

**AGENDA-REGULAR MEETING
GODDARD CITY COUNCIL
118 NORTH MAIN
GODDARD, KANSAS
February 18, 2020, 7:00 P.M.**

- A) CALL TO ORDER**
- B) PLEDGE OF ALLEGIANCE AND INVOCATION**
- C) APPROVAL OF THE AGENDA**
- D) CITIZEN COMMENTS**
- E) APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS**
 - 1. Appointment of Deanna Highfill to the Goddard Public Library Board
 - 2. Goddard Police Officer Swearing in Ceremony
 - 3. Introduce New City Planning Intern
- F) CONSENT AGENDA:**

Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, the item will be removed from the Consent Agenda and considered separately.

 - 1. Approval of Minutes
 - a. Regular Meeting – February 3, 2020
 - 2. Accounts Payable
 - a. February 4, 2020 for \$398,572.87
 - b. February 11, 2020 for \$477,828.78
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - 1. Discussion of Reducing Residential Streets Speed Limit
 - 2. Distribute Draft Governing Body Handbook
 - 3. 2020 City Council Work Plan
- I) CITY ADMINISTRATOR’S REPORT**
- J) GOVERNING BODY COMMENTS**
- K) EXECUTIVE SESSION**
 - 1. Consultation with the Governing Body’s Attorney K.S.A. 75-4319(b)(2)
- L) ADJOURNMENT**

Next Assigned Numbers for:
Charter Ordinance No 14
Ordinance No. 847
Resolution 20-04

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.



E.1 Appointments

Goddard Public Library Board

Deanna Highfill





E.2 Appointments

Goddard Police Department

Officer Ryan Mincks



Officer Shawn Engel





CONSENT AGENDA HIGHLIGHTS

F.1 Approval of February 3, 2020 Regular City Council Minutes

F.2 Review of Accounts Payable

February 4, 2020 for \$398,572.87

February 11, 2020 for \$477,828.78

- \$357,133.13 Mies Construction: Pay Request #2-Elkridge Phase Iv Grading Improvements. Pay Request # 3 - Clover Leaf Addition Sewer. Waterline, Storm Water Improvements. Final Pay Request #4 - Arbor Creek Phase I Sewer Collector, Sewer, Waterline Main, Waterline Phase 1 Improvements.
- \$267,348.20 KDHE-Bureau Of Water Loan Program Semi-Annual Loan Payment
- \$172,932.75 Nowak Construction: Pay Request #4-Elk Ridge Phase Iii. Pay Request #2 - Arbor Creek Phase I
- \$20,200.00 Baughman Company, PA: Engineering Design Services for Elk Ridge Phase III. Clover Leaf Phase I
- \$10,625.00 S&P GLOBAL RATINGS ISSUANCE COSTS - GO BOND 2020-1 (Star Bond Project)

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, FEBRUARY 3, 2020**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday February 3, 2020. Mayor Blubaugh called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and the Invocation. Councilmember Traylor was absent.

SWEARING-IN CEREMONY FOR THE NEWLEY-ELECTED CITY COUNCIL MEMBERS

The City of Goddard held a swearing-in ceremony for three re-elected City Council members and one re-elected Mayor. Councilmember Larry Zimmerman, Councilmember Sarah Leland, Councilmember Hunter Larkin and Mayor Jamey Blubaugh were sworn into office in the Council Chambers at City Hall.

Also present were Brian Silcott, City Administrator, Teri Laymon, City Clerk; Micah Scoggan, City Planner; Lance Beagley, Police Captain; Thatcher Moddie, Administrative Fellow; Matt Lawn, City Treasurer and Harlan Foraker, City Engineer.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Zimmerman* moved to approve the agenda. Councilmember *Leland* seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

Janine Eilert, President of the Goddard Women’s Club, announced that the Goddard Women’s Club along with Goddard Academy students raised \$627.98 for supplying the Blessing Box, located in front of the library, to help those in need – everything from non-perishable food to toiletries.

Daniel Carlyle, 121 Swanee, expressed his concern for the handling of an informal petition that was submitted by Mr. Carlyle and others to the City Planner against the construction of a multifamily dwelling at 227 Cedar, Goddard, Kansas.

APPOINTMENTS OF COUNCILMEMBER FOR TERM ENDING IN 2022

Mayor Blubaugh appointed Michael S. Proctor to the City Council for a term ending in 2022.

Michael Proctor, President of Leading Edge Financial Planning, LLC., is a longtime resident and graduate from Goddard High School. He graduated from Kansas State with a degree in Business and Finance and achieved his Certified Financial Planner designation in 2013. He is passionate about helping people to unleash their financial dreams in Kansas.

Mike and his wife Whitney celebrate 10 years of marriage this year and together have Liam (8) and Colson (6) who attend Explorer Elementary and Ellie (4) who attends Pre-School in

Goddard. They are involved in basketball, soccer, baseball, dance and the Explorer PTO. Mike is excited to work with the Goddard City Council to continue to make Goddard a great place to live and work!

MOTION: Councilmember *Leland* moved to approve the appointment of Michael S. Proctor to the City Council. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

Michael Proctor was sworn in as City Council member and took a seat at the bench.

NOMINATION FOR COUNCIL PRESIDENT

Councilmember Sarah Leland nominated Councilmember Hunter Larkin as council President

MOTION: Councilmember *Zimmerman* moved to approved Hunter Larkin as Council President. Councilmember *Leland* seconded the motion. The motion carried unanimously.

APPROVAL OF THE CONSENT AGENDA

The following was submitted to the City Council for approval:

- Approval of Minutes
 - Regular Meeting – January 6, 2020
- Accounts Payable
 - January 8, 2020 for \$234,083.75
 - January 15, 2020 for \$74,503.47
 - January 28, 2020 for \$661,416.19
- Boards & Commissions Receive & File
 - Library Board
 - Planning Commission

MOTION: Councilmember *Leland* moved to approve the consent agenda as presented. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

RUSTIC CREEK FINAL PLAT

Micah Scoggan stated the Rustic Creek development undertaken by Garver on behalf of Goddard Investments LLC, has gone through the planning phase with preliminary plating and final platting and now the Final Plat has been submitted for review by the Governing Body. This subdivision project is composed of 106 Residential R-1 lots for Single family -detached housing, with a starting price of \$180,000.

Staff has reviewed the attached final plat and found it in compliance with the City's subdivision regulations. One matter of note, a certain James McElroy's property extended beyond the property line into the access lane for the subdivision. It was also noted that the current driveway of Mr. McElroy did exist inside of the access point as well. The Developer and Mr. McElroy have come to an arrangement and this matter has been resolved in a mutually beneficial manner.

The Final Plat now comes before the City Council for consideration. If the Governing Body is satisfied that the requirements of all applicable subdivision regulations have been, or will be, met by the developer, you may approve the Final Plat, including any required changes.

The City has not formally agreed to any cost share with the developer for any portion of the development. This would need to be approved as a separate measure with a developer agreement

MOTION: Councilmember *Leland* moved approve the Final Plat of Rust Creek Subdivision. The motion was seconded by Councilmember *Larkin* The motion carried by a vote of the Governing Body as follows:

RECEIVE AND FILE 2019 ANNUAL REPORTS

City Administrator Brian Silcott review the City's Vision Statement, Mission Statement, and Values, followed by the Goddard's Strategic Plan.

Brian Silcott presented the Administration 2019 Year End Report.

Police Captain Lance Beagley presented the Police Department 2019 Year End Report.

Micah Scoggan, City Planner presented the Community Development 2019 Year End Report.

Brooke Brandenburg presented the Public Works Department 2019 Year End Report.

April Hernandez, Library Director presented the Library 2019 Year End Report.

Matt Lawn, City Treasurer presented the Year End Financial Report.

CITY ADMINISTRATOR'S REPORT

To: Honorable Mayor and City Council

From: Brian W. Silcott, City Administrator

Cc: Department Directors & Staff

Re: City Administrator Report for the week of February 3rd

Date: February 3, 2020

Below is a brief update on City operations, projects, and future agenda items for the City.

Residential Speed Zone: Staff will present a map and draft ordinance for discussion on reducing the speed limit on neighborhood streets from 30 mph to 20 mph at the February 18th meeting. This item was deferred to the staff illness.

SE Growth Corridor Lift Station: I anticipate presenting a bid award for the SE Growth Corridor Lift Station at the February 18th regular meeting. I would like to thank the City Engineer, Public Works Director, and Finance Director for their assistance in working with MKEC and the single bidder Nowak Construction to reduce cost impacts through the application of value engineering principles. The lift station will serve a minimum of 3 ¼ sections or an estimated 1000 to 1200 homes. Arbor Creek Addition will be one of those additions served by this project. The project is estimated to total just over \$1,000,000 and will be financed through the issuance of 4-year

temporary notes with a portion of the notes planned to be retired in 2024 with the remainder being financed through a long-term debt issuance. In an effort to safe guard and even improve upon our AA- S&P bond rating and to reduce the potential for a negative cash flow impact in the event of a financial downturn in the local Wichita metro economy, Staff cautions against any further public/private partnerships for residential development for the 3-5 years. Phase 1 of Arbor Creek property tax collections is projected to cash the entirety of debt service for the improvement with additional developments contributing to the cost through an access fee. One third of the cost of the forced main that runs almost $\frac{3}{4}$ of a mile from the lift station location on the $\frac{1}{4}$ mile south of 183rd & 23rd Street to Sewer Main located on the north side of 23rd Street by Arbor Creek and the USD 265 school complex, has 1/3rd of the cost paid for by Arbor Creek Sewer Main Special Assessments. An excerpt of minutes is included as an attachment with the January 21st City Administrator's report.

183rd Turn Lane & Frontage Road Realignment: Based upon design comments from KDOT, additional design modifications are underway and should be submitted to KDOT for approval within the next week. We plan to proceed with the bid process late in the 1st Quarter or early second quarter 2020 with construction occurring in the early summer of 2020. The exact timing will depend upon plan approval by KDOT.

RCUT Schedule: The field check plans are underway and should take approximately 60 days to complete.

North Park Transaction: The closing on the North Park ground occurred on Thursday, January 30th with Mayor Blubaugh and City Clerk Teri Laymon completing the \$200,000 transaction and land swap. The total cost of the acquisition totals \$200,000 with the City securing approximately 30 acres of usable park & greenspace in exchange for \$200,000 and 27.5 acres of pasture immediately adjacent to Tanganyika Wildlife Park, which will be used for Park expansion, directly increasing property tax and local sales tax collections with this transaction. It is estimated that the recovery of the transaction cost will be recovered within 3-4 years.

Development Update: Due to weather complications, not much noticeable activity has occurred over the past week or two in any of the 4 active residential subdivisions (St Andrews, Elk Ridge, Arbor Creek, Clover Leaf) and the Medical Lodges Senior Housing expansion. City Planner Micah Scoggan reports that 5 new home permits were issued in January 2020 with an average value of \$213,580, which upon completion will generate approximately \$816.20/unit annually or \$4,081 per year in property taxes for the five new homes.

2020 Fleet Purchase: Staff will present the request to purchase new GPD cruisers and Public Works trucks at the February 18th or March 2nd Regular City Council meeting. These purchases are contained in the 2020 fleet replacement schedule.

Governing Body Visioning & City 2020 Work Plan: Staff originally planned on requesting a workshop but will instead conduct a review of City operations and present a draft 2020 work plan for discussion at the February 18th meeting. The 2019 Work Plan Memo is attached.

January 21st CAO Report: Since the previous meeting was cancelled for lack of quorum because of Council Member illness, I have included the January 21, 2020 City Administrator's report as an attachment to this report.

PLEASE NOTE: Because of the Presidents Day holiday, City Hall is closed on Monday, February 17th. The next Regular City Council Meeting will be held on Tuesday, February 18th at 7pm. GPD, SCFD/EMS providing their usual high-quality services. Public Works staff will be on call as well as performing their required daily testing per the City's Water & Wastewater operating permits from KDHE.

Respectfully Submitted,
Brian W. Silcott,
City Administrator

ADJOURNMENT

MOTION: Councilmember *Leland* moved to adjourn the regular meeting. Councilmember *Proctor* seconded the motion. The motion carried unanimously.

Meeting adjourned at 8:20 pm.
Teri Laymon, City Clerk

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: FEBRUARY 04, 2020
COUNCIL REVIEW: FEBRUARY 18, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
ACCUSHAPE, INC	BODY ARMOR - POLICE	\$ 175.00
AGRI ENVIRONMENTAL SERVICES, LLC	FEBRUARY 2020 SLUDGE REMOVAL SERVICE	\$ 2,000.00
CHAMPION SIX, INC	BLUE MARKING PAINT - PUBLIC WORKS	\$ 36.00
CINTAS CORPORATION-CHICAGO	(5) LOGO MATS	\$ 429.88
DAVIS-MOORE AUTOMOTIVE	FLEET VEHICLE REPAIR - UNIT #24, UNIT #35	\$ 453.43
DONDLINGER CONSTRUCTION	INSTALL SNOW GUTTERING & SNOW GUARDS - LINEAR PARK PAVILION	\$ 6,479.00
ENGEL, SHAWN	MILEAGE REIMBURSEMENT - KLETC TRAINING (01.27.20 - 01.31.20)	\$ 39.10
GALLS	UNIFORM ITEMS-POLICE	\$ 231.98
GREATER WICHITA YMCA	JANUARY 2020 MEMBERSHIP FEES	\$ 607.78
INLAND TRUCK PARTS & SERVICE	BRINE PUMP REPAIR - PUBLIC WORKS	\$ 275.88
INTIME SERVICES, INC	ANNUAL INTIME SUBSCRIPTION RENEWAL (Renewal Period: 3.1.20 - 2.29.21)	\$ 4,920.00
JCI INDUSTRIES, INC	CHLORINE PUMP HEAD - PUBLIC WORKS	\$ 198.00
KANSAS ONE CALL	JANUARY 2020 LOCATE FEES	\$ 190.80
KANSAS STATE TREASURER - BONDS	REGISTRAR & TRANSFER AGENT FEES - GO TEMPORARY NOTE, SERIES 2019-1 (Arbor Creek phase I - Project #2019-01, Elk Ridge Phase III - Project #2019-02, Clover Leaf Farms Phase I - Project #2019-03) REGISTRAR & TRANSFER AGENT FEES - GO BONDS SERIES 2020-1 (Star Bond Project)	\$ 5,316.25
MERIDIAN ANALYTICAL LAB, LLC	LAB ANALYSIS - WASTEWATER	\$ 425.00
MIDWEST SINGLE SOURCE	BOND COMPOSITION CHARGES-TEMPORARY NOTE, SERIES 2019-1. (Arbor Creek phase I - Project #2019-01, Elk Ridge Phase III - Project #2019-02, Clover Leaf Farms Phase I - Project #2019-03)	\$ 270.00
MIDWEST TRUCK EQUIPMENT, INC	REPLACEMENT BLADES FOR SNOWPLOW - PUBLIC WORKS	\$ 928.00
MIES CONSTRUCTION	PAY REQUEST #2-ELKRIDGE PHASE IV GRADING IMPROVEMENTS. PAY REQUEST # 3 - CLOVER LEAF ADDITION SEWER. WATERLINE, STORM WATER IMPROVEMENTS. FINAL PAY REQUEST #4 - ARBOR CREEK PHASE I SEWER COLLECTOR, SEWER, WATERLINE MAIN, WATERLINE PHASE 1 IMPROVEMENTS.	\$ 357,133.13
MINCKS, RYAN	MILEAGE REIMBURSEMENT - KLETC TRAINING (01.20.20 - 02.02.20)	\$ 92.00
ORKIN	ANNUAL PEST CONTROL RENEWAL - WWTF, PUBLIC WORKS, LIBRARY, CITY HALL/COMMUNITY CENTER.	\$ 2,650.14
QUILL	BATHROOM TISSUE, TRI-FOLD TOWELS - LINEAR PARK HP61XL PRINTER CARTRIDGES - PUBLIC WORKS BATTERY BACKUP REPLACEMENT BATTERIES -ADMIN	\$ 509.88
RICHTER, KIYA	REFUND OVERPAYMENT ON COURT DOCKET #201800314	\$ 36.50
ROBERTS HUTCH-LINE	(3) OFFICE CHAIRS - POLICE	\$ 1,242.72

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: FEBRUARY 04, 2020
COUNCIL REVIEW: FEBRUARY 18, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
S & P GLOBAL RATINGS	ISSUANCE COSTS - GO BOND 2020-1 <i>(Star Bond Project)</i>	\$ 10,625.00
SHILOH INDUSTRIES	SNO-N-ICE MELT	\$ 880.00
THE DATA CENTER	PRINT/MAIL (363) DELINQUENT NOTICES, (1885) UTILITY BILLS, (1826) NEWSLETTERS. REPLENISH POSTAGE FUNDS USED IN JANUARY 2020.	\$ 1,581.06
TIMES-SENTINEL NEWSPAPERS	BASKETBALL SIGNATURE AD, NOTICE OF HEARING-SIGN REGULATION REQUIREMENTS	\$ 119.50
VERIZON	MONTHLY CELL PHONE SERVICE - POLICE	\$ 276.08
WASTE MANAGEMENT	MONTHLY TRASH SERVICE - LIBRARY, PUBLIC WORKS, WWTF, CITY HALL/COMMUNITY CENTER	\$ 450.76
	TOTAL	\$ 398,572.87

CITY OF GODDARD
 ACCOUNTS PAYABLE LIST: FEBRUARY 11, 2020
 COUNCIL REVIEW: FEBRUARY 18, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
BAUGHMAN COMPANY, PA	FINAL BILLING OF PROFESSIONAL ENGINEERING DESIGN SERVICES OF CONSTRUCTION STAKING FOR SANITARY SEWER, WATER LINE & WATER MAIN IMPROVEMENTS - ELK RIDGE PHASE III. FINAL BILLING OF PROFESSIONAL ENGINEERING DESIGN SERVICES OF CONTRACTOR SOLICITATION, CONSTRUCTION STAKING/FINAL CERTIFICATION FOR SANITARY SEWER & WATER LINE IMPROVEMENTS - CLOVER LEAF FARMS PHASE I. PARTIAL BILLING PROFESSIONAL ENGINEERING DESIGN SERVICES OF CONTRACTOR SOLICITATION, CONSTRUCTION STAKING/FINAL CERTIFICATION FOR STORM WATER DRAIN IMPROVEMENTS - CLOVER LEAF FARMS PHASE I.	\$ 20,200.00
CANON SOLUTIONS AMERICA	MONTHLY METERED MAINTENANCE FEES - POLICE COPIER	\$ 70.84
CARD SERVICES - UMB PURCHASE CARDS	JANUARY 2020 PURCHASES - LAWN, PIKE, PEREZ	\$ 322.74
CINTAS	STOCK/ORGANIZE FIRST AID CABINET - PUBLIC WORKS/WWTF	\$ 373.36
COX BUSINESS	MONTHLY INTERNET/PHONE SERVICE - CITY HALL, WWTF/PUBLIC WORKS	\$ 1,077.41
CREATIVE PRODUCTS SOURCE, INC.	(100) IMAGINE YOUR STORY SHIELD COLORING TOTE - LIBRARY	\$ 161.13
CULLIGAN	BOTTLED WATER - WWTF, LIBRARY COOLER MONTHLY RENTAL FEE - LIBRARY	\$ 55.55
DECKER ELECTRIC	TROUBLESHOOT CAMERAS AT PUBLIC WORKS FACILITY	\$ 75.00
ENGEL, SHAWN	MILEAGE REIMBURSEMENT - KLETC TRAINING (02.03.20 thru 02.07.20)	\$ 39.10
EVERGY	MONTHLY ELECTRICAL SERVICE - STREETLIGHTS	\$ 2,762.11
FULCHER, AJA	MILEAGE REIMBURSEMENT - KCJIS USER GROUP MEETING ON 02.05.20	\$ 27.08
GADES SALES CO, INC	REFLECTIVE TAPE FOR STREETLIGHT BACKPLATES	\$ 155.00
HACH COMPANY	DOOR ASSEMBLY, CONTROLLER, RETURN CREDIT MEMO-WWTF	\$ 2,034.03
KANSAS ATTORNEY GENERAL	REVIEW OF GO BOND SERIES 2020-1 (Star Bond Project)	\$ 675.00
KANSAS STATE TREASURER - COURT	JANUARY 2020 COURT FEES	\$ 735.00
KANSAS TRUCK EQUIPMENT	DUMP TRUCK REPAIR	\$ 1,845.16
KDHE-BUREAU OF WATER LOAN PROGRAM	SEMI-ANNUAL LOAN PAYMENT - #C20173401 (WWTF), #C20150701 (LAGOON)	\$ 267,348.20
KIDDS TOWING	TOWING FEES - POLICE	\$ 100.00
LAW OFFICE OF SARAH GREEN	COURT APPOINTED ATTORNEY FEES - 201900540, 201900536, 201500107, 2019-00556, 201900638, 201900051.	\$ 550.00
MERIDIAN ANALYTICAL LABS	LAB ANALYSIS - DRINKING WATER	\$ 60.00
METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT - MABCD	JANUARY 2020 PERMIT FEES	\$ 2,337.93
NOWAK CONSTRUCTION	PAY REQUEST #4-ELK RIDGE PHASE III. PAY REQUEST #2 - ARBOR CREEK PHASE I.	\$ 172,932.75
QUILL	BATTERY BACKUP, 16OZ DRINKING CUPS	\$ 137.98
ROBERTS HUTCH-LINE	COPY PAPER, MESH DESK ORGANIZER	\$ 63.38
SEDGWICK COUNTY DEPARTMENT OF FINANCE	JANUARY 2020 INMATE HOUSING FEES	\$ 339.15

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: FEBRUARY 11, 2020
COUNCIL REVIEW: FEBRUARY 18, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
SEDGWICK COUNTY ELECTRIC COOPERATIVE	MONTHLY ELECTRICAL SERVICE - ELK RIDGE SEWER LIFT STATION, SPRINGHILL STREETLIGHTS	\$ 274.87
SHRED-IT	DOCUMENT SHREDDING SERVICE - CITY HALL	\$ 66.54
SPECTRUM PROMOTIONAL	(500) STICKY NOTES WITH CITY LOGO	\$ 403.02
TIMES-SENTINEL NEWSPAPERS, LLC	HEARING NOTICES FOR 03.09.20 - SIGN VARIANCE, REZONING OF 227 N CEDAR, CONSIDER A TEXT AMENDMENT TO ARTICLE 11.102.G.	\$ 283.50
WATERWISE ENTERPRISES	(1) ACH 275 GAL TOTE-WWTF CHEMICALS	\$ 1,800.00
WIND HEAVEN INC	(2) 6' X 10' HEAVY DUTY POLYESTER AMERICAN FLAGS	\$ 290.00
XEROX FINANCIAL SERVICES	COPIER LEASE PAYMENT - LIBRARY	\$ 232.95
	TOTAL	\$ 477,828.78

**City of Goddard
City Council Meeting
February 18, 2020**

TO: Mayor and City Council
SUBJECT: Discussion of Reduced Speed Limit for Residential Streets
INITIATED BY: City Council
PREPARED BY: City Administrator
AGENDA: New Business

Background: Council Member Sarah Leland has asked for this to be a discussion item. Council Member Leland desires to see speed limits in residential neighborhoods reduced to 20 mph. Staff has generated a street map of Goddard, indicating the speed limits for each roadway.

Analysis: Please discuss and direct staff to a desired course of action. Given the significant number of children residing in our community, Staff is supportive of the idea of reducing the speed limit from 30 mph in residential areas to a slightly lower speed limit. Any reduction in the residential speed limit will not impact school zone areas or the 20 mph speed limit within an active school zone. Should a reduction in the speed limit for residential streets be directed, an ordinance will be presented at the March 2nd regular City Council meeting for consideration.

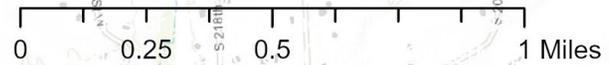
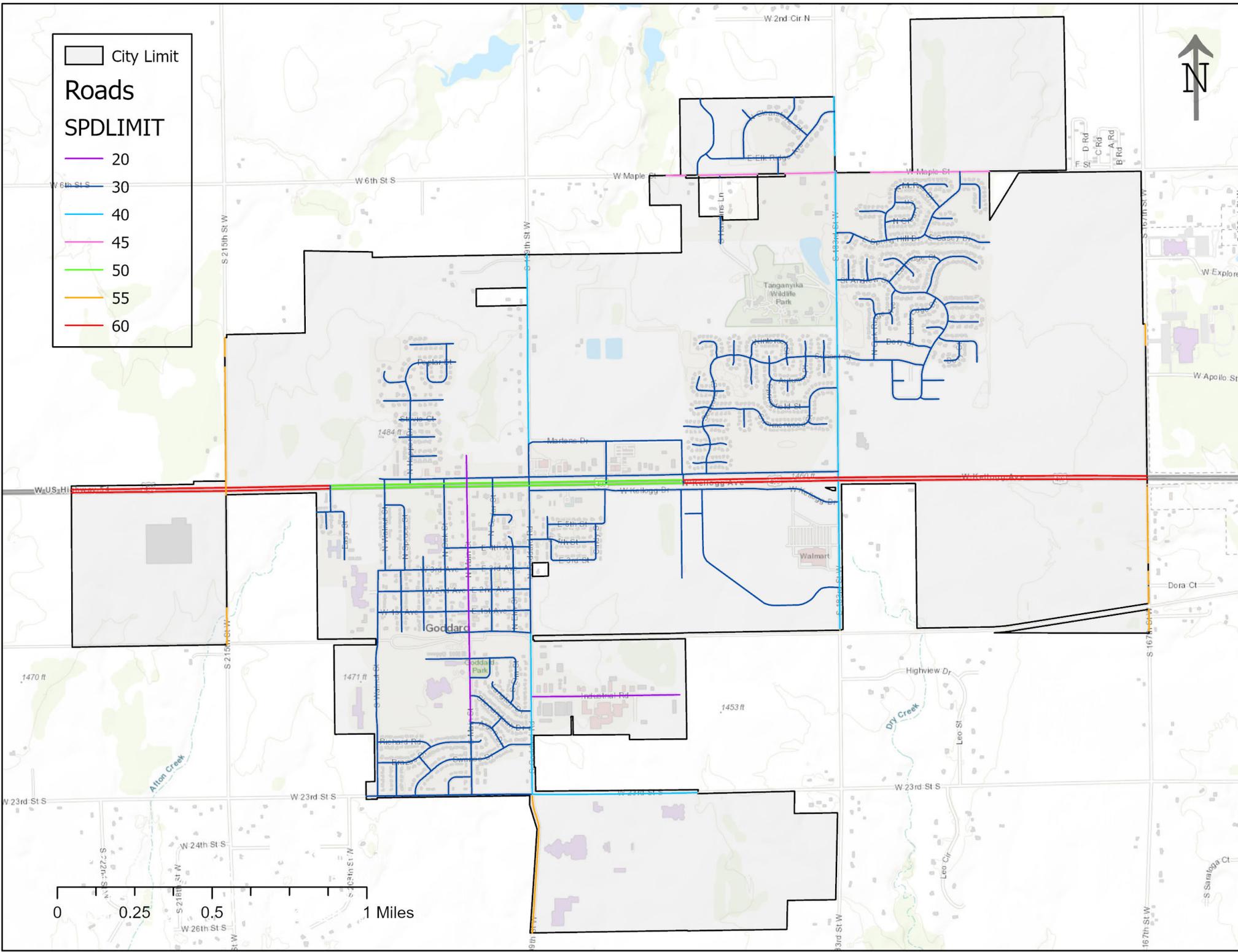
Financial: Staff is currently working to determine the cost of signage to reflect any change in speed limit. Please note, this is not to dissuade consideration or discussion as the cost to amend signage is minimal when compared to legitimate life-safety concerns.

Legal Considerations: Approved as to form.

Recommendations/Actions: It is recommended the City Council: Direct Staff to the desired course of action. **(VOICE)**

Attachments: Goddard Speed Zone Street Map (1 page)

City Limit
Roads
SPDLIMIT
 20
 30
 40
 45
 50
 55
 60



**City of Goddard
City Council Meeting
February 18, 2020**

TO: Mayor and City Council
SUBJECT: Draft Governing Body Manual
INITIATED BY: City Administrator
AGENDA: New Business

Background: The City Administrator has created this document to assist newly elected and appointed members of the Governing Body as they “onboard” the City organization. Over the course of the next several City Council meetings, the City Administrator will be working with the Governing Body to refine the draft documented presented with this report. **PLEASE NOTE:** This document excludes the appendices, which will be presented at the March 2nd City Council meeting for review and comment on the entire document.

Analysis: This document contains fifteen (15) chapters or sections designed to information and build upon as a knowledge base for the new City Council member. This document is not policy but rather it is a concise synopsis of existing policies and ordinances related to the Mayor, City Council, City Administrator, and staff.

Financial: None

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council: Receive this document and contact the City Administrator with any recommended language changes.

Attachments: Exhibit A: Draft Governing Body Manual (36 pages)

GOVERNING BODY MANUAL



GOVERNING BODY MANUAL

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Adopted by the Governing Body on _____

This manual is designed for the Governing Body and is particularly helpful for newly elected or appointed Council members. It contains information about the structure of our City government and the role of the elected officials in that structure. The primary focus centers on the Council meeting, which is where the formal role of the Council member is exercised. Use this manual to learn how to perform your role as a member of the City's Governing Body.

This manual is to be used in conjunction with the *Governing Body Handbook*, published by the League of Kansas Municipalities and provided under separate cover. Information specific to Kansas Law is contained in that publication, as well as other useful information. Between these two documents, you will find the answers to most of your questions. If your questions cannot be found in these publications, contact the City Administrator who will get your question answered.

Being an effective leader and member of a group of elected officials is not something which magically happens just because you are elected or appointed to office. Leadership and team skills must be learned. You will need to listen to the residents of the City and then work effectively with the rest of the Governing Body to achieve the goals for the entire City.

Good Luck!

**Remember –
when you have a
particular
problem,
chances are
somebody else
has already dealt
with the issue.**

So Now You're a Council Member

By their action at the polls, the people of your community have given you a vote of confidence and expressed faith in your ability to act in their best interest. As a newly elected or appointed member of the City Council, you have a lot to learn about providing leadership and governing. But don't take yourself or the business of government so seriously that you don't enjoy it. It can and should be a fun as well as rewarding experience.

Your First Days on the Job

Newly elected officials are sworn in at the next meeting following the general election and receipt by the City Clerk of the Certificate of Canvass from the Sedgwick County Board of Commissioners.

New Council members may be overwhelmed at first by all they need to learn, and the amount of time involved. Others are surprised to discover there are limits on their role in making decisions and setting policy. What is clear, however, is that it is a very big job.

Getting Oriented

First thing to do is attend the orientation sessions provided by City staff. During the sessions, the City Administrator and directors will brief you on core services and current projects. It is a broad overview of the functions of the City. Tours of key City facilities and services are also provided. Take this opportunity to learn all you can about the City organization, its history, operations and financing. Take time to visit with the Mayor and other Council members to gain an insight into their perspectives and experience.

Review Key Documents

You will receive information at orientation sessions that you can read later and use as reference during your time on the Council. You will also receive other documents such as the Code of Meeting Procedure which will help you do your job. At the end of your term, these will need to be turned back in so they can be provided to your replacement. Don't be afraid to ask questions; you are not expected to know all the answers immediately. Find out about anything you need to know for a better understanding of City operations and issues facing the

Keeping Some Perspective

- **Pace yourself.**

Recognize that life – and the City – is dependent on a lot of things over which we have little control. Set some priorities, recognize the need to spend time with your family, and don't burn yourself out.

- **Develop a thick skin.**

Remember that they don't dislike you, they just may not like your ideas.

community. The information will come fast and furious, so don't worry about going back and getting items clarified or getting a more in-depth explanation until later.

Keeping Some Perspective...

- **Be Yourself.**

Don't try to be someone you are not.

- **Majority Rules.**

Remember, it takes a majority of members to pass any motion. You will need to work with the other members to get things accomplished.

Legal Restrictions

Keep in mind that our City's ordinances, as codified in our municipal code book, as well as other legally adopted regulations, such as the traffic code and zoning regulations, must be followed until the Governing Body takes action to amend them. If you are unsure of your responsibilities or authority in certain areas, seek clarification from the City Administrator.

Value and Respect Your Staff

Recognize that the City has an experienced and professional staff and that these individuals are a valuable resource – treat them with respect and don't take them for granted.

Much of the staff have served the community for many years and have a valuable historical perspective which can help fill in the gaps for a new Council member.

Take it Slowly

Resist the urge to recommend drastic changes before you know how everything works. Many of the City's policies have evolved over years through trial and error. While some things may appear to need an overhaul, it pays to watch for awhile before trying to change things. Don't seek change simply to do things differently! Give yourself some time to learn the fundamentals.

Public and Private Sector Differences

A word of caution... You may have run for office with the pledge to "run the City like a business." While there are similarities, there are some important differences between the public and private sectors that will become apparent as you get used to your new role.

Here are just a few of those differences:

- **Most of your work will be done in the public eye.** Consequently, things move more slowly and take more time. Deliberations of the Governing Body are done in public meetings, and most records are available to the public.

- **City programs and facilities don't pay for themselves.** We don't charge fees to cover all costs for programs, such as senior services or recreational facilities such as the swimming pool. These programs are offered as part of the quality of life of the community, which is why they are supported by tax dollars. Also, you want all members of the community to be able to participate and use the facilities, not just the wealthiest. The City has an obligation to all of its citizens, regardless of their socio-economic level, to provide a high quality of life.
- **The City is not a "for profit" organization.** Taxes are levied in an amount adequate to provide for the needs of the community, not to make a profit. Even enterprise funds, which are run like a business, only charge for their services so they can meet the current and future needs of the City.
- **You can operate the City in a "business like" manner, but not like a business.** Not all normal business principles apply to a municipality. We are governed by many state and federal laws which businesses are not required to follow.
- **City projects and contracting often must go through a public bidding or proposal process.** This takes time and sometimes costs more. The benefits are enhanced trust in the ethics of city officials and cost-savings in the long run.

General Information

- **Meetings.** The City Council meets the 1st and 3rd Mondays of each month at 7:00 p.m., although some meeting dates are changed due to conflicts with holidays or other special events. Additional meetings include workshops on important or complex matters, or special meetings needed to take action on time-sensitive items.
- **Pay.** City Council members receive a stipend of \$100/month for their service. Because the Mayor's position includes more duties than the Council, a stipend of \$500/month is provided. Stipends may also be declined or re-directed to a non-profit organization on the City's approved list.
- **Wards.** The City of Goddard is not divided into wards. City Council members are elected at-large on staggered four-year terms. The Mayor is elected at-large for a two-year term.

Practical Advice

Some pointers to help you be successful

Words of Wisdom...

- Listen.** Listen to everyone until your ears fall off. Soak it up. After six months in office, you will round out the picture of the complexities of City government and your role.
- Read.** Considerable time goes into staff reports provided to you. They contain critical information you will need when considering an issue. If you need additional information, ask for it early enough so that it can be shared with the rest of the Council.
- Carry a notebook** for the first six months and write things down to help you keep on track.
- Maintain papers and documents** that you will need to refer to in the future. It will help you review items previously covered and save valuable time.
- Don't be afraid to say, "I don't know."**
- Don't make promises you can't deliver!** Policy decisions are made by the Council as a whole, not individual members; administrative decisions are the purview of the City Administrator.
- Gear your mind to process** a tremendous amount of seemingly conflicting information.
- Don't enter office with an unmovable set agenda.** Learn as much as you can before taking on a major program of effort. Don't be strangled by campaign promises that were made without sufficient information.
- If you come on board as a big critic** of the "way things have been done," you may be surprised to find how hard the job really is. You'll soon gain a better appreciation for those who came before you.
- Don't waste valuable meeting time** with questions or issues that could have been handled beforehand by a phone call or an email to the City Administrator.
- The job can be very complex** – try to stay focused on the big issues. Don't get mired in the minutiae.

Learn from Others...

- Ask for help when you need it.** Don't be afraid to ask the City Administrator, the Mayor or other Council members.
- Network with your peers.** Meet with other elected officials from neighboring communities. They can provide support and new ideas. Get involved in the Sedgwick County Association of Cities, the Regional Economic Area Partnership (REAP), the League of Kansas Municipalities, or the National League of Cities organizations.
- Find an experienced mentor** on the Council. Ask for advice when you need help. You'll get empathy and a clearer vision from someone who has been there.
- Ask opinions and listen.** Spend time with those individuals who have different opinions from yours. Listen, don't argue the

Form of Government in Goddard

Goddard operates under the Mayor-Council-Administrator form of government, a system that combines strong political leadership of elected officials with strong managerial experience of a professional City Administrator. In this form of government, Council members and the Mayor are leaders and policy makers elected to represent both their wards and the entire City by concentrating on policy issues that are responsive to citizens' needs and wishes. The City Administrator is hired by the City Council and Mayor to carry out policies, oversee City operations, and ensure that the entire City is being served. The Governing Body establishes goals and policies which the staff executes under the supervision of the City Administrator.

Home Rule

All cities in Kansas have *home rule* powers, the ability to govern themselves without direct involvement from the state. Cities are not required to take any action to obtain home rule powers because they are conferred directly by the Kansas Constitution on all classes of cities. Cities exercise their home rule powers through the passage of an ordinary ordinance or a charter ordinance.

Home rule power is not absolute. Cities must comply with state laws that apply uniformly to all cities and must conform to applicable federal laws and to the U.S. Constitution and the Kansas Constitution. In exercising home rule powers, cities may legislate on any subject other than those reserved to the exclusive jurisdiction of the legislature by the Home Rule Amendment itself.

City Classification

Cities in Kansas are designated by class based on the size of their population. In general, there are no advantages or disadvantages to being one classification versus another. City classification is more or less a historical legacy of the state legislature pre-dating Home Rule authority, although it is still a general reference tool for City size.

Goddard is a City of the Second Class. The official 2019 population estimate is 4,917. Goddard will become eligible to be a City of the First Class when our population reaches 15,000 and must do so when its population reaches 25,000.

Additional Related Information

Additional related information can be found in Chapter 1 of the Governing Body Handbook, published by the League of Kansas Municipalities.

The principal job of the City Council is to establish the general policies under which the City operates. The Council performs this function by:

- Enacting ordinances, resolutions and policies;
- Establishing City fees and utility rates;
- Approving the appointment of the City Administrator, Municipal Judge, members of various boards and commissions, and vacant Council seats;
- Reviewing and approving the annual budget, setting the tax rate and approving the financing of City operations; and
- Authorizing contracts to be executed on behalf of the City.

It is not the role of the Council member to administer City affairs. The Council sets policy, and the City Administrator actually sees that the policies are implemented.

The City Council gives direction to the City Administrator as a body in votes made in public meetings, not individually.

City Council members are elected to look after the interest of the entire City. Your effectiveness depends on you providing input as a representative of your ward, while thinking and voting for the needs of the whole community.

Council members must work together to provide policy decisions that benefit the community as a whole and provide quality service to all of the City's residents. Once the Council makes a decision, it becomes the entire Council's decision. If you are asked about the issue and do not wish to defend it, simply explain why the Council made the decision it did.

Adopting Policy

The Council does not make policy in a vacuum. The Council relies on input and ideas from many sources, including staff, advisory boards, citizens groups and others. It is the Council's responsibility to consider the merits of each idea and then approve, modify or reject it. In doing so, Council members analyze community needs, program alternatives and available resources. The decision often takes the form of an ordinance or resolution, although it may be in the form of a simple motion.

See Appendix C for more information on advisory boards.

Responding to Citizen Complaints

Residents often contact a Council member when they have a problem. You may also be approached by a citizen, colleague, or even a friend about City operations, issues or service problems. Many times, they approach you because they aren't aware that contacting the City Administrator or City staff directly is appropriate. Help them understand this by acknowledging and redirecting them. You may say: "Yes, I can see that upset you. I apologize you had that experience. Have you shared this with the City Administrator?" or "I don't have an answer for you right now, but let me look into it and get back with you."

If you personally take on the citizen request, contact the City Administrator and he or she will direct the request to the appropriate department or staff person for resolution. Keep in mind that neither you nor the Governing Body has the authority to direct staff to take any action.

So, Who Actually Manages City Operations and Staff?

It is not the role of the Governing Body or any of its members to administer City affairs. The Governing Body sets policy. The City Administrator sees that policies are implemented. It is not the role of a Council member to supervise City employees on the job or become involved in day-to-day administration of City affairs. Contact with staff should be through the City Administrator except for general questions and even then, the City Administrator should be copied.

Relationship with the City Attorney

The City Attorney's job is to provide legal advice and counsel to the City, which includes advising the entire Governing Body, staff, and boards and commissions. If you have been contacted by someone to appear as a witness in your capacity as a Council member or been served a legal notice in your capacity as a Council member, immediately contact the City Administrator who will contact the City Attorney.

While generally it is best to ask your questions of the City Administrator, who can answer most of them, you can contact the City Clerk or City Attorney directly if you think it appropriate. Remember, although he or she is on salary, the attorney's time is a City resource, so use it wisely. If there is a legal issue that you need an immediate response to, it is better to err on the safe side and call the attorney.

The City Attorney and the City Prosecutor, both of whom is a local attorney in private practice working part-time under contract with the City report to the City Administrator for day-to-day tasks.

Personnel Management

The Governing Body approves the City's compensation plan and personnel policy. It also hires the City Administrator and approves his or her contract. All other personnel actions, unless specifically defined in the personnel policy, are the duty and responsibility of the City Administrator. He or she is responsible for the hiring, discipline, promotion, demotion and firing of all City employees.

The Governing Body appoints the Municipal Judge, although due to the independent nature of the judicial branch of government, little contact usually occurs with the Governing Body during a judge's term of office. In no circumstance should a Council member attempt to influence a decision of the judge in a case. Policy direction for the judge is often best vetted through the City Administrator.

Questions & Answers

Q. An employee comes to me with a gripe or problem, what should I do?

A. You should direct the employee to his/her supervisor or remind them that the City Administrator has an open-door policy for all employees. Afterwards, give the City Administrator a courtesy call to keep him/her in the loop.

Q. Is the City Administrator required to inform Council members prior to disciplining or terminating an employee?

A. No. However, if a particular termination may prove controversial, he or she must inform you.

Q. Can we talk about personnel issues during a Council meeting?

A. Not if they are about an individual - this discussion should be done in executive session. You should only discuss general personnel policy issues in open session.

Practical Advice

Some pointers to help you be successful

Leadership...

- Lead by example.** Be honest, consistent, and flexible. Don't play games.
- Use common sense.**
- Don't be stampeded into action** by the strong demands of special interest groups or individuals. Your job is to find the long-term public interest of the entire community.
- Be clear on what you stand for.**
- Be open to others' ideas.** Don't assume that only you know the best way to accomplish things. Every issue will benefit from additional discussion. No one has a monopoly on good ideas.
- Sometimes we underestimate the potential impact of an elected official's leadership.** Use the dignity of your office to help the community get past contentious issues.
- There is a tremendous amount of discomfort in making public decisions.** Sometimes the decisions feel like the end of the earth. It's easy to fear the political consequences. But it is important to look a little more long-term in perspective, weigh everything and reach good decisions.
- You won't be able to satisfy all of the people,** and you have to know that. Listen fairly...listen thoughtfully...and then do what you feel is right.

Working with Staff...

- Get to know staff and what they do.**
- Say "Thank you!"** Let folks know how much you appreciate them and give credit where credit is due.
- Treat staff with respect.** They are a very valuable asset, and they have committed themselves to making the community a better place.
- Be consistent.** Treat everyone equitably and keep relationships professional.
- Don't surprise staff at a meeting.** If you have a question or issue, let them know in enough time so they can provide the answer to you.

Roles of the Mayor & Council President **5**

The Mayor is the only official of the Governing Body elected at-large and as such is a key political and policy leader. The Mayor presides over City Council meetings, serves as spokesperson for the community, facilitates communication and understanding between elected officials, assists the City Council in setting goals and policies, serves as an ambassador and defender of the community, nominates persons to serve on boards and committees, and then appoints them after Council approval. The Mayor also makes proclamations and serves as a key representative in intergovernmental relations, including participation in the Regional Economic Area Partnership (REAP) and other intergovernmental or regional partnerships. Together, the Mayor and City Council form a policy-development team.

The Mayor makes appointments with the consent of the City Council. The Mayor votes only when the Council is evenly divided. The Mayor has signature authority only when so designated by the Council. Staff prepares documents for signature at City Hall.

Council President

The Council President is a serving Council member elected by the members of the City Council to serve in the temporary absence of the Mayor. The Council President presides at all Council meetings when the Mayor is absent. He/She performs the ceremonial duties of the Mayor during the Mayor's absence. When occupying the place of the Mayor, he/she has the same privileges as other Council members. The Council President is also tasked with leading the annual performance evaluation of the City Administrator.

During Council meetings, the Council President takes the lead role in assisting the Mayor with meeting management, including but not limited to leading the Pledge of Allegiance, making motions to approve minutes, approve the consent agenda, recess to executive session, and bring the Council back to order following an executive session, indicating no binding action was taken during the session. The Council President exercises leadership by assisting newer council members with parliamentary procedures and Council norms.

Each year, an election for Council President is held usually during the first Council meeting in February. The floor is opened for nominations, nominations (with seconds) are received, the floor is closed, and nominees are then voted on publicly. A majority vote of the Council members present and voting is required to elect a Council President. The term of a Council President is one year or until a new Council President is elected.

When a vacancy occurs in the office of Mayor, the Council President shall succeed to the office until the next regular City election (Chapter I, Article 2, Section 1-206).

Role of the City Administrator 6

The City Administrator is hired to serve the community and brings the benefits of education, training and experience in leading and managing local government organizations, projects and programs.

The City Administrator:

- supervises all of the City's departments and employees;
- serves as the City Council's chief advisor and carries out the City Council's policies;
- recruits, hires, disciplines, and fires employees, with the advice and consent of the City Council;
- prepares a budget for the City Council's consideration;
- fulfills a leadership role in the community as a means of advancing the interests of the City.
- works in partnership with elected officials to develop sound approaches to community challenges;
- helps the governing body develop a long-term vision for the community that provides a framework for policy development and goal setting;
- promotes ethical government through commitment to a set of ethical standards beyond those required by law; and
- encourages inclusion and builds consensus among diverse interests (including elected officials, the business community, and citizens).

Council members and citizens count on the City Administrator to provide complete and objective information, pros and cons of alternatives and long-term consequences of decisions and policies. Similarly, the City Administrator relies on City staff to provide professional and well-reasoned information and recommendations, and the highest level of public service possible.

The City Administrator...

- Hires, disciplines and fires employees;
- Carries out the day-to-day activities of the City through the staff;
- Is the senior staff advisor to the Governing Body.

Actions of the Governing Body **7**

The Governing Body adopts policies for the City and itself to provide for safe, equitable and efficient City operations. It also adopts policies to regulate and administer its own conduct and operations. Policies are adopted by the Governing Body in several different forms. These are:

- **Ordinance.** An ordinance is a local law of the City, prescribing rules of conduct. It is used for a variety of purposes, including administrative action, such as establishing the employee compensation plan, or as an action to control the conduct of the public. Ordinances are also used to amend the City’s zoning and subdivision regulations, which are also laws of the City. Passage of an ordinance requires a majority of a quorum present for affirmative votes by the City Council. An abstention on an ordinance counts as an affirmative vote in favor of the position taken by the majority of those City Council Members present and voting.
- **Charter Ordinance.** Kansas law allows cities to “charter out of” or exempt themselves from some state statutes and establish their own regulations. Passage of a charter ordinance requires six affirmative votes of the Governing Body (City Council + Mayor).
- **Resolution.** This is a less formal action than an ordinance and acts more as an expression of the opinion of the Governing Body. Passage of a Resolution requires a simple majority vote of City Council members present and voting.
- **Governing Body Policies.** A Governing Body policy is an internal or administrative action to address issues not covered by a City ordinance, regulation, or the municipal code book and establishes rules and requirements not listed in any of those other publications. Passage of a Governing Body policy requires a simple majority vote of City Council members present and voting.

When a vacancy on the City Council occurs, the unexpired term shall be filled by appointment by majority vote of the Council, following a nomination made by the Mayor. If the Mayor’s nomination does not receive a majority vote, then the vacancy shall be filled by appointment made by the Council.

The Council Meeting 8

The Council meeting is the place to get the critical job of decision-making accomplished. A smoothly managed and productive Council meeting does not necessarily guarantee good results, but it certainly helps.

The Mayor's role is to chair the meeting. As the moderator, the Mayor helps facilitate the meeting while allowing full Council participation, maintains order and decorum, and sees that all motions are properly dealt with as they arise.

The Agenda

The agenda is developed by the City Administrator and disseminated to the Governing Body and the public before the meeting. The staff prepares a read-ahead packet of information that is normally posted on-line at www.Goddardks.gov (Transparency tab then click on Council Agenda/Minutes) or, if requested, on paper to your residence or other designated location on the Thursday afternoon prior to the meeting.

The read-ahead packet contains the agenda and supporting material for each agenda item. Every item is accompanied by a staff report which gives you most if not all of the information in advance of the staff presentation at the meeting. If an item on the agenda is a large size or volume, such as a contract or plat document, the necessary information will be summarized in your packet and the actual document will be available for review in the City Clerk's office and at the meeting itself. Oftentimes, large documents are posted on the agenda web page. Meeting minutes are posted on this web page rather than printed in paper packets.

The Mayor can change the order of business or add/delete items the night of the meeting by majority acceptance from the Council at the beginning of the meeting.

The Meeting

Even the best-planned Council meetings can deteriorate into endurance contests. These are not always the most productive meetings – exhausted people don't always make the best decisions. In order to have a smooth-running meeting, the following is the order of business for the Council meeting and the procedures that will be followed.

- 1. Call to Order**
- 2. Flag Salute:** The Council President or a special guest is recognized by the Mayor to lead the flag salute.
- 3. Invocation:** Local ministers volunteer on a rotating basis to deliver a prayer or blessing. *Questions are sometimes raised about the constitutionality of this practice. Opening public meetings with certain types of prayers has been upheld by the courts*

and is routinely done in Congress and many state legislatures. The key point to remember is “The point at which an invocational legislative prayer falls outside the traditions of the genre and becomes intolerable occurs when ‘the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief.’” Snyder v. Murray City Corp, 159 F.3d 1233-1234 (1998) citing Marsh v. Chambers, 463 U.S. 783 (1983).

4. **Roll Call:** Roll call by voice of all nine governing body members.
5. **Consideration of Minutes:** Approval or correction of the minutes of the previous meeting.
6. **Public Forum:** This is to allow the public to comment on any subject relevant to City government. Introduction or endorsement of candidates for public office and degrading or defamatory comments concerning a person, business, or organization are not allowed. If the issue is on the meeting agenda, the Mayor may ask for comments to be made when the item is called rather than during Public Forum. People making comments are required to go to the podium, state their name and keep their comments to 5 minutes. If they have written material to share with the Governing Body, they may pass it to the City Clerk for distribution to the Council dais. They must also provide a copy to the City Clerk. The Mayor with Council approval may limit the amount of time to speak or the number of speakers if the same comments are repeated or it hampers the progress of the meeting. The Public Forum is also an opportunity for Council members to make comments or pass on information.
7. **Presentations.** If there are any presentations or proclamations to be made, they will normally be done at this point in the meeting.
8. **New Business.** Items are listed on the agenda in the order they will be addressed. The regular agenda includes any unfinished business and new business. Normally items on the agenda are for action, but there may be instances when items for discussion are included as an informational presentation either for the benefit of or at the request of the Governing Body.
9. **Consent Agenda.** The consent agenda is a tool used to streamline Council meetings. Routine, non-controversial items are listed collectively on the agenda and are passed with a single motion and vote.
 - The Mayor asks if any Council member wishes to remove an item from the Consent Agenda (so discussion can occur on the item).
 - No discussion is allowed on consent items.
 - If a Council member wants to discuss an item, he or she must make a motion to have an item removed from the consent agenda for separate consideration. The motion must be carried by majority vote. Items pulled from the consent agenda require a separate motion to approve, and discussion can take place on that item once a motion to approve has been made and seconded.
 - The remainder of the consent agenda can be voted on, omitting the items removed for discussion.
 - The following items will generally be placed on the Consent Agenda:
 - i. Purchases approved by the City Council and within staff expenditure authority;

- ii. Routine annual actions like codification of ordinances, declaration of surplus property, nuisance abatement assessment ordinances, updating of city boundaries, and resolutions for infrastructure improvements paid by property owners for which petitions are already approved by the Council and for which no city funding is required.
- The following items shall not be Consent Agenda items: Bond financing resolutions or ordinances, charter ordinances, items requiring special consideration or discussion, and public hearings.

Executive Sessions

Closed sessions are authorized by the Kansas Open Meetings Act (KOMA) after a formal motion has been made, seconded and carried to recess into executive session. No formal action of the City Council can be taken during an executive session. The most common topics that can be discussed in executive session are:

- Personnel matters of non-elected personnel;
- Consultation with attorney on matters deemed to be of attorney-client privilege;
- Confidential data relating to financial affairs or trade secrets of second parties;
- Discussions about acquisition of real estate; or
- Discussions concerning security matters.

The content and discourse of executive sessions are not to be told to anyone nor discussed outside the session, even with other Council members. Any official who knowingly violates KOMA is liable for the payment of a civil penalty of up to \$500, if the action is brought by the attorney general or a county or district attorney and may be sanctioned by the Governing Body. For more detailed information on KOMA, refer to the League’s *Governing Body Handbook*.

Meeting Guidelines	
<ul style="list-style-type: none"> ▶ Meetings start on time. ▶ Meetings end at a reasonable hour. ▶ Stick to the agenda. ▶ Stay focused and act efficiently – be respectful of other people’s time. ▶ Don’t attempt to engineer “how to” details at the meeting. ▶ Stay on topic, don’t jump to other items or away from the topic at hand. ▶ Members do their homework. 	<ul style="list-style-type: none"> ▶ All members participate. ▶ Members do not engage in side conversations during the meeting. ▶ Members actively listen to each other, to speakers, and to presenters. ▶ Don’t “hog” the conversation; let other Council members state their thoughts. ▶ Unnecessary meetings are not called. ▶ Packed audiences do not unduly sway the Council.

Voting Guide

Quorum

A majority of Council members must be present at the meeting to constitute a quorum. This means three members of the five-member Council must be present.

Abstentions

Council members may only abstain from voting on any issue before the Council when a conflict of interest exists. When a statutory conflict of interest exists, the member should explain that he or she has a conflict and excuse himself or herself before discussion begins and leave the Council Room until the item has been resolved by the remaining members.

When an abstention vote is cast, such a vote shall be counted as for the prevailing side.

Mayor's Voting Power

The Mayor may vote only in case of a charter ordinance, as a tiebreaker when the City Council is equally divided on a vote, and on other matters as prescribed by state law (i.e., zoning changes).

Questions & Answers

Q. Can the Mayor unilaterally adjourn an uncompleted Council meeting?

A. No, not in normal circumstances. The Mayor can request that a Council member move that the meeting be adjourned, but the motion and subsequent vote are up to the Council. If there is a disruption during a Council meeting which requires a break in the meeting to restore order, it would be appropriate for the Mayor to announce that the meeting is recessed for ten minutes, but other than such circumstances, it is up to the Council whether they wish to continue dealing with business.

Q. Can the Mayor unilaterally cut off debate?

A. No, cutting off debate requires a motion to call the question. It requires a second and a majority vote. As a meeting management tool, the Mayor may suggest when debate has extended past the point of new information being shared or when the hour is late.

Q. If the Council passes an ordinance at one meeting, can that ordinance be reconsidered at the subsequent meeting?

A. No. If the ordinance was passed and signed by the mayor, then the ordinance can subsequently be amended or repealed, but not reconsidered.

Meeting Survival Tips...

- **Prepare in advance** of meetings and be familiar with the issues on the agenda.
- **Be careful with executive sessions.** Only use executive sessions for issues that are specifically allowed.
- **Be courteous to each other and members of the public;** let them know you appreciate their comments.
- **Don't spring surprises on fellow Council members or City staff,** especially at public meetings. If a matter is worth discussing, it is worth putting on the agenda. Surprises may get you publicity, but they may embarrass others and tend to erode the "team" approach to governance.

Citizen Participation at Council Meetings 9

The public evaluates the performance of its elected officials to a great extent by what happens at meetings. Many citizens form their total opinions of the City government on the basis of having attended just one Council meeting. This is the time to impress citizens favorably and show them that the Council is capable of doing its job.

Citizen Comments at Council Meetings

The “Public Forum” period is a time slot set aside on the agenda for citizens to address the Council on any subject relevant to the City government, its policies, operations, or services. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the City budget.

Anyone wishing to address the Governing Body must speak from the podium and introduce themselves. Comments are to be limited to 3 minutes in length. If additional presentation time is requested by the individual or group addressing the Governing Body, additional time up to three (3) minutes may be granted only by motion, second, and majority vote of the City Council or its consensus.

While providing an opportunity to speak on any topic of concern, the Mayor is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments. In many cases, the speaker will be directed to meet with staff to resolve the issue or get questions answered. If the citizen has documents or papers they wish to share with the Governing Body, which support their comments, they must also provide a copy to the City Clerk.

Other than asking a question to clarify a statement, members should refrain from entering into a dialogue with the citizen. This time on the agenda is not intended for a discussion between the Governing Body and the citizen and should not be used for that purpose. Also, if speakers engage in personal attacks on any member of the Governing Body, it may be necessary for the Mayor to cut them off. Council members are expected to be polite to citizens appearing before them, but there is no requirement that they subject themselves to intimidation by rude speakers.

Citizen Comments on Agenda Items during the Meeting

The City Council meeting is designed for the Governing Body to discuss and make decisions on the various issues on the agenda. Other than asking for clarification, discussion should be limited to among the members of the Governing Body. At no time will members of the audience be allowed to enter into the discussion from their seats in the audience. If recognized by the Chair, they may be allowed to speak at the podium during the discussion if the Chair believes their comments are germane to the topic and necessary or helpful for the Governing Body to continue their discussion or make their decision. Each speaker should only speak once unless clarification is requested by the Mayor.

If a planning item is on the agenda which had a public hearing as part of the process with the Planning Commission, the Mayor will not normally ask for public comment, as they had their opportunity to do so at the public hearing with the Planning Commission. The Governing Body will have the minutes of that public hearing so they can take those comments into consideration during their deliberation. *Comments are not normally allowed on an item due to the possibility of new information being presented outside the official public hearing which could open the door to potential litigation.*

Public Hearings

When an item requires a public hearing, by statute, the Mayor will open the public hearing and will then facilitate the hearing. Public comments can be made in the same manner as the Public Forum agenda item. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the Council in order to keep the meeting moving. Public hearings are held to gather data and opinions from the citizenry that facilitate the decision-makers at the Council meeting.

Public hearings afford the public due process prior to key decisions by the Council (and boards and commissions). Due process requires that public hearings be fair, open, and impartial. Ex parte communications are communications received outside of the formal public hearing. To protect the due process rights of all, it is important that ex parte communications be disclosed and made a part of the record at the public hearing. Prejudgment of an issue is a denial of due process. It is essential that members of the Governing Body retain an open mind and a willingness to listen to all the evidence.

How to Deal with Criticism...

- **At some point, the Council's action must be defended.** Try to help people understand the factors that influenced the Council, or discuss the parameters that influence an impending decision which is under attack.
- **When attacked, think carefully before responding.** Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- **Don't belittle small but vocal sources of opposition.** Don't label people.
- **Don't argue.** Maintain decorum and don't get drawn into an argument.
- **Remember that groups which are fostering a narrow self-interest will self-destruct** through an inability to gain mainstream support. Don't overreact.
- **Keep in mind that anger is directed at your role,** not at you as an individual. Last but not least, while remaining respectful, keep a sense of humor.

Meeting Savvy

Consider these pieces of advice when preparing for a meeting:

- **Read the material you have been given for the meeting.** This will give you a good basic understanding of the issues and allow you to intelligently consider and discuss the issue.
- **Give colleagues time to assimilate things.** You'll notice that an idea rejected one day may be presented by the one who opposed it earlier.
- **Don't try to please everyone.** This simply does not work and makes you look weak and indecisive.
- **"We've always done it this way."** Don't become so enamored with precedent that it keeps the group from moving forward.
- **Don't waste quality meeting time dealing with routine questions or complaints** that can be resolved by staff outside the meeting.
- **Alert the Mayor and City Administrator before the meeting if you intend to bring up an important issue.** This simple courtesy will help staff prepare background information and avoid embarrassment.
- **Be sensitive to audience perceptions regarding your neutrality** during a recess, especially during hot meetings. If you meet with one group and not with another, you may be perceived as favoring that group.
- **If you disagree with a significant statement or proposal made by a colleague or staff member at a meeting, express the disagreement, in a respectful manner.** Silence may be interpreted by staff as agreement and they may take action based upon that assumption.
- **Practice civility and decorum in discussion and debate.** Avoid personal comments that could offend other Council members, the Mayor, staff or the audience.
- **Honor the role of the Chair.** Council members should honor the role of the Chair to focus discussion on agenda items and ensure the meeting moves along in a reasonable manner. If there is disagreement about the agenda or Chair's actions, those actions should be voiced politely and with reason.

How to Aid Discussion by Asking the Right Questions

Questions are one of the most important tools you can use to obtain information, focus the group and facilitate decision making. Here are some samples:

Asking of Colleagues

- What do you think about this item?
- What do you think the proposed action will accomplish?
- Would you please elaborate on your position?
- What results are we looking for?
- How does this fit into our priorities?

Asking Staff

- What other alternatives did you consider?
- What are we trying to accomplish with this?
- What are the benefits and drawbacks?
- Will you please explain the process?

Asking of the Public

- How will this proposal affect you?
- What are your concerns?
- What other ways can you suggest for solving the problem?

Preventing and Resolving Conflicts 11

“Always do right. This will gratify some people and astonish the rest.”

-- Mark Twain

It is essential for Council members to understand their role and how it relates to the roles of the Mayor, City Administrator, staff and other Council members. Many conflicts in City governments are the result of confusion as to these roles and the consequent overstepping of the boundaries between the respective roles.

Preventing and Resolving Conflicts with the Mayor

The Mayor retains flexibility to perform the functions of the Chair of the Governing Body within the policies and regulations established by the City. Council members need to respect that role and work with the Mayor to advance the goals of the City. While the Mayor does not vote on most issues, he/she is the only official elected City-wide, and his/her comments and thoughts should be acknowledged and respected. If you have a disagreement with the Mayor, you should meet one-on-one in private to discuss and resolve the issue. If it is a matter that comes up in the course of a meeting and cannot wait, politely and respectfully voice your concern or issue. If it is something that falls within his/her authority or purview, accept the Mayor's decision.

Preventing and Resolving Conflicts with other Council Members

Any conflicts or disagreements with other Council members should be done one-on-one, in private, keeping in mind requirements of the Kansas Open Meetings Act. If it arises during a meeting and cannot wait, then ask for additional clarification or reasoning and center your discussion on the issue, not on the person. Avoid personal comments that could offend other Council members and continue respectful behavior in private.

Council Member Communication with Staff

Requests for information should, in almost all cases, go to the City Administrator. If it is a simple request for easily retrievable information that would not involve additional research, then you can email the Department Head directly while copying the City Administrator. If you are in doubt about what staff contact is appropriate, ask the City Administrator. Any request for a meeting with staff must be directed to the City Administrator, unless, again, it is for the purpose of obtaining simple information. Consider the impact on staff of your requests for information. Do not solicit political support from staff. Also remember, you do not, as an individual Council member, have the authority to direct the City Administrator or any employee to do anything. All direction comes from you acting in concert with the rest of the Governing Body.

Staff Communication with Council Members

Staff should not contact Council members, unless they are responding to a simple request for information, providing pertinent information, or have been otherwise directed to do so by the City Administrator. If contacted by staff for any other reason, tell them that they need to contact their Department Head or the City Administrator. Do not get involved in personnel actions nor allow staff to think they can directly influence you somehow.

Roles of the City Administrator and the Governing Body

In order to alleviate potential conflicts, it is important to understand the role of the Governing Body and the City Administrator in the functions of the City. The following table describes most areas of possible conflict or confusion and lays out the role and responsibility for each party.

Policy Making and Implementation

City Administrator	Governing Body
Keep Council informed	Listen to residents – keep track of their concerns and wishes
Propose policy	Discuss, develop and adopt City policies
Implement policy adopted by the Governing Body	Hold City Administrator accountable for policy implementation
Report back regarding policy implementation, effectiveness and possible improvements	

Personnel Matters

City Administrator	Governing Body
Hire, supervise, discipline, promote, demote and fire all City employees with the advice & consent of the City Council	Adopt personnel policies, establish positions, set wage scales and benefits

Budget and Strategic Planning

City Administrator	Governing Body
Work with staff to develop preliminary budget and departmental strategic plans	Adopt city-wide strategic plan which provides framework for budget
Present budget to Governing Body and facilitate deliberation process	Discuss and adjust proposed budget to meet established goals and priorities; adopt budget, set mill levy, utility rates and other fees
Implement budget adopted by Governing Body, provide regular financial reports and present alternatives when City is faced with	Review financial reports and annual audit; make decisions to amend budget when necessary

budget issues	
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Meetings of the Governing Body

City Administrator	Governing Body
Prepare agenda; review the agenda highlights with Governing Body members in advance of the meeting; attend meetings; report to Governing Body on matters involving City administration; propose policy initiatives or changes	Deliberate on all agenda items; take action on all agenda items; approve policy initiatives and changes

Land Use and Planning & Code Enforcement

City Administrator	Governing Body
Supervise Planning staff, who make recommendations to the Planning Commission and Governing Body on a broad range of planning issues and who implement the plans and regulations approved by the Planning Commission and Governing Body	Adopt and amend zoning code, subdivision regulations and comprehensive plan after receiving input from staff, residents, Planning Commission and others
Supervise codes administration and ensure regulations are enforced fairly and equitably	

City Expenditures & Contracts

City Administrator	Governing Body
Sign contracts; ensure supervision and enforcement of contracts; recommend a purchasing policy and, once adopted, implement the policy	Authorize execution of contracts; approve a purchasing policy; approve expenditures above \$10,000

Relationships with Other Entities

City Administrator	Governing Body
Represent the City and speak on its behalf when coordinating and working with other governmental entities	Members may serve as City representative on certain intergovernmental bodies or speak on behalf of the City when designated or as required

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are the motives and spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Is it just and morally right?
- Does my conduct give others a reason to trust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear where I stand?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and try to understand the views of others?
- Do I question different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Practical Advice

"The most important single ingredient in the formula of success is knowing how to get along with people."

Franklin D. Roosevelt

- **Keep disagreements from getting personal.** Discussion should be about the policy and not personalities.
- **Always be courteous to other Council members,** especially new ones who may not have a full grasp of the issue.
- **Address conflict head on.** Putting an item off to another day does not solve the problem.
- **Don't be overly swayed by a few people who called you or are in the audience.** Remember, you were elected to represent everyone in your ward, not just the few that show up for a meeting. Do what's right for the entire community!
- **The secret to successful politics is compromise!**

Part of being a public official is being subject to public scrutiny. Like it or not, the public expects you to behave according to a high level of ethical standards.

State Ethics Laws

Kansas state law contains certain requirements to achieve a fair balance between public and private interests. The law requires members of the Governing Body to file a Statement of Substantial Interest to disclose to the public the ownership by the officer or his or her spouse of certain personal financial interests. Refer to the League of Kansas Municipalities *Governing Body Handbook* for the specific requirements contained in Kansas statutes.

Code of Ethics

Public officials have the duty of serving the public with undivided loyalty, uninfluenced by any private interests or motives. Care must be taken not to violate this duty of trust, either in fact or appearance.

Conflict of Interest

A practical definition of when you have a conflict of interest is when your personal interests or life intersect with your official position. It may, in fact, be an appearance issue rather than an actual conflict of interest according to the law. Either way, you should recognize the situation for what it is and develop your strategy to address it in an ethical way.

If a Governing Body member has a statutory conflict of interest on a matter before the Governing Body, before the item is presented for consideration, that person should announce the potential conflict and excuse himself/herself from the Council Chambers until the matter has been addressed by the remaining Governing Body members. If there is a question of real or perceived conflict of interest, the Council member with the potential or real conflict should contact the City Administrator for an interpretation of the situation prior to the meeting.

Generally, a conflict of interest that would require abstention from the matter would occur in two situations. The first is when the City contracts with a private entity. A member of the governing body may not participate in making a contract with an entity in which he or she has a substantial interest (financial stake or a leadership role such as serving on a board of directors).

The second occurs when the governing body takes up a matter in which a member has an interest that is different in kind or degree from that of others affected by the decision. For example, when the governing body discusses a policy of general applicability to land development, a governing body member involved in real estate or land development does not

have a conflict unless the impact of the policy on that member would be different from the impact on others having similar business interests.

Keeping Out of Trouble

The following are some common areas where you can get in trouble by violating state statute or City code:

- Violating the Kansas Open Meeting Act (KOMA). This can be done by five or more Council members meeting in person, by telephone, via email, in an internet chat room, or by any other means of interactive communication if any participant seeks to reach agreement on a matter that would require binding action by the Council or Governing Body. In 2008, after the KOMA was amended to apply to a majority of the body (5) instead of a majority of a quorum (3), **the City of Goddard decided to continue its stricter interpretation and continue to allow only two members of the City Council to confer outside of an open meeting.** Because the Mayor is generally a non-voting position, the Mayor may join two Council members in such conversations. The only exception to the City's stricter interpretation is participation by the Council President plus two rotating Council members in occasional meetings (approximately quarterly) with the Council's appointees to the governing board of the Goddard Recreation Commission.
- Conducting a "serial meeting" has been a particular concern to the Legislature. A serial meeting involves successive interactive communications, such as by email or in a chat room, sharing a common topic of discussion concerning public business and intended by any participant to reach agreement on a matter that would require binding action. Serial meetings, even if each involves less than a majority of the Council, are prohibited by KOMA unless all statutory requirements, including notice of the meeting, are satisfied.
- Not disclosing a conflict of interest during Council deliberation, nor refraining from participating in discussion and/or voting on something with which you have a conflict of interest.
- Disclosing information discussed in executive session.
- Not disclosing ex parte conversations with parties having an action before the Governing Body.
- Using your office for personal gain or profit.

If you're not sure what to do, ask: Is it legal? Is it ethical? Is it the right thing to do?

The media is the conduit through which most City business and goings-on reach the public. As such, the media highly influences how the public perceives you and your actions. Elected officials who understand the important role of the media in building public trust and who take a proactive approach to local reporters can go a long way to build positive relationships. These relationships, in turn, are more likely to result in fair, accurate coverage.

Everyone Has a Role in Media Relations

All media inquiries and requests should go through the City's public information officer, or designee. The City Administrator will act as a spokesperson in most circumstances. Occasionally, the Mayor or the appropriate department head will perform an interview. Nonetheless, every elected official should be prepared to be approached by the media.

Staff will do all the legwork in fielding calls from the media, providing them information, sending out press releases, organizing media events such as press conferences. You will be copied via email on all press releases sent out and contacted by the public information staff when it's important for you to give an interview.

Tips to a Great Interview:

- Tell the truth.
- Be courteous and don't play favorites.
- Nothing is "off the record." Ever!
- Always assume that a microphone is live.
- Don't rely on, "No Comment." Try to say something, even if it's: "I'm sorry, but I cannot comment on pending legal matters."
- Never say anything you wouldn't want printed or broadcasted.
- Listen carefully to the reporter's questions.
- Pause...think...ask for more time if you need it.
- Don't repeat a reporter's negative question in your answer.
- Don't just accept the reporter's definitions. Reframe the issue accurately.
- Respond only to the question you've been asked.
- Do not speculate. It's tempting to provide an answer for the reporter, but you aren't doing him/her any favors if you end up giving well-intentioned but inaccurate information.
- Get to know your reporters. Read their columns regularly. If you see a particularly good article, sincerely compliment them the next time you see them. Mention the article by name or topic.
- If giving a telephone interview, go to a quiet room without distractions. When a question is asked, take a moment to collect your thoughts before responding.

- Use the “Five C’s to Interview Success.” Speak with *conviction* in a *conversational* manner while retaining your *composure*. Be *confident* and *colorful*.
- During times of crisis, citizens need to hear a calm, reassuring and well-prepared message. Do not speculate or guess about the situation. Give facts.

Planning Ahead

An interview with the reporter will go better with some simple advanced planning. Ask what the topic and angle of the story is to be. You don’t have to give an interview right away; you can ask for time to prepare. Also...

- ***Soundbites.*** Develop a short list of your main talking points, and put them into “soundbites” of 7 to 12 seconds each and repeat these key points several times during the interview. This will help the reporter hone in on the message and more easily format the interview for publication.
- ***Tough questions.*** Be prepared for difficult questions. Think, “If I were the reporter, what would I ask?” Then, instead of responding to a negative question, be prepared to turn the question to make the point you wish.
- ***Body language.*** Be aware of how body language can send a different message from the one intended. Practice appearing open and relaxed whenever you speak with a reporter. Look at yourself in the mirror. Are you rocking (on your feet or in a chair!), fiddling with jewelry or jingling coins in your pocket? All are distracting and make you appear unprofessional. Standing or sitting with arms crossed may be interpreted as a defensive sign. Instead, assume the “soldier stance” with arms at your sides and feet slightly apart; try to relax and gesture naturally.
- ***What Not To Wear.*** When appearing on camera, put a little thought into your choice of wardrobe. Dress conservatively, no stripes or busy designs. Do not wear white next to the skin; it washes you out. Otherwise, wear colors that complement your skin tone, hair color, and personality. When in doubt, wear red – it shows up nicely on camera.
- *Practicing in advance with someone close to you can put you at ease.*

Budget Basics

The budget is one of the Council's strongest policy-making tools. Spending guidelines are a reflection of numerous policy decisions. The budget can give a new Council member a clear view of City policy on many issues.

Setting policy through the budget is a continuous, year-long process. It involves setting goals and establishing priorities. Public participation is critical to the budget process, as well as being required by law, because of the many policy decisions involved. Once a budget is adopted, Council members monitor program progress through periodic reports from staff. If programs are not effectively implementing policy decisions, revisions can be made.

The Governing Body deals with three *types* of budgets in the master budget document:

- An operating budget for delivering services like police, fire, parks, public works, and administration. The operating budget enables you to set policy. When most citizens think about their City's budget, they're referring to the operating budget. The operating budget is financed from the City's ongoing general revenue sources.
- Utility services or special proprietary facilities provided by the City are separately funded through user fees. These funds are called "Enterprise Funds." Officially, the City of Goddard has three: Wastewater, Stormwater, and Water. Though it's a separate entity, the El Paso Water Company functions like an enterprise fund for the City, its sole shareholder.
- A capital budget that determines which capital improvements will be bought or built during the budget year and how they will be financed. The master budget document also includes a Capital Improvement Plan (CIP), Equipment Replacement Plan and Vehicle Replacement Plan for a 5-year planning period and a Pavement Management Plan for a 10-year period.

Additional Budgetary Responsibilities

The Governing Body also establishes the mill levy for the Library, based on the request from the Library Board. The Governing Body does not control the Library's expenditure budget but does control the level of property and sales taxes by which it is supported.

The Legal Document

In Kansas, budgets must be balanced – anticipated revenues must equal forecasted expenditures. Unexpected revenues can be appropriated by a supplemental budget modification or can be allocated to reserve funds or to the following year’s beginning balance. Expenditures which exceed revenues can be made only by the Council transferring funds from reserve accounts (subject to Council approval) or by issuing interest-bearing warrants.

Budgeting Method

Goddard uses a line-item or incremental budget. The budget is prepared by adjusting expenses based on current expenditure levels. It shows how much money will be spent on every element of expense, or line item, in every department.

The Budget Calendar

The budget is a living document and can be amended or adjusted throughout the year, as necessary. The standard timetable the City follows to prepare the next year’s budget generally starts in March when the Finance Director reviews how the previous year ended and previews the budget development process at a regular meeting of the City Council. The City Administrator, Finance Director, and Budget Analyst meet one-on-one with each department to scrutinize their proposed budgets and CIP requests, adjusting them as necessary. In June, a workshop is held to review the Capital Improvement Plan (CIP) and major budget issues. In July, the City Administrator presents the recommended budget to the Governing Body where it may direct staff to adjust the budget as it deems necessary. In August, a public hearing is held, and the City Council formally adopts the budget.

Fiscal Calendar

The fiscal calendar for the City is the same as the calendar year, meaning each fiscal year begins on January 1 and ends on the following December 31.

Putting the Budget Together

The following is the budget process. It is definitely a team effort involving the Governing Body, City Administrator and staff.

- **Setting Goals**

The Governing Body establishes goals at its annual planning retreat and in several council meetings throughout the year when it updates its priority list. The Budget workshop is the Governing Body’s opportunity to review the City’s programs and its priorities and consider necessary and desired changes for the coming fiscal year. The outcome of Council workshops and actions taken at Council meetings provides guidance to the staff for preparing the budget.

- **Estimating Expenditures**

Departments prepare estimates based upon a projection of current trends, a forecast of the effects of new programs, and an estimate of what is needed to operate and maintain their services.

- **Reviewing Estimates**

The City Administrator and Finance Department review departmental requests, taking into account policy objectives and priorities for new or expanded programs. What develops from this is a preliminary budget.

- **Estimating Revenues**

The Finance Director reviews revenues, asking “What are the factors affecting future revenue flows, and what is the estimated level of revenues for the upcoming budget period?” Once these questions are answered and reviewed by the City Administrator, revenue estimates are established and used in the preliminary budget.

- **Adopting the Budget**

The City Administrator presents the budget to the Council and the public for review and adoption. If approved, the budget is adopted by motion. Adoption of the budget authorizes funding specific expenditures with specific resources. As approved, the State budget forms are prepared and submitted to the State within its prescribed timelines.

- **Implementing the Budget**

The City Administrator implements the budget adopted by the Council, and the Finance Director provides the Council with periodic reports showing accrued revenues and expenditures and a comparison of budgeted revenues and expenditures.

- **Annual Audit**

The City has an audit conducted by an independent auditor every year. The audit report contains information on cash balances, revenues, and expenditures. If there are any irregularities in budgeting and expenditure practices, they are reported. The Governing Body is provided a copy of the audit report, and the company which conducts the audit also makes a verbal report to the Governing Body.

An Inside Look

Now that you know how the budget works, it is important to understand what the budget is and what it is not.

The budget:

- Expresses your community’s priorities.
- Works as a plan to identify resources and expenditure flows.
- Operates an annual work program by guiding program management and evaluating existing expenditures.

- Responds to change. The budget process is dynamic – it has to be flexible to meet public needs, keep up with technology and adjust to financial circumstances.

But the budget can't do it all. It will not:

- Be precisely accurate. The budget relies on estimates based on forecasts.
- Create efficiency. The budget is a resource allocation plan. It can't overcome obstacles in management or staff structure.
- Establish public policy. Public policy is established through careful discussion before the budget is prepared.
- Make everyone happy. There will be winners and losers!

Budget Do's and Don'ts

Do:

- Evaluate materials and data carefully before you speak.
- Show your appreciation for staff. Respect their experience.
- Explore creative ways to meet your City's needs.

Don't:

- Expect to be an instant expert.
- Drown in details.
- Criticize previous budgets until you know all the facts and can correctly interpret them.
- Try to immediately change traditional budget practices.

Suggested Leadership Reading List 15

The following books may be of use as you assume your new role as an elected leader. The publications noted by an asterisk are ready for check-out in the Goddard Public Library; the rest are available through inter-library loan.

- For the Common Good: Redefining Civic Leadership, by David D. Chrislip & Ed O'Malley, 2013
- The 8th Habit, by Stephen R. Covey, 2004*
- Immunity to Change: How to Overcome It & Unlock the Potential in Yourself & Your Organization, by Robert Kegan & Lisa Laskow Lahey, 2009
- Insanely Simple: The Obsession that Drives Apple's Success, by Ken Segall, 2013
- Good To Great, by Jim Collins, 2001*
- Developing the Leader Within You, John Maxwell, 2005
- Drive: The Surprising Truth about What Motivates Us, Daniel H. Pink, 2009*

Best of luck in this new adventure!

**City of Goddard
City Council Meeting
February 18, 2020**

TO: Mayor and City Council
SUBJECT: 2020 Work Plan
INITIATED BY: City Administrator
AGENDA: New Business

Background: Each year staff presents a plan for the Governing Body to consider as a guide for strategic tasks and meetings. Included with this report is a list items for review, which is intended to spur ideas and discussion: the organization’s Vision, Mission, Values, & Objectives “VMVO” (Attachment A); the City’s Business Plan for 2017-2022 (Attachment B); City of Goddard Strategic Process/Cycle (Attachment C); and the Community Vision plan developed by our neighbors and community members (Attachment D);

Analysis: The Governing Body and Staff work cooperatively to develop strategic goals that fulfill the desires of our neighbors for improving our corner of the world while maintaining fiscal prudence and maintaining the lowest municipal property tax levy in Sedgwick County after Viola. I often refer to this approach as “eating the elephant a bite at a time.” Please see the chart below for the mill levy comparison of 1st tier suburbs:

City	General Fund	Bond & Interest	Library	Special Public Building	Library Emp. Benefits	Police	Employee Benefits	Special Liability	Emergency Equip	Total
Andover	24.567	0.098	3.000	1.530			11.777			40.972
Derby	31.900	11.535	4.159		0.455					48.049
Goddard	29.275	0.980	2.968							33.223
Haysville	38.770	1.491	5.254			2.001		0.723		48.239
Kechi	36.760									36.760
Maize	41.670	1.373								43.043
Park City	36.076	5.344	3.00		0.221					44.641
Valley Center	23.052	11.501	4.504				14.884		1.014	54.955

Below is a tentative timeframe for discussion & consideration of the work plan and CIP.

- March 2nd Regular Meeting
 - Adoption or Consensus of the 2020 Work Plan (alternate date is the March 16th regular City Council meeting)
 - Review & Comment on 2020-2025 Capital Improvement Program & Equipment Replacement Plan

- March 16th Regular Meeting
 - Discuss/Adopt 2020-2025 Capital Improvement Program & Equipment Replacement Plan

This report includes several key strategic documents, which were referenced in the background of this report. The Community Plan (Attachment D); Business Plan (Attachment B); and VMVO (Attachment A); are intended to act as a guide for identifying potential projects and determining priorities.

The Strategic Process (Attachment C) provides an overview of the process that moves an idea to a project, to implementation, all the while maintaining accountability in assuring the accomplishment of the task.

This discussion should extend beyond capital improvements, as the bulk, but not all of 2020 CIP funding is already programmed, and focus on programs, projects, initiatives.

PROJECT	TOTAL AMOUNT	LOCAL COST
Kellogg Signalization & RCUT Improvement	\$1,995,520	\$200,000
183 rd St. Turn Lane & Frontage Realignment	\$815,000	\$115,000
North Park Purchase	\$200,000	\$200,000
SE Growth Corridor Lift Station	\$1,000,000	\$1,000,000

Financial: There are no costs associated with this agenda item.

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council: Provide ideas on programs, projects, and improvements for to include on the 2020 Work Plan.

Attachments: Attachment A: Vision, Mission, Values, & Objectives (1 page); Attachment B: City Business Plan (1 page); Attachment C: Strategic Process/Cycle (1 page); Attachment D: Community Plan Adopted in 2014 (37 pages)



CITY OF GODDARD

Your Home – Our Community

www.goddardks.gov

P.O. Box 667 • 118 N Main • Goddard, Kansas 67052 • 316-794-2441 • FAX: 316-794-2401

VISION – MISSION – VALUES - OBJECTIVES

Vision Statement

Goddard: A vibrant community, growing and accessible; the destination for a family oriented active lifestyle.

Mission Statement

The mission of the City of Goddard is to work cooperatively and efficiently to provide a vibrant community that is growing and accessible for our neighbors. We aim to be a destination for a family oriented active lifestyle.

Values

- People First
- Stewardship
- Solution Oriented
- Collaborative
- Effective
- Efficient

Organizational Objectives

1. Expand Access to lifestyle & entertainment amenities
2. Support a high quality park & rec system
3. Become a model community for outdoor recreation opportunities
4. Support the beautification of city corridors
5. Support the beautification of public spaces
6. Support the beautification of current & future neighborhoods
7. Support community connectedness through citizen communication
8. Support community connectedness through public infrastructure
9. Support community connectedness through public spaces
10. Assess quality & quantity of current housing options
11. Ensure availability of quality affordable housing for current & future residents

Goddard Business Plan

MISSION

To work cooperatively and efficiently to provide a vibrant community that is growing and accessible for our neighbors. We aim to be a destination for a family oriented active lifestyle.

VISION

Goddard: A vibrant community, growing and accessible; the destination for a family oriented, active lifestyle.

Expand access to entertainment amenities, including restaurants and retail options, for the enjoyment and convenience of Goddard residents and visitors.

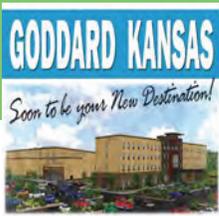
Support a high quality park and recreation system, focused on becoming a model community for outdoor recreation opportunities.

Support the beautification of City corridors, public spaces, current and future neighborhoods.

Support community connectedness through the enhancement of local government to citizen communication, public infrastructure, and public spaces.

Assess the quality and quantity of current housing options to ensure the availability of quality affordable housing for all current and future residents.

2017–2022 GOALS



Hotel & Family Entertainment Center
Aquatic Center
Wellness Center
Baseball/Softball Complex



Amenities & Entertainment

Encourage development of US-54 corridor

Encourage development of the STAR Bond District

Create a business retention plan

Identify available existing commercial space & work with area realtors to fill available space

Identify restaurant retail matches and recruit matches to Goddard

High Quality Parks & Recreation

Continue to invest in the enhancement & marketing of the Prairie Sunset Trail

Continue investment in the existing park system through the construction of a Linear Park splash pad, pavilion, and shade structures

Adopt codes & policies that require the creation of an outdoor space for recreation within all new residential developments

Develop stronger partnerships between current organizations that coordinate recreation opportunities & community activities

Invest in new park space north of Kellogg/US-54

Invest in a pathway system to interconnect neighborhoods

Beautification of Public Space

Create a Kellogg corridor landscape plan

Support forestation & reforestation of right-of-way, medians, & public space

Work with home & business owners to identify & mitigate deterioration of residential & commercial property

Dedicate funding to ensure the beautification of public spaces

Create codes and policies that regulate the minimum forestation of future residential & commercial development

Invest in consistent and appealing way finding signage of Kellogg/US-54 and throughout the City

Improve the visual appeal of the community with public art

Community Connectedness

Create a walkability plan

Identify options for a Kellogg/US-54 pedestrian crossing

Create a community information & engagement plan to promote consistent dialogue with residents

Identify partnerships between community stakeholders

Create, maintain, & promote visibility & marketing of community events

Create a long range infrastructure plan

Implement neighborhood oriented police practices of Community Oriented Policing

Implement new police programming to improve community outreach

Housing

Perform housing needs assessment

Identify available land for residential growth

Recruit mixed use development in/near STAR Bond District

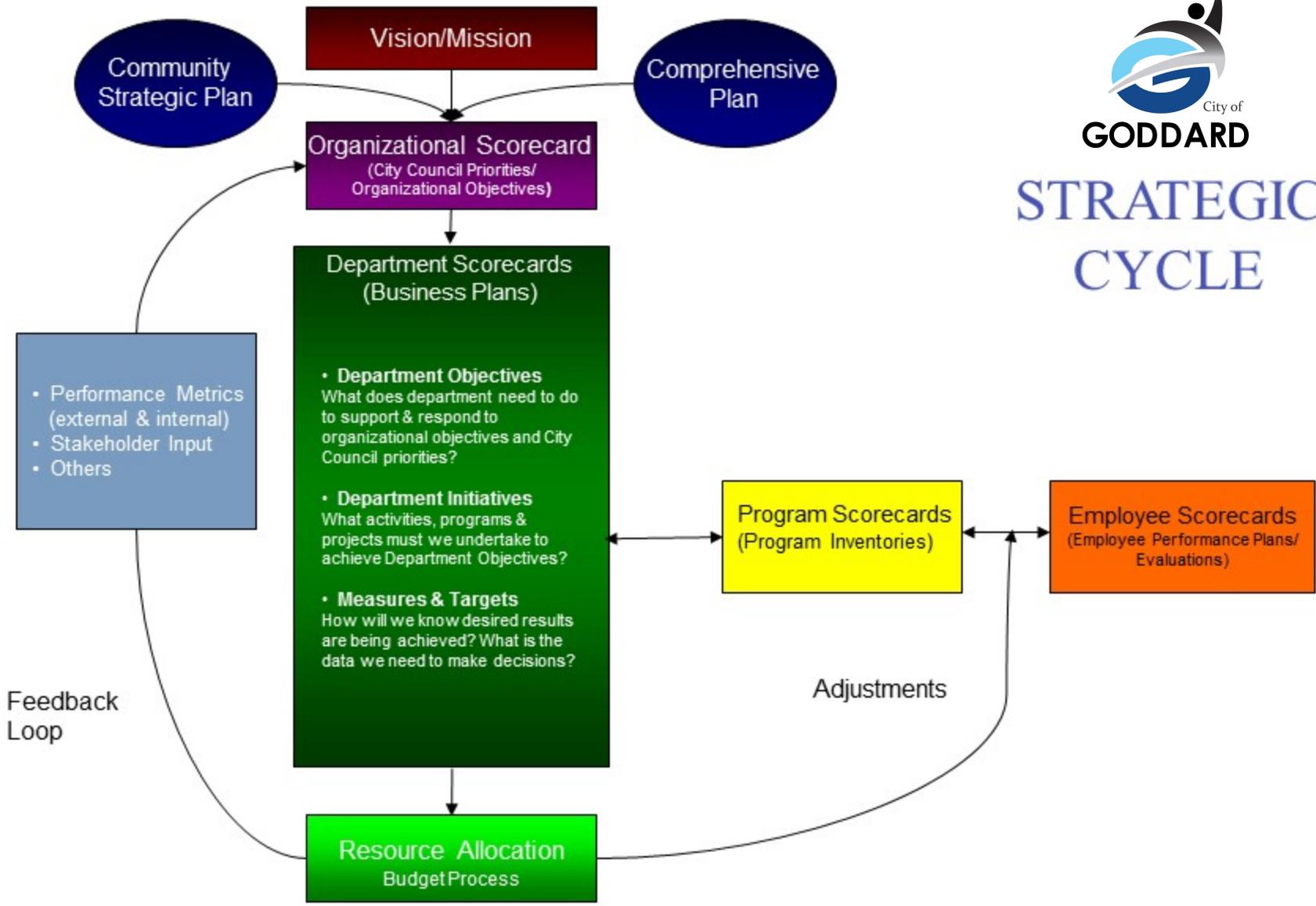
Initiate Problem Oriented Service Activities to reduce housing blight & crime



Your Home - Our Community!



STRATEGIC CYCLE



**City of Goddard
Community Strategic Plan
2014**

**Wichita State University
Hugo Wall School of Public Affairs**



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Strategic Plan



Introduction

Over the last several months, hundreds of Goddard residents have volunteered their time, and input, to allow for the creation of a community strategic plan document.

This document represents community priorities. Now that priorities, goals and strategies have been identified and defined, this document will serve as a guide for both elected officials and the community. This plan, designed by the people of Goddard, outlines how best to move forward and continue to create Goddard's preferred future.

Thank you to those in the community who participated. And thank you in advance to those who will participate in all of the good community work laid out in this plan.





***Goddard: A vibrant community,
growing and accessible; the
destination for a family orientated,
active lifestyle.***

Expand access to entertainment amenities, including restaurants and retail options, for the enjoyment and convenience of all Goddard residents and visitors.

Strategy #1: Encourage further development of the US-54 corridor by attracting specific retail businesses (restaurants, convenience stores, etc.) that fulfill the needs of residents, visitors, and commuters

Action Steps

- Partner with County organizations working in economic development to identify resources and potential complimentary industries, businesses, food, and retail options
- Conduct interviews with current area industries and businesses to identify potential target businesses or complimentary industries
- Identify potential external resources to develop a recruitment plan for identified industries

Lead Agency

City of Goddard – City Administrator in partnership with the Chamber of Commerce

Timeline: August 1, 2014 - ongoing

Strategy #2: Establish a Community and Economic Development Committee

Action Steps

- Research and identify best practices for both Community Development and Economic Development Committees
- Identify resources available through partner organizations, particularly through Sedgwick County and the State of Kansas
- Identify potential programs available for assistance through the County and State
- Identify potential members for the committee
- Develop draft mission and purpose of committee

Lead Agency

City of Goddard – City Administrator in partnership with the Chamber of Commerce

Timeline: Formed by December 1, 2014

Strategy #3: Establish a Main Street Development and Improvement Committee

- Research and identify best practices for a Main Street Development and Improvement Committee
- Identify resources available through partner organizations, particularly through Sedgwick County and the State of Kansas.
- Identify potential programs available for assistance through the County and State

- Identify potential members for the committee
- Develop draft mission and purpose of the committee
- Work in concert with the Community and Economic Development Committee

Lead Agency

City of Goddard – City Administrator

Timeline: Formed by December 1, 2014

Strategy #4: Create a community marketing plan to assist in attracting new residents and businesses

Action Steps

- Identify external assistance for plan development
- Coordinate a stakeholder group of community partners involved in current community marketing and promotion activities
- Schedule monthly meetings of the identified stakeholder group
- Identify available resources of community partners to support plan development and implementation
- Coordinate City marketing efforts with county and regional marketing efforts

Lead Agency

City of Goddard – City Administrator; potential for external assistance

Timeline: January 2015 – June 2015

Strategy #5: Dedicate funding for the implementation of a community marketing plan

Lead Agency

City of Goddard – City Administrator

Timeline: January 2015

*Support a high quality park and recreation system,
focused on becoming a model community for
outdoor recreation opportunities*

Strategy #1: Conduct a community needs assessment for recreation programming and facilities.

Action Steps

- Research and develop an assessment to identify recreation and wellness barriers and needs of the community
- Determine most successful tools and methods for assessment process, such as: water bill insert, mailed survey, online tool, social media, etc.
- Conduct the survey/assessment

Lead Agency

The City of Goddard – City Administrator; potential for external assistance

Timeline: October 2014

Strategy #2: Continue to invest in the enhancement and marketing of the Prairie Sunset Trail.

Action Steps

- Develop a long range plan for the continued development of the trail
- Dedicate resources to allow for continued development and maintenance
- Coordinate marketing efforts with the Prairie Sunset Travelers
- Research and identify external financial resources available to assist with continued development of the trail

Lead Agency

The City of Goddard – City Administrator, in partnership with the Prairie Sunset Travelers

Timeline: Based on priorities identified through the community needs assessment

Strategy #3: Invest in the modernization of current recreation facilities: green space, parks, walking paths and trails, and equipment.

Action Steps

- Develop a capital improvement plan for the rehabilitation and replacement of recreation facilities and infrastructure
- Identify potential funding sources
- Develop implantation and funding plan

Lead Agency

City of Goddard – City Administrator

Timeline: Based on priorities identified through the community needs assessment

Strategy #4: Adopt codes and policies that require the creation of an outdoor space for recreation within all new residential developments

Action Steps

- Research and identify relevant codes and policies of peer cities
- Draft new codes and policies
- Present draft codes and policies to current HOA representatives and current/potential residential developers for review and input
- Present new codes and policies for adoption to the Goddard Planning Commission
- Present new codes and policies for adoption to the Goddard City Council

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2015 – July 1, 2015

Strategy #5: Develop stronger partnerships between current organizations that coordinate recreation opportunities and community activities

Action Steps

- Create a stakeholder committee composed of representatives from existing community organizations working to provide community recreation and wellness activities
- Organize monthly stakeholder committee meetings

Lead Agency

City of Goddard – City Administrator in partnership with the Goddard Chamber of Commerce

Timeline: July 1, 2015 - ongoing

GOAL #3: Community Aesthetics

Support the beautification of City corridors, public spaces, and current and future neighborhoods.

Strategy #1: Support forestation and reforestation of City right of ways, medians, and public spaces

Action Steps

- Research and identify best practices of peer and model cities
- Identify potential funding sources
- Develop a forestation and reforestation long range plan (including funding plan) for the community's public spaces

Lead Agency

City of Goddard – City Administrator

Timeline: August 1, 2014 - ongoing

Strategy #2: Work with home and business owners to stop the deterioration of existing residential and commercial properties

Action Steps

- Identify and/or develop available assistance programs
- Provide information to residents and promote available resources

Lead Agency

City of Goddard – City Administrator; potential for external assistance

Timeline: January 1, 2015 – ongoing

Strategy #3: Dedicate funding to ensure the beautification of the community's public spaces

Action Steps

- Identify potential funding sources
- Include in annual operating budget and capital improvement plan

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2015 - ongoing

Strategy #4: Create codes and policies that regulate the minimum forestation of future residential and commercial developments

Community Aesthetics Strategies

Action Steps

- Research relevant codes and policies of peer cities
- Draft new codes and policies
- Present draft codes and policies to current HOA representatives and current/potential residential and commercial developers for review and input
- Present new codes and policies for adoption to the Goddard Planning Commission
- Present new codes and policies for adoption to the Goddard City Council

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2016 – August 1, 2016

Strategy #5: Invest in consistent and appealing way finding signage off of US-54 and throughout the City

Action Steps

- Coordinate efforts with results of the community marketing plan
- Seek input from community members through multiple avenues (community meetings, water bill insert, social media, etc.) regarding community signage needs
- Identify potential funding sources
- Include in capital improvement plan

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2017 – August 1, 2017

Strategy #6: Improve the visual appeal of the community by establishing a Community Beautification Committee.

Action Steps

- Conduct a stakeholders meeting for those interested in the visual appeal of the community
- Identify potential members to start the beautification committee
- Develop draft mission and purpose of the committee

Lead Agency

City of Goddard – City Administrator, in partnership with the Goddard Chamber of Commerce

Timeline: January 1, 2017 – ongoing

Support community connectedness through the enhancement of local government to citizen communication, public infrastructure and public spaces

Community Connectedness Strategies

Strategy #1: Create a Community Connectivity and Walkability plan to ensure the physical connectedness and walkability of the community

Action Steps

- Research and identify best practices for community walkability and physical connectedness (i.e. complete streets policies, sidewalk and trail connectivity, etc)
- Draft plan
- Identify funding sources
- Implement plan through inclusion in the City's capital improvement plan

Lead Agency

City of Goddard – City Administrator

Timeline: August 1, 2014 – July 1, 2015

Strategy #2: Conduct a feasibility study to consider options for creating a pedestrian passageway across US-54

Action Steps

- Identify funding sources
- Seek external assistance
- Conduct study

Lead Agency

City of Goddard – City Administrator

Timeline: July 1, 2015 – December 1, 2015

Strategy #3: Create and implement a community information and engagement plan to promote consistent dialogue between local government and community residents

Action Steps

- Research and identify best practices of peer and model cities
- Seek community feedback on preferred modes of community information dissemination and engagement opportunities
- Identify a method of measuring success; set benchmarks
- Draft and finalize plan, including deliverables and timelines
- Implement plan through ongoing community information dissemination and engagement efforts

Community Connectedness Strategies

Lead Agency

City of Goddard – City Administrator

Timeline: July 1, 2015 - Ongoing

Strategy #4: Explore continued partnerships between the City of Goddard, USD 265, community organizations, and businesses.

Action Steps

- Coordinate monthly meetings of city officials, USD 265 officials, the Chamber of Commerce, and additional identified community partners/organizations.
- Explore opportunities for sharing of resources
- Explore opportunities for shared marketing and communication efforts

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2016 - ongoing

Strategy #5: Create and maintain a community calendar to assist with the visibility and marketing of community events

Lead Agency

Chamber of Commerce

Timeline: Available by August 1, 2016

Strategy #6: Plan for the future residential and commercial growth of Goddard through the creation of a long range plan for the community's infrastructure

Action Steps

- Assess current needs and future projected needs for water, sewer and street infrastructure
- Create long range financial plan to account for projected needs

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2017 - ongoing

Assess the quality and quantity of current housing options to ensure the availability of quality affordable housing for all current and future residents.

Housing Strategies

Strategy #1: Invest in a façade improvement program to assist in the rehabilitation of the exteriors of current housing stock

Action Steps

- Identify and/or develop available assistance programs
- Identify funding sources
- Provide information to residents and promote available resources

Lead Agency

City of Goddard – City Administrator

Timeline: August 1, 2014 - Ongoing

Strategy #2: Conduct a housing needs assessment utilizing the State of Kansas Housing Assessment Tool (HAT)

Action Steps

- Contact the Kansas Housing Resource Corporation. Meet with State representatives about usage and application of the HAT tool
- Identify potential partners to assist with the housing assessment, such as: Sedgwick County agencies; graduate students or students from local universities; Chamber of Commerce and others
- Establish a process and confirm with the State of Kansas; develop an implementation schedule
- Conduct the assessment
- Convene a stakeholders meeting with local elected officials (City, County, State), business leaders, community members and others to evaluate the results

Lead Agency

City of Goddard – City Administrator

Timeline: January 1, 2015 – July 1, 2015

Influencing Factors Report



Purpose and Background

The City of Goddard is beginning a process to develop a community strategic plan. To assist in these efforts the Hugo Wall School (HWS) of Public Affairs at Wichita State University has prepared an influencing factors report, or an environmental scan of the community. This report includes important information that will help guide decision makers and advisors as the community's desired future is considered.

Protocol

As the City of Goddard considers its future, consideration must be given to the impact of a number of areas, including: 1) change of demographics; 2) housing trends; and 3) labor and employment trends. To assist in defining the impact of these four main areas, data was collected from a wide variety of sources including: federal and state government, academic research, local governments and other research/data collection agencies.

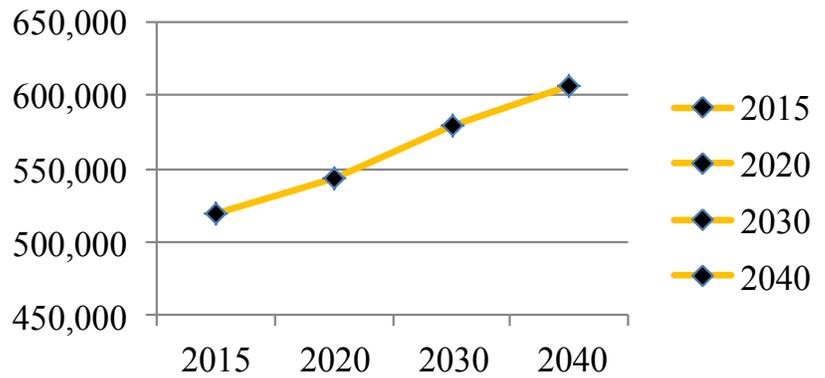
Within this report, data relative to Goddard is included as well as external national, state, and county data where appropriate. National, state and Sedgwick County data is used to illustrate how Goddard is responding to various influencing factors comparatively. In some cases, influencing factors have a greater, reduced, or differing impact locally compared to what is seen at the county, state and national level.

Age

From 2000 to 2010, the total Goddard population grew by one hundred thirteen (113) percent. All age groups, as defined by the US Census, grew in population. Goddard's median age is significantly lower than that of Sedgwick County or the state of Kansas (US Census Bureau). Goddard grew at a faster rate than the state of Kansas, whose total population grew by 6 percent from 2000 to 2010.

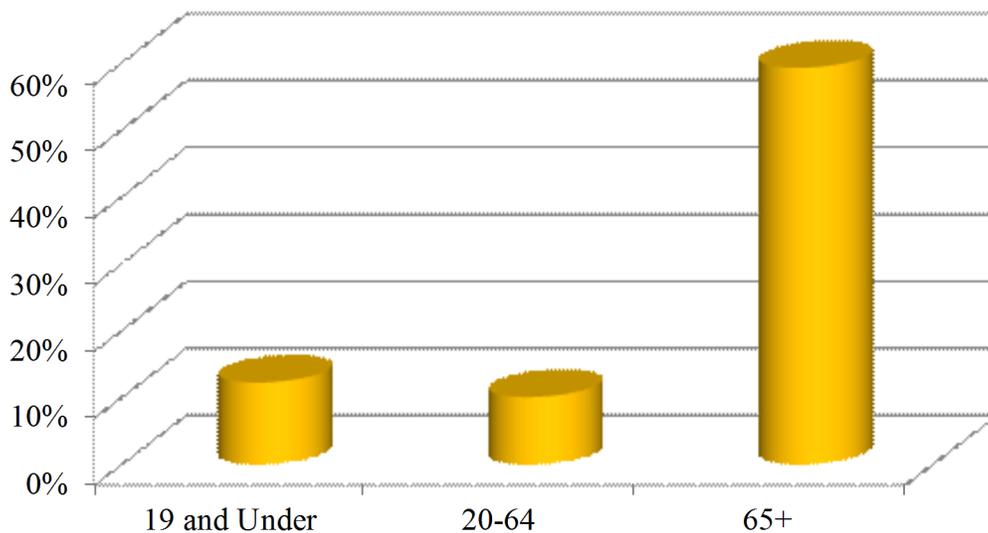
Urban counties, including Sedgwick County are projected to gain population over the next 25 years. The Center for Economic Development and Business Research (CEDBR) at Wichita State University projects that the population in Sedgwick County will increase by 17 percent over the next 25 years (Chart 1).

Chart 1: Total Sedgwick County Population Growth



CEDBR projects that the age demographics of Sedgwick County will also change over the next 25 years. The population 19 and under in Sedgwick County is projected to increase by twelve (12) percent by 2040, and the total population 65 and over is expected to increase by fifty nine (59) percent by 2040 (Chart 2).

Chart 2: Sedgwick County Population Growth by Age (2015-2040)



Trend Considerations

The Aging Population

The population nationwide is becoming older; more than 78 million “baby boomers” are nearing or have entered retirement. An aging population brings unique concerns for municipal planning. Issues impacted by the aging population include housing, caregiving, and transportation.

Housing

The aging population will create unique housing demands, including an increased demand for household renovations, as well as assisted living housing, nursing home facilities. This demand is illustrated in the following statistics.

- 89 percent of individuals age 50 and older want to stay in their home as long as possible and if that is no longer an option, they would like to reside in the same community.
- Approximately 70 percent of all households with a member over age 65 live in single family detached housing.
- 50 percent feel their home will accommodate them well as they age.
- 16 percent of families have made home modifications.

Caregiving

As the population ages and the financial burdens placed on family member caregivers increases, there will be an increased need for caregiving services.

- 47 percent of caregivers are employed
- 71 percent of employed caregivers work full time
- 65 percent of all caregivers are age 35 to 64

Nationwide there is an enormous cost to employers in lost productivity as a result of family member caregivers.

- Caregivers who work full time and perform personal care tasks: \$11.4 billion per year in lost productivity.
- Counting all caregivers including part-time workers and long distance caregivers: \$29 billion per year in lost productivity.
- Estimated costs to employers, as a result of caregiving issues, are also substantial; replacing employee who

quit: \$4.9 billion; workday interruptions: \$3.7 billion; dealing with eldercare crises: \$1 billion; partial absenteeism: \$488 million; absenteeism: \$397 million; not to mention increased health and mental health costs, leave of absence, and reduced hours of work.

A significant number of large companies, 25 percent, have implemented workplace programs for caregiver and elder care. These programs have seen positive results including:

- Increased retention of highest performers from 77 percent to 91 percent;
- Reduction of absences and decreased benefit claims;
- Decrease in turnover, lateness, and absenteeism; and
- Positive impact on employee health costs.

Transportation

As the population ages, transportation services accessible by less mobile seniors will be in higher demand. By 2030, one out of every four drivers will be over the age of 65, and the number of drivers age 85 and older will be four to five times higher than it is today. The issue of elderly transportation also impacts Kansas caregivers, 83 percent of whom provide help with transportation.

Potential options for senior transportation include:

- Traditional public transportation;
- Para transit service;
- Taxis; and
- Specialized transportation.

Life Expectancy

Individuals as a whole are living longer, and thus often needing senior services for a longer period of time. Overall, from 2010 to 2020, the average life expectancy is projected to increase to 79.5 years from 78.3 years in 2010.

Concerns of the “20 somethings”

Historically, it was common for individuals to move to a community where they could find a job, no matter the location. It is becoming more common, however, that young adults will choose the location they would like to live before the search for a job begins. Young adults typically search for a community to reside in that fits their desired quality of life. Although where they work is still important to young adults, where they live

Demographics Trends

is often more important. Young adults typically want to work in diverse communities that offer well-maintained parks and trails, outdoor recreation, and entertainment options. Young adults and professionals will move and stay to communities that offer the following qualities:

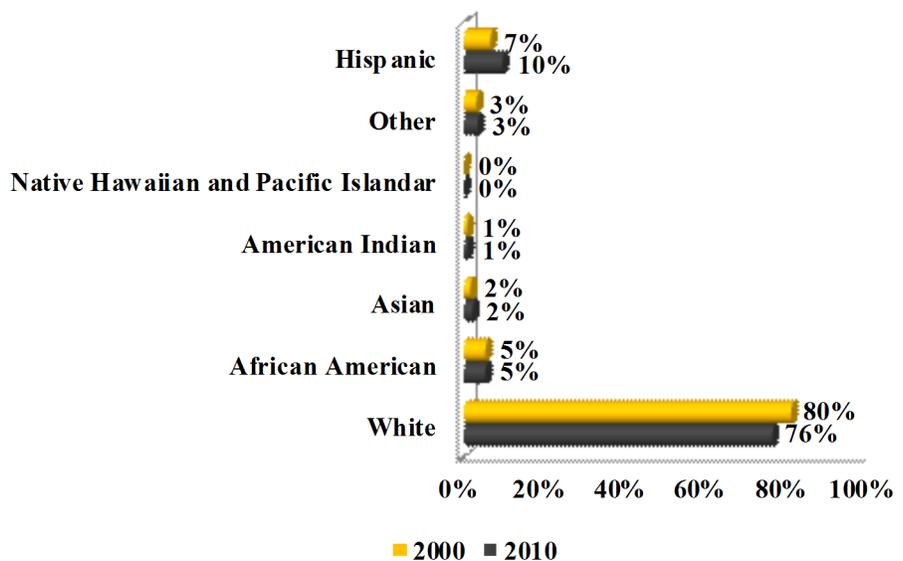
- Health: Clean air, water, and open green spaces
- Earning: Opportunity to develop a well-paying career in the future
- Learning: Higher education options
- Diversity: Opportunity to interact with diverse members of the population
- Cost: Affordability of housing and entertainment options
- Entertainment: Activities to engage in outside of work
- Transportation: Easy commuting options, walkability, and mass transit opportunities

Race

The racial composition of the Goddard community is becoming slightly more diverse. From 2000 to 2010, the Caucasian population decreased as a percentage of Goddard's total racial composition by 4 percent. The Hispanic population became a larger percentage of the total population through the same time frame, comprising five (5) percent more of the total population in 2010 than in 2000. The African American and Asian populations both grew as a percentage of the total racial composition of Goddard from 2000 to 2010, both seeing less than a one (1) percent growth.

The population of the state of Kansas was more diverse than the City of Goddard in 2000, and is becoming more diverse at a similar rate as the City of Goddard. As seen in Chart 3, the population of the state of Kansas de-

Chart 3: Kansas Population Composition by Race



creased from 80 to 76 percent white from 2000 to 2010. The Hispanic population composed 10 percent of the population of Kansas in 2010, up 3 percent from 2000. The African American population remained steady as a percentage of the total population in the state of Kansas from 2000 to 2010.

Nationally, in the 2010 census, people of Hispanic or Latino origin comprised 16 percent, 50.5 million, of the total population, an increase from 13 percent in 2000. More than 50 percent of the growth in the total population of the United States from 2000 to 2010 was due to increases in the Hispanic/Latino population.

As communities continue to become more diverse, it will be necessary to address certain potential challenges, including: communicating with immigrant populations in their native language, providing services to help better integrate immigrants into the population (such as ESOL classes), and determining the best way to communicate with and provide services for immigrant populations.

Education

The educational attainment of a community influences economic development, the prevalence of public safety concerns, and a number of other key issues. Understanding the trends of educational attainment and competitiveness of a region is an important factor in planning for the future.

Approximately ninety two (92) percent of the Goddard population 25 years and older have received a high school diploma or higher (i.e. some college, associate's degree). The composition of the Goddard population having received a bachelor's degree or higher increased from 2000 to 2010, approximately thirteen (13) percent in 2000 and thirty twenty one (21) percent in 2010.

Education is an important factor to consider for future planning because educational attainment and availability of education have historical been tied to economic growth in communities. Residents' education and income levels have been found to be consistent predictors of urban growth. Similarly, investments in education have been shown to increase labor productivity and reduce the incidences of social problems such as drug abuse, crime, welfare dependency, and lack of access to medical care, all of which can weigh heavily on the economy.

Higher levels of educational attainment in an economy often increases the human capital in the workforce, which leads to increased labor productivity and a higher level of output among workers. Higher levels of educational attainment also promote innovative thinking and exposure to new technologies, products, and processes which promote growth. Finally, education helps facilitate the diffusion of knowledge required to under-

stand and process new information and to implement the new technologies devised by others, again promoting an economy's growth.

Education not only impacts those earning the education, but also provides many positives for the communities at-large. Research shows that when a community's supply of college graduates increases by one percentage point, residents who did not complete high school earn wages 1.9 percent higher and high school graduates earn wages 1.6 percent higher than otherwise. Such findings suggest that education impacts have an indirect benefit on other labor market segments.

Income:

The Goddard community's median household income was \$69,660 in 2010, compared to the median household income for the state of Kansas and Sedgwick County in 2010: \$50,592 and \$49,451, respectively (US Census Bureau).

Median household incomes in regional peer cities (Maize, Valley Center, Park City and Derby) are less in 2010 than the city of Goddard: \$67,618, \$54,167, \$57,252, and \$65,837, respectively (Chart 4).

Chart 4: Median Household Income 2010 - Regional Peer Cities



National and State Trends in Housing Type and Size

According to 2000 census data, the majority of Kansas families live in single-family homes constructed before 1979 with 4 or more rooms. The following statistics provide additional information regarding Kansas housing:

- 72 percent of the population in Kansas lives in a single-family home;
- 61 percent of those units were built before 1979;
- More than 50 percent of the homes have 4 to 7 rooms;
- 71.5 percent use gas as their heating fuel;
- 17.2 percent use electricity as their heating source;
- 81 percent of homes are valued at a \$150,000 or less;
- The median home value from 2005 to 2009 was \$118,500;
- 65 percent of homes have a mortgage;
- In 1999, 75 percent of population paid housing costs under 25 percent of their income;
- 60 percent of the population is paying between \$300.00 and \$750.00 for rent;

For the first time in its history, the National Association of Home Builders reported at its International Builder Show in January 2011, an overall decrease in the size of new homes being built. Builders surveyed expect homes to average 2,152 square feet in 2015, 10 percent smaller than the average size of single-family homes started in the first three quarters of 2010.

The average new home of 2015 is likely to feature a great room comprised of the kitchen, foyer, and living room rather than individual rooms. In addition to floor plan changes, 68 percent of builders surveyed say that homes in 2015 will also include more green features and technology, including low-emittance windows; engineered wood beams, joists or tresses; water-efficient features such as dual-flush toilets or low-flow faucets; and an Energy Star rating for the entire house.

Trends indicate that multifamily housing, including garden apartments, condominiums and mid-rise apartments, will experience increasing demand during the next several decades. Multifamily living can be the preferred housing types for young people just starting out in their careers, senior citizens who cannot or elect not to maintain a full-sized home and others who do not necessarily want the burdens that come with single-family home ownership. Communities may want to encourage the development of multifamily housing struc-

tures for a number of reasons.

Multifamily housing choices provide economic vitality to the community, because they provide appealing options to residents.

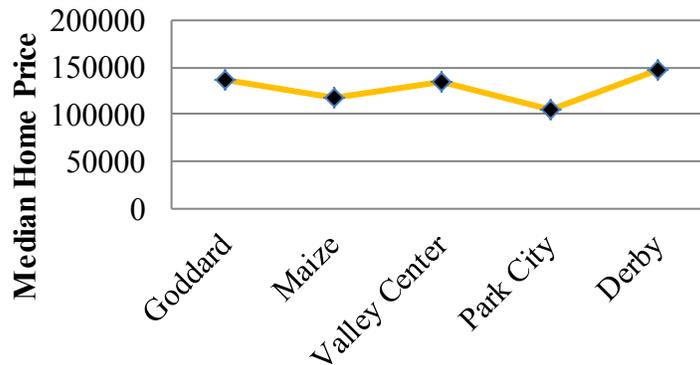
- Multifamily housing enables a community to provide housing options to a wide range of incomes.
- Multifamily development is often environmentally friendly.

An inadequate supply of affordable housing essentially limits economic growth, because residents who pay high prices for housing, including housing related expenses such as homeowners insurance, property taxes, and repair costs, have less disposable income to spend on other goods and services. Similarly, businesses cannot expand their workforces without enough housing available to workers and their families.

Goddard Housing Trends

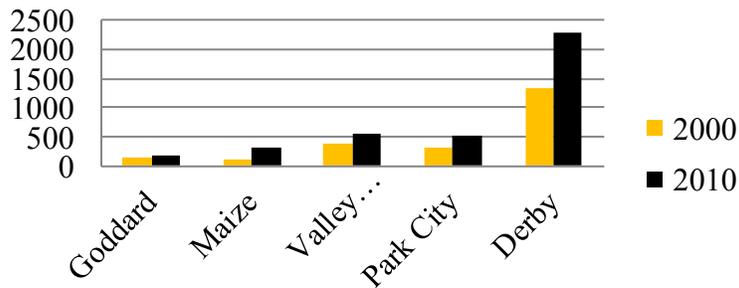
The number of housing units in Goddard increased by fifty one (51) percent from 2000 to 2010. In 2010, approximately 93 percent of housing available in Goddard was occupied. There was a slight increase in the number of rental properties from 2000 to 2010; 145 and 183 properties respectively. The median home price increased from \$85,000 in 2000 to \$137,000 in 2010; compared to regional peer cities, the median home price in Goddard was the second highest in 2010 (see chart 5).

Chart 5: 2010 Median Home Price



Compared to regional peer cities (Maize, Valley Center, Park City, and Derby) Goddard has seen the least growth in the number of rental properties within city boundaries from 2000 to 2010 (see chart 6).

Chart 6: Quantity of Rental Property - Regional Peer Cities (2000-2010)



Powerful trends at the national and state level influence the City of Goddard's economic viability. The labor and employment section investigates the impact of national and state trends on the City of Goddard. Economics drives growth, tax base and ultimately resources and needs for future investment; all critical factors for future planning.

Federal Trends

Some of the major trends at the national level, through 2018, as reported by the National Bureau of Labor Statistics, will include the following.

- Growing Work Force – anticipated total labor force growth 2018 of 8.2%.
- Aging Work Force – a 43% rise in the number of employees aged 55 or older, who will comprise 24% of the total labor market.
- Increasingly Hispanic Work Force – the total number of workers, who are Hispanic, will grow by 33%.
- More Service Jobs and Less Manufacturing Jobs – anticipated 12.5% growth in service sector jobs and a 9% decrease in manufacturing jobs.
- Areas of Growth – professional & business services, health care & social assistance, and small-box & boutique retail trade.
- Areas of Slow Growth or Job Loss – manufacturing, government, and large-box retail trade.
- More Education Required – positions requiring a Bachelor's degree will increase by nearly 17%, Associate's degree by 19%, and post-secondary vocational training by 13%.
- Growth in “Middle Market” Companies – In recent years, “middle market” companies have added 2 million workers, nationwide. The middle market businesses are defined as having annual sales between \$10 million and \$1 billion. There are approximately 200,000 “middle market” businesses, which are 3% of all companies. This 3% of all businesses provide close to 34% of all private employment or 41 million jobs. The vast majority of these “middle market” companies are expected to grow within the next year. “Middle market” businesses tend to be more stable, which enables them to focus on innovation.

Kansas Employment Trends (2001-2010)

Nationally, total employment in 2010 is 2.84 percent lower than it was in 2001, for a loss of 3.1 million jobs. This national decrease in employment levels has been based on job losses in manufacturing, information, and construction. The job losses in these industries have been offset by gains in educational services, health care, and mining.

These national trends are evident in the employment growth of the Kansas economy over the same period. The long term economic growth in Kansas has been driven by growth in five key industries: health care, professional services, administration and waste services, accommodation and food services, and educational services.

The growth in professional and technical services and educational services in Kansas has been due to both an increase in the overall employment levels in these industries nationally and an increase in the market share of these industries regionally. Statewide growth in health care and accommodation and food services is mostly attributable to national growth in these industries. Kansas has experienced a loss of market share in each of these industries over the last decade. So, although there has been employment growth, it has not been as strong in Kansas as the national trend. Employment in the administration and waste services industry has grown in Kansas over this time period despite overall job losses nationally.

The long term growth in total Kansas employment has been negatively impacted by employment in the information and retail trade industries, which are shrinking at both the national and regional level. The state has also experienced significant job losses in both construction and manufacturing. In both of these industries the contraction has been less dramatic in Kansas than it has nationally. However, the net result was a significant loss of employment.

Kansas Employment Growth (2008-2010)

The short-term state employment trends from 2008 to 2010 are very similar to the long term trends, with the exception of four industries that have been impacted to a greater degree by the recession of 2008 and 2009. These industries are mining, finance, professional services, and administration and waste services. Although these industries show long term growth from 2001 to 2010, they have not returned to their pre-recession employment levels.

Goddard City Council – February 10, 2014

Prairie Travelers – February 12, 2014

Goddard City Staff – February 20, 2014

Goddard Women’s Club and Senior Club – March 4, 2014

Goddard Library Board – March 10, 2014

Goddard Chamber of Commerce—March 13, 2014

Goddard HOA Presidents – March 18, 2014

Lions Club —March 20, 2014

Goddard Community Plan Open House—June 19, 2014

GODDARD 2014—NOW



GODDARD 2024 – VISION



Goddard Community Plan Open House

The City of Goddard is in the process of facilitating a *Community Strategic Planning* effort. A **Community Strategic Plan** is a way for the City Council to understand what "the people" really want. The purpose of the plan is *to create a roadmap for the City of Goddard to guide future policy priorities and decisions*. The plan will help guide the city's financial decisions, resource allocation, project priorities, and growth/development issues.

WE NEED YOUR FEEDBACK!

Please stop by an open house hosted by the **City of Goddard**, the **Community Plan Steering Committee**, and the **Wichita State University Hugo Wall School of Public Affairs** on Thursday, June 19th, from 5-9 pm to tell us your ideas for your community's future!

Snacks and refreshments will be served.

All those participating in the Strategic Plan Open House can also visit Tanganyika Wildlife Park for a reduced charge of \$5 per person on the evening of the open house. Participating in the community plan open house is free of charge.

What: Goddard Community Plan Open House

When: Thursday, June 19th, 5-9 pm

Where: Tanganyika Wildlife Park, Serengeti Room

Goddard Community Plan Open House

June 19th, 5:00 – 9:00 p.m.

Procedure

Community members were given round, colored stickers depending on whether they were Goddard residents or from outside the community; participants were given blue and green stickers respectively. Participants were then asked to review boards for each of five community goals. Each goal had a number of strategies that could be used to address the goal area. Participants were asked to take three stickers for each goal area and put one by each of three strategies that they believed best helped address the goal. In total, each participant posted three stickers for each of five goals; this added up to 15 stickers posted by each participant. Approximately 60 people participated in the engagement exercise at Tanganyika Wildlife Park

Results

Below are the top three strategies for each goal as chosen by participants in the community engagement event.

Goal #1: Amenities and Entertainment

Strategy 2 – Encourage Further development of the US-54 corridor by attracting specific retail businesses (restaurants, convenience stores, etc.) that fulfill the needs of residents, visitors, and commuters

Strategy 3 – Establish a Main Street Development and Improvement Committee

Strategy 4 – Create a community marketing plan to assist in attracting new residents and businesses

Goal #2: Parks and Recreation

Strategy 3 – Invest in the modernization of current recreation facilities: green space, parks, walking paths and trails, and equipment

Strategy 2 – Continue to invest in the enhancement of the Prairie Sunset Trail

Strategy 5 – Adopt codes and policies that require the creation of an outdoor space for recreation within all new residential developments

Goal #3: Community Aesthetics

Strategy 1 – Support forestation and reforestation of City right of ways, medians, and public spaces

Strategy 6 – Work with home and business owners to stop the deterioration of existing residential and commercial properties

Strategy 7 – Dedicate funding to ensure the beautification of the community's public spaces

Goal #4: Community Connectedness

Strategy 5 – Dedicate funding to ensure community walkability

Strategy 4 – Conduct a feasibility study to consider options for creating a pedestrian passageway across US-54

Strategy 3 – Create and maintain a community calendar to assist with the visibility and marketing of community events

Goal #5: Housing

Strategy 3 – Invest in a façade improvements program to assist in the rehabilitation of the exteriors of current housing stock

Strategy 4 – Develop local incentive programs to stimulate building and buying of single and multi-family dwellings

Strategy 2 – Pursue the moderate income housing program through the State of Kansas to stimulate building and buying