



Agenda

City Council Meeting

City Council Chambers
Historic City Hall, 830 Boonville

Ken McClure, Mayor

Zone Councilmembers

Monica Horton, Zone 1
Abe McGull, Zone 2
Mike Schilling, Zone 3
Matthew Simpson, Zone 4

General Councilmembers

Heather Hardinger, General A
Craig Hosmer, General B
Andrew Lear, General C
Richard Ollis, General D

Upcoming Council Meeting Agenda June 27, 2022 6:30 p.m.

Speakers must sign up with the City Clerk to speak to a Council Bill on the agenda.

Speakers must [sign up with the City Clerk](#) no later than 5:00 p.m. the Friday before the meeting to speak to an issue not on the agenda. Citizens wishing to submit comments to City Council may do so using the [citizen comments form](#).

Speakers are to limit their remarks to three to five minutes based on City Council's policy regarding the number of speakers.

Note: Sponsorship does not denote Council member approval or support.

1. ROLL CALL.

2. APPROVAL OF MINUTES: JUNE 13, 2022 CITY COUNCIL MEETING

4. APPROVAL OF MINUTES. JUNE 13, 2022, CITY COUNCIL MEETING AND JUNE 14, 2022, SPECIAL CITY COUNCIL MEETING.

Documents:

[06-13-22.PDF](#)

[06-14-22 SPECIAL CITY COUNCIL MEETING.PDF](#)

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, POLICE CHIEF REPORT, AND RESPONSES TO QUESTIONS RAISED AT THE PREVIOUS CITY COUNCIL MEETINGS.

6. A REPORT FROM THE CHAIR OF THE CITIZENS TAX OVERSIGHT COMMITTEE.

7. SECOND READING AND FINAL PASSAGE. Citizens Have Spoken. May Be Voted On.

8. Council Bill 2022-147 (Ollis)

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Greater Springfield Area Sports Commission, Inc., for the purpose of promoting the attraction of sporting events to the community.

Documents:

[2022-147.PDF](#)

9. Council Bill 2022-148 (Lear)

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Convention and Visitors Bureau, Inc., for the purpose of promoting travel and tourism within the City of Springfield.

Documents:

[2022-148.PDF](#)

10. Council Bill 2022-149 (Hosmer)

A general ordinance amending the Springfield City Code, Chapter 2, Article III, Division 1, Section 2-91, known as the Merit System Rules and Regulation ("Merit Rules"), by amending portions of the Merit Rules for multiple purposes, including but not limited to the following: amendments to further the City's diversity and inclusivity goals; to clarify certain provisions within the Merit Rules

diversity and inclusivity goals, to clarify certain provisions within the Merit Rules and assure internal consistency as well as consistency with the City's Code and Charter, to update the City's policy regarding hiring of relatives of employees, to correct a previous scrivener's error, and to amend the Merit Rules on vacation and sick leave.

Documents:

[2022-149.PDF](#)

11. Council Bill 2022-150 (Ollis)

A special ordinance approving the Fourth Amendment to the July 1, 2021, Collective Bargaining Agreement between the City and the Springfield Police Officers Association, Fraternal Order of Police Lodge 22 ("SPOA"), the Exclusive Representative of a certain Bargaining Unit within the Springfield Police Department, representing changes requested by the SPOA regarding payroll deductions; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Fourth Amendment to the Collective Bargaining Agreement to the Exclusive Representative.

Documents:

[2022-150.PDF](#)

12. Council Bill 2022-151 (Lear)

A special ordinance approving the Annual Maintenance Contract for Traffic Signals for Fiscal Year 2022-2023; accepting the bid of Ewing Signal Construction, LLC, in the amount of \$209,988.50; and authorizing the City Manager to enter into a contract with such bidder for the purpose of maintaining the City's traffic signal infrastructure.

Documents:

[2022-151.PDF](#)

13. Council Bill 2022-152 (Hosmer)

A special ordinance adopting the HOME-American Rescue Plan Allocation Plan to utilize the HOME-American Rescue Plan grant of \$3,805,703; amending the Fiscal Year 2021 Annual Action Plan to incorporate the HOME-American Rescue Plan Allocation Plan; and authorizing the City Manager, or his designee, to enter into any necessary agreements and exercise any necessary power to select and implement projects for funding pursuant to the HOME-American Rescue Plan Allocation Plan after the United States Department of Housing and Urban Development approves the plan.

Urban Development approves the plan.

Documents:

[2022-152.PDF](#)

14. Council Bill 2022-153 (Schilling)

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Regional Arts Council, Inc., for the purpose of promoting the visual and performing arts in Springfield, Missouri.

Documents:

[2022-153.PDF](#)

15. RESOLUTIONS. Citizens May Speak. May Be Voted On.

16. Council Bill 2022-157 (Simpson)

A resolution granting a Short-Term Rental Type 2 Permit for the property located at 2209 East Swallow Street for the purpose of allowing the establishment of a Short-Term Rental Type 2 pursuant to Section 36-473 of the Land Development Code.

Documents:

[2022-157.PDF](#)

17. Council Bill 2022-158 (Simpson)

A resolution granting a Short-Term Rental Type 2 Permit for the property located at 1951 South Roanoke Street for the purpose of allowing the establishment of a Short-Term Rental Type 2 pursuant to Section 36-473 of the Land Development Code.

Documents:

[2022-158.PDF](#)

18. Council Bill 2022-159 (Schilling)

A resolution authorizing the City Manager, or his designee, to apply for a grant from the United States Department of Labor for the Growth Opportunities program grant in the amount of up to \$4,000,000 to be utilized to perform approved grant activities.

Documents:

[2022-159.PDF](#)

19. **Council Bill 2022-160 (Ollis)**

A resolution authorizing the City Manager, or his designee, to apply for a grant from the Environmental Protection Agency for the Brownfields Job Training grant in the amount of up to \$500,000 to be utilized to perform approved grant activities.

Documents:

[2022-160.PDF](#)

20. **EMERGENCY BILLS. Citizens May Speak. May Be Voted On.**

21. **Council Bill 2022-161 (City Council)**

A special ordinance amending Special Ordinance 27441 to revise the date of the election called in Special Ordinance 27441 to November 8, 2022; and declaring an emergency.

Documents:

[2022-161.PDF](#)

22. **PUBLIC IMPROVEMENTS.**

23. **GRANTS.**

24. **AMENDED BILLS.**

25. **COUNCIL BILLS FOR PUBLIC HEARING. Citizens May Speak. Not Anticipated To Be Voted On.**

26. **Council Bill 2022-162 (McGull)**

A special ordinance authorizing the City Manager, or his designee, to apply to the United States Department of Housing and Urban Development for Federal Fiscal Year 2022 Community Development Block Grant and HOME Investment Partnership Program funds under the Consolidated Plan, to accept Community Development Block Grant and HOME Investment Partnership Program funds, to enter into any necessary agreements to carry out the grants, and to exercise any and all powers necessary to implement selected projects; selecting projects for funding for the City of Springfield Fiscal Year 2022-2023; reaffirming the City Council Objectives and Community Development Priorities; and declaring that this Ordinance qualifies as a one-reading bill pursuant to City Charter Section 2.16(25). (City Council is not expected to vote on this Ordinance after the first reading on June 27, 2022.)

Documents:

[2022-162.PDF](#)

27. FIRST READING BILLS. Citizens May Speak. Not Anticipated To Be Voted On.

28. Council Bill 2022-163 (Hosmer)

A special ordinance authorizing the City Manager, or his designee, to accept grant funds from the United Way of the Ozarks, through the Community Foundation of the Ozarks' United Way Let's Get to Work Fund, in the amount of \$30,000 to be utilized to perform approved grant activities and to enter into necessary agreements to carry out the grant; and amending the budget of the Department of Workforce Development for Fiscal Year 2022-2023 in the amount of \$30,000 to appropriate the grant funds.

Documents:

[2022-163.PDF](#)

29. Council Bill 2022-164 (Schilling)

A special ordinance approving the plans and specifications for Phase 4 and Phase 5 of the Republic Road and Campbell Avenue Intersection Improvements project; accepting the bid of Capital Paving & Construction, LLC, in the amount of \$5,364,467.30 for said project; authorizing the City Manager, or his designee, to enter into a contract with such bidder; and amending the Fiscal Year 2022-2023 budget for the Department of Public Works in the amount of \$470,000.00 to appropriate additional Surface Transportation Block Grant funds for said project.

Documents:

[2022-164.PDF](#)

30. PETITIONS, REMONSTRANCES AND COMMUNICATIONS.

Danielle Godsey wishes to address City Council.

Dr. Robert Olson wishes to address City Council.

31. NEW BUSINESS.

The Public Involvement Committee recommends the following reappointment to the Board of Equalization: Janet Blair with term to expire April 1, 2025.

The Public Involvement Committee recommends the following appointments to the Landmarks Board: Jamille Jones with term to expire November 1, 2023; Erik Kiser, with term to expire November 1, 2022.

The Public Involvement Committee recommends the following appointment to the Police Officers' and Fire Fighters' Retirement System Board of Trustees:
John Davis with term to expire April 30, 2025.

32. **UNFINISHED BUSINESS.**

33. **MISCELLANEOUS.**

34. **CONSENT AGENDA – FIRST READING BILLS.**

35. **CONSENT AGENDA – ONE READING BILLS.**

36. **CONSENT AGENDA – SECOND READING BILLS. See Item #3.**

37. **Council Bill 2022-154 (Ollis)**

A special ordinance authorizing the City Manager, or his designee, to accept a James River Basin Partnership 319 Grant in the amount of \$35,000, from the Environmental Protection Agency through the Missouri Department of Natural Resources, to support construction of the Art Museum North Parking Improvements Project at the Springfield Art Museum; and amending the budget of the Springfield Art Museum for Fiscal Year 2021-2022 in the amount of \$35,000.

Documents:

[2022-154.PDF](#)

38. **END OF CONSENT AGENDA.**

39. **ADJOURN.**

Persons addressing City Council are asked to step to the microphone and clearly state their name and address before speaking.

All meetings are recorded.

In accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 864-1651 at least three days prior to the scheduled meeting.

June 13, 2022
Springfield, Missouri

The City Council met in regular session June 13, 2022, in the Council Chambers at Historic City Hall. The meeting was called to order by Mayor Ken McClure. Mayor McClure acknowledged the passing of former Councilmember Denny Whayne.

Roll Call

Present: Mike Schilling, Matthew Simpson, Craig Hosmer, Richard Ollis, Andrew Lear, Heather Hardinger, Monica Horton, and Ken McClure. Absent: Abe McGull.

Minutes

The minutes of the May 31, 2022, City Council Meeting were considered. Mayor Pro Tem Simpson moved to approve the minutes as presented. The motion was seconded by Councilman Schilling and approved by the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Consent Agenda

The consent agenda was approved as presented by the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

The following items appeared on the agenda under Ceremonial Matters.

Sponsor: City Council. Council Bill 2022-144

A resolution recognizing and honoring the life of former Councilman Denny Whayne for his exemplary service as a member of the Springfield City Council and his strong advocacy for justice and equal rights in Springfield and beyond over his 77 years.

Councilwoman Horton read the resolution in its entirety.

An opportunity was given for citizens to express their views.

Ashanti Tate addressed City Council. Ms. Tate, a representative of Turning Point Church, acknowledged the City having honored Denny Whayne throughout the years. Ms. Tate thanked City Council for honoring Denny Whayne during his life.

With no further appearances, the public hearing was declared closed.

Councilwoman Horton and Councilwoman Hardinger expressed their support for the resolution.

Mayor McClure thanked the members of Turning Point Church and the daughter of Denny Whayne for being in attendance.

Council Bill 2022-144. Resolution 10635 was approved with the following vote:
Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure.
Nays: None. Absent: McGull. Abstain: None.

Mayor McClure presented the daughter of Denny Whayne with a copy of the resolution.

City Manager Report

Jason Gage, City Manager, noted when the National Weather Service issues heat advisories, some air-conditioned facilities are available as public cooling centers and are a good option for those without shelter or whose homes are not air conditioned. He added during heat advisory periods, the Parks Department coordinates with the Health Department to offer a Splash & Sizzle aquatics option that keeps at least one pool open until 8:00 pm. Admission is free with a canned food item or \$1 otherwise. The Parks Department also keeps the three family center lobbies, as well as the Jordan Valley Ice Park lobby, open as cooling centers for the public during heat advisory periods. Mr. Gage further noted, though not official cooling centers, Springfield-Greene County libraries are also a good option for those needing to stay out of the heat. A list of library hours and locations can be found at thelibrary.org/branches.

Mr. Gage provided a Workforce Development update. He noted the Build My Future Board of Directors is now offering small grants, through a gift provided by the HBA Charitable Foundation, of up to \$500 for individuals entering the construction industry to help new hires get the needed tools and safety equipment required on a job site. To apply for a Build My Future grant, contact Tracy at the Missouri Job Center at 417-887-4343, or visit the Build My Future website at www.buildmyfuture.net.

Mr. Gage noted Parks Director Bob Belote provided City Council with an update. The Park Board recognized five Springfield Rotary clubs at the June 10 board meeting for ongoing and recent contributions to parks including improvements to the Betty and Bobby Allison Miracle League Ball Field funded by Springfield's North and Southeast Rotary clubs, contributions by the Downtown Rotary Club to the Park Board Youth Recreation Scholarship Fund, and rotary club collaboration to install Peace Poles in five Springfield Parks as an international rotary club effort to spread and emphasize peace around the world. A Peace Pole was installed at Jordan Valley Park, and another is coming soon to the Peace Through People Pavilion at Springfield Botanical Gardens.

Mr. Gage provided an update on COVID-19 Testing. Testing for COVID-19 is a vital tool to prevent spreading the virus to other people. To improve access to testing, the Springfield-Greene County Health Department and the Springfield-Greene County Library District have begun distributing at-home testing kits at all Greene County Library locations. Each household is allotted four testing kits, which include two antigen tests each and a guide detailing what to do if you test positive for COVID-19. The kits are free to the public and a total of 2,500 will be

distributed.

Mr. Gage provided an update on the Springfield Police Department. The Springfield Police Department recognized the promotions of two sworn officers and two non-sworn professional staff members. Sergeant Heather Anderson was promoted to Lieutenant, Corporal Joshua Steele was promoted to Sergeant, Kathy Marlar was promoted to Executive Secretary, and Whitney Layton was promoted to Office Administrator.

Mr. Gage provided a reminder that City offices will be closed June 20 in recognition of Juneteenth. Juneteenth, or “Freedom Day,” is the oldest nationally celebrated commemoration of the ending of slavery in the United States. This holiday is considered the “longest running African-American holiday” and has been called “America’s second Independence Day.” It was on June 19, 1865, that Union soldiers, led by Major General Gordon Granger, landed in Galveston, Texas, with news that the war had ended and that all slaves were free. This is the first year that the City of Springfield will celebrate Juneteenth - after City Council approved the measure last November.

Mayor McClure acknowledged the heat advisory and encouraged citizens to take steps necessary to stay safe, such as using cooling centers.

The following bills appeared on the agenda under Second Reading Bills.

**Cottle’s Range
Community
Improvement
District; Buc-ee’s**

Sponsor: McGull. Council Bill 2022-124

A special ordinance approving a Petition to Establish the Cottle’s Range Community Improvement District; authorizing the City Manager to execute a Cooperative Agreement between the City of Springfield, the Cottle’s Range Community Improvement District, and Buc-ee’s Springfield, LLC; and directing the City Clerk to notify the Missouri Department of Economic Development and the Missouri State Auditor of the creation of the District. (Staff recommends approval.)

Council Bill 2022-124. Special Ordinance 27700 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**CUP 462: 2808
North Kansas
Expressway**

Sponsor: Horton. Council Bill 2022-125

A special ordinance granting Conditional Use Permit No. 462 for the purpose of permitting an automobile service garage to operate as a conditional use within the GR, General Retail District, generally located at 2808 North Kansas Expressway. (Staff and Planning and Zoning Commission recommend approval (By: Take 5 Properties SPV, LLC; 2808 North Kansas Expressway; Conditional Use Permit 462.)

Council Bill 2022-125. Special Ordinance 27701 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**CUP 463: 543
West Old Weaver
Road**

Sponsor: Schilling. Council Bill 2022-126

A special ordinance granting Conditional Use Permit No. 463 for the purpose of permitting a self-service storage facility to operate as a conditional use within the GR, General Retail District, with Conditional Overlay District No. 78, generally located at 543 West Old Weaver Road. (Staff and Planning and Zoning Commission recommend approval.) (By: Burning Tree Consulting, LLC; 543 W. Old Weaver Road; Conditional Use Permit 463.)

Council Bill 2022-126. Special Ordinance 27702 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield City
Code: 1610 and
1620 North Le
Compte Road**

Sponsor: McGull. Council Bill 2022-127

A general ordinance amending Section 1-9 of the Springfield City Code, 'City Limits,' and amending Section 46-1 of the Springfield City Code, 'Boundaries of wards, precincts and council zones,' for the purpose of annexing approximately 9.5 acres of private property, generally located at 1610 and 1620 North Le Compte Road, and referenced as Annexation A-1-2022, into the City of Springfield. (By: Larry B. Clark Trust; 1610 & 1620 N. Le Compte Road; Annexation A-1-2022.)

Council Bill 2022-127. General Ordinance 6723 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield Land
Development
Code: 1610 and
1620 North Le
Compte Road**

Sponsor: McGull. Council Bill 2022-128

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 9.5 acres of property generally located at 1610 and 1620 North Le Compte Road from County A-1, Agriculture District, to IC, Industrial Commercial District, with Conditional Overlay District No. 210; establishing Conditional Overlay District No. 210; and adopting an updated Official Zoning Map. (Staff and Planning and Zoning Commission recommend approval.) (By: Larry B. Clark Trust; 1610 & 1620 N. Le Compte Rd.; Z-6-2022 w/ COD #210.)

Council Bill 2022-128. General Ordinance 6724 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Amending

Sponsor: Schilling. Council Bill 2022-129

**Springfield Land
Development
Code: 820 West El
Camino Alto Drive**

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 10.68 acres of property generally located at 820 West El Camino Alto Drive from O-1, Office District, with Conditional Overlay District No. 78, to GR, General Retail District, with Conditional Overlay District No. 211; establishing Conditional Overlay District No. 211; and adopting an updated Official Zoning Map. (Staff and Planning and Zoning Commission recommend approval.) (By: RW Developments LLC et al; 820 West El Camino Alto Drive; Z-7-2022 w/COD #211.)

Councilman Hosmer asked for clarification on the proposed. Susan Istenes, Director of Planning and Development, responded the proposed is to rezone the property from Office District to General Retail District and allow for retail development. Councilman Hosmer asked if there are height restrictions. Ms. Istenes responded the applicant would like to develop two stories. Council Bill 2022-129. General Ordinance 6725 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield Land
Development
Code: 567 West
Old Weaver Road**

Sponsor: Schilling. Council Bill 2022-130

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 0.5 acres of property generally located at 567 West Old Weaver Road from R-SF, Single-Family Residential District, to GR, General Retail District; and adopting an updated Official Zoning Map. (Staff and Planning and Zoning Commission recommend approval.) (By: Williams Natural Gas Company; 567 West Old Weaver Road; Z-8-2022.)

Council Bill 2022-130. General Ordinance 6726 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield Land
Development
Code: 2200 West
Battlefield Road**

Sponsor: Schilling. Council Bill 2022-131

A general ordinance amending the Springfield Land Development Code, Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 2 acres of property generally located at 2200 West Battlefield Road from R-MHC, Manufactured Home Community District, to IC, Industrial Commercial District, with Conditional Overlay District No. 213; establishing Conditional Overlay District No. 213; and adopting an updated Official Zoning Map. (Staff and Planning and Zoning Commission recommend approval.) (By: Milestone Homes, LLC; 2200 W. Battlefield Rd.; Z-9-2022 w/COD #213.)

Council Bill 2022-131. General Ordinance 6727 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Preliminary Tax Levy

Sponsor: Hardinger. Council Bill 2022-132

A special ordinance setting a preliminary tax levy on real and personal property for current expenses and debt retirement of the City of Springfield, Missouri, and its boards and agencies, for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023; and declaring an emergency.

Council Bill 2022-132. Special Ordinance 27703 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amended:
Adopting a budget
for the City of
Springfield: Fiscal
Year July 1, 2022,
to June 30, 2023**

Sponsor: Lear. Amended Council Bill 2022-133

A special ordinance adopting a budget for the City of Springfield, Missouri, for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023; providing that certain amounts shown in the budget document are appropriated for the various departments specified in said budget; and declaring an emergency. An opportunity was given for citizens to express their views on the amendment only. With no appearances, the public hearing was declared closed.

Council Bill 2022-133. Special Ordinance 27704 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Memorandum of
Understanding:
Opioid Litigation**

Sponsor: Hardinger. Council Bill 2022-134

A special ordinance authorizing the City Manager, or his designee, to execute the Memorandum of Understanding Between the State of Missouri and Its Political Subdivisions on Proceeds Relating to the Settlement of Opioid Litigation to facilitate acceptance of the City's share of settlement proceeds from the national opioids litigation.

Councilman Hosmer noted his support for the proposed and expressed his opinion the distribution split is inequitable given that municipalities are required to provide law enforcement and support resources. Mayor McClure expressed his agreement to the sentiments of Councilman Hosmer.

Council Bill 2022-134. Special Ordinance 27705 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Maplewood Villas

Sponsor: Horton. Council Bill 2022-135

A special ordinance creating an exception to the Comprehensive Housing Assistance Program boundary for the Maplewood Villas development, generally located at 550 North Duke Avenue; and authorizing the Department of Planning and Development to approve a \$300,000 loan for the Maplewood Villas development with a reduced interest rate from the rate established in the Comprehensive Housing Assistance Program Rules. (Staff and Loan Committee recommend approval.)

Council Bill 2022-135. Special Ordinance 27706 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Amending the Park Board's Fiscal Year: Golf Fund

Sponsor: Lear. Council Bill 2022-136

A special ordinance amending the Park Board's Fiscal Year 2021-2022 operating budget by increasing both revenue and expenses in the amount of \$2,612,892.13 to allocate \$1,800,000.00 of revenue and associated offsetting expense items from Parks 2001 and 2006 Sales Tax Funds, \$662,892.13 in reimbursements from insurance claims, and \$150,000.00 of revenue and associated expense items within the Golf Fund, respectively.

Council Bill 2022-136. Special Ordinance 27707 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Approving Third Amendment: Collective Bargaining Agreement: SPOA

Sponsor: Simpson. Council Bill 2022-137

A special ordinance approving the Third Amendment to the July 1, 2021, Collective Bargaining Agreement between the City and the Springfield Police Officers Association, Fraternal Order of Police Lodge 22 ("SPOA"), the Exclusive Representative of a certain Bargaining Unit within the Springfield Police Department, representing the result of wage reopener negotiations; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Third Amendment to the Collective Bargaining Agreement to the Exclusive Representative.

Council Bill 2022-137. Special Ordinance 27708 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

Approving Third Amendment: Collective Bargaining Agreement: IAFF

Sponsor: Hardinger. Council Bill 2022-138

A special ordinance approving the Third Addendum to the July 1, 2021, Collective Bargaining Agreement between the City and the International Association of Fire Fighters, Southern Missouri Professional Fire Fighters Local 152 ("IAFF"), the Exclusive Representative of a certain Bargaining Unit within the Springfield Fire Department, representing the result of wage reopener

negotiations; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Third Addendum to the Collective Bargaining Agreement to the Exclusive Representative.

Council Bill 2022-138. Special Ordinance 27709 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Approving Third
Amendment:
Collective
Bargaining
Agreement: IBEW:
Crafts, Trades,
and Labor**

Sponsor: Lear. Council Bill 2022-139

A special ordinance approving a Collective Bargaining Agreement to be effective July 1, 2022, and by and between the City and International Brotherhood of Electrical Workers AFL-CIO Local Union Number 753 ("IBEW"), the Exclusive Representative of a certain Bargaining Unit within the Crafts, Trades, and Labor Employee Group; and authorizing the City Manager, or his designee, to execute and deliver the Collective Bargaining Agreement on behalf of the City to the Exclusive Representative.

Council Bill 2022-139. Special Ordinance 27710 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Approving Third
Amendment:
Collective
Bargaining
Agreement: IBEW:
Professional,
Administrative,
and Technical**

Sponsor: Simpson. Council Bill 2022-140

A special ordinance approving the Third Amendment to the July 1, 2021, Collective Bargaining Agreement between the City and the International Brotherhood of Electrical Workers AFL-CIO Union Number 753 ("IBEW"), the Exclusive Representative of a certain Bargaining Unit of limited employees within the Professional, Administrative, and Technical Employee Group, representing the result of wage reopener negotiations; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Third Amendment to the Collective Bargaining Agreement to the Exclusive Representative.

Council Bill 2022-140. Special Ordinance 27711 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield City
Code: Salary
Ordinance**

Sponsor: Ollis. Council Bill 2022-141

A general ordinance amending the Springfield City Code, Section 2 -92, known as the "Salary Ordinance," by making provision for eight new titles within the Professional, Administrative and Technical Non-Union and Unclassified Schedules and deletion of three job titles from the Professional, Administrative and Technical Non-Union Schedule; by making provision for one new job title within the Crafts, Trades, and Labor Union Schedule and deletion of one job title from the same schedule; by providing pay adjustments for non-bargaining unit employees on the following salary schedules: Crafts, Trades and Labor,

Professional, Administrative, and Technical (Non-Union and Unclassified), Fire Protection, and Law Enforcement; by providing for increases to shift differential pay; by providing the City Manager the administrative authority to establish rules regarding shift pay differential; by incorporating pay improvements impacting bargaining unit members that were negotiated and tentatively agreed to; and amending the Occupational Series Market Adjustment Program.

Council Bill 2022-141. General Ordinance 6728 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Surface
Transportation
Block Grant
Program
Agreement**

Sponsor: Hosmer. Council Bill 2022-142

A special ordinance authorizing the City Manager, or his designee, to enter into a Surface Transportation Block Grant Program Agreement with the Missouri Highways and Transportation Commission for the purpose of using grant funds to partially reimburse the annual base salaries of up to six City employees who operate and manage the Transportation Management Center.

Council Bill 2022-142. Special Ordinance 27712 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

**Amending
Springfield City
Code:
Micromobility
Device Rental
Program**

Sponsor: Ollis, Hosmer, McGull, Lear. Council Bill 2022-143

A general ordinance amending the Springfield City Code, Chapter 98, 'Streets, Sidewalks and Public Places,' by enacting Article VIII, 'Micromobility Device Rental Program' and amending Article VII, 'Encroachments on City Property,' to allow for approval of certain encroachments for use by micromobility devices; amending Chapter 106, 'Traffic and Vehicles,' Article I, 'In General,' to allow and regulate the use of micromobility devices on public streets and rights-of-way; amending Chapter 106, 'Traffic and Vehicles,' Article VI, 'Stopping, Standing and Parking,' Division 10, 'Springfield Parking System Parking Regulations,' to regulate the operation and use of micromobility devices in the City's parking system; and amending Chapter 106, 'Traffic and Vehicles,' Article VIII, 'Bicycles and Motorized Bicycles,' to regulate the use of micromobility devices.

Mayor McClure expressed his support for e-scooters and asked all to be safe.

Council Bill 2022-143. General Ordinance 6729 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

The following item appeared on the agenda under Resolutions.

**State American
Rescue Plan Act**

Sponsor: Hardinger. Council Bill 2022-145

**Water
Infrastructure
Community Grant
Program Grant
Funds**

A resolution authorizing the City Manager, or his designee, to apply for State American Rescue Plan Act Water Infrastructure Community Grant Programs grant funds, in the Stormwater and Wastewater grant categories, up to \$5,000,000 per project, from the Missouri Department of Natural Resources, for the purpose of partially funding stormwater and wastewater infrastructure projects.

Errin Kemper, Director of Environmental Services, provided a brief overview of the proposed. Mr. Kemper noted the State of Missouri received approximately \$2.6 billion in funding, of which \$125 million was made available for wastewater infrastructure, and \$150 million was made available for stormwater infrastructure statewide. He further noted the proposed would allow the departments of Environmental Services and Public Works to submit applications for projects that would use the State American Rescue Plan Act funds. If any of the applications are successful, a separate Council bill will be presented to accept the grant funds.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

Mayor Pro Tem Simpson expressed his support for the proposed and thanked the departments for their work on the applications.

Council Bill 2022-145. Resolution 10636 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

EMERGENCY BILLS.

PUBLIC IMPROVEMENTS.

The following items appeared on the agenda under Grants.

**Epidemiology and
Laboratory
Capacity
Community Health
Worker Initiative
grant**

Sponsor: Simpson. Council Bill 2022-146

A special ordinance authorizing the City Manager, or his designee, to accept an Epidemiology and Laboratory Capacity Community Health Worker Initiative grant from the Federal Department of Health and Human Services and Centers for Disease Control and Prevention, through the Missouri Department of Health and Senior Services, in the amount of \$365,420 for use by the Springfield-Greene County Health Department, and to enter into necessary agreements to carry out the grant; amending the Fiscal Year 2021-2022 budget in the amount of \$365,420 for the purpose of appropriating the additional grant funds; and declaring that this bill qualifies for approval in one reading.

Katie Towns, Director of Public Health and Welfare, provided a brief overview of the proposed. Ms. Towns noted the proposed would allow for continued education and

outreach for COVID-19 testing and support. Ms. Towns thanked various community partnerships for their assistance. Ms. Towns noted the Health Department will partner with the National Association for the Advancement of Colored People (NAACP), Community Partnership of the Ozarks, and Springfield Public Schools for upcoming outreach.

Councilman Ollis asked if at home testing is included in statistics for the Health Department. Ms. Towns responded the at-home test kits are not included in daily statistics. Councilman Ollis expressed his belief COVID-19 is most likely underreported. Ms. Towns expressed her belief this is possible due to the mechanism for reporting at-home testing.

Councilman Lear asked if the Health Department teams focus on COVID-19 only. Ms. Towns responded the primary focus is on COVID-19 as it is a priority.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

Council Bill 2022-146. Special Ordinance 27713 was approved with the following vote: Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure. Nays: None. Absent: McGull. Abstain: None.

AMENDED BILLS.

PUBLIC HEARING.

The following items appeared on the agenda under First Reading Bills.

Greater Springfield Area Sports Commission, Inc. Agreement

Sponsor: Ollis. Council Bill 2022-147

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Greater Springfield Area Sports Commission, Inc., for the purpose of promoting the attraction of sporting events to the community.

Tracy Kimberlin, President of Springfield Convention and Visitors Bureau, provided a brief overview of the proposed. Mr. Kimberlin noted the proposed will allow renewal of an annual contract with the Greater Springfield Area Sports Commission, Inc. He further noted the Greater Springfield Area Sports Commission, Inc., gets a portion of the collection fee of the hotel tax, approximately \$108,021 for this year. He added the Sports Commission is responsible for booking large sporting events.

Councilman Ollis thanked Mr. Kimberlin and expressed his excitement for what is happening with sports in the Springfield area. He asked if private entities are considered for events. Mr. Kimberlin responded both public and private sports facilities are considered.

Mayor Pro Tem Simpson thanked Mr. Kimberlin and noted the benefit to sporting

events in the area.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

Sponsor: Lear. Council Bill 2022-148

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Convention and Visitors Bureau, Inc., for the purpose of promoting travel and tourism within the City of Springfield.

Tracy Kimberlin, President of Springfield Convention and Visitors Bureau, gave a brief overview of the proposed. Mr. Kimberlin noted the proposal will allow renewal of the Springfield Convention and Visitors Bureau, Inc., contract. He further noted any additional budget revisions would come before City Council. The total budget for the year will be approximately \$4.2 million, with approximately \$3.275 million coming from the hotel tax and the remainder from private sources.

Mayor McClure asked how inflation has impacted hotel rates thus far. Mr. Kimberlin responded hotel rates have increased significantly due to demand.

Councilman Ollis asked if the Q Hotel and the University Plaza are still viable to host events in the area given the decline in their condition. Mr. Kimberlin noted the University Plaza is still being used but is a significant problem as no money has been invested in the properties. He further noted the Springfield Convention and Visitors Bureau has had several discussions with Atrium Hotels, the property owner. Atrium is currently assessing what to do with the property.

Councilman Lear asked how the short-term rentals affect hotel tax. Mr. Kimberlin responded Springfield has approximately 375 registered short-term rentals creating a loss of approximately \$500,000 per year in total tax.

Councilman Hosmer asked if the City has a contract with Atrium and if that contract includes Atrium being responsible for maintaining the property. Mr. Gage answered affirmatively. Councilman Hosmer expressed his belief the disrepair of the aforementioned convention center hotels is a bad reflection on the City of Springfield.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

Sponsor: Hosmer. Council Bill 2022-149

A general ordinance amending the Springfield City Code, Chapter 2, Article III, Division 1, Section 2-91, known as the Merit System Rules and Regulation ("Merit Rules"), by amending portions of the Merit Rules for multiple purposes,

**Springfield
Convention and
Visitors Bureau,
Inc. Agreement**

**Amending
Springfield City
Code: Merit
System Rules and
Regulation**

including but not limited to the following: amendments to further the City's diversity and inclusivity goals, to clarify certain provisions within the Merit Rules and assure internal consistency as well as consistency with the City's Code and Charter, to update the City's policy regarding hiring of relatives of employees, to correct a previous scrivener's error, and to amend the Merit Rules on vacation and sick leave.

Darla Morrison, Director of Human Resources, provided a brief overview of the proposed. Ms. Morrison noted the proposed would provide routine updates for the Merit Rules, including the addition of inclusive language and clarification of language in existing rules.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

**Collective
Bargaining
Agreement: SPOA**

Sponsor: Ollis. Council Bill 2022-150

A special ordinance approving the Fourth Amendment to the July 1, 2021, Collective Bargaining Agreement between the City and the Springfield Police Officers Association, Fraternal Order of Police Lodge 22 ("SPOA"), the Exclusive Representative of a certain Bargaining Unit within the Springfield Police Department, representing changes requested by the SPOA regarding payroll deductions; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Fourth Amendment to the Collective Bargaining Agreement to the Exclusive Representative.

Darla Morrison, Director of Human Resources, provided a brief overview of the proposed. Ms. Morrison noted the proposed includes changes regarding payroll deductions and clarification of intent to offer the benefit to new recruits.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

**Annual
Maintenance
Contract for Traffic
Signals**

Sponsor: Lear. Council Bill 2022-151

A special ordinance approving the Annual Maintenance Contract for Traffic Signals for Fiscal Year 2022-2023; accepting the bid of Ewing Signal Construction, LLC, in the amount of \$209,988.50; and authorizing the City Manager to enter into a contract with such bidder for the purpose of maintaining the City's traffic signal infrastructure.

Tom Dancey, Traffic Engineer, provided a brief overview of the proposed. Mr. Dancey noted the proposed is a contract that has been in existence since 1999. He further noted the contract is for heavier construction work to maintain traffic signals.

Mayor McClure asked if the proposed contract is for "if needed/as needed" work.

Mr. Dancey answered affirmatively.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

**HOME - American
Rescue Plan
Allocation Plan**

Sponsor: Hosmer. Council Bill 2022-152

A special ordinance adopting the HOME-American Rescue Plan Allocation Plan to utilize the HOME-American Rescue Plan grant of \$3,805,703; amending the Fiscal Year 2021 Annual Action Plan to incorporate the HOME-American Rescue Plan Allocation Plan; and authorizing the City Manager, or his designee, to enter into any necessary agreements and exercise any necessary power to select and implement projects for funding pursuant to the HOME-American Rescue Plan Allocation Plan after the United States Department of Housing and Urban Development approves the plan.

Bob Jones, Grants Administrator, provided a brief overview of the proposed. Mr. Jones noted the proposed is for approval of an allocation plan that would activate use of the grant funds. He further noted the grant process was unusual as the grant was first awarded, the City is then allowed to use 5% of the funds to develop an allocation plan with consultations, and once that plan is approved by HUD, the remainder of the grant will be implemented through non-profit agencies that are selected and trained in HOME-ARP. Mr. Jones added the funding can only be used for Qualifying Populations (QP) which are homeless, at-risk of homelessness, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or those with great risk of housing instability. There are specific eligible activities that can be funded. He noted twenty agencies participated in the consultation phase. The consultation named rental housing and non-congregate shelter as the top two issues. Shelter and affordable housing were two barriers to addressing homelessness. A Point In Time Homeless count and Continuum of Care prioritization waiting list were used to support the need for shelter. Mr. Jones noted the affordable rental housing gap showed 8,235 households in need of affordable housing.

Councilman Lear asked how many people can be assisted with the approximately \$2,500,000 to be used for rental properties. Mr. Jones responded approximately ten households if building homes, or more if the money is utilized for an apartment housing project. Mr. Jones noted more specific plans will be determined after the allocation plan is approved. Options for non-congregate could be a shelter with individual rooms or hotel converted into housing space. Councilman Lear asked for clarification on the accuracy of the Point In Time Count. Mr. Jones expressed his opinion the Point In Time Count underestimates the number of homeless in the community, and it does not account for those who are at risk of homelessness or doubled up in homes.

Councilwoman Hardinger asked if the housing gap of approximately 8,235 in need of affordable housing is the entire gap. Mr. Jones responded the gap is

based on statistics from the census reflecting data of individuals who make less than 50% of the average median income. Mr. Jones expressed his belief the gap projection may be low.

Councilwoman Hardinger asked if there is a long-term plan to address the entire affordable housing gap. Mr. Jones responded the process is long and prices have increased which contributes to the issue. Mr. Gage responded that to build affordable housing for every person in need would cost over one billion dollars, which is money that is not available.

Councilman Hosmer asked for clarification on the affordable rental housing gap. Mr. Jones responded the number of affordable units available is not sufficient for the number of individuals who make under 50% of the average median income.

Councilwoman Horton noted the third highest priority for ARPA funds is homeless services. She asked if what feedback has been received from the Citizens Advisory Committee. Mr. Jones responded the committee oversees that all necessary steps are followed and input from alternate sources was considered.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

Sponsor: Schilling. Council Bill 2022-153

A special ordinance authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Regional Arts Council, Inc., for the purpose of promoting the visual and performing arts in Springfield, Missouri.

Leslie Forrester, Contract Arts Administrator, gave a brief overview of the proposed. Ms. Forrester noted the goal of the Springfield Regional Arts Council (SRAC) is to advocate, educate, and collaborate to transform lives and enrich the community through the arts. She further noted the arts economic impact was approximately \$26.9 million last year.

Mayor McClure asked how the arts organizations are coming out of the pandemic. Ms. Forrester responded that ArtsFest had the highest attendance ever this year, and the fourth quarter of last year was the highest ever for the Gillioz theatre. Ms. Forrester noted she is cautiously optimistic about the future of the arts.

Mayor Pro Tem Simpson thanked Ms. Forrester for the work of the SRAC and asked if parking remains an issue. Ms. Forrester responded parking is an issue.

An opportunity was given for citizens to express their views. With no appearances, the public hearing was declared closed.

**Springfield
Regional Arts
Council, Inc.
Agreement**

The following items appeared on the agenda under Petitions, Remonstrances, and Communications.

William did not appear to address City Council.

Michael Delcour did not appear to address City Council.

Robert Mondy addressed City Council. Mr. Mondy expressed his belief it would be economically beneficial for the City of Springfield to resurrect the Ozark Jubilee. Mr. Mondy requested the Ozark Jubilee and the Frisco Depot be rebuilt to bring more people to Springfield.

Dr. Robert Olson addressed City Council. Dr. Olson noted he is a candidate for the United States Senate. He expressed his opinion the COVID-19 vaccination is detrimental to an individual's health. He further expressed his opinion no one should take the vaccine.

Councilman Hosmer asked Dr. Olson if he is a retired radiologist and if he is an infectious disease, vaccine, or OBGYN doctor. Dr. Olson responded he is a retired radiologist. Councilman Hosmer asked what hospitals are receiving COVID-19 funds for. Dr. Olson responded funds are given for hospitals to follow the Dr. Fauci protocol.

Ryan Sivill did not appear to address City Council. Mr. Sivill withdrew prior to the meeting.

NEW BUSINESS.

As per RSMo. 109.230 (4), City records that are on file in the City Clerk's office and have met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's office.

UNFINISHED BUSINESS.

MISCELLANEOUS.

The following items appeared under Consent Agenda - First Reading bills.

**James River Basin
Partnership 319
Grant**

Sponsor: Ollis. Council Bill 2022-154

A special ordinance authorizing the City Manager, or his designee, to accept a James River Basin Partnership 319 Grant in the amount of \$35,000, from the Environmental Protection Agency through the Missouri Department of Natural Resources, to support construction of the Art Museum North Parking Improvements Project at the Springfield Art Museum; and amending the budget of the Springfield Art Museum for Fiscal Year 2021-2022 in the amount of \$35,000.

The following items appeared under Consent Agenda - One Reading bills.

**Airport Plaza CID
Board
Appointment
Confirmations**

Sponsor: Hardinger. Council Bill 2022-155

A resolution confirming the appointments of Cara Walker, Jonathan Barratt, and John Hamra to the Airport Plaza Community Improvement District Board of Directors. (Staff recommends approval.)

Council Bill 2022-155. Resolution 10637 was approved with the following vote:
Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure.
Nays: None. Absent: McGull. Abstain: None.

**Glenstone
Marketplace CID
Board
Appointment
Confirmations**

Sponsor: Lear. Council Bill 2022-156

A resolution confirming the appointments of Brenda Guffey, Bryan Pendleton, and Lee Ann Thessing to the Glenstone Marketplace Community Improvement District Board of Directors. (Staff recommends approval).

Council Bill 2022-156. Resolution 10638 was approved with the following vote:
Ayes: Ollis, Lear, Hardinger, Horton, Hosmer, Schilling, Simpson, and McClure.
Nays: None. Absent: McGull. Abstain: None.

CONSENT AGENDA - SECOND READING BILLS.

END OF CONSENT AGENDA.

Motion to Adjourn

Mayor Pro Tem Simpson moved to adjourn. Councilwoman Hardinger seconded the motion, and it was approved by the following vote. Ayes: Lear, Hardinger, Horton, Schilling, Simpson, Ollis, and McClure. Nays: Hosmer. Absent: McGull. Abstain: None.

Anita J. Cotter, CMC/MRCC
City Clerk

Prepared by
Michelle Brown

June 14, 2022
Springfield, Missouri

The City Council met in special session on June 14, 2022, in the Councilman Denny Whayne Conference Room (Busch Building, 4th Floor). The meeting was called to order by Mayor Ken McClure.

Roll Call

Present: Richard Ollis, Andrew Lear, Heather Hardinger, Monica Horton, Abe McGull, Mike Schilling, Matthew Simpson, Craig Hosmer, and Ken McClure. Absent: None.

Closed Session

Councilman Hosmer moved City Council 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 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.

Councilman Lear seconded the motion, and it was approved by the following vote: Ayes: Ollis, Lear, Hardinger, Horton, McGull, Schilling, Simpson, Hosmer, and McClure. Nays: None. Absent: None. Abstain: None.

Prepared by
Anita J. Cotter

Anita J. Cotter, CMC/MRCC
City Clerk

One-rdg. _____
P. Hrngs. _____
Pgs. 8
Filed: 06-07-22

Sponsored by: Ollis

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022-147

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to enter into an agreement with the
2 Greater Springfield Area Sports Commission, Inc., for the purpose of
3 promoting the attraction of sporting events to the community.
4 _____
5

6 WHEREAS, the Greater Springfield Area Sports Commission, Inc.,
7 ("Commission") is a non-profit corporation, organized in 1999 for the purpose of
8 enhancing the quality of life and stimulating economic growth in the Springfield area by
9 promoting the City as a host city for quality national and regional sporting events and
10 other ancillary activities; and
11

12 WHEREAS, a portion of the Commission's budget comes from the City's
13 collection fee from the hotel/motel gross receipts tax; and
14

15 WHEREAS, the portion of City's collection fee budgeted for the Commission in
16 Fiscal Year 2022-2023 is \$108,021.
17

18 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
19 SPRINGFIELD, MISSOURI, as follows, that:
20

21 Section 1 – The City Manager, or his designee, is hereby authorized to enter into
22 an agreement with the Greater Springfield Area Sports Commission, Inc., said
23 agreement to be substantially in form and content as that document attached hereto
24 and incorporated herein by this reference as "Exhibit A."
25

26 Section 2 – This Ordinance shall be in full force and effect from and after
27 passage.
28

29 Passed at meeting: _____
30

31 _____
32 Mayor
33

34 Attest: _____, City Clerk

35 Filed as Ordinance: _____
36

37
38 Approved as to form: Jill Bunn, Assistant City Attorney
39

40
41 Approved for Council action: Jason A. Hage, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 147

FILED: 06-07-22

ORIGINATING DEPARTMENT: Finance

PURPOSE: To authorize the City Manager, or his designee, to enter into an agreement with the Greater Springfield Area Sports Commission, Inc., in the amount of \$108,021 to promote the attraction of sporting events to the community.

BACKGROUND INFORMATION: The Greater Springfield Area Sports Commission, Inc., ("Commission") is a non-profit corporation organized in 1999 for the purpose of enhancing the quality of life and stimulating economic growth in the Springfield area, by promoting the area as a host city for quality national and regional sporting events and other ancillary activities. A portion of the Sports Commission's budget comes from the City's collection fee from the hotel/motel gross receipts tax. The portion of the City's collection fee budgeted for the Sports Commission in Fiscal Year 2021-2022 was \$80,171 and the amount budgeted for Fiscal Year 2022-2023 is \$108,021.

Entering into an agreement will continue the funding of the Commission from a share of the City's collection fee from the hotel/motel gross receipts tax.

REMARKS: The Board of Directors consists of twelve perpetual members representing the City, Park Board, City Utilities, Convention & Visitors Bureau, Chamber of Commerce, Springfield R-12 School District, Missouri State University, Drury University, Evangel University, the Greene County Agricultural and Mechanical Society of Springfield, Missouri (Ozark Empire Fair), the Springfield Cardinals, and the Missouri Sports Hall of Fame, and other directors as elected.

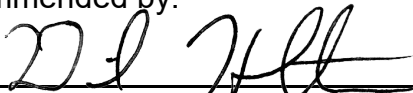
No significant revisions have been made in this year's contract which is similar to the current agreement. The Springfield Convention & Visitors Bureau manages and provides administrative support for the Commission.

Submitted by:



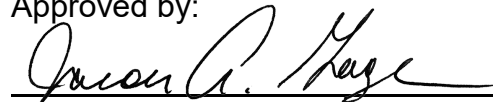
Buffee Smith, Contract Administrator

Recommended by:



David Holtmann, Director of Finance

Approved by:



Jason Gage, City Manager

ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) CONTRACTOR	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE July 1, 2022	TERMINATION DATE June 30, 2023	CONTRACT NUMBER:	
(X) NEW CONTRACT			
CITY		CONTRACTOR	
City of Springfield 840 N. Boonville Ave, P.O. Box 8368 Springfield, MO 65802 Phone: (417) 864-1625 Attn: David Holtmann, Director of Finance		Greater Springfield Area Sports Commission, Inc. 815 E. St. Louis Street, Suite 100 Springfield, MO 65806 Phone: (417) 881-5300 Attn: Tracy Kimberlin	

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2022, by and between the City of Springfield, Missouri, a constitutionally chartered municipal corporation of the State of Missouri, hereinafter referred to as the "City," and the Greater Springfield Sports Commission, Inc., a not-for-profit Missouri corporation, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Contractor desires to promote sports and sporting events within the Greater Springfield Missouri area in accordance with the Scope of Services attached hereto as **Exhibit 1**, and

WHEREAS, the City desires to retain the services of the Contractor to promote sports and sporting events in the City by providing to Contractor an annual sum equal to a designated share of collection fees of the City from Hotel and Motel gross receipts tax collected by the City under Article V of Chapter 70 of the Springfield City Code.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **TERM.** The term of this Agreement shall be from July 1, 2022, to June 30, 2023, subject to any changes to which both parties may subsequently assent in writing.

2. **SCOPE OF SERVICES.** The City will engage the services of the Contractor to establish and perform services which are more particularly described in **Exhibit 1**, which is incorporated herein by reference. The City authorizes the Contractor, and the Contractor agrees to proceed with the development of programs for those activities described in **Exhibit 1**.

3. **AGREEMENT ADMINISTRATION.** The City designates the City Manager (or their designated alternate) as its representative to whom all communications related to the scope of work, cost, schedule, and personnel matters shall be directed by the Contractor.

The Contractor designates the President of the Greater Springfield Area Sports Commission, Inc. (or their designated alternate) as its representative concerning all work performed under this Agreement.

The aforementioned representatives of both the City and Contractor shall have primary responsibility and authority on behalf of each respective party to administer this Agreement and to agree upon procedures for coordinating the efforts of both parties under this Agreement.

4. **FURNISHING INFORMATION.** All information, data, and reports as are existing, available, and necessary for the carrying out of the work shall be furnished to the Contractor without charge by the City, and the City shall reasonably cooperate with the Contractor in connection with this Agreement.

5. **COPYRIGHTS.** The Contractor shall defend, indemnify and hold the City harmless from any and all claims or causes of action, including reasonable attorneys' fees and legal expenses, arising out of or based upon any alleged infringement of any copyright, or any alleged invasion or infringement of any right of any third party in connection with the Contractor's performance of work hereunder.

6. REPORTS. Reports to the City will be made as follows:

A. **Annual Reports:** The Contractor shall submit an administrative progress report to the City, on an annual basis, which describes the work performed during the fiscal year. This report shall be submitted within sixty (60) days of the termination of this contract. This report shall be a synopsis and evaluation of the activity undertaken.

B. **Other Reports:** The Contractor shall submit to the City such other reports as may be requested or are necessary to inform the City of issues which require City action.

7. PERSONNEL. The Contractor will secure such personnel as are authorized in its board-approved budget. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the Contractor. All of the services required hereunder will be performed by the Contractor or under its direct supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.

8. KEY PERSONNEL AND PROGRAM ORGANIZATION. The Contractor will perform all of its services under this Agreement through a staff under the direction of its designated representative, who will be responsible for the management, scheduling, planning and coordination of the work, and for communications between the Contractor and the City, and for the overall fulfillment of all obligations of the Contractor under this Agreement.

9. COMMENCEMENT OF WORK. Services of the Contractor shall commence on July 1, 2022, and shall be completed in a timely manner.

10. PAYMENT. Payments from the City to the Contractor for services under this Agreement will be made monthly by the City by check solely from City collection fees on hotel/motel gross receipts tax collections under Article V, Chapter 70 of the Springfield City Code received by the City, with Contractor's share thereof to be as follows: One-Half of the City's collection fees on the Two and One-Half Cent (2.5 cents) hotel/motel gross receipts tax increase passed by voters in 1998 and One-Twelfth of the City's collection fees on the One Half-Cent (.5 cents) hotel/motel gross receipts tax increase passed by voters in 2004, said collection fees as set forth in Section 70-287 of the Springfield City Code.

11. TERMINATION. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective day of such termination. The City may, without cause, terminate this Agreement upon ninety (90) days prior written notice. In either such event, the Contractor shall cease all work and all finished or unfinished documents, data, studies, surveys, and reports or other materials prepared by the Contractor for City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or other materials. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of this Agreement by the Contractor.

12. CITY - CONFLICT OF INTEREST. 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 which is in violation of Section 19.16 of the Springfield City Charter. A violation of this provision renders the Agreement void. No applicable federal regulations or applicable provisions in RSMo. Section 105.450 et seq. shall be violated.

13. RIGHT OF AUDIT.

A. **Contractor's Books and Records:** The Contractor shall keep accurate reports and other records showing in full detail the costs for which the Contractor claims reimbursement. The City may examine, at its own expense, at any time during regular business hours, such time and expense reports and other records at the Contractor's office, and the Contractor agrees that it will produce such records whenever reasonably required by the City. Any expense incurred by the Contractor to prepare the records for audit will be at the expense of the Contractor. If such examination should disclose that the City has paid the Contractor for labor hours which have not in fact been worked, for services not in fact rendered, or for other costs not expended in accordance with this Agreement, the Contractor shall refund to the City an amount equal to any such excesses, plus accrued interest at the rate of 10% (ten percent) per annum.

B. **Subcontractor's Books and Records:** The Contractor agrees to include the substance of this section in all subcontracts to be performed on a cost reimbursable, hourly rate, or similar basis, giving the City the right to audit, at its own expense, the books and

records pertaining to any such subcontract.

14. **DISCRIMINATION.** The Contractor agrees in the performance of this contract 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 Contractor 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.S(a) and 41 C.F.R. § 60-741.S(a), if applicable.

A. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.S(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

B. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-741.S(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.

15. **INDEPENDENT CONTRACTOR.** The Contractor is an independent contractor with respect to all services performed hereunder, and nothing contained herein shall constitute or designate the Contractor or any of its agents or employees as agents or employees of the City of Springfield, Missouri.

The Contractor and its agents, employees, and subcontractors shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Workers' Compensation Program for the City.

16. **INDEMNIFICATION AND LIABILITY.** The parties mutually agree to the following:

A. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, whether or not caused by or resulting from City's negligence, arising out of or in any way connected with a breach of this Agreement. No claim or claims of any kind, either separately or in the aggregate, by the Contractor against the City, and in any way arising out of or in any way connected with this Agreement, whether based on negligence, breach of contract or otherwise, shall be greater in amount than the total reimbursement under Paragraph 10 hereof.

B. The Contractor shall defend, indemnify, and hold the City harmless from and against any and all claims, losses, and causes of action arising out of any claims or causes of action, including but not limited to personal injuries, death, or damage to property which are incurred by the Contractor, or any third party arising out of or in any way connected with this Agreement.

C. The Contractor assumes full responsibility for relations with subcontractors, and shall defend, indemnify and save harmless the City from and against, any and all liability, suits, claims, damages, costs (including attorneys' fees), losses, outlays, and expenses in any manner caused by, arising out of or connected with this contract, notwithstanding any possible negligence (whether sole, concurrent or otherwise) on the part of the City, its agents or employees.

17. **ATTORNEY FEES.** In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

18. **APPLICABLE LAWS.** The Contractor agrees to comply with all laws of the United States of America, the State of Missouri, and the City of Springfield which are applicable to work being performed by the Contractor under this Agreement.

19. **JURISDICTION.** The parties mutually agree that jurisdiction and venue for the purposes of any action resulting from this Agreement by the parties shall be in Greene County, Missouri.

20. **NOTICES.** All notices required or permitted hereunder and required to be in writing may be given by first class mail addressed to the City at 840 Boonville, Springfield, Missouri 65802, and the Contractor at 815 E. St. Louis, Street, Suite 100, Springfield, Missouri 65806-4048. The date of delivery of any notice shall be the date falling on the second full day after the day of its mailing.

21. **ENTIRE AGREEMENT.** This agreement, including any attachments or exhibits, contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties. In the event that the terms of this agreement conflict with the terms of any of the attachments or exhibits, then the terms of this agreement shall control over the terms contained in the attachments or exhibits.

22. **CONTINGENCIES.** This Agreement is contingent upon the Contractor maintaining its not-for-profit corporation status and maintaining a board of directors and status as follows:

A. A not-for-profit corporation as defined by the Internal Revenue Code in Section 501 (c) (6).

B. The Board of Directors shall include twelve (12) perpetual members, one of each of whom shall be selected by the following organizations: City of Springfield, Missouri; Springfield/Greene County Park Board; Springfield Convention and Visitors Bureau; Springfield Area Chamber of Commerce; Springfield R-12 School District; Missouri State University; Drury University; The Greene County Agricultural and Mechanical Society of Springfield, Missouri (Ozark Empire Fair); City Utilities; Evangel University; the Springfield Cardinals, and the Missouri Sports Hall of Fame. The at-large members of the Board will be elected by a simple majority of the perpetual members. At large directors may be elected for successive terms. Perpetual members shall serve until their resignation or replacement by their sponsoring organization. All officers shall be elected by majority vote for one (1) year terms.

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 therefor.

Director of Finance or Acting Director

APPROVED AS TO FORM

City Attorney or designee

GREATER SPRINGFIELD AREA SPORTS COMMISSION, INC.

By: _____

Name & Title: _____

Attest:

Secretary or designee

CITY OF SPRINGFIELD, MISSOURI

By: _____

City Manager or designee

Exhibit 1

Scope of Services Greater Springfield Area Sports Commission, Inc.

The Greater Springfield Area Sports Commission, Inc. is managed by the Springfield Convention & Visitors Bureau, Inc. and works with the Bureau to increase economic activity in the City of Springfield by attracting national and regional sporting events. Specific objectives and action plans for the Bureau and Sports Commission to attract national and regional sporting events can be found in the Bureau's 2022-2023 Marketing Plan.

General services to be performed by the Greater Springfield Area Sports Commission, Inc. shall include:

- Marketing the Springfield area to national and regional sporting event planners as a host city for such events.
- Working with sporting event planners to secure local venues for their events.
- Negotiating sleeping room rates and room blocks for event planners.
- Acting as a clearing house for scheduling of sporting events.
- Assisting local organizations by acting as sponsor for new and existing sporting events.
- Assisting local groups in the recruitment and organization of volunteers to staff such sporting events.
- Hosting an annual awards banquet recognizing area high school athletes and teams.

One-rdg. _____
P. Hrngs. _____
Pgs. 43
Filed: 06-07-22

Sponsored by: Lear

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022-148

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to enter into an agreement with the
2 Springfield Convention and Visitors Bureau, Inc., for the purpose of
3 promoting travel and tourism within the City of Springfield.
4 _____
5

6 WHEREAS, the Springfield Convention and Visitors Bureau, Inc., ("SCVB")
7 contracts annually with the City to promote economic growth by promoting attractions
8 and increasing overnight travel; and
9

10 WHEREAS, SCVB receives half of the five percent hotel/motel gross receipts
11 tax, said tax being authorized by Article V of Chapter 70 of the Springfield City Code,
12 less a six percent collection fee retained by the City; and
13

14 WHEREAS, these funds are dispersed to SCVB in exchange for their marketing
15 of the City as a desirable destination for travel and tourism.
16

17 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
18 SPRINGFIELD, MISSOURI, as follows, that:
19

20 Section 1 – The City Manager, or his designee, on behalf of the City of
21 Springfield, Missouri, is hereby authorized to enter into an agreement with the
22 Springfield Convention and Visitors Bureau, Inc., said agreement to be substantially in
23 the same form and content as that document attached hereto and incorporated herein
24 by this reference as "Exhibit A."
25

26 Section 2 – This Ordinance shall be in full force and effect from and after
27 passage.
28

29 Passed at meeting: _____
30
31

32 Mayor
33

34 Attest: _____, City Clerk

35
36 Filed as Ordinance: _____

37
38 Approved as to form: Jill Bennis, Assistant City Attorney

39
40
41 Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022-148

FILED: 06-07-22

ORIGINATING DEPARTMENT: Finance

PURPOSE: Authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Convention & Visitors Bureau, Inc., in the amount of \$4,199,300, for the purpose of promoting travel and tourism within the City of Springfield.

BACKGROUND INFORMATION: The Springfield Convention & Visitors Bureau, Inc., ("SCVB") contracts annually with the City to generate economic impact within the City by promoting attractions and increasing overnight travel. Attachments to the Ordinance include the Marketing Plan ("Exhibit 1") and SCVB's Proposed Budget ("Exhibit 2") for Fiscal Year 2022-2023.

SCVB will receive half of the five percent hotel/motel gross receipts tax authorized by Article V of Chapter 70 of the Springfield City Code, less a six percent collection fee retained by the City, in exchange for marketing the City as a destination for travel and tourism as outlined in SCVB's Marketing Plan.

The SCVB's total Fiscal Year 2022-2023 budget is \$4,199,300, of which \$3,275,500 is budgeted to come from the hotel/motel gross receipts tax; \$491,000 from the private sector for advertising; \$365,000 from the Division of Tourism through a Cooperative Marketing Program; and \$67,800 from interest earnings and other miscellaneous sources.

REMARKS: The Bureau's 15-member board includes a Deputy City Manager and nine individuals appointed by the Mayor and confirmed by City Council. The Board has approved both the Fiscal Year 2022-2023 Budget and Marketing Plan.

Submitted by:



Buffee Smith, Contract Administrator

Recommended by:



David Holtmann, Director of Finance

Approved by:



Jason Gage, City Manager

ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) CONTRACTOR	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE July 1, 2022	TERMINATION DATE June 30, 2023	CONTRACT NUMBER:	
(X) NEW CONTRACT			
CITY		CONTRACTOR	
City of Springfield 840 N. Boonville Ave, P.O. Box 8368 Springfield, MO 65802 Phone: (417) 864-1625 Attn: David Holtmann, Director of Finance		Springfield Convention & Visitors Bureau, Inc. 815 E. St. Louis Street, Suite 100 Springfield, MO 65806 Phone: (417) 881-5300 Attn: Tracy Kimberlin	

AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2022, by and between the City of Springfield, Missouri, a constitutionally chartered municipal corporation of the State of Missouri, hereinafter referred to as the "City," and the Springfield Convention & Visitors Bureau, Inc., a not-for-profit Missouri corporation, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Contractor desires to promote tourism and conventions in the City in accordance with the Contractor's marketing plan for 2022-2023 and budget recommendations at a cost not to exceed the amount generated and collected by the license fee and gross receipts tax authorized by Article V of Chapter 70 of the Springfield City Code, and any additional amounts deposited with the City by the Contractor in addition to said gross receipts tax, for the corresponding period of the term of this Agreement, and

WHEREAS, the City desires to retain the services of the Contractor to promote tourism and conventions in the City.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. TERM. The term of this Agreement shall be from July 1, 2022, to June 30, 2023, subject to any changes to which both parties may subsequently assent in writing.

2. SCOPE OF SERVICES. The City will engage the services of the Contractor to establish and perform services which are more particularly described in the Contractor's proposal, attached hereto as **Exhibit 1** and incorporated herein by reference. The City authorizes the Contractor, and the Contractor agrees to proceed with the development of programs for those activities listed in **Exhibit 1**.

3. AGREEMENT ADMINISTRATION. The City designates the City Manager (or his designated alternate) as its representative to whom all communications related to the scope of work, cost, schedule, and personnel matters shall be directed by the Contractor.

The Contractor designates the President of Contractor (or his designated alternate) as its representative concerning all work performed under this Agreement.

The aforementioned representatives of both the City and Contractor shall have primary responsibility and authority on behalf of each respective party to administer this Agreement and to agree upon procedures for coordinating the efforts of both parties under this Agreement.

4. FURNISHING INFORMATION. All information, data, and reports as are existing, available, and necessary for the carrying out of the work shall be furnished to the Contractor without charge by the City, and the City shall reasonably cooperate with the Contractor in connection with this Agreement.

5. COPYRIGHTS. The Contractor shall defend, indemnify and hold the City harmless from any and all claims or causes of action, including reasonable attorneys' fees and legal expenses, arising out of or based upon any alleged infringement of any copyright, or any alleged invasion or infringement of any right of any third party in connection with the Contractor's performance of work hereunder.

6. REPORTS. Reports to the City will be made as follows:

A. Quarterly Reports: The Contractor shall submit an administrative progress report to the City, on a quarterly basis, which describes the work performed during the quarter. This report shall be submitted no later than sixty (60) days following the end of each quarter. This report shall be a synopsis and evaluation of the activity undertaken.

B. Other Reports: The Contractor shall submit to the City such other reports as may be requested or are necessary to inform the City of issues which require City action.

7. PERSONNEL. The Contractor will secure such personnel as are authorized in its City Council-approved budget. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the Contractor. All of the services required hereunder will be performed by the Contractor or under its direct supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.

8. KEY PERSONNEL AND PROGRAM ORGANIZATION. The Contractor will perform all of its services under this Agreement through a staff under the direction of its designated representative, who will be responsible for the management, scheduling, planning and coordination of the work, and for communications between the Contractor and the City, and for the overall fulfillment of all obligations of the Contractor under this Agreement.

9. COMMENCEMENT OF WORK. Services of the Contractor shall commence on July 1, 2022; and shall be completed in a timely manner.

10. PAYMENT. Payments from the City to the Contractor for services under this Agreement will be made as follows:

A. Invoices for expenditures under the approved budget will be paid through the City's weekly accounts payable system. Accounts payable transaction forms received per the City's processing schedule will be processed, and checks will be written to the appropriate vendors by the City of Springfield's Finance Department.

B. A payroll bank account will be maintained containing approximately \$75,000 for the purpose of writing net payroll checks to employees and reimbursing the Contractor for the payment of employees' deduction items (employee taxes, insurance, and additional benefits). The fund will be replenished as necessary, on a weekly basis through the City's accounts payable.

C. An additional bank account will be separately maintained to allow for payment of expenses on short notice. The account limit will not exceed \$10,000 at any time and the necessary account limit will be set monthly in advance by Finance and the Contractor. The fund will be replenished, as necessary, on a weekly basis through City accounts payable.

D. Each accounts payable form must be coded and signed by the Contractor's designated representative verifying that the services covered are for work actually performed or services rendered by third parties to the Contractor for matters covered under this Agreement. The City will compensate the Contractor only for actual costs incurred in the performance of this Agreement, the fixed costs and the special projects amounts as stipulated in the City Council's approved budget (**Exhibit 2**).

E. It is expressly understood that in no event will the total reimbursement under the terms of this Agreement exceed the amount generated and collected by the gross receipts tax authorized by Article V of Chapter 70 of the Springfield City Code for the corresponding period of the term of this Agreement, and any additional amounts deposited with the City by the Contractor in addition to said gross receipts tax, unless an increase is specifically and mutually agreed to in writing by both parties.

F. Notwithstanding any other provision of this Agreement, in no event shall the City be required to make payments in excess of the funds derived from the gross receipts tax received by the City and appropriated by the City Council. Nor shall the City be required to make any payment, so long as the revenues derived from the gross receipts tax do not equal or exceed the payment currently due plus any previous payments, except for return of any additional amounts deposited with the City by the Contractor in addition to said gross receipts tax.

G. The City shall allow expenditures by the Contractor for those numbered items and in those amounts specified on the Proposed Budget attached hereto and incorporated herein by reference as **Exhibit 2**. Revisions to this budget shall be handled as follows: (1) Budget changes within budget categories may be authorized by the Contractor's designated representative; (2) Budget

changes between budget categories require the written approval of the City Manager; (3) Budget changes that would increase the total budget must be authorized by the City Council.

11. TERMINATION. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective day of such termination. The City may, without cause, terminate this Agreement upon ninety (90) days prior written notice. In either such event, the Contractor and its subcontractors shall cease all work on the project and all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the Contractor or City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project or on such documents or other materials. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of this Agreement by the Contractor. Contractor shall insert similar cancellation provisions in all of its contracts except for lease of space.

12. CITY - CONFLICT OF INTEREST. 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 which is in violation of Section 19.16 of the Springfield City Charter. A violation of this provision renders the Agreement void. Any federal regulations, and applicable provisions in RSMo. Section 105.450 et seq. shall not be violated.

13. RIGHT OF AUDIT

A. Contractor's Books and Records: The Contractor shall keep accurate reports and other records showing in full detail the costs for which the Contractor claims reimbursement. The City may examine, at its own expense, at any time during regular business hours, such time and expense reports and other records at the Contractor's office, and the Contractor agrees that it will produce such records whenever reasonably required by the City. Any expense incurred by the Contractor to prepare the records for audit will be at the expense of the Contractor. If such examination should disclose that the City has paid the Contractor for labor hours which have not in fact been worked, for services not in fact rendered, or for other costs not expended in accordance with this Agreement, the Contractor shall refund to the City an amount equal to any such excesses, plus accrued interest at the rate of 10% (ten percent) per annum.

B. Subcontractor's Books and Records: The Contractor agrees to include the substance of this section in all subcontracts to be performed on a cost reimbursable, hourly rate, or similar basis, giving the City the right to audit, at its own expense, the books and records pertaining to any such subcontract.

14. DISCRIMINATION. The Contractor agrees in the performance of this contract 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 Contractor 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.S(a), if applicable.

A. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.S(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

B. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-741.S(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.

15. INDEPENDENT CONTRACTOR. The Contractor is an independent contractor with respect to all services performed hereunder, and nothing contained herein shall constitute or designate the Contractor or any of its agents or employees as agents or employees of the City of Springfield, Missouri.

The Contractor and its agents, employees, and subcontractors shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Workers' Compensation Program for the City.

16. INDEMNIFICATION AND LIABILITY. The parties mutually agree to the following:

A. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, whether or not

caused by or resulting from City's negligence, arising out of or in any way connected with a breach of this Agreement. No claim or claims of any kind, either separately or in the aggregate, by the Contractor against the City, and in any way arising out of or in any way connected with this Agreement, whether based on negligence, breach of contract or otherwise shall be greater in amount than the weekly payroll reimbursement amount described in Paragraph 10 hereof.

B. The Contractor shall defend, indemnify, and hold the City harmless from and against any and all claims, losses, and causes of action arising out of any claims or causes of action, including but not limited to personal injuries, death, or damage to property which are incurred by the Contractor, or any third party arising out of or in any way connected with this Agreement.

C. The Contractor assumes full responsibility for relations with subcontractors, and shall defend, indemnify and save harmless the City from and against, any and all liability, suits, claims, damages, costs (including attorneys' fees), losses, outlays, and expenses in any manner caused by, arising out of or connected with this contract, notwithstanding any possible negligence (whether sole, concurrent or otherwise) on the part of the City, its agents or employees.

17. ATTORNEY FEES. In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

18. APPLICABLE LAWS. The Contractor agrees to comply with all laws of the United States of America, the State of Missouri, and the City of Springfield which are applicable to work being performed by the Contractor under this Agreement.

19. JURISDICTION. The parties mutually agree that jurisdiction and venue for the purposes of any action resulting from this Agreement by the parties shall be in Greene County, Missouri.

20. NOTICES. All notices required or permitted hereunder and required to be in writing may be given by first class mail addressed to the City at 840 Boonville, Springfield, Missouri 65802, and the Contractor at the Springfield Convention & Visitors Bureau, 815 East St. Louis, Suite 100, Springfield, Missouri 65806. The date of delivery of any notice shall be the date falling on the second full day after the day of its mailing.

21. ENTIRE AGREEMENT. This agreement, including any attachments or exhibits, contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties. In the event that the terms of this agreement conflict with the terms of any of the attachments or exhibits, then the terms of this agreement shall control over the terms contained in the attachments or exhibits.

22. AFFIDAVIT FOR CONTRACTS OVER \$5,000.00. That pursuant to Missouri Revised Statute Sections 285.525 through 285.550, if this contract exceeds the amount of \$5,000.00 and Contractor is associated with a business entity, Contractor shall provide an acceptable notarized affidavit stating that the associated business entity is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services, and that said business entity does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Additionally, Contractor must provide documentation for said business entity evidencing current enrollment in a federal work authorization program.

23. CONTINGENCIES. This Agreement is contingent upon the Contractor maintaining a not-for-profit corporation as follows:

A. A not-for-profit corporation as defined by the Internal Revenue Code in Section 501 (c) (6).

B. There shall be thirteen voting members of the Board of Directors. Residency within the City of Springfield shall not be required, although residency within Greene, Christian or Webster Counties is required. The ex-officio members of the Board of Directors shall be the Chairman, or his/her designee, and the Chairman Elect, or his/her designee, of the Springfield Area Chamber of Commerce, an appointee by the City Manager, and the immediate past president of the corporation. If someone other than the Chairman or Chairman Elect of the Springfield Area Chamber of Commerce is designated to serve on the Board of Directors of the Springfield Convention & Visitors Bureau, the designee must be a current member of the Chamber of Commerce Board of Directors. The President of the Chamber of Commerce and the President of the Springfield Hotel-Motel Association shall serve on the Board of the Springfield Convention & Visitors Bureau as ex-officio members, without vote. The composition of the Board of Directors shall consist of four ex-officio voting members, two ex-officio non-voting members, as set forth above, and nine voting members appointed by the Mayor of the City and confirmed by the City Council as set forth in the Bylaws of the Convention & Visitors Bureau. The City shall forward to the Contractor nominees for vacancies on the Board of Directors, which nominees shall be made by the Mayor of the City and confirmed by the City Council. Nominees from the City will be made in such a manner as to include at least three representatives from the hospitality industry on the Board of Directors at all times. In consideration of the mutual covenants set forth herein, the Contractor agrees to accept such nominees to its Board of Directors.

c. Contractor agrees, if permitted by law, to insert in its bylaws a provision to not compete with the Chamber of Commerce by providing that the Contractor will not compete with the Chamber in advertising sales for support of publications by restricting its advertising sales for support of publications relating to the tour and travel industry. Contractor hereby covenants with the City that it will not engage in prohibited practices, as described above.

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 therefor.

Director of Finance or Acting Director

APPROVED AS TO FORM

City Attorney or designee

SPRINGFIELD CONVENTION & VISITORS BUREAU, INC.

By: _____

Name & Title: _____

Attest:

Secretary or designee

CITY OF SPRINGFIELD, MISSOURI

By: _____
City Manager or designee



2022/2023 Marketing Plan

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About the Convention & Visitors Bureau

The Bureau Is...

- A non-profit 501 (c) 6 organization
- Committed to promoting and elevating Springfield's status for conventions, meetings, tour groups, sporting events and leisure travel
- Directed by a volunteer board comprised of 15 civic and business leaders
- Supported by a full-time staff of 18, part-time staff of one and nearly 25 volunteers

History

The Springfield Convention & Visitors Bureau was formed in 1979 as the Chamber of Commerce's hospitality arm. The Bureau was incorporated independently as a not-for-profit corporation under the State of Missouri laws in 1989. The CVB is a marketing and service organization that contracts annually with the City of Springfield to promote economic development through travel and tourism.

Mission Statement

The Springfield Convention & Visitors Bureau is dedicated to improving the economic vitality and livability of our community by encouraging the development and growth of the region's visitor and hospitality industry through marketing and advocacy.

Vision Statement

Springfield will be a universally recognized destination, welcoming people to visit, explore, and experience the quality of life we enjoy every day.

Brand Promise

As the heart and soul of the Ozarks, our true nature is to help people celebrate friends, family, and all of life's simple pleasures.

Core Values

The CVB promotes being collaborative, visionary, loyal, and inclusive in all we do. We uphold integrity as we operate with a sense of trust and accountability.

CVB Contact Information

www.SpringfieldMO.org
(800) 678-8767; (417) 881-5300
(417) 881-2231 – fax

Route 66 Springfield Visitor Center - 815 E. St. Louis Street, Springfield, Missouri 65806
Airport Information Center - Springfield-Branson National Airport, Springfield, Missouri

CVB Staff Members

Administration

Tracy Kimberlin, CDME, President/CEO
Tonia Castaneda, Director of Finance/Administration
Pamela Girardot, Administrative Marketing Assistant
Shelly Grauberger, Visitor Services Manager
Jennifer Holt, Executive Assistant
Barbara Bartels, Visitor Services Associate
Jennifer Daniels, Visitor Services Associate

Marketing

Megan Buchbinder, Director of Marketing
Steve Ross, Assistant Director of Marketing
Susan Wade, Public Relations Manager
Madison Yohn, Content Coordinator
Jane Rips, Partner Development Manager
Hayden Ferguson, Digital Marketing Specialist

Group Sales

Dana Maugans, CDME, Director of Sales
Melissa Evans, CHSE, Sales Manager
Lisa Perez, CMP, Sales Manager
Lance Kettering, CSEE, Sports Sales Manager & Executive Director, Springfield Sports Commission
Carrie Chavez, Event Services Manager
Lori Casey, CTIS, Sales and Group Tour Coordinator
Katie Johnson, Assistant Director/Membership Development, Springfield Sports Commission

CVB Board of Directors

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Tim Rosenbury - City of Springfield

Executive Summary

The objectives and action plans that follow illustrate planned marketing activities for the 2022/2023 fiscal year. This is by no means a complete list of CVB activities and does not address administrative or many day-to-day responsibilities of CVB staff.

Although not included in this document, various marketing plan statistics and other information used to help determine marketing efforts are updated continuously and are available upon request.

New and/or significant projects included or planned for the 2022/2023 fiscal year are listed below.

- The staff will develop an effective marketing program for group business and leisure travel to maintain room demand following a record year in hotel occupancy.
- Eligibility for stimulus programs through the American Recovery Plan Act (ARPA) will be determined and if eligible, the CVB board will apply. If possible, the CVB will partner with the city and/or county to use a portion of their ARPA funds to help fund capital investment in indoor sports facilities.
- Staff will continue pursuing advertising sales and sponsorships to increase private revenue to fund marketing programs. Advertising opportunities will include print publications, website, digital experiences, social media, digital marketing and displays at the Route 66 Springfield Visitor Center, Springfield Expo Center, and other area attractions.
- Advertising efforts will again encourage partnerships with the local travel industry and the Missouri Division of Tourism's Marketing Matching Grants program to leverage the CVB's advertising dollars.
- The CVB will continue to invest financial and staff resources into producing branded marketing campaigns for the leisure, convention, and sports markets in partnership with advertising agency Madden Media as well as utilizing in-house strategy deployment.
- Continued efforts will be made to include more diversity in CVB marketing materials and within the staff and board. This includes recruiting diverse applicants, hiring more diverse models for photo/video shoots, and conducting ongoing staff sensitivity and diversity training.
- Consumer advertising partnerships with Bass Pro Shops® Outdoor World®, Wonders of Wildlife, Springfield Cardinals, the Missouri Division of Tourism, and others will be continued and expanded. The Ozarks Mountain Partnership, an area partnership with Herschend Family Entertainment and the Branson CVB will continue and grow under the umbrella of the Ozark Mountains.
- With the anticipated expansion of the Bass Pro Shops "Granddaddy" complex, staff will work with Bass Pro Shops, Wonders of Wildlife and other hospitality representatives to develop a series of public relations, marketing and promotional opportunities to target interest in the facility from media, tour operators, meeting planners and leisure visitors. Additionally, the sales department

will solicit outdoor writer groups and invite other meeting planners on familiarization tours in conjunction with the opening of new facilities.

- The use of online advertising, streaming video and audio content, social networking sites (Twitter, Facebook, Instagram, LinkedIn, etc.) and other websites, such as TripAdvisor and Hopper, will be utilized to enhance the CVB's online presence and increase awareness of Springfield as a travel destination.
- Local, regional, and national public relations will continue as a high priority to supplement the CVB's advertising efforts. These efforts will be complemented with familiarization tours with travel writers, bloggers, and other media as needed.
- Other public relations efforts will include conducting press conferences to announce the booking of major conventions and events and using CISION public relations software to the fullest extent by providing press release distribution, maintaining media contacts, and monitoring clippings.
- The CVB will build on the local popularity of the recent branding efforts by using logos and other creative assets on apparel and other items internally and in partnership with third-party outlets.
- CVB staff will inform the local legislative delegation of tourism issues and work with them, the Missouri Association of Convention & Visitor Bureaus and the Missouri Travel Alliance to increase the budget of the Missouri Division of Tourism, protect funding for the Cooperative Marketing Program and lobby for other travel and tourism initiatives.
- The CVB will work with the city and other partners to identify convention and/or sports facilities that could be funded through an increase in the hotel tax and the addition of short-term rentals to facilities responsible for collecting and remitting the hotel tax.
- Tourism attractions and businesses in Greene, Christian, and Polk counties will continue to be included in CVB marketing efforts and fulfillment materials as required by the Cooperative Marketing Program countywide designation.
- The CVB's Annual Salute to Travel & Tourism Awards Banquet will be continued in 2023 with a focus on the travel industry and CVB marketing efforts.
- Market research efforts have increased over the past several years and will continue to guide the CVB's marketing efforts. Most research is conducted online or through focus groups.
- The CVB will subscribe to the STR Reports from Smith Travel Research and AirDNA reports to assess Springfield's overnight travel performance.
- Other convention sales efforts include providing financial incentives for major groups to influence their decisions to convene in Springfield, continuing an incentive plan for new convention and sports bookings, increasing trade journal advertising to promote Springfield, subscribing to online meeting and sporting event planner databases and attending and sponsoring meeting and convention industry trade shows.

- The CVB will work with hotel partners to develop and execute a local convention cooperative marketing campaign targeting meeting planners.
- Continued emphasis will be placed on attracting amateur sporting events to the city. The CVB will manage and work closely with the Greater Springfield Area Sports Commission to attract events to Springfield and develop “owned” events to attract out-of-town teams. The CVB’s sports sales manager also serves as executive director for the Sports Commission.
- The CVB will work in partnership with the board of directors to develop a system for managing advocacy-related issues such as major local news stories or local issues that could help or damage CVB efforts to increase overnight travel.
- The CVB will continue to operate a visitor information center at the Springfield-Branson National Airport and the Route 66 Springfield Visitor Center in the Jordan Valley Car Park. The center will continue to be themed “Route 66” and will be updated to include interactive displays and other improvements. The CVB will also look at other possible locations for additional visitor intercept points, such as Bass Pro Shops.
- The CVB will maintain accreditation through Destinations International’s Accreditation Program. In addition, all staff will be encouraged or required to obtain certification in their field of expertise.
- The CVB will continue to invest in technology by continuing to use the Simpleview CRM and CMS platforms, replacing equipment on a rotating basis, and utilizing industry-specific marketing and administrative software where appropriate.
- The CVB board and staff will work closely with SearchWide, a national executive recruitment firm, to hire a new president/CEO and have a seamless transition.
- Other marketing programs and projects may also be developed during the course of the year as opportunities arise. These programs and projects will be addressed in Quarterly Reports.

Marketing

Branding

In FY15, the CVB conducted a comprehensive branding effort. The purpose of that effort was to craft a compelling new identity for the city of Springfield that establishes a distinctive and relevant brand personality, articulates a compelling and sustainable value proposition for visitors, and serves as a powerful filter for all investment, operational and marketing decisions for the CVB for years to come. While the general framework has remained the same, elements of the brand have been refreshed in 2022 to reflect the current marketing direction.

As a result of the branding development process, a positioning statement was created to act as a differentiator between Springfield and other travel destinations.

Positioning Statement:

For those who embrace the virtues of a life well-lived, Springfield, Missouri is the pulse of the Ozarks; a thriving, regional hub for commerce and culture that celebrates hard work, freedom, and homegrown values.

Brand Architecture:

Brand Essence	Brand Values	Brand Promise	Brand Experience	Brand Voice
Life's Simple Pleasures	Genuine	As the heart and soul of the Ozarks, our true nature is to help people celebrate friends, family, and all of Life's Simple Pleasures.	Pulse of the Ozarks	Honest
	Hardworking		Gateway to the Great Outdoors	Thoughtful
	Welcoming		Classic Americana	Casual
	Family-Friendly		Homegrown Innovation	Warm
	Natural			Virtuous



The logo that was developed in 2015 and released in 2016 will continue to be used in all CVB marketing efforts. All marketing pieces, including all advertisements, have been transitioned to the new brand messaging, logo, and color palette.

Public Relations

Objective A:

Generate at least 225 regional, national and international media placements featuring Springfield as a travel destination with an ad value equivalency of at least \$400,000 and 40,000,000 impressions.

- Maintain an online media center that includes information for local, regional, and national media.
- Organize and expand the photo and video library for use on the website, by journalists, and in collateral materials.
- Maintain a press pass to allow free access and discounts to local attractions and events to be given to media for press visits and familiarization tours.
- Distribute news releases and calendar of events and pitch stories to keep media informed of developments and events in the area.
- Host site visits for at least 15 qualified journalists to generate articles and awareness of the Springfield area as a travel and convention destination.
- Conduct travel writer familiarization tours with organizations such as the Association of Great Lakes Outdoor Writers, North American Travel Writers Association, etc.
- Increase the Missouri Division of Tourism and its advertising/public relations agency's knowledge of the Springfield area by hosting a familiarization tour for key staff and the MDT Road Show. CVB staff will also be encouraged to become more involved with the division by serving on committees, engaging their peers on the division staff, and participating in division functions.
- Partner with the Branson Convention & Visitors Bureau to identify opportunities to collaborate, including story pitches, hosting a familiarization tour for travel media, etc.
- Participate in appropriate travel journalist associations and attend conferences to establish relationships with journalists with the intent of generating regional and national articles about Springfield.

Objective B:

Work with the public relations staff at Bass Pro Shops and Wonders of Wildlife to establish, build and strengthen the relationship to generate interest in the facilities from media.

- Identify media and related associations that would be interested in Springfield's outdoor destination assets and become members of the associations, as appropriate.
- Work with the convention sales department to identify outdoor and travel media conferences that could meet in Springfield and assist with the proposal by offering pre/post familiarization tours, story ideas, etc.
- Attend media trade shows or have a representative attend on our behalf to pitch stories about the complex.

Objective C:

Maintain a local advocacy plan to increase awareness of the CVB and its impact on the community.

- Host the Annual Salute to Travel & Tourism Awards Banquet with travel and tourism as the primary focus of the event. The event will highlight tourism statistics, key events booked/hosted, CVB major projects, etc.
- Produce and edit content for CVB News, a monthly newsletter-style blog distributed to local media, the travel industry, and other interested parties via email.
- Seek opportunities to speak to local media to promote awareness of the CVB and tourism in Springfield.

- Increase efforts to inform the area travel industry, media, and state/local officials and their staff on the CVB's role in developing travel and tourism in Springfield and about planned marketing efforts.
- Meet with local public relations professionals to collaborate on local positive messaging strategies.
- Work with CVB sales staff to provide support and services for conventions and events by assisting with press releases, media lists, and other public relations needs.
- Conduct press conferences when select conventions and sporting events are booked, or major advertising campaigns are initiated.
- Increase local promotion of the CVB and travel industry during National Travel & Tourism Week and Meetings Industry Day.
- Work with local colleges and universities to promote the CVB website, coupons, and Visitors Guide.
- Develop a public relations strategy for introducing the new CEO to the community once the position has been filled.
- Seek opportunities to reach out to the transient individuals in our community, traveling nurses, students, etc., to educate them on the area.
- Host a constituent event that will serve as a more educational session on the CVB and ways in which local businesses can utilize the resources available through the CVB to help their businesses.

Objective D:

Support travel industry efforts to increase the budget of the Missouri Division of Tourism to provide more promotion of Missouri and protect the Cooperative Marketing Program.

- Maintain a legislative plan to educate new and existing legislators of the impact of tourism and other key industry issues and assist constituents in contacting legislators to inform them of pertinent issues.
- Increase communication with legislators while they are in Springfield.
- Monitor changes in the state legislature that could affect issues affecting tourism, including the Missouri Division of Tourism funding, and respond appropriately.
- Work with the Missouri Association of Convention & Visitor Bureaus, Missouri Travel Alliance, and the Missouri Hotel Lodging Association to develop a strategy for increasing the FY24 budget.
- Arrange a meeting in early December and prior to the start of the legislative session with the area legislative delegation to communicate the legislative strategy.
- Communicate the strategy to the Salute to Missouri Legislators coalition and incorporate it into legislative priorities.
- Participate in the planning and execution of the Salute to Missouri Legislators.
- Participate in legislative activities offered by other organizations such as the Chamber's Legislative Breakfasts and Capitol Day for Tourism with Missouri Travel Alliance and strongly encourage board members and other constituents to attend.
- Conduct legislative visits in Jefferson City as appropriate to the legislative strategy and the current legislative climate.

Objective E:

Continue efforts to increase city and county government understanding of what the CVB is and does and why it is important.

- Conduct CVB orientations for new city council members, county commissioners, and appropriate city and county leadership.
- Develop a printed leave-behind piece explaining what the CVB does and why it is important.
- Conduct regular meetings with appropriate city and county staff on CVB activities and priorities.
- Encourage the use of CVB staff as an expert resource in all matters pertaining to the travel industry.
- Present an annual “State of the Industry” press event to inform the community about key priorities of the travel industry, recent successes, and how they can assist in the future development of tourism resources. This should happen during National Travel & Tourism Week.
- Involve the CVB’s Governmental Relations Committee in local and statewide advocacy efforts for travel and tourism-related initiatives.

Objective F:

Build awareness of the CVB mission and activities and advocate for tourism developments through increased involvement and membership in appropriate organizations and on local boards or committees.

- Continue to advocate for the development of a convention complex and an indoor sports facility.
- Continue participating in discussions regarding the reallocation of the hotel tax previously provided to Wonders of Wildlife.
- Attend meetings with the city, county, Chamber of Commerce, Minorities in Business, and other local organizations to seek partnership opportunities and advocate for tourism-related developments and policies.
- Work with partners to improve the CVB’s efforts in diversity, equity and inclusion.

Objective G:

Manage major local news stories or local issues that could help or damage CVB efforts to increase overnight travel.

- Work with the board of directors to determine how aggressive the CVB should be in managing major local news stories or local issues and the CVB’s position on each issue.
- Where appropriate, encourage the city, chamber, and county public information/public relations offices to assist.
- Measure negative publicity in terms of ad value and adjust paid advertising as needed.
- Review the Crisis Communications plan annually with staff.

Collateral Production/Advertising Sales

The Marketing Department is responsible for the production of all CVB collateral materials for the purpose of informing potential visitors about Springfield and creating revenue to be used to generate inquiries and visitors.

Objective A:

Produce collateral materials for the purposes of informing potential visitors about Springfield and generate at least \$200,000 in revenue. Produce the following collateral pieces:

- 2023 Springfield Guide (approx. 100k quantity) by December 1, 2022. The 2023 guide will continue to be designed as an 8.5” x 11” magazine-style book developed in partnership with 417 Magazine. The guide will include listing grids, display ads, editorial, and coupons for attractions, restaurants, retail, and lodging facilities. In an effort to be more of an all-encompassing guide to Springfield, content themes will be expanded to include other types of businesses within Springfield that might appeal to local and regional audiences. The guide will be distributed by

mail to visitor inquiries, in local and state information centers, local businesses, and convention/event attendees.

- Guide inserts are available for partners to purchase and are included with the mailing of the guide to visitors who inquire.
- The Ozarks Tap & Pour Craft Beverage Tour promoting the region's breweries, wineries, and distilleries and the Ozarks Coffee Trail promoting the area's coffee shops will both include print collateral pieces. This program is available online but will include a tagalong printed promotional piece that will be made available in area food and drink establishments and other retail locations. These pieces will include the stops on the tour and various advertisers. The tours will still need to be completed digitally using a smartphone to check in at participating locations.

Objective B:

Generate at least \$100,000 in revenue through the CVB website and other advertising sales.

- Obtain advertising commitments for website enhanced listings, links, coupons and sponsored content.
- Obtain advertising commitments for social media and email marketing content.
- Obtain commitments for advertising displays in the Route 66 Springfield Visitor Center and partner attractions such as the Springfield Expo Center, Jordan Valley Ice Park, Ozark Empire Fairgrounds, and other locations as needed.
- Pursue new private funding sources and sponsorships with the goal of becoming less dependent on the lodging tax.

Objective C:

Conduct an annual internal brand audit to ensure brand standards are met across the CVB's marketing mix.

- Review all print, digital, and broadcast marketing materials to ensure logo usage, color palette, and font treatments are consistent.
- Review marketing content to ensure alignment with the organization's mission, vision, and standards of diversity and inclusion.
- Update the Brand Style Guide document as appropriate to meet changing demands for new promotional materials.

Regionalism & Partnership

Objective A:

Develop relationships with area and state travel industry peers to explore partnership opportunities.

- Meet regularly with staff from the Branson/Lakes Area Convention & Visitors Bureau and other area chambers of commerce and convention and visitor bureaus to investigate research, marketing, and other partnership opportunities and implement as appropriate.
- Attend the Governor's Conference on Tourism and Missouri Association of Convention & Visitors Bureau's annual conference and other industry events, as appropriate, to network with and learn from industry peers.

Objective B:

Encourage attraction and destination marketing organization partnerships.

- Be an active participant in the Ozark Mountain Partnership, a marketing collaboration between the Springfield CVB, Branson CVB and Silver Dollar City with a mission to promote the Ozarks region.
- Develop a landing page in partnership with this group that will feed into SpringfieldMO.org to promote our part in the region.
- Craft and create a branded campaign for spring, fall and the holidays promoting tourism in the Ozark Mountains and featuring partnership members.
- Plan and determine funding in the fall for a 2023 campaign.
- Identify additional partners if appropriate.

Market Research

Market Research is developed through ongoing programs, including zip code analysis generated from direct inquiries. The CVB also contracts with research firms to conduct specific market research projects. In addition, research conducted by the Missouri Division of Tourism and others is used in the development of the CVB's marketing strategy.

Objective A:

Continue to refine and improve all research efforts.

- Continue to contract with a market research consultant to review existing primary and secondary research and recommend additions and revisions.
- Conduct a Brand Effectiveness Study for the 2021/22 advertising campaign.
- Utilize traveler intelligence software data to make informed decisions on marketing and media placements.
- Implement a research dashboard on our website to showcase the latest research findings for the CVB's partners to access.
- Utilize travel research libraries available through Destinations International, USTA, Travel & Tourism Research Association, Missouri Division of Tourism, Missouri Association of CVBs, and others to supplement CVB research.
- Utilize the Event Impact Calculator from Destinations International to track and determine the estimated economic impact of groups meeting in Springfield.
- Use USTA's Travel and Tourism Economic Impact Calculator to estimate increases or decreases in Springfield's economy because of the addition of significant traffic generators, economic downturns, etc.
- Partner with the Branson/Lakes Area Convention & Visitors Bureau, Springfield Area Chamber of Commerce, and other local partners on research projects, as appropriate.

Objective B:

Obtain the Springfield hotel market mix information from a representative sample of Springfield hotels on a monthly basis to help determine the primary reason for visiting Springfield.

- Identify at least a 40% sample of rooms (as representative and consistent as possible) who will track and report market mix statistics.
- Add or subtract participating properties as appropriate.
- Collect and report monthly and year-to-date statistics.

Objective C:

Obtain Springfield hotel performance statistics through subscription to appropriate Smith Travel Research STR Reports.

- Subscribe to appropriate reports showing daily, weekly, monthly, and year-to-date hotel demand, supply occupancy, ADR, RevPAR, and revenue.
- Maintain membership in the Missouri Hotel Lodging Association to obtain comparative statistics from other Missouri destinations.
- Obtain quarterly “pipeline” reports showing prospective new hotels.

Objective D:

Obtain appropriate AirDNA reports and assess the impact of short-term rentals on Springfield’s travel industry.

- Subscribe to appropriate reports showing the number of local listings on short-term rental websites.
- Report statistics as appropriate.

Objective E:

Obtain website statistics for niche markets and advertising effectiveness utilizing Google Analytics.

- Place tracking codes on each CVB URL used to track specific campaigns.
- Measure total website traffic, time on site, bounce rates, geographic origin of traffic, and other website statistics.
- Using information gathered in the Brand Effectiveness Study, assign a potential visitor spend for each inquiry received through the website and digital marketing efforts.
- Generate monthly reports to guide the development of new marketing campaigns.

Objective F:

Conduct research in FY23 and every two years thereafter of CVB constituents to assess perceptions of the CVB, its current marketing efforts, and overall performance and utilize this information in conjunction with the CVB’s Strategic Plan update.

- Design the survey instrument and select recipients.
- Incorporate appropriate results and/or recommended action from the survey into the CVB’s marketing efforts, operations, and Strategic Plan.

Objective G:

Continue to update and use dashboards to create and distribute real-time reporting for the board, senior staff, stakeholders, and other constituents.

- Update the Simpleview Dashboard as appropriate.
- Update the research dashboard as appropriate.
- Post links to the dashboards in board reports and quarterly reports.

Intercept Marketing

The Route 66 Springfield Visitor Center continues serving visitors to Springfield, many of which are specifically interested in Route 66 travel. In addition, the CVB continues operating the information kiosk at the Springfield-Branson National Airport to assist visitors with travel planning. These centers allow the CVB to intercept visitors traveling in Springfield and those headed to other destinations or those traveling Route 66 to encourage incremental travel to Springfield. Volunteers assist with visitor information packet fulfillment, staffing hospitality tables for convention and sports groups, and greeting visitors at the information centers.

Objective A:

Assist and provide Springfield area information to travelers at both CVB information centers.

- Integrate new technology and displays in the Route 66 Visitor Center to enhance visitor awareness and experience.
- Develop resources to assist visitors with unique accessibility needs.
- Maintain Missouri Welcome Center Affiliate status through the Missouri Division of Tourism.
- Distribute a regional brochure with a detailed map highlighting Route 66 destinations in southwest Missouri.
- Hire two additional part-time workers to oversee the Airport Information Center during peak times and for expanded weekend hours at the Route 66 Visitor Center. Utilize volunteers to support paid staff at both centers.
- Continue selling souvenirs with CVB and Route 66 branding. Work with partners to feature and sell local products in the Route 66 Visitor Center.

Objective B:

Implement marketing efforts designed to intercept travelers visiting Missouri.

- Distribute at least 30,000 visitor guides for rack display to advertisers, partners, and visitor centers throughout Springfield, southwest Missouri, state visitor centers, and key cities in bordering states.
- Subject to available budget, utilize CTM Brochure Distribution to distribute visitors guides in Kansas City, St. Louis, and Lake of the Ozarks at various hotels and attractions.
- Promote the Route 66 Springfield Visitor Center and Springfield's other assets through Springfieldmo.org and at information centers throughout Missouri and bordering states.
- Encourage the Springfield travel industry to increase listing submissions for the Missouri Vacation Planner and advertise in the publication.
- Research opportunities for virtual and interactive information centers strategically placed around the city.

Digital Marketing

Marketing efforts to attract the consumer travel market include digital programs through search engine marketing, online banner and rich media advertising, content creation, and the CVB's website, blog, and social media channels. Active participation in social media sites makes Springfield more visible when people search the internet for things to do and places to travel. A redesign to the CVB website that was finalized in February 2021 has enhanced the visitor experience and continues to give area businesses and attractions exposure in a more content-driven way.

Objective A:

Maintain the CVB's websites utilizing updated technology and online marketing to generate more than 1.2 million visitor sessions and attract visitors to Springfield.

- Continue a mobile-first approach (design for mobile and tablet before designing for desktop applications) when designing CVB websites and other digital assets.
- Maintain a fully responsive design for the CVB website, including utilizing the brand standards.
- Continue working with Simpleview to maintain the newly redesigned website for SpringfieldMO.org.
- Stay engaged in emerging website trends and apply them to the site when appropriate.

- Continue to support the Springfield Area Sports Commission website and partner with a third-party vendor to make aesthetic and functional changes as necessary.
- Maintain the online calendar of events while ensuring the calendar is accurate, up-to-date, and thorough with all partner events.
- Utilize Google Analytics to track website traffic and advertising effectiveness by campaign.
- Increase participation in the Missouri Division of Tourism Search Engine Marketing (SEO) Campaign utilizing Google Adwords.
- Register new website addresses and renew current URLs to use in advertising campaigns to track individual advertising responses to the website.
- Continue providing an opportunity for meeting/event planners to submit RFPs online directly to group sales staff.
- Send e-blasts promoting activities and attractions to convention/sports attendees via the Meetingmax email platform.
- Enhance website advertiser listings with photo galleries, virtual tours, and/or video options.
- Continue to discuss and recommend additional changes and improvements to the website and other technology issues during staff meetings and meetings with the local travel industry.
- Create category-specific content for all areas of the site, focusing particular attention on the blog, coupons, itineraries, partner listings, and calendar of events.
- Develop new sections of the site for local advocacy, international visitors, minority-owned businesses, the wedding industry and volunteer recruitment.
- Utilize third-party website developers to assist in the implementation of website projects and ideas throughout the year.

Objective B:

Create an email marketing campaign targeting potential and return visitors to Springfield and maintain an open rate average of at least 15%.

- Encourage subscription to email promotions and execute a bi-weekly (at minimum) email campaign.
- Develop remarketing funnels through the CVB's email marketing communication tool, AutoPilot, to maximize the messaging to our own database.
- Distribute events and niche market promotions as appropriate.

Objective C:

Develop a comprehensive content strategy, utilizing research from an outside vendor, to obtain large amounts of multipurpose content (i.e., articles, photos, videos, podcasts, etc.) that can be used across a variety of channels.

- Promote original content through a cross-platform approach to reach more potential visitors.
- Work with guest bloggers to develop new content for the blog, diversifying our voice and audience.
- Continue to improve the online photo gallery to be more user-friendly and easier for staff to maintain.
- Update professional videos for the leisure, sports, and convention markets with new branding. The videos will be used in sales presentations, online advertising pre-roll, on the CVB website, and on YouTube and Vimeo.
- Create video b-roll reels for media and develop an online video library to organize video content.
- Create a photo/video asset co-op program with CVB advertisers/partners to obtain new quality images featuring diverse people enjoying Springfield's tourism assets.

- Create campaign materials emphasizing meeting options near major attractions or other activities appealing to meeting delegates and attendees.

Objective D:

Utilize a variety of social media services to maintain relationships with constituents, encourage overnight travel, increase repeat visits to Springfield, and drive traffic to the CVB's main website. Social efforts should generate at least 3 million engagements and 25% organic reach.

- A social media plan will be developed to integrate all social messaging and provide a framework for outlining goals to provide a clear return on investment.
- Continue developing a solid brand for the CVB industry blog and social channels (formerly Issues & Info, now CVB News) and continue using the platform to share tourism-related issues important to the community, CVB projects, and upcoming conventions and events and encourage constituents to read and/or subscribe to the blog.
- Refer at least 8% of traffic to SpringfieldMO.org from social media postings.
- Increase following to over 140,000 for Facebook, 17,000 for Twitter, and 35,000 for Instagram. For Pinterest, a goal of 200,000 monthly views has been set.
- Achieve a 10% engagement rate across all social channels.
- Work with the Springfield Area Chamber of Commerce and other partners to develop an integrated social strategy highlighting interesting local stories and photos.
- Monitor mentions of Springfield on social media and reply as appropriate to questions or comments from visitors.
- Utilize TripAdvisor and Expedia, and other user-generated content websites to monitor Springfield's position and respond to negative comments and questions.
- The CVB will monitor and share news stories and blog posts about local attractions, events, and tourism-related issues on all social channels.
- Continue utilizing the CVB's digital channels to reach incoming meeting/event social media channels to promote attendance, welcome the groups to Springfield, and inform them about all that Springfield has to offer while they are in the city.

Advertising Campaigns & Cooperative Marketing

CVB advertising efforts are significantly focused on the consumer travel market segment. A small campaign targeting meeting, convention, and sports planners is used primarily for branding purposes and to keep Springfield in the minds of planners, while the majority of resources targeting these markets is focused on trade show participation and direct sales.

Each year the CVB applies for matching funds for marketing projects through the Missouri Division of Tourism. The Promote Missouri Fund provides cooperative marketing opportunities for destination marketing organizations in Missouri. For FY23, the CVB plans to apply for the maximum amount for our designated category. The category is set at \$365,000 from the Marketing Matching Grant Program and provides funds for up to 50% of the total cost of the approved project. Each submitted project is graded by evaluators and projects are assigned a pass/fail grade.

If awarded the funds, the CVB plans to conduct a more than \$1 million multi-channel media advertising campaign with MDT, Bass Pro Shops/Wonders of Wildlife, and the Springfield Cardinals. These partners allow the CVB to stretch advertising dollars for the CVB and its partners, providing a stronger impact on

tourism advertising than the CVB could make alone. Project implementation is contingent upon approval and subsequent state funding.

The CVB has retained Madden Media as its digital agency of record. Madden Media is responsible for media planning, placement, and strategy for all digital advertising for the CVB.

The CVB will continue recruiting diverse talent to showcase in marketing materials. Staff will work with the marketing committee of the board and the Division of Diversity and Inclusion at Missouri State University to periodically review marketing materials to ensure they are featuring diverse talent and showcasing Springfield as a welcoming community to visitors from diverse backgrounds.

The branding initiative that launched in FY15 will guide the development of future advertising campaigns. “Life’s Simple Pleasures” was identified as the brand essence. During FY21 and moving forward into FY22, the messaging for campaigns will morph from this statement to a message focused on the local culture and spirit of Springfield. This is not a complete departure from “Life’s Simple Pleasures” but more of a graduation to the next phase of the campaign. The campaign slogan “Ask a Local” uses plays on words to encourage visitors to ask locals about their favorite places to eat, drink and play in the region.

Leisure Advertising

Objective A:

Develop and execute a special consumer-focused campaign designed to maintain the marketshare we gained during FY21’s record year.

- Work with area hotels to offer booking specials for multi-day visitors and display more area information in lobbies and various areas of the hotels.
- Develop itineraries to help visitors navigate the region based on interests
- Create organic content focused on locals’ advice and guides to experience the region that will run in tandem with paid content.
- Look into new and emerging technologies to embed into the website to assist the user in the decision-making process, i.e. virtual tours
- Coordinate execution of the plan with other marketing efforts described in Group Sales, Objective B.

Objective B:

Generate at least 40,000 tourist inquiries and more than 1.2 million website visitor sessions through consumer market advertising efforts.

- Develop a multi-channel marketing campaign to include traditional and new media that includes print, digital, broadcast, out of home, streaming, etc.
- Work with partners to develop and implement a promotional campaign in select target cities.
- Continue targeting St. Louis Cardinals baseball fans through the CVB’s partnership with the Springfield Cardinals.
- Continue the rapid growth of digital marketing programs with an emphasis on social media content and email marketing.
- Utilize a targeted email marketing campaign to support the consumer market advertising campaign.
- Make a concerted effort to include more diverse photos and videos in all marketing materials.
- Track inquiry responses utilizing the Simpleview database.

- Incorporate tourism attractions and businesses in Greene, Christian, and Polk counties in CVB marketing efforts and fulfillment materials as required by the Missouri Division of Tourism's Promote Missouri Fund countywide designation.
- Measure the results of the project quarterly and annually as required by the Missouri Division of Tourism.

Objective C:

Develop partnerships to assist with CVB advertising efforts, generating at least \$790,000 from partners.

- Generate \$160,000 in cooperative advertising partnerships with local hotels and attractions.
- Generate \$300,000 in advertising sales and partnerships with local attractions, restaurants, hotels, and retail shops.
- Apply for \$330,000 in the Missouri Division of Tourism Promote Missouri Fund Marketing Matching Grant program.

Objective D:

Investigate the potential for a marketing campaign in partnership with the Springfield-Branson National Airport to reach potential visitors in cities where Springfield has non-stop flights.

- Work with the airport, advertising agency, and other partners, as appropriate, to create an advertising campaign.
- Implement the program and track results.

Objective E:

Consider partnership with Brand USA and the Missouri Division of Tourism to develop targeted international marketing campaigns.

- Work with Brand USA to identify Springfield points of interest to international visitors.
- Identify other international marketing opportunities available through partnerships and participate, where appropriate.

Objective F:

Continue to be an active member of the Ozarks Mountain Partnership, a marketing cooperative program between parties in the region who believe in marketing the Ozarks to the visiting populations.

- Set aside budget dollars during the planning process to be dedicated to these marketing campaigns
- Meet regularly with the partnership and stay engaged with initiatives that are brought upon by the group.

Convention/Sports Advertising

Objective A:

Build awareness of Springfield as a convention and sporting event destination by placing at least \$25,000 in advertising.

- Develop a media plan targeting the meeting, convention and sports markets.
- Create new print and digital advertisements utilizing new CVB branding and featuring Springfield meeting facilities.
- Develop new video and photography assets the sales teams can use to promote the area.
- Submit advertising creative to publications and websites for the meeting, convention and sports markets, including a mechanism for tracking responses.

Group Sales

Market Segments

The 2022/2023 group room night booking goal is 63,000. To count toward the group room night goal, the Sales Department must generate the sales lead. The goal is on business booked but not consumed during the fiscal year.

State Association Market

This market includes Missouri-based associations. It focuses on maintaining relationships and involvement with key industry-related organizations such as Missouri Society of Association Executives, Society of Government Meeting Professionals, Missouri Travel Council, Missouri Division of Tourism, and assisting with legislative activities as directed.

Regional and National Association Market

This market includes all associations that are not Missouri-based. Segments include agriculture, cultural, fine arts, conservation, environmental, medical, technical, trade, commercial, and business.

Sports Market

Springfield is a top location for amateur sporting events due to its central location, affordability, and abundance of sporting venues. New and improved sports venues are under development.

The CVB sports sales manager serves as executive director for the Springfield Area Sports Commission (managed by the CVB) and supervises an assistant director employed by the Sports Commission. Both organizations work together to develop and secure amateur sporting events. The Sports Commission began hosting an awards event in 2013 to increase the visibility of the Sports Commission within the sports community, raise money for the association and acknowledge area high school athletes and teams. It will continue to do so in 2023. In 2020, the CVB sales staff began assisting with Sports Commission membership sales.

SMERF (Social, Military, Education, Religious, Fraternal)

This market continues to be strong for Springfield because of the city's location and area attractions. Attendees typically pay for their expenses to events in this market and often take vacation time to attend. Because of Springfield's central location, affordability, community atmosphere, and proximity to Branson, Springfield is a niche market for SMERF. The Assemblies of God National Headquarters in Springfield provides the community with numerous meetings and overnight travel. Local colleges and universities assist in bringing education-related associations to Springfield.

Group Tour and F.I.T. Market

Branson continues to rank as one of the top group tour destinations. This market's efforts have increased due to Wonders of Wildlife and Bass Pro developments.

Government Market

This market includes group business generated by the state or federal government. Many state government events occur at Lake of the Ozarks during shoulder seasons and receive heavily discounted hotel rates, making it difficult for Springfield to compete effectively in this market.

Corporate Market

Most corporate meetings are booked directly with local hotels; however, many local corporations are booking meetings and conventions in cities other than Springfield. In response to this trend, the CVB will emphasize this market segment.

Conservation, Wildlife, Outdoor and Similar Groups

The CVB has focused on this market for several years and will continue to emphasize conservation-related groups because of Wonders of Wildlife, Bass Pro, and future developments.

Group Sales Efforts

Objective A:

Through efforts initiated by the CVB group sales staff, book 30,000 room nights from the meetings and conventions market during FY22.

Action Plans:

- Research and solicit meetings, conventions, and sporting events targeting key market segments.
- Maintain membership in industry-related organizations such as PCMA, ASAE, MSAE, SGMP, and RCMA.
- Attend industry trade shows as outlined in the Proposed Trade Show & Sales Projects Schedule (see page 22 for a list of trade shows and projects).
- Utilize MINT database subscription services to generate new leads.
- Work with convention hotel partners and key venues to create a solid action plan for a Top-25 Hit List of prospecting accounts and determine action steps on what it will take to bring these groups to Springfield. Create a seven-step action list with a completion date.
- Host quarterly Group SGF meetings with hotel and venue sales representatives.
- Conduct an in-person familiarization tour to showcase Springfield.
- Conduct in-person and virtual site visits as needed.
- Refresh meeting planner email templates as needed.
- Update the meetings section of the website as needed.
- Continue to use SendSites electronic bid proposal services.
- Work with attractions on hosting complimentary site visits (in-person or virtual) for convention planners and package deals for convention attendees.
- Recognize Global Meetings Industry Day with an activity. Utilize social media to showcase the importance of the meetings and conventions sectors of the tourism industry.
- Use LinkedIn as a solicitation tool by updating content weekly, posting industry articles, and staying active on the social media platform.

Objective B:

Continue promoting Incentives+ through December 31, 2022, to generate bookings during shoulder dates of November through February.

- Offer financial incentives to qualified groups.
- Offer ways to conduct virtual/hybrid meetings and events.
- Promote the digital version of the Meeting Planners' Guide and postcards.
- Conduct a local sales blitz using the Chamber of Commerce, "417 Magazine," "Springfield Business Journal," universities, and influencers to encourage booking meetings in Springfield.
- With hotel partners, conduct a sales blitz in Jefferson City.
- Offer virtual site visits and conduct in-person site visits for qualified convention and event planners.

Objective C:

Book 29,000 room nights in the sports market.

- Research and solicit sporting events that can utilize Springfield and area sports venues.
- Maintain memberships in industry related organizations, such as Sports ETA.
- Attend industry trade shows outlined in the Proposed Trade Show & Sales Projects Schedule.
- Work in partnership with the Springfield Sports Commission to secure new amateur sporting events.
- Utilize the CVB's SCOUT subscription, a destination and event matchmaking platform, to generate new leads.
- Continue a local organizing committee and procedures for MSHSAA Basketball Championships and other events to ensure success and future bookings.
- Continue soliciting emerging sports (i.e., pickleball, esports, and target sports).
-
- Continue providing exceptional service to existing sporting events to ensure rebooking.
- Assist the Sports Commission in developing booking incentives.
- Assist the Sports Commission in developing a comprehensive advertising/cooperative marketing plan.

Objective D:

Monitor the return of group business and increase the number of group rooms as a percentage of total rooms compared to non-pandemic years.

- Review CVB hotel statistics for trends and ensure participation in market segment statistics from designated hotels.
- Utilize STR's Destination Report Day Trend Report to help assess group room demand.
- Educate planners on the importance of encouraging delegates to book inside the block; offer financial incentives as appropriate.
- Consider the ROI when offering a group incentive based on existing booked groups during that time, budget, etc.
- Work with hotel and facility partners to provide financial incentives to single-property pieces of business.
- With the Springfield Hotel Lodging Association, identify annual events that produce a large number of room nights.
- Utilize the "Meet in Missouri" legislation to attract out-of-state conventions and work with the Missouri Association of Convention & Visitor Bureaus to develop additional state incentives.

Objective E:

Pursue the group tour market to book overnight stops and attraction visits within the city.

- Attend travel-related events as outlined on the Proposed Trade Show & Sales Projects Schedule (see page 22 for a list of trade shows and projects).
- Consider hosting the Missouri Bank Travel Exchange or similar events to promote Springfield and increase overnight group tour travel.
- Develop new and unique group travel itineraries and escort notes as new attractions open.
- Promote virtual site visits.
- Partner with Branson on group travel events and familiarization tours.
- Identify and retain existing group tours.
- Work with tour operators on new COVID-19 mitigation practices and keep them abreast of related ordinances in Springfield.
- Work with local attractions to encourage group tour travel.

Trade Shows and Special Projects

Event	Location	Date
Missouri Event Summit (MSAE, SGMP, MO Travel Council)	Jefferson City	August 2022
MU Conference Planning Office- Presentation	Columbia	August 2022
Sports Commission Mini Golf Tournament	Springfield	September 2022
Small Market Meetings	Wichita	October 2022
Missouri Society of Association Executives-Funfest	Jefferson City	October 2022
Sports ETA - 4S Summit	Sarasota	October 2022
TEAMS	Oklahoma City	October 2022
Connect Faith	Little Rock	October 2022
Connect Southeast (in conjunction with Faith)	Little Rock	October 2022
Society of Government Meeting Planners Extravaganza	Jefferson City	November 2022
Missouri Society of Association Executives Holiday Party	Jefferson City	December 2022
American Bus Association	Detroit	January 2023
RCMA - Emerge	Chattanooga	January 2023
Connect Midwest	Peoria	January 2023
Missouri Natural Resources Conference	Lake of the Ozarks	February 2023
Travel South Domestic	Huntsville, AL	February 2023
Christian Meetings & Conventions Association	TBD	Spring 2023
Missouri Travel Alliance	TBD	April 2023
Sports Commission Big Shots Golf Challenge	Springfield	April/May 2023
Kansas City Chapter of Meeting Planner's Intl.	Kansas City	April 2023
Convention Planner Familiarization Tour	Springfield	May 2023
Military Reunion Network	TBD	Summer 2023
SGMP National Education Conference	TBD	May 2023
Sports ETA	Kansas City	May 2023
Client Night at Hammons Field	Springfield	June 2023
Sports Commission Awards	Springfield	June 2023
Sports ETA Chief Executive Summit	TBD	TBD 2023
eSports Business Summit	Las Vegas	TBD 2023
eSports Travel Summit	TBD	TBD 2023
Heartland Travel Showcase	TBD	February 2023

Event Services

The CVB provides support services for groups meeting in Springfield, including pre-convention planning and providing area information, registration assistance, promotional materials, news releases, convention alerts, website access, city dignitary welcomes, shuttle service, centralized housing, and other services as outlined in the bid proposal package. These services are designed to assist and promote a positive experience for the meeting planner when conducting events in the city, thus generating repeat bookings. Services are offered to groups booked by the CVB and hotels.

Objective A:

Exceed the expectations of meeting planners by providing exceptional event services tailored to groups working with the CVB.

- Send convention alerts to media, hotels, attractions, and restaurants to notify partners of upcoming large conventions and events so they can adequately staff their facilities. Encourage businesses to welcome groups on marquees, offer discounts, etc.
- Assist groups with resources when requesting virtual and hybrid meetings.
- Utilize the CVB's social media channels (i.e., Twitter, LinkedIn, Facebook, etc.) to welcome groups to the city.
- Provide attendance-building and publicity assistance for groups meeting in Springfield by sending out email messages with the CVB's website video link and encouraging convention and sports groups to post about the city and events.
- Offer the Springfield promotional video and other promotional tools in advance to groups arriving in Springfield.
- Continue utilizing the online meeting planning toolkit and update and add resources as they become available, such as green initiatives, corporate social responsibility, and speakers' bureau.
- Promote attractions to convention and event attendees through the SGF VIP Pass.
- Promote advertisers and partners at hospitality tables and for business referrals.
- Provide a training session for hospitality booth workers before peak convention/event months.
- Offer a local professional speakers' bureau to groups and create a promotional piece highlighting this service in bid proposals.
- Promote the CVB's responsive website at hospitality tables and encourage attendees to use it to locate local restaurants, attractions, and other businesses.
- When appropriate, attend events booked in Springfield one year in advance to promote Springfield and build attendance for the conference.
- Maintain membership in the Event Services Professionals Association.

Objective B:

Provide housing bureau services to qualified groups.

- Utilize Meetingmax for all housing groups
- Host informational meetings about Meetingmax for reservation managers and sales managers for upcoming groups as required.
- Utilize Meetingmax pre- and post-activity email capabilities to provide welcome emails to event attendees and encourage extended stays.

Objective C:

To assess the satisfaction of meeting planners hosting events in Springfield, the CVB will survey all meeting planners and obtain at least a 75 percent return rate on questionnaires.

- Create and distribute surveys to all meeting planners one day following the event's conclusion.
- Review surveys annually and adjust to increase the response rate.
- Track responses and report results to appropriate facilities.

Training

Staff & Volunteers

In addition to normal and ongoing staff training, the CVB encourages staff members to expand their knowledge throughout their careers. Where appropriate, the staff is encouraged, and may eventually be required, to become certified by professional organizations in their specific area of responsibility. All department heads have received or plan to pursue the Certified Destination Management Executive designation through Destinations International.

Objective A:

Continue increasing staff and volunteer knowledge by making learning opportunities available.

- Identify software training needs for staff and utilize classes offered at area colleges and universities, the Springfield-Greene County Library District and online courses through LinkedIn Learning.
- Participate in the City of Springfield's Life Save program to ensure that a minimum of 75% of the staff is CPR certified and trained on the AED use.
- Participate in appropriate group webinars offered by Destinations International, Simpleview, Missouri Division of Tourism, and other industry organizations.
- Provide sales training for the group sales staff, partner development manager, and marketing sales coordinator.
- Conduct a CVB orientation for new staff, board, City Council, County Commission, and key city and county staff.
- Send staff to appropriate training conferences and sessions throughout the year.
 - Send four staff members to the Governor's Conference on Tourism.
 - Staff will attend the annual Missouri Division of Tourism Roadshow and promote attendance among partners and community leaders.
 - Send two people to the Destinations International annual convention.
 - Send four staff members to the Missouri Association of Convention & Visitor Bureaus Annual Educational Conference.
 - Send one person to the Simpleview Users Conference.
 - Send one person through Leadership Springfield.
 - Send one person to the Destinations International Convention Sales Summit.
 - Staff will enroll in various educational sessions while at conventions and trade shows.
- Staff is encouraged to obtain or maintain industry certifications.
 - The president/CEO and sales director will maintain requirements to continue Certified Destination Management Executive (CDME) status from Destinations International.
 - The marketing director and the director of finance and administration will begin classes to obtain Certified Destination Management Executive status from Destinations International.
 - Sales managers will continue coursework to maintain Hospitality Sales and Marketing Association International Hospitality Sales Executive Certification, Certified Travel Industry Specialist, and Convention Industry Council Certified Meeting Planner designation.
 - The Sports Sales Manager will maintain the Sports ETA Certified Sports Event Executive Certification.
- Determine and address training needs for other staff members as needed.

Objective B:

Identify and provide appropriate management and skills training for management.

- Determine training needs and address them as appropriate (Excel training, Simpleview, etc.)
- Identify and provide personnel management and human resources training for all management through People Centric Consulting Group as needed.
- Provide appropriate required reading (books, articles, etc.) for personnel management.
- All department heads will identify other CVBs that have developed considerable expertise in various areas of CVB operations and marketing and, after approval by the president, utilize them as mentors.

Objective C:

Develop a training program specifically for part-time employees to ensure they have the necessary information and resources to be effective in their positions.

- Part-time employees will visit with each staff member to gain a better understanding of what each person does for the CVB and how to direct phone inquiries.
- Maintain manuals for the information center desks with a staff directory, phone instructions, standard operating procedures, and other relevant information.
- Conduct refresher training for employees as needed.
- Part-time airport center staff will cross train at the Route 66 Visitor Center.

Objective D:

Increase staff and partner knowledge and use of the Simpleview CRM.

- Work closely with the account team at Simpleview to ensure staff and partners are using the capabilities of the system to the fullest and most efficient extent.
- Utilize the Connect SGF extranet to distribute and respond to sales and leisure tourism leads, update partner business information updates, update the online calendar of events, sign up for advertising and sponsorship packages, and RSVP for CVB events.
- Conduct bi-annual member/partner training sessions to ensure partners are fully utilizing the Connect SGF extranet.
- Assign staff key areas of responsibilities for optimal use of the Simpleview CRM and develop a core staff team of experts on all sections of the system.
- Be involved in the Simpleview user group and attend meetings as appropriate.
- Conduct follow-up training with CVB staff as appropriate.

Objective E:

Secure and train an adequate number of volunteers to assist at information centers, convention, and event hospitality booths and with other tasks as necessary.

- Assess volunteer needs at information centers and align schedules with flight arrivals.
- Secure a pool of qualified and capable volunteers through referrals and local volunteer sites.
- Provide training for volunteers.
- Obtain coordinated logo-branded clothing for volunteers to wear while on duty.
- Keep volunteers updated on CVB activities via email communications.

Objective F:

Take a proactive approach in diversity, equity and inclusion training and awareness by providing opportunities throughout the year for staff and volunteers.

- Become a Certified Autism Center by having at least 80% of staff complete the International Board of Credentialing and Continuing Education Standards Certified Autism Travel program.

- Continue training on diversity, equity and inclusion through the Missouri State University Office of Diversity and Inclusion and utilizing other diversity experts.
 - Meet with community leaders to improve efforts to highlight the diverse communities of the Ozarks.
 - Assist MSU's Office of Diversity and Inclusion, Chamber of Commerce, and the city in developing diversity and inclusion training for management and frontline staff in the hospitality and retail industries.

Hospitality Industry & Advertisers

The CVB encourages frontline employees in the travel industry to become familiar with area attractions and other things to see and do while in the Springfield area. We will encourage them to utilize CVB resources such as the visitor centers, social media, market research and CVB News. A training program will be developed for CVB advertisers, encouraging them to take advantage of member benefits and better promote their businesses to travelers through CVB marketing efforts.

Objective A:

Develop a plan for educating CVB partners about the benefits of membership.

- Send a welcome email to new partners to introduce the CVB staff, explain partner benefits, and the directions for logging in to Connect SGF (extranet).
- Conduct regular Connect SGF training sessions for advertisers/partners to encourage full usage of that system.
- Record a series of training videos for partners explaining how to take full advantage of partnership benefits.

Administrative

Objective A:

Maintain accreditation through Destinations International by submitting the required annual reports each December.

- Update processes to comply with other standards as required by the Destinations International Accreditation Program.
- Update the Standard Operating Procedures Manual for key functions of each CVB position as necessary.

Objective B:

Assess new and existing CRM system enhancements and improvements and incorporate those that are appropriate.

- Review improvements and enhancements presented at the 2022 Simpleview Users Conference.
- Consider whether to continue use of the Gmail integration, Destination Dashboard, and Event Impact Calculator.
- Investigate the use of other vendors integrated with the Simpleview CRM to improve officewide efficiency.
- Determine appropriate enhancements and improvements to incorporate into the CRM.
- If necessary, add funds to cover the costs of enhancements and improvements to a mid-year budget revision.
- Continue upgrading the CRM as appropriate and attend the 2023 Simpleview Conference.

Objective C:

Work with the city and appropriate private developers to advance the possibilities of a convention center and tournament-grade sports facilities in Springfield.

- Once identified, determine a referendum date to ask voters to increase the hotel tax to fund the project(s).
- As part of the referendum, change the definition of who must collect the hotel tax in order to require short-term rentals in Springfield to collect and pay the hotel tax.
- Obtain the support of the Springfield Hotel Lodging Association.
- Determine how to extend the two and one-half percent tax passed in 1998 that expires in 2027.
- Continue to pursue American Rescue Plan Act (ARPA) funds from the city, county, and state to:
 - construct up to six additional basketball courts at The Fieldhouse;
 - turf and light eight additional soccer fields and make other improvements to Cooper Soccer Complex;
 - turf and make other improvements to the Killian and Cooper softball and baseball fields;
 - construct a 6,200-seat arena at the Ozark Empire Fairgrounds;
 - construct the Chadwick Flyer Trail between Springfield and Ozark, and;
 - make improvements at the Expo Center, including the addition of a kitchen.
- Work with interested developers to create a public/private partnership and to identify the project(s) to be funded.
- Consider the development of a Tourism Business Improvement District (TBID) If needed and appropriate.
- Obtain support for the project(s) from the Springfield Hotel Lodging Association.
- Depending on the project(s) identified and whether the Expo Center is part of a project, determine Atrium Hotels' role in the management of the Expo Center.
- Identify competing cities with convention centers and indoor sports complexes and consider hosting appropriate Springfield community leaders for on-site visits to those cities.

Objective D:

The CVB and Sports Commission will work with the city, county, Springfield-Greene County Park Board and other organizations to implement recommendations contained in the Huddle Up Group report on long-term goals for sports facility construction, sports marketing, sporting events development and funding for the Sports Commission.

- If efforts to fund facilities with ARPA funds are unsuccessful, the CVB and the Sports Commission will work with the city, county, and others to determine how to finance the improvement of existing facilities and the development of new facilities.
- If possible, include funding for the Sports Commission in the financing mechanism.

Objective E:

Advance the need for a convention center and/or tournament-grade indoor sports facility through participation in the city's long-range planning process (Forward SGF).

- Encourage board members to be involved in the process.
- Actively participate in appropriate focus groups.
- Ensure the development of a convention center and/or tournament-grade indoor sports facility is included in recommendations.

Objective F:

Develop a Long-Range Strategic Plan.

- Research and obtain a qualified facilitator for a board of directors' retreat.

- Work with the facilitator to identify current and future issues to be addressed in the Strategic Plan.
- Distribute the Strategic Plan to stakeholders and as appropriate.

Objective G:

Maintain Destination Springfield as a 501(c)3 organization to accept tax-deductible contributions for the CVB and/or the Sports Commission.

- Work with a CPA firm to establish the proper protocol for reporting tax-deductible contributions.
- Work with a CPA to determine whether cooperative advertising and other revenue could be considered tax-deductible by using Destination Springfield.

Objective H:

With board approval, investigate financial assistance through the American Rescue Plan Act and other current and future grant opportunities to fund major promotional or capital campaigns.

- Determine CVB eligibility for the different programs in the American Rescue Plan Act.
- Monitor city, county, and state grant opportunities offered as a result of American Rescue Plan Act funding.
- Research other current and future grant opportunities and apply as appropriate.

Objective I:

Work with the board of directors, SearchWide, and CVB management team to ensure a smooth transition in CVB leadership.

- Delegate responsibilities to department heads as appropriate prior to December 1.
- Have all major executive projects completed or on track for completion by mid-December.
- The Search Committee and SearchWide will identify finalists for the position of president/CEO, make a selection, and establish a start date of January 1, 2023 or before.
- If desired and appropriate, retain the current president/CEO to assist in the transition after January 1, 2023.

Future Marketing Efforts

Financial and human resources will not allow the implementation of all marketing efforts the bureau would like to undertake during the 2022/2023 fiscal year. The following is an overview of long-range marketing efforts that will be implemented when resources are available. Some of these projects will be implemented during the fiscal year if possible. Due to the long-range nature of many of these projects and rapidly changing technology, they are subject to change.

Public Relations

- A name change for the CVB will be considered in an effort to create a new identity for the organization that is more easily understood by constituents.
- Encourage and support qualified Springfield representatives to apply for a position on the Missouri Tourism Commission.
- Develop a comprehensive public relations and marketing plan to educate local officials and the public on the need for public funding for convention and sports facilities and continue to work with Forward SGF, the city and other organizations to identify needed convention and sports facilities.
- If not completed in FY23, the CVB will continue to work with the city and other partners to identify a project or projects that could be funded by an increase in the hotel tax and the addition of short-term rentals to facilities required to collect and remit the hotel tax.
- Enabling state legislation will be passed to allow Tourism Business Improvement Districts (TBID) as a tool for tourism marketing and capital improvement projects.
- The city's definition of who must collect the lodging tax will be revised to include short-term rentals.
- Host the Midwest Travel Journalists Association Conference.

Collateral Production/Advertising Sales

- Continue seeking advertising partnerships and innovative revenue streams to increase private funding and supplement the public hotel/motel tax funding.
- Explore the production, promotion, and distribution of additional publications, including an attractions pass, a dining guide, a coffee guide, an online calendar of events and others.

Market Research

- Continue to utilize the Voyage+ Platform by Madden Media, a visitor intelligence platform to stay informed of who our visitors are, what they like to do when they visit and how long they stay.
- A mix of secondary and primary research will be used to better understand traveler sentiment on Springfield and on the future of travel.
- Additional surveys, such as creative focus groups, a PR effectiveness study, social media influence, and convention/sports satisfaction surveys, will be considered in annual CVB research plans.

Advertising

- Advertising partnerships will be expanded to include secondary and regional attractions in niche marketing campaigns.
- Advertising production will be expanded to include the use of professional, diverse talent for all photo/video shoots.
- Additional photo and video assets will be created to update our asset library.

Intercept, Digital, and Miscellaneous Marketing

- Develop and produce branded video content for digital distribution (YouTube, podcast, etc.)
- Utilize virtual reality or other emerging technology to communicate to media, tour operators, meeting planners, and leisure visitors about new attractions and facilities in Springfield.
- Remodel the downtown information center and install digital displays to promote area attractions and events.
- Conduct a local public relations and marketing campaign to increase awareness of the CVB and increase traffic to the Route 66 Springfield Visitor Center by advertising on local TV, radio and print outlets using trade, when applicable, purchasing billboard advertising and promoting the visitor center as a resource on the CVB website and collateral materials.
- Develop partnerships with local media outlets such as the “Springfield Daily Citizen,” “The News-Leader,” “417 Magazine” and others to promote local deals and attractions.
- Expand international marketing through opportunities offered by Brand USA.
- Develop an online chat feature to enhance the visitor experience on the site.
- Develop a “Local Favorites” media campaign utilizing TV and social media outlets with online video to conduct short testimonial-type spots with people talking about why they love calling Springfield home. Partner with the chamber, city, universities, and other local organizations with interest in highlighting why residents call Springfield home.
- A mobile information center will be purchased for use at large, outdoor and indoor events where appropriate.
- Virtual Information Centers will be researched that could be placed at key area locations to allow visitors to speak with a live staff person utilizing Webcams and touch-screen technology.
- Work with the City of Springfield to design and develop a sidewalk kiosk near the Route 66 Springfield Visitor Center to distribute Springfield Guides, maps, and other printed materials when the center is closed. The kiosk will include space to promote downtown events.
- The use of new billboards will be investigated as a method of promoting Springfield to travelers in the area, increasing counts to the Route 66 Springfield Visitor Center.
- Investigate digital and social attribution platforms to assess the impact of these marketing efforts on overnight travel and visitor spending.
- Investigate opportunities to market to niche and more diverse groups, including LGBT, African-American, Hispanic, and other groups for leisure and group sales.

Group Sales

- Work with the Springfield Hotel Lodging Association to develop a pool of funds to use as an incentive to attract events.
- Expand partnership opportunities with the Branson/Lakes Area Convention & Visitors Bureau and identify areas to partner with their sales department to bring convention groups and sporting events to southwest Missouri.
- Pursue regional partnerships with other CVBs to promote bringing new meetings, conventions, and sporting events to the area.
- Sports marketing efforts will be expanded in cooperation with the Springfield Sports Commission to make Springfield a recognized destination for quality amateur sporting events. Sporting events owned by the Sports Commission will be created and conducted annually.
- Add additional sales staff to the Sports Commission as new and upgraded venues open.
- Develop a video-based sports promotion for use in sports sales efforts of the CVB and Sports Commission.
- Conduct sales blitzes in designated cities with a targeted client list, including cities where the CVB is advertising.
- Host an industry trade show or marketplaces such as Military Reunion Network, Southeast Tourism Society Domestic Showcase, or SPORTS.
- Attend additional trade shows such as IMEX, ASAE and others.
- Continue to investigate esports as a potential market segment.
- Encourage sales managers to serve on boards for industry trade associations such as PCMA and RCMA.

Event Services

- The ability for convention delegates to register for their convention and arrange all other details of their trip will be added to the website, providing a potential revenue source while eliminating the need to re-key information into the CVB's housing software.

Training

- Implement a new version of the "Discover SGF" hospitality training course outlined in previous years' marketing plans. This program will be designed for partners, staff, volunteers, and frontline industry workers.
- Training will focus on rapidly changing technology and its impact on marketing.
- All staff will be encouraged or required to obtain appropriate certification in their field of expertise.

Administrative

- The CVB will maintain accreditation through Destinations International's Destination Marketing Accreditation Program.
- The CVB will continue to upgrade and maintain equipment, hardware, and software to the most current versions and standards by following a technology plan.

Springfield Convention and Visitors Bureau

2022/2023 Budget - Proposed Revenue

<u>Account Description</u>	<u>Account</u>	<u>2021/22 Revised Budget</u>	<u>2022/23 Original Budget</u>	<u>Variance - \$</u>	<u>Variance - %</u>
ROOM TAXES					
Room Tax Revenue	401540	\$3,061,500	\$3,275,500	\$214,000	7.0%
INTEREST					
Interest Earnings	410010	\$12,500	\$12,500	\$0	0.0%
ADVERTISING REVENUES					
Visitors Guide Advertising	413010.01	\$193,000	\$180,000	-\$13,000	-6.7%
Route 66 Brochure/Map	413010.02	1,250	0	-1,250	-100.0%
Coupons	413010.03	10,000	6,000	-4,000	-40.0%
Expo/Rt. 66 Displays	413010.04	7,500	7,500	0	0.0%
Poly Tote Bags	413010.05	0	0	0	N/A
Digital Advertising	413010.06	70,000	80,000	10,000	14.3%
Brochure Insertions	413010.07	5,750	7,500	1,750	30.4%
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
Experience Programs	413010.11	33,950	35,000	1,050	3.1%
TOTAL ADVERTISING REV		\$321,450	\$316,000	-\$5,450	-1.7%
CO-OP ADVERTISING REV					
Coop Partnerships	416020.01	\$160,000	\$160,000	\$0	0.0%
MDT Coop Program (Leisure)	416020.02	449,450	365,000	-84,450	-18.8%
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	15,000	0	0.0%
Miscellaneous Partnerships	416020.06	0	0	0	N/A
TOTAL CO-OP REV		\$624,450	\$540,000	-\$84,450	-13.5%
PARTNERSHIP REVENUE					
Marketing Partnerships	414110	\$700	\$0	-\$700	-100.0%
MISCELLANEOUS REV					
Sports Commission Management Fees	414100.01	\$18,000	\$18,000	\$0	0.0%
Souvenir Sales	414100.02	9,800	11,000	1,200	12.2%
Other	414100.03	238,300	200	-238,100	-99.9%
Holding Account	414100.04	0	0	0	N/A
Hotel Shuttle & Facility Rental Rebates	414100.05	1,825	0	-1,825	-100.0%
Hotel Trade Show Participation	414100.06	0	3,400	3,400	N/A
Annual Banquet Sales	414100.07	20,000	20,000	0	0.0%
Gold Wing Event Hosting	414100.08	15350	0	-15,350	-100.0%
Chamber Partnership	414100.09	2725	2,700	-25	-0.9%
TOTAL MISC REV		\$306,000	\$55,300	-\$250,700	-81.9%
TOTAL REVENUE		\$4,326,600	\$4,199,300	-\$127,300	-2.9%
Transfer To/From Fund Balance		\$0	\$0	0	N/A
GRAND TOTAL REVENUE		\$4,326,600	\$4,199,300	-\$127,300	-2.9%

Springfield Convention and Visitors Bureau

2022/23 Budget - Proposed Expenses

<u>Account Description</u>	<u>Account</u>	<u>2021/22 Revised Budget</u>	<u>2022/23 Budget</u>	<u>Variance - \$</u>	<u>Variance - %</u>
PAYROLL					
Salaries and Wages	500110	\$1,039,100	\$1,096,250	\$57,150	5.5%
Temporary & Part Time Wages	500130	16,550	46,850	\$30,300	183.1%
Retirement Contributions	500210	104,400	110,000	\$5,600	5.4%
FICA	500250	76,650	84,350	\$7,700	10.0%
Health Insurance	500260.01	108,950	123,000	\$14,050	12.9%
Unemployment Insurance	500260.02	3,550	4,050	\$500	14.1%
Workers Comp	500280	3,250	3,650	\$400	12.3%
TOTAL PAYROLL		\$1,352,450	\$1,468,150	\$115,700	8.6%
ADMINISTRATIVE					
Auditing and Accounting	504510	\$5,700	\$6,050	\$350	6.1%
Automobiles	502040	7,400	7,350	-\$50	-0.7%
Building Rental	505820.01	118,200	112,400	-\$5,800	-4.9%
Utilities	505820.02	9,600	10,250	\$650	6.8%
Bldg. Supplies/Repair	505820.03	5,400	5,400	\$0	0.0%
Office Cleaning	505820.04	10,600	11,300	\$700	6.6%
Credit Card Fees	502070	3,650	4,800	\$1,150	31.5%
Data Processing	502140	1,050	800	-\$250	-23.8%
Dues and Subscriptions	502290	36,200	38,100	\$1,900	5.2%
Equipment Repair	502750	22,900	19,950	-\$2,950	-12.9%
Insurance Premiums	502230	13,350	13,100	-\$250	-1.9%
Minor Office Furn/Supplies	501190	1,400	1,800	\$400	28.6%
Misc. A & G	501260	21,050	22,400	\$1,350	6.4%
Office Supplies	501240	6,450	8,350	\$1,900	29.5%
Other Professional Services	504580	1,500	3,000	\$1,500	100.0%
Postage and Freight	502220	8,850	11,500	\$2,650	29.9%
Printing and Binding	502380	600	600	\$0	0.0%
Telephone	505550	13,400	15,550	\$2,150	16.0%
Training Expense	504590	25,750	29,950	\$4,200	16.3%
TOTAL ADMINISTRATIVE		\$313,050	\$322,650	\$9,600	3.1%
MARKETING					
ADVERTISING					
Ad Production	505010	\$103,400	\$64,000	-\$39,400	-38.1%
Billboards	505020	100,000	60,000	-\$40,000	-40.0%
Brochures and Printed Material	505030	80,250	128,000	\$47,750	59.5%
Direct Mail	505050	39,500	53,200	\$13,700	34.7%
Digital Advertising	505060.01	489,900	371,650	-\$118,250	-24.1%
Other Advertising	505060.02	702,050	740,000	\$37,950	5.4%
Print Advertising	505070	190,950	143,000	-\$47,950	-25.1%
Radio & TV Advertising	505080	383,250	263,000	-\$120,250	-31.4%
TOTAL ADVERTISING		\$2,089,300	\$1,822,850	-\$266,450	-12.8%
TRAVEL					

Travel Expenses	505690	\$32,850	\$41,150	\$8,300	25.3%
OTHER MARKETING					
Market Research	502470	\$44,200	\$74,800	\$30,600	69.2%
Group Incentives	502120	74,350	79,850	\$5,500	7.4%
Gold Wing	502120.01	56,700	0	-\$56,700	-100.0%
Entertainment	502200	6,550	8,250	\$1,700	26.0%
Exhibition Fees	504640	31,100	44,400	\$13,300	42.8%
FAM Tour Expense	504650	15,050	20,900	\$5,850	38.9%
Misc. Marketing Expense	502280.01	17,400	22,750	\$5,350	30.7%
Misc. Convention Marketing	502280.02	26,750	28,100	\$1,350	5.0%
Digital Marketing	502280.03	60,450	103,000	\$42,550	70.4%
Airport/Expo Concession Fees	502280.04	6,000	6,000	\$0	0.0%
Photo Processing	502360	0	0	\$0	N/A
Public Relations	502400.01	13,800	16,550	\$2,750	19.9%
Event Public Relations	502400.02	7,750	8,000	\$250	3.2%
Annual Banquet Expenses	502400.03	20,000	20,000	\$0	0.0%
Specialty Items	504620	22,400	23,900	\$1,500	6.7%
Receptions	504660	1,800	3,000	\$1,200	66.7%
TOTAL OTHER MARKETING		\$404,300	\$459,500	\$55,200	13.7%
TOTAL MARKETING		\$2,526,450	\$2,323,500	-\$202,950	-8.0%
CONVENTION SERVICES					
Misc. Convention Services	504540.01	\$4,000	\$4,000	\$0	0.0%
Convention Housing Expenses	504540.02	5,250	5,500	\$250	4.8%
Shuttle Service	504610	3,200	2,400	-\$800	-25.0%
TOTAL CONVENTION SERVICES		\$12,450	\$11,900	-\$550	-4.4%
CONTINGENCY					
Contingency	502780	\$95,500	\$60,000	-\$35,500	-37.2%
CAPITAL EXPENSES					
Office Furniture and Equipment	508110.01	\$0	\$0	\$0	N/A
Bldg. Improvement Expenses	508110.02	3,000	0	-\$3,000	-100.0%
Computer Hardware	501220	11,700	1,550	-\$10,150	-86.8%
Computer Software	501230	11,400	10,350	-\$1,050	-9.2%
Other Equipment	508170	600	1,200	\$600	100.0%
Destination Springfield	508220	0	0	\$0	N/A
TOTAL CAPITAL EXPENSES		\$26,700	\$13,100	-\$13,600	-50.9%
TOTAL BUREAU EXPENSES		\$4,326,600	\$4,199,300	-\$127,300	-2.9%
		REVENUE	\$4,199,300		
		PROFIT/LOSS	\$ (0)		

One-rdg. _____
P. Hmgs. _____
Pgs. 39
Filed 06-07-22

Sponsored by Hosmer

First Reading _____

Second Reading _____

COUNCIL BILL 2022-149

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING the Springfield City Code, Chapter 2, Article III, Division 1,
2 Section 2-91, known as the Merit System Rules and Regulation
3 ("Merit Rules"), by amending portions of the Merit Rules for multiple
4 purposes, including but not limited to the following: amendments to
5 further the City's diversity and inclusivity goals, to clarify certain
6 provisions within the Merit Rules and assure internal consistency as
7 well as consistency with the City's Code and Charter, to update the
8 City's policy regarding hiring of relatives of employees, to correct a
9 previous scrivener's error, and to amend the Merit Rules on
10 vacation and sick leave.
11 _____
12

13 NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
14 SPRINGFIELD, MISSOURI, as follows, that:

15
16 NOTE: Underlined language (other than Section numbers) is being added and
17 ~~stricken~~ language is being deleted.

18
19 Section 1 – Those Merit Rule Changes requiring Personnel Board approval
20 having been approved by the Personnel Board, Springfield City Code, Section 2-91,
21 known as the "Merit System Rules and Regulations," is hereby amended in that
22 amendments are made to Merit Rules 1 (n), (q), and (w); 2.2 (b); 2.3; 2.4 (c) and (d); 2.5
23 (b) and (c); 4.5; 5.2; 5.3 (a); 5.4 (e), (f), and (g); 5.6 (a); 5.9; 5.10; 5.11; 5.13; 6.4 (b) and
24 (c); 6.5; 6.6 (a)(3) and (b); 6.7; 7.1; 7.2; 7.2.1; 7.3; 7.4; 7.5 (c); 8.5; 8.7; 8.8; 9.2; 9.3;
25 10.1 (d); 10.3 (b) and (c); 11.4; 11.5; 12.2 (a); 12.2.1 (g) and (h); 12.4(r); 12.6; 12.8;
26 12.9; 12.10; 13.1(a); 13.2 (a); 13.5 (a), (b)(3) and (8), and (c); 13.6 (a), (b), (c), (d), (e),
27 (g), and (i)(2, 3, and 4); 15.1; 15.2; 15.3; 15.4 (c) and (e); 16.6; 16.8 (d); 17.4; 17.5; 17.7
28 (b); 17.8; 18.1 (b), (c), (d), (e), and (h); 18.2 (a) and (b); 18.3; 19.5 (b); 20.1; 21.1 (a
29 and (c)(4)(aa) and (dd)); 21.2 (b), (c.2), (e), and (h); 21.2.1 (c); 21.4 (b) and (c); 21.5;
30 21.7; 21.9; 22.2; 22.5; 23.2; 24.2; 24.3; 24.5 (a) and (c)(3); 24.6; 25.3; 25.4 (b); 26.4 (g);
31 26.9(a); 26.13 (a); 28.3; and 28.4 as follows:
32

RULE 1 – DEFINITIONS

(n) **"Employee"** means a person appointed to a position in the City Service for which the person is ~~he/she is~~ compensated on a full-time or part-time basis.

(q) **"Probation"** means the first six (6) months of service following appointment or promotion to any position in the classified service, plus any extension approved in accordance with these Rules and is the examination period during which the employee can be removed by the appointing authority without right to appeal or hearing if the employee's ~~his~~ work performance does not meet required standards.

(w) **"Transfer"** means a movement of any employee from one position to another having the same pay grade whether in the same class or in another class. When the latter movement occurs, the requirements for the two different classes must be so related that the employee in one class would qualify for the other class as an eligible transfer without having to apply and compete for the position the employee is ~~he/she is~~ moving to. If the two classes are not so related, the employee must apply and compete for the class the employee ~~he/she~~ is interested in transferring to even though the movement would be a lateral move and no change in salary grade.

2.2 Coverage and Amendment of Rules

(b) Any officer, employee or citizen who feels that these Rules are working or are apt to work an unnecessary hardship on the officer, employee or citizen, ~~on him~~ or that the efficiency of the City Service can be improved by amendment to these Rules may consult with the Director of Human Resources or the City Manager. The Director of Human Resources shall decide whether to grant a hearing with the Personnel Board. The Director of Human Resources may consult with the City Manager regarding whether to grant such a hearing.

2.3 Certification of Payrolls

No disbursing or auditing officer of the City shall make or approve or take any part in making or approving any payment for personal services to any person holding a position in the classified service unless the payroll or account of such pay bears the certification of the Director, or the Director's ~~his~~ authorized agent, that all appointments and other personnel transactions affecting the payroll and regarding the persons named therein are correct and proper and have been made in accordance with these Rules and the Classification and Compensation Ordinance. The Director, may, for violation of these rules, the Classification and Compensation Ordinance or where a transaction affecting the payroll is incorrect or improper, withhold certification from an entire payroll or from any specific item

or items thereon.

2.4 Prohibition of Political Influence and Discrimination

(c) No appointive salaried officer or employee of the City shall solicit any monetary contribution to the campaign funds of any political organization. Nothing in this section shall be construed to prevent the exercise of the rights of appointive salaried officials or employees as citizens to express their opinions and to cast their votes. No appointive salaried officer or employee of the City shall continue in a City ~~his~~ position after becoming a candidate for nomination or election to any public office.

(d) No appointive salaried officer or employee of the City shall be a member of any national, state or local committee of a political party or an officer or member of a committee or a partisan political club or shall take part in the management or affairs of any political party or in any political campaign, except to exercise the employee's ~~his~~ right as a citizen privately to express an ~~his~~ opinion and to cast a ~~his~~ vote.

2.5 Unlawful Acts Prohibited

(b) No person seeking appointment to or promotion in the City service shall either directly or indirectly give, promise, render, or pay any money, service, or other valuable thing to any person for, on account of, or in connection with the person's ~~his~~ test, appointment, proposed appointment, promotion, or proposed promotion.

(c) No employee of the department, examiner or other person shall defeat, deceive or obstruct any person's in his right to examination, eligibility, certification or appointment under these Rules or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the City service.

4.5 Minutes

The Director or the Director's ~~his~~ authorized representative shall attend all meetings of the Board, act as its secretary, and record its official actions in the minutes. The time and place of each meeting of the Board, names of the Board members present, all official acts of the Board, the votes of each Board member except when the acts are unanimous, and when requested, a Board member's dissent ~~with his~~ and reasons shall be recorded in the minutes. The secretary shall cause the minutes to be transcribed and presented for approval or amendment at the next regular meeting. The minutes covering formal action of the Board or a true copy thereof, certified by a majority of the Board, shall be open to public inspection.

5.2 Minimum Qualifications for Filing

Open-competitive examinations shall be open to all applicants who meet the standard of requirements fixed by the Director with regard to education, experience, age, physical condition, and such other factors as may be held to relate to the ability of the candidate to perform with reasonable efficiency the duties of the position. Any applicant taking an entrance written test for any position with the City who fails to make a passing grade may, with approval of the Director of Human Resources, retake the test at the next regularly scheduled time. Should the applicant fail to make a passing grade on the second attempt, ~~he the applicant~~ will not be allowed to retake the test for such position until one year from the date of the second test. Failure to make a qualifying grade on a written test for a given position on the third attempt or failure to make a qualifying score before an oral board on the third attempt for the position is sufficient reason for permanent denial of any further consideration of the applicant. This Rule shall only apply to written tests and oral boards as outlined above and does not apply to other testing or evaluation methods such as skills testing, physical agility testing, and assessment centers.

Any applicant who does not meet minimum requirements as to training and experience but who will meet these requirements as a result of the completion of further educational work or experience which the applicant has scheduled for the six (6) months immediately following the closing date for receipt of applications, may be allowed to take the examination. ~~An applicant successfully completing the examination under this provision shall have his or her name~~ An applicant's name will be entered on the register in the same manner as others after successful completion of the examination under this provision; however, no such applicant may be appointed to a position in the classified service of the City until all preliminary requirements for the position have been met.

5.3 Filing Applications

(a) All applications for positions in the classified service shall be made on forms approved by the Director of Human Resources and the Personnel Board. A resume alone will not be accepted as an application, but may be submitted as supplemental documentation. Said applications shall be filed with the Director on or prior to the date and time specified in the announcement, or postmarked on or before the closing date. Applications and resumes submitted for examinations announced "Open Until Filled" will be reviewed as needed to complete the employment process. For those classes for which there is to be continuous recruitment, a statement shall be included in the announcement to the effect that applications will be received until further notice. Applications may require information concerning personal characteristics, education, experience, references, and other pertinent information. When the nature of the work is such that age limits are necessary, the Director after consultation with the appointing authority, may so state in the examination announcement. All applications shall

171 be signed and the truth of the statements contained therein certified by such
172 signatures. Except as provided in Rule 5.2, applicants ~~Applications~~ must meet
173 the minimum qualifications specified in announcements as to education and
174 experience, but in no case shall admittance to the examination constitute
175 assurance of a passing grade in the evaluation of education and experience if the
176 same is a part of the examination.

177 178 **5.4 Disqualification of Applicants**

179
180 (e) Applicant had directly or indirectly obtained information regarding the
181 examination to which the, ~~as an applicant, he/she~~ was not entitled.

182
183 (f) Applicant has failed to submit ~~his/her~~ a City job application correctly or
184 within the prescribed time limits.

185
186 (g) Applicant has taken part in the compilation, administration or
187 correction of the examination for which ~~he/she is an applicant~~ the
188 applicant is competing.

189 190 **5.6 Conduct of Examinations**

191
192 (a) The Director may designate and instruct monitors to take charge of
193 examinations ~~under instructions prescribed by him~~, provide for the compensation
194 of such monitors, and make arrangements for the use of public buildings in which
195 to conduct the examinations.

196 197 **5.9 Oral Examinations**

198
199 When an oral examination forms a part or all of the examination for a class of
200 position, the Director shall appoint an oral examination board consisting of two or
201 more members. The Director may appoint qualified City employees or other
202 qualified persons not employed by the City to serve as members of such boards.
203 All candidates for the same class of positions who qualify for the oral examination
204 shall be rated by the same oral examination board. When deemed appropriate
205 by the Director due to the circumstances of the particular hiring process,
206 including but not limited to when large numbers of persons are to be interviewed,
207 the Director may authorize the substitution of one or more members of the oral
208 examination board with qualified alternate members. Each substitution of such
209 an alternate member shall be approved by the Director, or the Director's ~~his~~
210 designee. A member of an oral examination board shall disclose each instance
211 in which the member ~~he~~ knows ~~the~~ an applicant personally and shall refrain from
212 rating such applicant when it is determined by the Director of Human Resources
213 that the member ~~he~~ has a relationship with an applicant that would present a
214 conflict of interest in evaluating that applicant. A supervisor or
215 superior/subordinate employment relationship between the board member and
216 the applicant alone shall not constitute such a conflict of interest. Examples of

relationships that may present a conflict of interest would include spousal relationships, and current or former relatives, ~~as defined in Merit Rule 11.4,~~ and current or past close social or personal relationships between the member and the applicant.

5.10 Veterans Preference

Applicants who present evidence showing honorable service in the armed forces of the United States or placement on the reserve list who have met the minimum requirements imposed for each test and who have received at least the passing grade required for eligibility, shall have added to their earned gradings an additional five (5) points on the basis of 100. All such persons except Police and Fire Department applicants, who are suffering service-connected disability of at least 10% compensable disability rating, based on the findings of the United States Veterans Administration, shall have added to their earned gradings 10 points on the basis of 100. Proof of eligibility for the preference provided shall be furnished to the Director of Human Resources through submission by the person claiming preference of the discharge granted to the veteran or through whom preference is claimed or a properly certified copy of such discharge, and in the case of a disabled veteran, additionally, a recent certificate from the Veterans Administration of the United States, showing service-connected disability to exist. Veterans preference shall apply only to entrance examinations. Retention in the service in the case of reduction in force or abolition of positions for lack of work or funds shall be based solely on ability to perform properly the duties of the position and on relative length of efficient service. No credit shall be allowed in the case of any kind of discharge other than honorable or general under honorable conditions.

5.11 Notice of Examination Results

~~Each internal~~ Internal applicants, ~~or (current City employees),~~ shall be notified of their ~~his~~ examination results as soon as practical after the rating of the examination has been completed or the register established. ~~Each external~~ External applicants shall be notified of their ~~his~~ examination results as soon as practical after the register is established or the position has been filled. All eligibles shall be entitled to information concerning their relative position on the register upon request.

5.13 Special Examinations

Except in the case of a manifest error in the examining of an applicant, no applicant shall be given a special examination unless the Director finds it to be in the best interest of the service or that the applicant's failure to take or complete an examination was due to circumstances entirely beyond the applicant's ~~his~~ control. No claim for a special examination shall be allowed unless it is filed in writing with the Director within fifteen (15) days after the date of the original

examination. The Director may at any time initiate a special examination when deemed to be in the best interest of the service. Any special examination shall be constructed on a pattern similar to, and as extensive as, the original examination. Any such special examination shall not invalidate any certification or appointment previously made.

6.4 Duration of Registers

(b) The life of registers for classes of positions for which continuous recruitment and examination is conducted shall be indefinite but may be terminated by the Director. The names of eligibles shall be added to and removed from such registers on a continuous basis. The name of an eligible shall not remain on a register for a class of positions in the continuous program for longer than 18 months from the date of its entry on the register. Whenever the name of an eligible is removed from a register, the eligible ~~he~~ shall be notified. An eligible whose name has been removed from a register under this provision shall retake the examination to maintain ~~his~~ eligibility. Once a continuous recruitment program has been terminated, the life of the register will be 18 months from the date of placement of the last eligible candidate(s) on the register.

~~(c) When a register becomes so depleted that the preparation of usable certificates for imminent vacancies in the class of positions is impracticable, the register will be considered exhausted. An Exhausted The Register which has become exhausted shall be considered expired upon the administration of a superseding examination and the establishment of a register on the basis of that examination. When a register becomes exhausted, the Director shall send to each eligible remaining on such register a notice of the announcement of a superseding examination. Such eligibles shall be required to retake the examination for placement in the new register. Provided that, an eligible candidates shall be required to retain their his/her existing score when all of the following conditions are met: (1) the Eligibility List is less than six (6) months old, (2) the candidate is still interested in the position, (3) the exact same screening criteria is utilized, and (4) the testing and or interview process and panel remains exactly the same.~~

6.5 Replacement of Registers

If the Director determines that a register, although not exhausted is inadequate for the filling of anticipated vacancies, the Director ~~he~~ may announce an open-competitive examination for the purpose of replacing the inadequate register. At the time of the announcement of such examination, all eligibles remaining on the register shall be notified of the action and shall be advised that they may take the new examination. Failure to take the new examination will result in the formerly eligible candidate no longer being eligible for consideration. Except ~~an~~ eligible candidates shall be required to retain their his/her existing score earned when all of the following conditions are met: (1) the Eligibility List is less than six (6)

months old, (2) the candidate is still interested in the position, (3) the exact same screening criteria is utilized, and (4) the testing and or interview process and panel remains exactly the same.

6.6 Removal of Names from the Register

(a) Reasons for Removal¹ - The Director may remove the name of an eligible from a register:

(3) on receipt of a statement from the eligible indicating the eligible no longer desires to be ~~stating that he no longer desires~~ consideration for a position in that class;

(b) Notifications - Whenever an eligible's name is removed from a register for reasons cited in 6.6 (a) of this Rule, the Director shall notify the eligible of this action and inform the eligible ~~him~~ that the eligible's ~~his~~ name may be restored to the register upon presentation of reasons satisfactory to the Director. Notification shall not be made when an eligible has requested that the eligible's ~~his~~ name be removed from a register, or when there has been no reply to attempts to contact, or when postal authorities have been unable to locate such eligible.

6.7 Re-Employment List

An employee with status who has been laid off because of lack of funds or work, curtailment of program, abolishment of organizational unit or material change in duties or organization, and through no fault of the employee ~~his own~~, may request in writing that the employee's ~~his~~ name be placed on a re-employment list for the class of positions from which the employee ~~he~~ was laid off. The name of an employee with status, who has been dismissed for reasons found to be insufficient by the Personnel Board after hearing the appeal, may with approval of the City Manager, be placed on the re-employment list. The order in which such names are arranged on each list shall be determined by the Director, who shall give consideration to qualification, performance appraisal, conduct, and seniority in service. Eligibility to remain on the re-employment list shall expire one (1) year from the effective date of the layoff or separation.

7.1 Request for Certification of Eligible

To fill a vacancy by selection of an eligible from a register established on the basis of an open-competitive examination, the appointing authority shall submit a request for certification to the Director ~~upon forms prescribed by him~~. This requisition may be for one or more persons in the same class and shall indicate the number and identity of positions to be filled and the title of the class to which they have been allocated and specify all other pertinent information which the

¹ Note, "Reasons for Removal" in part (a) and "Notifications" in part (b), are underlined in the original and are not being added.

Director deems necessary. The appointing authority shall make such request as far in advance as possible of the date the employee is to begin work.

7.2 Certification of Eligibles

Upon receipt of a requisition, the Director shall certify and submit in writing to the appointing authority the names of available persons eligible for the appointment. If one position is involved, the Director ~~he~~ shall certify and submit from the register for that class of positions the names of all persons whose scores are included in the highest three (3) whole number scores earned on the examination. If more than one vacancy occurs in the same class of position under the same appointing authority, the Director shall certify the names listed under one additional whole number score for each additional vacancy, the highest whole score first. If the register established as a result of the open-competitive examination for a specific class of positions is exhausted, the Director may certify and submit names in accordance with the above procedure from a related register. The life of a certificate during which action may be taken will typically be thirty (30) calendar days from the date of issuance, with discretion afforded to the Human Resources Director when issues such as extensive background checks may require a longer period be allowed. Any appointment made from such certificate during that time shall not be subject to any change in the condition of the register taking place during this period.

7.2.1 Certification When Register Exhausted

Notwithstanding any other provision of the Merit System Rules and Regulations to the contrary, whenever the appointing authority requests that a position be filled and certifies that there is an immediate need to fill the position and when the Director concurs in the immediate need to fill the position and finds that the Director ~~he~~ cannot meet the need within a reasonable time, then the Director may certify to the appointing authority the names of all persons eligible for the appointment.

7.3 Availability of Eligibles

(a) An eligible may be considered not available for certification by the Director if the eligible ~~he~~ fails to reply to a written inquiry to the eligible's ~~his~~ last known address or if such reply be made later than seven (7) calendar days from the date of such inquiry.

(b) An eligible may be considered as not available for certification by the Director if the eligible ~~he~~ has previously declined a position of the same class in the organizational unit and has not indicated a desire ~~that he wishes~~ to be considered for a position of that class in that unit.

(c) An eligible may at any time during the life of a register ~~have himself listed~~ list

the eligible as available or not available for appointment to a position of that class in any organizational unit or units by filing notice of such effect with the Director.

7.4 Selective Certification of Eligibles

(a) The appointing authority may specify in writing requirements of particular experience, education or skill when the appointing authority ~~he~~ deems such requirements necessary for a position. If, after investigation of the duties and responsibilities of the position, the Director finds the particular experience, education or skill so specified is essential for successful performance, the Director ~~he~~ may certify in order of rank on the register the names of those persons who possess those qualifications specified. If, in certifying the names of such eligibles, the Director finds there are fewer than three (3) such eligibles, the Director ~~he~~ shall complete the certificate by adding, after the names of such eligibles, the names of other eligibles available for the appointment in the order of their respective rank on the register.

(b) The appointing authority may specify in writing exceptional requirements of particular physical characteristics when the appointing authority ~~he~~ deems such requirements necessary for a position. If, after investigation of the duties and responsibilities of the position, the Director finds the exceptional requirement of physical characteristics essential for successful performance, the Director ~~he~~ may certify in order of rank on the register the names of those persons who possess the qualifications specified. If, in certifying the names of such eligibles, the Director finds there are fewer than three (3) such eligibles, the Director ~~he~~ shall certify the names of other eligibles available for the appointment in the order of their respective rank on the register.

7.5 Selection of New Employees

(c) If, in the exercise of the appointing authority's ~~his~~ choice, the appointing authority passes over the name of an eligible on a register in connection with two separate appointments for the same class of positions which the appointing authority ~~he~~ had made from the register, written request by the appointing authority may be made of the Director that the name of such eligible be omitted from any subsequent certifications from the same register to the same appointing authority for the same class of positions. If the Director sustains such request, the name of such eligible thereafter shall not be certified ~~by him~~ from that register for other vacancies in the position to the same appointing authority.

8.5 Temporary Appointment

Appointment for short-term or seasonal employment may be made as is necessary to carry on the City's business. Appointments of this type shall normally be made from established employment lists. If no list exists or if certification from lists is impracticable because of non-availability of eligibles for

temporary work, the Director of Human Resources may authorize the temporary appointment of any qualified individuals to be designated by the appointing authority. The length of a temporary appointment shall be no more than six (6) months in any one year. In certain cases, such as special work projects, however, the length of a temporary appointment may, with the approval of the Director of Human Resources, be governed by the duration of the project. The acceptance or refusal by an eligible of a temporary appointment shall not affect the eligible's ~~his~~ standing on the regular employment list. For a temporary employee not certified from an eligible list to be considered for a regular position, the temporary employee ~~he~~ must first pass the entrance examination and be placed on the appropriate list. In the event a temporary employee is appointed on a regular basis, such appointment may be retroactive to the date of the temporary employee's ~~his~~ last appointment on a temporary basis providing there has been no break in service. Pay increases, vacation, and sick leave accumulation may be based on the date of this last appointment. Credit for temporary service shall not exceed one year nor shall any credit be given for temporary service prior to the last appointment.

Temporary promotional appointments of a regular full-time or regular part-time employee shall be utilized for periods not to exceed twelve (12) months unless approved by the City Manager and are authorized when promotional vacancies, leave of absence, including military leave, illness, etc., occur or in cases where no valid promotional eligibility list exists. In all such cases of temporary promotional appointment, said employee shall receive a ten percent (10%) increase in pay unless it exceeds or is less than the authorized pay range for the position, unless otherwise approved by the City Manager.

8.7 Reinstatement

An employee with status who has resigned or been laid off through no fault of the employee ~~his own~~ may be reinstated to a position of the same class within one (1) year from the effective date of ~~his~~ separation. Such reinstatement shall be made only with the prior approval of the Director and shall be subject to the successful completion of a probationary period in accordance with Rule 9. An employee, who terminates employment and is reinstated in the same calendar month and year, shall have their probationary period waived upon reinstatement. The Director's approval of a reinstatement shall include a finding that the candidate meeting the current qualifications for the class of positions.

An employee with status who has been found by the Personnel Board after hearing the employee's appeal, to have been improperly dismissed for political, religious or ethnic reasons shall, with approval of the City Manager, be reinstated to his former position or a position of like status and pay, without loss of pay for the period of his separation.

8.8 Reinstatement - Disability Pensioners

Notwithstanding any other provision of the Springfield City Code and provisions of the Police and Fire Departments' pension plan to the contrary, an employee who had status at the time the employee was disabled and who is receiving a disability pension may be reinstated to the position held by the employee at the time of the employee's disability, provided the following conditions are met:

(a) That the disabled pensioner has provided medical proof in accordance with Section 70.680, RSMo, if the employee is under provisions of the Local Government Employees' Retirement System or medical proof under Section 29-27 of the Springfield City Code if the employee is a member of the Police and Fire Departments' pension system, that said employee is physically and mentally able and capable of resuming the employee's duty as an employee in the position held by the employee at the time of the employee's disability retirement.

(b) That the same job position exists as part of the City service, which position has funds appropriated therefor.

In the event the above conditions are met, the Director shall place the pensioner in an existing vacancy in the same position and at a pay level comparable to that previously paid to the pensioner. In the event there no longer exists in the City service the position held by the employee at the time of the employee's his disability retirement, the City shall offer the pensioner the closest comparable position in the City service for which the pensioner he is qualified.

In the event there is no job vacancy for the position and in the event the pensioner has greater longevity than an employee who is currently in the position, the Director of Human Resources shall cause the position to be filled by the employee who has the greatest longevity in such position with the City service. Employees who are laid off as a result of filling said position shall be entitled to those provisions set forth in Rule 12.2.

The director of the department has the ~~may, in his~~ discretion to, require that the employee take training programs required of other employees and that such employee successfully complete such training programs.

9.2 Conditions Preliminary to Regular Status

It shall be the responsibility of the appointing authority to provide the Director of Human Resources with a statement in writing to the effect that the services of each employee appointed for a probationary period have or have not been performed satisfactorily during such period and is or is not recommended to be retained in the service. The appointing authority, or the appointing authority's his designee, shall provide this statement to the Director before the end of the

probationary period. The Director must approve any extension of a probationary period as well as any recommendation that the employee has failed the probationary period. Additionally, it shall be the responsibility of the appointing authority's department or designee to provide written notification to the employee of any extension of the probationary period or of any failure to pass the probationary period, and such notification must be made at or prior to the end of the employee's probationary period. Such notification to the employee should be made in person whenever practicable. When providing in person notification is not practicable, the notification may be provided by mailing it to the employee's address maintained on the City's official roster and, in such instances, notification is considered completed upon the date of mailing. Failure to provide written notification at or before the end of the probationary period results in the employee attaining regular status.

9.3 Separation During the Probationary Period

(a) If at any time during the probationary period, the appointing authority determines that the services of the employee have been unsatisfactory, an employee may be separated from the ~~his~~ position without the right of appeal or hearing. ~~The appointing authority shall notify the employee in writing the reasons for the separation.~~ After the probationer has been separated, the probationer's ~~his~~ name may be placed back on the register ~~replaced~~ by the Director on the register for the class of positions from which removed if the register has not expired and the Director ~~he~~ determines such action to be in the best interest of the service, but the probationer ~~he~~ shall not again be certified from that register to the organizational unit from which the employee was separated.

(b) When an employee has been promoted but fails to successfully complete the probationary period, the employee ~~he~~ shall upon recommendation of the ~~his~~ Department Head revert to a position of the employee's ~~his~~ former class. If no position vacancy exists in the work unit, the employee may be transferred to another work unit or the rules pertaining to layoffs shall apply.

10.1 Promotions

(d) If the City Manager, or the City Manager's ~~his~~ designee, authorizes an appointing authority to fill a position by promotion of an employee on a non-competitive basis, the appointing authority shall submit the name of the employee proposed for promotion to the Director. If the Director finds the named employee is qualified for the proposed promotion, the Director ~~he~~ shall so notify the appointing authority. The promotion shall then be reported to the Director.

10.3 Demotion

(b) An employee may be demoted for lack of work in the employee's ~~his~~ class or

for cause, and in case of the latter only after the employee has been presented with the reasons for such demotion in writing, and has been allowed at least fifteen (15) calendar days to reply thereto in writing or upon request, to appear personally and reply to the appointing authority. A copy of the statement of reasons and the reply shall be filed with the Director. An employee with status may appeal a his demotion for cause in accordance with Rule 13.

(c) If, for personal or other reasons, an employee requests in writing ~~that he be assigned an assignment~~ to a position of a lower class, the appointing authority may make such a demotion. In such cases, the demotion will be deemed to have been made on a voluntary basis and from which there shall be no appeal, and a report shall be made in writing to the Director.

11.4 Relatives

Without specific approval by the City Manager, no person shall be employed, promoted, or transferred to a department or agency of the City or division or section thereof, when as a result the person ~~he or she~~ would be working permanently with, supervising or receiving supervision from a member of the person's ~~his/her~~ immediate family.

In addition, even if approval has been granted by the City Manager, no more than three persons, including the employee, who are members of the same immediate family may be presently employed by the City in the same department at the same time. Violation of this section shall result in immediate termination of that employee with the least seniority. This provision shall not apply to any violation which may exist at the adoption of this provision nor shall the provision apply when the number of current employees in an immediate family increases as the result of marriage.

Immediate family in this connection shall be considered to mean an employee's spouse, child, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and step-relatives (step-parents, step-children, step-siblings, step-father-in-law or step-mother-in-law).

~~In addition, no more than three persons, including the employee, who are members of the same immediate family may be presently employed by the City at the same time. Violation of this section shall result in immediate termination of that employee with the least seniority. This provision shall not apply to any violation which may exist at the adoption of this provision nor shall the provision apply when the number of current employees in an immediate family increases as the result of marriage.~~

11.5 Outside Employment

No employee of the City may perform any outside work which is, or can be

interpreted to be, inconsistent with the employee's ~~his~~ City work or detrimental to the best interests of the City as determined by the Director of Human Resources. Employees desiring outside employment should first seek approval of their Department Head (or their designee) before engaging in such activity. Employees are required to submit a "request for approval" on such form as the Director may require.

Employees of the City may not engage in outside business activities while on duty nor may City property be used for anything but City functions.

12.2 Layoffs

(a) An appointing authority may layoff an employee in the classified service whenever the appointing authority ~~he~~ deems it necessary by reason of shortage of funds or work, abolishment of a position or other material change in duties or organization. The employee shall be notified of the effective date and shall be given written notice of the reasons for the layoffs.

12.2.1 Temporary Layoff Classified Service

(g) An employee who is laid off pursuant to provisions set forth herein shall not be entitled to earn or take any vacation, compensatory time or holidays during the period of the layoff except upon the employee terminating ~~his~~ employment with the City.

(h) In the event an employee elects to terminate ~~his~~ employment during the layoff, then the employee shall lose all rights and any benefits under provisions of this rule or Rule 12.2.

12.4 Causes for Disciplinary Action

Just causes for disciplinary action are listed below although disciplinary action may be taken for other just causes:

(r) ~~The employee's is negligent or unsafe in his conduct or actions are~~ negligent or unsafe and thereby jeopardizing the safety of the employee himself and/or his fellow employees or the safe use of City equipment.

12.6 Resignations

An employee who desires to terminate his service with the City shall submit a written resignation to the appointing authority. Resignations shall be submitted at least fourteen (14) calendar days before the final work day. A copy of an employee's resignation with the departmental recommendation shall be filed in the employee's service record in the Department of Human Resources. The

period of notice may be reduced or waived by the Director and the Director may consider any upon recommendation of the Department Head.

Failure of an employee to give the prescribed notice without such notice being reduced or waived by the ~~Department Head~~ Director shall result in the employee being considered ineligible for rehire ~~released with prejudice~~.

12.8 Disability

An employee may be separated for disability when ~~he~~ the employee cannot perform the required duties because of physical or mental impairment. An employee may at any time be required to submit to an examination by a physician designated by the City for the purpose of determining the employee's ability to perform the duties of his position.

12.9 Return of City Property

An employee leaving the service, whether through resignation, layoff or dismissal, is responsible for returning any City property in the employee's ~~which he may have in his~~ possession. The Director of Human Resources is authorized to withhold an employee's final check or to make deductions for value in case where City property has not been returned by an employee leaving the service.

12.10 Rights of Employees Upon Terminating

Regular employees who separate from the City service shall receive payment of all salary earned up to the effective date of their termination, less all authorized deductions. If the employee has been with the City at least twelve (12) months, payment shall be made for earned vacation leave in an amount not to exceed four (4) weeks accumulation unless the City Manager authorizes payment for earned vacation leave in excess of the four (4) weeks. If an employee has more than four (4) weeks of accrued vacation leave, the City Manager shall have the right to buy out the accumulated vacation leave of the employee if the employee has filed a notice to resign or retire in order to remove the employee from the City payroll records. An employee may authorize a beneficiary the receipt of the lump sum payment for accrued vacation leave provided for herein in the event of the employee's death. The beneficiary of a deceased employee must file with the City letters of refusal or letters of administration issued from an appropriate probate court before the payout can be effectuated under this provision. An employee who refuses to accept an offer to purchase the employee's accumulated vacation leave benefits shall not be entitled to accrue any additional benefits, including vacation, sick, or holiday benefits under the Salary Ordinance or this Manual. No payment shall be made for unused sick leave, except an employee hired before July 1, 1998, and on the Crafts and Trades and Laborer Schedule, the Fire Protection Schedule, the Law Enforcement Schedule, the Professional Administrative and Technical Schedule, or the Department Head

Schedule after fifteen years of service with the City of Springfield, Missouri, and upon leaving the City service, other than through discharge, shall be entitled to be paid for a portion of the employee's unused sick leave as set out herein. Such employees hired before July 1, 1998, shall be entitled to be paid a sum of money to be computed as follows:

[the remainder of 12.10 remains unchanged]

13.1 Appeal from Examination Rejection

(a) Any applicant whose application for admission to an open-competitive examination who has been rejected and who has been notified of such rejection and the reasons therefor, may appeal to the Director of Human Resources for reconsideration of the applicant's ~~his~~ qualifications and for admission to the examination.

13.2 Appeal from Examination Rating

(a) Any applicant who has taken an examination may appeal to the Director for a review of the applicant's ~~his~~ rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly.

13.5 Grievance Procedure

(a) Preface

From the standpoint of the following procedures, a grievance exists when an employee feels dissatisfied or annoyed with some aspect of ~~his~~ work over which ~~he~~ the employee has no control.

Calm and sensible discussion between the employee and the immediate supervisor will usually resolve most employee problems. This sort of settlement, without bringing in a third party is, of course, the best way to settle most grievances. This can be done readily when both the supervisor and the employee adopt a proper attitude and show willingness to settle any differences that may exist, intelligently and on a reasonable basis.

Employees are free to seek answers to any question and adjustment of any grievances without discrimination, coercion, restraint or reprisal. Supervisors and higher authorities shall see that all questions, complaints, and grievances receive prompt, impartial, and systematic consideration in attempting to reach satisfactory adjustments.

The following procedures are to be followed by ~~an employees~~ who sincerely believes that ~~he~~ they ~~has~~ have reason to complain; ~~his~~ desire that their ~~his~~ complaint be reviewed by their ~~his~~ immediate supervisor and by higher authority if necessary, and who desires remedial action.

765
766 **(b) General Provisions**
767

768 (3) The employee may choose a fellow employee to accompany ~~him~~
769 the employee in the procedure.
770

771 (8) Whenever the employee is aggrieved by some act of commission
772 or omission on the part of the ~~his~~ immediate supervisor, the employee
773 ~~he~~ may initiate the action authorized by this procedure by explaining
774 the ~~his~~ grievance to the immediate supervisor of the said supervisor or
775 may initiate the action authorized by forwarding the appeal form to the
776 immediate supervisor of said supervisor.
777

778 **(c) Steps of the Procedure**
779

780 **Step a** - The employee may explain orally the situation to the ~~his~~
781 immediate supervisor.
782

783 The supervisor shall, either alone or in collaboration with ~~his~~ superiors,
784 reach a decision and communicate it orally to the employee within two
785 working days of the supervisor ~~his~~ being told of the situation causing
786 the grievance. (Every possible effort should be made to settle minor
787 complaints at this stage.)
788

789 **Step b** - If the grievance is not settled at the first step, the employee
790 may within three working days write up an appeal setting forth the facts
791 ~~as he knows them~~ with reference to those sections of the Manual on
792 which the grievance is based and present it to the ~~his~~ Department
793 Head. The Department Head shall obtain all pertinent information
794 about the case up to this point from the departmental file. The
795 Department Head may hold a conference with all parties concerned if it
796 is deemed necessary.
797

798 Within three working days of receipt of the appeal, the Department
799 Head shall notify the employee and the employee's ~~the~~ supervisor of a
800 ~~his~~ decision in writing.
801

802 **Step c** - If the grievance is not settled at the second step, the
803 employee may file with the Department of Human Resources an
804 appeal to the City Manager. The Director of Human Resources shall
805 assemble the facts of the case and present them to the City Manager.
806 The City Manager may hold a conference with the persons concerned
807 in the case, if it is deemed necessary.
808

809 Within ten working days following receipt of both the appeal, and the
810 facts assembled by the Director of Human Resources, the City

811 Manager shall present a ~~his~~ decision in writing to the Department Head
812 and the employees.

813 **13.6 Personnel Board Hearing**

814 **(a) Responsibility of the Personnel Board**

815
816 When an employee shall make a complaint before the Personnel Board in a
817 case involving the employee's ~~his~~ dismissal, demotion, reduction in pay or
818 suspension, it shall be the duty of the Personnel Board to ascertain to the
819 best of its ability the facts of the case and after weighing all available
820 evidence to report its findings to the City Manager for such disposition as the
821 City Manager ~~he~~ may deem appropriate.

822 **(b) Complaint - Setting Date For Hearing**

823
824 When a request for a hearing is contained in such complaint, the Board's
825 Chair will review the complaint. After review of said complaint, the Chair of
826 the Board will determine if the Board has jurisdiction to hear the complaint. If
827 it is found that the Board has jurisdiction to hear the complaint, then a public
828 hearing shall be scheduled for a pre-selected date and time as determined by
829 the Board, and at such time and place as designated by the Chair of the
830 Board. In the event there is more than one complaint pending before the
831 Board at the same time, then the Chair of the Board shall have the authority
832 to schedule the hearings in the order that the Chair determines is the most
833 practical method of dispensing of the claims.

834
835 Hearings will be scheduled for a pre-selected date and time during the month
836 following receipt of the complaint, provided there is sufficient time to comply
837 with the disclosure phase of the hearing process. Should there not be
838 sufficient time to comply with the disclosure phase of the process, then the
839 pre-selected date set for the next month would be selected. Should the
840 complainant or their legal counsel have a conflict with the original pre-
841 selected date and time, the hearing will be scheduled for the next available
842 pre-selected date and time during the following month. The Board will not
843 reschedule a hearing more than two times to accommodate counsel
844 scheduling conflicts. If scheduling conflicts arise that do not allow the
845 complainant or their counsel to attend one of the three dates provided by the
846 Board, the complainant shall be deemed to have voluntarily waived the ~~his or~~
847 ~~her~~ right to a hearing before the Personnel Board.

848
849 The Board reserves the right to reschedule a hearing date if it is apparent a
850 quorum will not be available, or for other good cause shown as deemed
851 appropriate in the sole discretion of the Board.

852 **(c) Notice of Hearing**

853
854 Upon notification of the Board Chair's determination as to the Board's
855 jurisdiction to hear a complaint per Merit Rule 13.6(b), notice of the time and
856

place set for the public hearing shall be given promptly by the Secretary of the Board to the complainant by Certified Mail, Return Receipt Requested, addressed to the complainant at the complainant's ~~his~~ last known post office address.

(d) Board Shall Have Access to Pertinent Data

In order to properly discharge its function in regard to the review of such disciplinary actions, the Board shall have access to any files, correspondence, memoranda, etc., which they feel might be pertinent to the case and shall have the right of questioning any officers or employees of the City whom they feel may be able to shed light on the circumstances involving the disciplinary action in question. No officer or employee shall ~~himself~~ be subject to disciplinary action as a result of testimony given in such a hearing.

(e) Scope of Personnel Board's Review

In its review of a disciplinary action the Personnel Board shall limit itself, in the absence of overriding cause for considering extraneous matters, to a consideration of: (1) the question of whether the employee is guilty of the transgression with which the employee ~~he~~ is charged, and (2) the question of the appropriateness of the discipline to the transgression, with regard to the case under consideration.

(g) Adjournments

Public hearings on complaints may be adjourned only upon good cause shown, and in the event that the complainant shall fail to appear in person or by counsel at the time and place set for hearing or fails to comply with any prehearing procedures and required filings as set by the Board or prehearing orders issued by the Board through its Chair in connection with the appeal, including attendance at required prehearing conferences or appeal hearings, the complainant ~~he~~ shall be presumed to have waived the ~~his~~ right to further hearing and the Board may proceed forthwith to investigate and determine the case. This investigation and determination by the Board may also include a finding that the complainant has abandoned the ~~his~~ appeal, and in such event, the Board shall take no further action upon the appeal. In this regard should complainant at any time during the appeal process fail to meet required filing deadlines, such as failing to timely file prospective witness and exhibit lists, the Board may, in its sole discretion, send complainant a written notice specifying such failure and putting complainant on notice that the Board may determine the complainant has abandoned the ~~his or her~~ appeal unless complainant cures any such default within 3 business days of receipt of such notice.

(i) Decisions

The decision of the Personnel Board shall be promptly reduced to writing, setting forth its finding and recommendations, and be filed with the City Manager. The Board may make recommendations to the City Manager as

903 follows:

904
905 (2) If the Board finds that the action complained of was taken
906 by the appointing authority for political, religious or ethnic
907 reasons, the Board shall recommend that the employee be
908 restored to the employee's his former position or a like status
909 without loss of pay and without penalization.

910
911 (3) In all cases, the findings and recommendations of the Board
912 shall be submitted to the City Manager for his consideration,
913 who may, not later than thirty (30) days after receipt of such
914 findings and recommendations, restore the employee to the
915 employee's his former status with or without loss of pay for the
916 period involved; modify the his original decision of dismissal,
917 demotion, suspension or reduction in compensation; or continue
918 with the his original decision. The decision of the City Manager
919 shall be final.

920 (4) When an employee is dismissed and not reinstated after
921 much appeal, the Board in its discretion may recommend that
922 the employee's his name be placed on an appropriate re-
923 employment list for employment in any similar position other
924 than the one from which the employee he has been removed,
925 and the City Manager may act thereon at the City Manager's his
926 discretion.

927 928 **15.1 Personnel Forms**

929
930 The Director shall prescribe personnel forms which appointing authorities shall
931 use and properly maintain all employee records and record and report all
932 personnel actions and status changes. The Director shall inform the appointing
933 authorities which personnel actions and status changes must be reported ~~to him~~.

934 935 **15.2 Leave Records**

936
937 The Director of Human Resources shall install and maintain a leave record
938 showing for each City employee: (1) annual leave earned, used and unused;
939 (2) sick leave earned, used and unused; and (3) any other leave with or without
940 pay. Such records shall be the basis for any periodic reports ~~to~~ the City Manager
941 ~~on leaves as he~~ may require.

942 943 **15.3 Official Roster**

944
945 The Director shall prepare and maintain a record of all employees showing ~~for~~
946 each employee's s his name, address, title of position, salary rate, changes in
947 status, transfer, sick leave, and annual leave and other pertinent data.

949 **15.4 Records of the Department of Human Resources**

950
951 (c) All existing or future personnel records of the City pertaining to the hiring,
952 firing, disciplining or the promotion of personnel of the City shall be closed to the
953 public, subject to opening as set forth in subparts (d) or (e) below or as provided
954 for in Section 2-2 of the City's Code. ~~unless the person whose record is released~~
955 ~~requests the same or the record is made part of the pleadings or admitted into~~
956 ~~evidence at a public hearing before the Personnel Board or other judicial or~~
957 ~~quasi-judicial body.~~

958 (e) The City Manager or the City Manager's ~~his~~ designee ~~may, in his~~ has
959 discretion, as is he deemed ~~deems~~ necessary or appropriate, to open a record
960 that is closed under provisions of Sec. 610.021., RSMo. 1987 Supp.

961
962 **16.6 Changes in Duties and Responsibilities**

963
964 Whenever a significant change is made in the duties and responsibilities of a
965 position involving either the addition of new assignments or the taking away or
966 modification of existing assignments, such changes shall be reported to the
967 ~~Director of Human Resources~~ by the Department Head concerned. The Director
968 ~~of Human Resources~~ shall investigate such changes and, if they are to be
969 permanent and call for reclassification, the Director ~~he~~ shall cause the position to
970 be reallocated to the appropriate class.

971
972 **16.8 Interpretation and Use of Class Specifications**

973
974 (d) The qualification statements in each class specification establish minimum
975 requirements that must be met by any individual before ~~he may be considered~~
976 consideration for an appointment or promotion in the classified service. Common
977 alternative combinations of education, training or experience, are specified in the
978 class specifications. However, other combinations may be qualifying if deemed
979 equivalent by the Director of Human Resources.

980
981 **17.4 Compensation of Temporary and Seasonal Employees**

982
983 Temporary or seasonal employees shall, unless otherwise set forth in the
984 compensation ordinance, be compensated at a rate agreed upon as appropriate
985 by the Director ~~of Human Resources~~ and the appointing authority.

986
987 **17.5 Total Remuneration**

988
989 The salary rate determined for a position under these Rules shall represent the
990 total remuneration for the employee, not including reimbursement for official
991 travel. Except as otherwise provided in these Rules, no employee shall receive
992 pay from the City in addition to any compensation authorized by City Council for
993 services rendered by the employee ~~him~~ either in the discharge of ~~his~~ ordinary
994 duties or any additional duties which may be imposed upon the employee ~~him~~ or

which the employee ~~he~~ may undertake or volunteer to perform. No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by employees for performance of their duties. If a reward, gift or other form of remuneration is made available to any employee, it shall be credited to a designated employee's fund.

17.7 Partial Reimbursement for Purchase of Computers

(b) The City Manager may promulgate procedures and enter into any necessary contractual agreements with computer companies and with lending institutions, as necessary, to assist employees in purchasing one personal computer system; including central processing unit, monitor, keyboard, modem, one software and printer, to be used by the employee or employee's ~~his~~ immediate family member at the employee's principal place of residence. After approval of the purchase by the City Manager or ~~D~~designee, the employee may be reimbursed up to fifteen percent (15%) of the purchase price, which purchase price shall not exceed Four Thousand Dollars (\$4,000). Reimbursement for a second system must be at least 36 months after the reimbursement for the previous purchase. Part time regular employees may be reimbursed at a prorated rate, based upon the ratio of the number of hours regularly worked per week by the employee to full time hours for the position, as may be determined to be appropriate by the City Manager or the City Manager's ~~his~~ ~~D~~designee.

17.8 Internet Service Allowance

In recognition of the benefits accruing to the City described in Merit Rule 17.7 from employees having computer competency and access, subject to budgetary limitations, the City Manager may authorize the payment of an allowance for up to fifty employees to defray the cost of maintaining Internet service access for the employee's home. The allowance shall be equal to the amount of the monthly cost of the Internet access service to the employee, up to a maximum of Forty Dollars (\$40.00) per month. The City Manager may prescribe other conditions of eligibility for and payment of the allowance as ~~he~~ the City Manager deems necessary and appropriate.

18.1 Entrance Salary Rates

(b) Starting Rate on Return to Duty

When an employee returns to duty in the same class of position after a separation from the City service of not more than one year, which separation was not due to circumstances detrimental to the best interests of the City, such employee shall receive the amount set forth in the same step as the employee ~~he~~ was at immediately prior to the separation. An Employee returned to duty at the same step which the employee ~~he~~ received at the time of separation shall remain

thereat for at least such period as is normally required for advancement to the next full step.

An exception will be made if the employee, who is returned to duty, has voluntarily terminated their employment and was reinstated within the same calendar month and year of their termination. In such cases, the employee's increment/evaluation date shall remain the same as it was upon termination unless the employee has a break in service of more than one calendar day.

(c) Starting Rate on Return from Military Service

In the event of the return to duty of an employee who left the City service as a result of being inducted into the Armed Forces, the normal procedure shall be to place the employee ~~him~~ in the step of the salary range of the previously held position which in the normal course of events the employee ~~he~~ would occupy had the employee ~~he~~ not left the City service.

In specific circumstances, upon recommendation of the Department Head and approval of the Director of Human Resources, the returning employee may be granted the same salary rate the employee ~~he~~ received at the time of the ~~his~~ induction or a higher rate of the range for the employee's ~~his~~ classification than the employee ~~he~~ would probably have occupied had the employee ~~he~~ not left the City service but stayed on receiving only the standard annual increments. In no case, except by voluntary action, shall ~~he~~ the employee be returned at a lower salary than the employee ~~he~~ was receiving at the time of the ~~his~~ induction.

In specific circumstances, when due to the interim experience and training of the employee returning from military service, said returning employee may be placed without competitive examination in a position of a higher classification than that which the employee ~~he~~ previously occupied; provided however, that the employee ~~he~~ possesses fully the qualifications of that class.

(d) Starting Rate on Return to a Classified Position From an Unclassified Position

Any employee who has left a classified position to accept an unclassified position, and who subsequently is reinstated in the position previously held by the employee ~~him~~ or some other similar position for which the employee ~~he~~ is fully qualified, shall be entitled to the same rate of salary the employee ~~he~~ was receiving upon entrance into the unclassified position or a higher rate of the range for the employee's ~~his~~ classification if such action is deemed by the Director to be in the best interest of the City.

(e) Rate of Pay on Demotion

Whenever an employee is demoted to a position for which the employee ~~he~~ is

qualified, the employee ~~he~~ shall receive the rate in the lower salary range which provides the smallest decrease in pay if the action is not for cause or any appropriate lower step in the range if the action is for cause. In instances of voluntary demotion, the Director of Human Resources may approve a higher starting rate when good cause exists to do so.

(h) Rate of Pay on Reallocation

In the event of the reallocation of a position to a class which is at a higher grade level, the employee concerned shall normally be paid at the same rate in the employee's ~~his~~ new pay grade or if no rate of the new range is the same, at the lowest rate of the new range which is above the employee's ~~his~~ former rate; provided however, the new rate of pay shall not be less than two and a half percent (2.5%) of the employee's base rate at the time of the reallocation, except an employee placed at the top step in the new pay grade through the reallocation may realize less than the two and a half percent increase of base rate but shall not exceed the pay grade. The Director may approve a pay rate upon reclassification greater than 2.5%, provided it is within the salary range. In the event of reallocation of a position to a class which is at a lower grade level, the employee concerned shall continue at the higher pay grade and shall be entitled to all benefits and pay associated with such pay grade until the employee vacates the position by transfer, promotion, demotion, or separation from the City service.

18.2 Advancement within a Salary Range

(a) Any employee may advance to the next step within a salary range when all of the following conditions have been met: (1) when the employee ~~he~~ holds an appointment to a regular position, (2) when such an increase will not exceed the maximum rate for the grade, (3) when at least a year of continuous service has elapsed since the employee's ~~his~~ most recent merit increase, promotion or demotion for cause, or hire date (an employee may be advanced in less than one year for reasons approved by the City Manager), (4) when the Department Head certifies that the employee has met prescribed standards of performance established for the department and recommends in writing advancement to the next higher rate, and (5) when the City's approved annual budget authorizes funding for annual step increases. Periods of unpaid leave, including leave pursuant to Merit Rule 27, taken in excess of ten days shall extend the one-year elapsed continuous service time requirement referenced in the preceding subparagraph 18.2(a) (3) above by the length of such unpaid leave.

(b) Anniversary Date for Pay Advancement - Anniversary dates for review and advancement within the pay range for the position shall be the actual date of promotion, employment, or the beginning of a prescribed training program such as a police academy or other extensive training program. Salary changes shall be effective the first day of the pay period. An employee's anniversary date may

be changed when a new or revised pay plan results in the employee receiving an added benefit which the employee ~~he~~ would not have received under normal operation of the previous plan.

18.3 Recommendations for Salary Advancement Within Range

The head of the department or office concerned shall recommend in writing to the Director the advancement in salary of each employee in the ~~his~~ department who has met the requirements for pay advancement. In the case of an advancement upon completion of the probationary period, the recommendation shall include the certification that the probationary period has been successfully completed. In the case of subsequent advancements within the range, the recommendation shall include a certification that employee's service has been entirely satisfactory for at least six months immediately prior to the effective date of the recommended advancement in salary or wage or outstanding service for a year, as the case may be.

19.5 Employee Performance Incentive Programs

- (b) Such programs shall be subject to any applicable budgetary limitations on available funds, including approval as a part of the department's annual budget, and any such incentive compensation shall be in addition to an employee's regular base pay for the employee's ~~his~~ job position. Any individual incentive payment or payments to an employee under any such program shall also not exceed the total gross amount of One Thousand Five Hundred (\$1,500.00) per year, without City Council approval for payment of a higher amount.

20.1 Compensation for Absence on Holidays

All regular employees of the City, except those granted additional vacation in lieu of holidays, shall receive normal compensation for the ten ~~nine~~² legal holidays listed below and any other day or part of a day during which the public offices of the City shall be closed by special proclamation of the Mayor with approval of the City Council. Regular full-time and regular part-time employees working less than forty (40) hours per week shall receive compensation in proportion to the average number of hours normally scheduled to work. Legal holidays to be observed are:

January 1 - New Year's Day

Third Monday in January - Martin Luther King Day

~~2 General Ordinance 6701 amended Merit Rule 20.1 to add Juneteenth as an additional holiday. However, General Ordinance 6701 also contains a scrivener's error in that it indicates there are "nine" legal holidays when, with the addition of Juneteenth, there are actually "ten" legal holidays recognized by the City.~~

1174 Third Monday in February - President's Day
1175 Last Monday in May - Memorial Day
1176 June 19 - Juneteenth
1177 July 4 - Independence Day
1178 First Monday of September - Labor Day
1179 November 11 - Veterans Day
1180 Fourth Thursday of November - Thanksgiving Day
1181 December 25 - Christmas Day
1182

1183 Three floating holidays (thirty-six hours for FPS employees assigned to a twenty-
1184 four hour shift) per calendar year to be chosen by the employee subject to the
1185 approval of the head of the department or agency, which shall be taken by the
1186 end of the last full pay period of the calendar year or will be forfeited. During an
1187 employee's first year of employment, floating holidays will be provided at the time
1188 of hire for all regular employees hired on or before September 30 of the calendar
1189 year. Employees who hold positions shown on the PAT, CTL & DHS Schedules
1190 shall be granted one additional holiday per calendar year to be chosen by the
1191 employee subject to the approval of the head of the department or agency, which
1192 day shall be taken during the calendar year or will otherwise be forfeited. Upon
1193 retirement from the City service, an employee shall be entitled to a lump sum
1194 payment for all holidays that the employee is entitled to but has not taken under
1195 the provisions of this paragraph. Holidays authorized pursuant to this paragraph
1196 shall be known as "floating holidays".
1197

1198 It shall be the policy of the City to ensure that all regular employees enjoy the
1199 same number of legal holidays each year. The standards shall be the number of
1200 holidays in a particular year which will be celebrated by regular employees
1201 working a 40-hour week, Monday through Friday. For this group when a holiday
1202 falls on Sunday, the following Monday shall be observed as the holiday. When a
1203 holiday falls on Saturday, the employee shall be allowed another day off as
1204 designated by the Department Head under general regulations established by
1205 the City Manager.
1206

1207 For regular employees whose work week is other than Monday through Friday,
1208 the Department Head shall designate the work day that shall be observed.
1209

1210 Any employee absent without authorized leave on the day preceding and/or the
1211 day following a holiday shall not receive regular compensation for the holiday.
1212

1213 All regular employees of the City shall be granted an additional day of leave,
1214 (twelve hours for FPS employees assigned to a twenty-four hour shift) known as
1215 a Pin Day, upon each 5th anniversary date of their day of employment with the
1216 City. Such Pin Day shall be taken during the year following the anniversary date
1217 and shall be taken upon approval of the head of the employee's his department
1218 or agency. Employees are not eligible for payout of an unused Pin Day upon
1219 termination or retirement.

21.1 Vacation Leave

(a) Every officer and employee in the City service holding a regular status position shall be allowed annual vacation leave with pay as hereinafter set forth in this article:

Vacation leave shall accrue ~~be granted~~ on the basis of the number of regularly scheduled hours in the standard work or duty week to which the employee is assigned ~~at the time of his vacation~~. For the purposes of this paragraph and for all employees other than Fire personnel on a 24-hour shift assignment, "standard work or duty week" shall be the employee's regularly scheduled weekly hours, except in no case shall it be more than 40 hours (even if the employee works or is scheduled to work more than 40 hours). Employees shall accrue, up to the maximum amounts set forth in subparts (g) and (h) below, vacation time for each pay period of employment at a rate of 1/26 times the number of vacation hours per year to which the employee is entitled to earn. Employees shall be entitled to earn the following number of vacation hours per year: Employees with less than seven ~~eight (7 8)~~ years of continuous service with the City shall earn annually ~~be allowed~~ vacation leave in the amount at the rate of two times the number of hours in their standard work or duty week; Employees with seven ~~eight (7 8)~~ , but less than fifteen ~~sixteen (15 46)~~ years of continuous service shall earn annually ~~be allowed~~ vacation leave in the amount at the rate of three times the number of hours in their standard work or duty week; and Employees with fifteen ~~sixteen (15 46)~~ or more years of continuous service shall earn annually ~~be allowed~~ annual vacation leave in the amount at the rate of four (4) times the number of hours in their standard work or duty week. Employees shall accumulate vacation time for each week of employment at a rate of 1/52 times the number of vacation days per year to which the employee is entitled.

Notwithstanding the above, the City may stop the accrual of vacation in certain instances, such as when an employee is on or takes an unpaid leave of absence that is ten days or longer, or when an employee is allowed to take paid leave prior to a planned retirement date.

(c)

(4) (aa)

(II) If the accrued balance amount described in subsection (aa)(I) above is greater than the accrual maximum amounts set out in the subsection (bb) below for the employee's position, such balance amount shall also become the employee's maximum continuous operation holiday leave accrual amount allowed at the end of each subsequent calendar year. If the accrued balance amount described in subsection (aa)(I) above is less than the said subsection (bb) amount, the employee may accrue

hours up to the maximum for ~~his~~ the employee's position as set out in subsection (bb) below.

(III) Said accrued leave for employees hired prior to July 1, 2004, as described in subsection (aa)(I) above, over the balance amount described in subsection (bb) below for the employee's job position shall be paid at time of separation at the employee's base rate of pay for ~~his or her~~ the employee's job position as of December 31, 2004. Base rate of pay is defined as the pay for the employee's regular position, which excludes out-of-title or temporary appointment pay.

(dd) Any sell back by an LES employee of any continuous operation holiday leave on or after January 1, 2005, shall also reduce the employee's maximum accrual amount to be paid at time of separation by the amount of such hours sold back. For employees hired prior to July 1, 2004, any such sell back on or after January 1, 2005, shall be paid at the employee's base rate of pay for ~~his or her~~ the employee's job positions of January 1, 2005.

21.2 Sick Leave

(b) Employees absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment, for all authorized leaves of absence with pay, and for authorized leaves without pay for not over 10 days in any one calendar year, shall continue to accumulate sick leave at the regularly prescribed rate during such absences as though they were on duty, subject to the maximum limitation herein provided. The City may stop the accrual of sick leave in certain instances, such as when an employee is on an unpaid leave of absence of over 10 days, or when an employee is allowed to take paid leave prior to a planned retirement date.

(c.2) The Department Head shall have the right to require an employee₁ who has informed him the City of the employee's non-duty connected injury or disability and who continues to work₂ to obtain a doctor's certificate that the employee is capable of performing the tasks required of the employee without danger to the employee's health or, in the case of a pregnant female, without danger to the employee's health and the fetus' health when the Department Head has reason to believe that the employee's job performance is being affected by the employee's condition. If the employee cannot provide said certificate within a reasonable time, the Department Head can require the employee to take the accrued rights provided by these rules and regulations and, upon the employee's refusal to do so, may seek the dismissal of the employee.

(e) An employee who is absent due to personal sickness or that of a family member shall inform ~~his~~ the employee's immediate supervisor prior to the start of the employee's regular scheduled shift whenever possible. When this is not

possible, the employee shall notify ~~his~~ the supervisor as soon as possible. Failure to comply with the above guidelines shall be cause for denial of pay for the period of absence. The Department Head, or designee, shall require a doctor's certificate before approving sick leave with pay of five days or more and may require a certificate in any case.

(h) Any employee who is laid off, granted leave of absence without pay or terminates employment under creditable circumstances and is later reinstated within one year, shall have available upon ~~his~~ return such unused sick leave allowance as ~~he may have~~ the employee had earned up to the time of the absence.

21.2.1 Sick Leave Redemption

(c) The employee will be paid seventy-five percent (75%) of ~~his~~ the employee's hourly pay rate at the time of the redemption request for each of the hours redeemed, and ~~his~~ the employee's accrued sick leave balance will be reduced by the number of hours redeemed. The employee's maximum number of unused sick leave hours ~~he~~ the employee may accumulate under the first paragraph of merit Rule 21.2(a) shall also be reduced by the number of sick leave hours the employee has redeemed.

21.4 Military Induction Leave

(b) Return of Employee from Military Induction Leave

At or prior to the expiration of the military leave of absence, each regular employee shall inform ~~his~~ the employee's supervisor of ~~his~~ the employee's willingness and ability to return to City employment and produce evidence of honorable release from military service. Notice to return by the employee and ~~his~~ reemployment must occur within the deadlines specified by the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee's department head shall submit written notification of ~~his~~ the employee's return to the Director ~~of Human Resources~~. Rate of pay upon reemployment shall be established in accordance with Rule 18.1(c). In the event of the reinstatement of an employee who has been on military induction leave ~~he~~ the employee shall be given the position which ~~he~~ the employee would have been employed in if City employment had not been interrupted by military service as long as ~~he~~ the employee is qualified for such position. Otherwise, reemployment shall be in accordance with the procedures prescribed by the USERRA.

(c) Definitions

The term "military services", as used herein, shall include the Army, Navy, Air Force, Marine Corps, Coast Guard, Army National Guard, Air National Guard, and the United States Public Health Service commissioned corps as well as the reserve components of each of these services and any other category of persons

designated by the President of the United States in time of war or emergency.

The term "service in the military services" includes active duty, active duty for training, initial active duty for training, inactive duty training, full time National Guard duty and the period for which a person is absent for the purposes of an examination to determine his fitness to perform any such duty.

21.5 Military Training Leave

All officers and regular employees of the City who are or may become members of the National Guard or of any reserve component of the Armed Forces of the United States, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of the State of Missouri at the call of the Governor and as ordered by the Adjutant General and for all periods of military services during which they are engaged in the performance of duty, in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty hours in any federal fiscal year. Before any payment of salary is made covering the period of leave, the officer or the employee shall file with the Director an official order from the appropriate military authority as evidence of such duty for which military leave pay is granted, which order shall contain the certification of the officer or employee's commanding officer of performance of duty in accordance with the terms of such order. No member of the organized militia shall be discharged from employment by the City because of being a member of the organized militia, nor shall the officer or employee ~~he~~ be hindered or prevented from performing any military service the officer or employee ~~he~~ may be called upon to perform by proper authority nor otherwise be discriminated against or dissuaded from enlisting or continuing ~~his~~ service in the militia by threat or injury to the officer or employee ~~him~~—in respect to the officer's or employee's ~~his~~ employment. Any employee entitled to military leave pursuant to this Merit Rule shall only be charged military leave for any hours for which that person would otherwise have been required to work had it not been for such military leave. The minimum charge for military leave shall be one hour and additional charges for military leave shall be in multiples of the minimum charge.

21.7 Funeral Leave--PAT, CTL, LES, FPS, and DHS Schedules

An employee in the Professional, Administrative and Technical Schedule, the Crafts, Trades and Labor Schedule, the Law Enforcement Schedule, the Fire Protection Schedule, or the Department Head Schedule may be granted up to five (5) working days leave as needed in the event of death of a spouse, child, mother, father, or sibling, and three (3) working days leave in the event of death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandchildren, or any relative residing

1404 permanently with and dependent upon said employee. (For purposes of this
1405 paragraph, the terms mother, father, child, sibling, grandparent or grandchildren
1406 extend to adoptive, long-term guardian or foster care, and step family
1407 relationships.) Fire employees on alternating shifts shall be allowed up to three
1408 (3) 24-hour shifts for spouse, child, mother, father or sibling, and two (2) 24-hour
1409 shifts for other relationships defined above under this provision. Employees may
1410 be granted up to one (1) day or up to an additional one-half shift per year for
1411 employees on 24-hour shifts as funeral leave in the event of the death of a
1412 spouse's grandmother or grandfather or for an employee's minor child's
1413 grandmother or grandfather. In the event the additional one-half shift is
1414 requested, fire employees on alternating shifts, may elect to utilize other eligible
1415 leave accruals for the remaining one-half shift. Employees may be granted up to
1416 four (4) hours leave to act as a pallbearer for a person who was a City employee
1417 at the time of his death, except that such leave shall not be granted to honorary
1418 pallbearers nor to more than six (6) employees at any one time. Funeral leave
1419 when authorized pursuant to this paragraph, shall not be deducted from either
1420 sick leave or any other authorized leave. The City Manager, or his designee, has
1421 ~~may, in his~~ the discretion, to also approve funeral leave requests for employees,
1422 within the guidelines stated above, in the event of the death of other relatives or
1423 relations not listed above.

1424
1425 Requests for funeral leave for relatives or relations not listed above shall be
1426 communicated by supervisory personnel to the employee's department head for
1427 consideration. The department head shall communicate the request with
1428 recommendation for approval or disapproval to the City Manager or the City
1429 Manager's his designee. The employee shall be notified of the City Manager's or
1430 his designee's decision as soon as possible. In the event an employee elects to
1431 use accrued leave (vacation, floating holidays, etc.) for the funeral prior to a final
1432 decision being reached, such leave shall be changed to funeral leave upon
1433 approval of the request and leave balances shall be adjusted accordingly.

1434 1435 **21.9 Absence Without Leave**

1436
1437 An employee who is absent from duty shall report the reason therefor to ~~his~~ the
1438 employee's supervisor prior to the start of the employee's regular scheduled shift
1439 whenever possible. When this is not possible, the employee shall notify ~~his~~ the
1440 employee's supervisor within 30 minutes from the start of ~~his~~ the employee's
1441 regular scheduled shift except in situations when an emergency occurs, in which
1442 case the employee shall notify ~~his~~ the supervisor as soon as possible.
1443 Unauthorized and/or unreported absences shall be absence without leave and
1444 deduction of pay shall be made for the period of absence.

1445 1446 **22.2 Disability Pay**

1447
1448 An employee, regardless of status, who is off work due to an injury determined to
1449 be eligible for benefits under Workers' Compensation shall receive, during the

1450 healing period two-thirds (2/3) of ~~his~~ the employee's average weekly wage in the
1451 form of non-taxable income, after the three-day waiting period, to be paid directly
1452 by the City's Workers' Compensation Third Party Administrator and in
1453 accordance with Missouri State Statute. Regular status employees, who have
1454 not reached maximum medical improvement, shall receive make-up pay, paid
1455 directly by the City, for a period not to exceed twenty-six (26) weeks, so that such
1456 employee draws the usual net pay during the healing period for injuries eligible
1457 for benefits under Workers' Compensation.

1458 **22.5 Life Insurance - Bomb Squad, Water Rescue, and Hazardous Materials** 1459 **Teams**

1461
1462 The City shall purchase as part of the regular compensation for each Fire
1463 Department employee who is a member of the Bomb Squad, Water Rescue, or
1464 Hazardous Materials Teams, a life insurance policy in the amount of not less
1465 than Fifty Thousand Dollars (\$50,000) and not more than One Hundred
1466 Thousand Dollars (\$100,000) to cover the employee while engaged in their
1467 assigned duties; provided, however, in no event shall the City be legally liable to
1468 the employee, ~~his~~ the employee's heirs or any other person in the event such
1469 insurance cannot be purchased or in the event such insurance is not in full force
1470 and effect for any reason whatsoever. Employees shall designate in writing the
1471 beneficiaries to be shown on the policy.

1472 **23.2 Employee Requests for Classification and Pay Adjustments**

1473
1474
1475 Any employee shall have the right to the consideration of any request ~~he~~ the
1476 employee may have with respect to the application of the Classification and
1477 Compensation Plans to ~~his~~ the employee's position. The employee shall initially
1478 make the ~~his~~ request through ~~his~~ the employee's supervisor or to the Department
1479 Head who shall promptly seek to arrive at a solution which is consistent with the
1480 Plans and acceptable to the employee. Where the Department Head is unable to
1481 resolve such a request in the manner that the employee is willing to accept in
1482 writing, the matter shall then be submitted to the Director of Human Resources
1483 for a solution which is consistent with the Plans. In case the employee's request
1484 is justified and cannot be so resolved, such request, with the recommendation of
1485 the Director of Human Resources, shall be submitted for consideration and
1486 action by the City Manager.

1487 **24.2 Allowances for the Use of Privately Owned Vehicles on City Business**

1488
1489
1490 Employees using their private vehicles in the conduct of City business shall
1491 receive such payments to cover depreciation, liability, insurance, tires, gasoline,
1492 oil, anti-freeze, repairs, etc., as provided by reasonable regulations established
1493 by the City Manager. In lieu of the above, the City Manager may, in the City
1494 Manager's ~~his~~ discretion, grant to any upper level management position the City
1495 Manager ~~he~~ deems appropriate, including but not limited to the Assistant/Deputy

City Managers, and Department Heads/Directors, and Assistant Department Heads/Directors, a monthly mileage allowance not to exceed Four Hundred and Thirty Dollars (\$430.00), which may be paid in whole or in part a lump sum on an annual basis at the discretion of the City Manager or controlling administrative board. The City Manager shall also receive the mileage allowance authorized herein.

24.3 Allowances for Loss of Personal Belongings in Service-Connected Accident

When an employee suffers the damage or loss of wearing apparel or other personal effects necessary to the performance of the employee's his duty, and the damage or loss is as the result of a service-connected accidents, the employee he shall immediately report same on an accident report form. Determination regarding payment for costs incurred as a result of such accident shall be made by the Director of Human Resources on advice of the Department Head, after consultation with the City Attorney and City Manager as appropriate.

24.5 Allowance for Commissioned Police Employees Residing in CDBG Areas

(a) Sworn and commissioned members of the Police Department may receive an additional amount in gross compensation, as set out in subsection (b) below, provided funds have been appropriated and made available for this purpose by the City Council in its budget for any given fiscal year, for any full month in which they principally reside in a residence the member either owns or rents within a designated Community Development Block Grant (CDBG) area inside the Springfield city limits after the effective date of this Rule. The City Manager may institute rules, conditions and other related policies as the City Manager he may determine to be necessary to implement and administer this allowance, which the City Manager he may amend at any time, without prior notice, in the City Manager's his discretion.

(c)

(3) Failure of the employee to follow these requirements and the other terms and conditions of the program may result in the discontinuance of the employee's receipt of any future payments under the program, and in possible disciplinary action under these Merit Rules. The employee shall also be required to reimburse the City for any allowance amounts paid to the employee for which the employee he was not eligible.

24.6 Communications Allowance

The City Manager, or the City Manager's his designee, is hereby authorized to approve a Communications Allowance of up to \$70 per month for those personnel deemed by Management be appropriate personnel for the receipt of a Communication Allowance. The allowance shall be set annually by an Administrative Memo published on or before July 1, of the new fiscal year.

25.3 Additional Coverage

Nothing herein shall be taken to prohibit individual employees from contributing additional sums to the insurers to provide additional or other health and medical coverages. In accordance with previous policies of the City, the City will withhold, upon authorization of the employee, from the employee's ~~his~~ wages such additional sums making payment to the insurers on the employee's ~~his~~ behalf for such additional coverage.

25.4 Cafeteria Plan

(b) Participation

An eligible employee will become a participant on the date the eligible employee ~~he~~ elects to participate. An employee must elect to participate within 30 days after becoming eligible to participate or within 30 days prior to the commencement of the Plan year.

Approximately 30 days prior to the commencement of each Plan year, the Administrator shall provide one or more written election forms and compensation reduction agreements to each participant and to each other employee who is expected to become a participant at the beginning of the Plan year. Each participant who desires one or more optional benefit coverages for the Plan year shall so specify on the appropriate election form or forms and shall agree to a reduction in ~~his~~ compensation. The amount of the reduction in the participant's compensation for the Plan year for each optional benefit that is elected by the participant shall equal the participant's share of the cost of each optional benefit elected by the participant and shall be adjusted automatically in the event of a change in such cost. The amount of the reduction in the participant's compensation for the Plan year for the optional benefit shall be the amount elected by the participant, subject to the limitations of the Dependent Care Assistance Plan. Each election form must be completed and returned to the Administrator on or before such date as the Administrator shall specify, which date shall be no later than one week prior to the beginning of the first pay period for which the Participant's compensation reduction agreement will apply.

26.4 Definitions

(g) **Out-of-Title** – an employee who is not regularly assigned to a position but is temporarily working in a capacity other than the employee's ~~his~~ regularly assigned position. For purposes of this policy, employees who are working “out-of-title” in a safety-sensitive function must comply with all requirements of the Omnibus Transportation Employee Testing Act of 1991 including, but not limited to, random drug testing, post-accident testing, etc.

26.9 Rehabilitation Effort

(a) The City of Springfield offers an Employee Assistance Program (EAP) to help employees who voluntarily seek assistance for problems including, but not limited to, chemical dependency, alcohol dependency, etc. For purposes of this policy, the City's rehabilitation option is offered to ~~any employees~~ who determines ~~they~~ him/herself to be are in need of assistance for a controlled substance or alcohol related problem. An employee may be permitted to enter a rehabilitation facility as approved by the City of Springfield, without fear of disciplinary action being imposed. An employee who does not voluntarily seek assistance through the EAP and violates the provision of this policy has placed the employee's ~~his/her~~ employment in jeopardy.

26.13 Disciplinary Issues

(a) Unless otherwise specified in the policy, the City of Springfield's policies related to disciplinary action shall be followed when imposing discipline for violation of this policy. Employees are required to seek help for alcohol and controlled substance problems. Employees who voluntarily seek help prior to submitting to random testing for alcohol or controlled substances will not face disciplinary action for admitting ~~he/she has~~ a problem, nor for seeking treatment for such a problem. However, request for assistance after a positive alcohol or controlled substance test result is received or refusal to submit to any other testing outlined in the policy, will not be honored and the City of Springfield will take action to terminate employment. Any supervisor or manager who knowingly permits an employee to violate this policy or engage in work activity while consuming alcohol or a controlled substance or fails to enforce this policy, shall be subject to immediate termination from employment.

28.3 Employee Use of Leave Time While Seeking and Receiving Treatment Through the EAP

Employees who are receiving treatment for substance abuse problems through the EAP are entitled to use all forms of accumulated leave time available to them, including sick leave, vacation time, and compensatory time. Should an employee who is receiving treatment through the EAP prefer to take a leave of absence without pay rather than utilize accumulated leave time, or should an employee exhaust all available leave time prior to receiving medical clearance to return to ~~his/her~~ work duties, the employee must request a leave of absence without pay in accordance with the Merit Rules and Regulations. Such a request will be considered in light of all the circumstances of the case, including but not limited to, the manpower needs of the affected City department, the medical needs of the employee, and the degree of good faith effort displayed by the employee in dealing with the ~~his/her~~ problem. Nothing herein shall be construed to require that a leave of absence without pay must be granted in such cases, subject to

other legal rights of the employee and provisions of the Merit Rules.

28.4 EAP Records Confidentiality

All information regarding voluntary and mandatory referrals to the Employee Assistance Program shall be confidential. Records of the EAP shall not be placed in an employee's general personnel file, but shall be kept in a separate confidential file that will be securely kept by the administrator of the EAP under the supervision of the Director of Human Resources. The administrator is authorized to release the contents of the confidential folder only on a strict need-to-know basis to management-level members of the staff of the City Manager, the Human Resources Department, the Law Department, and the employee's department; to the City Council upon request of the Council; and to the employee upon written request. Disclosure without employee consent is also authorized if: (a) production of the information is compelled by law or by judicial or administrative process; (b) the information has been placed at issue in a formal dispute between the City and the employee; (c) the information is to be used in administering an employee benefit plan; (d) the information is needed by medical personnel for the diagnosis or treatment of the employee and the employee ~~he~~ is unable to authorize disclosure.

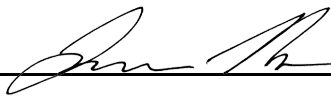
Section 2 – This Ordinance shall be in full force and effect from and after passage.

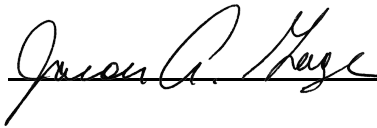
Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form:  _____, Assistant City Attorney

Approved for Council action:  _____, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 149

FILED: 06-07-22

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: To amend the Springfield City Code, Chapter 2, Article III, Division 1, Section 2-91, known as the Merit System Rules and Regulations (“Merit Rules”), by amending portions of the Merit Rules for multiple purposes, including but not limited to the following: amendments to further the City’s diversity and inclusion goals; to clarify certain provisions within the Merit Rules and assure internal consistency as well as consistency with the City’s Code and Charter; to update the City’s policy regarding hiring of relatives of employees; to correct a previous scrivener’s error; and amend the Merit Rules on vacation and sick leave.

BACKGROUND: Proposed changes to the Merit Rules are recommended to further the City’s diversity and inclusion goals and align with the City’s existing commitment to diversity and inclusion, as well as provide clarification, align language to mirror current protocols, improve existing processes to gain efficiencies, and make changes to certain pay and benefits policies.

The primary focus of recommending updates to language throughout the Merit Rules is to be more inclusive and thereby align with the City’s commitment to and value of diversity and inclusion. Specific pronoun references have been removed from the language to accomplish this goal.

Additionally, the following Merit Rules are recommended for amendment and clarification:

5.3 – Filing Applications – The recommended change provides clarity that the requirements to meet minimum qualifications in 5.3 do not negate the exception in 5.2 whereby an applicant who will meet minimum education or experience qualifications within six months can still be considered and participate in the selection process.

6.4(c) – Duration of Registers – Clarifies and aligns the definition of an Exhausted Register with the definition in Rule 1.

11.4 – Relatives – Updates the City’s policy regarding hiring of relatives to clarify step relatives are included in the definition of “immediate family.” In addition, this updates the City’s policy to allow more than three immediate family relatives to work for the City if they work in different departments.

12.6 – Resignations – Updates the City’s policy to align with current best practices and organization consistency for the Director of Human Resources to approve specific instances relating to eligibility for rehire.

15.4 (c and e) – Records of the Department of Human Resources - clarifies the City’s policy and requirements for open and closed personnel records.

21.1 (a) – Vacation Leave – The recommended changes are designed to clarify the City’s policies for vacation leave accruals.

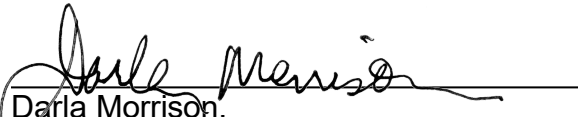
21.2 – Sick Leave – The recommended changes are designed to clarify the City’s policies for sick leave accruals.

The proposed changes to Merit Rules 1 through 16 and 23 through 26 that fall under the jurisdiction of the Personnel Board were presented to the Personnel Board for review and consideration at its May 5, 2022, administrative meeting. The Board voted unanimously to approve the recommended changes and to forward to City Council for consideration.

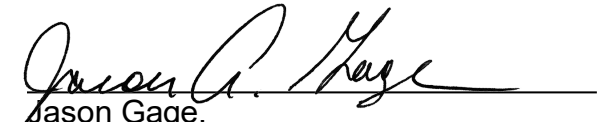
REMARKS: The City’s Human Resources staff recommends the amendments to the Merit Rules as contained in this Council Bill. The proposed changes will update language in the Merit Rules to further the City’s goals on diversity and inclusion, update City policies to provide increased clarity, improve city processes, and make clarifications to pay and benefits Merit Rules to align with current policies.

It is respectfully requested that Council give consideration and approval to these changes.

Submitted by:


Darla Morrison,
Director of Human Resources

Approved by:


Jason Gage,
City Manager

One-rdg. _____
P. Hrngs. _____
Pgs. 5
Filed 06-07-22

Sponsored by Ollis

First Reading _____

Second Reading _____

COUNCIL BILL 2022- 150

SPECIAL ORDINANCE _____

AN ORDINANCE

1 APPROVING the Fourth Amendment to the July 1, 2021, Collective Bargaining
2 Agreement between the City and the Springfield Police Officers
3 Association, Fraternal Order of Police Lodge 22 ("SPOA"), the
4 Exclusive Representative of a certain Bargaining Unit within the
5 Springfield Police Department, representing changes requested by
6 the SPOA regarding payroll deductions; and authorizing the City
7 Manager, or his designee, on behalf of the City, to execute and deliver
8 the Fourth Amendment to the Collective Bargaining Agreement to the
9 Exclusive Representative.

10
11
12 WHEREAS, the City of Springfield, Missouri (the "City") has an established
13 framework for certain City employees to engage in collective bargaining, and this
14 established framework is set forth in Springfield City Code Section 2-94; and

15
16 WHEREAS, the City and SPOA are the parties to a certain Collective Bargaining
17 Agreement effective July 1, 2021 (the "CBA"); and

18
19 WHEREAS, the City established a team (the "City's team") for the purposes of
20 collectively bargaining as the exclusive agent for the City; and

21
22 WHEREAS, the SPOA requested limited changes to Section 2.2 "Dues & Payroll" of
23 the CBA to expand the payroll deductions to include certain non-bargaining unit
24 members (recruits and probationary lateral hires at the officer, corporal or sergeant
25 positions) and the SPOA's new short term disability program; and

26
27 WHEREAS, the City's team was agreeable to amending Section 2.2 "Dues &
28 Payroll" and reached a tentative agreement with the SPOA to enter into the Fourth
29 Amendment to the CBA to amend Section 2.2 "Dues & Payroll," said tentative
30 agreement being subject to approval by City Council; and

31
32 WHEREAS, the proposed Fourth Amendment to the CBA is now submitted to City
33 Council for consideration and approval.

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

36
37 Section 1 – Having reviewed and considered the proposed Fourth Amendment to
38 the CBA, which is attached hereto and incorporated herein as “Exhibit 1,” City Council
39 hereby approves entering into the Fourth Amendment as a binding amendment to the
40 CBA.

41
42 Section 2 – City Council hereby authorizes and directs the City Manager, or his
43 designee, to execute and deliver the Fourth Amendment to the CBA to the SPOA, as
44 well as such other documents as may be necessary or desirable to carry out and
45 comply with the intent of this Ordinance.

46
47 Section 3 – This Ordinance shall be in full force and effect from and after passage.

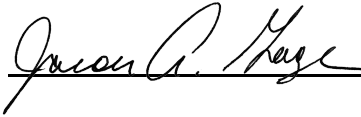
48
49 Passed at meeting: _____

50
51 _____
52 Mayor
53

54 Attest: _____, City Clerk

55
56 Filed as Ordinance: _____
57

58
59 Approved as to form:  _____, Assistant City Attorney

60
61
62 Approved for Council action:  _____, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 150

FILED: 06-07-22

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: To approve the Fourth Amendment to the July 1, 2021, Collective Bargaining Agreement between the City and the Springfield Police Officers Association, Fraternal Order of Police Lodge 22 ("SPOA"), the Exclusive Representative of a certain Bargaining Unit within the Springfield Police Department to provide for updates to the Collective Bargaining Agreement requested by the SPOA regarding payroll deductions; and authorizing the City Manager, or his designee, on behalf of the City, to execute and deliver the Fourth Amendment to the Collective Bargaining Agreement to the Exclusive Representative.

BACKGROUND: In light of the Missouri Supreme Court's rulings, the City, without affecting or superseding the authority of the Missouri State Board of Mediation, established a framework for certain regular employees of the City to engage in collective bargaining. Pursuant to City Code section 2-94, the City entered into collective bargaining with the SPOA, the Exclusive Representative of a certain Bargaining Unit within the Springfield Police Department. The current collective bargaining agreement ("The SPOA Collective Bargaining Agreement") was entered into on July 1, 2021. "Exhibit 1," attached to the proposed ordinance, reflects the Fourth Amendment to The SPOA Collective Bargaining Agreement and amends Section 2.2 "Dues & Payroll."

The Fourth Amendment is a result of changes requested by the SPOA that the City's team found agreeable. The remainder of the Sections of the Collective Bargaining Agreement shall remain unchanged. This Fourth Amendment is to be effective as of the date of execution by the parties and valid through the period of the CBA as set forth in Section 5.03 thereof.

REMARKS: The recommendations and explanations contained herein are consistent with Council's policies. It is respectfully requested that City Council approve this Fourth Amendment to The SPOA Collective Bargaining Agreement.

Submitted by:



Darla Morrison,
Director of Human Resources

Approved by:



Jason Gage,
City Manager

**FOURTH AMENDMENT TO JULY 1, 2021, COLLECTIVE BARGAINING
AGREEMENT BETWEEN THE CITY OF SPRINGFIELD, MISSOURI AND THE
SPRINGFIELD POLICE OFFICERS ASSOCIATION, FRATERNAL ORDER OF
POLICE LODGE 22**

THIS FOURTH AMENDMENT ("Fourth Amendment") IS TO THE COLLECTIVE BARGAINING AGREEMENT ("CBA") BETWEEN THE CITY OF SPRINGFIELD, MISSOURI ("City") AND THE SPRINGFIELD POLICE OFFICER'S ASSOCIATION, FRATERNAL ORDER OF POLICE LODGE 22 ("SPOA").

Whereas, the City and SPOA are parties to a July 1, 2021, CBA, regarding the bargaining unit defined in the CBA and the CBA was previously amended by First and Second Amendments, with the proposed Third Amendment currently pending City Council approval; and

Whereas, the SPOA has requested that the City agree to amend the language in Section 2.2 "Dues & Payroll Deduction" as the SPOA is seeking to allow payroll deductions for costs associated with the SPOA's short term disability program and to allow certain non-bargaining unit members, including recruits and lateral hires, to be allowed to authorize payroll deductions for dues and the SPOA's voluntary Dental, Vision, Short Term Disability, Chiropractic, and Life Insurance programs; and

Whereas, the City is amenable to making these requested changes;

Now therefore, in consideration of the foregoing, and contingent upon approval and authorization from City Council, the parties agree to amend section 2.2 "Dues & Payroll Deduction" of the CBA, as set forth below (additions are listed in *italics*, deletions are ~~stricken~~) and to be effective upon execution:

2.2 Dues & Payroll Deduction

Within thirty (30) days of the acceptance of a *recruit, officer, corporal, or sergeant (including such employees that are probationary employees)*, ~~bargaining unit member~~ to the membership of the SPOA, the SPOA will forward a "Dues & Payroll Deduction Authorization Form" to the City of Springfield's Human Resources Department. The Dues & Payroll Authorization Form will acknowledge that the member authorizes deduction of dues as well as any costs associated to the SPOA's voluntary Dental, Vision, *Short Term Disability*, Chiropractic and Life Insurance programs, There will be three (3) categories of deductions on the monthly invoice/spreadsheet; SPOA dues, pre-tax deductions and post-tax deductions. All deductions will be in dollar amounts.

The City of Springfield, upon written request by ten (10) or more bargaining unit members, shall provide its employees with the option of contributing to a political action committee through payroll deduction.

Andrew Zinke, President
SPOA 22

Jason Gage, City Manager

Date

Date

Certification that this Fourth Amendment to the July 1, 2021,
SPOA CBA is within the purpose of any appropriation to
which it is to be charged and that there is an unencumbered
balance to the credit of such appropriation sufficient to pay therefor:

David Holtmann, Director of Finance

Approved as to form:

City Attorney or designee

One-rdg. _____
P. Hrngs. _____
Pgs. 13
Filed: 06-07-22

Sponsored by: Lear

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022-151

SPECIAL ORDINANCE _____

AN ORDINANCE

1 APPROVING the Annual Maintenance Contract for Traffic Signals for Fiscal Year
2 2022-2023; accepting the bid of Ewing Signal Construction, LLC, in the
3 amount of \$209,988.50; and authorizing the City Manager to enter into
4 a contract with such bidder for the purpose of maintaining the City's
5 traffic signal infrastructure.
6 _____
7

8 WHEREAS, the City annually bids for the maintenance of traffic signal
9 infrastructure to supplement the City's maintenance responsibilities; and
10

11 WHEREAS, Ewing Signal Construction, LLC, is the lowest responsive and
12 responsible bidder for the proposed Annual Maintenance Contract; and
13

14 WHEREAS, bids for said Contract were solicited by advertisement in *The Daily*
15 *Events* from April 22, 2022, through April 26, 2022, and bids were opened on May 17,
16 2022, with one bid received.
17

18 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
19 SPRINGFIELD, MISSOURI, as follows, that:
20

21 Section 1 – City Council hereby approves and accepts the bid of Ewing Signal
22 Construction, LLC, at the price and sum of \$209,988.50, except as said sum may be
23 lawfully increased or decreased by the actual quantities of work units involved.
24

25 Section 2 – The City Manager, or his designee, is hereby authorized to enter into
26 the Annual Maintenance Agreement for Traffic Signals for Fiscal Year 2022-2023 with
27 said bidder, in substantially similar form to the document attached hereto and
28 incorporated herein by this reference as "Exhibit 1," or in a form approved by the City
29 Attorney or her designee, in accordance with the terms of the bid, the plans, and the
30 specifications.
31

32 Section 3 – All workers performing work under the contract attached hereto as
33 "Exhibit 1," shall be paid a wage of no less than the prevailing hourly rate of wages for

work of a similar character in this locality or the public works contracting minimum wage, whichever is applicable. Contractor shall fully comply with the provisions and requirements of the Missouri State Prevailing Wage Law. Contractors and any subcontractor performing work under this contract must provide a 10-hour OSHA construction safety training program, or similar program approved by the Department of Labor, for on-site employees, unless employees demonstrate they previously completed the program.

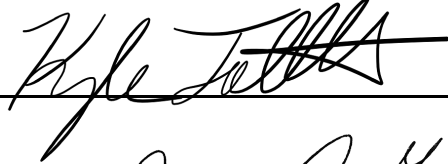
Section 4 – This Ordinance shall be in full force and effect from and after passage.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form:  _____, Assistant City Attorney

Approved for Council action:  _____, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 151

FILED: 06-07-22

ORIGINATING DEPARTMENT: Public Works

PURPOSE: Approving the Annual Maintenance Contract for Traffic Signals for Fiscal Year 2022-2023; accepting the bid of Ewing Signal Construction, LLC, in the amount of \$209,988.50; and authorizing the City Manager to enter into a contract with such bidder for the purpose of maintaining the City's traffic signal infrastructure.

BACKGROUND INFORMATION: The City annually bids this work for construction of traffic signal infrastructure including, but not limited to, removal, repair, and installation of cabinets, poles and mast arms, signal heads, detectors, etc., which supplements the Transportation Management Division's maintenance responsibilities. The Agreement ("Exhibit 1") continues the City's practice, since 1999, of securing on-call contractor support for completing timely repairs and installation of traffic signal infrastructure as needed to maintain the traffic signal system in a safe and effective manner.

Bids were solicited by advertising in *The Daily Events* from April 22, through April 26, 2022. Bids were opened on May 17, 2022, at 10:30 a.m., with one bid received. The bid and Engineer's Estimate amounts are listed below:

<u>Contractor</u>	<u>Bid Amount</u>
Ewing Signal Construction, LLC	\$209,988.50
Engineer's Estimate	\$214,092.50

Total contract expenses will be based on unit prices for actual work orders completed on an on-call basis. The bid, if accepted, will be funded from the 1/4-cent Capital Improvement Sales Tax Traffic Signal/Traffic Calming Program and is already budgeted.

Supports the following 2022 City Council Core Priorities:

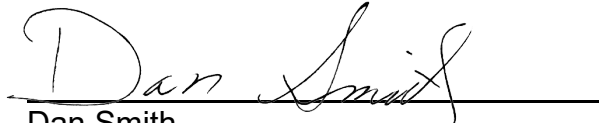
- Quality of Place
- Economic Vitality
- Public Safety

REMARKS: Public Works recommends acceptance of the bid of Ewing Signal Construction, LLC as the lowest responsible bid and passage of this ordinance.

Submitted by:


Kirk Juranas,
Assistant Director of Public Works

Recommended by:


Dan Smith,
Director of Public Works

Approved by:

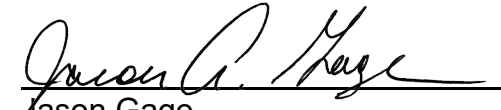

Jason Gage,
City Manager

EXHIBIT 1

ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) CONTRACTOR	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE	TERMINATION DATE	CONTRACT NUMBER:	
CITY		CONTRACTOR	
CITY OF SPRINGFIELD 840 BOONVILLE, P.O. BOX 8368 SPRINGFIELD, MO 65802 PHONE: (417) 864-1167 FAX: (417) 864-1176 ATTN: TOM DANCEY, P.E., PTOE DEPT.: PUBLIC WORKS – TRANSPORTATION MANAGEMENT		NAME: EWING SIGNAL CONSTRUCTION, LLC ADDRESS: 1730 N. GREGORY NIXA, MO 65714 PHONE: (417) 724-9405 FAX: (417) 724-9929 ATTN: DAVID EWING	

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by the parties identified above.

WITNESSETH: That whereas, the Contractor has become the lowest responsible bidder for furnishing the supervision, labor, tools, equipment, materials and supplies and for constructing the following City improvements:

Annual Maintenance Contract for Traffic Signals FY 2023

The City and Contractor agree to the following:

1. Manner and Time for Completion. The Contractor will furnish all supervision, labor, tools, equipment, materials and supplies necessary to perform, and to perform said work at Contractor's own expense in accordance with the contract documents and any applicable City ordinances and state and federal laws, and to achieve Substantial Completion within the time schedule established in "Attachment A" in the form of Proposal from the date Contractor is ordered to proceed, which order shall be issued by the Director of Public Works within 30 days after the date of this contract. This contract will remain in effect through June 30, 2023.

2. Prevailing Wages. All workers performing work under this Contract shall be paid a wage of no less than the "prevailing hourly rate of wages" for work of a similar character in this locality or the public works contracting minimum wage, whichever is applicable, as set out in the Wage Order attached to and made part of the specification for work under this Contract. If at any time the Contractor is found to not have paid prevailing wages, the Contractor shall forfeit as a penalty to the City one hundred dollars for each calendar day or portion of a calendar day for each worker paid less than the stipulated required rates for any work done under this Contract by the Contractor or by any subcontractor under the Contractor. Notwithstanding the foregoing, if the engineer's estimate of the total project cost or the bid accepted by the City is \$75,000.00 or less, then all labor utilized in the construction of the improvements shall not be required to pay the "prevailing rate of wages" or the public works minimum wage. However, if the project becomes subject to a change order that increases the total project cost to more than \$75,000.00, a "prevailing hourly rate of wages" or the public works contracting minimum wage, whichever is applicable, shall be paid for all labor utilized in the construction of the improvements but only for that portion of the project which exceeds \$75,000.00.

3. Insurance Requirements. Without limiting any of the other obligations or liabilities of the Contractor, the Contractor 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 of Springfield, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City of Springfield 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 of Springfield. Regardless of such approval, it shall be the responsibility of the contractor to maintain adequate

insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability in general or under the Contract Documents.

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 Contractor and prior to the start of work. All insurance policies shall require that the insurance company in question provide thirty (30) days written notice prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Springfield - Public Works, P.O. Box 8368, Springfield, MO 65801-8368

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 Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence. Contractor agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorneys fees of Contractor, its employees, officers or agents. Contractor 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. Aggregate Limit must apply on a Per Project basis, and the endorsement must accompany the certificate of insurance. A Waiver of Subrogation endorsement must be provided by contractor in favor of the City.

c. **Automobile Liability Insurance** covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence. Contractor agrees to cause its insurer to name City as an additional insured on such insurance policy.

d. **Builders Risk Insurance** for contracts involving unoccupied structures. The Contractor shall secure All Risk Builder's Risk Insurance. Unless specifically authorized by the City, the amount of such insurance shall not be less than the total contract price. The policy shall name as insured the Contractor and the City of Springfield.

e. **Subcontracts.** In case any or all of this work is sublet, the Contractor shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Contractor 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.

f. **Notice.** The Contractor and/or subcontractor shall furnish the City prior to beginning the work, the policy as specified in subparagraph (d), and 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.

g. **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 Contractor, upon 10 days written notice, to execute a contract addendum whereby the Contractor agrees to provide, at a price not exceeding Contractor'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.

4. **Performance, Labor, and Materials Payment Bond:** The Contractor shall furnish a Performance Bond and a Labor and Materials Payment Bond with surety approved by the City and on the forms approved by the City, each bond shall be in the amount of \$209,988.50 (full amount of contract) conditioned upon the full and faithful performance of all major terms and conditions of this contract and payment of all labor and material suppliers. It is further mutually agreed between the parties hereto that if at any time after the execution of this agreement and the surety bond(s) hereto attached for its faithful performance and payment of labor and

material suppliers, the City shall deem the surety or sureties upon such bond(s) to be unsatisfactory, or if, for any reason, such bond(s) ceases to be adequate to cover the performance of the work, the Contractor shall, at its expense, within five (5) days after the receipt of notice from the City to do so, furnish an additional bond or bonds, in such form and amount, and with such surety or sureties as shall be satisfactory to the City. In such event no further payment to the Contractor shall be deemed to be due under this contract until such new or additional security for the faithful performance of the work and the payment of labor and material suppliers shall be furnished in a manner and form satisfactory to the City. The corporate surety on any performance or payment bond must be licensed by the State of Missouri and if the required bond exceeds \$25,000.00 must be listed in United States Treasury Circular 570.

5. Contractor's responsibility for subcontractors. The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons it directly employs. Contractor shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Contractor by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Contractor the same power regarding termination of any subcontract as the City may exercise over Contractor under any provisions of this contract. Nothing contained in this contract shall create any contractual relation between the subcontractor and the City or between any subcontractors.

6. General Independent Contractor Clause. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor 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 Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor's activities and responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the Contractor and the City, and the City will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

7. Liquidated Damages. Time of completion of work by the Contractor is of the essence. Should Contractor, or in the case of default, the surety, fail to substantially complete the work within the time specified in the contract, or within such extra time as may be allowed, Contractor (or surety) shall be liable to the City in the amount of **Two Hundred Dollars (\$200) per day** for each and every calendar day, or **One Hundred Dollars (\$100) per hour** in the case of Emergency Call Out, that the contract remains uncompleted after the time allowed for substantial completion, as liquidated damages, and not as a penalty, it being stipulated that actual damages to the City and the public arising from Contractor's failure to timely complete the work would be difficult, if not impossible, to ascertain. The amount assessed as liquidated damages may be withheld from any moneys otherwise due to Contractor from the City. The project is not considered complete until final acceptance by the City. After substantial completion, liquidated damages for failure to complete the remaining work shall be in the amount specified in the General Conditions, unless an amount is provided in the Job Special Provision, in which case, the Job Special Provision amount will apply.

8. Termination for Cause. The City reserves the right to terminate this contract by giving at least five (5) days prior written notice to the Contractor, without prejudice to any other rights or remedies of the City should the Contractor be adjudged a bankrupt, or if Contractor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed for Contractor or for any of its property, or if Contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if Contractor should refuse or fail to make prompt payment to any person supplying labor or materials for the work under the contract, or persistently disregard instructions of the City or fail to observe or perform any provisions of the contract.

9. City's Right to Proceed. In the event this contract is terminated pursuant to Paragraph 8, then the City may take over the work and prosecute the same to completion, by contract or otherwise, and Contractor and its sureties shall be liable to the City for any costs over the amount of this contract thereby occasioned by the City. In any such case, the City may take possession of, and utilize in completing the work, such materials, appliances and structures as may be on the work site and are necessary for completion of the work. The foregoing provisions are in addition to, and not in limitation of, the rights of the City under any other provisions of the contract, city ordinances, and state and federal laws.

10. Termination for Convenience of City. The City shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work. In such event City shall not be liable to Contractor 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 Contractor 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 Contractor.

11. Guards and Lights. The Contractor agrees that during the performance of said work, adequate barricades, guards and warning signs, lights or devices consistent with the requirements contained in the Manual on Uniform Traffic Control Devices shall be provided by Contractor during construction.

12. Liability and Indemnity.

a. In no event shall the City be liable to the Contractor 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.

b. The Contractor 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 Contractor 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 Contractor, notwithstanding any possible negligence, whether sole or concurrent, on the part of the City, its officials, agents and employees.

c. The Contractor 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.

d. The indemnification obligations of Contractor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor, 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.

e. 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.

f. Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its contract price. Contractor'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 required of the Contractor under this agreement.

g. The Contractor 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.

13. Attorney Fees. In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

14. Payment for Labor and Materials. The Contractor agrees and binds itself to pay for all labor done, and for all the materials used in the construction of the work to be completed pursuant to this contract.

15. Payment. The City will pay the Contractor in accordance with the rate set forth in the contract documents on file in the Public Works Department and by this reference made a part hereof, which shall constitute full and complete compensation for the Contractor's work provided hereunder. It is expressly understood that in no event will the total compensation and reimbursement to be paid to the Contractor under the terms of this contract exceed the sum of **Two Hundred Nine Thousand Nine hundred Eighty Eight Dollars and Fifty Cents (\$209,988.50)** unless specifically and mutually agreed to in writing by both the City and the Contractor. No partial payment to the Contractor shall operate as approval of acceptance of work done or materials furnished hereunder. Such compensation will be paid in progress payments (less five (5) percent retainage), as established by the City, subject to receipt of a requisition for payment and a statement of work provided by the Contractor and agreement by both the City and the Contractor that the Contractor has fully performed the work to be paid for in such progress payments in conformance with the contract.

16. Contract Documents. The contract documents shall consist of the following:

- a. This Contract
- b. All Change Orders
- c. Bid Plans and Specifications
- d. City of Springfield Standard General Conditions and Technical Specifications for Public Works Construction (most recent edition as of this project's first date of advertisement)
- e. Special Conditions & Provisions
- f. Proposal
- g. Statement of Bidder's Qualifications
- h. Acknowledgment
- i. Performance Bond
- h. Payment and Material Bond
- k. Instructions to Bidders
- l. Non-collusion Affidavit
- m. Notice to Proceed

This contract, together with the other documents enumerated in this paragraph, forms the contract between the parties. These documents are as fully a part of the contract as if attached hereto or repeated herein.

17. Subsurface Conditions. Contractor agrees that information contained in the published reports and public actions of the Missouri Division of Geology and Land Survey shall be conclusive and binding upon the Contractor as to what subsurface conditions at the job site are reasonably anticipated or reasonably foreseeable.

18. Conflict of Interest. In accepting this contract, Contractor certifies that no member or officer of its firm or corporation is an officer or employee of the City of Springfield, Missouri, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest, direct or indirect, in this contract. All applicable federal regulations and provisions of RSMo. Section 105.450 et seq. shall not be violated.

19. Assignment. The Contractor 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 Contractor 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 and the bond surety. Any such assignment is expressly subject to all rights and remedies of the City under this agreement, 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 agreement.

20. Nondiscrimination. The Contractor agrees in the performance of this Contract 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 Contractor 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. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

b. This contractor and 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.

21. Nonresident/Foreign Contractors. The Contractor shall procure and maintain during the life of this contract:

a. If the Contractor 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 351.570 RSMo.

b. 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.

22. Notices. 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 Contractor at the addresses shown above. The date of delivery of any notice given by mail shall be the date falling on the second full day after the day of its mailing. The date of delivery of notice by FAX transmission 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.

23. Occupational License: The Contractor shall obtain and maintain an occupational license with the City of Springfield, Missouri, if required by city code and any required state or federal license. The cost for this occupational license shall be borne by the Contractor. No contract will be executed by the City until this occupational license has been obtained and that the Contractor is current on any City taxes is verified.

24. Safety Training. Pursuant to Missouri Revised Statute Section 292.675, Contractors and subcontractors who sign a contract to work on public works projects must provide a 10-hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees, unless such employees hold documentation of prior completion of the program, within sixty (60) days of beginning work on the construction project. The Contractor shall provide an acceptable notarized affidavit stating that Contractor has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services. Contractors and subcontractors in violation of this provision will forfeit to the public body \$2,500 plus \$100 a day for each employee who is employed without training. Public bodies and contractors may withhold assess penalties from the payment due to those contractors and subcontractors. The penalties shall not begin to accrue until the time periods in the statute have elapsed (60 days after notice to proceed and 20 days to produce documentation for employee found in violation).

25. Affidavit for Contracts Over \$5,000.00. That pursuant to Missouri Revised Statute Sections 285.525 through 285.550, if this contract exceeds the amount of \$5,000.00 and Contractor is associated with a business entity, Contractor shall provide an acceptable notarized affidavit stating that the associated business entity is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services, and that said business entity does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Additionally, Contractor must provide documentation for said business entity evidencing current enrollment in a federal work authorization program.

26. Certificate of Compliance with 34.600 RSMo. (Anti-Discrimination Against Israel Act). That pursuant to Missouri Revised Statute Sections 34.600 et., seq., A Contractor must provide a written certification of compliance with the Anti-Discrimination Against Israel Act, RSMo. 34.600 et.,seq. that the contractor 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. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

27. Compliance with Laws. Contractor agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services and products hereunder. Contractor affirmatively states that payment of all local, state, and federal taxes and assessments owed by Contractor is current.

28. Entire Agreement. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

29. Jurisdiction. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

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

REVIEWED BY:

RECOMMENDED BY:

Director of Public Works or Acting Director

By: _____
City Manager or his/her designee

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

CONTRACTOR:

By: _____

Printed Name: _____

Title: _____

If Contractor is a Disadvantaged Business Enterprise (DBE), please indicate classification.

Minority Owned c Women Owned c Veteran Owned c

CITY OF SPRINGFIELD, MISSOURI

Attachment "A"

- A. Time allowed for signal maintenance items under this contract shall be computed in the following manner:

When the Engineer determines that a condition exists for work within the scope of this contract, the Engineer shall notify the Contractor in writing of such condition. Said Notice to Proceed may be delivered in person to the Contractor or through the mails. Each item, or group of items, shall be assigned a particular number of calendar days for completion. Days shall begin on the date designated in the Notice to Proceed. The Engineer shall determine the number of days necessary to complete work not specifically addressed in this exhibit, or in combination with items listed below, with the Engineer's decision being final.

- B. "DAY" is herein defined to be any weekday, Monday through Friday.
- C. Liquidated damages, if necessary, shall be computed as designated in Special Provision No. 5.

COMPETITION DAYS FOR SIGNAL MAINTENANCE

REMOVALS

Items 1 – 6, Pull Boxes	5 Days
Items 7 – 13, Bases (includes installation of new base)	7 Days
Items 14 – 16, Concrete Work	Incidental in combination with other work
Items 17 – 18	To be determined by the ENGINEER

INSTALLATION

Item 1 - 2, Concrete for Bases, Controller & Posts	7 Days
Items 3 – 5, Pull Boxes	5 Days
Items 6 – 15, Conduit	To be determined by the ENGINEER
Items 16 – 19, Power	To be determined by the ENGINEER
Item 20, Battery Backup System	Mutually agreed upon by the CONTRACTOR and ENGINEER

Items 21 – 22,	1-6 Loops 7-12 Loops 13 or more loops	5 Days 12 Days 5 additional days for each group of six loops
Items 23 – 34, Cable		To be determined by the ENGINEER
Items 35 – 37, Concrete Work		Incidental in combination with other work
Item 38, Install CU Provided Materials		Incidental in combination with other work
Item 39, Supply / Install Other Specified Items not Listed		To be determined by the ENGINEER
Item 40, Emergency Call-Out Response		Mutually agreed upon by the CONTRACTOR and ENGINEER
All other Items		To be determined by the ENGINEER

One rdg. _____
P. Hrngs. _____
Pgs. 47
Filed: 06-07-22

Sponsored by: Hosmer

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022- 152

SPECIAL ORDINANCE _____

AN ORDINANCE

1 ADOPTING the HOME-American Rescue Plan Allocation Plan to utilize the
2 HOME-American Rescue Plan grant of \$3,805,703; amending the
3 Fiscal Year 2021 Annual Action Plan to incorporate the HOME-
4 American Rescue Plan Allocation Plan; and authorizing the City
5 Manager, or his designee, to enter into any necessary agreements
6 and exercise any necessary power to select and implement projects
7 for funding pursuant to the HOME-American Rescue Plan Allocation
8 Plan after the United States Department of Housing and Urban
9 Development approves the plan.

10 _____
11
12 WHEREAS, the American Rescue Plan Act of 2021 ("ARPA") required the United
13 States Department of Housing and Urban Development ("HUD") to allocate ARPA funds
14 to eligible government organizations using an allocation method similar to that which
15 provides the City with its annual HOME grant allocation; and
16

17 WHEREAS, the City accepted \$3,805,703 in HOME-American Rescue Plan
18 ("HOME-ARP") grant funds; and
19

20 WHEREAS, to receive the HOME-ARP funds, the City must prepare a HOME-
21 American Rescue Plan Allocation Plan ("Allocation Plan") for distributing the funds, and
22 HUD must approve the Allocation Plan; and
23

24 WHEREAS, City Council must approve the Allocation Plan before its submittal to
25 HUD.
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 hereby adopts the HOME-ARP Allocation Plan set forth
31 in "Exhibit A," which is attached hereto and incorporated herein, to utilize the HOME-
32 ARP grant of \$3,805,703, and amends the Fiscal Year 2021 Annual Action Plan to
33 incorporate the Allocation Plan.

34 Section 2 – City Council hereby authorizes the City Manager, or his designee,
35 after HUD approves the Allocation Plan, to enter into any necessary agreements and
36 exercise any necessary power to select and implement projects for funding pursuant to
37 the Allocation Plan, provided that any agreements or documents executed pursuant to
38 this authority are in a form approved by the City Attorney.

39
40 Section 3 – This Ordinance shall be in full force and effect from and after
41 passage.

42
43 Passed at meeting: _____

44
45 _____
46 Mayor

47
48 Attest: _____, City Clerk

49
50 Filed as Ordinance: _____

51
52 Approved as to form: Jill Bennis, Assistant City Attorney

53
54
55 Approved for Council action: Jason A. Hays, City Manager
56

EXPLANATION TO COUNCIL BILL 2022 - 152

FILED: 06-07-22

ORIGINATING DEPARTMENT: Planning and Development

PURPOSE: To adopt the HOME-American Rescue Plan (“HOME-ARP”) Allocation Plan to utilize the HOME-ARP Grant of \$3,805,703 accepted under Special Ordinance 27599 prior to submission to the U.S. Department of Housing and Urban Development (“HUD”) for final approval; incorporating the HOME-ARP Allocation Plan by amendment to the HUD Fiscal Year 2021 Annual Action Plan; authorizing the City Manager, or his designee, to enter into any necessary agreements and exercise power necessary to select and implement any projects for funding following HUD approval of the Allocation Plan in accordance with the current and any future HUD guidance regarding the HOME-ARP Grant program.

BACKGROUND: The American Rescue Plan Act of 2021 (“ARPA”) required HUD to allocate funds to eligible government organizations. HUD subsequently developed the new HOME-ARP Grant. On September 13, 2021, HUD issued new regulations and guidance on the use of HOME-ARP funds in HUD CPD Notice 21-10. The City accepted the above \$3,805,703 HOME-ARP allocation by Special Ordinance 27599 on November 15, 2021.

The HUD HOME-ARP Grant guidance limited the use of funds to six types of activities:

- Grant Administration and Planning
- HOME-ARP Rental Housing Development
- Tenant-Based Rental Assistance
- Supportive Services for Qualifying Populations
- Non-Congregate Shelter Acquisition and Development
- Non-profit Agency Operating Expenses and/or Capacity Building Assistance for HOME-ARP related activities.

The HUD HOME-ARP Grant Guidance specified that the funds be used for specifically defined Qualifying Populations (QP’s):

- Homeless
- At-risk of Homelessness
- Fleeing, or Attempting to flee, Domestic Violence, Dating Violence, Sexual Assault or Human Trafficking
- Other Families Requiring Services or Housing Assistance to Prevent Homelessness or that are at great risk of housing instability

The HUD HOME-ARP Guidance required documentation of an extensive consultation process in preparing the Allocation Plan. The purpose of the consultation was to assess the needs and gaps in funding for the eligible activities. The Allocation Plan (“Exhibit A”)

includes the details of that consultation process that supports the funding allocation proposal:

- | | |
|--|-------------|
| • HOME-ARP Rental Housing Development | \$1,000,000 |
| • Non-Congregate Shelter Acquisition and Development | \$2,215,703 |
| • Supportive Services for Qualifying Populations | \$ 400,000 |
| • Administration and Planning | \$ 190,000 |

Additional public comment has been sought via a public hearing of the Citizen's Advisory Committee for Community Development on May 23, 2022.

HUD requires that the Allocation Plan be submitted as an amendment to the Fiscal Year 2021 Annual Action Plan that implements the annual Community Development Block Grant ("CDBG") and the HOME Investment Partnerships Grants.

REMARKS: HUD is expected to review the allocation plan as an amendment to our Fiscal Year 2021 Annual Action Plan which allows them an abbreviated review period and prompt release of the grant funds.

Submitted by:



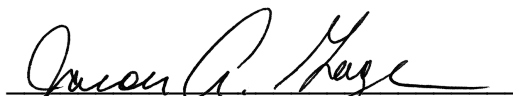
Bob Jones, Grants Administrator

Recommended by:



Susan M. Instenes, AICP
Director

Approved by:



Jason Gage, City Manager

Exhibit A



City of Springfield, Missouri
HOME-ARP Allocation Plan

City of Springfield
Planning and Development Department
Busch Municipal Building
840 Boonville Avenue
Springfield, MO 65802

www.springfieldmo.gov

City of Springfield, Missouri

HOME-ARP Allocation Plan

Introduction

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law, which provides federal funding to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses.

In September 2021, the U.S. Department of Housing and Urban Development (HUD) announced the allocation to the City of Springfield (City) of \$3,805,703 in a new grant called the Home Investment Partnerships Grant, American Rescue Plan (HOME-ARP). Eligible activities include acquisition and development of non-congregate shelter, tenant based rental assistance, supportive services, HOME-ARP rental housing, administration and planning, and non-profit operating and capacity building assistance. A large portion of HOME-ARP funds must assist people in HOME-ARP "qualifying populations", which includes:

- **Homeless** (*as defined in 24 CFR 91.5*)
- **At-risk of Homelessness** (*as defined in 24 CFR 91.5*)
- **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking** (*As defined in 24 CFR 5.2003, or outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102))*)
- **Other Populations Requiring Services or Housing Assistance to Prevent Homelessness or that are At Great Risk of Housing Instability** (*As defined under section 212 (a) of NAHA (42 U.S.C. 12742(a))*)

To receive funding, the City must develop and submit to HUD a HOME-ARP Allocation Plan, which describes the distribution of HOME-ARP funds and identifies any preferences for eligible activities. The development of the HOME-ARP Allocation Plan is based on the requirements of Community Planning and Development (CPD) Notice 21-10, and must also be informed through stakeholder consultation and community engagement. The following is the City of Springfield, Missouri's HOME-ARP Allocation Plan.

This plan includes:

1. An outline of the consultation and public participation processes undertaken.
2. An assessment of the needs of qualifying populations and gaps in local housing and services systems.
3. Planned uses of HOME-ARP funds for prioritized populations and eligible activities.

The City of Springfield is part of the Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC), known as the Ozarks Alliance to End Homelessness. The OAEH was created to promote a community wide commitment to ensure any incidents of homelessness are rare, brief, and non-recurring.

Consultation

Summary of the Consultation Process

The City partners and collaborates with public and private entities, many of which are members of the Ozarks Alliance to End Homelessness, and these stakeholders were consulted during the development of the HOME-ARP Allocation Plan. These public and private partners have relevant knowledge that can speak to the needs, gaps in services, and potential activities that would best benefit qualified populations. Stakeholders consulted included those who work with families or individuals experiencing or at-risk of homelessness, fleeing domestic violence or human trafficking, and other vulnerable qualifying populations.

In the development of the HOME-ARP Allocation Plan, City staff consulted with stakeholders and asked for their input concerning the HOME-ARP grant, eligible activities, and the proposed budget.

Organizations Consulted

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Housing Authority of the City of Springfield (HAS)	Public Housing Authority – Affordable Housing Provider for those At Risk of Homelessness and At Risk of Housing Instability	December 1, 2021 – On-site meeting with the Executive Director/CEO and the HAS Architect	The City Planning & Development staff consulted regarding the possible use of vouchers should the City chose to utilize its HOME-ARP funding for the development of rental housing. HAS representatives spoke in detail about a LIHTC homeless veterans’ proposal.
Community Partnership of the Ozarks (CPO)	Nonprofit Contract Administrator of the Ozarks Alliance to End Homelessness (OAEH) – Continuum of Care (CoC) Springfield/Greene, Christian, & Webster Counties and a partner agency in the O’Reilly Center for Hope, working with the homeless, those At Risk of Homelessness, and those At Risk of Housing Instability	December 3, 2021 – On-site meeting with the President/CEO and the Vice President, Affordable Housing & Homeless Prevention	The City Planning & Development staff consulted largely regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan. However, the staff also asked about preference being given to selected Qualifying Populations (QPs) or subsets of QPs. Input was also sought regarding potential sources of funding that the City may be able to leverage for its HOME-ARP funding. The Ozarks Alliance to End Homelessness (OAEH) serves as the Continuum of Care (CoC) for Springfield/Greene, Christian, and Webster Counties. The City of Springfield is designated Lead Agency for the OAEH and contracts with CPO for administration of the OAEH.

Community Partnership of the Ozarks (CPO)	Nonprofit Contract Administrator of the OAEH and Administrator of the OAEH Coordinated Entry System	December 8, 2021- OAEH (CoC) Systems & Services, and OAEH Executive Board Meetings (Held Virtually) January 7, 2022 – Virtual Meeting with Director of Homeless Services January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding. The virtual meeting with the Director of Homeless Services, consisted of a discussion regarding data needs for the Needs Assessment and Gaps Analysis section of this Allocation Plan.
Missouri Department of Mental Health	State Government Mental Health Department and Homeless Services Provider	December 8, 2021- OAEH (CoC) Systems & Services Meeting (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
The Council of Churches of the Ozarks – Safe to Sleep Program	Homeless Services Provider – Emergency Women’s Shelter	December 8, 2021- OAEH (CoC) Systems & Services and OAEH Executive Board Meetings (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Great Circle	Homeless Services Provider – Children & Youth Emergency Shelter	December 8, 2021- OAEH (CoC) Systems & Services and OAEH Executive Board Meetings (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.

Burrell Behavioral Health – PATH Program	Mental Health and Homeless Services Provider – Homeless Outreach	December 8, 2021- OAEH (CoC) Systems & Services, and OAEH Executive Board Meetings (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually) February 9, 2022 – Meeting with PATH (Projects for Assistance in Transition from Homelessness) Team	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Isabel’s House – Crisis Nursery of the Ozarks	Crisis Nursery of the Ozarks – Works predominantly with families that are Homeless, At Risk of Homelessness, or At Risk of Housing Instability	December 8, 2021- OAEH (CoC) Systems & Services Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Victory Mission + Ministry	Homeless Services Provider – Men’s Homeless Shelter and Services	December 8, 2021- OAEH (CoC) Systems & Services Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Institute for Community Alliances (ICA)	Homeless Management Information System (HMIS) Lead Agency	December 8, 2021- OAEH (CoC) Systems & Services, and OAEH Executive Board Meetings (Held Virtually) December 15, 2021 – Virtual Meeting with ICA Staff January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding. The virtual meeting with ICA staff, consisted of a discussion regarding data needs for the Needs Assessment and Gaps Analysis section of this Allocation Plan.

Family Violence Center – dba Harmony House	Domestic Violence Shelter – Provides shelter for those Fleeing or Attempting to Flee, Domestic Violence, Sexual Assault, Stalking, or Human Trafficking	December 8, 2021- OAEH (CoC) Systems & Services Meeting (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually) February 3, 2022 – Meeting with Harmony House staff (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
The Kitchen, inc.	Homeless Services Provider – Homeless Shelter Community Housing Development Organization (CHDO) - Affordable Housing Provider for those At Risk of Homelessness and At Risk of Housing Instability	December 8, 2021- OAEH (CoC) Systems & Services, and OAEH Executive Board Meetings (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Catholic Charities of Southern Missouri	Homeless Services Provider – Crisis Maternity Home for Pregnant, Homeless Women & Children and provides rent and utility assistance to those At Risk of Homelessness and At Risk of Housing Instability	December 8, 2021- OAEH (CoC) Systems & Services, and OAEH Executive Board Meetings (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.

The Salvation Army	Homeless Services and Shelter Provider and Rent and Utility Assistance – Provides Homeless Services and Shelters, and provides rent and utility assistance to those At Risk of Homelessness and At Risk of Housing Instability	December 8, 2021- OAEH (CoC) Systems & Services Meeting (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually) February 8, 2022 – Telephone call with Community Development Manager	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Gathering Friends for the Homeless	Homeless Advocate Group	December 8, 2021- OAEH (CoC) Executive Board Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Springfield/Greene County Health Department	City/County Health Department	December 8, 2021- OAEH (CoC) Executive Board Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
At Large Member of OAEH Executive Board Member	Community Member – Homeless Services	December 8, 2021- OAEH (CoC) Executive Board Meeting (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.

Vice-President of OAEH Homeless Veterans Task Force	Community Member & Veterans of Foreign Wars (VFW) Representative	January 13, 2022 – OAEH Homeless Veterans Task Force (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Webster County OAEH Executive Board Member	Community Member – Homeless Services	December 8, 2021- OAEH (CoC) Executive Board Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Springfield Community Land Trust Board (SCLT)	Community Land Trust - Affordable Housing Provider for those At Risk of Homelessness and At Risk of Housing Instability	December 21, 2021 – Springfield Community Land Trust Board Meeting (Held In Person)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Stand Against Trafficking Coalition	Domestic Violence and Trafficking Coalition – Provides services for those Fleeing or Attempting to Flee, Domestic Violence, Sexual Assault, Stalking, or Human Trafficking	January 10, 2022 – Virtual Meeting	Provided input regarding the local needs of those experiencing domestic violence and trafficking.
Springfield Housing Options Must Expand (HOME) Team	Disabilities Group	January 10, 2022 – Virtual Meeting	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding. Provided input specific to the needs of the disabled within the community.

I Pour Life	Services and Housing for those At-Risk of Homelessness, those At Risk of Housing Instability and Foster Care Youth	January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Ozarks Community Action Corporation (OACAC)	Homeless Prevention for those At Risk of Homelessness and At Risk of Housing Instability - Rent and Utility Assistance	January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
Veterans Affairs (VA)	Veterans Assistance and Housing Assistance for Homeless Veterans	January 13, 2022 - VA Meeting (Held Virtually) January 13, 2022 – OAEH Homeless Veterans Task Force (Held Virtually) January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
United Healthcare	Health Insurance Company	January 20, 2022 – OAEH General Membership Meeting (Held Virtually)	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided input regarding preference and potential sources of funding that the City may be able to use as leverage with its HOME-ARP funding.
The Gathering Tree/ Eden Village	Homeless Shelter and Permanent Supportive Housing Provider	January 21, 2022—in person meeting with COO	Provided Needs and Gaps information to transition homeless to permanent housing including support services.
Springfield Public Schools (SPS)	Public School System assisting Homeless families with school-age children	February 9, 2022—virtual meeting with 6 SPS Social Service staff members	Provided the Needs and Gaps statistics for homeless families, with 1200 students being homeless within the district based upon the McKinney-Vento Homeless definition.

National Association for the Advancement of Colored People (NAACP)	Civil Rights Organization supporting minority residents with a Homeless Subcommittee	January 11, 2022—virtual meeting with NAACP chapter president and Former president	Provided insight into homelessness for minorities and actions being taken by local organizations to assist homeless.
Rebound Foundation LLC	Non-profit Domestic Violence Support and Housing Agency	January 13, 2022—phone meeting with CEO	Provided a description of their work with DV victims to rehouse and stabilize them and provided Needs and Housing Gaps information for the qualifying population.
Mayor's Commission on Human Rights & Community Relations (MCHRCR)	Appointed City Human Rights Commission – Charged with Reviewing Fair Housing Complaints	January 19, 2022 – MCHRCR Meeting held in person	Provided input regarding the Needs Assessment and Gaps Analysis section of this Allocation Plan and best use of the HOME-ARP funding. Provided insight into homelessness for minorities and actions being taken by local organizations to assist the homeless.

TOTALS	GROUPS/AGENCIES CONSULTED	# PEOPLE
	20	109

Total Votes

15	8	9	12	6
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HOME-ARP GRANT CONSULTATION LOG				
No.	Agency/ Group	Date	# Participants	Represent these QP's
1	Housing Authority of Springfield	12/1/2021	2	Affordable Housing Provider
2	CPO Management	12/3/2021	2	Homeless Services
3	OAEH Systems and Services Committee	12/8/2021	13	Homeless Services
4	OAEH Executive Board	12/8/2021	17	Homeless Services
5	ICA Staff (HMIS manager)	12/15/2021	3	HMIS Data Base managers
6	SCLT Board	12/21/2021	8	Affordable Housing Provider
7	Adam Bodendieck, Director of Homeless	1/7/2022	2	Homeless Central Intake
8	Stand Against Trafficking Coalition	1/10/2022	1	Dom. Violence & Trafficking
9	Springfield HOME Team	1/10/2022	5	Disabilities
10	NAACP	1/11/2022	2	Civil Rights
11	Rebound Foundation	1/13/2022	1	Domestic Violence
12	Michelle Reinmiller, Veterans Health	1/13/2022	1	Veterans
13	OAEH Homeless Veterans Task Force	1/13/2022	12	Homeless Veterans
14	The Gathering Tree/Eden Village	1/21/2022	1	Overnight shelter & Transitional Housing
15	Salvation Army	2/8/2022	1	Shelter operator and Homeless service provider
16	Springfield Schools	2/9/2022	6	Public Agency supporting Homeless
17	Burrell Mental Health	2/9/2022	6	Public Service Agency
18	MCHRCR	1/18/2022	5	Civil Rights
19	OAEH GENERAL MEMBERSHIP	1/20/2022	18	Homeless service provider
20	Harmony House	2/3/2022	3	Domestic Violence

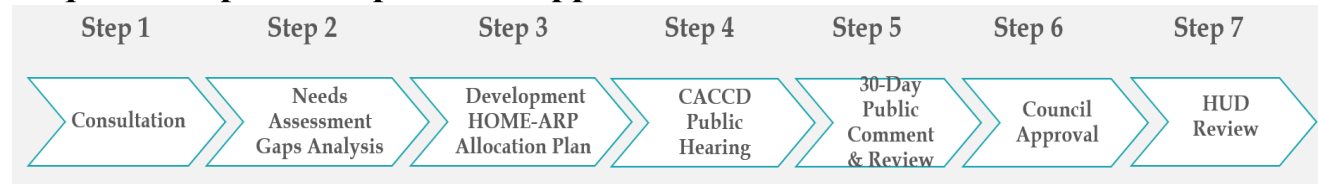
ELIGIBLE ACTIVITIES				
A	B	C	D	E
RENTAL HOUSING	TBRA	SUPPORT SERVICES	NCS	NON-PROFIT OPER/CAPACITY
X	X			
X			X	
X			X	
X			X	
X				
		X	X	
X			X	
	X		X	X
		X		X
X		X		
X		X		
				X
	X		X	
X			X	
X	X			

The City staff held 20 HOME-ARP consultation sessions with a total of 109 people, groups, and organizations representing: affordable housing providers, homeless service providers, emergency shelters, HMIS database managers, the CoC homeless central intake office, disabilities providers, veterans groups, domestic violence and human trafficking groups and sheltering, the Springfield Public School system, mental health providers, civil rights groups and organizations, and other groups that work with the Qualifying Populations.

Public Participation

The City of Springfield's Planning and Development Department staff undertook a robust, comprehensive public engagement effort. The City is dedicated to engaging citizens, agencies, and local stakeholders into the process of developing effective and meaningful planning documents and processes. The City of Springfield's Citizen Participation Plan (CPP) provides clear steps for amendments. The City followed the CPP to ensure that citizen participation was encouraged.

Required Steps Development & Approval of HOME-ARP Allocation Plan



Upon the completion of the consultation process, the Needs Assessment & Gaps Analysis, and the Development of the City's Draft HOME-ARP Allocation Plan; on May 9, 2022, a news release was posted to the City's website, followed by the publication of a legal advertisement in the *Springfield News-Leader* on May 11, 2022. This notice enumerated the amount of HOME-ARP funding that the City will receive, the range of activities that were proposed to be undertaken with the HOME-ARP funding and advertised the 30-day public review and comment period, as well as the Citizens' Advisory Committee for Community Development (CACCD), and the City Council hearings regarding the subject. The Draft HOME-ARP Allocation Plan was available for a 30-day public review and comment period from May 24, 2022, through June 23, 2022. The Draft Allocation Plan was made available at the Planning & Development office at the Busch Municipal Building, at the five (5) branches of the Springfield-Greene County Library system located within the city limits, and on the City's website for the 30-day public review and comment period. The CACCD held an advertised public hearing on May 24, 2022. The Springfield City Council held an advertised first reading and public hearing on the HOME-ARP Allocation on June 13, 2022, and a second reading and final vote on June 27, 2022.

Efforts to Broaden Public Participation

The City's news release was pushed out via social media. On May 10, 2022, the local television station affiliated with NBC (KY3) ran a story on the City's Draft HOME-ARP Allocation Plan, encouraging citizens to participate in the public hearings and the 30-day public review and comment period.

Pursuant to CFR 24 §91.105, the City of Springfield is required to take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities. Limited English Proficiency (LEP) refers to a person's limited ability to read, write, speak, or understand English. The City is very diligent in ensuring that it meets all of the LEP requirements within its adopted Citizen Participation Plan (CPP). The City's HOME-ARP news release, legal advertisement, and public hearing agendas all

contain a statement indicating that in accordance with the Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP) guidelines, persons needing special accommodations when attending any City meeting would receive those accommodations so long as the City Clerk's office is contacted at least 3 days prior to the scheduled meeting. The City keeps an inventory of U.S. Census Bureau "I Speak Flashcards" to help identify persons needing language assistance. The City has a contract with a local interpretation services company that can provide on demand translation services as needed for a fee.

Summary of Comments and Recommendations Received

All public comments have been uploaded as attachments to the HOME-ARP Allocation Plan and are found in Appendix B.

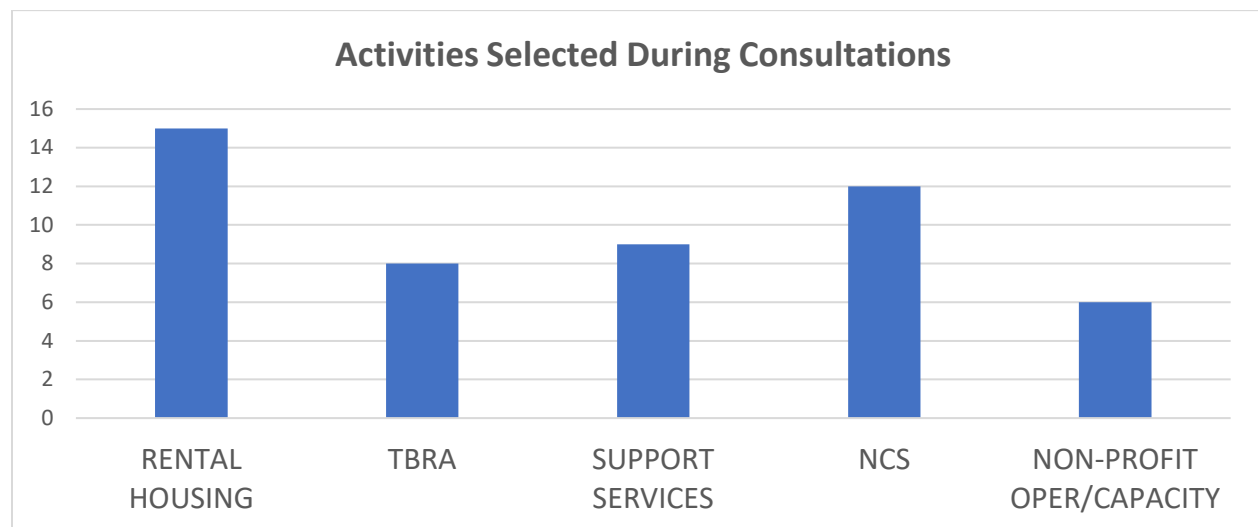
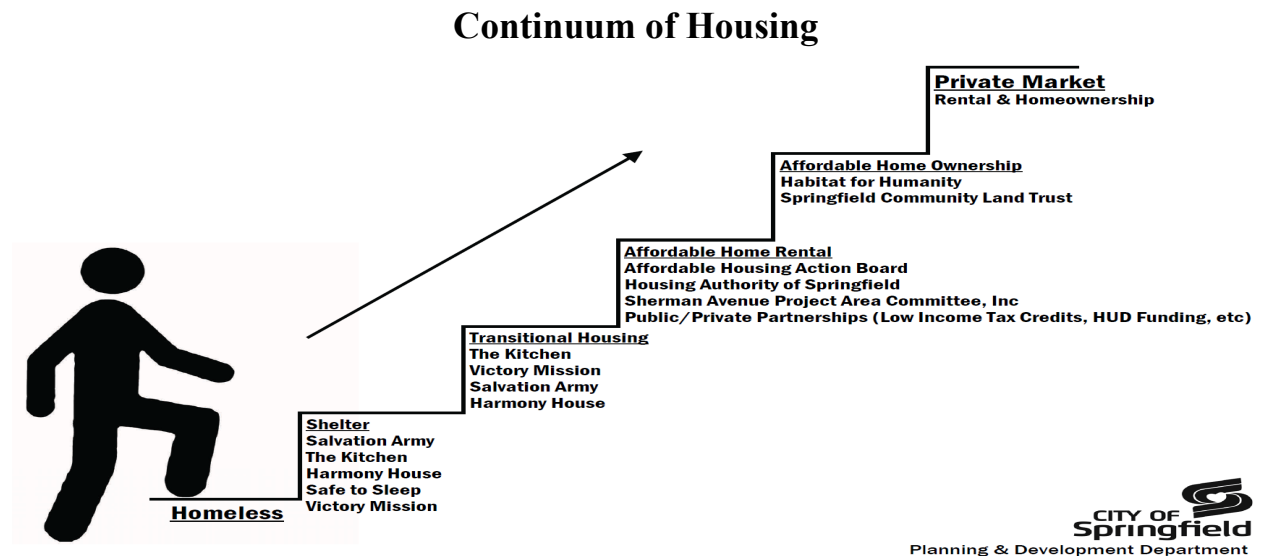
Summary of Comments or Recommendations Not Accepted

The City of Springfield is diligent in seeking and incorporating broad-based community input to guide CDBG and HOME fund allocation. All comments and recommendations were received, accepted, and considered during the preparation of the HOME-ARP Allocation Plan. The final version of the HOME-ARP Allocation Plan, as submitted to HUD, incorporates all comments received as a part of the citizen participation process.

Needs Assessment and Gaps Analysis

The Needs Assessment and Gaps Analysis examines the size and composition of qualifying populations, identifies current resources available, assesses unmet housing and services needs of these populations, and calls attention to existing gaps.

The Continuum of Housing below describes the basic steps of going from being homeless, to being provided with shelter, to transitional housing, to being stably housed via affordable home rental and home ownership and finally being housed by choice via the private market.



During the consultation process, City Planning and Development Department staff asked participants to rate and rank what they felt to be the primary gaps within the community for the HOME-ARP qualifying populations. Participants rated Affordable Rental Housing as the being the largest gap within our community, followed by Non-Congregate Shelter, Supportive Services, TBRA, and finally Non-Profit Operating and Capacity Building Assistance.

To assess the unmet needs of HOME-ARP qualifying populations, the City Planning & Development staff evaluated the size and demographic composition of those populations. The City's Planning and Development Department has worked in conjunction with the Ozarks Alliance to End Homelessness (OAEH – the Springfield/Greene, Christian, & Webster Counties Continuum of Care) to identify gaps within its current shelter and housing inventory, as well as the service delivery system. In the Needs Assessment and Gaps Analysis, the City Planning & Development staff used current data, including Comprehensive Housing Affordability Data (CHAS), 2021 Point-in-Time Count (PIT Count), 2020 CoC Housing Inventory Count (HIC), FY 2021 CoC Longitudinal Systems Analysis (LSA), Greene County Emergency Rental Assistance Dashboard, and other available data sources.

While the amount of people estimated to be experiencing homelessness may be underrepresented due to COVID-19, the following information includes the basis for the Needs Assessment and Gaps Analysis for HOME-ARP qualified populations based on the latest available data.

Homeless Size and Demographic Composition

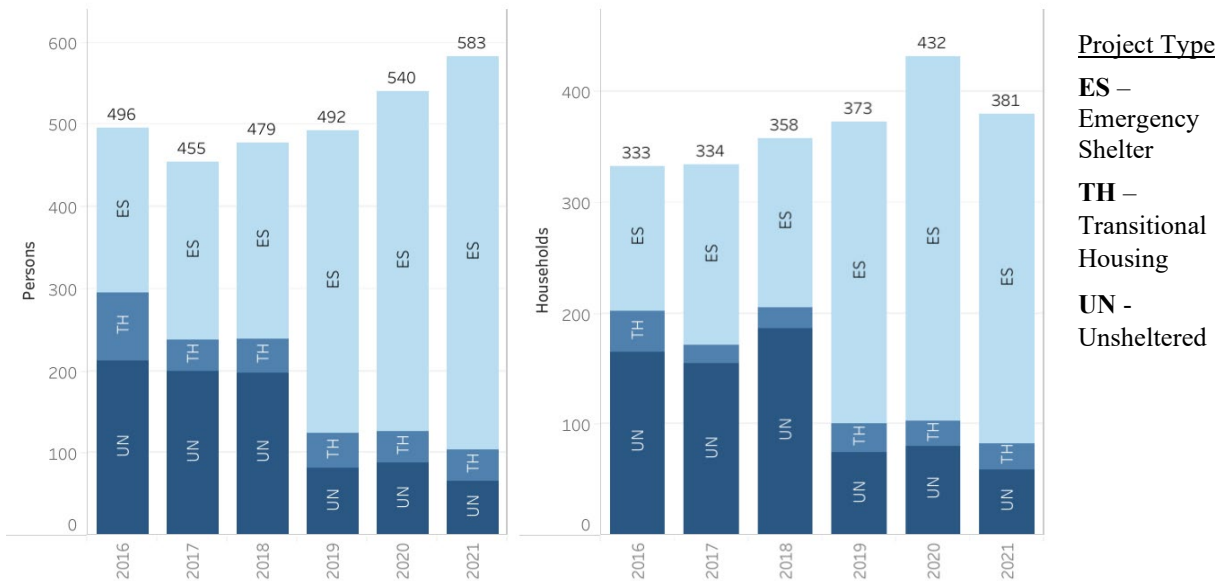
Pursuant to the HOME-ARP Notice (CPD-21-10), HUD defines the homeless as an individual or family who lacks a fixed, regular, and adequate nighttime residence; an individual or family who will imminently lose their primary nighttime residence; or unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but are defined as homeless under the Runaway and Homeless Youth Act, the Head Start Act, the Public Health Service Act, the Food and Nutrition Act of 2008, the Child Nutrition Act of 1966, or the McKinney-Vento Homeless Assistance Act. This qualified population is further defined at 24 CFR 91.5.

Every year, communities across the country are required by HUD to conduct a census of the number of people experiencing homelessness on a single night in January, called the Point-in-Time (PIT) count. In addition to counting anyone staying in an emergency shelter on that night, outreach is conducted to identify persons spending the night outdoors or in places not meant for human habitation. The PIT count identifies the number of people who were homeless on one particular night. By itself, the PIT count is not a reliable predictor of how many people will be homeless or receive housing resources in a year. However, when used along with other data, it can provide key information on the state of homelessness currently, and over time.

2016 - 2021 Point-in-Time Summary for All Household Types

Persons by Year

Households by Year



Note: The data provided above is for all household types, including both Adult Only and Adults & Children Household Types.

Based upon a comparison of PIT count numbers (shown above) for the Springfield/Greene, Christian, and Webster Counties Continuum of Care for 2016 through 2021, the total number of homeless individuals has increased from 496 individuals in 2016 to 583 individuals in 2021. However, a further review of the PIT data also indicates that the number of unsheltered homeless individuals decreased over the 6-year period of time. The number of homeless individuals consistently increased from 2017 through 2021. However, the number of homeless households decreased from 2020 to 2021, indicating that households consisting of a larger number of individuals may have become homeless between 2020 and 2021.

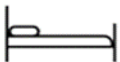
2021 Point-in-Time Demographics at a Glance



583 Individuals were experiencing homelessness (55% male, 45% female)



26 Veterans were homeless



517 Individuals were staying in an emergency shelter *



77 Families with children were homeless



66 Individuals were unsheltered



158 Children were homeless (under 18)

* Of people who were sheltered . . .

73 were in Crisis Cold Weather Shelters

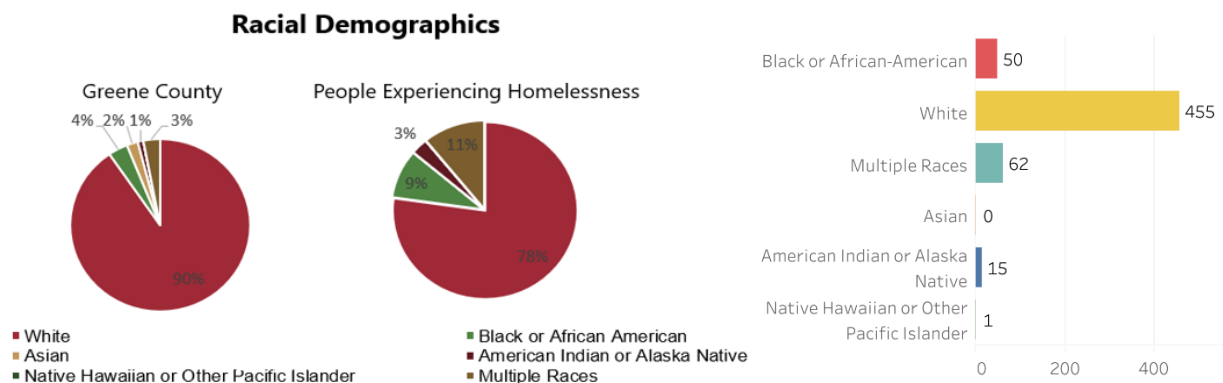
158 were in hotel placements due to COVID vulnerability



30 Youth were homeless (age 18-24)

As shown above, based upon the 2021 PIT count, 583 individuals were experiencing homelessness on the day of the count, with approximately 55% of these individuals being male and approximately 45% of these individuals being female. Of the 583 homeless individuals identified in the 2021 PIT, 517 individuals were staying in an emergency shelter at the time of the count, with 66 individuals being unsheltered.

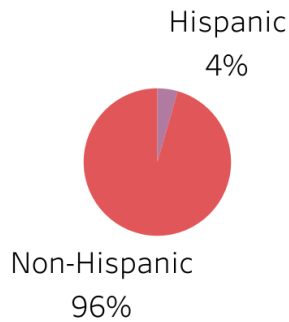
However, a tertiary review of the PIT data does not tell the full story. Of the 517 individuals who were sheltered during the night of the 2021 PIT count, 73 were sheltered in Crisis Cold Weather Shelters and 158 were in hotel placements due to COVID vulnerability. Our Continuum of Care has developed relationships with a number of faith-based organizations, who collaborate to provide a Crisis Cold Weather Sheltering system, when temperatures are forecast to reach 32 degrees Fahrenheit or below. Therefore, the 73 individuals who were shown to be sheltered on the night of the 2021 PIT count would likely be found in a place not meant for habitation during nights not reaching a temperature of 32 degrees Fahrenheit or below. In 2021, the Community Partnerships of the Ozarks (CPO) (the CoC contracted Lead Agency) received CARES Act, Emergency Solutions Grant (ESG-CV) funding through the Missouri Housing Development Commission (MHDC), allowing CPO to provide hotel placements for those unsheltered individuals that were found to have severe vulnerabilities to COVID-19. However, this CARES Act (ESG-CV) funding provided a very temporary source of shelter to those that were found to have severe vulnerabilities to COVID-19 during the Coronavirus Pandemic, without a sustainable source of revenue.



Minority households are disproportionately likely to experience homelessness. Utilizing 2021 PIT data, approximately 90% of Greene County's total population is white, leaving approximately 10% of the population within one of the minority group classifications, while approximately 22% of Greene County's homeless population is non-white.

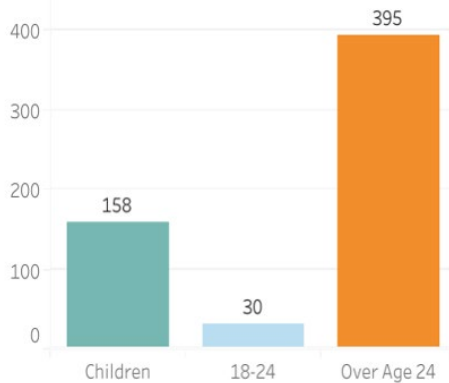
Please note that the PIT Count data is collected for Springfield/Greene, Christian and Webster Counties. However, the vast majority of homeless services, shelter, and permanent housing are located within the City of Springfield. Therefore, this data provides a fairly realistic snapshot of the homeless numbers for Springfield.

Ethnicity



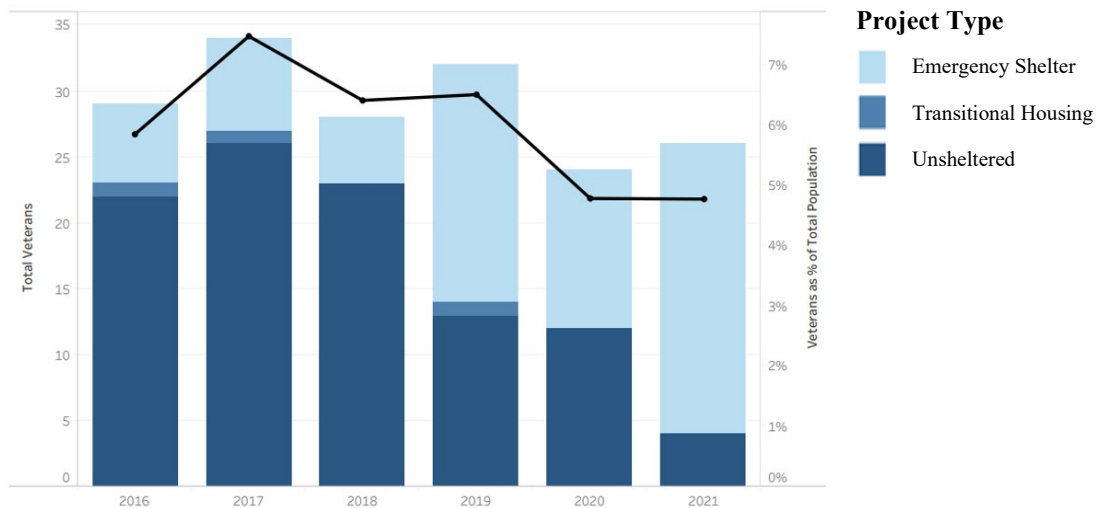
Utilizing 2021 PIT data, approximately 4% of the homeless population is Hispanic, which directly correlates with the percentage of Hispanic individuals residing in Greene County.

Age



Of the 583 homeless individuals identified in the 2021 PIT, approximately 68% (395 individuals) were over age 24, approximately 5% (30 individuals) were children under the age of 18, and approximately 27% (158 individuals) were youth between the ages of 18 – 24.

Veteran Homelessness



Of the 583 homeless individuals identified in the 2021 PIT, 4 individuals were unsheltered homeless veterans, and 22 veterans were housed in emergency shelter. The number of unsheltered veterans decrease by 67% from 2020 to 2021.

At Risk of Homelessness - Size and Demographic Composition

Pursuant to the HOME-ARP Notice (CPD-21-10), HUD defines those at risk of homelessness as individuals and families who have an income below 30% of the area median income (AMI), do not have sufficient resources or support networks to prevent them from becoming homeless, and live with instability (e.g., moving two or more times during the last 60 days due to economic reasons). HUD further defines a child or youth who qualifies as “homeless” under the Runaway & Homeless Youth Act, the Violence Against Women Act, the Public Health Service Act, the Food & Nutrition Act of 2008, or the Child Nutrition Act of 1966, or a child or youth who does not qualify as “homeless” under the McKinney-Vento Act as being at risk of homelessness. This qualified population is further defined at 24 CFR 91.5.

City of Springfield, Missouri						
Income Distribution By Tenure						
	Owner		Renter		Total	
0 - 30% AMI	2,650	8.1%	10,410	25.4%	13,060	17.7%
30% - 50% AMI	3,105	9.5%	7,260	17.7%	10,365	14.1%
50% - 80% AMI	5,995	18.4%	9,515	23.2%	15,510	21.1%
80% - 100% AMI	3,690	11.3%	4,270	10.4%	7,960	10.8%
Greater than 100% AMI	17,180	52.7%	9,595	23.4%	26,775	36.3%
Total	32,620	100%	41,050	100%	73,670	100%

Comprehensive Housing Affordability Strategy (CHAS) 2014-2018

According to HUD’s 2014 – 2018 Comprehensive Housing Affordability Strategy (CHAS) data (shown in the Income Distribution By Tenure table above), Springfield has 13,060 (owner and renter) households with incomes at or below 30% of AMI, which is 17.7% of all Springfield households. Almost 80% of households with incomes at or below 30% of AMI are renter households. This segment of renters is likely living on the financial edge and may be at risk for a housing crisis event or homelessness.

City of Springfield, Missouri Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	41,050		
Rental Units Affordable to Households at 30% AMI (At-Risk of Homelessness)	3,040		
Rental Units Affordable to Households at 50% AMI (Other Populations)	2,940		
0%-30% AMI Renter Households with 1 or more severe housing problems (At-Risk of Homelessness)		8,230	
30%-50% AMI Renter Households with 1 or more severe housing problems (Other Populations)		5,985	
Current Gaps			8,235

There are approximately 8,230 Springfield renter households that earn at or below 30% of AMI and have one or more severe housing problems. These households are at a greater risk of housing instability or homelessness.

For people at risk of homelessness, it is useful to understand the underlying circumstances of people living in the Greater Springfield area:

- The median gross rent in the Springfield metro area was \$761 per month according to the 2019 Census ACS survey. For people to be able to afford that rent and contribute 30% or less of their household income toward housing, they would need to earn at least \$2,536.67 per household per month (or \$30,440 annual income) which requires a \$14.63/hourly wage. The minimum wage in Missouri for 2022 is \$11.15/hour. The minimum wage would need to increase by 24% for households earning minimum wage to afford local median rent.

Other Populations At Risk of Housing Instability - Size and Demographic Composition

Pursuant to the HOME-ARP Notice (CPD-21-10), HUD defines those at greatest risk of housing instability as households that have an annual income less than 30% of AMI and are experiencing severe cost burden (i.e., paying more than 50% of monthly household income toward housing costs) or have an income less than 50% of AMI and meets one of the conditions from the definition of “At risk of homelessness” due to an economic hardship.

City of Springfield, Missouri						
Income Distribution By Tenure						
	Owner		Renter		Total	
0 - 30% AMI	2,650	8.1%	10,410	25.4%	13,060	17.7%
30% - 50% AMI	3,105	9.5%	7,260	17.7%	10,365	14.1%
50% - 80% AMI	5,995	18.4%	9,515	23.2%	15,510	21.1%
80% - 100% AMI	3,690	11.3%	4,270	10.4%	7,960	10.8%
Greater than 100% AMI	17,180	52.7%	9,595	23.4%	26,775	36.3%
Total	32,620	100%	41,050	100%	73,670	100%

Comprehensive Housing Affordability Strategy (CHAS) 2014-2018

According to HUD’s 2014 – 2018 Comprehensive Housing Affordability Strategy (CHAS) data (shown in the Income Distribution By Tenure table above), Springfield has 10,365 (owner and renter) households with incomes between 30% and 50% of AMI, which is 14.1% of all Springfield households. Approximately 70% of households with incomes between 30% and 50% of AMI are renter households. Much like those renters with incomes less than 30% of AMI, this segment of renters is also likely living on the financial edge and may be at risk for a housing crisis event or homelessness.

City of Springfield, Missouri Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	41,050		
Rental Units Affordable to Households at 30% AMI (At-Risk of Homelessness)	3,040		
Rental Units Affordable to Households at 50% AMI (Other Populations)	2,940		
0%-30% AMI Renter Households with 1 or more severe housing problems (At-Risk of Homelessness)		8,230	
30%-50% AMI Renter Households with 1 or more severe housing problems (Other Populations)		5,985	
Current Gaps			8,235

There are approximately 5,985 Springfield renter households that earn between 30% and 50% of AMI and have one or more severe housing problems. These households are at a greater risk of housing instability or homelessness.

City of Springfield, Missouri Housing Cost Burden Overview							
	Owner		Renter		Total		
Cost Burden Less than 30% of Income	26,585	81.5%	20,620	50.2%	47,205	64.1%	
Cost Burden Greater than 30% but Less than 50% of Income	3,445	10.6%	8,520	20.8%	11,965	16.2%	
Cost Burden Greater than 50% of Income	2,300	7.1%	10,280	25.0%	12,580	17.1%	
Cost Burden Not Available	280	0.9%	1,625	4.0%	1,905	2.6%	
Total	32,610	100%	41,045	100%	73,655	100%	

Comprehensive Housing Affordability Strategy (CHAS) 2014-2018

According to 2014-2018 CHAS data, 45.8% of all renters in the City of Springfield are currently cost burdened, paying 30% or more of their gross income toward housing. Among Springfield renter households, a total of 10,280 households (25% of all renter households) are severely cost burdened (paying more than 50% of gross income on rent).

Housing market analysts generally view a healthy rental housing market as having a rental vacancy rate range of 5% - 7%. These vacant units allow existing or relocating residents to readily find housing that is more suitable for their household needs and accommodates new households forming within the community. The 2019 Census Bureau American Community Survey (ACS) estimated rental vacancy rate is 1.22% for Springfield, Missouri. This low rate can lead to an accelerated increase in monthly rent costs. Tight housing markets have a disproportionate effect on low-income households who do not have the financial ability to afford rent increases. They may be forced to move from their neighborhood or settle for a unit that does not fit their household needs (e.g., too few bedrooms, greater distance from their place of employment, or in a distressed condition).

Fleeing or Attempting to Flee, Domestic Violence, Sexual Assault, Stalking, or Human Trafficking - Size and Demographic Composition

Pursuant to the HOME-ARP Notice (CPD-21-10), HUD has defined this population as including any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Domestic violence is one of the leading causes of homelessness for women and their children. Although safe housing can provide a pathway to freedom, there are many barriers that prevent survivors from obtaining or maintaining safe and affordable housing. The majority of survivors experience financial abuse, meaning that they have not had access to the family finances, have been prohibited from working, or have had their credit scores destroyed by an abusive partner. Victims may also face discrimination in accessing or maintaining housing, based upon the violent or criminal actions of perpetrators. Additionally, victims are limited in the locations and types of housing they can access because of their unique safety and confidentiality needs, and many housing or homelessness assistance programs have barriers that inadvertently exclude victims of violence.

Missouri State Highway Patrol data indicates that Greene County has a high rate of domestic violence and domestic homicides. The Family Violence Center, Inc., doing business as Harmony House, the only domestic violence shelter in Springfield, reports that Springfield Police Department data shows that Domestic Violence is in the top six types of police calls of a total of 76 types of calls that they receive.

Harmony House manages 168 domestic violence shelter rooms for persons experiencing domestic violence, with case management and other supportive services and assists them in transitioning back to independent living. Vacancies are rapidly filled when residents transition out of the domestic violence shelter. Harmony House is on track to assist 420 individuals during this fiscal year.

Extrapolated from the 2021 PIT count data, 59 individuals (12% of individuals) in Emergency Shelter and 3 unsheltered individuals (5% of unsheltered individuals) reported fleeing domestic violence last year.

Human trafficking is also an issue in Missouri. National research indicates that many of the risk factors and vulnerabilities of human trafficking reflect circumstances faced by HOME-ARP qualifying populations, including caretaker substance use, involvement with the child welfare and/or foster care system, juvenile justice involvement, mental health concerns, runaway or homeless youth, underemployment or unemployment, and unstable housing, among many others. Two of the top five risks/vulnerabilities for human trafficking are homelessness and unstable housing.

The majority of statistics about human trafficking are state level data. In 2016, the National Human Trafficking Hotline (NHTH) logged 509 contacts (through telephone, texts, online chats, emails and webforms) in Missouri concerning human trafficking. Of those, 77 contacts were from victims or survivors of human trafficking. From among the total contacts, 141 cases of human trafficking were reported. Only four years later, in 2020, the number of NHTH contacts had increased by more than 47% in Missouri. NHTH logged over 750 contacts concerning human trafficking. Of those, the percent of contacts from victims or survivors of trafficking was up almost 140% (with 185 contacts from victims or survivors). The number of actual reported cases logged at NHTH had increased over the four-year period by over 100% (with 267 cases of human trafficking reported in 2020).

Current resources available to assist qualifying populations

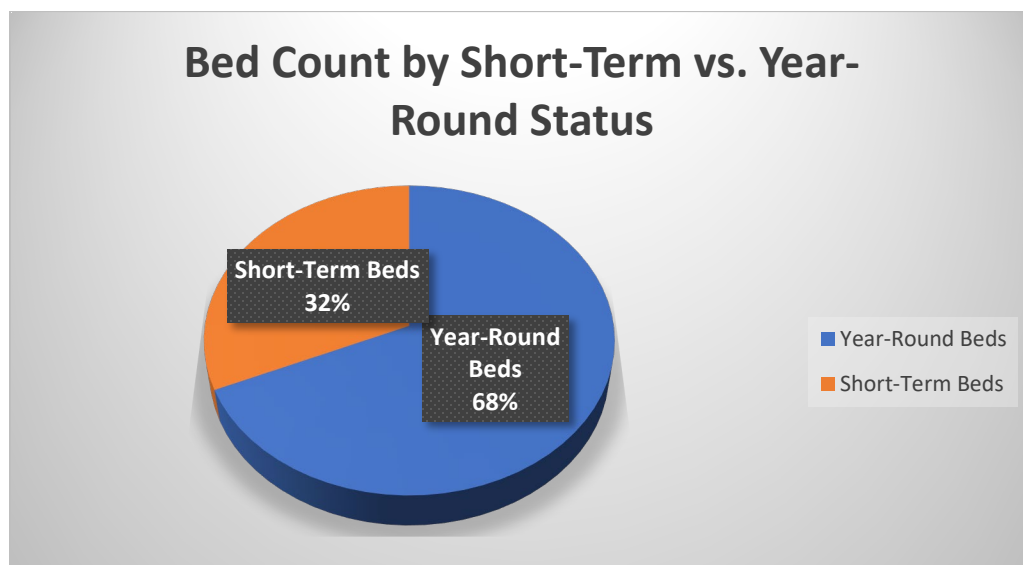
Resources for the Sheltered and Unsheltered Homeless

The Housing Inventory Count (HIC) is a point-in-time inventory of provider programs within a Continuums of Care (CoCs) that provide beds and units dedicated to serve people experiencing homelessness (and, for permanent housing projects, where homeless at entry, per the HUD homeless definition), categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing. CoCs are also required to conduct an annual HIC, documenting the residential resources in their community dedicated to assisting people experiencing homelessness.

The 2021 HIC identified 1,026 beds in Springfield. This includes the emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing beds summarized below. Please note, the City of Springfield does not currently have any Safe Haven projects.

Housing Inventory Count (2021)				
Bed Type	Families with Children	Households without Children	Unaccompanied Minors	Total
Emergency Shelter	308	227	13	548
Transitional Housing	24	16	2	42
Rapid Re-Housing	171	82	0	253
Permanent Supportive Housing	58	125	0	183
Total Beds	561	450	15	1,026

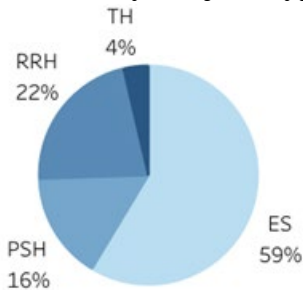
Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) Housing Inventory Count (HIC), 2021



The beds identified in the 2021 HIC also include 209 beds that were provided specifically for COVID-19 vulnerable individuals via CARES Act Emergency Solutions Grant (ESG-CV)

funding, and 115 beds that were provide by the local faith community via the community's Crisis Cold Weather Sheltering. Therefore, of the 1,026 total beds, 702 beds were provided year-round, and 324 were provide short-term (Crisis Cold Weather Shelters, and temporary COVID-19 vulnerability hotel placements).

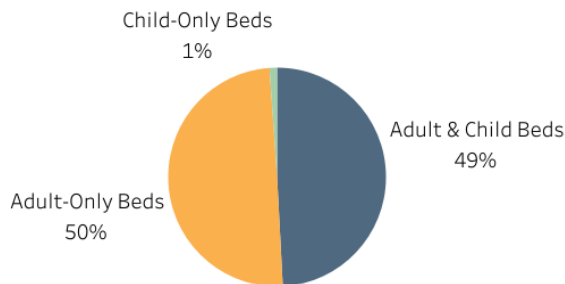
Bed Count by Project Type



Of the 1,026 beds dedicated to the homeless in Springfield:

- 59% - Emergency Shelter Beds
- 4% - Transitional Housing Beds
- 22% - Rapid Re-Housing Beds
- 16% - Permanent Supportive Housing Beds

Bed Count by Household Type



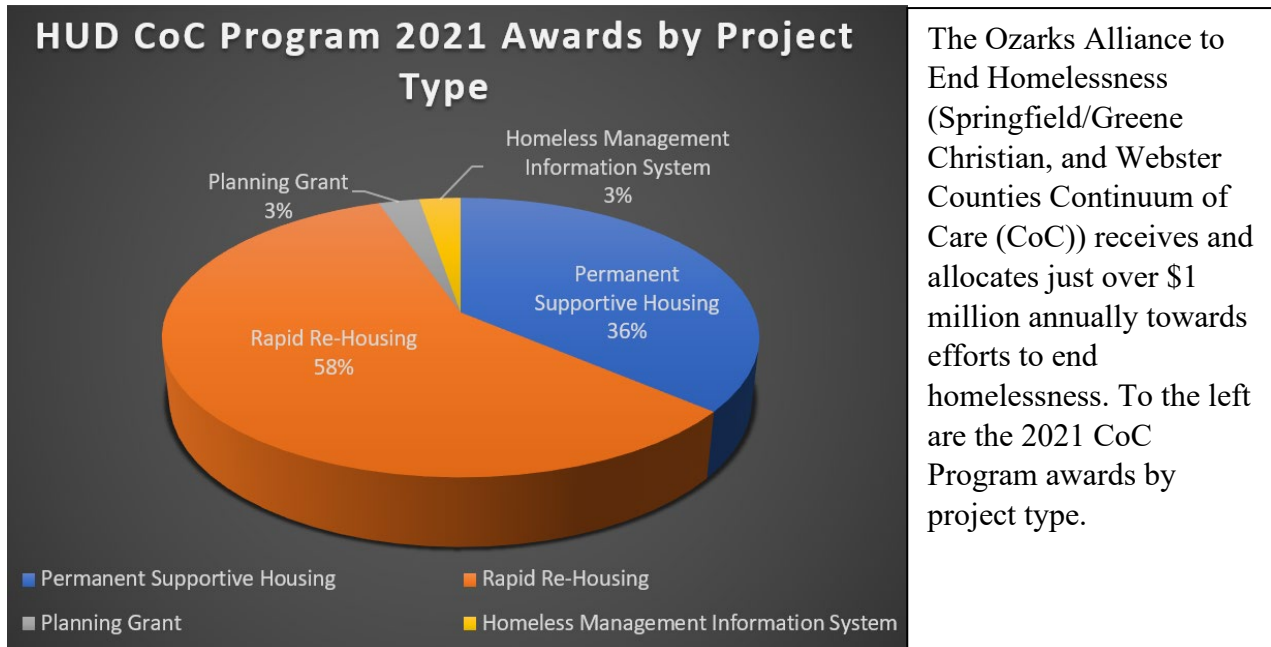
Of the 1,026 beds dedicated to the homeless in Springfield:

- 50% - Are Adult Only Beds
- 49% - Are Adult and Child Beds
- 1% - Are Child Only Beds

Springfield has nearly reached functional zero for homeless veterans, meaning the number of individuals who are homeless, whether unsheltered or sheltered, is no greater than the number of individuals that can be routinely housed in permanent housing. The 2021 PIT count identified 4 unsheltered individuals, and 22 veterans who were housed in emergency shelter.

The Ozarks Alliance to End Homelessness and the City of Springfield are committed to a Housing First approach, which is an evidence-based practice to quickly, and successfully connect individuals, and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements (National Alliance to End Homelessness).

The primary federal funding source for the Ozarks Alliance to End Homelessness (Springfield/Greene Christian, and Webster Counties Continuum of Care (CoC)) homeless service agencies is the HUD Continuum of Care (CoC) grant program. The FY 2021 HUD CoC Program Awards by Project Type are enumerated in the pie chart below.



Local homeless service, shelter and rapid re-housing providers apply for Emergency Solutions Grants (ESG) funds on an annual basis via the Missouri Housing Development Commission (MHDC). Each year, the MHDC releases an ESG Allocation Plan. In 2022, 7.5% of the State’s ESG funding was to be provided to nonprofit agencies within the Springfield/Greene, Christian, and Webster Counties CoC. In Fiscal Year 2022, this funding equated to nearly \$204,000, with approximately 36% of the funding being awarded for Rapid Re-Housing, approximately 53% being awarded for Emergency Shelter, and approximately 11% being awarded for Homeless Management Information System Administration.

Local homeless service, shelter, and rapid re-housing providers applied for and received CARES Act Emergency Solutions Grants (ESG-CV) funding for HMIS Administration, Street Outreach, Emergency Shelter, and Homelessness Prevention.

The Emergency Housing Voucher (EHV) program is funded through the American Rescue Plan Act (ARPA). HUD is providing housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. These PHAs were charged to work directly in conjunction with the local Continuums of Care (CoCs) within their jurisdiction to determine preferences for the use of the EHV. Working in conjunction with the Ozarks Alliance to End Homelessness, the Housing Authority of the City of Springfield (HAS) and the Ozarks Area Community Action Corporation (OACAC) prioritized the EHV for those experiencing literal homelessness (Category 1); and those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking (Category 4). In Springfield, 60 Emergency Housing Vouchers have been made available to the Housing Authority of the City of Springfield (HAS) through the ARPA EHV program. The ARPA EHV

program also provided 47 EHV's to the Ozarks Area Community Action Corporation (OACAC), which is also known as the Housing Authority of Dallas County, Missouri. However, OACAC's 47 EHV's may be utilized within any portion of OACAC's 10 county service area.

The City also supports local homeless service agencies that assist those who are experiencing homelessness via the City's annual Community Development Block Grant (CDBG) discretionary, public service funding competition. Non-profit applicants providing services that assist with housing or homelessness are viewed by the City Council and City staff as being a top priority. The City provides approximately \$328,000 of annual CDBG funding toward homelessness and other low-income public services.

As an entitlement community, the City received two rounds of CARES Act Community Development Block Grant (CDBG-CV) funding. The City received CDBG-CV funding via HUD's first and third funding tranches. The City received just over \$1.1 million via HUD's first tranche of CDBG-CV funding, with approximately 30% of these funds being utilized for public services and homelessness. The City received over \$1.1 million of additional CDBG-CV funding via HUD's third tranche, with approximately 30% of those additional funds also being utilized for public services and homelessness.

In addition to the funding sources already enumerated, the following resources have provided funding to the various homeless service providers in Springfield:

- Missouri Housing Trust Fund (MHTF): Housing Assistance, emergency assistance, operating funds have been attained via the Missouri Housing Development Commission (MHDC).
- Springfield Public School (SPS) System: This is Missouri's largest public school district. SPS provides assistance to school age children experiencing or at-risk of homelessness.
- Community Services Block Grant (CSBG): A variety of services for low- and moderate-income people are provided via this federal funding source.
- CARES Act Community Services Block Grant (CSBG-CV): A variety of services for the low- and moderate-income residents, at-risk, and homeless individuals were provided with a wide array of services related to the effects of the COVID-19 Pandemic.
- Supportive Services for Veteran Families (SSVF): provides supportive services to low-income Veteran Families experiencing housing issues, including outreach, case management, financial assistance, and assistance obtaining Veterans Affairs (VA) and other benefits.
- Substance Abuse and Mental Health Services Administration (SAMHSA): Supports a housing stability case manager to help homeless people access and maintain housing.

Resources for those At Risk of Homelessness

Since the beginning of the COVID-19 pandemic, an unprecedented increase in resources has become available for those at risk of homelessness and eviction. Jurisdictions with populations of 200,000 and greater received COVID Emergency Rental Assistance (ERA) funds from the U.S. Treasury Department. With a 2020 population of 168,911, Springfield does not meet the population threshold requirements to receive this funding source.

However, Greene County received two rounds of ERA funding, plus a reallocation from the state of Missouri, because the County was able to meet all required spending thresholds. Between the three rounds of ERA funding Greene County has received a total of over \$18.1 million in ERA funding. Greene County partnered with six local non-profit organizations that screened applicants and provided awards to renters meeting all of the federal requirements. Greene County received over \$8.7 million in the first round of ERA funding, with 98.51% of those funds being awarded as of May 2, 2022. Greene County received almost \$2.8 million in the second round of ERA funding, with 57.26% of those funds being awarded as of May 2, 2022. The County received an ERA reallocation from the state of Missouri, with 16.63% of those funds being awarded as of May 2, 2022.

The state of Missouri also received ERA funds, which have been allocated via the Missouri Housing Development Commission (MHDC). The MHDC has allocated over \$3.3 million of Emergency Rental Assistance funding to renters in Greene County via its State Assistance for Housing Relief (SAFHR) program. The MHDC has also provide Greene County renters with almost \$147,000 of Emergency Rental Assistance Program (ERAP) funds as of May 2, 2022. The ERAP is being funded by the MHDC via CARES Act Emergency Solutions Grant (ESG-CV) funding.

As an entitlement community, the City received two rounds of CARES Act Community Development Block Grant (CDBG-CV) funding. The City received CDBG-CV funding via HUD's first and third funding tranches. The City received just over \$1.1 million via the first tranche of CDBG-CV funding, with approximately 34% of these funds being utilized for mortgage, rent and utility assistance. The City received over \$1.1 million of additional CDBG-CV funding in the third tranche, with approximately 34% of those additional funds also being utilized for mortgage, rent and utility assistance. The City awarded both rounds of CDBG-CV funding to three non-profit agencies. The non-profit agencies have utilized a large percentage of the funding to assist eligible households needing mortgage assistance. Greene County's ERA funding only allows for rent and utility assistance. Therefore, mortgage assistance was a gap that was filled by the City via CDBG-CV funding.

In recent years, One Door (the central intake office and primary front door of the local Continuum of Care (CoC)) has undertaken a number of strategies to more effectively serve those at risk of homelessness. One such strategy has been the system-wide expansion of the Shelter Diversion program. The Shelter Diversion program launched in February 2016 to assist families in preserving current housing or finding safe alternatives to shelter. From February 2016

through the end of Fiscal Year 2019, more than 340 eligible households were identified, assessed, and provided financial assistance and/or case management services to enable diversion from the system of shelter and housing programs. Throughout Fiscal Years 2018 and 2019, Shelter Diversion efforts were focused primarily on families with children and elderly or disabled guests at imminent risk of homelessness or with low barriers to housing. Throughout the Pandemic, Shelter Diversion efforts shifted to focus on those impacted by COVID-19. Through those efforts, 109 households gained or maintained permanent housing with limited financial assistance and/or other supports and case management. To date, 91% of the households served during Fiscal Years 2018 and 2019 remain diverted from the shelter and housing programs system. The City currently provides \$33,500 annually toward the Shelter Diversion program via municipal general revenue funding.

Local homeless service, shelter and rapid re-housing providers apply for Emergency Solutions Grants (ESG) funds on an annual basis via the Missouri Housing Development Commission (MHDC). Each year, the MHDC releases an ESG Allocation Plan. In 2022, 7.5% of the State's ESG funding was to be provided to nonprofit agencies within the Springfield/Greene, Christian, and Webster Counties CoC. In 2022, this funding equated to nearly \$204,000.

On an annual basis, the City also allocates approximately \$328,000 in Community Development Block Grant (CDBG) funding to provide services for people that would fall within the four qualify populations. The City also allocates approximately \$1.2 million per year in HOME funding and Program Income for Affordable Housing Development, New Infill Construction, and the City's Down Payment Assistance program.

In addition to the funding sources already enumerated, the following funding resources have provided funding to assist people at risk of homelessness in Springfield:

- Springfield Public School (SPS) System: This is Missouri's largest public school district. SPS provides assistance to school age children experiencing or at-risk of homelessness.
- Community Services Block Grant (CSBG): A variety of services for low- and moderate-income people are provided via this federal funding source.
- CARES Act Community Services Block Grant (CSBG-CV): A variety of services for the low- and moderate-income residents, at-risk, and homeless individuals were provided with a wide array of services related to the effects of the COVID-19 Pandemic.
- Supportive Services for Veteran Families (SSVF): provides supportive services to low-income veteran families experiencing housing issues, including outreach, case management, financial assistance, and assistance obtaining Veterans Affairs (VA) and other benefits.
- Substance Abuse and Mental Health Services Administration (SAMHSA): Support a housing stability case manager to help homeless people access and maintain housing.

Together, HAS and OACAC serve over 1,853 households through public housing and housing voucher programs in Greene County.

In addition to the funding sources already enumerated, the following funding resources have provided funding to assist Other Populations At Risk of Housing Instability in Springfield:

- Community Development Block Grant (CDBG): The City uses CDBG funds to support local social service agencies that provide services for youth programs, advocacy programs for developmentally delayed, services for children who are victims of sexual/physical abuse, supplemental food program for the elderly, dental services for extremely low-income individuals, mental health counseling for low-income individuals, services for those suffering from substance addiction, transitional housing for homeless families, and a referral service provider.
- Community Development Block Grant – Cares Act (CDBG-CV): These funds were allocated to Entitlement Communities to prepare, prevent, and respond to the COVID-19 crisis. After public consultation the City chose to use the funds to assist with small businesses to retain employees and public service agencies who were impacted by the pandemic. Agencies were able to utilize funds for needs identified, in which there was no other funding source available for the need.
- Missouri Housing Trust Fund: Housing Assistance, emergency assistance, operating funds.
- Supportive Services for Veteran Families (SSVF) provides supportive services to low-income veteran families experiencing housing issues, including outreach, case management, financial assistance, and assistance obtaining VA and other benefits.
- Springfield Public School (SPS) System: This is Missouri's largest public school district. SPS provides assistance to school age children experiencing or at-risk of homelessness.
- Community Action Program (CAP): The Ozarks Area Community Action Corporation (OACAC) provides weatherization utility payment support, childcare and Head Start programming via this funding source.
- HOME Program: The City allocates approximately \$1.2 million per year in HOME funding and Program Income for Affordable Housing Development, New Infill Construction, and the City's Down Payment Assistance program.
- Community Services Block Grant (CSBG): A variety of services for low- and moderate-income people are provided via this federal funding source.
- Low-Income Home Energy Assistance Program (LIHEAP): Utility arrearages.

Resources for those Fleeing or Attempting to Flee, Domestic Violence, Sexual Assault, Stalking, or Human Trafficking

Established in 1976, Harmony House is Missouri's oldest and largest domestic violence shelter and has served over 17,000 survivors of domestic violence since first opening its doors. Their mission is to provide shelter, advocacy, and education to survivors of domestic violence while promoting the principle that all individuals have the right to a life free of abuse. Harmony House provides emergency shelter; food, clothing, and basic hygiene items; adult and children's case management; court advocacy; childcare; life skills classes; transportation assistance, an outreach program and a crisis hotline answered 24/7.

Harmony House manages 168 domestic violence shelter rooms for persons experiencing domestic violence and with case management and other supportive services assists them in transitioning back to independent living. Vacancies are rapidly filled when residents transition out of the domestic violence shelter. Harmony House is on track to assist 420 individuals during this fiscal year. At any given time, Harmony House has 125+ active volunteers and a robust full-time staff.

The following funding resources have provided funding to assist those Fleeing or Attempting to Flee, Domestic Violence, Sexual Assault, Stalking, or Human Trafficking in Springfield:

- HUD Continuum of Care (CoC) Domestic Violence (DV) grant: This funding provides Rapid Re-Housing funding for Harmony House.
- Community Development Block Grant (CDBG): The City uses CDBG funds to support local social service agencies that provide a number of services for low- and moderate-income persons in our community, including Domestic Violence (DV) survivors, via a competitive annual discretionary Public Service funding process.
- Office on Violence Against Women (OVW) Grant: Harmony House receives this grant funding through the U.S. Department of Justice (DOJ).
- Emergency Solutions Grant (ESG): Harmony House has been a recipient of ESG funding via the Missouri Housing Development Commission (MHDC).
- Child and Adult Care Food Program: The local DV shelter receives this funding source via the U.S. Department of Agriculture.
- Temporary Assistance for Needy Families (TANF): The local DV shelter receives this funding source via the U.S. Department of Health and Human Services.
- Family Violence Prevention and Services – DV (FVPS): The local DV shelter receives this funding source via the U.S. Department of Health and Human Services.
- Emergency Food and Shelter National Board Program (EFSP): The local DV shelter receives this funding source via the Department of Homeland Security.

Priority needs for qualifying populations

There are a number of gaps within the current shelter and housing inventory, as well as the service delivery system. The housing and supportive service needs of qualifying populations overlap across populations and are similar to the needs of the low-income population as a whole. All populations would benefit from an increased number of affordable housing units and increased affordability in the housing market. Rising rent and limited availability of units causes increased instability among cost burdened and low-income renters and those at risk of homelessness. Among those experiencing homelessness, the lack of affordable rental units causes a bottleneck in the availability of permanent housing options, creating longer episodes of homelessness and leading to fewer households becoming stably housed overall. In addition to housing needs, transportation and childcare are high priorities, as are accessibility modifications for those with mobility impairments. As the population ages, there will be greater demand for transportation services, in home care, and affordable congregate living facilities.

Gaps within the current shelter, housing, and service delivery systems

The following table identifies beds available in the homelessness system for families, adults, and children.

Housing Inventory Count (2021)				
Bed Type	Families with Children	Households without Children	Unaccompanied Minors	Total
Emergency Shelter	308	227	13	548
Transitional Housing	24	16	2	42
Rapid Re-Housing	171	82	0	253
Permanent Supportive Housing	58	125	0	183
Total Beds	561	450	15	1,026

Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) Housing Inventory Count (HIC), 2021

However, as stated in the Resources section above, the beds identified in the 2021 HIC also include 209 beds that were provided specifically for COVID-19 vulnerable individuals via CARES Act Emergency Solutions Grant (ESG-CV) funding, and 115 beds that were provided by the local faith community via the community's Crisis Cold Weather Sheltering. Therefore, of the 1,026 total beds, **702 beds** are provided year-round, and 324 are provided short-term (Crisis Cold Weather Shelters, and temporary COVID-19 vulnerability hotel placements).

The following table identifies the number of persons in different household types identified in the 2021 annual Point-in-Time PIT count.

Point-in-Time Count (2021)				
Shelter Type	Homeless Population (# of people in Households)			
	Families with Children	Households without Children	Unaccompanied Minors	Total
Sheltered - Emergency Shelter	225	253	1	479
Sheltered - Transitional Housing	23	13	2	38
Unsheltered Homeless	0	66	0	66
Total	248	332	3	583

Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) Point-In Time Count (PIT), 2021

Feedback received through the consultation process suggests a need for additional low-barrier, non-congregate shelter for families and youth. An assessment of the ongoing need for shelter beds is challenging as it depends heavily on the amount of time it takes to obtain housing for those who enter shelter. If there are sufficient permanent housing resources available, and those who enter shelter are quickly connected to housing, fewer emergency shelter beds are needed on an ongoing basis. However, if there are limited permanent resources available, or if there are challenges to obtaining housing in a quick manner, families and individuals remain in shelter longer, and less beds become available, creating a bottleneck in the system. In Springfield, limited affordable rental units greatly limits how quickly an individual can move through the Continuum of Housing.

Using Point-in-Time PIT Data it is estimated that the community has a need for additional emergency shelter beds for approximately 300 individuals. This number is arrived at by adding together the following PIT populations:

- 66 - Unsheltered Individuals
- 73 - Sheltered in Crisis Cold Weather Shelters on the night of the PIT count
- 158 - Hotel Placements of COVID Vulnerable

297 Total Individuals

Every CoC must have an assessment and prioritization process based on an individual's vulnerability or need level according to the CoC's standardized prioritization criteria. By reviewing the number of clients on the active Prioritization List who were staying in a place not meant for habitation and were not subsequently referred to shelter, a very rough estimate of the need for additional shelter may be established for a community. As of May 2, 2022, there were 236 households (consisting of a total of 416 individuals) that reported their prior living situation as a place not meant for habitation. This included 132 single households and 104 multi-person households (consisting of 284 people). Of the 236 households that reported that their prior living situation was a place not meant for habitation, 191 households (consisting of a total of 340 people) had no subsequent shelter stays recorded. This included 104 single households and 87 multi-person households (consisting of 236 people). While there are limitations to making estimates based on data from a single point in time, using this information allow us to estimate that our community would need approximately 100 additional emergency shelter units for single individuals and approximately 100 additional emergency shelter units for family individuals to fully meet the need for immediate emergency shelter in our community.

PIT and HIC data are limited in scope, as they are a measurement of the number of persons experiencing homelessness and the number of resources in the community on a single night. The Springfield/Greene, Christian, and Webster Counties Continuum of Care's (CoC's) Longitudinal Systems Analysis (LSA) report provides a broader picture of homelessness by measuring all those who access the system in a year. In FY 2021 (10/1/20 - 9/30/21), 1,368 households (consisting of 1,921 people) stayed at least one night in emergency shelter (ES), transitional housing (TH), rapid re-housing (RRH), or permanent supportive housing (PSH) projects. Of

those served, approximately 82% or 1,124 households exited the system to either permanent, temporary, or unknown destinations.

Exits From the Homeless System			
	Percentage of Exits to Permanent Destinations	Number of Households Exited to Permanent Destinations	Total number of Households Exited
By Household Type			
All Households	28%	311	1,124
Adult-Only Households	25%	232	938
Households with Children	49%	62	126
Child-Only Households	28%	17	60
By Pathway			
ES Only	19%	168	871
RRH Only	65%	86	133
ES + RRH	4%	17	40
PSH Only	53%	10	19
TH Only	48%	23	48
TH + RRH	67%	2	3
ES + TH + RRH	100%	1	1
ES + TH	50%	3	6
ES + PSH	100%	1	1
ES + RRH + PSH	0%	0	0
RRH + PSH	<1%	0	1
Other Pathways	<1%	0	1
All Households	28%	311	1,124

Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) Longitudinal Systems Analysis (LSA)

The average number of days households experience homelessness is also an important indicator of the system's ability to quickly connect people to housing. The data below indicates the average cumulative, unduplicated number of days that households were served in Emergency Shelter (ES), or Transitional Housing (TH) projects, and days in Rapid Re-Housing (RRH) or Permanent Supportive Housing (PSH) prior to move-in.

Average Days Homeless		
	Average Number of Days	Number of Households
By Household Type		
Adult Only Households	63	1,051
Households with Children	115	197
Child Only Households	32	65
All Households	68	1,313

Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) Longitudinal Systems Analysis (LSA)

Emergency Shelters (ES) in the Springfield area who serve Child Only households typically limit their stays to 30-days, while Emergency Shelters that serve Adult Only or Households with Children similarly try to limit stays to 90-days. The average days homeless for Adult Only households and Child Only households either meets or exceeds those time limits.

Collectively, when the average days homeless information is paired with the fact that only 19% of households in ES projects exited to a permanent destination, it is clearly shown that clients are exceeding the typical length of stay in Emergency Shelter and are still exiting into homelessness. Even when clients were served with both ES services and Rapid Re-Housing services, only 43% exited to permanent destinations. This suggests that while a shortage of Emergency Shelter in our community is an issue, it is simply part of a larger issue in which clients are struggling to obtain affordable, permanent housing. If clients in shelter could more easily transition from shelter to permanent housing, then more individuals could be served with the current emergency shelter capacity.

Feedback received through the consultation process suggests a need for an enhanced prevention and diversion program. For those populations that are at-risk of homelessness or are at-risk of housing instability it has been shown that a strong prevention and diversion program is paramount in ensuring that those individuals at the highest risk of becoming homeless are diverted from the homeless care system. Shelter Diversion is a nationally recognized best practice and is the most cost-effective way to prevent homelessness. Shelter Diversion means keeping individuals and families from entering emergency shelters or sleeping in places not meant for human habitation by not allowing them to become literally homeless.

How the level of need and gaps were determined

In addition to feedback received through consultation sessions, a number of data sources and community plans were reviewed to determine the needs and system gaps for HOME-ARP qualifying populations. The following plans and data sources were consulted:

- Census Bureau American Community Survey (ACS) data
- Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) 2016-2021 Point-in-Time (PIT) counts
- Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) 2021 Housing Inventory Count (HIC)

- Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC) FY 2021 Longitudinal Systems Analysis (LSA)
- HUD Comprehensive Housing Affordability Strategy (CHAS) data (2014-2018)
- Greene County Emergency Rental Assistance Dashboard
- Roots of Community Plan – The Connecting Grounds

HOME-ARP ACTIVITIES

Based upon the results of the City of Springfield’s extensive consultation process, and the Needs Assessment and Gaps Analysis, the City is proposing to focus the majority of its HOME-ARP funding on Affordable Rental Housing Development, and Non-Congregate Shelter acquisition and development, with a smaller amount of funding to be allocated toward Supportive Services. The opportunity presented by this allocation of HOME-ARP to make the sizable investment to fulfill a long-term solution is vital to strengthening the community’s homeless system of care.

The City of Springfield will administer the HOME-ARP allocation and oversee all projects to completion. The method and process we intend to use for solicitation and selection of HOME-ARP funded **Non-Congregate Shelter** and **Supportive Services** projects is as follows:

- The City will issue two separate Notices of Funding Opportunity (NOFOs). The first NOFO will specify that we are seeking applications specifically for construction, renovation, or rehabilitation that will produce low-barrier, Non-Congregate Shelters. The second NOFO will solicit applications that will enhance Supportive Services primarily for the existing, local prevention and diversion programming.
- City staff will issue the two (2) NOFOs and request that applicants inform the City of their intent to apply for each within 20 days of the issuance of each NOFO.
- Applicants will be provided 30 days to submit their full application for funding.
- Bonus points will be awarded to low-barrier, Non-Congregate Shelters projects that will serve the homeless and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined in the HOME-ARP Notice (CPD-21-10).
- If applicants have questions or wish to discuss their plans in advance of submission, the City of Springfield will make staff available to answer any questions.
- The City will provide background information about what is expected to meet the low-barrier and housing-focused criteria. We will also be explicit in the solicitation with any other conditions that the City will require in order to receive funding.
- For Supportive Services, the City will identify in the solicitation specific Supportive Services that HOME-ARP funding can be used that will address the gaps identified in the Needs Assessment and Gaps Analysis, based on feedback received from the initial public participation and stakeholder engagement, as well as additional public comments we expect to receive in regard to the draft Allocation Plan, (for example, programs that enhance and supplement the existing prevention and diversion programming).
- The City will publicly announce the projects that were awarded HOME-ARP funding on its website, and via social media.

The method and process we intend to use for solicitation and selection of HOME-ARP funded **Affordable Rental Housing Development** is as follows:

- The City will issue a Request for Proposals (RFP) for the development of Affordable Rental Housing.
- City staff will issue the RFP and request that applicants inform the City of their intent to apply within 20 days of the issuance of the RFP.
- Applicants will be provided 30 days to submit their full application for funding.
- If applicants have questions or wish to discuss their plans in advance of submission, the City of Springfield will make staff available to answer any questions.
- The City will be explicit in the solicitation with any other conditions that the City will require in order to receive funding.
- The City will publicly announce the projects that were awarded HOME-ARP funding on its website, and via social media.

No portion of the administrative funding was distributed to a contractor or subrecipient prior to HUD's approval of the City's HOME-ARP Allocation Plan.

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 400,000		
Acquisition and Development of Non-Congregate Shelters	\$ 2,215,703		
Tenant Based Rental Assistance (TBRA)	\$ 0		
Development of Affordable Rental Housing	\$ 1,000,000		
Non-Profit Operating	\$ 0	0 %	5%
Non-Profit Capacity Building	\$ 0	0 %	5%
Administration and Planning	\$ 190,000	5 %	15%
Total HOME ARP Allocation	\$ 3,805,703		

The allocations may be adjusted by 25% of the total grant amount between eligible activities.

In order to allow for a far-reaching, positive impact with its HOME-ARP funding, the City of Springfield is proposing to utilize \$1.5 million of HOME funding in conjunction with HOME-ARP funding. This will allow for the development of a greater number of affordable rental housing units for the qualifying populations, while also keeping the per unit costs to a minimum.

Rationale for identified funding and activities

During consultation sessions, participants of the City's consultation process, rated the need for additional Affordable Rental Housing as the being the largest gap within our community, followed by the need for additional low-barrier, Non-Congregate Shelter, and followed by

Supportive Services that will enhance and supplement the existing prevention and diversion programming of the Ozarks Alliance to End Homelessness (OAEH – Springfield/Greene, Christian, and Webster Counties Continuum of Care). As the City staff completed the HOME-ARP Needs Assessment and Gaps Analysis these top three needs were once again affirmed by an analysis of the available data.

HOME-ARP funding is limited and would not make a significant impact on reducing the cost burden that is being experienced by thousands of households who are in need. Due to an increase in local mortgage, rental, and utility assistance for those at risk of eviction and/or homelessness, the number of households behind on their rent can be more accurately estimated. While additional assistance and services are likely needed for this population (especially in response to the COVID-19 Pandemic) significant funding has been allocated toward this effort in Greene County, as enumerated in detail in the Current Resources section above. Due to the historic investment in eviction and homelessness prevention programs in response to the COVID-19 pandemic, HOME-ARP funds are not prioritized for those at risk of homelessness. The most pressing need for housing assistance, emergency shelter, and support services is among those experiencing homelessness.

Housing inventory data reveals a significant need for additional affordable rental units. According to FY 2021 Longitudinal Systems Analysis (LSA) data, approximately 63% of households that exited the homelessness system accessed only emergency shelter and left to a temporary or unknown destination. The data suggests a lack of affordable housing units is creating a bottleneck in the system.

The City staff foresee the need for affordable housing to continue to be exasperated by a number of international, national, state, and local factors. As stated in the Resource section above, the City currently oversees over 400 affordable housing rental units, with a vacancy rate near zero. However, the required affordability period will be ending for 39 of the City's affordable housing rental units by December 31, 2024. It is highly unlikely that the City will have the ability to replace these 39 units with a comparable number of new or rehabilitated units prior to the end of 2024, due primarily to the high costs currently associated with construction.

As stated in the Resource section above, the Missouri Housing Development Commission (MHDC) has provided tax credits allowing for the construction of 38 affordable housing developments for low-and moderate-income tenants via the Low-Income Housing Tax Credit (LIHTC) program. These LIHTC affordable housing developments currently have a waitlist for tenants. The MHDC has reported that by December 31, 2024, the required affordability period will be ending for 164 LIHTC units.

Feedback provided through the consultation and public participation processes suggest a need for additional low-barrier, Non-Congregate Shelter for families and youth. HOME-ARP funds may be used to acquire and develop Non-Congregate Shelter (NCS) units but cannot be used for NCS operating costs. However, the Ozarks Alliance to End Homelessness (OAEH) has existing non-

congregate emergency shelter providers that receive CoC, ESG, and other federal funding sources that will allow them to provide operating costs for additional non-congregate shelter facilities.

Supportive Services can help prevent episodes of homelessness and support the homeless in becoming housed. According to the United States Interagency Council on Homelessness, combining affordable housing with wrap-around supportive services can not only “resolve homelessness and increase housing stability, but also improve health and lower public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails, and prisons.” Participants of the City’s consultation process indicated the need for enhancement of the OAEH’s existing prevention and diversion programming.

Feedback provided through the consultation sessions also suggests that while there are additional housing and service needs among survivors of domestic violence (DV) and veterans, priority does not need to be placed on programs serving these populations. Therefore, HOME-ARP funding would be best used to develop affordable rental units, to acquire and develop low-barrier and housing-focused, non-congregate shelter, and to provide supportive services for all qualifying households or individuals needing prevention and diversion services for homeless prevention.

An additional factor in the decision to develop additional Affordable Rental Housing, and Non-Congregate Shelter is the fact that the primary funding sources of the Continuum of Care (CoC) funded agencies is the Continuum of Care (CoC) grant, and the Emergency Solutions Grant (ESG). These two federal funding sources do not allow for the funding of brick-and-mortar projects. Therefore, these Affordable Rental Housing and Non-Congregate Shelter projects will positively affect the trajectory of the homeless service system in Springfield for both the present time and also for generations to come.

Preference given to a specific population or subpopulation

The City of Springfield will work directly with One Door (the central intake office and primary front door of the Springfield/Greene, Christian, and Webster Counties Continuum of Care (CoC)) to give preference specifically for the HOME-ARP funded Non-Congregate Shelter project to the homeless and those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined in the HOME-ARP Notice (CPD-21-10). Preference will not be given to specific subpopulations.

Coordinated Entry System (CES) referrals for HOME-ARP funded Non-Congregate Shelter component will prioritize households who are the most vulnerable as determined using vulnerability assessment tools; this ensures an appropriate match between the most intensive services and those least likely to succeed with a less intensive intervention, while giving households with fewer housing barriers access to diversion and prevention resources. This approach is intended to reduce the average length of episodes of homelessness and result in better housing outcomes for all. Upon the creation of the Ozarks Alliance to End Homelessness

Shelter Diversion program, the local CES was expanded. The local CES will be further expanded to ensure acceptance of persons from all four of the qualifying populations. Prioritization for HOME-ARP funded Non-Congregate Shelter will be accomplished using the existing CES assessment tools and prioritization policies and include the following factors:

1. Housing Status (category 1 – literally homeless)
2. VI-SPDAT Score (highest to lowest)
3. Length of Time Homeless (highest to lowest)
4. Prioritization List Start Date (oldest to newest)

Meeting needs of non-homeless populations

While the City of Springfield intends to give preference to homeless individuals and families, and those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined in the HOME-ARP Notice (CPD-21-10) for the development of a HOME-ARP funded Non-Congregate Shelter(s); the City has not given a preference to any of the qualifying populations or sub-populations for the HOME-ARP funded Affordable Rental Housing and Support Services components. Both the Affordable Rental Housing component and the Supportive Services component are intended to serve all of the qualifying populations. The City will work with the O'Reilly Center for Hope in connecting individuals from the qualifying populations with HOME-ARP funded Affordable Rental Housing and Support Services.

The O'Reilly Center for Hope is a community-centered service hub for those who are seeking emergency shelter and transitional housing needs. The O'Reilly Center for Hope brings together partner agencies to create a collaborative, one-stop center to help individuals find and sustain housing that is safe, decent, and affordable; while also offering such services as financial counseling, financial management, home buyer opportunities, and education information. The O'Reilly Center for Hope serves as the new home to the Springfield Affordable Housing Center, containing One Door (the central intake office and primary front door of the local Continuum of Care (CoC)) and 20 partner agencies including: the AIDS Project of the Ozarks, Burrell Behavioral Health, Catholic Charities of Southern Missouri, Consumer Credit Counseling Services, the Greene County Health Department, Habitat for Humanity, Isabel's House – The Crisis Nursery of the Ozarks, Legal Services of Southern Missouri, MSU Care: Medical services and Medicaid application assistance, Missouri Career Center, Missouri State University School of Nursing, the Ozarks Area Community Action Corporation (OACAC), the Springfield Community Land Trust, Springfield Public Schools, the Springfield Police Department, the Veterans Administration and more.

The O'Reilly Center for Hope was designed to provide a holistic response to homelessness, and other forms of housing and financial instability. The City currently provides funding for a prevention and diversion program. The HOME-ARP funding will allow for an enhancement of this existing prevention and diversion programming. As stated earlier, the creation of the Ozarks Alliance to End Homelessness (OAEH) Shelter Diversion program, prompted the OAEH to expand the local CES, allowing it to accept all four of the qualifying populations.

Affordable rental housing production goal and how it will address priority needs

It is estimated that the City's HOME-ARP funds will be used to support the development of an estimated 10 units of affordable rental housing for occupancy by qualifying populations (QPs), utilizing the HUD HOME-ARP Housing Production Goal Calculation Worksheet. Development of these units will help address the lack of permanent housing resources. The units will be maintained for occupancy by qualifying populations for a minimum of 15 years.

HOME-ARP Refinancing Guidelines

The City of Springfield will not be allocating HOME-ARP funds to refinance existing debt. HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

Exhibit B

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 400,000		
Acquisition and Development of Non-Congregate Shelters	\$ 2,215,703		
Tenant Based Rental Assistance (TBRA)	\$ 0		
Development of Affordable Rental Housing	\$ 1,000,000		
Non-Profit Operating	\$ 0	0 %	5%
Non-Profit Capacity Building	\$ 0	0 %	5%
Administration and Planning	\$ 190,000	5 %	15%
Total HOME ARP Allocation	\$ 3,805,703		

The allocations may be adjusted by 25% of the total grant amount between eligible activities.

One-rdg. _____
P. Hrngs. _____
Pgs. 8
Filed: 06-07-22

Sponsored by: Schilling

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022- 153

SPECIAL ORDINANCE _____

AN ORDINANCE

AUTHORIZING the City Manager, or his designee, to enter into an agreement with the Springfield Regional Arts Council, Inc., for the purpose of promoting the visual and performing arts in Springfield, Missouri.

WHEREAS, the Springfield Regional Arts Council, Inc. ("Arts Council") is a nonprofit corporation organized to promote the visual and performing arts in Springfield, Missouri by providing facilities and serving as a coordinating agency for various groups, such as Springfield Little Theatre, Ozarks Lyric Opera, Springfield Ballet, Springfield Symphony Orchestra, Film & Media Association of Springfield, First Friday Art Walk, Springfield Contemporary Theatre, Sculpture Walk Springfield, Any Given Child, Men's Chorus of the Ozarks, and many others; and

WHEREAS, a portion of the Arts Council's budget comes from the City's collection fee from the hotel/motel gross receipts tax.

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

Section 1 – The City Manager, or his designee, is hereby authorized to enter into an agreement with the Arts Council, said agreement to be substantially in form and content as that document attached hereto and incorporated herein by this reference as "Exhibit A."

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

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

35 Filed as Ordinance: _____
36

37
38 Approved as to form: Jill Bunn, Assistant City Attorney
39

40
41 Approved for Council action: Jason A. Hage, City Manager

EXPLANATION TO COUNCIL BILL 2022 -153

FILED 06-07-22

ORIGINATING DEPARTMENT: Finance

PURPOSE: Authorizing the City Manager, or his designee, to enter into an agreement with the Springfield Regional Arts Council, Inc. whereby the Arts Council will receive a share of the City's collection fee from the Hotel/Motel Tax to promote the visual and performing arts in Springfield, Missouri.

BACKGROUND INFORMATION: The Arts Council is a nonprofit corporation located in the Old Creamery Building in Jordan Valley Park and is organized to promote the visual and performing arts in Springfield, Missouri by providing facilities and serving as a coordinating agency for various groups, such as Springfield Little Theatre, Ozarks Lyric Opera, Springfield Ballet, Springfield Symphony Orchestra, Film & Media Association of Springfield, First Friday Art Walk, Springfield Contemporary Theatre, Sculpture Walk Springfield, Any Given Child, Men's Chorus of the Ozarks, and many others. A portion of the Arts Council's budget comes from the City's collection fee from the hotel/motel gross receipts tax. The portion of the City's collection fee budgeted for Fiscal Year 2022-2023 is \$65,073.

This Ordinance supports the following Field Guide 2030 goal(s): Chapter 1, Arts, Culture, and Tourism; Major Goal 2, Strengthen relationships between Springfield arts and culture organizations and regional arts and culture organizations; Objective 2, Increase opportunities and activities in the region (Springfield can provide consultation/resources to assist).

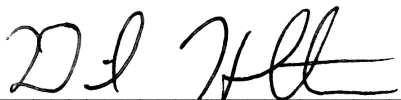
REMARKS: The Arts Council has a 21-member board and has a full-time Executive Director, Programs/Exhibition Director, Marketing/Development Director, Operations Manager, and a part-time Bookkeeper and Exhibitions Manager. In addition, there are several active volunteers who help with major events and projects. The SRAC has developed a solid internship program with local universities. In addition to the Hotel/Motel tax contribution outlined herein, the Arts Council's operations are funded through memberships, festival/event proceeds, grants, and donations.

Submitted by:



Buffee Smith, Contract Administrator

Recommended by:



David Holtmann, Director of Finance

Approved by:


Jason Gage, City Manager

ROUTING ORDER	(1) ORIGINATING DEPARTMENT	(2) CONTRACTOR	(3) FINANCE DEPARTMENT
	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE July 1, 2022	TERMINATION DATE JUNE 30, 2023	CONTRACT NUMBER:	
(X) NEW CONTRACT			
CITY		CONTRACTOR	
City of Springfield 840 Boonville, P.O. Box 8368 Springfield, MO 65802 Phone: (417) 864-1625 Fax: (417) 864-1030 Attn: David Holtmann, Director of Finance		Springfield Regional Arts Council, Inc. 411 N. Sherman Parkway Springfield, MO 65802 Phone: (417) 862-2787 Fax: (417) 888-2322 Attn: Leslie Forrester	

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 20__, by and between the City of Springfield, Missouri, a constitutionally chartered municipal corporation of the State of Missouri, hereinafter referred to as the "City," and the Springfield Regional Arts Council, Inc., a not-for-profit Missouri corporation, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Contractor desires to promote the visual and performing arts within the Greater Springfield Missouri area in accordance with the Scope of Services attached as Exhibit 1, and

WHEREAS, the City desires to retain the services of the Contractor to promote the visual and performing arts in the City by providing to Contractor an annual sum equal to a designated share of collection fees of the City from Hotel and Motel gross receipts tax collected by the City under Article V of Chapter 70 of the Springfield City Code.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **TERM.** The term of this Agreement shall be from July 1, 2022, to June 30, 2023, subject to any changes to which both parties may subsequently assent in writing.

2. **SCOPE OF SERVICES.** The City will engage the services of the Contractor to establish and perform the services described in Exhibit 1, which is attached hereto and incorporated herein by reference. The City authorizes the Contractor, and the Contractor agrees to proceed with the development of programs for those activities described in Exhibit 1.

3. **AGREEMENT ADMINISTRATION.** The City designates the City Manager (or their designated alternate) as its representative to whom all communications related to the scope of work, cost, schedule, and personnel matters shall be directed by the Contractor.

The Contractor designates the Executive Director of Contractor (or their designated alternate) as its representative concerning all work performed under this Agreement.

The aforementioned representatives of both the City and Contractor shall have primary responsibility and authority on behalf of each respective party to administer this Agreement and to agree upon procedures for coordinating the efforts of both parties under this Agreement.

4. **FURNISHING INFORMATION.** All information, data, and reports as are existing, available, and necessary for the carrying out of the work shall be furnished to the Contractor without charge by the City, and the City shall reasonably cooperate with the Contractor in connection with this Agreement.

5. COPYRIGHTS. The Contractor shall defend, indemnify and hold the City harmless from any and all claims or causes of action, including reasonable attorneys' fees and legal expenses, arising out of or based upon any alleged infringement of any copyright, or any alleged invasion or infringement of any right of any third party in connection with the Contractor's performance of work hereunder.

6. REPORTS. Reports to the City will be made as follows:

A. Annual Reports: The Contractor shall submit an administrative progress report to the City, on an annual basis, which describes the work performed during the fiscal year. This report shall be submitted within sixty (60) days of the termination of this contract. This report shall be a synopsis and evaluation of the activity undertaken.

B. Other Reports: The Contractor shall submit to the City such other reports as may be requested or are necessary to inform the City of issues which require City action.

7. PERSONNEL. Personnel shall not be employees of or have any contractual relationship with the City except as employees of the Contractor. All of the services required hereunder will be performed by the Contractor or under its direct supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.

8. KEY PERSONNEL AND PROGRAM ORGANIZATION. The Contractor shall perform all of its services under this Agreement through a staff under the direction of its designated representative, who will be responsible for the management, scheduling, planning and coordination of the work, and for communications between the Contractor and the City, and for the overall fulfillment of all obligations of the Contractor under this Agreement.

9. COMMENCEMENT OF WORK. Services of the Contractor shall commence upon contract execution and shall be completed in a timely manner.

10. PAYMENT. Payments from the City to the Contractor for services under this Agreement will be made monthly by the City by check solely from City collection fees on hotel/motel gross receipts tax collections under Article V, Chapter 70 of the Springfield City Code received by the City with Contractor's share thereof to be as follows: One-Third of the City's collection fees on the Two and One-Half Cent (2.5 cents) hotel/motel gross receipts tax increase passed by voters in 1998 and Eleven-Twelfths of the City's collection fees on the One Half-Cent (.5 cents) hotel/motel gross receipts tax increase passed by voters in 2004.

11. TERMINATION. If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective day of such termination. The City may, without cause, terminate this Agreement upon ninety (90) days prior written notice. In either such event, the Contractor shall cease all work and all finished or unfinished documents, data, studies, surveys, and reports or other materials prepared by the Contractor for City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or other materials. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of this Agreement by the Contractor.

12. 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 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. Contractor covenants that it presently has 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 Contract. The Contractor further covenants that in the performance of this Contract no person having such interest shall be employed or compensated by Contractor.

13. RIGHT OF AUDIT.

A. Contractor's Books and Records: The Contractor shall keep accurate reports and other records showing in full detail the costs for which the Contractor claims reimbursement. The City may examine, at any time during regular business hours, such time and expense reports and other records at the Contractor's office, and the Contractor agrees that it will produce such records whenever reasonably required by the City. Any expense incurred by the Contractor to prepare the records for audit will be at the expense of the Contractor. If such examination should disclose that the City has paid the Contractor for labor hours which have not in fact been

worked, for services not in fact rendered, or for other costs not expended in accordance with this Agreement, the Contractor shall refund to the City an amount equal to any such excesses, plus accrued interest at the rate of 10% (ten percent) per annum.

B. Subcontractor's Books and Records: The Contractor agrees to include the substance of this section in all subcontracts to be performed on a cost reimbursable, hourly rate, or similar basis, giving the City the right to audit, at its own expense, the books and records pertaining to any such subcontract.

14. DISCRIMINATION. The Contractor 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 Contractor 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. This contractor and any authorized subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

b. This contractor 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.

15. INDEPENDENT CONTRACTOR. The Contractor is an independent contractor with respect to all services performed hereunder, and nothing contained herein shall constitute or designate the Contractor or any of its agents or employees as agents or employees of the City of Springfield, Missouri.

The Contractor and its agents, employees, and subcontractors shall not be entitled to any of the benefits established for the employees of the City nor be covered by the Workers' Compensation Program for the City.

16. INDEMNIFICATION AND LIABILITY. The parties mutually agree to the following:

A. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, whether or not caused by or resulting from City's negligence, arising out of or in any way connected with a breach of this Agreement. No claim or claims of any kind, either separately or in the aggregate, by the Contractor against the City, and in any way arising out of or in any way connected with this Agreement, whether based on negligence, breach of contract or otherwise, shall be greater in amount than the total reimbursement under Paragraph 10 hereof.

B. The Contractor shall defend, indemnify, and hold the City harmless from and against any and all claims, losses, and causes of action arising out of any claims or causes of action, including but not limited to personal injuries, death, or damage to property which are incurred by the Contractor, or any third party arising out of or in any way connected with this Agreement.

C. The Contractor assumes full responsibility for relations with subcontractors, and shall defend, indemnify and save harmless the City from and against, any and all liability, suits, claims, damages, costs (including attorneys' fees), losses, outlays, and expenses in any manner caused by, arising out of or connected with this contract, notwithstanding any possible negligence (whether sole, concurrent or otherwise) on the part of the City, its agents or employees.

17. ATTORNEY FEES. In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

18. APPLICABLE LAWS. The Contractor agrees to comply with all laws of the United States of America, the State of Missouri, and the City of Springfield which are applicable to work being performed by the Contractor under this Agreement.

19. JURISDICTION. The parties mutually agree that jurisdiction and venue for the purposes of any action resulting from this Agreement by the parties shall be in Greene County, Missouri.

20. NOTICES. All notices required or permitted hereinunder and required to be in writing may be given by FAX, electronic mail

(if to Contractor), or by first class mail addressed to City or Contractor at the addresses shown above. 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 Contractor) 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.

21. ENTIRE AGREEMENT. This agreement, including any attachments or exhibits, contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties. In the event that the terms of this agreement conflict with the terms of any of the attachments or exhibits, then the terms of this agreement shall control over the terms contained in the attachments or exhibits.

22. CONTINGENCIES. This Agreement is contingent upon the Contractor maintaining its not-for-profit corporation status as defined by the Internal Revenue Code in Section 501 (c) (6).

IN WITNESS WHEREOF, the parties hereto evidence their agreement to the terms of this Agreement 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 therefor.

Director of Finance or Acting Director

APPROVED AS TO FORM

City Attorney or designee

SPRINGFIELD REGIONAL ARTS COUNCIL, INC.

By: _____

Name & Title: _____

Electronic mail address for notice purpose:

Attest:

Corporate Secretary or designee

CITY OF SPRINGFIELD, MISSOURI

By: _____
City Manager or designee

EXHIBIT 1

The Springfield Regional Arts Council's mission is to transform lives and enrich our Community through the Arts.

Responsibilities include:

- A. Working with the local art agencies, serving as the focal communications point for community relations and providing collaborative opportunities.
- B. Developing and operating the City-owned Creamery Arts Center.
- C. Promoting and supporting the visual and performing arts for local organizations.
- D. Sponsoring festivals as a community and tourism outreach.

One-rdg. X
P. Hrngs.
Pgs. 24
Filed: 06-21-22

Sponsored by: Simpson

COUNCIL BILL 2022- 157 RESOLUTION

A RESOLUTION

1 GRANTING a Short-Term Rental Type 2 Permit for the property located at 2209
2 East Swallow Street for the purpose of allowing the establishment
3 of a Short-Term Rental Type 2 pursuant to Section 36-473 of the
4 Land Development Code.
5
6

7 WHEREAS, the owner of the property located at 2209 East Swallow Street has
8 applied for a Short-Term Rental ("STR") Type 2 Permit; and
9

10 WHEREAS, Section 36-473 of the Land Development Code requires STR Type 2
11 applicants to obtain signatures from fifty-five (55) percent or more of property owners
12 adjacent to and immediately across the street from the proposed property to be
13 permitted as an STR; and
14

15 WHEREAS, if the signatures of fifty-five (55) percent of the neighboring property
16 owners cannot be secured, City Council may, by resolution, grant the STR Type 2
17 Permit; and
18

19 WHEREAS, the owner of the property located at 2209 East Swallow Street has
20 obtained two signatures out of the four adjacent property owners, resulting in only fifty
21 (50) percent of the neighboring property owners; and
22

23 WHEREAS, property owners within 500 feet of the proposed STR Type 2
24 establishment were notified by regular mail of the June 27, 2022, City Council meeting.
25

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

29 Section 1 – City Council hereby grants the applicant a STR Type 2 Permit for the
30 property located at 2209 East Swallow Street. The granting of the Permit is expressly
31 subject to compliance with Section 36-473 of the Land Development Code, and any
32 other applicable provisions of City Code.
33

34 Section 2 – This Resolution shall be in effect immediately upon adoption and
35 passage.

36 Passed at meeting: _____

37

38

39

Mayor

40

41 Attest: _____, City Clerk

42

43 Filed as Resolution: _____

44

45

46 Approved as to form: Jill Bennis, Assistant City Attorney

47

48

49 Approved for Council action: Jason A. Hage, City Manager

EXPLANATION TO COUNCIL BILL 2022 -157

FILED: 06-21-22

ORIGINATING DEPARTMENT: Planning and Development

PURPOSE: Granting a Short-Term Rental Type 2 permit for the property generally located at 2209 East Swallow Street, for the purpose of allowing the establishment of a Short-Term Rental Type 2 pursuant to Section 36-473 of the Zoning Ordinance.

BACKGROUND INFORMATION: The property owner has applied for a Short-Term Rental ("STR") Type 2 permit to establish a Short-Term Rental Type 2 at 2209 East Swallow Street. Section 36-473 of the Zoning Ordinance requires that Type 2 applicants conduct a neighborhood meeting and obtain signatures from fifty-five percent or more of property owners adjacent to and immediately across the street from the proposed STR. If the signatures of at least fifty-five percent of neighboring property owners cannot be secured the applicant may apply to the City Council to obtain a resolution granting the STR Type 2 permit.

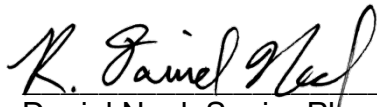
The applicant has obtained two signatures from the four adjacent property owners, resulting in fifty (50) percent consent as shown on "Exhibit C." A signature was provided for an adjacent property but does not qualify because it was not signed by the owner listed on the Assessor's database.

The two adjacent property owners who did not sign the consent form have been notified with protest petitions that clearly state that "Failure to return this protest petition prior to the City Council meeting indicates that you do not oppose the application for a Short-Term Rental."

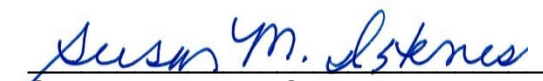
Property owners within 500 feet of the proposed Short-Term Rental Type 2 establishment have been notified by regular mail of the June 27th City Council meeting.

If approved, all other requirements of the Short-Term Rental requirements of Section 36-473 of the Zoning Ordinance must be met.

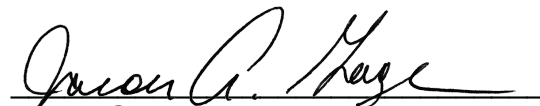
Submitted by:


Daniel Neal, Senior Planner

Recommended by:


Susan Istenes, AICP

Approved by:


Jason Gage

Director

City Manager

EXHIBITS:

Exhibit A, Applicant's Appeal Letter

Exhibit B, Neighborhood Meeting Summary and Sign-In Sheet

Exhibit C, Adjacent Owner Consent Affidavit Form

Exhibit D, Adjacent Neighbor Correspondence

Exhibit A

Ed and Angie Gibson
9676 N. Farm Rd. 141
Springfield, MO 65803

May 19, 2022

City Council of Springfield, Missouri
830 Boonville Avenue
Springfield, MO 65802

Dear Council Members,

We have recently applied for approval for a short-term rental for our house at 2209 E. Swallow in Springfield. We have owned this house since 2001. We lived in the house for approximately 9 months with our 3 children while we built a house and then kept it as a rental property.

Recently we applied for short-term rental status for this property. We believe that a short-term rental will be better for the neighborhood than a long-term rental because we will be able to more actively care for the property ourselves instead of relying on long-term tenants to do so.

Additionally, if there are any trouble-making short-term tenants we can deal with them faster than a long-term tenant.

We have gone through the process of neighborhood meetings, and of 4 adjoining properties we have signatures of approval from 3 of the home owners. Normally this would constitute the required approval. However, one of the signatures we received is from Amber Kennedy at 2165 E. Swallow and not her husband, William Kennedy. She is on the mortgage and is the one currently residing in the home. (See warranty deed attached).

Unfortunately, the couple is in the process of divorcing and Amber was hesitant to give us William's contact information. We have tried to locate him through LinkedIn etc but have not been successful so far. Under current guidelines city planning is unable to approve our request because we were not able to get William Kennedy's signature.

However, we would like to appeal this decision based on the spirit of the law of neighborhood approval. Since Amber is the one residing in the home and she is also a joint-owner of the home at 2165 E. Swallow we feel her approval should be sufficient, especially since we have the required approval from 2 other adjoining property owners.

We sincerely believe a short-term rental will be better for the neighborhood in general and that the approval from the council will result in an overall lifting of the property values because of the investments we will be making in the short-term rental.

Very Sincerely,
Ed and Angie Gibson

019054-18 29 May 2018 01:56:11 PM



Book: 2018
Page: 019054-18
2 pages

REAL ESTATE DOCUMENT
GREENE COUNTY, MISSOURI
RECORDERS CERTIFICATION

Cheryl Dawson Spaulding
Cheryl Dawson-Spaulding
Recorder of Deeds

lcunningham

Form reviewed and approved by:
Kendall R. McPhail
Attorney at Law
2838 S. Ingram Mill Rd
Springfield, MO 65804
Missouri Bar No: 31363

WACO Title Company Springfield
File No. 1801854-117

General Warranty Deed

THIS DEED, Made and entered into this **25 day of May, 2018**, by and between **JESSICA HAMLET and SARAH BOWLING, MARRIED TO EACH OTHER AND NO OTHER**, as Grantor, and **WILLIAM KENNEDY ALSO KNOWN AS WILLIAM JOSEPH KENNEDY AND AMBER KENNEDY ALSO KNOWN AS AMBER DAWN KENNEDY, HUSBAND AND WIFE**, as Grantee, whose mailing address is: **2165 E Swallow St., Springfield, MO 65804**

** ALSO KNOWN AS SARAH HAMLET*

WITNESSETH, that the Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell, convey and confirm unto Grantee, Grantee's heirs and assigns, the following described lots, tracts and parcels of land situated in the County of **GREENE** and State of **Missouri**, to wit:

Lot Thirty (30), Hilltop Heights, a subdivision in Greene County, Missouri, according to the recorded plat thereof.

Subject to easements, restrictions, reservations, and covenants of record, if any.

TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the same belonging, unto the said Grantee and unto Grantee's heirs and assigns forever; the Grantor hereby covenanting that Grantor is lawfully seized of an indefeasible estate in fee of the premises herein conveyed; that Grantor has good right to convey the same; that the said premises are free and clear from

any encumbrance done or suffered by Grantor or those under whom Grantor claims, except as stated above and except for all taxes assessments, general and special, not now due and payable, and that Grantor will warrant and defend the title to the said premises unto Grantee and unto Grantee's heirs and assigns forever, against the lawful claims and demands of all persons whomsoever. If two or more persons constitute the Grantor or Grantee, the words "Grantor" and "Grantee" will be construed to read "Grantors" and "Grantees" whenever the sense of this Deed requires.

IN WITNESS WHEREOF, the Grantor has hereunto executed this instrument on the day and year above written.

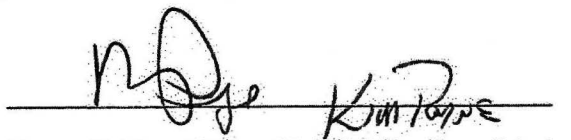

JESSICA HAMLET


SARAH BOWLING ALSO KNOWN AS SARAH HAMLET

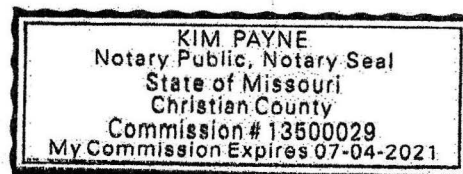
STATE OF MISSOURI)
) ss
COUNTY OF GREENE)

On this 25 day of May, 2018, before me, the undersigned, a Notary Public in and for said County and State, personally appeared JESSICA HAMLET and SARAH BOWLING to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed, and further declared that they are married. ~~AND ALSO KNOWN AS SARAH HAMLET~~

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal in the County and State the day and year first above written.


Notary Public within and for said County and State

My commission expires: 7/4/2021





Application for Short-Term Rental Type 2

****eCity INSTRUCTIONS****

****PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION****

1. Fill out the Short-Term Rental Intake Form and apply on eCity.
2. Wait for Planning staff to review and send a follow-up email requesting payment of fees.

Case No.	
Date Filed	
Received By	
Receipt No.	

*Fee Amount Paid: \$ _____
See Fee Schedule

The signers of this application ask the City Council of the City of Springfield, Missouri to approve an application for the use of a short-term rental at the following address:

Property Address: 2209 E. Swallow

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application as required by the Zoning Ordinance of the City of Springfield.

PROPERTY OWNER'S INFORMATION:

Name of current property owner: J Edward and Angelad Gibson

If corporation: Corporate Official:

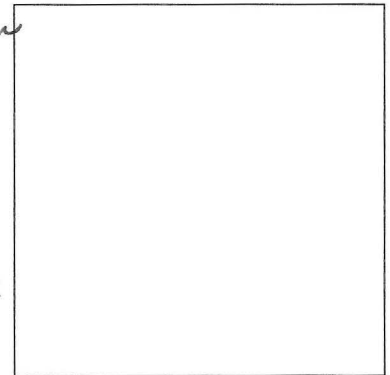
Mailing Address: 9676 N. Farm Rd 141, Springfield

Zip Code: 65803 Phone: _____

E-mail: egibson545@gmail.com, angieGibson@

PROPERTY OWNER'S SIGNATURE:

Angela D Gibson *Shcglobal.net*



(Corporate Seal)

OPERATOR'S INFORMATION (if different):

Name: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ E-mail: _____

NOTE: This application must be delivered to the Development Review Office. This application must be completed and all the items listed on the attached checklist must accompany the application or it will be returned to the applicant.

*Fees are non-refundable

Exhibit B

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request to establish a Short-Term Rental Type 2.

2. Meeting Date & Time: April 28 2022 4-6pm

3. Meeting Location: 2209 E. Swallow

4. Number of invitations that were sent: 74

5. Number of neighbors in attendance (attach a sign-in sheet): 6

6. 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 owner/operator must explain why the issues cannot be resolved.)

Most were in favor of Short Term because we will be able to take better care of the property. Marci Carpentier was opposed because she did not like the idea of people coming & going.

7. List or attach the written comments and how you plan to address any issues:

Attached is the comment card of opposition from Kathleen Goff. However, we reached out to her and explained the benefits of STR and she changed her mind and signed the approval.

I, Ed Gibson (print name), attest that the neighborhood meeting was held on

4-28-22 (month/date/year), in accordance with the attached "Neighborhood Notification and Meeting Process."



Signature of person completing affidavit

Ed Gibson

Printed name of person completing affidavit

COMMENT CARD/NOTICE

Enclosed you have received a notice of a "Neighborhood Meeting" submitted by the applicant to discuss a Short-Term Rental Type 2 in your neighborhood. City Council requires owners/operators of Short-Term Rental Type 2's to hold a neighborhood meeting to invite the property owners within 500 feet of the property and to invite the officers of neighborhood association on file with the Department.

A "Neighborhood Meeting" is held early enough to provide adequate time for the owner/operator to negotiate with the neighborhood in order to resolve any issues.

If the owner/operator submits an application for a Short-Term Rental Type 2, the property will be posted and notification by mail to the property owners within 500 feet of the STR property.

Short-Term Rental Type 2 Process:

1. Application
2. Neighborhood Meeting (500 feet notification and posting of subject property)
3. Neighborhood Meeting Summary and Sign-In Sheet
4. Fifty-five percent Adjacent Owner Consent Affidavit
5. If appealed, submit request to Planning and Development Department for City Council review and decision.

City staff is available to meet with you or your neighborhood association representative(s) to discuss the Short-Term Rental Type 2 and answer questions at 417-864-1611.

You can provide comments on the "Comment Card" by mail or by email at zoning@springfieldmo.gov. Please include your name, address and telephone number as well as the address of the project in your correspondence.

Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Ave, Springfield Missouri 65802

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	4/28/22	Telephone No.	343-1897
YOUR NAME:	Kathleen Goff		
YOUR ADDRESS:	1955 E Chesapeake Drive - Ozark MO 65721		
STR ADDRESS:	2209 E Swallow Spfd MO		
COMMENTS:	I object ^{object} to short term rentals because they are likely to have tenants with no stake in the neighborhood. My rental have been tenants that stayed for 5 to 25 years and have had a stake in keeping the whole area a pleasant place to live and the property in good repair.		

NEIGHBORHOOD MEETING SIGN-IN SHEET

Project: Short-Term Rental Type 2

Meeting Date: 4-28-22

Owner/Operator: Ed Gibson

Location of Meeting: 2209 E. Snodgrass

[illegible]



SHORT-TERM RENTAL TYPE 2 ADJACENT OWNER CONSENT AFFIDAVIT

Address of Proposed Short-Term Rental: **2209 East Swallow Street**

STATE OF Missouri)

COUNTY OF Greene)

The undersigned hereby states that the undersigned verified the ownership of each residential property adjacent to the above-referenced address as defined in section 36-473(2) and obtained written consent of the proposed short-term rental at the above-referenced address from at least 55% of said owners as shown on Exhibit 1 and attached hereto. The undersigned further states that he or she personally witnessed the signatures contained on Exhibit 1 and that each person signed Exhibit 1 in the undersigned's presence. If the owner(s) signatures cannot be witnessed by the undersigned, then a notarized signature(s) of the adjacent residential property owner(s) must be obtained.

(Corporate Seal**)

Signature of Owner/Operator

Ed Gibson

Typed or Printed Name

ATTEST:

Title

Corporate Secretary
(If no seal)

Name of Company or Organization
(If Applicable)

Subscribed and sworn to before me a notary public on this 9 day of May, 20 22.

AUTUMN LEEANN PHILLIPS
NOTARY PUBLIC - NOTARY SEAL
STATE OF MISSOURI
GREENE COUNTY
MY COMMISSION EXPIRES APRIL 28, 2023
COMMISSION #19381637

My Commission expires: 4/28/2023

Notary Public

City of Springfield Short-Term Rental
ADJACENT OWNER CONSENT FORM

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at: **1225 East Stanford Street** *2208 E. Swallow*

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

1. Address of Adjacent Residential Property: 2165 E SWALLOW ST

Amber Kennedy
Owner(s) of Record (Typed or Printed)

Amber Kennedy
Signature(s) of Owners

Title

Notary Seal (only required if signature not witnessed by applicant)

SEAL

2. Address of Adjacent Residential Property: 2208 E LARK ST

John & Debra Kimbrough
Owner(s) of Record (Typed or Printed)

Debra Kimbrough
John A. Kimbrough
Signature(s) of Owners

Title

Notary Seal (only required if signature not witnessed by applicant)

SEAL

3. Address of Adjacent Residential Property: 2219 E SWALLOW ST

Kathleen Goff
Owner(s) of Record (Typed or Printed)

Kathleen Goff
Signature(s) of Owners

Title

Notary Seal (only required if signature not witnessed by applicant)

SEAL

OWN1	OWN_ADDR	CITYNAME	STATECODE	ZIP1	PROPADR
KENNEDY, WILLIAM J	2165 E SWALLOW ST	SPRINGFIELD	MO	65804	2165 E SWALLOW ST
KIMBROUGH, JOHN THOMAS JR	2208 E LARK ST	SPRINGFIELD	MO	65804	2208 E LARK ST
GOFF, KATHLEEN SHARON	1955 E CHESAPEAKE DR	OZARK	MO	65721	2219 E SWALLOW ST
CARPENTIER, MARCI M	2208 E SWALLOW ST	SPRINGFIELD	MO	65804	2208 E SWALLOW ST

1. The names listed above are the individuals that need to sign for their respective property in order for the signature to be counted.

2. The signee for a trust must be the individual in the trust name or, if not, the affidavit must be accompanied by a deed that includes the other trustee's name.

3. The signee for an LLC must be a managing member or owner, and specify their title on the Owner Consent Form.

****The City does not guarantee the accuracy of the Greene County Assessor property list.**

Adjacent Property



Legend

● 2209 E Swallow

Type 2 Rental Status*

● Approved

● Pending

*Status as of 6/7/2022

E BATTLEFIELD RD

S GLENSTONE AVE

S US HIGHWAY 65

E REPUBLIC ST

S NATIONAL AVE

E JAMES RIVER



0 0.25 0.5 1 Mile



AFFIDAVIT OF SIGN POSTING

Attach photo here

See next page

(sign lettering must be legible in photo)

I, Ed Gibson (print name of owner, agent, attorney), attest that the above sign was posted 10 days before the public hearing on 4-28-22 (month/day/year) and in accordance with the given posting requirements.

Angie Gibson
Signature of person completing sign posting

Angie Gibson
Printed name of person completing sign posting

Neighborhood Meeting Type 2 Short-Term Rental

Date of Meeting: April 28, 2022 Time: 4:00pm to 6:30pm

Location of Meeting: 2209 E. Swallow

Contact Name: Ed Gibson

Contact Telephone No.: 417-838-8816

Contact E-Mail: egibson545@gmail.com

Type 2 Short-Term Rental uses require applicant(s) to have a neighborhood meeting and invite property owners within 500' of their property along with any registered neighborhood organizations.

CITY OF
Springfield

City of Springfield, Missouri

Short-Term Rental Intake Form

1. Business Name (if applicable): Gibson Rentals

Operator(s) Name: Ed Gibson

Operator(s) Address: 9676 n farm rd 141 springfield mo 65807

Phone: (417) 838-8816

E-Mail: egibson545@gmail.com

Short-Term Rental Address: 2209 E Swallow St, Springfield, MO 65804

2. Property owner name, address, e-mail, and phone if different:

3. ☐ Type 1 (owner occupied;
R-SF or R-TH; no more than 95
rental days when owner is absent).

☒ Type 2 (non-owner
occupied or owner occupied;
R-SF or R-TH; unlimited
rental days).

☐ Type 3 (owner occupied or
non-occupied; all other districts
except R-SF or R-TH; no more
than 2 units per premise; unlimited
rental days).

Unit _____ Unit _____

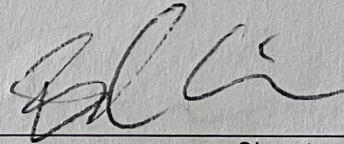
4. Are guests housed in the primary structure or a historic carriage house (built before January 1, 1940)?

☒ Primary Structure

☐ Historic Carriage House

5. Ed Gibson

Owner/Operator



Signature

APPLICANT FILL OUT TO THIS POINT

Upload this form to eCity, see second page for instructions.

PLANNING and DEVELOPMENT

1. Proposed location is zoned: R-SF

3. Verification of Historic Carriage House: N/A

2. Verification of rental type: Type 2

4. Verification of Density Requirements: Approved

PLN: 2022-00034

Planning Personnel: _____ Date: _____

Comments: _____

LICENSING

BUS LIC/PERMIT# _____ DATE: _____ LIC PERSONNEL: _____

Exhibit D

COMMENT CARD/NOTICE

Enclosed you have received a notice of a "Neighborhood Meeting" submitted by the applicant to discuss a Short-Term Rental Type 2 in your neighborhood. City Council requires owners/operators of Short-Term Rental Type 2's to hold a neighborhood meeting to invite the property owners within 500 feet of the property and to invite the officers of neighborhood association on file with the Department.

A "Neighborhood Meeting" is held early enough to provide adequate time for the owner/operator to negotiate with the neighborhood in order to resolve any issues.

If the owner/operator submits an application for a Short-Term Rental Type 2, the property will be posted and notification by mail to the property owners within 500 feet of the STR property.

Short-Term Rental Type 2 Process:

1. Application
2. Neighborhood Meeting (500 feet notification and posting of subject property)
3. Neighborhood Meeting Summary and Sign-In Sheet
4. Fifty-five percent Adjacent Owner Consent Affidavit
5. If appealed, submit request to Planning and Development Department for City Council review and decision.

City staff is available to meet with you or your neighborhood association representative(s) to discuss the Short-Term Rental Type 2 and answer questions at 417-864-1611.

You can provide comments on the "Comment Card" by mail or by email at zoning@springfieldmo.gov. Please include your name, address and telephone number as well as the address of the project in your correspondence.

Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Ave, Springfield Missouri 65802

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	7/27/2022	Telephone No.	417 863-9838
YOUR NAME:	B	C Barbara Clauser 2228 E Lark St Springfield, MO 65804	
YOUR ADDRESS:			
STR ADDRESS:			
COMMENTS:	In re: 2209 E. Swallow I have no objection		

Menke, Andrew

From: MARCI CARPENTIER <mmcjer2911@sbcglobal.net>
Sent: Friday, April 29, 2022 5:19 AM
To: Zoning@springfieldmo.gov
Subject: STR Meeting for 2209 E Swallow Street

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Good morning,

Re:
Short Term Rental Proposal
2209 E Swallow Street
Springfield, MO 65804

This is just a comment on how I am voting regarding this proposal.

I am a negative vote.

I am not comfortable with that much of a turnover in people in and out on a routine basis, I would much more prefer a stable long term tenant, however, all I can do is cast my vote. I did stop by, yesterday, 04/28/2022 around 4pm, and speak with the owner and share my opinions, nothing against him; I wish him the best in either his STR or LTR for his property.

Thank you,

Homeowner
Marci Carpentier
2208 E Swallow St
Springfield, MO 65804

*Re: Short Term Rental
2209 E Swallow St – Springfield, MO 65804*

June 23, 2022

Marci M Carpentier - Homeowner
2208 E Swallow Street
Springfield, MO 65804

City of Springfield – Zoning
To whom it may concern,

Re: Short Term Rental
2209 E Swallow St, Springfield, MO 65804

I am voting no, on this short-term rental proposal, which I have stated to both the owner and his wife, when she came to do a follow up visit with me regarding my original 'no'.

I am a Senior Citizen and have owned this home since 2003. Being a Senior Citizen, it is nice to have neighbors that you know and some that you can count on in an emergency; like family. I have a few here in the neighborhood. There are also a number of long-term rentals on my street. I enjoy knowing that there is a resident where I know who is living there, knowing who is coming and going and what cars are consistent with that (any) home. It feels safer. I do realize that some long-term renters are not safe, or behaved, as I have seen that many times in the rental next door to me, as well as at 2009 E Swallow St. However, it does feel safer to have a long-term renter and be able to be in touch with the Owner regarding any issues, than with a short-term renter and an ever-changing transient traffic of a short-term renters.

We live in a different world these days; I am a "no" on this short-term rental proposal for personal safety issues with a short-term rental.

Thank you and blessings,

Marci M. Carpentier

Short-Term Rental Type 2 Protest Petition Information

You are receiving this protest petition because you are an adjacent residential property owner of a proposed Short-Term Rental Type 2 and you did not sign the Adjacent Owner Consent Form. If you wish to protest the application for the Short-Term Rental, sign the protest petition on the reverse side and mail it back to the Department of Planning & Development. An application for a Short-Term Rental Type 2 at **2209 E SWALLOW ST** may be scheduled to go before City Council in the coming weeks and notification will be sent prior to that meeting.

Failure to return this protest petition prior to the City Council meeting indicates that you do not oppose the application for a Short-Term Rental at **2209 E SWALLOW ST**.

A notice with the date of the City Council hearing will be mailed at least 10 days prior to the meeting.

Why is a Short-Term Rental application going before City Council?

A Short-Term Rental Type 2 application requires a notarized affidavit containing signatures of at least 55 percent of adjacent residential property owners, including those adjoining and immediately across the street. If the signatures of at least 55 percent of neighboring property owners cannot be secured the applicant may apply to the city council to obtain a resolution granting the STR type 2 permit.

Return to: Department of Planning & Development
c/o Development Review
City of Springfield
840 Boonville Avenue
Springfield, MO 65802

What to Remember When Signing the Petition:

1. The petition must be signed by all property owners.
2. Each property owner must sign his or her name personally. Spouses cannot sign for each other.
3. A Notary Public must witness each signature.

If you have any questions about this procedure, please call the Department of Planning and Development at (417) 864-1611.

**SHORT-TERM RENTAL TYPE 2 PROTEST PETITION TO THE
CITY COUNCIL OF SPRINGFIELD, MISSOURI**

Please take notice that the undersigned property owners acknowledge that they are the residential property owners, including those adjoining and immediately across the street, adjacent to the proposed Short-Term Rental and that said owners do protest and object to said proposed Short-Term Rental Type 2.

Short-Term Rental Address: **2209 E SWALLOW ST**

This protest is given in contemplation of the provisions of City Code and applicable laws. This petition must be filed with the Department of Planning & Development prior to the City Council hearing (if applicable).

Printed Name of Owner	Owner(s) Address	(if different) Property Address	Owner(s) Signature(s)
Marci M. Carpentier	2208 E Swallow St. Springfield, Mo 65804	Same	marci m carpentier

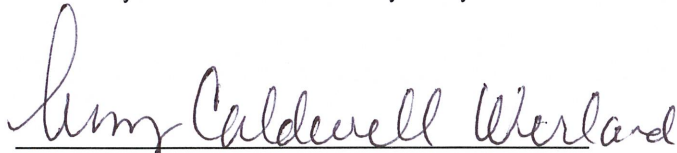
PLEASE NOTE:

ALL OWNERS OF RECORD MUST SIGN THE PETITION EXACTLY AS SHOWN ON THE DEED FOR THIS PROTEST TO BE VALID.

THE NOTARY EXECUTING THIS PETITION MUST WITNESS ALL SIGNATURES.

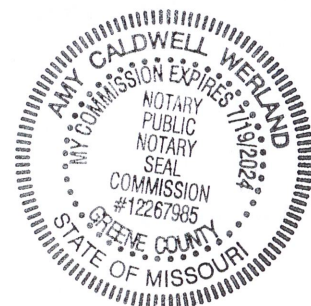
STATE OF MISSOURI
COUNTY OF GREENE ss.

On this 23 day of June, 2022, before me personally appeared the above named person(s) to me known to be the person or persons described in and who executed the foregoing instrument and acknowledged that he (or they) executed the same as his (or their) free act and deed. In testimony whereof, I have hereunto set my hand and affixed my official seal on the day and year first above written.


Notary Public

My Commission Expires: 7-19-24

(SEAL)



One-rdg. X
P. Hrngs.
Pgs. 17
Filed: 06-21-22

Sponsored by: Simpson

COUNCIL BILL 2022-158 RESOLUTION

A RESOLUTION

1 GRANTING a Short-Term Rental Type 2 Permit for the property located at 1951
2 South Roanoke Street for the purpose of allowing the establishment
3 of a Short-Term Rental Type 2 pursuant to Section 36-473 of the
4 Land Development Code.
5 _____
6

7 WHEREAS, the owner of the property located at 1951 South Roanoke Street has
8 applied for a Short-Term Rental ("STR") Type 2 Permit; and
9

10 WHEREAS, Section 36-473 of the Land Development Code requires STR Type 2
11 applicants to obtain signatures from fifty-five (55) percent or more of property owners
12 adjacent to and immediately across the street from the proposed property to be
13 permitted as an STR; and
14

15 WHEREAS, if the signatures of fifty-five (55) percent of the neighboring property
16 owners cannot be secured, City Council may, by resolution, grant the STR Type 2
17 Permit; and
18

19 WHEREAS, the owner of the property located at 1951 South Roanoke Street has
20 obtained two signatures out of the five adjacent property owners, resulting in only forty
21 (40) percent of the neighboring property owners; and
22

23 WHEREAS, property owners within 500 feet of the proposed STR Type 2
24 establishment were notified by regular mail of the June 27, 2022, City Council meeting.
25

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

29 Section 1 – City Council hereby grants the applicant a STR Type 2 Permit for the
30 property located at 1951 South Roanoke Street. The granting of the Permit is expressly
31 subject to compliance with Section 36-473 of the Land Development Code, and any
32 other applicable provisions of City Code.
33

34 Section 2 – This Resolution shall be in effect immediately upon adoption and
35 passage.

36 Passed at meeting: _____

37

38

39

Mayor

40

41

Attest: _____, City Clerk

42

43

Filed as Resolution: _____

44

45

46

Approved as to form: Jill Bennis, Assistant City Attorney

47

48

49

Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 158

FILED: 06-21-22

ORIGINATING DEPARTMENT: Planning and Development

PURPOSE: Granting a Short-Term Rental Type 2 permit for the property generally located at 1951 South Roanoke Avenue, for the purpose of allowing the establishment of a Short-Term Rental Type 2 pursuant to Section 36-473 of the Zoning Ordinance.

BACKGROUND INFORMATION: The property owner has applied for a Short-Term Rental ("STR") Type 2 permit to establish a Short-Term Rental Type 2 at 1951 South Roanoke Avenue. Section 36-473 of the Zoning Ordinance requires that Type 2 applicants conduct a neighborhood meeting and obtain signatures from fifty-five percent or more of property owners adjacent to and immediately across the street from the proposed STR. If the signatures of at least fifty-five percent of neighboring property owners cannot be secured the applicant may apply to the City Council to obtain a resolution granting the STR Type 2 permit.

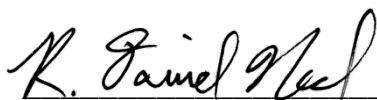
The applicant has obtained two signatures from the five adjacent property owners, resulting in forty (40) percent consent as shown on "Exhibit C."

The three adjacent property owners who did not sign the consent form have been notified with protest petitions that clearly state that "Failure to return this protest petition prior to the City Council meeting indicates that you do not oppose the application for a Short-Term Rental."

Property owners within 500 feet of the proposed Short-Term Rental Type 2 establishment have been notified by regular mail of the June 27th City Council meeting.

If approved, all other requirements of the Short-Term Rental requirements of Section 36-473 of the Zoning Ordinance must be met.

Submitted by:


Daniel Neal, Senior Planner

Recommended by:


Susan Istenes, AICP
Director

Approved by:


Jason Gage
City Manager

EXHIBITS:

Exhibit A, Applicant's Appeal Letter

Exhibit B, Neighborhood Meeting Summary and Sign-In Sheet

Exhibit C, Adjacent Owner Consent Affidavit Form

Exhibit A

Springfield City Council
830 N. Booneville Ave
Springfield, Missouri 65802

May 25, 2022

Dear City Council Members,

The purpose of this letter is to request an appeal for an STR approval for property 1951 S Roanoke Ave.

I have not obtained 55% of the needed signatures. I have two out of the three signatures I need and am actively working to contact one of the adjacent property owners that is currently a long term rental.

Thank you for your time and consideration.

Kind Regards,

Katie Killingsworth
Property Owner



Application for Short-Term Rental Type 2

eCity INSTRUCTIONS

PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION

1. Fill out the Short-Term Rental Intake Form and apply on [eCity](#).
2. Wait for Planning staff to review and send a follow-up email requesting payment of fees.

Case No.	
Date Filed	
Received By	
Receipt No.	

*Fee Amount Paid: \$ _____

[See Fee Schedule](#)

The signers of this application ask the City Council of the City of Springfield, Missouri to approve an application for the use of a short-term rental at the following address:

Property Address: 1951 S. ROANOKE AVE

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application as required by the Zoning Ordinance of the City of Springfield.

PROPERTY OWNER'S INFORMATION:

Name of current property owner: Katie Killingsworth

If corporation: Corporate Official: _____

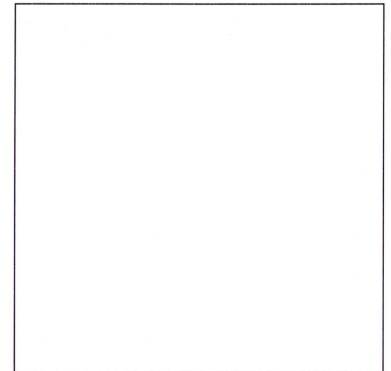
Mailing Address: 3334 E. Summit Ridge Dr.

Zip Code: 65804 Phone: 417-459-8141

E-mail: KIEWINTERS17@gmail.com

PROPERTY OWNER'S SIGNATURE:

[Signature]



(Corporate Seal)

OPERATOR'S INFORMATION (if different):

Name: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ E-mail: _____

NOTE: This application must be delivered to the Development Review Office. This application must be completed and all the items listed on the attached checklist must accompany the application or it will be returned to the applicant.

*Fees are non-refundable

Exhibit B

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request to establish a Short-Term Rental Type 2.

2. Meeting Date & Time: 4/22/2022 4 pm - 6:30 pm

3. Meeting Location: 1951 S. RENOKE AVE

4. Number of invitations that were sent: 85

5. Number of neighbors in attendance (attach a sign-in sheet): 0

6. 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 owner/operator must explain why the issues cannot be resolved.)

NO ONE ATTENDED.

7. List or attach the written comments and how you plan to address any issues:

NO ONE ATTENDED

I, Katie Killingsworth (print name), attest that the neighborhood meeting was held on 4/22/2022 (month/date/year), in accordance with the attached "Neighborhood Notification and Meeting Process."

Katie Killingsworth
Signature of person completing affidavit

Katie Killingsworth
Printed name of person completing affidavit

NEIGHBORHOOD MEETING SIGN-IN SHEET

Project: Short-Term Rental Type 2

Meeting Date: 4/22/2022

Owner/Operator: Fly Right Industries LLC/Katie Killings

Location of Meeting: 1951 S. FANUKE AVE
WORTH SPRINGFIELD, MO 65701

[illegible]

Exhibit C



SHORT-TERM RENTAL TYPE 2 ADJACENT OWNER CONSENT AFFIDAVIT

Address of Proposed Short-Term Rental: **1951 South Roanoke Avenue**

STATE OF Missouri)

COUNTY OF Greene)

The undersigned hereby states that the undersigned verified the ownership of each residential property adjacent to the above-referenced address as defined in section 36-473(2) and obtained written consent of the proposed short-term rental at the above-referenced address from at least 55% of said owners as shown on Exhibit 1 and attached hereto. The undersigned further states that he or she personally witnessed the signatures contained on Exhibit 1 and that each person signed Exhibit 1 in the undersigned's presence. If the owner(s) signatures cannot be witnessed by the undersigned, then a notarized signature(s) of the adjacent residential property owner(s) must be obtained.

(Corporate Seal**)

[Signature]
Signature of Owner/Operator

Katie Killingsworth
Typed or Printed Name

ATTEST:

OWNER
Title

Corporate Secretary
(If no seal)

Name of Company or Organization
(If Applicable)

Subscribed and sworn to before me a notary public on this 3rd day of June, 20 22.



MOLLIE S. JESSEN
My Commission Expires
May 21, 2023
Christian County
Commission #15408440

[Signature]
Notary Public mollie s. jessen

My Commission expires: May 21, 2023

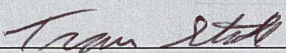
Planning and Development Department
Busch Municipal Building • 840 Boonville Avenue
Springfield, Missouri 65802 • 417-864-1031 • springfieldmo.gov

**City of Springfield Short-Term Rental
ADJACENT OWNER CONSENT FORM**

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at: **1951 South Roanoke Avenue**

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

1.	Address of Adjacent Residential Property: <u>507 E CHEROKEE ST</u> <u>Stahl, Benjamin T</u> Owner(s) of Record (Typed or Printed) <u></u> Signature(s) of Owners <u>Owner</u> Title	Notary Seal (only required if signature not witnessed by applicant) SEAL
2.	Address of Adjacent Residential Property: <u>506 E LATOKA CT</u> _____ Owner(s) of Record (Typed or Printed) _____ Signature(s) of Owners _____ Title	Notary Seal (only required if signature not witnessed by applicant) SEAL
3.	Address of Adjacent Residential Property: <u>1950 S JEFFERSON AVE</u> _____ Owner(s) of Record (Typed or Printed) _____ Signature(s) of Owners _____ Title	Notary Seal (only required if signature not witnessed by applicant) SEAL

****The City does NOT guarantee the accuracy of the Greene County Assessor property list.**

**City of Springfield Short-Term Rental
ADJACENT OWNER CONSENT FORM**

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at: **1951 South Roanoke Avenue**

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

1. Address of Adjacent Residential Property: 507 E CHEROKEE ST

Stahl, Benjamin T

Owner(s) of Record (Typed or Printed)

Ben Stahl

Signature(s) of Owners

Owner

Title

Notary Seal (only required if signature not witnessed by applicant)

SEAL

2. Address of Adjacent Residential Property: 506 E LATOKA CT

Owner(s) of Record (Typed or Printed)

Notary Seal (only required if signature not witnessed by applicant)

Signature(s) of Owners

SEAL

Title

3. Address of Adjacent Residential Property: 1950 S JEFFERSON AVE

W. Bryan Magers

Owner(s) of Record (Typed or Printed)

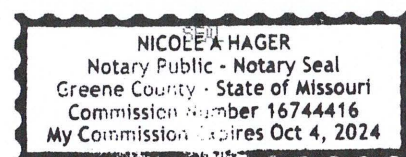
Bryan Magers

Signature(s) of Owners

Owner

Title

Notary Seal (only required if signature not witnessed by applicant)



City of Springfield Short-Term Rental ADJACENT OWNER CONSENT FORM

The undersigned hereby certifies that they are the owners of property referenced below and that they consent to the proposed short-term rental located at: **1951 South Roanoke Avenue**

If the ownership is under two or more individuals (each individual) must sign this form. Only the owner's signature constitutes consent.

The address and owner of record of all adjacent residential properties must be listed, whether they consent or not.

4.	Address of Adjacent Residential Property: <u>425 E CHEROKEE ST</u>	Notary Seal (only required if signature not witnessed by applicant) SEAL
	Owner(s) of Record (Typed or Printed)	
	Signature(s) of Owners	
	Title	

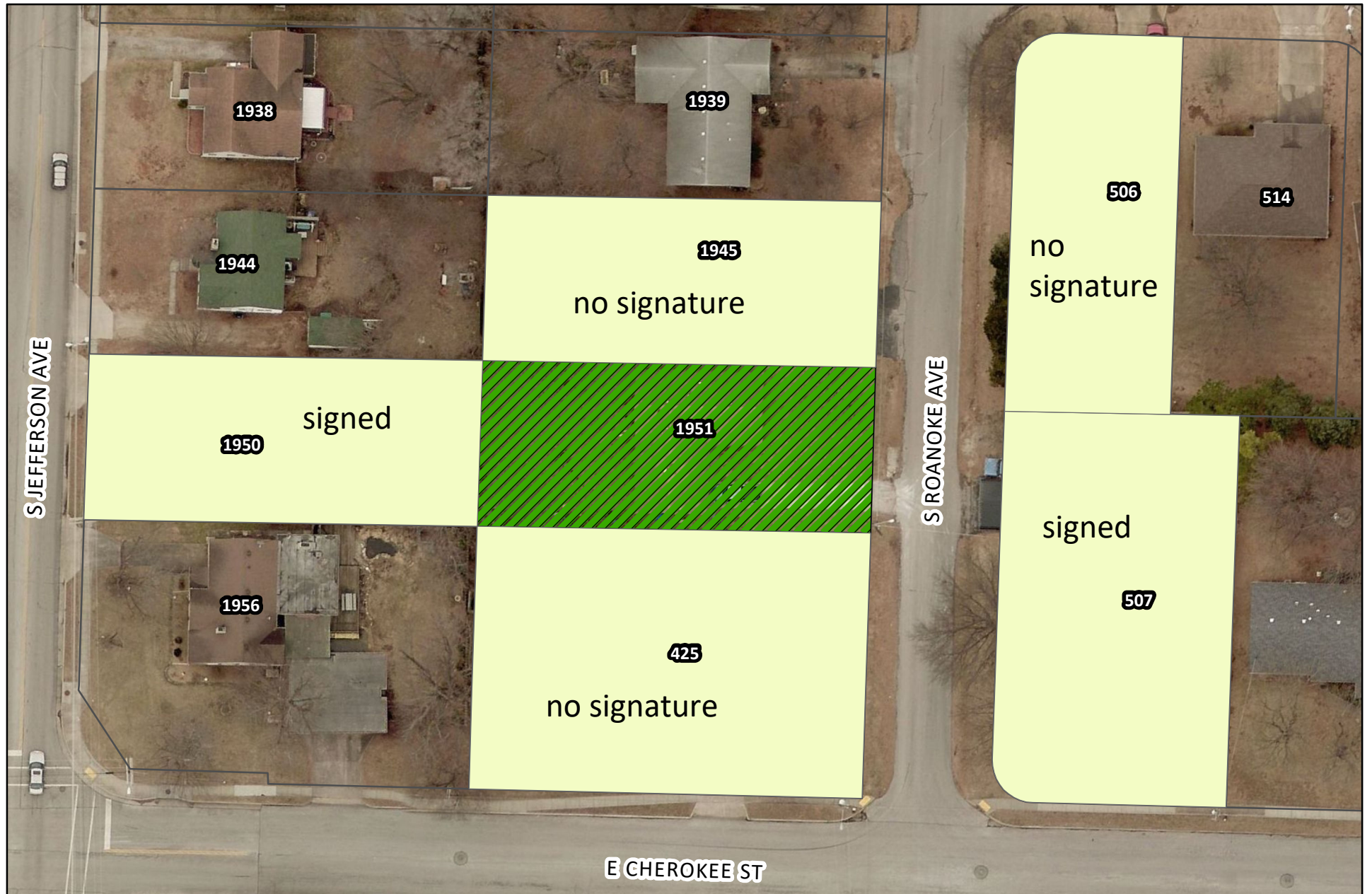
5.	Address of Adjacent Residential Property:	1945 S ROANOKE AVE
	Owner(s) of Record (Typed or Printed)	
	Signature(s) of Owners	
	Title	

Notary Seal (only required if signature not witnessed by applicant)

SEAL

6.	Address of Adjacent Residential Property: _____ Owner(s) of Record (Typed or Printed) Signature(s) of Owners Title	Notary Seal (only required if signature not witnessed by applicant) SEAL

Adjacent Property



Legend

● 1951 S Roanoke

Type 2 Rental Status*

● Approved

● Pending

*Status as of 6/7/2022

W CHEROKEE ST

S CAMPBELL AVE

E SUNSHINE ST

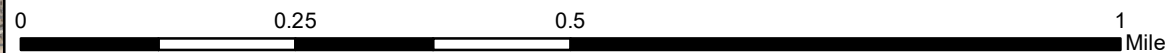
E PORTLAND ST

E SEMINOLE ST

E SUNSHINE ST

S ROANOKE AVE

E CHEROKEE ST



AFFIDAVIT OF SIGN POSTING

Attach photo here

See next page

(sign lettering must be legible in photo)

I, Katie Killingsworth (print name of owner, agent, attorney), attest that the above sign was posted 10 days before the public hearing on 4/22/2022 (month/day/year) and in accordance with the given posting requirements.

Katie Killingsworth
Signature of person completing sign posting

Katie Killingsworth
Printed name of person completing sign posting



City of Springfield, Missouri

Short-Term Rental Intake Form

1. Business Name (if applicable): Fly Right Industries, LLC
- Operator(s) Name: Katie Killingsworth
- Operator(s) Address: 3334 E Summit Ridge Dr, Springfield, Mo 65804
- Phone: 4174598141 E-Mail: ktewinters17@gmail.com

Short-Term Rental Address: 1951 S Roanoke Ave Springfield Mo 65807

2. Property owner name, address, e-mail, and phone if different:

Same

3. ☐ Type 1 (owner occupied; R-SF or R-TH; no more than 95 rental days when owner is absent). ☒ Type 2 (non-owner occupied or owner occupied; R-SF or R-TH; unlimited rental days). ☐ Type 3 (owner occupied or non-occupied; all other districts except R-SF or R-TH; no more than 2 units per premise; unlimited rental days).
- Unit _____ Unit _____

4. Are guests housed in the primary structure or a historic carriage house (built before January 1, 1940)?



Primary Structure



Historic Carriage House

5. Katie Killingsworth
Owner/Operator



Signature

APPLICANT FILL OUT TO THIS POINT

Upload this form to eCity, see second page for instructions.

PLANNING and DEVELOPMENT

1. Proposed location is zoned: R-SF 3. Verification of Historic Carriage House: N/A
2. Verification of rental type: Type 2 4. Verification of Density Requirements: Approved

PLN: 2022-00044 Planning Personnel: _____ Date: _____

Comments: _____

LICENSING

BUS LIC/PERMIT# _____ DATE: _____ LIC PERSONNEL: _____

One-rdg. X
P. Hmgs.
Pgs. 62
Filed: 06-21-22

Sponsored by: Schilling

COUNCIL BILL 2022-159 RESOLUTION

A RESOLUTION

1 AUTHORIZING the City Manager, or his designee, to apply for a grant from the
2 United States Department of Labor for the Growth Opportunities
3 program grant in the amount of up to \$4,000,000 to be utilized to
4 perform approved grant activities.
5
6

7 WHEREAS, the City of Springfield, through the Department of Workforce
8 Development, has the opportunity to apply for grant funds from the U.S. Department of
9 Labor's ("DOL") Employment and Training Administration for the Growth Opportunities
10 program grant as described in the Notice of Availability of Funds and Funding
11 Opportunity Announcement, a copy of which is attached hereto and incorporated herein
12 by reference as "Exhibit A;" and
13

14 WHEREAS, the Growth Opportunities grant's objective is to introduce and
15 prepare justice-involved youth and young adults for the world of work through
16 placement into paid work experiences, and set on a path to more equitable career
17 opportunities with their peers; and
18

19 WHEREAS, in addition to paid work experiences, the program encompasses
20 occupational education and training in in-demand industries, leadership development, a
21 mentorship component, and post-work experience placement into unsubsidized
22 employment and education; and
23

24 WHEREAS, the goals of the grant are to help participants increase their conflict
25 resolution skills and develop strategies to prevent and avoid violence, introduce and
26 prepare youth for work, identify career interests, attain relevant skills, gain work
27 experience, and start them on a path of earning a living wage.
28

29 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
30 SPRINGFIELD, MISSOURI, as follows, that:
31

32 Section 1 – The Department of Workforce Development is hereby authorized to
33 apply for the Growth Opportunities program grant funds from the U.S. Department of
34 Labor's Employment and Training Administration in the amount of up to \$4,000,000 to
35 be utilized to perform approved grant activities.

Section 2 – This Resolution shall be effective immediately upon adoption.

Passed at meeting: _____

Mayor

Attest: _____, City Clerk

Filed as Resolution: _____

Approved as to form: Mary B. Bozart, Assistant City Attorney

Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022- 159

FILED: 06-21-22

ORIGINATING DEPARTMENT: Workforce Development.

PURPOSE: Authorizing the City Manager, or his designee, to apply for a grant from the Department of Labor for the Growth Opportunities program grant in the amount of up to \$4,000,000 to be utilized to perform grant activities as approved by the Department of Labor.

BACKGROUND INFORMATION: The objective of the Growth Opportunities grant is to introduce and prepare justice-involved youth and young adults for the world of work through placement into paid work experiences and set on a path to more equitable career opportunities with their peers.

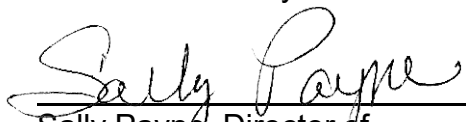
In addition to paid work experiences, the program encompasses occupational education and training in in-demand industries, leadership development, a mentorship component, and post-work experience placement into unsubsidized employment and education.

The goals of the grant are to help participants increase their conflict resolution skills and develop strategies to prevent and avoid violence, introduce and prepare youth for work, identify career interests, attain relevant skills, gain work experience, and start them on a path of earning a living wage.

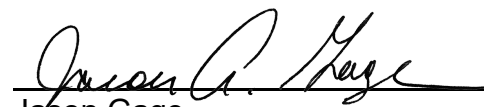
REMARKS: This program supports the following City Council Priorities:

- Public Safety
- Quality of Place

Recommended by:


Sally Payne, Director of
Workforce Development

Approved by:


Jason Gage,
City Manager

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR:** Growth Opportunities

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-22-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.270

KEY DATES: *The closing date for receipt of applications under this Announcement is 04/21/2022. We must receive applications no later than **11:59 pm Eastern Time.***

Submit all applications in response to this solicitation through <https://www.grants.gov>. For complete application and submission information, including online application instructions, please refer to Section IV.

This FOA has two closing dates. We must receive your application by 4/21/2022 to be considered for Round 1 and 10/05/2022 to be considered for Round 2. See Section II. Award Information for more information on Rounds 1 and 2.

On approximately March 15, 2022, a Frequently Asked Questions (FAQs) page about the funding opportunity will be available at <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities>. Please check this link frequently for future updates, as additional FAQs may be added. A pre-recorded Prospective Applicant Webinar will also be available at the same link and available for viewing any time after that date. While a review of this Webinar is strongly encouraged to support successful grant applications, it is not mandatory.

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EXECUTIVE SUMMARY

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$85,000,000 in grant funds authorized by the Workforce Innovation and Opportunity Act, Section 169 for the Growth Opportunities (GO) program.

This program prepares justice-involved youth and young adults for employment through education and training, paid work experiences, mentorship, and leadership development, and contributes to community violence intervention among youth and young adults. Eligible applicants include nonprofit organizations, local and regional government entities, federally recognized Indian and Tribal governments, and independent school districts. The funding range for grant awards is approximately \$2-4 million.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for the **Growth Opportunities program**.

The purpose of this program is to introduce and prepare justice-involved youth and young adults for the world of work through placement into paid work experiences, and on a path to more equitable career opportunities with their peers. In addition to paid work experiences, the program encompasses occupational education and training in in-demand industries, leadership development, a mentorship component, and post-work experience placement into unsubsidized employment and/or education. These grants focus on youth and young adults most impacted by community violence to advance equity, particularly in areas of concentrated crime and poverty as well as communities that have recently experienced significant unrest. This program contributes to the Biden-Harris Administration’s comprehensive strategy to combat gun violence and other violent crime, in part, with preventative measures that are proven to reduce violent crime and support public safety and community well-being.

The goals of the grant are to:

- Help youth and young adults to increase their conflict resolution skills and develop strategies to prevent and avoid violence.
- Introduce and prepare youth for the world of work.
- Help youth identify career interests, attain relevant skills and gain work experience.

- Provide income to youth, to start them on the path of earning living wages and obtaining high quality jobs and careers.

Grants will be awarded to organizations that can serve as the lead applicant for a group of service providers, and have overall fiscal and administrative responsibility of a resultant grant. Eligibility information, including required partnerships, is further outlined in Section III.

B. PROGRAM AUTHORITY

The Consolidated Appropriations Act, 2021 (Pub. L. 116-260), for ex-offender activities under Section 169 of the Workforce Innovation and Opportunity Act (WIOA), authorizes this program. The Round 2 competition for funding under this program is tentative pending availability of FY 2022 appropriations.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately \$85,000,000 to fund approximately 29 grants. You may apply for a ceiling amount of up to \$4,000,000. Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

Direct applicants may apply for up to \$2,000,000 in funding, and intermediary applicants may apply for up to \$4,000,000. Section III.A Eligible Applicants defines these two applicant types.

Pending availability of funds, we intend to fund the Growth Opportunities program in two competitive rounds. The same FOA will be used for each round.

	Anticipated Funding Available	Anticipated Number of Awards	Award Ceiling & Eligible Applicant Types
Round 1	\$40,000,000	12	• \$2,000,000 – Direct Applicants • \$4,000,000 – Intermediary Applicants
Round 2	\$45,000,000	17	• \$2,000,000 – Direct Applicants • \$4,000,000 – Intermediary Applicants

Applications for each round should be prepared and submitted following the requirements and processes outlined in this FOA. Subject to receiving applications of fundable quality, ETA intends for approximately 50 percent of Round 2 funds to be awarded to applicants that have not received a previous Reentry Employment Opportunities grant.

Applications from Direct Applicants or Intermediary Applicants that meet minimum eligibility criteria in Round 1 but do not receive funding will automatically be included in the Round 2 competition, unless the applicant notifies ETA that they are withdrawing their application. Applicants may also choose to submit an updated application for Round 2. If the updated application is deemed non-responsive for any reason, the Round 1 application review results will be used for Round 2 selections.

DOL intends to award at least 65 percent of Round 1 and 60 percent of Round 2 available grant funds to intermediary applicants.

Additionally, pending availability of funds and satisfactory performance, grantees from Rounds 1 and 2 may be eligible for a future, limited competition to extend follow-up services to program participants.

All awards made under the current Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right in each round to use such funds to select additional grantees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 42 months with an anticipated start date of 06/01/2022. This performance period includes all necessary implementation and start-up activities.

In addition to the Round 1 anticipated start date of 06/01/2022 mentioned above, subject to available funding, there will be an additional round, also with a period of performance of 42 months. The anticipated start dates are as follows:

- Round 1 – 06/01/2022
- Round 2 – 01/02/2023

This performance period includes all necessary implementation and start-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- County governments
- City or township governments
- Special district governments

- Regional government organization
- Independent school districts
- Indian/Native American tribal governments (Federally recognized)
- Nonprofits other than institutions of higher education having a 501(c)(3) status with the IRS, including union training funds, faith-based, women's, minority, and community-based organizations

Among eligible applicants listed above, the applicant agency or organization must also choose to submit its application in just one of two FOA applicant categories—direct or intermediary.

(1) Applicant Types

This FOA distinguishes between two applicant types—direct and intermediary. Carefully consider the requirements below and apply under the appropriate category; and make certain to respond to the application instructions (project narrative, evaluation criteria, and attachments) that correspond to your category.

- Direct applicants** must be an eligible organization listed above, and deliver direct services to all enrolled participants. Direct applicants must have partnerships with other organizations. See below for details on required partnerships.
- Intermediary applicants (intermediaries)** must be an eligible organization listed above; and must support the delivery of direct services by their sub-grantees. Intermediary applicants must facilitate the replication of best practices across multiple sub-grantees, and provide sub-grantees with administrative and fiscal support or management to ensure compliance with DOL requirements. Intermediaries must, in their proposal, identify sub-grantees (which may be affiliates or local offices) across three or more non-contiguous metropolitan areas or rural regions, which must be spread across at least two states (unless the three non-contiguous areas or regions are in California or Texas). These two states are exceptions to the rule because of their exceptionally large populations *and* square mileage, relative to other states. Additionally, intermediaries or their sub-grantees must have a distinct justice system partner in each of the three metropolitan areas or rural regions (see below for more details).

(2) Partnerships

Mandatory Partnerships

Direct and intermediary applicants must demonstrate active involvement of the mandatory partners by providing signed documentation of commitments from the mandatory partners, such as a Memorandum of Understanding (MOU) or Letter of Commitment (LOC) signed by an authorizing agent of the partner organization that describes the roles of the partners toward achieving grant objectives. If there is not a MOU or LOC from each of the required partners, the application will be considered non-responsive and will not be reviewed. Applicants must identify, and provide a written commitment from the following mandatory partners for this project:

- Violence Prevention or Intervention** partner—defined as an individual or organization with significant experience in delivering culturally competent outreach to individuals with a high risk of committing violence (and/or becoming a victim) to interrupt the cycle of violence. The Violence Prevention partner must be familiar with and respected by

individuals at a high risk of violence, and work in partnership with a justice system office. Examples include: violence interrupters; hospital intervention programs; local clergy or faith-based organizations; and individuals or organizations with established violence-prevention programs.

- ii. **Justice System** partner—defined as a regional or local government partner that agrees to collaborate with the Violence Prevention partner; for example, to assist with referral of high-risk individuals to the program, share documents or data, including risk assessments, with participant consent where appropriate. Examples include: Police, Sheriffs, District Attorneys, Community Corrections, Courts and Public Defenders.
- iii. **Employer** partners—defined as organizations – such as labor unions – or businesses (public, private or nonprofit) that commit to serve as work experience sites.
- iv. **Sub-grantees** (applicable to intermediary applicants only)—defined as the organizations (which may be affiliates or local offices of the intermediary organization) that will deliver direct career services to participants on behalf of the intermediary applicant. Sub-grantees can serve multiple regions, and may also serve as a required partner.

For intermediary applicants, the required MOUs or LOCs for Mandatory Partnerships i-iii may be between sub-grantees and partners. MOUs or LOCs between intermediary applicants and mandatory partners must name a sub-grantee as party to the agreement, and explain the sub-grantee’s responsibilities, if any.

Recommended Partnerships

Grantees are encouraged to collaborate with agencies and businesses besides the mandatory partners to leverage resources and deliver holistic and wrap-around services, such as a local Workforce Development Board. Applicants should identify organizations who will support program goals with job placement opportunities, workforce services, social services, childcare, transportation, housing, mentorship, addiction treatment, and mental health treatment for participants. Applicants are encouraged to provide written commitments from recommended partners.

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not

meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	
Application federal funds request does not exceed the ceiling amount of \$2M for direct applicants and \$4M for intermediary applicants.	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Documentation of Commitment from All Mandatory Partners	Sections III.A.2 and IV.B.3.d.1	

2. Number of Applications Applicants May Submit

We will consider only one application from each organization per round. If we receive multiple applications from the same organization, we will consider only the most recently received application from that round that met the deadline. If the most recent application is disqualified for any reason, we will not replace it with an earlier application from that round. However, if a Round 2 application is deemed non-responsive for any reason, the applicant's Round 1 review results will be used to make Round 2 selections. While we will consider only one application

from each organization, organizations (including applicants) may be included as partners on other applications.

3. Eligible Participants

a. Participants Eligible to Receive Training

The intent of this FOA is to fund projects that provide education and workforce services to justice-involved youth and young adults, and youth most impacted by community violence, so they may pursue or advance in an educational or career pathway within the grant period of performance.

Eligible participants must:

- i. Be at least 15 years old and not older than 24 years of age on the date of enrollment; **and**
- ii. Reside in the targeted geographic area, or plan to return to the area upon release from custody, or upon the conclusion of an out-of-home placement; **and**
- iii. Have been expelled from a school OR had juvenile or adult justice system contact, defined as:
 - Current or previous incarceration; or arrest;
 - Probation; parole; or out-of-home placement;
 - Alternative sentence by the juvenile or adult justice system;
 - Diversionary program of the juvenile or adult justice system; **and**
- iv. Have one or more of the following risk-factors associated with delinquent or criminal activity:
 - Juvenile or criminal record of a violent offense/infracton or crimes against persons, as defined by state law enforcement. Examples include assault, homicide, intimidation, kidnapping/abduction, manslaughter, sex offenses, and robbery.
 - Attend or attended an alternative high school for disciplinary reasons
 - Left high school before completion
 - Gang membership (current or prior)
 - Parent who is currently or formerly incarcerated
 - Diagnosed by clinician or told by a school official of attention deficit disorder or attention deficit/ hyperactivity disorder (ADD or ADHD) or other learning disabilities; or has or had an Individualized Education Plan (IEP) in school
 - Assessed as having anti-social attitudes/beliefs (by clinician or justice system or mandatory violence prevention partner)
 - Substance misuse before age 12.

There are multiple forms of acceptable source documentation for the risk-factors above, including but not limited to: school records, or signed statements or emails from current or former school officials, teachers or other school staff. Self-attestation may be used for a number of eligibility criteria, including but not limited to parents' incarceration, ADD or ADHD diagnosis, school IEP, and early substance abuse. However, self-attestation should

only be used if acceptable documentation is unavailable. Participant contact with juvenile or criminal justice system must be verified with documentation from a justice system agency.

NOTE: Up to 35% of participants may be documented direct referrals from a justice system or mandatory violence prevention partner without prior involvement in the juvenile or adult criminal justice system or school expulsion. Up to 10% of participants may be individuals who left high school before completion without prior involvement in the juvenile or adult criminal justice system or school expulsion. Additionally, up to 10% of participants may reside outside the targeted geographic area.

b. Veterans' Priority for Participants

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

4. Target Service Area

Please note that DOL evaluates applications on the need of the proposed service area (also referred to as "target area"). For the GO grant program, DOL considers not only the need for the services to participants in this area, but also the area's level of poverty and crime. Applicants must use American Community Survey data to define counties, Indian Reservations or Native Lands, or contiguous Census Tracts as target areas for their grants. Direct applicants proposing to serve multiple service areas that are not contiguous or closely located must provide the address of a local organizational presence (office, affiliate, sub-grantee or partner organization) in a physical space sufficient to provide program services within each service area proposed.

5. Target Age Group

This FOA requires applicants to choose a participant age group to serve—either youth (15-18 years old) or young adults (18-24 years old). Carefully consider the unique safety, development, education, training, and social needs of each age group, and make certain to address those unique needs in your project narrative. Serving both age groups is not an option.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities> contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of four separate and distinct parts:

1. SF-424, “Application for Federal Assistance”;
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and
4. Attachments to the Project Narrative.

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

1. SF-424, “Application for Federal Assistance”

You must complete the SF-424, “Application for Federal Assistance” (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

In addition, the applicant’s Authorized Representative’s signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the WIOA 188 rules issued by the Department at 29 CFR 38.25, which includes the following language:

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA and its implementing regulations at 29 CFR Part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States, or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended,

Page 11 of 58 which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures, that as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(zz)], it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

a. Requirement for DUNS Number

All applicants for federal grant and funding opportunities must have a DUNS number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <https://fedgov.dnb.com/webform/displayHomePage.do>.

Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers:

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its DUNS number.
- Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number.

(See Appendix A to 2 CFR Part 25.)

b. Requirement for Registration with SAM

Applicants must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM at <https://www.sam.gov>.

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

The Budget Narrative must demonstrate that the cost-per-participant for Direct Applicants is at or under \$12,500. The cost-per-participant for Intermediary Applicants must be at or under \$11,500.

Each category should include the total estimated cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than \$5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award

received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

Construction: Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- 2 CFR 200.1 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at

DOL: <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>.

Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request (and match if applicable) is within the responsive range.

3. Project Narrative

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

a. Statement of Need (Up to 12 Points)

The GO program focuses on areas with high rates of crime and poverty, as well as communities that have recently experienced significant unrest.

1. Poverty Rate (Up to 4 points)

The application must provide American Community Survey (ACS) data to show the poverty rate of counties, Indian Reservation or Native Land, or contiguous Census Tracts proposed to be the target areas of the grant. See Section VIII below for instructions on using ACS data. The application must include as an attachment a table that lists the total population and number of persons in poverty in each of the proposed Census Tracts in the target area. The total number of persons in poverty in all of the combined Census Tracts divided by the combined population of all of the proposed Census Tracts is the required poverty rate of the proposed target area. Also, a map must be provided in the attachment showing that the Census Tracts are contiguous. This map can be a screenshot of the Census website the applicant used in accessing the ACS Census Tract data. If an entire county or Indian Reservation or Native Land is proposed as a target area, the applicant does not need to provide a table or map, and only needs to state in the application the poverty rate of the county or Indian Reservation or Native Land that the Census website provides. If an entire county is not planned to be the target area, applicants will need to identify contiguous Census Tracts rather than entire cities as target areas.

Applicants proposing to serve more than one target area must provide for each of the target areas a table that lists the total population and number of persons in poverty in each of the Census Tracts in the target area, and a map showing that the Census Tracts are contiguous. Applicants serving more than one target area must also provide a summary table that lists the total population and population in poverty of each of the proposed target areas. The total number in poverty of the combined target areas divided by the total population of the combined target areas is the required poverty rate for the applicant.

DOL will score applicants based on the weighted average poverty rate across all counties, Indian Reservations or Native Land, or contiguous Census Tracts proposed to be the target areas of the grant.

- If the weighted average poverty rate in the proposed target area(s) is 25% or higher: 4 Points
- If the weighted average poverty rate in the proposed target area(s) is between 20% and 24.99%: 2 Points.

Applicants proposing a target area with a weighted average poverty rate less than 20% will get 0 points for this criterion. Applicants not providing the ACS data attachment for all target areas will receive 0 points.

2. Violent Crime Rate (Up to 6 points)

The application must provide data from the Federal Bureau of Investigation (FBI) report, *Crime in the United States*, if available for the target areas, to show the violent crime rate per 100,000 residents. This FBI violent crime data is available at the FBI website <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/tables/table-6>. Table 6 from *Crime in the United States, 2019* lists Metropolitan Statistical Areas (MSAs) in alphabetical order, and includes violent crime data for principal cities within the MSAs. The third column in the table shows the population and the fourth column provides the violent crime data for the respective MSA and city.

If the target area is in an MSA and comprised of Census tracts within one principal city, then use the data provided for that principal city. Divide the number of violent crimes by the population, and then multiply the result by 100,000 to determine the required violent crime rate.

If the target area is in an MSA and comprised of Census tracts not confined to one principal city listed, then the "Rate per 100,000 inhabitants" for that MSA provided in the table is the required violent crime rate.

If the target area is not in an MSA listed in Table 6, applicants may use the violent crime rate of their county, Indian Reservation, or Native Land. Only these applicants may use data from other sources. Permissible data sources are limited to the following: official reports, briefs, or documents disseminated by federal, state, local, or Tribal law enforcement, public safety, or public health agencies during or after 2018.

In all cases, the applicant must provide documentation of its data source. Applicants not providing data documentation for all target areas will receive 0 points.

Applicants serving more than one target area must provide a summary table that lists the population and number of violent crimes for each of the proposed target areas. The total number of violent crimes of the combined target areas, divided by the total population of the combined target areas, multiplied by 100,000, is the average violent crime rate per 100,000 residents required for the applicant.

DOL will score applicants based on the average violent crime rate across all MSAs, principal cities, counties, Indian Reservations, and/or Native Lands that the applicant proposes to serve.

- If the average violent crime rate is 500 violent crimes per 100,000 inhabitants or higher: 6 Points.
- If the average violent crime rate is between 370 and 499.99 violent crimes per 100,000 inhabitants : 4 Points.

Applicants proposing a target area with a violent crime rate less than 370 violent crimes per 100,000 inhabitants will get 0 points for this criterion.

3. Recent Community Unrest (Up to 2 points)

A wave of significant unrest in the United States has recently highlighted the need for innovative public safety solutions in communities across the nation. These grants focus on youth and young adults most impacted by community violence in order to provide growth opportunities and employment; both are associated with lower-risk behavior.

Describe both quantitatively and qualitatively the nature of any significant community unrest that has taken place in your target areas in 2019 to the present. If this has resulted in the development of new, or expansion of existing, civic partnerships or projects aiming to prevent or reduce community violence, please summarize those efforts and their connection,

if any, to this proposal. The violence prevention projects may have been organized by the public sector (government) or private sector (including nonprofits, community-based and faith-based organizations).

Communities that experienced significant unrest *and* used that opportunity to develop new and/or expand existing community violence prevention projects will receive two points. Communities that experienced significant unrest and have not organized a violence prevention response yet will receive one point.

b. Performance Measurement, Outcomes, and Outputs (Up to 12 Points)

The applicant must describe its process to monitor, track, measure, and manage grant performance to ensure all planned goals and deliverables are achieved.

1. Performance Measurement (Up to 6 points)

Applicants will be scored based on a complete description of their methods and tools to track and report the required outputs and outcomes. This must include the roles of software, staff and partners.

WIOA Primary Indicators of Performance:

The Department expects grantees to track and report the following WIOA performance indicators as specified in WIOA section 116(b)(2)(A)(i). If awarded, applicants are expected to meet the specified performance goals.

- | | | |
|------|--|---------|
| i. | Education & Employment Rate - Second Quarter after Exit. | 70% |
| ii. | Education & Employment Rate - Fourth Quarter after Exit. | 60% |
| iii. | Median Earnings - Second Quarter after Exit. | \$5,750 |
| iv. | Credential Attainment. | 50% |
| v. | Measurable Skills Gains. | 70% |

Additional information on these performance indicators can be found in Training and Employment Guidance Letter (TEGL) 10-16, Change 1: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs, found at https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3255. The Department will calculate the median earnings outcome on behalf of grantee. The Department may determine additional targets or revise targets for WIOA measures post-award.

REO-specific Indicators

In addition to WIOA performance indicators, grantees must track and report the following REO-specific indicators of performance:

- i. Arrests for violent crimes that are committed after program entry. The goal is less than 5%.

- ii. Recidivism—defined as the percentage of participants convicted of a new crime committed within 12 months of release from a correctional facility or placement on probation. The conviction may occur at any time during the performance period. For each participant, recidivism shall be measured from their most recent release prior to enrollment or, if incarcerated at the time of enrollment, from their first release post-enrollment. The goal for this measure is less than 10%.
- iii. Applicants must describe a clear and realistic plan to track and report arrests, recidivism, and returns-to-incarceration based on the definitions and parameters provided in this FOA. Plans should specify the intended source(s) of criminal justice data, and staff and/or partner roles in tracking and reporting. DOL prefers applicants establish or update data-sharing agreements with justice system partners to track justice outcomes rather than relying on unofficial commitments, word-of-mouth, or public databases maintained by courts, corrections facilities and other justice agencies.
- iv. Pending availability of funds and satisfactory progress, ETA may consider holding a limited competition among awarded GO grantees for additional funds to provide continued follow-up services (up to 24-months), including mentorship and conflict resolution, and supportive services to participants enrolled during the original period of performance; to enroll and provide services to new participants; and to continue performance measurement.
- v. NOTE: As part of data collection, all REO grantees are directed to request participants' social security numbers (SSNs). While REO grantees are required to request participants' SSNs, participants cannot be denied services if they choose not to disclose.

2. Logic Model (Up to 6 points)

Grant applicants must show how their program outputs relate to desired outcomes with the aid and brevity of a logic model. Clearly identify the key inputs, outputs, and outcomes that comprise program operations and program success. For the purposes of this project, outputs are tangible products, services, and activities generally scheduled and controlled by the applicant. For example, outputs may include assessments completed, trainings provided, and workshops delivered. In contrast, outcomes are the positive benefits and changes (or lack thereof) for participants and employers that result from program activities and outputs. For example, measurable outcomes may include cognitive developments, behavior changes, and income increases.

The logic model must include the required performance indicators from the previous subsection 3.b)(1). A “key” or table that explains abbreviations or symbols used in the logic model may be included, but additional lengthy descriptions or explanations should not be included. Instead, explain and describe program operations, methods, and strategies in the appropriate narrative section and refer back to the logic model as needed. The logic model must be 1-2 pages, the majority of which should be a visual representation of the relationships between inputs, outputs and outcomes.

Applicants will be scored on their Logic models based on completely addressing the factors listed below, not the quality of graphics or artistic appeal.

- i. Clarity
- ii. Inclusion of the required components
- iii. Strength of connections between the outputs and outcomes, measured by the evidence provided of those programmatic strategies in the Project Design section
- iv. Degree of alignment between the Logic Model and the overall Project Design

For more information on developing a logic model, please see the resource(s) available on ETA's WorkforceGPS

website: https://www.workforcegps.org/resources/2015/05/07/11/07/Fully_Articulating_Your_Vision_Using_Logic_Models_to_Support_Innovation

NOTE: The Logic Model must be included as an attachment, no more than two pages, and will not count against the page limit for the project narrative.

c. Project Design (Up to 28 Points)

The applicant must propose methods that the project will use to address the stated outcomes and outputs. Refer back to the logic model where appropriate.

To receive full points on Project Design, each of the five subsections must be fully addressed.

1. Basic Services (Up to 4 points)

Action Plan that describes the scope and detail of how the project will accomplish the proposed work.

- The applicant must describe their approach to identify, recruit, select, and retain justice-involved participants within the target age group in high-poverty, high-crime areas.
- The applicant must explain how they will provide, at a minimum, all of the following employment and career services and products: job preparation; career exploration/planning; trauma-informed, growth-focused case management; individual development plans (IDPs) with local labor market information (LMI); employment barrier identification; and needs assessment. Additional information regarding "career" services, as defined in WIOA, can be found in Section 134(c)(2) and in TEGl 19-16 (https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851).
- The applicant must describe the supportive services available to participants and how staff determine what supportive services are needed. This should include

internal services, as well as services available from partners including, at a minimum, legal assistance (e.g., expungement/sealing cases, securing participant licenses, child support/custody modifications, protective/restraining orders), social services, childcare, transportation, housing, mental health counseling, and drug treatment. For helpful resources on supportive services, please visit: <https://youth.workforcegps.org/resources/2017/01/24/16/00/Supportive-Services-part-one>

- The applicant must describe how the project will provide each participant follow-up services for at least 12-months after program exit.
- The applicant must be prepared for adversity. Identify potential obstacles, such as COVID-19, employment restrictions for individuals with criminal records, and describe how the project will be able to overcome those obstacles.

2. Paid Work Experiences (Up to 10 points)

Paid work experience placements must be planned, structured learning experiences that take place in a workplace, including remote and virtual workplaces, and provide participants with opportunities for career exploration, occupational education, and skill development. An academic component to the work experience is strongly encouraged, but not required for this grant. A work experience may take place in the for-profit, non-profit, or public sector.

Participants should be placed into one or more of the following types of paid work experiences (for at least 200-hours): 1) paid or subsidized employment; 2) pre-apprenticeship or registered apprenticeship; 3) internship; or 4) on-the-job training (OJT). See TEGL 21-16

at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159 for details on OJT.

Applicants serving the 15-18 year old age group must ensure participants are paid no less than \$12 per hour. Applicants serving the 18-24 year old age group must ensure participants are paid no less than \$15 per hour. Employer partners are encouraged to contribute to these costs. In jurisdictions where the minimum wage is greater than \$12 or \$15 per hour, for the respective age group, the participants must be paid the applicable minimum wage for the jurisdiction of the work experience site.

Applicants are strongly encouraged to provide diverse work experience opportunities to meet the strengths, needs, and interests of participants, and prepare participants for high quality jobs with living wages, benefits, opportunities for advancement and worker voice, or employment in occupations with clear career paths into such high-quality jobs. Applicants must ensure that no participants with criminal records are placed at worksites with federal, state, or local restrictions that prohibit their full participation. Applicants must also ensure that no participants with disabilities are placed at worksites that restrict their full participation.

To receive full points, each of the below must be fully addressed:

- Applicants must explain how they will identify and engage employers, and work with those employers to develop high-quality paid work experiences for all eligible participants. This must include a plan to support employer partners with frequent interaction to: provide adequate resources for work-based learning, resolve problems quickly, and ensure they feel valued. Applicants also should explain how they will engage these employers to identify opportunities to transition eligible participants into full-time paid employment positions.
- Applicants must describe their approach to working with their local Workforce Development Board, Board members, and Business Services Representatives or other job developers at an American Job Center to leverage employer partnerships and enhance employer engagement.
- Applicants must explain how they will prepare participants for success in their work experience, including through: work readiness training, provision of industry recognized credentials, workplace simulations, orientation to work experience, transportation plans, and contingency plans.
- Applicants must describe the occupational education component, including where and how they will conduct it. This must include a description of how local labor market information is utilized to focus on in-demand industries.
- Applicants must describe the involvement of employer partners, labor unions, and industry groups in the design of the job-readiness and occupational education components, to ensure that the skills learned and credentials earned match the requirements of the occupation and truly prepare youth to enter unsubsidized employment.
- Applicants must describe the post-work experience transition services that they will offer to prepare participants for full-time unsubsidized employment placements (including Registered Apprenticeship).
- Applicants may allocate grant funds for participant payments, including work experience wages, wage subsidies, stipends, and incentives. These funds may be combined with local area WIOA Youth formula funds, if the participant is co-enrolled in the WIOA Youth program. Applicants must describe which types of payments they plan to utilize, and how the payments will be structured, processed and the funding source(s). These payments must also be reflected in subsection [g\) Budget and Budget Narrative](#). Policies and procedures for youth stipend payments need to align with Uniform Guidance at 2 CFR parts 200, <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>.

When compensating youth with wages or stipends for work experiences, employers of record are expected to adhere to Internal Revenue Service (IRS) guidelines. Understanding the difference between a stipend and wage has IRS implications. The Department's Wage and Hour Division compiled a *Youth Employment Compliance Assistance Toolkit* available here: <https://www.dol.gov/agencies/whd/compliance-assistance/toolkits/youth->

[employment](#). Applicants may also visit: <https://youth.workforcegps.org/resources/2017/01/19/14/27/Paid-and-Unpaid-Work-Experience> for additional work experience resources.

3. Mentorship and Leadership Development (Up to 8 points)

Mentorship and Leadership Development are key components of the GO-program. These components ensure that participants make progress towards important adolescent and young adult developmental milestones. Those developments can improve participants' perceptions of self, as well as who they can become. Those cognitive changes can lead to the necessary motivation and discipline for achievement of longer-term goals. The mentorship and leadership components and goals are parallel to participants' work experiences and career exploration, though the implications for improved career outcomes are clear.

Staff with lived experience of incarceration and/or community violence are able to build relationships with participants based upon shared experiences and be non-judgmental. These staff can model trust, commitment, and stability, as well as model a life after successful reentry. Thus, staff with lived experience of incarceration and/or community violence are preferred as GO-program mentors.

Research suggests that mentorship relationships are most impactful when lasting at least one year in duration. Thus, partners that leverage existing mentorship relationships with participants and/or demonstrate the capability to sustain mentorship relationships after federal financial assistance has ended are preferred.

Mentorship will focus on the participant's current self—building positive self-perceptions, including affirming their inherent value and value to their family and community, and affirming their ability to grow and evolve. The mentorship component must incorporate a conflict resolution curriculum. This component must be delivered by the Violence Prevention partner.

Leadership will focus on the participant's future self—exploring how they will intentionally lead their life, and the resulting impact on their family and community. This component may be delivered by the Violence Prevention partner, other partner, applicant or sub-grantee, if applicable.

To receive full points for this section, each of the below must be fully addressed:

Mentorship

- Applicants must describe the qualifications and experience of the Mentorship staff of the Violence Prevention partner, including lived experience with incarceration or community violence, and experience specifically with conflict resolution.

- Applicants must describe the design and integration of the required program components, including: violence prevention, mentorship, and conflict resolution.
- Applicants must describe the intended conflict resolution curriculum(a), if applicable.
- Applicants must identify the intended conflict resolution competencies, and describe the framework or tool for tracking participants' progress toward them. Required competencies include: emotional control, utilizes a support network, listens and articulates personal values and feelings.
- Applicants must describe their capability to maintain lasting mentorship relationships, which are one year or more in duration.
- Mentors may also help participants navigate social services; identify small businesses interested in hiring participants; identify work experience or other growth opportunities; facilitate work experiences including documentation; assist with recruiting new participants; or facilitate or assist with facilitation of Cognitive Behavioral Treatment. Applicants must identify the services mentors will provide, and include those services in the Memorandum of Understanding or Letter of Commitment with the required Violence Prevention partner (see subsection 3.d. Partnerships for details).

Leadership

- Applicants must describe the qualifications and experience of the staff delivering the Leadership Development components, including lived experience with incarceration or community violence, and experience specifically with youth development.
- Applicants must describe the design and integration of the required program components, including: exploration of personal strengths, areas of growth, and needs; identification of personal or civic interests and goals (parallel to career interests and goals); resources on civic rights/duties (e.g. voting, serving on juries); exposure to postsecondary educational opportunities; teamwork training and projects; and learning about community role models and accomplishments in a culturally effective manner. Applicants may supplement required components with other leadership activities and opportunities.
- Applicants must describe the intended leadership curriculum (a), if applicable.
- Applicants must identify the intended leadership competencies, and describe the framework or tool for tracking participants' progress toward them. Required competencies include: scheduling, goal-setting, note-taking, public speaking, teamwork, and community mapping (of influential local groups, organizations, businesses, and individuals).

4. Placement into Educational Opportunities (Up to 2 points)

Applicants must describe the post-work experience transition services that they will offer to prepare participants for further educational attainment and educational placements. This must include the use of assessments to gauge college and career readiness and the need for ongoing supportive and post-program services. This must also include opportunities for occupational training leading to industry recognized credentials.

Applicants' educational partnerships are addressed in a subsequent section, so applicants should focus this section on their internal capacity and planning. This should demonstrate how the program will work towards the four WIOA primary indicators of performance for youth that directly relate to education—education and employment rates in the second and fourth quarters after exit, credential attainment, and measurable skill gains.

Applicants should describe how the educational services and supports that they provide are tailored to the target age group.

5. Project Timeline (Up to 2 points)

The applicant must propose a Project Timeline, as an attachment to the Project Narrative, which includes all required services described in the Action Plan—Section IV.B.3.(c)(1).

6. Staffing Plan (Up to 2 points)

The applicant must identify and describe the staffing plan for all key personnel, such as the Project Director or Manager, Fiscal Manager, and Employer Outreach Coordinator. For all positions for which potential staff members have not been identified, the applicant must describe the required qualifications that will be used for hiring purposes.

d. Partnerships (Up to 18 Points)

Applicants must identify and describe the partners who the applicant anticipates will help implement and operate the proposed project. If the required written commitment for one or more of the following Mandatory Partnerships (Violence Prevention, Justice System, Employer) is not provided, the application will be considered non-responsive and will not move onto the merit review process. Intermediary applicants must also provide written commitments for their subgrantees.

1. Mandatory Partnerships (Up to 14 points)

Applicants must identify and provide a written commitment from the following categories of mandatory partners for this project: violence prevention, justice system, employer(s), and sub-grantees (applicable to intermediary applicants only). Applicants must describe the specifics of each partnership and provide, for each partner as described

in Section III.A.2, a Memorandum of Understanding (MOU) or Letter of Commitment (LOC) signed by the authorizing agent of the partner organization. Applicants will be scored based on the extent to which the MOUs or LOCs fully describe the contributions toward achieving the grant project's objectives and include an explanation of: 1) the services provided by the applicant, or sub-grantee, and partner staff, and 2) the resources supplied by each partner (if any).

If an intermediary applicant's partnerships are between its subgrantees and the partners (as described in Section III.A.2.ii), and the required written commitment for any of the Mandatory Partnerships (Violence Prevention, Justice System, Employer) does not name the appropriate sub-grantee as a party to the agreement, the application will be considered non-responsive and will not move on to the merit review process.

Violence Prevention Partner

The written commitment (including an email or other form of written commitment) must describe the applicant and partner agreements and obligations with respect to: participant recruitment; referrals from the Justice partner and other collaboration with the Justice partner; the provision and use of risk assessments; service delivery for the required violence prevention, mentorship, and conflict resolution program components and competencies; participant referrals to social services; participant privacy and consent; and other services for the program provided by the Violence Prevention Partner.

At minimum, the MOU or LOC should fully describe how the partnership will contribute to these program objectives: help youth and young adults to increase their conflict resolution skills and develop strategies to prevent and avoid violence *and* help youth identify career interests and attain relevant skills for employment.

If the Violence Prevention Partner will provide the required Leadership program component, the written commitment must describe their obligations with respect to the participants': exploration of personal strengths, areas of growth, and needs; identification of personal or civic interests and goals (parallel to career interests and goals); resources on civic rights and duties; exposure to postsecondary educational opportunities; teamwork training and projects; and learning about community role models and accomplishments in a culturally effective manner. In addition, the commitment must address the assessment of required Leadership competencies.

Justice System Partner

The written commitment (including an email or other form of written commitment) must describe the applicant and partner agreements and obligations with respect to: participant referrals; collaboration with the Violence Prevention partner; information and data sharing; participant consent; a meeting schedule; and an authorized contact person.

Employer Partner

The written documentation (including an email or other form of written commitment) must describe the applicant and partner agreements and obligations with respect to: occupational education and curriculum development; the basic requirements for job-readiness at the worksite(s); the elements of a successful work experience;

anticipated procedures for financial transactions, if any are anticipated; employer adherence to Internal Revenue Service (IRS) guidelines; consideration of participants for full-time, unsubsidized employment upon completion of their work experience; and a designated contact person.

2. Recommended Partnerships (Up to 4 points)

Grantees are encouraged to collaborate with government agencies, nonprofits and businesses besides the mandatory partners to leverage resources and deliver holistic and wrap-around services. Applicants should identify organizations who will support program goals with job placement opportunities, workforce services, social services, childcare, transportation, housing, mentorship, addiction treatment, and mental health treatment for participants. Applicants will be scored based on:

- i. A full description of the specifics of each partnership and, for each partner, a Memorandum of Understanding or Letter of Commitment signed by the authorizing agent of the partner organization containing the services to be provided to the organization or participants, procedures for enrollment or recruitment, if applicable, and any resources to be committed to the program.
- ii. A complete explanation of how employers, industry organizations, and/or labor organizations will be engaged in the program to provide curriculum development, occupational education, and employment opportunities.

NOTE: MOUs and LOCs must be included as attachments and will not be counted against the page limit for the project narrative.

e. Organizational, Administrative, and Fiscal Capacity (up to 8 Points)

Applicants will be scored based on:

- i. A complete description of how the applicant will manage and staff the project. Describe how staff, organizational experience, and management contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations. Describe how the lived experiences of incarceration and/or community violence of your staff, leadership, board or committee members have influenced or enhanced your organization and project. (Up to 4 points)
- ii. A complete description of the applicant's fiscal and administrative controls in place to manage federal funds. Include the applicant's capability to sustain some or all project activities after federal financial assistance has ended. (Up to 2 points)
- iii. Demonstrated commitment to advancing equity for historically excluded and underrepresented populations. Describe how the organization has a successful track record of engaging with and serving marginalized communities, including individuals, businesses, and organizations operated by members of such

communities. (Up to 2 points)

f. Past Performance – Programmatic Capability (Up to 16 Points)

Organizations will receive points based on past performance data. There are different instructions depending on your past grant experience. All applicants must submit information for the past performance criteria identified below. The information must be provided in a Past Performance Chart as an attachment to the Project Narrative. The chart will not be counted against the page limit. Please note that the terms “performance measures,” “performance indicators,” and “metrics” are used interchangeably within this section.

Organizations that have fully completed, within the past five years, a Reentry Employment Opportunities (REO) grant award from DOL (hereafter “former REO grantees”) must receive points based on past performance in that grant demonstrated by their most recent REO Quarterly Performance Reports (QPR) and Quarterly Financial Reports. This includes the following recent REO grant programs: Face Forward 1-3, HPHC IV, Training to Work 1-4, Linking Employment Activities Pre-Release Demonstration 1-2, NGYC/JC, Path to Justice 1-2, and Reentry Projects 1-3.

Former REO grantees must submit the requested QPR data in the past performance chart in the same format as all other applicants, and the data will be verified by DOL staff. Previous REO grantees may have slightly different performance measures based on changes to metrics in the transition from the Workforce Investment Act (WIA) to the Workforce Investment and Opportunity Act (WIOA). However, both sets of metrics are acceptable and sufficiently similar for substitution within this Past Performance subsection (as shown below where “OR” appears between similar performance indicators).

1. Former REO Grantees

For former REO grantees, the three performance measures evaluated are:

- i. education or employment rate in the second quarter after exit; OR education or employment rate in the first quarter after exit;
- ii. education or employment rate in the fourth quarter after exit; OR retention rate in education or employment in the third quarter after exit; and
- iii. credential attainment rate.

2. Non-REO Past Performance

Applicants that have not completed a REO grant must provide past performance data from a grant they completed (as the primary recipient) within the last five years of the closing date of this Announcement (including federally or non-federally-funded assistance agreements; federally-funded assistance agreements include federal grants and cooperative agreements but not federal contracts). If the applicant has completed one or more DOL grant(s) within the past five years, they must provide the performance data from the most recently completed DOL grant. Department of Labor or Department of Justice (DOJ) grants for which the applicant was a sub-recipient are also acceptable, but only if the applicant has no DOL or

DOJ grants for which they were the primary recipient in the past five years. In all cases, the grant must be similar in size, scope, and purpose to this proposal.

- Funding amount of the grant reported on must be at least \$350,000.
- Must have enrolled at least 40 participants during the grant period.
- Must have provided workforce development services.

NOTE: Applicants that cannot provide past performance data from a grant meeting these date, size, scope, and purpose parameters will receive no (0) points for past performance, overall.

Applicants without a previous REO grant must submit a brief description of the completed grant for which they are submitting past performance data, including the population served and overall objectives of the grant (which must include a workforce development focus). Each applicant must submit a chart of past performance for the most recently completed, qualified grant with three performance measures for the grant; the first measure is required and the next two should be the measures that were tracked most similar to those listed below:

- education or employment rate post program-completion (REQUIRED);
- employment/education retention (MOST SIMILAR TO); and
- credential attainment rate (MOST SIMILAR TO).

For non-DOL grants, the chart must be signed by the grantor or a letter must be provided from the grantor verifying the past performance data. This letter must be on grantor letterhead and contain contact information for the grantor. Applicants that do not provide all of the following will receive 0 points for the Past Performance - Programmatic Capability section:

- Performance Chart;
- Previous grantor contact information; and
- A signed past performance chart or an associated grantor verification letter on grantor letterhead (for non-ETA grants)

3. Past Performance Chart

The Past Performance Chart is required for applicants that are former REO grantees *and* applicants without previous REO grant experience. The chart must include: a) three performance measures, b) the corresponding initial goals, and c) the corresponding final outcomes. This data demonstrates if and how the applicant successfully completed and managed the agreement. Follow the guidelines in the previous two subsections to determine which performance measures are allowable for your completed grant.

Additionally, the chart for the completed grant must provide the following:

- i. Name of previous grantor/funder organization (clearly identify REO grant, if applicable);

- ii. Name, title, email address, and phone number of the point-of-contact for the previous grantor/funder; also, include a signature (if non-DOL grant);
- iii. Past project title and, if applicable, grant number;
- iv. Past project period of performance (i.e. start and end dates);
- v. Number of participants actually enrolled and the initial enrollment goal, as specified in the grant or required by the grantor/funder;
- vi. Initial goals and final outcomes in whole numbers, not just percentages, for each metric.
- vii. Rates of performance, defined as the final outcome for each metric divided by the corresponding initial goal.

ETA reserves the right to disqualify performance measures that are determined not to be sufficiently similar to the required measures above, and award zero points for non-qualifying measures.

Name of Previous Grantor Organization:				
Grantor Contact - Name, Title, Signature (if non-ETA grant), E-mail Address, and Telephone Number:				
Project Title and Grant Number:				
Project Period of Performance:				
Number of Participants Enrolled:				
Population Served:				
Performance Goals				
Performance Indicator	Goal	Outcome	Outcome /Goal (Fraction)	Rate of Performance (Percentage)
<i>Employment/education placement</i>	<i>60</i>	<i>58</i>	<i>58/60</i>	<i>97%</i>
<i>Credential/degree attainment</i>	<i>100</i>	<i>105</i>	<i>105/100</i>	<i>105%</i>

Please utilize the “Rate of Performance” (i.e. final outcome divided by initial goal) to determine the number of points to be awarded for each performance measure. Applicants are not required to use the total number of participants enrolled as the initial goal for each performance measure, if their initial employment goal was, for example, 80% of total participants enrolled. First, please calculate the employment goal as a *whole number* (i.e. 80% x total participants enrolled); and second, divide the actual number of participants employed by the whole number goal to determine the final Rate of Performance.

Applicants will be rated on the following criteria:

i. Rate of Performance- Education or Employment Rate (1st or 2nd quarter after exit, if former REO grantee) (Up to 6 points):

- Rates of 95 percent or higher will receive 6 points for this subsection.
- Rates of 90 percent – 94.99 percent will receive 5 points for this subsection.
- Rates of 85 percent – 89.99 percent will receive 4 points for this subsection.
- Rates of 80 percent – 84.99 percent will receive 3 points for this subsection.
- Rates of 75 percent – 79.99 percent will receive 2 points for this subsection.
- Rates of 70 percent – 74.99 percent will receive 1 point for this subsection.
- Rates of 69.99 percent or below will receive 0 points for this subsection.

ii. Rate of Performance- Education or Employment Rate (3rd or 4th quarter after exit, if former REO grantee), or similar) (Up to 6 points):

- Rates of 95 percent or higher will receive 6 points for this subsection.
- Rates of 90 percent – 94.99 percent will receive 5 points for this subsection.
- Rates of 85 percent – 89.99 percent will receive 4 points for this subsection.
- Rates of 80 percent – 84.99 percent will receive 3 points for this subsection.
- Rates of 75 percent – 79.99 percent will receive 2 points for this subsection.
- Rates of 70 percent – 74.99 percent will receive 1 point for this subsection.
- Rates of 69.99 percent or below will receive 0 points for this subsection.

iii. Rate of Performance- Credential Attainment Rate, or similar (Up to 4 points):

- Rates of 90 percent or higher percent will receive 4 points for this subsection.
- Rates of 80 percent – 89.99 percent will receive 3 points for this subsection.
- Rates of 75 percent – 79.99 percent will receive 2 points for this subsection.
- Rates of 70 percent – 74.99 percent will receive 1 point for this subsection.
- Rates of 69.99 percent or below will receive 0 points for this subsection.

g. Budget and Budget Narrative (Up to 6 Points)

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

- i. The extent the proposed expenditures will address all project requirements, and whether key personnel have adequate time devoted to the project to achieve project results. (Up to 2 points)
- ii. The extent to which the budget narrative provides a description of costs associated with each line item on the SF-424A, and includes a cost-per-participant for Direct Applicants at or under \$12,500 and for Intermediary Applicants at or under \$11,500. It should also include a complete description of leveraged resources provided (as applicable) to support grant activities. (Up to 2 points)
- iii. Whether or not the totals on the SF-424A and the Budget Narrative align. (2 points or no points)

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will exclude only those attachments listed below from the page limit. The Budget and Budget Justification do not count against the page limit requirements for the Project Narrative.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or fewer and use only standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces, or accent marks, and must be unique (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a. Required Attachments

(1) Abstract

You must submit an up to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. The abstract must include the following:

- the applicant's name
- the project title and purpose
- the applicant type (direct or intermediary)
- a description of the target area(s) to be served, including a list of zip codes
- the target age group and number of participants to be served
- intended beneficiaries
- the funding level requested

- the total cost-per-participant
- the sub-grantee name(s), if an intermediary applicant; and subrecipient activities
- the justice system and violence prevention partner name(s)
- a brief summarization of the project including activities to be performed
- the proposed outcomes, if any, for the WIOA primary performance indicators and REO-specific indicators in Section IV.B.3.b; and any other expected outcomes

(2) Mandatory Partners - Letters of Commitment or MOUs

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and Mandatory Partner organizations and/or sub-grantees as described in Section III.A.2.

b. Requested Attachments

We request the following attachments, but their omission will not cause us to disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

(1) Past Performance Documentation

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor).

See Section IV.B.3.f for which applicants are to submit this documentation and additional instructions.

These documents must be uploaded as an attachment to the application package and labeled “Past Performance.”

(2) Letters of Commitment or MOUs from *Recommended* Partners

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.3.d.

These letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.”

(3) Indirect Cost Rate Agreement

If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

This document must be uploaded as an attachment to the application package and labeled “NICRA.”

(4) Financial System Risk Assessment Information

All applicants are requested to submit Funding Opportunity Announcement Financial System

Risk Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

(5) Poverty Rate data

Applicants must provide a table based on American Community Survey data that lists the population and number of persons in poverty in each of the Census Tracts in the proposed target area. See Section VIII below for instructions on using American Community Survey data to identify the poverty rate of counties, Indian Reservations or Native Lands, and Census Tracts.

The total number of persons in poverty in all of the combined Census Tracts divided by the combined population of all of the proposed tracks is the poverty rate of the proposed target area. A map must be provided showing that the Census Tracts are contiguous. This map can be a screenshot of the Census website the applicant used in accessing the mapped American Community Survey Census Tract data. If an entire county or Indian Reservation or Native Land is proposed as the target area, the applicant does not need to provide a table or map, and only needs to state in the application the poverty rate of the county or Indian Reservation or Native Land that the Census website provides.

Applicants proposing to serve more than one target area should provide for each of the target areas a table that lists the total population and number of persons in poverty in each of the Census Tracts in the target area. Additionally, provide a summary table providing the total population and population in poverty of each of the proposed target areas. The total number in poverty of the combined target areas divided by the total population of the combined target areas will be the poverty rate being submitted by the applicant.

(6) Violent Crime Rate data

Applicants must provide a table based on the FBI data used to determine the violent crime rate for the target area(s). This table can be a screenshot of the website the applicant used to access the FBI data. If a non-FBI data source was used for an area outside of the covered Metropolitan Statistical Areas (MSAs), applicants must provide a table of that data and documentation of the data source itself. The documentation of the data source need not include an entire report, but must clearly include the following details: a copy or screenshot of the relevant data within the source document, the name of the government agency that published the document, the title of the report or document, and the date it was published.

(7) Logic Model

The Performance Measurement subsection requires the logic model attachment of no more than two pages.

(8) Project Timeline

The timeline attachment includes all required services described in the Action Plan.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

This FOA has two closing dates. We must receive your application by 04/21/2022 to be considered for Round 1 and 10/05/2022 to be considered for Round 2. You must submit your

application electronically on <https://www.grants.gov> no later than 11:59 p.m. Eastern Time on the closing dates.

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by hard-copy, e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

2. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

a. How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative

(AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

b. How to Submit an Application to DOL via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. For access to

complete instructions on how to apply for opportunities, refer to <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by

Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will **reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered.** It is your responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

To receive updated information about critical issues, new tips for users, and other time-sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at <https://www.grants.gov/web/grants/manage-subscriptions.html>.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources, contact one of the following:

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email support@grants.gov.

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. **You take a significant risk by waiting to the last day to submit through Grants.gov.**

D. INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

Indirect Costs

As specified in the Uniform Guidance Cost Principles, indirect costs are those that are incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate is required when an organization operates under more than one grant or other activity, whether federally-assisted or not. You have two options to claim reimbursement of indirect costs.

Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by the federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10 percent of Modified Total Direct Costs to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

Option 2: Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.1 for definition), which

may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

Applicants may spend up to 30 percent of the total budget on participant wages, wage subsidies, and/or stipends. If it becomes apparent post-award that additional funding for participant wages, wage subsidies, and/or stipends is necessary to implement the program successfully, the awardee must seek and gain approval from DOL prior to making such a change.

Applicants may spend up to 7 percent of the total budget on incentives and needs-related payments. Awardees must have a written policy on incentives and needs-related payments, including eligibility guidelines and ensure the policy is applied consistently.

Salary and Bonus Limitations

None of the funds appropriated under the heading “Employment and Training” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR Part 200 Subpart F). Where states are recipients of such funds, states may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the state, the compensation levels for comparable state or local government employees, and the size of the organizations that administer federal programs involved including ETA programs. See Public Law 113-235, Division G, Title I, section 105, and TEGL number 05-06 for further clarification: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

Intellectual Property Rights

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. For general information on CC BY, please visit <https://creativecommons.org/licenses/by/4.0>.

Instructions for marking your work with CC BY can be found at https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Questions about CC BY as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section VII.

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to or purchased

by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY licensing requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal purposes (i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and (ii) any rights of copyright to which the recipient, subrecipient, or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following standard ETA disclaimer needs to be on all products developed in whole or in part with grant funds.

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

Credential Transparency

The Department wishes to ensure that individuals, employers, educators and training providers have access to the most complete, current and beneficial information about providers, programs credentials, and competencies supported with these public, federal funds. To this end, the Department requires that information about all credentials (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills and abilities) developed or delivered through the use of these public federal funds be made publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. ETA will provide specific guidance and

technical assistance on data elements to include in the published open data, such as information about the credential provider, the credential and its associated competencies, delivery mode, geographic coverage, the industry sector(s) and occupation(s) for which the credential was developed, related assessments, related accreditations or other quality assurances where appropriate, costs, and available outcomes.

F. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: You may withdraw an application by written notice to the Grant Officer at any time before an award is made.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

Section IV.B.3 (Project Narrative) of this FOA has several “section headers” (e.g. IV.B.3.a), Statement of Need). Each of these “section headers” of the Project Narrative may include one or more “criterion,” and each “criterion” includes one or more “rating factors,” which provide detailed specifications for the content and quality of the response to that criterion. Each of the rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a. Statement of Need)	12 total
2. Performance Measurement, Outputs, and Outcomes (See Section IV.B.3.b. Performance)	12 total
3. Project Design (See Section IV.B.3.c. Project Design)	28 total
4. Partnerships (See Section IV.B.3.d. Partnerships)	18 total
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity)	8 total
6. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	16 total

Criterion	Points (maximum)
7. Budget and Budget Justification (See Section IV.B.2. Project Budget)	6 total
TOTAL	100

Section IV.B.3, Project Narrative, provides a detailed explanation of the information an application must include (e.g., a comprehensive work plan for the whole period of performance with feasible and realistic dates). Reviewers will rate each “rating factor” based on how fully and convincingly the applicant responds. For each “rating factor” under each “criterion,” panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the “rating factor,” unless otherwise noted in Section IV.B.3, based on the definitions below:

Standard Rating	Definition	Standard for Calculating Points
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points
Partially Meets	The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications.	Half Points
Fails to Meet	The application does not respond to the rating factor or the application does respond to the rating factor but does not convincingly satisfy any of the stated specifications.	Zero Points

In order to receive the maximum points for each rating factor, applicants must provide a response to the requirement that fully describes the proposed program design and demonstrates the quality of approach, rather than simply re-stating a commitment to perform prescribed activities. In other words, applicants must describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of this FOA.

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the

mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, eligible applicant group representation and other relevant factors. The Grant Officer may consider any information that comes to their attention.

The government may elect to award the grant(s) with or without discussion with the applicant. Should a grant be awarded without discussion, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov>, which constitutes a binding offer by the applicant.

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- iii. History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- iv. Reports and findings from audits performed under Subpart F—Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
- v. The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of ETA's Risk Review process, the Grant Officer will determine the following:

- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with [TEGL 23-15](#).

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may, at their discretion, elect not to fund the applicant for a grant award regardless of the applicant's score in the competition.

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System. This information will be taken into account as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
	SECTION A: PURPOSE	
The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900. (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant. (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located. (3) The accounting system should provide accurate and current financial reporting information. (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.		
	SECTION B: GENERAL	
1. Complete the following items:		
a. When was the organization founded/incorporated (<i>month, day, year</i>)	b. Principal officers Titles	
c. Employer Identification Number:		
d. Number of Employees Full Time: Part Time:		

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT			
2. Is the organization or institution affiliated with any other organization: Yes No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.		3. Total Sales/Revenues in most recent accounting period. (12 months) \$	
		SECTION C: ACCOUNTING SYSTEM	
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No			
a. If yes, provide name, and address of Agency performing review:		b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.	
		Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.	
2. Which of the following best describes the accounting system:	State administered	Internally Developed	Web-based
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes	N o	Not Sure
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes	N o	Not Sure
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	N o	Not Sure
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	N o	Not Sure
7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes	N o	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:	Yes	N o	Not Sure
a. Total funds available for a grant?	Yes	N o	Not Sure

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT			
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?		N o	Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?		Yes o	Not Sure
		SECTION D: FINANCIAL STABILITY	
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.			
		SECTION E: FINANCIAL STATEMENTS	
1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No			
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A			
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:			
		SECTION F: ADDITIONAL INFORMATION	
1. Use this space for any additional information (<i>indicate section and item numbers if a continuation</i>)			

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage at <https://www.dol.gov/agencies/eta/>. Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right not to fund any application related to this FOA.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
- ii. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675 et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- iii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iv. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- v. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.

- x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- xi. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xii. Standard Grant Terms and Conditions of Award—see the following link: <https://www.dol.gov/agencies/eta/grants/resources>.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

b. Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).

c. Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL 39-11](#) (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

- i. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
- ii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- iii. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- iv. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
- v. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential

nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

- vi. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- vii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- viii. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- ix. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- x. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xi. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. Record Retention

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

f. Use of Contracts and Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

Contract: Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this FOA does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).

Contractor: Contractor means an entity that receives a contract as defined above in Contract.

Subaward: Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/GCFAQ.pdf>.

3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

4. Special Program Requirements

a. ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

Please note that applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

C. REPORTING

You must meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically.

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar-year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. For other guidance on ETA's financial reporting, reference TEGL 20-19 and our webpage at <https://www.dol.gov/agencies/eta/grants/management/reporting>.

2. Quarterly Performance Reports

The grantee must submit a quarterly performance report within 45 days after the end of each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

3. Quarterly Narrative Performance Reports

In addition to the Quarterly Performance Report, the grantee must submit the Joint Quarterly Narrative Performance Report Template (ETA 9179) progress report within 45 days after the end of each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Ariam Ferro, Grants Management Specialist, Office of Grants Management, at Ferro.Ariam@dol.gov. Applicants should e-mail all technical questions to Ferro.Ariam@dol.gov and must specifically reference FOA-ETA-22-03, and along with question(s), include a contact name, and phone number. This Announcement is available on the ETA website at <https://www.dol.gov/agencies/eta/grants> and at <https://www.grants.gov>.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles; and America's Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models, visit the Competency Model Clearinghouse (CMC) at <https://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

C. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at <https://workforcegps.org>.

We encourage you to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. We encourage you to review these resources by visiting <https://strategies.workforcegps.org>.

We created a technical assistance portal at <https://grantsapplicationandmanagement.workforcegps.org/> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

The community of practice focused on reentry is available at <https://reo.workforcegps.org>.

D. SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through DOL's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

E. DIRECTIONS FOR USING CENSUS DATA TO IDENTIFY HIGH-POVERTY AREAS IN URBAN OR RURAL AREAS AND INDIAN RESERVATIONS OR NATIVE LANDS

As stated above in Section C.4. Target Service Areas, applicants must use American Community Survey data to define counties, Indian Reservations or Native Lands, or contiguous Census Tracts as target areas for their grants. Note that cities are not on this list and the poverty rate of contiguous Census Tracts must be used to define target areas within cities.

Directions for using American Community Survey (ACS) data to determine high-poverty areas are as follows. Section 1 describes how to identify the poverty rate of an overall county. Section 2 describes how to identify the poverty rate of contiguous high-poverty Census Tracts in a city or county. Section F immediately below describes how to determine the poverty rate of American Indian Reservations, Oklahoma Tribal Statistical Areas, Alaska Native Village Statistical Areas or Alaska Native Regional Corporation Areas, Native Hawaiian Homeland Areas, or other tribal areas. You can use either Microsoft Edge, Google Chrome, or Microsoft Explorer to identify the poverty rates of overall counties. You will need to use either the Microsoft Edge or Google Chrome browsers to identify contiguous high-poverty Census Tracts and to identify poverty rates of Indian Reservations and Native Areas. Microsoft Explorer will not work to identify poverty rates of contiguous Census Tracts, Indian Reservations, or other Native Areas.

Section 1: Determining the Poverty Rate of an Overall County

The directions for determining the poverty rate of counties differ for counties with a population

of above 5,000 and counties with a population below 5,000.

For counties with a population of 5,000 and above:

1. Click on <https://www.census.gov/>.
2. In the middle of the page, go to **Quick Facts: Access Local Data** and click on **Go to Quick Facts**.
3. On the page that comes up, type in the name and state of your county, and then hit return.
4. A page will come up with various information on your county and the entire United States. Scroll down near the bottom of the table under **Income and Poverty** and it will give you **Persons in Poverty, Percent** for your county and for the United States.

For counties with a population of less than 5,000:

1. Go to: <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/>.
2. A page will open with options to select from various geographic types. Select **County**. Then select your state from the dropdown menu.
3. Once you have selected your state you can select your county from the dropdown menu of counties.
4. Once you have selected your county click on the **Get Narrative Profile** in green border. It will take about 10 seconds for the Narrative Profile to load.
5. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.

If you want to use your entire county as the target area all you need to do is state in your application the poverty rate of the county and that this is the poverty rate provided on the Census webpage. Go to Section 2 if you want to identify contiguous Census Tracts with poverty rates higher than that of the overall county. Note that you can choose to either the county poverty rate or the poverty rate of contiguous Census Tracts. It is not sufficient to simply use the poverty rate of a city because the poverty Census tracts in a city may not be contiguous.

Section 2: Identifying Contiguous High-Poverty Census Tracts in your City or County for Targeting Your Services on High-Poverty Neighborhoods.

The directions for finding the poverty rate of a contiguous set of Census tracts in a city or county are as follows.

1. Go to: [Explore Census Data](#) or <https://data.Census.gov/cedsci/>
2. A box will come up with the words “Find Tables, Maps, and More...” Type in the name of your city or county and state plus the words city or county and **Poverty Status**, for example, Cincinnati City, Ohio Poverty Status or Hamilton County, Ohio **Poverty Status**. Do not just click on the name of the city or county when it comes up, you need to type in the name of the city or county plus the words city or county plus Poverty Status. You need to type in Poverty Status after the name of the city to get the poverty table that you need.
3. On the next page a series of tables will come up. Under **Tables** click on the first table **Poverty Status in the Past 12 Months**.
4. A table will appear showing the poverty rate of the overall city or county. Right above the

table it will say **Product: 2019: ACS 1-Year Estimate** or **Product: 2020: ACS 1-Year Estimate**. Click on the down arrow and select **Product: 2019: ACS 5-Year Estimate** or **Product: 2020: ACS 5-Year Estimate**. Census Tract data is only available using 5-year data. If you forget to click on 5-year data you will get a second chance to select 5-year data on the map as explained below.

5. Note that as these directions are written the Census Bureau is showing 2019 data, but eventually it will make 2020 data available. Use whichever year of data is available at the time you are using the Census data. You don't need to update 2019 calculations you make if 2020 data later becomes available.

6. Above the table is a row of 14 tabs or icons. Click on **Maps**, which is the 14th or last tab in the row. The map should take you directly to your city or county. If it just takes you to your overall state, start all over again and make sure that you added City to the name of your city or add County to the name of your county. For example, instead of St. Louis, Missouri Poverty Status, type in St. Louis City, Missouri Poverty Status. Then the map will take you directly to your city. This may happen if the map only recognizes for example St. Louis City instead of St. Louis.

7. Then, you need to change the view of the map to include Census Tracts. Above the map of your city there are 13 tabs or icons. Click on the fourth tab **Layer**. A box will appear with a list showing Search, Region, Division, State, and Metropolitan/Micropolitan Area. Note that this not a dropdown menu as it appears to be. Rather in the first line where it says **Search** simply type in **Tract**. Then a dropdown menu will appear with the options of Tribal Census Tract and Census Tract. Click on **Census Tract**.

8. Once you click on **Census Tract** you will see the Census tracts in your city or county. To see the Census tract numbers you may need to increase the magnitude of the map. You can increase or decrease the magnitude of the map by using the plus and minus signs at the top right corner of the map.

9. You will not be able to see Census Tracts unless you have selected the 5-year data. If you forgot to do this, you have another chance to do it. In the row of 13 tabs or icons at the top of the map, click on the 6th tab **Dataset** and then select the 5-year data set.

10. Now you are ready to start selecting Census tracts for your target area. Place your cursor over a Census tract and click on it, and then you will be given the opportunity to Select it. Click on **Select** for that Census tract when given the option. It is not enough to just click on a Census tract; you need to click on **Select** when given the option. When you select a Census tract it will become highlighted.

11. You don't need to but as an alternative to selecting Census Tracts one by one, you can drag your cursor over several Census Tracts to select them. To do this, in the 13 icons or tabs above the map click on the second tab **Select** and then left click on your mouse and use your cursor to drag over several Census Tracts and then release your hold on the cursor and mouse. You can check if you have successfully selected the Census Tracts by seeing if several Census Tracts

have been added to the selection list under the **Filter** to the left of the map. When you are done dragging and selecting several Census Tracts one at a time you need to exit the Select mode in order to select and deselect Census Tracts one at a time. You can exit the Select mode either by clicking on the Select tab again above the map or by clicking on **Exit Selection Tool** in the top right corner above the map.

12. Click on the Census tracts that you expect to be in the target area. Make sure that the Census are contiguous as required in this grant announcement.

13. When you have selected all of your Census tracts, take a screen shot of the map to include in your application because as described below because of a current problem in the Census Bureau webpage you will not be able to save or return to the map again. If for future use you want to see the boundaries of the Census tracts continue to magnify the map until you can see the names of the streets that bound the Census tracts.

14. Once you have selected all the Census tracts that you want and made a screen shot of the map, on the very top of the page click on **Table**.

15. Once you have clicked on **Table** on the page that comes up you will need to click on **Go to Full Table** in the green border in the bottom right corner of the screen.

16. After you have clicked on **Go to Full Table** a table should show up providing the total population, population in poverty, and poverty rate for each of the Census tracts that you selected.

17. You can use the directional arrow at the bottom of the table or the directional arrows on your keyboard to scroll to the right on the table to see the total population, population in poverty, and poverty rate of each Census tract. We are only interested in the top row of the table—the total population of the Census tract and the population in poverty.

18. You can now make a handwritten spreadsheet in a notebook, which you can later copy into Excel with three columns, the Census tract number, the Total Population in the Census tract, and the Population in Poverty in the Census tract. You do not need to, but you may want to add a fourth column showing the percentage in poverty in the Census tract. It may be useful to you later to know the poverty rate of each tract if you need to go back and remove some Census tracts with low poverty rates to get to a higher poverty rate for the entire target area.

19. After you have copied your spreadsheet into Excel, add up the Total Population and the Population in in Poverty columns, and divide the Population in Poverty by the Total Population. Include the table in your application showing the Total Population and the Population in Poverty for each Census Tract in your application and the combined Total Population and Population in Poverty of all of the Census tracts combined in the target area. If you are submitting more than one target area in your application you will need to provide this table and map in your application for each target area and also a table showing the Total Population and Population in Poverty for each target area and the Total Population and Population in Poverty for all Target areas combined. This table will show the poverty rate of all

target combined and will be used to determine your score for the Need criterion.

20. If you want to add or delete Census Tracts to get a higher poverty rate the function on the Census website for returning from the table to the map is not working and you will need to exit the Census website and reenter the Census website to start over to select a new set of Census Tracts. If you have many Census Tracts to reselect it may be helpful to use the alternative approach described in #11 to use your mouse to drag and select several Census Tracts at a time. As described in #11 above if you have clicked on the **Select** tab above the table to drag and select several Census Tracts at a time you will need to exit the Select mode in order to select and deselect Census Tracts one at a time. You can exit the Select mode either by clicking on the Select tab again above the map or by clicking on Exit Selection Tool in the top right corner above the map.

F. DIRECTIONS FOR USING THE CENSUS DATA TO IDENTIFY POVERTY LEVEL OF INDIAN RESERVATIONS, OKLAHOMA TRIBAL STATISTICAL AREAS, NATIVE ALASKAN VILLAGES, OR NATIVE HAWAIIAN HOMELANDS

Directions for finding the poverty rate of the Native American population within a Reservation or Native Statistical Area are as follows. You must report in your application the poverty rate of the Native American population within the Reservation or Native Area rather than the overall poverty rate of the total population of the area. You will need to use either the Google Chrome or Microsoft Edge browser for this section. Microsoft Explorer will not work.

The Census Bureau has updated its website and you will need to use the mapping function rather than the Advance Search function available last year.

1. Go to: [Explore Census Data](#) or <https://data.Census.gov/cedsci/>

2. A box will come up with the words “Find Tables, Maps, and More...” Type in the name of your state and **Poverty Status**, for example, South Dakota Poverty Status. You need to type in Poverty Status after the name of the state to get the poverty table that you need.

3. On the next page a series of tables will come up. Under **Tables** click on the first table **Poverty Status in the Past 12 Months**.

4. A table will appear showing the poverty rate of the overall state. Right above the table it will say **Product: 2019: ACS 1-Year Estimate** or **Product: 2020: ACS 1-Year Estimate**. Click on the down arrow and select **Product: 2019: ACS 5-Year Estimate** or **Product: 2020: ACS 5-Year Estimate**. Census Tract data is only available using 5-year data. If you forget to click on 5-year data you will get a second chance to select 5-year data on the map as explained below.

5. Note that as these directions are written the Census Bureau is showing 2019 data, but eventually it will make 2020 data available. Use data is available at the time you are using the Census data. You don't need to update 2019 calculations you make if 2020 data later becomes available.

6. Above the table is a row of 14 tabs or icons. Click on **Maps**, which is the 14th or last tab in the row. The map should take you directly to your state.

7. Then, you need to change the view of the map to include Indian Reservations and Native Lands. Above the map of your Reservation or Native Area there are 13 tabs or icons. Click on the fourth tab **Layer**. A box will appear with a list showing Search, Region, Division, State, and Metropolitan/Micropolitan Area. Note that this not a dropdown menu as it appears to be. Rather in the first line where it says **Search** simply type in **American**. Then select the first item listed **American Indian Areas, Alaska Native Areas, and Hawaiian Home Lands**.
8. Once you click on **American Indian Areas, Alaska Native Areas, and Hawaiian Home Lands Census Tract** you will see on the map the Native Areas in the state. You can increase or decrease the magnitude of the map by using the plus and minus signs at the top right corner of the map.
9. You will not be able to see the Native Areas unless you have selected the 5-year data. If you forgot to do this, you have another chance to do it. In the row of 13 tabs or icons at the top of the map, click on the 6th tab **Dataset** and then select the 5-year data set.
10. On the map of your state place your cursor over your Reservation or Native Area and click on it, and then you will be given the opportunity to Select it. Click on **Select** for your Reservation or Native Land. It is not enough to just click on a Reservation or Native Land; you need to click on **Select** when given the option. When you select your Reservation or Native Area it will become highlighted.
11. Once you have selected your Reservation or Native Area, on the very top of the map click on **Table**.
12. Once you have clicked on **Table** on the page that comes up you will need to click on **Go to Full Table** in the green border in the bottom right corner of the screen.
13. Once you have clicked on **Go to Full Table** a table should show up providing the total population, population in poverty, and poverty rate for your Reservation or Native Area. You can use the directional arrow at the bottom of the table or the directional arrows on your keyboard to scroll to the right on the table to see the total population, population in poverty, and the poverty rate of the Native Land.
14. Do not use the total population and population in poverty for all persons in your Reservation or Native Area, but rather scroll down to the row showing the poverty data for **American Indian and Alaskan Native Alone** or alternatively **Native Hawaiian or Pacific Islander Alone**. Then scroll to the **Percent Below Poverty Level** Column to get the poverty rate for Native Americans within your Reservation or Native Area. This will be the poverty rate you report in your application.

G. PAST DOL EVALUATIONS AND EVIDENCE

ETA and CEO have funded a number of evaluations that are relevant to this grant. These evaluations and other resources may be helpful in identifying evidence-based and evidence-informed models and components of services to improve the employment outcomes for young adults that have been involved in the juvenile or adult justice system. These include:

[Evaluation of Grants Serving Young Offenders](#). ETA funded an evaluation of its Face Forward and Pathways to Justice Careers grant initiatives, between 2013 and 2016. The purpose of the evaluation was to document and identify promising practices from the grantee's experiences of serving young offenders. The evaluation produced three issue briefs, a resource guide, and a case study on operating a vocational training program at a juvenile correctional facility.

[Supporting Reentry Employment and Success: A Summary of the Evidence for Adults and Young Adults](#). As part of the ongoing Reentry Employment Opportunities Evaluation, CEO funded an issue brief that summarized the evidence base for reentry employment interventions and services.

[Clearinghouse for Labor Evaluation and Research \(CLEAR\)](#). CLEAR reviews studies in a variety of labor-related topic areas that are determined in collaboration with CEO and DOL agency staff. Relevant CLEAR topic areas include:

- [Reentry](#)
- [Apprenticeship and Work-Based Training](#)
- [Opportunities for Youth](#)

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2022.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. SEND ONLY COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.

This information is being collected for the purpose of awarding a grant. DOL will use the information collected through this “Funding Opportunity Announcement” to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. This information is required to be considered for this grant.

Signed 03/07/2022 in Washington, D.C. by:
Melissa Abdullah
Grant Officer, Employment and Training Administration

One-rdg. X
P. Hmgs.
Pgs. 3
Filed: 06-21-22

Sponsored by: Ollis

First Reading:

Second Reading:

COUNCIL BILL 2022-160

SPECIAL ORDINANCE

A RESOLUTION

1 AUTHORIZING the City Manager, or his designee, to apply for a grant from the
2 Environmental Protection Agency for the Brownfields Job Training
3 grant in the amount of up to \$500,000 to be utilized to perform
4 approved grant activities.
5 _____
6

7 WHEREAS, the City of Springfield, through the Department of Workforce
8 Development, has the opportunity to apply for the Brownfields Job Training grant from
9 the United States Environmental Protection Agency ("EPA") in the amount of \$500,000;
10 and
11

12 WHEREAS, the objective of the Brownfields Job Training Program is to recruit,
13 train, and place unemployed and under-employed residents of solid and hazardous
14 waste-impacted communities with the skills needed to obtain full-time, sustainable
15 employment; and
16

17 WHEREAS, a critical part of the Brownfields Job Training Program is to further
18 environmental justice by ensuring that residents living in communities historically affected
19 by economic disinvestment, health disparities, and disproportionate and adverse
20 exposures to environmental contamination, including low-income, minority, tribal and
21 indigenous communities, have an opportunity to reap the benefits of revitalization and
22 environmental cleanup.
23

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

27 Section 1 – The Department of Workforce Development is hereby authorized to
28 apply for Brownfields Job Training Program grant funds in the amount of \$500,000 from
29 EPA to be utilized to perform approved grant activities.
30

31 Section 2 – This Resolution shall be effective immediately upon adoption.
32

33 Passed at meeting:

34
35
36
37
38
39
40
41
42
43
44
45
46

Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form: Mary B. Bozart, Assistant City Attorney

Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 160

FILED: 06-21-22

ORIGINATING DEPARTMENT: Workforce Development.

PURPOSE: Authorizing the City Manager, or his designee, to apply for a grant from the Environmental Protection Agency ("EPA") for the Brownfields Job Training grant in the amount of up to \$500,000 to be utilized to perform approved grant activities.

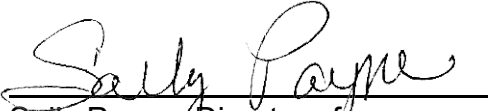
BACKGROUND INFORMATION: The objective of the Brownfields Job Training Program is to recruit, train, and place unemployed and under-employed residents of solid and hazardous waste-impacted communities with the skills needed to obtain full-time, sustainable employment.

A critical part of the Brownfields Job Training Program is to further environmental justice by ensuring that residents living in communities historically affected by economic disinvestment, health disparities, and disproportionate and adverse exposures to environmental contamination, including low-income, minority, tribal and indigenous communities, have an opportunity to reap the benefits of revitalization and environmental cleanup.

REMARKS: This program supports the following City Council Priorities:

- Quality of Place
- Economic Vitality

Recommended by:


Sally Payne, Director of
Workforce Development

Approved by:


Jason Gage,
City Manager

One-rdg. X
P. Hrngs.
Pgs. 183
Filed 06-21-22

Sponsored by: Council

First Reading:

Second Reading:

COUNCIL BILL 2022- 161

SPECIAL ORDINANCE

AN ORDINANCE

1 AMENDING Special Ordinance 27441 to revise the date of the election called in
2 Special Ordinance 27441 to November 8, 2022; and declaring an
3 emergency.
4
5

6 WHEREAS, on September 21, 2020, City Council passed General Ordinance
7 6614 ("Attachment A") rezoning property located at 3503, 3521, 3527, and 3535 South
8 Lone Pine Avenue from single-family residential, general retail, and limited business
9 district to Planned Development No. 374, and subsequently a referendum petition
10 regarding General Ordinance 6614 was submitted; and
11

12 WHEREAS, on December 14, 2020, City Council adopted Special Ordinance
13 27441 calling an election on August 3, 2021, to submit to voters a question as to
14 whether or not to approve General Ordinance 6614; and
15

16 WHEREAS, on May 25, 2021, a trial court permanently enjoined the City from
17 holding a referendum election concerning General Ordinance 6614; and
18

19 WHEREAS, on June 8, 2022, the Missouri Southern District of Appeals vacated
20 the trial court's permanent injunction and ordered the City to take steps to place General
21 Ordinance 6614 before the electors for vote; and
22

23 WHEREAS, pursuant to the Revised Statutes of Missouri Section 115.125 the
24 earliest date the City may call an election is November 8, 2022.
25

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

29 Section 1 – Special Ordinance 27441 is hereby amended by substituting the date
30 "November 8, 2022" in each place in which the date "August 3, 2021" is set out.
31

32 Section 2 – In accordance with City Charter Section 2.12, this Ordinance
33 constitutes an emergency because it relates to calling an election and may be passed

on the same day as its introduction. Therefore, 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: Rhonda Lewsader, City Attorney

Approved for Council action: Jason A. Hage, City Manager

EXPLANATION TO COUNCIL BILL 2022-161

FILED: 06-21-22

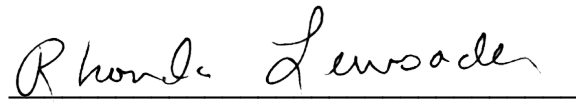
ORIGINATING DEPARTMENT: Law

PURPOSE: To amend Special Ordinance 27441 to revise the date the election is called to November 8, 2022; and declaring an emergency.

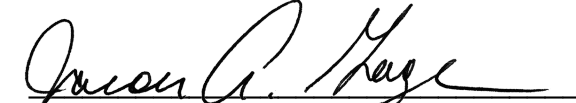
BACKGROUND INFORMATION: On September 21, 2020, City Council passed General Ordinance 6614 ("Attachment A") rezoning property located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from single-family residential, general retail, and limited business district to Planned Development No. 374. Subsequently a referendum petition regarding General Ordinance 6614 was submitted, and City Council adopted Special Ordinance 27441 calling an election on August 3, 2021, to submit to voters a question as to whether or not to approve General Ordinance 6614. On May 25, 2021, a trial court permanently enjoined the City from holding a referendum election concerning General Ordinance 6614 thereby preventing the election that was called for August 3, 2021, from going forward. On June 8, 2022, the Missouri Southern District of Appeals vacated the trial court's permanent injunction and ordered the City to take steps to place General Ordinance 6614 before the electors for vote.

Missouri Revised Statutes Section 115.125 requires that notice of an election be provided to the election authorities no later than the tenth Tuesday prior to an election in the absence of a court order. While there is an election on August 2, 2022, the appellate court's decision was not issued in time for the City to provide the required ten week notice for that election, and no court issued an order for the election authorities to allow the referendum election on August 2, 2022. Therefore, in compliance with state law, the earliest election date for which the City can call an election is November 8, 2022.

Submitted by:


Rhonda Lewsader, City Attorney

Approved by:


Jason Gage, City Manager

Attachment A

One-rdg. _____
P. Hrings. X
Pgs. 180
Filed: 08-04-20

Sponsored by: Simpson

First Reading: September 8, 2020
AMENDED
COUNCIL BILL 2020- 187

Second Reading: September 21, 2020
GENERAL ORDINANCE 6614

AN ORDINANCE

1 AMENDING the Springfield Land Development Code, Section 36-306, 'Official zoning
2 map and rules for interpretation,' by rezoning 4.2 acres of property,
3 generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue
4 from R-SF, Single-family Residential, GR, General Retail, and LB, Limited
5 Business District to Planned Development No. 374; and adopting an
6 updated Official Zoning Map. (Planning and Zoning Commission and Staff
7 recommend approval.)
8
9

10 WHEREAS, an application has been filed for a zoning change of the property
11 generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue, which is
12 more fully described on "Exhibit A," from R-SF, Single-family Residential, GR, General
13 Retail, and LB, Limited Business District to Planned Development No. 374; and
14

15 WHEREAS, following proper notice, a public hearing was held before the
16 Planning and Zoning Commission, a copy of the Record of Proceedings from said public
17 hearing being attached hereto as "Exhibit B" and incorporated herein by this reference,
18 and said Commission made its recommendation; and
19

20 WHEREAS, the City has reviewed the applicant's request and prepared a staff
21 report concerning the application which is attached hereto 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 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 described in "Exhibit A" of this Ordinance, which is
30 attached hereto and incorporated herein by this reference, is hereby rezoned from R-
31 SF, Single-family Residential, GR, General Retail, and LB, Limited Business District, or
32 such zoning districts as are designated on the official zoning map adopted by City
33 Council, to Planned Development No. 374; and the Springfield Land Development

Code, Section 36-306, 'Official zoning map and rules for interpretation,' is hereby amended, changed and modified accordingly.

Section 2 – The property described in "Exhibit A" of this Ordinance shall be subject to the requirements and standards described in "Exhibit C – Exhibit 1," which is attached hereto and incorporated herein by this reference, and these requirements, standards, and design shall govern and control the use and development of the land hereby rezoned to Planned Development No. 374.

Section 3 – City Council hereby directs the City Manager, or his designee, to update the City's digital zoning map to reflect this rezoning, and City Council adopts the map thereby amended as the Official Zoning Map of Springfield, Missouri, as provided for in the Springfield Land Development Code, Section 36-306, 'Official zoning maps and rules of interpretation.'

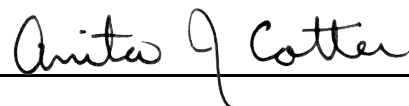
Section 4 – The Official Zoning Map herein adopted shall be maintained and archived in the same digital form in which this Council has approved its adoption.

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

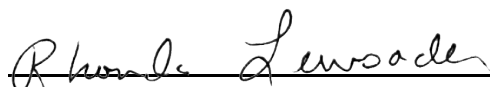
Passed at meeting: September 21, 2020

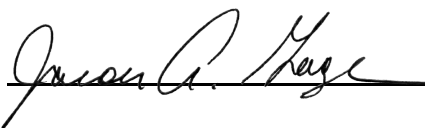


Mayor

Attest: _____, City Clerk

Filed as Ordinance: September 21, 2020

Approved as to form: _____, City Attorney

Approved for Council action: _____, City Manager

SUPPLEMENTAL EXPLANATION TO AMENDED COUNCIL BILL 2020 –187

FILED: 09-16-20

ORIGINATING DEPARTMENT: Law

BACKGROUND INFORMATION: At the September 8, 2020, City Council meeting, City Council voted to amend Council Bill 2020-187 by:

1. Striking the number “60” from Exhibit 1, Section G.2, and inserting the number “56” in its place, and
2. Replacing Exhibits 2, 3, 4, 5, 6, and 9 in their entirety with new Exhibits 2, 3, 4, 5, 6, and 9.

Exhibit 1 (G.2.) was amended to change the maximum building height language from 60 feet to 56 feet.

Exhibit 2 was amended to reduce the Building 2 height from 5 to 4 stories and removing the underground garage. By removing the garage 28 parking spaces were eliminated, so 5 additional parking spaces have been added behind the purple shamrock building along with 4 additional spaces where the garage entry drive was located to the west of Building 2. With these amendments, there is a total of 173 parking spaces provided with 161 spaces required, (a surplus of 12 spaces).

Exhibit 3 amendments reflect the removal of the underground garage and the addition of parking spaces as mentioned above.

Exhibit 4 amendments show the proposed reduced height of Building 2 from 5 to 4 stories and from 55 feet to 49 feet of building height. This results in an 11% reduction in building height to Building 2 and a reduction in total area of new construction by 13%.

Exhibit 5 amendments reflect the mentioned changes to the grading plan. Building 2 will be split to work with the existing topography so that the ground level of north end will be set a level below the ground level of the south end. This further reduces the amount of grading required and aesthetically breaks the building by contouring to the existing grading, reducing the overall scale and enhancing the aesthetics of building 2.

Exhibit 6 was amended to update the site plan regarding the landscaping due to additional parking spaces and removing the underground garage driveway.

Exhibit 9 has also been amended to update the site plan regarding recreational space calculations reduction of 2% due to additional parking spaces.

Submitted by:


Rhonda Lewsader, City Attorney

SUPPLEMENTAL EXPLANATION TO COUNCIL BILL 2020-187

DATE: September 21, 2020

ORIGINATING DEPARTMENT: LAW

PURPOSE: Report on Protest Petition regarding Council Bill 2020-187 (Planned Development 374).

REMARKS: Eight protest petitions have been filed with the City Clerk as of 9:00 a.m. on September 21, 2020. A report has been prepared by the Department of Information Systems indicating that the currently filed protest petitions account for 37% of the total area of the 185-foot protest area.

Therefore, the 30% threshold established by statute requiring a 2/3 majority vote of City Council for approval of this Council Bill has been achieved.

Submitted by:

Approved by:



Kyle Tolbert, Assistant City Attorney



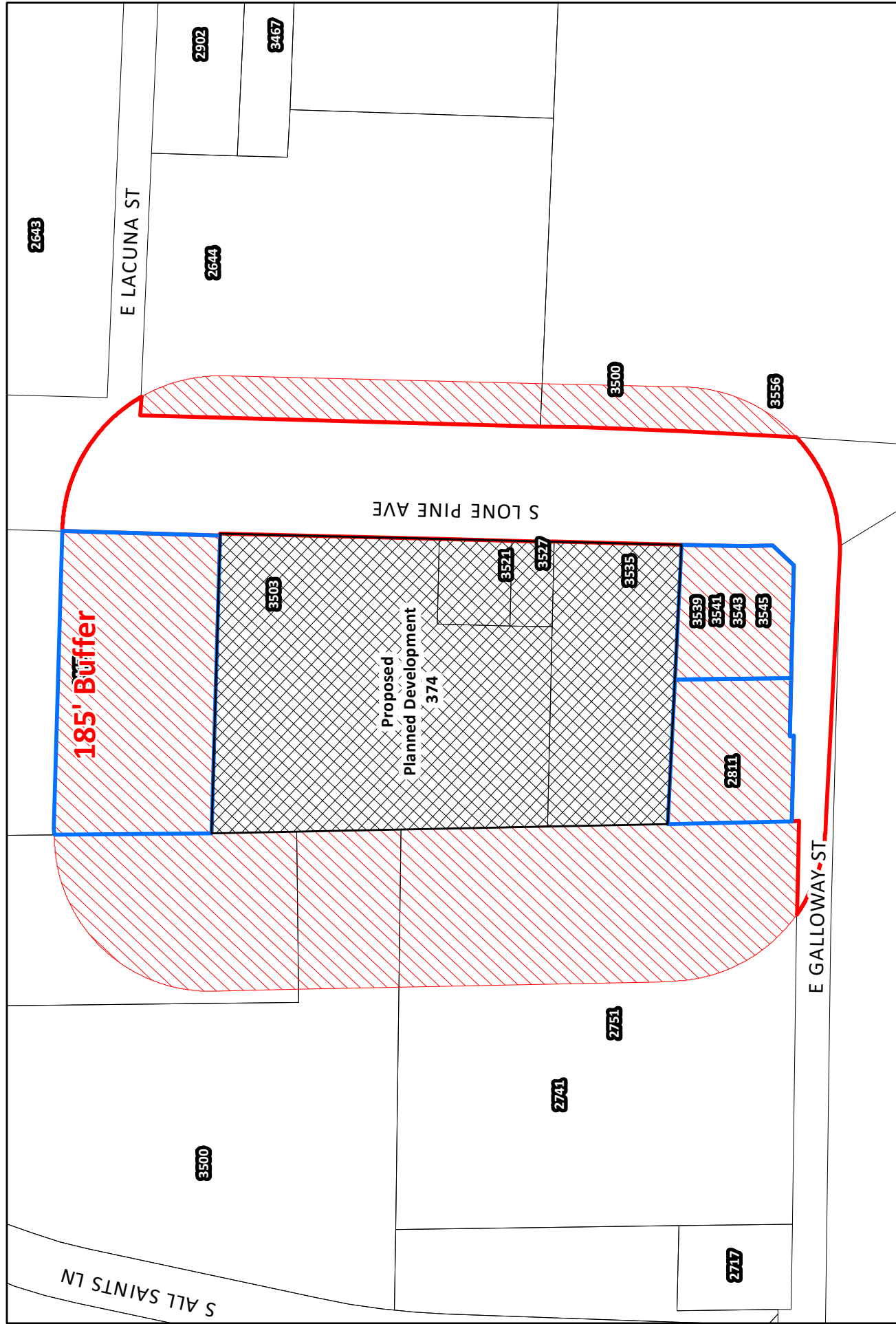
Jason Gage, City Manager



Total Area For Protesters & Non Protesters: 296,049 SF



Total Area For Protesters: 109,566 SF; 37% Of Total Area



CITY OF
Springfield

Zoning Protest Planned Development 374



DISCLAIMER: All information included on this map or digital file is provided "as-is" for general information purposes only. The City of Springfield, and all other contributing data suppliers, make no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the data for any particular use. Furthermore, the City of Springfield, and all other contributing data suppliers, assume no liability whatsoever associated with the use or misuse of the data.

August 4, 2020

EXPLANATION TO COUNCIL BILL 2020 –187

FILED: 08-04-20

ORIGINATING DEPARTMENT: Planning and Development

PURPOSE: Amending the Springfield Land Development Code Section 36-306, 'Official zoning map and rules for interpretation,' by rezoning approximately 4.2 acres of property generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from R-SF, Single-family Residential, GR, General Retail and LB, Limited Business District to Planned Development No. 374. (Planning and Zoning Commission and Staff recommend approval.)

BACKGROUND INFORMATION: PLANNED DEVELOPMENT DISTRICT NO. 374

The applicant is proposing to rezone approximately 4.2 acres of property generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from R-SF, Single-Family Residential, GR, General Retail and LB, Limited Business District to Planned Development No. 374. If approved, the applicant plans a mixed-use development with two new multi-family residential buildings and four existing buildings for continued commercial use as shown on their site plan.

The applicant is proposing a planned development district in response to concerns from the community during their rezoning request in 2018. The intent of the planned development (PD) district is to encourage more creative and imaginative design than generally is possible under conventional zoning regulations. The applicant/developer is proposing a unique mixed-use development that will include preserving 4 existing commercial structures.

REMARKS:

The Planning and Zoning Commission held a public hearing on July 16, 2020, and recommended to approve the proposed Planned Development No. 374, by a vote of 7 to 1.

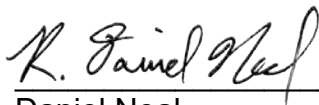
The Planning and Development staff recommends the application be approved (see the attached Development Review Staff Report).

FINDINGS FOR STAFF RECOMMENDATION:

1. The proposed Planned Development 374 is consistent with the *Growth Management and Land Use Plan* element of the *Comprehensive Plan* which identifies the south portion of the property as appropriate for Medium intensity retail, office or housing and the north portion of property as appropriate for low-density housing. The Major Thoroughfare Plan classifies Lone Pine Ave as a Secondary Arterial roadway.

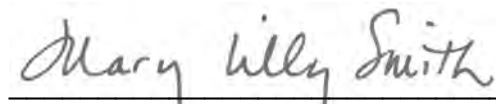
2. The subject property is within the Galloway Redevelopment Policy Area Recommendations for the South Lone Pine Avenue corridor between Battlefield and Republic Roads. These recommendations serve as the policy for development in the area and are to be used in reviewing applications for zoning changes. Staff has reviewed the applicant's submittal with the Galloway Recommendations and believes that the applicable recommendations have been addressed (Attachment 3).
3. The Revised Multi-Family Development Location and Design Guidelines assessment resulted in a density of 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre.
4. The proposed Planned Development is proposing to preserve the existing structures (Treadway Building, Purple Shamrock and Sequiota Bike Shop) located at 3521, 3527 and 3535 S. Lone Pine Avenue to preserve and rehabilitate following the Secretary of Interior's Standards for Rehabilitation and minimum maintenance requirements.
5. Approval of this application will facilitate redevelopment of this property and promote infill development where investments have already been made in public services and infrastructure.

Submitted by:



Daniel Neal
Senior Planner

Recommended by:



Mary Lilly Smith, Director

Approved by:



Jason Gage, City Manager

Exhibit A, Legal Description
Exhibit B, Record of Proceedings
Exhibit C, Development Review Staff Report

Attachment 1, Department Comments
Attachment 2, Multi-Family Development Location and Design Guideline Assessment
Planned Development 374
Attachment 3, Galloway Recommendations Planned Development 374
Attachment 4, Neighborhood Notification and Meeting Summary
Attachment 5, Neighborhood Comments

PLANNED DEVELOPMENT 374 EXHIBITS:

Exhibit 1, Planned Development Ordinance Text
Exhibit 2, Preliminary Development Site Plan
Exhibit 3, Preliminary Architectural Site Plan
Exhibit 4, Preliminary Architectural Elevations
Exhibit 5, Preliminary Grading Plan
Exhibit 6, Preliminary Landscape Plan
Exhibit 7, Landscaping Notes and Specifications
Exhibit 8, Stream Buffer Plan
Exhibit 9, Recreational Area Plan
Exhibit 10, Site and Landscape Design Narrative
Exhibit 11, Engineering Report
Exhibit 12, Boundary & Topographic Survey
Exhibit 13, Concept Design

Exhibit A

**LEGAL DESCRIPTION
PLANNED DEVELOPMENT 374**

Deed Book 2018, Page 44946-18

Tract I: Beginning 316 feet North and 330 feet East of the Southwest corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9), Township Twenty-Eight (28), Range Twenty-One (21), which is the Northeast corner of J.H. Ellison Tract; thence West 100 feet; thence North 50 feet; thence East 100 feet; thence South to the Point of Beginning, in Greene County, Missouri.

Tract II: Commencing at the Southwest corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9), Township Twenty-Eight (28), Range Twenty-One (21); thence North 316 feet, more or less, to the Northwest corner of the Ellison Tract for a second Beginning Point; thence East along the North line of the Ellison Tract, 236.7 feet; thence North 136 feet; thence East 100 feet to the West Right-of-Way line of Highway 65; thence North along the West Right-of-Way line of said Highway 65, a distance of 259 feet; thence West 353.5 feet to the West line of said Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9); thence South to the second Point of Beginning, all in the City of Springfield, Greene County, Missouri.

Tract III: Beginning 366 feet North and 330 feet East of the Southwest corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9), Township Twenty-Eight (28), Range Twenty-One (21); thence West 100 feet; thence North 86 feet; thence East 100 feet; thence South 86 feet to the Point of Beginning, in Springfield, Greene County, Missouri.

Deed Book 2018, Page 44951-18

Commencing at the Southwest corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9), Township Twenty-Eight (28) North, Range Twenty-One (21) West; thence N00°36'45"E along the West line of the said Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$), a distance of 175.15 feet to an iron pin set for a Point of Beginning; thence continuing N00°36'45"E along the said West line, a distance of 141.23 feet to an existing iron pin; thence S87°41'55"E, a distance of 337.60 feet to an iron pin set on the West Right-of-Way line of Lone Pine Avenue, as it now exists; thence S02°51'18"W along the said West Right-of-Way line, a distance of 149.11 feet to a PK Nail set; thence N86°79'47"W, a distance of 332.09 feet to the Point of Beginning; all in the City of Springfield, Greene County, Missouri. Bearings are based on the West line of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) as being N00°36'45"E.

Subject to Easement:

Commencing at the Southwest corner of the Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$) of Section Nine (9), Township Twenty-Eight (28) North, Range Twenty-One (21) West; thence N00°36'45"E along the West line of the said Northeast Quarter (NE $\frac{1}{4}$) of the Northwest Quarter (NW $\frac{1}{4}$), a distance of 175.15 feet; thence S86°19'47"E, a distance of 178.98 feet for a Point of Beginning; thence N03°40'13"W, a distance of 7.5 feet; thence S86°19'47"E, a distance of 153.00 feet to a point on the West Right-of-Way line of Lone Pine Avenue, as it now exists; thence S02°52'18"W along the said

West Right-of-Way line, a distance of 7.5 feet; thence N86°19'47"W, a distance of 153.11 feet to the Point of Beginning, all in the City of Springfield, Greene County, Missouri.

Exhibit B

RECORD OF PROCEEDINGS PLANNED DEVELOPMENT 374 Planning and Zoning Commission – July 16, 2020

Planned Development 374
3503, 3521, 3527, & 3535 South Lone Pine Avenue
Applicant: Elevation Enterprises, LLC

Mr. Hosmer stated that this is a request rezone approximately 4.2 acres of property generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from a R-SF, Single-family Residential and LB, Limited Business District and GR, General Retail District to Planned Development 374. The proposed Planned Development 374 is consistent with the Comprehensive Plan which identifies the south portion of the property as appropriate for medium intensity retail, office or housing and the north portion of property as appropriate for low-density housing. The property to the north has been zoned to a Planned Development for office/medical uses. The Transportation Plan classifies Lone Pine as a Secondary Arterial roadway. The Galloway Creek Greenway Trail and Sequiota Park entrance are across Lone Pine to the east of the property. The property is not in a FEMA floodplain. A fee in lieu of on-site stormwater detention will not be allowed. The property is located in a stream buffer area and a stream buffer easement is being granted by the owner (21,000 sf). The subject property is within the Galloway Redevelopment Policy Area (accepted by City Council October 21, 2019). Galloway Redevelopment Policy Area Recommendations Vision Statement, states that... "The Lone Pine corridor will be welcoming for living and commerce. It will emphasize use of human-scale design components typically embodied in a village environment. This includes high-quality development with distinctive architectural features that respect the area's historic context, sensitive to the surrounding developments, in harmony with nature, built into the topography, beautifully landscaped, colorful and offering many common areas for recreation and socializing. The corridor will continue to be a pedestrian-friendly environment where people can easily walk, bicycle, and drive. Private development will emphasize diverse small retail and service businesses, while employing best practices to protect the area's natural resources and amenities, particularly Galloway Creek, Sequiota Park, and the tree canopy." The surrounding uses to the north (PD 264) allow up to 10,000 sf for medical and general office uses, to the south allows for general retail uses (multi-family) and to the west allows for single family/church uses. The proposed Planned Development is for a mixed-use development of multi-family and commercial uses (max 12,000 sf.). The Multi-Family Guidelines assessment resulted in a density of 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre (proposed development is only for 23 du/ac or 100 units). The PD will preserve the existing Treadway Store, Purple Shamrock and Sequiota Bike Shop historic buildings and the applicant has agreed to follow the U.S. Secretary of Interior's Standards for rehabilitation and maintenance. The PD will restrict building heights to 45 feet within 60 feet of Lone Pine and a 60-foot max for other areas or a 45-degree bulk plane adjacent to R-SF (GR has no height restriction but does have 45-degree bulk plane from R-SF). A "Type C" bufferyard adjacent to R-SF to west (minimum of 15 feet wide with plantings). The PD is required to preserve all existing trees of 6" caliper or greater per site plan or replace with 2-inch caliper trees for at least 7 trees per acre. The PD is proposing similar uses per the GR, General Retail District and densities similar to the R-LD/R-MD Multi-Family Districts. GR has no density requirements. Amenities – The development will have a swimming pool, exercise room and resident clubhouse as shown on the site plan. The PD will require sidewalks to be built along Lone Pine per the site plan. The PD requires that Lone Pine Avenue be widened (5') for a northbound left-turn lane to the southern-most entrance to the development and a northbound left-turn lane of a minimum of 150-feet, no further than the

railroad right-of-way OR a Traffic Impact Study is approved by the Public Works Department. Staff recommends approval.

Joel Thomas questioned about the Planned Development 264 to the north and asked what the bulk plain requirements were.

Mr. Hosmer was not sure at this time but believes it refers back to the code.

Mr. Doennig opened the public hearing.

Mr. Brent Stevens, representative of the owner and has a passion to develop Galloway and the enhancement of the area and is adopting the Galloway policy and is working with City staff and gave a brief overview.

Mr. Ryan Phillips, representative of the owner and states that they believe they are keeping within the feel of the area and will reuse the existing current buildings for a village feel of the area and enhanced streetscaping.

Ms. Jane Earnhart, representative of the owner, worked on the site design for a natural environment and will protect and preserve the stream buffer, terrain and maintain a majority of trees. The focus of the site design is public safety and the environment (tree canopy) and will have traffic calming on Lone Pine with open space with pervious areas.

Mr. Mitchell Jenkins, owner have used the Galloway policy to make any decisions and believes that it is a vision of a diverse community and creates additional tax revenue for the city.

Mr. Steven Bowen, 3811 S. Weller Avenue (Sam Coryell), has a vested interest in Galloway and questions if this fits the fabric of the community and the buildings along Lone Pine need to adhere to part of community.

Mr. King Coltrin what would they need to meet the fabric of the land.

Mr. Bowen does believe it may meet that fabric of the community but want whatever goes forward to meet those requirements.

Mr. Bryan Bevel, citizen has different view and believes this is a positive for the area and that the developers have listened to the concerns of the neighborhood.

Mr. Matt O'Reilly citizen stated that 24 du/ac is above the design guidelines requirements and is 25% higher than the Township 28 and more than double the 12 du/ac at Quarry Town. He went through information on dwelling units per acre and went over the height/evaluations of the buildings as well as removing a majority of the trees.

Ms. Cristina Bustamante, citizen went over dwelling units per acre and height of the proposed building and believes it exceeds the requirements of the design guidelines and went over the possible financial problems these building may have fiscally.

Mr. Joel Thomas asked for clarification on the rate of square foot.

Ms. Bustamante noted that market rates are 1.25 per square foot on multi-family.

Ms. Marcie Kirkup, citizen and president of the Galloway Neighborhood and believes it does not meet the Galloway policy of incompatible land uses, safety and traffic. She also noted that unknown damage to the park and waterways and needs more investigation on the waterway/neighborhood and traffic and is not opposed to future development.

Mr. Greg Horton, citizen wants the Galloway project and believes it will bring construction jobs and future amenities to the area.

Ms. Melanie Bach, citizen voiced her concerns for traffic issues and noted that the buildings that he wants to reuse/renovate were active businesses before they were sold to Mr. Jenkins.

Mr. Chad Cook, citizen believes the demand for more development and stated that Mr. Jenkins made numerous concessions to accommodate the neighbors and believes the project will continue the village feel and bring businesses.

Ms. Wendy Huscher, citizen expressed her concern for the development and went over all the obstacles they had in order to develop their photograph studio and is not opposed to development, just this development project.

Ms. Anne Baker, citizen 2240 South Lone Pine and owner of the Sequiota Bike Shop and believes Mr. Jenkins has worked with the neighbors and the design team to get a unique development.

Ms. Amy Haymes, citizen voice her concerns on the possible increase in traffic and that people would use the easement across her property to get to the proposed new development and that raises safety concerns.

Mr. Brandon Biskup, developer believes this is an appropriate scale of development along Lone Pine and went over the retaining wall height and believes this increases neighborhood walkability and an asset to the community.

Mr. Doennig closed the public hearing.

Ms. Melissa Cox asked about the monolith appearance and the 4th story buildings in the Galloway Policy.

Mr. Hosmer stated that the developers worked with City staff to meet the guidelines/policies of the Comp Plan and the Galloway Policy including the preservation of the trees and historic structures.

Mr. Joel Thomas noted that the buildings are very close to Lone Pine Avenue and if there are any future plans to widen Lone Pine.

Mr. Hosmer noted that there will be 5' of right-of-way for left turn lanes.

Mr. Derek Estell, Public Works there are dedicating additional ROW along Lone Pine for a total of 70' width

Mr. King asked when the improvements are scheduled.

Mr. Estell the ROW acquisition may be 6 to 12 months and noted the round-about to decrease traffic speed.

Ms. Cox confirmed about the round-about at Lone Pine and Galloway and voiced her concern on traffic (turn lanes) and for the 4-story buildings and that it is hard to vision but will vote in favor of the development.

Mr. Coltrin noted that the developer has made big improvements and advancement in the designs from 2018.

Ms. Broekhoven voiced her concerns about the development not sharing the same low density along the corridor and will be voting no.

Mr. Jobe noted that he is sensitive to the concerns of the neighbors, but believes the development is in line with the guidelines and will be in support.

COMMISSION ACTION:

Ms. Cox motioned to **approve** item Planned Development 374 (3503, 3521, 3527, & 3535 South Lone Pine Avenue). Ms. Ogilvy seconded the motion. Ayes: Doennig, Coltrin, Ogilvy, Cox, Jobe, Thomas, and Rose. Nays: Broekhoven. Abstain: None. Absent: Shuler.

A handwritten signature in black ink, appearing to read 'Bob Hosmer', is written over a horizontal line.

Bob Hosmer, AICP
Planning Manager

Exhibit C



Development Review Staff Report

PLANNING AND ZONING COMMISSION PUBLIC HEARING:
CITY COUNCIL PUBLIC HEARING:

July 16, 2020

August 10, 2020

CASE: Planned Development 374

ACRES: Approximately 4.2 acres

LOCATION: 3503, 3521, 3527, and 3535 South Lone Pine Avenue

EXISTING LAND USE: Single-family and commercial uses

APPLICANT: Elevation Enterprises, LLC

STAFF: Daniel Neal, Senior Planner
 417-864-1036

STAFF RECOMMENDATIONS:
 Approve w/Conditions

PROPOSED MOTION: Move to approve as submitted in the staff report. Required vote is a majority of those present (5 members are a quorum).



SUMMARY OF REQUEST:

Request to rezone approximately 4.2 acres of property generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from R-SF, Single-family Residential, GR, General Retail and LB, Limited Business District to Planned Development No. 374.

FINDINGS FOR STAFF RECOMMENDATIONS:

1. The proposed Planned Development 374 is consistent with the *Growth Management and Land Use Plan* element of the *Comprehensive Plan* which identifies the south portion of the property as appropriate for Medium intensity retail, office or housing and the north portion of property as appropriate for low-density housing. The Major Thoroughfare Plan classifies Lone Pine Ave as a Secondary Arterial roadway.
2. The subject property is within the Galloway Redevelopment Policy Area Recommendations for the South Lone Pine Avenue corridor between Battlefield and Republic Roads. These recommendations serve as the policy for development in the area and are to be used in reviewing applications for zoning changes. Staff has reviewed the applicant's submittal with the Galloway Recommendations and believes that the applicable recommendations have been addressed (Attachment 3).
3. The Revised Multi-Family Development Location and Design Guidelines assessment resulted in a density of 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre.
4. The proposed Planned Development is proposing to preserve the existing structures (Treadway Building, Purple Shamrock and Sequiota Bike Shop) located at 3521, 3527 and 3535 S. Lone Pine Avenue to preserve and rehabilitate following the Secretary of Interior's Standards for Rehabilitation and minimum maintenance requirements.
5. Approval of this application will facilitate redevelopment of this property and promote infill development where investments have already been made in public services and infrastructure.

SURROUNDING ZONING AND LAND USES:

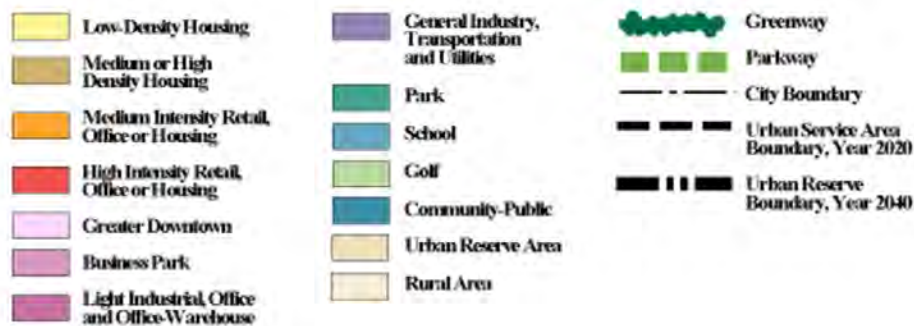
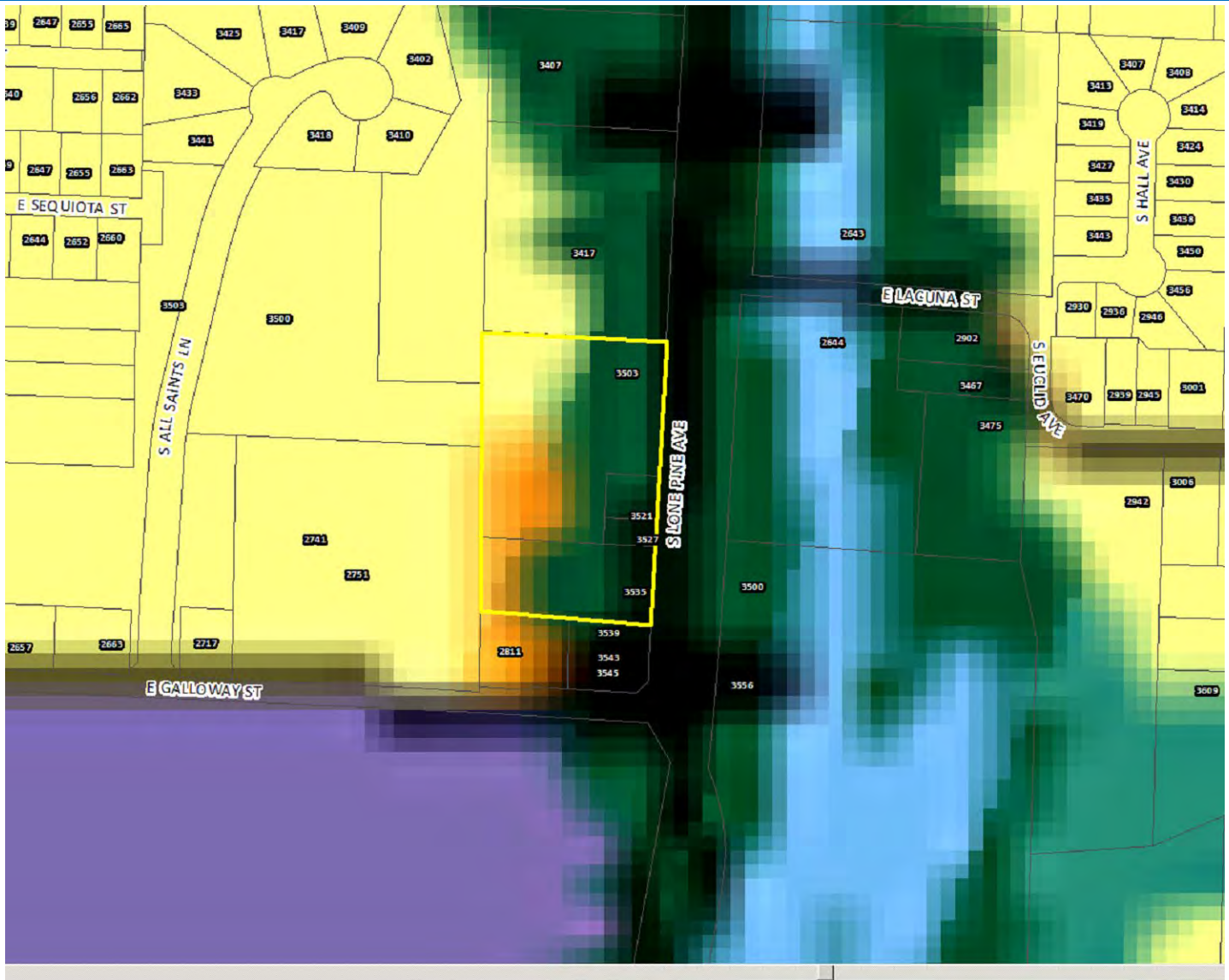
	NORTH	SOUTH	EAST	WEST
ZONING	PD 264	GR	R-SF	R-SF
LAND USE	Photographic studio and office use	Commercial Uses	Undeveloped area with greenway trail & Sequiota Park	Church & stormwater detention for residential subdivision.

Development Review Staff Report



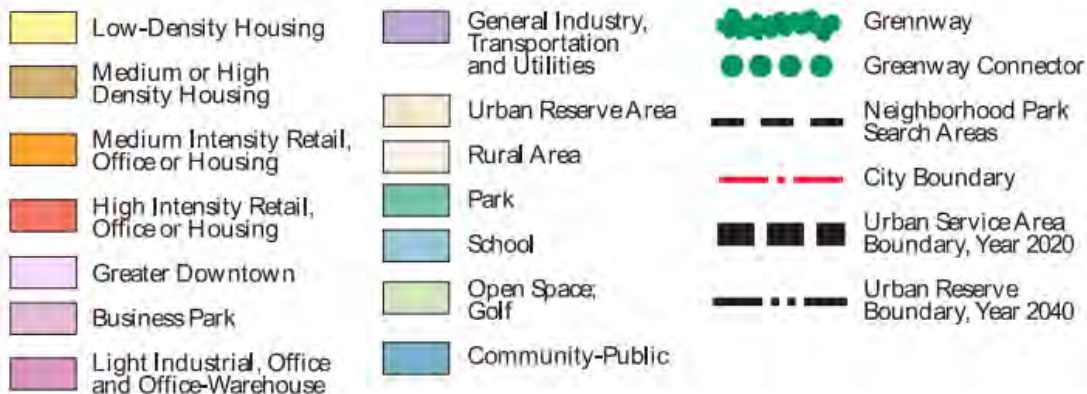
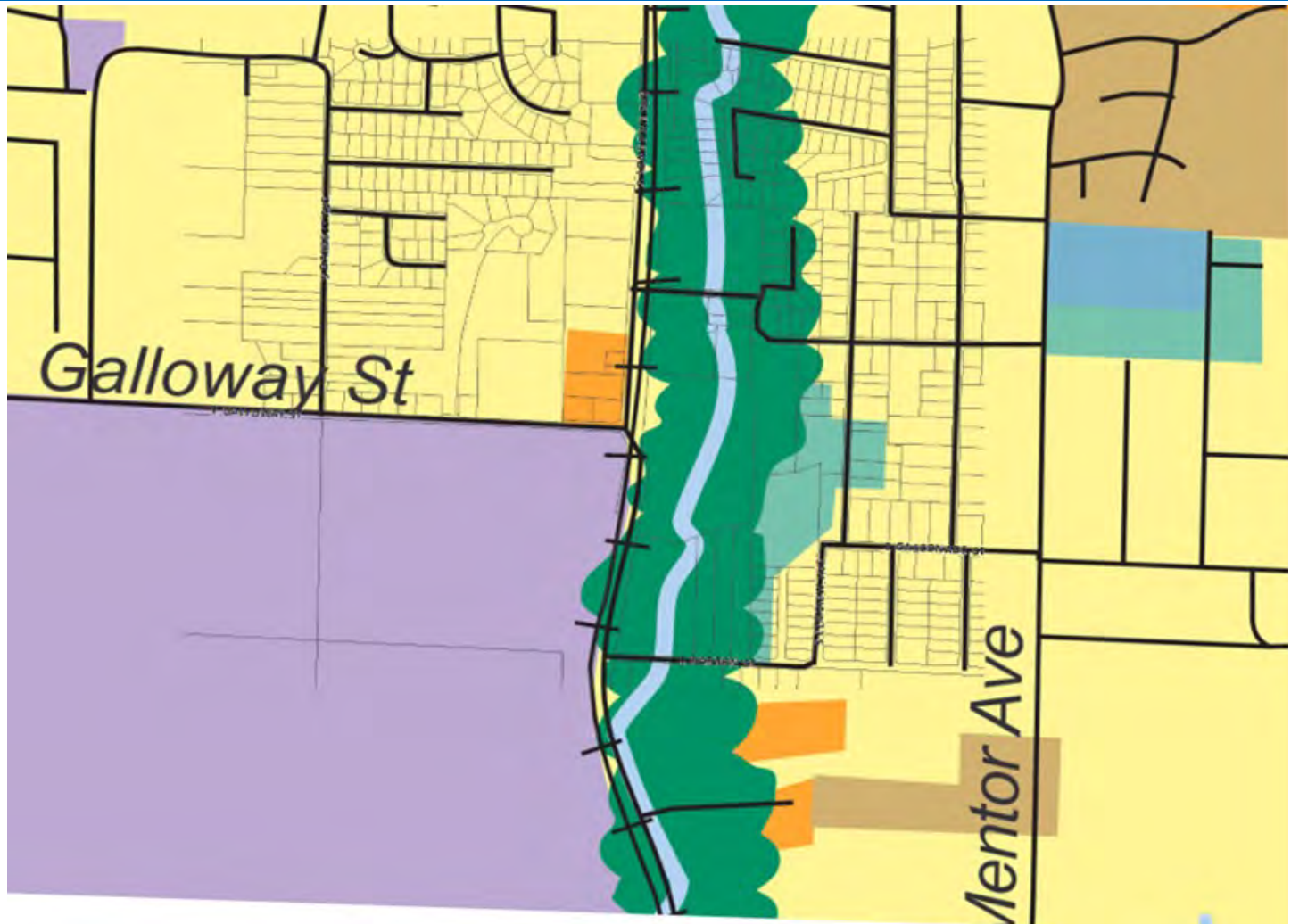
Development Review Staff Report

GROWTH MANAGEMENT AND LAND USE PLAN:



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GROWTH MANAGEMENT AND LAND USE PLAN FROM THE SOUTHEAST DEVELOPMENT STUDY:



Development Review Staff Report



PROPERTY HISTORY:

The property is currently on four separate properties that are zoned R-SF, LB and GR. The property at 3503 and 3521 S. Lone Pine have been zoned R-SF and LB since the City-wide remapping in 1995. The Treadway building property was rezoned from LB to GR in 2009. In 2018 the R-SF and LB properties were part of a rezoning request to rezone to a GR, General Retail District with a Conditional Overlay District which was tabled and then administratively delayed by Resolution No. 10408. In June of 2019, the Sequiota Store, Treadway General Store & Gas Station were submitted to City Council for nomination as historic sites, but that resolution failed.

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.

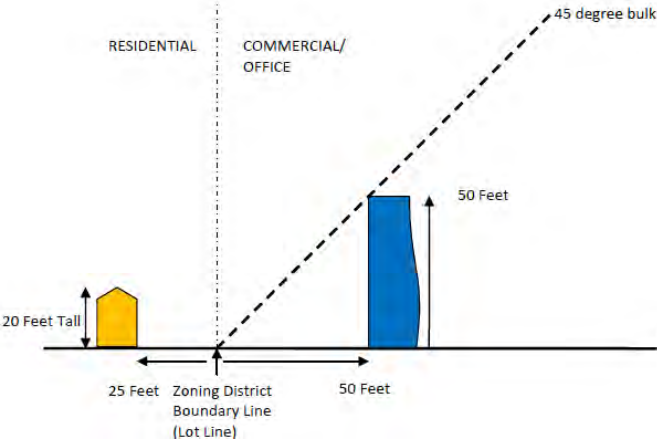
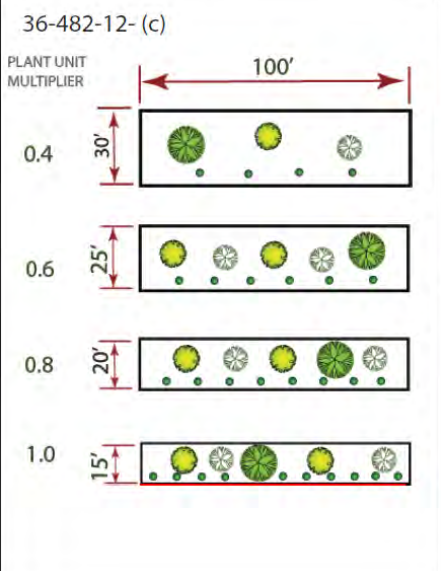
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ZONING ORDINANCE OR CODE REQUIREMENTS:

CODE ITEM	REQUIREMENTS FOR PD 374
Use Limitations	1. All uses shall operate in accordance with the noise standards contained in Section 36-485 of the Springfield Zoning Ordinance. 2. No use shall emit an odor that creates a nuisance as determined by Chapter 2A, Article X, Springfield City Code. 3. Mobile food vendors must comply with all requirements of 36-452. (3)(b)2. And 36-452(4), Temporary Uses. The hours of operation for mobile food vendors will be limited to 8:00 a.m. to 9:00 p.m. 4. Self-service storage facilities are not allowed except for storage facilities for tenants of multifamily buildings. 5. All activities and permitted uses except for the following shall be conducted entirely within a completely enclosed building. a. Sidewalk sales b. Outdoor eating and drinking facilities c. Outdoor live or amplified music provided a permit for such activity has been obtained from the city manager pursuant to chapter 2, article I, section 2-10, permits for outdoor music and any regulations promulgated by the city manager and on file with the city clerk d. Street vendors licensed by the City of Springfield e. Farmers market f. Mobile food vendor
Intensity of Development	1. Maximum residential density permitted is 25 dwelling units per acre. 2. A total of 7,995 sq. ft. of existing space to be renovated to non-residential uses distributed among 4 existing buildings and shall be a maximum of 12,000 sq. ft. of total nonresidential use.
Maximum Structure Height	1. Structures that are located within 60 feet of the property/right-of-way line, fronting along Lone Pine Avenue shall have a maximum building height of 45 feet. 2. All other structures shall have a maximum building height of 60 feet and shall remain below a forty-five (45) degree bulk plane where the property adjoins an R-SF or R-TH District. 3. Building height: The vertical distance measured from the average ground level at the base of the structure's perimeter to the highest point of the roof's surface if a flat surface; to the deck line of mansard roofs; and to the mean height level between eaves and ridge for hip or gable roofs. In measuring the height of a building, the following structures shall be excluded: chimneys, cooling towers, telecommunication towers, ornamental cupolas, domes, or spires, elevator bulk heads, penthouses, tanks, water towers, and parapet walls not exceeding four feet in height.
Minimum open space	Not less than 25 percent

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Maximum impervious area	Shall not exceed 75 percent of total lot area
BULK PLANE 45-degree from R-SF or R-TH districts 	BUFFERYARD AND LANDSCAPING A bufferyard Type C will be required along the west property line adjacent to R-SF zoning. 

COMPATIBILITY WITH COMPREHENSIVE PLAN:

The *Growth Management and Land Use Plan* element of the *Comprehensive Plan* identifies the south portion of the property as appropriate for Medium-intensity retail, office or housing and the north portion of property as appropriate for low-density housing. The Medium-intensity retail, office or housing land use mixed category indicates that a variety of commercial and/or mid-or high-density housing may be appropriate at major intersections or along certain road corridors. Since these land uses may have differing impacts on adjacent low-density housing and on traffic generation, the site planning guidelines of this plan and the regulations of the zoning ordinance must be observed during the site planning process. Consistent with the plan policy of generally increasing the compactness of urban development, housing may be combined in the same building or closely integrated on the same site with retail or office space.

The *Plan* identifies Medium Density Multi-Family Residential and General Retail districts as an appropriate zoning districts for the medium-intensity retail, office or housing land use category. The Planned Development has similar uses allowed in each of these districts.

The medium-intensity retail, office or housing land use category promotes a policy of generally increasing the compactness of urban development by combining housing in the same building or closely integrated on the same site with retail or office space. Further, the *Plan* promotes the development of well-designed moderate-density housing adjacent to amenities such as shopping, recreational or cultural facilities and employment centers.

The Major Thoroughfare Plan classifies Lone Pine Avenue as a Secondary Arterial roadway and Galloway Street (south of the subject property) is also classified as a Secondary Arterial roadway.

The subject property is within the *Southeast Springfield Development Study*, area which was accepted by City Council in 2002. The Study looked at a variety of development scenarios, public improvements and site constraints for a broad area bounded by Battlefield Road on the north, the Christian County line on the south, National Avenue on the west and Route J on the east. The *Study* recommended this property as appropriate for medium-intensity retail, office or housing and low-density housing. However, since that time both the properties north and south of the subject property have been rezoned. The north tract was rezoned in 2003 to PD 264 which permits medical and general offices and the tract to the south which is incorporated in the proposed PD was rezoned to General Retail in 2009.

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Galloway Redevelopment Policy Area Recommendations Vision Statement, accepted by City Council October 21, 2019 states that..."The Lone Pine corridor will be welcoming for living and commerce. It will emphasize use of human-scale design components typically embodied in a village environment. This includes high-quality development with distinctive architectural features that respect the area's historic context, sensitive to the surrounding developments, in harmony with nature, built into the topography, beautifully landscaped, colorful and offering many common areas for recreation and socializing. The corridor will continue to be a pedestrian-friendly environment where people can easily walk, bicycle, and drive. Private development will emphasize diverse small retail and service businesses, while employing best practices to protect the area's natural resources and amenities, particularly Galloway Creek, Sequiota Park, and the tree canopy".

STAFF COMMENTS:

1. The applicant is proposing to rezone approximately 4.2 acres of property generally located at 3503, 3521, 3527, and 3535 South Lone Pine Avenue from R-SF, Single-Family Residential, GR, General Retail and LB, Limited Business District to Planned Development No. 374. If approved, the applicant plans a mixed-use development with two new multi-family residential buildings and four existing buildings for continued commercial use as shown on their Exhibit 2 site plan.
2. The applicant is proposing a planned development district in response to concerns from the community during their rezoning request in 2018. The intent of the planned development (PD) district is to encourage more creative and imaginative design than generally is possible under conventional zoning regulations. The applicant/developer is proposing a unique mixed-use development that will include retaining 4 existing commercial structures.
3. In 2019, City Council adopted Resolution 10481 which accepted the Galloway Redevelopment Policy Area including recommendations for development along the South Lone Pine Avenue corridor between Battlefield and Republic Roads. These recommendations serve as the policy for development in the area and were used to review the Planned Development. Staff has reviewed the applicant's submittal along with the Galloway Recommendations and believe that all applicable recommendations have been addressed (Attachment 3).
4. The Revised Multi-Family Development Location and Design Guidelines assessment resulted in a density of 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre. Further analysis of the proposed development under the Revised Multi-Family Development Location and Design Guidelines is attached (Attachment 2).
5. The proposed Planned Development consists of 4 acres of property of which one acre is currently zoned GR and LB which would allow for all of the proposed uses. The proposed PD 374 will have the following notable requirements:
 - a. The proposed Planned Development will continue to have similar Use Limitation requirements on commercial outdoor activities and storage; however, it also has limitations on Mobile Food Vendors that are permitted in this district:
 - b. The proposed PD 374 is mixed-use, with restrictions on both residential and non-residential uses. The maximum residential density calculated by Multi-Family Location and Design Guidelines (Matrix) is 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre. Their current site plan shows approximately 100 units at 23 dwelling units per acre. The applicant is also proposing dwelling units within the existing commercial structure (Treadway's Building). A total of 7,995 sq. ft. of existing space to be renovated to non-residential uses is distributed among 4 existing buildings and shall be a maximum of 12,000 sq. ft. of total nonresidential use.
 - c. The bulk, area and height requirements in the proposed PD 374 will be more restrictive than a typical commercial or multi-family district. The applicant has placed a height restriction on new construction within 60 feet of Lone Pine Avenue. Structures that are located within 60 feet of the property/right-of-way line, fronting along Lone Pine Avenue shall have a maximum building height of 45 feet. All other structures shall have a maximum building height of 60 feet and shall remain below a forty-five (45) degree bulk plane where the property adjoins an R-SF or R-TH District (Exhibit 4).

- d. The open space and maximum impervious surface requirements are more restrictive in the proposed PD 374 in comparison to the existing GR and LB which require only 20% open space. It's less restrictive compared to the R-SF which has an open space requirement of 30%; however, a portion of the R-SF area is within the medium intensity retail, office and housing category of the Comprehensive Plan so it is expected to be developed more densely than R-SF standards (Exhibit 2).
 - e. The proposed PD 374 will require a Bufferyard Type C between the property to the west which is zoned R-SF. This is comparable to the bufferyard requirements in the Zoning Ordinance between the R-MD, Medium Density Multi-Family Residential District and the R-SF District. A 10-foot set back along the north property line shall be established to help preserve the existing tree canopy.
 - f. Access to the public street system shown on Exhibit 2 shall be governed by the existing standards of the City of Springfield for the applicable street classification. The existing shared access easement from Lone Pine Ave. at the southern property line shall be used for access to the development. Improvements to shared access from Lone Pine Ave. will be implemented as shown on Exhibit 2 – Preliminary Site Layout and in coordination of required public improvements described in Section N.
 - g. A final development plan shall only be approved if it is in substantial conformance with Exhibits 1, 2 and 4. The final development plan shall be submitted to the Planning and Development Department for the Administrative Review Committee review and final action.
6. The proposed PD has an exception to the Multi-Family Location and Design Guidelines regarding the 15% minimum useable recreational area that is required. The applicant is proposing more open space within the development in part because of the preservation of the stream buffer; however, in preserving the natural topography of the stream buffer area and minimizing the amount of grading and retaining walls in following the Galloway Recommendations, there is a reduction in usable open space down to 8%. Staff supports this reduction due to the preservation of the stream buffer area and believes the other amenities including the boardwalk that provide ample recreational area as intended by the guidelines (Exhibit 9). In addition, the development is across the street from Sequiota Park.
7. The proposed PD also includes public improvements to Lone Pine Avenue as identified by a traffic study that was conducted and approved by City staff. The improvements include a northbound left-turn lane along S. Lone Pine Avenue needed to access the development at its southern-most entrance, aligning with the Sequiota Park driveway entrance. The site will be required to dedicate five (5) feet of additional right-of-way. The Purple Shamrock building at 3527 S. Lone Pine Avenue encroaches into the proposed right-of-way and so the new right-of-way dedication will need to jog around the existing building or an agreement with Public Works will need to be provided prior to dedication of the new right-of-way. The developer is required to provide a crosswalk aligned to the northside of the Sequiota Park driveway and to the northside of the shared access drive south of 3535 S. Lone Pine Ave. (Treadway building). The developer shall be required to construct a sidewalk along the property fronting South Lone Pine Ave. In an effort to preserve existing trees and enhance the pedestrian experience; the required sidewalk shall be allowed to shift onto private property per the site plan (along 3503 S Lone Pine Ave.). A sidewalk easement will be negotiated between the city and developer.
8. Public improvements are planned along Galloway Street by the City between Lone Pine and Luster Avenue including the addition of sidewalks. Funding for the design and partial right-of-way acquisition of this project was approved by voters in 2016 as part of the ¼-cent Capital Improvement Sales Tax and the 1/8-cent Transportation Sales Tax. The project is currently in the design phase. The proposed design includes a wider three-lane roadway. There will be one lane in each direction with a center turn lane. This turn lane will improve safety by allowing vehicles to safely make left turns. The proposed design also includes a sidewalk on one side of the road and a multi-use path for bicyclists and pedestrians on the other. Intersection improvements are proposed at the intersection of Galloway and Lone Pine. These improvements will result in a roadway alignment that is shifted to the south. In addition, the vertical alignment will be improved which will help the rideability and sight distance. The widening will include a new center turn lane, traffic calming roundabout intersections at Luster Avenue and at Lone Pine Avenue, sidewalks on the south side of Galloway Street, multi-use path on the north side of Galloway Street, improved connection to Sequiota Park and Greenway Trail, upgraded stormwater infrastructure and improved drainage along Luster Avenue and an improved railroad crossing.

Development Review Staff Report



9. The applicant is proposing restrictions to address the preservation and maintenance of the existing commercial buildings. The existing structures at 3521, 3527 and 3535 S. Lone Pine Avenue and as designated on site plan shall be preserved and appropriately rehabilitated following the Secretary of Interior's Standards for Rehabilitation and minimum maintenance requirements. Residential uses may be located above the first floor or behind nonresidential uses so as to create a continuous nonresidential facade, on the first-floor level. Uses shall encourage public activity along Lone Pine Avenue. Structures shall not be demolished or removed without an Economic Hardship being proven as prescribed in Section 36-404. The Administrative Review Committee (ARC) shall be responsible for any approvals or interpretations of this subsection. If the existing structures, as described above, are designated on the *Springfield Historic Register* in the future, the Landmarks Board will have authority and ARC's authority as described above will be null and void.
10. The proposed Planned Development is consistent with the adjacent commercial zoning and has residential that will support the mixed-use development. The *Growth Management and Land Use Plan* element promotes the development of well-designed moderate-density housing adjacent to amenities such as shopping, recreational or cultural facilities and employment centers. The property to the south is zoned GR, General Retail. The property to the north is zoned Planned Development 264 which allows medical offices and finance, insurance and real estate offices in addition to the existing photographic studio and office. The property to the west is zoned R-SF, Residential Single-family and is currently used as a Church and stormwater detention area for the adjacent residential subdivision.
11. The City Council adopted a Blight Study and Redevelopment Plan in 2014 for this area. Projects consistent with the Galloway Area Redevelopment Plan may apply for real property tax abatement for new improvements (100% on the new improvements for 10 years). The Galloway Redevelopment Area extends from approximately Lacuna Street to Republic Street. There are similar mixed-use developments further south along Lone Pine Avenue that have been recently completed or are being constructed now.
12. The proposed rezoning was reviewed by City departments and comments are contained in Attachment 1.

NEIGHBORHOOD MEETING:

Due to the Mayor's Proclamation of Civil Emergency (COVID-19), the applicant held a virtual neighborhood meeting on May 13, 2020 from 4-6:30 p.m. A summary of the meeting and questions/comments from the meeting are attached (Attachment 4).

PUBLIC NOTIFICATIONS:

The public notice was advertised in the Daily Events 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.

Notices sent to property owners within 185 feet: Mailed: 5 Returned: 0

Development Review Staff Report



DEPARTMENT COMMENTS:

ATTACHMENT 1

BUILDING DEVELOPMENT SERVICES COMMENTS:

No comments.

CITY UTILITIES COMMENTS:

No issues with development plan or rezoning, however proposed storm culverts may be in conflict with 12" water main on East side of Lone Pine. Relocation or Lowering may be required.

CLEAN WATER SERVICES COMMENTS:

No objection to rezoning. Not enough spot elevations or wall detail south of building 1 to evaluate the wall adjacent to the sanitary sewer. It does not appear as though the wall would encroach into the sewer easement. If there is a footing associated with this wall, we would prefer it remains outside the sewer easement

FIRE DEPARTMENT COMMENTS:

Pending approval of fire apparatus turn around on south side with all property buildings fire sprinklered OR a second Fire access entrance per 2018 IFC Appendix D.

PUBLIC WORKS TRAFFIC DIVISION COMMENTS:

STREET CLASSIFICATION, RIGHT-OF-WAY, & JURISDICTION

City's Transportation Plan classifies S. Lone Pine as a Secondary Arterial roadway. The standard right-of-way width for S. Lone Pine is 35-feet from the centerline. It appears additional right-of-way is needed along S. Lone Pine Avenue. S. Lone Pine Avenue is a city-maintained street.

TRAFFIC COUNTS & ON-STREET PARKING

The most recent traffic count on S. Lone Pine Avenue is 6,785 vehicles per day. On-street parking is not allowed along this portion of S. Lone Pine Avenue.

DRIVEWAY ACCESS

There is currently one driveway access point onto the property from S. Lone Pine Avenue. The two driveway approaches shown in the Preliminary Development Plan will be allowed.

SIDEWALK

There is not existing sidewalk along the property frontage of S. Lone Pine Avenue. Sidewalk is required to be constructed along the property frontage as shown on the Preliminary Development Plan.

TRAILS, BUS STOPS, & ADDITIONAL INFORMATION

The Galloway Creek Greenway Trail is located just east of this development across S. Lone Pine Avenue. There are no bus stops along S. Lone Pine Avenue. The proposed development is in an area that provides for multiple direct connections and provides for good connectivity in the area. A crosswalk aligned to the northside of the Sequiota Park driveway and the northside of the shared access drive south of 3535 S. Lone Pine Ave. (Treadway's Building) is proposed as shown on the Preliminary Development Plan.

IMPROVEMENTS

At a minimum, Lone Pine Avenue is required to be widened to accommodate a northbound left-turn lane into the southernmost entrance to the development. Northbound left-turn lane is to be a minimum of 150 feet, plus taper. Taper should extend no further than the railroad right-of-way, **OR** a Traffic Impact Study (TIS) must be submitted according to Public Works Design Standards - Chapter 9. Any improvements required as a part of the TIS must be constructed and approved,

Development Review Staff Report



or funds escrowed, prior to issuance of a building permit. Public Works has plans to make improvements to the intersections of Galloway and Lone Pine. Public improvement plans should be coordinated with the planned Public Works improvements.

TRAFFIC - TABLE 1: REZONING DETAILS

	Street Name	Street Classification	On-Street Parking	Existing Street ROW From Centerline (ft)	Required Street ROW From Centerline (ft)
Street 1	S. Lone Pine Avenue	Secondary Arterial	No	30	35
		AM Peak	PM Peak	Weekday	Weekend
Existing Trips Generated		14	26	284	N/A
*Proposed Trips Generated		124	141	1196	N/A
Additional Trips Generated		110	115	912	N/A

*Proposed Trips Generated is based on the highest, most intense use permitted in the proposed rezoning, Planned Development, or Conditional Use Permit

STORMWATER COMMENTS:

The property is in the Galloway Creek drainage basin. The property is not located in a FEMA designated floodplain. Staff is aware of flooding problems in the area. If the project increases the amount of impervious surfacing, detention is required according to Chapter 96. A fee in lieu of on-site stormwater detention will not be allowed, and detention will be required. Water quality will be required if disturbing more than one acre. The property is located in a stream buffer area. The stream buffer width for this area is 30 ft on each side as measured from the top of bank, as shown on the stream buffer map (<http://maps.springfieldmo.gov/mapgallery/>). The widths are an estimation for planning purposes only. The actual width will be based on a survey and plan by the applicant. A stream buffer easement will be required prior to construction.

Stormwater has no issues with re-zoning but has the following requirements at the time of development:

1. This site has a natural stream that requires a 30-foot stream buffer on each side per Chapter 8 of the Stormwater Design Criteria Manual. This must be shown in a stream buffer easement. Any proposed encroachment and mitigation for the stream buffer will require a no feasible alternatives analysis and stream buffer plan that is subject to review and approval in accordance with Chapter 8. Once the stream buffer is approved, a stream buffer easement form must be submitted for recording using the form at <https://www.springfieldmo.gov/2120/Resources>.
2. The proposed drawing shows some construction within the stream, a pedestrian bridge and parking lot. Use the stream mitigation measures shown in our manual such as buffer width averaging to account for this.
3. Downstream improvements in lieu of constructing detention on site. The downstream improvements would be to construct a culvert under Lone Pine.
4. Since this project will be disturbing more than one acre, water quality is required and must be built, inspected, and approved prior to release of the building permit. If this is not possible, submit a temporary stormwater plan with your plan submittal.
5. As-builts will be required. The as-builts must be submitted and approved prior to release of the certificate of occupancy.

Development Review Staff Report



6. An operation & maintenance plan and agreement are required for water quality and must be submitted in the Reports folder for review prior to signatures. Please see the instructions and templates at <https://www.springfieldmo.gov/2120/Resources>.
7. Low impact development site planning and design approaches should be used where feasible per Chapter 10, including minimizing disturbance of steep slopes, preserving trees, working with natural drainage patterns, and a treatment train approach of open conveyance and small distributed stormwater control measures.
8. Need to show the existing and proposed amount of impervious surfacing. For any increase in impervious surfacing, current detention and water quality requirements must be met. Structures and impervious surface onsite and currently in good condition can be credited as existing impervious surface. Existing gravel surfaces meeting the above definition are eligible for 50% credit.
9. Post development peak run-off rates shall not exceed pre-development peak run-off rates for the 1, 10, and 100-year rain events. Any increase in impervious surfacing will require the development to meet current detention and water quality requirements.
10. If disturbing 1 acre or greater, water quality will also have to be provided.
11. Drainage easements must be provided for this conveyance.
12. A land disturbance permit will be required if disturbing 1 acre or greater.
13. Please keep in mind that more detailed stormwater calculations must be submitted before any permits can be approved.

Public Works Stormwater Division	Response
Drainage Basin	Galloway Creek
Is property located in Floodplain?	No
Is property located on a sinkhole?	No
Is property located in a stream buffer?	Yes
Is stormwater fee in lieu an option?	NA

REQUIREMENTS:

ATTACHMENT 2

MULTI-FAMILY DEVELOPMENT LOCATION AND DESIGN GUIDELINE ASSESSMENT PLANNED DEVELOPMENT 374

The applicant is requesting approval of multi-family apartments on 4.2 acres of property. According to the Multi-Family Location and Design Assessment Matrix, the proposed development has attained 12 points which includes opportunity and constraint points and a density bonus for a mixed-use development, thus permitting a residential density of 27 dwelling units/acre. The applicant is currently proposing (13) micro efficiency, (26) studio, (37) 1-bedroom, (24) 2-bedroom & (8) 3-bedroom units for a total of 100 units which equates to approximately 23 dwelling units per acre. As mentioned, the applicant has shown that they meet one of the density bonus increases with proposal for a mixed use development. This would add an additional 3 du/ac to the overall development. Staff has factored these bonus densities along with the opportunities and constraints for this site with our recommendation to support the request for 27 du/ac. Below is an analysis of the five 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 and recreational parks/greenways uses within a ¼ mile.

B. Connectivity Analysis (1/5 points)

One out of a maximum of five points were given for connectivity.

C. Road Network Evaluation (1/2 points)

One point was 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. Pedestrian-scale lighting shall be provided within the development lighting sources or luminaries that do have a cutoff shall not exceed a maximum of 15 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 with building permits conforming to these requirements.
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 be in compliance with the attached site plan.
3. Building Orientation and Interior Landscaping – All building orientations will address public 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 with building permits conforming to these requirements.
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, awning (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 PD language.
5. Internal Connectivity – Internal sidewalks shall connect internally and to the public sidewalk system.

6. Useable Recreational Area/Facility – A minimum of 15% usable open space is required. An exception in the Planned Development to the minimum 15% recreational space established by the Revised Multi-Family Design Guidelines shall be given to minimize the amount of grading that would be required to achieve the minimum recreational space maintaining the intent of the Galloway Neighborhood guidelines of minimizing retaining walls and grading.
7. Amenities – The development will have a swimming pool, exercise room and resident clubhouse as shown on the site plan. The mobile food vendor use is not a formal amenity but provides convenient food services for 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 with at least 7 trees per acre.

Density Bonus

A density bonus is allowed if a development has met the minimum matrix points for a specified density, at least half the design guidelines are met, and will not exceed 40 dwelling units per acre (du/ac). The total additional bonus dwelling units are as follows:

1. Mixed Use Developments: Mixed Use developments that contain an equal amount or greater total square footage of residential to non-residential are allowed an increase of 3 dwelling units per acre.

Staff has determined that one density bonus category is met by the proposed development. This would add an additional 3 du/ac to the overall development. These density bonuses will factor into the opportunities and constraints and overall staff recommendation, though.

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. A portion of the site is currently zoned GR, General Retail and LB, Limited Business which allow for higher density mixed use residential development. Majority of this site has been designated as appropriate for Medium Intensity Retail, Office and Housing.

2. Does the proposal support redevelopment/revitalization goals?

Staff may consider a recommendation of a higher density than that determined by the matrix calculation when the site is located within a redevelopment or revitalization area. This area is located within the Galloway Area Redevelopment Plan which was adopted in 2014 and within the Southeast Development Study Area as Medium Intensity Retail, Office or Housing adopted in 2002.

3. Are there physical or other natural barriers within ½ mile of the site?

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. The railroad to the east of this site and extreme slope of the terrain creates physical or natural barriers in developing higher density residential uses within this area.

DENSITY: The assessment criteria resulted in a total of a maximum residential density of 27 dwelling units per acre. The applicant is requesting a total residential density of up to 25 dwelling units per acre.

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ATTACHMENT 3 GALLOWAY RECOMMENDATIONS PLANNED DEVELOPMENT 374

The Galloway Area Recommendations, passed October 21, 2019, provides staff recommendations that apply to developers, city staff, and residents when pursuing future developments within the specified area. This checklist refers to the recommendations that apply specifically to the applicant/developer for a project. This is to be used only as a reference for those recommendations. The original Galloway Recommendations document must still be reviewed as this is only a supplemental visual to what is outlined in that document. This checklist also references The Galloway Community Improvement District, which was approved by City Council on August 12, 2019.

Staff has reviewed the applicant's attached exhibits (1-12) for compliance to the Galloway Recommendations as outlined below.

A. Public Safety (1/1)

1 out of 1 recommendation was addressed. Recommendation #1 is not applicable to the proposed development since it is not adjacent to Galloway Trail.

- 1) Clearly delineate parking areas along the street edge from the street surface.
- 2) Install physical barrier or fencing between trail and roadway where feasible.

B. Environmental Protection (3/3)

3 out of 3 recommendations were addressed.

- 1) Water quality protection and stormwater management for new developments. Innovative techniques are welcomed and encouraged. (Examples include: Maximizing open space, green roofs, rain water collection systems, rain gardens, and berms.)
- 2) Establish stream buffer easements for all new developments.
- 3) Protect the tree canopy through preservation of healthy trees and installing high quality landscaping where possible.

C. Image Enhancement (5/5)

5 out of 5 recommendations were addressed. Recommendations #1 & 2 were not applicable to the proposed development since it is not adjacent to Galloway Trail.

- 1) Plant trees along the Galloway Trail.
- 2) Develop pocket parks along the Galloway Trail.
- 3) Preserve village feel through:
 - a. Mixed-use of small businesses
 - b. Reuse of existing structures
 - c. Complimentary architectural styles
- 4) Promote a high-quality streetscape experience that is supported by the Galloway CID and Multi-Family Development Guidelines; Examples include:
 - a. Planters and window boxes
 - b. Brightly colored doors or building accents
 - c. Attractive landscaping and plantings
 - d. Public art
 - e. Fountains
 - f. Dog watering stations
 - g. Outdoor seating
 - h. Street trees
 - i. Decorative lighting
- 5) Mixed-Use development
- 6) Use Conditional Overlay Districts; Examples include:
 - a. Limit uses (e.g. storage units, gas stations, drive-thru businesses, car washes, cell towers, etc.
 - b. Limit signage types (e.g. size, illumination, placement, number, prohibition of

Development Review Staff Report



digital)

- c. Restrict glazing ratios to no more than 40% of exterior surface
- d. Limit building height through bulk plan regulations (exceptions to this are discouraged)
- e. Require parking lots be located behind buildings where feasible
- f. Require tree canopy preservation
- g. Limit excessive grading or rock blasting
- h. Restrictions on retaining walls (limit height and require minimum distance between tiers)

- 7) Increase landscaping requirements. Encourage canopy trees and high-quality plantings in landscaping.

D. General Recommendations (2/2)

2 out of 2 recommendations were addressed.

- 1) Proactively communicate with area stakeholders and the City.
- 2) Emphasize the history of the area/site through artwork, signage, place-naming, and historic designations and preservation.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

1. Request change to zoning from: LB, GR & RSF to Planned Development
(existing zoning) (proposed zoning)
2. Meeting Date & Time: May 13, 2020 from 4:00 pm until 6:30 pm
3. Meeting Location: due to COVID-19 a virtual meeting was held via GoToMeeting
4. Number of invitations that were sent: 24 (see attached list)
5. How the mailing list was generated: city prepared 185' and 500' lists
6. Number of neighbors in attendance (attach a sign-in sheet): 82
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).

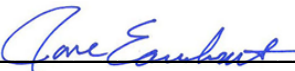
The meeting information was also posted on the Galloway Neighborhood Facebook page.

See attached list.

8. List or attach the written comments and how you plan to address any issues:

See attached list.

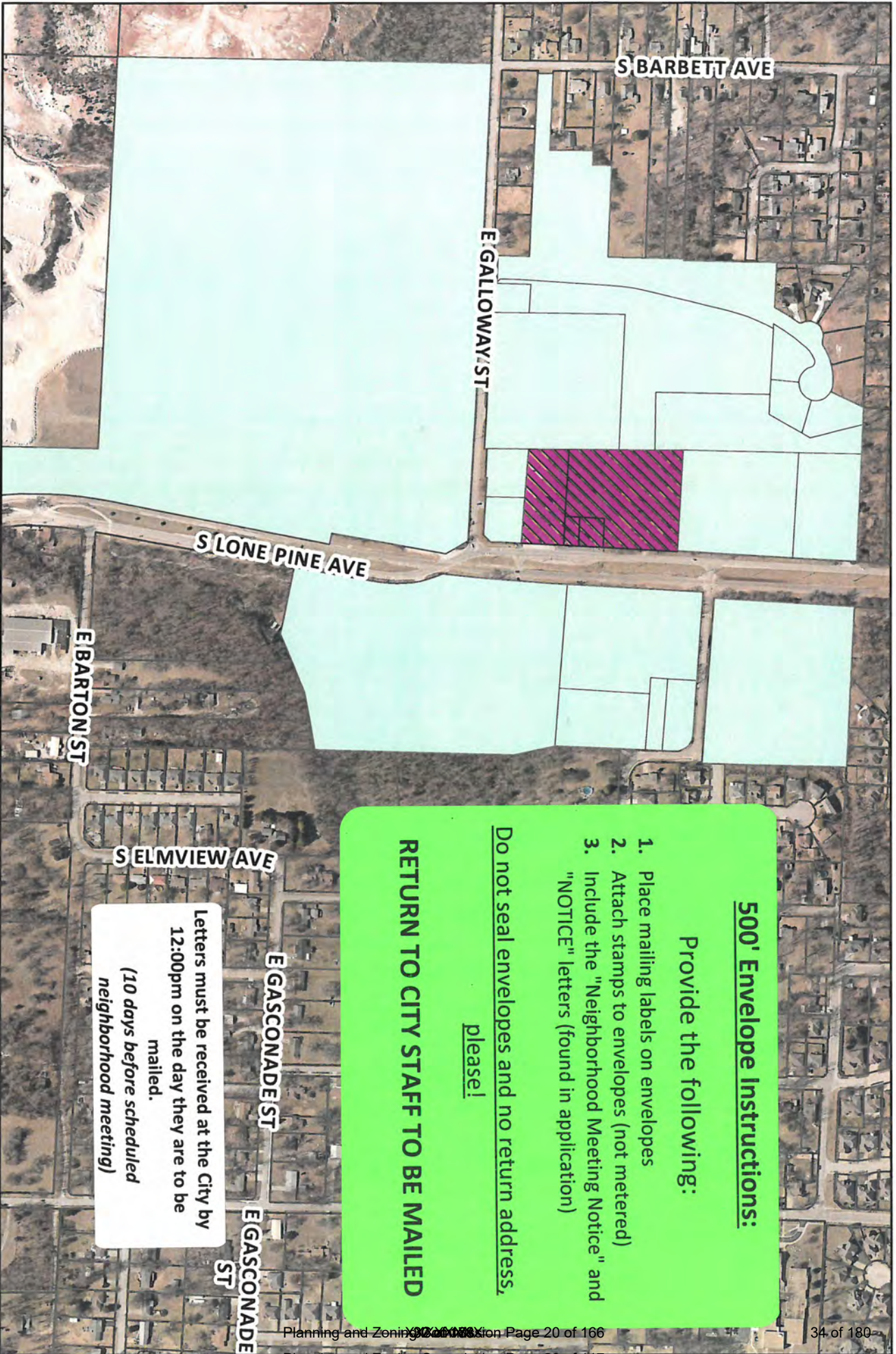
I, Jane Earnhart (print name), attest that the neighborhood meeting was held on 05/13/2020 (month/date/year), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."


Signature of person completing affidavit

Jane Earnhart
Printed name of person completing affidavit



DISCLAIMER: All information included on this map or digital file is provided "as is" for general informational purposes only. The City of Springfield, and all other contributing data suppliers, make no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the data for any particular use. Furthermore, the City of Springfield, and all other contributing data suppliers, assume no liability whatsoever associated with the use or misuse of the data.



500'

500' Envelope Instructions:

Provide the following:

1. Place mailing labels on envelopes
2. Attach stamps to envelopes (not metered)
3. Include the "Neighborhood Meeting Notice" and "NOTICE" letters (found in application)

Do not seal envelopes and no return address, please!

RETURN TO CITY STAFF TO BE MAILED

Letters must be received at the City by
12:00pm on the day they are to be
mailed.
(10 days before scheduled
neighborhood meeting)

CURRENT RESIDENT/BUSINESS OWNER
3500 S LONE PINE AVE
SPRINGFIELD, MO 65804

HUSCHER, BART A
3417 S LONE PINE AVE
SPRINGFIELD, MO 65804

ALL SAINTS ANGLICAN CHURCH
PO BOX 10892
SPRINGFIELD, MO 65808

O'CONNELL, THOMAS P JR
3467 S EUCLID AVE
SPRINGFIELD, MO 65804

KIRKUP, MARCIE
4236 S WINDERMERE AVE
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3539 S LONE PINE AVE
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3500 S ALL SAINTS LN
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3418 S ALL SAINTS LN
SPRINGFIELD, MO 65804

MOORE, LANA
2717 E GALLOWAY ST
SPRINGFIELD, MO 65804

ALL SAINTS ANGLICAN CHURCH
2751 E GALLOWAY ST
SPRINGFIELD, MO 65804

ASH GROVE CEMENT CO
PO BOX 25900
OVERLAND PARK, KS 66225

SGF-GREENE COUNTY PARK BOARD
1923 N WELLER AVE
SPRINGFIELD, MO 65803

LAMB, CARRIE
2902 E LACUNA ST
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
2811 E GALLOWAY ST
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3402 S ALL SAINTS LN
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3800 S LONE PINE AVE
SPRINGFIELD, MO 65804

HAYMES, JEFFREY
236 CLEARSPRING RD
SPARTA, MO 65753

NN LAND DEV LLC
2340 E COTTAGE BLVD
OZARK, MO 65721

WISE, PERRY
173 REDWOOD RD
LOUDON, NH 3307

JOHNSON, BETSY
3728 S ELMVIEW AVE
SPRINGFIELD, MO 65804

HUSCHER, WENDY
3417 S LONE PINE AVE
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3407 S LONE PINE AVE
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3410 S ALL SAINTS LN
SPRINGFIELD, MO 65804

CURRENT RESIDENT/BUSINESS OWNER
3475 S EUCLID AVE
SPRINGFIELD, MO 65804

This is a listing of all those that registered on line for the virtual meeting. The column on the left indicates whether or not they signed in during the duration of the meeting.

Attendee Report: Lone Pine Planned Development Neighborhood Meeting

Report Generated:

05/14/2020 01:38 PM PDT

Webinar ID	Actual Start Date/Time	Duration	# Registered	# Attended
836-421-923	05/13/2020 03:48 PM CDT	2 hours 45 minutes	115	82

Attendee Details

Attended	Last Name	First Name	Email Address
Yes	Ayres	Zeb	zayres87@gmail.com
Yes	Bach	Melanie	mcclamlaw01@gmail.com
Yes	Bennett	Cathy	clbennett55@hotmail.com
Yes	Bennett	Mark	mbennett0556@sbcglobal.net
Yes	Berkwitz	Stephen	sberkwitz@gmail.com
Yes	Boles	Ron	julienron64@mchsi.com
Yes	Bottoms	Carrie	carrieb2u@yahoo.com
Yes	Bray	Justin	justin_bray09@hotmail.com
Yes	Brittain	Julie	Jewels532555@yahoo.com
Yes	Brown	Stephanie	stephaniebrown50@gmail.com
Yes	Bryant	Laurel	laurelrlbryant@gmail.com
Yes	Bustamante	Cristina	cbustamante22@gmail.com
Yes	Caldwell	Kay	kay.caldwell@att.net
Yes	Camp	Mary	mcampb01@yahoo.com
Yes	Carpenter	Teresa	tgcarpenter4@gmail.com
Yes	Chambers	Paden	pchambers@nformarc.com
Yes	Christensen	Anna	minkona@gmail.com
Yes	Cinkosky	Zach	zcinkosky@gmail.com
Yes	Cohen	Deborah	angelchild57@hotmail.com
Yes	Cook	Chad	chad.cook@pro16properties.com
Yes	Cross	Becky	beckyc6202@att.net

Yes	Diamond	Deanna	deannadiamond206@gmail.com
Yes	Diamond	Jevne	jevnediamond@gmail.com
Yes	Earnhart	Jane	jearnhart@olsson.com
Yes	Friesen	Sarah	Sarah.b.friesen@gmail.com
Yes	Garling	Becky	mombec@mchsi.com
Yes	Grigsby	Clayton	clayton.j.grigsby@gmail.com
Yes	Grigsby	Amanda	aggrigs@hotmail.com
Yes	Hackeson	Debby	ginko@newsguy.com
Yes	Haik	Rob	rob@hdesigngroup.com
Yes	Hardison	Kathryn	khardison@sbj.net
Yes	Harris	Christine	ChristineL1949@msn.com
Yes	Huscher	Wendy	aboutfacesphoto@hotmail.com
Yes	Imhoff	Mary Ann	maimhoff@gmail.com
Yes	Jenkins	Douglas	jenkinsd@evangel.edu
Yes	Jenkins	Mitch	mitch@elevation-development.com
Yes	Jenkins	Bonnie	jenkinsb@evangel.edu
Yes	Johnson	Duane	dj.spfmo@yahoo.com
Yes	Jones	Ciree	cireejones@gmail.com
Yes	Kirkup	Marcie	kirkups@att.net
Yes	Kise	Barry	bkise316@gmail.com
Yes	Landolt	Sharon	greglandolt@yahoo.com
Yes	Lawson	Deborah	gallowayplace@outlook.com
Yes	Lear	Andrew	alear@springfieldmo.gov
Yes	Little	Becky	beckylittle6@aol.com
Yes	Marquart	Shawn	kmarquart4@gmail.com
Yes	McCarthy	Jim	lcsrefs@aol.com
Yes	McVay	Jackie	jackie.mcvay@yahoo.com
Yes	Messer	Jake	jtmesser@gus.pittstate.edu
Yes	Miller	Jenna	jenna@tlcproperties.com
Yes	Munoz	Mindy	wisegurl@hotmail.com
Yes	O'Connell	Tom	tompoconnell@gmail.com
Yes	Park	Miles	mpark@springfieldmo.gov
Yes	Patterson	Jane	jsp91@sbcglobal.net

Yes		Phillips	Ryan	ryan@hdesigngroup.com
Yes		Pittman	Larry	pittman_larry@att.net
Yes		Reese	Sandy	sandyreese@me.com
Yes		Retana	Phil	phil.retana@hotmail.com
Yes		Russell	Jordan	jtrussell@pillar-insurance.com
Yes		Saeger	Jade	jadesaeger@gmail.com
Yes		Shaw	Sonja	sonjashaw@gmail.com
Yes		Shelley	Jennifer	jnnfrshelley@yahoo.com
Yes		Sickmyre	Clif	clifsickmyre@yahoo.com
Yes		Simpson	Matt	msimpson585@gmail.com
Yes		Sisco	Jack	jesisco@mchsi.com
Yes		Stainback	Judy	jstainba@mchsi.com
Yes		Stine	Carl	CBSTINE@YMAIL.COM
Yes		Thummel	Jacque	jsisco.thummel@gmail.com
Yes		Treadway	Ronald	treadrp@aol.com
Yes		Treece	Brenda	treece.brenda@yahoo.com
Yes		Trout	Sara	scoleman134@gmail.com
Yes		VanBenthussen	Carol	hashearts@aol.com
Yes		Vandeberg	Marcy	marcyvandeberg@yahoo.com
Yes		Vaughn	Theda	giggles126211@yahoo.com
Yes		Venable	Stuart	stu_v59@yahoo.com
Yes		Williams	Ricky	r.williams6023@sbcglobal.net
Yes		Wise	Janelle	jela8f@hotmail.com
Yes		Wise	Tanya	twise40@mchsi.com
Yes		Wroolie	Tess	tswroolie@gmail.com
Yes		Yarham	Kim	tksyarham@suddenlink.net
Yes		dvorscaia	zinaida	toplinesiding@gmail.com
Yes		hernandez	helen	nennyira44@yahoo.com
No	The names with "No" (to the left) registered, but did not sign into the virtual meeting.	ADAMSON	Lauren	green.lauren1@icloud.com
No		Aust	Dayna	dayna.aust@att.net
No		Badgett	Amanda	aem23520@hotmail.com
No		Barstead	Jeff	jkb3220@gmail.com
No		Bryant	Julie	jberg55@yahoo.com
No		Bryant	Christopher	cbryantappraiser@gmail.com
No		Elijah	Rich	raelijah@gmail.com
No		Ensminger	Michael	mensminger15@gmail.com
No		Fisk	Candace	CandaceFisk@MissouriState.edu
No		Gentle	Julia	thegentlefamily@yahoo.com
No		Harrison	Gregory	surfndogs@sbcglobal.net
No		Hubbell	Trish	trishhubbell@outlook.com
No		Hunton	Layne	laynehunton@gmail.com
No		Johnson	Betsy	betsy92slp@yahoo.com
No		Lohmuller	Jennifer	Jloh2005@gmail.com
No		Loos	Cynthia	4cloos@gmail.com
No		Marshall	Sam	sam1228.sm@gmail.com
No		Massoth	Jessica	jessismsu@yahoo.com
No		Olson	Terri	btolson2946@sbcglobal.net

No	Patterson	Elizabeth	eannpatterson97@gmail.com
No	Randolph	Nicole	nicolerandolph83@gmail.com
No	Riddle-Nunn	Molly	molly@mostlyserious.io
No	Schuhart	Alicia	aliciaschuhart@yahoo.com
No	Short	John	jmsshort@sbcglobal.net
No	Skidmore	Sue	earthpax@gmail.com
No	Staffer	Alma	sasaki33@att.net
No	Thompson	Scott	setgas@gmail.com
No	Trout	Timothy	trout8783@yahoo.com
No	Vaughn	Theda	tjvaughn9@gmail.com
No	Voyles Williams	Cathy	ozarkflower@mail.com
No	Whittington	David	dawhittington@gmail.com
No	Womack	Cathy	cathy@eoark.com
No	Woolsey	Chris	cow@cwoolsey.com

Lone Pine Neighborhood Meeting
May 13, 2020 4:00-6:30 p.m.
Virtual format utilizing GoToMeeting due to COVID-19

Verbal Questions: (with responses in blue)

Can you make the new buildings have a “village” feel?

As we get into detailed design and selection of exterior materials, colors we will make every effort to compliment the community character.

What adjustments will be made for the roundabout?

We are coordinating with the City so the two projects will tie into one another.

How much impervious surface is on the site?

The proposed plan has approximately 64% of the site as impervious (roof and pavement). Additional design solutions to minimize the impervious area will be considered during design development.

Have you considered stair-stepping the building near the street so the height is more gradual?

There is a stair step from the fourth floor to the third floor along Lone Pine. We'll give consideration to other stair-stepping during detailed design.

People drive fast coming from the north. Will there be a flashing light or anything at the crosswalk?

We will coordinate with the city regarding the tabled crosswalk.

Can you keep people from parking along the shoulder of Lone Pine?

The northern portion of right-of-way has a steep shoulder, and people don't typically park there. Once the existing buildings are renovated the new streetscape won't include any room to park.

What is the phasing of construction of new buildings and the renovation of existing buildings?

The new construction and development of the site will be first to ensure adequate facilities & parking for the new construction as well as existing buildings.

The number of the various types of housing units? (studio, 1-bedroom, 2-bedroom, 3-bedroom)

The current design includes (4) micro efficiency, (82) 1-bedroom, (12) 2-bedroom, (2) 1-bedroom penthouse, (4) 2-bedroom penthouse, & (12) 3-bedroom units. These numbers are conceptual and are subject to change as the design develops.

The square footage of the various types of housing units?

They will be comparable to the other apartments in the Galloway area.

Will the units be sold or rented?

They will be rented.

What are the proposed rental rates?

They will be market rates.

Why can't the existing buildings be renovated first?

The new construction and site must be developed first to provide the necessary facilities, parking and utilities that are required for the existing buildings to be useable.

Explain the southern access to the site. Will the city allow it to be narrow and steep?

In order to preserve the existing buildings, the city has allowed for the existing conditions of the access to be grandfathered. Improvements will be made to the access where it will not be a detriment to the existing buildings.

How do we know the existing buildings won't be demolished later?

The Planned Development (PD) language includes retaining the buildings. To remove them would require an amendment to the PD which includes going back through this public process.

Will there be blasting if rock is excavated?

We don't believe the city will allow blasting.

Has there been a geotechnical investigation? If not, when?

No. That will occur after the rezoning.

Where does the street widening begin and end?

It begins on the south side of the Treadway building and extends about 150' south.

Does the stream act as retention?

No. Jane provided a simplistic explanation of detention, retention and water quality.

Are the apartments too close to the park?

There isn't a distance requirement within the city code limiting the distance of new construction to public parks.

Will you use tax abatement money? How does that work?

Yes. Mitch explained that the tax abatement will keep the property taxes at the current value for 10 years then they will be adjusted to the new value assessed on the property.

Is there State or Federal money for the public improvements?

No. The required improvements are at the cost of the developer.

Can you influence the city to improve our local streets since they will have more traffic [to the school, etc.]?

We can mention your concern.

Have you coordinated with the School District about the increase in students from this development?

No, that's beyond the limits of our work.

Emailed Questions following neighborhood virtual meeting:

I enjoyed the meeting very much. It was well done and very informative. I do hope you were serious about the architecture for the two large apartment buildings not being the final design. I know none of us want another brown hulk such as the one that sits on the hill above Quarry Town. That apartment complex is not in keeping with the atmosphere of the valley. So, we are in hopes your buildings will be more in keeping with the village feel. Thank you for your time,
Sandy Reese

Thank you for your input, Sandy! I'll share this with the design team. We did have conversations yesterday about ways to make the new buildings less imposing. Have a great day, Jane Earnhart

Q&A Report: Lone Pine Planned Development Neighborhood Meeting

Report Generated:

05/14/2020 05:07 AM PDT

Webinar ID	Actual Start Date/Time	Duration	# Registered	# Attended	Questions Asked (#)
836-421-923	05/13/2020 03:48 PM CDT	2 hours 45 minutes	115	82	86

Q&A

Last Name	First Name	Email Address	Question # (Per Person)	Question Asked Date/Time	Question Asked
Bach	Melanie	mcclamlaw01@gmail.com	1	04:53:37 PM CDT	Please point out both accesses on the site plan.
Bach	Melanie	mcclamlaw01@gmail.com	2	05:00:15 PM CDT	Can you make all participants questions visible?
Bach	Melanie	mcclamlaw01@gmail.com	3	05:26:34 PM CDT	How are emergency vehicles supposed to exit the "grandfathered" steep hill?
Bach	Melanie	mcclamlaw01@gmail.com	4	05:30:34 PM CDT	Are the local schools prepared to handle the additional influx of students this development will bring?
Bach	Melanie	mcclamlaw01@gmail.com	5	05:45:29 PM CDT	What are the square footage of the apartment s?
Bach	Melanie	mcclamlaw01@gmail.com	6	05:46:55 PM CDT	400 square foot micro units? Can you please be specific about the square footage? Not bedrooms or type.
Bach	Melanie	mcclamlaw01@gmail.com	7	05:49:46 PM CDT	What about the 1 bedroom? Square footage?
Bach	Melanie	mcclamlaw01@gmail.com	8	05:50:08 PM CDT	That is the majority of the units.
Bach	Melanie	mcclamlaw01@gmail.com	9	06:00:08 PM CDT	Can you explain how the bulk plane applies to the north building? It seems very close to the road..
					1. What is the height of the tallest building?
Bennett	Mark	mbennett0556@sbcglobal.net	1	04:51:35 PM CDT	2. What percentage of the total development site is hard surface?
Bennett	Mark	mbennett0556@sbcglobal.net	2	05:27:37 PM CDT	What is the height of the tallest building in feet?
Bennett	Mark	mbennett0556@sbcglobal.net	3	05:39:16 PM CDT	What is the price range expected for the various sized apartments?
					Maybe a question that has already been asked but has any study been done on how this will effect traffic flow on Lone Pine and Galloway? Also have you had any geographical survey as to what the underground has ? Possibly caves and underground water ways?
Boles	Ron	julienron64@mchsi.com	1	04:58:23 PM CDT	
Boles	Ron	julienron64@mchsi.com	2	06:06:09 PM CDT	By the pictures, I really don't see the village feel
Boles	Ron	julienron64@mchsi.com	3	06:10:37 PM CDT	Not the existing buildings but the proposed apartments
					What is the footage between your first apartment buildings and the historical land site of Sequiota park and does that follow the city recommendations?
Boles	Ron	julienron64@mchsi.com	4	06:14:39 PM CDT	I didn't say existing buildings but your proposed new buildings
Boles	Ron	julienron64@mchsi.com	5	06:17:29 PM CDT	
Boles	Ron	julienron64@mchsi.com	6	06:18:14 PM CDT	Across from lone pine
Brittain	Julie	Jewels532555@yahoo.com	1	04:37:32 PM CDT	How many parking spaces will be available for the 116 apartments and all of this retail?

Brittain	Julie	Jewels532555@yahoo.com	2	04:39:04 PM CDT	I counted 132 for the apartments, and 31 for the commercial use.
Brittain	Julie	Jewels532555@yahoo.com	3	04:41:08 PM CDT	Let me rephrase the parking question. How many spaces are allowed for each apartment? And for each retail space? Hi Mitch, Amanda, and Galloway! Can you describe the different shading of the trees. The smaller circles being smaller trees for the front of development, are the larger circles more canopy trees? And the lighter shading in the center green space existing trees?
Bryant	Laurel	laurelrbryant@gmail.com	1	05:46:14 PM CDT	I'm sorry if I am asking a redundant question. Will you planning to restore the historic structures so that later (If possible) a historic district or designation could be achievable?
Bryant	Laurel	laurelrbryant@gmail.com	2	06:01:14 PM CDT	Is it a total of 116 apartments total, or 116 units per building?
Bustamante	Cristina	cbustamante22@gmail.com	1	04:44:57 PM CDT	Just making sure I got it right.
Christensen	Anna	minkona@gmail.com	1	05:46:03 PM CDT	Will the minimum parking requirements be enough to prevent tenants from parking at Sequiota?
Cinkosky	Zach	zcinkosky@gmail.com	1	04:38:47 PM CDT	Do you know approximate fill rate of other lone pine business locations and apartments? How many of each are included in this proposal?
Cook	Chad	chad.cook@pro16properties.com	1	05:37:07 PM CDT	I appreciate Mr. Jenkins and his team keep the existing buildings. It clearly shows you've been listening to the neighborhood and are committed to our input.
Cross	Becky	beckyc6202@att.net	1	04:39:25 PM CDT	what adjustments will be made for the round about.
Diamond	Jevne	jevnediamond@gmail.com	1	04:39:17 PM CDT	What are the business capacities compared to what you have planned for parking for those businesses?
Friesen	Sarah	Sarah.b.friesen@gmail.com	1	04:59:37 PM CDT	Are there any units being offered as affordable housing that would enable lower income households to have access to this area of Springfield and school?
Friesen	Sarah	Sarah.b.friesen@gmail.com	2	05:25:11 PM CDT	Why does there have to be a certain density, can you explain that requirement? Is it possible for it to be two stories, aside from the fact that going up to four allows for more units which generate more income? What is in those buildings aside from housing? Thank you!
Friesen	Sarah	Sarah.b.friesen@gmail.com	3	05:47:12 PM CDT	I'm sorry, I think my question was erased. Can you explain the density requirement that means it must be 4 stories rather than 2? Is there a requirement for that, or is it desired to increase income, but not required for density?
Grigsby	Clayton	clayton.j.grigsby@gmail.com	1	05:03:47 PM CDT	Thanks Elevation Team for implementing the historical value of our neighborhood. I think it's a reason more people in the neighborhood is on board. Is there a guarantee that the historical buildings will always be safe or is there a chance a phase II at some point that will see the buildings removed?
Grigsby	Clayton	clayton.j.grigsby@gmail.com	2	05:43:59 PM CDT	Great job Mitch and Elevation Team! Thanks for your hard work!
Huscher	Wendy	aboutfacesphoto@hotmail.com	1	04:58:47 PM CDT	Can you go over the entrance and exits again
Huscher	Wendy	aboutfacesphoto@hotmail.com	2	05:02:33 PM CDT	Will blasting be required to make the underground parking garage
Huscher	Wendy	aboutfacesphoto@hotmail.com	3	05:47:40 PM CDT	Can you explain the stream buffer

Huscher	Wendy	aboutfacesphoto@hotmail.com	4	05:48:51 PM CDT	Can you show the diagram that shows the existing trees that are in gray below the plans...to show how many will be removed ?
Huscher	Wendy	aboutfacesphoto@hotmail.com	5	05:50:39 PM CDT	Can you give people more time to unmute please ..several have been passed
Huscher	Wendy	aboutfacesphoto@hotmail.com	6	06:04:57 PM CDT	I'm sorry but i don't see a Village feel at all as I look at this rendering.
Huscher	Wendy	aboutfacesphoto@hotmail.com	7	06:17:43 PM CDT	This is Melanie, my phone is dropping off. Will you put in the PD that the historical building will never be demolished?
Johnson	Duane	dj.spfmo@yahoo.com	1	04:46:58 PM CDT	Why are we proposing 4story when neighborhood has been opposed
Johnson	Duane	dj.spfmo@yahoo.com	2	05:58:59 PM CDT	I understand why you want 4 story but as it is out of character there will be no support
Kirkup	Marcie	kirkups@att.net	1	03:57:18 PM CDT	can we do a sound check for those who are already on?
Kirkup	Marcie	kirkups@att.net	2	04:38:26 PM CDT	Maybe announce that we'll get started in 3 minutes?
Kirkup	Marcie	kirkups@att.net	3	04:46:35 PM CDT	Has there been a study of the impact of water runoff for the park?
Kirkup	Marcie	kirkups@att.net	4	05:24:15 PM CDT	Do you know if the city is planning to re-do the entrance to the park to accomodate the new center turn lane?
Kirkup	Marcie	kirkups@att.net	5	05:30:30 PM CDT	is there a barrier separating the sidewalk from the street on the southern end of the development in front of purple shamrock and treadways?
Marquart	Shawn	kmarquart4@gmail.com	1	04:47:13 PM CDT	Has there been any collaboration with the school district to understand the impact of another high density development on Field/Pershing/Glendale?
O'Connell	Tom	tompoconnell@gmail.com	1	04:13:52 PM CDT	What is so attractive about Galloway for your development?
O'Connell	Tom	tompoconnell@gmail.com	2	04:27:09 PM CDT	I have no audio. "Test sound" plays fine for me
O'Connell	Tom	tompoconnell@gmail.com	3	04:29:16 PM CDT	yes, figured it out, thanks
O'Connell	Tom	tompoconnell@gmail.com	4	04:38:28 PM CDT	so will Lone Pine be widened 10ft in front of treadway's? how will it be widened 10ft and have trees added?
O'Connell	Tom	tompoconnell@gmail.com	5	04:51:20 PM CDT	Do you know of another development this tall on a 2-lane street like Lone Pine
O'Connell	Tom	tompoconnell@gmail.com	6	05:29:52 PM CDT	will there be additional retail sq ft will be added in the new buildings?
Patterson	Jane	jsp91@sbcglobal.net	1	04:39:30 PM CDT	will there be any apartments for sale or only for rent
Patterson	Jane	jsp91@sbcglobal.net	2	05:08:24 PM CDT	How many apartment units?
Patterson	Jane	jsp91@sbcglobal.net	3	05:27:35 PM CDT	Is this development anticipating a tax abatement from the city?
Patterson	Jane	jsp91@sbcglobal.net	4	05:32:44 PM CDT	Are you required to keep the existing buildings? I would hate to see this approved and then have you come back and say the property renovation is too costly, not feasible, etc.
Patterson	Jane	jsp91@sbcglobal.net	5	05:36:42 PM CDT	Can you explain the tax abatement? In dollars?
					What is the setback from the street? It seems very close to the street based on the location of the bike shop.

Patterson	Jane	jsp91@sbcglobal.net	6	05:41:40 PM CDT	What improvements, such as to Lone Pine, etc., will the city be required to pay for as a result of this development. Do you have any idea what those costs would be?
Patterson	Jane	jsp91@sbcglobal.net	7	05:49:55 PM CDT	Are any of these going to be furnished? Will you be allowing people to rent for short term rental relent?
Patterson	Jane	jsp91@sbcglobal.net	8	06:00:47 PM CDT	I am bothered by the appearance and proximity to the street as well. Have you considered stair-stepping the building at the street so the height is more gradual?
Patterson	Jane	jsp91@sbcglobal.net	9	06:07:34 PM CDT	Did you address my question about short term rentals? I am sorry...I had a call and missed a couple of minutes.
Patterson	Jane	jsp91@sbcglobal.net	10	06:16:05 PM CDT	Can you put the overall development drawing up again?
Patterson	Jane	jsp91@sbcglobal.net	11	06:18:06 PM CDT	Thanks! Can you show the other elevation again...from across the street?
Patterson	Jane	jsp91@sbcglobal.net	12	06:20:56 PM CDT	Yes, thank you.
Reese	Sandy	sandyreese@me.com	1	04:45:11 PM CDT	The two main buildings still look pretty big box - modern even given the wood and stone. Not sure I think this is a village look
Reese	Sandy	sandyreese@me.com	2	05:13:09 PM CDT	Thank you
Saeger	Jade	jadesaeger@gmail.com	1	04:39:35 PM CDT	Most households have 2 cars. With 240 more cars in the neighborhood and in front of the park. With there be a flashing light or anything on the crosswalk?
Saeger	Jade	jadesaeger@gmail.com	2	04:41:32 PM CDT	Will the water connectivity increase the water bill and fees of existing bills?
Saeger	Jade	jadesaeger@gmail.com	3	05:04:28 PM CDT	I do live here.
Shelley	Jennifer	jnnfrshelley@yahoo.com	1	04:56:10 PM CDT	where would the turn lane be located on Lone Pine?
Sickmyre	Clif	clifsickmyre@yahoo.com	1	04:32:51 PM CDT	no sound?
Sickmyre	Clif	clifsickmyre@yahoo.com	2	04:36:31 PM CDT	where is audio??
Stainback	Judy	jstainba@mchsi.com	1	04:31:15 PM CDT	image didn't change!
Stainback	Judy	jstainba@mchsi.com	2	04:32:28 PM CDT	Is that the color scheme you plan to use?
Stainback	Judy	jstainba@mchsi.com	3	04:39:13 PM CDT	are these one or two or three bedroom units?
Stainback	Judy	jstainba@mchsi.com	4	04:42:56 PM CDT	have you tested the south end of the development for the amount of blasting needed?
Stainback	Judy	jstainba@mchsi.com	5	05:26:48 PM CDT	Have you considered using impervious materials for all that parking/patio space?
Stainback	Judy	jstainba@mchsi.com	6	05:35:36 PM CDT	what are your intentions for future updates with the Neighborhood?
Stainback	Judy	jstainba@mchsi.com	7	05:41:10 PM CDT	will there be other meetings like this as you get more specifics decided?
Treece	Brenda	treece.brenda@yahoo.com	1	04:39:25 PM CDT	Are there any plans to improve the egress to the south onto Galloway Street?
Treece	Brenda	treece.brenda@yahoo.com	2	04:53:25 PM CDT	How will you prevent people from using it?
Wise	Janelle	jela8f@hotmail.com	1	04:39:21 PM CDT	How will the new roundabout affect the plans for your project?

Attachment 5
COMMENT CARD

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If the developer submits an application for a change in land use or zoning, the property will be posted and there will be public notifications in the newspaper and notification by mail to the property owners within 185 feet of the project.

The Land Use or Zoning Change Process:

1. Application
2. Neighborhood Meeting (500 feet notification from subject property)
3. Planning and Zoning Commission Public Hearing (185 feet notification from subject property)
4. 1st City Council Public Hearing (185 feet notification from subject property)
5. 2nd City Council Meeting to decide either to approve or to deny the change in land use or zoning

City staff is available to meet with you or your neighborhood association representative(s) to discuss the proposed change in land use or zoning and answer questions at 417-864-1611.

Staff submits a report with a recommendation one week prior to the date of the public hearing at the Planning and Zoning Commission. You can provide comments on the attached "Comment Card" by mail or by email at zoning@springfieldmo.gov. Please include your name, address and telephone number as well as the address of the project in your correspondence.

Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 14, 2020	Telephone No.	417-823-9433
YOUR NAME:	Stephen C. Berkwitz		
YOUR ADDRESS:	2468 E. Raynell Street.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I have serious concerns about the rezoning request and the multifamily project proposal for S. Lone Pine across from Sequiota Park. While I appreciate some of the efforts made by the developer to preserve the historic buildings and to move the parking lots back from the street, the size and scale of this project is too grandiose and does not fit the residential and natural area of the location. Sequoiata Park is one of Springfield's most unique and attractive areas. Its popularity was what originally motivated the development further south. By allowing large apartment buildings to spread northwards, we risk destroying the beauty and charm of the park area. People built and bought homes around this area, believing it was primarily a residential area with natural beauty and a relaxed pace of life. This rezoning request threatens everything that we in the neighborhood love about Sequiota Park and Galloway Village. A more modest rezoning request that would not put such big apartment buildings in this lot would be more appropriate and would gain greater support from those of us who live in this neighborhood. Thank you for your consideration of my concerns. Sincerely, Steve Berkwitz		

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840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 13, 2020	Telephone No.	417-839-6389
YOUR NAME:	Brenda Treece		
YOUR ADDRESS:	2623 E Inman Street, Springfield, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Please leave this property zoned as is. After seeing the pictures they used to give us an idea of what it would look like, it is clear that this developer has no desire to maintain the village feel of Galloway. This design belongs in the middle of the city, not in our quiet corner and certainly not across from Sequiota Park! This plan looks nothing like what they were telling us they could do when they were trying to change our minds about re-zoning.		

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840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov.

DATE:	5-26-20	Telephone No.:	417-830-3749
YOUR NAME:	Dorrah Lawson		
YOUR ADDRESS:	3331 S. Lonepine + 3323 S. Lonepine		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	It is a shame that the City would allow another apartment complex to go up in this small community. Lonepine is already in poor shape for the growing traffic from the other apartments. On top of that		

is the continued traffic from people using it as a shortcut through town. The Galloway Rd. improvement has not even been started yet. This is too many apartments!

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City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	6/03/2020	Telephone No.:	417-693-6394
YOUR NAME:	Vivian Short		
YOUR ADDRESS:	3612 S. Elmview, Spfd, 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		

COMMENTS: The environmental impact that this development will create is unthinkable. Sequoia Park, the lake, Galloway Creek, and local wildlife will suffer from yet more pollution & habitat destruction. Flood control has been an issue since before the current development further south on Lone Pine - this will only worsen.

The Galloway area cannot grow and never will be able to safely handle increased traffic. Much of the history and value of Galloway has already been forever destroyed. The citizens are rapidly losing confidence in our elected leaders.

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Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	6/10/20	Telephone No.	417 390 1416
YOUR NAME:	ED & MARY DELFIN		
YOUR ADDRESS:	2037 E CHERRYVALE ST, (65804)		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	RESPONDING LATE ; HOPE I'VE NOT MISSED ANY MEETINGS OR FURTHER DEVELOPMENTS, I'D LIKE TO RECEIVE ANY PERTINENT INFO. WIFE & I ARE STRONGLY AGAINST THE PLANS FOR THE APARTMENT BUILDING AT THE SELECTED AREA THANK YOU, Ed Delfin		

DATE:	May 25, 2020	Telephone	417 8407587
YOUR NAME:	Joyce Tolliver		
YOUR ADDRESS:	3231 E Manitowish		65804
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	PLEASE consider NOT developing the land across from Sequito park. I have a Memorial bench there honoring my parents and I certainly would appreciate the tranquility of the park to remain "as is"! Thank you. Joyce Tolliver		

nt e Office -

ville

MO 65802 417 8407587

ned DEVELOPMENT

COMMENT CARD

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Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5/21/20	Telephone No.	417-988-1298
YOUR NAME:	SARA TROUT		
YOUR ADDRESS:	3625 S OAK AVE		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:			

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65801 - 417-864-1611
Administration for Parks, May Improvement & Planned Development
Development Review Office

I have lived in the Sequiota area for 10+ years. There is something special about this area. My family has enjoyed this area because of the mature trees, trails, and Sequiota Park. Activities in the area have been almost a daily occurrence for us. I think we all agree that this area is very unique to the Springfield area. But I feel the over development of tall buildings would do this city an injustice. We as a community have an opportunity to make something great. I believe this area should contribute to why people love it. The development should support nature, families, the schools, bicyclist, runners, musicians, artists, ect. ... I feel we should use this spaces as an opportunity to expand the use of outdoor recreation. →

Springfield is designed for physical activity. Adding more Large apartment buildings in a small residential area is going to cause major traffic/safety issue for people trying to enjoy this area. I am also concerned that Large apartment building are going to over crowd our schools. I am disgusted that a builder can come into a residential area and build large apartment (make major profit) and not pay taxes to our schools or parks for years while simultaneously challenging their very existence.

To all those who have a vote in the end, I, please, encourage you to take a short drive from Battlefield Road down Lone Pine to the entrance of our beloved Galloway area and feel why it is so special to us. All of the beautiful trees have stood long before us & can not be replaced. All the wildlife that make this area their home needs to be protected. The creeks and water ways that need to be kept clean. Apartment buildings can be built anywhere but nature can not be rebuilt.

Thank you
Your concerned Neighbor

SARA TRAUT

3625 S. Oak Ave

Springfield, MO 65804

417-988-1298

scoteman134@gmail.com

Community over Corporate
profit

COMMENT CARD

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City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:		Telephone No.	
YOUR NAME:	SANDRA REESE		
YOUR ADDRESS:	2740 E. REPUBLIC Rd, Springfield, Mo 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	① The current design of the (2) Apartment buildings is the "big box" STERILE appearance. We were told they would be "in keeping with the village look". Another mistake like Quarry town is too garish to repeat. ② Storm water drainage is being directed across Lone Pine to the park. Doesn't this lead to more flooding?? ③ Traffic flow will be a NIGHTMARE - more congestion in an already over-taxed area.		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417-864-1611
Application for Zoning Map Amendment & Planned Development
Fees are non-refundable.

Sandy Reese
2740 E Republic Road
Springfield, Missouri 65804-4603
417 860-0930
sandyreese@me.com

From: lyndi@bbsalesco.com
To: Zoning@springfieldmo.gov
Cc: gallowayvillage@gmail.com
Subject: 3503, 3521, 3527, 3535 S Lone Pine Ave Comment Cards
Date: Friday, May 29, 2020 11:34:52 AM
Importance: High

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Please see attached two comment cards for the P&Z Meeting on June 4th for the proposed development of 3503, 3521, 3527, 3535 S Lone Pine Avenue.

Cheers,
Lyndi Miller-Tiggemann
B&B Sales Company
209 East Pine
Strafford, MO 65757
417.736.3100

From: [Linda & Darrel](#)
To: Zoning@springfieldmo.gov
Subject: Galloway concerns
Date: Monday, May 18, 2020 3:07:24 PM

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Date - 5/18/20 Telephone - 417-890-7334
Name - Darrel Barnes and Linda Taylor
Address - 3422 South Valley View Ave, 65804
Project Address - 3503, 3521, 3527, 3535 So. Lone Pine Avenue

Comment:

We are against rezoning and any additional apartments in the Galloway area. We live in Mission Hills - just to the west off of Galloway Street. There has been a significant increase in traffic with the current apartment increase and Galloway is not sufficient for even more. The area changes to the roads have not occurred yet, so it doesn't make any sense that new apartments would be put in prior to that restructuring which is significant. Lone Pine is a narrow road with significant traffic disruption as people enter the park and the recycle center. New apartments will increase the car traffic and increase safety concerns, especially with walking traffic at the park. Please consider the traffic concerns of the entire area - not just the Galloway area. Thank you.

COMMENT CARD

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Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 13, 2020	Telephone No.	417-839-6389
YOUR NAME:	Brenda Treece		
YOUR ADDRESS:	2623 E Inman Street, Springfield, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Please leave this property zoned as is. After seeing the pictures they used to give us an idea of what it would look like, it is clear that this developer has no desire to maintain the village feel of Galloway. This design belongs in the middle of the city, not in our quiet corner and certainly not across from Sequiota Park! This plan looks nothing like what they were telling us they could do when they were trying to change our minds about re-zoning.		

From: [JR Raphael](#)
To: Zoning@springfieldmo.gov
Subject: Comments re: Galloway rezoning/development
Date: Sunday, May 24, 2020 1:12:06 PM

Hello,

I am writing to express our comments regarding the proposed Galloway rezoning and development at 3503, 3521, 3527, and 3535 S. Lone Pine Avenue. We and every neighbor in our area with whom we have spoken over the months are vehemently opposed to this development, as we expressed via petition the last time it was brought forward.

The Galloway area, particularly right across from Sequiota Park, is a quaint and nature-centric area of Springfield where children play, adults walk and bike, and everyone enjoys the relative peace and serenity. Having a large apartment complex would bring excessive added activity, noise, and traffic into the area and completely ruin its quiet, nature feel. There are plenty of places in Springfield for commercial development and residential construction. Please don't allow a greedy developer to ruin one of the few remaining areas like this in the city. Our families and future generations will thank you for preserving what's left of the quiet, nature-centric community.

Thank you,

Jason and Shellie Raphael
3243 Shady Glen St., Springfield, MO 65804
417-501-6555

COMMENT CARD

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City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 25, 2020
TELEPHONE:	417.882.6981
YOUR NAME:	Catherine Carr
YOUR ADDRESS:	3838 S. Crystal Place, Springfield, MO 65807
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue
COMMENTS:	PLEASE do not approve this project! Please do not allow the village of Galloway to be decimated any further than it already has been! Springfield, sadly, has systematically given no consideration to preservation. Their mantra seems to be, "If it's old, tear it down" to put money into the pockets of investors. My husband and I enjoy visiting St. Louis. WHY? Because they have preserved neighborhoods and architecture. NOT Springfield. I am not a resident of the Galloway area, but have wonderful memories of how it used to be. As a child, I was enchanted by the stories my mother, born 1919, told me about riding the train from Aurora, MO for Sunday afternoon picnics in the park. I shopped the quaint shops that used to be there. There are SO many other areas to build apartments. Please don't continue to ruin Galloway just so someone can become fat from the profits. Keep what is left of Galloway as the treasure it is.

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Jan Davis

COMMENT CARD

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DATE:	6/9/2020
	Telephone No. 417-766-2718
YOUR NAME:	Deborah Meek
YOUR ADDRESS:	2922 E Lark St, Springfield, MO 65804
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue
COMMENTS:	I strongly object to any additional zoning changes to this area. It has already outgrown the road system. The prior zoning changes on Lone Pine to build apartments and businesses improved the road, but did not allow for more traffic by widening the road. At Republic Rd and Luster, there is presently a stop sign where you must wait for the main traffic. Galloway Rd is narrow, hilly, and has manholes in the middle of the road. Lone Pine has some low areas that makes it prone to flooding. During heavy rainfall, I must use Ingram Mill Rd to leave the neighborhood. It is also a hilly, narrow road. We have beautiful walking/biking trails in the area so that during good weather, the traffic is heavy as is the park and sidewalks. Before you approve this change in zoning, make sure each member of the Planning and Zoning Commission drives through this area to see the potential problems. Growth is inevitable, but we bought our single-family residences in good faith expecting the zoning laws to protect our property values.

Date: May 26, 2020

Name: Sue Skidmore

Address: 3209 East Lark Street, Springfield, Missouri, 65804

Project Address: 3503, 3521, 3527, 3535 S. Lone Pine Avenue

Comments:

Problems and Concerns that need to be addressed -- opposed to rezoning

The proposed development by the Elevation Development Co. would severely impact the Galloway community, the Sequiota Park, the land, the traffic, the beauty, the peace, the safety and the quality of life here.

The apartment buildings are not in keeping with the style or size of a small quaint town atmosphere. The proposed development is disrespectful of the residents of Galloway who have worked so hard to make reasonable and considerate recommendations with the city. Why should Galloway be hijacked as a result of a developer who knew the residents were opposed to development and that we were working to preserve the essence of quaint historic Galloway but the developer went ahead and bought the property and then expects everyone to bow down so the developer can make a profit at the expense of everyone including the harm to Galloway and Sequiota Park.

The proposed development is outlandish and would irreparably mar the beauty, quiet, peace and quaint historic character of Galloway which is captured so well in the historic beauty of Sequiota Park and the historic buildings across the street from Sequiota Park. The quality of life would be adversely affected for those who live in Galloway area and including those who hike, bike and walk the trails and use the park. The proposed buildings are imposing structures in the Galloway Valley landscape. The Galloway Village is just that a village and NOT a big city landscape. That means that Galloway Village is a small quaint town surrounded with nature --trees and trails and park. The proposed development would flatten the landscape and place imposing ugly buildings surrounding the historic small town quaint structures turning it into a massive plot of cement. This development would additionally increase the traffic flow in the area to make it a big city style street and pose more problems associated with safety when crossing the street to and fro the park. The park is already at maximum capacity many days the parking lot is nearly full.

We must do a population study to determine the effects of the density associated with the development. And we must do an environmental impact study to determine the environmental effects of the run off pollution, the drilling, the tree removal and all aspects associated with the impacts of building huge structures across the street from Sequiota Park. Therefore, I am opposed to rezoning of the land across from Sequiota Park.

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840 Boonville Avenue
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DATE:	May 13, 2020	Telephone No.	417-839-6389
YOUR NAME:	Brenda Treece		
YOUR ADDRESS:	2623 E Inman Street, Springfield, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Looking at the plan. They are planning to add at least 200 cars to the corner of Lone Pine and Galloway Street. I asked if they were planning to improve the egress to the south onto Galloway Street. That is already a dangerous spot. I was told that is not part of their property so they are not concerned about it. They can't stop people from using it. It will be a straight shot for people leaving the apartments to get to Galloway.		

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COMMENTS:	Please leave this property zoned as is. After seeing the pictures they used to give us an idea of what it would look like, it is clear that this developer has no desire to maintain the village feel of Galloway. This design belongs in the middle of the city, not in our quiet corner and certainly not across from Sequiota Park! This plan looks nothing like what they were telling us they could do when they were trying to change our minds about re-zoning.		

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840 Boonville Avenue
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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-20-2020	Telephone No.	417-830-2580
YOUR NAME:	JOHN F. EICHELBERGER		
YOUR ADDRESS:	2646 E. CRAWMONT ST. SPRINGFIELD, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	MAIN CONCERNS: 1. SAFETY - THE HILL AT BARBET & GALLOWAY IS A BLIND INTERSECTION 2. TRAFFIC - EVEN WITH A ROAD ABOUT THERE WILL BE A BACKUP ON GALLOWAY RD. DURING RUSH HOUR, AND PEOPLE WILL TAKE CHANCES TO GET ONTO LONE PINE		

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 19, 2020	Telephone No.	417 883-9878
YOUR NAME:	Mark A Paul		
YOUR ADDRESS:	2661 E Cragmont St, Springfield, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I don't think they should more Apartments on Lone Pine the area can't support more traffic so I don't want the Apartment built.		

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 19, 2020	Telephone No.	417-849-3887
YOUR NAME:	Kathy Walsh		
YOUR ADDRESS:	2703 E. Cragmont		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I have lived in this area for 33 years. In the past 3 or 4 years traffic has increased on Lone Pine and Galloway Streets, Along with Speeding. These streets are not designed to handle this traffic. With additional Appts. comes more traffic. 4 or 5 story Apartment Buildings are a blight on this Area they stick out like a sore thumb - like the Quarry Town Apartment Complex - Why would the City want to Destroy the look and feel of Galloway?		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

*Fees are non-refundable

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Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-29-20	Telephone No.	417 888-5262
YOUR NAME:	Phillip & Norma Palmer		
YOUR ADDRESS:	2631 E. Crispmont, Springfield, Mo 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	would our streets, schools, and sewer system be able to handle such an instant increase in use?		

COMMENT CARD

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DATE:	05-19-2020	Telephone No.	(417) 881-5262
YOUR NAME:	Ramona Palmer		
YOUR ADDRESS:	2631 E Cragmont St Springfield, MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	The traffic on galloway st. is terrible already. I worry this will put an extra burden on our local schools, and put a strain on the sewage system in this area. Plus the extra run off into Sequiota park.		

Ramona G. Palmer

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-26-20	Telephone No.	417-877-8465
YOUR NAME:	Kay Wanshan		
YOUR ADDRESS:	3161 S. Lone Pine Avenue		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:			

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-26-20	Telephone No.	573-228-2172
YOUR NAME:	Amy Aubuchon		
YOUR ADDRESS:	3111 S. Lockland Dr Spf MO 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:			

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DATE:	5-26-2020	Telephone No.	417 889-5896
YOUR NAME:	Jill Pentecoff		
YOUR ADDRESS:	3141 S. Lochlomond		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:			

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5/26/20	Telephone No.	417-883-7082
YOUR NAME:	Gladys Jennings		
YOUR ADDRESS:	3200 Lombard		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:			

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	05-30-20	Telephone No.	417-849-1724
YOUR NAME:	Margaret + Rudy Peterson		
YOUR ADDRESS:	3741 S. Montel Ave		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	We are speaking out against any further development along Lone Pine in the Gallows district. Additional development will jeopardize one of the more beautiful areas of our city. Sequoia Park should remain as it is without the build up apartment complexes and additional people taking away from the beauty of this park area. Over development may add to or cause pollution of the pond and groundwater in this area. We do not want our precious green spaces damaged.		

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5/30/20	Telephone No.	785-817-2387
YOUR NAME:	Kathryn Scott		
YOUR ADDRESS:	3221 E. Gosconade		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Please do not ruin our "little piece of Heaven", by putting up apartments that no one wants, & will only congest & trash the area now & in the future. Traffic, trash & speeding are terrible now with apartments down the street! I have just lived in Springfield for 11 yrs., but many people in this neighborhood have been here many years and love it and do not want the apartments, the wild life to go away (which they will), uncaring people & trees cut down! Please, Please Springfield show that you care about your people, beauty, history & wild life & not just money, money, & more money!!		

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	6/2/2020	Telephone No.	417 693 7899
YOUR NAME:	JILL KNIGHT		
YOUR ADDRESS:	3240 E GASCONADE 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I OPPOSE THE DEVELOPMENT OF THIS AREA, PARTICULARLY W/ THE PLANS IN MIND. GALLOWAY & SEQUOIA PARK ARE RICH IN HISTORY, BEAUTY, & ECOSYSTEMS. THIS AREA IS A CREDIT & JEWEL OF THE TOWN & SHOULD BE PROTECTED & CAREFULLY DEVELOPED W/ RESTORATION TOP PRIORITY. I FEEL THE CITY WOULD GREATLY REGRET THE LOSS OF THIS AREA. FUNDS WOULD BE BETTER SPENT ON MORE "EYESORE" AREAS TO INCREASE THE OVERALL APPEAL OF OUR CITY.		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-28-20	Telephone No.	417-830-8489
YOUR NAME:	Sandy Seitz		
YOUR ADDRESS:	3525 S. Linden Ave		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I will be surprised if this ^{is} read! I'm very disappointed in our City and our Council with it's so called zoning. There has been enough apartments built on Lone Pine already. You are destroying history, wild life and a very small but beautiful park.		

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DATE:	5/28/20	Telephone No.	(417) 830-8489
YOUR NAME:	Michael P. Coradi Sr		
YOUR ADDRESS:	3525 S. Linden Ave.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	I have a tendency to compare an object to another object and in doing so I would like you to consider a wagon being pulled by a horse. (i) then there becomes the desire to have more wagons and we want to bring them along; eventually G over		

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 19, 2020	Telephone No.	417-848-9372
YOUR NAME:	Donald W McNeill		
YOUR ADDRESS:	2645 E Cragmont St.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	There are too many apartments all ready built in Galloway. The traffic in the area is really scary and not good. I take my life on the line turning on to Galloway Rd - from Barrbett. Don't even think about riding a bike or walking on Galloway Rd. The many dump trucks alone could easily kill you.		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	May 26 th	Telephone No.	860-7571
YOUR NAME:	Mary Johnson		
YOUR ADDRESS:	3055 S. Lechmond		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Hope to see Salloway remain the same as it is now. We've enjoyed it & hope for <u>no</u> changes.		

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5-26-2020	Telephone No.	417-848-7558
YOUR NAME:	SHAWN HURD		
YOUR ADDRESS:	3169 S. Litchfield Dr		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	PLEASE DON'T RUIN OUR PARKS		

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Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	5/26/20	Telephone No.	417 880-9518
YOUR NAME:	Jacquie Schriener		
YOUR ADDRESS:	3101 Lochlorn Road Spfld 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	traffic can not increase any more; water drainage is also at its limit		

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Bob Hosmer, AICP Planning Manager
City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	MAY 27 2020	Telephone No.	417 8869832
YOUR NAME:	SHIRLEY TEMPLETON		
YOUR ADDRESS:	3063 S. LOCHMOND DR. SPFO. 65804		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	SEQUIOTA PARK IS ONE OF, IF NOT THE MOST, UNIQUE AREAS WITHIN OUR CITY. ADDING MULTI UNIT APARTMENTS TO THE AREA WILL DIMINISH THE NATURAL BEAUTY AND WILDLIFE WE ENJOY.		

COMMENT CARD

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840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	07/13/2020	Telephone No.	417-425-6410
YOUR NAME:	Wendy Kuscher		
YOUR ADDRESS:	3417 S. Lone Pine Ave.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	See attached		

Comment Card for Wendy Hucker 3417 S. Lone Pine.

There are many reasons that we oppose the rezoning of this property to this type of Planned Development. Below is a list of some of our reasons.

- 1) Safety/Traffic. Lone Pine is a unique road that will not be easily expanded to handle more traffic. It is a 2 lane curvy road that has an abundant amount of cars, bikes and gravel/dump trucks trying to maneuver through the valley. There are very few sidewalks in the area and the walking trail that crosses over and runs parallel in a very close proximity to Lone Pine.

Pulling out of our driveway has become a challenge in the past few years...I can't imagine what it would be like with 100-200 people living next door.

This proposed development is directly across the street from Sequiota Park which is one of the busiest parks in the Springfield area. By adding two hundred more vehicles coming and going at this location daily creates a very unsafe intersection for people going to the park.

One of the access roads that this development is proposing to use is already very unsafe but they have said that is "grandfathered" in. An unsafe situation should not be "grandfathered" in a development should fix problems, not create more.

- 2) Flooding/Water Run Off. This property is known to flood, it has a stream that runs through it. The same stream runs through the back side of our property. I am very concerned that the required stream buffer is not being recognized and by removing so many trees and green space will increase the water run off to the park. The park and areas "downstream" already flood. This development should be required to have a water detention basin to retain the water rather than move it across the street.

In a development down the street, they have signs that say "Warning This Area Floods Up to 3 FT In Extreme Weather Conditions". New development should not be allowed in areas with flooding problems.

- 3) Schools. I would imagine that being across from the park would attract people with children and these children would be going to Field Elementary.....and this school is already full which would create over crowding for existing residents kids.
- 4) Density. Galloway has always been known for its unique character....nature, wild life and greenspace...are words that come to mind when describing Galloway. It has always had a very quaint village feel....this is what people love about Galloway. If you pile more and more apartments into this area, the very thing that people are drawn to about Galloway will be gone....and this is not something that you can get back.

From: [gene wampler](#)
To: Zoning@springfieldmo.gov
Subject: apartment across from Sequoita park
Date: Monday, July 13, 2020 2:51:28 PM

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

1] The road will not handle the traffic 2]It's an eyesore to my property. I live at 3409 S All Saints Ln 3] Water retention.

From: [Mark Bennett](#)
To: Zoning@springfieldmo.gov
Subject: Lone Pine Zoning Hearing
Date: Tuesday, July 14, 2020 2:58:08 PM

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Commission:

I live one block west and two blocks north of the property in this proposal. I have attended the video conference held with the neighborhood a few weeks ago as well as the meetings last year with city staff for the larger redevelopment of the Sequiota/Lone Pine area.

I have several concerns:

1. The height of the apartment buildings is completely ill-suited for this area and does not fit the park setting. The renderings show apartment buildings more appropriate to downtown Springfield. This was an issue discussed in much detail during our community meetings with area homeowners and P & Z staff. P & Z staff at the meetings said buildings would not exceed two stories. The "village " concept of Galloway will be destroyed by buildings this large.
2. The amount of traffic will overwhelm Lone Pine and Galloway Road, ever after the reconstruction/redevelopment of those roads (I have seen the drawings for the changes to those roads).
3. The water runoff from the hard surface in this proposal will overwhelm the creek which barely handles its current load.

Sent from my iPhone

[+ Join Group](#)[... More](#)

Join this group to post and comment.

**Wendy Baker Huscher**

7 hrs

I've spent some time today reviewing the documents regarding the Planned Development proposal that goes to P&Z on Thursday requesting to rezone the 4.2 acres to the south of me. I found this photo of the plan....this would be the view from the park....what do you all think of it?



40

35 Comments 3 Shares

Planning and Zoning Commission Page 76 of 166

**Robin McDermott** Too much footprint burden on the environment

Like · 7h



11

DESCRIPTION

This group was originally platform for discussi... See

GROUP TYPE

General

LOCATION



Springfield, M

RECENT GROUP PHOTOS



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COMMENT CARD

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City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	7/14/2020
	Telephone No. (417) 861-5711
YOUR NAME:	PHILLIP RETANA
YOUR ADDRESS:	2902 E LACUNA ST SPRINGFIELD, MO 65804
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue
COMMENTS:	The height and overall scale of this proposed development does not meet the intent of the blight redevelopment plan or the Galloway recommendations for development in keeping with the scale of immediately surrounding buildings and the village character. Also, I believe the number of apartment density is too high. With Sequiota Park directly across the street and parking already being an issue, the added traffic would also be a potential hazard for those walking/biking to and from the park. Local residents have already noticed an increase in car break-ins, and crime is becoming a concern, too. I advise the scale of the project be limited in size, especially in terms of its height. It does not conform to the charm and feel of the Galloway Village Neighborhood and will deteriorate the overall quality of life for the residents of the neighborhood that seek something unique and special. Preservation of the historic buildings is a positive and appreciated element of the proposal.

13 July 2020

RE: Planned Development 374

To whom it may concern:

I am writing to you in support of Planned Development 374 that is proposed in the Galloway area across from Sequiota Park. My wife and I own 2 properties in Galloway and I have been active in the real estate business for almost 25 years as a broker salesperson and an investor.

I have known Mitch Jenkins for several years through the real estate brokerage side of the business initially and later through our mutual appreciation of the Galloway area in looking for opportunities in the area. I've come to know him to be reputable and caring and genuinely interested in the people and area of Galloway. I believe that is evidenced by his actions and his amended plan. Mitch listened to what the neighbors and city suggested and has implemented these suggestions into his design.

Just a few examples of the developers willingness to compromise and in response to changes requested by the neighborhood and city are as follows-

1. The original plan called for a blank slate and the demolition of all of the buildings and foliage on site. This new plan includes keeping four of the existing structures and the preservation of the larger more mature trees on the property.
2. The original plan called for the construction of a 4 story building. The amended plan has been scaled down along Lone Pine to two stories.
3. Planned Development 374 has several improvements that were not specifically requested and are not required by code/zoning such as significantly more green space than required and also voluntarily reducing the residential density of the project lower than what the city would require.

I am a firm believer that actions speak louder than words. Mitch has acted. This is a responsible developer and this is a responsible development and every effort has been taken to make this a win for both the developer and the neighborhood. As a neighbor and property owner, I believe this is good for the neighborhood and everyone's property value.


Sincerely,
Rhett Smillie

Summary of Revisions Made to PD 374 Since Neighborhood Meeting

07/10/2020

To better address the concerns of the neighborhood and community, we have worked over the past six weeks with Planning Staff and The City's Director of Quality of Place to revise the design and Planned Development proposal. We are excited to present these to the neighborhood and city staff at the Planning and Zoning hearing Thursday.

Many of the comments and feedback we received from the neighborhood and community expressed concerns for the density, scale and aesthetic impact the new residential buildings would have on Lone Pine Avenue and the Galloway neighborhood. With these concerns in mind, we have re-designed the new residential buildings to reduce the scale to 2 stories along Lone Pine with additional landscaping and lighting as well as a redesigned architectural style characterized by gabled roofs and materials conducive to the Galloway neighborhood. To enforce the scale desired along Lone Pine, a height restriction has been added to limit the building height to a maximum of 45' within 60 feet of the property line fronting Lone Pine. These revisions have also brought a reduction in the density - from the 116 units (28 dwelling units per acre) proposed in May - to 100 units, with a maximum of 25 dwelling units per acre allowed.

The plan proposed in May also included a commitment within the Planned Development language to keep and reuse four existing buildings along Lone Pine. The neighborhood had expressed concerns that the existing buildings would be partially demolished, neglected or lose their characteristic architectural features treasured by the neighborhood. Understanding these concerns, we have revised the PD language to include the Secretary of the Interior's Standards for Rehabilitation and minimum maintenance requirements for existing buildings, requiring any exterior additions and/or renovations to the exterior of these buildings be submitted to the Administrative Review Committee (ARC) for review and approval prior to a permit being issued.

The neighborhood has expressed a continual desire ever since our first meeting with members of the neighborhood association in 2019 about the importance of the aesthetic and pedestrian experience along Lone Pine and views from the park. Wanting to emphasize the importance of this and ensure that we continue working to create an environment that will be an asset to the neighborhood for years to come, we have added several elements to enhance the streetscape and aesthetic from Lone Pine and the park. We have worked with Public Works and Planning Staff to include elements such as the added landscaping along the new residential building facing Lone Pine, additional lighting for pedestrians, vegetative parking lot screening, street furniture, and an additional landscaping buffer between the sidewalk and Lone Pine to be added as requirements of the planned development.

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City of Springfield Development Review Office
840 Boonville Avenue
Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	7/14/20	Telephone No.	883-0478
YOUR NAME:	Jack & Sue Sisco		
YOUR ADDRESS:	3635 S. Oak Ave.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	Two years ago neighbors from our community gathered at Sequiota Park to listen to Mitchell Jenkins present his vision for future Apartments across the street from the park. The response was immediate and hasn't changed. <u>NO MORE APARTMENTS!!!</u> Is there anyone that hears us?		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

*Fees are non-refundable

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	7/14/2020	Telephone No.	417-459-0729
YOUR NAME:	Jaqueline Thumma		
YOUR ADDRESS:	2907 E. Clark Ave.		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	It's no secret that Galloway is dealing with crumbling and out of date infrastructure. To acknowledge the problem you must also acknowledge the risk and high potential for failure. To ensure the safety of all residents and visitors a thorough evaluation of all infrastructure should be the highest priority before any new or additional construction begins.		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

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Springfield, Missouri 65801

Comment Card: Mail comments to the address above or email comments to zoning@springfieldmo.gov

DATE:	July 13, 2020	Telephone No.	840 2007
YOUR NAME:	Tim and Kim Yarham		
YOUR ADDRESS:	212 W. Oak Nixa Mo		
PROJECT ADDRESS:	3503, 3521, 3527, 3535 S. Lone Pine Avenue		
COMMENTS:	The rapid over development of primarily multi family residents has overwhelmed our neighborhood and affected the livability of the community that we all love.		

City of Springfield, Missouri - Development Review Office - 840 Boonville, Springfield, MO 65802 - 417.864.1611

Application for Zoning Map Amendment & Planned Developments

*Fees are non-refundable

From: [Deb Lumos](#)
To: Zoning@springfieldmo.gov
Subject: Galloway Apartment complex on Lone Pine
Date: Tuesday, July 14, 2020 8:53:51 PM

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Good evening,

I hope I haven't missed the deadline for expressing my opinion of the proposed apartment complex to go in across the street from Sequoia Park. As someone who lives in the Galloway area, my hope is that this project doesn't get built. This area is known for its nature, wildlife, single family residences, and park. The traffic is already worse due to the current apartment complexes in the Galloway area. This complex would make it worse, as well as to run off any existing wildlife in the area. This would be horrible for our neighborhood.

Thank you,
Deb Lumos
dlumos@mac.com
417-849-3009

**Requirements and Standards
Applicable to Planned Development
District No. 374**

A. APPLICATION

Building or other permits may not be issued for development permitted by this planned development nor can any changes be made to this property until the final development plan has been approved in the manner described at the end of this exhibit.

All requirements of the *Springfield Zoning Ordinance* shall apply unless modified by the requirements and standards that follow.

B. INTENT

The intent of this planned development is to rezone the subject lots to support a mixed-use development. The subject properties are currently zoned R-SF, LB and GR. The lots will be conveyed under one owner, and a lot combination will be required pending the approval of the planned development. The maximum residential density calculated by Multi-Family Location and Design Guidelines (Matrix) is 27 dwelling units per acre; however, the applicant has elected to restrict the density to 25 dwelling units per acre.

C. DEFINITIONS

The definitions contained in the *Zoning Ordinance* shall apply to this ordinance. For purposes of this ordinance, the following definitions shall also apply.

D. USES PERMITTED

1. Multi-family dwellings
2. Accessory uses, as permitted by section 36-450, accessory structures and uses.
3. Noncommercial, not-for-profit residential neighborhood facilities, including indoor and outdoor recreational facilities, offices of property owners' associations and maintenance facilities operated by a neighborhood or community organization or a property owners association in accordance with the provisions of section 36-467, noncommercial not-for-profit neighborhood facilities.
4. Private parks and playgrounds
5. Clubhouses associated with any permitted use.
6. Eating and Drinking Establishments Use Group, excluding drive-in, or drive-thru facilities.
7. Sidewalk café
8. Outdoor eating and drinking facilities.
9. Outdoor live or amplified music provided a permit for such activity has been obtained from the city manager pursuant to chapter 2, article I, section 2-10, permits for outdoor music and any regulations promulgated by the city manager and on file with the city clerk.

10. General Office Use Group.
11. Personal Services Use Group
12. Retail Sales Use Group, (with designated areas for sidewalk sales.)
13. Temporary uses, as permitted by Section 36-452, Temporary Uses.
14. Mobile Food Vendor: A food service operation that operates from a motorized vehicle.
15. Art galleries
16. Community centers, nonprofit
17. Athletic clubs, fitness centers, and indoor sports facilities.
18. Farmers Market

E. USE LIMITATIONS

1. All uses shall operate in accordance with the noise standards contained in *Section 36-485* of the *Springfield Zoning Ordinance*.
2. No use shall emit an odor that creates a nuisance as determined by *Springfield City Code*.
3. Mobile food vendors must comply with all requirements of 36-452. (3)(b)2. And 36-452. (4), Temporary Uses.
 - a. Proposed vendor locations & parking requirements will be shown on final development plan for approval.
 - b. Each mobile food vendor requires 3 parking spaces and may not utilize parking spaces required by development uses.
4. Self-service storage facilities are not allowed except for storage facilities for tenants of multifamily buildings.
5. All activities and permitted uses except for the following shall be conducted entirely within a completely enclosed building.
 - a. Sidewalk sales
 - b. Outdoor eating and drinking facilities
 - c. Outdoor live or amplified music provided a permit for such activity has been obtained from the city manager pursuant to chapter 2, article I, section 2-10, permits for outdoor music and any regulations promulgated by the city manager and on file with the city clerk.
 - d. Street vendors licensed by the City of Springfield
 - e. Farmers market
 - f. Mobile food vendor

F. INTENSITY OF DEVELOPMENT

1. Maximum residential density permitted is 25 dwelling units per acre.
2. A total of 7,995 sq. ft. of existing space to be renovated to non-residential uses distributed among 4 existing buildings and shall be a maximum of 12,000 sq. ft. of total nonresidential use.

G. BULK, AREA AND HEIGHT REQUIREMENTS

1. Structures that are located within 60 feet of the property/right-of-way line, fronting along Lone Pine Avenue shall have a maximum building height of 45 feet.
2. All other structures shall have a maximum building height of 56 feet and shall remain

below a forty-five (45) degree bulk plane where the property adjoins an R-SF or R-TH District.

3. Building height: The vertical distance measured from the average ground level at the base of the structure's perimeter to the highest point of the roof's surface if a flat surface; to the deck line of mansard roofs; and to the mean *height* level between eaves and ridge for hip or gable roofs. In measuring the height of a building, the following structures shall be excluded: chimneys, cooling towers, telecommunication towers, ornamental cupolas, domes, or spires, elevator bulk heads, penthouses, tanks, water towers, and parapet walls not exceeding four feet in height.

H. DESIGN REQUIREMENTS

Purpose: The proposed development shall be of such design that it will promote achievement of the stated purposes of the Springfield Comprehensive Plan. The development will efficiently utilize the available land, and will protect and preserve where feasible, the natural features of the land such as trees, streams and topographic features. The development shall provide for harmonious and coherent site and building design that creates a sense of place.

1. Multi-family and attached single-family development.

Multi-family and attached single-family design guidelines. These guidelines for multi-family and attached single-family developments are intended to ensure that new development and redevelopment is designed to enhance the overall community. Thus, designs should create a comfortable walking environment, provide for good circulation system and respect the natural environment.

- a. The development shall follow the Revised Multi-Family Development Location and Design Guidelines approved by the City of Springfield Planning and Zoning Commission and City Council as described below.

Design to Encourage Pedestrian Activity

- 1) Provide pedestrian amenities such as pedestrian scale lighting and non-right-of-way street furniture to enhance the pedestrian environment. 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. Lighting sources or luminaries that do have a cutoff shall not exceed a maximum 30 feet in height. Parking lot lighting and pedestrian lighting should be appropriate to create adequate visibility at night and evenly distributed to increase security. Street furniture may include but is not limited to benches; shelters; and decorative trash bins. There shall be one (1) street/park bench provided within each multi-family development, thereafter, one (1) park/street bench for every 50 dwelling units.
- 2) The project will blend the building scale and set back with existing developments that are consistent with these guidelines. Street facing walls that are greater than 50 feet in length must be articulated at least each 25 feet with bays, projections, or

recesses. Articulation means a difference in the vertical plane of the building of at least 18 inches or more.

- 3) Buildings adjacent to the street will be situated on the site to provide pedestrian access to the street. Additional interior lot buildings may be oriented toward parking lots or public/common open space. Buildings adjacent to the street shall not have parking lots located between the building and the street. Corner lots may have parking on one street face. Interior areas of parking and vehicular use areas shall contain planting islands every 20 contiguous parking spaces whether double staked or linear. The size of the planting island shall be the equivalent area of one parking space. This shall be used toward satisfying the 5% interior landscaping requirements.
- 4) Avoid blank walls along pedestrian circulation areas. Facades that face 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.

Provide a Good Circulation System

- 1) Provide connectivity by including direct vehicular or access easements, pedestrian and bicycle connections between abutting or adjacent developments, including retail centers and bus stops, wherever possible.
- 2) Buildings shall connect building entrances to one another and to sidewalks on adjacent public and/or private streets via a minimum four (4) foot wide sidewalk separated from vehicular traffic by a four foot wide planting strip (the 4 foot planting strip does not apply to parking lots where the sidewalk is intended to provide access to the parking lot). Public sidewalks may be considered part of the walkway system if they provide convenient movement between structures. Fences, landscaping and other site improvements shall be located so as not to impede safe and convenient pedestrian circulation. On-site sidewalks shall be designed to connect to off-site sidewalks on adjoining properties and public and/or private streets. Sidewalks shall connect parking areas or parking structures that serve the principal multi-family building; community amenities, such as swimming pools, community centers, other recreational facilities, or common open space.
- 3) Provide shared driveways, cross access driveways and/or other forms of connectivity and secondary access to existing or future adjacent developments.

Respect the Natural Environment

- 1) The development shall include at least 15% of the total site or premise as a usable recreational area and/or facility. Usable recreational area/facility is defined as an open recreational area or recreational facility which are designed and intended to be used for outdoor living and/or recreation, and/or amenity. Usable open recreational areas shall not include land occupied by buildings, structures, streets,

sidewalks, driveways, or parking areas but may include outdoor recreational facilities such as walkways used solely for recreational purposes/connections, swimming pools, sports courts, clubhouse, community center, exercise room or other amenities as defined in these guidelines. The 15% usable recreational area or facility does not reduce the required 20% open space. All common open recreational areas on the site, including recreational facilities, shall be readily accessible to all occupants and should, wherever possible, be physically connected to other common open space areas on and off the site. Generally, usable open recreational areas should have a minimum dimension of thirty (30) feet in any direction and minimum area of nine hundred (900) square feet; however, it is recognized that open recreational areas can be of a smaller minimum dimension or area provided it meets the definition. An exception to the minimum 15% recreational space established by the Revised Multi-Family Design Guidelines shall be given to minimize the amount of grading that would be required to achieve the minimum recreational space maintaining the intent of the Galloway Neighborhood guidelines of minimizing retaining walls and grading.

- i. An exception to the minimum 15% recreational space established by the Revised Multi-Family Design Guidelines shall be given to minimize the amount of grading that would be required to achieve the minimum recreational space maintaining the intent of the Galloway Neighborhood guidelines of minimizing retaining walls and grading.
- 2) Incorporate one functional amenity. Allowable recreational amenities:
- a. Swimming pool;
 - b. Resident clubhouse.
 - c. One tot lot with a minimum size of nine hundred square feet (900') per tot lot area;
 - d. Basketball, volleyball, tennis court, handball court or other sports court.
 - e. One (1) picnic area, with a minimum size of nine-hundred square feet (900') per area, and including a minimum of one (1) picnic table and one (1) barbeque grill/pits per picnic area;
 - f. Community center (meeting room, assembly hall, etc.);
 - g. Exercise room and/or recreation building
- 3) A tree six inches or greater in diameter measured 4 1/2 feet above ground must be preserved or replaced with a tree of at least two inches (2) in diameter—for a maximum total of 7 trees per acre. Trees meeting the landscape requirements in the zoning ordinance may be counted toward this requirement. If this is not possible then the total diameter of trees at the time they are lost shall be replaced with an equal diameter amount of trees with no less than 2 in diameter throughout the project area.

2. Galloway Village Neighborhood Development Guidelines.

- a. Limiting signage types, illumination, placement, and number.

(1) Detached signs (monument signs) shall be permitted at each public street entrance or public street frontage.

- One detached sign shall be permitted per public street access. The surface area of each shall not exceed 80 square feet.
- A minimum setback of 4 feet from adjacent property line shall be maintained for detached signs.

(2) Attached signs shall be permitted on building façade or elements within the property.

- Maximum attached sign total effective area shall not exceed one square foot for each lineal footage of each building wall having frontage on a public or private street, not to exceed 80 square feet.
- Exceptions: Existing buildings attached sign total effective area shall not exceed two square feet for each lineal footage of each building wall having frontage on a public or private street or 160 square feet, whichever is less. Maximum attached sign total effective area shall not apply to artistic murals.

(3) Design: Signs shall be designed to be compatible with the character of the building materials and landscaping to promote the overall aesthetic of the development.

(4) Digital signage is prohibited.

b. Glazing ratios

(1) Glazing on the exterior of building facades shall not make up more than 40% of the gross area of each building elevation.

- Exceptions: Existing buildings and any additions or renovations to the exterior of existing buildings on site shall be exempt from maximum glazing ratio of 40%. Existing buildings shall maintain the current glazing ratios and meet the Secretary of Interior standards as determined by the Administrative Review Committee.

c. Location of Parking Lots

(1) Parking lots shall be located behind buildings or with drive access oriented perpendicular from Lone Pine Ave. to limit visual impact to public spaces.

a. Parking lots layout to be developed in accordance to Exhibit 2 – Preliminary Site Layout.

d. Limit excessive grading or rock blasting.

(1) Limiting excessive grading or rock blasting through creative design solutions such as establishing the finish floor elevations, locating building entry/access points, layout of parking lots and other design elements shall be explored.

e. Preservation of existing tree canopy.

(1) Preservation of existing trees in good condition as proposed on Exhibit 6 Preliminary Landscape plan.

a. The City's Urban Forester will be consulted to review the condition and species of trees and to give a determination if trees designated for preservation on Exhibit 6 Preliminary site plan should be preserved.

f. Restrictions on retaining walls.

(1) Retaining walls shall be designed for a maximum of 8' in height with a minimum of 6' between tiers.

- Retaining walls should be constructed using materials that compliments the character of the neighborhood.
- Creative solutions should be explored that limit the impact or need for retaining walls.

g. The development shall designate space and allow for a mix of allowable small business uses that could be supportive of neighborhood amenities.

h. Promote high-quality streetscape experience.

(1) The design of new construction buildings along public streets shall incorporate attractive streetscapes that compliments the village character of the neighborhood in addition to the guidelines set forth in the Revised Multi-family Design Guidelines for articulation and material use along a public street.

- Elements such as, pedestrian scale lighting, street furniture, and landscaping should be incorporated to promote high-quality streetscape and enhanced pedestrian experience.

(2) Design of the sidewalk along public streets shall attempt to enhance the pedestrian experience and feeling of safety.

(3) A crosswalk at the south eastern corner of the property, on the north side of the access to the Sequiota Park access, shall be created to provide safe crossing location for pedestrians connecting the businesses and housing along the west side of Lone Pine Ave and Sequiota Park and Galloway Creek Greenway on the East.

(4) Acceptable uses for planned limited business spaces to include those desirable to pedestrian streetscape including, sidewalk cafes, outdoor eating and drinking facilities, retail sales, mobile food vendors, art galleries and farmers markets.

(5) Where feasible, street trees, and landscaped buffer zone shall be planned along public street front to enhance the pedestrian experience and character of the neighborhood.

- i. Building Façades. All sides of buildings visible to the public, whether viewed from the public right-of-way or a nearby property, shall display a similar level of quality and architectural finish. This shall be accomplished by integrating architectural variations and treatments such as windows and other decorative features into all sides of a building design. Two or more of the following design elements shall be incorporated for each twenty (25) horizontal feet of a building façade or wall:
 - (1) Changes in color, texture and material
 - (2) Projections, recesses and reveals expressing structural bays, entrances or other aspects of the architecture.
 - (3) Groupings of windows or fenestration.
- j. Building materials and colors.
 - (1) Metal shall not be used as a primary exterior surface material. It may be used as a trim material covering no more than ten (30) percent of the facade or as a roof material.
 - (2) Facade colors shall have low reflectance. High-intensity or fluorescent colors are prohibited.
- k. Service and Loading Areas. Off-street loading shall be regulated in accordance with *Sections 36-456 and 36-483 (2) of the Springfield Zoning Ordinance*. The following requirements are supplementary.
 - (1) All service and loading areas shall be located in the side or rear yard of buildings.
 - (2) Service and loading areas shall be designed so that the entire service and loading operations are conducted on the building site and shall be integrated into the building architecture. The visibility of service and loading from public streets shall be minimized or eliminated.

3. Preservation of existing structures and neighborhood character.

- a. Existing structures at 3521, 3527 and 3535 S. Lone Pine Avenue and as designated on site plan shall be maintained so they may be preserved and appropriately rehabilitated following the Secretary of Interior's Standards for Rehabilitation and minimum maintenance requirements listed below. Residential uses may be located above the first floor or behind nonresidential uses so as to create a continuous nonresidential facade, on the first-floor level. Uses shall encourage public activity along Lone Pine Avenue.
- b. Additions and/or renovations to designated existing buildings should be compatible with the neighborhood character with a mix of architectural styles, attempting to improve the streetscape, pedestrian experience, walkable feel, and opportunities for interactions in private establishments and public spaces.
- c. Exterior finish building materials used in additions and/or renovations of existing buildings shall be complimentary to the neighborhood character.

- d. The Secretary of the Interior's Standards for Rehabilitation shall be followed when renovating existing structures as described above and identified on the site plan. The Administrative Review Committee (ARC) shall review all exterior changes to the existing structures designated for preservation. Interior renovations or permits do not require an ARC review. When considering whether or not to issue a permit an exterior change(s), ARC shall be guided by the Standards as listed below and may consult with the Landmarks Board or other persons knowledgeable in historic preservation and rehabilitation:
- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 - (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 - (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 - (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 - (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 - (8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 - (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

(10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

e. Minimum maintenance requirements. Preserved buildings shall keep all interior and exterior portions of buildings and other structures in good repair following the following maintenance requirements:

- (1) All sidewalks leading to a building, steps, driveways, parking spaces, and similar paved areas for public use shall be kept in a proper state of repair. If any sidewalk or driveway or portion thereof by virtue of its state of repair shall constitute a danger to public health and safety, the sidewalk or driveway or portion thereof shall be replaced.
- (2) Structural members. All supporting structural members of all structures shall be kept structurally sound, free of deterioration, and maintained capable of safely bearing the dead and live loads imposed upon them.
- (3) Exterior surfaces (foundations, walls, and roof). Every foundation, exterior wall, roof, and all other exterior surface shall be maintained in a workmanlike state of maintenance and repair.
- (4) Foundation walls. All foundation walls shall be maintained so as to carry the safe design and operating dead and live loads and shall be maintained plumb and free from open cracks and breaks, so as not to be detrimental to public safety and welfare.
- (5) Exterior walls. Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building. All exterior surface materials shall be maintained weatherproof and shall be properly surface coated when required to prevent deterioration.
- (6) Roofs and drainage. The roof shall be structurally sound, tight, and not have defects which might admit rain. Roof drainage shall be adequate to prevent rain water from causing dampness or deterioration in the walls or interior portion of the building. Roof water shall not be discharged in a manner that creates a nuisance to owners or occupants of adjacent premises or that creates a public nuisance.
- (7) Decorative features. All cornices, entablatures, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

- (8) Signs and awnings. All canopies, signs, awnings, stairways, fire escapes, exhaust ducts, and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material such as paint or other protective treatment.
- (9) Chimneys. All chimneys and similar appurtenances shall be maintained structurally safe, sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials such as paint or similar surface treatment.
- (10) Stairs and porches. Every stair, porch, fire escape, balcony, and all appurtenances attached thereto shall be so constructed as to be safe to use and capable of supporting the anticipated loads and shall be maintained in sound condition and good repair.
- (11) Window and door frames. Every window, door, and frame shall be constructed and maintained in such relation to the adjacent wall construction so as to exclude rain as completely as possible, and to substantially exclude wind from entering the dwelling or structure.
- (12) Weathertight. Every window and exterior door shall be fitted reasonably in its frame and be weathertight. Weather stripping shall be used to exclude wind or rain from entering the dwelling or structure and shall be kept in sound condition and good repair.
- (13) Glazing. Every required window sash shall be fully supplied with approved glazing materials which are without open cracks and holes.
- (14) Door hardware. Every exterior door and its hardware shall be maintained in good condition. Door locks on all doors entering dwelling units shall be in good repair and capable of tightly securing the door.
- (15) Basement hatchways. Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rats, rain, and surface drainage water into the structure.
- (16) Grading and drainage. All premises shall be graded and maintained so as to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Stagnant water shall be determined as any accumulation that has not dispersed within seven days of the last recorded local rainfall.
- (17) Accessory structure. All accessory structures, including detached garages, fences, and walls, shall be maintained structurally sound.

(18)ARC may refer violations of this section to the Director of Building Development Services for purposes of conducting such inspections and enforcement proceedings as the Director of Building Development Services may deem appropriate so that the building or structure may be preserved in accordance with the purposes of this ordinance.

(19)The provisions of this section shall be in addition to all other applicable provisions of the Springfield City Code relating to the construction and maintenance of buildings and structures.

- f. Structures shall not be demolished or removed without an Economic Hardship being proven as prescribed in Section 36-404.
- g. The Administrative Review Committee (ARC) shall be responsible for any approvals or interpretations of this subsection. If the existing structures as described above are designated on the *Springfield Historic Register* in the future, the Landmarks Board will have authority and ARC's authority as described above will be null and void.

I. OPEN SPACE, LANDSCAPING & SCREENING

The landscaping and screening provisions are intended to improve the physical appearance of the District; to improve the environmental performance by contributing to the abatement of heat, glare and noise, and by promoting natural percolation of storm water and improvement of air quality; to buffer potentially incompatible land uses from one another; and to conserve the value of adjoining property and neighborhoods.

1. Open space requirements

- a. Minimum open space: Not less than (25) percent of the total lot area shall be devoted to open space including required yards, stream buffer and buffer yards. Open space shall contain living ground cover and other landscaping materials.
- b. Maximum impervious area: The combined area occupied by all main and accessory buildings or structures, parking areas, driveways and any other surfaces which reduce and prevent absorption of stormwater shall not exceed eighty (75) percent of the total lot area.

2. Bufferyards.

a. Required bufferyards.

- (1) Where new development is located adjacent to an R-SF Zoning District, a fifteen (15) foot Type C bufferyard shall be required. No other bufferyards are required.

b. Bufferyard standards.

- (1) Required bufferyards on a lot or tract shall be installed when the lot or

tract is developed.

- (2) Required bufferyards in common area shall be installed when any development occurs in the District unless the installation is specifically delayed by the requirements.
- (3) Bufferyards shall be landscaped in conformance with the open space landscaping requirements listed below.

3. Vehicular use area open space.

- a. Perimeter.
- b. Interior.

4. Open space landscaping.

- a. Landscaping plantings. In all open space areas required by this District the following landscaping shall be planted and maintained for each five hundred (500) square feet of such open space area. Existing trees approved for preservation shall be counted toward satisfaction of this provision.
 - (1) One (1) canopy tree or (2) understory, ornamental or evergreen trees.
 - (2) Six (6) shrubs.

b. Landscaping standards.

- (1) Tree species, sizes and spacing shall be approved consistent with the City of Springfield's *Arboricultural Design Guidelines* on file with the Planning and Development Director.
- (2) Tree preservation. Preservation of each healthy existing tree of an approved species that is at least four and one-half (4-1/2) inches caliper shall count as two (2) trees toward fulfillment of the tree requirements of this District.
- (3) Maintenance of required landscaping. Upon installation or preservation of required landscape materials, appropriate measures shall be taken to ensure their continued health and maintenance. Required materials that do not remain healthy shall be replaced consistent with this article.
- (4) The developer shall coordinate with the city urban forester to ensure proper measures for tree conservation are utilized during construction, and that proper planting and maintenance procedures are followed for new and existing trees.
- (5) The preliminary site layout provides a buffer that is greater than required along the northern and western boundaries to preserve existing neighboring trees.

5. Screening.

a. Screening Locations

- (1) Parking lot screening: Parking lot edges visible from Lone Pine shall be screened with a opaque shrub barrier border with a minimum height of 3' at planting. These shrubs will count toward the total shrubs needed within the landscape requirements.

- i. Alternate acceptable screening types to have an opaque barrier 3 feet in height which visually screens parking lots from Lone Pine Ave. shall be approved

by the Administrative Review Committee.

6. Required yard setbacks.

a. The development shall follow setbacks established city ordinance zoning regulations.

(1) Exception: the front yard setback for new construction that fronts along property located at 3503 S Lone Pine Ave shall be from the new right-of-way line which will be 55' as measured from the center line of Lone Pine Avenue.

b. A 10 foot set back along the north property line shall be established to help preserve the existing tree canopy.

J. EXTERIOR LIGHTING

The requirements and standards of *Section 36-484 of the Springfield Zoning Ordinance*, in effect at the time of development shall apply.

K. ACCESS TO PUBLIC THOROUGHFARES

Access to the public street system shown on Exhibit 2 shall be governed by the existing standards of the City of Springfield for the applicable street classification.

1. The existing shared access easement from Lone Pine Ave. at the southern property line shall be used for access to the development. Improvements to shared access from Lone Pine Ave. will be implemented as shown on Exhibit 2 – Preliminary Site Layout and in coordination of required public improvements described in Section N.

L. OFF-STREET PARKING

Sections 36-455, 36-456 and 36-483 of the Springfield Zoning Ordinance in effect at the time of development shall apply.

M. SIGNS

In addition to the sign regulations stated within this document, the requirements and standards of *Section 36-454 of the Springfield Zoning Ordinance*, in effect at the time of development shall apply.

N. REQUIRED IMPROVEMENTS

1. Public improvements to be completed. Public and private improvements necessary to adequately accommodate the intensity of development proposed in this District shall be constructed prior to or concurrently with the development of the property. If the development of the property is phased, the construction of the improvements may also be phased provided there is a logical relationship between each phase of the development and the construction of the required improvements. Prior to building permits being issued to the applicant, or subsequent owners shall:

- a. construct the required improvements; or
 - b. provide assurances satisfactory to the Director of Public Works guaranteeing that all required improvements will be constructed in accordance with the “Design Standards for Public Improvements” of the Public Works Department shall be provided to the City.
2. Certificate of occupancy. No certificate of occupancy shall be issued for any structure within this District, or phase of the development, unless:
- a. the required improvements are completed prior to occupancy of the structures; or
 - b. the Director of Public Works has determined that:
 - (1) any incomplete required improvements have little or no effect on the occupancy of the facility; or
 - (2) conditions beyond the control of the contractor, *i.e.*, strikes, weather, etc., have delayed the completion of the improvements.

If one of these conditions occurs, the Director of Building Development Services may permit occupancy under conditions satisfactory to the Director of Public Works that the required improvements will be completed as required by this ordinance within a reasonable time.

3. Required improvements. Improvements necessary to adequately accommodate the intensity of development in this District include the following.
- a. Street improvements.
 - 1. A northbound left-turn lane along S. Lone Pine Avenue is needed to access the development at its southern-most entrance, aligning with the Sequiota park driveway entrance. The length of the northbound left storage to be no less than 150 feet, plus taper. No curb and gutter are required unless otherwise constructed by Public Works.
 - 2. Installation of a crosswalk aligned to the northside of the Sequiota park driveway to and the northside of the shared access drive south of 3535 S. Lone Pine Ave. (Treadway’s Building).
 - 3. Installation of sidewalk along property fronting South Lone Pine Ave. In an effort to preserve existing trees as well as enhance the pedestrian experience on site, the sidewalk that fronts along parcel 3503 S Lone Pine Ave. shall shift the public sidewalk onto private property west of existing trees in the approximate location shown on the site plan. A sidewalk easement will be negotiated between the city and developer.
 - 4. Any street furniture, lighting, trees, planters, etc. in the public rights-of-way shall be approved by the Public Works Department. A maintenance agreement may be necessary for these amenities.
 - 5. Approximately 5 feet of additional right-of-way will be dedicated along the entire length of the property frontage on S. Lone Pine Avenue, for a total of 35 feet from the centerline of the roadway. The final amount of dedicated R-O-W will be determined by a survey.
 - i. The Purple Shamrock building at 3527 S. Lone Pine Ave. encroaches into the proposed R-O-W. R-O-W will need to jog around existing Building or an agreement will need to be provided prior to dedication of new R-O-W.

b. Sanitary sewer facilities.

1. Hookup of sanitary sewer to existing buildings that are not currently on city record.

c. Storm water management facilities.

1. Maintain (average) clearance to stream buffer.
2. Where parking lot/ fire lane access is required over existing stream, a culvert shall be allowed.
3. Stream buffer shall be recorded as a condition of approval of this Planned Development to account for site plan adjustments during the construction documents phase.

4. Improvement Standards.

Improvements shall conform to the following standards.

- a. All utilities and utility connections shall be located underground, including, but not limited to, electrical and telephone cables, security and other telecommunication systems and wires. Transformers, meters of any type (including electric, gas or other meters), or other apparatus shall be adequately screened and landscaped.

O. MAINTENANCE OF COMMON AREAS AND FACILITIES

The maintenance of common areas and facilities within the District shall remain the responsibility of the developer(s) or shall be assumed by a duly constituted property owners association meeting all legal requirements prescribed by the City Attorney.

P. PHASING

Development may be phased provided that all public improvements directly related to each phase are completed at the time of its development and that improvements serving the District as a whole and the adjoining area are completed in a sequence assuring full utility of the District as a whole and all areas within the District and so that future public improvements required by this ordinance or other applicable ordinances of the City are not compromised or rendered unduly difficult.

Q. FINAL DEVELOPMENT PLAN

A final development plan, showing conformance with the requirements of this Exhibit, shall be submitted to the Planning and Development Department and approved in the manner described below prior to the issuance of any building permits or prior to the commencement of any of the permitted uses or improvements permitted or required by this exhibit. The final development plan may be submitted in the form of a preliminary plat, provided the plat is prepared in accordance with the requirements, standards, and intent of this Exhibit. Development of this District shall be in accordance with the approved final development plan.

1. A final development plan shall only be approved if it is in substantial conformance with

Exhibits 1, 2 and 4 as defined by *Subsection 36-405 (9) (c)* of the *Springfield Zoning Ordinance*.

The final development plan shall be submitted to the Planning and Development Department for the Administrative Review Committee review and final action, either as a whole or in phases. The Administrative Review Committee is hereby authorized, at its discretion, to approve minor adjustments and modifications to the site plan and exterior elevations. Such authority shall not, however, be construed to permit:

- A. Any uses within the District other than those specifically prescribed by the ordinance.
- B. Any increase in the intensity of use permitted within the District.

OWNER
ELEVATIONS DEVELOPMENT CO.

PROJECT TEAM

CIVIL ENGINEER
OLSSON, INC.
550 ST. LOUIS STREET
SPRINGFIELD, MO 65806
417.890.8802
LANDSCAPE ARCHITECT
OLSSON, INC.
550 ST. LOUIS STREET
SPRINGFIELD, MO 65806
417.890.8802

UTILITY COMPANIES:

WATER/ELECTRIC/GAS
CITY UTILITIES OF SPRINGFIELD
2665 S. BLACKMAN ROAD
SPRINGFIELD, MO 65809
CONTACT: DEVELOPER SERVICES
PH: (417) 831-8888
EMAIL: Developer_Services@cityutilities.netSANITARY
CITY OF SPRINGFIELD -
ENVIRONMENTAL SERVICES
840 BOONVILLE AVENUE
SPRINGFIELD, MO 65802
CONTACT: MATT TAYLOR
PH: (417) 864-1934
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SURVEYOR:

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OWNER/DEVELOPER:

ELEVATION DEVELOPMENT COMPANY
4008 S. LONE PINE, APT. 207
SPRINGFIELD, MO. 65804
TELE: (417) 576-4124

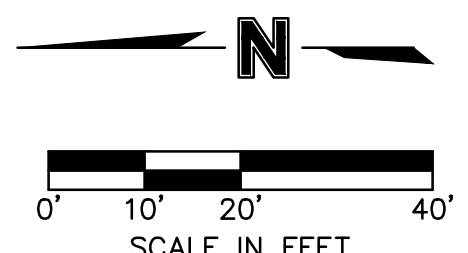
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TOTAL SITE AREA = 4.16± AC. OR
180,995.11± S.F.

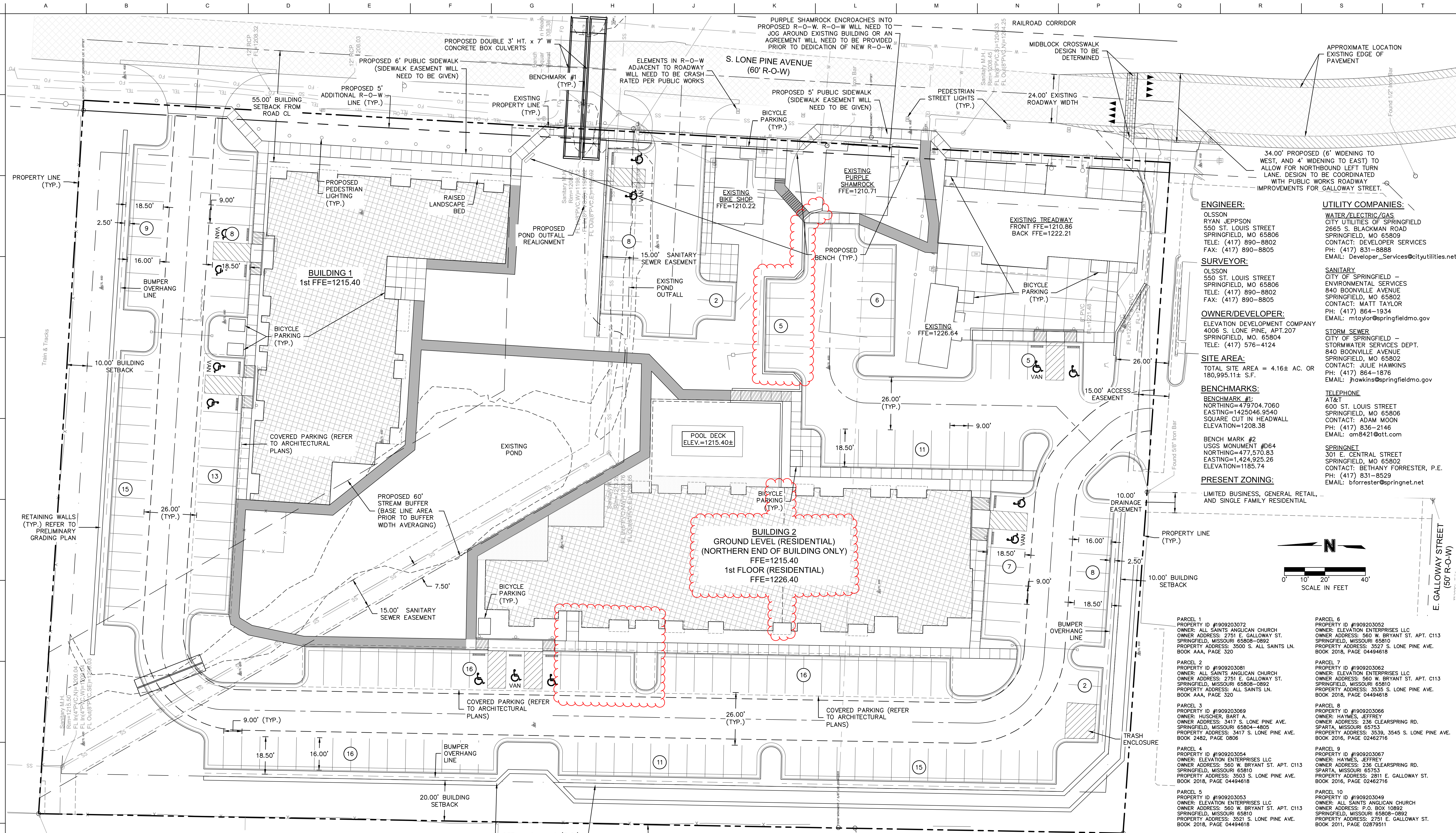
BENCHMARKS:

BENCHMARK #1:
NORTHING=479704.7060
EASTING=1425046.9540
SQUARE CUT IN HEADWALL
ELEVATION=1208.38BENCH MARK #2
USGS MONUMENT #D64
NORTHING=477,570.83
EASTING=1,424,925.26
ELEVATION=1185.74

PRESENT ZONING:

LIMITED BUSINESS, GENERAL RETAIL,
AND SINGLE FAMILY RESIDENTIALE. GALLOWAY STREET
(50' R-O-W)

PARCEL 1 PROPERTY ID #1909203072 OWNER: ALL SAINTS ANGLICAN CHURCH OWNER ADDRESS: 3500 W. BRYANT ST. SPRINGFIELD, MISSOURI 65808-0892 PROPERTY ADDRESS: 3500 S. ALL SAINTS LN. BOOK AAA, PAGE 320	PARCEL 6 PROPERTY ID #1909203052 OWNER: ELEVATION ENTERPRISES LLC OWNER ADDRESS: 560 W. BRYANT ST. APT. C113 SPRINGFIELD, MISSOURI 65810 PROPERTY ADDRESS: 3527 S. LONE PINE AVE. BOOK 2018, PAGE 04494618
PARCEL 2 PROPERTY ID #1909203081 OWNER: ALL SAINTS ANGLICAN CHURCH OWNER ADDRESS: 3500 W. BRYANT ST. SPRINGFIELD, MISSOURI 65808-0892 PROPERTY ADDRESS: ALL SAINTS LN. BOOK AAA, PAGE 320	PARCEL 7 PROPERTY ID #1909203062 OWNER: ELEVATION ENTERPRISES LLC OWNER ADDRESS: 560 W. BRYANT ST. APT. C113 SPRINGFIELD, MISSOURI 65810 PROPERTY ADDRESS: 3539 S. LONE PINE AVE. BOOK 2018, PAGE 04494618
PARCEL 3 PROPERTY ID #1909203069 OWNER: HUSCH, BART A. OWNER ADDRESS: 3417 S. LONE PINE AVE. SPRINGFIELD, MISSOURI 65804-4805 PROPERTY ADDRESS: 3417 S. LONE PINE AVE. BOOK 2482, PAGE 0806	PARCEL 8 PROPERTY ID #1909203066 OWNER: HAYMES, JEFFREY OWNER ADDRESS: 236 CLEARSPRING RD. SPARTA, MISSOURI 65753 PROPERTY ADDRESS: 3539 S. LONE PINE AVE. BOOK 2016, PAGE 02462716
PARCEL 4 PROPERTY ID #1909203054 OWNER: ELEVATION ENTERPRISES LLC OWNER ADDRESS: 560 W. BRYANT ST. APT. C113 SPRINGFIELD, MISSOURI 65810 PROPERTY ADDRESS: 3503 S. LONE PINE AVE. BOOK 2018, PAGE 04494618	PARCEL 9 PROPERTY ID #1909203067 OWNER: HAYMES, JEFFREY OWNER ADDRESS: 236 CLEARSPRING RD. SPARTA, MISSOURI 65753 PROPERTY ADDRESS: 2811 E. GALLOWAY ST. BOOK 2016, PAGE 02462716
PARCEL 5 PROPERTY ID #1909203053 OWNER: ELEVATION ENTERPRISES LLC OWNER ADDRESS: 560 W. BRYANT ST. APT. C113 SPRINGFIELD, MISSOURI 65810 PROPERTY ADDRESS: 3521 S. LONE PINE AVE. BOOK 2018, PAGE 04494618	PARCEL 10 PROPERTY ID #1909203049 OWNER: ALL SAINTS ANGLICAN CHURCH OWNER ADDRESS: P.O. BOX 10892 SPRINGFIELD, MISSOURI 65808-0892 PROPERTY ADDRESS: 2751 E. GALLOWAY ST. BOOK 2011, PAGE 02879511

PROPOSED ZONING:
PLANNED DEVELOPMENT (LIMITED BUSINESS, OFFICE
& MULTI-FAMILY RESIDENTIAL)

EXISTING COMMERCIAL BUILDINGS:

BINE SHOP	LEVEL 1 - 619 SF
PURPLE SHAMROCK	LEVEL 2 - 968 SF LB/RES.
TREASURYS	LEVEL 1 - 2,544 SF LB
LEVEL 2	3,170 LB/RES.
CABIN (BEHIND TREASURYS)	645 SF LB/RES.
TOTAL COMMERCIAL	8,663 SF

NEW RESIDENTIAL BUILDINGS:

BUILDING 1 (NORTH)	
LEVEL 1	11,797 SF
LEVEL 2	11,797 SF
LEVEL 3	7,541 SF
LEVEL 4	7,541 SF
BUILDING 1 TOTAL	38,676 SF

BUILDING 2 (WEST)	
LEVEL 1-4	14,226 SF E.A.
BUILDING 2 TOTAL	56,904 SF
TOTAL RESIDENTIAL	95,580 SF

(NUMBERS DO NOT INCLUDE ATTACHED OUTDOOR
AMENITIES SPACES/PATIOS/ROOFTOP DECKS OR
BALCONIES.)

OPEN SPACE/GREEN AREA:

OPEN SPACE REQUIRED = 45,921.00 S.F. = 25%
OPEN SPACE PROVIDED = 63,979.63 S.F. = 35.35%

PARKING CALCULATIONS:

RESIDENTIAL PARKING	
BLDG 1	
(6) MICRO @ 1/	=6
(8) STUDIO @ 1.5/	=12
(18) 1 BED @ 1.5/	=27
(8) 2 BED @ 2/	=16
(40) TOTAL	=61

BLDG 2	
(4) MICRO @ 1/	=4
(2) STUDIO @ 1.5/	=3
(18) 1 BED @ 1.5/	=27
(15) 2 BED @ 2/	=30
(8) 3 BED @ 2/	=16
(53) TOTAL	=89

TREASURYS LEVEL 2	
(3) MICRO @ 1/	=3
(2) STUDIO @ 1.5/	=3
(18) 1 BED @ 1.5/	=27
(15) 2 BED @ 2/	=30
(8) 3 BED @ 2/	=16
(53) TOTAL	=89

PURPLE SHAMROCK LEVEL 2	
(1) 2 BED @ 2/	=2
(100) GROSS RESIDENTIAL	=160 PARKING REQ'D

PARKING ADJUSTMENTS

UNIT COUNT >50 (1/10 UNITS OVER 50)

(100-50)/10=5%=(8)

BIKE REDUCTION -10%=(16)

NET RESIDENTIAL PARKING REQUIRED =136

COMMERCIAL PARKING

BIKE SHOP (619 SF) 10 PROVIDED	
PURPLE SHAMROCK (1,717 SF) @ 1/250 SF = 3	
TREASURYS LEVEL 1 (2,544 SF) @ 1/250 SF = 11	
OUTBUILDING (645 SF) @ 1/250 SF = 3	

GROSS COMMERCIAL PARKING REQUIRED =27

PARKING ADJUSTMENTS

BIKE REDUCTION -10%=(2)

NET COMMERCIAL PARKING REQUIRED =25

TOTAL DEVELOPMENT PARKING

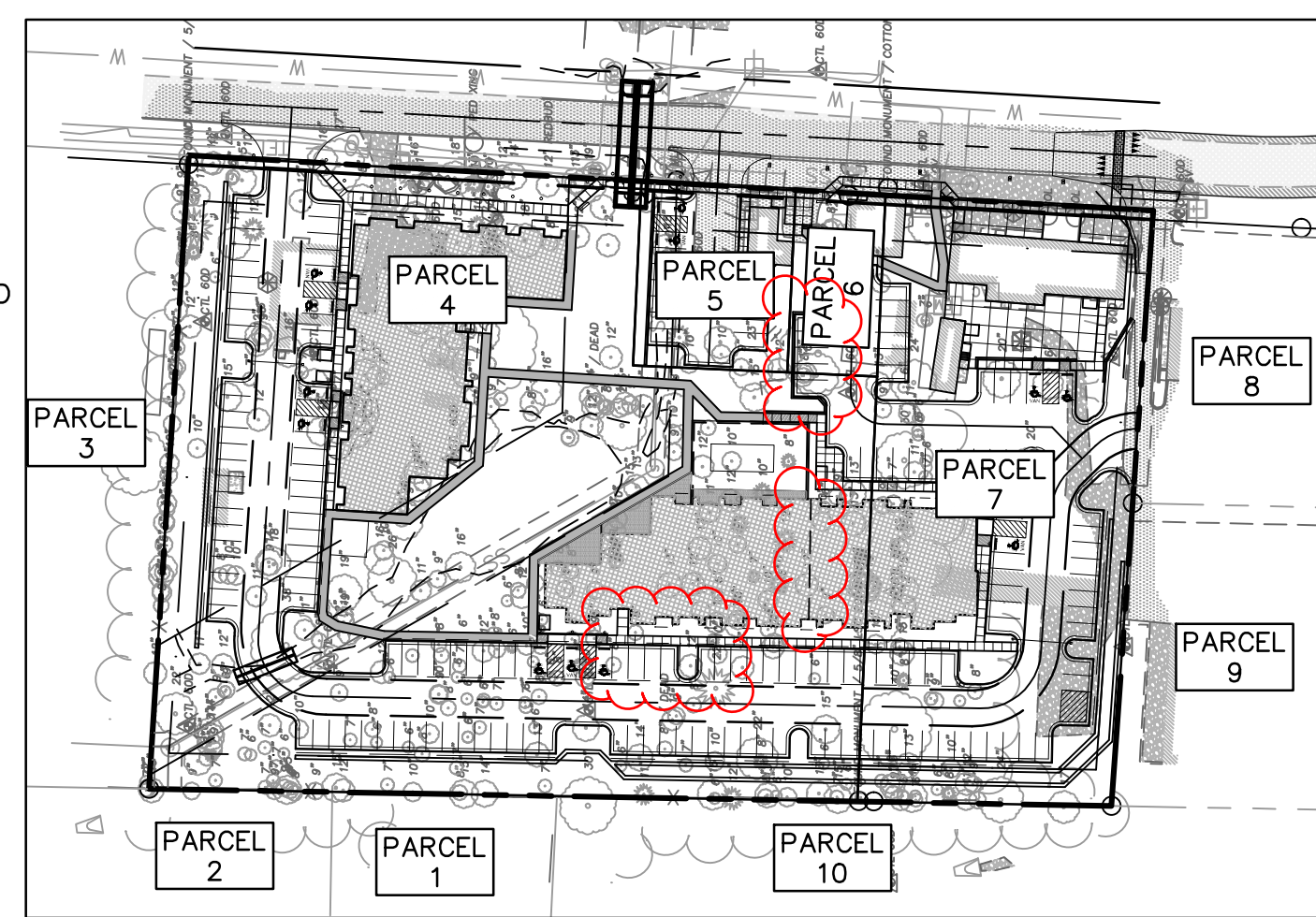
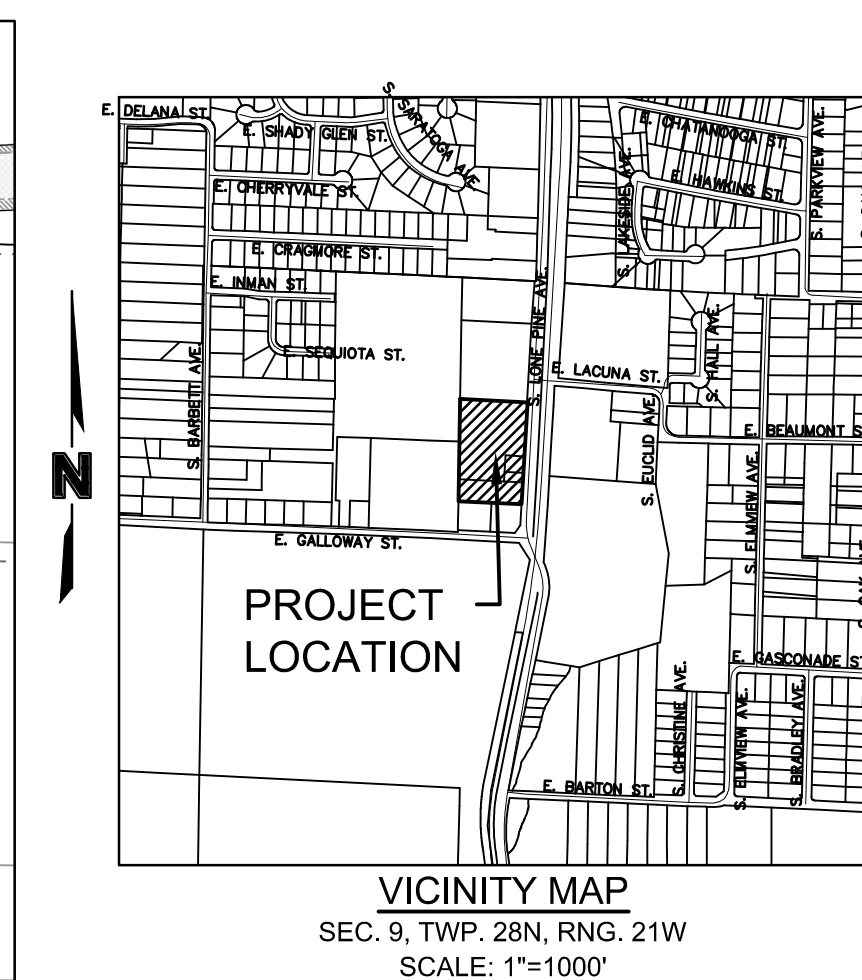
PARKING REQUIRED 136 + 25 =161

PARKING PROVIDED:

ON GRADE =173

LEGEND

PROPERTY LINES	○
RIGHT-OF-WAY LINES	○
LOT LINES	○
ROAD CENTERLINE	○
EASEMENT LINES	○
SETBACK LINES	○
FOUND IRON BAR	○
SET 1/2" REBAR	○
TEMPORARY BENCHMARK	○
EXIST. ELECTRIC METER	○
EXIST. FIRE HYDRANT	○
EXIST. WATER METER	○
EXIST. WATER VALVE	○
EXIST. MAILBOX	○
EXIST. SANITARY MANHOLE	○
EXIST. CLEAN-OUT	○
EXIST. POWER POLE	○
EXIST. AC UNIT	○
EXIST. FIBER OPTIC PEDESTAL	○
EXIST. TELEPHONE PEDESTAL	○
EXIST. GAS METER	○
EXIST. GAS VALVE	○
EXIST. BOLLARD	○
EXIST. STEEL POST	○
EXIST. WOOD POST	○
EXIST. SIGN (AS NOTED)	○

EXIST. COLUMN
EXIST. FLARED END SECTION
EXIST. STUMP
EXIST. CONIFEROUS TREE SIZE AS NOTED
EXIST. DECIDUOUS TREE SIZE AS NOTED
EXIST. SHRUB
EXIST. TREE LINE
EXIST. WATER LINE
EXIST. STORM SEWER LINE
EXIST. OVERHEAD ELECTRIC
EXIST. SANITARY SEWER LINE
EXIST. FIBER OPTIC LINE
EXIST. TELEPHONE LINE
EXIST. GAS LINE
EXIST. CHAIN LINK FENCE
EXIST. BARBED WIRE FENCE
EXISTING CONTOUR
PROPOSED CONTOUR
PEDESTRIAN STREET LIGHTS
PATH LIGHTING (WALL OR BOLLARDS)
BIKE REDUCTION IS 18 SPACES. 2
BICYCLE SPACES PER PARKING
SPACE=36 BIKE PARKING.
= 4 BICYCLE SPACES (8'x 6' PAD)PARCEL KEY MAP
SCALE: 1"=100'VICINITY MAP
SEC. 9, TWP. 28N, RNG. 21W
SCALE: 1"=1000'PROJECT ADDRESS:
3535, 3527, 3521, AND 3503 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804PROJECT TITLE
ELEVATION DEVELOPMENT CO. LONE
PINE & GALLOWAY

PRELIMINARY SITE LAYOUT

SHEET

C1.0

115 of 180



OWNER
ELEVATION DEVELOPMENT CO.

PROJECT TEAM

CIVIL ENGINEER
OLSSON, INC.
550 ST. LOUIS STREET
SPRINGFIELD, MO 65806
417.890.8802

LANDSCAPE ARCHITECT
OLSSON, INC.
550 ST. LOUIS STREET
SPRINGFIELD, MO 65806
417.890.8802

5.4 LAND USE ACCESSIBILITY	1 POINT
5.5 CONNECTIVITY ANALYSIS	1 POINT
5.6 ROAD NETWORK EVALUATION	1 POINT
5.7 DESIGN GUIDELINES	6 POINTS
A. DESIGN TO ENCOURAGE PEDESTRIAN ACTIVITY	
1. PEDESTRIAN AMENITIES	PROVIDED
2. BUILDING SCALE & ARTICULATION	PROVIDED
3. BUILDING ORIENTATION & INT. LANDSCAPING	PROVIDED
4. AVOIDANCE OF BANK WALLS	PROVIDED
B. PROVIDE A GOOD CIRCULATION SYSTEM	
1. INTERNAL CONNECTIVITY	PROVIDED
C. RESPECT THE NATURAL ENVIRONMENT	
1. USEABLE RECREATIONAL AREA/FACILITY	PROVIDED
2. AMENITIES	PROVIDED
3. PRESERVATION OF TREES	PROVIDED

GENERAL CODE INFO.

GOVERNING CODES

BUILDING CODE	2018 IBC
MECHANICAL CODE	2018 IMC
PLUMBING CODE	2018 IPC
ELECTRICAL CODE	2017 NEC
ENERGY CODE	2018 IECC
ACCESSIBILITY CODE	2009 ICC/ANSI A117.1

CODE DATA

PRIMARY USE GROUPS B, BUSINESS
R-2, RESIDENTIAL

ACCESSORY USE GROUPS S-2, STORAGE

CONSTRUCTION TYPE 5A

BUILDING 1 (NORTH)	
TOTAL AREA 1ST FLOOR	11,797 S.F.
TOTAL AREA 2ND FLOOR	11,797 S.F.
TOTAL AREA 3RD FLOOR	7,541 S.F.
TOTAL AREA 4TH FLOOR	7,541 S.F.

FIRE PROTECTION

SPRINKLER
BUILDING 1 (NORTH) S13R

BUILDING 2(WEST) S13R

GENERAL BUILDING HEIGHT + AREA

ALLOWABLE AREA (TABLE 506.2)PER STORY	
TYPE CONSTRUCTION	5A
OCCUPANCY	R-2
SPRINKLER	S13R
ALLOWABLE AREA	12,000 SF
FRONTAGE INCREASE (12,000 x 0.75)	9,000 SF
TOTAL ALLOWABLE AREA	21,000 SF
ALLOWABLE HEIGHT (TABLE 504.3)	60 FEET
ALLOWABLE STORIES ABOVE GRADE(TABLE 504.4)	4

GARAGE GENERAL BUILDING
 HEIGHT + AREA INFO REMOVED

REVISIONS

[illegible]

PROJECT NO.: 18-018 DRAWN BY: BGB
DATE: 08.28.2020 REVIEWED BY: BMS

PROFESSIONAL SEAL

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PROJECT TITLE
ELEVATION DEVELOPMENT CO. LONE
PINE & GALLOWAY

PROJECT ADDRESS:
3535,3527,3521, AND 3503 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804

**EXHIBIT 3 - PRELIMINARY ARCH- SITE
PLAN**

A101

OWNER
ELEVATION DEVELOPMENT CO.

PROJECT TEAM

CIVIL ENGINEER
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LANDSCAPE ARCHITECT
OLSSON, INC.
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417.890.8802

DESIGN GUIDELINES

THE BELOW TEXT IS ABSTRACTED FROM EXHIBIT 1 - PD LANGUAGE AND DOES NOT ALTER, NEGATE OR ADD TO THE REQUIREMENTS SET FORTH IN EXHIBIT 1 - PD LANGUAGE. THE BELOW TEXT IS ONLY INTENDED TO BE USED AS A REFERENCE TO THE REQUIREMENTS ESTABLISHED IN EXHIBIT 1 - PD LANGUAGE.

MULTI-FAMILY DESIGN GUIDELINES

- A. DESIGN TO ENCOURAGE PEDESTRIAN ACTIVITY
1. PEDESTRIAN AMENITIES
 2. BUILDING SCALE & ARTICULATION
 3. BUILDING ORIENTATION & INTERIOR LANDSCAPING
 4. AVOIDANCE OF BLANK WALLS
- B. PROVIDE A GOOD CIRCULATION SYSTEM
1. CONNECTIVITY BETWEEN ABUTTING OR ADJACENT DEVELOPMENTS
 2. INTERNAL CONNECTIVITY
 3. PROVIDE SHARED DRIVEWAYS, CROSS ACCESS DRIVEWAYS AND/OR OTHER FORMS OF CONNECTIVITY AND SECONDARY ACCESS TO EXISTING OR FUTURE ADJACENT DEVELOPMENTS.
- C. RESPECT THE NATURAL ENVIRONMENT
1. USEABLE RECREATIONAL AREA/FACILITY
 2. AMENITIES
 3. PRESERVATION OF TREES

GALLOWAY VILLAGE DEVELOPMENT GUIDELINES

- A. SIGNAGE LIMITATIONS
1. DETACHED AND ATTACHED SIGNS LIMITED IN AREA AND LOCATION
 2. DESIGN OF SIGNAGE SHALL BE COMPATIBLE WITH CHARACTER OF BUILDING AND LANDSCAPING.
- B. GLAZING RATIOS
1. GLAZING ON EXTERIOR OF BUILDING FACADES SHALL NOT MAKE UP MORE THAN 40% OF GROSS AREA OF EACH BUILDING ELEVATION.
- C. LOCATION OF PARKING LOTS
1. PARKING LOTS SHALL BE LOCATED BEHIND BUILDINGS OR WITH DRIVE ACCESS ORIENTED PERPENDICULAR FROM LONE PINE AVE.
- D. LIMIT EXCESSIVE GRADING OR ROCK BLASTING
1. LIMIT EXCESSIVE GRADING OR ROCK BLASTING THROUGH CREATIVE DESIGN SOLUTIONS SUCH AS ESTABLISHING THE FINISH FLOOR ELEVATIONS, LOCATING BUILDING ENTRY/ACCESS POINTS, LAYOUT OF PARKING LOTS AND OTHER DESIGN ELEMENTS SHALL BE EXPLORED.
- E. PRESERVATION OF EXISTING TREE CANOPY
1. PRESERVATION OF EXISTING TREES IN GOOD CONDITION.
- F. RESTRICTIONS ON RETAINING WALLS
1. RETAINING WALLS SHALL BE DESIGN FOR A MAXIMUM OF 8' IN HEIGHT WITH A MINIMUM 6' BETWEEN TIERS.
- G. THE DEVELOPMENT SHALL DESIGNATE SPACE AND ALLOW FOR A MIX OF ALLOWABLE SMALL BUSINESS USES THAT COULD BE SUPPORTIVE OF NEIGHBORHOOD AMENITIES.
- H. PROMOTE HIGH-QUALITY STREETSCAPE EXPERIENCE.
- I. BUILDING FACADES VISIBLE TO THE PUBLIC SHALL DISPLAY A SIMILAR LEVEL OF QUALITY AND ARCHITECTURAL FINISH. TWO OR MORE OF THE FOLLOWING DESIGN ELEMENTS SHALL BE INCORPORATED FOR EACH 25 FEET OF BUILDING FACADE OR WALL.
1. CHANGES IN COLOR, TEXTURE AND MATERIAL
 2. PROJECTIONS, RECESSES AND REVEALS
 3. GROUPINGS OF WINDOWS OR FENESTRATION.
- J. BUILDING MATERIALS AND COLORS.
1. METAL SHALL NOT BE USED AS A PRIMARY EXTERIOR SURFACE MATERIAL
 2. FACADE COLORS SHALL HAVE LOW REFLECTANCE. HIGH-INTENSITY OR FLOURESCENT COLORS ARE PROHIBITED.
- K. SERVICE AND LOADING AREAS.
1. ALL SERVICE AND LOADING AREAS SHALL BE LOCATED IN THE SIDE OR REAR YARD OF BUILDINGS.
 2. SERVICE AND LOADING AREAS SHALL BE DESIGNED SO THAT THE ENTIRE SERVICE AND LOADING OPERATIONS ARE CONDUCTED ON THE BUILDING SITE AND SHALL BE INTEGRATED INTO THE BUILDING ARCHITECTURE. THE VISIBILITY OF THE SERVICE AND LOADING FROM PUBLIC STREETS SHALL BE MINIMIZED OR ELIMINATED.

NOTE:

THE ELEVATION SHOWN IS INTENDED AS AN ILLUSTRATIVE REPRESENTATION OF THE PROPOSED DEVELOPMENT'S CONFORMANCE TO THE MULTI-FAMILY DESIGN GUIDELINES AND THE GALLOWAY VILLAGE DOCUMENT. EXISTING VEGETATION, LANDSCAPING AND OTHER SITE ELEMENTS ARE NOT SHOWN TO BETTER HIGHLIGHT THE DESIGN INTENT OF THE NEW RESIDENTIAL STRUCTURES CONFORMANCE TO THE DESIGN GUIDELINES.

BUILDING HEIGHT DEFINED AND CALCULATED AS PERSCRIBED BY INTERNATIONAL BUILDING CODE.

ELEVATION MATERIAL LEGEND	
Character	Note Text
E1	RAISED LANDSCAPE BED
E2	FACADE ARTICULATION
E3	MAXIMUM 40% GLAZING
E4	BRICK MASONRY, STONENE OR OTHER MATERIAL COMPLEMENTARY TO THE PEDESTRIAN SCALE
E5	FINISH FLOOR ELEVATION ESTABLISHED TO MINIMIZE EXCESSIVE GRADING

NOTE: ELEVATION SHOWN IS A 2 DIMENSIONAL REPRESENTATION THAT DOES NOT PORTRAY A REALISTIC VIEW OF WHAT WILL BE SEEN FROM THE HUMAN EYE. FOR RENDERINGS THAT PORTRAY THE VIEWS AS SEEN FROM A HUMAN PERSPECTIVE, REFER TO CONCEPT VISUALS AND PARKVIEW EXHIBITS PROVIDED TO CITY COUNCIL AND NEIGHBORHOOD ASSOCIATION.

REVISIONS

NO.	DESCRIPTION	DATE

PROJECT NO.: 18-018 DRAWN BY: BGB
DATE: 08.28.2020 REVIEWED BY: BMS

PROFESSIONAL SEAL



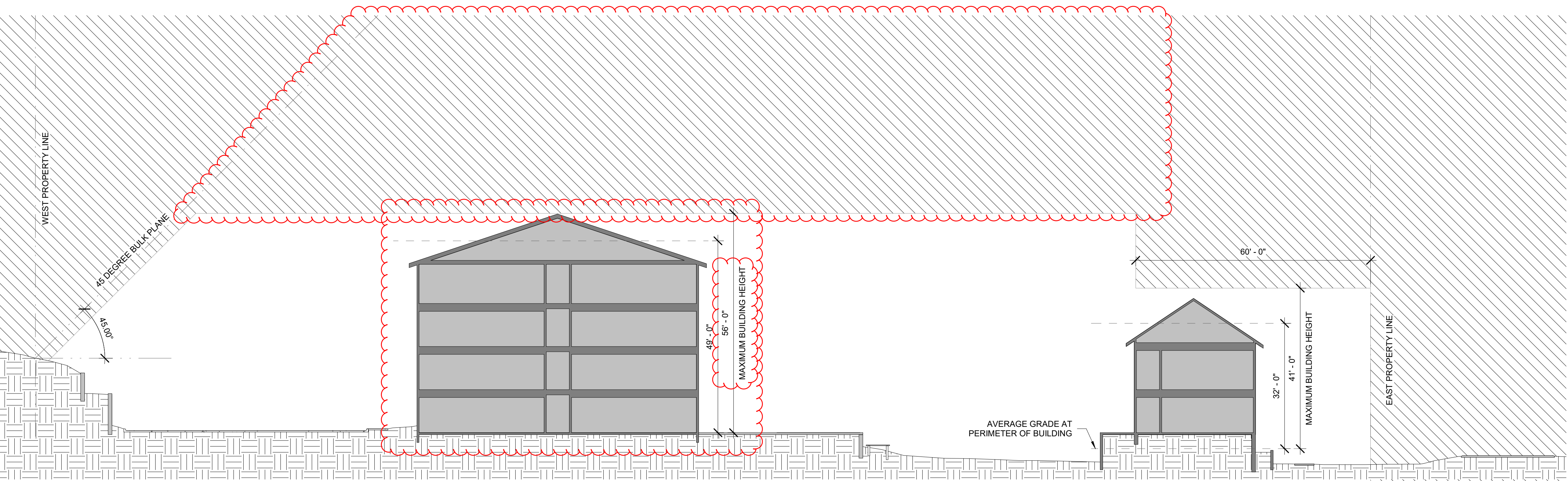
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PROJECT TITLE
ELEVATION DEVELOPMENT CO. LONE PINE & GALLOWAY

PROJECT ADDRESS:
3535.3527.3521, AND 3503 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804

EXHIBIT 4 - ARCH. ELEVATIONS

A401
SHEET



6A BULK PLANE & HEIGHT RESTRICTIONS
A401 scale: 1/16" = 1'-0"

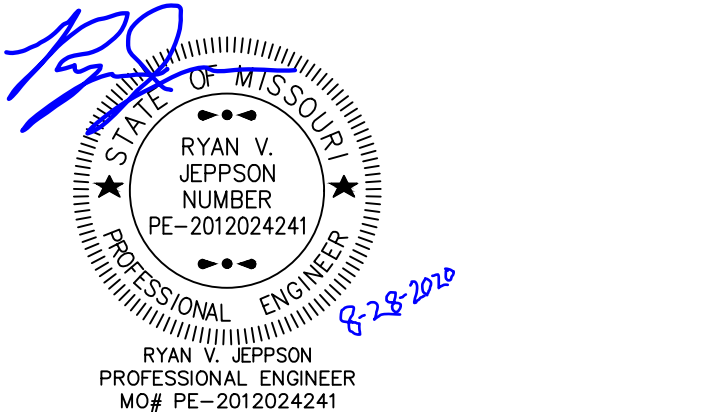


1A EAST ELEVATION FROM LONE PINE AVE.
A401 NTS

[illegible]

PROJECT NO.: 20-000 DRAWN BY: RPJ
DATE: 08.28.2020 REVIEWED BY: JKE

PROFESSIONAL SEAL
PROFESSIONAL NAME, RYAN V. JEPSON
PROFESSIONAL TITLE: PROFESSIONAL ENGINEER
MO# PE-2012024241



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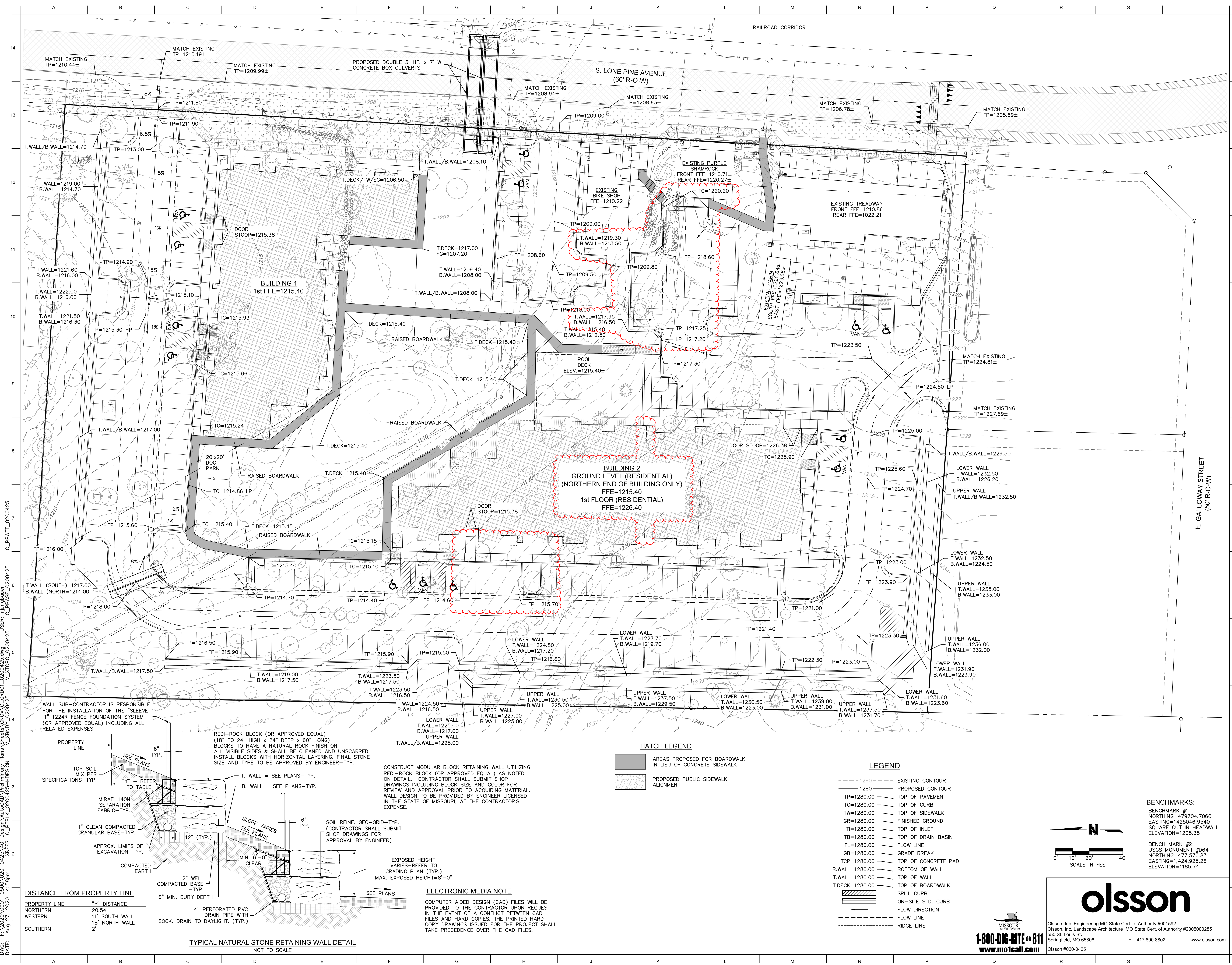
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ELEVATION DEVELOPMENT CO. LONE
PINE & GALLOWAY

PROJECT ADDRESS:
3535, 3527, 3521, AND 3503 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804

PRELIMINARY GRADING PLAN

C2.0



PD OPEN SPACE REQUIREMENTS

25% OPEN SPACE REQUIRED (TOTAL SITE AREA = 183,681.69 SF)
REQUIRED OPEN SPACE = 45,921 SF
LANDSCAPE REQUIRED PER 500 SF OF REQUIRED OPEN SPACE:
1 CANOPY TREE (OR 2 UNDERSTORY TREES) / 500 SF
6 SHRUBS / 500 SF
THEREFORE:
92 CANOPY TREES (OR 184 UNDERSTORY TREES, OR COMBINATION THEREOF)
552 SHRUBS

LANDSCAPE PROVIDED:
102 PRESERVED EXISTING TREES X 2 = 204 TREES
12 INTERIOR TREES
6 PERIMETER TREES
2 OTHER PROPOSED TREES
= 233 TOTAL TREES

54 BUFFERYARD SHRUBS
6 PERIMETER SHRUBS
173 VEGETATIVE PARKING SCREEN
319 OTHER PROPOSED SHRUBS (TO BE SHOWN ON FINAL LANDSCAPE PLAN)
= 552 TOTAL SHRUBS

STREAM BUFFER TREE REMOVAL
16 TREES REMOVED IN THE 60' STREAM BUFFER AREA
REQUIRED = 16 TREES MIN. 1.5" CALIPER THAT WILL HAVE SIMILAR MATURE CANOPY SPREAD OF THOSE REMOVED

LANDSCAPE CALCULATIONS:

HEADLIGHT SCREENING
NORTH & WEST - THE PROPOSED DEVELOPMENT WILL BE LOWER IN ELEVATION THAN THE NEIGHBORING PROPERTIES, THEREFORE THE RETAINING WALL WILL FUNCTION AS THE HEADLIGHT SCREENING

BUFFERYARD
NORTH - ZONED PD, USE IS COMMERCIAL - NONE
EAST - ROAD AND RAIL RIGHT OF WAY - NONE
SOUTH - ZONED OR, USE IS COMMERCIAL - NONE
WEST - ZONED R-SF, USE IS RESIDENTIAL & NON-RESIDENTIAL (CHURCH) - BUFFERYARD C
PER 100 LINEAR FEET = 1 CANOPY TREES, 2 UNDERSTORY TREES, 2 EVERGREEN TREES, 10 SHRUBS.
REQUIRED = 536 LINEAR FEET = 6 CANOPY TREES, 11 UNDERSTORY TREES, 11 EVERGREEN TREES, 54 SHRUBS
PROVIDED = 18 EXISTING TREES TO REMAIN ALL OVER 6" CAL., 54 SHRUBS.

INTERIOR LANDSCAPE
5% OF PARKING/VEHICULAR USE AREA REQUIRED TO BE LANDSCAPED AREA.
PER EACH 30 PARKING SPACES OR 12,000 SF PARKING/VEHICULAR USE AREA
2 UNDERSTORY TREES (OR 1 CANOPY TREE) ARE REQUIRED

PARKING/VEHICULAR AREA CONTAINS 62,583.38 SF AND 173 PARKING SPACES
5% REQUIRED = 3,129.17 SF, AND 6 CANOPY TREES (OR 12 UNDERSTORY TREES)
PROVIDED = 3,130 SF AND 6 CANOPY TREES

PERIMETER LANDSCAPE
PARKING LOT WITHIN 50' OF RIGHT-OF-WAY
10 SF GREEN AREA PER 1 LF OF PARKING LOT FRONTAGE ALONG ROAD
PER EACH 100 LINEAR FEET = 1 CANOPY TREE, 1 UNDERSTORY TREE, 4 SHRUBS.
REQUIRED = 108 LINEAR FEET OF PARKING LOT FRONTAGE = 2 CANOPY TREES, 2 UNDERSTORY TREES, 2 EVERGREEN OR ORNAMENTAL TREES, 5 SHRUBS
PROVIDED = 2 CANOPY TREES, 2 UNDERSTORY TREES, 2 EVERGREEN OR ORNAMENTAL TREES, 6 SHRUBS

APARTMENT DEVELOPMENT TREE PRESERVATION
FOR TREE AREA REMOVED, A MAXIMUM OF 7 TREES (2" CALIPER) PER ACRE IS REQUIRED FOR REFORESTATION.
2-2 ACRES OF TREE CLEARING IS EXPECTED, THEREFORE 14 TREES WILL BE REQUIRED TO BE PLANTED.
PROVIDED = 14+ TREES

PLANT LIST

Qty	Abbrev.	Scientific Name	Common Name	Size	Notes
Canopy Trees					
XX	TH	Gleditsia triacanthos v. inermis 'SKYLINE'	Thornless Honeylocust	1.5" Caliper	Canopy
XX	BG	Nyssa sylvatica 'Wildfire'	Wildfire Black Gum	1.5" Caliper	Canopy
XX	TT	Liriodendron tulipifera	Tulip Tree	1.5" Caliper	Canopy
XX	SO	Quercus coccinea	Scarlet Oak	1.5" Caliper	Canopy
XX	WO	Quercus nigra	Water Oak	1.5" Caliper	Canopy
XX	PE	Ulmus americana 'Princeton'	Princeton Elm	1.5" Caliper	Canopy
XX	YW	Cladostis kentukea	Yellow wood	1.5" Caliper	Canopy
Understory Trees					
XX	RB	Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	1" Caliper	Understory
XX	EH	Ostrya virginiana	Eastern Hophornbeam/Ironwood	1" Caliper	Understory
XX	SB	Amelachier arborea	Serviceberry	1" Caliper	Understory
XX	FT	Chionanthus virginicus	White Fringe Tree	1" Caliper	Understory
Shrubs/Perennials					
xx	IH	Illex glabra	Inkberry Holly	5 Gallon	18" min. installed height after pruning (Immediately following installation)
xx	WH	Illex verticillata	Winterberry Holly	5 Gallon	18" min. installed height after pruning (Immediately following installation)
xx	NB	Physicarpus opulifolius	Ninebark	5 Gallon	18" min. installed height after pruning (Immediately following installation)
xx	FS	Rhus aromatica	Fragrant Sumac	5 Gallon	18" min. installed height after pruning (Immediately following installation)
xx	VS	Itea virginica	Virginia Sweetpire	5 Gallon	18" min. installed height after pruning (Immediately following installation)

LANDSCAPE LEGEND

EXISTING TREES TO BE REMOVED. ALL OTHER EXISTING TREES TO BE PRESERVED. (SEE EXISTING TREE REMOVAL TABLE FOR SIZE AND QUANTITY OF REMOVED TREES)

NEW UNDERSTORY TREE

NEW CANOPY/STREET TREE

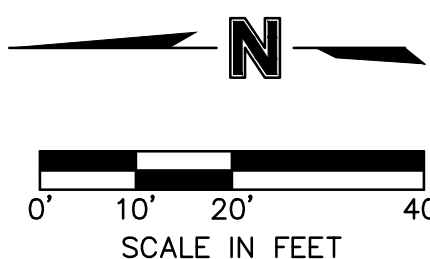
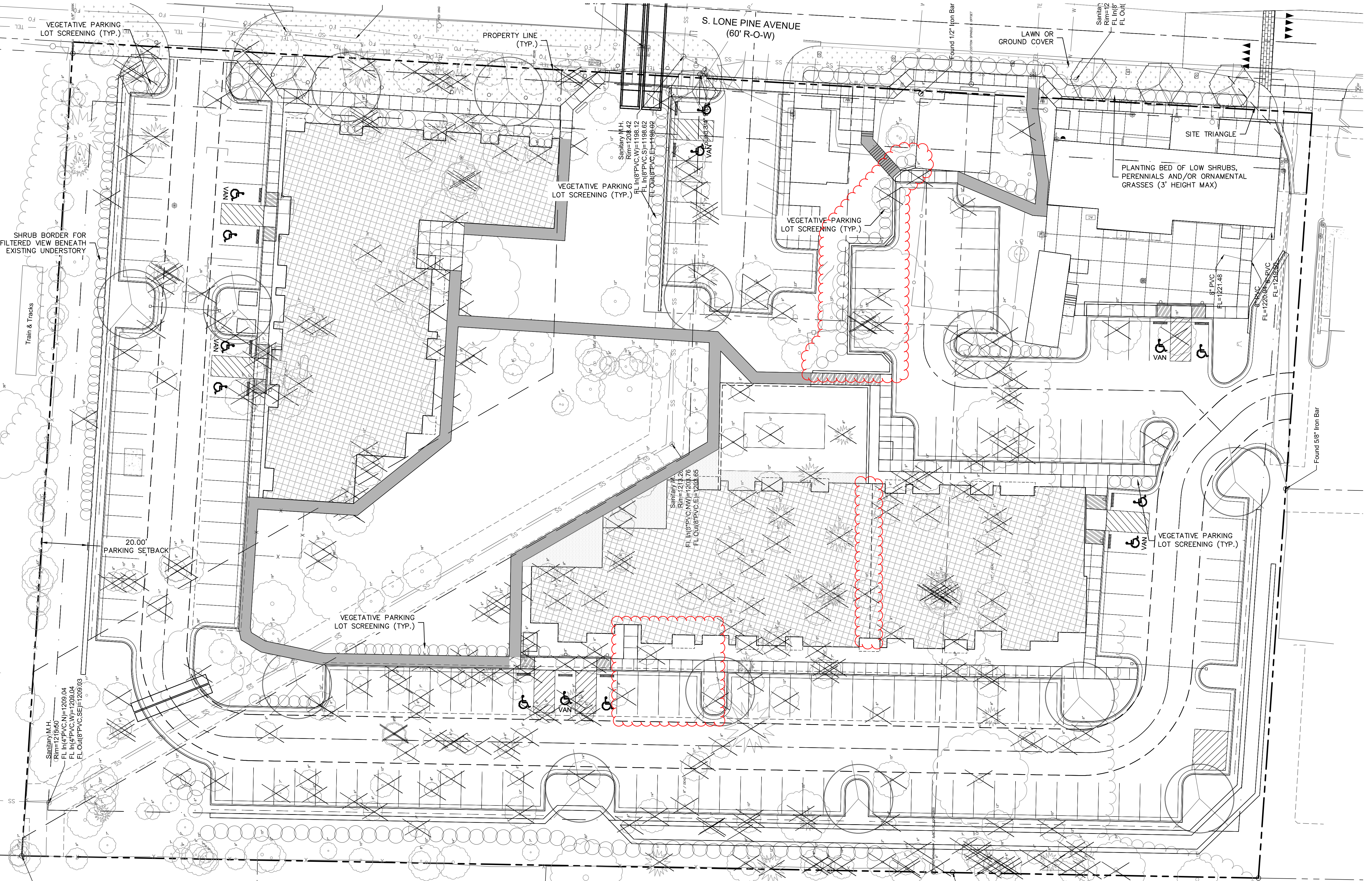
SHRUB

AREA RESERVED FOR PLANTING BED

Existing Tree Removal Table

Size	Number Removed
6"	46
7"	32
8"	31
9"	32
10"	34
11"	9
12"	31
13"	19
14"	5
15"	12
16"	10
17"	4
18"	4
20"	5
21"	1
22"	4
24"	4
28"	1
30"	2
38"	1
40"	1
42"	1
52"	1

389 EXISTING TREES ONSITE
287 EXISTING TREES REMOVED
102 EXISTING TREES TO REMAIN



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hdesigngroup
architecture +
design

5039 S National Avenue | Springfield, MO 65810 | 417.887.6595

OWNER
ELEVATIONS DEVELOPMENT CO.

PROJECT TEAM

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SPRINGFIELD, MO 65806
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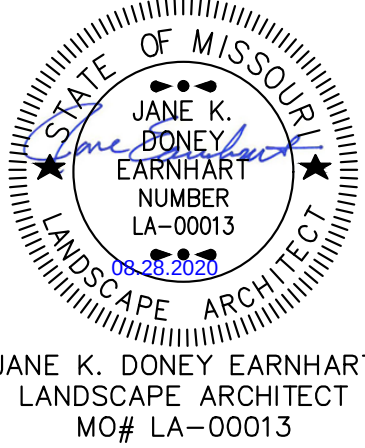
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550 ST. LOUIS STREET
SPRINGFIELD, MO 65806
417.890.8802

REVISIONS

NO.	DESCRIPTION	DATE

PROJECT NO.: 20-000 DRAWN BY: RPJ
DATE: 08.28.2020 REVIEWED BY: JKE

PROFESSIONAL SEAL



PROJECT TITLE
ELEVATION DEVELOPMENT CO. LONE
PINE & GALLOWAY

PROJECT ADDRESS:
3535, 3527, 3521, AND 3563 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804

PRELIMINARY LANDSCAPE PLAN

C3.0

SHEET

[illegible]

PROJECT NO.: 20-000 DRAWN BY: RPJ
DATE: 07.06.2020 REVIEWED BY: JKE

PROFESSIONAL SEAL

BENCHMARKS:

BENCHMARK #1:
NORTHING=479704.7060
EASTING=1425046.9540
SQUARE CUT IN HEADWALL
ELEVATION=1208.38

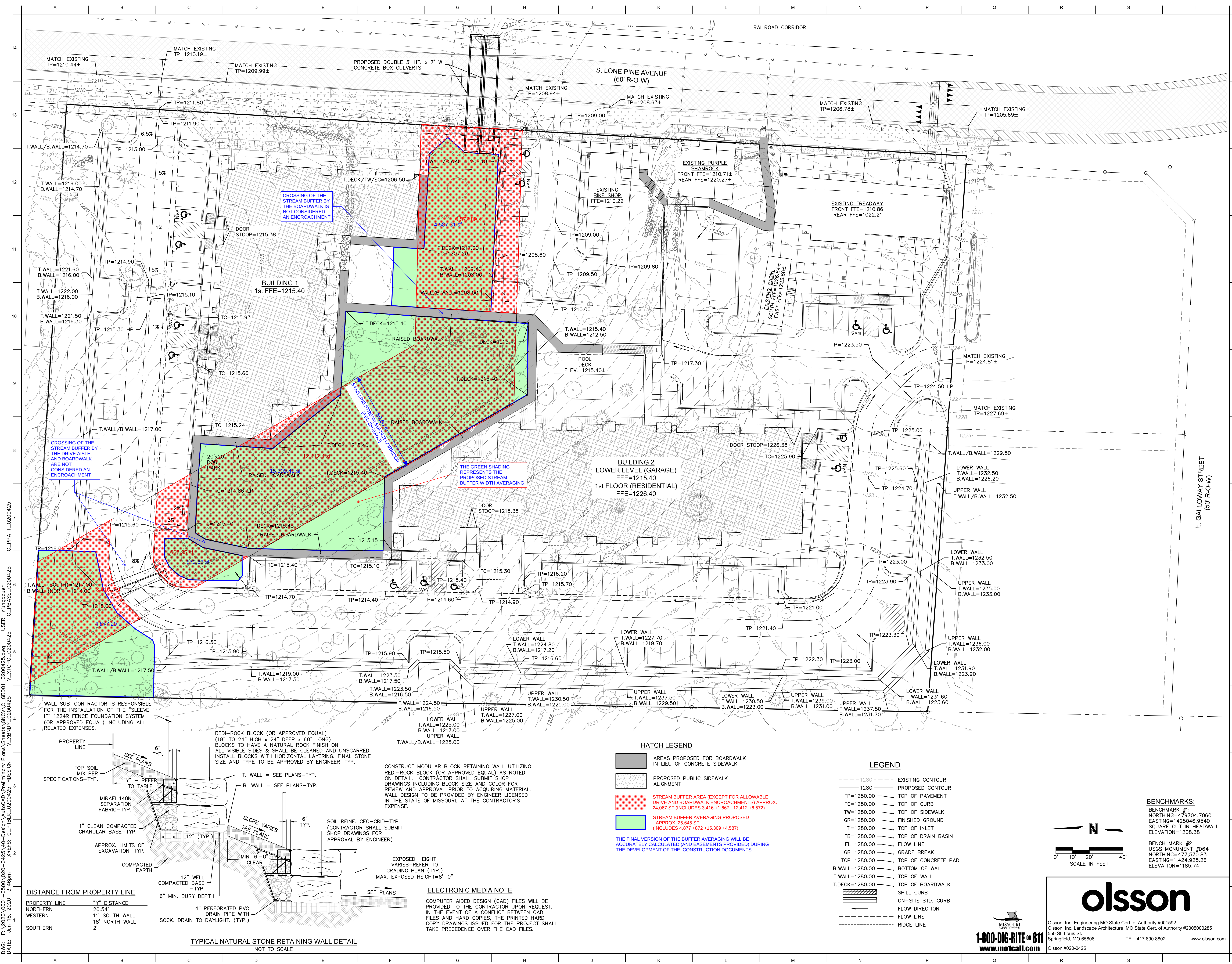
BENCH MARK #2
USGS MONUMENT #D64
NORTHING=477,570.83
EASTING=1,424,925.26
ELEVATION=1185.74

PROJECT TITLE
ELEVATION DEVELOPMENT CO. LONE
PINE & GALLOWAY

PROJECT ADDRESS:
3535, 3527, 3521, AND 3503 S. LONE PINE AVE.
SPRINGFIELD, MISSOURI 65804

PRELIMINARY GRADING PLAN

C2.0



Elevation Development Co.
Lone Pine & Galloway
Site and Landscape Design Narrative

SITE DESIGN ASSUMPTIONS

Setback: Lone Pine is a Collector, which typically has a 60' r/w width. Measuring from the centerline, 30' + 25' = 55' setback from centerline

Stream Buffer: Jane Earnhart had a discussion with Julie Hawkins on 3/6/2020. Since the "stream" area has already been disturbed by the former installation of the public sanitary sewer main as well as the dam to create the pond, and no well-defined stream channel exists, the buffer was established by drawing a line parallel to and 7.5' south/west of the existing sanitary sewer line, and then offsetting this line 60' to the north/east. This creates a baseline area for a 60' stream buffer.

Pond Outlet: The existing pond overtops near the southeast portion of the pond but does not have a well-defined route toward the existing culvert under Lone Pine. We are proposing to slightly re-route this overflow. Once it is east the existing trees, we have shown it to be realigned as a swale toward the culvert. Following regrading of this area, we will install new trees that are tolerant of both wet and dry conditions. To better understand the existing outfall, walking the site is helpful.

Building FFE's:

Based on our initial calculations, the 100-yr WSE at the pond is 1213.4, and at the existing upstream end of the Lone Pine culvert the 100-yr WSE is 1211.2. The lowest FFE for Building 1 is 1217.0. The lowest FFE for Building 2 (garage level) is 1215.4 to achieve a 2' freeboard above the pond 100-yr WSE.

SITE DESIGN NARRATIVE

Public Street and Sidewalk:

Street – Earl Newman has had a great deal of coordination with Derrick Estell regarding the traffic analysis and roadway improvements. We have depicted the coordinated widening on the southern end of the site. The existing 24' wide street will widen to 34' over a 50 linear foot taper. The west side of Lone Pine Avenue will widen 6' and the east side will widen 4'. This has been coordinated to ensure the improvement is clear of the railroad corridor. No curb and gutter is required. It is our understanding that the Galloway Street Improvements and round-about will be constructed following this widening.

Sidewalk - To preserve as many trees as feasible along Lone Pine Avenue, we have shifted the alignment of the public sidewalk onto private property within the northern portion of the site. Not only will this preserve the trees, those walking on the sidewalk will feel safer further from the Lone Pine (especially when the quarry trucks are on the street). We acknowledge this is non-standard, and that it will require a sidewalk easement to be given by the developer to the City.

Stream Buffer - Encroachments and Mitigation:

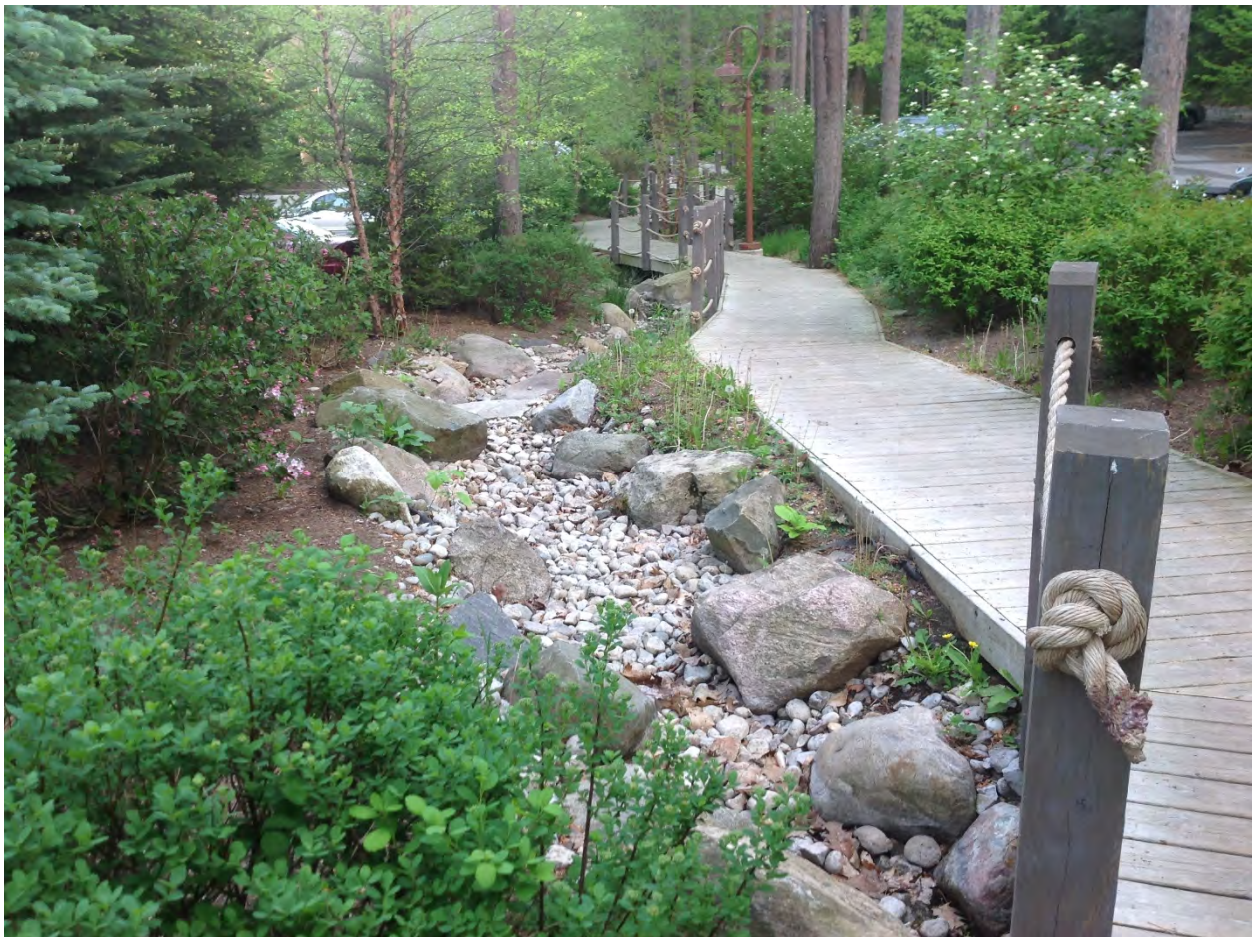
Please see the Stream Buffer Exhibit that illustrates the baseline 60' wide stream buffer in red, and the proposed buffer/mitigation area in green. The green area is intended to offset the square feet of site development encroachments (excluding the crossings of the buffer by the drive aisle, boardwalk and sidewalk). We also calculated the needed replacement trees on the planting plan. This quantity is subject to change as detailed engineering is finalized.

Retaining Walls:

Retaining walls are needed along the northern, western and southern boundaries for grading. We have followed the Galloway Guidelines for the height of and spacing between the walls (8' ht. max., and 6' between walls min.). A typical wall section is included on the grading plan to illustrate the intent of the height, spacing, material, etc.

Grading:

The engineering, landscape, and architectural staff have worked closely together for months to develop a layout that considers the storm water, stream buffer, trees on adjacent properties, Galloway Guideline, and proposed elements within the site. To minimize both land disturbance and retaining walls we have proposed raised decks/boardwalks within the central portion of the site in lieu of typical concrete sidewalk. Below are images of boardwalk examples. Our boardwalk T.Deck (top walking surface of deck) and B.Deck (finish grade below the deck) call-outs reflect this on the submittal.





Tree Removal & Tree Protection:

The site layout was developed to protect the neighboring trees as well as the trees within the steam buffer. We have depicted a proposed a non-standard public sidewalk location to protect trees along Lone Pine. The sidewalk will jog from public property to private property to work with the existing terrain and tree locations.

Many of the mitigation trees will be planted east of the existing pond (in the area that is currently open)

Landscape:

The final locations of all new plantings will evolve during the course of final design, and will be a part of the Final Development Plan. The planting plan calculations are as follows:

Buffer yards

- o North - no buffer yard requirement abutting PD 264
- o East - no buffer yard requirement abutting public street r/w and public railroad r/w
- o South - no buffer yard requirement abutting General Retail (GR)
- o West - Abutting R-SF - Bufferyard C Required Plantings per 100 Linear Feet
 - 1 Canopy Trees
 - 2 Understory Trees
 - 2 Evergreen Trees
 - 10 Shrubs

Required = 536 linear feet = 6 canopy trees, 11 understory trees, 11 evergreen trees, 54 shrubs

Parking Lot Perimeter Green

- o Along Lone Pine Avenue, per 100 linear feet:
 - 1 canopy tree
 - 1 understory tree
 - 1 evergreen or ornamental tree
 - 4 shrubs

Required = 108 linear feet of parking lot frontage = 2 canopy trees, 2 understory trees, 2 evergreen or ornamental trees, 5 shrubs

Parking Lot Interior Green

- o 5% of Vehicular surface area
Vehicular Area = 61,359 SF
Required 5% Interior Green = 3,068 SF, and 12 Canopy Trees

Parking Lot Headlight Screening

- o Parking abutting residential use shall have screening of not less than 4' height.
- o Screening may be a solid wall, solid wood fence, berm and/or evergreen hedge.
The proposed development will be lower in elevation than the neighboring properties, therefore the retaining wall will function as the headlight screening.

Apartment Development Tree Preservation

For tree area removed, a maximum of 7 trees (2" caliper) per acre is required for reforestation. Approximately 2+/- acres of tree clearing is expected, therefore 14+/- trees will be required to be planted.

PD Open Space Requirements

20% Open Space Require: Total site area 183,682 SF x 20% = 36,736 SF Required
Landscape Required per 500 SF of Required Open Space: 1 canopy tree and 6 shrubs
Required = 74 canopy trees and 441 shrubs

We are proposing to use as many native (or climate tolerant) species as possible. Below is a partial listing of our proposed plant species. This list will evolve over the course of final design, and the finalized version will be a part of the Final Development Plan.

Canopy Trees:

Gleditsia triacanthos var. 'inermis' - Skyline Thornless Honeylocust
Nyssa sylvatica 'Wildfire' - Wildfire Black Gum
Liriodendron tulipifera - Tulip tree
Quercus coccinea - Scarlet Oak
Quercus nigra - Water Oak
Ulmus Americana 'Princeton' - Princeton Elm
Cladrastis kentukea - Yellowwood

Understory trees:

Cercis canadensis 'Forest Pansy' - Redbud
Ostrya virginiana - Eastern Hophornbeam/ Ironwood
Amelachier arborea - Serviceberry
Chionanthus virginicus - Fringe Tree

Shrubs:

Illex glabra - Inkberry Holly
Illex verticillata - Winterberry
Physicarpus opulifolius - Ninebark
Rhus aromatica - Fragrant sumac
Itea virginica - Virginia Sweetspire

PLANNED DEVELOPMENT ENGINEER'S REPORT FOR ELEVATION DEVELOPMENT CO. LONE PINE AND GALLOWAY SPRINGFIELD, MISSOURI

Prepared for:
ELEVATION DEVELOPMENT CO.
641 S. Pickwick Avenue
SPRINGFIELD, MISSOURI 65802
PHONE: 417-576-4124

June 18, 2020



Prepared By: Brett Mahan
Reviewed By: Ryan Jeppson, P.E.
Olsson, Inc.
550 St. Louis St.
Springfield, MO 65806
Missouri Engineering Certificate of Authority #001592

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APPENDIX A – STORMWATER CALCULATIONS	
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INTRODUCTION:

The Developer is seeking to rezone four parcels of land located on the west side of Lone Pine Avenue just north of East Galloway Street. The subject properties are currently zoned R-SF, LB and GR and are proposed to be rezoned to a planned development that will support a mixed use. The lots will be conveyed under one owner, and a lot combination will be required pending the approval of the planned development. The following report discusses how design considerations for water, sanitary sewer, stormwater, and street improvements will be addressed

WATER SUPPLY SOURCE AND PROPOSED DISTRIBUTION:

The properties are currently serviced by a City Utilities water main located on the east side of Lone Pine Avenue. Water will be distributed onsite through separate domestic water and fire water lines. Both systems will be equipped with the required backflow devices and valves as required by the City of Springfield Building Department. The fire water distribution will be sized to accommodate the water demand needed for fire suppression as required by the City of Springfield Fire Department. There are no known water demand issues in the area.

SANITARY SEWER:

The project will discharge sanitary sewer to the City of Springfield sanitary sewer main located in an easement that crosses through the property. There are no known sewer capacity issues at this location.

STORMWATER RUNOFF:

Stormwater from approximately 80-acres drains to the northwest corner of the property. It then travels southeast to an existing pond located in the center of the northern most parcel. When the pond reaches capacity, it overtops to the east and flows to the existing 3'x4' box culvert that crosses beneath Lone Pine Avenue and discharges to the Galloway Creek floodplain. See Figure 1 for the offsite drainage area exhibit.

Development will be limited in the existing stream buffer located within the project boundary. Stormwater entering the site from the northwest will be intercepted by two 48" polypropylene culverts that will discharge to the existing pond. The existing 3'x4' box culvert will be replaced by two (2) 3'x7' RCB culverts that will convey stormwater more efficiently beneath Lone Pine Avenue to the east. Due to the project's proximity to the Galloway Creek floodplain, additional stormwater detention will not be provided. This will allow stormwater runoff from the site to move downstream before Galloway Creek reaches peak flow rates in the vicinity. Stormwater calculations for the 100-year storm event are provided in Appendix A. See Figure 2 for post development drainage area exhibit.

TABLE 1. CULVERT PEAK FLOW RATES

	100-YR (CFS)	25-YR (CFS)
NORTHWEST CULVERT	188	121
LONE PINE AVE CULVERT	206	133

STORM WATER QUALITY TREATMENT:

Underground stormwater chambers, along with the preservation of the existing stream buffer will be used to treat stormwater runoff from the new development. Stormwater runoff will be collected by three separate underground stormwater chambers that will filter trash and debris prior to discharging into the stream buffer. The water quality treatment volume calculations for each drainage area is provide on the following pages. See Figure 2 for drainage area boundaries and underground water quality chamber locations.

Water Quality Volume Calculation Worksheet

Short Cut Method (Claytor and Schueler, 1996)

Date: 04/16/2020

Project Name: **GALLOWAY & LONE PINE DA 10**

Description: **Water Quality Volume**

$$WQV (ft^3) = (P/12)(R_v)(A*43,560)$$

Where

P = rainfall depth = 1 inch

R_v = volumetric runoff coefficient = $0.05 + 0.009I$

I = percent impervious cover (in percent, e.g. 80% = 80)

A = total site area in acres

P=	1 inch
A=	0.97 acres
Impervious Area=	0.68 acres
I=	70 %
R_v =	0.68

WQV=	2394 cubic feet
WQV=	0.05 ac-ft

Water Quality Volume Calculation Worksheet**Short Cut Method (Claytor and Schueler, 1996)****Date: 04/16/2020****Project Name: GALLOWAY & LONE PINE DA 20****Description: Water Quality Volume**

$$WQV (ft^3) = (P/12)(R_v)(A*43,560)$$

Where

P = rainfall depth = 1 inch

 $R_v = \text{volumetric runoff coefficient} = 0.05 + 0.009I$

I = percent impervious cover (in percent, e.g. 80% = 80)

A = total site area in acres

P= 1 inch
 A= 1.03 acres
 Impervious Area= 0.76 acres
 I= 74 %
 Rv= 0.7142

WQV=	2670 cubic feet
WQV=	0.06 ac-ft

Water Quality Volume Calculation Worksheet
Short Cut Method (Claytor and Schueler, 1996)
Date: 04/16/2020

Project Name: GALLOWAY & LONE PINE DA 30
Description: Water Quality Volume

$$WQV (ft^3) = (P/12)(R_v)(A*43,560)$$

Where

P = rainfall depth = 1 inch

R_v = volumetric runoff coefficient = $0.05 + 0.009I$

I = percent impervious cover (in percent, e.g. 80% = 80)

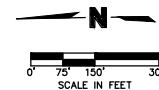
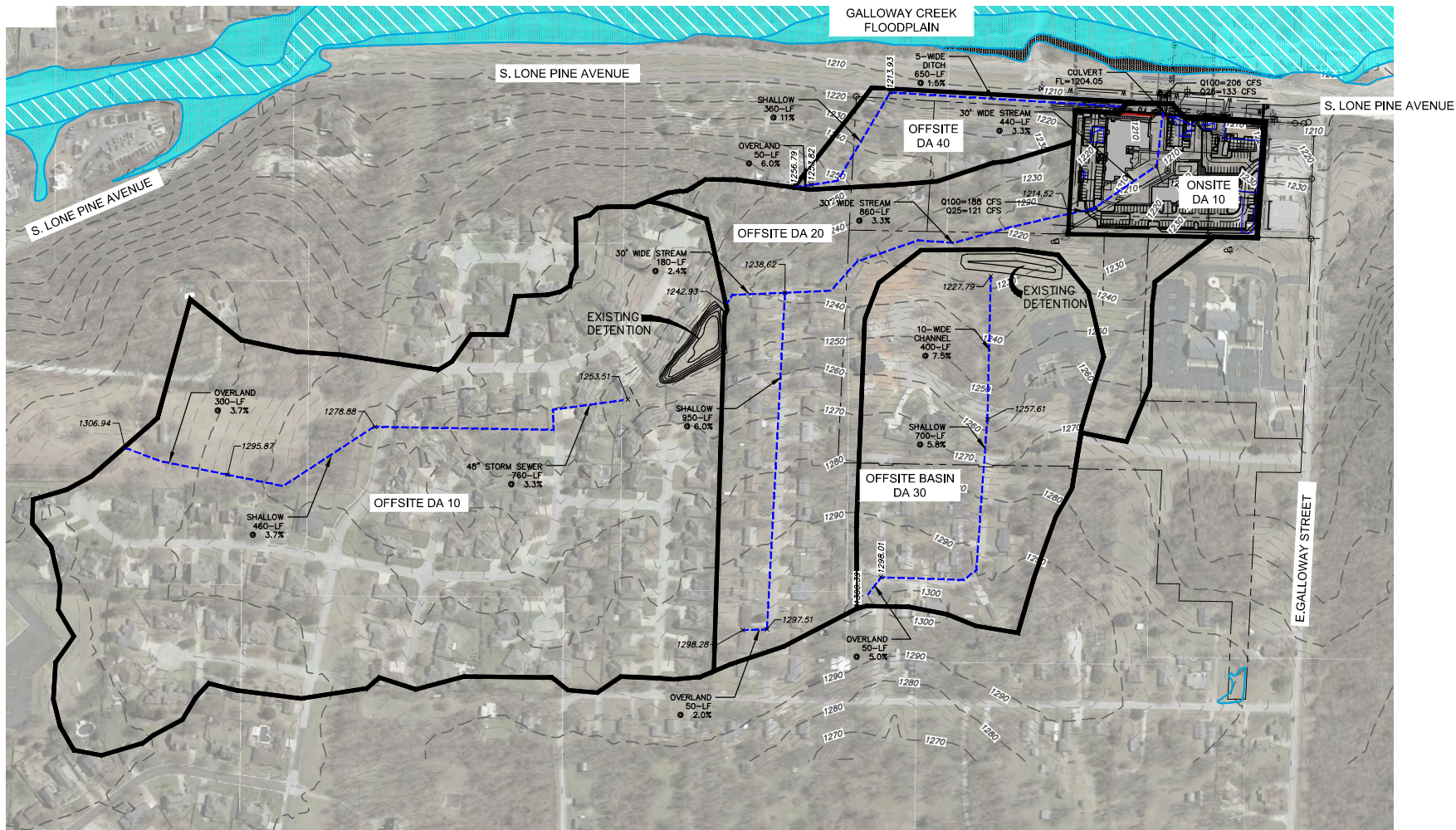
A = total site area in acres

P= 1 inch
A= 1.57 acres
Impervious Area= 1.18 acres
I= 75 %
 R_v = 0.725

WQV=	4132 cubic feet
WQV=	0.09 ac-ft

PUBLIC STREET IMPROVEMENTS

See Preliminary Site Plan for existing and proposed sidewalk connections and driveway locations. Additional right-of-way will be required along the property frontage of Lone Pine Avenue.



LEGEND

- DRAINAGE AREA BOUNDARY
- TIME OF CONCENTRATION PATH
- FEMA 100-YR FLOODPLAIN
- FEMA DESIGNATED FLOODWAY

SUMMARY TABLE

SUBBASIN	AREA (AC)	CN	TC (MIN.)
OFFSITE DA 10	43.65	80	20.0
OFFSITE DA 20	20.30	79	9.7
OFFSITE DA 30	13.92	78	6.0
OFFSITE BASIN DA 40	3.77	87	7.2
ONSITE 10	4.23	92	5.0

PROJECT NO: 020-0425

DRAWN BY: RVJ

DATE: 04/27/2020

OFFSITE DRAINAGE AREA EXHIBIT

X87XK138

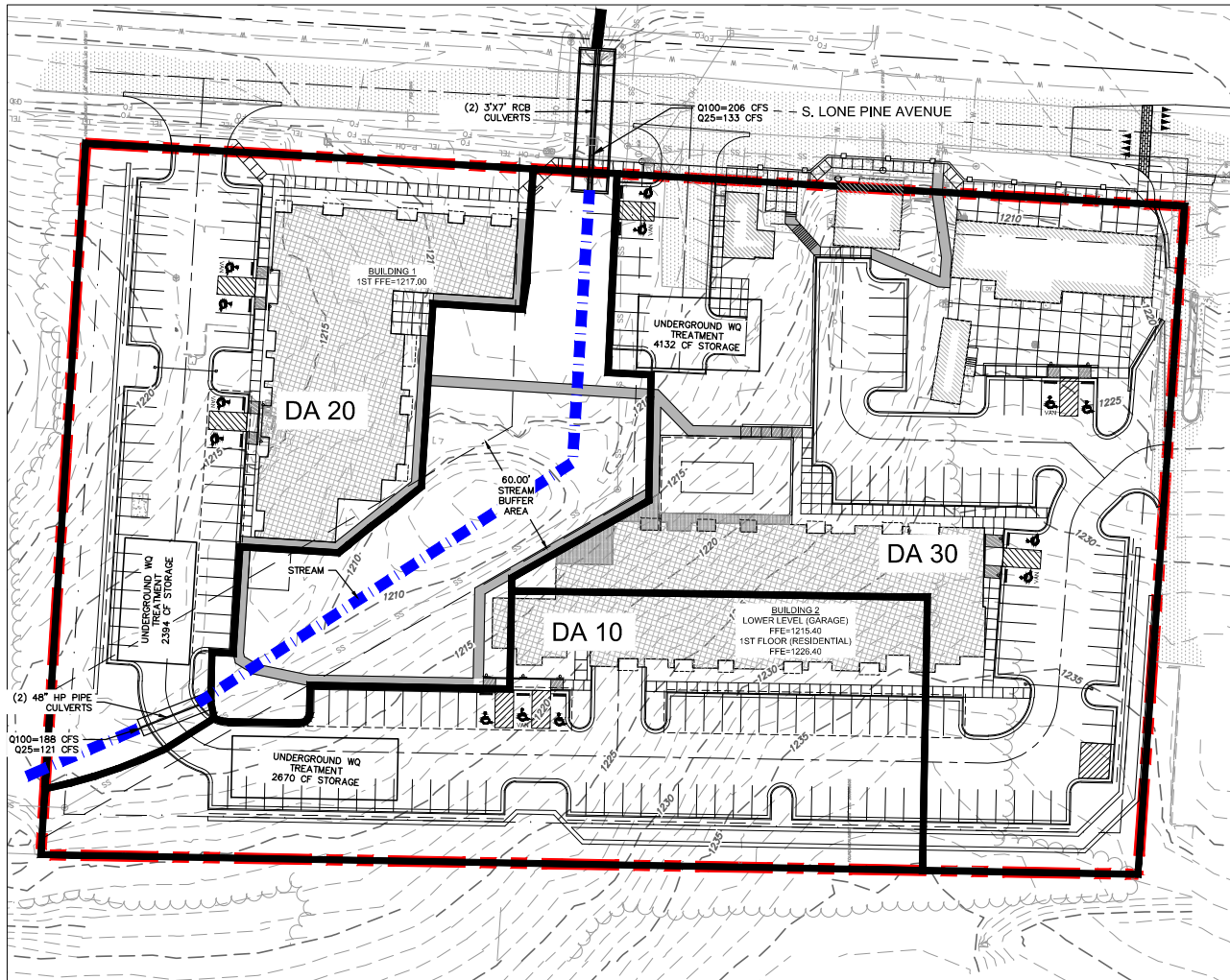
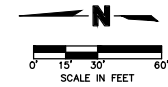
olsson

550 St. Louis Street
Springfield, MO 65806
TEL 417.890.8802

FIGURE

1

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LEGEND

- PROJECT BOUNDARY
- DRAINAGE AREA BOUNDARY
- STREAM FLOW PATH

PRE-DEVELOPMENT SUMMARY TABLE

SUBBASIN	IMPERVIOUS AREA (AC)	PERVIOUS AREA (AC)
DA 10	0.00	0.97
DA 20	0.08	0.95
DA 30	0.59	0.98
DA 40	0.00	0.58

POST-DEVELOPMENT SUMMARY TABLE

SUBBASIN	IMPERVIOUS AREA (AC)	PERVIOUS AREA (AC)
DA 10	0.68	0.29
DA 20	0.76	0.28
DA 30	1.18	0.40
DA 40	0.06	0.51

PROJECT NO: 020-0425

DRAWN BY: RVJ

DATE: 06/18/2020

ONSITE POST DEVELOPMENT DRAINAGE AREA EXHIBIT

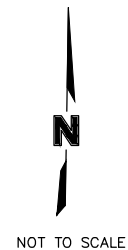
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550 St. Louis Street
Springfield, MO 65806
TEL 417.890.8802

FIGURE

2

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PROJECT NO: 020-0425

DRAWN BY: BMM

DATE: 04/27/2020

CITY OF SPRINGFIELD STREAM BUFFER EXHIBIT

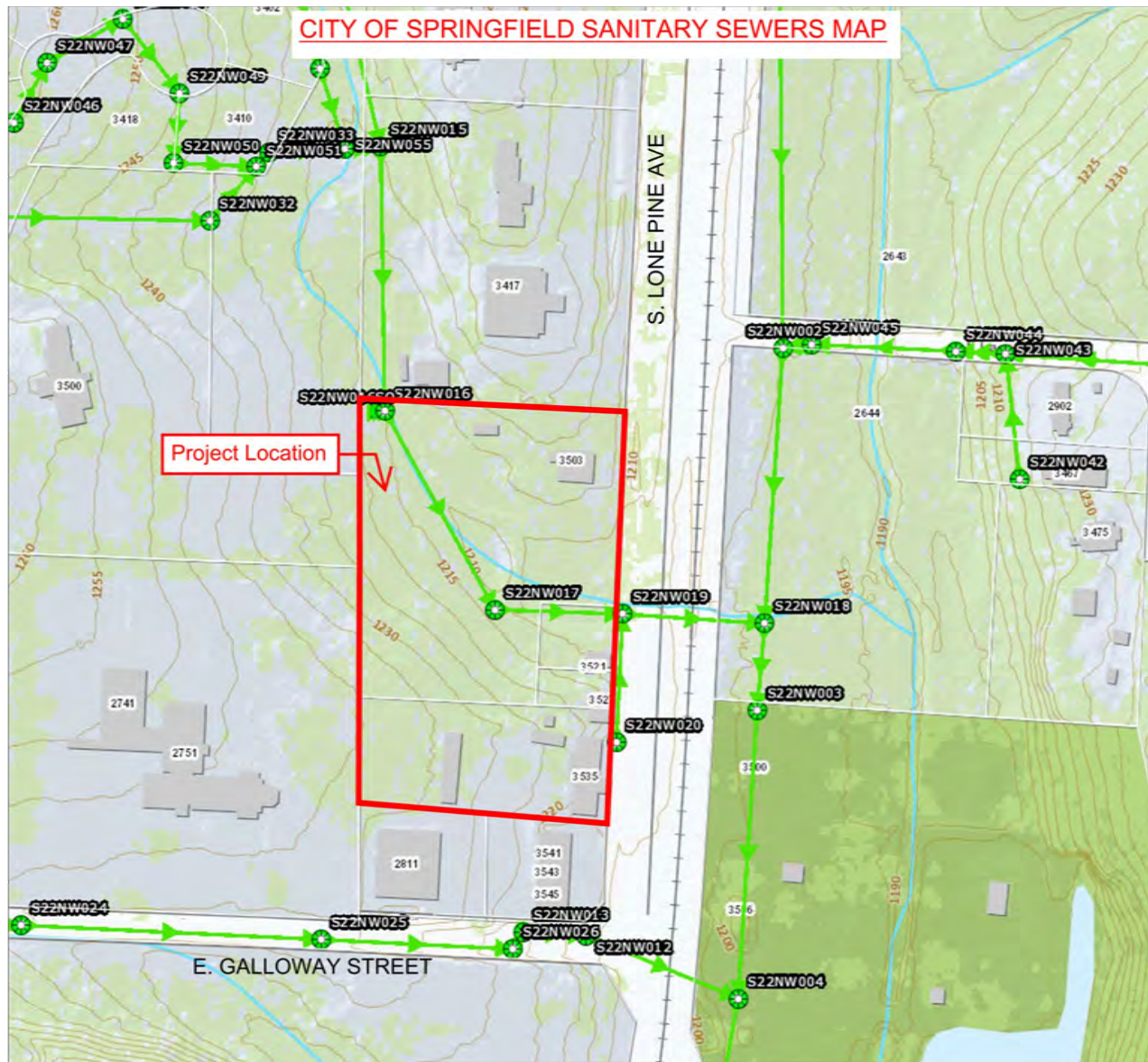
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FIGURE

3



PROJECT NO: 020-0425

DRAWN BY: BMM

DATE: 04/27/2020

CITY OF SPRINGFIELD SANITARY SEWER EXHIBIT

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FIGURE

4

APPENDIX A

STORMWATER CALCULATIONS

Hydrology Calculations

Watershed Model Schematic..... 1

100 - Year

Summary Report..... 2

Hydrograph Reports..... 3

 Hydrograph No. 1, SCS Runoff, OFFSITE DA10..... 3

 TR-55 Tc Worksheet..... 4

 Hydrograph No. 2, SCS Runoff, OFFSITE DA20..... 5

 TR-55 Tc Worksheet..... 6

 Hydrograph No. 3, SCS Runoff, OFFSITE DA30..... 7

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 Hydrograph No. 4, SCS Runoff, OFFSITE DA 40..... 9

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 Hydrograph No. 5, SCS Runoff, ONSITE DA10..... 11

 Hydrograph No. 6, Reservoir, OFFDA10 DETENTION..... 12

 Pond Report - OFFDA 10 POND..... 13

 Hydrograph No. 7, Reach, OFFDA10 THRU OFFDA20..... 14

 Hydrograph No. 8, Reservoir, OFFDA30 DETENTION..... 15

 Pond Report - OFFDA 30 POND..... 16

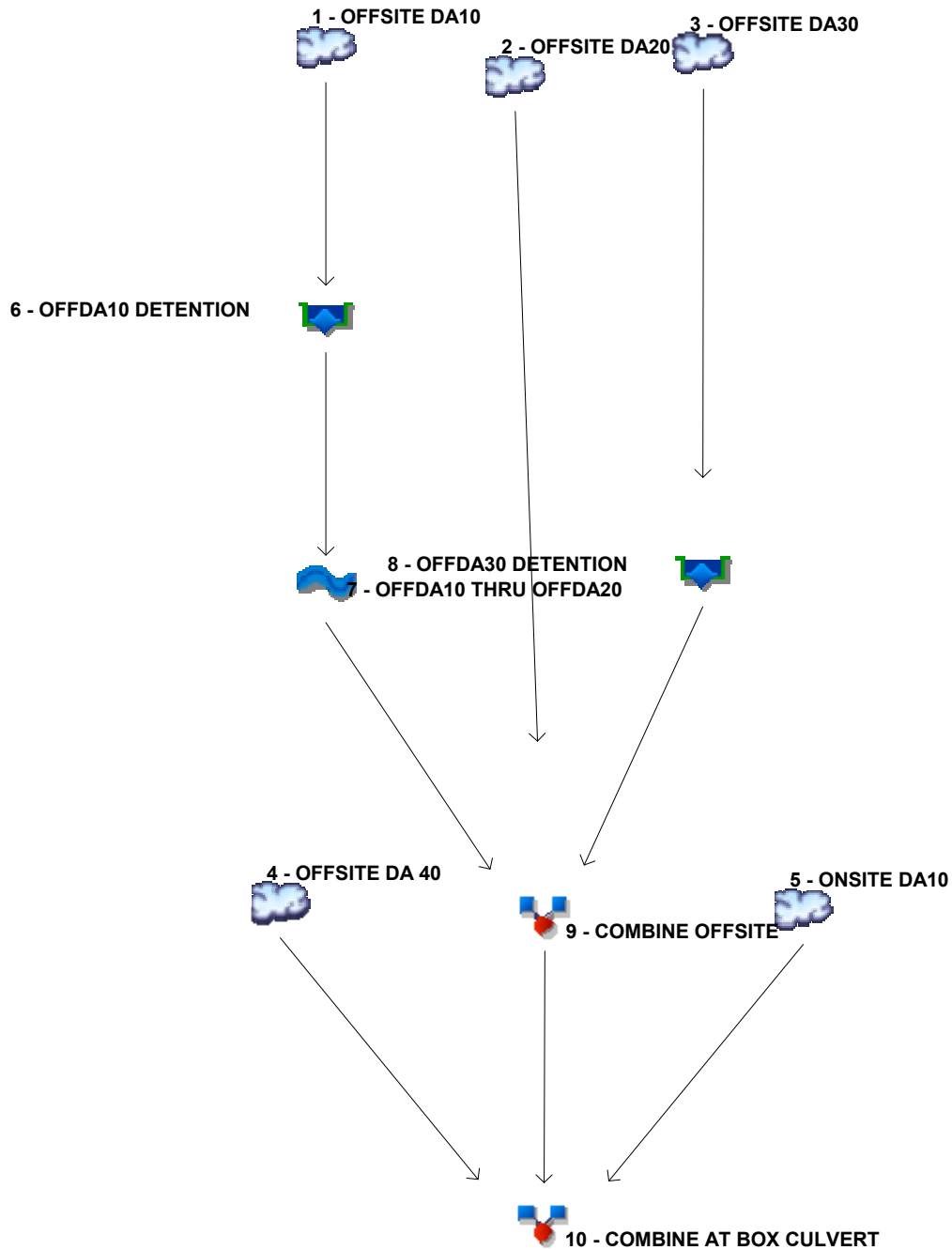
 Hydrograph No. 9, Combine, COMBINE OFFSITE..... 17

 Hydrograph No. 10, Combine, COMBINE AT BOX CULVERT..... 18

IDF Report..... 19

Watershed Model Schematic

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020



Legend

Hyd.	Origin	Description
1	SCS Runoff	OFFSITE DA10
2	SCS Runoff	OFFSITE DA20
3	SCS Runoff	OFFSITE DA30
4	SCS Runoff	OFFSITE DA 40
5	SCS Runoff	ONSITE DA10
6	Reservoir	OFFDA10 DETENTION
7	Reach	OFFDA10 THRU OFFDA20
8	Reservoir	OFFDA30 DETENTION
9	Combine	COMBINE OFFSITE
10	Combine	COMBINE AT BOX CULVERT

Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	SCS Runoff	134.84	2	28	302,671	-----	-----	-----	OFFSITE DA10
2	SCS Runoff	73.72	2	18	135,176	-----	-----	-----	OFFSITE DA20
3	SCS Runoff	46.55	2	16	83,388	-----	-----	-----	OFFSITE DA30
4	SCS Runoff	19.93	2	16	34,080	-----	-----	-----	OFFSITE DA 40
5	SCS Runoff	28.83	2	10	41,950	-----	-----	-----	ONSITE DA10
6	Reservoir	127.53	2	32	302,666	1	1246.88	48,851	OFFDA10 DETENTION
7	Reach	124.11	2	36	302,625	6	-----	-----	OFFDA10 THRU OFFDA20
8	Reservoir	30.17	2	26	83,386	3	1225.81	19,911	OFFDA30 DETENTION
9	Combine	188.24	2	32	521,187	2, 7, 8	-----	-----	COMBINE OFFSITE
10	Combine	206.24	2	32	597,218	4, 5, 9	-----	-----	COMBINE AT BOX CULVERT
Galloway Hydrographs-1hr.gpw					Return Period: 100 Year			Thursday, 04 / 23 / 2020 142 of 180	

Hydrograph Report

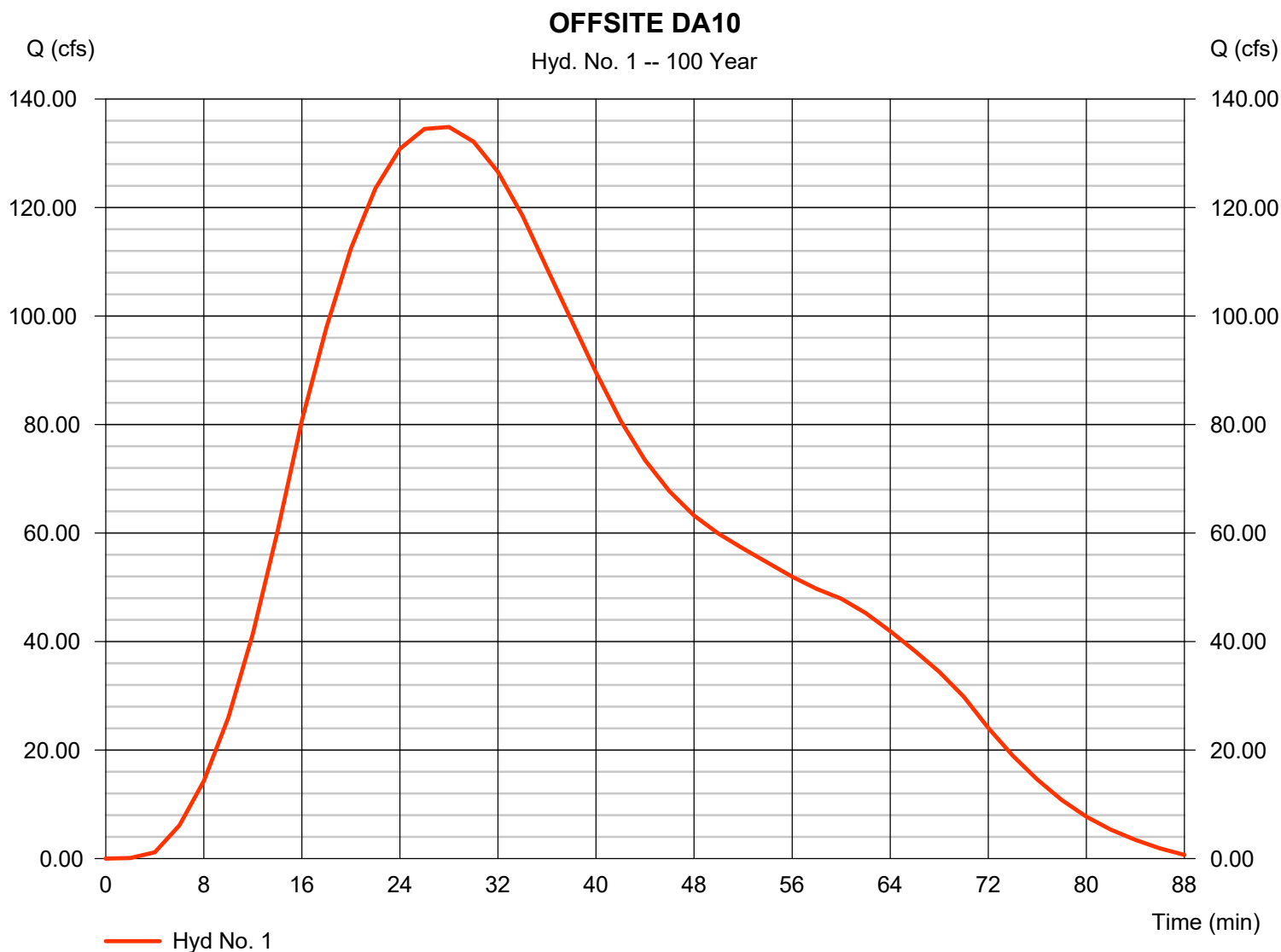
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Thursday, 04 / 23 / 2020

Hyd. No. 1

OFFSITE DA10

Hydrograph type	= SCS Runoff	Peak discharge	= 134.84 cfs
Storm frequency	= 100 yrs	Time to peak	= 28 min
Time interval	= 2 min	Hyd. volume	= 302,671 cuft
Drainage area	= 43.650 ac	Curve number	= 80
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= TR55	Time of conc. (Tc)	= 20.00 min
Total precip.	= 3.84 in	Distribution	= Huff-1st
Storm duration	= 1.00 hrs	Shape factor	= 484



TR55 Tc Worksheet

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Hyd. No. 1

OFFSITE DA10

<u>Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Totals</u>
Sheet Flow				
Manning's n-value	= 0.150	0.011	0.011	
Flow length (ft)	= 300.0	0.0	0.0	
Two-year 24-hr precip. (in)	= 3.77	0.00	0.00	
Land slope (%)	= 3.70	0.00	0.00	
Travel Time (min)	= 17.00	+ 0.00	+ 0.00	= 17.00
Shallow Concentrated Flow				
Flow length (ft)	= 460.00	0.00	0.00	
Watercourse slope (%)	= 3.70	0.00	0.00	
Surface description	= Unpaved	Paved	Paved	
Average velocity (ft/s)	=3.10	0.00	0.00	
Travel Time (min)	= 2.47	+ 0.00	+ 0.00	= 2.47
Channel Flow				
X sectional flow area (sqft)	= 12.57	0.00	0.00	
Wetted perimeter (ft)	= 10.00	0.00	0.00	
Channel slope (%)	= 3.30	0.00	0.00	
Manning's n-value	= 0.013	0.015	0.015	
Velocity (ft/s)	=24.27	0.00	0.00	
Flow length (ft)	(\{0\})760.0	0.0	0.0	
Travel Time (min)	= 0.52	+ 0.00	+ 0.00	= 0.52
Total Travel Time, Tc				20.00 min

Hydrograph Report

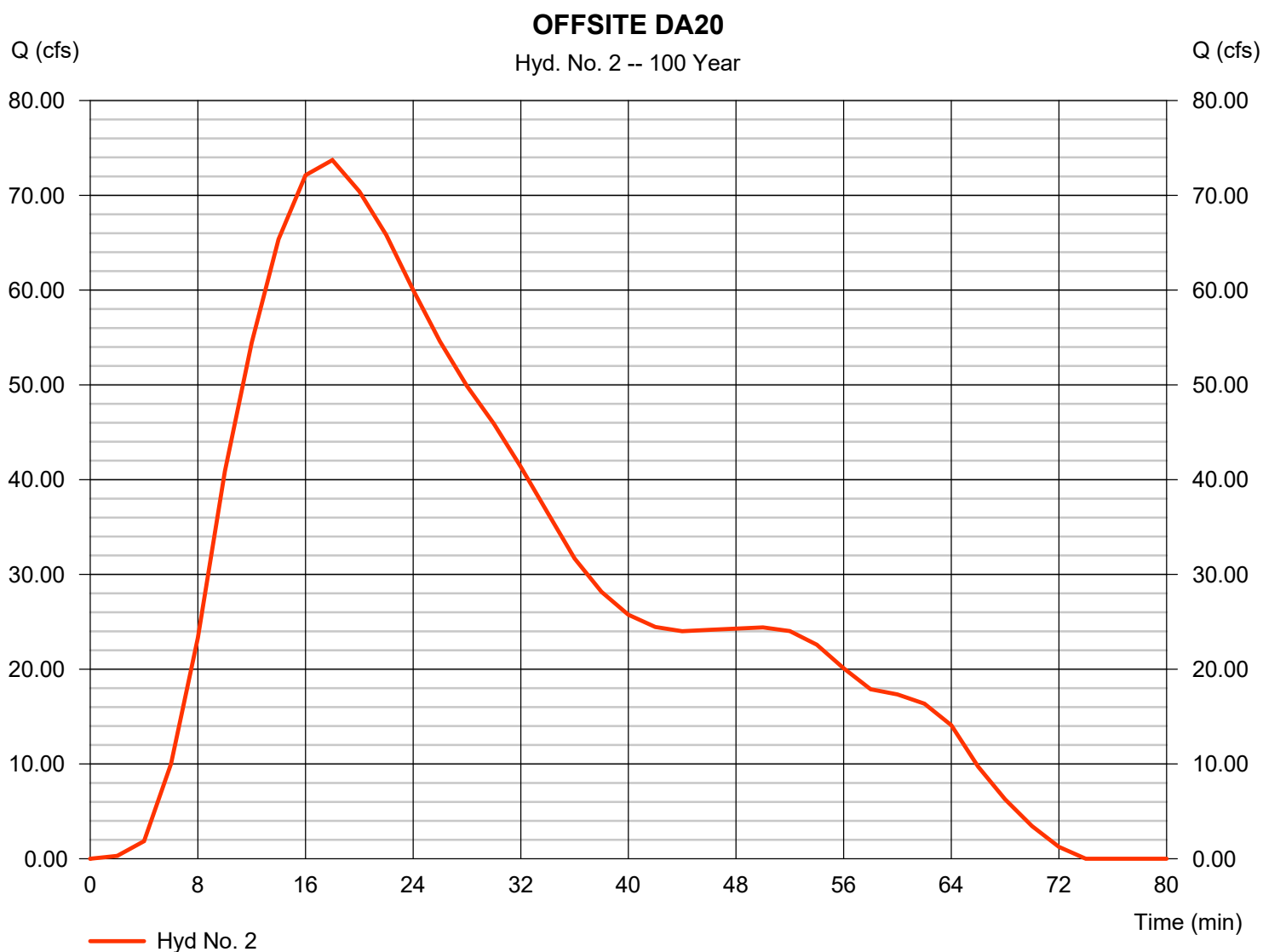
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Thursday, 04 / 23 / 2020

Hyd. No. 2

OFFSITE DA20

Hydrograph type	= SCS Runoff	Peak discharge	= 73.72 cfs
Storm frequency	= 100 yrs	Time to peak	= 18 min
Time interval	= 2 min	Hyd. volume	= 135,176 cuft
Drainage area	= 20.300 ac	Curve number	= 79
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= TR55	Time of conc. (Tc)	= 9.70 min
Total precip.	= 3.84 in	Distribution	= Huff-1st
Storm duration	= 1.00 hrs	Shape factor	= 484



TR55 Tc Worksheet

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Hyd. No. 2

OFFSITE DA20

<u>Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Totals</u>
Sheet Flow				
Manning's n-value	= 0.150	0.011	0.011	
Flow length (ft)	= 50.0	0.0	0.0	
Two-year 24-hr precip. (in)	= 3.77	0.00	0.00	
Land slope (%)	= 2.00	0.00	0.00	
Travel Time (min)	= 5.18	+	0.00	+
			0.00	= 5.18
Shallow Concentrated Flow				
Flow length (ft)	= 950.00	0.00	0.00	
Watercourse slope (%)	= 6.00	0.00	0.00	
Surface description	= Paved	Paved	Paved	
Average velocity (ft/s)	=4.98	0.00	0.00	
Travel Time (min)	= 3.18	+	0.00	+
			0.00	= 3.18
Channel Flow				
X sectional flow area (sqft)	= 40.32	0.00	0.00	
Wetted perimeter (ft)	= 37.59	0.00	0.00	
Channel slope (%)	= 3.30	0.00	0.00	
Manning's n-value	= 0.035	0.015	0.015	
Velocity (ft/s)	=8.11	0.00	0.00	
Flow length (ft)	({})650.0	0.0	0.0	
Travel Time (min)	= 1.34	+	0.00	+
			0.00	= 1.34
Total Travel Time, Tc				9.70 min

Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

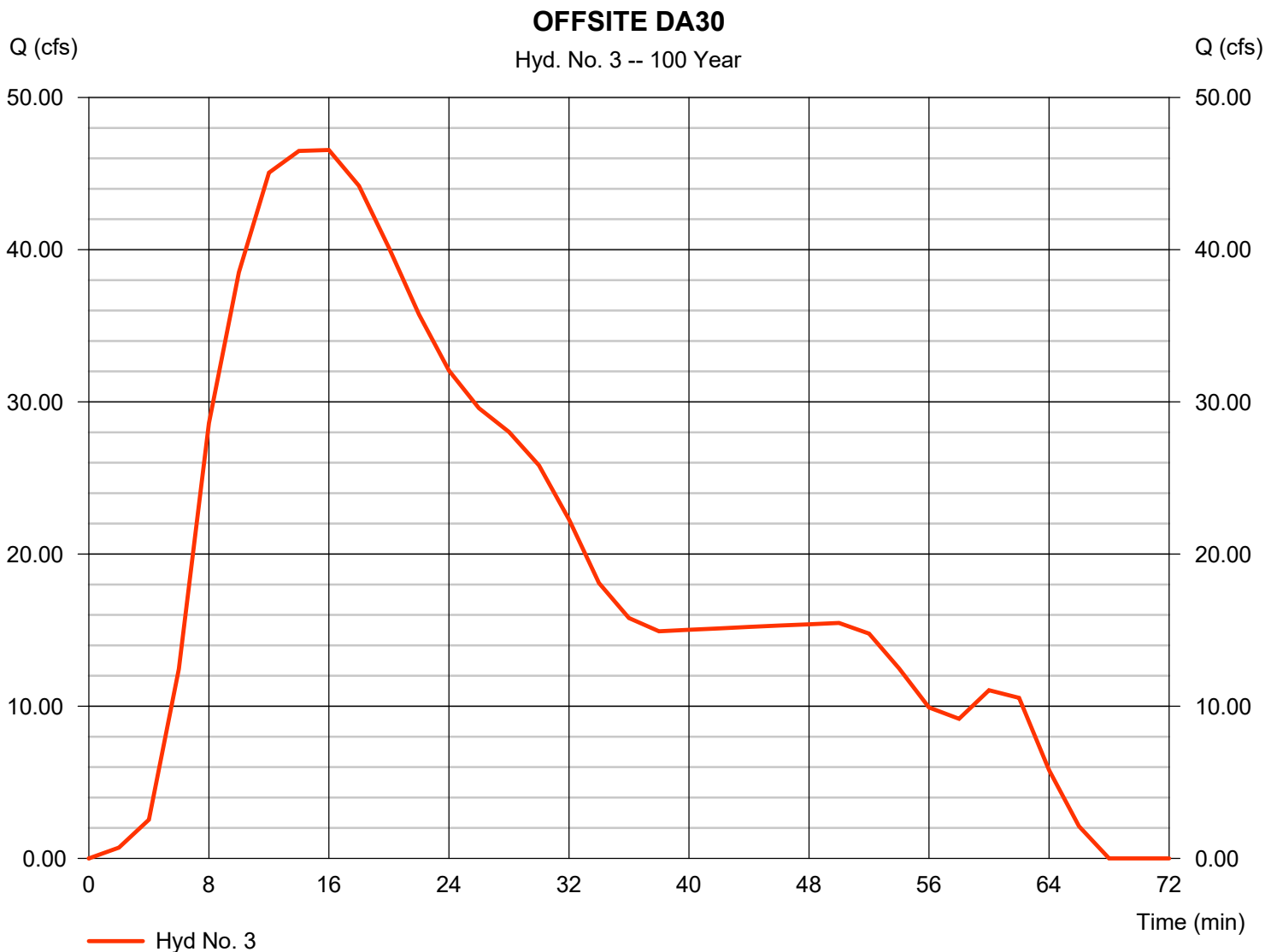
Thursday, 04 / 23 / 2020

Hyd. No. 3

OFFSITE DA30

Hydrograph type = SCS Runoff
 Storm frequency = 100 yrs
 Time interval = 2 min
 Drainage area = 13.920 ac
 Basin Slope = 0.0 %
 Tc method = TR55
 Total precip. = 3.84 in
 Storm duration = 1.00 hrs

Peak discharge = 46.55 cfs
 Time to peak = 16 min
 Hyd. volume = 83,388 cuft
 Curve number = 78
 Hydraulic length = 0 ft
 Time of conc. (Tc) = 6.00 min
 Distribution = Huff-1st
 Shape factor = 484



TR55 Tc Worksheet

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Hyd. No. 3

OFFSITE DA30

<u>Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Totals</u>			
Sheet Flow							
Manning's n-value	= 0.150	0.011	0.011				
Flow length (ft)	= 50.0	0.0	0.0				
Two-year 24-hr precip. (in)	= 3.77	0.00	0.00				
Land slope (%)	= 5.00	0.00	0.00				
Travel Time (min)	= 3.59	+	0.00	+	0.00	=	3.59
Shallow Concentrated Flow							
Flow length (ft)	= 700.00	0.00	0.00				
Watercourse slope (%)	= 5.80	0.00	0.00				
Surface description	= Paved	Paved	Paved				
Average velocity (ft/s)	=4.90	0.00	0.00				
Travel Time (min)	= 2.38	+	0.00	+	0.00	=	2.38
Channel Flow							
X sectional flow area (sqft)	= 0.00	0.00	0.00				
Wetted perimeter (ft)	= 0.00	0.00	0.00				
Channel slope (%)	= 0.00	0.00	0.00				
Manning's n-value	= 0.015	0.015	0.015				
Velocity (ft/s)	=0.00	0.00	0.00				
Flow length (ft)	((0})0.0	0.0	0.0				
Travel Time (min)	= 0.00	+	0.00	+	0.00	=	0.00
Total Travel Time, Tc				6.00 min			

Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

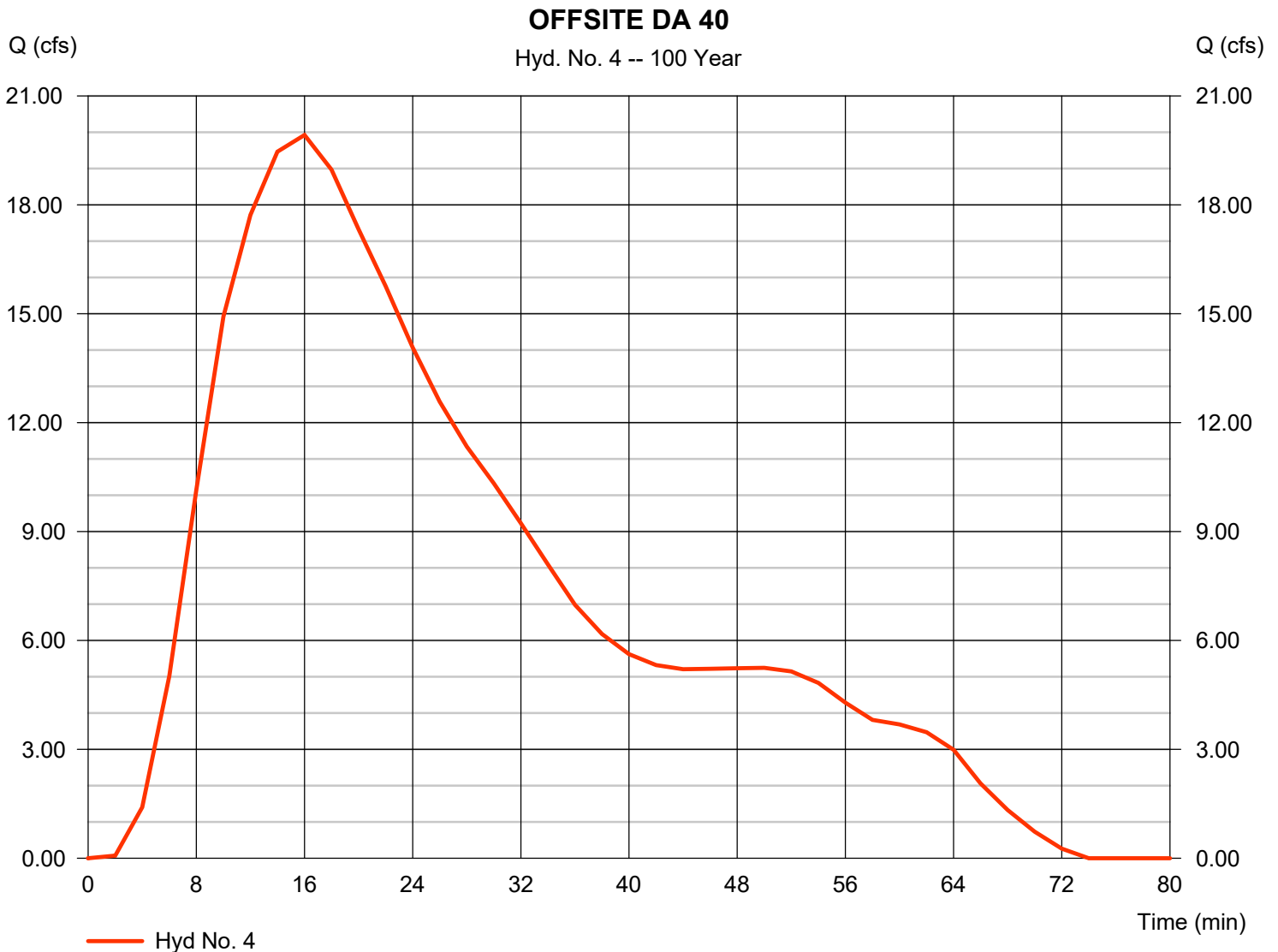
Thursday, 04 / 23 / 2020

Hyd. No. 4

OFFSITE DA 40

Hydrograph type = SCS Runoff
 Storm frequency = 100 yrs
 Time interval = 2 min
 Drainage area = 3.770 ac
 Basin Slope = 0.0 %
 Tc method = TR55
 Total precip. = 3.84 in
 Storm duration = 1.00 hrs

Peak discharge = 19.93 cfs
 Time to peak = 16 min
 Hyd. volume = 34,080 cuft
 Curve number = 87
 Hydraulic length = 0 ft
 Time of conc. (Tc) = 7.20 min
 Distribution = Huff-1st
 Shape factor = 484



TR55 Tc Worksheet

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Hyd. No. 4

OFFSITE DA 40

<u>Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>Totals</u>			
Sheet Flow							
Manning's n-value	= 0.150	0.011	0.011				
Flow length (ft)	= 50.0	0.0	0.0				
Two-year 24-hr precip. (in)	= 3.77	0.00	0.00				
Land slope (%)	= 6.00	0.00	0.00				
Travel Time (min)	= 3.34	+	0.00	+	0.00	=	3.34
Shallow Concentrated Flow							
Flow length (ft)	= 360.00	0.00	0.00				
Watercourse slope (%)	= 11.00	0.00	0.00				
Surface description	= Unpaved	Paved	Paved				
Average velocity (ft/s)	=5.35	0.00	0.00				
Travel Time (min)	= 1.12	+	0.00	+	0.00	=	1.12
Channel Flow							
X sectional flow area (sqft)	= 6.93	0.00	0.00				
Wetted perimeter (ft)	= 10.69	0.00	0.00				
Channel slope (%)	= 1.50	0.00	0.00				
Manning's n-value	= 0.035	0.015	0.015				
Velocity (ft/s)	=3.90	0.00	0.00				
Flow length (ft)	650.0	0.0	0.0				
Travel Time (min)	= 2.78	+	0.00	+	0.00	=	2.78
Total Travel Time, Tc				7.20 min			

Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

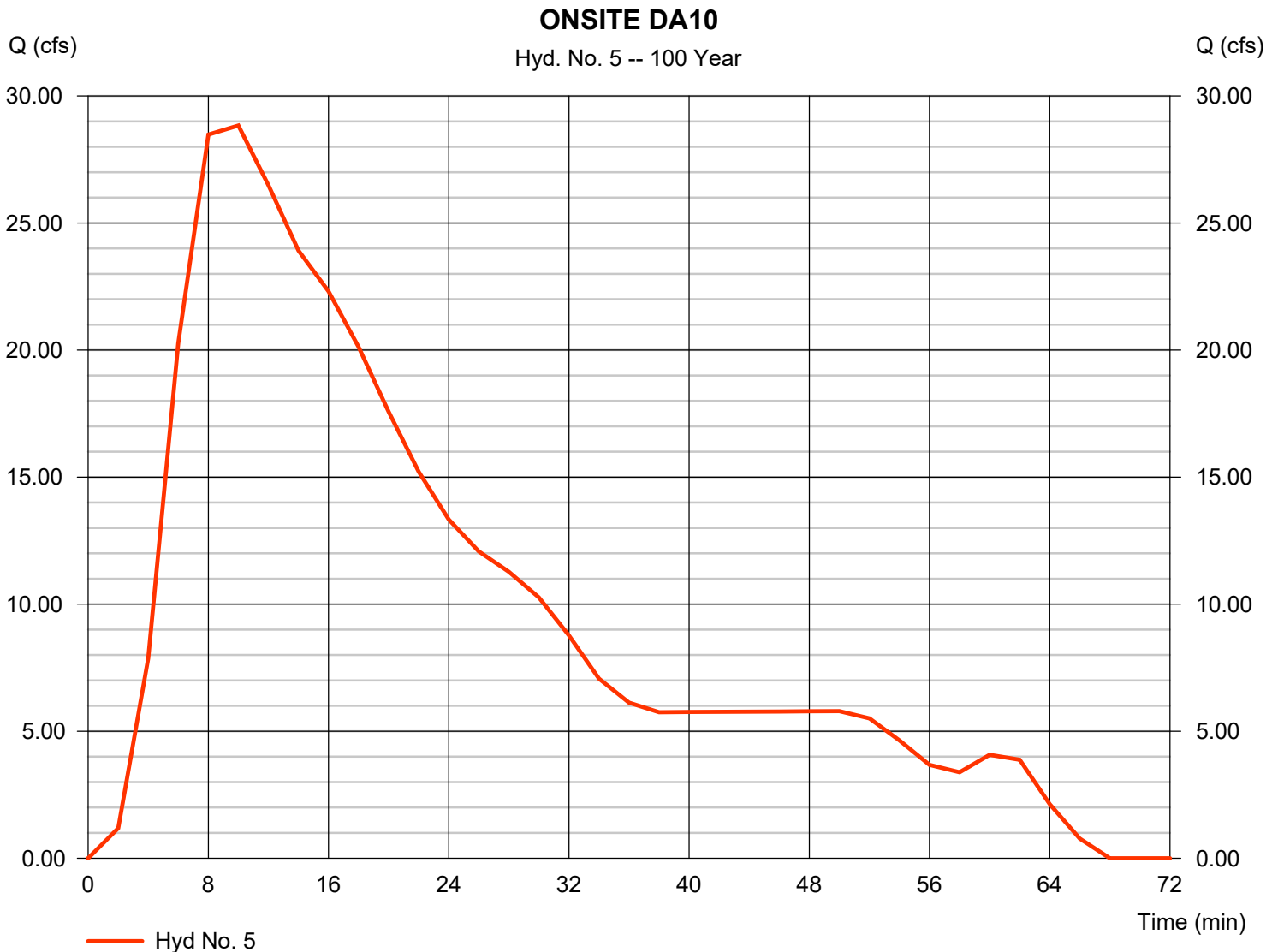
Thursday, 04 / 23 / 2020

Hyd. No. 5

ONSITE DA10

Hydrograph type	= SCS Runoff	Peak discharge	= 28.83 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 2 min	Hyd. volume	= 41,950 cuft
Drainage area	= 4.160 ac	Curve number	= 92*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 5.00 min
Total precip.	= 3.84 in	Distribution	= Huff-1st
Storm duration	= 1.00 hrs	Shape factor	= 484

* Composite (Area/CN) = $[(2.680 \times 98) + (1.480 \times 80)] / 4.160$



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

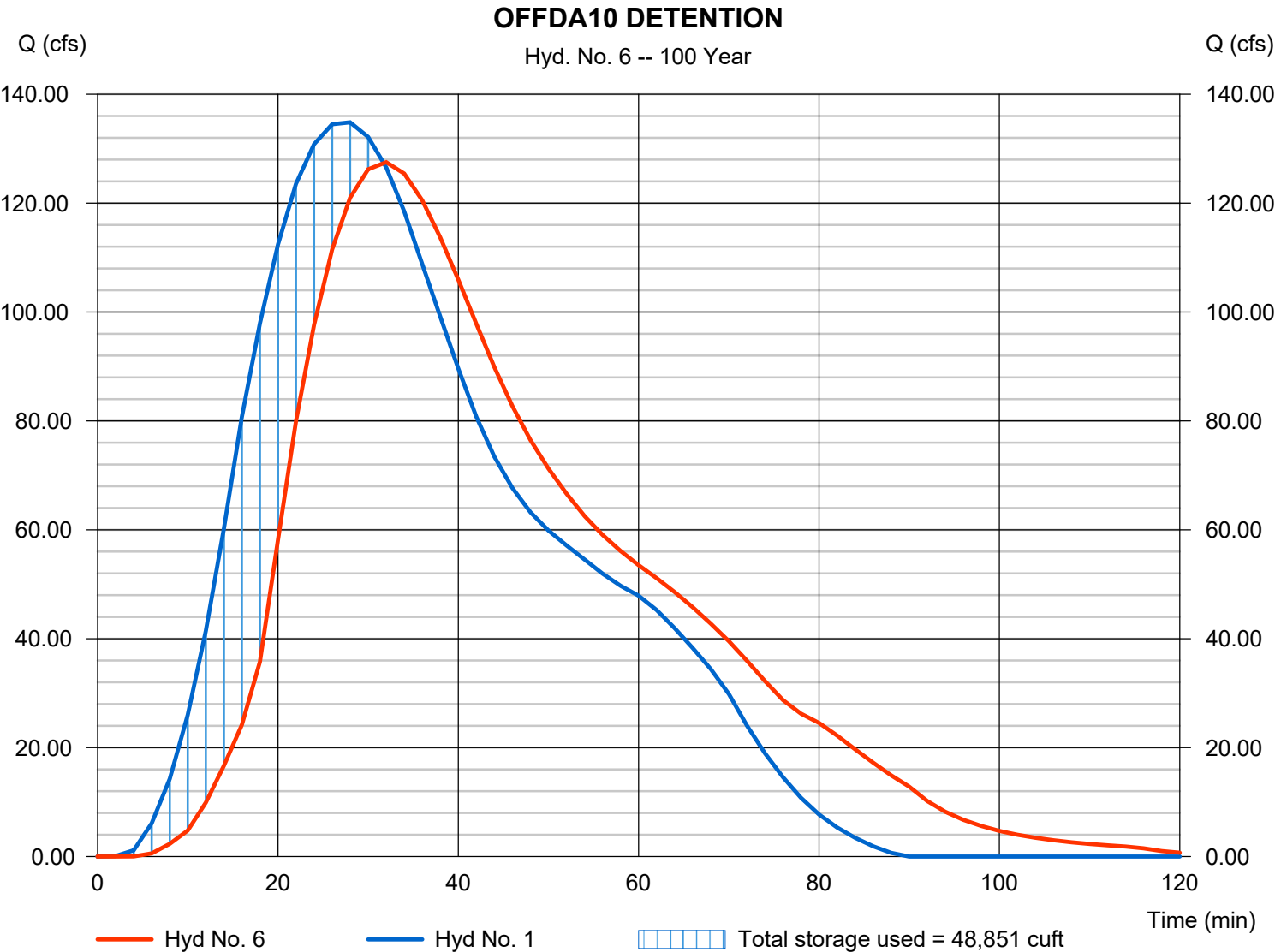
Thursday, 04 / 23 / 2020

Hyd. No. 6

OFFDA10 DETENTION

Hydrograph type	= Reservoir	Peak discharge	= 127.53 cfs
Storm frequency	= 100 yrs	Time to peak	= 32 min
Time interval	= 2 min	Hyd. volume	= 302,666 cuft
Inflow hyd. No.	= 1 - OFFSITE DA10	Max. Elevation	= 1246.88 ft
Reservoir name	= OFFDA 10 POND	Max. Storage	= 48,851 cuft

Storage Indication method used.



Pond No. 1 - OFFDA 10 POND

Pond Data

Contours -User-defined contour areas. Conic method used for volume calculation. Begining Elevation = 1242.50 ft

Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	1242.50	00	0	0
0.50	1243.00	5,000	833	833
1.50	1244.00	10,073	7,389	8,222
2.50	1245.00	12,930	11,471	19,693
3.50	1246.00	15,789	14,334	34,027
4.50	1247.00	17,985	16,873	50,901
5.50	1248.00	20,244	19,101	70,002

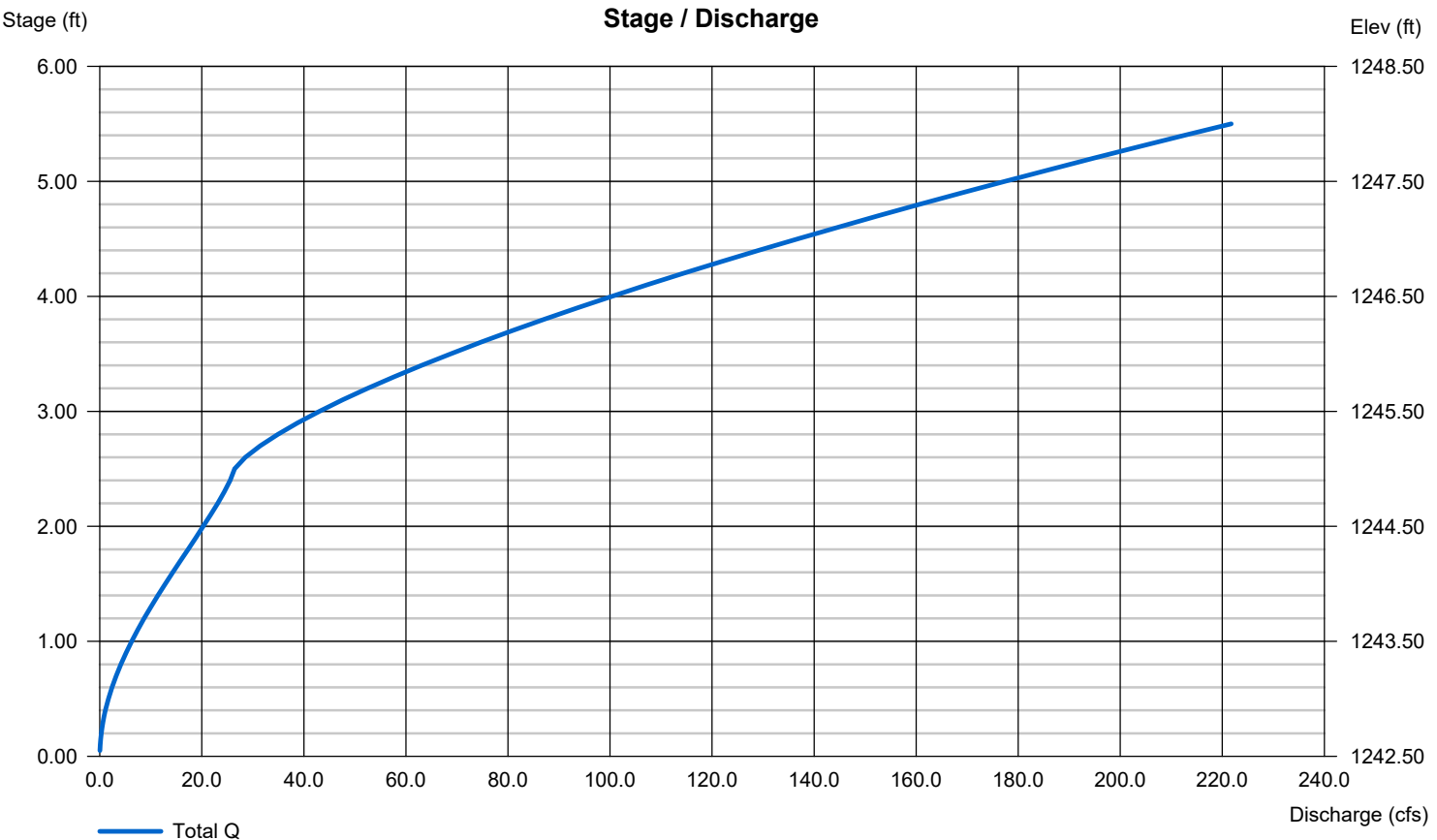
Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 30.00	0.00	0.00	0.00
Span (in)	= 30.00	0.00	0.00	0.00
No. Barrels	= 1	0	0	0
Invert El. (ft)	= 1242.50	0.00	0.00	0.00
Length (ft)	= 100.00	0.00	0.00	0.00
Slope (%)	= 2.00	0.00	0.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	No	No

Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 10.00	0.00	0.00	0.00
Crest El. (ft)	= 1245.00	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= Rect	---	---	---
Multi-Stage	= No	No	No	No
Exfil.(in/hr)	= 0.000 (by Wet area)			
TW Elev. (ft)	= 0.00			

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).



Hydrograph Report

Hyd. No. 7

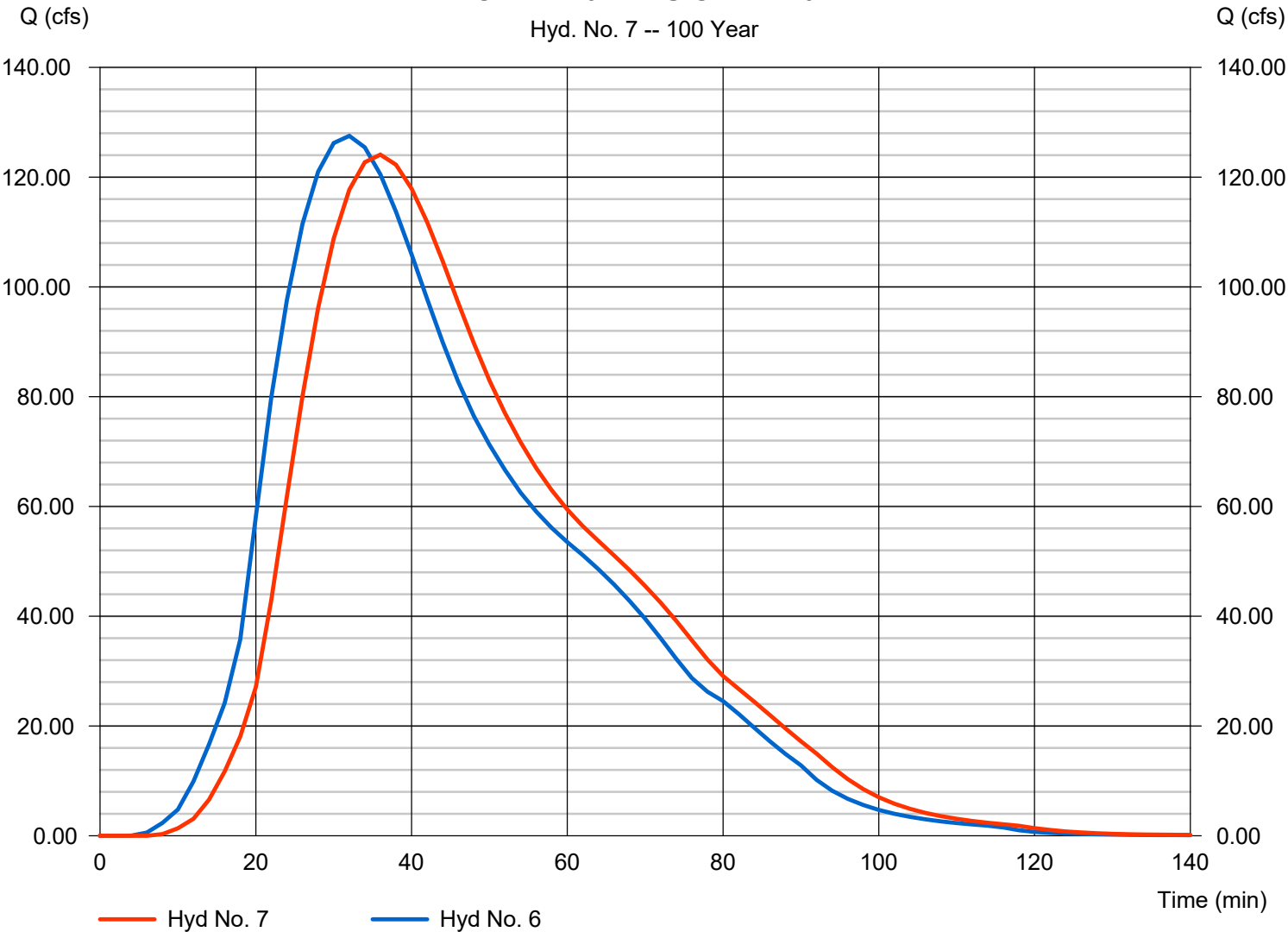
OFFDA10 THRU OFFDA20

Hydrograph type	= Reach	Peak discharge	= 124.11 cfs
Storm frequency	= 100 yrs	Time to peak	= 36 min
Time interval	= 2 min	Hyd. volume	= 302,625 cuft
Inflow hyd. No.	= 6 - OFFDA10 DETENTION	Section type	= Trapezoidal
Reach length	= 1040.0 ft	Channel slope	= 3.0 %
Manning's n	= 0.035	Bottom width	= 30.0 ft
Side slope	= 3.0:1	Max. depth	= 3.0 ft
Rating curve x	= 0.763	Rating curve m	= 1.480
Ave. velocity	= 4.02 ft/s	Routing coeff.	= 0.5107

Modified Att-Kin routing method used.

OFFDA10 THRU OFFDA20

Hyd. No. 7 -- 100 Year



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

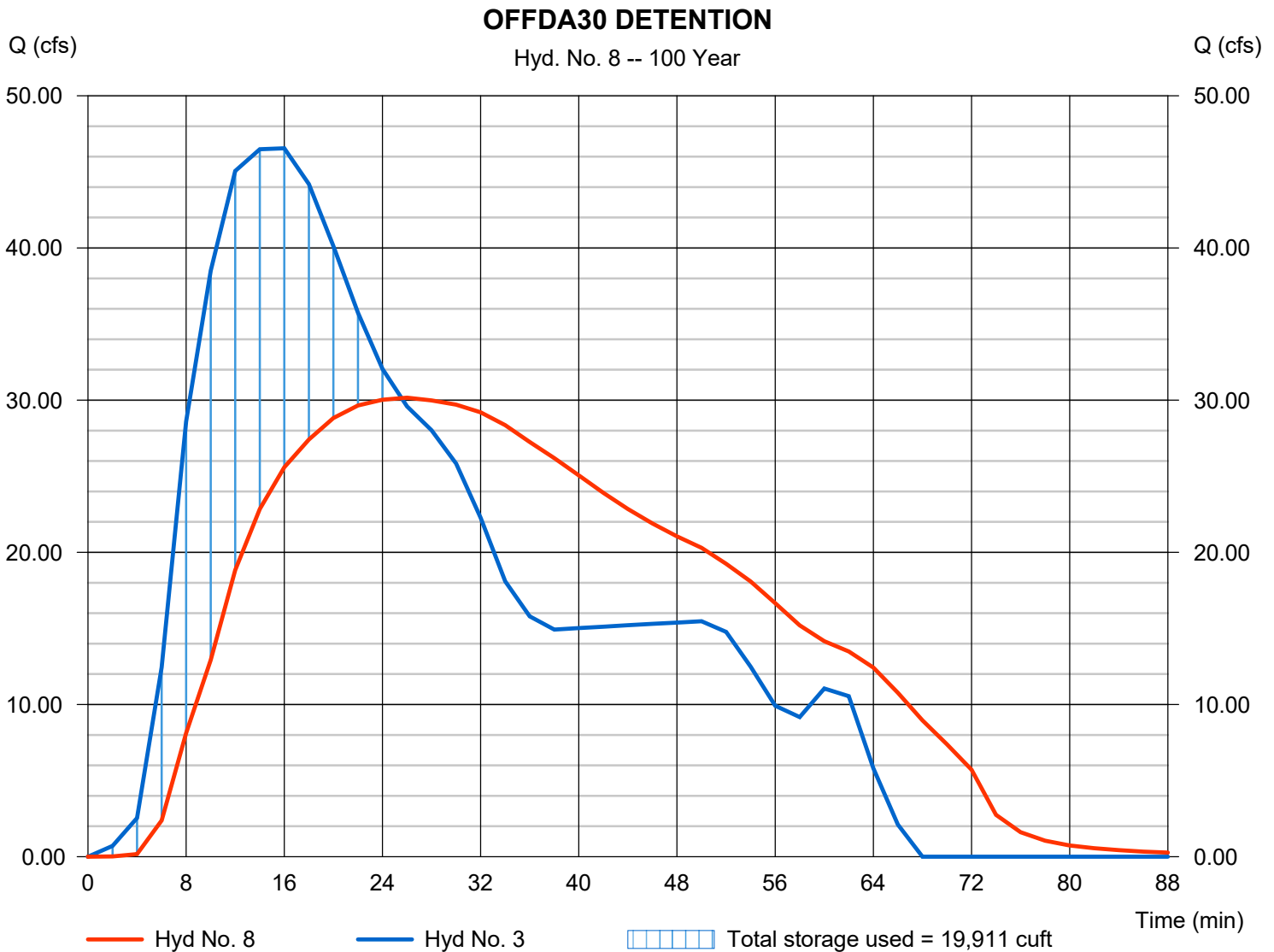
Thursday, 04 / 23 / 2020

Hyd. No. 8

OFFDA30 DETENTION

Hydrograph type	= Reservoir	Peak discharge	= 30.17 cfs
Storm frequency	= 100 yrs	Time to peak	= 26 min
Time interval	= 2 min	Hyd. volume	= 83,386 cuft
Inflow hyd. No.	= 3 - OFFSITE DA30	Max. Elevation	= 1225.81 ft
Reservoir name	= OFFDA 30 POND	Max. Storage	= 19,911 cuft

Storage Indication method used.



Pond No. 2 - OFFDA 30 POND

Pond Data

Contours -User-defined contour areas. Conic method used for volume calculation. Beginning Elevation = 1223.00 ft

Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	1223.00	00	0	0
1.00	1224.00	4,935	1,645	1,645
2.00	1225.00	11,193	7,853	9,497
3.00	1226.00	14,748	12,928	22,426
4.00	1227.00	18,809	16,736	39,162
5.00	1228.00	23,061	20,897	60,058
6.00	1229.00	27,493	25,242	85,300
7.00	1230.00	32,129	29,778	115,078

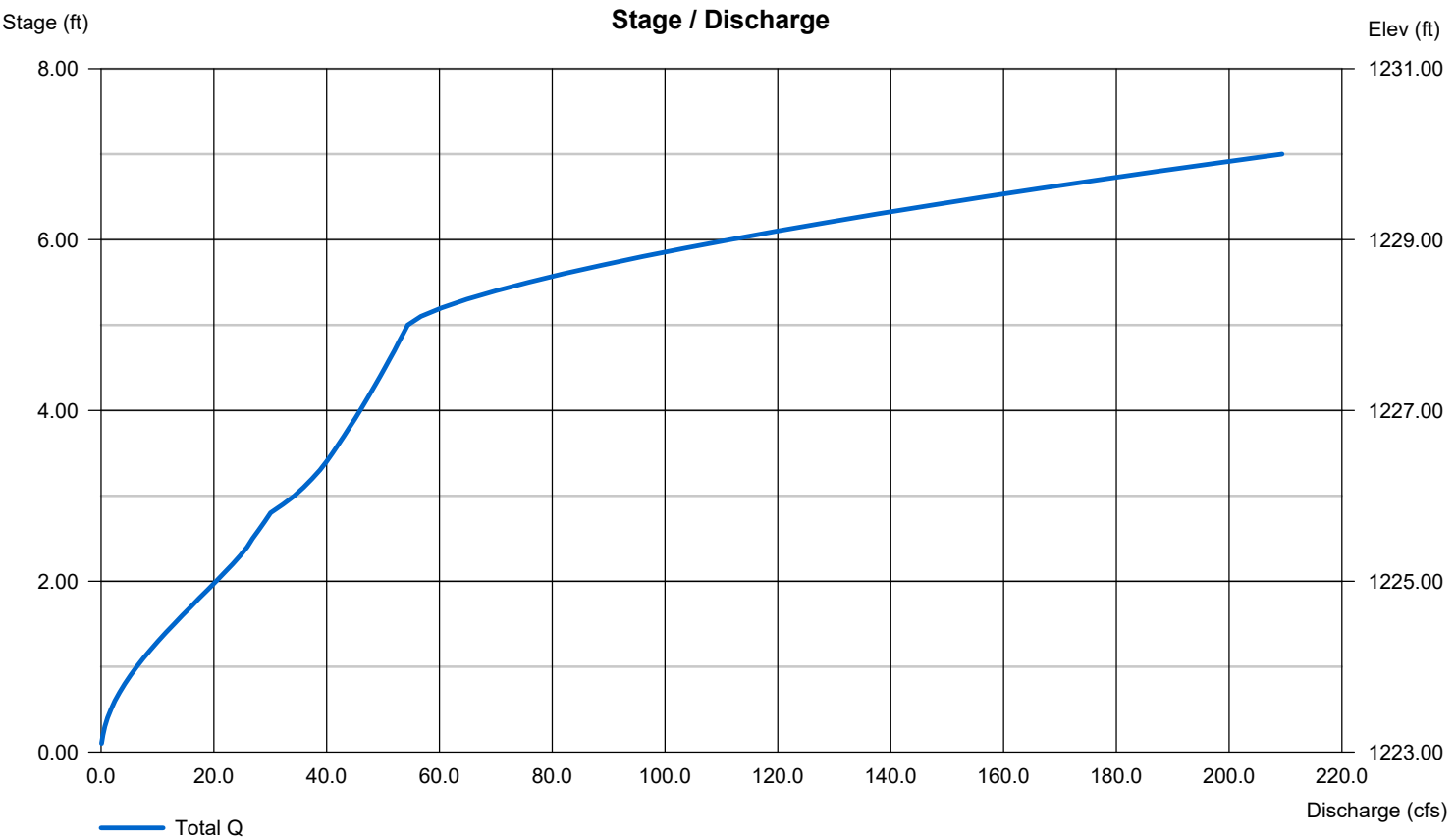
Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 30.00	1.00	10.00	0.00
Span (in)	= 30.00	1.00	10.00	0.00
No. Barrels	= 1	3	2	0
Invert El. (ft)	= 1223.00	1223.00	1225.01	0.00
Length (ft)	= 79.90	0.01	0.50	0.00
Slope (%)	= 2.90	1.00	1.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	No	No

Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 15.00	0.00	0.00	0.00
Crest El. (ft)	= 1228.00	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= Rect	---	---	---
Multi-Stage	= No	No	No	No
Exfil.(in/hr)	= 0.000 (by Wet area)			
TW Elev. (ft)	= 0.00			

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).

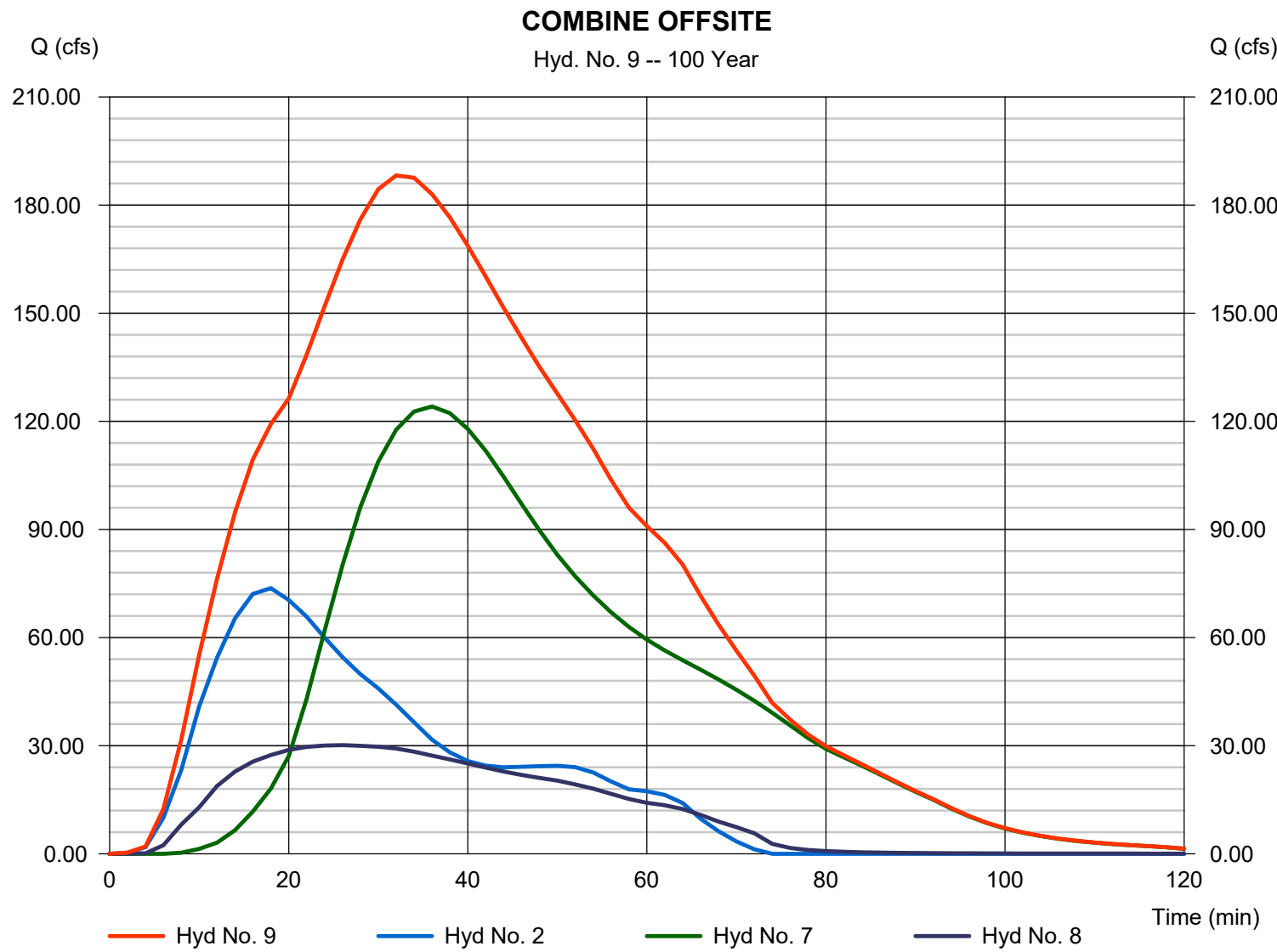


Hydrograph Report

Hyd. No. 9

COMBINE OFFSITE

Hydrograph type	= Combine	Peak discharge	= 188.24 cfs
Storm frequency	= 100 yrs	Time to peak	= 32 min
Time interval	= 2 min	Hyd. volume	= 521,187 cuft
Inflow hyds.	= 2, 7, 8	Contrib. drain. area	= 20.300 ac



Hydrograph Report

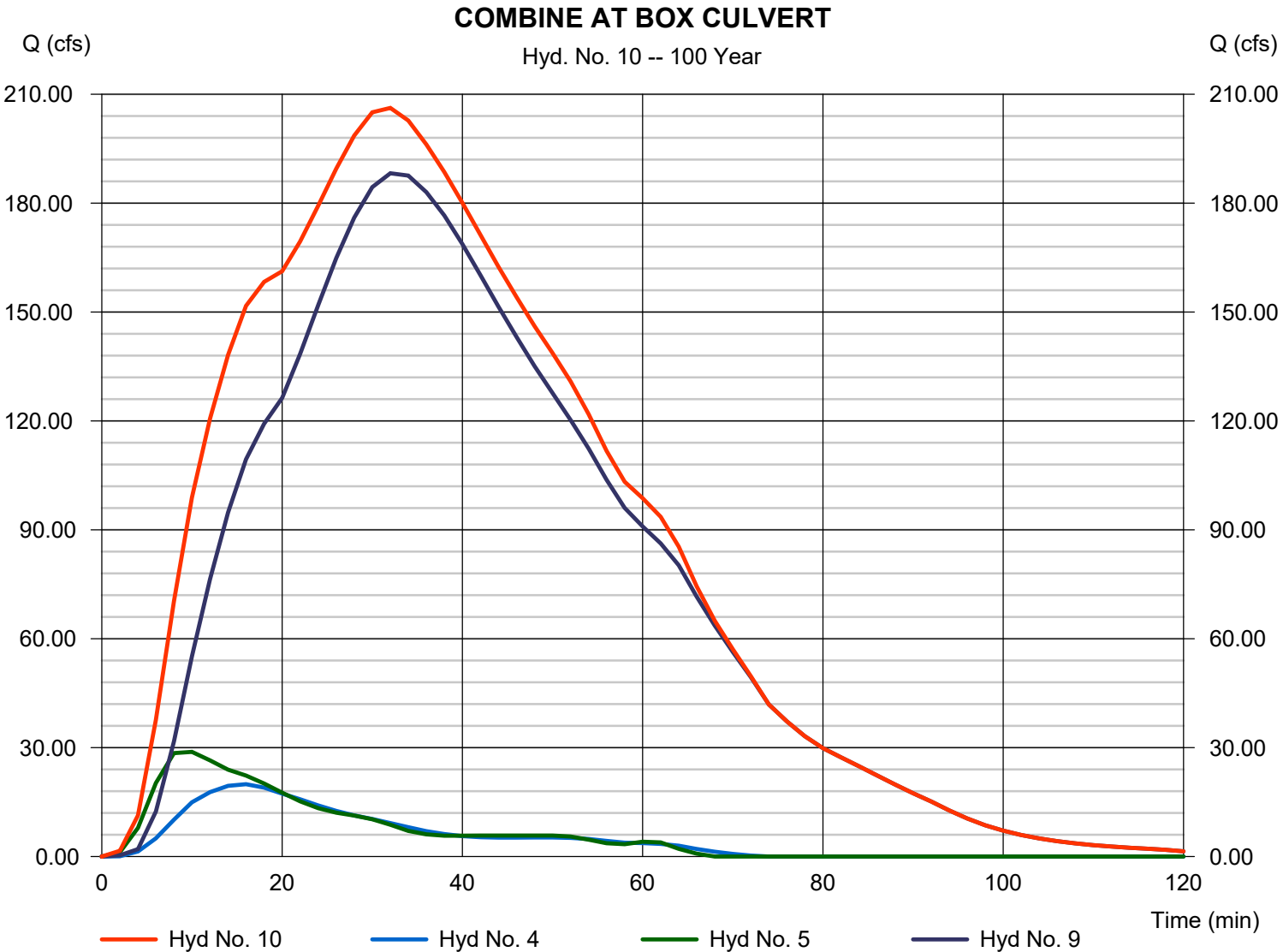
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Thursday, 04 / 23 / 2020

Hyd. No. 10

COMBINE AT BOX CULVERT

Hydrograph type	= Combine	Peak discharge	= 206.24 cfs
Storm frequency	= 100 yrs	Time to peak	= 32 min
Time interval	= 2 min	Hyd. volume	= 597,218 cuft
Inflow hyds.	= 4, 5, 9	Contrib. drain. area	= 7.930 ac



Hydraflow Rainfall Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2020

Thursday, 04 / 23 / 2020

Return Period (Yrs)	Intensity-Duration-Frequency Equation Coefficients (FHA)			
	B	D	E	(N/A)
1	0.0000	0.0000	0.0000	-----
2	49.7047	12.6000	0.7744	-----
3	0.0000	0.0000	0.0000	-----
5	54.7163	12.8000	0.7412	-----
10	60.9118	13.3000	0.7335	-----
25	73.7457	14.0000	0.7378	-----
50	79.9241	14.0000	0.7308	-----
100	93.5617	14.8000	0.7425	-----

File name: gc.IDF

$$\text{Intensity} = B / (T_c + D)^E$$

Return Period (Yrs)	Intensity Values (in/hr)											
	5 min	10	15	20	25	30	35	40	45	50	55	60
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	5.39	4.44	3.81	3.35	3.00	2.72	2.50	2.31	2.15	2.02	1.90	1.80
3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	6.48	5.39	4.65	4.12	3.71	3.38	3.11	2.89	2.71	2.54	2.40	2.28
10	7.22	6.05	5.25	4.66	4.20	3.84	3.54	3.30	3.09	2.91	2.75	2.61
25	8.40	7.07	6.15	5.47	4.94	4.52	4.17	3.89	3.64	3.43	3.24	3.08
50	9.29	7.83	6.82	6.07	5.49	5.03	4.65	4.33	4.06	3.83	3.62	3.44
100	10.19	8.63	7.53	6.71	6.07	5.56	5.14	4.79	4.49	4.23	4.00	3.80

T_c = time in minutes. Values may exceed 60.

Precip. file name: F:\2016\1501-2000\016-1787\40-Design\Calcs\LDVP\Stormwater\HYDRAFLOW\gc-1 hour.pcp

Storm Distribution	Rainfall Precipitation Table (in)							
	1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr
SCS 24-hour	3.00	3.77	0.00	0.00	5.55	6.56	0.00	8.18
SCS 6-Hr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Huff-1st	1.41	0.00	0.00	0.00	2.61	3.08	0.00	3.84
Huff-2nd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Huff-3rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Huff-4th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Huff-Indy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custom	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Culvert Hydraulic Calculations

Culvert Report

Hydraflow Express Extension for Autodesk® Civil 3D® by Autodesk, Inc.

Thursday, Apr 23 2020

TWO 48-INCH PIPE NORTHWEST ONSITE CULVERT Q100=188 CFS

Invert Elev Dn (ft) = 1211.50
 Pipe Length (ft) = 40.00
 Slope (%) = 2.00
 Invert Elev Up (ft) = 1212.30
 Rise (in) = 48.0
 Shape = Circular
 Span (in) = 48.0
 No. Barrels = 2
 n-Value = 0.013
 Culvert Type = Circular Culvert
 Culvert Entrance = Smooth tapered inlet throat
 Coeff. K,M,c,Y,k = 0.534, 0.555, 0.0196, 0.9, 0.2

Embankment

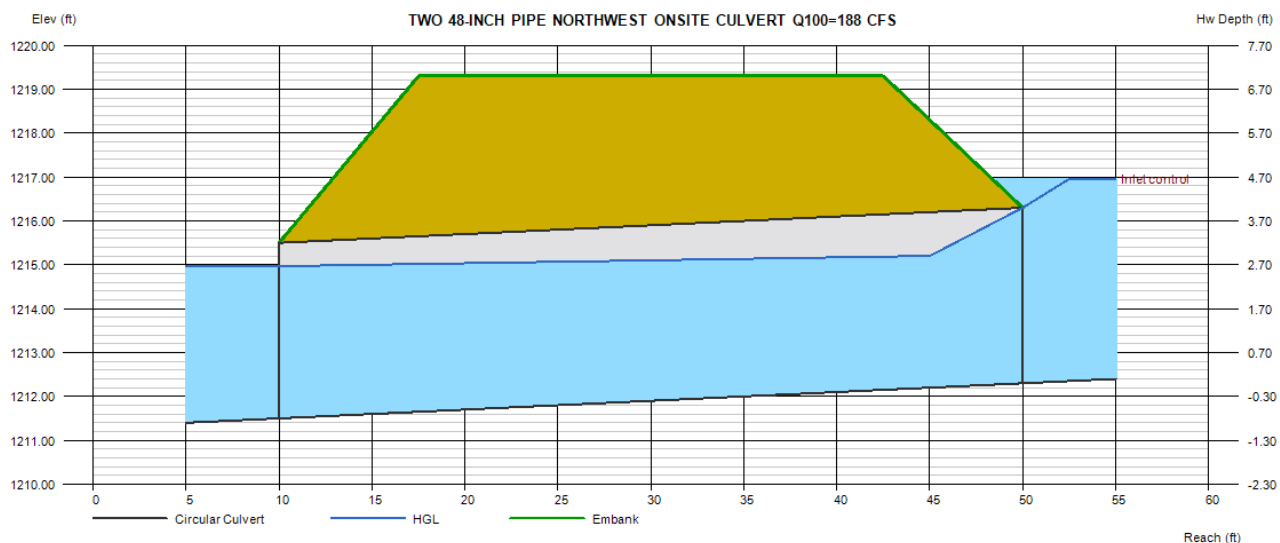
Top Elevation (ft) = 1219.30
 Top Width (ft) = 25.00
 Crest Width (ft) = 10.00

Calculations

Qmin (cfs) = 188.00
 Qmax (cfs) = 188.00
 Tailwater Elev (ft) = (dc+D)/2

Highlighted

Qtotal (cfs) = 188.00
 Qpipe (cfs) = 188.00
 Qovertop (cfs) = 0.00
 Veloc Dn (ft/s) = 8.12
 Veloc Up (ft/s) = 9.51
 HGL Dn (ft) = 1214.97
 HGL Up (ft) = 1215.24
 Hw Elev (ft) = 1216.96
 Hw/D (ft) = 1.16
 Flow Regime = Inlet Control



Culvert Report

Hydraflow Express Extension for Autodesk® Civil 3D® by Autodesk, Inc.

Thursday, Apr 23 2020

TWO 3'X7' RCB LONE PINE AVENUE CULVERT Q100=206 CFS

Invert Elev Dn (ft) = 1203.87
 Pipe Length (ft) = 36.00
 Slope (%) = 0.50
 Invert Elev Up (ft) = 1204.05
 Rise (in) = 36.0
 Shape = Box
 Span (in) = 84.0
 No. Barrels = 2
 n-Value = 0.013
 Culvert Type = Flared Wingwalls
 Culvert Entrance = 30D to 75D wingwall flares
 Coeff. K,M,c,Y,k = 0.026, 1, 0.0347, 0.81, 0.4

Embankment

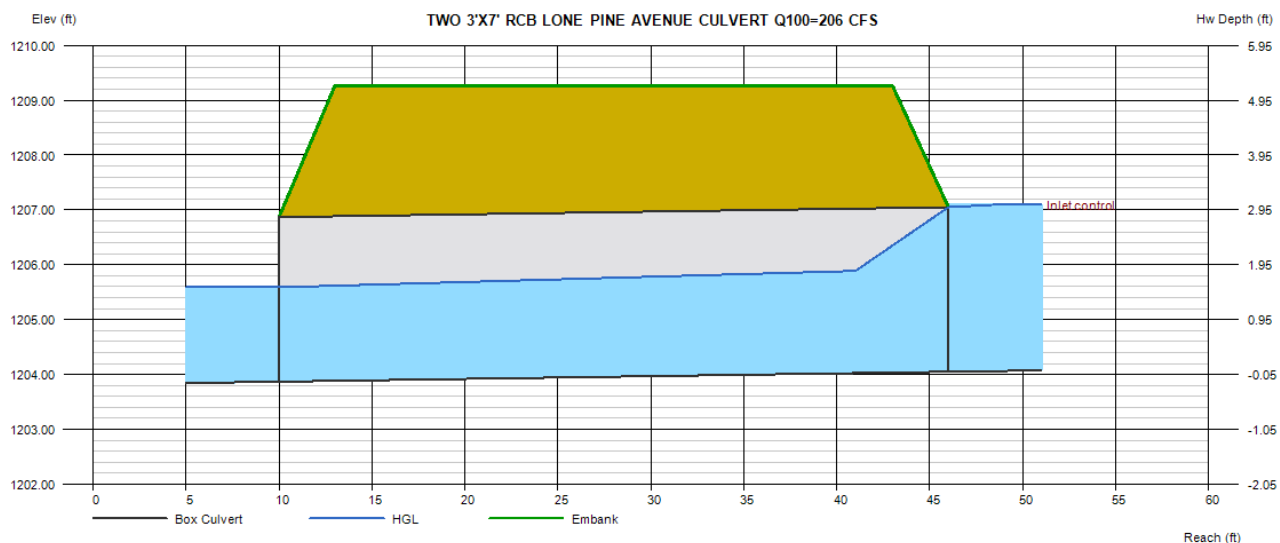
Top Elevation (ft) = 1209.26
 Top Width (ft) = 30.00
 Crest Width (ft) = 30.00

Calculations

Qmin (cfs) = 206.00
 Qmax (cfs) = 206.00
 Tailwater Elev (ft) = Normal

Highlighted

Qtotal (cfs) = 206.00
 Qpipe (cfs) = 206.00
 Qovertop (cfs) = 0.00
 Veloc Dn (ft/s) = 8.55
 Veloc Up (ft/s) = 7.80
 HGL Dn (ft) = 1205.59
 HGL Up (ft) = 1205.94
 Hw Elev (ft) = 1207.10
 Hw/D (ft) = 1.02
 Flow Regime = Inlet Control



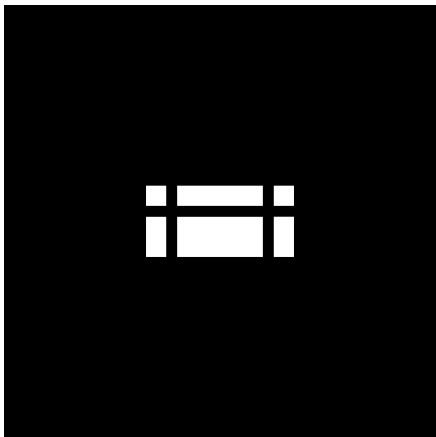
ELEVATION DEVELOPMENT CO SOLUTIONS

LONE PINE AND GALLOWAY

3535,3527,3521, and 3503 S. Lone Pine Ave
Springfield, MO 65804

June 18, 2020

Olsson Project No. 020-0425

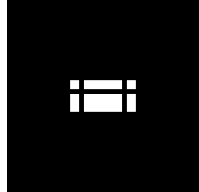


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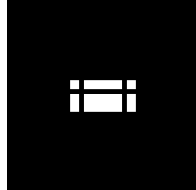
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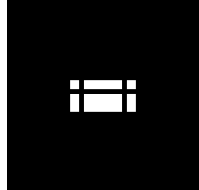
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2020.07.10



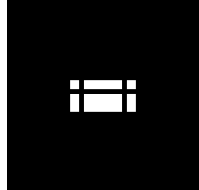
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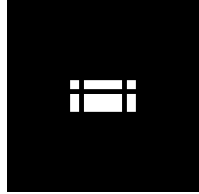
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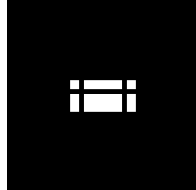
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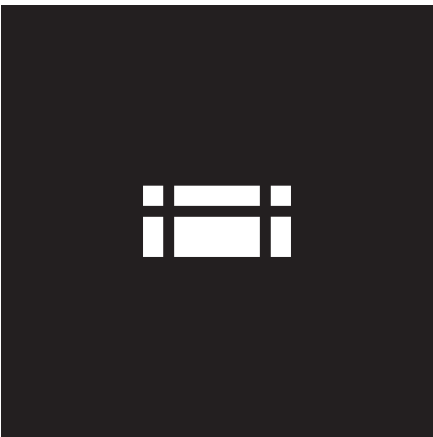


2020.07.10



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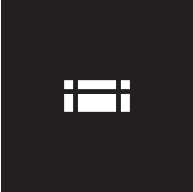


Lone Pine Development - Sequiota Park View Exhibit

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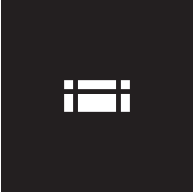
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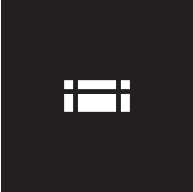
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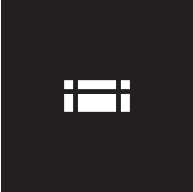
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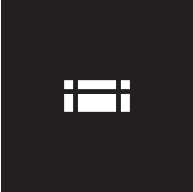
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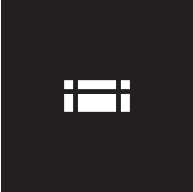
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One-rdg. X
P. Hrngs.
Pgs. 21
Filed: 06-21-22

Sponsored by: McGull

First Reading:

Second Reading:

COUNCIL BILL 2022-162

SPECIAL ORDINANCE

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to apply to the United States
2 Department of Housing and Urban Development for Federal Fiscal
3 Year 2022 Community Development Block Grant and HOME
4 Investment Partnership Program funds under the Consolidated Plan,
5 to accept Community Development Block Grant and HOME
6 Investment Partnership Program funds, to enter into any necessary
7 agreements to carry out the grants, and to exercise any and all
8 powers necessary to implement selected projects; selecting projects
9 for funding for the City of Springfield Fiscal Year 2022-2023;
10 reaffirming the City Council Objectives and Community Development
11 Priorities; and declaring that this Ordinance qualifies as a one-reading
12 bill pursuant to City Charter Section 2.16(25). (City Council is not
13 expected to vote on this Ordinance after the first reading on June 27,
14 2022.)
15 _____
16

17 WHEREAS, it is anticipated that the City of Springfield, Missouri, will receive
18 approximately \$1,609,707 in Community Development Block Grant ("CDBG") funds and
19 approximately \$1,193,201 in HOME Investment Partnership Program ("HOME") funds
20 for the Fiscal Year beginning July 1, 2022; and
21

22 WHEREAS, CDBG proposals were received at a joint public hearing of City
23 Council and the Citizens' Advisory Committee for Community Development ("CACCD")
24 on January 11, 2022; and
25

26 WHEREAS, City staff prepared recommendations on discretionary project
27 funding, and the CACCD reviewed said recommendations at a public hearing on March
28 1, 2022; and
29

30 WHEREAS, pursuant to Resolution 8720, which is attached hereto as "Exhibit E,"
31 the CACCD's role is to provide City Council with comments regarding City staff's
32 recommendations; and
33

34 WHEREAS, following the CACCD's public hearing on March 1, 2022, two
35 CACCD members submitted comments regarding City staff's recommendations on
36 discretionary project funding, which comments are attached hereto as "Exhibit F"; and
37

38 WHEREAS, in order to meet HUD deadlines, and allow for adequate public
39 comment, an ordinance authorizing the City to apply to HUD for CDBG and HOME
40 funds must be adopted by July 11, 2022; and
41

42 WHEREAS, pursuant to City Charter Section 2.16(25), this Ordinance qualifies
43 as a one-reading bill because it relates to the acceptance of a grant from a federal
44 agency.
45

46 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
47 SPRINGFIELD, MISSOURI, as follows, that:
48

49 Section 1 – The City Manager, or his designee, is hereby authorized to make
50 application to HUD for grant funding in the amount of \$1,609,707 in CDBG funds and
51 \$1,193,201 in HOME funds for those projects set out in "Exhibits A and B," said exhibits
52 being attached hereto and incorporated herein by this reference.
53

54 Section 2 – The City Manager, or his designee, is hereby authorized to accept
55 CDBG and HOME grant funds awarded by HUD for Fiscal Year 2022 and implement
56 those projects set out in "Exhibits A and B," upon acceptance and approval by HUD of
57 such application and agreement, and to do all things necessary and convenient to carry
58 out any CDBG or HOME grants awarded in connection with said application, including
59 the execution of contracts, provided the form of any such contracts is approved by the
60 City Attorney.
61

62 Section 3 – City Council authorizes the City Manager, or his designee, to file a
63 final statement of Community Development Objectives and a HOME Program
64 Description with HUD as set out in Section 1 and 2 of this Ordinance.
65

66 Section 4 – City Council hereby authorizes the City Manager, or his designee, to
67 exercise any and all powers necessary or convenient to obtain Community
68 Development funding and implement those projects set out in "Exhibits A and B,"
69 including the right to execute a sub-grant agreement or agreements for the
70 administration of said projects, provided that the form of any such agreements is
71 approved by the City Attorney.
72

73 Section 5 – City Council hereby reaffirms the City Council Objectives, attached
74 hereto as part of "Exhibit D" and incorporated herein by this reference, and the
75 Community Development Priorities, attached hereto as "Exhibit C" and incorporated
76 herein by this reference.
77

78 Section 6 – City Council hereby finds and declares that this Ordinance relates to
79 the acceptance of a grant from a federal agency and, pursuant to Section 2.16(25) of

the City Charter, this Ordinance may be passed in one reading. 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: Jill Bennis, Assistant City Attorney

Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 162

FILED: 06-21-22

ORIGINATING DEPARTMENT: Planning and Development Department

PURPOSE: Authorizing the City Manager, or his designee, to apply to the United States Department of Housing and Urban Development ("HUD") for Federal Fiscal Year 2022 Community Development Block Grant ("CDBG") and HOME Investment Partnerships Program ("HOME") funds under the Consolidated Plan, to accept CDBG and HOME funds, to enter into any necessary agreements to carry out the grants, and to exercise any and all powers necessary to implement selected projects; selecting projects for funding for the City of Springfield Fiscal Year 2022-2023; reaffirming the Community Development Objectives and Priorities; and declaring that this Ordinance qualifies as a one-reading bill pursuant to City Charter Section 2.16(25). (City Council is not expected to vote on this Ordinance after the first reading on June 27, 2022.)

BACKGROUND INFORMATION: The City is applying for \$1,609,707 in CDBG funds and \$1,193,201 in HOME funds for the City's next fiscal year beginning July 1, 2022. The CDBG funding recommendations of the Planning and Development Department Staff are described in "Exhibit A," attached hereto. "Exhibit B" is the HOME Program Description for the use of HOME funds, which are principally dedicated to affordable rental housing rehabilitation and affordable new infill rental housing construction. The Community Development Priorities for the program are described in "Exhibit C."

City Staff solicited proposals from non-profit agencies that provide public services. The CDBG Discretionary Project Evaluation Criteria and Community Development Objectives and Scoring Criteria for discretionary CDBG Public Service proposals are described in "Exhibit D." The proposed CDBG discretionary public service grant activities were presented at a joint public hearing on January 11, 2022, before City Council and the Citizens Advisory Committee for Community Development ("CACCD"). Following the joint public hearing, the Planning and Development Department Staff rated the projects as high, medium, or low priority activities using City Council's objectives and priorities and federal CDBG requirements, pursuant to City Council Resolution 8720, attached as "Exhibit E." The CACCD subsequently held a public hearing on March 1, 2022, to review the staff assessment and recommendations in concert with the Staff. Following the March 1, 2022, public hearing, two of the CACCD members submitted comments regarding the Discretionary Grant funding recommendations; these are attached as "Exhibit F."

An advertised, 15-day public review and comment period is being held from June 23, 2022, through July 8, 2022, allowing for a review of the City's FY 2022 Annual Action Plan.

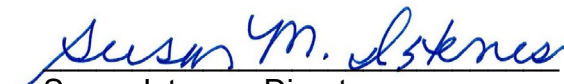
In order to meet HUD deadlines, an ordinance authorizing the City to make application must be adopted by July 11, 2022, to allow for submission of the application to HUD on July 12, 2022. This Ordinance qualifies as a one-reading bill pursuant to City Charter Section 2.16(25) because it relates to the acceptance of a grant from a federal agency.

REMARKS: No other public comments have been received at this time.

Submitted by:


Bob Jones, Grants Administrator

Recommended by:


Susan Istenes, Director

Approved by:

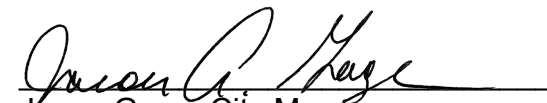

Jason Gage, City Manager

EXHIBIT A

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSALS FOR FY 2022-23**

			Staff Recommendation			
PROJECT #	PROJECT NAME	SPONSOR	FY2022 STAFF RECOMMENDED	RE-PROGRAMMED FUNDS	CHAP REVOLVING INCOME OR PY GRANT	COMMERICAL REVOLVING LOAN PROGRAM
PRIORITIES						
*AP-1	CDBG Administration	Department of Planning and Development	172,471.00		220,800.00	
AP-2	Planning and Neighborhood Conservation	Department of Planning and Development	149,470.00			
H-1	Comprehensive Housing Assistance Program (CHAP)	Department of Planning and Development	705,985.00			
*ED-1	Commercial Loan Program	Department of Planning and Development	125,000.00			1,060,000.00
*PS-1	One Door	Community Partnership of the Ozarks	102,500.00	1,091.96	876.04	
*#H-2	Emergency Home Repairs	Ozarks Area Community Action Corporation	48,000.00		27,000.00	
*#H-3	Emergency Home Repairs	Catholic Charities of Southern Missouri, Inc.	48,000.00		27,000.00	
*#H-4	Emergency Home Repairs	Habitat for Humanity of Springfield, Missouri, Inc.	48,000.00		27,000.00	
Total Priorities			1,399,426.00	1,091.96	302,676.04	1,060,000.00
DISCRETIONARY HOUSING						
*H-5	Connections Handyman	Council of Churches of the Ozarks	3,026.00	4,119.15	4,880.85	
Total Housing			\$ 3,026.00	\$ 4,119.15	\$ 4,880.85	\$ -
DISCRETIONARY PUBLIC SERVICES						
PS-3	Emergency Social Services Program	The Salvation Army	20,090.00			
PS-4	Empowering Youth 2022-23	Great Circle	20,090.00			
PS-5	Emergency Shelter - Meals Program	Family Violence Center, Inc.	20,090.00			
PS-8	LifeHouse Crisis Maternity Home, Residential and AfterCare Program	Catholic Charities of Southern Missouri, Inc.	20,090.00			
PS-6	Safe to Sleep	Council of Churches of the Ozarks	19,364.00			
PS-9	Weekend Backpack Program	Ozarks Food Harvest	17,579.00			
PS-11	Rise Programming	Drew Lewis Foundation, Inc	17,579.00			
PS-15	Forensic Interviewer Services	The Child Advocacy Center	17,579.00			
PS-16	Rare Breed Youth Services	The Kitchen, Inc	17,579.00			
PS-2	Mental Healthcare for Low Income Springfieldians	Bobby & Betty Allison Ozarks Counseling Center	12,556.00			
PS-10	Making Sense of Money Financial Literacy Program	Community Partnership of the Ozarks	12,556.00			
PS-14	Lunch Buddies Program: 1 - 1 Mentoring	Big Brothers Big Sisters of the Ozarks	12,103.00			
PS-7	Strengthening Families in Crisis	Crisis Nursery of the Ozarks	0.00			
PS-12	McGregor in the Morning	Boys and Girls Club of Springfield	0.00			
PS-13	Strengthening Fathers and Families	Good Dads Inc	0.00			
Total Discretionary			\$ 207,255.00			
Grand Total			\$ 1,609,707.00			

* Partially or fully funded by Revolving Loans and prior year grants.
Expenditures may begin upon passage of the Ordinance.

EXHIBIT B**PROGRAM DESCRIPTION FOR USE OF HOME FUNDS
2022-23 FISCAL YEAR**

LOANS FOR HOUSING REHABILITATION, NEW INFILL CONSTRUCTION, & DPA	\$ 844,900.00
CHDO SET-ASIDE*	\$ 178,981.00
CHDO OPERATING EXPENSES*	\$ 50,000.00
HOME ADMINISTRATION	\$ 119,320.00
TOTAL	\$ 1,193,201.00
HOME PROGRAM INCOME MAY BE USED FOR ELIGIBLE HOME ACTIVITIES	\$ 1,300,000.00

*Community Housing Development Organizations (CHDO) are required by statute to receive approximately 15% of the total HUD appropriation. An additional approximate 5% shown above is to be utilized for operating expenses for the CHDO to maintain its development capacity.

COMMUNITY DEVELOPMENT PRIORITIES

1. Funding commitments necessary to satisfy goals established in the Comprehensive Housing Affordability Strategy are given highest priority.
2. Commercial property rehabilitation and assistance to small business in targeted areas shall remain a priority.
3. Priority shall be given to maintenance of a policy planning and management capacity in order to determine needs, establish short and long term goals and objectives, and evaluate progress on programs and activities in accomplishing overall goals and objectives. The focus shall be neighborhood conservation, business revitalization and commercial viability, historic preservation and affordable housing in the older, built environment of the City.
4. Staff funding shall continue to (a) implement specifically assigned community development projects, (b) provided technical assistance in the planning, formulation and implementation of public-private partnerships, particularly in relation to affordable housing and other activities of principal benefit to persons of low and moderate income, (c) pursue funds and resources to further enhance the community development program, and (d) administer the CDBG Program and meet other necessary and unavoidable program requirements.
5. The following target areas shall be priorities for channeling fiscal resources for housing and economic development;
 - Comprehensive Housing Assistance Program (CHAP) Revitalization Area:
Area bounded by I-44, principally) Glenstone/National, Grand/Sunshine, and West Bypass
 - Commercial Property Rehabilitation and Assistance Areas:
Citywide
6. Funding commitments for HUD required homeless assistance and homeless prevention activities (such as central intake and coordination of services) are given a high priority.
7. Priority consideration shall also be given to projects which contribute to environmental sustainability; housing accessibility; employment and business opportunities for low income and minority residents; support for fair housing; and emergency home repair.

CDBG DISCRETIONARY PROJECT EVALUATION CRITERIA

National Objectives: All activities must qualify as meeting at least one of the three CDBG Program National Objectives. If not, the application will not be evaluated, ranked, or funded.

- Benefit persons of low and moderate income
- Elimination of Slum and Blight
- Address Urgent Need created by a disaster or other declared public emergency.

WHAT STEPS ARE FOLLOWED BY CITY STAFF WHEN REVIEWING DISCRETIONARY GRANT PROPOSALS?

1. **Why is it called the Discretionary Grant Program?**
 - a. HUD does not require a City to fund Public Services. It is at the City's discretion to have Public Service grants.
 - b. Public Service grants represent activities that are the most vulnerable for non-compliance.
 - c. HUD does limit Public Service funding to no more than 15% of the grant; In recent years the City established this discretionary grant program to be approximately \$200,000. The number of non-profit grants that the City staff is able to effectively monitor is limited by staff availability.
2. **All proposals are reviewed for completeness**
 - a. Current proposal form was used
 - b. Applicant DUNS Number
 - c. Budget document included
 - d. System for Award Management (SAMS) registration verified
3. **All proposals are screened for HUD eligibility (24 CFR 570) and the applicable National Objective Matrix Codes. Eligibility notes are added to each proposal.**
 - a. Is it an eligible activity? If not, the proposal will not be evaluated, ranked, or funded.
 - b. Is it a Public Service or eligible housing activity (housing proposals must be owner-occupied repair-type activities)?
 - c. Is the applicant an IRS Code 501 (c)(3) agency? If not, the proposal will not be evaluated, ranked, or funded.
4. **City Planning and Development staff (usually 5 people) are assigned to complete the proposal evaluations based upon City Council established Community Development Objectives, in compliance with City Council Ordinance 8720, as amended.**
5. **A meeting may be scheduled with representatives from other local agencies that provide funding support to local Public Service and non-profit agencies to obtain a broader perspective on the agencies submitting requests and the activities being considered.** These local agencies may include such funding organizations as the United Way, Community Foundation of the Ozarks, and/ or Junior League.
6. **Final scoring is completed by staff, with a review and comments by the Citizens Advisory Committee for Community Development (CACCD) will be submitted as part of the HUD Annual Action Plan for City Council approval.**

COMMUNITY DEVELOPMENT OBJECTIVES and SCORING CRITERIA

Established by City Council with CACCD additions in 2016. (S.O. 26708).

Is the project consistent with priorities identified in the CONSOLIDATED PLAN?

<u>PRIORITY NEED</u>	<u>PRIORITY</u>
Affordable Rental Housing	High
Affordable Housing (Owner)	High
Economic Development	High
Homelessness	High
Public Services (15% CAP)	Low
Public Facilities (Affordable Housing Ctr)	High
Public Improvements Infrastructure	Low
Program Administration	High
Planning and Neighborhoods	High

Does the applicant clearly show experience and capacity for the proposed activity as evidenced in the proposal or past program performance?

This criterion has two parts:

- ***Experience*** with this or similar programs
- ***Capacity*** to carry-out the activity

GENERAL EVALUATION CRITERIA

Activity Implementation

An activity should provide a clear plan to alleviate community needs and the applicant should be able to provide performance measures for carrying out the plan

This criterion has two parts:

- Plan to alleviate a **community need**
- Provide **performance measures**

Project Readiness

A project should be ready to proceed as defined in the proposal. The ability to start a project and bring to completion is emphasized by HUD. However, the applicant should be cautioned to NOT begin implementing a project or take any steps after proposal submission until approval is given and a contract executed.

CITY COUNCIL OBJECTIVES (Resolution 7130)

Leveraging

Priority is given to the use of community development funds and resources to leverage direct private and non-Federal investment and to stimulate spin-off and ancillary development and activities consistent with established community development objectives and targets. The degree of leveraging will be considered in the evaluation of projects and progress. ***For the purposes of this Scoring Criteria, private investment means non-Federal funds but includes State funding sources, private donations, including volunteer time.***

Cost-Benefit

All allocations of community funds and resources should produce a benefit level measured in terms of community objectives and targets that justifies the expenditure. Projects and programs should demonstrate a high degree of benefit to cost. Benefits should be described and measured in terms of the community objectives and targets for the activity. ***Specifically, the question must be answered, how does this project accomplish community goals or priorities that justifies the expenditure?***

Targeting

The allocation of community development funds and resources is most effective when an array of tools, projects and programs is directed toward a specific geographic area or particular sphere of concern consistent with prior planning and systematic needs assessment. Priority is thus given to programs and projects that demonstrate a high degree of benefit to cost. Indicate how the activity targets beneficiaries in either the CDBG target area (see attached map) or the City of Springfield and how it interacts with other community development programs or projects.

Citizen Involvement

Community Development efforts are most apt to prove effective where there is active involvement by those citizens affected by and benefitting from such efforts. Such involvement should begin in the earliest stages of program formulation and continue through implementation, organization, and commitment for sustained and continuing involvement. Active involvement by citizens affected by or benefitting from the activity or non-staff persons selected for input due to their knowledge or experience. ***This can be some or all of the stages of program development including program implementation, program reviews or feedback, program assessment that is consistent and on-going. Involvement that is not staff or not board members. This may include assessment reviews, surveys, or follow-up input activities that provide feedback and or guidance for activity direction and changes, if necessary.***

Self-Sufficiency

The establishment of a sustained community development program depends at least in part upon reliable and predictable revenue sources. Reduced reliance on outside funding sources is a high priority management objective. Preference is thus given to revolving programs or programs that produce revenues to the community development program. ***Will the program generate funds that will re-pay all or part of the City Grants? Is there a plan for the activity to become self-sustaining over time?***

Pub. Imp. _____
 Govt. Grnt. _____
 Emer. _____
 P. Hrngs. _____
 Pgs. 4
 Filed: 12-14-99

Sponsored by: Gannaway

AMENDED

COUNCIL BILL NO. 99 - 437

RESOLUTION NO. 8720

A RESOLUTION

ADOPTING three new policies as a part of the City of Springfield, Missouri's Community Development Block Grant procedures which would include (1) a conflict of interest provision, (2) greater staff involvement in evaluation of projects, and (3) establishing a maximum for Community Development Block Grant discretionary projects in Federal fiscal year 2000 with a provision for increasing such amount in the future. (City Council Governmental Relations Committee recommends approval.)

WHEREAS, the application process for Community Development Block Grant funds is competitive among various community organizations; and

WHEREAS, the City Council wishes to avoid any conflict of interest, real or perceived, in the awarding of such funds; and

WHEREAS, such funds are limited in amounts available for discretionary projects; and

WHEREAS, the City Council desires to partially fund various projects rather than a few large projects; and

WHEREAS, the consideration of the granting of such funds should also include Council priorities and community needs which could be assisted by more staff participation in the evaluation of the various projects for consistency with priorities and identified needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI:

That the City Council hereby adopts three new policies for the application process for the Community Development Block Grant funds which new policies shall read as follows:

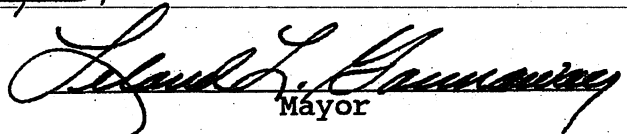
Policy 1 - The application process for limited Community Development Block Grant funds is highly competitive. Members of

the Citizens Advisory Committee for community development should exercise special care in order to preserve the integrity of the process and any appearance of impropriety or conflict of interest. Members are encouraged to seek advice from the City Attorney with respect to any questions which they may have concerning conflicts of interests or even the appearance of a conflict. A Committee member shall not be affiliated with any organization at the time an application for a Community Development Block Grant is made, or within a twelve month period preceding application. Affiliation is defined to mean serving as a board, committee or general member, a member of staff or involved in fund raising activities. If such a conflict exists, the Committee member shall no longer serve on the Committee.

Policy 2 - The City staff shall be involved in the evaluation of applications for Community Development Block Grant funds and include in this involvement a collaboration effort with other funding groups such as the United Way, Community Foundation and the Junior League with respect to Council's objectives and priorities for the community. This will permit a broader perspective on the agencies submitting applications and the projects to be considered. This evaluation shall also include a staff evaluation of budgets, financial data and the merits of the proposed activities. Staff should rate the projects as high, medium or low priority activities in meeting objectives and priorities of the City Council and federal CDBG requirements. The Citizens Advisory Committee will review with staff the staff assessment and recommendations and submit comments to the City Council. The City Council shall make the final decision on selection of projects and appropriation of funds. Public hearings shall continue as a part of the process of evaluating applications as outlined in the Citizen Participation Plan.

Policy 3 - No application should be granted for any one project in federal fiscal year 2000 for an amount that exceeds \$75,000.00. This amount may be raised in subsequent fiscal years if City Council determines such an increase is justified. In no event shall such an increase exceed three percent in any given year.

Passed at meeting: December 13, 1999


Mayor

Attest: David M. Giff, City Clerk

Approved as to form: R. Wright, City Attorney

Approved for Council action: Hammon, City Manager

N:\SHARE\CBILLS\am-cdbgpolicies.wpd

Exhibit E

Aff. Agcy. Noticed Yes
Emergency Required No
P. Hrngs. Required No
Fiscal Note Required No
Board Rec. Required No
Sponsors Carlson, Chancellor,
Gibson and Rhodes

Date November 15, 1999

EXPLANATION TO COUNCIL BILL NO. 99-

ORIGINATING DEPARTMENT: Planning & Development

PURPOSE: To adopt a resolution for the Community Development Block Grant (CDBG) Program process to establish policy to 1) avoid the potential for conflict of interest, real or perceived, by the Citizen Advisory Committee for Community Development (CAC), 2) provide for greater staff involvement in evaluating projects based upon City Council's objectives and priorities, and, 3) establish a \$75,000 maximum for CDBG discretionary projects in Federal fiscal year 2000 that may be increased in subsequent years with an inflationary factor not to exceed three percent. (The City Council Governmental Relations Committee recommends approval.)

BACKGROUND:

Following the CDBG funding allocation last Spring, the City Council asked staff to survey other cities on the CDBG process, particularly on how other cities involved citizen committees. Staff contacted other communities that were similar in size and geographically linked, namely: Davenport, Iowa; Little Rock, Arkansas; Tulsa, Oklahoma; and, Topeka and Wichita, Kansas. All utilized committees in the process but the composition of those committees was vast. The only similarity between the cities was greater staff involvement. All cities, either had staff committees only in the evaluation and recommendation process, or they had staff composition on the committees. The timing for reporting back to the City Council coincided with completion of our five-year Consolidated Plan and became the topic, along with reaffirmation of City Council's objectives and priorities for the Consolidated Plan, of two recent City Council luncheons. Members of the City Council were in agreement on adoption of objectives and priorities for the Consolidated Plan without change from those previously adopted. There was general consensus among Council members that those objectives and priorities should drive the selection of projects for CDBG funding.

The City Council Committee on Governmental Relations was delegated the task of reviewing the process and recommending policy. Focusing on three primary questions involving CAC conflict of interest, staff evaluation of proposals and the issue of ongoing funding for projects, the Committee met on November 9 and unanimously voted to support the policies contained herein for the full City Council's adoption.

REMARKS:

First, the resolution before the City Council will establish a provision intended to avoid the potential for a conflict of interest to occur as a result of CAC members having any form of affiliation with groups requesting funds. Because of the highly competitive nature of the funding process, this is a far reaching measure designed to avoid even the appearance of a conflict, although such conflict may not exist legally. Any member of the CAC would have to resign from the committee if such an affiliation existed at the time a request for funding was submitted or the twelve months prior to the submission. Current and future CAC members would sign and abide by the language spelled out in the Resolution.

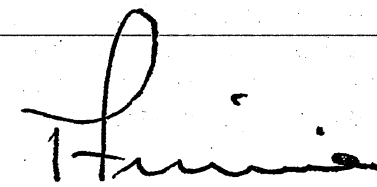
There was a consensus of opinion that greater staff involvement would benefit the process. Staff would collaborate with other funding groups, such as the United Way, Community Foundation and Junior League, to obtain a broader perspective on the agencies submitting requests and the projects being considered. Staff would evaluate budgets, financial data and the merits of the proposed activities. Staff would review the discretionary submissions in context with City Council's objectives and priorities. Based upon the above evaluation system, staff would assess projects and make funding recommendations to the CAC and to the City Council. Staff would detail which projects were judged as high, medium or low priority activities in meeting objectives and priorities. The CAC would then review the staff assessment and recommendations and submit its comments and evaluation to the City Council. The City Council would, as always, make the final decisions on selection of projects and appropriation of funds. To assure public participation in the process, public hearings would continue as outlined in our Citizen Participation Plan.

The Governmental Relations Committee was in agreement that a limitation on the ongoing funding of projects was contrary to allowing objectives and priorities to dictate which of the projects should be selected. The Committee did agree that a maximum amount that any one project could receive had merit. It was decided that \$75,000 was large enough to substantially fund the higher dollar requests and leave a sufficient amount to fund other projects that would fall into a high priority category. A small inflationary factor could be added if staff felt it was justified but should be limited to three percent in a given year.

Submitted by:

Approved by:


 Director
 Planning and Development Department


 City Manager

Written Comments regarding Fiscal Year 2022 CDBG
Discretionary Public Service Funding

Submitted by CACCD member, Brandy Martin

First of all, I would like to thank the tremendous team of public servants who work with the CACCD and administer the CDBG funding. I also want to express my respect for the agencies who applied for funding. I have personal experience with many of them and admire how they serve the community even if I do not think that these funds are appropriate for them.

Simply put, our city faces a challenge when it comes to poverty, food insecurity, and affordable housing. How can we best allocate our resources to meet those needs? As I have become more familiar with the urgent needs of families barely hanging on or already on the streets, I have become more focused on what agencies can best triage those needs.

- **LifeHouse Crisis Maternity Home/Catholic Charities** (my vote – yes)
They are doing good work particularly when it comes to offering ongoing case management and support for their mothers and children in areas such as childcare.
- **Empowering Youth/Great Circle** (my vote – no)
The Ozarks Resource Center is a worthy organization that provides emergency foster care placement of children aged infant through eighteen. I have never known of it not to be full. I also see it as funded through the state. Possibly I am wrong. I found their grant application to be questionable for providing care to homeless youth in the same age range at the same physical location. I would want to know more information before I awarded them a grant.
- **Emergency Services/Salvation Army** (my vote – yes)
They are barely putting a finger in the dam. More dollars are needed to assist families with rent money and utilities.
- **Safe to Sleep/Council of Churches** (my vote – yes)
They are meeting immediate needs of unsheltered women. A grant to fund a social worker is an excellent idea to concretely assist these women from living on the streets to a more stable living situation. Navigating through agencies and filling out forms can be such a challenge.
- **Forensic Interviewer Services/Child Advocacy Center** (my vote – no)
The Child Advocacy Center is an outstanding agency and provides an important service to our community for foster care and court purposes. However, in the interest of triaging the needs of our impoverished and unsheltered citizens, I would not fund them at this time.
- **Rare Breed Youth Services/The Kitchen** (my vote – yes)
Too many youth in our community live on the streets. This is an agency addressing a concrete need and again is barely a finger in a leaking dam.
- **RISE Programing/Drew Lewis** (my vote – yes)
My observation is that this agency continues to improve and is providing direct services to our target recipients in a manner that has been effective.

- **Weekend Backpack Program/Ozark Food Harvest** (my vote – no)
I do not dispute the worthiness of the effort, however I believe that there are other financial avenues to support this organization.
- **Mental Healthcare for Low Income Springfieldians/Betty & Bobby Allison Ozarks Counseling Center** (my vote – yes)
My personal observation is that people who are living in poverty, have food insecurity, or are unsheltered have a high level of extra stress in their existence. Frequently, they are also dealing with untreated mental illness or the aftermath of trauma. It is wonderful to have mental health services available for free or on a sliding scale basis to make sure that care can be obtained.
- **Making Sense of Money/CPO** (my vote – no)
When a person has to choose between food, a utility payment or a prescription refill, there is no money for a savings account. I love the concept but we need to meet the most immediate needs first.
- **Lunch Buddies Program/Big Brothers Big Sisters of the Ozarks** (my vote – no)
Again, I feel a bit like the Grinch because this is a great organization that changes lives one child at a time, however, this is not where I would spend the funds.
- **McGregor in the Morning/Boy's & Girl's Club** (my vote – no)
I see the worth in having safe childcare for children before school starts each day. I see that this could benefit working families. But again, this is not where I would prioritize the expenditure of funds.
- **Strengthening Families in Crisis/Isabel's House** (my vote – yes)
Not only is this program actively providing safety for children when their families are in crisis, but this agency provides case management to the parents to help them access immediate services and thus diverts a proportion of the children they serve from having to come into foster care.
- **Strengthening Fathers & Families/Good Dads** (my vote – no)
I like the concept of this program. I can see it's worth particularly to families with children in foster care. However, I don't perceive the CDBG funds as best utilized here.

Thank you for the opportunity to submit my thoughts. Good luck and much wisdom wished to all who make these tough final decisions.

Written Comments regarding the FY 2022 CDBG Public Service Funding

March 9, 2022

First off, thank you to the City of Springfield for obtaining & distributing this annual CDBG funding. Though it does have a numerical value, the lives it touches and exponential good it reaches throughout our community is immeasurable.

As per years past, I agree with the Funding Proposals for the "Revolving Loans & Grants". (See below, for visual.)

Project #	Project Name	Sponsor	Amount	
PRIORITIES				
AP-1	CDBG Administration	Department of Planning & Development	\$ 392,300.00	x
AP-2	Planning and Neighborhood Conservation	Department of Planning & Development	\$ 148,500.00	x
H-1	Comprehensive Housing Assistance Program (CHAP)	Department of Planning & Development	\$ 700,000.00	x
ED-1	Commercial Loan Program	Department of Planning & Development	\$ 125,000.00	*
PS-1	One Door	Community Partnership of the Ozarks, Inc.	\$ 104,468.00	
H-2	Emergency Home Repairs	OACAC Weatherization Program	\$ -	**
H-3	Emergency Home Repairs	Catholic Charities of Southern MO, Inc (CCSOMO)	\$ -	**
H-4	Emergency Home Repairs	Habitat for Humanity of Springfield, MO, Inc (HFHS)	\$ -	**
Total Priorities			\$ 1,470,268.00	

X All proposed program budgets will be proportionately increased or decreased from the estimated funding levels to match actual allocation amounts in these line items.

* Funded by Revolving Loans

** Funded by Revolving Loans and Grant

Regarding the Discretionary Funding, my comments are as follows. If a Public Service is not mentioned, I approve of the allotted funding proposed:

- **LifeHouse Crisis Maternity Home / Catholic Charities**
 - This is a worthy cause and this non-profit has proven that it helps some of the most needy pregnant mothers in our community.
- **Empowering Youth / Great Circle**
 - There was some discussion during our CACCD meeting regarding why Great Circle is taking in homeless youth ages 0-18 yrs old. It was our understanding that Great Circle is handling foster children and not taking in children directly from the street.
- **Emergency Services / Salvation Army**
 - This is a good and needed service in our community.
- **Safe to Sleep / Council of Churches**
 - This is a good and needed service in our community.
- **RISE Programming / Drew Lewis**
 - The CACCD committee is happy to see funding finally going towards the Drew Lewis Foundation and believes the RISE programming is worthy and doing valuable good in our community.
- **Weekend Backpack Program / Ozark Food Harvest**
 - Though we support this program, the CACCD realizes that the OFH has many other financial resources and is not dependent on the CDBG Funding. Therefore, we would like to see this funding go towards alternative, more needy organizations.

- **Mental Healthcare for Low Income Springfieldians / Betty & Bob Allison Ozarks Counseling Center**
 - This is a great organization and much needed in our community. The CACCD supports funding this organization through this grant funding.
- **Making Sense of Money / CPO**
 - Though this is a great organization that prevents people from falling into or back into poverty, as a committee we would advise prioritizing the MOST need. Therefore, we would like to see funding going towards an organization more directly connected to alleviating immediate homeless needs.
- **McGregor in the Morning / Boys & Girls Club**
 - We agree that this is a great program – but since they haven't even spent their last allotment of grant money, we should not fund this organization this year. We can reassess next year.
- **Strengthening Families in Crisis / Isabel's House**
 - This is a great organization and SHOULD get funded this year. Possibly in place of the Weekend Backpack Program or Making Sense of Financial Literacy.
- **Strengthening Fathers & Families / Good Dads**
 - While this is a great organization, we agree that this non-profit is too reliant on the CDBG funding at this point in their growth and is too high of a risk for the City of SGF to vogue for at this point. The City of SGF should advise them on how they could attain alternate funding sources & reassess in future years.

DISCRETIONARY				Funds Requested		TOTAL SCORE	score rank	% of 500 Total Score	Recommendation
OTHER									80%
									70%
									50%
H-5	Connections Handyman	Council of Churches of the Ozarks	\$ 24,000.00	330	1	66.0%			\$ 12,000.00
PUBLIC SERVICE									Tier funding 12 PS projects
PS-5	Emergency Shelter - Meals Program	Harmony House, FVC	\$ 24,900.00	415	1	83.0%			\$ 19,920.00
PS-8	LifeHouse Crisis Maternity Home, Residential and AfterCare Program	Catholic Charities of Southern MO	\$ 24,900.00	410	2	82.0%			\$ 19,920.00
PS-4	Empowering Youth 2022-2023	Great Circle dba Boys & Girls Town of Missouri	\$ 24,900.00	406	3	81.2%			\$ 19,920.00
PS-3	Emergency Social Services Program	The Salvation Army	\$ 24,900.00	402	4	80.4%			\$ 19,920.00
PS-6	Safe to Sleep	Council of Churches of the Ozarks	\$ 24,000.00	401	5	80.2%			\$ 19,200.00
PS-15	Forensic Interviewer Services	The Child Advocacy Center	\$ 24,900.00	393	6	78.6%			\$ 17,430.00
PS-16	Rare Breed Youth Services	The Kitchen, Inc	\$ 24,900.00	393	7	78.6%			\$ 17,430.00
PS-11	RISE Programming	Drew Lewis Foundation Inc	\$ 24,900.00	388	8	77.6%			\$ 17,430.00
PS-9	Weekend Backpack Program	Ozarks Food Harvest - The Food Bank	\$ 24,900.00	383	9	76.6%			\$ 17,430.00
PS-2	Mental Healthcare for Low Income Springfieldians	Betty & Bobby Allison Ozarks Counseling Ctr	\$ 24,900.00	378	10	75.6%			\$ 12,450.00
PS-10	Making Sense of Money Financial Literacy Program	Community Partnership of the Ozarks	\$ 24,900.00	375	11	75.0%			\$ 12,450.00
PS-14	Lunch Buddies Program: 1 - 1 Mentoring	Big Brothers Big Sisters of the Ozarks	\$ 24,000.00	343	12	68.6%			\$ 12,000.00
PS-12	McGregor in the Morning	Boys & Girls Club of Splfd	\$ 24,900.00	318	13	63.6%			
PS-7	Strengthening Families in Crisis	Isabel's House, The Crisis Nursery of the Ozarks	\$ 24,900.00	317	14	63.4%			
PS-13	Strengthening Fathers and Families	Good Dads Inc	\$ 24,900.00	238	15	47.6%			
Total Discretionary - Public Service			\$ 371,700.00						\$ 205,500.00
Total Discretionary Requested			\$ 395,700.00						Total Discretionary - Public Service
Grand Total Requested			\$ 1,865,968.00						
									High Tier Funding Total Score 400-500
									Medium Tier Funding Total Score 380-399
									Low Tier Funding Total Score 330-379
									Unfunded Total Score 0-329
									Other - same scoring levels as Public Service

In summary, similar to Maslow's Hierarchy of Need – the City of SGF should assess each one of these applicants as they directly affect the MOST NEED in our community. While all of these endeavors have value, we believe that getting resources to those that are at high risk from homelessness, sickness and death take priority over those that just make more stable living situations to already somewhat stable citizens. It's a difficult decision, but this would be our current recommendation.

Thank you,

Kate Stockton

A handwritten signature in black ink that reads "Kate Stockton". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

One-rdg. _____
P. Hmgs. _____
Pgs. 4
Filed: 06-21-22

Sponsored by: Hosmer

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022-163

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to accept grant funds from the
2 United Way of the Ozarks, through the Community Foundation of
3 the Ozarks' United Way Let's Get to Work Fund, in the amount of
4 \$30,000 to be utilized to perform approved grant activities and to
5 enter into necessary agreements to carry out the grant; and
6 amending the budget of the Department of Workforce Development
7 for Fiscal Year 2022-2023 in the amount of \$30,000 to appropriate
8 the grant funds.
9 _____

10
11 WHEREAS, Special Ordinance 27656, approved by City Council on February 22,
12 2022, authorized the City Manager to accept and implement grants from Community
13 Foundation of the Ozarks ("CFO") to provide funding toward the Let's Get to Work Project.
14 The project has seen great success and initial grant funding has been expended. Since
15 the passage of Special Ordinance 27656, the Department of Workforce Development has
16 successfully assisted more than thirty individuals with car repairs, new tires, gasoline
17 cards, licensing fees, bus passes, ride-sharing services, and vehicle down payments; and
18

19 WHEREAS, an anonymous donor has provided a substantial gift to CFO to aid in
20 continuing to overcome transportation barriers with getting to work. With this gift, CFO
21 established the United Way of the Ozarks ("United Way") Let's Get to Work Fund; and
22

23 WHEREAS, the City has the opportunity, through the Department of Workforce
24 Development, to accept grant funding in the amount of \$30,000 from the United Way Let's
25 Get to Work Fund to continue providing assistance for qualified individuals; and
26

27 WHEREAS, residential eligibility for this funding will cover the 14-county area of
28 southwest Missouri where the service areas of the CFO and United Way overlap, which
29 includes: Barry, Christian, Dallas, Douglas, Greene, Hickory, Laclede, Lawrence, Polk,
30 Stone, Taney, Texas, Webster, and Wright counties; and
31

32 WHEREAS, the additional funding will be used to continue offering services to
33 support workers and job seekers who face transportation barriers that affect their ability

34 to get hired or maintain current jobs.

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 City Manager, or his designee, is hereby authorized to accept
40 grant funds in the amount of \$30,000 from the United Way Let's Get to Work Fund and
41 to execute contracts, on forms approved by the City Attorney, necessary to carry out the
42 intent of this grant.

43
44 Section 2 – The budget of the City's Department of Workforce Development, for
45 Fiscal Year 2022-2023, is hereby amended in the accounts and in the amounts as
46 shown on Budget Adjustment No. 002, a copy of which is attached hereto and
47 incorporated herein by reference as "Exhibit A."

48
49 Section 3 – City Council finds that the budget adjustment made above has been
50 recommended by the City Manager.

51
52 Section 4 – The City Manager is directed to cause the appropriate accounting
53 entries to be made in the books and records of the City. In the event additional funding
54 is provided under this grant by the grantor, the Director of Finance is hereby authorized
55 to adjust this appropriation by an amount not to exceed 20 percent.

56
57 Section 5 – This Ordinance shall be in full force and effect from and after
58 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: Mary B. Bozart, Assistant City Attorney

70
71
72 Approved for Council action: Jason A. Hays, City Manager
73

EXPLANATION TO COUNCIL BILL 2022-163

FILED: 06-21-22

ORIGINATING DEPARTMENT: Workforce Development.

PURPOSE: Authorizing the City Manager, or his designee, to accept grant funds from the United Way of the Ozarks ("United Way"), through the Community Foundation of the Ozarks' ("CFO") United Way Let's Get to Work Fund, in the amount of \$30,000 to be utilized to perform approved grant activities; enter into necessary agreements to carry out the grant; and amend the budget of the Department of Workforce Development for Fiscal Year 2022-2023 in the amount of \$30,000 to appropriate the grant funds.

BACKGROUND INFORMATION: Special Ordinance 27656, approved by City Council on February 22, 2022, authorized the City Manager to accept and implement grants from CFO to provide funding toward the Let's Get to Work Project. The project has seen great success and initial grant funding has been expended. Since the passage of Special Ordinance 27656, the Department of Workforce Development has successfully assisted more than thirty individuals with car repairs, new tires, gasoline cards, licensing fees, bus passes, ride-sharing services, and vehicle down payments.

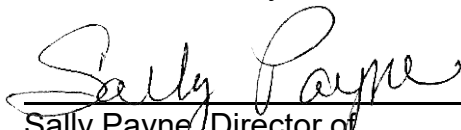
An anonymous donor has provided a substantial gift to CFO to aid in continuing to overcome transportation barriers with getting to work. With this gift, CFO established the United Way Let's Get to Work Fund. The City has the opportunity, through the Department of Workforce Development, to accept grant funding in the amount of \$30,000 from the United Way Let's Get to Work Fund to continue providing assistance for qualified individuals.

The additional funding will be used to continue offering services to support workers and job seekers who face transportation barriers that affect their ability to get hired or maintain current jobs.

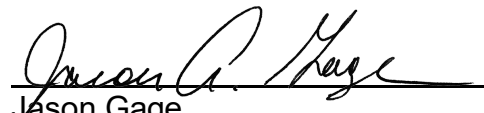
Residential eligibility for this funding will cover the 14-county area of southwest Missouri where the service areas of CFO and United Way overlap: Barry, Christian, Dallas, Douglas, Greene, Hickory, Laclede, Lawrence, Polk, Stone, Taney, Texas, Webster, and Wright counties.

REMARKS: With national inflation exceeding eight percent, coupled with higher-than-normal fuel prices, the local need for citizens struggling to get to work and maintain employment is exacerbated by these barriers.

Recommended by:


Sally Payne, Director of
Workforce Development

Approved by:


Jason Gage,
City Manager

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit A

Budget Adjustment
002

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
24370	21	28210	416010	103141		\$ 30,000	Community Foundation of the Ozarks: Let's Get to Work
Net Revenue Adjustment						\$ 30,000	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
24370	21	28210	502625	103141		\$ 30,000	Needs related expense
Net Expenditure Adjustment						\$ 30,000	

Fund Balance Appropriation:

Fund	Title	Amount

Explanation: To amend the FY2022-23 budget by appropriating an additional \$30,000 in grant funds from the Community Foundation of the Ozarks for transportation reimbursements for going to work.

Requested By:

Sally Payne
Department Head

06-21-2022
Date

Approved By:

DD Hill
Director of Finance

06-21-2022
Date

Authorization:

Council Bill No. 2022-163

Ordinance No. _____

1st Reading _____

2nd Reading _____

Journal Imp No. _____

James C. Hays
City Manager

06-21-2022
Date

One-rdg. _____
P. Hrngs. _____
Pgs. 15
Filed: 06-21-22

Sponsored by: Schilling

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022- 164

SPECIAL ORDINANCE _____

AN ORDINANCE

1 APPROVING the plans and specifications for Phase 4 and Phase 5 of the Republic
2 Road and Campbell Avenue Intersection Improvements project;
3 accepting the bid of Capital Paving & Construction, LLC, in the amount
4 of \$5,364,467.30 for said project; authorizing the City Manager, or his
5 designee, to enter into a contract with such bidder; and amending the
6 Fiscal Year 2022-2023 budget for the Department of Public Works in
7 the amount of \$470,000.00 to appropriate additional Surface
8 Transportation Block Grant funds for said project.
9 _____

10
11 WHEREAS, the City and the Missouri Highways and Transportation Commission
12 ("MHTC") previously entered into an agreement for the purpose of sharing the costs
13 associated with improvements to the intersection of Republic Road and Campbell
14 Avenue, as authorized by Council in Special Ordinance 27137; and
15

16 WHEREAS, the City and MHTC entered into a supplemental agreement to allow
17 the Missouri Department of Transportation ("MoDOT") to advertise and let the work for
18 the Phase 4 and Phase 5 of the Republic Road and Campbell Avenue Intersection
19 Improvements project ("City's Project"), depicted on the document attached hereto and
20 incorporated herein as "Exhibit A," in conjunction with MoDOT's improvements to the
21 intersection of Campbell Avenue and U.S. 60 James River Freeway ("MoDOT's
22 Project"), as authorized by Council in Special Ordinance 27673; and
23

24 WHEREAS, the City's Project will provide improvements to upgrade two traffic
25 signals at the intersections of Campbell Avenue and Republic Road and of Republic
26 Road at the Chase Card Services driveway; and
27

28 WHEREAS, bids for the City's Project were solicited by MoDOT by
29 advertisement on April 15, 2022, and bids were opened for the project on May 20, 2022;
30 and
31

32 WHEREAS, Capital Paving & Construction, LLC, is the lowest responsive and
33 responsible bidder for the combined City and MoDOT projects.

34
35 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
36 SPRINGFIELD, MISSOURI, as follows, that:
37

38 Section 1 – City Council hereby approves the plans and specifications for the
39 Republic Road and Campbell Avenue Intersection Improvements Phase 4, Plan No.
40 2015PW0077WTE (JSU0106/NHPP-S602(27)), and Phase 5, Plan No.
41 2018PW0031WTE (JSU0044/STBG-5901(810)), and accepts the bid of Capital Paving
42 & Construction, LLC, for said Project, at the price and sum of \$5,364,467.30, except as
43 said sum may be lawfully increased or decreased by the actual quantities of work units
44 involved.
45

46 Section 2 – The City Manager, or his designee, is hereby authorized to enter into
47 a contract with said bidder for such work, said contract to be in substantially similar form
48 to the document attached hereto, and incorporated herein by this reference, as “Exhibit
49 B,” and in accordance with the terms of the bid, the plans, and the specifications.
50

51 Section 3 – All workers performing work under the contract attached hereto as
52 “Exhibit B,” shall be paid a wage of no less than the prevailing hourly rate of wages for
53 work of a similar character in this locality or the public works contracting minimum wage,
54 whichever is applicable. Contractor shall fully comply with the provisions and
55 requirements of the Missouri State Prevailing Wage Law. Contractors and any
56 subcontractor performing work under this contract must provide a 10-hour OSHA
57 construction safety training program, or similar program approved by the Department of
58 Labor, for on-site employees, unless employees demonstrate they previously completed
59 the program.
60

61 Section 4 – The budget of the Department of Public Works for Fiscal Year 2022-
62 2023 is hereby amended in the accounts and amounts as shown on Budget Adjustment
63 No. 001, a copy of which is attached hereto and incorporated herein by reference as
64 “Exhibit C.”
65

66 Section 5 – City Council hereby finds the budget adjustment described herein
67 has been recommended by the City Manager.
68

69 Section 6 – The City Manager is directed to cause the appropriate accounting
70 entries to be made in the books and records of the City.
71

72 Section 7 - This Ordinance shall be in full force and effect from and after
73 passage.
74

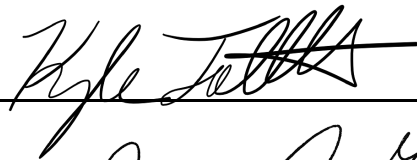
75 Passed at meeting: _____
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77

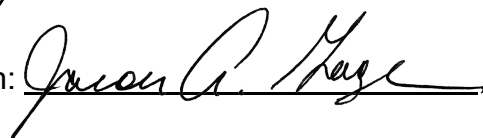
78 _____
79 Mayor

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Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form:  _____, Assistant City Attorney

Approved for Council action:  _____, City Manager

EXPLANATION TO COUNCIL BILL 2022 - 164

FILED: 06-21-22

ORIGINATING DEPARTMENT: Public Works

PURPOSE: Approving the plans and specifications for Republic Road and Campbell Avenue Intersection Improvements Phase 4, Plan No. 2015PW0077WTE (JSU0106/NHPP-S602(27)), and Phase 5, 2018PW0031WTE (JSU0044/STBG-5901(810)), accepting the bid of Capital Paving & Construction, LLC, for construction of the Republic Road and Campbell Avenue Intersection Improvements project ("Exhibit A"), authorizing the City Manager, or his designee, to enter into a contract ("Exhibit B") with such bidder, and approving a budget adjustment amending the FY 2022-2023 Budget of the Department of Public Works in the amount of \$470,000.00 to appropriate additional Surface Transportation Block Grant ("STBG") funds to supplement STBG funds previously approved for this project.

BACKGROUND INFORMATION: The project will provide improvements to upgrade two traffic signals at the intersections of Campbell Avenue and Republic Road and of Republic Road at the Chase Card Services driveway. At the Campbell Avenue and Republic Road intersection, additional turn lanes will be added. Republic Road improvements will include widening the three lanes to five lanes between Fairview Avenue and the traffic signal at Chase with the addition of bike lanes. The project improvements will also include sidewalk and Americans with Disabilities Act ("ADA") upgrades and stormwater improvements. The project is designed to provide better integration between Campbell Avenue, Republic Road, and James River Freeway.

This project was advertised through the Missouri Department of Transportation ("MoDOT") and let in combination with other MoDOT projects in the same area, for better coordination between projects to reduce traffic impacts as much as possible. The City and MoDOT previously agreed (Special Ordinance No. 27673) to award the projects to the lowest responsive bidder for the combined total of all projects included in the combined letting. The project began advertising April 15 and bids were opened for the project on May 20, 2022, with the following bids received:

<u>Contractor</u>	<u>Combined Bid Amount</u>	<u>Bid Amount</u>
Capital Paving & Construction, LLC	\$26,353,372.25	\$5,364,467.30
Emery Sapp & Sons, Inc.	\$26,856,860.83	\$5,243,375.71
Hartman and Company, Inc.	\$28,744,158.86	\$5,434,162.13
KCI Construction Company	\$27,178,111.53	\$5,473,187.79
Radmacher Brothers Excavating Co., Inc.	\$29,096,442.15	\$5,928,777.04
Engineer's Estimate		\$4,876,986.13

The bid, if accepted, will be funded via multiple sources. The total cost for Phase 4, the intersection, is \$3,993,633.32. Phase 4 includes \$273,400 of gas and water improvements that will be reimbursed by City Utilities. The remainder will be funded as a 50/50 cost share with MoDOT, with the City's responsibility being funded by the 1/8-Cent Transportation Sales Tax (20%) and Surface Transportation Block Grant Urban funds (80%) and is already budgeted. The City's share of Phase 4 will be \$1,860,116.66. The total cost of Phase 5 is \$1,370,833.98. Phase 5 includes \$91,450 of gas and water improvements that will be reimbursed by City Utilities. The remainder will be funded by the 1/8-Cent Transportation Sales Tax (20%) and STBG Urban funds (80%) and is already budgeted. The City's share for Phase 5 will be \$1,279,383.98. The City's total cost on both phases will be \$3,139,500.64.

Ordinance 27137 (Council bill 2018-282) passed by City Council on December 10, 2018, authorized the cost share agreement for this project. That cost share agreement was based on estimated project costs at that time, including a provision that the City's share of actual costs exceeding those estimates may be funded by STBG Urban funds (80%) and 1/8-Cent Transportation Sales Tax funds (20%). This council bill will appropriate an additional \$470,000 of STBG Urban federal funds to cover the current estimated costs and provide a contingency for potential change orders. The required 20% local match to the additional STBG Urban funds is already budgeted from the 1/8-Cent Transportation Sales Tax.

Supports the following City Council Priorities:

- Public safety
- Economic vitality
- Fiscal sustainability

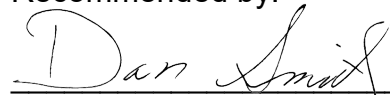
REMARKS: Public Works recommends acceptance of the bid of Capital Paving & Construction, LLC as the lowest responsible overall bid for the combined letting with MoDOT and passage of this ordinance and budget adjustment.

Submitted by:



Martin Gugel, Assistant Director
of Public Works

Recommended by:



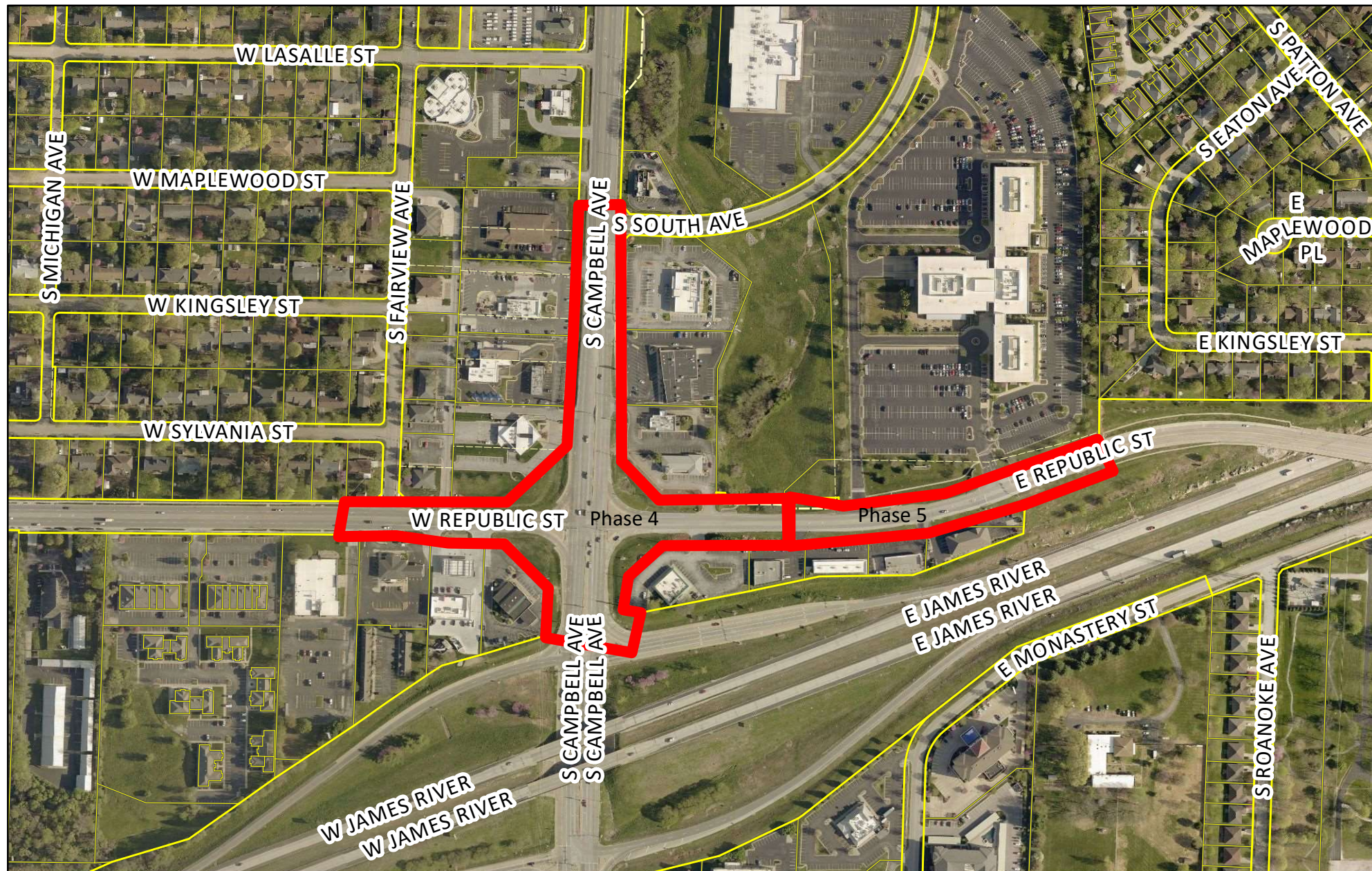
Dan Smith, Director of Public Works

Approved by:



Jason Gage, City Manager

Exhibit A



Republic Road and Campbell Avenue
Intersection Improvements Phase 4 & 5
Plan #2015PW0077WTE & #2018PW0031WTE
JSU0106/NHPP-S602(27) & JSU0044/STBG-5901(810)



DISCLAIMER: All information included on this map or digital file is provided "as-is" for general information purposes only. The City of Springfield, and all other contributing data suppliers, make no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the data for any particular use. Furthermore, the City of Springfield, and all other contributing data suppliers, assume no liability whatsoever associated with the use or misuse of the data.

ROUTING	(1) ORIGINATING DEPARTMENT	(2) CONTRACTOR	(3) FINANCE DEPARTMENT
ORDER	(4) LAW DEPARTMENT	(5) CITY MANAGER'S OFFICE	(6) CITY CLERK'S OFFICE
EFFECTIVE DATE	TERMINATION DATE	CONTRACT NUMBER:	
CITY		CONTRACTOR	
CITY OF SPRINGFIELD 840 BOONVILLE, P.O. BOX 8368 SPRINGFIELD, MO 65802 PHONE: (417) 864- 1945 ATTN: ANDY HAASE DEPT.: PUBLIC WORKS		NAME: CAPITAL PAVING & CONSTRUCTION, LLC ADDRESS: 221 BOLIVAR STREET, SUITE 400 JEFFERSON CITY, MO 65101 PHONE: (417) 815-9897 FAX: ATTN: JOHN SHEEHAN	

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by the parties identified above.

WITNESSETH: That whereas, the Contractor has become the lowest responsible bidder for furnishing the supervision, labor, tools, equipment, materials and supplies and for constructing the following City improvements:

Republic Road and Campbell Avenue Intersection Improvements Phase 4 Project Number JSU0106/NHPP-S602(27)/2015PW0077 & the Republic Road Widening Phase 5 Project Number JSU0044/STBG-5901(810)/2018PW0031. This contract is also referenced as Contract Number 220520-G08 in the Job Special Provisions.

The City and Contractor agree to the following:

1. Manner and Time for Completion. The Contractor will furnish all supervision, labor, tools, equipment, materials and supplies necessary to perform, and to perform said work at Contractor's own expense in accordance with the contract documents and any applicable City ordinances and state and federal laws within 277 calendar days from the date Contractor begins work on the projects stated above, to be completed no later than August 1, 2024.

2. Prevailing Wages. All labor utilized in the construction of the aforementioned improvements shall be paid a wage of no less than the "prevailing hourly rate of wages" for work of a similar character in this locality or the public works contracting minimum wage, whichever is applicable, as set out in the Wage Order attached to and made part of the specification for work under this Contract, or by the U.S. Secretary of Labor in accordance with the Federal Davis-Bacon Act (Title 40 U.S.C. Chapter 31, subchapter IV), whichever wage is applicable. Contractor shall pay wages not less than once a week. At any time the Contractor is found to not have paid prevailing wages, the Contractor shall forfeit as a penalty to the City one hundred dollars for each underpaid worker employed, for each calendar day, or portion thereof such worker is paid less than the said stipulated rates for any work done under this contract. Notwithstanding the foregoing, if the engineer's estimate of the total project cost or the bid accepted by the City is \$75,000.00 or less, then all labor utilized in the construction of the improvements shall not be required to pay the "prevailing rate of wages" or the public works minimum wage. However, if the project becomes subject to a change order that increases the total project cost to more than \$75,000.00, a "prevailing hourly rate of wages" or the public works contracting minimum wage, whichever is applicable, shall be paid for all labor utilized in the construction of the improvements but only for that portion of the project which exceeds \$75,000.00.

3. Insurance Requirements. Without limiting any of the other obligations or liabilities of the Contractor, the Contractor 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 of Springfield, City Utilities of Springfield, and the Board of Utilities, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City of Springfield, City Utilities of Springfield, and the Board of Utilities, 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 of Springfield, City Utilities of Springfield, and the Board of Utilities. Regardless of such approval, it shall be the responsibility of the contractor to

maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability in general or under the Contract Documents.

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 Contractor and prior to the start of work. All insurance policies shall require that the insurance company in question provide thirty (30) days written notice prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Springfield - Public Works, P.O. Box 8368, Springfield, MO 65801-8368; and

City Utilities of Springfield, P.O. Box 551, Springfield, MO 65801

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 Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence. Contractor agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorneys fees of Contractor, its employees, officers or agents. Contractor 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. Aggregate Limit must apply on a Per Project basis, and the endorsement must accompany the certificate of insurance. A Waiver of Subrogation endorsement must be provided by contractor in favor of the City.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence. Contractor agrees to cause its insurer to name City as an additional insured on such insurance policy.

d. Owner's and Contractor's Protective Liability Insurance to protect the City, its agents, servants and employees from claims which may arise from the performance of this Contract, with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence.

The Owner's and Contractor's Protective Liability Insurance must:

- (1) Be a separate policy with the named insured being: The City of Springfield; and
- (2) Be with the same insurance company with which the Contractor carries its Commercial General Liability Insurance; and
- (3) Contain an endorsement that disclaims coverage for any claim barred by the doctrines of sovereign immunity or official immunity, except attorney's fees and other litigation costs incurred in defending a claim. Nothing contained in this policy (or this endorsement thereto) shall constitute any waiver of whatever kind of these defenses or sovereign immunity or official immunity for any monetary amount whatsoever.

e. Subcontracts. In case any or all of this work is sublet, the Contractor shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Contractor 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, City Utilities of Springfield, Missouri, and the Board of Utilities through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.

f. Notice. The Contractor and/or subcontractor shall furnish the City prior to beginning the work, the policy as specified in subparagraph (d), and 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.

g. 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 Contractor, upon 10 days written notice, to execute a contract addendum whereby the Contractor agrees to provide, at a price not exceeding Contractor'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.

4. Performance, Labor, and Materials Payment Bond: The Contractor shall furnish a Performance Bond and a Labor and Materials Payment Bond with surety approved by the City and on the forms approved by the City, each bond shall be in the amount of \$5,364,467.30 (full amount of contract) conditioned upon the full and faithful performance of all major terms and conditions of this contract and payment of all labor and material suppliers. It is further mutually agreed between the parties hereto that if at any time after the execution of this agreement and the surety bond(s) hereto attached for its faithful performance and payment of labor and material suppliers, the City shall deem the surety or sureties upon such bond(s) to be unsatisfactory, or if, for any reason, such bond(s) ceases to be adequate to cover the performance of the work, the Contractor shall, at its expense, within five (5) days after the receipt of notice from the City to do so, furnish an additional bond or bonds, in such form and amount, and with such surety or sureties as shall be satisfactory to the City. In such event no further payment to the Contractor shall be deemed to be due under this contract until such new or additional security for the faithful performance of the work and the payment of labor and material suppliers shall be furnished in a manner and form satisfactory to the City. The corporate surety on any performance or payment bond must be licensed by the State of Missouri and if the required bond exceeds \$25,000.00 must be listed in United States Treasury Circular 570.

5. Contractor's responsibility for subcontractors. The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons it directly employs. Contractor shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Contractor by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Contractor the same power regarding termination of any subcontract as the City may exercise over Contractor under any provisions of this contract. Nothing contained in this contract shall create any contractual relation between the subcontractor and the City or between any subcontractors.

6. General Independent Contractor Clause. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor 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 Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor's activities and responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the Contractor and the City, and the City will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

7. Liquidated Damages. Time of completion of work by the Contractor is of the essence. Should Contractor, or in the case of default, the surety, fail to substantially complete the work within the time specified in the contract, or within such extra time as may be allowed, Contractor (or surety) shall be liable to the City in the amount of \$9,100.00 per day for each and every calendar day that the contract remains uncompleted after the time allowed for substantial completion, as liquidated damages, and not as a penalty, it being stipulated that actual damages to the City and the public arising from Contractor's failure to timely complete the work would be difficult, if not impossible, to ascertain. The amount assessed as liquidated damages may be withheld from any moneys otherwise due to Contractor from the City. The project is not considered complete until final acceptance by the City. After substantial completion, liquidated damages for failure to complete the remaining work shall be in the amount specified in the General Conditions, unless an amount is provided in the Job Special Provision, in which case, the Job Special Provision amount will apply.

8. Termination for Cause. The City reserves the right to terminate this contract by giving at least five (5) days prior written notice to the Contractor, without prejudice to any other rights or remedies of the City should the Contractor be adjudged a bankrupt, or if Contractor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed for Contractor or for any of its property, or if Contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if Contractor should refuse or fail to make prompt payment to any person supplying labor or materials for the work under the contract, or persistently disregard instructions of the City or fail to observe or perform any provisions of the contract.

9. City's Right to Proceed. In the event this contract is terminated pursuant to Paragraph 8, then the City may take over the work and prosecute the same to completion, by contract or otherwise, and Contractor and its sureties shall be liable to the City for any costs over the amount of this contract thereby occasioned by the City. In any such case, the City may take possession of, and utilize in completing the work, such materials, appliances and structures as may be on the work site and are necessary for completion of the work. The foregoing provisions are in addition to, and not in limitation of, the rights of the City under any other provisions of the contract, city ordinances, and state and federal laws.

10. Termination for Convenience of City. The City shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work. In such event City shall not be liable to Contractor 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 Contractor 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 Contractor.

11. Guards and Lights. The Contractor agrees that during the performance of said work, adequate barricades, guards and warning signs, lights or devices consistent with the requirements contained in the Manual on Uniform Traffic Control Devices shall be provided by Contractor during construction.

12. Liability and Indemnity.

a. In no event shall the City be liable to the Contractor 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.

b. The Contractor 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 Contractor 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 Contractor, notwithstanding any possible negligence, whether sole or concurrent, on the part of the City, its officials, agents and employees.

c. The Contractor 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.

d. The indemnification obligations of Contractor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor, 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.

e. 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.

f. Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its contract price. Contractor'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 required of the Contractor under this agreement.

g. The Contractor 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.

13. Attorney Fees. In the event of any litigation arising from breach of this Agreement the City shall be entitled to recover from the Contractor all reasonable costs incurred for such litigation, including staff time, court costs, attorney fees, and all other related expenses incurred in such litigation.

14. Payment for Labor and Materials. The Contractor agrees and binds itself to pay for all labor done, and for all the materials used in the construction of the work to be completed pursuant to this contract.

15. Payment. The City will pay the Contractor in accordance with the rate set forth in the contract documents on file in the Public Works Department and by this reference made a part hereof, which shall constitute full and complete compensation for the Contractor's work provided hereunder. It is expressly understood that in no event will the total compensation and reimbursement to be paid to the Contractor under the terms of this contract exceed the sum of **Five Million Three Hundred Sixty-Four Thousand Four Hundred and Sixty-Seven Dollars and Thirty Cents (\$5,364,467.30)** unless specifically and mutually agreed to in writing by both the City and the Contractor. No partial payment to the Contractor shall operate as approval of acceptance of work done or materials furnished hereunder. Such compensation will be paid in progress payments, as established by the City, subject to receipt of a requisition for payment and a statement of work provided by the Contractor and agreement by both the City and the Contractor that the Contractor has fully performed the work to be paid for in such progress payments in conformance with the contract.

16. Contract Documents. The contract documents shall consist of the following:

- a. This Contract
- b. All Change Orders
- c. Bid Plans and Specifications
- d. City of Springfield Standard General Conditions and Technical Specifications for Public Works Construction (most recent edition as of this project's first date of advertisement)
- e. Special Conditions & Provisions
- f. Required Federal Contract Provisions
- g. Proposal
- h. Statement of Bidder's Qualifications
- i. Acknowledgment
- j. Performance Bond and Payment and Material Bond
- k. Instructions to Bidders
- l. Anti-collusion Affidavit
- m. Notice to Proceed
- n. Notice to Contractors

This contract, together with the other documents enumerated in this paragraph, forms the contract between the parties. These documents are as fully a part of the contract as if attached hereto or repeated herein.

17. Subsurface Conditions. Contractor agrees that information contained in the published reports and public actions of the Missouri Division of Geology and Land Survey shall be conclusive and binding upon the Contractor as to what subsurface conditions at the job site are reasonably anticipated or reasonably foreseeable.

18. Conflict of Interest. In accepting this contract, Contractor certifies that no member or officer of its firm or corporation is an officer or employee of the City of Springfield, Missouri, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest, direct or indirect, in this contract. All applicable federal regulations and provisions of RSMo Section 105.450 et seq. shall not be violated.

19. Assignment. The Contractor 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 Contractor 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 and the

bond surety. Any such assignment is expressly subject to all rights and remedies of the City under this agreement, 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 agreement.

20. Nondiscrimination. The Contractor agrees in the performance of this Contract 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 Contractor 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. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

b. This contractor and 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.

21. Nonresident/Foreign Contractors. The Contractor shall procure and maintain during the life of this contract:

a. If the Contractor 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 351.570 RSMo.

b. 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.

22. Notices. 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 Contractor at the addresses shown above. The date of delivery of any notice given by mail shall be the date falling on the second full day after the day of its mailing. The date of delivery of notice by FAX transmission 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.

23. Occupational License: The Contractor shall obtain and maintain an occupational license with the City of Springfield, Missouri, if required by city code and any required state or federal license. The cost for this occupational license shall be borne by the Contractor. No contract will be executed by the City until this occupational license has been obtained and that the Contractor is current on any City taxes is verified.

24. Safety Training. Pursuant to Missouri Revised Statute Section 292.675, Contractors and subcontractors who sign a contract to work on public works projects must provide a 10-hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees, unless such employees hold documentation of prior completion of the program, within sixty (60) days of beginning work on the construction project. The Contractor shall provide an acceptable notarized affidavit stating that Contractor has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services. Contractors and subcontractors in violation of this provision will forfeit to the public body \$2,500 plus \$100 a day for each employee who is employed without training. Public bodies and contractors may withhold assess penalties from the payment due to those contractors and subcontractors. The penalties shall not begin to accrue until the time periods in the statute have elapsed (60 days after notice to proceed and 20 days to produce documentation for employee found in violation).

25. Affidavit for Contracts Over \$5,000.00. That pursuant to Missouri Revised Statute Sections 285.525 through 285.550, if this contract exceeds the amount of \$5,000.00 and Contractor is associated with a business entity, Contractor shall provide an acceptable notarized affidavit stating that the associated business entity is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services, and that said business entity does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Additionally, Contractor must provide documentation for said business entity evidencing current enrollment in a federal work authorization program.

26. Certificate of Compliance with 34.600 RSMo. (Anti-Discrimination Against Israel Act). That pursuant to Missouri Revised Statute Sections 34.600 et., seq., A Contractor must provide a written certification of compliance with the Anti-Discrimination Against Israel Act, RSMo. 34.600 et.,seq. that the contractor 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. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

27. Compliance with Laws. Contractor agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services and products hereunder. Contractor affirmatively states that payment of all local, state, and federal taxes and assessments owed by Contractor is current.

28. Entire Agreement. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

29. Jurisdiction. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

(Remaining Page Left Intentionally Blank)

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

CONTRACTOR:

By: _____

Printed Name: _____

Title: _____

If Contractor is a Disadvantaged Business Enterprise (DBE), please indicate classification.

Minority Owned c Women Owned c Veteran Owned c

CITY OF SPRINGFIELD, MISSOURI

By: _____
City Manager or his/her designee

RECOMMENDED BY:

Director of Public Works or Acting Director

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

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit C

Budget Adjustment
001

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46040	20	73020	416010	102192	00000	\$ 400,000	Surface Transportation Block Grant (STBG) - Urban Federal Grant Funds - Republic Road Phase 4 Imp. (Republic Road/Campbell Intersection)
46040	20	73020	416010	102635	00000	70,000	Surface Transportation Block Grant (STBG) - Urban Federal Grant Funds - Republic Road Phase 5 Imp. (Republic Road - Campbell Intersection to Chase)
Net Revenue Adjustment						\$ 470,000	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
46040	20	73020	509110	102192	00000	\$ 400,000	Republic Road Phase 4 Improvements
46040	20	73020	509110	102635	00000	70,000	Republic Road Phase 5 Improvements
Net Expenditure Adjustment						\$ 470,000	

Fund Balance Appropriation:

Fund	Title	Amount

Explanation: To amend the FY2022-23 budget by appropriating additional federal STBG grant funds of \$470,000 towards the City's share of costs for Republic Road Phase 4 Improvements (Republic Road/Campbell Intersection) and Republic Road Phase 5 Improvements (Republic Road from Campbell Intersection to Chase Card Services driveway) per the previously approved STP-Urban Program and Cost Apportionment Agreement with the Missouri Highways & Transportation Commission.

Requested By:

Dan Smith 06-21-2022
Department Head Date

Approved By:

D.L. Hill 06-21-2022
Director of Finance Date

Authorization:

Council Bill No. 2022-164
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____

Jason A. Hayes 06-21-2022
City Manager 15 of 15 Date

One-rdg. _____
P. Hrngs. _____
Pgs. 5
Filed: 06-07-22

Sponsored by: Ollis

First Reading: _____

Second Reading: _____

COUNCIL BILL 2022-154

SPECIAL ORDINANCE _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to accept a James River Basin
2 Partnership 319 Grant in the amount of \$35,000, from the
3 Environmental Protection Agency through the Missouri Department
4 of Natural Resources, to support construction of the Art Museum
5 North Parking Improvements Project at the Springfield Art Museum;
6 and amending the budget of the Springfield Art Museum for Fiscal
7 Year 2021-2022 in the amount of \$35,000.
8 _____
9

10 WHEREAS, as part of the Master Plan for the Springfield Art Museum
11 ("Museum"), the Museum's parking will be relocated to the north side of the Museum's
12 property; and
13

14 WHEREAS, the Art Museum North Parking Improvements Project ("Project") is
15 part of Phase I of the Master Plan; and
16

17 WHEREAS, the Springfield Art Museum has received a James River Basin
18 Partnership 319 Grant in the amount of \$35,000 to fund portions of the Project that
19 removes areas of impervious surfaces and replaces them with pervious materials or
20 non-compacted soil and vegetation to enhance infiltration of runoff.
21

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

25 Section 1 – The City Manager, or his designee, is hereby authorized to accept a
26 James River Basin Partnership 319 Grant in the amount of \$35,000, and to do all things
27 necessary to accept and to carry out the grant, including the execution of contracts,
28 provided the form of any such contract is approved by the City Attorney.
29

30 Section 2 – The budget of the Springfield Art Museum, for the Fiscal Year 2021-
31 2022, is hereby amended in the accounts and in the amounts as shown on Budget
32 Adjustment No. 083 in the amount of \$35,000, a copy of which is attached hereto and
33 incorporated herein by reference as "Exhibit A."

34
35 Section 3 – City Council finds that the budget adjustment made above has been
36 recommended by the City Manager.
37

38 Section 4 – The City Manager is directed to cause the appropriate accounting
39 entries to be made in the books and records of the City. In the event additional funding
40 is provided under this grant by the grantor, the Director of Finance is hereby authorized
41 to adjust this appropriation by an amount not to exceed 20 percent.
42

43 Section 5 – This Ordinance shall be in full force and effect from and after
44 passage.
45

46 Passed at meeting: _____
47

48 _____
49 Mayor
50

51 Attest: _____, City Clerk
52

53 Filed as Ordinance: _____
54

55
56 Approved as to form: Jill Bennis, Assistant City Attorney
57

58
59 Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2022-154

FILED: 06-07-22

ORIGINATING DEPARTMENT: Art Museum

PURPOSE: Authorizing the City Manager, or his designee, to accept grant funds from the James River Basin Partnership 319 Grant from the Environmental Protection Agency through the Missouri Department of Natural Resources to support construction of the Art Museum North Parking Improvements project at the Springfield Art Museum; and amending the budget of the Springfield Art Museum for Fiscal Year 2021-2022 in the amount of \$35,000.

BACKGROUND INFORMATION: As part of the Master Plan for the Springfield Art Museum, the Museum's parking will be relocated to the north side of the Museum property. This project is part of Phase I of implementation of the Master plan. Phase I will also include the construction of a new parking lot and vehicular entrance on the northwest portion of the Museum property as well as improvements to the Amphitheater, lighting, accessibility through the construction of additional trails and sidewalks, and aesthetic improvements to the landscape through plantings. Additionally, the new parking lot will include features such as pervious pavers and underdrains that will improve water quality through the management of non-point source pollutants ("NPSP") through the elimination of impervious surface.

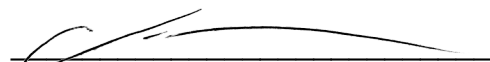
The James River Basin Partnership 319 Grant from the Environmental Protection Agency through the Missouri Department of Natural Resources will fund portions of this project that remove areas of impervious surfaces and replace with them with pervious materials, or non-compacted soil and vegetation to enhance infiltration of runoff. This Council Bill will authorize the acceptance of these funds for this purpose from the James River Basin Partnership. This project is consistent with parking improvements shown in the Art Museum Master Plan.

REMARKS: This Council Bill will authorize the City of Springfield to accept the grant funds. The Art Museum recommends approval of this Council Bill and budget adjustment.

This project supports the following City Council Priorities:

- Quality of Place
- Economic Vitality

Submitted by:



Nick Nelson,
Director of Art Museum

Recommended by:

A handwritten signature in cursive script, reading "Tiffany Brunner".

Tiffany Brunner,
Art Museum Board Chair

Approved by:

A handwritten signature in cursive script, reading "Jason Gage".

Jason Gage,
City Manager

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit A

Budget Adjustment
083

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
29130	02	21010	416030	103026	00000	\$ 35,000	James River Basin Partnership 319 Grant
Net Revenue Adjustment						\$ 35,000	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
29130	02	21010	509110	103026	00000	\$ 35,000	Art Museum North Parking Improvements
Net Expenditure Adjustment						\$ 35,000	

Fund Balance Appropriation:

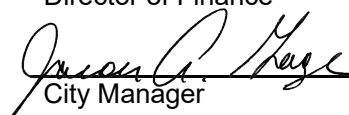
Fund	Title	Amount

Explanation: To amend the FY2021-22 budget by accepting grant funds of \$35,000 from the James River Basin Partnership 319 Grant from the Environmental Protection Agency through the Missouri Department of Natural Resources for the Art Museum North Parking Improvement project.

Requested By:


Department Head 6-07-2022
Date

Approved By:


Director of Finance 6-07-2022
Date

City Manager 6-07-2022
Date

Authorization:

Council Bill No. 2022-154
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____