

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

CC: Staff & Department Directors

Date: 4/07/08

Re: Management Report for Week of March 31 – April 7, 2008

Administration – Waste Water Treatment Facility – On Thursday, March 27, 2008 City staff met with contractor representatives to determine respective responsibilities, coordinate contacts between all parties for each phase of the process, review of the project timeline (outlined below) and major contract provisions, quality control of work product & construction materials, and other miscellaneous aspects of the project's management. Monthly progress meetings will begin on Monday, May 6th at 9 am and will continue each month for the projects duration for an estimated 12 months. Weekly coordination meetings will also be held each week on Tuesday's at 10:30 for the life of the project.

Current project time line is as follows: Notice to Proceed 4/7; Mobilization & Project Start 4/7 - 5/23; Construction of the Main Pump Station 5/26 - 9/23; Construction of the Aeromod Basin 6/9 - 1/23/09; Construction of the Process Building 8/6 – 3/25/09; Construction of the Admin. Building 8/4 – 1/9/09; Construction of the Sludge building 11/3 – 3/20/09; Miscellaneous Sitework 8/6 – 3/27/09; Issuance of Project Substantially Completed 4/22/09; Final Completion 6/1/09

During the following week (4/7-4/14) work crews will be conducting the dewatering of lagoon cell 1-A, which should take 20 days to complete.

Proposed line item will be established during the 4/21 regular meeting with in the Capital Improvement Budget. Total Expenditures \$339,136. Expenditures YTD \$0.00 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy—During the March 3rd Regular Meeting the City Council accepted the bid from Duling Construction for \$52,692 with Sedgwick County reimbursing the City with 50% of the cost. On Thursday, April 3rd City staff and project contractors met for a preconstruction conference to review respective responsibilities, contract documents, coordinate utility provisions for the project, and other requirements such as traffic and material hauling routes, etc.

Work crews will begin this project by April 14th and must be completed within 30 calendar days (5/14). The water line should be relocated by April 28th with all of the tie-ins occurring the following week.

Proposed line item will be established during the 4/21 regular meeting with in the Capital Improvement Budget. Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Financing will be determined during the 4/21 regular meeting.

Website Development – City Administrator Brian Silcott is meeting with Jeff Piper on Thursday, April 10th to review the improvements to date and to discuss incorporating additional features such as a City Council & Planning Commission agendas and minutes, citizen work request, City Administrator Management Reports, and miscellaneous community alerts, etc.

2007 Audit – I have met with Auditor Ron Bouska who will be at City Hall on Monday April 21st to begin the 2007 Audit. Staff is gathering an itemized list of information for the audit. I will be in contact with Mayor Gregory and Mr. Bouska to provide a weekly to update on the progress of the information gathering.

Recreation Corridor/Trail – As discussed in New Business bids were opened this afternoon at 4 pm in City Hall. I have a meeting with Tom Montgomery next week to review the projects status I will include an update on my meeting with Mr. Montgomery during my April 14th Managerial Report.

Goddard Glance – Staff will have the May/June issue completed this week, which will be distributed in the May 1st residential water billing. The final copy will be dispersed to the City Council once complete and before distribution occurs.

Police – Chief Houston reports that KDOT has created turn lanes on US-54 and that the remainder of the turn lanes is still under study with KDOT. Animal Control Officer Keli Horn continues her training in Park City, once completed Ms. Horn will work two hours of patrol each day with two hours available to respond to dispatched calls. Goddard's newest police officer Diana Brown-Holguin began her service today.

Planning & Code Enforcement – Director of Planning & Code Enforcement Monte Barnickle reports the following activity (please see attached report). During the month of March his office issued 9 building permits, totaling 19 year to date and collected \$4,746 in permit fees year to date. Other activity related to planning, development and code enforcement the Shell Truck Stop is continuing their paving operation. Mr. Riggs is completing the transportation aspect of the comprehensive plan, the Chamber bill board sign will be placed on April 25th on the eastside of town. A picture will be provided during the May 5th regular meeting. The Activities Committee is planning to purchase a new community center billboard. **Goddard City wide Clean-up is Saturday, May 10th from 8 am to 12 pm.**

Court – Court Clerk Mary Milam reports that 58 cases are on the docket this month making a year to date total of 190 dockets. During the previous reporting period court fines & fees has collected \$2,441 for a year to date total of \$33,236.

Respectfully Submitted,

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

CC: Staff & Department Directors

Date: 4/14/08

Re: Management Report for Week of April 7 – April 14, 2008

Please find below this week's City Administrator's Management Report. Future reports during non-meeting weeks will be centered on department activities for each service delivered by the City. Items will include the following:

Police Department activities such as the number and type of citation issued and animal control activities during the previous two weeks with a monthly report being delivered to the governing body at the first meeting of the month (unless this falls on the first Monday of the month).

Maintenance activities will include such activities as trees trimmed, acres mowed, number of traffic control lights & signs installed/repared. Number of pot holes repaired & tons of material used, blocks of streets swept, number of catch basins cleaned, alleys graded & graveled, linear feet of blocks of curbs repaired. Water activities will include such items as the number of gallons pumped and amount of water loss, chemical costs, utility costs, and meters changed & repaired number of households requesting new service, and the number of water line installed, repaired, & replaced, and lab results. Waste Water activities will include such items as total influent & effluent, & eventually number of loads of sludge hauled. Lab test results, and sewer line maintenance activities.

Planning & Code Enforcement will include items such as the number of permits issued by type, itemized planning activities (plats, re-plats, rezoning, variances, etc.), number of inspections performed by type, and the number of service requests received by the City.

Municipal Court will include general information on case lads by type, revenues, and numbers on case dispositions.

Administration – Waste Water Treatment Facility – On Friday April 11th I met with Kevin Rood and Clare Paul to review the waste water treatment facility. The meeting was very fruitful and I will have several items with which to follow-up with the governing body. I am working to construct a position description for the position of Superintendent of Wastewater for review by the Mayor, City Attorney, & City Engineer within the next two weeks and hope to have this before the governing body during the May 19th regular meeting. I will also receive a line cost estimate from PEC for a contractual operation of the facility as a simple cost comparison.

In addition to the position description staff will present the Council with a recommendation on the disposal/application of the solids byproduct that will need to be spread over land. We are also determining if there is a cost effective method for the beneficial reuse of the finished waste water product as well. In the coming months I will need to construct a project cash flow analysis to determine how to schedule our repayments so that we can retain the principle amount as long as possible to increase interest earnings before we begin to make repayments.

During the following week (4/14-4/21) work crews will continue the dewatering of lagoon cell 1-A, which should take 20 days to complete.

Proposed line item will be established during the 4/21 regular meeting with in the Capital Improvement Budget. Total Expenditures \$339,136. Expenditures YTD \$0.00 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy— Contractors for Duling Construction began work on the waterline relocation today. The project is to be completed within 30 days. In approximately 2 weeks, after the entire waterline has been laid but before it has been connected to the distribution system an estimated 600 utility customers out of more than 1,590 water meters will be without water for no more than 4 hours. The area impacted is South of US-54 (Kellogg) and East of 151st Street West. The City will notify affected customers with door hangers approximately three days before the outage is to occur. Before the door hangers are distributed a copy of the door hanger will be provided to the governing body should you receive any calls from citizens inquiring on the outage. It is important to note that we will have a much better idea on when this is to occur in a week or so, I will include an update during the 4/21 regular meeting staff report.

Staff has requested a price quote for a possible change order to place a valve 151st Street West and US-54. The purpose of this request is to minimize the potential for future service interruptions should repair work be necessary between our well fields and the primary feeders of our distribution system. It is anticipated that a change order request will be presented during the April 21st regular meeting.

Proposed line item will be established during the 4/21 regular meeting with in the Capital Improvement Budget. Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Financing will be determined during the 4/21 regular meeting.

Website Development – The City is attempting to “to go live” with our new website. The migration will take several days and will not fully occur until next weekend to minimize the potential for e-mail interruption to staff. If you are interested the draft version is available at the following address [http://www.piperwebdesigns.com/goddard/index_copy\(1\).asp](http://www.piperwebdesigns.com/goddard/index_copy(1).asp) Ordinarily migration of an incomplete website would not occur, however due to the lack of current information currently existing on the current webpage it was the consensus of staff to move forward with this website as it provide more information than is currently provided. Please look for more information on the website in future management reports.

2007 Audit – The City Clerk has informed me that the information requested by the auditor to conduct the 2007 audit is fully assembled and ready for Mr. Bouska, CPA when he arrives on Monday, April 21st.

Recreation Corridor/Trail – An update will be provided during the April 21st Regular City Council Meeting. The staff contact at KDOT has been out of the office due to a death in the immediate family, however staff and Project Architect Tom Montgomery is cautiously optimistic that the overage will qualify for the higher amended participating amount.

Goddard Glance – The latest copy of the Goddard Glance is completed and will be subjected to a final review by the Mayor and all department heads before being submitted to the utility billing service provider near the close of business tomorrow. Once the review is completed an electronic copy will be e-mailed to all governing body members and City staff. Hard copies will again be provided during the April 21st regular meeting.

2004 Police Vehicle #14 – The City has received the title from the title company and Asia Motors, Inc. has taken possession of the vehicle for \$2,698. As a result of this incident staff undertook title & VIN information to ensure that all City vehicles are properly titled, including a cross-reference of VIN's to each respective title.

Staff has identified the following items for follow-up and/or clarification from Sedgwick County: The City's dump truck, which was purchased from Sedgwick County, has a title in Sedgwick County's name. The City Clerk is verifying to ensure the vehicle is properly tagged; the City Clerk is verifying with the state that the streets sweeper does not require a license plate; a trailer that carries the City's back-up generator is still listed under the generator's manufacturer Detroit-Allison. Staff is working to correct this error; and one trailer is less than 10 feet in length and staff is verifying title and license plate requirements with the State of Kansas.

Police—The department is running a 30 day advertisement that started Friday, April 11th for **future** police officer openings. Currently the department does not have an applicant pool to draw from should an opening in the department develop. There is no cost associated with this advertisement as the listing is through Sedgwick County communities HR Partners. Concern about developing a quality applicant pool is not an isolated concern for smaller communities. I've included a link to an April 10th Boston Globe article highlighted in the April 11th ICMA daily news brief http://www.boston.com/news/local/articles/2008/04/10/the_thinning_blue_line/

Planning & Code Enforcement – Monte Barnickle, Planning & Code Enforcement Officer is currently working on the following projects. A list of all properties eligible for annexation is being compiled. Upon completion staff will conduct a rough fiscal impact analysis to determine a prioritization of properties that should be annexed. Staff will move to ensure that whenever possible property owners consent to annexation rather than using unilateral measures. It should also be noted that simply because a property is eligible for annexation doesn't necessarily mean staff will recommend annexation. The property must show a benefit to community and be fiscally prudent. Monte is also working on platting the City grounds where the wastewater treatment facility is to be located. This is necessary to comply with existing City land development regulations. The City Attorney concurs with this action. A detailed and informative webpage is being developed by the Planning & Code Enforcement Officer.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 4/21/2008
Re: City Administrator's Report for Week of April 14 – April 21, 2008

Administration – Waste Water Treatment Facility – Work crews continue the dewatering of lagoon cell 1-A, the entire task is scheduled to take 20 days. Dewatering is scheduled to conclude May 2nd with construction mobilization occurring Monday, May 5th.

Total Expenditures \$339,136. Expenditures YTD \$0.00 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy— As addressed in the transfer of funds into the CIP agenda report, this project is underway and is on schedule to be completed. Staff is meeting tomorrow to address the distribution of information to customers affected by the 4-hour outage during the connection of the newly laid water line. In the April 28th Administrator's Report I will include detailed information on our planned efforts.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Financing will be determined during the 4/21 regular meeting.

Fire Station 35—Last week I met with Rob Lawrence, Sedgwick County Project manager on the County's placement of a fire station in Goddard. To recap the project so far, the County purchased the land located at 199th Street West & Martens Drive in December 2007. All aspects of the facility have been designed for the expansion US-54 and its planned expansion. Station 35 is three of five stations being relocated. The facility is currently being designed in anticipation of space for an EMS unit. Sedgwick County EMS has not committed to relocate to the facility at this time. Estimated cost of the station without an area for EMS is \$1.3 million. Sedgwick County expects to receive a firm estimate on April 22, 2008. If it is determined that an EMS component is not feasible the project could have a completed design in the month of July with an August Bid letting and construction underway late September or early October. Once Sedgwick County determines a course of action and a contractor is selected a construction schedule will be available and I will provide an overview in a future City Administrator's Report.

2007 Audit – Mr. Bouska is onsite and conducting an audit of the City's 2007 financials in accordance with the Kansas Municipal Audit Guide.

Goddard Glance – Copies of the Goddard Glance which will be distributed in the May/June utility bills are included with this report for your review. If you have any questions regarding the items discussed or have ideas for the July/August Glance please give me call 316-794-2441. I would like to thank Assistant City Clerk Teri Laymon and Utility Billing Clerk Lorie Devaney for their efforts in polishing this issue's appearance and proofing its content.

2004 Police Vehicle #14 & Subsequent Tag/Title Issue – Effective tomorrow all vehicles in the City's fleet are properly tagged and titled. The only vehicle that is not tagged is street sweeper, after checking with Wichita & Sedgwick County it was determined that a tag is not required for operation on the City's roadways.

Police—Chief of Police Sam Houston reports that City's animal control officer has completed training and is operational. Keli is currently working Monday through Friday three hours each day with one hour for callouts & weekends. The department's newest officer Diana Brown-Holguin is currently in field training. Chief Houston

reports that all officers are current on the state's mandatory training requirements. Officer Schafer is visiting all local business in an effort to include them in the City's "Business Watch" program. An overview of the Business Watch program will be provided in the April 28th Administrator's Report.

Planning & Code Enforcement – Director of Planning & Code Enforcement Monte Barnickle reports that the paving reported in the April 7th Administrator's Report at the Shell Truck Stop is complete. The Chamber bill board sign is on schedule to put in place on April 25th on the eastside of town, a picture will be provided during the May 5th regular meeting. The Activities Committee is planning to purchase a new community center billboard. Staff is meeting next week to prepare for the Goddard City wide Clean-up on Saturday, May 10th from 8 am to 12 pm.

Respectfully Submitted,

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 4/28/2008
Re: City Administrator's Report for Week of April 21 – April 28, 2008

Administration – Waste Water Treatment Facility – Work crews are on schedule to complete the dewatering of lagoon cell 1-A by May 2nd. Construction mobilization will occur Monday, May 5th and conclude Friday, May 9th.

Total Expenditures \$339,136. Expenditures YTD \$0.00 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy— This project is progressing and should be completed later this week. Service interruption notices were delivered Friday, April 25th to approximately 500 customers in the affected area. It was originally estimated that a many as 600 residents could be affected but due to vacancies in multi-family housing use structures the actual number affect was much lower. The service interruption is related to the connection of the recently relocated water line as the contractor will be connecting the new line into the water main. The outage will occur on Wednesday, April 30th and is expected to last from 8:30 am until approximately 2 pm.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Financing will be determined during the 4/21 regular meeting.

2007 Audit – Mr. Bouska is onsite and has almost completed the audit of the City's 2007 financials he is currently working on component funds such as the Library Board and Activities Committee.

2004 Police Vehicle #14 & Subsequent Tag/Title Issue – I can now report that all City vehicles are properly licensed and tagged.

Website Development – The new City website is live. It may be viewed at www.goddardkansas.us and is still a work in progress and future additions to the site will be included in the a subsequent City Administrator report.

4th Avenue Reseeding—Cornejo & Sons work crews will be reseeding an area of ground along 4th Avenue between Cedar Avenue and 199th Street West on Tuesday (4/29) or Wednesday (4/30) pf this week. In order to prevent vehicle traffic from crossing the newly seeded grass area City crews will be placing a picket line of short lathe stakes and reflective construction tape until the grass is established. This reseeding is being completed by Cornejo & Sons as the result of a citizen complaint during the March 3rd meeting.

Kansas Municipal Utilities—I will be seeking approval during the May 5th Regular City Council meeting to authorize the City Administrator to complete the necessary forms to become a member of Kansas Municipal Utilities (KMU). KMU has responded to member requests and in 2005 expanded service provisions to include extensive focus on water & wastewater utilities. Membership cost is anticipated to total less than \$500.

I plan to attend the annual conference with session focus on the following: utility rate structures, the future of water in Kansas, with presentations by David Warren of the City of Wichita, David Streeter the director of the Kansas Water Office, and Elmer Ronnebaum of the state's rural water association; water & wastewater regulatory update from Dave Waldo the Chief of KDHE's Public Water Supply; innovative practices in wastewater treatment; and a session on the latest water treatment processes and equus bed recharge techniques.

Maintenance—Maintenance crews have been busy the past two weeks conducting meter reads for the approaching billing cycle and repairing more than 5 major water leaks and installing 2 temporary water services. Crews are also in full swing with parks & greenway maintenance. Door knockers were delivered on 4/25 for the 4/30 service outage related to the connection of the relocated water line on 135th Street West.

Police— Captain McElhiney reports that that all officers are now sporting new uniforms and have receive nothing but positive feedback from citizens. The department's new car camera system has been in use for a month and is working well with only minor issues related to the audio, which is being addressed with the camera manufacture's customer service. I am pleased to report that since the department's fielding of the cameras three complaints made against our officers have been disproved. The police vehicle approved for purchase during the April 21st Council meeting has been ordered. Once received and outfitted for patrol a report will be provided, with photograph on the newest police cruiser. As a follow-up to the April 21st City Administrator's Report an overview by Captain McElhiney on the Goddard Police Department's Business Watch Program is listed below:

Chief Houston implemented the program in early 2008 and has assigned Officer Calvin Schafer as the program's manager. Officer Schafer has been in contact with the KBI and they have provided resources to the department. The basic premise of the program is to provide educational resources from the police department to area businesses to allow them to better understand methods that they can use in deterring property crimes. Property crimes outnumber crimes against persons 9 to 1 in the United States on average.

The Business Watch Program is similar to the Neighborhood Watch Program (which is planned to be implemented in the near future). It's main goal is to educate area business owners in the various types and methods of criminal acts that primarily affect merchants and how to combat them. It educates them as to the simple things such as physical security, recognizing suspicious characters, being a good witness and assisting law enforcement to help to deter criminal activity.

Participants are encouraged to post signage on their business (which is provided to them at no cost by the department) to make it clear that they are part of an organized effort of merchants, in partnership with local law enforcement to warn potential offenders that they have taken the steps to become educated and not become victims of crime.

After acquiring all of the necessary items to implement the program, Officer Schaffer was tasked as the department's point of contact for the plan and held a meeting with the Goddard Chamber of Commerce earlier this year. Topics discussed with these merchants were increasing physical security, interior security and how to deter robbery, shoplifting, employee theft, preventing bad checks, outwitting quick change artists and protecting against till tapping. At the conclusion of this meeting, Mrs. Chris Hedrick was identified as the chairperson to assist Officer Schaffer with the project, serving as a liaison to area businesses.

Currently, Officer Schaffer is in the process of contacting merchants within the community who are not members of the Chamber of Commerce to educate them as well.

Planning & Code Enforcement – Director of Planning & Code Enforcement Monte Barnickle reports that the Goddard Planning Commission meets May 8th at 7:00 pm in the City Council Chambers. There is one conditional use request by Mr. Randy Ketzner to place a swimming pool, pool house, and play area with equipment in the reserve area located in Phase I of Elk Ridge Addition. Mr. Riggs may also be present to for another presentation. A Design Review Committee meeting is scheduled for June 2nd at 7:00 pm in the City Council Chambers to consider a site plan for Meyer Marina and the current building located on Kellogg Drive. Please look to future reports for more information as it becomes known.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 5/05/2008
Re: City Administrator's Report for Week of April 28 – May 5, 2008

Administration – Waste Water Treatment Facility – I have been informed by Brady Yust of Utility Contractors that a new construction schedule has been developed. I have a meeting scheduled on Wednesday of this week to review the project's progress to date and to improve the lines of communication. I am also attempting to change the regularly scheduled monthly and weekly meetings, which conflict with the long standing City Team meeting with the Mayor. I plan to be in regular attendance at future monthly construction meetings. I will also provide an updated report on the new schedule and will provide a detailed update during next week's Administrator's Report.

Total Expenditures \$374,331. Expenditures YTD \$35,195 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy— City work crews and contractors from Duling Construction completed the relocation of six miles of water line on Wednesday, April 30th of this week. The project was concluded without major incident. Due to the need to shut off waterflow from the water wells, service was out almost 500 customers from 8 am to 3pm on the 30th. The City received 1 call for "dirty water" which was the result of iron manganese built up within the line. The sediment was stirred by changes in water pressure within the existing waterlines of the City's distribution system. City staff received 3 calls concerning "cloudy" water which is the result of oxygen being in the water and poses no health issues to citizens or customers.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Financing will be determined during the 4/21 regular meeting.

Fire Station 35— Sedgwick County Project Manager Rob Lawrence reports that plans are underway for the construction of a Fire Station with space for EMS. It should be noted that EMS has not committed to the location but that the County is proceeding with the identification of funds for the construction of a \$1.6 million Fire Station with space that could be used to house an EMS unit in the future. As stated in the April 21st City Administrator's Report I will continue to include updates throughout each step of the project.

Recreation Corridor/Trail— Cornejo & Son's has been issued the notice to proceed and will have a signed contract returned within the week. I hope to be able to report a tentative construction schedule in next week's City Administrator's Report. Once initiated it is anticipated for construction to be completed within 90 days of the start of construction. A meeting is being planned with the Mayor, Mr. Montgomery and City staff to review potential design changes that will save costs and enable the cost offset to go to lightning and/or the planting of additional trees.

Printing Expense Report – During the previous Council Meeting of 4/21/07 the City Council requested staff return with a report on printing cost from that meeting's accounts payable. I submit the following findings:

Administration budget \$700 expenses include \$801.96 to City Blue for the printing of plans related to the Rails to Trails bidding process. A reimbursement of \$72.65 to Teri Laymon for the printing of invitations to the City Administrator's open house and \$605 to the Times-Sentinel for advertising in the paper's Progress Edition.

Police budget is \$600 includes expenses totaling \$591.45 to Associated Business Forms for the printing of "Notice to Appear" and a \$150 expenditure to Wooten Printing for a "Warning Brochure".

Pool budget is \$300 and reflected a \$160 expense for swim lesson flyers to City Blue.

Water budget is \$900 with an operating expenditure of \$493.46 for the printing and \$565.44 for the mailing of water bills.

Sewer budget is \$500 with \$493.45 for the printing and \$488.94 for the mailing of utility bills to Peregrine.

Governing Body Material Distribution—I have included with this report three news stories that are of concern with our community. The first two of the articles help remind us that Goddard is not the first community to want to maintain the “small town feel” in the face of rapid growth. I am certain that with a little extra effort we can shape a community that maintains our small town charm while providing the amenities of a first class city.

The first article is from the Sunday, May 4, 2008 St. Charles Sun (Illinois) on the concept of “new urbanism” which is a concept that tries to grow suburbs in a manner that maintains a small town feel. http://www.suburbanchicagonews.com/stcharlessun/lifestyles/928642,3_5_EL04_URBANISM_S1.article

The second article is an article from USA Today’s Weekend Edition highlighting how rapidly growing communities balance the demands of being a boomtown while maintaining the quaint nature and feel of the original community. http://www.usatoday.com/money/economy/2008-05-04-newboomtown_N.htm

The final is an article in the Wichita Eagle on Sunday, May 4, 2008 regarding area cities refusing to pay the additional service charge Sedgwick County is charging for jail costs that is above the tax which may be levied by the County in K.S.A. 19-1930 (included for reference). <http://www.kansas.com/213/v-print/story/392842.html>

Police: Tornado siren radio signal installation will occur Wednesday, May 7th a test of the system will occur at noon on the following Monday when Sedgwick County conducts its weekly siren test. Animal Control Officer Kelli Horn is attending a 2-hour in-service on animal bites hosted by the Sedgwick County Health Department.

Maintenance—City Superintendent Spanky Brooks reports that beginning effective Monday, May 12th crews will routinely begin sweeping streets from approximately 4 am until noon. Upon completion of sweeping operations at noon the assigned worker’s duty day will be complete. This will be a bi-weekly occurrence and will focus on all areas of town except for street on which building is occurring with special attention being given to paved streets that intersect unpaved streets.

Planning & Code Enforcement – Director of Planning & Code Enforcement Monte Barnickle reports that the Goddard Planning Commission meets May 8th at 7:00 pm in the City Council Chambers. There is one conditional use request by Mr. Randy Ketzner to place a swimming pool, pool house, and play area with equipment in the reserve area located in Phase I of Elk Ridge Addition. A copy of the Planning Commission Agenda has been distributed to the City Council. As reported in the April 28th Administrator’s Report Mr. Riggs may also be present to for another presentation. A Design Review Committee meeting is scheduled for June 2nd at 7:00 pm in the City Council Chambers to consider a site plan for Meyer Marina and the current building located on Kellogg Drive. Please look to future reports for more information as it becomes known.

Respectfully Submitted,

Brian W. Silcott,

City Administrator

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 5/12/2008
Re: City Administrator's Report for Week of May 5 – May 19, 2008

Administration – Water Line Relocation at 135th & US-54 Hwy— The project is complete. Please anticipate the project's one and only invoice for approval at the next regular City Council meeting on May 19th. The invoice will include the approved change order which totaled \$7,500 for the placement of a shut-off valve.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 Change Orders:
1) \$7,500

Lagoon Aerator – City Engineer Harlan Foraker and I are searching to locate a used aerator that is required by KDHE in the three remaining lagoon cells. The initial cost estimate totaled \$15,550 for two different models. This price does not include electrical or steel mooring cables. I hope to have three bids for your consideration at the next regular meeting on May 19th or the following meeting on June 2nd meeting.

167th Street West Improvements—Mayor Gregory and I will be attending a meeting with the City of Wichita and Sedgwick County to discuss the pending project. It's anticipated that the project will be jointly funded by the Cities of Goddard & Wichita, and Sedgwick County. The improvements will serve the existing Explorer Elementary, two additional elementary schools and a middle school to be added by August 2010 and a new high school to be added by 2011. In order to meet growing traffic demands for the area, major improvements are required between US-54 and Maple and include construction of a widened two lane traffic way with a third lane turn lane to serve the schools. A traffic signal at Maple and 167th Street West is also required. The Preliminary construction estimates ranging from \$1million to \$1.3 million.

Police—Department activities during this reporting period include the apprehension of a homicide suspect at 3 Cedar Point on a warrant from Miami County, Kansas. Officers worked in conjunction with USD 265 Police to obtain confessions for an arson case, which occurred 3 years ago. The department issued a fraud alert to the paper on the City's website www.goddardkansas.us for a company soliciting \$70 to obtain a certified copy of a property deed that actually costs \$1. Officers are focusing traffic enforcement efforts on Walnut, Hopper Drive, and in the Seasons additions in response to citizen complaints.

Municipal Court – During the period of April 15th through May 12th 17 citations were issued. 6 for speeding, 2 for inattentive driving, 2 for unsafe turning, 2 for no drivers license, 2 for domestic violence battery. 1 citation was issued for each of following violations; disobeying

traffic signal, driving while suspended, and too dark of window tint. Of the 17 citations, 10 will avert court dates.

Maintenance—City maintenance crews have been busy prepping the pool for opening by repairing lights, painting the interior and exterior areas and they hope to fill the pool this week. Crews continue mowing the frontage road and all public rights of way, including railroad crossings. The crew re-sanded the stretch of road between 183rd and Maple. Maintenance personnel also started the street sweeping and roadway grading. This task will become a regular task to ensure our streets are clean, safe, and without wash boarding on our unpaved segments. Wastewater personnel installed a KDHE mandated backflow preventer at the sewer lagoon and replaced a stop sign at 23rd and Walnut. In the coming week crews will continue mowing operations, install new radio read water meters, complete construction of the sand/salt/asphalt containment areas, and perform aggressive pothole patrol (weather permitting).

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 5/19/2008
Re: City Administrator's Report for Week of May 12 – May 19, 2008

Administration – Waste Water Treatment Facility – A new construction schedule is in effect that reflects the rearrangement of minor tasks. The new schedule is not the result of the contractor being behind schedule. The project is on the original schedule for completion on Monday, June 8, 2009. The current task of dewatering should be completed by Friday of this week. The next major task is excavating & grading of the aeromod basin and is scheduled to begin Tuesday, May 27th lasting 15 days. Staff is also working on a survey to create boundaries and to attain elevations for the wastewater treatment facility's platting, which is required by our land use regulations. The project's building permit was issued conditionally, subject to this process.

Total Expenditures \$374,331. Expenditures YTD \$35,195 Project Budget \$7,000,000 Construction Budget \$6,500,000 Financing KDHE Revolving loan Fund @ 2.66% interest

Water Line Relocation at 135th & US-54 Hwy— The project is complete and will be closed with the acceptance of the June 2, 2008 accounts payable. The reason for the delay is that staff has a question related to cost allocation between the change order and the project invoice.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700

Recreation Corridor/Trail— Cornejo & Son's has been issued the notice to proceed and will have a signed contract returned within the week. I hope to be able to report a tentative construction schedule in next week's City Administrator's Report. Once initiated it is anticipated for construction to be completed within 120 days of the start of construction. A meeting is being planned with the Mayor, Mr. Montgomery and City staff to review potential design changes that will save costs and enable the cost offset to go to lightning and/or the planting of additional trees.

167th Street West Project—The Mayor, City Attorney, and City Administrator met with Mayor Brewer, Commissioner Winter, the Directors of Public Works for the City of Wichita and Sedgwick County, traffic engineering staff of each entity, and Goddard Public School staff to outline possible courses of action regarding the intersection at 167th Street West & Maple, and the need for a third turn lane to service current and anticipated growth for the school.

As reported in last week's Administrator's report the improvements will serve the existing Explorer Elementary, two additional elementary schools and a middle school to be added by August 2010 and a new high school to be added by 2011. In order to meet growing traffic demands for the area, major improvements are required between US-54 and Maple and include construction of a widened two lane traffic way with a third lane turn lane to serve the schools. A traffic signal at Maple and 167th Street West is also required. The Preliminary construction estimates ranging from \$1.3 million for turn lanes which service only the school to \$3.2 million for the construction of a third lane the entire length of 167th Street West from US-54/400 to Maple, this higher amount also includes the same intersection improvements as the lower estimate. Please note this figure only addresses construction costs and does not include engineering, inspection, and right-of-way costs.

It was the consensus of the group to focus on the intersection located at 167th & Maple while continuing to work on the details regarding the traffic signal at US-54/400 and the third turn lanes that will deliver vehicle traffic into and out of the school complex. The estimated construction cost for the intersection is \$550,000 and includes the construction of turn lanes in all four directions at the intersection. A follow-up meeting will occur in the future, however due to the number of jurisdictions involved it was the consensus of the group to handle most of the tasks via e-mail. Staff plans to

conduct a meeting within the next four to six weeks of the property owners located in the immediate area of construction to keep them informed of the proposed project.

Elk Ridge Addition—I met with Jeff Bennett and Jeremy Burblinger regarding the construction of a development agreement between the City of Goddard and their development group to begin improvements in all of Phase II and part of Phase III. In the next two weeks I hope to have meeting between City Engineer, City Attorney, myself, Mr. Bennett, his engineer, and his attorney to craft a formal agreement for the provision of services to the development.

Tanganyika Transportation District—The City Attorney and Bond Counsel have outlined a course of action for the construction and implementation of the transportation district to ensure adequate roadway infrastructure is in place to serve the vehicle traffic that will be experienced as a result of the wildlife park. A full report will be given as an agenda item during the June 2nd regular meeting.

Goddard Road Improvement—Sedgwick County Public Works will be completing a roadway improvement and shoulder widening project on Goddard Road from US-54/400 to 21st Street North. I hope to have more information available in the June 2nd City Administrator's Report.

Planning & Code Enforcement –A Design Review Committee meeting is scheduled for June 2nd at 7:00 pm in the City Council Chambers to consider a site plan for Meyer Marina and the current building located on Kellogg Drive. Please look to future reports for more information as it becomes known.

Respectfully Submitted,

Brian W. Silcott,

City Administrator

City Administrator's Report

City of Goddard

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 5/26/2008
Re: City Administrator's Report for Week of May 19 – May 26, 2008

Administration – Water Line Relocation at 135th & US-54 Hwy— The project is complete. I will be in contact with City Engineer Harlan Foracker to resolve a question I have on Duling Construction's invoice. The project is billed in two separate invoices, one for the relocation, the second for our requested change order. My question involves the placement of approximately 7 feet of pipe to connect to the primary water line that was placed on the change order rather than the relocation project invoice. The governing body approved a \$7,500 change order for the placement of a shut-off valve.

Total Expenditures \$0.00. Expenditures YTD \$0.00 Project Budget \$52,700 (does not include engineering & inspection fees) Change Orders: 1) \$7,500

Lagoon Aerator – I have been in contact with Mr. Rance Walker the KDHE engineer handling this issue for the state and he is aware that I am attempting to locate pricing on new, used, and leasing for four three horsepower aerators. I have been in contact with the following possible vendors in an effort to achieve the lowest possible price to the City: Enviro-Line, Fluid Equipment, Haynes Equipment, JCI industries, and Ray Lindsey Company. I anticipate presenting a full status report as an agenda item.

167th Street West Improvements—I spoke with Mr. Borst with Sedgwick County Public Works and I hope to have signage in place within two to three weeks on Maple indicating that 167th Street cross traffic “does not stop”. When this or any additional developments occur I will inform the governing body.

199th Street West Improvements— The project will construct a new roadway base, surface and add full width shoulders. The current roadway improvement timeline calls for the relocation of utilities to occur by the end of November 2008 and a February 2009 project bid letting. City Superintendent Randy Brooks and City Engineer Harlan Foracker are coordinating water and sewer line relocation for this project and developing a plan to replace the existing 2-inch service line with an 8-inch main line to meet current and projected growth. I anticipate the replacement of the existing 2-inch service line as an agenda item for the next regularly scheduled meeting.

Law Enforcement Weapons Training Facility—Chief Houston and area police chiefs from the communities of Cheney, Garden Plain, Andale, Maize, the school police departments for Goddard & Maize, as well as the police chief of Mt. Hope met and have committed in principle to the development of an area weapon training facility. The development of a site for these jurisdictions is due to the loss of timely and regular range time for the Wichita/Sedgwick County firing range.

Cost for the facility should be limited as existing materials and range resources are sufficient to construct a facility. Request to construct this facility will be on the June 16th Regular Meeting agenda.

Employee Benefits Review—I am currently conducting an informal review of employee benefits in preparation for the rapidly approaching Health Insurance request for proposals to be received in July.

2007 Audit—City Auditor Ronald Bouska, CPA has completed his audit of the City's financial records and statements for fiscal year 2007. A full report will be provided by Mr. Bouska during the June 2nd Regular Meeting.

Solid Waste Utility & Managed Competition—City Attorney Lee Parker and I have been working diligently to craft a solid waste utility for the city, a managed competition process, and a fully detailed RFP to ensure a level playing field for all involved parties. The premise behind one hauler for the entire City is to create a more efficient, cost effective system which increases the lifecycle of our streets and roadways due to fewer heavy trucks in residential areas, while reducing noise and air pollution as well as increasing recycling.

KDOT Corridor Funds Reimbursement Oak to Walnut Frontage Road—Unfortunately I don't have much to report on this longstanding issue but I did want to make the governing body aware of one significant change to the project. Kristi Pyle has been operating in KDOT's Design Bureau and I've left a voicemail with her replacement Thomas Dow informing him that a City Administrator is on board for Goddard and that I would enjoy visiting with him about the status of the reimbursement and what if any paperwork is needed to make this happen. I also would like to visit with him regarding a similar project located along Casado & Martens Drive to ensure there are no future delays in attaining reimbursement. I will include an update in next week's report during the June 2nd regular meeting.

Annexation—Staff is working to compile a list of properties that will be recommended for annexation with a full report to be delivered in the future. Staff recommendations will be based upon the following criteria: 1) Property owners who have already petitioned for annexation but for whatever reason are not part of our present boundary. 2) To provide for orderly growth and public service provisions. 3) To reflect the true and existing sociological, economic, cultural, and physical boundaries of our new urban community.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 6/9/2008
Re: City Administrator's Report for Week of June 2 – June 9, 2008

Administration –

Solid Waste Utility & Managed Competition—A timeline review for the development of solid waste utility for Goddard will be presented during the next regular scheduled City Council meeting on June 16th.

Annexation—As reported in the two previous Administrator Reports staff is working to compile a list of properties that will be recommended for annexation with a full report to be delivered in the future. Staff recommendations will be based upon the following criteria: 1) Property owners who have already petitioned for annexation but for whatever reason are not part of our present boundary. 2) To provide for orderly growth and public service provisions. 3) To reflect the true and existing sociological, economic, cultural, and physical boundaries of our new urban community. Staff will present an overview of the annexation plan being developed by the City Administrator with assistance from Zoning & Health Officer Monte Barnickle during the next regularly scheduled City Council meeting on June 16th.

Law Enforcement Weapons Training Facility: As reported in the June 2, 2008 City Council meeting options to address the weapons training facility continue but focus on the facility's location in an outlying jurisdiction. Goddard's participation in such a facility is essential to the safety of our citizens and our officer's who must be familiar with the weapon systems they are to employ in a crisis situation. Staff received four citizen inquiries related to this matter, only one was from a citizen that lived in the initial distribution area. Of the four contacts, two were supportive and two were opposed to consideration of placing a facility within the confines of the maintenance yards. As reported in the June 2nd City Administrator Report letters were distributed requesting a meeting with 47 surrounding property owners to gauge support for the concept before serious consideration was given to the governing body as one of four possible solutions to the range access problem. In a subsequent letter to the same 47 property owners they were notified that another jurisdiction is better suited to explore the matter at this time and that the information meeting was no longer required. To alleviate the possibility of misunderstanding with citizens receiving both letters Chief Houston and I were present from 6:30 pm until 7:30pm to visit with any citizens having concerns. One citizen did show, although he was not on the initial distribution list, stating he simply wanted to gather the facts as he received material on the meeting that was stuffed between his mailbox flag and the mailbox. No other citizens were present.

Wastewater Treatment Facility—Work on constructing a new wastewater facility continues in spite of the rain. This past month work crews have completed the removal and/or plugging of

the piping in lagoon cell 1A. Installed erosion control in the area and have hauled sludge out of the dewatered lagoon cell 1A, prepared rebar for construction of the pump station, administration & sludge buildings. In the next two weeks contractors will excavate the site for the pump station, place the pump station floor and possibly construct the first lift of walls for the pump station. Foundation and flooring (including plumbing) work will occur for the administration building.

Police—Department activities over the previous two weeks has focused on traffic enforcement, this is in response to complaints. Officers are also focusing on parking violations on Walnut Street near the ball fields. During the Tornado Warning issued on Thursday, June 12th officers acted as a warning method due to tornado siren malfunctions with the sirens located at Robert Goddard and Maintenance. The issues with the sirens have been corrected. There is an internal issue with Sedgwick County Emergency Preparedness and it's warning system, I will notify the governing body in a future Administrator's report once the exact issue is identified rather it is mitigated or not. As a result of the rash of severe weather the department has experienced hail damage to three vehicles although none warrants making an insurance claim. The damage is to vehicles 12, 17, and 18.

Northwest Wichita Bypass—There is an update meeting scheduled for Wednesday, June 18th between affected communities and KDOT. I will provide information in the June 23rd Administrator's Report.

Zoning & Health—Health & Zoning Officer Monte Barnickle reports that his office issued 6 building permits for residential construction in the month of May. In the first five months of 2008 the City of Goddard has issued 32 building permits, which if the trend continues means the City looks to add 76.8 new homes in 2008. As a comparison May 2006's total was 21 permits and May 2007 totaled 23 permits.

Municipal Court—In the month of May municipal court posted 71 cases and 62 dispositions. 55 of the dispositions resulted in guilty pleas and 7 dismissals.

Maintenance—Work crews conducted seasonal mowing and will continue to do so for the remainder of the growing season. Crews also conducted 22 utility locates, 19 meter rereads, installed 4 water meters, and patched potholes around town where needed. Crews will continue to conduct street maintenance activities over the next several weeks.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



1.

City of Goddard

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To: The Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 6/30/2008
Re: City Administrator's Report for Week of June 16th – June 30, 2008

Administration – 2009-2010 Operating Budget—Staff is completing the first round of budget figures (base budget) for your consideration. Staff has addressed the 2009 budget from the premise of maintaining a constant mill levy. Staff will review revenues and expenditures as well as confirm the number of budget workshops desired by the governing body for the 2009 Budget. It's the hope of staff to have the budget adopted by the first regularly scheduled meeting on Monday, August 4th. I would like to thank Interim City Clerk Teri Laymon who has been assisting me in the development of this year's budget.

2009 Federal Highway Funds—As you're aware the federal Highway Trust Fund is facing a shortfall of \$120 million dollars. Without an increase in federal funding Secretary of Transportation Deb Miller expects as much as a 30% reduction state and local transportation projects. The Regional Area Economic Partnership (REAP) is working cooperatively to educate congressional leaders on the implications of this shortfall to our area. I will include updates on the matter in future Administrator Reports.

Goddard Glance—The latest edition of the Goddard Glance should hit mailboxes July 1st. This edition contains information on tornado safety, including information that we no longer have a public tornado shelter; pool and library programming information; updates on the linear park and wastewater treatment facility; building and home improvement permit requirements; and City Hall & City Council information.

Police – Position Vacancy --Applicant testing is currently being conducted for Officer LaRow's former position. Upon completion of the written examination a back ground investigation will occur for candidates scoring sufficient marks, followed by interviews. I am pleased to report that Officer Herron may be returning to work around the Thanksgiving Holiday. Officer Herron is currently deployed to Iraq with his Army Reserve unit.

Traffic Enforcement -- Officers are working with KDOT to limit semi-tractor trailer access in the 19,800 block of west Kellogg Drive (south side of the frontage road) to the frontage road

in front of Subway and the Express Inn. The City is averaging 3 or so occurrences annually of semi's turning from US-54 onto the frontage road and damaging the culverts in the turn radius and intersection approach.

Inter-local Day School – Chief Sam Houston has had a meeting with officials at the day school located on Industrial & 199th Street about the possibility of partnering with multiple jurisdictions to fund a School Resource Officer. During 2007 there were more than 30 documented calls to 911 for emergency assistance and another 10 direct line calls to the Goddard Police Department for assistance. This is extremely high for the location. Future meetings are anticipated with the school and City Staff including the Chief of Police, City Attorney, and City Administrator.

Patrol Car Damaged—Car 15 was damaged in the recent wind and rain storm due to damage from the dumpster located at City Hall when it was blown from it's mooring striking the vehicle. The result was damage to the passenger side door, shattered passenger window, and water damage to the inside of the police cruiser. The vehicle is expected to be out of service for at least another week.

Community Development—June Building Permits—Planning & Zoning Officer Monte Barnickle reports that 21 new roof permits have been issued in the month of June with more expected as a result of the latest bout of weather. 4 new housing permits were issued in June with a total value of \$577,400. Year to date we've issued 36 new housing permits, as a comparison 27 were issued in June 2006 and 30 in 2007. If this trend continues we may exceed 70 new homes for 2008. Monte reports that he has issued 1 new permit for the pool house and playground equipment at Elk Ridge with a total value of \$100,000. He has also issued 2 remodeling permits.

Goddard Chamber of Commerce & Lions Club—These two civic groups have partnered to participate in KDOT's "Adopt a Highway" program with clean-up scheduled Wednesday, July 23rd at 5:30. If you're interested in participating please see Monte or I. City Maintenance crews will be working to reset and concrete the sign poles damaged during one of the recent microbursts in the next several weeks.

Maintenance—Storm Clean-Up—City crews have been busy picking up limbs and debris from the storm. Crews will continue to make curbside pick-up for the next two weeks; crews will only make one trip to a property. Clean-up information is being displayed on Channel 7.

July 4th Celebration—Maintenance crews are preparing for the holiday weekend by focusing efforts on street clean-up, which will include clean-up of the middle school parking lot after the City fireworks display. Weather permitting the entire City will be swept the following week.

Radio Read Meters—Crews continue to chip away at the meter installation. In a brief survey conducted on the KACM list-serve I found that cities which installed the meters themselves took anywhere from 2 to 5 years to complete installation. Currently maintenance personnel have 36 meters to install in the Season's before homes in the St. Andrews addition are addressed. A full status report will be given in a future Administrator's Report.

Water Hydrants—There are 26 fire hydrants listed as bad, can't open, or leaking by the Sedgwick County Fire Department. Maintenance crews will begin to address this issue as soon as storm and July 4th clean-up is complete. An update will be included in future reports as repairs are completed.

Street Maintenance—Crews patched potholes along 4th Street at Goddard Road and on Oak. Crews also patched utility cuts in the 600 block of North Walnut.

Playground Equipment—City Maintenance crews have removed the old wooden playground in Means Park. Replacement play equipment will be discussed in the 2009 and 2010 budget process.

Routine Work—In addition to the tasks detailed above (which are not all inclusive) Maintenance personnel mowed and weed whacked the Park, City Hall, Library, water tower, maintenance yards, frontage road, water well locations, Industrial Avenue, and drainage ditches. Crews have also undertaken seasonal mosquito spraying.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator

To: The Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 6/2/2008
Re: City Administrator's Report for Week of May 26th – June 2, 2008

Administration –

Lagoon Aerator –Bids were solicited from the following possible vendors: Enviro-Line, Fluid Equipment, Haynes Equipment, JCI industries, and Ray Lindsey Company. Two bids were received (Ray Lindsey Company and Enviro-Line) staff has purchased four aerators with control cabinets from low bidder Enviro-Line for \$15,550 each. Delivery is to occur in approximately four weeks. Information on the operational status of the equipment will be included in a future Administrator's Report. In the previous meeting during discussion of this agenda item Council Member Means requested the Sewer Replacement Reserve Fund as the funding source and staff will comply with a transfer from the Sewer Reserve Fund 13-00-5951 to the Sewer Operating Fund 03-00-5760.

Solid Waste Utility & Managed Competition—City Attorney Lee Parker and I have been working diligently to craft a solid waste utility for the city, a managed competition process, and a fully detailed RFP to ensure a level playing field for all involved parties. The premise behind one hauler for the entire City is to create a more efficient, cost effective system which increases the lifecycle of our streets and roadways due to fewer heavy trucks in residential areas, while reducing noise and air pollution as well as increasing recycling. A timeline and draft ordinance and RFP will be developed on Thursday, June 5th.

KDOT Corridor Funds Reimbursement Oak to Walnut Frontage Road—KDOT has requested the City provide invoices to receive reimbursement for this project. A full project accounting will be completed on June 3rd with invoicing occurring immediately upon completion. Once reimbursement occurs a full report will be provided in a future Administrator's Report.

Annexation—As reported in last week's Administrator's Report staff is working to compile a list of properties that will be recommended for annexation with a full report to be delivered in the future. Staff recommendations will be based upon the following criteria: 1) Property owners who have already petitioned for annexation but for whatever reason are not part of our present boundary. 2) To provide for orderly growth and public service provisions. 3) To reflect the true and existing sociological, economic, cultural, and physical boundaries of our new urban community.

Law Enforcement Weapons Training Facility: Late this afternoon it was learned that another jurisdiction is considering construction of a weapons training facility therefore staff has ceased planning for any such facility within the Goddard municipal corporate limits. A letter was

issued to 43 residents in the immediate area of the possible site for a meeting to discuss the possibility of a range (see attached). Consequently a new letter will be distributed to all citizens receiving the aforementioned letter notifying recipients of the change in circumstance and that no meeting is planned. The Chief of Police and City Administrator will be present at City Hall during the scheduled time of the cancelled meeting to minimize the potential for confusion by residents.

Elk Ridge Addition—Elk Ridge developer Jeff Bennett, contractor Jeremy Burlinger, and their engineer met with the City Administrator, City Attorney, City Engineer, and Zoning Administrator to review conditions for opening Phase II & III of their development. City Attorney Lee Parker is crafting the agreement, which contains the following highlights: the City will issue temporary notes for the installation of water and sewer lines while Sedgwick County is responsible for carrying the financing of the developments roadways within Phase II, phase III roadways will occur at a future date. Annexation of at least Phase II will occur once debt issuance is complete.

Water Operating Expenditures Report— The following information is presented in response to a request for further details on expenditures reflected in the April 2008 financial statements. The 2008 operating budget for non-departmental operating supplies within the Water Fund totals \$16,000 (02-00-5520). The April 2008 accounts payable reflected 6 purchases from “HD Waterworks” totaling \$16,710.54 for radio read water meters and associated parts & materials as well as a March 21, 2008 expenditure of \$1,729.32 for the purchase of a 4” water meter that was located in a mobile home park.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



1.

City of Goddard

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To: The Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 7/7/2008
Re: City Administrator's Report for Week of June 30th – July 7, 2008

Administration –

Wastewater Treatment Facility—Contractors are progressing on the project and although 3 weeks behind on the aeromob basin should still meet the critical task deadlines for the foundation & walls for the main pump station and process building. The main pump station's foundation & walls should be complete by August 10th. Concrete work for the process building is scheduled to begin July 21st.

Director of Community Development—The position was advertised with the League of Kansas Municipalities, the American Planning Association, and HR Partners with 8 qualified applications received. The next step is to schedule interviews with the top three or four most qualified candidates. I will include an update in next week's City Administrator's Report after interviews are scheduled.

Northwest Wichita Bypass Meeting—As reported in previous City Administrator Reports KDOT held a meeting on June 18th to discuss the Northwest Wichita Bypass project. City Engineer Harlan Foraker and Zoning & Health Officer Monte Barnickle represented the City of Goddard. The meeting reviewed the proposed project and updated attendees on the purchase of right of way. Specific properties identified within the city limits of Goddard included properties owned by Mr. Dugan, Mr. Weninger, and Kick "N" Development. Right-of-way acquisition funding totals \$28.8 million with \$1.1 million being expended to date.

Recreation Corridor/Liner Park—The park is on schedule with surveying being completed last week and demolition crews onsite this week to remove concrete, trees, and any additional existing obstruction.

2009-2010 Operating Budget—Staff is completing the first round of budget figures (base budget) for your consideration. I've attached an overview of the draft General Fund

budget as an insight into the format and appearance of the document to be considered at the future workshop. In addition to these forms you will receive written narrative detailing past expenditures & revenues and current proposals for the 2008 revised and 2009-2010 budget years.

Staff has addressed the 2009 budget from the premise of maintaining a constant mill levy. The base budget capital item request will only include items known to be scheduled for replacement or is a pressing public safety concern. Staff will continue to review revenues and expenditures as we progress through the budget workshops. It's the hope of staff to have the budget adopted by the first regularly scheduled meeting on Monday, August 4th. I would like to once again thank Interim City Clerk Teri Laymon who has been assisting me in the development of this year's budget.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for July 8th – August 3rd

Date: August 4, 2008

Administration –

Wastewater Treatment Facility—Contractors are on schedule and have completed construction on 5 of the aeromod basin's 25 concrete sections. The critical path of pouring the foundation & walls for the main pump station is 71% complete. If all tasks continue to progress on schedule the next 2 weeks will see continued work on the main pump station and aeromod basin foundations and walls, with the main pump station projected to be complete by August 15th. Work on the aeromod's walls will continue to mid-October. Site excavation, grading, and foundation work will begin on the processing building, a critical path, and the administration building.

Recreation Corridor/Liner Park—The park is on schedule with surveying being completed last week and demolition crews onsite this week to remove concrete, trees, and any additional existing obstruction. Excavation is currently underway.

2009-2010 Operating Budget—Budget hearing is set for Monday, August 11th at 7:00 pm in the City Council Chambers.

Casado-Martens Drive—This corridor management project is currently under review by KDOT. Once approved a project timeline will be constructed and will be presented in a future report or as an agenda item during a regular meeting.

US-54/254-NW By-pass—According to KDOT the project is progressing and right-of-way acquisition for the interchanges located in Goddard and Maize is underway. The State of Kansas's 10 year highway plan for 2010-2020 is in development. Funding for this project is expected in the first round of programming which would occur in 2010 or 2011. Any information will be forwarded as it is known.

Elk Ridge Phase II—City Administrator Brian Silcott and City Attorney Lee Parker are working with Jeff Bennett and Jeremy Goentzel of Elk Ridge Development to begin developing Phase II of the subdivision. TO date the City has received an engineering services agreement from Baughman Company to begin design for the final phase of the subdivision, which includes 47 lots. Cost for water and sanitary sewer improvements for this phase is tentatively estimated at \$465,550. A development

agreement for Phase II is being developed by City Attorney Lee Parker which will supersede former agreements and petitions.

Tanganyika Transportation District—City Engineer Harlan Foraker has completed design estimates for the roadway improvements on Hawkins Lane. The Wildlife Park is currently constructing a list of improvements and their cost estimates for inclusion in their petition. It is unknown at this time when a petition will be presented, I will report on the potential project as more information is known.

Purchase Card Policy Development—City staff is working to construct a purchase card policy for use by City employees. The draft policy is being drafted under consultation with the City's legal staff; staff anticipated presenting the draft policy to the City Council in September for discussion.

Street Paving Petitions— Staff is compiling owner information from a title company to construct paving petitions for distribution. The City Council will be updated once these petitions are finalized.

Solid Waste RFP Development—Staff has completed a draft RFP and is reviewing with City legal staff Thursday, August 14th.

Personnel Policy Development—City staff is working on a draft updating the City Personnel Policy & Manual. Staff will present proposed changes to vacation, sick leave, and mobile communication stipends for discussion and guidance during the August 18th Regular City Council meeting.

Roadway Assessment & Inventory—The City Engineer, City Administrator, and City Superintendent will begin a comprehensive roadway inventory and assessment that will be used to prioritize roadway improvements as well as noting needed repairs, once completed this inventory and repair recommendations will be presented to the governing body for review in the 4th quarter of 2008.

Water Transmission Line—City Engineer Harlan Foraker is developing cost estimates for a waterline that will serve the City's anticipated growth in the next 15-25 years. Once this is completed staff will undertake the securing of easements for this project. Once the estimates are complete a project timeline will be constructed and presented to the City Council.

199th Street West Roadway Improvement—City staff is working with members of Sedgwick County Public Works to ensure utilities are relocated in a timely manner for the project. Sedgwick County Public Works Staff has been contacted by property owners in the project area about connecting to the City's sanitary sewer service. Based upon my conversation with the project engineer, he will direct citizens to the City to ensure they are able to connect to our sewer system. It should be noted that it is policy of the City of Goddard to require petitions for annexation by extra-territorial property owners desiring to connect to our water or wastewater systems.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



1.

City of Goddard

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To: The Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
CC: Staff & Department Directors
Date: 8/18/2008
Re: City Administrator's Report for Week of August 11th – August 18, 2008

Administration –

Goddard Glance—The September-October Goddard Glance is in development. City Clerk Teri Laymon and I are working on content that will highlight the linear park, permitting and community policing/Neighborhood Watch programming for the Police Department.

City Administrative Division—The City Clerk reports the City currently has \$3,487 in outstanding receivables from 76 accounts (average of \$45.88 per account) and that no outstanding debt was collected for the month of July. Interest Earnings for all City funds in the month of July totaled \$10,300. City employees earned 110.4 sick hours, with 2 employees using a total of 20 hours.

Tentative Agenda Items for 8/18 Council Meeting—Discuss the City's letter of credit policy for development with Wes Gallion of the Greater Wichita Area Builder's Association. Consider a contract for installation of radio read meters. Discuss amending existing vacation & sick leave policy and the creation of a cellular phone stipend policy. Consider authorizing the purchase of a tarp for the City dump truck to comply with city and state traffic laws. Discuss piping for wet well & plant expansion related to the wastewater treatment facility. Consider authorizing staff to purchase trees for the City Library. Consider a resolution of support for regional passenger rail service through Wichita. Consider authorizing the purchase of a walk behind pavement cutter for the Street Department. Discuss creating a transient guest tax for hotels to finance marketing the Goddard community. Discuss a tree removal change order in the Linear Park Project. Discuss increasing the diameter of storm water drainage pipe located at First & Santa Fe Streets.

Police – Goddard Police Officers responded to 386 dispatched calls in the month of July; issued 101 warning tickets, 64 citations; and responded to 71 calls to assist outside agencies. Also of note Officer Sarah Bordeaux is reporting to training at KLETC earlier than originally scheduled due to an unforeseen vacancy. Her KLETC coursework begins Monday, August 18th rather than October of this year. Sarah is scheduled to graduate her training program on November 21, 2008. Also, Chief Houston contacted a property owner residing to relocate a personal vehicle on City property.

Municipal Court— Municipal Court Clerk Mary Milam reports that 69 cases were filed in the month of July and the court experienced 64 dispositions in July. 4 cases were pending beginning August 1st.

Community Development— Community Development Director- The new Director of Community Development Justin Givens begins work Monday, August 25th and will hit the ground running. It's anticipated the Justin's first week will spent gaining an understanding of our present situation followed by the development of our annexation and service plan.

Animal Control- State Health inspectors reviewed our animal holding facility on Tuesday, August 12th and stated that we are in compliance but made the following recommendations: 1) all records of animals picked up or dropped off to a City official must be retained for 2 years, this document must state what was picked-up, how long the animal was held by the City, and where it was moved or released to. 2) Each pin must be cleaned, washed down, and straw & bedding removed for each new visitor. 3) The City must participate in a Veterinary Care program by August 22nd of this year.

July Building Permits—Community Development Specialist Monte Barnickle reports that 29 new roof permits have been issued in the month of July. 8 new housing permits were issued in July Monte does not have the total value of the permits issued. Year to date we've issued 44 new housing permits, as a comparison 32 new permits were issued in July 2007 and 36 in 2006. If this trend continues we may exceed 75.48 new homes for 2008. Monte reports that he issued 5 plumbing, 6 Electrical, and 8 fence permits during the month of July.

Maintenance—

Street Maintenance—Crews will be patching large segments of streets near the intersections of 1st & Oak, 1st & Pine, and 1st & Spruce Streets during this week.

Routine Work—In addition to the tasks detailed above (which are not all inclusive) Maintenance personnel mowed and weed whacked the Park, City Hall, Library, water tower, maintenance yards, frontage road, water well locations, Industrial Avenue, and drainage ditches. Crews have also undertaken seasonal mosquito spraying.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



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To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for August 18th – August 25th

Date: August 25, 2008

Administration –

Wastewater Treatment Facility—Contractors are on schedule and have completed construction on 5 of the aeromod basin's 25 concrete sections. Work on the aeromod's walls will continue to mid-October. Site excavation, grading, and foundation work will begin on the processing building, a critical path, and the administration building.

Casado-Martens Drive—This corridor management project is currently under review by KDOT. Once approved a project timeline will be constructed and will be presented in a future report or as an agenda item during a regular meeting.

Oak-Walnut Corrdiro Funds—Staff has sent invoices and left e-mail & voice mail with Mr. Moriarty at KDOT regarding the status of our request. I hope to have more detail in next week's Administrator's Report.

199th Street West & Maple—Developer Randy Ketzner has started preliminary earthwork for his development at the northwest corner of 199th Street West and Maple. According to Mr. Ketzner the work underway is preliminary. The project is expected to take in the spring of 2009.

Water Transmission Line—City Engineer Harlan Foraker is developing cost estimates for a waterline that will serve the City's anticipated growth in the next 15-25 years. Once this is completed staff will undertake the securing of easements for this project. Once the estimates are complete a project timeline will be constructed and presented to the City Council.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



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To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for August 25th – September 2nd

Date: September 2, 2008

Administration –

Wastewater Treatment Facility—Contractors are on schedule. The project is 36.6% completed with 380 contract calendar days for completion. Substantial completion date is April 28, 2009 (241 days from August 30th) and final completion date is June 7, 2009 (281 days from August 30th). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$1,955,720 (30.52% of the project) with \$309,760 being spent the last week of August.

Casado-Martens Drive—This corridor management project remains under review by KDOT. Once approved a project timeline will be constructed and will be presented in a future report or as an agenda item during a regular meeting.

Oak-Walnut Corridor Funds—Staff has sent invoices and left e-mail & voice mail with Mr. Moriarty at KDOT regarding the status of our request. I hope to have more detail in a future Administrator's Report. Making successful contact with KDOT and determining a timeline for reimbursement is our mission this week!

199th Street West & Maple—A meeting is scheduled with Mr. Ketzner and his engineer on the project tomorrow morning. An update to this meeting will be provided at the September 15th Regular City Council Meeting.

167th Street Project—City Administrator Brian Silcott and City of Wichita Public Works director Chris Carrier had a phone conversation regarding proceeding with an inter-local agreement to proceed with the project. It is the hope of all parties for construction of the intersection at Maple & 167th Street West & the third turn lanes serving the school campus is completed before the start of school in the fall of 2009. It is the hope of the City administrator that the inter-local agreement will include a participating total cost of \$137,500. Discussion on participating in the signalization of US-54 (Kellogg) and 167th was deferred due to the impending Kellogg Flyover & Northwest Expressway projects. The Kellogg signalization portion of the project for Goddard totaled \$58,450.

NW Bypass—A meeting is scheduled Monday, October 6th at Sedgwick County Public Works to discuss the recent actions by the City of Maize in failing to include protective land-use overlays on the route of the corridor and to assert their right to influence development within their boundaries. The actions of the City of Maize may influence the route of the bypass or possibly even stall its construction for decades. A full agenda report will be presented in a future meeting following this multi-jurisdictional meeting. The bypass has \$14.4 million allocated for right-of-way acquisition (\$1.5 million of which is the City of Wichita's contribution) with an estimated \$1.1 million expended year to date in right-of-way acquisition.

Staffing Protocol Study—The study is complete and will be presented during the September 5th Regular City Council meeting. Professor Withrow (Former Mayor of Bel Aire) will be on hand to present his findings and answer questions.

Letter of Credit Policy—The City Administrator was contacted by the Wichita Area Builder's Association regarding the City's 75% letter of credit policy. Director Wes Galyon requested agenda time to address the City Council regarding the Goddard's highest letter of credit requirements. In a brief survey conducted by City staff all metro area communities require 35% letter of credit with varying provisions for release. The exception was the City of Rose Hill which requires 50% letter of credit compared to Goddard's 75% requirement. A full agenda report will be distributed by the City Administrator regarding materials to be distributed by Mr. Galyon and any information to be presented by staff. Please note, staff is not recommending a deviation of current policy but does believe a formal written policy be developed.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the September 15, 2008 Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days over due.

Transportation Development District—Staff has been in contact with Mr. Fouts of Tanganyika Wildlife Park and should receive a petition for the creation of a district and improvements that will serve the Wildlife Park & Hawkins Lane. It is expected to be available for the September 15th Regular Meeting.

Annexation & Service Plan—Community Development Director Justin Givens is working on the annexation and service plan and hope to have items for your consideration in the month of October.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



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To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for September 1st – September 8th

Date: September 8, 2008

Administration –

Staffing Protocol Study—The study is complete and will be presented during the September 15th Regular City Council meeting. Professor Withrow (Former Mayor of Bel Aire) will be on hand to present his findings and answer questions.

Letter of Credit Policy—The City Administrator was contacted by the Wichita Area Builder's Association regarding the City's 75% letter of credit policy. Director Wes Galyon requested agenda time to address the City Council regarding the Goddard's highest letter of credit requirements. In a brief survey conducted by City staff all metro area communities require 35% letter of credit with varying provisions for release. The exception was the City of Rose Hill which requires 50% letter of credit compared to Goddard's 75% requirement. A full agenda report will be distributed by the City Administrator regarding materials to be distributed by Mr. Galyon and any information to be presented by staff. Please note, staff is recommending a formal discussion on the development of a letter of credit policy.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the September 15, 2008 Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days over due.

Transportation Development District—Staff has been in contact with Mr. Fouts of Tanganyika Wildlife Park and should receive a petition for the creation of a district and improvements that will serve the Wildlife Park & Hawkins Lane. It is expected to be available for the September 15th Regular Meeting.

Hawkins Lane Neighborhood Meeting—Staff has drafted a letter inviting the families located on Hawkins Lane or immediately adjacent to the lane inviting them to a meeting with the City Administrator, City Attorney, and Chief of Police on Thursday, September 18th at 6:00pm in the City Council Chambers. A sample copy of the letter will be distributed during the City Administrator's Report during the September 15th Regular City Council meeting.

Police –Department highlights for the month of August the issuance of 130 traffic citations and 120 written warnings for traffic violations; the department has issued 591 citations for 2008. GPD arrested 3 individuals for misdemeanor warrants in August and have arrested 73 persons on warrants this year. The department responded to 324 total calls in August totaling 2,845 year to date responses. During the month of August GPD assisted other jurisdictions 87 times. The department has assisted other jurisdictions 525 times in 2008 or approximately 18% of all responses. Other department activities include assisting the City Attorney with the development of the noise ordinance that was passed during the September 2nd City Council meeting. Chief Houston has worked with KDOT to place “No Right Turn” signage on US-54/Kellogg to prevent trucks from turning right onto Cindy Street and causing damage to City and KDOT drainage culverts. Chief Houston has erected 20 mph signs on Hawkins Lane for a period of 30 days in the anticipation of the City Council considering an ordinance to make this speed limit permanent during the September 15, 2008 Regular City Council meeting. The Department is focusing enforcement efforts on traffic control in school zones.

Community Development –

Planning & Zoning: The new Community Development Director Justin Givens has been onboard since August 25th and is already working to make our platting & code enforcement activities more user friendly and streamlined. The department’s planning and zoning activities included construction of Regular Planning Commission meeting on Thursday, September 11th that includes consideration of a final plat for Dugan Addition (a 3 track plat) and a presentation by John Riggs or Riggs & Associates concerning the progress of the Comprehensive Plan and a routine training session for Planning Commissioners. The department has created a special event permit in accordance with our municipal code and has already issued one permit for a haunted house in the Industrial Park. The haunted house is a permitted use for that land use zone. The permit also incorporates the new noise ordinance. Community Development Director Justin Givens met with Clint Miller Homes regarding drainage issues and sidewalks prior to the release of 4 construction bonds. The meeting insures that the properties meet existing land use and plat conditions when construction is complete. Once the necessary changes are completed a representative from Clint Miller Homes will contact the City to ensure compliance.

Community Develop Division: The Department is working with Keen Club to apply for recognition as an official club by Sedgwick County. If recognized as a Sedgwick County Senior Club the Keen Club could receive \$5,000 in financial assistance.

Building & Inspections: August posted the highest number of housing starts year to date in Goddard’s history. August issued 7 new permits to total 51 permits for the year. The year end total housing permits issued for 2006 was 55 and 2007 issued 57 permits. If the current trend continues we are on pace to start 76 new homes although it is likely this number will settle lower around the 70 mark. The division issued 2 stop work orders for failing to secure a building permit for roofing; each roof was subsequently issued permits.

Animal Control: The department purchased a micro-chip scanner for pet identification. Monte Barnickle has scheduled training with Park City for training as our ACO.

Nuisance Abatement: The City sent 12 courtesy letters to property owners notifying them of a code violation and requesting a prompt remedy for the violation. A courtesy letter is not part of the statutory abatement process but is used to inform residents when a code violation is known. All 12 of the letters

above were issued for non-compliant violations related to the storage of RVs or boats in the front or side yard.

Maintenance –City Maintenance Crews performed daily water & sewer lift station checks. The pool is being decommissioned for the winter. City Superintendent Randy Brooks is securing bids for prices on sandblasting & painting the pool. Crews are working on fire hydrant repair & replacement, which will include a report on the addresses completed during the August 29th City Administrator’s Report.

Municipal Court –Municipal Court Clerk Mary Milam reports that August Court activity included the filing of 126 total cases. 2 DUIs; 115 Traffic Violations; 2 Crimes Against Persons; 1 Minor in Possession of a tobacco product; and 6 cases classified as “Other Crimes”. 58 of the 126 cases plead guilty; 31 cases were dismissed; and 37 cases are pending for court in September.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



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To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for September 9th – September 15th

Date: September 15, 2008

Administration –

Wastewater Treatment Facility—Contractors are on schedule. The project is 38.4% completed with 380 contract calendar days for completion. Substantial completion date is April 28, 2009 (226 days from September 15th) and final completion date is June 7, 2009 (266 days from August 30th). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$2,105,190 (32.96% of the project) with \$149,470 being spent the last week of September 6th.

Casado-Martens Drive—City Engineer Harlan Foraker has reviewed the comments from KDOT on the project's design and is addressing a couple of minor issues. We hope to advertise September 30th with a bid award during the October 20th or November 3rd Regular City Council meeting. A construction schedule will be created and discussed during the project's pre-construction conference, the proceedings of which will be presented in a full Agenda Report followed by progress reports in future City Administrator's Report..

Oak-Walnut Corridor Funds—Staff received a check from KDOT on the construction portion of the project and is working with KDOT to secure the remaining funding for right-of-way acquisition, etc. The construction portion totaled \$

199th Street West & Maple—A meeting is scheduled with Mr. Ketzner and his engineer on the project tomorrow morning. An update to this meeting will be provided at the September 15th Regular City Council Meeting.

167th Street Project—Staff has attempted to return calls from the school district regarding the City's position on the signalization of 167th Street West and US-54/Kellogg. I hope to make contact with Mr. Singletary this week. It is the hope of all parties for construction of the intersection at Maple & 167th Street West & the third turn lanes serving the school campus is completed before the start of school in the fall of 2009. If the project continues as planned the City of Goddard's contribution in the inter-local agreement will include a participating total cost of \$137,500. Discussion on participating in the signalization of US-54 (Kellogg) and 167th was deferred due to the impending Kellogg Flyover &

Northwest Expressway projects. The Kellogg signalization portion of the project for Goddard totaled \$58,450.

NW Bypass—There is no additional information from the previous City Administrator’s Report. A meeting is scheduled Monday, October 6th at Sedgwick County Public Works to discuss the recent actions by the City of Maize in failing to include protective land-use overlays on the route of the corridor and to assert their right to influence development within their boundaries. The actions of the City of Maize may influence the route of the bypass or possibly even stall its construction for decades. A full agenda report will be presented in a future meeting following this multi-jurisdictional meeting. The bypass has \$14.4 million allocated for right-of-way acquisition (\$1.5 million of which is the City of Wichita’s contribution) with an estimated \$1.1 million expended year to date in right-of-way acquisition.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the October 6, 2008 Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days over due. The ordinance was anticipated for the September 15, 2008 Regular Meeting but was deferred due to scheduling conflicts with the City Administrator and Librarian Kendra Mork.

Transportation Development District—Staff is working with Mr. Fouts of Tanganyika Wildlife Park and Bond Attorney Kevin Cowan of Gilmore & Bell to construct the petition creating a transportation district and improvements that will serve the Wildlife Park & Hawkins Lane. It was expected to be available for the September 15th Regular Meeting but has been deferred until the October 6th Regular Meeting to ensure each party has their respective “ducks in a row”.

Annexation & Service Plan—Community Development Director Justin Givens is working on the annexation and service plan and hope to have items for your consideration in the month of October. Staff hopes to present a resolution of intent for the annexation of properties located south of Maple between 183rd Street West to Goddard Road and all contiguously eligible properties located along Goddard Road.

Sick Leave Payroll Accounting—Following up on Council Member Bob Means inquiry to how the City’s payroll accounting software allocates sick leave City Clerk Teri Laymon reports that according to DataTech the system been programmed to allocate vacation or sick leave to any other payroll line item other than “Base Pay”. In accordance with our agreement, the City would incur an additional charge for modifying the programming, which would take approximately two hours. Teri has constructed a spreadsheet illustrating the current rate of usage for vacation & sick leave, please see attached. Further inquiry may be directed to City Clerk Teri Laymon.

Respectfully Submitted,

Brian W. Silcott,

City Administrator

BASE PAY	BASE PAY	SICK PAY	VACATION	ADJUSTED BP	BUDGET	% OF BUDGET	VAC/SICK BUDGET	% OF BUDGET
ADMIN	\$ 52,770.06	\$ 1,387.77	\$ 2,862.10	\$ 48,520.19	\$ 65,276.00	74%	\$ 2,023.00	210%
POLICE	\$ 211,662.94	\$ 1,923.90	\$ 1,938.44	\$ 207,800.60	\$ 338,281.00	61%	\$ 5,462.00	71%
COURT	\$ 37,694.91	\$ 197.88	\$ 1,069.00	\$ 36,428.03	\$ 68,919.00	53%	\$ 3,173.00	40%
WATER	\$ 67,330.28	\$ 2,855.99	\$ 3,218.15	\$ 61,256.14	\$ 115,775.00	53%	\$ 7,606.00	80%
SEWER	\$ 67,328.10	\$ 2,855.98	\$ 3,218.46	\$ 61,253.66	\$ 115,775.00	53%	\$ 7,606.00	80%
STREET	\$ 69,277.80	\$ 2,856.30	\$ 3,218.73	\$ 63,202.77	\$ 115,775.00	55%	\$ 7,606.00	80%



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To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for September 15th – September 22nd

Date: September 22, 2008

Administration –

“Red Flag” Programs Mandate—New Federal Regulations will be in effect on November 1, 2008 that requires every municipal utility be it electric, natural gas, water, or wastewater to have a written plan concerning the protection of utility customer information. This plan must be adopted by November 1, 2008. The new regulations apply to all municipal utilities regardless of size or whether the utility accepts credit card information. The regulations are contained in the Federal Register and total 58 pages. Lorie DeVaney and I will be attending a Kansas Municipal Utilities workshop on October 7th in Newton to ensure the City’s compliance with these regulations. I anticipate having the new policy on the October 20th City Council agenda for your consideration.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the October 6th Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days over due. I am meeting with Kendra Mork, City Librarian regarding the proposed ordinance, in this meeting we will also discuss the City’s progress on maintenance issues.

Hawkins Lane Neighborhood Meeting—Staff hosted a meeting with the four families residing on Hawkins Lane Thursday, September 18th that lasted from 6:00 pm until approximately 7:25 pm. The residents voiced concerns regarding the platting, annexation, and land use process and public notification used during these procedures. Staff received comments concerning the primary entrance to the adjacent business, which uses Hawkins Lane as its entrance. The volume of traffic and rate of speed of the traffic going to and from the business is a concern as well. Staff will host a follow-up meeting with neighbors and has promised to notify residents of any business items related to Hawkins Lane or their concerns voiced in the meeting. Staff is currently visiting with adjacent property owners to determine possible courses of action to remove the flow of business traffic from a residential street to an existing business area.

Police—The department has requested a traffic study on Hawkins Lane at Maple to last 2 weeks in order to determine a baseline traffic count for the road. The roadway is a rural residential design and is not intended to carry the amount of traffic found in a metropolitan residential development little alone

commercial traffic. A timeframe for the study will be reported once it is known. Department personnel worked through the period of flooding that occurred a week and a half ago and was forced to close several roadways due to unsafe conditions caused by high water. Officer Lancaster conducted a public education program for the residents of Medical Lodges about the danger of strangers. Traffic enforcement of school zones continues. Many residents have voiced concern regarding the lack of lighted school zone signage on Walnut Street. The signage is in compliance with existing statutes which gives the municipality the option to use warning lights. Chief Houston reports that accidents on US-54 have increased, slightly, due to inattentive driving and driver error. There have been NO fatalities involved in these accidents.

Community Development –

Planning & Zoning: During the September 11th Planning Commission meeting, The Commission received an update from John Riggs on the progress of the Comprehensive Plan. Mr. Riggs discussed future needs for park and open space within the city and went as far as to provide an area sketch that showed what future dispersion of park space could look like. Additionally, Mr. Riggs briefed the Commission on the importance of proper record keeping including tape recording meetings and the storage of those tapes over time. Community Development Director Justin Givens met with Randy Ketzner and Phil Meyer to discuss future development of land located in the northwest corner of 199th and Maple Roads. Mr. Ketzner and Mr. Meyer will submit a concept plat for the site's future development which will be reviewed during the next regularly scheduled Planning Commission meeting on October 9, 2008. Justin or Monte will be issuing citations for zoning & land-use violations related to several boats and trailers parked in the public right-of way. City ordinance on trailer storage does not pertain to trailers less than 16,000 lbs. These violations were initiated on citizen complaints.

Community Develop Division: The department submitted an application for the Keen Club to the Sedgwick County Department on Aging in hopes of gaining approval of official senior club status for the Keen Club. On October 1, staff as well as representatives of the Keen Club will be allowed 3 minutes to speak before the County Commission in support of this application. Justin and Monte attended the most recent Chamber of Commerce meeting where Justin was introduced to Chamber members as the new Community Development Director. The department coordinated with Water & Wastewater personnel for a local youth to perform community service; based upon a conversation with City Attorney Lee Parker the youth's duties will be limited to painting fire hydrants. The department was tasked by the City Administrator to coordinate the dissemination of information via website, park sign and mailer about flood damage for residents and business owners. The purpose of the request for information was to assist Sedgwick Co. in determining if it met the threshold for damages to be declared a disaster area. Property owners were required to have uninsured damage valued at more than 40% of their property value. Of the 4 respondents so far received all have failed to meet this requirement. Please note Justin personally telephoned and visited in person the two families addressing the City Council regarding the flooding of their homes to ensure they are aware the City is collecting this information. Spanky has secured the backflow preventers referenced in the September 15th Council meeting. 2 residents have purchased the backflow preventers.

Building & Inspections: 2 new housing permits have been issued this past week and more than 25 improvement permits, such as sprinkler systems & roofing permits). Staff has received several

complaints regarding the lack of silt fencing in our sub-developments. Justin is working with the developers to see state & federal storm water compliance is achieved.

Animal Control: The department's new micro-chip scanner, referenced in the 08.08.08 report for pet identification has already been used to return an at large dog to his owner. During the past week 2 animals were picked up with 1 returned (thanks to the scanner) and one euthanized. 2 cats were adopted out and rodent traps were placed in the 300 block of North Pine Street to mitigate encroachment due to a potential dangerous and unsafe structure.

Nuisance Abatement: The City has made contact with 10 of the 12 property owners receiving letters for non-compliant storage of a vehicle. Two properties remain non-complaint and official notification of violation will be initiated. The residence at 321 North Pine appears to be abandoned and staff has documented several serious code violations. Based upon my conversation with Justin I anticipate proceeding with a declaration of a dangerous and unsafe structure that will require the premises be repaired or razed. A full description of the process will be included during the staff and agenda report on the structure.

Maintenance/Public Works – The crews focused on mowing in the Park, at City Hall, the Library, water tower, frontage road, and the City Yards. Staff conducted 52 utility locates last week, 2 building inspections, installed a water service at 309 Autumn Blaze, identified water main shut off valves on Industrial Road and Kellogg. Don and Mike raised a water valve at 2 Swanee and hauled dirt in to level the area. Crews also sealed a hole in the basement of the Library, this item will be investigated during the inspection by Allied Environmental. Keith cut holes and placed sensor caps on 28 meter lids. Don, Keith & Mike installed 7 new water meters in the Spring Hill addition. Crews also read commercial water meters. This week crews look to mow ditches and the City lot located on the Northwest corner of Goddard Road & 23rd Street South. Spanky and Brian welded a bracket on the mower. Crews are working on the Library maintenance list and will continue to ensure that meter lids and sensor caps are prepared for Mr. Hopper. Crews will repair water services at 614 South Walnut and 320 North Oak and repair or possibly reconstruct a meter vault at Regency Mobile Home Park. Crews are focusing on next week and have assured me the Fall Festival Banners are clean and in good condition. Efforts will be on preparing the City for the festival.

Municipal Court –Municipal Court Clerk Mary Milam reports that so far the court has a docket of more than 160 cases for tomorrow's court session. A full report will be provided in October once the September monthly totals are complete.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



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

To: Honorable Mayor & City Council
From: Brian W. Silcott, City Administrator
Re: City Administrator Report for September 22nd – September 29th
Date: September 29, 2008

Fall Festival Planning & Coordination –

Another wonderful fall season is upon us and with the season brings a joyous celebration to our community, the annual Fall Festival. The City has been supporting the Goddard Chamber of Commerce and Goddard Lion's Club as they host this annual event. Below is a tentative schedule of activities for the 2008 Fall Festival.

Friday:

6:30 pm High School Home Football Game
7:00 pm Texas Hold'em Tournament at Community Center
Carnival all evening

Saturday:

7:00 am Breakfast at Community Center
7:30 am 5K Chamber Run at Linear Park (Goddard Road & Santa Fe)
8:00 am 2-mile Walk/Run at Linear Park (Goddard Road & Santa Fe)
8:30 am ¼-mile Children's Fun Run (Goddard Road & Santa Fe)
9:00 am Arts & Crafts Show at Methodist Church & Downtown
10:30 am Parade Downtown
11:30 am Car Show
12:30 pm Disney Radio Show & Prize Give Away
1:00 pm Mud Volleyball in the lot South of the Post Office
2:00 pm Nan's Covered Wagon Children's Book Read at Library
2:00 pm Women's Club Old Fashioned Tea at the Library
4:30 pm BBQ Meal at Methodist Church
6:00 pm Fall Festival of Bands at Goddard Sports Complex
7:00 pm Bingo at the Community Center
9:00 – 11:00 pm Street Dance featuring Human Jukebox
Carnival all evening

City crews are working to ensure the Festival is executed as seamlessly as possible. In preparation for Fall Fest City Maintenance workers are focusing on signage, banners, and vendor electrical connections on Monday. Tuesday & Wednesday energies will focus on the street sweeping the primary avenues of approach to Main Street and mowing of the frontage road and City parks.

Thursday & Friday will focus on barricade placement with Goddard Chief of Police Sam Houston and Brian Helton of the Street Department. Crews will also following up on items not completed from tasks earlier in the week. Saturday morning crews will place barricades along the parade route and assist with any logistical efforts needed to support festival events.

The Trail is mostly complete and a walkthrough is planned for Tuesday at 3 pm. The City Administrator, City Attorney, Director of Community Development, and City Engineer will participate in the walkthrough. The public restrooms will not be opened due to contractual liability issues related to the projects final completion but plenty of porta-potties will be on hand to ensure the public's need is served.

Administration-

October 6th City Council Meeting—The tentative agenda for Monday's meeting is as follows; Resolution of intent for the annexation of certain properties located along 199th Street West from just north of US-54 to Maple and from 183rd West to Maple (excluding Hawkins Lane, which is anticipated in the next round of annexations). Consider authorizing the Mayor to renew Ron Bouska's audit contract for the 2008 fiscal year. Consider a resolution approving City Hall as a distribution point for Sedgwick County's prescription drug discount card program. I hope to have more information that will allow us to hold a discussion on the appointment of a new City Treasurer. Executive session related to non-elected personnel and attorney client privilege.

Transportation Meetings—The City Administrator will be attending KDOT's Regional Transportation Meeting at the Wichita State Metroplex from 8:30 to noon. The Northwest Bypass update meeting is scheduled for Monday, October 6th. A report of the meeting will be delivered in the City Administrator's Report.

Sedgwick County Storm Water Management Board—The City Administrator will be attending the regular monthly storm water management board on Wednesday, October 1st from 3 to 5.

Community Development—Community Development Director Justin Givens and members of the Goddard Keen Club will be addressing the County Commission to request recognition of the Goddard Keen Club as an officially sanctioned club, which could result in a grant of \$5,000 funding senior activities and programming in Goddard. A full report will be delivered to the City Council if a successful grant is awarded.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for September 29th – October 6th

Date: October 6, 2008

Administration –

Wastewater Treatment Facility—Contractors are on schedule. The project is 39.8% completed with 253 contract calendar days for completion. Substantial completion date is April 28, 2009 (213 days remaining) and final completion date is June 7, 2009 (253 days remaining). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$2,220,690 (34.77% of the project) with \$226,800 being spent since the September 15th meeting. A pay request for recent expenses is anticipated in the next several weeks.

Casado-Martens Drive—City Engineer Harlan Foraker has completed the design and presented to staff for comment. We hope to advertise the project in the next week or two with a bid award in November. A construction schedule will be created and discussed during the project's pre-construction conference, the proceedings of which will be presented in a full Agenda Report followed by progress reports in future City Administrator's Report. Staff is working with adjacent property owners for additionally required right-of-way.

167th Street Project—Staff has attempted to return calls from the school district regarding the City's position on the signalization of 167th Street West and US-54/Kellogg. I hope to make contact with Mr. Singletary this week. It is the hope of all parties for construction of the intersection at Maple & 167th Street West & the third turn lanes serving the school campus is completed before the start of school in the fall of 2009. If the project continues as planned the City of Goddard's contribution in the inter-local agreement will include a participating total cost of \$137,500. Discussion on participating in the signalization of US-54 (Kellogg) and 167th was deferred due to the impending Kellogg Flyover & Northwest Expressway projects. The Kellogg signalization portion of the project for Goddard totaled \$58,450.

NW Bypass—City Engineer Harlan Foraker, Community Development Director Justin Givens, and I attended the NW Bypass meeting. A full agenda report will be presented in the October 20th Regular Meeting. The bypass has \$14.4 million allocated for right-of-way acquisition (\$1.5 million of which is the City of Wichita's contribution) with an estimated \$5.5 million expended year to date in right-of-way

acquisition. \$7.6 million is currently allocated for properties in negotiation for purchase. The project has \$1.3 million unallocated for right-of-way acquisition.

Annexation & Service Plan—Community Development Director Justin Givens is working on the annexation and service plan and hope to have items for your consideration next meeting (10/20). Staff hopes to present a resolution of intent for the annexation of properties located south of Maple between 183rd Street West to Goddard Road and all contiguously eligible properties located along Goddard Road.

“Red Flag” Programs Mandate—New Federal Regulations will be in effect on November 1, 2008 that requires every municipal utility be it electric, natural gas, water, or wastewater to have a written plan concerning the protection of utility customer information. This plan must be adopted by November 1, 2008. The new regulations apply to all municipal utilities regardless of size or whether the utility accepts credit card information. The regulations are contained in the Federal Register and total 58 pages. Lorie DeVaney and I will be attending a Kansas Municipal Utilities workshop on October 7th in Newton to ensure the City’s compliance with these regulations. I anticipate having the new policy on the October 20th City Council agenda for your consideration.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the October 20th Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days over due. It was originally planned for tonight’s meeting but with the Library’s tiered fine schedule coupled with the Fall Fest coordination activities the delay necessary.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for October 7th – October 20th

Date: October 20, 2008

Administration –

PLEASE NOTE: *Due to the League of Kansas Municipalities Annual Meeting an October 13th Report was not issued. Septembers Monthly Department Report will be given in the 10.27.08 City Administrator's Report.*

Wastewater Treatment Facility—Contractors are on schedule. The project is 43.1% completed with 239 contract calendar days for completion. Substantial completion date is April 28, 2009 (199 days remaining) and final completion date is June 7, 2009 (199 days remaining). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$2,426,310,690 (37.99% of the project) with \$205,620 being spent since the October 6th meeting. Pay request #5 totaling \$1,248,041.70 was included in tonight's appropriation, most of this cost is for concrete work on the Aeromod basin walls and associated structures.

167th Street Project—Nothing new to report, awaiting an interlocal agreement from the City of Wichita or Sedgwick County on the project. Once additional information becomes known it will be communicated in a future report or as a full agenda item for the Council's consideration. During the June 16th meeting the governing body agreed to participate in the intersection at 167th Street West and Maple at an estimated amount of \$137,500 with discussion on potentially participating in cost of constructing a right turn lane at 167th Street and US-54/Kellogg.

Annexation & Service Plan—Community Development Director Justin Givens has essentially completed the annexation and service plan pending legal review. Staff hopes to present a resolution of intent for the annexation of properties located south of Maple between 183rd Street West to Goddard Road and all contiguously eligible properties located along Goddard Road contiguously north to 13th Street.

US-54 Frontage Road from Oak to Walnut Streets: The City has received final payment from the Kansas Department of Transportation totaling \$109,999 for improvement and right-of-way acquisition. Receipt of this check closes the project.

135th Street Waterline Relocation: The City has received reimbursement for this project totaling \$31,508.85, the project was 50% reimbursable from Sedgwick County for Engineering & Construction. Total project cost was \$63,017.70.

Library & Community Building Inspection: The Library and Community Building have been inspected for air quality and mold. The Library is in excellent condition for air quality and exceeds minimum guidelines. The Community Building will likely require a relatively inexpensive ventilation system to establish compliance with guidelines. **Please note that there is no apparent life-safety condition present in either building.** A full report will be submitted once structural & electrical inspections are completed. Structural inspection is scheduled for Wednesday with the Library's electrical inspection to occur the end of this week or the first half of next.

Capital Improvement Program: Staff will have a current project list available for distribution at the next Council meeting for discussion on the November 17th Regular City Council meeting. During the November 3rd Council meeting project sheets for 2009 through 2013 and "Future Years" for horizon projects will also be distributed to governing body members to complete for projects each of you would like to see done. Once staff & Council member lists have been compiled the arduous task of determining which projects make the program will be addressed in late November or early December.

City Response to Mill Levy Distortion: As most everyone is aware a County Commission candidate spent more than \$3,000 for a full page ad charging Goddard is a "tax 'n spend" community, insinuating the community is highly taxed. Included in this report is a copy of the City Council's response as well as a spreadsheet compiled by City Clerk Teri Laymon on the cost impact of the 2.402 mill levy increase on properties of a given value. The letter is planned to be in the Wichita Eagle on Wednesday, October 22nd and two ¼ page ads have been placed in the Times-Sentinel for this week and the week following addressed to the Citizen's of Goddard. It is important to note to the general public this is not an endorsement of any one candidate but is a mass response due to the number of concerned citizens contacting city hall after a recent political advertisement.

LKM Regional Supper: Please as an attachment to this report a copy of the registration form for the League of Kansas Municipalities regional supper. The supper for the Wichita area is in Andover on November 5th with the RSVP deadline being October 29th if you would like to attend, please let Teri or I know and we'll ensure you're registered.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for October 20th – October 27th

Date: October 27, 2008

Administration –

Spruce, South, & 4th Streets Paving Assessments—City Engineer Harlan Foraker, City Investment Banker Chuck Bouilly, City Clerk Teri Laymon, and I met this afternoon to determine the exact apportionment of the specials to be assessed to property owners and paid by the City. We met to determine if intersections & driveways to the right-of-way line improvements are included in the numbers presented during the October 20th Regular City Council meeting. During the November 3rd Regular City Council meeting staff will present a new set of numbers for Council consideration. The new numbers account for intersections & driveways to the right-of-way line which were omitted from the original numbers because the petition reads the cost is to be entirely borne by the residents of the special assessment district. Estimated cost of the new proposal totals \$56,745.84 for the City at-large and \$192,514.98 for citizens of the 3 petition districts.

Please note that consideration of the new figures will not affect the public hearing and the City Council may choose to adopt either option (omitting intersections & driveway approaches or including these improvements). I regret this confusion and desire to make certain that the figures presented accurately reflect the intention of the governing body in the summer of 2006, after consultation with Chuck, Harlan, Teri, and City Council minutes. I believe the new set of numbers achieves this outcome. Staff has been unable to locate any written documentation pertaining to the City participating in the improvements, however several opaque references indicate this was the intention. In spite of this desire Bond Counsel and the investment banker not being made aware of this desire, which is reflected in the omission to any reference to the City's participation in the original petition.

Library Fines Ordinance—Staff has developed a proposed ordinance for consideration during the November 3, 2008 Regular City Council meeting to resend the current municipal code for an overdue library book that requires prosecution in municipal court for a library book that is more than 30 days overdue.

Transportation Development District / Hawkins Lane—Staff has been in contact with Mr. Fouts of Tanganyika Wildlife Park to relocate the primary entrance into the park. The new alignment requires the cooperation of the City and one additional property owner. The possible new alignment would open

up approximately 40 acres for commercial development that is currently landlocked and the property owner is receptive to the proposed concept. Staff is working on a site plan for the area. The Council can expect to be briefed in the very near future.

Police –Department highlights for the month of September the issuance of 127 traffic citations and 99 written warnings for traffic violations; the department issued 615 citations for 2008. GPD arrested 10 individuals for misdemeanor warrants in September and have arrested 84 persons on warrants this year. The department responded to 646 total calls in September totaling 3,776 year to date responses. During the month of September GPD assisted other jurisdictions 49 times. The department has assisted other jurisdictions 574 times in 2008 or approximately 15.2% of all responses.

Community Development –

Community Develop Division: The Department is working with the Keen Club to administer a Wii grant that will be used to purchase televisions, Nintendo Wiis, and several activity games to encourage seniors to become more active. A full report will be provided in December by Community Development Director Justin Givens.

Building & Inspections: September posted the highest number of housing starts year to date in Goddard's history. September issued 4 new permits with a total value of \$167,775. Year to date permits issued total 55 permits. The yearend total housing permits issued for 2006 was 55 and 2007 issued 57 permits. If the current trend continues we are on pace to start 74 new homes although it is likely this number will settle lower around the 70 mark. The division issued 44 stop 44 building improvement permits for a generating \$6,360 in fees. Through the month of September the City of Goddard has collected \$55,476.59 in building improvement permit fees.

Animal Control: One pit bull dog was picked up and forwarded to Sedgwick County. 2 other dogs were picked up and returned to their owners with the assessment of appropriate fees.

Nuisance Abatement: A nuisance violation was issued for improper RV storage to the property located at 209 Winterset. Staff is ascertaining if a dangerous & unsafe structure is present at 321 North Pine Street. Staff is actively removing "bandit signs" which are signs for political candidates placed in the public right-of-way.

Municipal Court –Municipal Court Clerk Mary Milam reports that September Court activity included the filing of 120 total cases. 2 DUIs; 136 Traffic Violations; 1 Crimes Against Persons; 5 Minor in Possession of a tobacco product; and 5 cases classified as "Other Crimes". 94 of the 120 cases plead guilty; 22 cases were dismissed; and 30 cases are pending for court in October.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



Regional Suppers!

Please join us for the 2008 Regional Suppers!

These informative sessions will feature a discussion of the League of Kansas Municipalities 2009 Legislative Priorities. We hope you will take this important opportunity to network with local officials to discuss the upcoming legislative session.

Dinner will begin promptly at 6:00 p.m. Following dinner, there will be a legislative program which will conclude by 7:30 p.m.

Please mark the supper you will be attending and return the form to LKM.

Oct. 29 -Garden City (SW)

The Finnup Center for Conservation
312 E. Finnup Drive
\$12.00 per person
RSVP By Oct. 22

Oct. 30 - Colby (NW)

El Dos De Oros Restaurant
1950 South Range Ave
\$15.00 per person
RSVP By Oct. 23

Nov. 5 - Andover (SE)

Central Park Lodge
1607 E Central
\$16.00 per person
RSVP By Oct. 29

Nov. 6 - Beloit (NC)

Beloit Country Club
3167 Hallie Trail
\$20.00 per person
RSVP By Oct. 30

Nov. 19 - Paola (NE)

Evergreen Events Center
15 West Wea
\$25.00 per person
RSVP By Nov. 12

Nov. 20 - Coffeyville (SE)

Coffeyville Recreation Center in
Walter Johnson Park
508 Park Street
\$13.00 per person
RSVP By Nov. 13

City of _____

Name _____

Name _____

Name _____

Address _____

Phone _____ Fax _____

Title _____

Title _____

Title _____

Email _____

Please return to LKM by Mail/Fax to Anna DeBusk:

Attn: Anna DeBusk
League of Kansas Municipalities
300 S.W. 8th Avenue, Suite 100 • Topeka, KS 66603
Phone: (785) 354-9565 • Fax: (785) 354-4186

Written cancellations need to be made 72 hours prior to the meeting date or participant will be responsible for payment.



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for October 27th – November 3rd

Date: November 3, 2008

Projects –

Wastewater Treatment Facility—Contractors are on schedule. The project is 48.1% completed with 218 contract calendar days for completion. Substantial completion date is April 28, 2009 (178 days remaining) and final completion date is June 7, 2009 (218 days remaining). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$2,598,130 (40.68% of the project) with \$136,220 being spent since the October 6th meeting.

Library & Community Building Inspection: The Library and Community Building have been inspected for air quality and mold as well as a structural analysis. There have been no major deficiencies reported although minor repairs and upgrade will be necessary to both structures. A full report will be issued once the Library's electrical analysis is completed. This inspection is scheduled for this week.

Goddard Public Library Trees: The pine trees for the library have been ordered and are scheduled to be planted next week. According to Brady Nursery the delay in planting the tree is due to the need to plant after a freeze, which occurred.

Radio Read Water Meter Installation: The task of installing radio read water meters is well underway. To date 1,021 water meters have been installed, 300 under contract with Utility Services and approximately 500 meters remaining. The project is 37.5% complete with \$3,950 and \$1,975 pending in the November 17, 2008 accounts payable. The Utility Services contract is for an estimated \$15,800 or \$19.75 per meter. An unexpected issue that staff has been made aware of by citizens is the occurrence of the radio sensor cap slipping to the side of the hole. The fix is to realign the sensor cap and refasten its locking mechanism. Included with this report is a completed meter lid, a meter lid that is being retrofitted with the sensor cap please note large solid iron knuckle in the center of the original lid which necessitates the large whole. If members of the governing body receive any citizen complaints please direct them to City Hall and a member of the Water Department will be out promptly to remedy the issue.

Medical Lodge Grease Trap/Grinder Pump: I have spoken with the facility director and Medical Lodge's corporate head of maintenance in an effort to expedite the installation. A meeting is scheduled between the City of Goddard and Medical Lodge staff to ensure timely and orderly completion. The facility is aware that compliance must be made in the next week or so otherwise I and a member of City legal staff will be visiting to discuss session of operations until the facility is compliant. The original delay was due to a lack of response for the engineering of the project, the matter was then compounded with a change in facility directors caused further delay. I will include the timeline and progress update in next week's City Administrator's report.

Website Update: The website is coming along nicely, we're current on agendas & minutes for the City Council and Planning Commission. We've instituted the "Goddard E-News" service to notify residents & subscribers to community events and local government activities. I need to get all of the 2008 City Administrator reports to the webmaster for posting. Our numbers look encouraging and will be included in future Department Activity Reports. Web pages for City Council agendas and minutes are some of our most popular pages. Staff is also working on improved department pages, including a development page that will have all the necessary forms and process on the page to help ease developers as they navigate the numerous steps necessary to eventually lead to development.

City Radio Upgrade: Chief of Police Sam Houston attended an inter-jurisdictional meeting on the County's re-banding and digitalization of all governmental radio communications. In short, this is a mandated change necessary for City of Goddard agencies to talk to their peers in other communities, an essential function during times of emergency or crisis. An agenda item will be presented during the November 17th City Council meeting for the purchase of new radios, which have been included in the 2008 and 2009 operating budgets.

Purchase Card Policy: I have completed a draft policy and will be submitting to department directors and the City Attorney for review. I hope to have the draft distributed to the governing body by the 17th of November or December 1st at the latest with discussion and possible consideration occurring the following meeting.

Solid Waste Request for Proposal: I hope to have the request for proposal distributed to solid waste vendors on Friday, November 7th. A full report will be presented as an agenda item on the December 1st City Council meeting.

Chart of Accounts: The City Clerk, City Administrator, with arms length consultation with the City Auditor is working to develop a new chart of accounts that reflect the Governmental Finance Officers Association standard. Once completed, input will be sought from department directors, and a final presentation will be made in December.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for November 3rd – November 10th

Date: November 10, 2008

Administration –

City Offices will be closed Tuesday, November 11th in observance of Veteran's Day.

City Offices will be closed during the lunch hour (11:30 am to 1:30 pm) on Thursday November 13th for the Community Thanksgiving Luncheon at Goddard United Methodist Church 300 North Cedar.

2009 Series General Obligation (GO) Bonds: the movement of the 2007-1 Temporary Note to permanent financing is progressing. The debt financed the following; street improvements for residents who petitioned for paving improvements on Spruce, South, & 4th Streets and for Spring Hill Phase 3 street & water distribution, St. Andrew's Phase 2 & 3 street, water, and sanitary sewer system improvements in the amount of \$1,771,084.30 and it's anticipated the GO bond will be for a 15 year term from 2009 to 2024. The next step in the process for the City Council will occur during the December 15th Regular City Council meeting to consider a resolution setting a bond sale date of January 20, 2009 and approval of the preliminary official statement. In the interim staff is working Charles Bouilly, the City's financial advisor and Joe Norton of Gilmore & Bell to develop the preliminary official statement.

Transportation Development District / Hawkins Lane: I met with Phil Meyer, P.E. of Baughman & Company to construct a preliminary site plan for an alternate route that will generate new commercial development on the northwest corner of US-54/Kellogg and Goddard Road. Through discussions with all the property owners I hope to have a concept before the City Council in December.

Website: The City's development of its website continues to make significant strides with 2 e-news bulletins going to more than 38 subscribers, which is an impressive number given the service has been online for less 2 weeks. The bulletin is met to be informative while linking citizens directly to the City's website. A person may subscribe by going to <http://www.goddardkansas.us/e-NewsSignUp.asp> should one decide to unsubscribe all that is required is to click a link on each e-news bulletin acknowledging their desire to discontinue the service. The City does not sale e-mail addresses and all accounts are confidential. October's monthly website traffic totaled 48,703 page requests and 10,131 unique page

requests. Webmaster Jeff Piper is working with staff to continue to develop departmental pages as well as posting the most current agendas and minutes for the City Council and Planning Commission.

Annexations: Staff is distributing letters to property owners on Goddard Road north to Maple and from 183rd to 199th on Maple to discuss the possibility of the property owners petitioning for annexation in lieu of paying water & sewer tap fees. Several individual property parcels located to adjacent City boundaries have also been contacted as well. Should a resolution of intent be required, staff anticipates possible Council consideration on the December 1st Regular City Council meeting. Staff has received a request for annexation for a property parcel located in the 1300 block of South 199th Street West and an ordinance annexing & incorporating the property into the City will be on the November 17th Regular City Council meeting.

Miscellaneous Activity: City Clerk Teri Laymon reports the City collected \$200 in bad debt during the month of October with \$4,429 in outstanding utility bills due to the City. The City issued 109 checks to vendors and earned \$2,132 in interest income. City employees earned a total of 150 sick leave hours with 6 employees using 50 hours of sick leave during the month of October. There are 19 fulltime positions with the City of Goddard serving more than 4,035 citizens.

Police –Department highlights for the month of October the issuance of 199 traffic citations and 102 written/verbal warnings for traffic violations; the department has issued 784 citations for 2008. GPD arrested 5 individuals for misdemeanor warrants in October and have arrested 88 persons on warrants this year. The department responded to 458 total calls in October totaling 3,438 year to date responses. During the month of September GPD assisted other jurisdictions 66 times. The department has assisted other jurisdictions 640 times in 2008 or approximately 18.6% of all responses.

Community Development –

Planning & Zoning: A Planning Commission meeting is scheduled for Thursday, November 13th, City Council members should have received Planning Commission packets, and any questions on the agenda should be directed to the City Planner. Community Development Director Justin Givens and the City Administrator have been working with developer Christian Ablah and surveyor Mark Savoy in an effort to locate a possible Burger King & convenience store at the southeast corner of Goddard Road & US-54.

Community Development Division: The Department continues to work with the Keen Club to administer a Wii grant that will be used to purchase televisions, Nintendo Wiis, and several activity games to encourage seniors to become more active. Justin Givens attended a workshop for grant recipients and reports that the Sedgwick County grant administrator will be making a site visit in December to educate club members on the project and to assist members in filling out paperwork. A full report will be provided in December by Community Development Director Justin Givens. Justin is working on creating content for the Community Development webpage; it's hoped to be "live" within the next several weeks.

Building & Inspections: October issued 4 new housing permits with a total value of \$126,978. Year to date permits issued total 64 permits. The yearend total housing permits issued for 2006 was 55 and 2007 issued 57 permits. If the current trend continues we are on pace to start 76 new homes although it is likely this number will settle lower around the 70 mark. The division issued 2 stop work orders for a generating \$200 in fees. Staff also issued 6 building improvement permits (5 plumbing & 1 commercial

roof permits) for a total of \$9,420.23 in permit fees for the month of October. Through the month of October the City of Goddard has collected \$64,897.12 in permit fees.

Animal Control: One pit bull and one mixed breed dog were picked up and forwarded to Sedgwick County. Both animals were docile and were adopted out. Health Officer Monte Barnickle has received several skunk complaints and has a trapping operation underway in response to these citizen concerns. The trapping operation sadly has only yielded 2 feral cats, which were released.

Nuisance Abatement: Staff is ascertaining if a dangerous & unsafe structure is present at 321 North Pine Street. Staff removed more than 80 “bandit signs” which are signs for political candidates placed in the public right-of-way during this past election season.

Municipal Court –Municipal Court Clerk Mary Milam reports that October Court activity included the filing of 136 total cases. 3 DUIs; 118 Traffic Violations; 5 Reckless Driving; 3 Crimes Against Persons; 1 Crimes Against Property; 1 Minor in Possession of a tobacco product; and 5 cases classified as “Other” or “Miscellaneous” Crimes. 133 of the 154 cases heard by the Court plead guilty; 21 cases were dismissed; and 18 cases are pending for court in November.

Utilities- Utility Billing Clerk Lorie Devaney reports that October was a Commercial only billing month. 9 new customers were added to Goddard’s water & sanitary sewer utility generating \$18,000 in revenue. 12 of the 154 commercial bills were sent delinquent notices. The City water system pumped 7,375,000 gallons of water in October.

Maintenance/Public Works- A full report on October’s activities will be provided in the November 24th City Administrator’s Report.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for November 3rd – November 10th

Date: November 24, 2008

Administration –

City Offices will be closed Tuesday, November 11th in observance of Veteran's Day.

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Annexations: Staff is distributing letters to property owners on Goddard Road north to Maple and from 183rd to 199th on Maple to discuss the possibility of the property owners petitioning for annexation in lieu of paying water & sewer tap fees. Several individual property parcels located to adjacent City boundaries have also been contacted as well. Should a resolution of intent be required, staff anticipates possible Council consideration on the December 1st Regular City Council meeting. Staff has received a request for annexation for a property parcel located in the 1300 block of South 199th Street West and an ordinance annexing & incorporating the property into the City will be on the November 17th Regular City Council meeting.

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Police –Department highlights for the month of October the issuance of 199 traffic citations and 102 written/verbal warnings for traffic violations; the department has issued 784 citations for 2008. GPD arrested 5 individuals for misdemeanor warrants in October and have arrested 88 persons on warrants this year. The department responded to 458 total calls in October totaling 3,438 year to date responses. During the month of September GPD assisted other jurisdictions 66 times. The department has assisted other jurisdictions 640 times in 2008 or approximately 18.6% of all responses.

Community Development –

Planning & Zoning: A Planning Commission meeting is scheduled for Thursday, November 13th, City Council members should have received Planning Commission packets, and any questions on the agenda should be directed to the City Planner. Community Development Director Justin Givens and the City Administrator have been working with developer Christian Ablah and surveyor Mark Savoy in an effort to locate a possible Burger King & convenience store at the southeast corner of Goddard Road & US-54.

Community Development Division: The Department continues to work with the Keen Club to administer a Wii grant that will be used to purchase televisions, Nintendo Wiis, and several activity games to encourage seniors to become more active. Justin Givens attended a workshop for grant recipients and reports that the Sedgwick County grant administrator will be making a site visit in December to educate club members on the project and to assist members in filling out paperwork. A full report will be provided in December by Community Development Director Justin Givens. Justin is working on creating content for the Community Development webpage; it's hoped to be "live" within the next several weeks.

Building & Inspections: October issued 4 new housing permits with a total value of \$126,978. Year to date permits issued total 64 permits. The yearend total housing permits issued for 2006 was 55 and 2007 issued 57 permits. If the current trend continues we are on pace to start 76 new homes although it is likely this number will settle lower around the 70 mark. The division issued 2 stop work orders for

a generating \$200 in fees. Staff also issued 6 building improvement permits (5 plumbing & 1 commercial roof permits) for a total of \$9,420.23 in permit fees for the month of October. Through the month of October the City of Goddard has collected \$64,897.12 in permit fees.

Animal Control: One pit bull and one mixed breed dog were picked up and forwarded to Sedgwick County. Both animals were docile and were adopted out. Health Officer Monte Barnickle has received several skunk complaints and has a trapping operation underway in response to these citizen concerns. The trapping operation sadly has only yielded 2 feral cats, which were released.

Nuisance Abatement: Staff is ascertaining if a dangerous & unsafe structure is present at 321 North Pine Street. Staff removed more than 80 “bandit signs” which are signs for political candidates placed in the public right-of-way during this past election season.

Municipal Court –Municipal Court Clerk Mary Milam reports that October Court activity included the filing of 136 total cases. 3 DUIs; 118 Traffic Violations; 5 Reckless Driving; 3 Crimes Against Persons; 1 Crimes Against Property; 1 Minor in Possession of a tobacco product; and 5 cases classified as “Other” or “Miscellaneous” Crimes. 133 of the 154 cases heard by the Court plead guilty; 21 cases were dismissed; and 18 cases are pending for court in November.

Utilities- Utility Billing Clerk Lorie Devaney reports that October was a Commercial only billing month. 9 new customers were added to Goddard’s water & sanitary sewer utility generating \$18,000 in revenue. 12 of the 154 commercial bills were sent delinquent notices. The City water system pumped 7,375,000 gallons of water in October.

Maintenance/Public Works- A full report on October’s activities will be provided in the November 24th City Administrator’s Report.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for November 17th – December 1st

Date: December 1, 2008

The City's holiday lights will be turned on Wednesday, November 26th and will remain in place until January 2, 2009. The decorations will be lit from 5:00 pm until 7:00am each evening.

Goddard Public Library Trees: The pine tree for the library was planted Tuesday, November 18th and has a nice string of white lights for the holiday season.

Wastewater Treatment Facility—Contractors are on schedule. The project is 54.8% completed with 190 contract calendar days for completion. Substantial completion date is April 28, 2009 (150 days remaining) and final completion date is June 7, 2009 (190 days remaining). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$2,829,910 (44.31% of the project) with \$64,330 being spent since between November 23, 2008 through November 29, 2008.

Annexations: Staff has distributed letters to property owners on Goddard Road north to Maple and from 183rd to 199th on Maple to discuss the possibility of petitioning for annexation in lieu of paying water & sewer tap fees. Staff has met with several property owners in the area proposed for annexation and will resend notices to all property owners in the area requesting they contact City Hall to schedule a meeting with the City Administrator or Director of Community Development. Justin Givens, Director of Community Development and I will telephone property owners with whom we've met to discuss property owner concerns regarding annexation. Staff had hoped to have a resolution of intent for the Council's consideration at today's meeting but pending legal review this will likely occur at the December 15th regular City Council meeting.

Medical Lodge Grease Trap/Grinder Pump: City has submitted a claim to our insurance carrier EMC for the July 4, 2008 sewer back-up which affected 2 properties. Information on the claim will be included in future reports once it is known. Medical Lodge has notified the City they have retained Mechanical Consultants to design their grease trap system. Medical Lodge has until December 29, 2008 to complete the installation. Once the grease trap is installed the City will thoroughly clean the areas sewer mains.

Purchase Card Policy: Staff has completed a draft purchase card policy for distribution to the Council at the December 15th regular City Council meeting. The policy addresses purchase card use and does not address the related purchase policy (adopted July 7, 2003). I hope to have updated policy recommendations for the governing body for review and comment in January.

Chart of Accounts: Staff is drafting a chart of accounts that conform to the Government Finance Officers Association recommended chart of accounts. The chart of accounts will be presented at the December 15th regular meeting.

Waterline Relocation 199th Street West: Staff is working diligently to complete the waterline relocation for Sedgwick County's roadway improvement project on 199th Street West. Invitations to bid on the project have been sent to 15 contractors. Bids are due at City Hall on 2:30pm on Friday, December 12th. Staff anticipates having this item on the December 15th Regular Meeting for the Council to award the bid.

City of the Second Class: The City Attorney and City Administrator are working on the certification of population to Governor Sebelius. Once completed by City Staff the Council will then approve the population certification for submittal to the governor. Upon receipt of the Council's certification the governor will issue a public proclamation that Goddard is a City of the second class.

Sewer Lagoons: The City's sewer lagoons are in the midst of seasonal "turnover" which results in increased BOD (Biochemical Oxygen Demand), TSS (Total Suspended Solids), and odor issues. As a result of the turnover and reduced lagoon capacity due to the wastewater treatment facility's construction the City is slightly over permit requirements. After consultation with KDHE the City was directed to immediately move to mitigate the issue through the placement of chemicals into the lagoons. In order to comply with regulatory requirements I authorized the purchase of chemicals in the amount of \$2,005. Because this exceeds my \$800 expenditure authority I wanted to notify the governing body of the policy deviation. If the invoice is received in the next 14 days the chemical purchase from Aquasizers Pool Company will be on the December 15th regular meeting accounts payable.

Cereal Malt Beverage Licenses: City Clerk Teri Laymon has provided 4 cereal malt beverage license applications to qualifying businesses. 2 applications have already been received. These applications for the 2009 calendar year will be on the December 15th Regular meeting agenda.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for December 1st – December 8th

Date: December 9, 2008

Administration –

2009 Series General Obligation (GO) Bonds: The 2007-1 Temporary Note conversion to permanent financing is on schedule. The temporary note financed the following; street improvements for residents who petitioned for paving improvements on Spruce, South, & 4th Streets and for Spring Hill Phase 3 street & water distribution, St. Andrew's Phase 2 & 3 street, water, and sanitary sewer system improvements in the amount of \$1,771,084.30 and it's anticipated the GO bond will be for a 15 year term from 2009 to 2024. The next step in the process for the City Council will occur during the December 15th Regular City Council meeting to consider a resolution setting a bond sale date of January 20, 2009 and approval of the preliminary official statement.

Commercial District / Hawkins Lane: This past week I met with Bond Counsel Kevin Cowan of Gilmore & Bell, Chuck Bouilly of George K Baum (the City's Financial Advisor), City Attorneys Lee Parker, Austin Parker, and Bryant Parker. The purpose of our meeting was to determine a financing mechanism that provides for the most cost effective, lowest risk to the taxpayer financing. The improvements would include a roadway that will serve Tanganyika Wildlife Park, a new City attraction located on the western edge of the City's Maintenance facility, and a commercial area paralleling the proposed roadway. It is the belief of all the participants that use of Public Building Commission funds is most appropriate financing mechanism. A meeting is scheduled for next week with Mr. Fouts and Mr. Dugan for a more detailed discussion on developing the immediate area for commercial and retail use.

Website: The City's website continues to reflect significant usage by the public, with over 40,464 hits on the City's main page and 8,830 page requests for the month of November. April through November 2008 the City has averaged 41,391 hits on the main page and 8,291 page requests. The City has 70 subscribers to the e-news bulletin service.

Miscellaneous Activity: City Clerk Teri Laymon reports the City did not collect any bad debt during the month of November and has \$4,429 in outstanding utility bills due to the City. The City issued 92 checks to vendors and earned \$2,889 in interest income. City employees earned a total of 150 sick

leave hours with 6 employees using 64.99 hours of sick leave during the month of November. There are 19 fulltime positions with the City of Goddard serving more than 4,035 citizens.

The Community Center was leased 5 times in November generating \$180 in rental fees. One event required additional cleaning. Expenditures for the month of November totaled \$488. Staff is currently assessing the current fee structure in an effort to generate cost recovery on the facility.

Sedgwick County Holiday Open House: The Board of Sedgwick County Commissioners has invited the governing body & staff to an open house in the Sedgwick County Commission Meeting Room located in the 3rd floor of the Sedgwick County Courthouse. The reception is being held between 2pm and 4pm on the 10th of December.

Spring Hill Development: In accordance with current practice, I have issued a letter releasing 50% of the letter of credit for Phase III water and street improvements. The authorization released \$231,000 with Legacy Bank retaining \$231,000 until 85% occupancy is achieved and a formal request is received from the developer requesting the release.

Police –Department highlights for the month of November include the issuance of 143 traffic citations and 97 written/verbal warnings for traffic violations; the department has issued 927 citations for 2008. GPD arrested 5 individuals for misdemeanor warrants in November and have arrested 93 persons on warrants this year. The department responded to 261 total calls in November totaling 5,380 year to date responses. During the month of November GPD assisted other jurisdictions 60 times. The department has assisted other jurisdictions 700 times in 2008 or approximately 13% of all responses.

Community Development –

Planning & Zoning: A Planning Commission meeting is scheduled for Thursday, December 11th, City Council members should have received Planning Commission packets. Any questions on the agenda should be directed to the City Planner. During November's meeting the Planning Commission discussed a preliminary plat for a Burger King & Convenience Store with the site's developer. Community Development Director Justin Givens reports that the developer is proceeding with the project. I have had several conversations with a representative of Burger King Corporation regarding the US-54 flyover and its potential impact on the site. The corporation is concerned the flyover could jeopardize the project and may not allow the placement of the restaurant on the proposed location. I will keep the Council informed as more information becomes available. The Planning Commission also heard a report from John Riggs on the Comprehensive Plan's development and the need for green space and parks as the City grows.

Community Development Division: The Community Development Director continues to work with the City Attorney and City Administrator to meet with property owners who received letters concerning future annexations. Most property owners understand the situation but do not necessarily welcome becoming residents, including some outright "heck no!" responses. The Keen Club has received delivery of a plasma television as part of the Wii fitness program grant. The Wii units are scheduled to arrive onsite later this month. The Community Thanksgiving Dinner was held November 13th from 11:30am to 1:30pm with approximately 380 community members in attendance. The City wishes to thank the Methodist Church for hosting this very popular community tradition.

Building & Inspections: The month of November saw 1 new home permit issued with a value of \$130,600. A total of 10 improvement permits were issued generating \$1,411 in permit fees. To date the City has collected \$66,308 in permit fees.

Animal Control: The City was billed for 1 animal from Sedgwick County that was adopted out and 6 dogs were picked up and returned to their respective owners. 16 letters were issued known owners of unlicensed dogs who have 10 days to register their pets or face citation and a municipal court date.

Nuisance Abatement: Staff continues to pick up “bandit signs” from the recent election and has worked with property owners to remove vehicles and RVs from numerous properties around town.

Municipal Court –Municipal Court Clerk Mary Milam reports that November Court activity included the filing of 120 total cases. 3 DUIs; 110 Traffic Violations; 0 Reckless Driving; 1 Crimes Against Persons; 0 Crimes Against Property; 0 Minor in Possession of a tobacco product; and 6 cases classified as “Other” or “Miscellaneous” Crimes. 119 of the 142 cases heard by the Court plead guilty; 23 cases were dismissed; and 24cases are pending for court in December.

Utilities- Utility Billing Clerk Lorie Devaney reports the City lost 6,438,000 gallons of water in the month of November. Once the radio meter installation is complete I hope that the ability to bill monthly is examined to assist in reducing the leaks and reducing this loss.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



City of Goddard

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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for December 8th – December 15th

Date: December 15, 2008

The City's holiday lights were turned on Wednesday, November 26th and will remain in place until January 2, 2009. The decorations will be lit from 5:00 pm until 7:00am each evening.

Wastewater Treatment Facility—Contractors are on schedule. The project is 58.1% completed with 176 contract calendar days for completion. Substantial completion date is April 28, 2009 (136 days remaining) and final completion date is June 7, 2009 (176 days remaining). The projects base construction cost is \$6,387,000 with change orders the new contract total is \$6,406,973. Construction costs to date totals \$4,653,460 (72.86% of the project cost) with \$1,499,720 being spent since between December 1, 2008 through December 15, 2008. The significant increase is due to the allocation of the administration building and the 71% of the processing equipment in this period.

Medical Lodge Grease Trap/Grinder Pump: City has submitted a claim to our insurance carrier EMC for the July 4, 2008 sewer back-up which affected 2 properties. Information on the claim will be included in future reports once it is known. Medical Lodge has notified the City they have retained Mechanical Consultants to design their grease trap system. Medical Lodge has until December 29, 2008 to make meaningful progress. The City Engineer and Community Development Director have reviewed the system design and approved the project.

P-Card & Purchase Policy: I have included a copy of the draft p-card policy for discussion in January. Staff is working with the Mayor to update the current purchase policy, which was adopted on July 7, 2003. I hope to have the proposed update to the governing for consideration the first quarter of 2009, after review and consideration of the proposed purchase card policy.

Fire Station 35: I have been in contact with Mr. Lamkey on the progress of this project. He has stated the delay has been caused by the need to redesign the station to include EMS quarters. Sedgwick County Fire Chief Gary Curmode will be present at the January 19th Regular City Council meeting to review the project and provide an update to the governing body.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator



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

To: Honorable Mayor & City Council

From: Brian W. Silcott, City Administrator

Re: City Administrator Report for December 15th – December 22nd

Date: December 22, 2008

Administration –

2009 Series General Obligation (GO) Bonds: During the December 15th Regular City Council meeting the governing body adopted the preliminary official statement and set the date of sale for \$1.77 million in bonds for Tuesday, January 20th. The debt is converting the 2007-1 Temporary Note to permanent financing, which financed the following; street improvements for residents who petitioned for paving improvements on Spruce, South, & 4th Streets and for Spring Hill Phase 3 street & water distribution, St. Andrew's Phase 2 & 3 street, water, and sanitary sewer system improvements. During the January 20th City Council Meeting the governing body will consider bids from the banks and authorize the issuance of debt.

Commercial District / Hawkins Lane: The Mayor and I met with property owners John Dugan and Jim Fouts to review the concept for the improvement to the area north of Casado & Martens Streets and Engineer Phil Meyer of Baughman & Company. Mr. Meyer is crafting a draft site plan for the roadway to Tanganyika Wildlife Park, a City Park with a stage for concerts, and a commercial and retail development to the south of the City's land and immediately adjacent to the roadway. As I reported in the 12.08.2008 City Administrator's Report use of Public Building Commission financing is the most cost effective non-General Obligation method.

Public Building Commission: I have been working with Bond Counsel Kevin Cowan and City Attorney Lee Parker to ascertain the necessary changes to the original 1975 public building commission ordinance, which established rather narrow project parameters and an unusual board composition. I hope to have a draft ordinance to the governing body for discussion in January with possible action in February.

Benefits Strategy & Review: "Doing more with less" is often mere lip service to efficiency. As stewards of the public trust Council members understand the issues facing the City, the organization, and our position in the greater metropolitan community. In an effort to economize without being stingy I have met with an employer benefits advisor to determine the best pathway to offer the greatest benefits to the employees without increasing benefit costs to the City. A presentation on this service is scheduled for the January 20th Council Meeting.

Wastewater Lagoons: I am pleased to report that the December lagoon discharge numbers are well within compliance with our permit requirements.

Goddard Public Library: Goddard Librarian Kendra Mork reported a theft at the Library. The cash drawer had \$38 stolen from it by unknown assailants. Library staff immediately reported the theft to the Goddard Police Department; I will update the Council on the matter as more information becomes available.

Pool Safety Act: Staff is assessing new regulations passed by Congress regarding pool drain and recirculation cover requirements to determine if the Goddard Municipal Pool is required to make changes. If changes are necessary staff will determine the cost impact will be and the various upgrade options before presenting possible courses of action to the governing body.

Police –Chief Houston is progressing in the process to fill the Sergeant’s position. A written examination will be administered on Tuesday, December 23rd with an interview process occurring on Tuesday, December 30th. The interview panel will consist of four area agency law enforcement supervisor’s conducting the interview, please note that no City personnel will be involved in the interviews. Chief Houston will base his recommendation on the candidate for sergeant based upon the written examination and interview panel assessment before forwarding to the governing body for approval in the January 5th Regular Meeting.

Community Development –

Planning & Zoning: A Planning Commission meeting is scheduled for Thursday, January 8th; City Council members should receive Planning Commission packets by Monday of that week. Any questions on the agenda should be directed to the City Planner. During the December 11th Regular Planning Commission meeting The Planning Commission gave approval for preliminary plats of St. Andrews 4th Addition contingent upon staff’s approval of the redesign of the Dory Court cul-de-sac. Staff will meet with the developer and engineers to determine what options are available to limit the extra long dead end road.

The Planning Commission gave approval for a preliminary plat of Woodland Creek Estates. A final plat will be presented in the future for approval from the Planning Commission and City Council.

The Planning Commission gave a negative recommendation for a change in zoning for property located within Goddard’s sphere of influence. The subject property is located north off of 47th St. S at 231st ST W. The applicants had requested a zoning change from RR to SF 20 which would allow for houses to be on lots as small as 20,000 square feet. Several neighbors spoke out against the rezoning as well as recommendations from staff of Goddard and MAPD. At the subsequent MAPD hearing the rezoning was approved 6-3 despite the objections of residents in the area, the negative recommendation of MAPD staff and that of the Goddard Planning Commission. Because of Goddard’s negative recommendation the Sedgwick County Commission must approve the rezoning request by a unanimous vote. Staff will continue to monitor the situation and has provided some information to residents in the area.

The Planning Commission gave a positive recommendation for an accessory apartment for a property on 231st West just south of Kellogg. The matter has not been addressed by the MAPD to date.

Community Development Division: The Keen Club will receive their Wii system as well as other items involved with the Wii grant on Wednesday. The program will start in full at the first of the year.

Building & Inspections: No new home permits have been issued for December. In December a total of 8 Permits were issued for a total of \$861.00 in building permit fees. This includes \$569.00 for the emergency generator that AT&T will be installing at the first of next year. Through December the City has collected \$6,168.77 in permit fees.

Animal Control: 2 dogs were collected and returned to their owner after they paid the \$50.00 fee. Also as a matter of legality the city will no longer trap or catch cats as there is no ordinance against cats at large within the city and we have no options after they are in our custody.

Respectfully Submitted,

Brian

Brian W. Silcott,

City Administrator