INFORMAL AGENDA

Aug 20, 2012

5:15 p.m.

1. Request from Steve Lea to discuss the intersection of Broadway and St. Louis Streets and its relevance to Route 66.

2. Health Insurance Update

3. Boards/Commissions – Appointments & Reappointments

4. Any other business

COUNCIL AGENDA

August 20, 2012

6:00 P.M., Council Chambers

General Council Members	MAYOR	Zone Council Members
Mike Woolston	Melodee Colbert-Kean	Gary Shaw
Morris Glaze		Melodee Colbert-Kean
Bill Scearce		Dr. Benjamin D. Rosenberg
(Mayor ProTem)		Michael Seibert
Jack Golden		
Trisha A. Raney		

1. **Call to Order**
   Invocation
   Pledge of Allegiance

2. **Roll Call**

3. **Presentations**

4. **Finalization of Consent Agenda**

5. **Reports and Communications**
   1. Results of the General Municipal August 7, 2012 Election.

6. **Citizen Requests and Petitions**

7. **Public Hearings**
   Public Hearing Procedures

   1.PUBLIC HEARING on the 2012 Property Tax Levy

   2. PUBLIC HEARING on the FY 2012-13 Proposed Budget

   3. PUBLIC HEARING for COUNCIL BILL NO. 2012-617-AN ORDINANCE approving the application of Joplin Memorial Run, Boomtown Days Festival, MSSU Homecoming Celebration, Joplin Outlaws Baseball Season, Joplin Disc Golf Club 4-State Open, Spiva Center for the Art's PhotoSpiva, Spiva Center for the Art's ArtWorkers: Creativity and America, National Multiple Sclerosis Society's Bike MS: Ozarks, Dogs in Downtown, Rufus Racing's Summer Roundup Triathlon and Big Time Youth Triathlon and Historic

Anyone wishing to address the Council should step to the Podium and state their name and address. If the matter is not a Public Hearing, a request to speak to the Council should be prepared prior to the meeting. Speaking time will be limited to five minutes.

Sound enhancement units are available for hearing impaired customers. You will be asked to provide a form of identification as security, which will be returned when you return the unit.
If you are in need of disability related auxiliary aids or services, contact the City Clerks Office at (417) 624-0820 ext. 220. Forty-eight hours notice is requested.

Murphysburg's DickensFest; for utilization of FY2013 Festivals and Celebrations support pursuant to Ordinance No. 2000-148, as authorized by the voters on November 7, 2000; authorizing the City Manager to execute appropriate agreements with each such organization for the utilization of such funds.

8. Consent Agenda

1. Minutes of the August 3, 2012, Special Council Meeting
2. Minutes of the August 6, 2012, Council Meeting

9. Resolutions

10. Ordinances – Emergency

1. COUNCIL BILL NO. 2012-012 AN ORDINANCE authorizing and approving the settlement of a claim for property damage asserted by Leroy Kutz of Kutz, LLC, against the City of Joplin, said payment being in settlement of all claims arising out of a sewer back-up alleged to have occurred on or about March 20, 2012; authorizing the Director of Finance to pay out the total sum of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58) from Account No. 515-7501-500-5305 of the Insurance Fund; and containing an emergency clause.

2. COUNCIL BILL NO. 2012- 150-AN ORDINANCE amending Article XI. Floodplain Management., Sections 26-651 Statutory authorization, findings of fact, and purposes. And 26-652. General Provisions of Chapter 26 Building and Building Regulations of the Code of Ordinances of the City of Joplin, Missouri, by repealing Section 26-651 (b) (3) a. and enacting a new Section 26-651 (b) (3) a. in lieu thereof; and by repealing Section 26-652 (a) and enacting a new Section 26-652 (a) in lieu thereof; specifying the date of the valid Federal Insurance Administrator's FIS and the date of the valid flood insurance rate map (FIRM), respectively; and containing an emergency clause.

3. COUNCIL BILL NO. 2012-510-AN ORDINANCE levying taxes in the City of Joplin, Missouri for the year 2012 in the amount of Sixteen and Twenty Hundredths Cents ($0.1620) on One Hundred Dollars of valuation of all real property in said City, and levying taxes in the Joplin Public Library District for the year 2012 in the amount of Twenty-Five and Forty-Five Hundredths Cents ($0.2545) on One Hundred Dollars of valuation of all real property in said District; and containing an emergency clause.

4. COUNCIL BILL NO. 2012-616-AN ORDINANCE amending the Classification and Pay Plan adopted by Ordinance No. 2000-192 and authorizing revised new classification titles and updating position descriptions and containing an emergency clause.

11. Ordinances – First Reading

1. COUNCIL BILL NO. 2012-013- AN ORDINANCE re-adopting Chapter 2, Administration, of the Joplin City Code, Section 2-107, "Financial interest disclosure", requiring certain officials and employees of the City of Joplin to file Financial Interest Disclosure Statements as described herein.

2. COUNCIL BILL NO. 2012-014 - AN ORDINANCE amending Chapter 114, Traffic, Article I, In General, Section 114-15, Financial Responsibility, of the Joplin City Code, by repealing Section 114-15 of the Joplin City Code, Financial Responsibility, and enacting a new Section 114-15 in lieu thereof.

3. COUNCIL BILL NO. 2012-147-AN ORDINANCE approving Change Order Agreement by and between the City of Joplin and Branco Construction for the construction of the Airfield Signage and Marking Project at the Joplin Regional Airport.

4. COUNCIL BILL NO. 2012-148-AN ORDINANCE approving authorization to accept a Grant from the Department of Transportation, Federal Aviation Administration for Airport Improvement Program and Airport Master Plan Project at the Joplin Regional Airport.

12. Ordinances – Second Reading and Third Reading

1. COUNCIL BILL NO. 2012-302 - AN ORDINANCE - amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District R-1 and including in District C-1-PD property as described below and located at 2605 East 20th Street in the City of Joplin, Jasper County, Missouri.

13. Unfinished Business

14. New Business

1. Vote to go into closed session, which shall pertain to legal action, causes of action, or litigation including a public governmental body and any confidential or privileged communications between a governmental body or its representatives and its attorneys as set forth in Section 610.021(1) RSMo, as amended, 2011. This meeting, record, and vote to be closed to the extent provided by law. The City Council shall adjourn at the end of the session.

Notice posted at 4:30 p.m. on this the 16th day of August, 2012. (RSMo 610.020)

INFORMAL NOTES

August 6, 2012

Request to move September 17, 2012 City Council meeting	City Council agreed to move the September 17, 2012 council meeting to September 24 due to a conflict with the MML conference.
Discussion of CDBG and HOME Program amendments	Planning/Community Development Manager Troy Bolander explained that the Planning and Community Development Division has drafted a funding amendment aimed at redistributing funding from activities that have either accomplished the goal and contain excess funds; contain more funds than are recommend (E.D. and Facades); have not proven to be as efficient as expected (Activity Delivery Costs), or have been declined by recipient after the initial award. These activities are taken from the Action Plans developed in 2006-2011. An estimated total of $429,000 will be amended from various CDBG activities to be included in the 2011 Infrastructure Improvement Project. Motion by Mr. Scearce, Second by Mr. Shaw to allow Mr. Bolander to proceed with the funding amendments. Motion passed, 8-0-1.
Plans for new aquatic center	Parks & Recreation Director Chris Cotten introduced Jeff Bartley with Waters Edge and Chad Greer with Corner, Greer, and Associates who were present to review the status of the concept design for the new aquatic center at existing Schifferdecker pool site. The projected budget is 5.8 million dollars. It will be called the Schifferdecker Aquatic Center and will be built at the existing Schifferdecker pool site. The goal is to have the facility opened by Memorial Day, 2013. Motion by Mr. Scearce, Second by Mr. Golden to move forward with the plans for the aquatic center. Motion passed.

CITY OF JOPLIN
CITY COUNCIL SPECIAL MEETING
MINUTES

August 3, 2012

CALL TO ORDER

The Special Meeting for the Joplin City Council was called to order at 12:00 p.m. by Mayor Melodee Colbert-Kean.

READING OF THE SPECIAL CALL

Notice is hereby given that the City Council of the City of Joplin, Missouri will hold a special meeting beginning at 12:00 p.m. on Friday, August 3, 2012, in the 5th Floor Informal, 602 S. Main for considering the New Market Tax Credit CDE Certification application

ROLL CALL

PRESENT: Melodee Colbert–Kean, Morris Glaze, Jack Golden, Benjamin Rosenberg, Scearce, Gary Shaw, and Mike Woolston

ABSENT: Trisha Raney; Michael Seibert.

ORDINANCES-EMERGENCIES

Mr. Shaw introduced Council Bill No. 2012-011. Motion by Mr. Shaw, Second by Dr. Rosenberg to Adopt Council Bill No. 2012-011.

The Council Bill was declared Adopted and entitled Ordinance No. 2012-125

AN ORDINANCE approving the New Markets Tax Credit CDE Certification Application; and authorizing the City Manager to execute the same by and on behalf of the City of Joplin; and containing an emergency clause

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 12:09 p.m.

Barbara Gollhofer

Respectfully submitted,

Barbara Gollhofer, MRCC, Assistant City Clerk

CITY OF JOPLIN

CITY COUNCIL MEETING

MINUTES August 6, 2012

CALL TO ORDER

The regular meeting for the Joplin City Council was called to order at 6:00 p.m. by Mayor Melodee Colbert-Kean

ROLL CALL - Motion by Mr. Woolston, Second by Mr. Golden to excuse Mr. Seibert. Motion carried 7-1 with Mr. Scearce voting no.

INVOCATION - read by City Attorney, Brian Head

FLAG SALUTE – led by Mr. Glaze

PRESENTATIONS

Mr. Scearce presented the mayor with a plaque from the Carver Birthplace Association. The plaque was in commemoration of the united spirit of the community after the May 22, 2011 tornado. Mayor Colbert-Kean accepted the plaque on the City's behalf.

FINALIZATION OF CONSENT AGENDA - There being no further business to come before the Council, the Consent Agenda was finalized.

REPORTS AND COMMUNICATIONS

CITIZEN REQUESTS AND PETITIONS

PUBLIC HEARINGS

Public Hearing Procedures read by Assistant City Clerk Barbara Gollhofer.

The City Council of the City of Joplin through this introduction, accepts into evidence the 2003 Comprehensive Plan, the Zoning Code of the City of Joplin, the Subdivision Regulations of the City of Joplin, the Telecommunications Ordinance, and the Stormwater Management Regulations of the City of Joplin being Appendices 29-A, 29-B, 29-D, 29-E and 29-F of the Joplin Municipal Code. Report of the Planning and Zoning Commission, recommendations of the City's staff, and other written documentation presented as that information applies to each public hearing.

ACTION

Public Hearing for Council Bill No. 2012-302

Mayor Colbert-Kean opened the Public Hearing

Appearing in favor of this Council Bill was Don Ness of Ness Group Design, 1821 E. 4th St., Joplin.

Appearing in opposition of this Council Bill was Dr. Floyd Belk, 2525 Duquesne Rd., Joplin. Dr. Belk commended the council and city staff for jobs well done, but he urged them to reconsider this council bill in order to preserve the beauty of the Murphy Boulevard area.

The Public Hearing was closed.

Mr. Glaze introduced Council Bill 2012-302. Motion by Mr. Glaze, Second by Mr. Woolston to Place Council Bill No. 2012-302 on First Reading and Advance to Second and Third Reading. Motion by Mr. Scearce, Second by Mr. Golden to Amend Council Bill from C1-PD to CO-PD. Voting in favor were Golden, Colbert-Kean, and Scearce, 3. Nays: Glaze, Woolston, Shaw, and Raney, 4. Absent, 1, Seibert. Abstention, 1, Rosenberg. Motion failed. Motion by Mr. Glaze, Second by Mr. Woolston to Place Council Bill No. 2012-302 on First Reading and Advance to Second and Third Reading. Voting in favor were Council Members: Colbert-Kean, Glaze, Raney, Shaw, and Woolston, 5. Nays: Rosenberg, Scearce, 2. Absent, 1, Seibert. Abstention, 1, Golden.

AN ORDINANCE - amending Ordinance No. 2004-256, passed by the Council of the City of Joplin, Missouri, November 15, 2004, by removing from District R-1 and including in District C-1-PD property as described below and located at 2605 East 20th Street in the City of Joplin, Jasper County, Missouri.

CONSENT AGENDA APPROVED

Motion by Mr. Shaw, Second by Mr. Golden, to Approve the Consent Agenda. Voting in favor were Council Members: Colbert-Kean, Golden, Glaze, Raney, Rosenberg, Scearce, Shaw, and Woolston 8. Nays: 0. Absent: 1, Seibert.

Minutes of the July 16, 2012 Council Meeting

COUNCIL BILL NO. 2012-301 - AN ORDINANCE adopting the 2012 City of Joplin Comprehensive Plan and all subsequent amendments thereto. Ordinance No. 2012-26

RESOLUTIONS

ORDINANCES-EMERGENCIES

Mr. Golden introduced Council Bill No. 2012-146. Motion by Mr. Golden, Second by Mr. Glaze to Adopt Council Bill No. 2012-146. Voting in favor were Council Members: Colbert-Kean, Golden, Glaze, Raney, Rosenberg, Scearce, Shaw, and Woolston 8. Nays: 0. Absent: 1, Seibert.

The Council Bill was declared Adopted and entitled Ordinance No. 2012-127

AN ORDINANCE approving the contract by and between the City of Joplin and B&D Yardbuilders for the demolition of the structure(s) and clearing of lot area located at 2528 Quincy in the City of Joplin, Missouri, for the amount of Two Thousand One Hundred Forty Nine and 00/100 Dollars ($ 2,149.00); providing how the cost thereof shall be paid; how the assessment thereof shall be made; and containing an emergency clause.

Mr. Golden introduced Council Bill No. 2012-615. Motion by Mr. Golden, Second by Mr. Glaze to Adopt Council Bill No. 2012-615. Voting in favor were Council Members: Colbert-Kean, Golden, Glaze, Raney, Rosenberg, Scearce, Shaw, and Woolston 8. Nays: 0. Absent: 1, Seibert.

The Council Bill was Adopted and entitled Ordinance No. 2012-128

AN ORDINANCE approving the Right of Access Agreement by and between the City of Joplin, Missouri, a Municipal Corporation, and the Rotary Club of Joplin and Joplin Daybreak Rotary Club, for the construction and use of a sports field for specials needs children at the Athletic Complex on real estate located generally at 3301 W. 1st Street; and authorizing the City Manager to execute the same by and on behalf of the City of Joplin; and containing an emergency clause.

ORDINANCES – FIRST READING

ORDINANCES – SECOND READING

ORDINANCES - THIRD READING

UNFINISHED BUSINESS

NEW BUSINESS –

Motion by Dr. Rosenberg, Second by Mr. Glaze to set the date for the public hearing on the 2012 property tax levy for August 20, 2012. Voting in favor were Council Members: Colbert-Kean, Golden, Glaze, Raney, Rosenberg, Scearce, Shaw, and Woolston 8. Nays: 0. Absent: 1, Seibert.

Motion by Mr. Glaze, Second by Ms. Raney to set the date for the public hearing on the FY 2012-13 proposed budget for August 20, 2012. Voting in favor were Council Members: Colbert-Kean, Golden, Glaze, Raney, Rosenberg, Scearce, Shaw, and Woolston 8. Nays: 0. Absent: 1, Seibert.

Christy Barnhart from Missouri-American Water Company addressed Council regarding the voluntary water conservation measure issued July 23, 2012. She stated the measure is not making an impact in terms of water demand, as Shoal Creek levels continue to be critically low. MO-AM is going to make a public plea again for a voluntary conservation measure, and if that doesn't help, they may have to implement a mandatory measure. In 2006, the city council passed an ordinance allowing for mandatory water conservation.

Mr. Shaw thanked Dr. Floyd Belk for attending the council meeting.

Mr. Shaw also reminded everyone that tomorrow, Tuesday, August 7, 2012, is Election Day. He stated that voting is a privilege and urged all citizens to take advantage of that privilege.

There being no further business to come before the Council, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Barbara Gollhofer

Barbara Gollhofer, MRCC

Election results – August 7, 2012

The City Clerk's office has received the official returns of the August 7, 2012 Municipal Election as verified by the County Clerk of Jasper and Newton Counties.

It is found and declared that the results are as follows:

Propostion A passed with City of Joplin Newton County voters voting 743 Yes and 206 voters voting No.

Propostion A passed with City of Joplin Jasper County voters voting 3,577 Yes and 1,190 voting No.

Propostion A passed with Silver Creek voters voting 172 Yes and 153 voters voting No.

For the record 6029 persons voted in this general municipal election.

Respectfully submitted, Barbara Hogelin, MMC/MPCC, City Clerk

UNOFFICIAL CANVASS

Jasper County, Missouri
Primary Election
August 7, 2012

RUN DATE:08/10/2012 08:59 AM

REGISTERED VOTERS - TOTAL

	VOTERS
0024 JOPLIN 1/JOPLIN 8	1777
0025 JOPLIN-2/3	3704
0027 JOPLIN-4	2685
0028 JOPLIN-5/JOPLIN-7	2919
0031 JOPLIN-10/11	3124
0033 JOPLIN-12/14	2198
0034 JOPLIN-13	852
0036 JOPLIN-15/CENTRAL CITY	3012
0037 JOPLIN-16/18	2207
0039 JOPLIN 22	2368
0040 JOPLIN-23	2073
0041 JOPLIN-24	821
0042 JOPLIN-25	1084
0043 JOPLIN-26	1748
TOTALS	30572
PERCENT OF TOTAL	100.00

BALLOTS CAST - TOTAL

	BALLOTS
0024 JOPLIN 1/JOPLIN 8	283
0025 JOPLIN-2/3	769
0027 JOPLIN-4	526
0028 JOPLIN-5/JOPLIN-7	274
0031 JOPLIN-10/11	429
0033 JOPLIN-12/14	188
0034 JOPLIN-13	89
0036 JOPLIN-15/CENTRAL CITY	597
0037 JOPLIN-16/18	250
0039 JOPLIN 22	315
0040 JOPLIN-23	388
0041 JOPLIN-24	52
0042 JOPLIN-25	174
0043 JOPLIN-26	421
TOTALS	4755
PERCENT OF TOTAL	100.00

7 PRECINCTS	REGISTERED VOTERS	BALLOTS CAST	TURNOUT PERCENTAGE	Joplin/Silver Creek Question YES	Joplin/Silver Creek Question NO
0002 DIAMOND	7	0	0	0	0
0016 STAPLES EAST	161	42	26.09	35	7
0017 STAPLES WEST	7	2	28.58	2	0
0018 STAPLES #21	1349	258	19.13	213	45
0019 STAPLES #27	2797	603	21.56	460	143
0021 THURMAN	29	5	17.25	2	3
0999 ABSENTEE	0	39		31	8
GRAND TOTALS	4,350	949	21.82	743	206

	REGISTERED VOTERS	BALLOTS CAST	TURNOUT PERCENTAGE	Silver Creek/Joplin Question	
2 PRECINCTS				YES	NO
0021 THURMAN	518	308	59.46	158	150
0999 ABSENTEE	0	17		14	3
GRAND TOTALS	518	325	62.75	172	153

City of Joplin — City Council Agenda Item

Requested Council Meeting Date: August 20, 2012

ITEM: Council Bill No. 2012-617. This Council Bill approves the Joplin Convention & Visitor Bureau's (JCVB) Grant distribution for FY2013 relating to special events, festivals and celebrations.

ORIGINATING DEPARTMENT: Convention and Visitors Bureau
ATTACHMENTS: Council Bill No. 2012-617.

DEPARTMENT HEAD:	Patrick Tuttle	DATE: 8/1/12
CITY MANAGER:	R. Mark Rohr	DATE: 8-14-12
CITY ATTORNEY:	Brian W. Head	DATE: 8-14-12
FINANCE DEPARTMENT:	Leslie Jones	DATE: 8-14-12

INTRODUCTION:

This Council Bill approves the Joplin Convention & Visitor Bureau's (JCVB) Grant distribution for FY2013 special events, festivals and celebrations. Funding comes from a portion of the Occupational License Tax (JCVB Hotel/Motel tax) monies collected resulting from Ordinance No. 2000-048 as authorized by City of Joplin voters on November 7, 2000.

SUMMARY:

The purpose of this Grant Program is to assist qualified organizations with the promotion of tourism activities striving to directly increase hotel/motel occupancy and create positive image building for Joplin. Qualifying applicants must meet the following criteria:

- Not-For-Profit and For Profit organizations may apply;
- Events must be held between November 1, 2012 & October 31, 2013;
- Events must be held within 20 miles of Joplin city limits;
- Events must be open to the general public.

On July 10, 2013, the CVB Advisory Board held a meeting to review and discuss applications submitted for the FY13 Special Event Grant offered through the Convention & Visitors Bureau. Following the review, the Board listened to presentations from each of the eleven applicants that included a 5 minute presentation and 5 minute question and answer period. Funding requests from the eleven applications total $183, 204. Grant funds available for this program total $100,000. Taking into consideration many factors including application and presentation, tourism draw, community development, potential room nights, growth potential, previous funding and reporting standards and overall appeal; the CVB Advisory Board offers the following funding recommendations.

- **Joplin Memorial Run, May 16-18, 2013.**
  Requested = $20,000, **Recommended = $19,500**. Previously known as the Boomtown Run, this event continues to demonstrate rapid growth and development. Transitioning to a Memorial Run, using the OKC Memorial Run as a template, has dramatically increased the appeal for participants and their families to visit Joplin. Funding will be used primarily for advertising and exhibit items such as speaker fees and prize money.

- **Boomtown Days Festival, June 13-15, 2013.**
  Requested = $20,000, **Recommended = $19,500**. Funding will be divided between securing national level entertainment, a known draw for the festival; purchasing online and social media advertising to target a greater scope of attendees and purchasing an online and paper ticket software program that will assist with a more accurate measure of attendance. The Board felt that this was a great event that has demonstrated incredible growth and in light of recent events has dedicated more focus to the infrastructure of the organization to insure secure accounting practices and build a stronger foundation to encourage solid festival growth and develop a standard of continuity in an all volunteer produced event.

- **MSSU Homecoming Celebration, October 14-19, 2013.**
  Requested = $9,580, **Recommended = $3,000**. This group has received funding for the past six years and has shown that the grant has helped grow attendance and room nights. They continue to generate new ideas each year to encourage more attendance and a longer duration of stay. Funding will be used for printing and postage expenses.

- **Joplin Outlaws Baseball Season, June 1–July 31, 2013**
  Requested = $20,000, **Recommended = $1,500**. Funding will be used for website development to engage attendees outside of a 50 mile radius. The Board feels this is a great event for the community and has a consistent base for overnight stays from players; however that number does not allow for much growth. The Board would like to see more funds requested in the future for outside marketing pieces that would encourage overnight stays from fans. Funding requests for equipment and local marketing do not fulfill the purpose of the grant program.

- **Joplin Disc Golf Club 4 State Open, September 25-27, 2013.**
  Requested = $11,400, **Recommended = $7,000.** This is the fourth year this event has received funding and each year the event has grown bigger. The event organizers are consistent, not only in reporting, but also in the efforts to develop new aspects of the event that will continue to encourage overnight stays. Funding is recommended for prizes and advertising.

- **Spiva Center for the Art's PhotoSpiva, March 9-May 5, 2013**.
  Requested = $18,019.21, **Recommended = $9,000**. This is a nationally known photo competition. The Board feels that the advertising for this event always builds a positive image of Joplin and attracts a different demographic to the area. Funding will be used for printing, postage and advertising outside a 50 mile radius.

- **Spiva Center for the Art's ArtWorkers: Creativity and America, May 18–June 30, 2013.**
  Requested = $12,180.19, **Recommended = $9,500**. This is a first time event for Spiva and the CVB Board feels that due to its heavy involvement with Kansas City artists, there will be a good draw from the outside market. Funding will be used for printing, advertising, graphic design and honorarium for projects.

- **National Multiple Sclerosis Society's Bike MS: Ozarks, September 7 & 8, 2013.**
  Requested = $20,000, **Recommended = $2,500**. This is a long-standing event that overnight's in Joplin during a two day bike ride. Funding will assist with the entertainment and facilities. The majority of items requested for funding did not qualify under the grant guidelines.

- **Dogs in Downtown, May 31–June 1, 2013.**
  Requested = $20,000, **Recommended = $5,000**. This will be the second year for funding for this event. The CVB Board feels that the potential draw for the Dock Dogs performance could be great if marketed properly. Funding will be used to secure entertainment.

- **Rufus Racing's Summer Roundup Triathlon and Big Time Youth Triathlon, June 28 & 30, 2013.**
  Requested = $12,625, **Recommended = $12,000**. This event has been funded through the grant program for three years. Each year, Rufus Racing has designed elements into the event that will increase attendance and participation and draw from outside regions. The Big Time Youth Triathlon is a one of a kind event that has a focus on child athletes with autism, a component that is not featured in any other triathlon in the nation. Funding will be used primarily for advertising, printing and awards.

- **Historic Murphysburg's DickensFest, December 7-9, 2013.**
  Requested = $19,400, **Recommended = $11,500.** This will be the third year for funding for this event. DickensFest has grown and developed in the past two years to be an anchor event in the "Holiday Experience" lineup. Event staff continues to seek new ways to increase attendance and the CVB Board feels that it is beneficial for the community and tourism to offer such a unique event during the off-season to encourage attendance. Funding will be used primarily for entertainment and advertising.

RECOMMENDATION:

The JCVB Advisory Board and CVB Staff recommend the Joplin City Council approve the funding recommendation of $100,000 and that Grants be awarded for the eleven (11) events described above.

ATTACHMENTS:

Grant Applicant presentation snap shots (11 pages)

2013 Special Event Grant Snapshot (1 of 11)

Organization:	Active Lifestyle Events
Event:	Joplin Memorial Run
Date:	May 16-18, 2013
Event location:	Various locations in Joplin, MO
Projected attendance:	3,500
Estimated # of room nights:	455
Estimated # of day trippers:	1,050
Target audience:	Runners ages 3-100
Market origin of attendees:	National but primarily from 4 states and bordering states of Missouri
Amount requested:	**$20,000**
Portion of budget:	11.6%
Funds requested for:	**Tri-Fold brochures - $1,000** **Website hosting - $1,000** **Print & online ads - $5,360** **Expo fees - $2,175** **E-newsletter - $408** **Speaker fee - $5,500** **Prize money - $4,900** **Medals - $8,750** **Runner Shirts - $30,000**
Funding History:	FY12 S.E. Grant - $20,000 FY11 S.E. Grant - $10,000 (as Boomtown Run) FY10 S.E. Grant - $10,000 (as Boomtown Run) FY09 S.E. Grant - $10,567 (as Boomtown Run)

CVBAB Recommendation: $ 19,500

All items as requested

2013 Special Event Grant Snapshot (2 of 11)

Organization:	Boomtown Days
Event:	Boomtown Days Festival 2013
Date:	June 13-15, 2013
Event location:	Landreth Park, Joplin
Projected attendance:	45,000
Estimated # of room nights:	100+
Estimated # of day trippers:	12,000-15,000
Target audience:	Attendees ages 5-75, Young families with small children, Teen/tween girls ages 12-17
Market origin of attendees:	Primarily the Midwest region. Past attendees have come from MO, KS, AR, TX, OK, MI, IL, IN, NJ, CA, TN, MS and Canada
Amount requested:	**$20,000**
Portion of budget:	10% of budget is represented by grant request
Funds requested for:	**Entertainment Fees & Expenses - $15,000** **Purchase of tickets & online tracking - $2,000** **Online & social media advertising - $3,000**
Funding History:	FY11 S.E. Grant - $7,500 FY10 S.E. Grant - $12,500 FY09 S.E. Grant - $20,000 FY08 S.E. Grant - $14,700 FY07 S.E. Grant - $16,500 FY06 S.E. Grant - $15,000

CVBAB Recommendation: $ 19.500.00

Funds to be used for: All items as requested qualify for reimbursement.

2013 Special Event Grant Snapshot (3 of 11)

Organization:	Missouri Southern State University
Event:	Homecoming 2013
Date:	October 14–19, 2013
Event location:	Campus of MSSU and community of Joplin
Projected attendance:	2,000
Estimated # of room nights:	300
Estimated # of day trippers:	1,200
Target audience:	Current students & parents of students, alumni, friends of MSSU and surrounding communities
Market origin of attendees:	Local, MO, OK, KS, AR – Alumni and Constituents from all of U.S. as well
Amount requested:	**$9,580**
Portion of budget:	45% of budget is represented by grant request
Funds requested for:	**Postage for 18,000 Postcards mailed outside 50 mile radius - $3,240** **Printing, design and label of postcards - $1,200** **Postage for 15,000 Invitations mailed outside 50 mile radius - $3,240** **Printing, design and label of invitation - $1,900**
Funding History:	FY12 S.E. Grant - $10,330 FY11 S.E. Grant - $5,171 FY10 S.E. Grant - $7,500 FY08 S.E. Grant - $2,000 FY07 S.E. Grant - $5,000 FY06 S.E. Grant - $5,000

CVBAB Recommendation: $ 3,000.00

All items as requested qualify for reimbursement.

2013 Special Event Grant Snapshot (4 of 11)

Organization:	Joplin Outlaws Collegiate Baseball Club
Event:	2013 Joplin Outlaws Baseball Season
Date:	June 1–July 31, 2013
Event location:	Joplin Athletic Complex
Projected attendance:	9,000+
Estimated # of room nights:	275
Estimated # of day trippers:	2,500+
Target audience:	Families, professionals, travelers, fans, traveling teams and fans etc.
Market origin of attendees:	Joplin, MO, IA, NE, KS, OK
Amount requested:	**$20,000**
Portion of budget:	33% of budget is represented by grant request
Funds requested for:	**100 Player recruiting information pieces - $500** **500 Posters - $500** **1000 Pocket schedules - $250** **2000 Schedules - $1,000** **1500 Programs - $1,500** **500 Youth Camp Flyers - $165** **Website Development - $1,500** **Player uniforms - $3,000** **Player equipment, bats, balls etc. - $6,500** **Travel expenses - $15,500** **Umpires for home games - $4,500** **Liability Insurance, legal and accounting fees - $2,000** **M.I.N.K. League Organization Fees - $700**
Funding History:	FY12 S.E. Grant - $7,500 FY11 S.E. Grant - $7,500 FY10 S.E. Grant - $7,500

CVBAB Recommendation: $ 1,500

Website Development – other items do not qualify under guidelines.

(Continuation of Green Sheet for Council Bill No. 2012-617 approving the Joplin Convention & Visitors Bureau (JCVB) Grant distribution in FY2013 for special events, festivals and celebrations.)

2013 Special Event Grant Snapshot (5 of 11)

Organization:	Joplin Disc Golf Club
Event:	8th Annual Four States Open
Date:	September 25–27, 2013
Event location:	McClelland Park Disc Golf Course
Projected attendance:	150+
Estimated # of room nights:	70+
Estimated # of day trippers:	50% or less
Target audience:	Recreational and professional disc golfers
Market origin of attendees:	4-state regions, Tulsa, Kansas City and St. Louis
Amount requested:	**$11,400**
Portion of budget:	70%
Funds requested for:	**Players party - $3,500** **Cash Prize - $5,000** **Basket Prizes - $1,200** **Doubles Tourney Prize - $500** **Friday Field Events Prize - $500** **PDGA Ad - $700**
Funding History:	FY12 S.E. Grant - $9,750 FY11 C.E. Grant - $5,000 FY10 C.E. Grant - $3,650

CVBAB Recommendation: $ 7,000

All items qualify except Players Party.

2013 Special Event Grant Snapshot (6 of 11)

Organization:	George A. Spiva Center for the Arts
Event:	PhotoSpiva 2013
Date:	March 9–May 5, 2013
Event location:	Spiva Center for the Arts
Projected attendance:	2,700
Estimated # of room nights:	15-20
Estimated # of day trippers:	200
Target audience:	The exhibit targets all ages and interests while the competition includes both professional and amateur photographers from across the U.S.A
Market origin of attendees:	Local, Kansas City Metro, Northwest Arkansas, Tulsa and Kansas
Amount requested:	**$18,019.12**
Portion of budget:	36.5% of budget is represented by grant request
Funds requested for:	**Print and online advertising - $9,510** **Printing & postage for 4000 rack cards outside 50 mile radius - $287** **Printing & postage for 2000 Call for Entry postcards outside 50 mile radius - $610** **Purchase of SPE mailing list of 700 - $250** **Printing & postage of exhibit invitations outside 50 mile radius - $175** **Printing & postage for catalog outside 50 mile radius - $495.12** **Web site development & enhancement - $1,897** **Juror's honorarium - $3,795** **Exhibit direct expense - $1,000**
Funding History:	FY12 S.E. Grant – $8,162 FY11 S.E. Grant - $4,000 FY10 S.E. Grant - $5,000 FY09 S.E. Grant - $10,538 FY08 S.E. Grant - $13,000

CVBAB Recommendation: $ 9,000.00

All items as requested qualify for reimbursement.

2013 Special Event Grant Snapshot (7 of 11)

Organization:	Spiva Center for the Arts
Event:	ArtWorkers: Creativity and America
Date:	May 18th – June 30th, 2013
Event location:	Spiva Center for the Arts
Projected attendance:	2,000 which includes attendees as well as participants
Estimated # of room nights:	15-20
Estimated # of day trippers:	200
Target audience:	All ages, ethnic and socio-economic backgrounds and interest. Because it is an interactive exhibit, students in kindergarten through college will be specifically targeted.
Market origin of attendees:	Four state area, Kansas City, Tulsa, NW Arkansas
Amount requested:	$12,180.19
Portion of budget:	28.3% of budget is represented by grant request
Funds requested for:	**Print and online advertising - $5,593** **Printing and postage - $87.19** **Graphic design for print materials - $1,500** **Honorarium for artist projects - $5,000**
Funding History:	None
CVBAB Recommendation:	$ 9,500.00

Funds to be used for: All items as requested qualify for reimbursement

2013 Special Event Grant Snapshot (9 of 11)

Organization:	Way Beyond Events LLC
Event:	Dogs in Downtown Festival
Date:	May 31st – June 1st, 2013
Event location:	Landreth Park
Projected attendance:	10,000-15,000
Estimated # of room nights:	75
Estimated # of day trippers:	6,000
Target audience:	Leisure and professional individuals, couples and families
Market origin of attendees:	Local, Kansas City, NW Arkansas, Tulsa and Springfield
Amount requested:	$20,000
Portion of budget:	55.4% of budget is represented by grant request
Funds requested for:	**Entertainment, lights and sound - $12,000** **5,000 flyer poster distributed outside 50 mile radius - $2,000** **Print advertising outside 50 mile radius - $3,000** **Postage outside 50 mile radius - $1,000** **Tent Rental - $2,000**
Funding History:	FY12 C.E. Grant - $5,000
CVBAB Recommendation:	$5,000.00

Funds to be used for: Entertainment.

2013 Special Event Grant Snapshot (10 of 11)

Organization:	Rufus Racing
Event:	Joplin Triathlon Weekend
Date:	June 28–30, 2013
Event location:	MSSU Pool and Scroggs Lake
Projected attendance:	350 youth and adult racers
Estimated # of room nights:	75 + with some 2 night stays
Estimated # of day trippers:	200 racers with approx. 400 spectators
Target audience:	Participants who have/do participate in running, cycling, triathlon and youth events – professional level families, couples and individuals with an income of 6 figures +
Market origin of attendees:	CA, TX, WY, GA, IL, OK, KS, MO, AR, WI, IA, FL
Amount requested:	**$12,625**
Portion of budget:	Approximately 30%
Funds requested for:	**Insurance and Sanctioning Permit - $400** **Design/Artwork - $300** **Printing fliers (6000) for 10 local & regional races - $1800** **Mailing (2000) promotional pieces - $560** **Tabbing & Labeling mailed pieces (2000) - $150** **Home page ad on Trifind.com – MO, KS, OK, AR - $750** **Ad in Autism Report Magazine - $300** **Facebook click thru ads to athletes 50-150 mile radius outside of Joplin - $200** **Timing - $3000** **Website updates - $300** **Awards - $4365** **Tent, table & chairs - $500**
Funding History:	FY12 S.E. Grant - $7,500 FY11 S.E. Grant - $7,500 FY10 C.E. Grant - $2,500
CVBAB Recommendation:	$ 12,000.00

All items as requested qualify for reimbursement

2013 Special Event Grant Snapshot (11 of 11)

Organization:	Historic Murphysburg Preservation, Inc.
Event:	DickensFest
Date:	December 7-9, 2012
Event location:	Historic Murphysburg District & Main Street – Downtown Joplin
Projected attendance:	10,000
Estimated # of room nights:	30
Estimated # of day trippers:	5,000
Target audience:	Professional and leisure individuals, couples and families.
Market origin of attendees:	Local, Kansas City, NW Arkansas, Tulsa, Springfield & holiday travelers from across the U.S.
Amount requested:	**$19,400**
Portion of budget:	42% of budget is represented by grant request
Funds requested for:	**4000 flyer posters distributed outside 50 mile radius - $2,000** **Print advertising outside 50 mile radius - $3,500** **Postage outside 50 mile radius - $1,000** **Website development - $1,000** **Set relocation and reconstruction/decorating - $4,400** **Entertainment - $4,000** **Costume contest prizes - $1,000** **Tents/Stages/Sound/Supplies - $2,500**
Funding History:	FY12 S.E. Grant - $20,000 FY11 S.E. Grant - $12,500

CVBAB Recommendation: $11,500

All items as requested qualify except set relocation.

City of Joplin **City Council Agenda Item**

REQUESTED COUNCIL MEETING DATE: August 20, 2012
ITEM: Council Bill No. 2012-012 authorizing and approving settlement of a claim for property damages asserted against the City by Leroy Kutz of Kutz, LLC.

ORIGINATING DEPARTMENT: Legal Department
ATTACHMENTS: Council Bill No. 2012-012.

DEPARTMENT HEAD:	Brian W. Head	**DATE:** 8-14-12
CITY MANAGER:	R. Mark Rohr	**DATE:** 8-14-12
PUBLIC WORKS DEPT:	David Hertzberg	**DATE:** 8/14/12
FINANCE DIRECTOR:	Leslie Jones	**DATE:** 8-14-12

INTRODUCTION:
This Council Bill approves the settlement of a property damage claim asserted by Leroy Kutz relating to a sewer back-up that occurred on or about March 20, 2012, at his business property located at 1412 – 1420 Joplin Street in Joplin.

SUMMARY:
Investigation has revealed that on March 20th, 2012, claimant arrived at his property early morning and discovered a sewer back-up in his office building – specifically in his office. A trouble call was placed to the 911 operator advising of the back-up and requesting assistance. A City crew was dispatched and, upon arrival, found the lines to be full due to a heavy rain event. It was the belief of the City crew that the back-up was simply due to lines being at capacity rather than a blockage and that rodding would be ineffective due to the lack of pressure differential between up and downstream. As every other suite in his office building began to flood, Mr. Kutz was not satisfied with the explanation he was given and he continued to request a further check of the area behind his building. A City crew went to the site a second time and found that the lines were no longer full. On their second trip, they rodded the sewer line in the alley behind the building which resulted in a very evident rush of water as the line opened. The sewer water immediately stopped flowing into the building. Mr. Kutz incurred considerable expense in the clean-up and restoration of the various offices in his building amounting to a total of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58). It was determined by the Public Works Department that this back-up was caused by a blockage related to the City's main, accordingly, Staff is of the opinion the City should be responsible for liability and reimburse claimant for his damages.

RECOMMENDATION:

Staff recommends passage of this Council Bill on an emergency basis.

BWH:ab
attachment

COUNCIL BILL NO. 2012-012 ORDINANCE NO.

AN ORDINANCE authorizing and approving the settlement of a claim for property damage asserted by Leroy Kutz of Kutz, LLC, against the City of Joplin, said payment being in settlement of all claims arising out of a sewer back-up alleged to have occurred on or about March 20, 2012; authorizing the Director of Finance to pay out the total sum of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58) from Account No. 515-7501-500-5305 of the Insurance Fund; and containing an emergency clause.

WHEREAS, the Public Works Director and the City Attorney recommend payment of the sum of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58) to Leroy Kutz, Kutz LLC, resultant from a claim for property damage from a sewer back-up which occurred at or near 1412 – 1420 Joplin Street, in Joplin, Missouri, on or about March 20, 2012.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. Approval of payment of settlement. The claim of property damages asserted by Leroy Kutz of Kutz, LLC, and settlement of all claims hereinabove set forth which provides for the payment of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58)by the City of Joplin, Missouri, is hereby approved.

Section 2. Authorization for Director of Finance to expend funds. The Director of Finance of the City of Joplin, Missouri, is hereby authorized and directed to make payment in the amount of Sixteen Thousand, Two Hundred Eighteen Dollars, Fifty-Eight Cents ($16,218.58)to Leroy Kutz, Kutz, LLC, upon the advice and recommendation of the City Attorney, in settlement of all claims as hereinabove set forth, said payments to be made from the Insurance Account and charged to Account No. 515-7501-500-5305.

Section 3. That the City hereby declares that this Ordinance, being an Ordinance for the payment of damage claims, and settlement of said claims, upon recommendation of the City Attorney, is considered an emergency within the meaning of Section 2.12(3) of the Home Rule Charter of the City of Joplin, Missouri, and, as such, this Ordinance shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this

_____ day of _____, 2012, by a vote of _____.

_____
Melodee Colbert-Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: August 20, 2012
Council Bill No. 2012- 150
Item: Amendment to Sections 26-651 & Section 26-652 of the City Code of Ordinances
Originating Department: PUBLIC WORKS – ENGINEERING

Attachments: 1) Council Bill No. 2012- 150
2) Before & After Map
3) Copy of Revisions

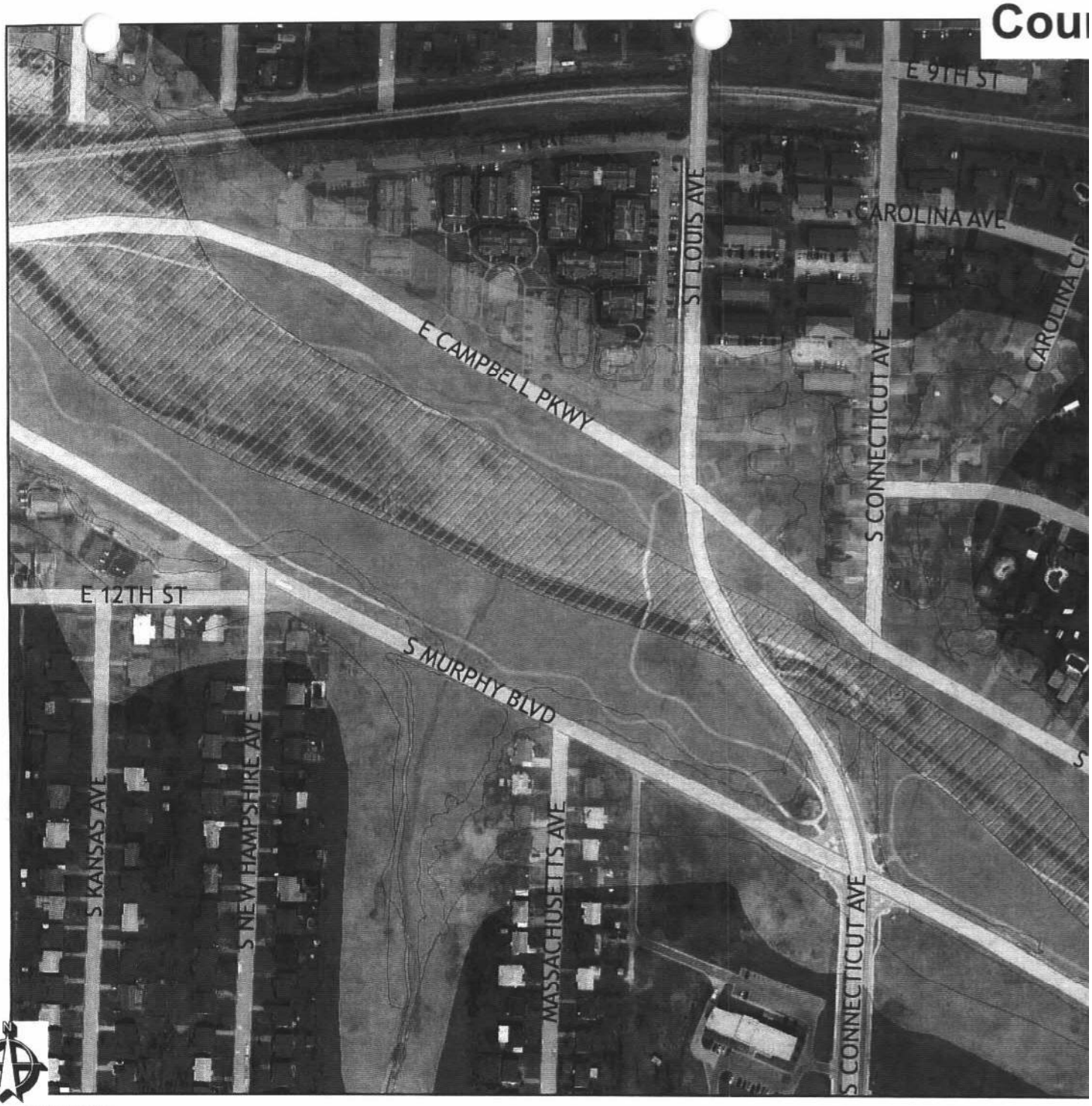
Engineering: Jack Schaller	Date: 8-13-12
Public Works: David Hertzberg	Date: 8/13/12
Finance Department: Leslie Jones	Date: 8-14-12
City Attorney: Brian Head	Date: 8-14-12
City Manager: Mark Rohr	Date: 8-14-12

Recommended Action: Approval of an ordinance to amend the Code of Ordinances of the City of Joplin to reference the newly issued FEMA Flood Insurance Study and Flood Insurance Rate Maps, dated November 2, 2012.

Background: The City of Joplin is a participant in the National Flood Insurance Program (NFIP). The NFIP was established in the National Flood Disaster Protection Act of 1973. In participating communities, the NFIP periodically performs Flood Insurance Studies (FIS) to determine likely 100-year flood zones. By city ordinance, construction within the established flood zones is regulated to prevent or reduce structural and personal property losses due to flooding.

Discussion: Maps of the 100-year flood zones were originally issued for the City of Joplin in 1976. These maps were updated in 1983 to include changes in terrain and infrastructure. Recently, the Federal Emergency Management Agency updated all the maps in Jasper County and the City of Joplin. These maps will become effective on November 2, 2012. The City of Joplin has been instructed to adopt the new maps by ordinance before November 2, or face suspension from the program. Suspension would have the consequence of prohibiting loans, guaranties, insurance, payments, rebates, subsidies, or disaster assistance loans or grants for acquisition or construction purposes within the 100-year flood zones. Because this program protects life and property it is being presented as an emergency.

Recommendation: Staff recommends that council approve an ordinance to amend the Code of Ordinances of the City of Joplin to reference the newly issued FEMA Flood Insurance Study and Flood Insurance Rate maps, dated November 2, 2012.



Date: 8/13/2012

FIRST REVISION

CURRENT ORDINANCE

Sec. 26-651. - Statutory authorization, findings of fact, and purposes.

(3) *Methods used to analyze flood hazards.*

a. Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this article is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this article. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials dated March 16, 2006 for Jasper County and May 2, 2002 for Newton County as amended, and any future revisions thereto.

PROPOSED ORDINANCE

Sec. 26-651. - Statutory authorization, findings of fact, and purposes.

(3) *Methods used to analyze flood hazards.*

a. Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Jasper County dated November 2, 2012 as amended, and any future revisions thereto.

SECOND REVISION

CURRENT ORDINANCE

Sec. 26-652. - General Provisions.

(a) *Lands to which this article applies.* This article shall apply to all lands within the jurisdiction of the city identified as numbered and unnumbered A zones and AE zones, on the flood insurance rate map (FIRM) index panel 29097CIND1A dated March 16, 2006 for Jasper County and index panel 290820IND0 dated May 2, 2002 for Newton County as amended, and any future revisions thereto. In all areas covered by this article, no development shall be permitted except through the issuance of a floodplain development permit, granted by the city council or its duly designated representative under such safeguards and restrictions as the city council or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in section 26-655.

PROPOSED ORDINANCE

Sec. 26-652. – General Provisions.

(a) *Lands to which this article applies.* This article shall apply to all lands within the jurisdiction of the City of Joplin identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Map (FIRM) for Jasper County, Missouri on Map Panels 29097C0142E, 29097C0144E, 29097C0161E, 29097C0163E, 29097C0255E, 29097C0256E, 29097C0257E, 29097C0258E, 29097C0259E, 29097C0265E, 29097C0266E, 29097C0267E, 29097C0268E, 29097C0269E, 29097C0276E, 29097C0277E, 29097C0278E, 29097C0279E, 29097C0283E, 29097C0284E, 29097C0285E, 29097C0286E, 29097C0287E, 29097C0288E, 29097C0295E, 29097C0380E, and 29097C0385E dated November 2, 2012, as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the City Council or its duly designated representative under such safeguards and restrictions as the City Council or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Section 5.

COUNCIL BILL NO. 2012- 150 ORDINANCE NO.

AN ORDINANCE amending Article XI. Floodplain Management., Sections 26-651 Statutory authorization, findings of fact, and purposes. And 26-652. General Provisions of Chapter 26 Building and Building Regulations of the Code of Ordinances of the City of Joplin, Missouri, by repealing Section 26-651 (b) (3) a. and enacting a new Section 26-651 (b) (3) a. in lieu thereof; and by repealing Section 26-652 (a) and enacting a new Section 26-652 (a) in lieu thereof; specifying the date of the valid Federal Insurance Administrator's FIS and the date of the valid flood insurance rate map (FIRM), respectively; and containing an emergency clause.

WHEREAS, the Federal Emergency Management Agency has issued a new Flood Insurance Study (FIS) of the City of Joplin; and,

WHEREAS, to participate in the National Flood Insurance Program (NFIP), the City of Joplin must comply with 44 code of Federal Regulations (CFR) Section 60.3(d) by approving certain Flood Insurance Rate Maps; and,

WHEREAS, the City of Joplin may be suspended from the NFIP should the city ordinance setting forth the Flood Insurance Rate Maps not be amended by November 2, 2012, which would endanger property should a flood event occur; and,

WHEREAS, it is necessary to repeal Section 26-651 (b) (3) a., and Section 26-652 (a) of the Joplin City Code and enact a new Section 26-651 (b) (3) a., and Section 26-652 (a) of the Joplin City Code, in lieu thereof, so that the City Code is consistent with 44 Code of Federal Regulations (CFR) Section 60.3(d).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That Article XI. Floodplain Management of Chapter 26. Buildings and Building regulations, be amended by repealing Section 26-651 (b) (3) a., of the Joplin City Code, and enacting a new Section 26-651 (b) (3) a., of the Joplin City code in lieu thereof, to read as follows:

"Sec. 26-651. (b) (3) a.

a. Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Jasper County dated November 2, 2012 as amended, and any future revisions thereto."

Section 2. That Article XI. Floodplain Management of Chapter 26. Buildings and Building Regulation to be amended by repealing, Section 26-652 (a) *Lands to which this article applies.*, of the Joplin City code, and enacting a new Section 26-652 (a), *Lands to which this article applies.*, of the Joplin City code in lieu thereof, to read as follows:

"Sec. 26-652. (a)

(a) *Lands to which this article applies.* This ordinance shall apply to all lands within the jurisdiction of the City of Joplin identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Map (FIRM) for Jasper County, Missouri on Map Panels 29097C0142E, 29097C0144E, 29097C0161E, 29097C0163E, 29097C0255E, 29097C0256E, 29097C0257E, 29097C0258E, 29097C0259E, 29097C0265E, 29097C0266E, 29097C0267E, 29097C0268E, 29097C0269E, 29097C0276E, 29097C0277E, 29097C0278E, 29097C0279E, 29097C0283E, 29097C0284E, 29097C0285E, 29097C0286E, 29097C0287E, 29097C0288E, 29097C0295E, 29097C0380E, and 29097C0385E dated November 2, 2012, as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the City Council or its duly designated representative under such safeguards and restrictions as the City Council or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Section 5."

Section 3. This Ordinance is an emergency within the meaning of Section 2.12 (1) in that said ordinance provides for immediate preservation of the public peace, property, health, safety or morals and is considered an emergency by the Council and as such shall become effective immediately upon this passage as provided by the Home Rule Charter for the City of Joplin.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____

Day of _____, 2012 by a _____vote.

ATTEST: Melodee Colbert-Kean, Mayor

Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

Brian W. Head, City Attorney

City of Joplin

City Council Agenda Item

REQUESTED COUNCIL MEETING DATE: August 20, 2012

ITEM: Council Bill No. 2012-510
ORIGINATING DEPARTMENT: Finance Department

ATTACHMENTS: 1) COPY OF COUNCIL BILL
2) COPY OF PUBLIC HEARING NOTICE
3) COPY OF AVERAGE PROPERTY TAX CALCULATION

FINANCE DIRECTOR:	Leslie Jones	**DATE:** 8-8-12
CITY ATTORNEY:	Brian Head	**DATE:** 8-8-12
CITY MANAGER:	Mark Rohr	**DATE:** 8-14-12

BACKGROUND:
This is a public hearing to discuss the proposed fiscal year 2012-2013 property tax levy for the City of Joplin and for the affirmation of the tax levy of the Joplin Public Library District. The maximum authorized property tax levy is 54.0 cents and the CPI is 3% based on calculations by the State Auditor's office. The property tax of the City of Joplin represents a very small portion of the overall property tax liability for the citizens of Joplin. Property tax provides approximately 1.3% of the general government revenue and is used to fund a portion of Health, Parks, and Solid Waste activities.

Staff is recommending the acceptance of the amount calculated utilizing the State Auditor's worksheet, which represents an increase in the City property tax rate from $.1521 to $.1620. The library rate will remain the same at $.2545 as set forth by Missouri Statute. The total rate will be $.4165 per $100 of assessed valuation, which is up from $.4066 for last year. Property tax is expected to generate $803,110 for the City and $1,126,600 for the library. The property tax for a home with an assessed valuation of $100,000 will be $79.14 for both the city and the library portion of the property tax. This represents an increase of $1.88 on a home with an assessed valuation of $100,000.

DISCUSSION:
The City of Joplin will levy a property tax of $0.1620 per $100 assessed valuation and the Library District will levy a tax of $0.2545 per $100 assessed valuation.

According to preliminary assessment valuations for 2012 released by the County Clerk's Offices of Jasper and Newton Counties, the assessed valuations for each county for the city are:

	2011	2012
Jasper County	$412,815,987	$394,622,800
Newton County	123,837,712	121,780,203
Total – Both Counties	$536,653,699	$516,403,003

The property tax rate must be set by ordinance by September 1st of each year.

RECOMMENDATION.
It is recommended that this Council Bill be passed on an emergency basis.

COUNCIL BILL NO. 2012-510 **ORDINANCE NO.**

AN ORDINANCE levying taxes in the City of Joplin, Missouri for the year 2012 in the amount of Sixteen and Twenty Hundredths Cents ($0.1620) on One Hundred Dollars of valuation of all real property in said City, and levying taxes in the Joplin Public Library District for the year 2012 in the amount of Twenty-Five and Forty-Five Hundredths Cents ($0.2545) on One Hundred Dollars of valuation of all real property in said District, and containing an emergency clause.

BE IT ORDAINED by the Council of the City of Joplin, Missouri, as follows:

Section 1. There be and is hereby levied Five and Forty Hundredths Cents ($0.0540) on One Hundred Dollars valuation of all such property as is assessed by the City and County Assessors jointly, except household property, as passed upon and equalized by the Board of Equalization for the purposes of creating a fund for Health and Welfare of the City of Joplin.

Section 2. There be and is hereby levied Five and Forty Hundredths Cents ($0.0540) on One Hundred Dollars valuation of all such property as is assessed by the City and County Assessors jointly, except household property, as passed upon and equalized by the Board of Equalization for the purposes of creating a fund for Solid Waste/Landfill Closure and Post Closure of the City of Joplin.

Section 3. There be and is hereby levied Five and Forty Hundredths Cents ($0.0540) on One Hundred Dollars valuation of all such property as is assessed by City and County Assessors jointly, except household property, as passed upon and equalized by the Board of Equalization for the purposes of creating a fund for Parks and Recreation of the City of Joplin.

Section 4. There be and is hereby levied Twenty-Five and Forty-Five Hundredths Cents ($0.2545) on One Hundred Dollars valuation of all such property as is assessed by the City and County Assessors jointly, except household property, as passed upon and equalized by the Board of Equalization for the purpose of creating a fund for the Free Public Library District of the City of Joplin.

Section 5. That this Ordinance, fixing a tax rate or assessment of the City, is an emergency within the meaning of Section 2.12(5) of THE HOME RULE CHARTER OF THE CITY OF JOPLIN, MISSOURI, and shall be in full force and effect immediately from and after its passage and approval.

COUNCIL BILL NO. 2012-510 **ORDINANCE NO.**

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2012, by a _____ vote.

_____
Melodee Colbert-Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

CITY OF JOPLIN
PUBLIC HEARING

The City of Joplin, Missouri will hold a public hearing during the regular meeting of the City Council on Monday, August 20, 2012 at 6:00 p.m. in the Council Chambers of the Joplin City Hall located at 602 South Main Street, Joplin, Missouri.

The purpose of the hearing will be to obtain public input concerning the proposed real estate tax levy for the 2012-2013 fiscal year. The tables below provide the preliminary assessed valuations for 2011 and 2012 of taxable real property located within the City of Joplin and the Joplin Library District for comparative purposes. Also presented are the estimated net tax collections for each of the funds for which a tax is levied. Final rates adopted by Council may change slightly due to final assessed values sent to the State by the County.

Entity	2011 Locally Assessed Valuation	2012 Locally Assessed Valuation	2012-2013 Estimated Tax Revenue	Estimated Delinquent Taxes (4%)	2012-2013 Estimated Net Tax Receipts
City of Joplin	$536,653,699	$516,403,003	$836,573	$33,463	$803,110
Joplin Public Library	$480,838,897	$461,116,701	$1,173,542	$46,942	$1,126,600
			$2,010,115	$80,405	$1,929,710

TAX REVENUE ESTIMATES FOR 2012-2013

Fund	2011 Tax Rate	Proposed 2012 Tax Rate	Estimated 2011 Net Tax Revenues	Estimated 2012 Net Tax Revenues
Health & Welfare Fund	$0.0507	$0.0540	$261,200	$267,703
Parks & Recreation Fund	$0.0507	$0.0540	$261,200	$267,703
Solid Waste Mgmt Fund	$0.0507	$0.0540	$261,200	$267,703
Joplin Public Library	$0.2545	$0.2545	$1,174,786	$1,126,600
TOTALS	$0.4066	$0.4165	$1,958,386	$1,929,710

Leslie Jones, C.P.A., C.M.A.
Director of Finance
City of Joplin, Missouri

CITY OF JOPLIN, MISSOURI
PROPERTY TAX LEVY CALCULATION
FOR FISCAL YEAR 2007-2008

NEW TAX RATE

APPRAISED VALUE OF RESIDENCE	MULTIPLIED BY	ASSESSMENT RATIO FOR RESIDENTIAL	DIVIDED BY	PER $100 OF ASSESSED VALUATION	MULTIPLIED CITY & LIBRARY RATE	EQUALS	TAX LIABILITY PER YEAR
$100,000.00	X	19%	/	100	0.4165	=	$ 79.14

PRIOR YEAR TAX RATE

APPRAISED VALUE OF RESIDENCE	MULTIPLIED BY	ASSESSMENT RATIO FOR RESIDENTIAL	DIVIDED BY	PER $100 OF ASSESSED VALUATION	MULTIPLIED CITY RATE	EQUALS	TAX LIABILITY PER YEAR
$100,000.00	X	19%	/	100	0.4066	=	$ 77.25
		Total increase in tax liability				**$ 1.88**	

City of Joplin **City Council Agenda Item**

REQUESTED COUNCIL MEETING DATE: August 20, 2012
ITEM: Council Bill 2012- 616 amending the Classification and Pay Plan adopted by Ordinance No. 2000-192, and authorizing the updating of certain classifications presently in use by the City.

ORIGINATING DEPARTMENT: Department of Human Resources

ATTACHMENTS: Council Bill No. 2012-616, Summary Sheet, White Paper on New Pay Plan, Descriptions for updated classifications.

DEPARTMENT HEAD:	Varying	**DATE:**
CITY MANAGER:	R. Mark Rohr	**DATE:** 8-15-12
CITY ATTORNEY:	Brian Head	**DATE:** 8-15-12
FINANCE DIRECTOR:	Leslie Jones	**DATE:** 8-15-12
HUMAN RESOURCES DIRECTOR:	Reba L. Snavely	**DATE:** 8-15-12

SUMMARY:
This Council Bill approves updating classifications for the Departments within the City of Joplin Classification and Pay System.

DISCUSSION:
The Classification and Pay Plan includes provisions whereby the Plan periodically can have classification titles added or job descriptions revised. The Classification and Pay Plan was reviewed in June 2007 with the Envisioning Process to bring it in line with the Blueprint for the Future and is being reviewed presently to change to a new pay system as requested by the Council.

The City Manager has reviewed and approved these classifications and is asking for them to be effective on November 1, 2012. Any changes in pay for these position descriptions are minimal and will be addressed at a later date.

RECOMMENDATION:
Staff recommends approval of this Council Bill on an emergency basis.

COUNCIL BILL NO. 2012-616 **ORDINANCE NO. 2012-___**

AN ORDINANCE amending the Classification and Pay Plan adopted by Ordinance No. 2000-192 and authorizing revised new classification titles and updating position descriptions and containing an emergency clause.

WHEREAS, the City Council of the City of Joplin, Missouri, upon the recommendation of the Carl S. Becker Company, Inc., approved and implemented a Classification and Pay Plan on October 16, 2000, revised November 1, 2006, and occasionally added to since that time;

WHEREAS, that Classification and Pay Plan included provisions whereby the Plan was reviewed beginning in June 2007 with the Envisioning Process to determine second tier management staffing levels in specific departments and to be in line with the Blueprint for the Future I and II; and

WHEREAS, the City Manager has reviewed the revised job descriptions and the Personnel Board reviewed and approved these classifications.

WHEREAS, the City Manager has reviewed the Classification and Pay Plan amendments and is recommending these to the Council as stated above;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the Classification and Pay Plan adopted by the Council of the City of Joplin, Missouri, on October 16, 2000, by Ordinance No. 2000-192, and has been amended to include functional and organizational changes.

Section 2. That the classifications as attached hereto and indicated on the "Summary Sheet" are hereby established.

Section 3. That this being an Ordinance affecting expenditures of the City government and having to do with the expenditure of public funds, shall be considered an Emergency Ordinance within the meaning of Section 2.12(3) (4) of the Home Rule Charter of the City of Joplin, Missouri, and as such shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2012 by a vote of _____.

_____
Melodee Colbert-Kean, Mayor

ATTEST:

_____
Barbara Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian Head, City Attorney

CITY OF JOPLIN
Council Meeting
August 20, 2012

Council Bill 2012-616
Revisions/Updates to Job Descriptions

Summary Sheet

Job Title Changes and Updates
Department

Public Works
- Airport Manager
- Airport Operations Worker
- Airport Operations Supervisor
- Neighborhood Improvement and Building Code Supervisor
- Wastewater Laboratory Technician

Municipal Courts
- Compliance Officer I
- Compliance Officer II
- Court Assistant I
- Court Assistant II
- Municipal Court Administrator

Health Department
- WIC Certifier

Convention and Visitor's Bureau
- CVB Tourism and Cultural Arts Assistant

Human Resources
- Human Resources Specialist
- Human Resources Assistant

Parks and Recreation
- Lead Parks Caretaker
- Utility Worker

CITY OF JOPLIN
White Paper on New Pay Plan
August 8, 2012

By Reba L. Snavely

On Thursday, June 7, 2012, City Council met in the Informal Room on the fifth floor of City Hall to select an option for the new pay plan for fiscal year 2012-2013. The two options of choice were a range and step plan, as we have now, or a performance and competency based plan. The selection was a performance and competency based plan to be implemented on a trial basis for a two-year period.

As a result, the City Manager had a meeting with all Department Heads to discuss how to proceed with the plan and what needed to be done as we looked into the future. The City Manager then appointed an 11-member performance advisory committee consisting of department and division heads to review and recommend a new system built upon Council's decision of June 7th. That committee has met several times and has reviewed and discussed changes to:

- the job descriptions,
- the performance evaluation form,
- the policies, and
- the pay plan.

It has been determined that to implement Council's desire, these items need to come before Council for review and approval, and a timeline has been assigned to each, as follows:

1.	Job Descriptions	August 20, 2012	Primarily updates
2.	Performance Evaluation Form	September 24, 2012	Revised
3.	Policy Chapters 3, 4, 5, 6	September 24, 2012	Revised
4.	Salary Administration Plan	October 1, 2012	As adjusted

Over 30 job descriptions have been completed and will be placed on the August 20th agenda for review and approval before they can be incorporated into the new pay plan. The committee is in the final stages of approving the revised performance measurement document.

After the October 1 meeting, we will begin the training with employees and supervisors on the new system.

Class Code: 607

AIRPORT MANAGER

Definition: Under general direction, oversees the promotion, development, and day-to-day operation of the Joplin Regional Airport. Reports to the Director of Public Works as a Division Head.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job. Must keep information confidential. Other duties may be assigned as necessary.

Tasks:

Plans, organizes, implements, directs and reviews airport property usage. Recommends rental rates and charges, and forecasts revenues and costs associated with leasing airport properties. Negotiates leases and rental agreements. Researches and recommends airport property leasing, sales or acquisition policy interest. Recommends and arranges for approval of leasehold development and improvement. Schedule and direct inspection of premises to ensure tenant compliance with lease requirements. Advises and assists tenants. Initiates collection procedures against delinquent lessees.

Plans, organizes, implements, directs and reviews department financial administration. Oversees record keeping and preparation of inter department accounting reports and financial statements within City's approved accounting systems. Directs airport inventories and assets activities. Conducts cost-benefit, statistical or other analyses, and recommends funding program improvements and staffing changes. Prepares consolidated annual budget, and monitors organization performance. Analyzes departmental personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures.

Plans, organizes, implements, directs and reviews airport public relations and marketing. Involves: Oversee marketing strategies for marketing and implementing new programs and services. Oversees and approves the design and layout of in-house and outsourced advertising and promotion materials. Monitors promotional services through various media including news releases, flyers, posters, television spots, and other venues. Oversees development and implementation of special events designed to promote new services and programs.

Prepares reports and correspondence for presentation. Acts as a liaison between the Airport and the airline and/or rental car representatives as well as other contractor on the premises.

Represents the airport in a professional manner as requested by the Director of Public Works in dealings with various department heads, managers, supervisors and other staff.

Provides administrative direction and supervision for staff. Assigns, schedules, guides and monitors work. Completes employee performance documents and appraisals. Provides for training and development. Counsels, motivates and maintains harmony. Identifies and resolves staff differences, conflicts and deficiencies. Interviews applicants. Recommends hiring, discipline, termination, merit pay, promotion or other employee status changes to immediate supervisor. Enforces personnel rules and regulations and work behavior standards. Ensures compliance with all applicable Federal Aviation Administration rules, regulations, and standards.

Serves as the Airport Security Coordinator (ASC) for Joplin Regional Airport. As the airport's primary and immediate contact for security related activities and communications with TSA, the Coordinator must be available to TSA on a 24-hour basis. Reviews frequently the security-related functions to ensure they are

AIRPORT MANAGER (Cont'd.)

effective and in compliance with applicable Security Directives. Takes corrective action for any instances of non-compliance. As the contact for individuals applying for unescorted access, pursues their intent to seek correction of a criminal history record with the FBI. Maintains liaison with air carrier station managers to share information regarding security issues concerning the air carrier. Maintains liaison with foreign air carrier station managers to share information regarding security issues concerning the foreign air carrier. Maintains sufficient qualified staff and provides sufficient resources to comply with these requirements.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of airport management.
Knowledge of Federal Aviation Administration rules, regulations, and standards applicable to the Joplin Regional Airport.
Knowledge of promotional and marketing techniques appropriate for governmental business operations.
Knowledge of general business and public administration principles and practices.
Knowledge of general buildings and grounds maintenance practices and procedures.
Skill in establishing and maintaining effective working relationships with business/industrial officials, other state, Federal, and local governmental officials, staff, and the general public.
Skill in planning, scheduling, and reviewing the work of staff.
Skill in promoting and developing increased use of the Joplin Regional Airport.
Skill in understanding and following complex rules, regulations, and standards.
Ability to work effectively with those wishing to lease, rent or purchase space from the Airport.

Physical Requirements:

Requires a high level of standing, bending, twisting, squatting, and carrying; medium to high lifting may be required; manual dexterity to such a degree as to allow proper assembly, maintenance, and operation of job related equipment such as specialized fire rescue equipment; sighted, hearing, and mobility to such a degree as not to compromise safety rules or the safety of self or others while working. Seasonal exposure to extreme weather conditions; exposure to heights, high noise levels, and electrical and mechanical hazards. Must move between buildings and runways in all weather conditions.

Qualifications:

An undergraduate degree in Airport Management, Business or Public Administration or closely related area and a minimum of four years of experience in facilities management and supervision preferably in an airport setting; satisfactory completion of training as an Airport Security Coordinator must be successfully completed immediately upon being hired into the position. Must successfully complete a thorough background check. Must possess a valid Missouri operator's license.

Class Code: 613

AIRPORT OPERATIONS WORKER

Definition: Under general supervision, performs a variety of airport operation and maintenance work, including operating specialized airport firefighting equipment.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job as the entire Airport crew consists of 6.75 employees for a twenty-four/seven operation. Other duties may be assigned as necessary.

Tasks:

Performs a variety of general maintenance tasks, including cleaning, vacuuming and scrubbing floors, washing windows and cleaning equipment, dusting and polishing furniture, and sanitizing restroom facilities. Checks heating and cooling systems to ensure proper operation; maintains an inventory of all equipment, tools, supplies, and materials at the assigned facility; ensures facilities are properly locked at all times; operates specialized airport firefighting equipment as necessary for emergency situations. Completes painting, plumbing and light carpentry projects.

Performs a variety of grounds maintenance tasks, including mowing and edging lawns, trimming trees and shrubs, applying fertilizer, and planting flowers; performs a variety of building maintenance and repair tasks, including stripping, waxing, and buffing floors, changing light bulbs, painting, doing basic carpentry, and installing and repairing plumbing fixtures; checks fencing around perimeter of the airport; assists other staff when working as a team on project work.

Conducts tours of facility and answer questions about the facility and related programs, activities, and services as assigned.

Knowledge, Skills, and Abilities:

Knowledge of the procedures and techniques for operating specialized airport firefighting equipment.
Knowledge of State and Federal laws, regulations, and guidelines regarding airport firefighting.
Knowledge of equipment and supplies used for cleaning.
Knowledge of general building maintenance methods and practices, including floor stripping and waxing, painting, plumbing, and light carpentry.
Knowledge of general grounds keeping methods and practices, including equipment use and maintenance.
Skill in operating and maintaining specialized airport firefighting equipment.
Skill in understanding complex laws, regulations, and guidelines.
Skill in establishing and maintaining effective working relationships with other staff and the public.
Skill in following oral and written instructions.
Skill in cleaning and maintaining building and grounds to present a neat and pleasant appearance.
Ability to communicate effectively orally and in writing.

Physical Requirements:

Requires high levels of standing, walking, twisting, and bending; some medium to heavy lifting may be involved; requires manual dexterity sufficient to operate a variety of essential job related equipment; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working; must be able to move between buildings and runways in all types of weather conditions; must possess depth perception; medium to high levels of carrying, pushing, pulling, reaching, and squatting are required.

Qualifications: Graduation from high school or G.E.D. equivalent and one year of experience performing building and grounds maintenance work. Must be able to successfully complete a thorough background check. Must possess a valid Missouri operator's license.

Class Code: 614

AIRPORT OPERATIONS SUPERVISOR

Definition: Under general supervision, performs a variety of work including equipment operation, training for and responding to fire/crash/rescue emergencies and filling in when the Airport Manager is absent; supervises others and reports to the Airport Manager.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job. Other duties may be assigned as necessary.

Tasks:

Supervises and trains airport employees, assists with evaluations of performance and recommends raises and discipline.

Performs a variety of tasks involving operation of equipment at the airport, including the fire/crash/rescue apparatus; operates equipment, trucks and snowplows; mows and trims grass; observes equipment for service and repair needs; removes snow, sprays weeds; trims trees and shrubs; inspects and repairs field lighting; observes to assure safety of runways and taxiways.

Participates in providing security of airport; provides safety briefings for contractors and others on the airport; assists manager in FAA security and other programs; trains Airport Maintenance Workers.

Serves as airport fire chief and responds to emergencies and operates crash/fire/ rescue truck when necessary; trains others in emergency responses; inspects facilities for safety including fuel handling and storage areas; issues NOTAMS related to airfield conditions and operations; responds to after-hours emergencies; performs similar duties.

Trains all staff having access to movement areas and safety areas to perform duties in compliance with these requirements:

- Airport Familiarization, including airport marking, lighting, and signs.
- Airport Communications, including radio communication between the air traffic control tower and staff, use of the common traffic advisory frequency (CTAF) if the tower is not in operation, and procedures for reporting unsafe airport conditions.
- Aircraft rescue and firefighting: Operational requirements;
- Handling and storage of hazardous substances and materials;
- Self-inspection program;
- Pedestrians and Ground Vehicles;
- Wildlife hazard management;
- Airport condition reporting
- Records all training completed by each staff member including a description and date of training received. Maintain training records for 24 consecutive calendar months after completion of training.

Class Code: 614

AIRPORT OPERATIONS SUPERVISOR (Cont'd.)

Acts on behalf of the Airport Manager as necessary. In the absence of the Airport Manager, serves as the Airport Security Coordinator (ASC) for Joplin Regional Airport.

Knowledge, Skills, and Abilities:

Knowledge of FAA Rules and Regulations.
Knowledge of the Airport Certification Manual.
Knowledge of the Airport Security program and emergency plan.
Through knowledge of procedures and techniques for operating specialized airport crash/firefighting and other airport equipment.
Knowledge of the grounds keeping principles and practices.
Knowledge of the airport security techniques and operation.
Skill in operation and maintenance of specialized airport fire/rescue equipment.
Skill in leading other workers.
Skill in establishing and maintaining effective working relationships with employees, the public and airport tenants.
Ability to lead others and to train and develop workers.

Physical Requirements:

Requires high levels of standing, walking, twisting and bending, and some medium to heavy lifting; requires manual dexterity sufficient to operate a variety of job related manual and power equipment; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working; must move between buildings and runways as necessary; must possess visual depth perception; medium to high levels of carrying, climbing, pushing, pulling, reaching, and squatting are required. Works in all weather conditions.

Qualifications: High School graduate or GED equivalent supplemented with technical course work or training in electricity, mechanics and airport operations, and three (3) years of experience working for an airport. One year of experience in supervision and leadership of staff. Or, and undergraduate degree in Airport Management may be substituted year for year for the experience. Must be able to receive and successfully complete training in Airport Security Coordination as part of job training. Must be able to successfully complete a thorough background check. Must possess a valid Missouri CDL license.

Class Code: 671

NEIGHBORHOOD IMPROVEMENT AND BUILDING CODE SUPERVISOR

Definition: Under general supervision, plans, coordinates, and reviews the day-to-day activities of staff responsible for building inspection, code enforcement, and compliance.

Essential Functions: Included in the essential functions listed below are attendance and dependability. the job. Confidentiality must be maintained. Other duties may be required in addition to those listed.

Tasks:

Plans, coordinates, assigns, and reviews the work of building inspectors, code enforcement inspectors, and other support staff to ensure that new construction/remodeling projects for residential and commercial structures in the City of Joplin comply with established City zoning and building codes/ordinances and basic building codes and guidelines and that "nuisance" ordinances are enforced consistently and equitably; reviews construction plans for code compliance.

Meets with architects, engineers, contractors, and home/business owners to explain City of Joplin building and zoning codes and ordinances and basic building codes, answer questions regarding code/ordinance enforcement procedures, and consequences for non-compliance; investigates and resolves problems/disputes between inspection staff and home/business owners regarding code compliance; oversees issuance of construction oriented permits/licenses.

Represents the City in meetings with the media and the Building Board of Appeals; develops and implements annual budget for the Building Division and Neighborhood Improvement administration, including maintaining an inventory of equipment, supplies, and materials needed for the efficient, effective operation of the Division and ordering additional stock as necessary; functions as a member of the Neighborhood Improvement Team.

Knowledge, Skills, and Abilities:

Knowledge of City of Joplin building and zoning codes and ordinances to be enforced
Knowledge of various City of Joplin "nuisance" ordinances enforced
Knowledge of enforcement procedures for City code/ordinance violations
Knowledge of regulations and procedures for issuing building/sign permits
Knowledge of basic building codes and guidelines, including electrical, plumbing, and general construction code

Class Code: 671

NEIGHBORHOOD IMPROVEMENT AND BUILDING CODE SUPERVISOR (cont'd.)

Knowledge of the location of streets and addresses in the City of Joplin
Knowledge of general management principles and practices, including budgeting, program/project planning and evaluation, and employee supervision and training
Skill in establishing and maintaining effective working relationships with property owners, architects, engineers, construction contractors, other staff, and the public
Skill in planning, organizing, and directing the activities of a municipal enforcement/regulatory agency
Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards
Skill in reviewing and evaluating the work of subordinate staff to ensure that established regulatory/enforcement program standards are met
Skill in reading and understanding construction plans and blueprints
Skill in understanding and interpreting complex regulations and guidelines
Skill in inspecting property to identify violations of City of Joplin zoning and building codes and ordinances and violations of basic building codes and guidelines

Physical Requirements:

Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, FAX machines, copiers, and telephones; requires color and depth perception; must be sufficiently sighted, hearing, and mobile as to not compromise safety rules or the safety of self or others while working.

Qualifications: An undergraduate degree from an accredited college or university with major course work in Construction Management/Technology, Architecture, Structural, Civil, and five (5) years experience in construction and/or project management with at least two (2) years of which involved supervisory responsibilities; OR, an undergraduate degree in Building Department Administration and five (5) years experience in a municipal building department. Certification as a Building Official from the International Code Council preferred. Must successfully complete a thorough background check. Must possess a valid Missouri operator's license.

WASTEWATER LABORATORY TECHNICIAN

Definition: Under general supervision, performs a variety of laboratory tests on raw and treated wastewater and other substances.

Essential Functions: Included in the essential functions listed below are attendance and dependability. The employee must be dependable and on the job. Other duties may be required in addition to those listed.

Tasks:

Conducts a variety of tests on wastewater in various stages of treatment to ensure that environmental standards are met; operates, cleans, calibrates, and maintains laboratory equipment and instruments; performs mathematical calculations from raw laboratory data; logs results and maintains accurate records of all tests to facilitate preparation of various state and federal wastewater treatment reports.

Prepares reagents, standards, and test solutions as needed; cleans and dusts laboratory equipment, countertops, etc; answers telephone; resolves day-to-day questions/problems from treatment plant operators regarding appropriate materials, methods, and procedures to be used in collecting treatment plant samples; collects samples and performs on-site analysis as necessary; performs related duties as needed or assigned.

Knowledge, Skills, and Abilities:

Knowledge of chemistry and/or biochemistry
Knowledge of laboratory equipment and instruments, and of their safe and effective use
Knowledge of hazards and safety precautions relating to using chemicals, and to performing tests on potentially hazardous substances
Knowledge of the general principles and practices of wastewater treatment
Skill in operating and maintaining standard laboratory equipment and instruments
Skill in record keeping and preparation of a variety of reports
Skill in understanding and using chemical and mathematical equations and calculations
Skill in following complex oral and written instructions, procedures, and guidelines
Skill in effectively communicating both orally and in writing
Skill in establishing and maintaining effective working relationships with other staff and the public

Physical Requirements:

Requires long periods of standing and sitting; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; requires color and depth perception; low levels of twisting and bending; must have degree of manual

WASTEWATER LABORATORY TECHNICIAN (Cont'd.)

perception; low levels of twisting and bending; must have degree of manual dexterity sufficient to operate laboratory apparatus, and common office equipment such as computers, copiers, FAX machines, and telephones.

Qualifications: Undergraduate degree in Chemistry, Biology or related field with 12 or more college hours in chemistry and biology, and at least one year experience conducting laboratory tests; Associate's Degree in Physical or Life Sciences and a minimum of two years analytical laboratory experience; or Completion of Technical or Trade education and four years experience conducting water and wastewater analysis. Must have or obtain a Missouri Wastewater Treatment License within one year of employment and a Level C Wastewater Laboratory Analyst Certificate within three years from date of hire. Must successfully complete a thorough background check. Must have a valid driver's license.

Class Code 164

COMPLIANCE OFFICER I

Definition: Under general supervision of the Compliance Officer and the Municipal Court Administrator, makes arrangements with defendants and monitors progress to ensure compliance with court orders.

Essential Functions: Included in the essential functions listed below are attendance and dependability. Must keep all information confidential. Other duties may be required in addition to those listed.

Tasks:

Interviews clients/defendants to verify financial statements and affidavits; evaluates and arranges for community service and other programs ordered by the Judge; monitors defendants' progress in areas of probation including, but not limited to, collections, offender-based programs and community service; issues probation warrants; submits recommendations to the Judge for cases of non-compliance.

Gives accurate information pertaining to the status of specific accounts; prepares and maintains related and required reports regarding probation; prepares and maintains probation files and records; issues delinquent payment notices and other correspondence relating to probation matters.

Establishes and maintains working relationships with organizations and community service providers for the purpose of assigning defendants to offender-based programs.

Knowledge, Skills, and Abilities:

Knowledge of the general municipal court operations, practices and procedures
Knowledge of general criminal justice system operations
Knowledge of general principles and practices regarding probation
Skill and ability establish and maintain an effective working relationship with other criminal justice staff, City officials, defendants, community service providers, community organizations and the public
Skill and ability to effectively communicate with defendants in an assertive manner
Skill and ability to communicate, both orally and in writing
Skill and ability to conduct thorough and effective interviews
Ability to make accurate mathematical computations
Ability to operate a calculator and use computer software applications

Physical Requirements:

Requires long periods of sitting; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; sightedness is required; some twisting and bending may be required;

must have degree of manual dexterity sufficient to operate common equipment such as computers, typewriters, copiers, calculators, FAX machines, telephones or related equipment.

Qualifications: Graduation from high school or GED equivalent; some course work in the social or behavioral sciences; two (2) years of experience in court work. Some exposure to probation work is desirable. Must successfully complete a thorough background check.

Class Code 162

COMPLIANCE OFFICER II

Definition: Under the direct supervision of the Municipal Court Administrator, investigates defendants for court ordered probation on fines and costs assessed by the City of Joplin Municipal Court and monitors defendant's progress to ensure compliance with court orders.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job as. Other duties may be assigned as necessary.

Tasks:

Interviews defendants, investigates, evaluates and verifies applications for supervised probation; makes recommendations to the Court regarding defendants failure to comply with conditions of supervised probation.

Develops and submits for administrative approval and maintains system for reviewing accounts for delinquency; contacts defendants regarding delinquent accounts in order to collect those accounts or determine other appropriate action.

Develops and submits for administrative approval of clients progress and success with respect to complying with court orders, and maintains system for monitoring including; payment of court order fines, restitution, completion of educational programs, and community service requirements.

Develops and submits for administrative approval and maintains written policies and procedures relating to collection and compliance practices.

Cross-trains other departmental personnel to perform a variety of collection and compliance procedures as necessary.

Submits delinquent accounts to the Municipal Court Administrator for review, makes recommendations and follows the judge's instructions. May issue notices of delinquent accounts, requests suspension of drivers' licenses and issues arrest warrants.

Gives out accurate information pertaining to the status of specific accounts; prepares and maintains all related and required reports, files, and records; composes and generates letters, billing notices, and other correspondences.

Class Code 162

COMPLIANCE OFFICER II (Cont'd.)

Knowledge, Skills, and Abilities:
Knowledge of general municipal court operations, practices and procedures.
Knowledge of general criminal justice system.
Knowledge of collection procedures and related laws and regulations.
Knowledge of investigative techniques and resources
Skill in establishing and maintaining effective working relationships with other criminal justice system staff, City officials, defendants, community service providers and the public.
Skill in being an assertive and effective communicator.
Skill in communicating, both orally and in writing.
Skill in compiling investigative information into clear, concise, and accurate reports.
Ability to make accurate mathematical computations.
Ability to operate a calculator and computer keyboards.
Ability to conduct thorough and effective interviews.
Ability to maintain records and compile written and oral reports.
Ability to use varying computer software applications, such as word processing, database and spreadsheet.

Physical Requirements:
Requires long periods of sitting; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; sightedness is required; low levels of twisting and bending may be required; must have a degree of manual dexterity sufficient to operate common office equipment such as computers, typewriters, copiers, calculators, FAX machines, telephones, or other related office equipment.

Qualifications:
Completion of two (2) or more years of course work at an accredited college or university; degree in psychology, social science, criminal justice, business administration, or closely related field preferred; two years experience in conducting investigations, credit management, probation work or related experience. Additional education between the two years required may be substituted on a year for year basis for the required experience. Must successfully complete a thorough background check.

Class Code: 166

COURT ASSISTANT I

Definition: Under general direction of the Court Administrator, performs clerical support duties related to the Municipal Court; including data entry and similar computer operations.

Essential Functions: Included in the tasks, knowledge, skills and abilities listed below are attendance and dependability. Each Court Assistant has a complete job to do requiring the employee to be on the job. Must maintain confidential information. Other duties may be required in addition to those listed.

Tasks:

May perform a variety of tasks related to Municipal Court operations; receives and processes various court documents; maintains court dockets; prepares commitments, suspensions, subpoenas and warrants; assists attorneys by providing information; processes and maintains records of the Court; sets up accounts receivable to collect fines ordered by the Judge, and issues receipts for fines and other funds received; deposits with Finance all fines, bonds, forfeitures and other funds received by the Court; maintains logs on suspended licenses and prisoners; prepares and enters data into the computers.

Provides support to the Municipal Judge for court sessions, which may include preparing and calling the docket, answering questions from defendants, witnesses and complaints regarding policies and procedures; prepares arrest warrants, summons, and related court documents for the Judge's signature.

Operates office equipment, including computer; works with various software applications; serves the public at the counter, answers the phones and gives information to defendants, attorneys and the public.

Attends staff meetings; may assist the Court Administrator in coordinating any programs, policies or procedures within the Municipal Court or to other City departments as needed; may attend regional court clerk conferences.

Knowledge, Skills, and Abilities:

Knowledge of general municipal court operations, practices and procedures
Knowledge of general office principals and practices, including computers and data entry retrieval
Skill in establishing and maintaining effective working relationships with other criminal justice system staff, City officials, offenders from varying socio-economic backgrounds, staff, attorneys and the public
Ability to work with sensitive information and maintain confidentiality

Physical Requirements:

Requires long periods of sitting or standing; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; sightedness is required to read and act on documents, minutes and other records; low levels of twisting and bending may be

COURT ASSISTANT I (Cont'd.)

required; must have degree of manual dexterity sufficient to operate office equipment such as computers, typewriters, copiers, calculators, FAX machines, telephones, or related equipment.

Qualifications: Graduation from high school or G.E.D. equivalent, including or supplemented by courses in accounting, office procedures, computer science, or closely related areas and experience equivalent to two (2) or more years performing clerical or administrative support activities, including responsibility for handling money; experience in a criminal justice/law enforcement setting is preferred. Certification as a Certified Court Administrator is desirable. Must be able to successfully complete a thorough backgrounds check.

Class Code: 165

COURT ASSISTANT II

Definition: Under general direction of the Court Administrator, performs clerical duties related to the Municipal Court; including setting dockets for court.

Essential Functions: Included in the tasks, knowledge, skills and abilities listed below are attendance and dependability. Each Court Assistant has a complete job to do requiring the employee to be on the job. Must maintain confidential information. Other duties may be required in addition to those listed.

Tasks:

The Municipal Court Assistants are cross trained and as such must understand the operation of the court system and be able to complete any job that must be done. The Court Assistant II takes the lead on difficult situations no matter what area they may be in. Performs a variety of tasks related to Municipal Court operations; receives and processes various court documents; maintains court dockets; prepares commitments, suspensions, subpoenas and warrants; assists attorneys by providing information; processes and maintains records of the Court; sets up accounts receivable to collect fines ordered by the Judge, and issues receipts for fines and other funds received; deposits with Finance all fines, bonds, forfeitures and other funds received by the Court; maintains logs on suspended licenses and prisoners; prepares and enters data into the computers. Interacts with staff at the Jail when transfer of money and documents become necessary.

Provides leadership for other Court Assistants when issues arise, cash is being handled, or documents are being located.

Assists the Municipal Judge for court sessions, which may include preparing and calling the docket, answering questions from defendants, witnesses and complaints regarding policies and procedures; prepares arrest warrants, summons, and related court documents for the Judge's signature.

Operates office equipment, including computers, fax, calculator, telephones; works with various software applications; serves the public at the counter, answers the phones and gives information to defendants, attorneys and the public.

Attends staff meetings; may assist the Court Administrator in coordinating any programs, policies or procedures within the Municipal Court or to other City departments as needed; attends court clerk conferences.

Knowledge, Skills, and Abilities:

Knowledge of general municipal court operations, practices and procedures
Knowledge of general office principals and practices, including data entry retrieval
Skill in establishing and maintaining effective working relationships with other criminal justice system staff, City officials, offenders from varying socio-economic backgrounds, staff, attorneys and the public
Ability to work with sensitive information and maintain confidentiality

Class Code: 165

COURT ASSISTANT II (Cont'd.)

Ability to work effectively with City staff in a collaborative manner.

Physical Requirements:

Requires long periods of sitting or standing; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; sightedness is required to read and act on documents, minutes and other records; low levels of twisting and bending may be required; must have degree of manual dexterity sufficient to operate office equipment such as computers, typewriters, copiers, calculators, FAX machines, telephones, or related equipment.

Qualifications: Graduation from high school or G.E.D. equivalent, including or supplemented by courses in accounting, office procedures, computer science, or closely related areas and experience equivalent to three (3) or more years performing clerical or administrative support activities, including responsibility for handling money; experience in a criminal justice/law enforcement setting is preferred. Certification as a Certified Court Administrator is desirable. Must be able to successfully complete a thorough background check.

Class Code 161

MUNICIPAL COURT ADMINISTRATOR

Definition: Under general direction of the City Manager serves as department head responsible for the administrative and managerial functions of the Municipal Court.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job. All information must be kept confidential. Other duties may be assigned as necessary.

Tasks:

Assists the Municipal Court Judge in all aspects of the operation of the court; plans, organizes and directs court clerks in all non-judicial activities of the Court including preparation of dockets, collection, and recording of fines, issuance and processing of warrants, compliance or orders, and granting of continuances. Interacts with and considers input from the Municipal Judge.

Accounts for all moneys associated with or received by the Court; prepares annual budget including all budget requests and justifications; oversees and approves Court expenditures. Prepares and implements all control policies for handling cash within the office.

Interviews and selects Municipal Court staff; develops and assists in training of employees; supervises and evaluates court staff.

Directs preparation of transcripts for cases being appealed and requests for jury trial to Circuit Court Clerk; certifies court records and testifies in court as required; prepares reports as requested by the Municipal Judge or City Manager; serves as Clerk of the Court; attends conferences, seminars, workshops and other training as necessary for professional development.

Investigates complaints relating to the operation of the Court's functions. Participates in the development of policies and procedures and disseminates to other city departments, outside agencies or the general public, as appropriate. Analyzes and reviews Appellate Court decisions and legislative acts which affect Municipal Court operations.

Serve as liaison to other city departments, outside agencies and the general public; serves as administrator for the Court to city administration, other departments, courts, government agencies and the general public; provides assistance in answering public inquiries, listening to and resolving citizen complaints. Interacts effectively with other court related functions such as the Prosecutor's Office, Joplin Police Department, Joplin Jail, Municipal Judges, Public Defender, etc.

MUNICIPAL COURT ADMINISTRATOR (Cont'd.)

Knowledge, Skills, and Abilities:

Considerable knowledge of court procedures, legal documents, laws and statutes.
Considerable knowledge of organization, regulations, policies, laws, functions and responsibilities of a municipal court operation.
Knowledge of the principles and practices of modern office management.
Knowledge of modern principles and practices of public administration.
Ability to interact positively with the City of Joplin Police Department.
Ability to organize, direct and coordinate the administrative activities of a municipal court.
Ability to explain Court policies and procedures.
Ability to prepare a variety of statistical reports, budgets, court documents and summaries of Court activities.
Ability to deal with defendants, attorneys and the general public.
Ability to establish and maintain effective relationships with the public, city officials, and employees.
Ability to assign, train, supervise and evaluate the staff engaged in the activities of the Court.
Ability to operate a computer and administrative and applications software.
Skill in communicating effectively both orally and in writing at all levels of the organization.

Physical Requirements:

Requires long periods of sitting; must be mobile to such a degree that allows effective job related movement through the work area or building to perform essential job functions; sightedness and hearing are required; low levels of twisting and bending may be required; must have degree of manual dexterity sufficient to operate varying office equipment such as computers, typewriters, copiers, calculators, FAX machines, telephones, or related equipment.

Qualifications:

An undergraduate degree in Judicial Administration, Business Administration or related area, and three years of experience in increasingly complex court-related work and leadership of staff. Masters degree in Judicial Administration preferred. Equivalent work experience in a legal or court related position totaling the seven year requirement of education and experience may be substituted for part of the degree requirement. Residency requirement of 12 aerial miles of Joplin City Hall. Must successfully complete a thorough background check. Signed confidentiality statement is required. Valid driver's license is required.

Class Code 445

WIC CERTIFIER

Definition: Under general supervision, provides a variety of participant assessment duties leading to certification of WIC participants.

Essential Functions: Included in the essential functions listed below are attendance and dependability. There are no other positions that can do this job which requires the employee to be on the job. Must maintain confidentiality. Other duties may be required in addition to those listed.

Tasks:

Determines health and nutritional risk factors for certification/recertification for W.I.C. program eligibility; and explains the certifying risk factor(s) to the participants; refers participants to appropriate local resource agencies for additional social, health and/or nutrition services; reviews nutrition assessment for automatic risk assignment.

Prescribes appropriate WIC food packages; provides all aspects of the initial education; issues food instruments; determines if participant is high-risk and schedules next appointment appropriately; participates in community outreach efforts as assigned by the local nutrition coordinator.

May perform a variety of work to facilitate the efficient, effective operation of the W.I.C. program. Performs other duties, clerical only, as assigned by supervising Nutrition Coordinator or WIC Division Coordinator; assesses income; provides food instrument accountability on registers; prepares information for transfer requests and keying transfers; keys nutrition education information; performs filing.

Knowledge, Skills, and Abilities:

Knowledge of program eligibility guidelines for the W.I.C. and other community health programs
Skill in establishing and maintaining effective working relationships with W.I.C. and other health program participants, other City employees, and the public
Skill in obtaining accurate anthropometric and hematological measurements
Skill in planning and organizing work assignments
Ability to accurately record medical data and document nutrition services in the participant's file
Ability to accurately assign all applicable risk factors based on medical, health and nutrition assessment
Ability to commitment to customer service
Ability to establish and maintain effective working relations with WIC participants and team members and other health and social services personnel
Ability to work under the close supervision of a WIC Nutrition Coordinator
Ability to maintain records and prepare reports

WIC CERTIFIER (Cont'd.)

Physical Requirements:

Requires long periods of sitting; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; low levels of twisting and bending may be required; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working; must have degree of manual dexterity sufficient to operate common office equipment such as computers, typewriters, copiers, FAX machines, and telephones.

Qualifications: High school diploma or GED equivalent and two years full time clerical support work. Successful completion of the State required training within six (6) months of hire date or assignment of duties. Experience in a community nutrition program preferred. Successful completion of a thorough background check.

Class Code: 152

CVB Tourism and Cultural Arts Assistant

Definition: Under general supervision, researches and develops new convention, tourism, events and cultural arts events to increase tourism activity and cultural arts interest for the City of Joplin and the region.

Essential Functions: Included in the essential functions listed below are attendance and dependability. This employee must be on the job. Other duties may be required in addition to those listed.

Tasks:

Plans, develops, and implements marketing communications programs. Interacts with potential clients to research and prepare sales and marketing data and identify facilities to meet the potential client's needs. Includes a review of demographics, routes, activities, entertainment and related data to assist in meeting the requirements of the event. Prepares promotional presentations to effectively communicate this information to the client. Prepares presentations for trade shows or other marketplace environments. Supports the Director of Sales with communications projects in the areas of advertising and promotional programs, public relations, and Internet-based communications. Assists clients in arranging and coordinating activities and events.

Assists with website content identification and coordination. Performs copy writing for annual report, meetings, and press releases. Tracks and follows up on the event calendar. Drives strategic positioning in coordination with CVB Director to ensure alignment of activities with the City's communication strategy, goals and regional messaging.

Writes and develops communication plans in support of strategic objectives for the CVB Director's review. Prepares responses to sales presentations, including preparing bids and researching and sending out additional information and materials. Maintains records of initial and follow-up contacts. Tracks those organizations and individuals expressing interest in Joplin. Provides information to hotels, motels, attractions, convention centers and restaurants for sales and marketing leads; compiles results of these efforts and reports the data to the Convention and Visitor's Bureau Advisory Board.

Assists tour leaders, convention and event coordinators, and activity hosts in coordinating registration activities, arranging entertainment, and in welcoming groups to the City of Joplin; prepares and distributes information, souvenirs, brochures, and other promotional materials. Maintains inventory of supplies and promotional materials for future distribution.

Assists in enhancing the cultural arts tradition for the City by raising awareness of the rich array of artists and cultural offerings in the City of Joplin and surrounding region. Writes and displays the cultural arts component on the CVB website. Promotes Cultural Arts using a regional approach and provides visibility for the arts. Works with a team of artists, citizens and interested organizations to promote Joplin as a leader in the cultural arts. Creates, publishes and makes available a regional Cultural Arts Guide. Creates an Artist's Registry which allows for matching artists and interested citizens. Creates an Artists Expression Newsletter that announces cultural arts events and displays including all forms of art such as visual, performing and literary. Includes drafting, finalizing and being an advocate for public arts policies.

Performs a variety of administrative clerical functions, including preparing correspondence, attending Advisory Board meetings and taking minutes, processing office payroll documents, answering telephone inquiries, maintaining records of walk-in clients and records management. Supervises one Senior Clerk.

CVB Tourism and Cultural Arts Assistant (continued)

Knowledge, Skills, and Abilities:

Knowledge of convention and event activities and facilities;
Knowledge of targeting a variety of markets for events and the cultural arts.
Knowledge of marketing and sales strategies and techniques, including advertising, material development and distribution.
Knowledge of project management techniques and procedures.
Skill in establishing and maintaining effective working relationships with all constituents.
Skill in planning, coordinating and presenting marketing and promotional data for visitors, organizations and citizens.
Skill in writing and editing materials.
Skill in creating materials for use in promoting tourism and the cultural arts.
Skill in oral communications for making presentations.

Physical Requirements:

Requires sitting, moving about and standing; manual dexterity sufficient to operate all types of keyboards and essential job related equipment such as computers, typewriters, FAX machines, copiers, calculators and telephones; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working; must function well in all weather conditions.

Qualifications: An Associate's degree in Marketing, Hotel or Restaurant Management, or closely related area and two years of full time sales and marketing work, at least one year of which must have been in the hospitality industry; OR two additional years of full time sales marketing work may substitute for the required education. Must successfully complete a thorough background check. Valid vehicle operator's license required.

Class Code: 174

HUMAN RESOURCES SPECIALIST

Definition: Under general supervision from the Human Resources Director, performs a variety of technical and general level human resource functions in the areas of employment, payroll and benefits.

Essential Functions: Included in the essential functions listed below are attendance and dependability. The employee must be dependable and on the job. Must maintain all information confidentially. Other duties may be required in addition to those listed.

Tasks:

Processes Workers Compensation claims for injured workers. Works with the third party administrator on the care of the employee. Arranges for nursing assistance or for surveillance of inured employees. Verifies and coordinates Workers Compensation services, including light duty assignments. Manages Return to Work programs for injured workers. Enters data into the MMSEA program to determine eligibility of the injured worker for Medicare or Medicaid benefits.

Serves as a member of the Care Leave Committee to assist in data gathering and processing decisions of the Committee on behalf of the employee injured but not on the job. Prepares response correspondence from the Care Leave Committee.

Serves as a member of the Americans with Disabilities Act Committee. Sets the agenda, notifies members, takes and transcribes minutes of the meetings. Ensures timely and accurate postings. Submits final minutes to the City Clerk's office.

Prepares advertisements for seasonal positions, recruits and reviews applications to ensure they are properly completed and meet established qualifications, makes interview appointments for applicants and interviews them with the appropriate hiring supervisor or manager. Enters data into the E-verify system to determine eligibility for employment. Trains and maintains current E-verify status for all HR staff. Checks references, makes offers of employment and coordinates start dates.

Explains benefits to new hires and the City of Joplin employees, such as health insurance benefits and handles issues with the provider; prepares a variety of employment reports required by State and Federal laws, regulations, and guidelines. Responds to employee questions about personnel rules/regulations, and payroll; completes original entry of information into the administrative database; handles the random drug screen program for the City, and schedules Employee Relations hearings with Fact Finding Panel and Personnel Board. Posts notices, and takes and transcribes minutes of the hearings and meetings.

Processes HR status sheets within bi-weekly deadlines. Payroll data gathering and computer entry into administrative system, reviews time use records and other payroll

HUMAN RESOURCES SPECIALIST (Cont'd.)

documents and records to ensure accuracy and compliance with federal and state laws; computer applications and programs.

Plans banquets, activities, events, blood drives, and health fair and training sessions working with committees, groups and teams.

Organizes, sets agenda and records activities of the City's Safety Committee. Recommends training and follow up review for critical incident issues.

Knowledge, Skills, and Abilities:

Knowledge of the Missouri Worker's Compensation rules and guidelines
Knowledge of the City of Joplin Charter provisions and Human Resources rules and regulations for Sunshine Law provisions
Knowledge of the theory behind the human resources profession
Knowledge of other areas of Human Resources
Knowledge of employment laws and regulations
Knowledge of the City of Joplin benefit practices
Knowledge of computer software applications
Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines
Skill in establishing and maintaining effective working relationships with other employees, City officials and citizens
Skill in quality customer service and written and verbal communication
Ability to operate a computer and application software for the purpose of creating spreadsheets, reports, and correspondence
Ability to create and deliver effective training programs
Ability to professionally interact with and answer questions from the public
Ability to follow very detailed step by step processes for filing of State and Federal reports and forms and data entry into computerized systems.

Physical Requirements:

Requires high levels of sitting and standing; manual dexterity sufficient to operate job related equipment such as computers, calculators, FAX machines, copiers, and telephones and varying other keypads; must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

Qualifications: High School graduate or GED equivalent and 60 hours of college coursework toward a degree in Human Resource Management, Business Management, or closely related field and at least four (4) years full time experience in the HR field, specializing in Worker's Compensation, Unemployment, recruitment, payroll, benefits or health insurance. An additional year of experience may substitute for one year of education. Must be able to pass a thorough background check. Confidentiality Statement must be signed. Must possess a valid operator's license.

HUMAN RESOURCES ASSISTANT

Definition: Under general supervision, performs a variety of general human resource functions in the areas of employment, payroll and benefits, training, etc. Reports to the Director of Human Resources and receives projects and supervision from all other HR staff members.

Essential Functions: Included in the essential functions listed below are attendance and dependability. The employee must be dependable and on the job. Must maintain all information confidentially. Other duties may be assigned in addition to those listed.

Tasks:
Assists with the administration of the day-to-day operations of the human resources functions. Carries out responsibilities in some or all of the following functional areas: Employment, training and development, benefits, compensation, staff development, HRIS and employee relations. Writes and places advertisements for job vacancies. Reviews applications for employment and determines if applicants meet minimum qualifications as advertised.

Shares responsibility for these areas with other HR Staff: Recruiting and staffing; performance management and tracking systems; employee orientation, training and recordkeeping; payroll data collection and disbursement of paperwork, works with the safety intern on safety programs and wellness.

Prepares purchase orders for items needed in the department with advance approval of the HR staff member authorized to make the purchase, manages the supply budget and the physical inventory. Prepares appropriate documents for HR staff for travel, conference registration, hotel accommodations, etc.

Maintains records management systems; scans and indexes records into the system daily. Understands record retention and archiving and purges files and information accordingly. Assists with the preparation of State and Federal reports as required within deadlines

Schedules committee and board meetings, assists with facilitation of meetings and activities; assists employees with benefits and recordkeeping; assists with employee services such as completing FMLA and CARE Leave paperwork, Sick Leave Buy Back, Changes of Address, employee benefit paperwork, and accident/incident forms completion.

As the office manager, assists with the day-to-day efficient operation of the HR/RM office. Assists customers with claim submittal when accidents have occurred. Assists with employee relations, classification and compensation, policy review and editing, assists customers at the front desk and fills in for the Information Desk employee as needed.

Trains and oversees the work of the Information Desk employee, the volunteers and the interns as assigned.

HUMAN RESOURCES ASSISTANT (Cont'd.)

Contributes to the accomplishments of Human Resources practices to provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and goal attainment, and the recruitment and ongoing development of a high performing workforce.

Assists with the implementation of services, policies, and programs; assists department heads, division heads, managers and supervisors with HR issues when able to and refers to other HR staff members as situations warrant.

Knowledge, Skills and Abilities:
Knowledge of public sector human resources principles and practices, including benefits, employment and staff development.
Knowledge of State and Federal employment laws, regulations and guidelines.
Knowledge of the rights, responsibilities, and benefits of City of Joplin employees.
Knowledge of the City of Joplin's employment and benefit practices.
Knowledge of operating a complicated administrative computer system and other software applications.
Skill in establishing and maintaining effective working relationships with City employees and officials and the public.
Skill in understanding and interpreting complex laws, regulations, policies, procedures and guidelines.
Skill in records management, records retention, and destroying files and paperwork appropriately at the time of its end of retention.
Ability to interact effectively with co-workers, city staff, external constituents and the general public.

Physical Requirements:
Requires high levels of sitting and standing; manual dexterity sufficient to operate job related equipment such as computers, keyboards, FAX machines, copiers, and telephones; must be sighted, hearing and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

Qualifications: An Associate's degree in Office Management, Business Administration or a closely related field and two or more years of HR related experience; OR experience equivalent to two years full time clerical work in the human resources field may be substituted for the required education. Proficient with Microsoft Office applications, Microsoft Word, Excel, Publisher and Power Point; excellent communication and organizational skills are required. Customer service experience is required. Must successfully complete a thorough background check.

Class Code: 322

LEAD PARKS CARETAKER

Definition: Under general supervision, reviews and supervises the operation and maintenance of all City of Joplin parks. Reports to the Parks Maintenance Supervisor.

Essential Functions: Essential functions include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job. Other duties may be assigned as necessary.

Tasks:

Mows lawns, trims plants, shrubs and trees, prunes bushes and trees. Operates varying equipment. Operates snow removal equipment such as snow plow, front end loader and dump truck. Vacuums and hauls leaves. Performs landscaping and grounds keeping work as needed.

Inspects parks to identify special maintenance and care needs; assigns and supervises the work of employees and summer crews in performing a variety of landscaping and groundskeeping work in the City's parks to include training in the use of hand tools and equipment. Keeps supervisor informed of problems, equipment malfunctions, employee issues and material needs.

Completes building maintenance and facility repair tasks including plumbing, painting, carpentry and electrical work. Advises staff on cleaning of parks restrooms after vandalism using necessary protective measures.

Performs a variety of duties related to the operation and care of the parks system, including maintaining records of maintenance of trees, flowers, ornamental shrubs, flower beds, and grasses, prepares and submits periodic reports, researches and responds to requests, maintains an inventory of all equipment, supplies and materials needed and ordering additional materials and equipment as needed and monitors budgets. Performs equipment inspections and sets up rules for maintenance and repair of equipment.

Knowledge, Skills, and Abilities:

Knowledge of State and Federal laws about chemical use, MSDS sheets, hazardous materials and safety.
Knowledge of locations of parks in the City.
Knowledge of the established procedures for purchasing.
Knowledge of general groundskeeping methods and practices, including equipment use and maintenance.
Knowledge of occupational hazards and safety precautions for operating maintenance equipment.
Skill in operating and maintaining a variety of maintenance equipment.
Skill in understanding and following oral and written instructions.

LEAD PARKS CARETAKER (Cont'd.)

Skill in establishing and maintaining effective working relationships with other City employees and the public.

Physical Requirements:

Requires high levels of sitting, standing, bending, twisting, squatting and carrying; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions; must be sighted, hearing and mobile to such a degree to move about the work area in all types of weather; requires color and depth perception; low levels of twisting and bending; medium to heavy lifting; must have degree of manual dexterity sufficient to operate common office equipment such as computers, typewriters, calculators, copiers, FAX machines, and telephones.

Qualifications: Graduation from high school or G.E.D. equivalent and experience equivalent to two years full time landscaping and grounds keeping maintenance work. Experience in assigning and inspecting work projects. Must successfully complete a thorough background check. Must possess a valid Missouri operator's license and CDL.

Class Code 647

UTILITY WORKER

Definition: Under general supervision, is responsible for performing strenuous laboring duties of routine difficulty, including building maintenance, custodial maintenance, and landscape and grounds maintenance. Serve as a crew leader as necessary.

Essential Functions: Essential functions are listed below and include the following tasks, knowledge, skills, and abilities. Attendance and dependability are extremely important in this job. Other duties may be assigned as necessary.

Tasks:

Performs a variety of activities associated with cleaning, repairing and maintaining buildings and facilities, streets and alleys, excavating and repairing sewer breaks and line stoppages, setting barricades, traffic signs and signal lights, cleaning catch basins, and picking up and hauling trash and debris from City parks, golf courses, cemeteries, wastewater treatment plants, and buildings.

Cleans and maintains restrooms, kitchens and other facilities, including picking up trash, washing facilities inside and out, making sure that restrooms are supplied with soap, toilet paper, and paper towels. Paints interiors and exteriors, performs minor plumbing repairs, completes light carpentry and electrical work; performing any building and grounds maintenance work necessary to ensure that facilities are clean, maintained and are useable. Maintains the buildings, grounds, and equipment at the City's wastewater treatment plants, including sweeping and mopping floors, cleaning and sanitizing laboratory, restroom, and lunch rooms.

Prepares sites for events, including moving basketball goals, prepares industrial coffee pots, assists with loading and unloading trucks of props and equipment; sets up tables and chairs and sound systems. Meets with facility users to determine the use of the space and their needs.

Cleans clarifiers, sludge drying pits, and skims scum from digesters; mows and trims grounds areas. Operates equipment such as riding and push lawn mowers, brush hogs, and pickup trucks.

Knowledge, Skills, and Abilities

Knowledge of general building maintenance procedures and techniques, including carpentry, plumbing, painting, electrical repairs and elevators and heating and air conditioning systems.
Knowledge of general grounds/landscape maintenance procedures and techniques.
Knowledge of the general procedures and techniques for the repair and maintenance of small engines, gas powered tools and equipment.
Knowledge of the operating procedures and techniques for a variety of buildings and grounds maintenance tools and equipment.
Skill in understanding and following oral and written instructions.
Skill in establishing and maintaining effective working relationships with other City employees and the public.

UTILITY WORKER (Cont'd.)

Skill in operating and maintaining a variety of tools and equipment used in buildings and grounds maintenance work always conscience of safety precautions.
Skill in repairing a variety of small gas engine powered tools and equipment.
Skill in performing manual labor work.
Skill in troubleshooting basic building maintenance and repair problems.

Physical Requirements:

Requires high levels of standing, bending, twisting, squatting, and carrying; medium to heavy lifting; manual dexterity to such a degree as to allow proper assembly, maintenance, and operation of job related equipment such as specialized maintenance tools or equipment; must be sighted, hearing, and mobile to such a degree as to not compromise safety rules or the safety of self and others while working; must possess visual depth perception; medium to high levels of carrying, climbing, pushing, pulling, reaching, and squatting may be required for specific positions.

Qualifications: Graduation from high school or G.E.D. and two years of experience performing full time maintenance and repair of buildings and grounds maintenance. Effective communication skills. Must successfully complete a thorough background check. Must possess a valid Missouri operator's license.

City of Joplin | City Council Agenda Item

REQUESTED COUNCIL MEETING DATE: August 20, 2012
ITEM: Council Bill No. 2012-013 (Re-adoption of Code of Ethics Ordinance)

ORIGINATING DEPARTMENT: Legal Department
ATTACHMENTS: Council Bill No. 2012-013.

DEPARTMENT HEAD:	Brian W. Head	**DATE:** 8-8-12
CITY MANAGER:	R. Mark Rohr	**DATE:** 8-14-12
CITY CLERK:	Barbara L. Hogelin	**DATE:** 8-8-12
FINANCE DEPARTMENT:	Leslie Jones	**DATE:** 8-9-12

INTRODUCTION:

This Council Bill re-adopts Chapter 2, Administration, of the Joplin City Code, Section 2-107, "Financial interest disclosure", which requires certain officials and employees of the City of Joplin to file Financial Interest Disclosure Statements.

DISCUSSION:

Each year by September 15th, it is necessary to re-adopt our Code of Ethics for the Council, and certain City employees in order to "opt out" of the provisions of Section 105.485.2.

A certified copy of this Council Bill will be forwarded to the Missouri Ethics Commission prior to September 15, 2012.

RECOMMENDATION:

Staff recommends this Council Bill be passed on First Reading.

BWH:ab
attachment

COUNCIL BILL NO. 2012-013 ORDINANCE NO.

AN ORDINANCE re-adopting Chapter 2, Administration, of the Joplin City Code, Section 2-107, "Financial interest disclosure", requiring certain officials and employees of the City of Joplin to file Financial Interest Disclosure Statements as described herein.

WHEREAS, Missouri Statute Section 105.483, RSMo. (2011), requires certain financial interest disclosures by certain officials and employees of the City of Joplin; and

WHEREAS, the City of Joplin has an Ethics Code for its Council, as codified in Section 2-50, "Code of ethics", and the Charter of the City of Joplin provides certain ethical mandates and prohibitions for officials and employees of the City of Joplin; and

WHEREAS, pursuant to the provisions of Section 105.485.4, RSMo. (2011), the Council desires to establish its own method of disclosing potential conflicts of interest and substantial interests of its officials and certain employees, thus excluding itself from the provisions of Section 105.485.2, RSMo (2011); and

WHEREAS, on the 15th day of August, 2011, the Council of the City of Joplin, Missouri, re-enacted and adopted Section 2-107, "Financial interest disclosure", requiring certain officials and employees of the City of Joplin to file Financial Interest Disclosure Statements as described therein; and,

WHEREAS, the Missouri Ethics Commission requires each affected municipality to re-adopt the Financial Interest Disclosure Ordinance by September 15, 2012.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That Section 2-107, "Financial interest disclosure" be re-adopted so that it shall continue to read as follows:

"Section 2-107. Financial interest disclosure.

(a) Conflicts of interest.

(1) All elected and appointed officials as well as employees of the City of Joplin shall comply with Section 105.454 of the Missouri Revised Statutes on conflicts of interest as well as any other state law, or ordinance of the City of Joplin governing official conduct.

(2) Any member of the city council who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before the city council, must disclose that interest to the city clerk, and such disclosure shall be recorded in the appropriate journal of the city council. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of:

(a) Ten percent (10%) or more of any business entity; or

(b) An interest having a value of Ten Thousand Dollars ($10,000.00) or more; or

(c) The receipt of a salary, gratuity, or other compensation or remuneration of Five Thousand Dollars ($5,000.00) or more, per year, from an individual, partnership, organization, or association within any calendar year.

(b) Disclosure reports.

(1) Each City Council Person, the City Manager, the City Purchasing Agent, or the Director of Finance, if no such Purchasing Agent is appointed, and the full-time City Attorney, shall disclose the following information by May 1, if any such transaction occurred during the previous calendar year:

(a) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of Five Hundred Dollars ($500.00), if any, that such person had with the City of Joplin, other than compensation received as an employee or payment of any tax, fee, or penalty due to the City of Joplin, and other than transfers for no consideration to the City of Joplin;

(b) The date and the identities of the parties to each transaction know to the person with a total value in excess of Five Hundred Dollars ($500.00), if any, that any business

entity in which such person had a substantial interest, had with the City of Joplin, other than payment of any tax, fee or penalty due to the City of Joplin or transactions involving payment for providing utility service to the City of Joplin, and other than transfers for no consideration to the City of Joplin.

(2) The City Manager, and the City Purchasing Agent, or the Director of Finance if no such purchasing agent is appointed, and the full-time City Attorney, also shall disclose by May 1, for the previous calendar year, the following information:

(a) The name and address of each of the employers of such person from whom income of One Thousand Dollars ($1,000.00) or more was received during the year covered by the statement;

(b) The name and address of each sole proprietorship that he owned; the name, address and general nature of the business conducted of each general partnership and joint venture in which he was a partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests;

(c) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

(c) Filing of reports.

(1) The financial interest statements shall be filed at the following

times, but no person is required to file more than one financial interest statement in any calendar year:

(a) Every person required to file a financial interest statement shall file the statement annually not later than May 1, and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement;

(b) Each person appointed to office shall file the statement within thirty (30) days of such appointment or employment.

(2) Financial disclosure reports giving the financial information required in Section (b) shall be filed with the City Clerk's office and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours."

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2012.

_____
Melodee Colbert-Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

City of Joplin | City Council Agenda Item

REQUESTED COUNCIL MEETING DATE: August 20, 2012

ITEM: Council Bill No. 2012-014 amending Chapter 114, Article I, In General, Section 15, Financial Responsibility, of the Joplin City Code, by repealing Section 114-15 of the Joplin City Code, Financial Responsibility, and enacting a new Section 114-15 in lieu thereof.

ORIGINATING DEPARTMENT: Legal Department.

ATTACHMENTS: Council Bill No. 2012-014.

DEPARTMENT HEAD:	Brian W. Head	**DATE:** 8-13-12
CITY MANAGER:	R. Mark Rohr	**DATE:** 8-14-12
POLICE DEPARTMENT:	Lane Roberts	**DATE:** 8/13/12

INTRODUCTION:

This Council Bill repeals Section 114-15, of the Joplin City Code, Financial Responsibility, and enacts a new Section 114-15 in lieu thereof.

DISCUSSION:

Section 114-15 of the Joplin City Code was originally enacted in 1977 and has become inconsistent with the current State law, RSMo §303.025, dealing with the financial responsibility of drivers of motor vehicles in the State of Missouri. The Missouri Legislature recently passed a new law requiring out-of-state drivers to carry insurance when driving in the State of Missouri. The City of Joplin needs to amend ordinance 114-15 to require out-of-state drivers to carry insurance when driving within the City of Joplin.

As a result of the inconsistency, it is necessary to amend the Financial Responsibility ordinance in the Joplin City Code so that it is consistent with current State law.

RECOMMENDATION:

Staff recommends that this Council Bill be placed on First Reading and passed.

PCE:ab
attachment

COUNCIL BILL NO. 2012-014 ORDINANCE NO.

AN ORDINANCE amending Chapter 114, Traffic, Article I, In General, Section 114-15, Financial Responsibility, of the Joplin City Code, by repealing Section 114-15 of the Joplin City Code, Financial Responsibility, and enacting a new Section 114-15 in lieu thereof.

WHEREAS, the Missouri Legislature recently passed a law pertaining to a motor vehicle driver's requirement to carry insurance, specifically extending this requirement to out-of-state drivers; and

WHEREAS, Section 114-15 was originally enacted in 1977 and has become inconsistent with the current state law, RSMo § 303.025, dealing with financial responsibility; and

WHEREAS, it is necessary to amend the financial responsibility ordinance in the Joplin City Code so that it is consistent with current Missouri law.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That Section 114-15 of the Joplin City Code, Financial Responsibility, is hereby repealed, and a new Section 114-15, Financial Responsibility, is enacted in lieu thereof, to read as follows:

"Section 114-15. Financial Responsibility.

(a) No owner of a motor vehicle registered in this state, or required to be registered in this state, shall operate, register or maintain registration of a motor vehicle, or permit another person to operate such vehicle, unless the owner maintains the financial responsibility which conforms to the requirements of the laws of this state. No nonresident shall operate or permit another person to operate in this state a motor vehicle registered to such nonresident unless the nonresident maintains the financial responsibility which conforms to the requirements of the laws of the nonresident's state of residence. Furthermore, no person shall operate a motor vehicle owned by another with the knowledge that the owner has not maintained financial responsibility unless such person has financial responsibility which covers the person's operation of the other's vehicle; however, no owner or nonresident shall be in violation of this subsection if he or she fails to maintain financial responsibility on a motor vehicle which is inoperable or being stored and not in operation.

(b) A motor vehicle owner shall maintain the owner's financial responsibility in a manner provided for in RSMo § 303.160, or with a motor vehicle liability policy which conforms to the requirements of the laws of this state. A nonresident motor vehicle owner shall maintain the owner's financial responsibility which conforms to the requirements of the laws of the

nonresident's state of residence.

(c) The operator of an insured motor vehicle shall, upon the demand of any peace officer who lawfully stops such operator while that officer is engaged in the performance of his duties, display proof of financial responsibility as required by this section, and the failure to do so shall be punished in accordance with Section 1-5. In addition, such officer shall notify the director of revenue of the state in the manner determined by the director of the owner's failure to exhibit an insurance identification card or other proof of financial responsibility as required by this section and RSMo Chapter 303.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2012.

_____
Melodee Colbert-Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: August 20, 2012

Item: COUNCIL BILL NO. 2012-147
Originating Department: PUBLIC WORKS - AIRPORT

Attachments: 1) Copy of Agreement
2) Copy of Council Bill

Airport Manager:	Steve Stockam	Date: 8-9-12
Department Head:	David Hertzberg	Date: 8/13/12
Finance Department:	Leslie Jones	Date: 8-14-12
City Attorney:	Brian Head	Date: 8-14-12
City Manager:	Mark Rohr	Date: 8-14-12

Recommended Action: Approval of Change Order Agreement by and between the City of Joplin and Branco Construction for the construction of the Airfield Signage and Marking Project at the Joplin Regional Airport.

Background: Due to the number of airfield incursions at the complex intersections of Runway 5-23 & Runway 18-36 the Joplin Regional Airport has been placed on a priority compliance list within the FAA Safety program. These safety issues prompted a Runway Safety Action Team (RSAT) meeting earlier this spring and the final report was issued in May. Within this report there were 20 corrective action items sited. Of the items sited 18 were determined to be items that were to be addressed immediately and the other 2 items to be incorporated into the long term planning for the facility.

Discussion: The main issue was how to pay for these required changes. This process has been evolving over the last year and in anticipation of this we did not spend all the monies available in AIP Grant 28 & 29 nor did we close the contract with Branco. This provides us an avenue to access the remaining grant funds under the Branco contract. FAA has directed us to generate a Change Order (CO) with Branco for the required work. The CO work entailed line items that they already had listed under their original contract. Without this open contract with Branco we have no ability to utilize these funds allotted in these grants.

The Change Order to the Branco contract will be $130,842 and there will also be a CO to CMT for the engineering work for $24,000. Total cost for the work is $154,942.00. FAA has reviewed the CO's and directed us to proceed ASAP. There is $186,000.00 Federal share left in Grant 28 & 29. The Federal share of these CO's will be $147,195.00 with our local match share will be $7,747.00.

Recommendation: Staff recommends approval of agreement by and between the City of Joplin and Branco Construction for the Airfield Electrical Vault, and Airfield Signage and Marking Project at the Joplin Regional Airport

COUNCIL BILL NO. 2012-147 **ORDINANCE NO.**

AN ORDINANCE approving Change Order Agreement by and between the City of Joplin and Branco Construction for the construction of the Airfield Signage and Marking Project at the Joplin Regional Airport.

BE IT ORDAINED by the Council of the City of Joplin, Missouri, as follows:

Section 1. That a Change Order Agreement by and between the City of Joplin and Branco Construction for the construction of the Airfield Signage and Marking Project at the Joplin Regional Airport, a true and accurate copy of said agreement being attached hereto and incorporated herein and the same is hereby approved.

Section 2. That the Director of Public Works is hereby authorized and directed to execute said Agreement by and on behalf of the City of Joplin, Missouri.

Section 3. That this Ordinance dealing with the public improvements, is an emergency within the meaning of Section 2.12(6) of the Home Rule Charter of the City of Joplin, Missouri, and, shall be in full force and effect immediately after its passage and approval.

Passed by the Council of the City of Joplin, Missouri, this _____ day of _____, 2012, by a _____ vote.

_____
Melodee Colbert Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

Authorization of Contract Changes

Airport Name: Joplin Regional
Location: Joplin, Missouri
County: Jasper
AIP Project: 3-29-0037-27 & 28

Authorization No. 6
Date 7/25/2012

Contractor BRANCO ENTERPRISES, INC
Address 12033 E. HIGHWAY 86, NEOSHO, MO 64804 417-451-5250

Proj. Description NEW AIRPORT ELECTRICAL VAULT BUILDING; AIRFIELD GUIDANCE SIGN REPLACEMENT; AIRFIELD PAVEMENT MARKING

The following change from the plans in the construction of the above designated airport improvement is authorized and directed. The first addition of an item not in the original contract under the fund type is indicated by an asterisk (*).

No.	Item No.	*	Item Description	Unit	Adjusted Quantity	A/D	Unit Price	Addition	Deduction
								$ -	
8	P-620-5.1		YELLOW PAVEMENT MARKING	SF	6,632	A	$ 2.00	$ 13,264.00	
9	P-620-5.2		BLACK PAVEMENT MARKING	SF	16,108	A	$ 1.00	$ 16,108.00	
10	P-620-5.3		PAVEMENT MARKING REMOVAL	SF	3,878	A	$ 2.00	$ 7,756.00	
11	P-620-5.4		SURFACE PAINTED SIGN	SF	6,321	A	$ 9.00	$ 56,889.00	
17	L-125-5.1		REMOVE AIRFIELD SIGN AND BASE	EA	1	A	$ 600.00	$ 600.00	
54	P-100-4.2		MOBILIZATION 2012	LS	1	A	$ 21,200.00	$ 21,200.00	
55	L-108-5.4		2/C #8, L-824, TYPE C, 5KV HOMERUN CABLE in UNIT DUCT	LF	225	A	$ 9.00	$ 2,025.00	
56	L-125-11		2 CHARACTER SIGN - SIZE 3	EA	1	A	$ 4,000.00	$ 4,000.00	
57	L-125-12		3 CHARACTER SIGN - SIZE 3	EA	2	A	$ 4,500.00	$ 9,000.00	
			Amount of original contract $				1,038,318.50	$ 130,842.00	$ -
			Net Additive Change to Date = 10.4% of contract price				Change This Authorization		$ 130,842.00
							Change Previous Authorizations		$ (22,590.77)
							Net Change Authorized to Date		$ 108,251.23
							Cumulative Contract Total		$ 1,146,569.73

Comments: See attachedment

Please Check One

☑ 1. The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed.

☐ 2. The change is germane as to the original contract as signed.

3. The change order is in the best interest of the unit of State or local government and is authorized by law.

ttached Letter of Explanation

Submitted/Approved

BRANCO ENTERPRISES Inc. — Date

Submitted CMT Project Engineer Dave Naaman, P.E. — Date

Approved City of Joplin, Mo Jack Schaller, P.E.
Assistant Public Works Director — Date

CHANGE ORDER NO. 6

SHEET NO. 2 of 2

SEQUENCE NO.: 6

COUNTY: JASPER

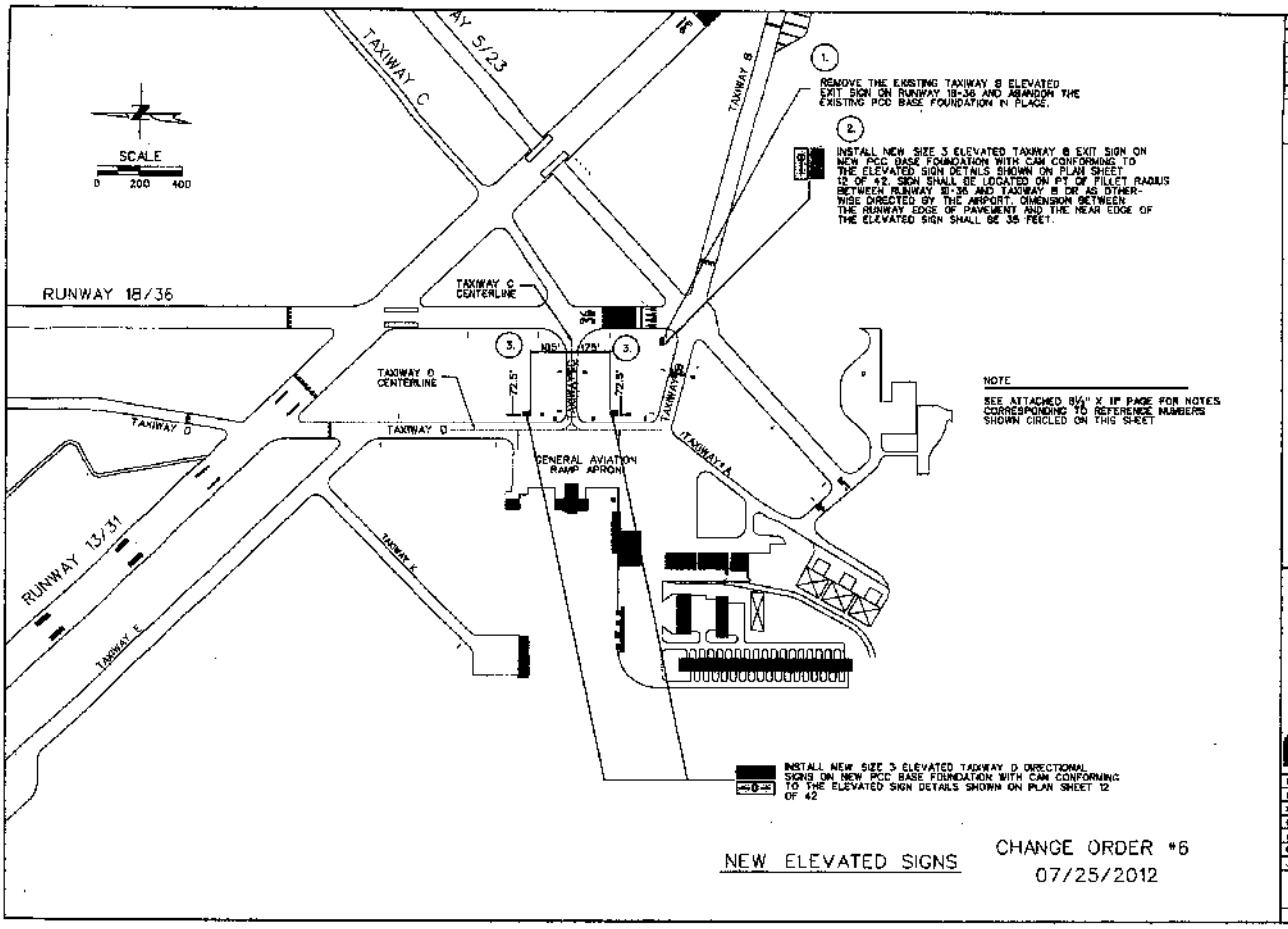
TO CONTRACTOR: Branco Enterprises, Inc.

AIRPORT: JOPLIN REGIONAL AIRPORT

PROJECT NO.: 3-29-0037-27 & 28

Description and Reason for change plus other contract stipulations required by Change Order:

No.	Pay Item No.	Item Description.	Unit	Description & Reason and other Stipulations
8	P-620-5.1	Yellow Pavement Marking	SF	Construction of mandated RSAT Recommendations & Update of Current Runway Hold Bars and Surface Painted Hold Position Signs.
9	P-620-5.2	Black Pavement Marking	SF	Construction of mandated RSAT Recommendations & Update of Current Runway Hold Bars and Surface Painted Hold Position Signs.
10	P-620-5.3	Pavement Marking Removal	SF	Construction of mandated RSAT Recommendations & Update of Current Runway Hold Bars and Surface Painted Hold Position Signs.
11	P-620-5.4	Surface Painted Sign	SF	Construction of mandated RSAT Recommendations & Update of Current Runway Hold Bars and Surface Painted Hold Position Signs.
17	L-125-5.1	Remove Airfield Sign and Base	EA	Construction of mandated RSAT recommendations.
54	P-100-4.2	Mobilization 2012	LS	Construction of mandated RSAT recommendations.
55	L-108-5.4	2/C #8, L0-824, Type C, 5KV Homerun Cable in Unit Duct	LF	Construction of mandated RSAT recommendations.
56	L-125-11	2 Character Sign – Size 3	EA	Construction of mandated RSAT recommendations.
57	L-125-12	3 Character Sign – Size 3	EA	Construction of mandated RSAT recommendations.



NEW ELEVATED SIGNS

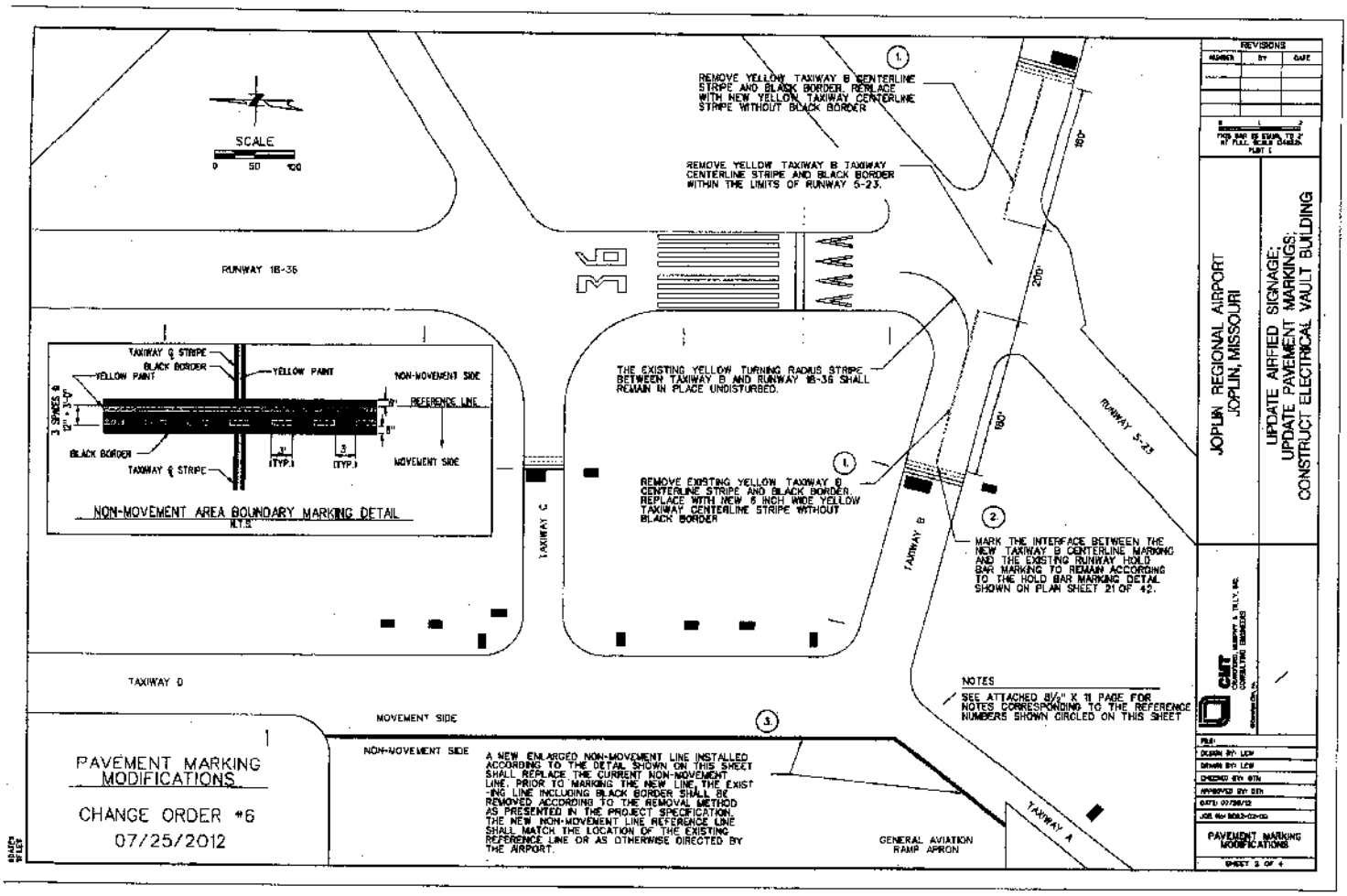
CHANGE ORDER #6
07/25/2012

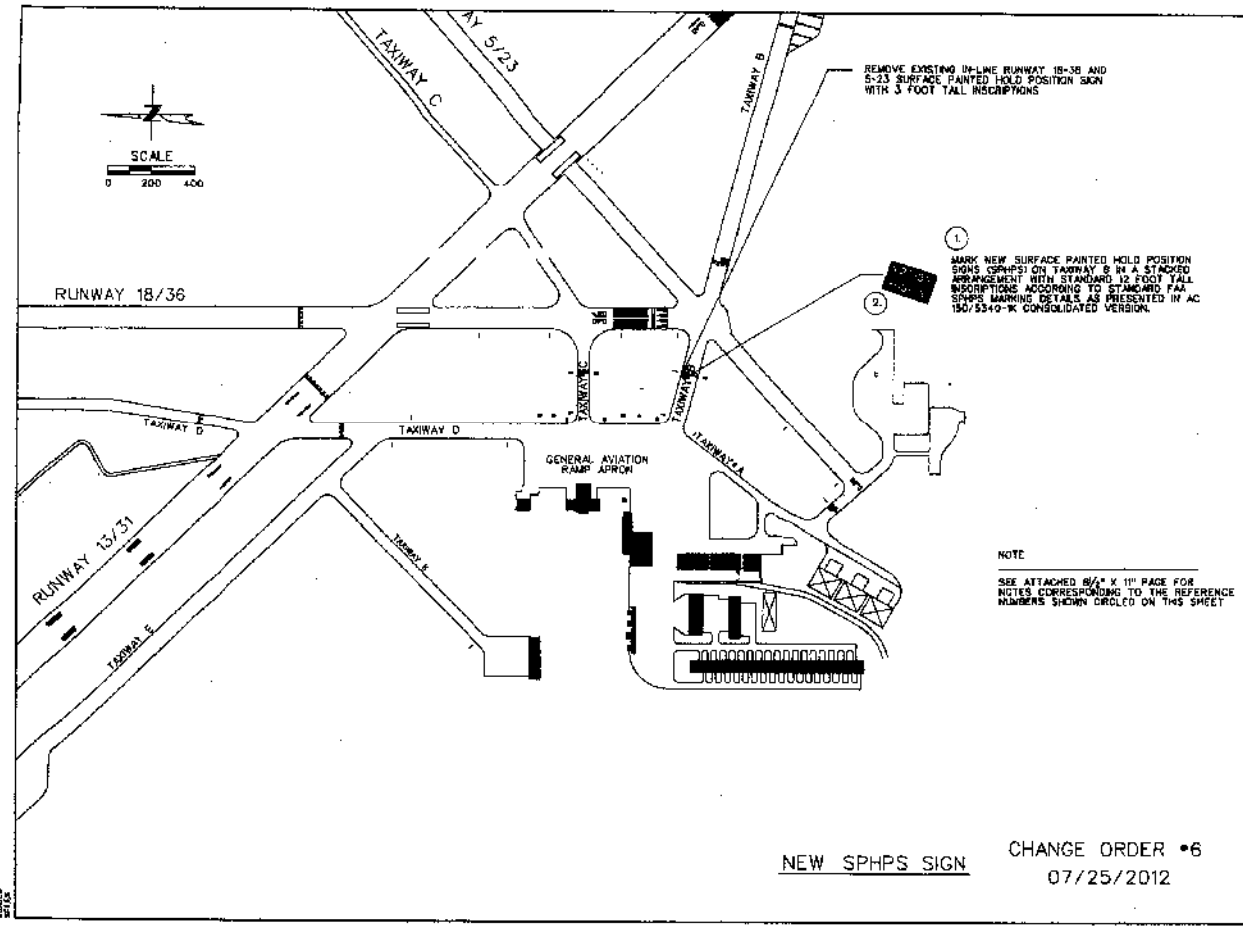
REVISIONS

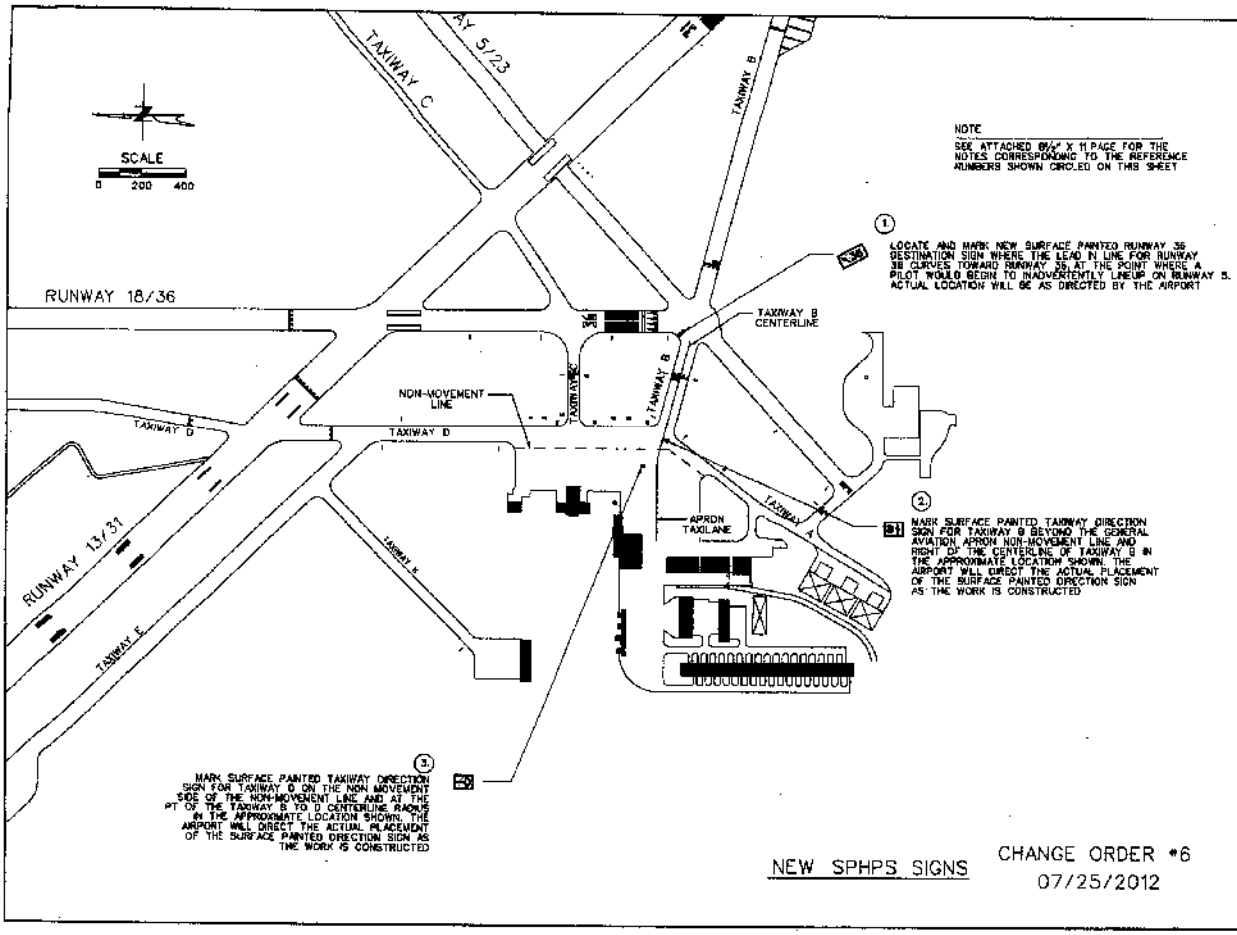
JOPLIN REGIONAL AIRPORT
JOPLIN, MISSOURI

UPDATE AIRFIELD SIGNAGE;
UPDATE PAVEMENT MARKINGS;
CONSTRUCT ELECTRICAL VAULT BUILDING

NEW ELEVATED SIGNS


SCALE
0 50 100
RUNWAY 18-36
TAXIWAY Q STRIPE
BLACK BORDER
YELLOW PAINT
YELLOW PAINT
NON-MOVEMENT SIDE
REFERENCE LINE
BLACK BORDER
TAXIWAY Q STRIPE
(TYP.)
(TYP.)
MOVEMENT SIDE
NON-MOVEMENT AREA BOUNDARY MARKING DETAIL
N.T.S.
REMOVE YELLOW TAXIWAY B CENTERLINE STRIPE AND BLACK BORDER. REPLACE WITH NEW YELLOW TAXIWAY CENTERLINE STRIPE WITHOUT BLACK BORDER
REMOVE YELLOW TAXIWAY B TAXIWAY CENTERLINE STRIPE AND BLACK BORDER WITHIN THE LIMITS OF RUNWAY 5-23.
THE EXISTING YELLOW TURNING RADIUS STRIPE BETWEEN TAXIWAY B AND RUNWAY 18-36 SHALL REMAIN IN PLACE UNDISTURBED.
REMOVE EXISTING YELLOW TAXIWAY B CENTERLINE STRIPE AND BLACK BORDER. REPLACE WITH NEW 6 INCH WIDE YELLOW TAXIWAY CENTERLINE STRIPE WITHOUT BLACK BORDER
MARK THE INTERFACE BETWEEN THE NEW TAXIWAY B CENTERLINE MARKING AND THE EXISTING RUNWAY HOLD BAR MARKING TO REMAIN ACCORDING TO THE HOLD BAR MARKING DETAIL SHOWN ON PLAN SHEET 21 OF 42.
TAXIWAY C
TAXIWAY B
RUNWAY 5-23
200'
150'
TAXIWAY Q
MOVEMENT SIDE
NON-MOVEMENT SIDE
A NEW ENLARGED NON-MOVEMENT LINE INSTALLED ACCORDING TO THE DETAIL SHOWN ON THIS SHEET SHALL REPLACE THE CURRENT NON-MOVEMENT LINE. PRIOR TO MARKING THE NEW LINE THE EXISTING LINE INCLUDING BLACK BORDER SHALL BE REMOVED ACCORDING TO THE REMOVAL METHOD AS PRESENTED IN THE PROJECT SPECIFICATION. THE NEW NON-MOVEMENT LINE REFERENCE LINE SHALL MATCH THE LOCATION OF THE EXISTING REFERENCE LINE OR AS OTHERWISE DIRECTED BY THE AIRPORT.
GENERAL AVIATION RAMP APRON
TAXIWAY A
NOTES
SEE ATTACHED 8½" X 11 PAGE FOR NOTES CORRESPONDING TO THE REFERENCE NUMBERS SHOWN CIRCLED ON THIS SHEET
PAVEMENT MARKING MODIFICATIONS
CHANGE ORDER #6
07/25/2012
REVISIONS
NUMBER
BY
DATE
JOPLIN REGIONAL AIRPORT
JOPLIN, MISSOURI
UPDATE AIRFIELD SIGNAGE;
UPDATE PAVEMENT MARKINGS;
CONSTRUCT ELECTRICAL VAULT BUILDING
CLIENT
DESIGNED BY: LCH
DRAWN BY: LCH
CHECKED BY: BTH
APPROVED BY: BTH
DATE: 07/26/12
PAVEMENT MARKING MODIFICATIONS
SHEET 2 OF 4


SCALE
0 200 400
RUNWAY 18/36
RUNWAY 13/31
TAXIWAY C
TAXIWAY B
TAXIWAY D
TAXIWAY A
TAXIWAY E
TAXIWAY S
GENERAL AVIATION RAMP APRON
REMOVE EXISTING IN-LINE RUNWAY 18-36 AND 5-23 SURFACE PAINTED HOLD POSITION SIGN WITH 3 FOOT TALL INSCRIPTIONS
1. MARK NEW SURFACE PAINTED HOLD POSITION SIGNS (SPHPS) ON TAXIWAY B IN A STACKED ARRANGEMENT WITH STANDARD 12 FOOT TALL INSCRIPTIONS ACCORDING TO STANDARD FAA SPHPS MARKING DETAILS AS PRESENTED IN AC 150/5340-1K CONSOLIDATED VERSION.
NOTE
SEE ATTACHED 8½" X 11" PAGE FOR NOTES CORRESPONDING TO THE REFERENCE NUMBERS SHOWN CIRCLED ON THIS SHEET
NEW SPHPS SIGN
CHANGE ORDER #6
07/25/2012
REVISIONS
NUMBER BY DATE
JOPLIN REGIONAL AIRPORT
JOPLIN, MISSOURI
UPDATE ARFFED SIGNAGE;
UPDATE PAVEMENT MARKINGS;
CONSTRUCT ELECTRICAL VAULT BUILDING
CMT
DRAWN BY: LCW
CHECKED BY: BTH
APPROVED BY: BTH
DATE: 07/25/12
NEW SPHPS SIGN
SHEET 3 OF 4


TAXIWAY C
AY 5/23
TAXIWAY B
SCALE
0 200 400
RUNWAY 18/36
TAXIWAY B
CENTERLINE
NON-MOVEMENT
LINE
TAXIWAY C
TAXIWAY B
TAXIWAY B
TAXIWAY D
RUNWAY 13/31
TAXIWAY E
TAXIWAY A
APRON
TAXILANE
TAXIWAY A
TAXIWAY A
NOTE
SEE ATTACHED 8½" X 11 PAGE FOR THE NOTES CORRESPONDING TO THE REFERENCE NUMBERS SHOWN CIRCLED ON THIS SHEET
1
LOCATE AND MARK NEW SURFACE PAINTED RUNWAY 36 DESTINATION SIGN WHERE THE LEAD IN LINE FOR RUNWAY 36 CURVES TOWARD RWAY 36 AT THE POINT WHERE A PILOT WOULD BEGIN TO INADVERTENTLY LINEUP ON RUNWAY 5. ACTUAL LOCATION WILL BE AS DIRECTED BY THE AIRPORT
2
MARK SURFACE PAINTED TAXIWAY DIRECTION SIGN FOR TAXIWAY B BEYOND THE GENERAL AVIATION APRON NON-MOVEMENT LINE AND RIGHT OF THE CENTERLINE OF TAXIWAY B IN THE APPROXIMATE LOCATION SHOWN. THE AIRPORT WILL DIRECT THE ACTUAL PLACEMENT OF THE SURFACE PAINTED DIRECTION SIGN AS THE WORK IS CONSTRUCTED
3
MARK SURFACE PAINTED TAXIWAY DIRECTION SIGN FOR TAXIWAY D ON THE NON MOVEMENT SIDE OF THE NON-MOVEMENT LINE AND AT THE PT OF THE TAXIWAY B TO D CENTERLINE RADIUS IN THE APPROXIMATE LOCATION SHOWN. THE AIRPORT WILL DIRECT THE ACTUAL PLACEMENT OF THE SURFACE PAINTED DIRECTION SIGN AS THE WORK IS CONSTRUCTED
NEW SPHPS SIGNS
CHANGE ORDER #6
07/25/2012
REVISIONS
JOPLIN REGIONAL AIRPORT
JOPLIN, MISSOURI
UPDATE AIRFIELD SIGNAGE;
UPDATE PAVEMENT MARKINGS;
CONSTRUCT ELECTRICAL VAULT BUILDING
NEW SPHPS SIGNS

City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: August 20, 2012

Item: COUNCIL BILL NO. 2012-148
Originating Department: PUBLIC WORKS ADMINISTRATION

Attachments: 1) Copy of Grant
2) Copy of Council Bill 2012-148

Airport Manager:	Steve Stockam SS	Date: 8-10-12
Department Head:	David Hertzberg DKH	Date: 8/13/12
Finance Department:	Leslie Jones LJ	Date: 8-14-12
City Attorney:	Brian Head BH	Date: 8-14-12
City Manager:	Mark Rohr MR	Date: 8-14-12

Recommended Action: Authorization to accept a grant from the Department of Transportation, Federal Aviation Administration, Airport Improvement Program, Airport Master Plan Project at the Joplin Regional Airport.

Background: The most recent Master Plan at the Joplin Regional Airport was completed in 2002. Since that time, a number of recommendations identified in the 2002 Master Plan have been implemented by the Airport including, construction of a new Air Traffic Control Tower and new passenger Terminal Building along with expanded General Aviation Facilities.

Recent attention by the Federal Aviation Administration (FAA) to pavement geometry configuration has made the Airport a focus of Runway Safety Action Team (RSAT) improvements due to the potential for runway incursions at the 3-node intersection of Runway 18/36, Runway 5/23, and Taxiway B. In addition to the need for a pavement geometry assessment, recent success the Airport has had in developing branded passenger service to a major connecting hub has driven the need to take a renewed look at the overall facilities and develop a new set of guiding principles that will shape the way the Airport interacts over the next 20-years with the community it serves. This will include the development of an eALP that utilizes Airports GIS (AGIS) data in compliance with FAA requirements. Along with this data collection effort, several additional items will be accomplished during the project to assist the Airport in identifying and planning for long-term facility needs including:
Master Plan, Airport Financial Plan, Economic Impact Study, Minimum Standards, Wildlife Hazard Assessment, Passenger Facility Charge Update, Pavement Management Plan, Airport Boundary Survey.

Summary: This Grant represents the total Federal Share available for this project. This grant provides for the FAA to pay the government's share of the allowable project costs up to a maximum of $1,028,470 for development of a new Master Plan and eALP as set forth in the grant offer. City's share of the project will be $74,530 giving the total funds available of $1,103,000.00.

Recommendation: The staff recommends the acceptance of this grant.

COUNCIL BILL NO. 2012-148 ORDINANCE NO.

AN ORDINANCE approving authorization to accept a Grant from the Department of Transportation, Federal Aviation Administration for Airport Improvement Program and Airport Master Plan Project at the Joplin Regional Airport.

BE IT ORDAINED by the Council of the City of Joplin, Missouri, as follows:

Section 1. That a Grant agreement by and between the City of Joplin and the Department of Transportation, Federal Aviation Administration for the Airport Improvement Program and Airport Master Plan Project at the Joplin Regional Airport, a true and accurate copy of said agreement being attached hereto and incorporated herein and the same is hereby approved.

Section 2. That the Director of Public Works is hereby authorized and directed to execute said Agreement by and on behalf of the City of Joplin, Missouri.

Section 3. That this Ordinance dealing with the public improvements, is an emergency within the meaning of Section 2.12(6) of the Home Rule Charter of the City of Joplin, Missouri, and, shall be in full force and effect immediately after its passage and approval.

Passed by the Council of the City of Joplin, Missouri, this _____ day of _____, 2012, by a _____ vote.

_____
Melodee Colbert Kean, Mayor

ATTEST:

_____
Barbara L. Hogelin, City Clerk

APPROVED AS TO FORM:

_____
Brian W. Head, City Attorney

U.S. Department of Transportation
Federal Aviation Administration
Airports Division

GRANT AGREEMENT

Part 1 - Offer

Date of Offer

Joplin Regional Airport

Joplin, Missouri

Project No. 3-29-0037-030-2012

DUNS Number: 010 649 846

TO: City of Joplin
(herein called the "Sponsor")

FROM: The **United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated August 8, 2012, for a grant of Federal funds for a project at or associated with the Joplin Regional Airport/Planning Area which Project Application, as approved by the FAA, is hereby incorporated herein and made a part hereof; and

WHEREAS, the FAA has approved a project for the Airport or Planning Area (herein called the "Project") consisting of the following:

Update Airport Master Plan Study

all as more particularly described in the Project Application.

WHEREAS, this project will not be completed during FY 2012, the total Federal share of the estimated cost of completion is $ 28,470.

NOW THEREFORE, pursuant to and for the purpose of carrying out the provisions of Title 49, United States Code, as amended, herein called "the Act", and in consideration of (a) the Sponsor's adoption and ratification of the representations and assurances contained in said Project Application and its acceptance of this Offer as hereinafter provided, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the assurances and conditions as herein provided, **THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay, as the United States' share of the allowable costs incurred in accomplishing the Project, ninety-five percent (95%) thereof.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS**:

Conditions

1. The maximum obligation of the United States payable under this offer shall be $ 1,028,470. For the purposes of any future grant amendments which may increase the foregoing maximum obligation of the United States under the provisions of Section 47108(b) of The Act, the following amounts are being specified for this purpose:

$ 1,028,470	for planning
-0-	for airport development or noise program implementation.

2. The allowable costs of the project shall not include any costs determined by the FAA to be ineligible for consideration as to allowability under The Act.

3. Payment of the United States' share of the allowable project costs will be made pursuant to and in accordance with the provisions of such regulations and procedures as the Secretary shall prescribe. Final determination of the United States share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.

4. The Sponsor shall carry out and complete the Project without undue delays and in accordance with the terms hereof, and such regulations and procedures as the Secretary shall prescribe, and agrees to comply with the assurances which were made part of the project application.

5. The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

6. This offer shall expire and the United States shall not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 12, 2012, or such subsequent date as may be prescribed in writing by the FAA.

7. The Sponsor shall take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or disbursed by the Sponsor that were originally paid pursuant to this or any other Federal Grant Agreement. It shall obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. It shall return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. It shall furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All

settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share shall be approved in advance by the Secretary.

8. The United States shall not be responsible or liable for damage to property or injury to persons, which may arise from, or be incident to, compliance with this Grant Agreement.

9. **TRAFFICKING IN PERSONS:**

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
    i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    ii. Procure a commercial sex act during the period of time that the award is in effect; or
    iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

    i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either
        A. Associated with performance under this award; or
        B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 49 CFR Part 29.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity--

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either--
    i. Associated with performance under this award; or
    ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at *49 CFR Part 29.*

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any

subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102

10. **Central Contractor Registration and Universal Identifier Requirements**

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (*see* definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at *http://www.ccr.gov*).

2. *Data Universal Numbering System*

(DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866–705–5711) or the Internet (currently at *http://fedgov.dnb.com/webform*).

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization; and

e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward:*

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec. 210 of the attachment to OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations").. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

a. Receives a subaward from you under this award; and

b. Is accountable to you for the use of the Federal funds provided by the subaward.

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

11. **CENTRAL REGION ECHO GRANT PAYMENTS**: The sponsor agrees to:

a. Comply with the Central Region ECHO Grant Payment Request Guidelines and Procedures (see AIP Sponsor Guide, Section 1500 Grant Payments) and

b. Request cash drawdowns on the ECHO system only when actually needed for reimbursement of eligible project costs and

c. Submit timely reports of such disbursements as required.

It is understood that failure to adhere to this provision may cause revocation of the ECHO Control Number.

12. **MULTI-YEAR GRANTS – LETTER OF AGREEMENT:** The maximum obligation for the current fiscal year stated in Condition 1 of this agreement may be increased by the additional amounts, if any, added by the document issued under the subparagraph below, but may not exceed the United States' share of the total estimated cost of completion, except as provided in Section 47108(b) of the Act.

Under Section 47108 of the Act, as amended, and at the Sponsor's request, the FAA commits the United States to obligate an additional amount to this project for FY2012 pursuant to Section 47114 of said Act, and subject to the restrictions on the use of such apportionments now or hereafter imposed on FAA by statute now or hereinafter enacted by any regulation. It is further understood by the parties that this commitment does not in itself obligate, preclude, or restrict the FAA in the use of any funds made available for discretionary use under Section 47114 of said Act to further aid the Sponsor in meeting the cost of this project under the terms of this agreement and limitations of law.

The exact amount of this commitment will be established for each fiscal year by the FAA in a letter to the Sponsor stating the maximum obligation for that fiscal year for this project. This letter will be issued to the Sponsor by FAA when such computation and obligation can be made in FY(s) 2013. The parties agree that upon its issuance, this letter shall be considered incorporated by reference into, and part of, this agreement.

13. **BUY AMERICAN:** Unless otherwise approved by the FAA, the sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant. The Sponsor will include in every contract a provision implementing this special condition.

14. **MAXIMUM OBLIGATION INCREASE FOR PRIMARY AIRPORTS:** In accordance with Section 47108 (b) of the Act, as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:

    a. May not be increased for a planning project;

    b. May be increased by not more than 15 percent for development projects;

    c. May be increased by not more than 15 percent for land projects.

15. **LETTER AMENDMENT - PLANNING:** It is mutually understood and agreed that if, during the life of the project, the FAA determines that the grant amount exceeds the expected needs of the sponsor the grant amount can be unilaterally reduced by letter from FAA advising of the budget change. Upon issuance of the aforementioned letters, the maximum obligation of the United States is adjusted to the amount specified.

16. **RUNWAY PROTECTION ZONES:** The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the FAA, in the Runway Protection Zones:

    a. **Existing Fee Title Interest in the Runway Protection Zone:** The Sponsor agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, except for NAVAIDS that are fixed by their functional purposes or any other structure approved by the FAA. Any existing structures or uses within the Runway Protection Zone will be cleared or discontinued unless approved by the FAA.

    b. **Existing Easement Interest in the Runway Protection Zone:** The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is a hazard to air navigation or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.

c. **Future Interest in the Runway Protection Zone:** The Sponsor agrees that it will acquire fee title or less-than-fee interest in the Runway Protection Zones for runways that presently are not under its control within 5 years of this Grant Agreement. Said interest shall provide the protection noted in above Subparagraphs a and b.

17. **EXCLUDED ITEMS:** The Federal Share of $1,028,470 does not include the ineligible amount of $20,400 to develop Minimum Standards. The $20,400 is being paid by the sponsor in addition to their local 5% share of $54,130 for a total Applicant share of $74,530 shown on the SF-424

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by The Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

(Name)_____
(Title) Manager, Airports Division Central Region

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer and does hereby accept this Offer and, by such acceptance, agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

Executed this _____ day of _____, 20___.

City of Joplin
(Name of Sponsor)

By _____
(Sponsor's Designated Official Representative)

(SEAL)

Title _____

Attest: _____

Title: _____

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor, do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Missouri. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor relating thereto, and find that acceptance thereof by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and The Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ this _____ day of _____, 20 ___.

_____
Signature of Sponsor's Attorney