opened the public hearing.

Mr. Randy Tidlind, 3005 W. Chestnut, representing the zoning application and here to answer any questions.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Knuckles moved to approve Z-8-2026; Commissioner Pauly seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Jacquez, Commissioner Pauly, Commissioner Scott, Commissioner Gunther, Commissioner Knuckles, Commissioner Souliere, Commissioner Hunton, and Commissioner McClure. Nays: None. Absent: None. Abstain: None.



Bob Hosmer, AICP
Planning Manager



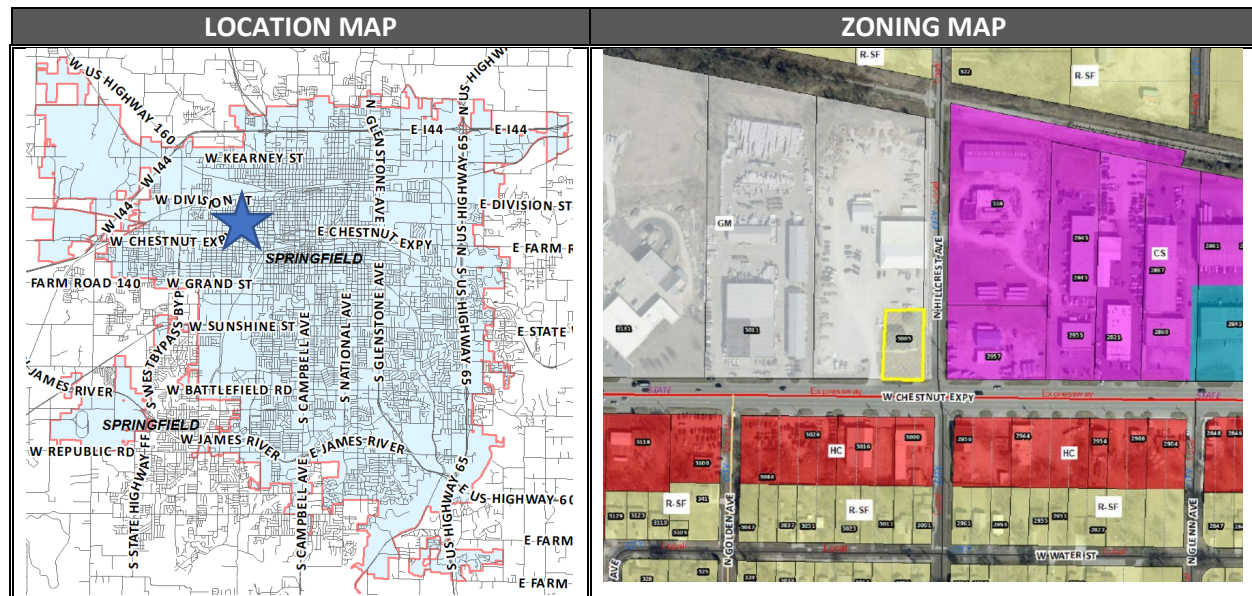
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Z-8-2026
Location:	3005 W. Chestnut Expressway
Total Acres:	0.4 acre
Applicant:	ABC Supply Co., Inc.
Existing Land Use:	Commercial services and office uses
Neighborhood Meeting:	December 19, 2025
Planning and Zoning Commission:	January 15, 2026
City Council:	February 9, 2026
Public Notification:	Mail, posted property, and legal in Springfield News-Leader
Staff:	Daniel Neal, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of rezoning case Z-8-2026 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

Request to rezone approximately 0.4 acre generally located at 3005 W. Chestnut Expressway from GM, General Manufacturing District to IC, Industrial Commercial District.

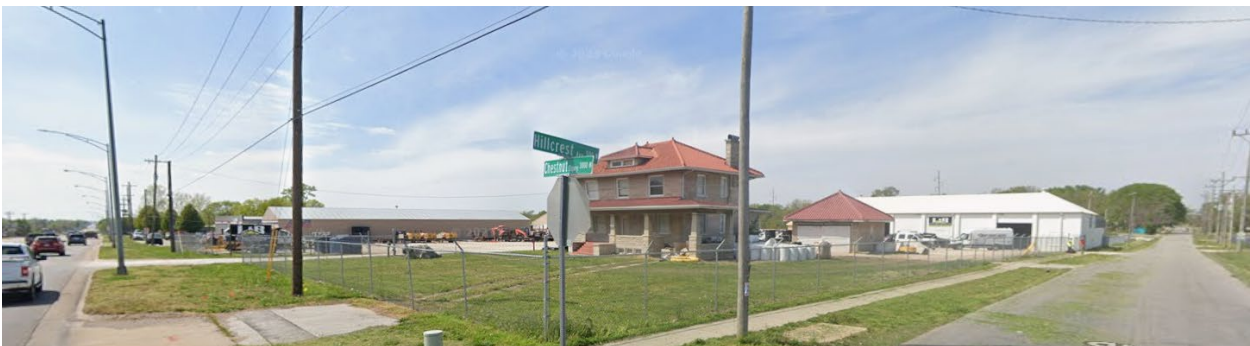


DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE STREETVIEW:



DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject property was zoned GM in the 1995 city-wide remapping.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 36-367. – Amendments

(7) Findings by the commission.

(a) Rezoning. If the application is for a reclassification of property to a different zoning district classification on the zoning map, the report of the planning and zoning commission may consider:

1. Whether the proposed zoning district classification is consistent with the Springfield Comprehensive Plan;
2. Whether there are any changed or changing conditions in the area affected that make the proposed rezoning necessary;
3. Whether the range of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity;
4. Whether adequate utility and sewer and water facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned;
5. The impact the uses, which would be permitted if the property were rezoned, will have upon the volume of vehicular and pedestrian traffic and traffic safety in the vicinity;
6. Whether the proposed rezoning would correct an error in the application of this article as applied to the subject property;
7. Whether a reasonably viable economic use of the subject property will be precluded if the proposed rezoning is denied; and
8. Information submitted at the public hearing.

ZONING ORDINANCE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR IC DISTRICT
Use Limitations	(a) No dust, particulate matter, or noxious or toxic matter of any sort shall be emitted or discharged at any time. (b) All uses shall operate in accordance with the noise standards contained in section 36-485, noise standards. (c) All industrial operations and activities, except off-street parking and loading facilities and storage, shall be conducted wholly inside a building, or buildings. (d) Storage may be maintained outside a building inside yards or rear yards if such storage area is screened from public streets, designated arterials, or greater street classifications, and from other property, except property located in an IC, LI, GM, or HM district. (e) All outdoor storage shall be at least 100 feet from any residential district boundary.

DEVELOPMENT REVIEW STAFF REPORT

	(f) No use shall emit an odor that creates a nuisance as determined by chapter 2A, article X, Springfield City Code. (g) No building shall be used for residential purposes except that a watchman or custodian may reside on the premises. (h) Uses on parcels not served by public water and public sewer shall meet the requirements of subsection 36-303(22).
Minimum Lot Size	Not applicable to the IC District
Maximum Height	Not applicable to the IC District
Bulk Plane	None, except that all structures shall remain below a 30-degree bulk plane as measured from the boundaries of any R-SF or R-TH district.
Minimum Yard Requirements	1. <i>Front yard:</i> a. Twenty-five feet along a street classified as a collector or higher classification street or as required by section 36-453, supplemental open space, and yard regulations. b. Fifteen feet along a street classified as a local street or as required by section 36-453, supplemental open space, and yard regulations. 2. <i>Side yards:</i> None, except as required by section 36-453, supplemental open space, and yard regulations, and the bufferyard requirements in subsection (8). 3. <i>Rear yards:</i> None, except as required by the bufferyard requirements in subsection (8)).
Minimum Open Space	Not less than 15 percent of the total lot area shall be devoted to open space including required yards and bufferyards unless modified in accordance with subsection 36-482(15). Open space shall not include areas covered by buildings, structures, parking, loading and other paved areas and internal streets. Open space shall contain living ground cover and other landscaping materials.
Design Requirements	(a) A site plan meeting the requirements of section 36-360, site plan review, shall be submitted and approved. (b) A landscape plan meeting the requirements of section 36-482, landscaping and bufferyards, and 36-483, off-street parking and loading area design standards, shall be submitted, and approved.

DEVELOPMENT REVIEW STAFF REPORT

	(c) All off-street parking and vehicular use areas shall be screened from all residential uses in accordance with section 36-480, screening, and fencing. (d) All outdoor storage and refuse storage areas shall be screened from view in accordance with section 36-480, screening, and fencing. (e) Mechanical and electrical equipment, including air conditioning units, shall be screened from view in accordance with section 36-480, screening, and fencing. (f) Lighting shall be designed to reflect away from any adjacent or nearby residential area and in accordance with section 36-484, lighting standards. (g) Accessory buildings and structures shall meet the requirements of section 36-450, accessory structures and uses.
Buffering and Landscaping	Whenever any development in an IC industrial commercial district is located adjacent to a different zoning district, screening and a bufferyard shall be provided in accordance with sections 36-480, screening, and fencing, and 36-482, landscaping and bufferyards.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

PLACETYPE:

The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property within the Business Flex placetype.

This placetype includes areas with an eclectic mix of light industrial, office, storage, warehouse, and distribution centers, complemented by the occasional commercial sales and services. Business Flex areas are located on secondary roadways, where good street connectivity and access to major roadways and distribution routes can be easily accessed. Located in expanded areas adjacent to higher, more intense industrial uses and city corridors, Business Flex provide support services, sales, service, and supply of goods to consumers and contractors, where high visibility road frontage is not a priority. Planning for this placetype focuses on ensuring Business Flex operations have sufficient land available to expand and grow, while not dominating corridors where high visibility, retail frontage is prioritized.

Placetypes are not as rigid as zoning districts and allow for supporting or ancillary uses which complement and enhance its sense of place; as an extension of this, a single placetype is not likely to be defined by a single zoning district or even a collection of closely related zoning districts (e.g. industrial districts), but rather a mix of tangentially related zoning districts which

DEVELOPMENT REVIEW STAFF REPORT

together form a cohesive sense of place when developed with similar character, scale, and form.

Primary Land Uses:

- Maker spaces, artisan, and innovation spaces
- Personal and outdoor storage
- Light industry
- Warehousing and distribution facilities

Supporting Land Uses:

- Parks, greenways and open space
- Sports complexes and recreational facilities
- Urban agriculture
- Office, hospitality, retail sales and service
- Universities, colleges, and vocational schools Government, healthcare and institutional facilities
- Airport, railroad, and freight facilities

Characteristics

Transportation and Infrastructure

- Access management is improved for vehicles through curb cut consolidation and cross-access between commercial properties, reducing traffic conflicts and backups.
- Electric vehicle charging facilities are integrated and incentivized into development plans.
- As technology, trends, and funds permit, utilities are buried or consolidated along rear property lines, reducing conflicts with street trees, pedestrian infrastructure, and viewsheds.
- Best management practices for stormwater management are required in development projects and within public rights-of-way, such as permeable paving, rain gardens, green roofs, native landscaping, and other low impact design strategies.
- Pedestrian and bicycle infrastructure, and micro-mobility are integrated.

Urban Design- Building and Site Typology

- Perimeter landscaping screens surface parking lots that accommodate the high number of employees, vehicles, delivery, and large truck traffic.
- Outside storage, auto oriented, or light industrial uses are screened from view from the right-of-way.
- Use of quality materials, construction methods, workmanship, and design should be incorporated into new development and redevelopment.
- A mix of building heights is supported through structured site and building design strategies to soften the impact on adjacent lower intensity residential development.
- Lighting, landscaping, signage, mail, and delivery accommodations should also be proactively incorporated into the site design.

DEVELOPMENT REVIEW STAFF REPORT

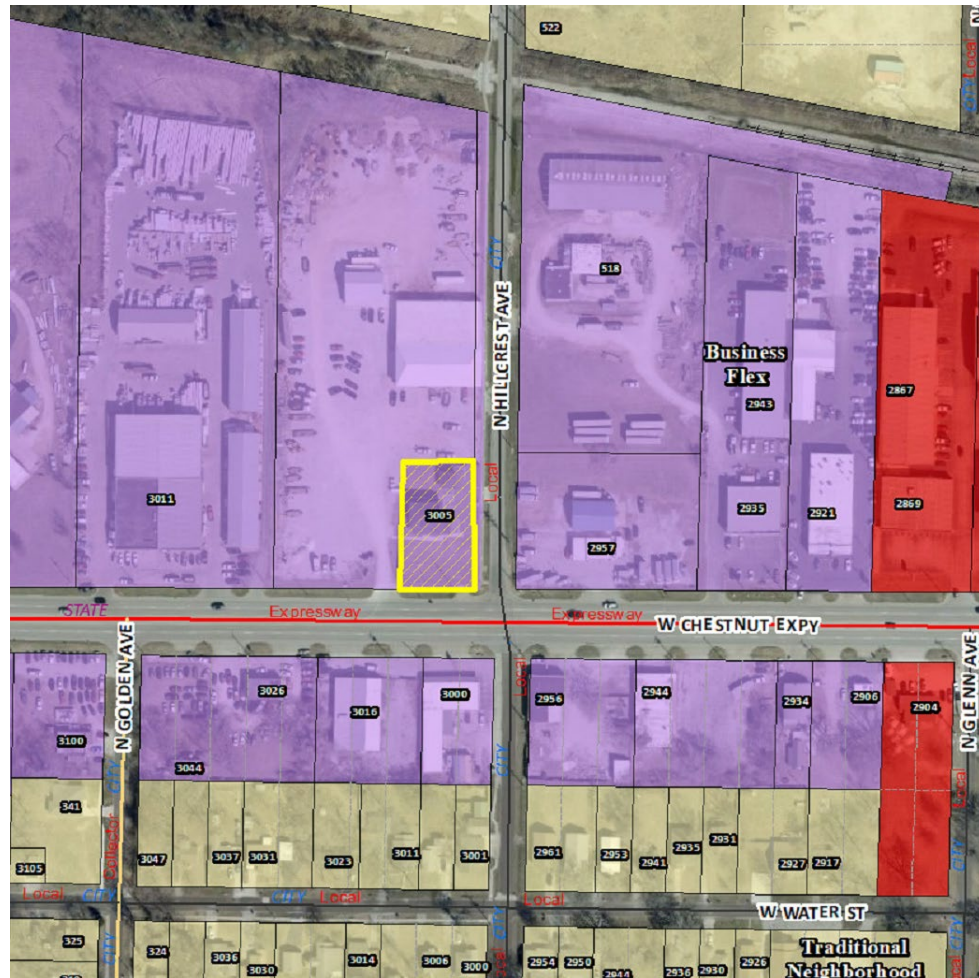
- Design should discourage the placement of mechanical equipment along major roadways or should be completely screened, along with trash receptacles, and recycling bins.

Transitions

- Appropriate site design, parking access, massing, building orientation, screening, buffering, and separation standards are adopted and used to mitigate adjacent incompatible uses.
- Commercial and smaller office uses within the placetype are directed to its perimeter to provide a gradual transition into surrounding placetypes.

DEVELOPMENT REVIEW STAFF REPORT

FUTURE PLACETYPE MAP:



PLACETYPES	LAND USES														
	Single-Family Detached	Single-Family Attached	Multi-Family	Parks & Open Space	Sports Complexes & Recreational Facilities	Urban Agriculture	Office, Hospitality, Retail Sales & Service	Neighborhood Commercial	Maker, Artisan & Innovation Spaces	Public & Private Schools & Places of Worship	Universities, Colleges & Vocational Schools	Government, Health Care & Institutional Facilities	Personal Storage, Outdoor Sales & Service	Light Industry	Warehouse & Distribution Facilities
Residential Neighborhood	●	○	◇	○	◇	◇	○								
Mixed Residential	●	●	○	○	◇	◇	○								
Downtown		●	○	○	○	○	●	○	○	○	○	○	○	○	○
Mixed-Use	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
City Corridor		○	○	○	○	○	○	○	○	○	○	○	○	○	○
Institutional & Employment Center		○	○	○	○	○	○	○	○	○	○	○	○	○	○
Business Flex			○	○	○	○	○	○	○	○	○	○	○	○	○
Industry & Logistics			○	○	○	○	○	○	○	○	○	○	○	○	○
Urban Green Space & Recreation		●	○	○	○	○	○	○	○	○	○	○	○	○	○

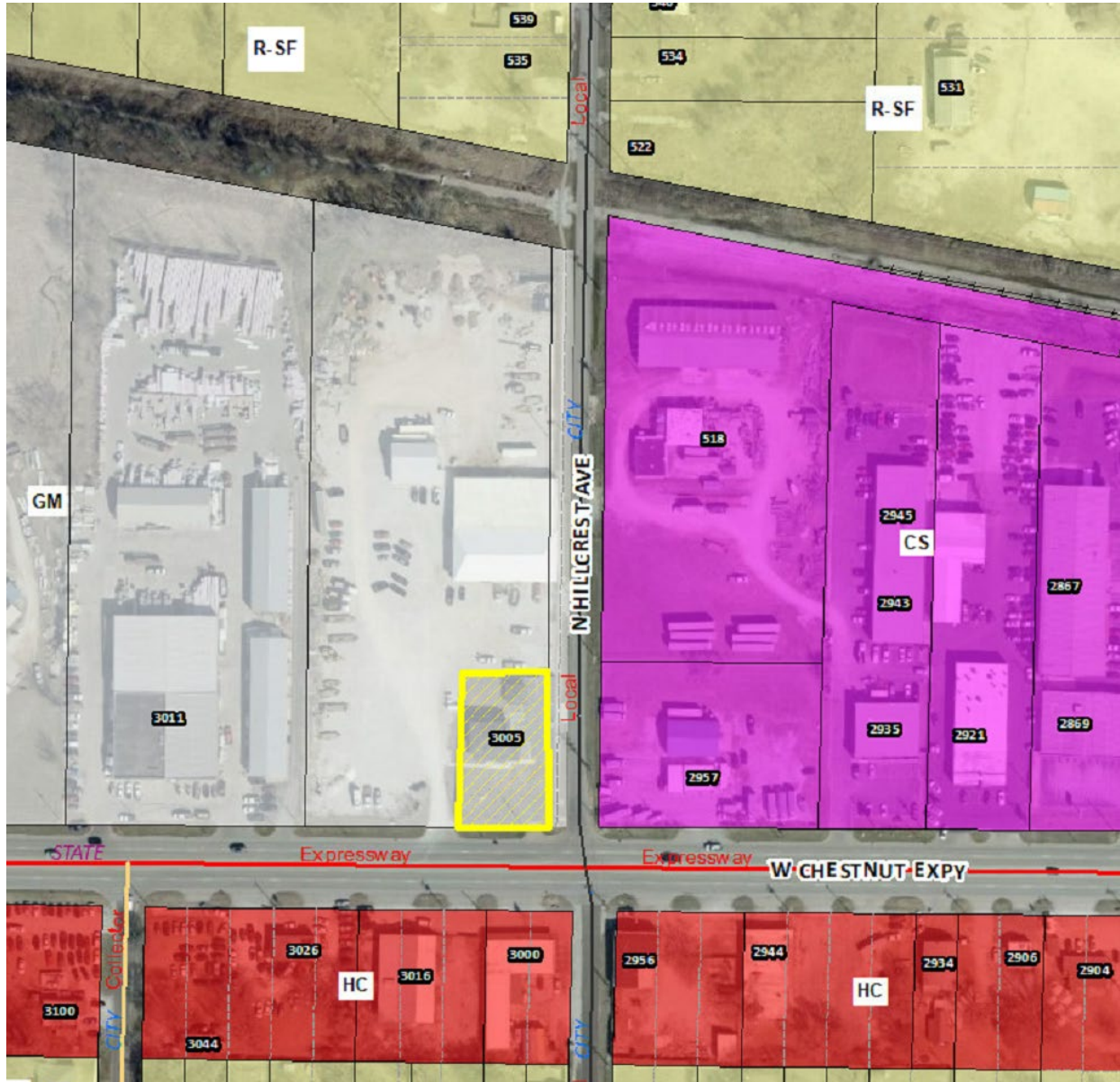
● **Primary Land Use:**
More prominent and play a pivotal role in characterizing that placetype

○ **Supporting Land Use:**
Less prevalent and serve to support the primary land use.

◇ **Low Intensity Supporting Land Use:**
Less prevalent and serve to support the primary use at neighborhood scale

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	GM	HC	CS	GM
LAND USE	Manufacturing uses	Retail and office uses	Manufacturing uses	Manufacturing uses
PLACETYPES	Business Flex	Business Flex	Business Flex	Business Flex

DEVELOPMENT REVIEW STAFF REPORT

DEPARTMENT OF BUILDING DEVELOPMENT SERVICES:

No comments.

CITY UTILITIES:

No comments

DEPARTMENT OF ENVIRONMENTAL SERVICES WASTEWATER MANAGEMENT DIVISION:

No objection to the rezoning, however we have the following comments regarding sewer access.

Gravity sewer is available for both proposed lots however only the south 115' of the property is in a sewer district. The sewer district can be expanded to serve to the northern part of the parent tract but service to the northern buildings will require private pumping. Add a note to the plan that states that the northern buildings will require private pumping to access the existing gravity sewer onsite. Add another note that states that the sewer district is District 48 of Section 1.

FIRE DEPARTMENT:

No comments.

MISSOURI DEPARTMENT OF TRANSPORTATION COMMENTS:

No comment on rezoning of property. MoDOT will want to review the future plans for the proposed sidewalks at this location that will be on MoDOT R/W, and for any other changes on our R/W that will require a permit.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

TRAFFIC REPORT

	Street Name	Street Classification	Jurisdiction	ROW from Centerline (ft.)		Traffic Count (vehicles per day)	On-Street Parking	Sidewalk	
				Required	Existing			Required	Existing
Street 1	W Chestnut Expressway	Expressway	MoDOT	65	47	20,000	No	Yes	No
Street 2	N Hillcrest Avenue	Local	City	25	25	2,500	No	Yes	Yes

ACCESS - All new or modified driveway approaches shall comply with current City of Springfield standards for the street classification.

TRAILS, BUS STOPS, AND ADDITIONAL INFORMATION - There are no Greenway Trails near these properties. There are bus stops on Chestnut Expressway near the property.

DEVELOPMENT REVIEW STAFF REPORT

IMPROVEMENTS - No improvements are required for this rezoning. A traffic study is not required for this rezoning.

DEPARTMENT OF PUBLIC WORKS STORMWATER ENGINEERING DIVISION:

SITE DESCRIPTION & DRAINAGE PATTERN

	Drainage Basin	Fee in Lieu Flood Control	Fee in Lieu Water Quality	Stream Buffer	Sinkhole or Watershed	Floodplain/ Floodway
3005 W Chestnut Expy	Upper Wilsons Creek	No	No	No	No	No

All chapter and section references below are to the City's Flood Control and Water Quality Protection Manual Version April 2022.

DETENTION AND DISCHARGE REQUIREMENTS

1. Future Site development requires flood control. PRJ2025-02366 is currently under review for providing flood control volume of the entire site.

WATER QUALITY REQUIREMENTS

1. Water Quality is required for new development projects or redevelopment projects, with new or increased impervious surfacing, within the city limits of Springfield that disturb 1 acre or greater. Including projects less than 1 acre that are part of a larger common plan of development or sale that will disturb 1 or more acres over the life of the project. Chapter 10 Sec. 2.0.

2. A land disturbance permit will be required with disturbing 1 acre or greater per Chapter 4 Section 5 of the City's Flood Control and Water Quality Protection Manual.

3. Water Quality Credits are available to use in design for preserved trees and new planted trees. Landscaping and Bufferyards trees required by planning cannot be used for the water quality credits unless it is part of a SCM. Chapter 10, Section 3.1.

FLOODPLAIN

N/A

NATURAL CHANNEL & STREAM BUFFERS

N/A

SINKHOLES & KARST FEATURES

N/A

STAFF ANALYSIS AND RECOMMENDATION:

1. The applicant is requesting to rezone approximately 0.4 acre generally located at 3005 W. Chestnut Expressway from GM, General Manufacturing District to IC, Industrial Commercial

DEVELOPMENT REVIEW STAFF REPORT

District. The applicant intends to operate retail sales uses on the subject property. The existing GM district does not allow retail sales as a primary use.

2. The *Comprehensive Plan's Land Use & Development* chapter identifies the subject property as the Business Flex placetype. This placetype includes areas with an eclectic mix of light industrial, office, storage, warehouse, and distribution centers, complemented by the occasional commercial sales and services. The property is proposed to allow IC uses which would allow more commercial sales and services that is intended to complement the existing uses in the area.
3. This application is consistent with the Business Flex placetype that lists retail sales as a supporting land use.
4. Located in expanded areas adjacent to higher, more intense industrial uses and city corridors, Business Flex provide support services, sales, service, and supply of goods to consumers and contractors, where high visibility road frontage is not a priority. The IC uses have the ability to support the uses in this area while not dominating or needing high visibility.
5. The IC district is intended to allow industrial operations and activities in combination with commercial uses in those areas where the combination of such uses is consistent with adopted policies and plans.
6. The range of uses in the proposed IC district is compatible with the uses permitted on other property in the immediate vicinity.
7. The subject property has access to City Utilities infrastructure, and any necessary extension of such services can be provided via City Utilities' extension policy, though new easements may be necessary to accommodate this.
8. There are few changing conditions in the area affected that make the proposed rezoning necessary.
9. The range of uses in the proposed IC district is compatible with the uses permitted on other property in the immediate vicinity.
10. There are adequate utility and sewer and water facilities existing or can be provided to serve the uses that would be permitted on the property if it were rezoned.
11. The impact of the uses, which would be permitted if the property were rezoned, is not expected to significantly increase the volume of vehicular and pedestrian traffic or reduce traffic safety in the vicinity.
12. The proposed zoning will not correct an error in the application of this article but rather will provide a viable use of the property subject to the provisions of the zoning district.

DEVELOPMENT REVIEW STAFF REPORT

13. A reasonably viable economic use of the subject property will not be precluded if the proposed rezoning is denied.
14. The proposed rezoning was reviewed by City departments and comments are contained in the staff report (above).
15. The applicant held a neighborhood meeting on December 19, 2025, regarding the rezoning request. A summary of the meeting is attached (Attachment 1).
16. The public notice was advertised in the Springfield News-Leader at least 15 days prior to the public hearing. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners within 185 feet.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal's general conformance to the Comprehensive Plan's Business Flex placetype and on the finding of facts above.

PLANNING AND ZONING OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed change in zoning district classification of this article:

1. Recommend against the proposed change in the zoning district classification.
2. Recommend a change in the zoning district classification.
3. Recommend a change in the zoning district classification together with recommendations which, in the judgment of the planning and zoning commission, will protect adjacent property and ensure that the proposed amendment is consistent with the purpose and intent of this article.

Attachment 1
AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: _____ to INDUSTRIAL COMM.
(existing zoning) (proposed zoning)
2. Meeting Date & Time: 12-19-25 4:00 To 6:30
3. Meeting Location: 3005 W. CHESTNUT EXP SP. MO 65802
4. Number of invitations that were sent: 65
5. How the mailing list was generated: By Zoning Dept
6. Number of neighbors in attendance (attach a sign-in sheet): 5
7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved).

ONLY THE TWO FROM THE NEIGHBORHOOD ASSC WERE CONCERNED IF THE USE WOULD BE FOR A BODY SHOP. MY ANSWER WAS NO. ITS IN MY LEASE, NO AUTO REPAIR

8. List or attach the written comments and how you plan to address any issues:

I, RANDY TIDLUND (print name), attest that the neighborhood meeting was held on 12-19-25 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."

Randy Tidlund
Signature of person completing affidavit

RANDY TIDLUND
Printed name of person completing affidavit

Zoning Meeting Guest Sign-In

Location: 3005 W. Chestnut Expressway, Springfield, MO

Date: December 19, 2025

Name:

Sheila Radecki

Pete Radecki

Mark Hawkins

Daniel Neal

Joseph Beal



EXPLANATION TO COUNCIL BILL 2026-039 (HORTON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A general ordinance amending the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 blocks of East Blaine Street and the 200 to 400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine “Street” to Blaine “Lane.” (By: City of Springfield; 200-600 blk East Blaine Street and 200-400 blk West Blaine Street between Washington and Lyon Avenues; Street Name Change No. 83).

PURPOSE: Amending the Official Map of Springfield, adopted pursuant to General Ordinance No. 1478, by changing the street name of the 200-600 blocks of East Blaine Street and 200-400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine “Street” to Blaine “Lane.” (Staff and Planning and Zoning Commission recommend approval.)

BACKGROUND INFORMATION:

STREET NAME CHANGE 83

This request is to rename the 200–600 blocks of East Blaine Street and 200–400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine “Street” to Blaine “Lane”.

REMARKS: The Planning and Zoning Commission held a public hearing on January 15, 2026, and recommended approval, by a vote of 8 to 1.

The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. Resolution No. 10849 was unanimously approved by City Council on December 15, 2025, to initiate an amendment to the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 block of East Blaine Street to East Blaine Lane and the 200 to 400 block of West Blaine Street to West Blaine Lane.
2. A request has been made by the Commercial Club of Springfield to change the name of Blaine Street to Blaine Lane between Washington Avenue to the east

and Lyon Avenue to the west, in the interest of complementing the ongoing renovation of the Jefferson Avenue Footbridge and to further enhance the quality of place and economic vitality of Commercial Street and the surrounding neighborhoods. “Blaine Lane” would mirror the southern boundary of both the local and national Commercial Street Historic Districts, just as Frisco Lane mirrors the northern such boundary. The proposed name change is intended to coincide with other planned festivities along Commercial Street in 2026 and is expected to impact primarily commercial properties. Given the broader community impact of this name change, Councilperson Horton has asked that the City be the applicant.

3. The City’s Transportation Plan identifies Blaine Street as a local roadway from Lyon Avenue to Washington Avenue.
4. The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all forty-seven (47) property owners adjacent to the proposed street name change.

STAFF RECOMMENDATION: Staff recommends approval based on the proposal’s general conformance to the Comprehensive Plan and on the finding of facts above.

Submitted By: Daniel Neal, Senior City Planner

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/30/2026

Attachments:

1. Street Name Change - Blaine Street to Blaine Lane
2. Street Name Change 83_exhA
3. Street Name Change 83_exhB

One-rdg. _____
P. Hrngs. X
Pgs. 18
Filed: 02-03-26

Sponsored by: Horton

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-039

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Official Map of the City of Springfield, Missouri, adopted
2 pursuant to General Ordinance 1478, by changing the street name
3 of the 200 to 600 blocks of East Blaine Street and the 200 to 400
4 blocks of West Blaine Street between Washington and Lyon
5 Avenues from Blaine "Street" to Blaine "Lane."
6 _____
7

8 WHEREAS, the City of Springfield has filed an application to change the street
9 name of the 200 to 600 blocks of East Blaine Street and the 200 to 400 blocks of West
10 Blaine Street between Washington and Lyon Avenues from Blaine "Street" to Blaine
11 "Lane"; and
12

13 WHEREAS, this portion of Blaine Street acts as the southern boundary of both
14 the local and national Commercial Street Historic Districts, while Frisco Lane forms the
15 northern such boundary; and
16

17 WHEREAS, the request was brought to the City by the Commercial Club of
18 Springfield to complement the ongoing Jefferson Avenue Footbridge renovation and
19 coincide with numerous planned festivities along Commercial Street in 2026; and
20

21 WHEREAS, following proper notice, the Planning and Zoning Commission held a
22 public hearing on January 15, 2026, and recommended approval of the request 8-1, a
23 copy of the Record of Proceedings from said public hearing being attached hereto and
24 incorporated herein by this reference as "Exhibit A," and said Commission made its
25 recommendation; and
26

27 WHEREAS, the City has prepared a staff report concerning this application,
28 which is attached hereto and incorporated herein by this reference as "Exhibit B"; and
29

30 WHEREAS, proper notice was given of a public hearing before City Council, and
31 said hearing was held in accordance with the law.
32

33 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF

34 SPRINGFIELD, MISSOURI, as follows, that:

35
36 Section 1 – The Official Map of the City of Springfield, Missouri, adopted
37 pursuant to General Ordinance 1478, is hereby amended by changing the name of the
38 200 to 600 blocks of East Blaine Street and the 200 to 400 blocks of West Blaine Street
39 between Washington and Lyon Avenues from Blaine “Street” to Blaine “Lane.”
40

41 Section 2 – The City Clerk is hereby directed to make the modifications to the
42 Official Map of the City of Springfield as adopted by General Ordinance 1478, as
43 amended, as shown above.
44

45 Section 3 – This Ordinance shall be in full force and effect from and after
46 passage.
47

48 Passed at meeting: _____
49

50 _____
51 Mayor
52

53 Attest: _____, City Clerk
54

55 Filed as Ordinance: _____
56

57 *Laura Vales*
58 Approved as to form: _____, Assistant City Attorney
59

60 *[Signature]*
61 Approved for Council action: _____, City Manager

EXHIBIT A
RECORD OF PROCEEDINGS
Planning and Zoning Commission – January 15, 2026

Street Name Change 83

200-600 blk East Blaine Street and 200-400 blk West Blaine Street between Washington and Lyon Avenues

Applicant: City of Springfield

Mr. Neal states that this is a request to re-assign the 200-600 blocks of East Blaine Street and 200-400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine "Street" to Blaine "Lane".

Commissioner Pauly asked if the name change would impact addressing for existing businesses or residents, or emergency services. He was told that there are a few addresses that would need to change, but they do get notified but does not foresee any problems with the post office or emergency services.

Commissioner Souliere asked if the proposed change covered the entire extent of Blaine Street in the specified area and it was noted that when you go east of Washington Avenue and west of Lyon Avenue, they become more of an alley and not part of the original plat.

Commissioner Doennig opened the public hearing.

Ms. Mary Collette, 1539 N. Washington Avenue, president of the Historic Commercial Club, noting that they been working on this for approximately six months or longer stating that the footbridge construction is coming along and that it is the gateway to historic Commercial Street. She also noted that 20 to 30 business and property owners along Blaine have signed in support of the request.

Commissioner Gunther asked about the advantage and rationale behind the name change, as well as responsibility for associated costs. Ms. Collette noted that the name change aims to generate positive publicity, promote the Historic Commercial Street district (e.g., for Route 66 events and the Jefferson Avenue Footbridge rededication), soften the area's image and establish a unique identity ("Blaine Lane" mirroring "Frisco Lane"). The city would bear the associated costs.

Commissioner Pauly wanted to thank the participants for forwarding a community betterment program.

Commissioner Doennig closed the public hearing.

COMMISSION ACTION:

Planning and Zoning Commissioner Knuckles moved to approve Street Name Change 83; Commissioner Scott seconded the motion. It **Passed** with the following votes: Ayes: Commissioner Doennig, Commissioner Jacquez, Commissioner Pauly, Commissioner Scott, Commissioner Knuckles, Commissioner Souliere, Commissioner Hunton, and Commissioner McClure. Nays: Commissioner Gunther. Absent: None. Abstain: None.



Bob Hosmer, AICP
Planning Manager



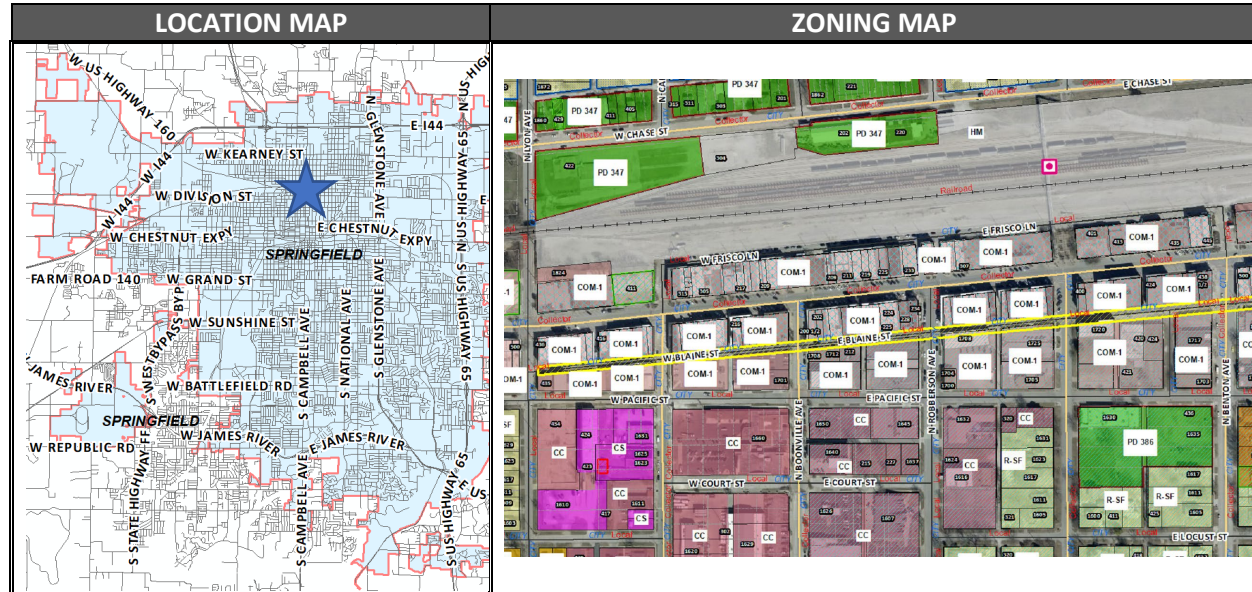
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Street Name Change No. 83
Location:	200-600 blk East Blaine Street and 200-400 blk West Blaine Street between Washington and Lyon Avenues
Applicant:	City of Springfield
Existing Land Use:	Local roadway
Neighborhood Meeting:	N/A
Planning and Zoning Commission:	January 15, 2026
City Council:	February 9, 2026
Public Notification:	Mail, posted property, and legal in Springfield News-Leader
Staff:	Daniel Neal, Senior Planner
Staff recommendation:	Staff recommends approval
Proposed motion:	I move to recommend approval of Street Name Change No. 83 (All commission motions are made in the affirmative).
Required Vote:	A majority of those present (5 members are a quorum).

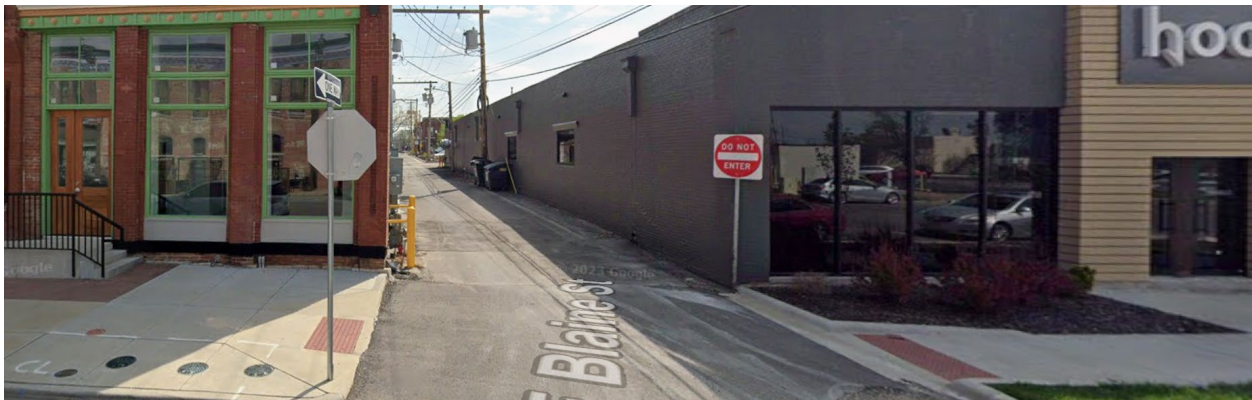
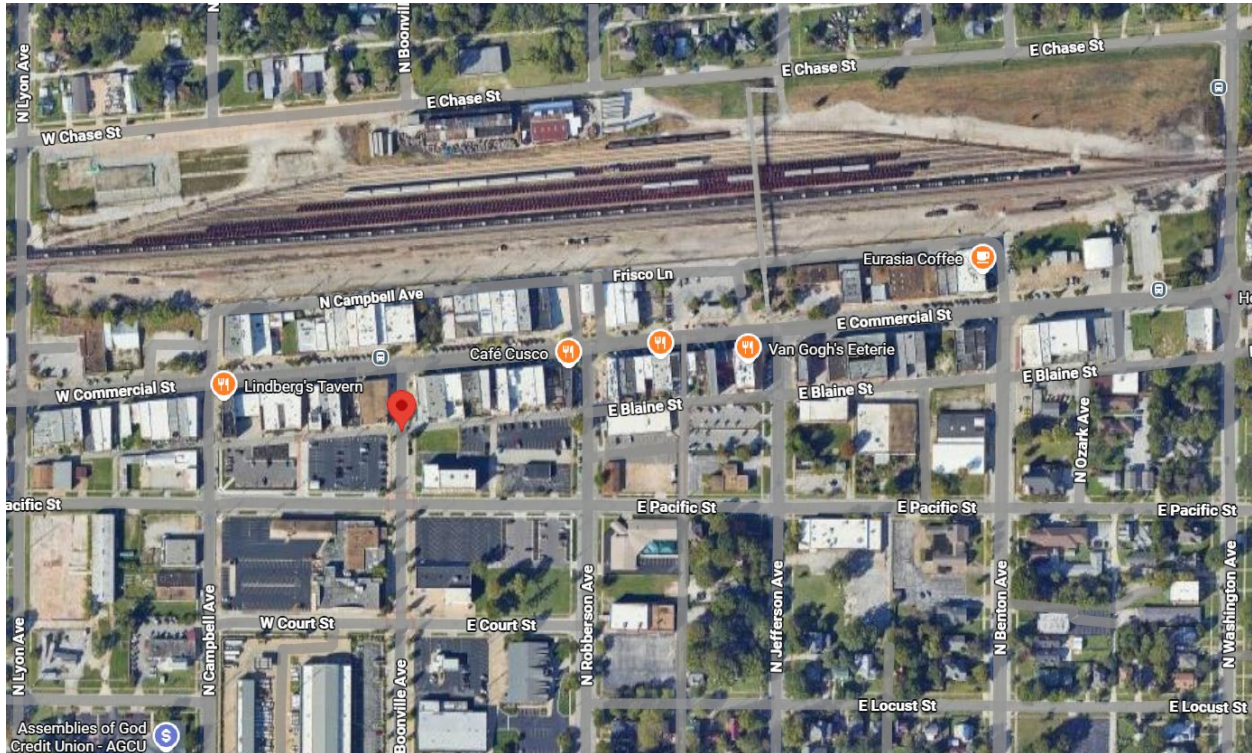
PROJECT SUMMARY:

Request to re-assign the 200-600 blocks of East Blaine Street and 200-400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine "Street" to Blaine "Lane".



DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



DEVELOPMENT REVIEW STAFF REPORT

PROPERTY HISTORY:

The subject area in which Blaine Street is located was annexed into the City as real property in 1870 as North Springfield. The right-of-way for Blaine Street was dedicated via North Springfield plat in 1869.

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 98-10. - Procedure for changing names of streets.

Before the name of any public street is changed, there shall be public notice of such proposed change and public hearings shall be held in accordance with the following procedures:

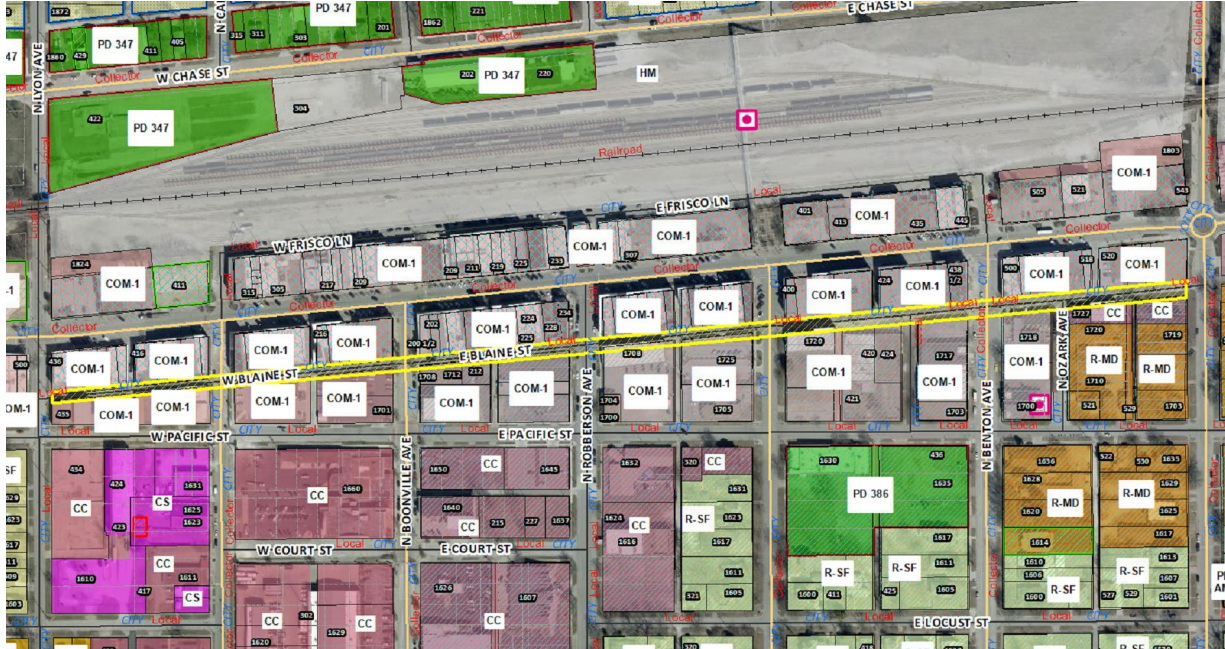
- (1) All such changes shall first be considered by the planning and zoning commission at a public hearing.
- (2) Prior to the public hearing before the planning and zoning commission, notices of such hearing shall be posted in the area where the name change is to take place, which notice shall set out the time, date and location of the public hearing, giving at least ten days' notice of the hearing. Such notices shall be conspicuously displayed by posting the notice on the city right-of-way.
- (3) The planning and zoning commission of the city shall hold its public hearing on the name change and shall submit its recommendation to the city council.
- (4) Thereafter, the city council shall hold a public hearing on the proposed name change, giving at least five days' notice of the public hearing in accordance with the provisions set forth in this section. After holding the public hearing, the city council may, in its discretion, change the name and shall give notice of such change to the post office and other appropriate public officials.

COMPATIBILITY WITH COMPREHENSIVE PLAN:

Not applicable to Street Name Change application.

DEVELOPMENT REVIEW STAFF REPORT

MAJOR THOROUGHFARE MAP:



SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	COM-1	COM-1	COM-1	COM-1
LAND USE	Commercial retail and office uses	Off-street parking and office uses	Right-of-way	Right-of-way
PLACETYPES	Mixed Use	Mixed Use	Mixed Use	Mixed Use

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. This request is to rename the 200-600 blocks of East Blaine Street and 200-400 blocks of West Blaine Street between Washington and Lyon Avenues from Blaine “Street” to Blaine “Lane”.
2. Resolution No. 10849 was unanimously approved by City Council on December 15, 2025 to initiate an amendment to the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 block of East Blaine Street to East Blaine Lane and the 200 to 400 block of West Blaine Street to West Blaine Lane.
3. A request has been made by the Commercial Club of Springfield to change the name of Blaine Street to Blaine Lane between Washington Avenue to the east and Lyon Avenue to the west, in the interest of complementing the ongoing renovation of the Jefferson Avenue Footbridge and to further enhance the quality of place and economic vitality of Commercial Street and the surrounding neighborhoods. “Blaine Lane” would mirror the southern boundary of both the local and national Commercial Street Historic Districts, just as Frisco Lane mirrors the northern such boundary. The proposed name change is intended to coincide with other planned festivities along Commercial Street in 2026 and is expected to impact primarily commercial properties. Given the broader community impact of this name change, Councilperson Horton has asked that the City be the applicant.
4. The City’s Transportation Plan identifies Blaine Street as a local roadway from Lyon Avenue to Washington Avenue.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the proposal meeting the approval criteria listed in Attachment 1.

PLANNING AND ZONING COMMISSION OPTIONS:

The planning and zoning commission shall make one of the following recommendations in connection with each proposed street name change:

1. Recommend against the proposed street name change, or
2. Recommend approval of the proposed street name change.



DEVELOPMENT REVIEW STAFF REPORT

PUBLIC NOTIFICATION:

The property was posted by the applicant at least 10 days prior to the public hearing. Public notice letters were sent out at least 10 days prior to the public hearing to all property owners adjacent to the proposed street name change.

Notices sent to property owners
adjacent to the proposed street
name change:

Mailed: 47

Returned: 0

DEVELOPMENT REVIEW STAFF REPORT

ATTACHMENT 1

DEPARTMENT OF PUBLIC WORKS TRANSPORTATION ENGINEERING RIGHT-OF-WAY DIVISION

No comment.

911 EMERGENCY COMMUNICATIONS:

No issues.

DEPARTMENT OF PUBLIC WORKS TRAFFIC ENGINEERING DIVISION:

No comment.



**RESOLUTION 10849
EXPLANATION TO COUNCIL BILL 2025-251 (HORTON)**

FILED: 12/03/2025

ORIGINATING DEPARTMENT: Law

TITLE: A resolution initiating an amendment to the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 block of East Blaine Street to East Blaine Lane and the 200 to 400 block of West Blaine Street to West Blaine Lane.

PURPOSE: To initiate an amendment to the Official Map of the City of Springfield, Missouri, adopted pursuant to General Ordinance 1478, by changing the street name of the 200 to 600 block of East Blaine Street to East Blaine Lane and the 200 to 400 block of West Blaine Street to West Blaine Lane.

BACKGROUND INFORMATION: A request has been made by the Commercial Club of Springfield to change the name of Blaine Street to Blaine Lane between Washington Avenue to the east and Lyon Avenue to the west, in the interest of complementing the ongoing renovation of the Jefferson Avenue Footbridge and to further enhance the quality of place and economic vitality of Commercial Street and the surrounding neighborhoods. "Blaine Lane" would mirror the southern boundary of both the local and national Commercial Street Historic Districts, just as Frisco Lane mirrors the northern such boundary. The proposed name change is intended to coincide with other planned festivities along Commercial Street in 2026 and is expected to impact primarily commercial properties. Given the broader community impact of this name change, Councilperson Horton has asked that the City be the applicant.

Passage of this resolution would not approve the requested street name change; rather, it would allow the City to bring forth an application for the change to the Planning and Zoning Commission and City Council.

Submitted By: Laura Vales, Assistant City Attorney

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

David Cameron, City Manager	12/10/2025
David Cameron, City Manager	12/10/2025
Maurice S. Jones, Deputy City Manager	12/10/2025
Anita Cotter, City Clerk	

Attachments: 1. Street Name Change Initiation - Blaine Street to Blaine Lane

One-rdg. X
P. Hrngs.
Pgs. 3
Filed: 12-09-25

Sponsored by: Horton

COUNCIL BILL 2025-251 RESOLUTION 10849

A RESOLUTION

1 INITIATING an amendment to the Official Map of the City of Springfield,
2 Missouri, adopted pursuant to General Ordinance 1478, by
3 changing the street name of the 200 to 600 block of East Blaine
4 Street to East Blaine Lane and the 200 to 400 block of West Blaine
5 Street to West Blaine Lane.
6
7

8 WHEREAS, a request has been made by the Commercial Club of Springfield to
9 change the name of Blaine Street to Blaine Lane between Washington Avenue to the
10 east and Lyon Avenue to the west; and
11

12 WHEREAS, this portion of Blaine Street acts as the southern boundary of both
13 the local and national Commercial Street Historic Districts, while Frisco Lane forms the
14 northern such boundary; and
15

16 WHEREAS, the proposed name change is intended to complement the ongoing
17 Jefferson Avenue Footbridge renovation, as well as to coincide with numerous planned
18 festivities along Commercial Street in 2026; and
19

20 WHEREAS, the proposed name change is expected to impact primarily
21 commercial properties; and
22

23 WHEREAS, the City Council now desires to initiate such a renaming action for
24 the 200 to 600 block of East Blaine Street and the 200 to 400 block of West Blaine
25 Street.
26

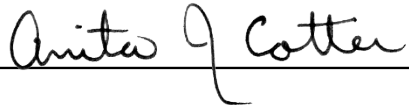
27 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
28 SPRINGFIELD, MISSOURI, as follows, that:
29

30 Section 1 – City Council hereby initiates the renaming of the 200 to 600 block of
31 East Blaine Street to East Blaine Lane and the 200 to 400 block of West Blaine Street to
32 West Blaine Lane and directs that this action be referred to the Planning and Zoning
33 Commission for its report and recommendation.
34

35 Section 2 – This Resolution shall be in effect immediately upon adoption and
36 passage.

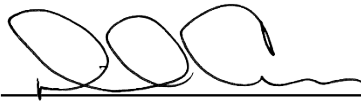
37
38 Passed at meeting: December 15, 2025

39
40  _____
41 Mayor

42 Attest:  _____, City Clerk

43
44
45 Filed as Resolution: December 15, 2025

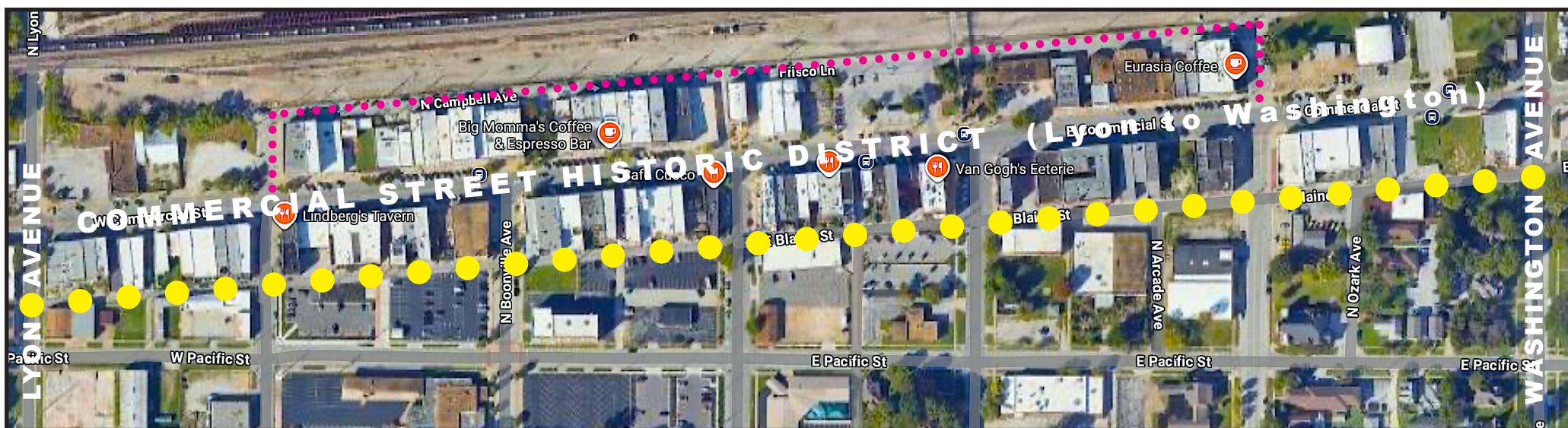
46
47 Approved as to form:  _____, Assistant City Attorney

48
49 Approved for Council action:  _____, City Manager

COMMERCIAL STREET HISTORIC DISTRICT BLAINE STREET to BLAINE LANE PROPOSAL LOCATION MAP

by Commercial Club of Springfield

- Frisco Lane
- ● ● ● Blaine Street/Blaine Lane



We propose changing that name of Blaine Street to Blaine Lane between Lyon Avenue on the west and Washington Avenue on the east. We site the similarity to the name change of Washington Ave, inside Drury's campus, to Drury Lane, except that our change will maintain the original Blaine name in the new street name.

A Blaine Lane name would be a simple process; there are currently no Blaine Street addresses. The change will benefit Commercial Street Historic District in these ways:

1. Blaine Lane is currently the southern boundary of our local and federal historic district, perfectly mirroring Frisco Lane (see map).
2. New signage for Blaine Lane will help set our district apart and encourage more businesses to use their Blaine Lane entrances which would beautify our southern entryways.

3. Having Frisco Lane & Blaine Lane sends a subtle signal that C-Street is green, pedestrian community inviting families with kids and pets to take the "C-Street Stroll".

4. New signage for Blaine Lane will help define and enhance our district, encouraging businesses to use their Blaine Lane entrances.

5. We believe this name change will encourage a beautification of our southern entryways, our gateways to South Springfield.

6. Changing the designation of "Street" to "Lane", gives us an opportunity to promote district events like car shows, walks and runs in a circle or block parties/sales.

7. The timing coincides with an exciting period of district growth.

Petition for Street Name Change

Current Property Owner's and Tenant's Name(s):

Name(s) of current property owner(s) and tenants, their signatures and their mailing addresses, who agree to changing the name of this street to that listed on the attached application (attach this sheet to the application).

NOTE: It is not required that this petition be provided. It is optional and only provides information to Planning and Zoning Commission and City Council of the support for this request.

Print Property Owner or Tenant Name:	Address:	Signature:
Nate Smith Cam Bladen Lfe Q. Foster	210 W. Commercial 4251 S. RIDGEWEST SPRINGFIELD, MO 350 S. John Q. Hammons Pkwy, Springfield, Mo, #1C	Nate Smith Lfe Q. Foster
Jennie Boosey - Blue Heron Andrew Wells Dance With Me	206 E. COMMERCIAL SPRINGFIELD, MO 224 E Commercial St	Jennie Boosey
Anne Wells Savoy Ballroom	224 E. Commercial	Anne Wells
Candace Frugé Cindy Ussery	422 W. Commercial LEDOUX'S - 426 W. Commercial	Candace Frugé Cindy Ussery
Stacie Bilgen (Signs) (Stacie Bilgen)	522 W Commercial St 216 W Commercial	Stacie Bilgen
Sydney Myers Sydney Myers	225 E Commercial St	Sydney Myers
Heidi Herrman	210 E Commercial St 65803	

Petition for Street Name Change

Current Property Owner's and Tenant's Name(s):

Name(s) of current property owner(s) and tenants, their signatures and their mailing addresses, who agree to changing the name of this street to that listed on the attached application (attach this sheet to the application).

NOTE: It is not required that this petition be provided. It is optional and only provides information to Planning and Zoning Commission and City Council of the support for this request.

<u>Print Property Owner or Tenant Name:</u>	<u>Address:</u>	<u>Signature:</u>
CHRISTINE K. Schilling	305 E. Commercial St	Christine K. Schilling
Joseph Goodman	234 / 209 E. Commercial St	Joseph Goodman
Paul Parker	1539 W. Washington	Paul Parker
Ozark Motel RR Assoc	424 W Commercial St	Ron Brads L
Corie Glosby (MOON CITY)	420 W. Commercial	Corie Glosby
Teresa Perry (MOON CITY)	2222 N. LYON	Teresa Perry
Titus Williams	304. W. Commercial	Titus Williams
STACEY Schneider (PIZZA HOUSE) ↑	312 E Commercial	Stacey Schneider
Aaron Schekorra (GLO)	318 E Commercial	Aaron Schekorra
TIM TURNER	506 " "	Tim Turner
Mary Collette	214 W. Commercial	Mary Collette
MARY COLLETTE	101 E. Commercial	Mary Collette



EXPLANATION TO COUNCIL BILL 2026-040 (MCGULL)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Public Works

TITLE: A special ordinance authorizing the City Manager, or designee, to accept \$267,000 in State of Missouri appropriation funds awarded to the Springfield Convention and Visitors Bureau, d/b/a Visit Springfield, for street and right-of-way improvements necessary to support the installation of the Queen's Gate monument near the intersection of St. Louis Street and Glenstone Avenue; authorizing the City Manager, or designee, to do those things necessary to receive and disburse such funds and carry out the identified activities; amending the Fiscal Year 2025-2026 budget of the Department of Public Works in the amount of \$267,000 to appropriate these funds; and declaring that this Ordinance qualifies for approval in one reading pursuant to City Charter Section 2.16(25).

PURPOSE: The purpose of this ordinance is to authorize the City Manager, or designee, to accept \$267,000 in State of Missouri appropriation funds awarded to Visit Springfield, Convention & Visitors Bureau ("CVB"), and transferred to the City of Springfield for street and right-of-way improvements necessary to support the installation of the Route 66 Gateway, the Queen's Gate monument. This ordinance also amends the Fiscal Year 2025-2026 budget for the Department of Public Works to appropriate the \$267,000 for this purpose and declares this Ordinance eligible for approval in one reading as it relates to acceptance of state funds.

BACKGROUND INFORMATION: The State of Missouri General Assembly appropriated a total of \$1,000,000 to Visit Springfield in support of Route 66-related placemaking and gateway enhancements. Of that total, \$267,000 has been designated for street and infrastructure improvements required to accommodate the installation of Queen's Gate near the intersection of St. Louis Street and Glenstone Avenue, which include the installation of a new median, sculpture base, raised crosswalk, and reconstructed travel lanes and curb & gutter on St. Louis.

The Queen's Gate monument is currently being fabricated and is scheduled for installation at this location in advance of a public unveiling event planned for **Friday, May 1**. The proposed street improvements will ensure the site is prepared for safe installation, long-term durability, and appropriate integration into the existing roadway and right-of-way infrastructure.

As this Ordinance authorizes the acceptance of state appropriation funds, staff requests that it be approved as a one-reading bill pursuant to City Charter Section 2.16(25) related to grant and appropriation agreements.



REMARKS: Public Works recommends approval of this Council bill and the associated budget adjustment to accept and appropriate the \$267,000 in State of Missouri funds for street improvements related to the Route 66 Gateway: Queen City Gate project.

Submitted By: Dan Smith, Director of Public Works

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/28/2026

Attachments:

1. Route 66 Queens Gate_ord
2. Queens Gate Exh 1_Map
3. Queens Gate Exh 2_Monument
4. Queens Gate Exh 3_BA

One-rdg. X
P. Hrngs.
Pgs. 7
Filed: 02-03-26

Sponsored by: McGull

First Reading:

Second Reading:

COUNCIL BILL 2026-040

SPECIAL ORDINANCE

AN ORDINANCE

AUTHORIZING the City Manager, or designee, to accept \$267,000 in State of Missouri appropriation funds awarded to the Springfield Convention and Visitors Bureau, d/b/a Visit Springfield, for street and right-of-way improvements necessary to support the installation of the Queen’s Gate monument near the intersection of St. Louis Street and Glenstone Avenue; authorizing the City Manager, or designee, to do those things necessary to receive and disburse such funds and carry out the identified activities; amending the Fiscal Year 2025-2026 budget of the Department of Public Works in the amount of \$267,000 to appropriate these funds; and declaring that this Ordinance qualifies for approval in one reading pursuant to City Charter Section 2.16(25).

WHEREAS, the Missouri General Assembly appropriated a total of \$1,000,000 to Visit Springfield, in support of Route 66-related placemaking and gateway enhancements, with \$267,000 being designated for street and infrastructure improvements required to accommodate the installation of Queen’s Gate near the intersection of St. Louis Street and Glenstone Avenue, as depicted in “Exhibit 1,” attached hereto and incorporated herein by reference; and

WHEREAS, infrastructure improvements will include the installation of a new median, sculpture base, raised crosswalk, and reconstructed travel lanes and curb and gutter on St. Louis Street; and

WHEREAS, the Queen’s Gate monument, as depicted in “Exhibit 2,” attached hereto and incorporated herein by reference, is currently being fabricated and is scheduled for installation at this location in advance of a public unveiling event planned for Friday, May 1, 2026; and

WHEREAS, the proposed street improvements will ensure the site is prepared for safe installation, long-term durability, and appropriate integration of the Queen’s Gate monument into the existing roadway and right-of-way infrastructure.

34 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
35 SPRINGFIELD, MISSOURI, as follows, that:

36
37 Section 1 – The City Manager, or designee, is hereby authorized to accept
38 \$267,000 in funds from the Springfield Convention and Visitors Bureau, Inc., d/b/a Visit
39 Springfield, designated to support street and infrastructure improvements required to
40 accommodate the installation of Queen's Gate near the intersection of St. Louis Street and
41 Glenstone Avenue, and to do those things necessary to carry out the intent of the
42 designated funds.

43
44 Section 2 – The budget of the City of Springfield for Fiscal Year 2025-2026 is
45 hereby amended in the accounts and in the amounts as shown on Budget Adjustment
46 No. 047, a copy of which is attached hereto and incorporated herein by reference as
47 "Exhibit 3."

48
49 Section 3 – City Council hereby finds that the budget adjustment made above
50 has been recommended by the City Manager.

51
52 Section 4 – The City Manager, or designee, is directed to cause the appropriate
53 accounting entries to be made in the books and records of the City.

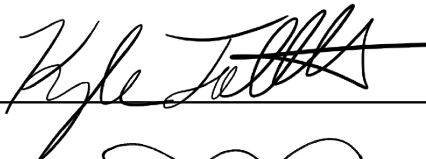
54
55 Section 5 – City Council hereby finds and declares that this Ordinance may be
56 passed as a one-reading ordinance under City Charter Section 2.16 (25) as it relates to
57 a contract for the acceptance of grant funds from a state or federal agency. This
58 Ordinance shall be in full force and effect from and after passage.

59
60 Passed at meeting: _____

61
62 _____
63 Mayor

64
65 Attest: _____, City Clerk

66
67 Filed as Ordinance: _____

68
69 Approved as to form:  _____, Assistant City Attorney

70
71
72 Approved for Council action:  _____, City Manager
73

EXHIBIT 1

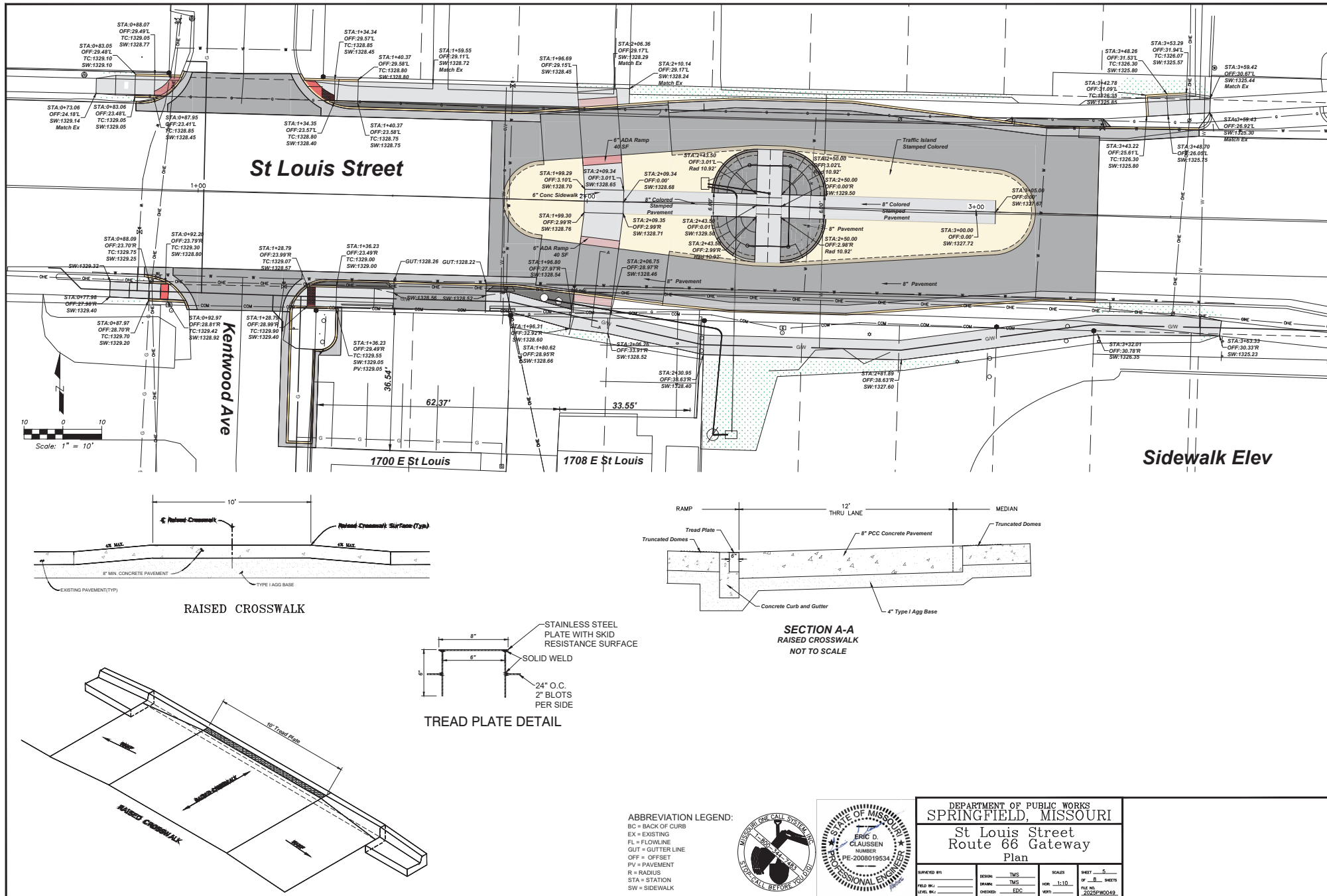
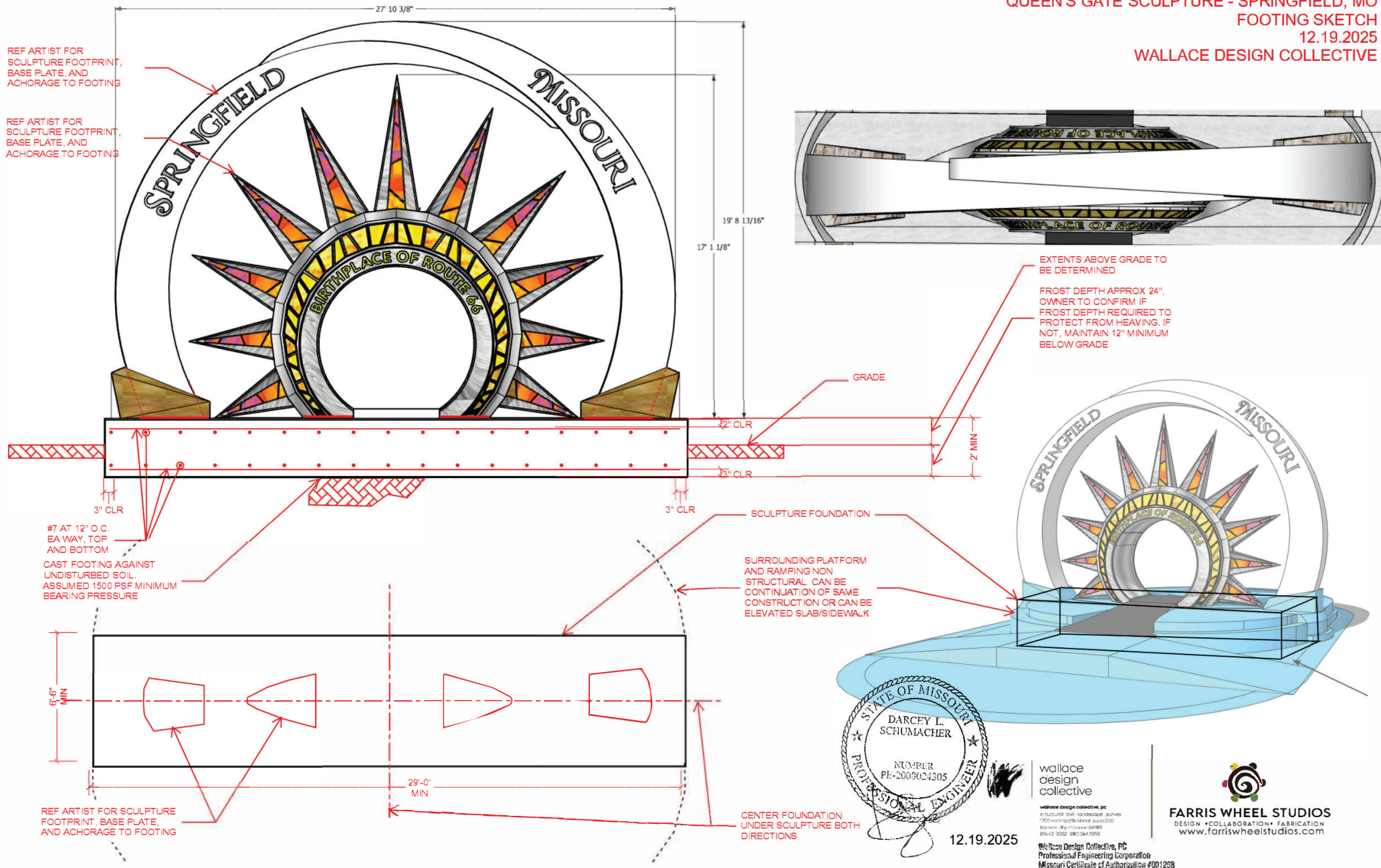


EXHIBIT 2

QUEEN'S GATE SCULPTURE - SPRINGFIELD, MO
FOOTING SKETCH
12.19.2025
WALLACE DESIGN COLLECTIVE



CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit 3

Budget Adjustment
047

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46120	20	73020	414110	103726	00000	\$ 267,000	State of Missouri Appropriation Through "Visit Springfield", Convention & Visitors Bureau (CVB), Transferred to the City
Net Revenue Adjustment						\$ 267,000	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46120	20	73020	509110	103726	00000	\$ 267,000	Street & Right-of-Way Improvements Needed to Support the Installation of the Route 66 Gateway Queen's Gate Monument
Net Expenditure Adjustment						\$ 267,000	

Fund Balance Appropriation:

Fund	Title	Amount

Explanation: To amend the FY 2025-26 budget of the Department of Public Works by appropriating \$267,000 of State of Missouri Funds awarded to "Visit Springfield", Convention & Visitors Bureau (CVB), transferred to the City for street & right-of-way improvements necessary to support the installation of the Route 66 Gateway Queen's Gate Monument.

Requested By:

Dan Smith 2-3-2026
Department Head Date

Approved By:

DL Hill 2-3-2026
Director of Finance Date

City Manager Date

Authorization:

Council Bill No. 2026-040
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____



EXPLANATION TO COUNCIL BILL 2026-041 (HORTON)

FILED: 01/22/2026

ORIGINATING DEPARTMENT: Public Works

TITLE: A special ordinance authorizing the purchase of real property, commonly known as 624 North Franklin Avenue; and further authorizing the City Manager, or designee, to enter a contract and do those things necessary to acquire said property.

PURPOSE: Approving the purchase of a parcel of property addressed as 624 North Franklin for use as buffer land adjacent to Broyles Service Center Complex and to authorize the City Manager, or their designee, to enter into a contract ("Exhibit 3") and do all things necessary for said property acquisition using funds appropriated within the Fiscal Year 2025-2026 Public Works Operating Budget.

BACKGROUND INFORMATION: The City has previously determined that establishing a buffer between the Broyles Municipal Operations Center Complex and adjacent private properties is desirable to minimize any impacts of operations on adjacent property and has sought to acquire, as opportunities arise, properties for this purpose.

On March 14, 1996, the Planning and Zoning Commission approved the Property Management and Development Plan for the (Broyles) Municipal Operations Center Complex. This is the last property left to acquire as outlined in this plan, as shown on the attached drawing "Exhibit 1". The other properties have been acquired since 1996 utilizing a combination of Public Works operating funds and the Level Property Tax Program. The properties already owned by the city in the general area are depicted in "Exhibit 2".

Recently, a property that is located within this area and is contiguous to properties already owned by the City of Springfield ("Exhibit 2") became available for purchase. After subsequent negotiations with the property owner, the city has reached an agreement, pending Council approval, on the terms to purchase this property. This acquisition would not expand the limits of the buffer area. Rather, it would allow infill within the established buffer boundary and enhance the city's contiguous control within the buffer area.

The property address is 624 N. Franklin (88-13-14-309-008) and is being acquired for \$75,000 and the purchase price can be paid through the current Fiscal Year 2025-2026 Public Works Operating Budget. The property is intended to be used as buffer land for the Broyles Service Center and any other additional productive use as determined by the City.



Supports the following City Council Priorities:

- Operational Excellence

REMARKS: Public Works recommends approval of this Council bill.

Submitted By: Brett Foster, Assistant Director of Public Works

Authorized for inclusion on the agenda pursuant to City Code section 2-33:

Maurice S. Jones, Deputy City Manager 01/28/2026

- Attachments:**
1. 624 N Franklin_ord
 2. 624 N Franklin Acquisition_exh1
 3. 624 N Franklin Acquisition_exh2
 4. 624 N Franklin Acquisition_exh3

Sponsored by: Horton

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-041

SPECIAL ORDINANCE _____

AN ORDINANCE

AUTHORIZING the purchase of real property, commonly known as 624 North Franklin Avenue; and further authorizing the City Manager, or designee, to enter a contract and do those things necessary to acquire said property.

WHEREAS, the City has previously determined that establishing buffer land between the Phil Broyles Public Works and Environmental Services Complex (hereinafter referred to as the "Broyles Complex") and adjacent private property is desirable to minimize any impacts of operations to adjacent property and has sought to acquire properties, as opportunities arise, for this purpose; and

WHEREAS, on March 14, 1996, the Planning and Zoning Commission approved the Property Management and Development Plan for the Broyles Complex, attached hereto and incorporated herein as "Exhibit 1," which identifies 624 North Franklin Avenue, for acquisition; and

WHEREAS, the property at 624 North Franklin Avenue is adjacent to other City-owned properties, as depicted in "Exhibit 2," attached hereto and incorporated herein by reference; and

WHEREAS, the City has reached a tentative agreement with the owner of 624 North Franklin Avenue, pending Council approval, to purchase the Property for \$75,000 and other terms, as set forth in the proposed contract attached hereto as "Exhibit 3"; and

WHEREAS, appropriate funds remain unencumbered within the Public Works Operating Budget for Fiscal Year 2025-2026 and have been approved for use in executing this purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI, as follows, that:

33 Section 1 – The City Manager, or designee, is hereby authorized to enter into a
34 contract with the Robert Travis Shelton Estate for the purchase of property commonly
35 known as 624 North Franklin Avenue, in Greene County, Missouri, said contract to be
36 substantially in the form and content as that document attached hereto and incorporated
37 herein by reference as “Exhibit 3,” and to take such other actions as may be necessary
38 to carry out the intent of the land acquisition and cause the contingencies to be
39 performed on behalf of the City.

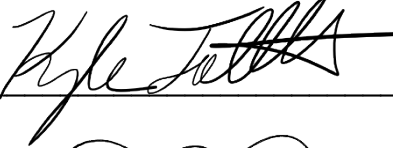
40
41 Section 2 – This Ordinance shall be in full force and effect from and after passage.

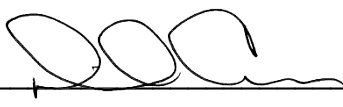
42
43 Passed at meeting: _____

44
45 _____
46 Mayor

47
48 Attest: _____, City Clerk

49
50 Filed as Ordinance: _____

51
52 _____
53 Approved as to form:  , Assistant City Attorney

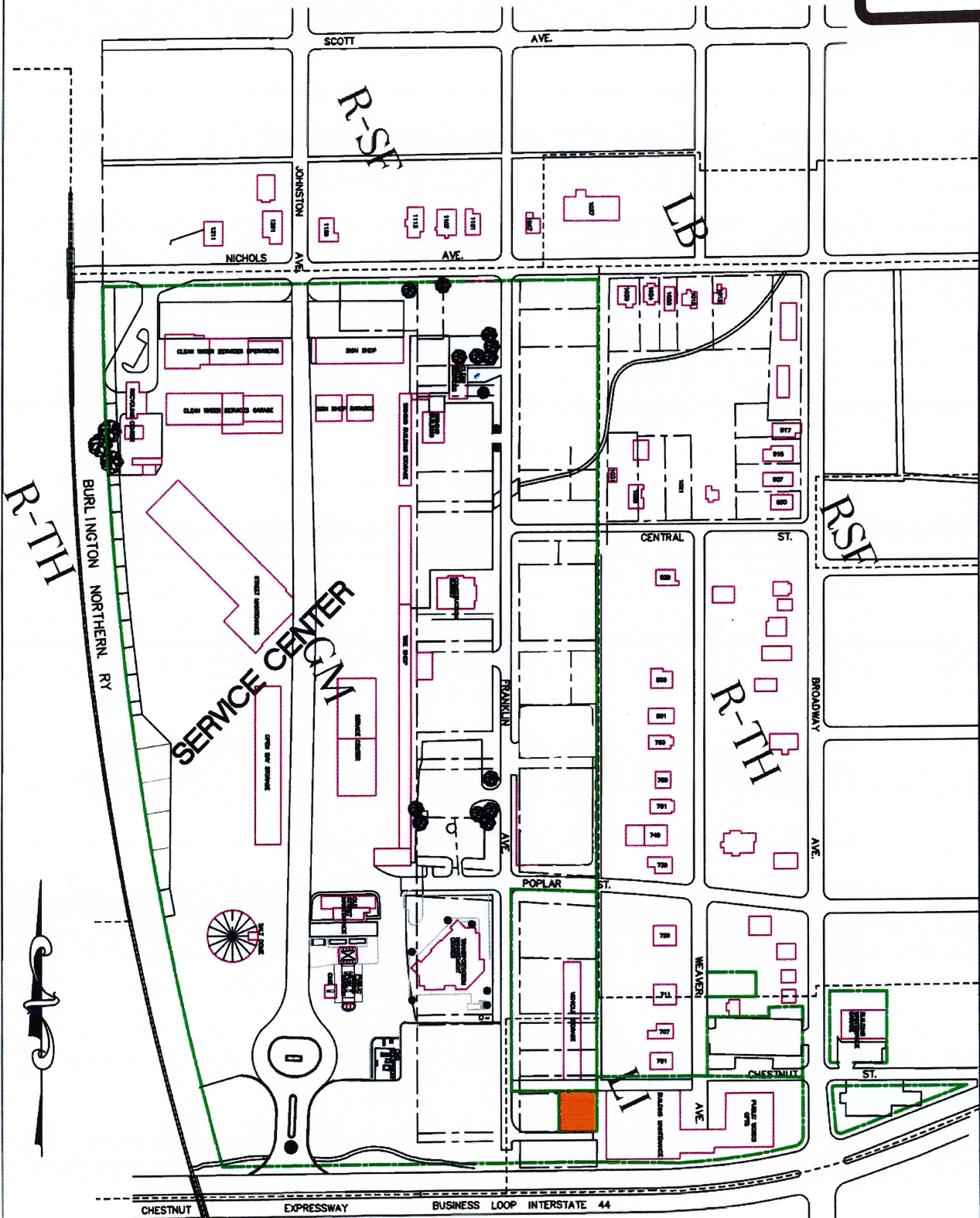
54
55 _____
56 Approved for Council action:  , City Manager

PROPERTY MANAGEMENT AND DEVELOPMENT PLAN

EXHIBIT

1

tabbies



LEGEND

— APPROVED BOUNDARY OF SERVICE CENTER DEVELOPMENT PLAN

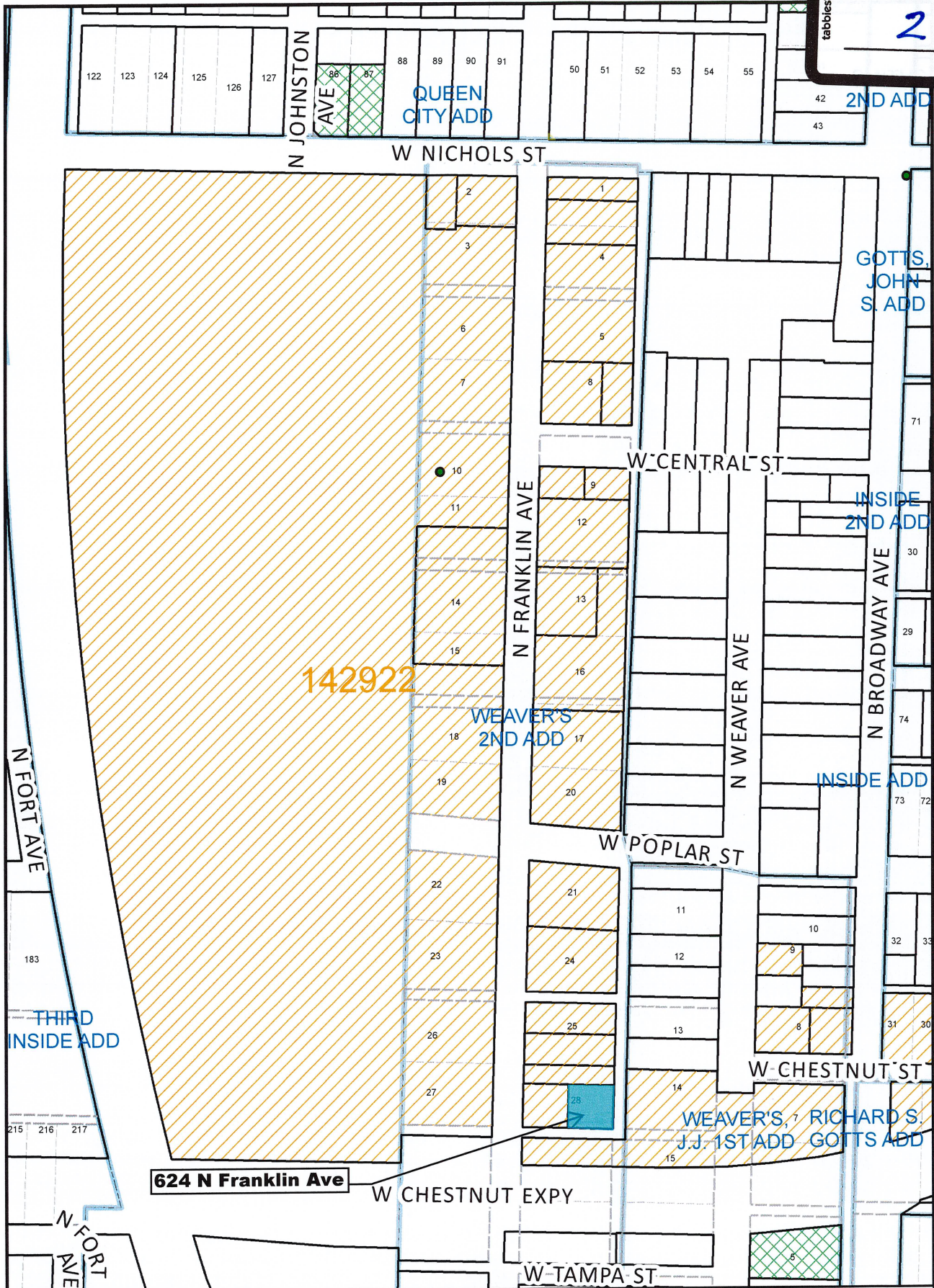
□ NON-CITY OWNED PROPERTIES

■ PROPOSED FOR ACQUISITION

NOTE: NOT TO SCALE

----- ZONING BOUNDARIES

5-8-14
serv-sm



ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) SELLER	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFC.	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE	CLOSING DATE	CONTRACT NUMBER:	
CITY		SELLER(S)	
CITY OF SPRINGFIELD		Name(s): Robert Travis Shelton Estate	
840 BOONVILLE, PO Box 8368		Address: 2938 S. Scotts Lane	
SPRINGFIELD, MO 65802		Springfield, MO 65807-5520	
PHONE (417) 864-2057		Phone: (417) 234-9116	
E-MAIL: PBLEES@SPRINGFIELDMO.GOV		E-Mail:	
ATTN: PAUL BLEES		Attention: Amanda L. Bailey (Personal Representative)	
DEPT: PUBLIC WORKS		SSN/Federal Tax ID Number:	

CONTRACT FOR PURCHASE OF REAL ESTATE

1. **PARTIES.** This Contract is made by and between the parties identified above, and effective as of the date and time of final acceptance, hereinafter referred to as Effective Date.
2. **PURPOSE.** The City is engaged in purchasing properties adjacent to the Broyles Complex for buffer and future expansion, hereinafter referred to as "Project," in an area located in the City.
3. **PROPERTY.** The City has offered to buy, and the Seller is willing to sell by general warranty deed, which shall be free from all liens and encumbrances, except standard easements, restrictions, and other items described on the title commitment waived by Buyer, the real property commonly known as **624 N. Franklin** located in Springfield, Greene County, State of Missouri, more particularly described as follows: (See Exhibit 1), together with all attached improvements located on the property, all of which is the "Property" in this Contract.
4. **PURCHASE.** The City agrees to buy, and the Seller agrees to sell the Property upon the terms and conditions as follows:
 - a. **Price.** The City agrees to pay the amount of **Seventy-Five Thousand and No/100 Dollars (\$75,000.00)** for the Property, payable in cash or certified check.
 - b. **Contingencies.** This agreement is subject to the following contingencies, and City may elect to declare this agreement null and void prior to the closing without obligation or liability to Seller if:
 - (1) An environmental assessment of the property performed by or on behalf of the City discloses that hazardous substances may have been released on the property, or that the property is otherwise contaminated or environmentally impaired.
 - (2) A survey or inspection of the property discloses encroachments, violations of subdivision or other restrictions, boundary line disputes, or rights or claims of third parties in possession, on any portion of the premises, which are unacceptable to City.
 - (3) The project authorizing this improvement has not been approved by the Planning and Zoning Commission and the City Council of the City of Springfield. At the time of the execution of this contract, the project has been approved as part of the Capital Improvements Program.
 - (4) The title insurance commitment referred to in paragraph 8 of this agreement shall fail to show merchantable title in Seller or shall contain exceptions unacceptable to City.
 - (5) The City does not have appropriated unencumbered funds necessary to purchase the property.
 - (6) Other Contingencies: None

(7) Any other contingencies not contained in this paragraph 4b, or in the printed terms of this contract, must be specified on an applicable addendum and the date for satisfying such contingencies, if any, shall be the closing date unless otherwise agreed in writing.

5. **SELLER'S REPRESENTATIONS.** Sellers represents to City: (a) That Seller has no knowledge of any underground tanks, toxic or hazardous substances, or dump sites on the property, either at present or in the past; (b) That the property is not subject to any real estate listing agreement, or other agreement providing for any real estate commission; (c) That there have been no unpaid improvements, or any other work performed in connection with the Property that would give rise to the filing of any mechanics' liens against the property; (d) That the Seller has full authority to enter into this agreement and that the Property is not subject to any options, contracts of sale, leases or other rights in favor of any third parties; (e) That there are no legal proceedings pending which involve the Property; and (f) That these representations will continue to be true at the closing, unless Seller has given City notice to the contrary in writing prior thereto.

(A) **SELLER(S)' RELEASE OF CLAIMS.** As additional consideration to pass to the City, and as an inducement to the City of Springfield to purchase the real estate herein in its AS IS and WHERE LOCATED CONDITION (flood prone area), effective upon the closing of the sale transaction, the Seller(s) waive(s), release(s), and discharge(s) the City of Springfield, Missouri, its officials, agents and employees, and Missouri Highway and Transportation Commission, its officials, agents and employees, from any and all demands, suits or claims of liability, whether now known or unknown, for personal or bodily injuries, or for property damage, including any damages or costs incidental thereto, or for any invasion or any taking of any property rights, or for the creation of any nuisance, or for any relocation assistance or any other governmental benefits, arising out of, or related in any way whatsoever to any surface or groundwater flooding of the premises, or any portion thereof, or storm water or sanitary sewer line back-ups or similar incidents occurring at any time whatsoever upon, over, under or adjacent to the property to be conveyed herein, the payment being received by Seller(s) from the City under this agreement being in full and complete satisfaction of such claims and for the real estate conveyed. Nothing contained herein shall be construed as constituting any admission of liability by the City of Springfield, Missouri, its officials, agents or employees and Missouri Highway and Transportation Commission, its officials, agents and employees, with respect to any such occurrences.

6. **ADDITIONAL TERMS AND CONDITIONS.**

- a. Seller(s) to provide keys to a vacant, clean house at time of closing.
- b. Seller(s) to maintain property until closing.
- c. Closing cost will be paid by the buyer (City).

The following Exhibits as referenced in this Contract, are attached, and incorporated herein at the time of acceptance:

Exhibit 1 – Title Commitment – Title-2025-3009084

Exhibit 2 – GIS Map – 88-13-14-309-008

7. **CLOSING AND POSSESSION.**

- a. The Closing is the delivery of the Seller's general warranty deed (unless another type of deed is mutually agreed to in writing by the parties) for the purchase price paid by the City after all contingencies have been met and all documents have been signed; and shall take place on or before the **31st day of March, 2026**, (the Closing Date), unless otherwise agreed to in writing.
- b. Seller(s) acknowledge(s) that sales proceeds may not be disbursed until the deed has been recorded.

8. **CLOSING PROCEDURES.** Necessary title information shall be ordered by the City within ten (10) days of the Effective Date at the sole cost and expense of the City. The City shall obtain a commitment to insure title in the amount of the purchase price from the following closing company, which is authorized to insure titles in the State of Missouri: **Burcham's Meridian Title Company, 1334 E. Republic St., Springfield, Missouri 65804.**

The commitment shall show merchantable title in Seller in accordance with the Title Examination Standards of the Missouri Bar, subject to encumbrances as provided herein, standard subdivision restrictions, covenants, declarations, setback lines, and easements and zoning laws of record as of the Effective Date. The City may, at City's expense, obtain a survey (and shall obtain a survey if required by Title Company). The City shall pay the premium for the title policy. The City may, at City's expense, have the title commitment examined, and if applicable, the City shall provide to Seller in writing any valid objections to title and survey prior to the Closing Date, and Seller shall make reasonable effort to correct the valid objections within **thirty (30) days** of receipt of request to cure, unless otherwise agreed to in writing; and if not corrected, the City may waive the objections and close, or elect to terminate the Contract. At closing, Seller shall deliver the warranty deed, along with all other documents and funds reasonably necessary to complete the Closing, and the City shall deliver cash or certified funds sufficient to satisfy the City's payment obligations and all other documents necessary to complete the Closing. If a closing fee is charged, the cost will be paid by the City, unless otherwise provided. Recording fees shall be paid by the party for whom the fee is attributable. The Seller will warrant at Closing there are no unpaid bills for improvements within 12 months prior to Closing and that Seller has no knowledge of proposed improvements to be paid for by special assessment or fee. The Seller agrees to furnish all assurances, indemnities deposits or other requirements of the insuring Title Insurance Company in order for the Owner's Title Insurance Policy, when issued, to contain no exception as to liens or the right of liens for service, labor or materials imposed by law and not shown by the public records. The City agrees that if Seller cannot furnish requirements for this coverage, then the City may elect either to waive this requirement and accept an Owner's

Title Insurance Policy without unrecorded mechanic's lien coverage and close or terminate this Contract. Rental deposits held by Seller, if any, shall be credited to the City at closing.

9. REMEDIES UPON DEFAULT.

In General. Seller or City shall be in default under this Contract if either fails to comply with any material provision within the time limits required by the contract. If either party defaults, the party claiming a default shall notify the other party in writing of the nature of the default and may, as set forth in said notice, either terminate this Contract or extend the time for performance by providing the defaulting party a deadline for curing the default, provided that if the default is the inability of the City to close the purchase because of its lack of appropriated and unencumbered funds, the City may at its option by written notice extend the closing date for a period of not more than sixty (60) days. If this Contract shall not be closed for the fault of Seller, then City may elect to either sue for specific performance of the agreement and any incidental damages arising therefrom, or to be paid liquidated damages of Five Per Cent (5%) of the total sale price from Seller, it being agreed that actual damages of City are difficult, if not impossible, to ascertain.

10. CONFLICTS OF INTEREST. No salaried officer or employee of the City of Springfield, Missouri, and no member of any Board or the City Council of the City shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Any federal regulations and applicable provisions in RSMo Section 105.450 et seq. shall not be violated.

11. PROVISIONS NOT MERGED WITH DEED. No provision of this Contract is intended to or shall be merged by reason of any deed transferring title to the Property from the Seller to the City, or any successor in interest, and any such deed shall not be deemed to affect or impair the provisions and covenants of this Contract.

12. NOTICE. All notices required or permitted hereinunder and required to be in writing may be given by FAX or by first class mail addressed to City and Seller by one of three different means: Facsimile Transmission (FAX) if both parties have a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to the receiving party; or may give notice by any combination of the above methods.

a. The date of notice shall be:

(1) The date upon which notice is hand delivered to the receiving party;

(2) The date of delivery of notice by FAX transmission which shall be deemed to be the date transmission occurs, except where the transmission is not completed by 5:00 p.m. on a regular business day at the terminal of the receiving party, in which case the date of delivery shall be deemed to fall on the next regular business day for the receiving party;

(3) The third day following mailing of the notice, whichever first occurs.

b. It shall be sufficient if notices to the City are addressed to **City Attorney, City of Springfield, 840 Boonville Ave., P.O. Box 8368, Springfield, Missouri 65801.**

c. It shall be sufficient if notices sent to the Seller are addressed to **Amanda Bailey, 2938 S. Scotts Lane, Springfield, Missouri 65807-5520.**

13. HEADINGS. The headings or captions of this Contract are for convenience and reference only, and in no way define, limit, or describe the scope or intent of the Contract or any provision hereof.

14. SEVERABILITY. In the event that any one or more of the phrases, sentences, clauses, paragraphs or sections contained in this Contract shall be declared invalid by the final and unappealed order, decree or judgment of any court, the City may, at its sole option, set this Contract aside.

15. VENUE AND JURISDICTION. This Contract and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this Contract be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

16. ENTIRE CONTRACT. This Contract contains the entire Contract of the parties. No modification, amendment, or waiver of any of the provisions of this Contract shall be effective unless in writing specifically referring hereto and signed by both parties.

(The remainder of this page intentionally left blank.)

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF SPRINGFIELD, MISSOURI

By: _____
City Manager or his/her designee Date

CERTIFICATE OF DIRECTOR OF FINANCE

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of appropriated and available funds to pay therefor.

Director of Finance or Acting Director

APPROVED AS TO FORM

City Attorney or Assistant City Attorney

RECOMMENDED BY

Director of Public Works or Acting Director

By signing this contract, Seller(s) certifies that he/she is not presently employed by the City of Springfield or City Utilities of Springfield.

THIS AGREEMENT CONTAINS A RELEASE OF CLAIMS. SELLER(S) ACKNOWLEDGE(S) THAT HE/SHE/THEY HAVE READ AND FULLY UNDERSTAND THE RELEASE AND ARE IN AGREEMENT WITH ITS TERMS.

SELLER(S):

Robert Travis Shelton Estate

Signature: _____
Amanda L. Bailey Date
Personal Representative



Transaction Identification Data, for which the Company assumes no liability as set forth in Commitment Condition 5.e.:

Issuing Agent: Meridian Title Company
Issuing Office: 1334 East Republic Road
Springfield, MO 65804
Issuing Office's ALTA® Registry ID: 1026728
Loan ID Number:
Commitment Number: TITLE-2025-3009084
Issuing Office File Number: TITLE-2025-3009084
Property Address: 624 1/2 North Franklin Avenue, Springfield, MO 65802
Revision Number:

SCHEDULE A

1. Commitment Date: November 13, 2025 at 8:00 AM
2. Policy to be issued:
 - a. 2021 ALTA Owner's Policy
Proposed Insured: **City of Springfield, Missouri**
Proposed Amount of Insurance: **\$**
The estate or interest to be insured: **fee simple**
 - b. 2021 ALTA Loan Policy
Proposed Insured: **City of Springfield, a municipal corporation of the State of Missouri**
840 North Boonville Avenue, Springfield, MO 65802
Proposed Amount of Insurance: **\$**
The estate or interest to be insured: **fee simple**
3. The estate or interest in the Land at the Commitment Date is:
fee simple
4. The Title is, at the Commitment Date, vested in:
Robert Travis Shelton
5. The Land is described as follows:
See Exhibit A attached hereto and made a part hereof.

COMMONWEALTH LAND TITLE INSURANCE COMPANY

This page is only a part of a 2021 ALTA Commitment for Title Insurance issued by Commonwealth Land Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; and Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

81C170B25

ALTA Commitment for Title Insurance (7-1-21) w-MO Mod

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By: 
Authorized Signatory

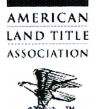
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SCHEDULE B, PART I—Requirements

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. All buyer documents must be signed by authorized signer for City of Springfield, Missouri.
5. Probate case number 2531-PR00814 discloses that Robert Travis Shelton died on August 25, 2025. Letters of Testamentary were granted and Amanda Lynn Bailey was appointed the Personal Representative of the Estate under independent administration. We require recording of a Personal Representative's Deed to the applicant buyer(s).
6. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.

Duly authorized and executed Deed from of Amanda Lynn Baily, Personal Representative of the Estate of Robert Travis Shelton, to City of Springfield, Missouri, to be executed and recorded at closing.
7. No open Mortgages and/or Deeds of Trust are found as of our effective date. If one is to be paid at closing please provide us with information as soon as possible.
8. Dismissal of Pending Suit filed on September 23, 2025, in the Circuit Court of Greene County Missouri under Case No. 2531-AC08988 captioned LVNV Funding LLC, plaintiff, vs Robert Shelton, defendant.
9. Payment of all real estate taxes through and including those for the year 2024.
The following is provided for informational purposes only:
Current Tax Status: DELINQUENT
Tax Year: 2024
Tax ID: 88-13-14-309-008
Base Tax Amount: \$417.75
Delinquent taxes, if any: \$534.46 (Contact Greene County Collector for exact amount)
Taxes for the year 2023 are paid. Taxes for the year 2025, are now due and payable.

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10. Payment of all real estate taxes through and including those for the year 2025.
The following is provided for informational purposes only:
Current Tax Status: DUE
Tax Year: 2025
Tax ID: 88-13-14-309-008
Tax Amount Due by December 31: \$478.27
Delinquent taxes, if any: NONE
Taxes for the year 2024 are delinquent. Taxes for the year 2025 are due and payable by December 31st.
11. Due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture and/or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.
12. If mechanic's lien coverage is desired on the loan policy, satisfactory evidence should be supplied to the title insurance company that improvements and/or repairs or alterations thereto are completed; that contractors, subcontractors, labor of materialmen and materials are all paid; have released of record all liens or notice of intent to perfect a lien for labor or material, if any. The company must be given notice if any structures located on the subject property have had any of the above mentioned services provided within the last twelve (12) months.
13. Closing Information: If the closing on the subject property is to be conducted by Burcham's Meridian Title, LLC, we require all monies due from the purchase to be in the form of a cashier's check or certified funds. We will require a wire transfer be made payable to Burcham's Meridian Title, LLC coming from a financial institution located in a state other than Missouri. If the sale proceeds or any "payoff" pursuant to the closing requires "good funds", then monies received by us for such must be by bank or wire transfer. The above applies to all closings unless other specific arrangements are made. Due to wide variances in banking practices and lack of control over funds "on the wire", we cannot accept financial responsibilities for delays in the clearing of funds. This requirement is in accordance with Senate Bill 664 signed by the Governor, July 10, and which became effective on August 28, 1996.
14. This agent reserves the right to make further requirements.

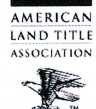
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SCHEDULE B, PART II—Exceptions

Some historical land records contain Discriminatory Covenants that are illegal and unenforceable by law. This Commitment and the Policy treat any Discriminatory Covenant in a document referenced in Schedule B as if each Discriminatory Covenant is redacted, repudiated, removed, and not republished or recirculated. Only the remaining provisions of the document will be excepted from coverage.

The Policy will not insure against loss or damage resulting from the terms and conditions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I—Requirements are met.
2. Rights or claims of parties in possession not shown by the Public Records.
3. Easements or claims of easements not shown by the Public Records.
4. Any encumbrance, violation, variation, or adverse circumstance, boundary lines overlap, or encroachment that would be disclosed by an accurate and complete land title survey of the Land.
5. Any lien or right to a lien, for services, labor, material, or equipment heretofore or hereafter furnished, imposed by law and not shown by the public records.
6. Taxes or special assessments which are not shown as existing liens by the Public Records.
7. All assessments and real estate taxes which become due and/or payable after the date of this policy.
8. Subject to Easements, Restrictions and Building Set Back Lines that may be filed for record according to the Plat filed in Plat Book B, Page 70, Greene County Recorder's Office.
9. Outstanding title in and to all oil, gas and other minerals within and underlying the real estate in question, vested in other person or corporations, nor will the policy insure against loss or damage by reason of the mining rights or other rights, privileges and immunities relating to such oil, gas and other minerals and it will not insure against loss or damage due to operations on the surface of insured premises in connection with such oil, gas and other minerals, nor will the policy insure against loss or damage by virtue of any existing or future oil, gas or other mineral lease covering such premises. The Company makes no representation as to the present ownership of any such rights or interests. There may be leases, grants, exceptions or reservations that are not listed, according to RSMo. 442.571.
10. Any loss, penalties, forfeiture or divestiture of title for failure to comply with the provisions of Missouri Executive Order 24-01, and all limitations and conditions imposed by law on the ownership of land by Foreign Adversaries pursuant to said Order.
11. Subject to Property Owner's Association dues, if any.

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EXHIBIT "A"

The Land referred to herein below is situated in the County of Greene, State of Missouri, and is described as follows:

E 1/2 THE S 71 FEET OF LOT 28 BLOCK 17 J.J. WEAVER'S 2ND ADDITION TO THE CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI ACCORDING TO THE RECORDED PLAT THEREOF.

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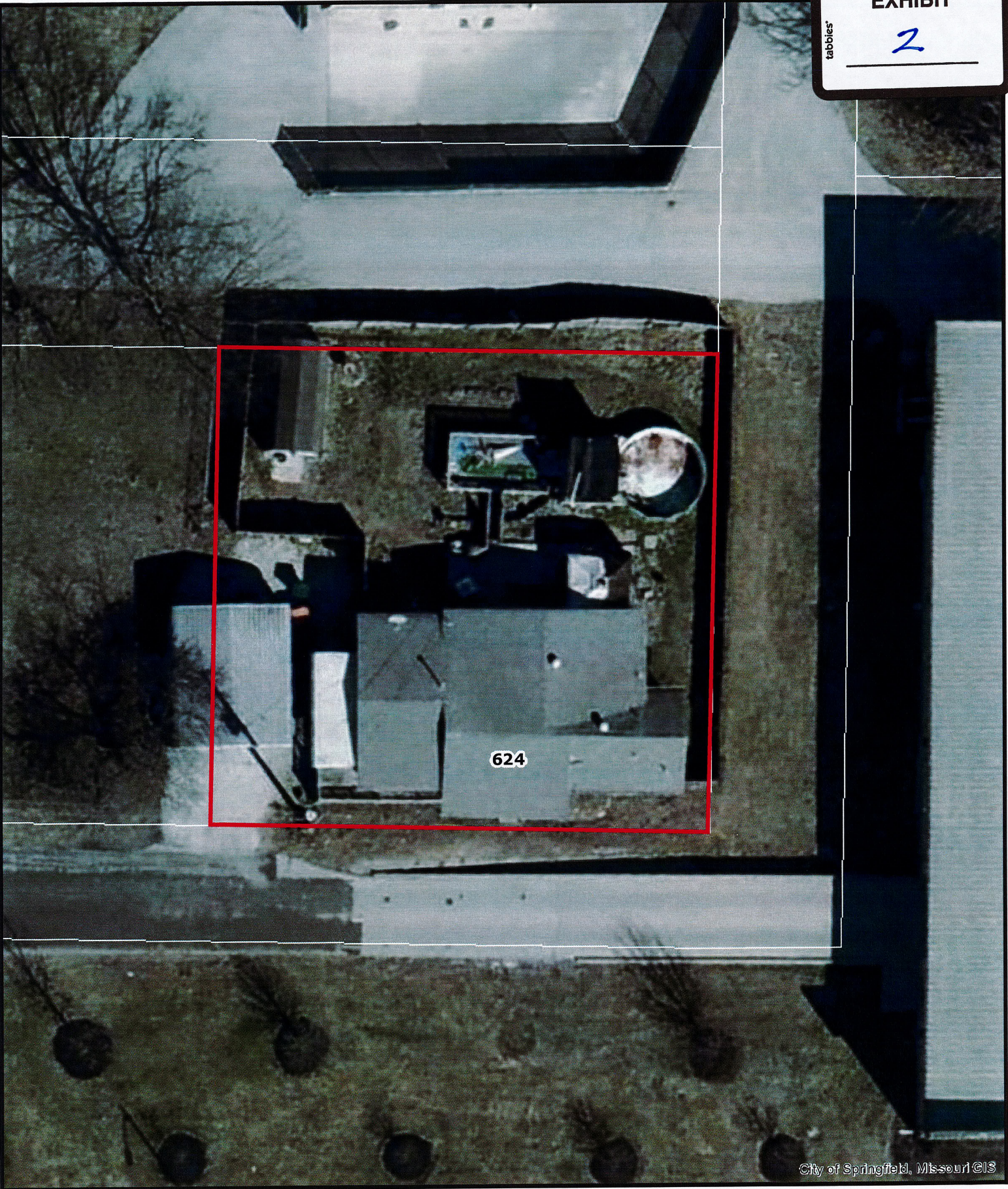


624 N Franklin - Parcel 88-1314309008

EXHIBIT

2

tabbles



624

City of Springfield, Missouri GIS



EXPLANATION TO COUNCIL BILL 2026-032 (ADIB-YAZDI)

FILED: 02/02/2026

ORIGINATING DEPARTMENT: Planning and Development

TITLE: A special ordinance authorizing the City of Springfield to dispose of approximately 0.05 acres of property generally located at 2577 South Fremont Avenue.

PURPOSE: To authorize City Utilities to dispose of approximately 0.05 acres of property generally located at 2577 South Fremont Avenue. (Planning and Zoning Commission and staff recommend approval.)

BACKGROUND INFORMATION:

REQUEST TO DISPOSE #534

City Utilities is proposing to dispose a portion of the property generally located at 2577 South Fremont Avenue. The property was originally acquired by the City of Springfield in 2000 for the widening of Sunset Street. Upon completion of the widening project, the City transferred the property to City Utilities for the location of utility infrastructure in 2007. City Utilities no longer needs the western 15-foot strip of the property. If approved, the subject area will be purchased by the owner of the adjacent property to the west.

FINDINGS FOR STAFF RECOMMENDATION:

1. The subject property is within the city limits of the City of Springfield.
2. The proposed disposal will not adversely affect the City of Springfield's operations.
3. The disposed property will be purchased by the adjacent property owners, Michaela Karr and Jackson Johnson.

The Planning and Zoning Commission held a public hearing on December 18th, 2025 and recommended approval, by a vote of 9 to 0, of the proposed property disposal on the tract of land described in Exhibit A.

REMARKS: The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

Submitted By: Andrew Menke, Senior Planner



Authorized for inclusion on the agenda pursuant to City Code section 2-33:

- Attachments:**
1. Request to Dispose 534 - 2577 South Fremont Avenue
 2. Dispose 534_exhA
 3. Dispose 534_exhB

One-rdg. _____
P. Hrngs. _____
Pgs. 13
Filed: 01-20-26

Sponsored by: Adib-Yazdi

First Reading: _____

Second Reading: _____

COUNCIL BILL 2026-032

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City of Springfield to dispose of approximately 0.05 acres of
2 property generally located at 2577 South Fremont Avenue.
3
4 _____

5 WHEREAS, the City of Springfield ("City") previously acquired the 0.05 acres of
6 land generally located at 2577 South Fremont Avenue (the "Property") in 2000, with the
7 intention of widening Sunset Street; and
8

9 WHEREAS, upon completion of the widening project, the City transferred the
10 Property to City Utilities for the location of utility infrastructure in 2007; and
11

12 WHEREAS, City Utilities has determined that it no longer needs the Property;
13 and
14

15 WHEREAS, the Property is within the city limits of the City of Springfield, and
16 disposal of the Property will not adversely affect the daily operations of the City of
17 Springfield or City Utilities; and
18

19 WHEREAS, the Property, if disposed, will be purchased by the adjacent property
20 owners; and
21

22 WHEREAS, the Planning and Zoning Commission recommended approval of the
23 disposal of the Property at its meeting held December 18, 2025, by a vote of 9 to 0; and
24

25 WHEREAS, disposition of real property calls for City Council approval under
26 Section 2.16 of the City Charter.
27

28 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
29 SPRINGFIELD, MISSOURI, as follows, that:
30

31 Section 1 – City Council hereby approves the disposal of approximately 0.05
32 acres of property generally located at 2577 South Fremont Avenue, as depicted in
33 "Exhibit B," and more particularly described in "Exhibit A," both of which are attached
34 hereto and incorporated herein by this reference, and grants the Mayor authority to

35 execute those documents necessary to carry out the intent of this Ordinance, provided
36 they are on a form approved by the City Attorney.

37
38 Section 2 – This Ordinance shall be in full force and effect from and after
39 passage.

40
41 Passed at meeting: _____

42 _____
43 Mayor

44
45 Attest: _____, City Clerk

46
47 Filed as Ordinance: _____

48
49 Approved as to form: Laura Vales, Assistant City Attorney

50
51
52 Approved for Council Action: [Signature], City Manager
53

EXHIBIT A
LEGAL DESCRIPTION
REQUEST TO DISPOSE NUMBER NO. 534

A PART OF LOT TWO OF SOUTH KICKAPOO ESTATES SIXTH ADDITION, A SUBDIVISION IN THE CITY OF SPRINGFIELD, GREENE COUNTY, MISSOURI, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT TWO, THENCE NORTH 01 DEGREES 14 MINUTES 16 SECONDS EAST, ALONG THE EAST LINE OF SAID LOT TWO, A DISTANCE 7.41 FEET TO THE NORTH RIGHT-OF-WAY LINE OF SUNSET STREET FOR THE POINT OF BEGINNING; THENCE NORTH 87 DEGREES 29 MINUTES 17 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 14.99 FEET; THENCE NORTH 01 DEGREES 20 MINUTES 49 SECONDS EAST, A DISTANCE OF 136.15 FEET TO THE NORTH LINE OF SAID LOT TWO; THENCE SOUTH 87 DEGREES 13 MINUTES 17 SECONDS EAST, ALONG SAID NORTH LINE, A DISTANCE OF 14.73 FEET TO THE NORTHEAST CORNER OF SAID LOT TWO; THENCE SOUTH 01 DEGREES 14 MINUTES 16 SECONDS WEST, ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 136.09 FEET TO THE POINT OF BEGINNING. BEARINGS ARE BASED ON GRID NORTH, MISSOURI COORDINATE SYSTEM OF 1983, CENTRAL ZONE.

CONTAINING 0.046 ACRES (2022 SQUARE FEET).

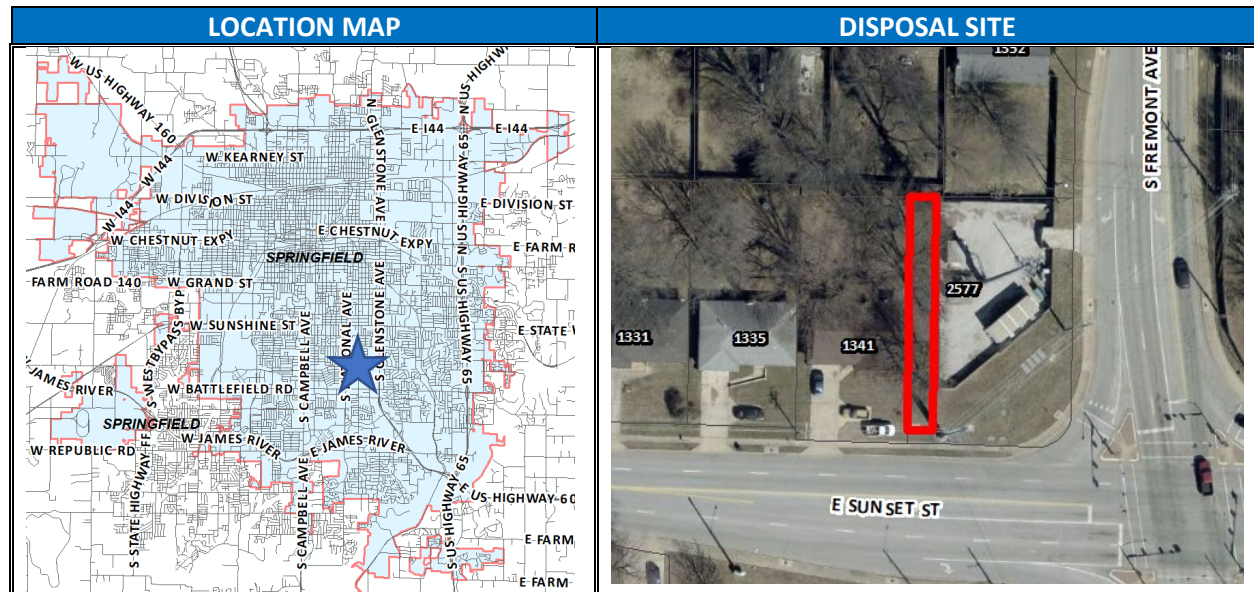
DEVELOPMENT REVIEW STAFF REPORT

PROJECT INFORMATION

Case Number:	Request to Dispose 534
Location:	2577 South Fremont Avenue
Total Acres:	0.05 acres
Applicant:	City Utilities
Existing Land Use:	Trees that serve as a screening buffer from utility infrastructure
Planning and Zoning Commission:	December 18, 2025
City Council:	January 26, 2026
Staff:	Andrew Menke, Senior Planner, (417) 864-1613
Staff recommendation:	Staff recommends approval
Proposed motion:	Move to approve as submitted in the staff report. (All commission motions are made in the affirmative.)
Required Vote:	A majority of those present (5 members are a quorum).

PROJECT SUMMARY:

City Utilities is proposing to dispose a portion of the property generally located at 2577 South Fremont Avenue. The property was originally acquired by the City of Springfield in 2000 for the widening of Sunset Street. Upon completion of the widening project, the City transferred the property to City Utilities for the location of utility infrastructure in 2007. City Utilities no longer needs the western 15-foot strip of the property. If approved, the subject area will be purchased by the owner of the adjacent property to the west.

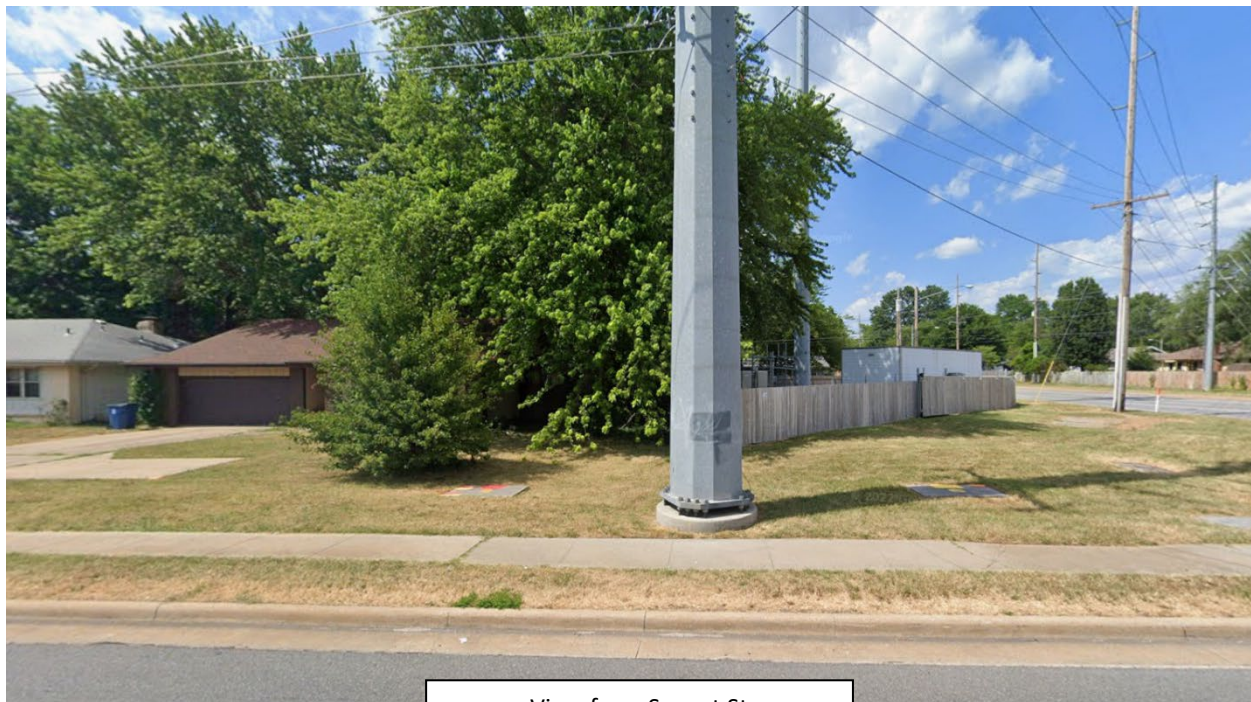


DEVELOPMENT REVIEW STAFF REPORT

GOOGLE AERIAL OF LANDMARKS, BUSINESSES, AND ATTRACTIONS:



GOOGLE MAPS STREET VIEW:



View from Sunset St

DEVELOPMENT REVIEW STAFF REPORT

PLANNING AND ZONING COMMISSION AUTHORITY:

Sec. 11.7. - Legal status of master plan.

- (1) Master plan to provide general guidelines. The master plan shall be prepared and maintained as a general guide for the orderly and efficient development and redevelopment of the City of Springfield. The master plan shall be kept current through review not less than every five years. When required by this Charter or otherwise deemed necessary, such review shall include proposed revisions or alterations in the master plan and public hearings thereon.
- (2) Regulations to generally conform to master plan. All rezoning of land, subdivision plats, development proposals, and the zoning ordinance, subdivision ordinance and the zoning map should generally conform with the guidelines set forth in the master plan and should be reviewed for consistency with the master plan; provided, however, inconsistencies with the master plan shall not constitute cause to invalidate any such matter. The master plan shall not have the effect of a regulatory ordinance.
- (3) Master plan to guide public improvements. The master plan shall provide guidelines for the location of public streets, parks and other public ways, grounds and spaces, public buildings and structures, facilities of public or private utilities, and the acquisition of real property by the city for public use. To that end the planning and zoning commission shall review the following:
 - (a) All proposals to construct or extend public streets.
 - (b) All proposals to improve land as a park.
 - (c) All proposals to lay out or improve other public ways, grounds or spaces.
 - (d) All proposals to construct public buildings and structures.
 - (e) All proposals to lay out and construct facilities of public utilities, whether publicly or privately owned.
 - (f) All proposals to acquire real property for public purposes.

In reviewing and approving all such proposals, the function of the planning and zoning commission shall be to determine whether they are generally consistent with the master plan of the city. No such proposals shall be constructed or authorized until the location, extent and character thereof has been submitted and approved by the planning and zoning commission.

In case of disapproval, the commission shall communicate its reasons to the city council, and the city council, by vote of not less than two-thirds of its entire membership, may overrule the disapproval and, upon the overruling, the city council or the appropriate board or officer may proceed, except that if the proposal is by an agency other than an agency of the city and the authorization or financing does not fall within the province of the city council, then the submission to the planning commission shall be by the agency having jurisdiction, and the planning commission's disapproval may be overruled by that agency by a vote of not less than two-thirds of its entire membership. The acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, acquisition of land, sale or lease of any street or other public facility is subject to similar submission and approval, and the failure to approve may be similarly overruled.

DEVELOPMENT REVIEW STAFF REPORT

In the event the commission shall fail to act within thirty days after the date of official submission of a proposal (which date shall be the date that the matter is placed upon the agenda of the commission) to the commission, then the proposal shall be deemed to have been approved by the commission, unless a longer period for review by the commission shall have been authorized by the council or by the public officials submitting the proposal. In any case in which the commission finds that it is not reasonably able to complete its review of a proposal within thirty days, it may extend the time for such review for not more than thirty days.

SURROUNDING ZONING, LAND USES AND PLACETYPES:

	NORTH	SOUTH	EAST	WEST
ZONING	R-SF	R-SF	R-SF	R-SF
LAND USE	Single-family residence	Right-of-way & greenspace	City Utilities infrastructure	Single-family residence
PLACETYPES	Traditional Neighborhood	Traditional Neighborhood	Traditional Neighborhood	Traditional Neighborhood

LAND DISPOSAL POLICY:

Planning and Zoning Commission adopted the following policy statement for land disposals by public bodies:

1. Where is the property located?

Northwest corner of Fremont Ave. & Sunset St. (2577 S. Fremont Ave.)

2. Legal description.

See last section of staff report.

3. Why doesn't City Utilities need the property anymore?

City Utilities agreed to dispose of this 15-foot strip of land back in the late 2000's to the Karr family. Terms of the property transfer were agreed to by all parties, but the transfer was never finalized. The 15-foot strip serves as a screening buffer with trees that hide the cell tower site and suppresses noise from the intersection.

4. When was the current building erected?

No buildings on site.

5. Why was property acquired? What did City Utilities originally intend to do with the property?

The property was originally acquired by the City of Springfield on March 6, 2000, for the widening of Sunset Street. The house on site was demolished. Upon completion of the widening project, the City transferred the property to City Utilities for their utility infrastructure needs in 2007. City Utilities no longer needs the 15-foot strip with the addition of an entrance that is to be constructed onto Sunset Street for egress. The entrance is to be constructed at the time the proposed trail improvements project is constructed along the north side of Sunset Street.

DEVELOPMENT REVIEW STAFF REPORT

6. Who will purchase property?

Michaela Karr & Jackson Johnson, who are the owners of the adjacent property at 1341 E. Sunset St. as of 11/18/2025 (Book 2025, Page 038131-25).

DEVELOPMENT REVIEW STAFF REPORT

STAFF ANALYSIS AND RECOMMENDATION:

1. The subject property is within the city limits of the City of Springfield.
2. The proposed disposal will not adversely affect the operations of City Utilities or the City of Springfield.
3. The property was originally acquired by the City of Springfield in 2000 as part of the widening of Sunset Street.
4. The City transferred the property to City Utilities for the location of utility infrastructure in 2007.
5. City Utilities no longer needs the western 15-foot strip of the property.
6. The disposed property will be purchased by the adjacent property owners, Michaela Karr and Jackson Johnson.

STAFF RECOMMENDATION:

1. Staff recommends approval based on the findings of fact above.

PLANNING AND ZONING OPTIONS:

1. Recommend that the request to dispose is determined to be generally consistent with the master plan (Comprehensive Plan Forward SGF).
2. Recommend that the request to dispose is determined to be not consistent with the master plan (Comprehensive Plan Forward SGF).

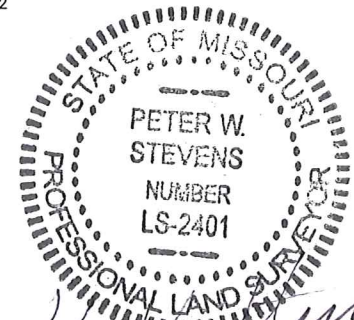
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Page 447 of 447