



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 29<sup>th</sup> – January 5<sup>th</sup>

Date: January 5, 2009

*Holiday Light's & Decorations:* City Street Department personnel will be removing the lights and decoration this week.

*Wastewater Treatment Facility*—Contractors are on schedule. The project is 59.8% completed with 169 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (129 days remaining) and final completion date is June 7, 2009. 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 \$4,806,930 (75.26% of the project) with \$329,850 being spent between December 20, 2008 through January 3, 2009. The City has received project pay request # 8 totaling \$665,479 and will place the request on the January 20<sup>th</sup> accounts payable. Payment of the request will bring the total paid for construction of the project to \$5,357,099 or 83.61% of the \$6,406,973 contract amount.

*Annexations:* Director of Community Development Justin Givens is completing a detailed annexation plan. City staff has not been contacted in several weeks by individuals in the immediate annexation area to discuss future City growth. City legal staff is working on a petition for annexation, the property located at 199<sup>th</sup> Street West and Maple Street.

*Purchase Card Policy & Purchase Policy:* The purchase card policy distributed to the governing body at the last meeting (12.15.2008) is tentatively scheduled for discussion in February. A staff review of the purchase policy adopted in July of 2003 will be conducted upon completion of the purchase card policy.

*Casado-Martens Roadway Project:* City Engineer Harlan Foraker is securing signatures for the waterline improvement petition which would serve the properties adjacent to the roadway. So far, of the 4 property owners 2 have signed, one will not, and one has yet to commit. Should the City fail to secure a third signature, the petition for the waterline to serve the properties on Martens Road will not occur. It is anticipated that the contract with Voth Construction to construct the roadway will be on the January 20<sup>th</sup> meeting agenda. Upon approval of the contract a pre-construction conference will be held and a project timeline will be finalized, which will be conveyed to the Council in a future report. The agreement with KDOT on the project is being finalized, due to a clerical error at the state the project, although approved by the City of Goddard and the State of Kansas, has not been signed by either

party. Harlan and I have been in contact with the KDOT personnel and the contract should be ready for the Mayor's signature within the next week or two.

Waterline Relocation 199<sup>th</sup> Street West: The contract for Mies Construction will be on the January 20<sup>th</sup> agenda for approval by the governing body, upon approval of the contract a pre-construction conference will be held and the project's timeline will be finalized and communicated to the City Council in a future report.

Linear Trail: The Community Development Direct and I met with Ken Bengston, President of MKEC (subcontractor on the engineering of the trail). We conducted a walk thorough to discuss concerns over the trail on December 30, 2008. Mr. Bengston is reviewing our concerns with all the contractors working on this project to address our numerous concerns and should be in contact with the City Attorney or myself with a proposed course of action. The City's position is simple, the trail is not to design and several oversights seem to have occurred regarding drainage and trail elevation. Who is to blame is of no concern to the City *at this time*. Before final payment is made to our project manager and the construction bond is released the City desires to receive an acceptable finished product. Should this not occur, the City of Goddard will make a determination on a course of action in the next three to four weeks.

2009 Budget Document & 2009-2013 CIP Process: I am working to craft a written budget narrative for the 2009 operating budget. The 2009 budget narrative will be the template for future budget documents in both presentation and content. The 2009-2013 Capital Improvement Program should be before the governing body in late March or early April. The 2010 Operating Budget process will then begin. We will be working incrementally through the budget this year. I hope to address the revenue/proprietary funds in May, the CIP and Street Funds in June, and the General Fund in July. A detailed budget calendar will be presented to the City Council in February. I hope development of the 2010 budget is completed in regularly scheduled City Council meetings to avoid the need to have any special meetings.

Solid Waste RFP: A project timeline will be developed and distributed in the January 20<sup>th</sup> City Council meeting. Staff will have the RFP distributed to potential vendors in the first quarter of this year.

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 January 5<sup>th</sup> – January 12<sup>th</sup>

Date: January 12, 2009

**City Offices will be closed Monday, January 19<sup>th</sup> in observance of the Dr. Martin Luther King holiday.**

**Please note that due to the Dr. Martin Luther King holiday the regularly scheduled City Council meeting (01.19.09) will be held the following day on Tuesday, January 20<sup>th</sup> at 7:00 pm in the City Council chambers.**

**City Hall Day with the Kansas League of Municipalities will be held on Wednesday, January 28<sup>th</sup> beginning from 1:30pm to 6:00pm. City Hall Day allows LKM member cities to meet with their state representatives at the capital and to outline the 2009 legislative session and the issues the legislature will be addressing that affect municipalities. Please contact Brian Silcott or Teri Laymon if you wish to attend.**

**Mayor**— Mayor Gregory has asked me to relay the following information to the City Council.

The City of Goddard will be hosting the Sedgwick County Association of Cities April Meeting. The meeting is scheduled for April 11<sup>th</sup> in City Hall with breakfast being served at 8:30 am the business meeting begins at 9am. More information on the meeting will be distributed as the meeting date nears.

The Mayor will be inquiring to gauge Council's interest in touring the new Sedgwick County arena, Mayor Gregory will be following up on this item during the January 20<sup>th</sup> City Council meeting.

## **Administration –**

2009 Series General Obligation (GO) Bonds: During the December 15<sup>th</sup> 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 20<sup>th</sup>. 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, & 4<sup>th</sup> 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 20<sup>th</sup> City Council Meeting the governing body will consider bids from the banks and authorize the issuance of debt.

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, as well as our position in the greater metropolitan community. In an effort to economize without being stingy I have met with an employer benefits advisor in an effort to determine the most appropriate path to craft an employee benefits which are reflective of City’s commitment to its employees while maintaining stewardship of public dollars. Mr. Mike Kellor of Hardman Benefits will make a presentation on this service. The January 5<sup>th</sup> Council meeting had Mr. Kellor scheduled for this presentation, but as reported in the December 22<sup>nd</sup> City Administrator’s report the presentation is to occur on January 20<sup>th</sup>. I apologize for any confusion my oversight may have caused.

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 and the various upgrade options before presenting possible courses of action to the governing body.

**Police** –Chief Houston has promoted Officer Don McElroy to Sergeant. Sergeant McElroy has been a member of the department since 2005 and served as Health & Zoning Officer from 2003-2005. Prior to his employment in Goddard Don was employed as a paramedic for Sedgwick County EMS rising to the rank of Lieutenant. Don left EMS for Eagle Med where he served as program manager. Don has been a Goddard resident since 1999. He and his wife Carla have 6 kids ranging in age from 14 to 21 years of age, 4 of which are in the Goddard school system. We are pleased to have Don serving his hometown community!

4 computers in the department operate with a Windows 2000 operating system. This version has been surpassed by three more recent operating system versions (Windows XP, Windows Vista, and now Windows 7). It is believed the computers using Windows 2000 are more than five years old however the exact age and update history of each machine is being confirmed, and in dire need of replacement. The most crucial workstation is National Crime Information Center (NCIC) pathway computer used to report cases to the national database. This computer operates on Windows 2000 and once the NCIC update occurs the reporting system will no longer be compatible with Windows 2000 or Windows XP. Microsoft will no longer provide technical support to Windows 2000 or Windows XP beginning sometime in 2009. A full report will be provided in the very near future regarding this matter.

Goddard’s entire storm siren system is fully operational. Chief Houston will be presenting a proposal to outfit the last two vehicles in the department’s fleet with cameras and recording devices and to add cables to the entire fleet which will record a vehicles speed on the camera when captured by the radar. The City Attorney and Chief of Police believe this purchase will greatly reduce court time and attorney costs because the video shows the vehicle being captured by radar and its speed.

### **Community Development –**

Planning & Zoning: The Planning Commission recommended approval of a conditional use permit for outdoor storage of vehicles and other machinery at 103 N. Main. Bob Smith of Advanced Basement Systems is under contract to purchase the property and relocate his

basement and foundation repair business from Wichita to Goddard. Screening will be required and final action will be forwarded to the City Council for the 1<sup>st</sup> meeting in February.

The Planning Commission recommended approval to the MAPC of a conditional use permit for a vehicle storage yard at 18333 West 39<sup>th</sup> St. S. An existing business was cited for non compliance as they had vehicles used in their operation stored on the property with the proper screening.

As reported earlier the Planning Commission previously recommended not approving a rezoning at 231<sup>st</sup> and 47<sup>th</sup> Streets South. The matter will be heard before the Sedgwick Co. Commission on January 21<sup>st</sup> and staff intends on speaking on behalf of the Planning Commission as to why our Planning Commission felt that the rezoning should not be allowed.

*Community Development Division:* The Keen Clubs Wii system is in place and members of the Keen Club have begun bowling and getting accustomed to the machine.

*Building & Inspections:* 2 new home permits have been submitted for approval in the St. Andrews 3<sup>rd</sup> Addition – values are not assessable at this time.

*Animal Control:* Community Development Specialist Monty Barnickle is on vacation and will be out until after Martin Luther King Day. GPD and Public Works will handle animal issues in his absence.

#### **Public Works/Maintenance –**

City work crews performed 19 utility locates, installed a new water service in the 200 block of Swanee and repaired a water leak in the 200 block of Oak Street. Crews installed a new water service and raised the meter lid in the 1900 block of McRay. City Street crews constructed the salt & sand shed roof trusses and decking with the roof material to be applied this week. Christmas decorations have been removed and placed in storage at the City shop. Crews have been combating lift station issues over the past several weeks. Elk Ridge lift station generator was serviced and is now operating. The sewer lagoon lift station has been repaired and functioning normally. The cause of the breakdown was a broken float which had lost its counterweight. The counterweight initiates the auger.

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 January 12<sup>th</sup> – January 19<sup>th</sup>

Date: January 20, 2009

Wastewater Treatment Facility—Contractors are on schedule. The project is 66.4% completed with 141 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (101 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 \$5,101,500 (79.87% of the project) with \$118,190 being spent between December 20, 2008 through January 17, 2009.

Annexations: Director of Community Development Justin Givens has completed a detailed annexation plan. Deputy City Attorney Bryant Parker has been in contact with several property owners along 199<sup>th</sup> Street between the existing City limits and Maple Street to discuss petitioning. City staff is working on a resolution of intent for annexation of properties located on 199<sup>th</sup> Street West from Maple Street south to the existing City limits and to several other parcels east on Maple street.

Purchase Card Policy & Purchase Policy: The purchase card policy distributed to the governing body in a previous meeting (12.15.2008) is scheduled for discussion at the February 2<sup>nd</sup> Regular City Council meeting. Staff will conduct a review of the purchase policy adopted in July of 2003 and will provide any recommendations to the governing body in a future meeting.

Linear Trail: Community Development Director Justin Givens, Deputy City Attorney Bryant Parker, City Engineer Harlan Foraker and I met with Tom Montgomery or Gossen Livingston Associates, Ken Bengston, MKEC Engineers and Ken Kallenbach also of MKEC Engineers to discuss additional concerns with the trail and to outline a course of action to conclude the project to the City's satisfaction. A full status report will be provided to the City Council at the February 2<sup>nd</sup> City Council meeting.

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 January 12<sup>th</sup> – January 26<sup>th</sup>

Date: January 26, 2009

**City Offices will be closed Monday, February 16<sup>th</sup> in observance of the Presidents Day holiday.**

**Please note that due to the Presidents holiday the regularly scheduled City Council meeting (02.16.09) will be held the following day on Tuesday, February 17<sup>th</sup> at 7:00 pm in the City Council chambers.**

## **Administration –**

*Pool Safety Act:* Staff continues to assess new regulations passed by Congress regarding pool drain and recirculation cover requirements. It is difficult to determine exactly how this standard will impact pool operations because Congress has created a requirement without providing for a standard or protocol to ensure that repairs made conform to law and do not increase municipal liability. I have been in contact with several engineering firms regarding the proposed changes and the specific requirements to mitigate this mandated threat. The firms contacted are gathering information and once more is known I will report the status of this requirement to the governing body.

*Annexation:* The discussions with property owners on 199<sup>th</sup> Street West continues and Deputy City Attorney Bryant Parker hopes to avoid the need for a resolution of intent to unilaterally annex. I am working with Bryant, Chief Houston, and Community Development Director Justin Givens to incorporate roadway segments on 199<sup>th</sup> Street West, 167<sup>th</sup> Street West, 183<sup>rd</sup> Street West, and 23<sup>rd</sup> Street South into the Goddard corporate limits. We hope to have the matter to the governing body for consideration by the February 17<sup>th</sup> or March 2<sup>nd</sup> City Council meeting.

**Police** – Chief Houston and I are working on an agenda report for the February 17<sup>th</sup> City Council meeting to upgrade the department's antiquated computers, all of which operate on the Windows 2000 operating system. The Windows 2000 operating system is no longer supported, these computers are not compatible with several databases that department computers must interface to conduct daily business. Officer Sarah Bordeaux has completed field training is now patrolling on 2<sup>nd</sup> shift. Sgt McElroy is now assigned supervisory duties between 7pm & 3am. The Radio System upgrade is underway and a full report will be provided during the February 2<sup>nd</sup> City Council meeting.

## **Community Development –**

Planning & Zoning: Community Development Director Justin Givens has crafted 2 new land use descriptions for incorporation into the City’s current land use regulations for “Rural Residential” and “Agricultural” land uses. The inclusion of these 2 land uses does not address the need to update Goddard’s current land use regulations. The addition of Rural Residential and Agricultural land uses is necessary to address many of the properties in our annexation plan. The descriptions will be reviewed by City legal staff this week. The Planning Commission will review and provide comment during the February 12<sup>th</sup> Regular Planning Commission meeting. It is anticipated that the City Council will consider incorporating these 2 land uses into the land use regulations during the February 17<sup>th</sup> City Council meeting.

## **Public Works/Maintenance –**

Methodist Church Alleyway: Public Works crews completed the alley project. City crews worked in conjunction with Attica Township Superintendent Randy Porter to cut an engineered “V-slope” for drainage. Crews also removed and poured new concrete walks which will be open to pedestrian traffic on Thursday (01.29.09).

Water & Wastewater: Last week City crews conducted 17 utility locates; repaired 1 water leak (100 block of Spruce; assisted with 2 commercial leaks (Kwik Shop & Oak Elementary); and read commercial water meters.

Streets & Parks: City crews completed work on the salt & sand shed roof; stocked the salt/sand mix; adjusted intersection lighting for 183<sup>rd</sup> Street West & US-54 and 199<sup>th</sup> Street West & US-54 to allow for increased north-south traffic flow on these thoroughfares; and swept a couple of streets where sand was no longer in the traffic flow.

## **Municipal Court–**

The December and Year-end report will be provided in the February 9<sup>th</sup> City Administrator Report. Court Clerk Mary Milam reports that the transition to the State’s automated reporting system still has a few kinks but the integration is progressing.

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 January 26<sup>th</sup> – February 2<sup>nd</sup>

Date: February 2, 2009

**City Offices will be closed Monday, February 16<sup>th</sup> in observance of the Presidents Day holiday.**

**Please note that due to the Presidents holiday the regularly scheduled City Council meeting (02.16.09) will be held the following day on Tuesday, February 17<sup>th</sup> at 7:00 pm in the City Council chambers.**

Wastewater Treatment Facility—Contractors are on schedule. The project is 69.8% completed with 127 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (87 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 \$5,101,500 (83.23% of the project) with \$143,510 being spent between January 17, 2009 through January 31, 2009. The largest expenditures this period is the purchase & installation of the processing equipment. Processing equipment cost is 26.99% or \$1,724,000 of the total project with \$1,568,840 has been spent on processing equipment. It is also the largest single line item in the project.

Annexations: Director of Community Development Justin Givens has completed a detailed annexation plan. Deputy City Attorney Bryant Parker has been in contact with several property owners along 199<sup>th</sup> Street between the existing City limits and Maple Street to discuss petitioning. Staff, under the direction of the Mayor & City Council attempts to be as non-confrontational as possible and to employ the “Golden Rule” strategy, offering those properties in our growth area the choice of waived water & sewer tap fees, a \$2,000 total value or the rebate of 2-year’s worth of City property taxes. The rebate of property taxes is not a total give away as the City still retains the properties assessed valuation for the determination of overall mill levy and debt leverage.

The City is making every effort to avoid a resolution of intent to annex, however 100% petitioning is unlikely and each phase of the annexation plan will likely result in a couple of properties being unilaterally annexed. The City has created a 6 week process with 3 letters and 2 phone calls or handwritten cards requesting the property owner contact the City to avoid unilateral annexation.

Purchase Card Policy & Purchase Policy: The purchase card policy distributed to the governing body in a previous meeting (12.15.2008) is scheduled for discussion at the February 17<sup>th</sup> Regular City Council meeting. Staff will conduct a review of the purchase policy adopted in July of 2003 and will provide any recommendations to the governing body in a future meeting.

199<sup>th</sup> Street West Waterline Relocation: A preconstruction conference was held Monday, January 26<sup>th</sup> to review the project time line and responsibilities. The project is underway and is starting at Maple and moving south due

to the need to identify exact utility locations in the area of US-54 and Kellogg Drive. The project should be 5 weeks in duration and will cost \$236,000.

*Casado-Martens Road Project:* The project is ready to go; the City is awaiting word on the final contract language with the State of Kansas, which should arrive this week. Once the contract is received and the Mayor has signed the agreement the project will be underway.

*Water Transmission Line:* Following a conversation with William Carr of KDHE staff has been directed to resubmit the request with current engineering and construction estimates to ensure the project is sufficiently funded. City Engineer Harlan Foraker and I are working with Mr. Carr to streamline the application and to ensure the City is moving at as expeditious a pace as possible. A full report will be provided in a future meeting.

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 February 2<sup>nd</sup> – February 9<sup>th</sup>

Date: February 9, 2009

**City Offices will be closed Monday, February 16<sup>th</sup> in observance of the Presidents Day holiday.**

**Please note that due to the Presidents holiday the regularly scheduled City Council meeting (02.16.09) will be held the following day on Tuesday, February 17<sup>th</sup> at 7:00 pm in the City Council chambers.**

**Administration**— The items listed below are anticipated to be on the February 17<sup>th</sup> City Council meeting.

*Purchase Card Policy & Purchase Policy*: The purchase card policy distributed to the governing body in a previous meeting (12.15.2008) will be presented for discussion. Staff will conduct a review of the purchase policy adopted in July of 2003 and will provide any recommendations to the governing body in a future meeting.

*Wastewater Treatment Facility Change Order*: The City Council will be asked to consider a change order from UCI to deviate from the concrete design and the American Concrete Institute's Standard Specification for Structural Concrete (ACI 301-96) potentially saving the City \$10,719. A full agenda report will be presented to the governing body regarding the proposed change order at the next City Council meeting.

*Computer Purchases*: Staff will present an agenda report to purchase six computers, 4 for the police department and 1 for the City Clerk & Director of Community Development.

*SCFD Fire Station 35*: Chief Curmode & Director of Public Safety Phil Lamkey will present an update to the Governing Body on the progress of the Station's development and timeline.

*199<sup>th</sup> Street West Waterline Relocation Change Order*: A petition has been received by three of the four property owners located along the Casado-Martens road project requesting water system improvements. A resolution will be presented to the Governing Body regarding the establishment of an improvement district for water system improvements. The petition allocates 100% of the cost to the properties located within the district.

## **Police Department—**

Department highlights for the month of January 2009 include the issuance of 121 traffic citations and 130 written/verbal warnings for traffic violations; the department has issued 121 citations for 2009. GPD arrested 5 individuals for misdemeanor warrants in January and have arrested 5 persons on warrants this year. The department responded to 621 total calls in January totaling 621 year to date responses. During the month of January GPD assisted other jurisdictions 47 times. The department has assisted other jurisdictions 47 times in 2009 or approximately 7.6% of all responses.

Chief Houston reports that the storm siren at the high school is not properly operating. Sedgwick County Emergency Preparedness is investigating the apparent malfunction at the siren and the City of Goddard is checking the radio & antenna components. This past week an errant signal initiated the storm siren system throughout town on Sunday, January 8, 2009.

## **Community Development—**

*Planning and Zoning:* Community Development Director Justin Givens spoke on behalf of the Planning Commission and concerned neighbors before the Sedgwick County Commission in reference to a zoning case at 47<sup>th</sup> Street South and 231<sup>st</sup> Street West. The Planning Commission had originally voted against the proposed rezoning and the Sedgwick Co. Planning Commission approved the rezoning forcing the matter to be heard before the Sedgwick County Commission. The Sedgwick County Commission supported our Planning Commission and Staff's recommendation and voted 5-0 to not allow the rezoning request.

Staff is working on two possible text amendments to the zoning regulations at the February meeting. These two additions are being considered in anticipation of future annexations that help our zoning regulations adapt to existing land uses that are not currently recognized. One is an Agriculture District that helps preserve land for future development. The other is a more restrictive Suburban District that allows houses on lots of 5 acres or more.

Justin reviewed a plat in the Zone of Influence that based upon the hearing dates will not be presented to the Planning Commission. It is a one-stop plat that will allow for a single residence to be built on a large piece of farmland. He had no objections.

The Community Development Director met with representatives from Baughman & Co as well as Kick'n Development to discuss the replat of St. Andrews 3<sup>rd</sup> Addition. The matter was addressed before the Planning Commission but staff had some reservations about the final plat. After meeting with all the parties a suitable change has been made and staff is comfortable that the final plat will conform to our regulations. The issue arose when KDOT purchased a portion of the development for the NW By-Pass and US 54 Flyover.

*Community Development:* The Keen Club's Wii system is in place and members of the Keen Club have begun bowling and getting accustomed to the machine. As part of the grant the members will also have access to the Wii Fit program in March.

Staff met with Matt Fouts concerning a future Road Race that he would like to conduct in conjunction with his park. Mr. Fouts will be bringing further information back to staff when he has more details.

The City Administrator and Community Development Director attended Grubb & Ellis' 2009 Real Estate Market Forecast Seminar and discussed future development in Goddard with several members of Grubb & Ellis' staff.

Justin Givens and Kelly Carrington walked through the new Waste Water Treatment Facility to get a feel for the new process and plant layout.

Justin & Monte also addressed 5 Junked Motor Vehicle or RV inspections. All cases have been abated since the first citizen contact with potential violators. 12 Bandit Signs have been removed and numerous bags of trash were collected in various right-of-ways and locations around the city.

***Building & Inspections:*** City Staff issued 2 plumbing permits, 2 fence permits, 3 electrical permits, and 14 building permits (4 new home permits issued in January with a total valuation of \$599,600 with an average value of \$149,900). No stop work orders were issued but several locations were asked to move their building permits to a more visible location. A total of \$3,429.84 in permit fees was generated in January.

The grease trap has been installed at the Medical Lodge. This was required to help reduce the amount of constriction on the sewer main in an effort to eliminate backups onto the neighboring properties.

***Animal Control:*** Several complaints about barking dogs have been lodged in the Spring Hill Addition but without a formal complaint no action can be taken. The ACO has spent time in the location trying to observe the objectionable conditions but to date has not. The ACO will continue to monitor the situation.

## **Public Works—**

***Water & Wastewater:*** Staff conducted 57 utility locates, repaired 6 water leaks, installed 10 new water meters, verified work on 4 building permits, performed 15 meter "re-reads". Staff also installed 2 ceiling fans in the Library. Water well #8 is having an issue and has been taken off line. Clark Well Service is investigating and once the cause of the issue is known I will provide a report to the Council in a future City Administrator's Report. Staff completed work on the alleyway behind the United Methodist Church and poured a new sidewalk because the previous walkway did not match the slope of the new alleyway.

***Streets & Parks:*** City crews used an estimated 100 tons of sand/salt mixture during the month of January for inclement weather on our City roadways. The new salt/sand spreader was placed into operation during the month of January. Brian Helten & Mike Holmes completed the new roof on the salt/sand storage shed and removed the holiday decorations in early January. Crews also reset the automatic lights at the linear park restroom building and repaired damage to the structure due to vandalism and high winds.

Crews also reset the automatic lights at the linear park restroom building and repaired damage to the structure due to vandalism and high winds.

Wastewater Plant Operations: Meetings on plant operations are increasing as the plant's completion draws near. Kelly Carrington is compiling cost estimates for laboratory materials that are required once the facility is operational. These items will be used to help ensure compliance with KDHE permit requirements. Kelly continues to assist other divisions when not working on treatment facility matters.

**Municipal Court—**

Court Clerk Mary Milam reports that 129 cases were filed in January with 33 of these cases pending for a February court date. 66 cases received guilty pleas, 25 cases were dismissed, and 3 cases received a diversion. The case breakdown by violations are as follows; 4 DUIs, 119 traffic violations, 3 minor in possession of alcohol or tobacco, and 3 crimes listed as "other".

**City Clerk—**

City Clerk Teri Laymon reports the City earned \$7,409 in interest income, issued 109 checks to vendors, and collected \$829,959 in taxes, fees, and water & wastewater sales.

The City has \$6,073 in outstanding bad debt. Deputy City Clerk Lorie Devaney reports that 32 customers were scheduled for shut-off due to lack of payment for utility bills in the month of January. Additionally, 32 customers were reported to the State of Kansas Set-off Program with \$3,043 potential revenue.

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 February 9<sup>th</sup> – February 17<sup>th</sup>

Date: February 17, 2009

## **City Offices were closed Monday, February 16<sup>th</sup> in observance of the Presidents Day holiday.**

Wastewater Treatment Facility—Contractors are on schedule. The project is 73.1% completed with 113 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (73 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 \$5,570,820 (87.22% of the project) with \$202,970 being spent between January 31, 2009 through February 14, 2009. The largest expenditures this period is the purchase & installation of the processing equipment. Processing equipment cost is 26.99% or \$1,724,000 of the total project with \$1,568,840 has been spent on processing equipment. It is also the largest single line item in the project. The City is gathering information on the lab materials that are necessary for the safe and compliant operation of the facility; total cost for these materials is not expected to exceed \$8,000. The natural gas line that serves the facility will be extended within the next week or two. Cost for the extension is \$26,889.

Annexations: Director of Community Development Justin Givens has completed a detailed annexation plan. Deputy City Attorney Bryant Parker has been in contact with several property owners along 199<sup>th</sup> Street between the existing City limits and Maple Street to discuss petitioning. Staff, under the direction of the Mayor & City Council attempts to be as non-confrontational as possible and to employ the “Golden Rule” strategy, offering those properties in our growth area the choice of waived water & sewer tap fees, a \$2,000 total value or the rebate of 2-year’s worth of City property taxes. The rebate of property taxes is not a giveaway as the City still retains the properties assessed valuation for the determination of overall mill levy and debt leverage.

The City is making every effort to avoid a resolution of intent to annex, however 100% petitioning is unlikely and each phase of the annexation plan will likely result in a couple of properties being unilaterally annexed. The City has created a 6 week process with 3 letters and 2 phone calls or handwritten cards requesting the property owner contact the City to avoid unilateral annexation. A status report and timeline will be provided as a full agenda item in the March 2<sup>nd</sup> regular meeting.

199<sup>th</sup> Street West Waterline Relocation: A preconstruction conference was held Monday, January 26<sup>th</sup> to review the project time line and responsibilities. The project started at Maple and has progressed south to the 1400 block of South 199<sup>th</sup> Street West. The project is in its 3<sup>rd</sup> week of a 5 week timeline and will cost \$236,000, excluding the \$37,959 waterline serving the area impacted by the Casado-Martens roadway project.

Casado-Martens Road Project: The Mayor has signed the agreement, which has been forwarded to KDOT. The City is waiting for the official notice to proceed with construction. The project is budgeted \$572,630. Once the

notice to proceed is given, a preconstruction conference will be convened to review project task responsibilities and to develop a project timeline. More information will be provided in future reports.

Water Transmission Line: The City Administrator, City Attorney, and City Engineer are meeting to submit an updated project request to KDHE for the waterline project. A full report will be provided in the March 16<sup>th</sup> regular City Council meeting.

Stimulus Projects: Staff is working aggressively to compile a list of projects for submission to the Wichita Area Metropolitan Planning Organization, the Kansas Department of Transportation, and the Environmental Protection Agency for possible funding related to the latest round of federal financial recovery funding. A full listing of projects will be presented as an agenda item in the March 2<sup>nd</sup> regular City Council meeting.

Wastewater Treatment Operator: Kelly Carrington has successfully passed his Class IV Wastewater Operator certification examination. Kelly has been coordinating the implementation efforts for the wastewater plant so that its transition into service is seamless for the users of our wastewater utility. We are proud of Kelly's success and look forward to his leadership.

Drainage Issue 200 block Richard Road: A property owner in the 200 block of Richard Road has submitted a letter to the City Council regarding a City drainage issue which she believes is causing a detrimental impact to her property. The City stated that it would install a drainage valve with backflow preventer in order to mitigate the properties drainage issue, without acknowledging any detrimental impact by the City on the property in question. The City further stipulated that the property owner would need to sign a release of liability and hold harmless as a condition to complete the work. The property owner does not believe this to be her best interest and has submitted a letter to the City Council to consider mitigating the problem. I have attached a copy of the letter with this report.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 February 18<sup>th</sup> – March 2<sup>nd</sup>

Date: March 2, 2009

**Daylight Saving's Time begins Sunday, March 8<sup>th</sup> please don't forget to "spring forward" one hour Saturday night before going to bed. Also please remember to change the batteries in the smoke alarms in your homes!**

Wastewater Treatment Facility—Contractors are on schedule. The project is 74.8% completed with 92 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (52 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 \$5,614,720 (87.91% of the project) with \$43,900 being spent between February 15 through February 21, 2009. The largest expenditures this period is electrical subcontractor work.

Annexations: Director of Community Development Justin Givens has completed a detailed annexation plan that has been distributed in draft form, please review and provide comment to the City Administrator or Community Development Director by Monday, March 9<sup>th</sup> so that any issues or concerns can be incorporated in the plan. The City Administrator is working with the City Engineer to construct a resolution of intent for consideration by the governing body on March 16<sup>th</sup>.

199<sup>th</sup> Street West Waterline Relocation: Please see Agenda Item H.4 in tonight's meeting (03.02.2009). The project started at Maple and has progressed south to the US-54/Kellogg Drive. The contractor has almost completed the Martens Road phase and will be finished the middle to end of this week. The project is in its 5<sup>th</sup> and final week and will cost a total of \$240,460, including the area impacted by the Casado-Martens roadway project.

Casado-Martens Road Project: The Mayor has signed the agreement, which has been forwarded to KDOT. The City is waiting for the official notice to proceed with construction. The project is budgeted \$572,630. Once the notice to proceed is given, a preconstruction conference will be convened to review project task responsibilities and to develop a project timeline. In an e-mail to KDOT last week I was informed the contract is under legal review and the City will be notified promptly. A full report will be provided once more information is known.

Water Transmission Line: The City Administrator, City Attorney, and City Engineer met March 16<sup>th</sup> to review the task items and responsibilities for the water line relocation. City legal staff is working on contacting property owners to secure easements and the City Administrator is submitting the revised application Wednesday of this week. The City Engineer is working on verifying the hydraulics to ensure the waterline is sufficiently sized to meet the needs of the community 25 to 30 years from today.

*Stimulus Projects:* Staff is working aggressively to compile a list of projects for submission to the Wichita Area Metropolitan Planning Organization, the Kansas Department of Transportation, and the Environmental Protection Agency for possible funding related to the latest round of federal financial recovery funding. A full listing of projects will be presented as an agenda item in the March 16<sup>th</sup> regular City Council meeting. The reason for the delay is that programs and funding conduits are still being identified. The City will only apply for projects it can realistically fund.

*Drainage Issue 200 block Richard Road:* City staff is working on the project and will have the item scheduled on the March 16<sup>th</sup> City Council regular meeting agenda for discussion.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 March 2<sup>nd</sup> – March 9<sup>th</sup>

Date: March 9, 2009

Please find a summary of department activity for the month of February listed below. If you have questions or concerns regarding this report, please give me a call or stop by City Hall.

## **Police Department—**

Department highlights for the month of February include the issuance of 93 traffic citations and 137 written/verbal warnings for traffic violations; the department has issued 237 citations for 2009. GPD did not arrest any individuals for misdemeanor warrants in February and have arrested 5 persons on warrants this year. The department responded to 342 total calls in February totaling 629 year to date responses. During the month of January GPD assisted other jurisdictions 58 times. The department has assisted other jurisdictions 105 times in 2009 or approximately 16.7% of all responses.

Chief Houston reports that the Police Captain vacancy has been posted and applications are being received. We are pleased with the response so far received given the vacancy has been posted less than 1 week. Chief Houston is also working on a grant application for federal funding of police officers. The funding is for a period of three years and once the grant application is completed it will be presented to the governing body for review and consideration.

## **Community Development—**

Planning and Zoning: The Planning Commission reviewed two new zoning districts Agriculture Preservation and Suburban Residential that will be incorporated into the zoning code as the need has arisen do to annexation. Staff met with representatives of a development company looking at building twin-homes on property in off of 199<sup>th</sup> ST. The developers are working on a plan for submittal to the Planning Commission.

Community Development: Staff discussed 199<sup>th</sup> ST widening plans with Whites IGA owners and conducted “routine” tours of town to ensure compliance with municipal codes. 8 Bandit Signs have been removed and staff continued collecting trash in various right-of-ways and locations around the city. City Staff picked-up and returned commodities from Sed. Co. Food Bank to Community Center for dispersal to members of our community.

Staff met with Matt Fouts concerning a future Road Race that he would like to conduct in conjunction with his park. Mr. Fouts will be bringing further information back to staff when he has more details.

*Building & Inspections:* City Staff issued 3 plumbing permits, 1 mechanical permit, 1 electrical permit, and 13 building permits (4 new home permits issued in February with a total valuation of \$637,100 with an average value of \$159,275). No stop work orders were issued but several locations were asked to move their building permits to a more visible location. A total of \$3,830 in permit fees was generated in February bringing the year to date total for permit fees collected to \$7,260.

*Animal Control:* 1 dog was picked up and returned to its owner and 2 noisy animal complaints were followed upon, their status is pending.

### **Public Works—**

*Water & Wastewater:* Staff conducted 45 utility locates, repaired 13 water leaks, installed 10 new water meters, verified work on 4 building permits, worked through repairs and issues related to Water well #8, repaired lift station motors & impellers, installed a new float detector, and rewired a segment of the control system at the Spring Hill lift station on Maple. Staff repaired the main lift station auger, which has been persistently plagued with issues.

*Streets & Parks:* City crews removed 8 dump truck loads of limbs and organic debris from the linear park before the dump truck went down for repairs, twice swept all the streets in town with the last sweeping being largely ineffective due to the broom guard malfunction on the sweeper, Street crews also graded the all of the dirt/gravel roads in town on their bi-weekly schedule, and assisted water & wastewater crews with lift station repairs. Brian Helten and Mike Holmes also met with representatives of Aquacisers and Larkin for pool compliance with the Virginia Graeme Baker Act.

*Wastewater Plant Operations:* Kelly Carrington passed his waste water operator class IV exam to become the City's waste water treatment operator. Kelly's lateral move to this position creates a vacancy that is currently that is temporarily being left vacant. Kelly reports the Director of Community Development for his day to day tasking and operations. Kelly Carrington served as city representative during numerous regular meetings with engineers, contractors and other agents as the completion date draws closer for the wastewater treatment plant, and he assisted on the auger repair, Well 8 and daily chlorine, well and lift station readings.

### **Municipal Court—**

Court Clerk Mary Milam reports that 125 cases were filed in February with 28 of these cases pending for a March court date. 109 cases received guilty pleas, 13 cases were dismissed, and 2 cases received a diversion. The case breakdown by violations is as follows; 2 reckless driving, 3 DUIs, and 92 traffic violations.

**City Clerk—**

City Clerk Teri Laymon reports the City earned \$10,278 in interest income, issued 112 checks to vendors, and collected \$104,357 in taxes, fees, and water & wastewater sales compared to \$131,617 in expenditures. The City has \$5,495 in outstanding bad debt. The City organization has 22 fulltime employees serving more than 4,000 citizens; there are currently 3 position vacancies in public works, utility billing clerk, and police captain. In the month of February 5 employees used 91 hours of sick/bereavement/family leave.

Deputy City Clerk Lorie Devaney reports the city wide average consumption for determining the sewer rate was 5,000 gallons per month. 1 customer was shut-off due to lack of payment for utility bills in the month of February. No customers were reported to the State of Kansas Set-off Program in February.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 March 9<sup>th</sup> – March 16<sup>th</sup>

Date: March 16, 2009

Wastewater Treatment Facility—Contractors are on schedule. The project is 78.1% completed with 85 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (52 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 \$5,811,940 (91% of the project) with \$184,200 being spent since the March 2<sup>nd</sup> City Administrator's Report. The largest expenditures this period is electrical subcontractor work.

Water Transmission Line: Work is progressing on the project with the City Engineer verifying easement for the current waterline along US-54. The City Attorney is working to contact property owners along the proposed waterline route located within the existing trail right-of-way. The City Administrator is in communication with KDHE personnel to determine the project status as Goddard's project is listed as approved but unfunded. The project will slated as a full agenda item in the near future once more information is known through KDHE.

Drainage Issue 200 block Richard Road: City Public Works staff will mitigate drainage issues to the Funke Ditch which impact the properties along Richard Road. The work is scheduled for March 23<sup>rd</sup> and 24<sup>th</sup> and will include the placement of a backflow valve in the drainage right of way. The work is necessitated by an elevation variation which appears to create a backing of water outside of the Funke ditch's drainage easement.

Goddard Public Library: The City Administrator met with representatives of The Law Group for their first review of the facility in order to begin securing cost estimates for repairs to the library. At least one and possibly two additional estimates will be solicited from other architectural & engineering firms for this project.

Solid Waste Utility: The City has prepared an RFP for the service to include a recycling option. Staff hopes to have the RFP distributed to area refuse haulers within the next several weeks. The Council will need to adopt an ordinance creating a public utility in a future meeting but the formation of a utility is a formality and would be allocated in the 2009 Revised Budget and in a corresponding Budget Amendment reflecting the new utility.

Community Development Items: The City of Goddard Activities Committee will distribute the annual activities guide the week of March 23<sup>rd</sup> through March 27<sup>th</sup>. The City is hosting Science Camp in the City Council Chambers June 1<sup>st</sup> through June 5<sup>th</sup> from 1pm to 3pm; Art Camp in the Community Building June 8<sup>th</sup> through June 19<sup>th</sup> from 9am to 4pm; and Drama Camp in the City Council Chambers June 22<sup>nd</sup> through June 26<sup>th</sup> from 9am to 3pm.

Public Pool Compliance Issue: Staff is currently draining the pool to measure the current drain and suction screen and to measure the depth of the drainage basin. This information will be forwarded to Larkin for a preliminary assessment, a future site meeting will be scheduled shortly thereafter to inspect and insure compliance.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 March 16<sup>th</sup> – March 30<sup>th</sup>

Date: March 30, 2009

Please find a summary of department activity for the previous outlined below.

## **Police Department—**

Chief Houston reports that the Police Captain vacancy has been posted and applications are being received. We are pleased with the response and background investigations are in the preliminary stage for individuals to receive an interview. Chief Houston is also working on a grant application for federal funding of 2 police officers. The funding is for a period of three years; the grant application is completed and will be presented to the governing body for review and consideration along with the position cost analysis during the April 6, 2009 City Council meeting. The department's March call and response numbers will be presented in the April 13<sup>th</sup> City Administrator report.

## **Community Development—**

*Planning and Zoning:* The Planning Commission will hold its regularly scheduled meeting on Thursday, April 9, 2009.

*Community Development:* Community Development Specialist Monte Barnickle removed 37 signs last week and has contacted several school board candidates to educate them on the City's right-of-way and sign codes. Staff is meeting with neighbors and monitoring a feral cat situation to ensure the public's health is not compromised as a result of the sheer numbers of feral cats.

## **Public Works—**

Director of Community Development Justin Givens who oversees the daily operation of the City's public works staff reports the following: The Elk Ridge Lift Station was operating properly under generator power when the generator failed on Saturday requiring servicing, main power was restored so no issues arose. Public Works Crews are trouble shooting the problem today.

Progress is ongoing on the WWTP but an issue with the design related to explosion proof materials not being used may delay the progress – we will keep the governing body abreast of the issue. Mark Jost has been researching the communication requirements for the WWTP and has requested a meeting to discuss options.

Crews did a good job of snow removal over the weekend. A majority of the issues arose after city crews had been through an area and either County or KDOT crews went through the same area causing buildup at intersections. It is being suggested that Easy St. be added to the Emergency Snow Route as it is the only road that serves the Medical Lodge and senior living facilities and should be cleared for emergency access. Brian, Mike, Kelly and Keith all assisted with snow removal and should be commended for a job well done. Only a small amount of sand/salt mixture was used on the roads as well. Due to the weather Mayer Specialty Service will not be doing the scheduled work in Goddard as originally planned. They will return to finish work most likely in September.

The Public Works Department after consultation with staff and the City Administrator approved funds for; \$2,900.00 for 20 - 1” water meters as inventory was low; \$1,100.00 was authorized for the service of the John Deere Tractor for routine service and repairs to leaking hoses. Due to the approaching winter storm the needed repairs were considered “emergency” in nature. \$900.00 was authorized for additional repairs to the Dump Truck as mounting brackets and a bolt broke while placing new parts on the vehicle. Due to the approaching blizzard the authorization was considered emergency in nature.

*Water & Wastewater (including plant):* Staff conducted 12 utility locates, have not had any reported water leaks, and repaired the Elk Ridge Lift Station generator. Crews also assisted with snow removal and attended the Kansas Rural Water annual conference. Work on the Funke Ditch and at least 6 water service repairs have been rescheduled until the ground dries out from the snowfall.

*Streets & Parks:* Staff coordinated the pool’s compliance with the Virginia Graeme Baker Act with representatives of Larkin Aquatics, conducted preventive vehicle and equipment maintenance, and spent 14 hours repairing the street sweeper. Crews also prepared for the snow storm and conducted snow removal operations for the “Spring Blizzard 2009”. Citywide with assistance from all divisions overtime related to the storm totaled 37 man hours. Crews spent today cleaning and servicing snow removal equipment. Later this week staff will finish street sweeper repairs and replace the blades on the road grader.

### **Municipal Court—**

A full report of March Municipal Court Activity will be provided in the April 13<sup>th</sup> City Administrator report.

### **City Clerk—**

City Clerk Teri Laymon reports the chart of accounts conversion will take effect within the next 30-60 days. Teri is finishing data entry for the file conversion that will be used by the software programmers. I am pleased to report that Teri has also created a way to reflect all cash and investments into the

accounting system. The City has historically used spreadsheets that were not incorporated into the accounting system. The City Clerk and City Treasurer would manually enter the data from our accounting system and the investment spreadsheet into a third grouping of spreadsheets to ascertain our balances. This system has the potential for errors while the new system only requires entering one set of numbers rather than three separate entries of the same data.

Deputy City Clerk Lorie Devaney reports 346 delinquent notices have been distributed to delinquent water utility accounts. The initial delinquent rate is 21.6% which is high for the industry but not for our locality. These delinquent accounts must be paid in full by April 7<sup>th</sup> or the account will be shut-off on April 8<sup>th</sup>.

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 April 6<sup>th</sup> – April 13<sup>th</sup>

Date: April 13, 2009

Please find a summary of department activity for the month of February listed below. If you have questions or concerns regarding this report, please give me a call or stop by City Hall.

## **Police Department—**

Department highlights for the month of March include the issuance of 84 traffic citations and 119 written/verbal warnings for traffic violations; the department has issued 337 citations for 2009. GPD arrested 1 individual for a felony warrant and 3 individuals for misdemeanor warrants in March. The department has arrested 9 persons on warrants this year. The department responded to 376 total calls in March totaling 1,005 year to date responses. During the month of March GPD assisted other jurisdictions 73 times. The department has assisted other jurisdictions 178 times in 2009 or approximately 42.4% of all dispatched responses.

Chief Houston reports that background checks are being conducted for the Police Captain vacancy and submitted the COPS grant application for federal funding of 3 police officers.

## **Community Development—**

*Planning and Zoning:* The Planning Commission approved the rezoning of approximately 144 acres at the southwest corner of 183<sup>rd</sup> & Kellogg from R-1 to General Business in anticipation of a future commercial development. Due to a transcription error on the legal notice to surrounding property owners the Planning Commission will reconsider the change after the publication and notification are distributed this week. The Planning Commission will again consider the request for land use change during the May 14<sup>th</sup> regular meeting. The City Council will consider the request during the June 1<sup>st</sup> meeting.

John Riggs presented the final preliminary chapter for the Comprehensive Plan Update. The implementation section shows a road map for the City to achieve the goals and objectives set forth in the plan. Preliminary work continues on the update to the zoning code. As recommended by the Comprehensive Plan, new land use regulations should be put in place which reflects modern planning and zoning techniques.

*Community Development:* Staff met with Tim Brown, who directs Bel Aires municipal cable channel. Mr. Brown charges a monthly fee of \$1000.00 to maintain and update the channel. He also provides video services for City Council meetings. Staff is looking into other options that would allow for the current system to continue to be used with upgraded software at a more reasonable price. Community Development Specialist Monte Barnickle removed more than 70 bandit signs from the City's right-of-way; most of the signs belong to BOE candidates.

Community Development Director Justin Givens and City Engineer Harlan Foraker met with Howard Lubliner from KDOT and David Hubbard of PEC to discuss KDOT's future plans and a corridor management strategy for US-54 and K-254. Staff conveyed the city's commitment to priorities of extending the existing frontage road on the south side of US-54 from its end point east of 199<sup>th</sup> to 183<sup>rd</sup> and between Walnut and 199<sup>th</sup>. KDOT stated that they would begin negotiations with the Goddard Gunnery on a possible buyout for the needed ROW for the frontage road. Staff and the City Engineer will also be reviewing the existing Corridor Management Program to determine if an update is needed.

Community Development Director Justin Givens attended four sessions of the KRWA Conference. Classes involved Water Service Territories with RWD and effective agreements as well as mediation and dispute resolution.

Monte Barnickle followed up on a junk motor vehicle "courtesy notice" as a resident had a vehicle that had no registration and four flat tires. The vehicle is now in compliance with City Code. Monte continues to remove debris and trash from the ROW in various locations throughout town.

*Building & Inspections:* City Staff issued 4 plumbing permits, 0 mechanical permit, 4 electrical permits, 3 fence permits, 3 sign permits, and 14 building permits (10 new home permits issued in February with a total valuation of \$1,343,340 with an average value of \$134,340). No stop work orders were issued but several locations were asked to move their building permits to a more visible location. A total of \$6,040 in permit fees was generated in February bringing the year to date total for permit fees collected to \$13,300.

*Animal Control:* The ACO followed up on a citation issued by Goddard PD for allowing a public nuisance. A resident has been harboring cats in excess of the permitted limit. Goddard PD cited the resident for allowing the cats to create a nuisance in the neighborhood as they often do damage to neighboring properties. The ACO was in contact with the recipient of the citation and she has begun to reduce the number of cats she has on her premise and control those cats that remain. The ACO will continue to monitor the situation. 3 residents were provided assistance with either lost dogs or informed of dogs running at large. All issues were handled.

## **Public Works—**

*Water & Wastewater:* Staff conducted 56 utility locates, repaired 3 water leaks, installed 2 new water meters, verified work on 10 building permits, tapped the new 12" water main on 199<sup>th</sup> Street West at the City Shop. Public Works employees assisted Streets & Parks with the installation of the inst-valve project for the 199<sup>th</sup> Street West water main which allowed the

utility to maintain water service to all customers during the main tapping process. Employees worked with Clarke Well Service to bring water well #8 online after the pump experienced severe low pressure problems. At no time did our customers experience a service outage related to this incident. Staff attended the Kansas Rural Water Association (KRWA) conference to complete water system operation recertification credits.

Streets & Parks: Brian Helten & Mike Holmes assisted the Water/Wastewater crew on the install valve project and assisted with several projects that required additional personnel for digging operations. Staff bladed all dirt roads and swept all paved roads prior to and after repairs were required on the road grader and street sweeper. Each piece of equipment is currently operational. Staff has begun prepping the pool for opening and has worked with various vendors to ensure pool compliance with the Baker pool act. City crews logged 37 hours of snow and ice removal overtime during the most recent winter storm.

Wastewater Plant Operations: Kelly Carrington toured the Medicine Lodge aero-mod plant and attended the KRWA conference for continuing education requirements for his water and wastewater operator certification. While Kelly has spent most of his time on the waste water treatment facility, including training sessions on the various pieces of equipment, he has also been maintaining the lagoons to ensure that we are compliant with our discharge permit.

### **Municipal Court—**

Court Clerk Mary Milam reports that 119 cases were filed in March with 5 of these cases pending for an April court date. 102 cases received guilty pleas, 8 cases were dismissed, and 1 case received a diversion. The case breakdown by violations is as follows; 7 reckless driving, 3 DUIs, 104 traffic violations, 1 crime against persons, 1 crime against property, and 3 cases filed as other crimes.

### **City Clerk—**

City Clerk Teri Laymon reports the City earned \$7,987 in interest income, issued 108 checks to vendors, and collected \$198,082 in taxes, fees, and water & wastewater sales compared to \$153,164 in operational expenditures (excludes debt service & capital project costs). The City has \$5,425 in outstanding bad debt. The City organization has 22 fulltime employees serving more than 4,000 citizens; there are currently 4 position vacancies in public works, utility billing clerk, police officer, and police captain. In the month of March, 7 employees used 58 hours of sick/bereavement/family leave.

### **Administration—**

Webpage: The City's web page captured 56,352 hits and 9,726 page requests for the month of March. Since the web page has gone online the monthly average for hits is 42,262 and 8,406 page requests.

April 20<sup>th</sup> Council Meeting: The tentative agenda for the next Council meeting includes an engineering services agreement for Elk Ridge Phase II with Baughman & Company along with a corresponding inspection agreement with the City Engineer for work on Phase II. Staff will present a request to purchase a storage tank, product applicator, and chemical product (calcium chloride or magnesium chloride) to control ice, snow, & dust. Staff will present the governing body with a request to authorize the purchase and installation of drain covers for "certified" compliance to the pool act.

The Council will have a petition for annexation for a parcel located in the area of 13<sup>th</sup> Street north & 167<sup>th</sup> Street west. Staff hopes to have a change order for the waste water treatment facility that would provide for permanent installation of a generator to operate the plant in emergency conditions.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 April 13<sup>th</sup> – April 20<sup>th</sup>

Date: April 20, 2009

*Wastewater Treatment Facility*—Contractors are on schedule. The project is 88.1% completed with 50 contract calendar days for final completion on June 7, 2009. Substantial completion date is April 28, 2009 (10 days remaining). The project's base construction cost is \$6,387,000 the amended contract total is \$6,406,973 with the approval of 2 previous change orders, if tonight's change orders are approved the new contract total is \$6,465,248. Construction costs to date totals \$6,124,560 (95.89% of the project) with \$103,070 being spent since the April 6<sup>th</sup> City Administrator's Report. The largest expenditures this period is electrical subcontractor work. ***Please note: the tour of the waste water treatment facility has been rescheduled due to weather for Monday, April 27<sup>th</sup> at 6:30 inside the treatment facility. Please use the gravel parking located outside the facility's admin building.***

*Water Transmission Line*: Work is progressing on securing easement for the waterline. Staff has met with several property owners who own large tracts of land and report positive outcomes. City legal staff is preparing related paperwork for the property owners to consider. Staff hopes to have easement and annexation items for the governing body's consideration sometime in May.

*Drainage Issue 200 block Richard Road*: City Public Works staff has completed installation of the drainage tube and backflow valve, concrete work will be completed this week. The work is necessitated by an elevation variation which appears to create a backing of water outside of the Funke ditch's drainage easement.

*Goddard Public Library*: The Law Group will be on site at the Library Wednesday to conduct another structural inspection. The City should receive a report and proposal the first half of next week. At least one and possibly two additional estimates will be solicited from other architectural & engineering firms for this project.

*Solid Waste Utility*: The City has prepared an RFP for the service to include a recycling option. Staff hopes to have the RFP distributed to area refuse haulers within the next several weeks. The Council will need to adopt an ordinance creating a public utility in a future meeting but the formation of a utility is a formality and would be allocated in the 2009 Revised Budget and in a corresponding Budget Amendment reflecting the new utility.

*Community Development Items*: The City is hosting Science Camp in the City Council Chambers June 1<sup>st</sup> through June 5<sup>th</sup> from 1pm to 3pm; Art Camp in the Community Building June 8<sup>th</sup> through June 19<sup>th</sup> from 9am to 4pm; and Drama Camp in the City Council Chambers June 22<sup>nd</sup> through June 26<sup>th</sup> from 9am to 3pm.

*Casado-Martens Roadway*: Kansas Department of Transportation has issued the notice to proceed. Survey crews have been on site staking the project and it is expected that the paving contractor will be working on the

storm water system this week. The project budget is \$572,630. The project construction timeline follows: Mobilization April 16 & 17; Storm water system construction April 20 – May 5; Roadway excavation April 27 – May 15; Rock base construction May 7 – May 25; Concrete street construction May 20 – June 9; Signage June 10 – 12; Sealing of concrete joints June 17 – June 19; Target date for opening street after walkthrough June 22, 2009.

Drainage Project 500 block of North Goddard Road: A preliminary design has been completed and a cost estimate is being developed. The City Council can expect staff to bring forth several options for consideration at the May 18<sup>th</sup> regular meeting.

Purchase Card Policy: The governing body last reviewed the policy in the February 17<sup>th</sup> regular City Council meeting. Deputy City Attorney Bryant Parker is working diligently on the contract and believes it should be available for consideration in May.

County Station 35: County Commissioner Karl Peterjohn notified the City that the fire station's design and programming is on schedule but the construction may be delayed five to eight weeks to await notification of the awarding of ARRA funds for this project. The City of Goddard will be notified for the preconstruction conference when it is conducted. A detailed report will be provided in a future meeting or report.

Elk Ridge Addition Phase 2: I have received word from Brent Wooten Baughman & Company President that Developer Jeff Bennett is ready to develop Elk Ridge Phase 2 and that petitions for water & sanitary sewer services are forthcoming. In addition to accepting the petition for improvements the City Council must also consider an engineering services agreement with Baughman & Company for phase 2. Once more information is known it will be conveyed in a future City Administrator's report.

Respectfully Submitted,

Brian W. Silcott,

City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 April 20<sup>th</sup> – April 27<sup>th</sup>  
Date: April 27, 2009

Please find a summary of department activity for the previous outlined below.

## **Police Department—**

Chief Houston is on vacation this week and reports that interviews for Captain/Assistant Chief of Police are scheduled for Friday, May 7<sup>th</sup> from 8:30am until approximately 7:30pm. Sergeant McElroy reports the during the previous two week period of April 13<sup>th</sup> to April 27, 2009 the department responded to 4 traffic accidents, served 2 arrest warrants, and issued 41 traffic citations. The department had maintenance issues with 2 vehicles during the past 2 weeks. Vehicle 17 had a battery replaced due to a bad cell and the fan was replaced because of intermittent operation that was causing the cruiser to overheat. Vehicle 15 also had a battery replaced, which was under warranty and a fuel pressure switch is currently being replaced.

## **Community Development—**

Planning and Zoning: The Planning Commission will hold its regularly scheduled meeting on Thursday, May 14, 2009. Two of the items on the agenda include consideration of 1) a change in land use for property located on the southwest corner of US-54 & 183<sup>rd</sup> Street West and 2) site plan approval for Sedgwick County Fire Station 35 located at 1535 South 199<sup>th</sup> Street West.

Community Development: Community Development Specialist Monte Barnickle reports that during the April 26<sup>th</sup> storm the roof to both animal containment pens were destroyed by high winds. Staff is working on replacing the roof for the kennels, which is required by KDHE, and should be completed this week. If the price is more than \$800 the repair will be noted in a future City Administrator report.

## **Public Works—**

Water & Wastewater (including plant): Crews read residential & commercial water meters for the May 1<sup>st</sup> billing; picked up commodities from the Wichita Food Bank for distribution locally through the Kansas Food Bank Warehouse; installed 1 new water service for the Elk Ridge Addition swimming pool; repaired 2 residential water leaks and installed a temporary service for the Shell Gas Station. Start-up on the wastewater treatment facility continues.

**Due to inclement weather & mud conditions the tour scheduled for Monday, April 27, 2009 at 6:30 pm has been rescheduled for Monday, May 11<sup>th</sup> at 6:30pm in the wastewater treatment facility's parking area.**

*Streets & Parks:* Staff installed bike racks at the library and linear park restroom building; power washed & painted the pool building; mowed frontage roads and the water wells site. During the next 2 weeks crews will be inspecting storm drains & culverts and clear any debris and finish repairs to the street sweeper water tank and water jets.

#### **Municipal Court—**

Municipal Court meets the second and fourth Tuesday of each month. A full report of April's Municipal Court Activity will be provided in the May 11<sup>th</sup> City Administrator report. The next Municipal Court date is Tuesday, May 12, 2009 at 7:00 pm in the City Council chambers.

#### **Administration—**

*Storm Response-* The National Weather Service estimates that more than 5 inches of rain fell on Goddard in less than 3 hours causing flooding and sewer back-ups. Brian Helten & Kelly Carrington served their community by serving more than 5.5 hours of overtime during the storm. Brian & Kelly closed the following roads due to high & impassable water at 19900 block of West Kellogg Drive (in front of the Movie Gallery/Alltel strip mall); 19800 block of West Kellogg Drive (in front of Meyer Marine); 20000 block of West Kellogg Drive (in front of Sonic); 20600 block of West Kellogg Drive; and 1<sup>st</sup> Street from Cedar Street to the western drainage ditch of Goddard Road. Additionally, inundation & infiltration (I&I) from the storm event caused the main lift station to become overloaded. The lift station is running at capacity and has logged 19 hours of work as of the 7:30am daily check. The Spring Hill & Elk Ridge lift stations are operating normally and are not overloaded. Staff is working to identify potential source locations for I&I and to craft a plan to minimize the potential for future I&I events. In addition to the storm water issues an issues with the remote signalization has been identified and is detailed below.

*Storm Siren Issue-* During the second tornado warning of the day on Sunday, April 26<sup>th</sup> the storm sirens failed to sound with the rest of the Sedgwick County alert system. Officer Brown-Holguin ensured the signal receiver was set for radio initiation. When Sedgwick County dispatch notified the emergency response system and Officer Brown-Holguin noticed the alarms did not sound she responded to City Hall to reset the signal, which had tripped. Once the system was reset she initiated the signalization by portable radio. **The time delay as a result of the system reset was less than 3 minutes from the initial alarm sounded by Sedgwick County Emergency Management and the manual signalization by Officer Brown-Holguin.** It has been learned today that if City Hall loses power, even momentarily the system must be reset. In order to minimize any future malfunctions of this type a battery back-up power supply is being installed by City staff on Tuesday, April 28<sup>th</sup>.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 April 27<sup>th</sup> – May 4<sup>th</sup>  
Date: May 4, 2009

*Wastewater Treatment Facility*—Contractors are on schedule. The project is 91.4% completed with 36 contract calendar days for final completion on June 7, 2009. Substantial completion date was April 28, 2009. The project's base construction cost is \$6,387,000 the amended contract total is \$6,465,248 with the approval of 3 previous change orders. Construction costs to date totals \$6,241,390 (97.72% of the project) with \$116,830 being spent since the April 20<sup>th</sup> City Administrator's Report. The largest expenditures this period is electrical subcontractor work. ***Please note: the tour of the waste water treatment facility has been rescheduled due to weather for Monday, May 11<sup>th</sup> at 6:30 inside the treatment facility. Please use the gravel parking located outside the facility's admin building.***

*Water Transmission Line*: Work is progressing on securing easement for the waterline. Deputy City Attorney's Austin & Bryant Parker have met with several property owners who own large tracts of land and report positive outcomes. City legal staff is preparing related paperwork for the property owners to consider. Staff hopes to have easement and annexation items for the governing body's consideration but at a minimum will provide a brief overview of the progress of securing the easement in May.

*Casado-Martens Roadway*: The project is progressing and has been working on the storm water system, however due to the wet weather conditions experienced over the past week and a half the work has slowed. A new time line will be provided once it developed. The current project construction timeline follows: Mobilization April 16 & 17; Storm water system construction April 20 – May 5; Roadway excavation April 27 – May 15; Rock base construction May 7 – May 25; Concrete street construction May 20 – June 9; Signage June 10 – 12; Sealing of concrete joints June 17 – June 19; Target date for opening street after walkthrough June 22, 2009. The project budget is \$572,630.

*Goddard Public Library*: The Law Group completed their analysis of the library. I have contacted 2 additional architectural & engineering firms to provide an assessment of the library; I've requested the information be submitted by June 8<sup>th</sup>. The has solicited itemized cost estimates to correct water problems in the basement, correct the rotting wood beams, and install an ADA compliant elevator and stairs to the basement.

*Solid Waste Utility*: The City distributed a request for proposals to all four solid waste haulers registered to provide service within the City Goddard. The City is soliciting bids and has posted the RFP on the city's main page available at [http://www.goddardkansas.us/RFP/Solid\\_Waste\\_RFP\\_040809.pdf](http://www.goddardkansas.us/RFP/Solid_Waste_RFP_040809.pdf) . Requests for proposals are due by 4:30pm Friday, May 15, 2009. The Council will need to adopt an ordinance creating a public utility in a future meeting with the formation of a utility is a formality the 2010 budget would reflect a solid waste utility fund and would reflect City's operation of this utility that has been contracted to private solid waste hauler. The City conducted a pre-bid conference on Wednesday, April 29<sup>th</sup> to answer questions from vendors regarding the City, it's size, growth, and potential contract language, administrative processes in operating the utility.

Drainage Project 500 block of North Goddard Road: A preliminary design has been completed and a cost estimate is being developed. The majority of the problem is on private property and staff is attempting to contact the mobile home park owner to discuss the situation. The result of any conversations with the park owner will be communicated during the June 1<sup>st</sup> discussion. The City Council can expect staff to bring forth several options for consideration at the June 1<sup>st</sup> regular meeting.

Purchase Card Policy: The governing body last reviewed the policy in the February 17<sup>th</sup> regular City Council meeting. Deputy City Attorney Bryant Parker is working diligently on the contract and believes it should be available for consideration at the May 18<sup>th</sup> meeting.

Streets & Roadway Inventory & Assessment: Community Development Director Justin Givens and Brian Helten of the Streets & Parks Division of Public Works have completed the assessment and inventory of 4/5<sup>th</sup> Goddard's streets & roadways. When the analysis is complete the information will be reviewed by the City Engineer and a formal plan for the maintenance and repair of streets will be presented to the City Council for consideration and adoption. Please note, this is a plan that is subject to appropriation and other factors which may necessitate amending or modifying the document.

Manhole Maintenance & Rehabilitation: Staff is working on a formalized document and plan to perform manhole maintenance and rehabilitation. Staff hopes to have the document ready for the Governing Body's consideration within the next 60 days. Included in this plan will also be a description of past work completed on the sanitary sewer system.

Water Resources & Infrastructure Plan: The City Administrator has been working on crafting a water resource plan and has consulted (at no cost) Professional Engineering Consultants to provide a cost estimate for services in assisting with the engineering portion of the plan. During the May 18<sup>th</sup> regular City Council meeting the governing body will be presented with itemized cost estimates for services to provide detailed technical resources with the plan's development.

Website Contract & Domain Registry: The City's contract with Jeff Piper for web design services expires this month. Mr. Piper has delivered web services to the City of Goddard for the past 12 months and has done a wonderful job in assisting staff with the site's development and in posting regular City Council & Planning Commission agendas and minutes as well as the City Administrator's reports to the Governing Body. A new contract should be available for the Council's consideration at the May 18<sup>th</sup> Regular City Council meeting. Also of note is that the City is renewing the [www.goddardkansas.us](http://www.goddardkansas.us) domain name for a 5-year period to include a search engine prioritization for all things Goddard. The cost for the registry and prioritization is \$190 for a 5-year service agreement.

Dust & Ice Control: The Governing Body directed the City Administrator to compile more information on the use, benefits, detractions, and costs associated with the use of Calcium Chloride for ice & dust control. I am working on gathering information from other local government jurisdictions to illustrate the broad use of this product. I hope to have something for the Governing Body's consideration within the next several meetings. Justin Givens & Brian Helten have both a wonderful resource in helping gather product & governmental jurisdiction information.

Sanitary Sewer Storm Issues: April 2009 has been deemed the wettest April in recorded history. During the last torrential rain event, the National Weather Service estimates the City of Goddard received 5 inches of rain in approximately 3 hours time. The City received complaints from 6 property owners regarding sanitary sewer back up into residences. The City has mapped the occurrences and is gathering maintenance history on the lines where the back-ups occurred. The events are isolated in 2 areas and staff is developing possible courses of action which **may** help to limit future occurrences, the City cannot mitigate the likelihood of occurrences in the future. The City takes each and every complaint received seriously and will thoroughly investigate each complaint. The cause of the latest back-ups is known as "Inflow & Infiltration" (I&I) and completion of the new

800,000 activated sludge waste water treatment facility with influent by-pass lagoons should also help to mitigate the likelihood of such events but will not reduce the likelihood to a zero percent chance of occurrence.

Linear Trail: The project appears to be substantially complete and the City is waiting on formal notification from Goessen-Livingston & MKEC the project's of final completion. Once formal notification of final completion is received the City will complete all outstanding payments and release the contractor's performance bond in accordance with the City project agreement with Kansas Department of Transportation.

Capital Projects & Equipment Budget: Department heads will receive formal direction to submit requests for capital improvement projects and capital equipment items on Tuesday, May 5<sup>th</sup> for consideration of the preliminary Capital Improvement Project for the 2009-2014 budget years. Please remember this is a dynamic plan, a living document that is subject to change should financial or project conditions change. Creation of a published document for the 2009-2014 budget years will not occur until the 2010 is adopted and certified to the County Clerk.

H1N1/Swine Flu Update: The Sedgwick County Health Department (SCHD) has been in regular communication with all cities in Sedgwick County to keep municipal government informed on the situation. To date the State of Kansas has 2 confirmed cases of this strain of influenza, both patients are recovering in Dickinson County. The Sedgwick County Health Department is in regular communication with the appropriate division of the Kansas Department of Health & Environment (KDHE) and the Center for Disease Control (CDC) to address the situation both locally and in a national & international context. The SCHD is also contacting day cares, homeless shelters, and senior living centers to inform them of H1N1 flu symptoms and the reporting process should individuals experience such symptoms. A H1N1 multilingual (English, Spanish, & Vietnamese) fact sheet is available on the county's website addressing symptoms, reporting, and prevention measures at [http://www.sedgwickcounty.org/healthdept/fact\\_sheets/swine%20flu%20fact%20sheet430.pdf](http://www.sedgwickcounty.org/healthdept/fact_sheets/swine%20flu%20fact%20sheet430.pdf) additional information may be found at <http://www.sedgwickcounty.org/healthdept/panflu.asp> . General prevention tips are listed below:

Remember basic things you can do to protect yourself and your family from the Swine Flu and all communicable diseases:

- [Cover your cough and sneeze.](#)
- [Wash your hands.](#)
- Keep living and work areas clean.
- If you are sick, stay home. Do not get in close contact with those who are ill.

Community Development Items: The City is hosting Science Camp in the City Council Chambers June 1<sup>st</sup> through June 5<sup>th</sup> from 1pm to 3pm; Art Camp in the Community Building June 8<sup>th</sup> through June 19<sup>th</sup> from 9am to 4pm; and Drama Camp in the City Council Chambers June 22<sup>nd</sup> through June 26<sup>th</sup> from 9am to 3pm.

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 April 27<sup>th</sup> – May 4<sup>th</sup>  
Date: May 18, 2009

**Please Note: Due to the City Council goal setting session which was conducted on Monday, May 11, 2009 no City Administrator report was issued for the period of May 4<sup>th</sup> through May 11<sup>th</sup>.**

Wastewater Treatment Facility—Contractors are on schedule. The project is 94.8% completed with 22 contract calendar days for final completion on June 7, 2009. Substantial completion date was April 28, 2009. The project's base construction cost is \$6,387,000 the amended contract total is \$6,465,248 with the approval of 3 previous change orders. Construction costs to date totals \$6,287,790 (98.37% of the project) with \$27,230 being spent since the May 4<sup>th</sup> City Administrator's Report. The largest expenditures this period is electrical subcontractor work.

NW Bypass & US-54 Flyover: Community Development Director Justin Givens, City Engineer Harlan Foraker, and I met with members of KDOT and Sedgwick County to review a status update on the project. A small amount of right-of-way acquisition continues, including several parcels within Goddard but the project's funds have almost been entirely expended. KDOT will not fund the project without some form of local participation, which means absent legislative action to fund the project it has been tabled indefinitely. It is important to note that the funding stream and programming for these projects (NW Bypass & US-54 Flyover) are different from the corridor management funds which Goddard has used to finance frontage road improvements, including the current Casado-Martens roadway project. This funding will continue to be available and the state has set aside funds for 70% of the frontage road on the south side of US-54 between 183<sup>rd</sup> Street West and the mid-section line.

Virginia Graeme Baker Pool/Spa Act: The City's swimming pool is now fully compliant with the parameters of this act. The pool is being painted and needs to dry which means the pool will open to the public on Saturday, May 30<sup>th</sup>. Please note that effective July 24, 2009 the minimum wage for pool employees will increase from \$6.55 per hour to \$7.25 per hour. Staff is working on a spreadsheet to ensure budgetary compliance and will inform the governing body during budget sessions of the status of the pools operating budget. It may be necessary to curtail hours and/or shorten the pool season to prevent a budgetary overrun.

199<sup>th</sup> Street West Road Widening: This Sedgwick County Public Works project should be completed by Friday of this week; however it may go into the first part of next week.

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 May 18<sup>th</sup> – June 1<sup>st</sup>  
Date: June 1, 2009

**Please Note: Due to the City Council goal setting session which was conducted on Tuesday, May 26, 2009 no City Administrator report was issued for the period of May 18<sup>th</sup> through May 25<sup>th</sup>.**

Wastewater Treatment Facility—Contractors are on schedule. The project is 99.17% completed with 5 contract calendar days for final completion on June 7, 2009. Substantial completion date was April 28, 2009. The project's base construction cost is \$6,387,000 the amended contract total is \$6,465,248 with the approval of 3 previous change orders. Construction costs to date totals \$6,336,810 (99.21% of the project) with \$49,020 being spent since the May 18<sup>th</sup> City Administrator's Report. The largest expenditure this period is the purchase and fencing and gates for the site.

Water Transmission Line: Work is progressing on securing easement for the waterline. The City Engineer is working with a survey company to conduct a utility survey that will verify if the proposed pathway is clear. The site survey is expected to take approximately 30 days to complete. Upon completion of the survey the waterline route will be finalized and then easements secured from various property owners while final paperwork is submitted to KDHE.

Casado-Martens Roadway: The project is progressing and has been working on the storm water system, a new time line will be provided once it developed. The current project construction timeline follows: Mobilization April 16 & 17; Storm water system construction April 20 – May 5; Roadway excavation & rock base May 20 – June 9; Concrete street construction June 9 – June 29; Sealing of concrete joints June 30 – July 3; Signage July 3<sup>rd</sup> & 6<sup>th</sup>; Target date for opening street after walkthrough July 7, 2009. The project budget is \$572,630.

Goddard Public Library: The Law Group completed their analysis of the library. I have contacted 2 additional architectural & engineering firms to provide an assessment of the library; I've requested the information be submitted by June 8<sup>th</sup>. The has solicited itemized cost estimates to correct water problems in the basement, correct the rotting wood beams, and install an ADA compliant elevator and stairs to the basement.

Solid Waste Utility: The City received three submittals in response to the RFP. The bids will be reviewed during the June 15<sup>th</sup> Regular Council meeting.

Drainage Project 500 block of North Goddard Road: A preliminary design has been completed and staff is in communication with the property owner to determine his willingness to participate in the cost of the improvement since much of the work is on private property and would require not only easement but also cost sharing.

Purchase Card Policy: Staff is reviewing the draft purchase policy and hopes to have an update in the very near future.

Streets & Roadway Inventory & Assessment: Community Development Director Justin Givens has completed the assessment and inventory of all of Goddard's streets & roadways. The information is being placed into a spreadsheet for review and comment by the City Engineer. A formal plan for the maintenance and repair of streets will be presented to the City Council for consideration and adoption; in the interim several streets will be included in the 2009-2010 budget process for repair & maintenance. Please note, this is a plan that is subject to appropriation and other factors which may necessitate amending or modifying the document.

Manhole Maintenance & Rehabilitation: Staff is working to create formalized document and plan to perform manhole maintenance and rehabilitation. Staff hopes to have the document ready for the Governing Body's consideration in the fall. Staff will present the governing body with a request for maintenance of several manholes in dire need of maintenance on June 15<sup>th</sup>. These manholes will be considered before the formal document is completed. The formal document includes a description of past work completed on the sanitary sewer system as well as a full map of Goddard's sanitary sewer system, which has not been created since 1988.

Water Resources & Infrastructure Plan: Due to time constraints I have tabled work on the plan pending the completion of the 2010 operating budget. Once the budget is complete I will turn full force to working on the creation of this document.

Dust & Ice Control: The Governing Body directed the City Administrator to compile more information on the use, benefits, detractions, and costs associated with the use of Calcium Chloride for ice & dust control. I am working on gathering information from other local government jurisdictions to illustrate the broad use of this product. I hope to have something for the Governing Body's consideration within the next several meetings. Justin Givens & Brian Helten have both a wonderful resource in helping gather product & governmental jurisdiction information.

Linear Trail: The project appears to be substantially complete and the City is waiting on formal notification from Goessen-Livingston & MKEC the project's of final completion. Once formal notification of final completion is received the City will complete all outstanding payments and release the contractor's performance bond in accordance with the City project agreement with Kansas Department of Transportation.

Community Development Items: The City is hosting Science Camp in the City Council Chambers June 1<sup>st</sup> through June 5<sup>th</sup> from 1pm to 3pm; Art Camp in the Community Building June 8<sup>th</sup> through June 19<sup>th</sup> from 9am to 4pm; and Drama Camp in the City Council Chambers June 22<sup>nd</sup> through June 26<sup>th</sup> from 9am to 3pm.

Department of Justice COPS Grant: The City of Goddard received word that funding for the funding program 7,272 applications were received by the DOJ with \$8.3 billion in funding requests. The grant program has \$1 billion in available funding.

Roof Replacement Follow-up: The roof replacement expenditure on the May 18<sup>th</sup> AP totaled \$4,639 the City received reimbursement for this repair from EMC on November 16, 2008 in an amount of \$7,564.14.

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 June 1<sup>st</sup> – June 15<sup>th</sup>  
Date: June 15, 2009

**Please Note: Due to the City Council goal setting session which was scheduled for Monday, June 8, 2009 no City Administrator report was issued for the period of June 1<sup>st</sup> through June 8<sup>th</sup>.**

Wastewater Treatment Facility—Contractors are on schedule. The project is 100% completed with 0 contract calendar days for final completion which was June 7, 2009. Substantial completion date was April 28, 2009. The project's base construction cost is \$6,387,000 the amended contract total is \$6,465,248 with the approval of 3 previous change orders. Construction costs to date totals \$6,364,590 (99.65% of the project) with staff processing pay request 13 totaling \$40,230.

Water Transmission Line: Work is progressing on securing easement for the waterline. The utility survey is underway to verify if the proposed pathway is clear. A licensed surveyor is reviewing all legal descriptions for accuracy and completeness. The site survey is expected to be completed around July 1<sup>st</sup>. Upon completion of the survey the waterline route will be finalized and then easements secured from various property owners while final paperwork is submitted to KDHE.

Casado-Martens Roadway: The project is progressing with work on the roadway base occurring at this time. The current project construction timeline follows: Mobilization April 16 & 17; Storm water system construction April 20 – May 5; Roadway excavation & rock base May 20 – June 9; Concrete street construction June 9 – June 29; Sealing of concrete joints June 30 – July 3; Signage July 3<sup>rd</sup> & 6<sup>th</sup>; Target date for opening street after walkthrough July 7, 2009. The project budget is \$572,630. A full progress report will be provided during the July 6<sup>th</sup> regular meeting.

Drainage Project 500 block of North Goddard Road: A preliminary design has been completed and staff is in communication with the property owner to determine his willingness to participate in the cost of the improvement since much of the work is on private property and would require not only easement but also cost sharing. Staff has tabled all work on this item pending a reply from the property owner.

Purchase Card Policy: I hope to have the proposed purchase card policy for your review and consideration in July.

Streets & Roadway Inventory & Assessment: The assessment is complete and the draft document is being written, and staff is in the process of compiling construction & repair estimates for the roadway management program. Please note, this is a plan that is subject to appropriation and other factors which may necessitate amending or modifying the document.

Manhole Maintenance & Rehabilitation: Staff is working to create a formalized document and management plan to perform manhole maintenance and rehabilitation. Staff hopes to have the document ready for the Governing Body's consideration in the fall. The formal document includes a description of past work completed

on the sanitary sewer system as well as a full map of Goddard's sanitary sewer system, which has not been created since 1988.

Water Resources & Infrastructure Plan: Due to time constraints I have tabled work on the plan pending the completion of the 2010 operating budget. Once the budget is complete I will turn full force to working on the creation of this document.

Community Development Items: The City is hosting Art Camp in the Community Building June 8<sup>th</sup> through June 19<sup>th</sup> from 9am to 4pm; and Drama Camp in the City Council Chambers June 22<sup>nd</sup> through June 26<sup>th</sup> from 9am to 3pm.

2010 Operating Budget: Budget development is underway and staff would like to have a workshop Monday, July 29<sup>th</sup> is possible to begin to shore up the Water Fund and conduct a basic review of the sewer fund, which will require detailed analysis. Tax revenue numbers should be received no later than July 1<sup>st</sup> at which time a review of the general, debt service, and street funds will occur.

2008 Audit: Ron Bouska, CPA will present the 2008 audit during the July 6<sup>th</sup> City Council meeting.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator



# City of Goddard

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To: Honorable Mayor & City Council  
From: Brian W. Silcott, City Administrator  
Re: City Administrator Report for June 15<sup>th</sup> – July 6<sup>th</sup>  
Date: July 6, 2009

**A budget workshop is scheduled for Monday, July 13<sup>th</sup> to wrap-up the sewer fund and begin work on the general fund.**

Wastewater Treatment Facility—Contractors wrapping up work on site, which includes touch-up painting and tweaking plant operations. The project is 100% completed with 0 contract calendar days for final completion which was June 7, 2009. Substantial completion date was April 28, 2009. The project's base construction cost is \$6,387,000 the amended contract total is \$6,465,248 with the approval of 3 previous change orders. Construction costs to date totals \$6,375,390 (99.82% of the project) staff anticipates releasing the retainage in the next several weeks.

Water Transmission Line: Work is progressing on securing easement for the waterline. The utility survey is underway to verify if the proposed pathway is clear. A licensed surveyor has reviewed all legal descriptions for accuracy and completeness and has certified the descriptions. The site survey is expected to be completed this week, there has been a slight delay in the location of utilities by other service providers, the survey should be completed this week. Upon completion of the survey the waterline route will be finalized and then easements secured from various property owners while final paperwork is submitted to KDHE.

Casado-Martens Roadway: The project is progressing with the concrete being installed & sealed on Casado Street. The construction of Martens Drive base is complete and the concrete roadway is being poured. The project's timeline has been delayed by 1 week due to weather delays. The project should be completed this week. The project budget is \$572,630. A full progress report will be provided during the July 6<sup>th</sup> regular meeting.

Library: A conference call will occur Wednesday morning with a second engineering firm in preparation of a walkthrough & assessment of the facility

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 6<sup>th</sup> – July 20<sup>th</sup>  
Date: July 20, 2009

Water Transmission Line: Surveyors have completed review & mapping of the proposed route from the water to the water wells. The only delay is in the verification of fiber optic cable locations from 119<sup>th</sup> Street West from US-54/Kellogg south ½ mile to the eastern most water well. The cable should be verified and the auto cad drawings with all base map information, section corner locations, R.R. right-of-way, proposed easement, contour elevation, and field locations should be verified this week. Upon completion of the survey the waterline route will be finalized and then easements secured from various property owners while final paperwork is submitted to KDHE.

Casado-Martens Roadway: The project is substantially complete with the sealing of concrete occurring this week. The project has a budget of \$602,330 with \$488,450 being expensed to date. Staff should conduct a walk through next week to formally accept the roadway and close the project.

Library: A report of the findings by Law Kingdon will be presented at the August 17<sup>th</sup> City Council meeting, at which time staff will seek direction on remediating the findings of the report.

Street Inventory & Maintenance Plan: This is complete and will be presented as an agenda item in the August 3<sup>rd</sup> regular meeting.

Goal Setting Session: Now that the 2010 operating budget is almost behind us I hope to be able to have something to the governing body in September for review and comment.

Purchase Card Policy Development: This item will be presented to the City Council in August.

Water Infrastructure Plan: Staff has received a proposal to develop a plan from Professional Engineering Consultants and is reviewing the proposal for a future agenda item.

199<sup>th</sup> Street West Road Widening: Sedgwick County engineer Lynn Packer reports that this Sedgwick County Public Works project is slightly ahead of schedule but has slowed in recent weeks due to segments of soft areas under the sub-base between Maple & Central streets. The pockets occur occasionally and require extra time and resources to mitigate. The sub-base is completed to ½ mile south of 13<sup>th</sup> Street North. The bridge crossing about ½ mile south of 21<sup>st</sup> Street North remains closed. Work crews have started placing drainage culverts along the segment of roadway south of Maple to the completed portion just north of US-54/Kellogg.

Both the Community Development Director and I have been in extensive conversations with both KDOT & Mr Packer regarding the reduction of access points to the City & Attica Township yards. The access, was entirely open allowing unrestricted movement as well as ingress/egress to the facilities. Both Justin and I have voiced concern regarding the restriction of access to two access points, each 100 feet in length for each facility as well as our concern for potential flooding east of the proposed ditch. KDOT & Sedgwick County has denied our

request for include larger access points into the project. Justin has directed public works staff to photograph before and after pictures so that the situation may be mitigated by KDOT or Sedgwick County should issues arise.

Unilateral Annexation: Director of Community Development Justin Givens has completed a detailed annexation plan and has received property description & owner verification from the title company. Letters are being sent to property owners on 199<sup>th</sup> Street between the existing City limits & Maple Street and on Maple Street for parcels south of Maple. The letters request a meeting to discuss petitioning the City of Goddard for annexation. Staff, under the direction of the Mayor and City Council attempts to be as non-confrontational as possible and to practice the “Golden Rule”, offering to waive water & sewer taps fees to those residential property owners petitioning annexation, a \$2,000 total value.

The City is making every effort to avoid a resolution of intent to annex, however 100% petitioning is unlikely and each phase of the annexation plan will likely result in a couple of properties being unilaterally annexed. The City has created a 6 week process with 3 letters and 2 phone calls or handwritten cards requesting the property owner contact the City to avoid unilateral annexation. The annexation plan will be presented as a full agenda item at the August 3<sup>rd</sup> regular meeting, it is anticipated the governing body will adopt the plan and authorize staff to construct a resolution of intent for consideration at the September 8<sup>th</sup> regular meeting with the public hearing occurring on the November 16<sup>th</sup> regular meeting.

National Night Out: August 4<sup>th</sup> is National Night Out and the Goddard Police Department & Goddard United Methodist Church is hosting the event in from 6pm to 10pm in the Linear Park. There will be several drawings for free items, activities for all age groups, music, and free food. The event is an opportunity to illuminate crime and drug prevention awareness, generate support and participation in local anti-crime programs, strengthen neighborhood spirit and police/community partnership. The evening also shows criminals that the citizens of Goddard are organized and engaged in the happenings within our community.

Voluntary Water Watch: The recent excessive heat has prompted additional water usage in our community, which in turn, has nearly caused the water tower to fall below acceptable levels. The voluntary watch requests that water utility customers water in the following manner **EVEN numbered addresses should water on even days of the month and ODD numbered addresses should water on odd days of the month.**

Copier/Docu-Center RFP: City Clerk Teri Laymon has been working diligently to develop an RFP for copier services, which includes options to purchase or lease an office copier. The RFP is complete and is being distributed tomorrow to five potential vendors. The deadline for response is July 30, 2009 at 4:30pm. The governing body can expect to review proposals during the August 3<sup>rd</sup> City Council meeting.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 20<sup>th</sup> – August 3<sup>rd</sup>  
Date: August 3, 2009

**Please note that I plan to be out of the office from August 11<sup>th</sup> through August 13<sup>th</sup> to spend some time with my son Holton before school starts. Although I plan to stop into the office each morning & afternoon to return e-mails & calls.**

Water Transmission Line: The proposed supply line route has been verified, the survey identified 36 utility “crossing conflicts” which should be easily mitigated by passing the supply line either above or below the conflict. The application is being reviewed and should be submitted to KDHE Tuesday, August 4<sup>th</sup>. During KDHE’s review City Engineer Harlan Foraker will continue designing the project while Community Development Director Justin Givens will distribute right-of-way letters to property owners where easement must be secured for the waterline route. The Council’s next action should be the approval of a loan agreement with the Kansas Department of Health & Environment. The timeline for approval of the loan agreement will be determined by KDHE and once known will be relayed to the governing body.

Casado-Martens Roadway: The project is substantially complete; work on the change order to improve drainage is underway. The project has a budget of \$608,930 with \$488,450 being expensed to date. Staff should conduct a walk through next week to formally accept the roadway and close the project.

Goal Setting Session: Now that the 2010 operating budget is almost behind us I hope to be able to have something to the governing body in September for review and comment.

Purchase Card Policy Development: This item will be presented to the City Council in August.

Water Infrastructure Plan: Staff has received a proposal to develop a plan from Professional Engineering Consultants and is reviewing the proposal for a future agenda item.

199<sup>th</sup> Street West Road Widening: Sedgwick County engineer Lynn Packer reports that this Sedgwick County Public Works project is well underway. Shoulder grading is complete from Maple north to 13<sup>th</sup> Street North. Crews have milled the roadway from Maple south to the US-54 business corridor in Goddard and are working to excavate additional surface material in preparation of construction of the rock road base. Installation of the road base is scheduled for August 17<sup>th</sup> and will follow with a 2” surface lift of asphalt from the completed portion of the business corridor to the completed intersection of 199<sup>th</sup> Street West & Maple Street. It is the hope of the contractor and Sedgwick County Public Works that the project will be completed by year end however this subject to weather considerations.

National Night Out: August 4<sup>th</sup> is National Night Out and the Goddard Police Department & Goddard United Methodist Church is hosting the event from 6pm to 10pm in the Linear Park. There will be several drawings for free items, activities for all age groups, music, and free food. The event is an opportunity to illuminate crime and drug prevention awareness, generate support and participation in local anti-crime programs, strengthen

neighborhood spirit and police/community partnership. The evening also shows criminals that the citizens of Goddard are organized and engaged in the happenings within our community.

Voluntary Water Watch: The recent excessive heat has prompted additional water usage in our community, which in turn, has nearly caused the water tower to fall below acceptable levels. The voluntary watch requests that water utility customers water in the following manner **EVEN numbered addresses should water on even days of the month and ODD numbered addresses should water on odd days of the month.**

Police Officers: The department's two newest officers begin service this month. Officer Andrew Albert starts his service on August 10<sup>th</sup> and Officer Sean Zernickow begins on August 19<sup>th</sup>.

Website Comments & Miscellaneous Articles for Distribution: The City Council received praise & comment via the website which has been distributed with this report. I've also included three articles for your consideration. The first is a Wall Street Journal article detailing the end of the high end housing boom, the second addresses savings the created through the use of energy efficient streetlight fixtures & bulbs, and the third highlights the importance of cost-benefit analysis to determine whether it's more cost effective for public employees to make street repairs or to privatize the repairs.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 August 3<sup>rd</sup> – August 17<sup>th</sup>  
Date: August 17, 2009

**Please Note:** *Due to the Labor Day holiday City Hall will be closed Monday, September 7<sup>th</sup> and the regularly scheduled City Council meeting will be held on **Tuesday, September 8, 2009** at 7pm in the City Council Chambers of City Hall.*

Water Transmission Line: The application is complete and en route to KDHE for consideration. As soon as the project's status is known I will relay the information to the governing body. Letters are being sent to property owners this week and a database of properties along with the amounts offered to each with notations is being created as well.

Casado-Martens Roadway: The project is substantially complete; work on the change order to improve drainage is underway. The project has a budget of \$608,930 with \$488,450 being expensed to date.

Purchase Card Policy Development: This item will be presented to the City Council at the September 8<sup>th</sup> meeting. The banking agreement with UMB is based upon the agreement between UMB & the State of Kansas.

199<sup>th</sup> Street West Road Widening: Sedgwick County engineer Lynn Packer reports that this Sedgwick County Public Works project is well underway. Shoulder grading is complete from Maple north to 13<sup>th</sup> Street North. Crews have milled the roadway from Maple south to the US-54 business corridor in Goddard and are working to excavate additional surface material in preparation of construction of the rock road base. Installation of the road base is scheduled for August 17<sup>th</sup> and will follow with a 2" surface lift of asphalt from the completed portion of the business corridor to the completed intersection of 199<sup>th</sup> Street West & Maple Street. It is the hope of the contractor and Sedgwick County Public Works that the project will be completed by year end however this subject to weather considerations.

City Custodial Services: The City no longer has a contracted custodian, therefore in order to save money City staff will be responsible for their respective work areas. The Streets & Publics Division will be responsible for cleaning City Hall on Monday & Thursday mornings at 7am and the Community Center daily with thorough cleanings on Monday, Wednesday, and Fridays. The practice will be reevaluated in January of 2010 to determine if contracted services will be needed. This action should create a savings of \$1,560 for the remainder of 2009 and if continued \$4,680 annually.

Water & Sewer Rate Analysis: A rate analysis is being conducted and upon review by the Mayor and Council Member Todd Wence should be presented to the City Council for review & comment at the September 8<sup>th</sup> meeting.

Monthly Utility Billing: Staff is working to prepare a presentation and plan to move for billing once every two months to conducting monthly utility billing. I hope to have this matter for review and comment in September.

Maple Street & 199<sup>th</sup> Street West Annexations: Staff has completed the review of the annexation service and is having the plan reviewed by Baughman & Company for completeness. Once the word is received this week staff will distribute additional letters to the affected property owners seeking a meeting with two weeks. After the two week period has passed staff, acting in accordance with the direction of the City Council, will forward to the City Council for consideration a resolution of intent to unilaterally annex.

Community Center Rental Rate Review: Staff is conducting a review of the community buildings rental rates. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

Voluntary Water Watch: The recent excessive heat has prompted additional water usage in our community, which in turn, has nearly caused the water tower to fall below acceptable levels. The voluntary watch requests that water utility customers water in the following manner **EVEN numbered addresses should water on even days of the month and ODD numbered addresses should water on odd days of the month.**

Police Officers: The department's two newest officers are now serving the citizens of Goddard. Officer Andrew Albert began his service on August 10<sup>th</sup> and Officer Sean Zernickow started today. In other department news of note, in a April 9, 2009 traffic stop Officer Lance Beagley performed a traffic stop for a traffic violation. During inspection of the vehicle \$19,656 in U.S. currency and narcotics was seized. The district court has notified Chief Houston that the City has been awarded the cash through the forfeiture that the City had initiated through the court system. In accordance with standing policy & practice in Sedgwick County the money will be distributed in the following manner: the District Attorney's Office for pursuing the matter in District Court will receive 15% (\$2,948.40); the Sherriff Office will receive 10% (\$1,965.60) for assisting in the stop and providing a drug dog which located the narcotics, and the City of Goddard will receive the remaining portion totaling \$14,742. The money has been allocated to the City's forfeiture fund.

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 9<sup>th</sup> – September 21<sup>st</sup>  
Date: September 21, 2009

*Purchase Card Policy Development:* This item was to be presented tonight, however has been postponed by one meeting. The banking agreement with UMB is based upon the agreement between UMB & the State of Kansas.

*199<sup>th</sup> Street West Road Widening:* Lynn Packer of Sedgwick County Public Works reports that the brunt of the project's work is between Maple Street and the business corridor. The subgrade and 4' base asphalt has been completed between Maple Street & 21<sup>st</sup> Street North. Rock shoulder along this same route care installed. All drainage structures have been constructed and installed. A camera detection system has been installed for southbound 199<sup>th</sup> Street North. All construction within our business corridor is complete with the exception of final pavement marketing. The paving from the business corridor to Maple Street should be complete in November

*Community Center Rental Rate Review:* Staff is conducting a review of the community buildings rental rates. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

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 21<sup>st</sup> – October 5<sup>th</sup>  
Date: October 5, 2009

**Please accept this report in absentia as Mayor Gregory and I are attending the League of Kansas Municipalities annual meeting. We should return late Tuesday afternoon and report for work Wednesday morning (10.07.2009)**

Water Transmission Line: The governing body unanimously directed staff secure the necessary and previously identified right-of-way for the project in an amount not to exceed \$225,000 for all parcels. The right-of-way acquisition is progressing and staff has met with 19 of the 29 property owners. To date six (6) easements have been secured at a cost of \$36,927.24 Staff anticipates securing at least an additional 11 easements within the next week.

Purchase Card Policy Development: This item continues to be adjusted to fit into a workable policy that holds the purchaser responsible for the p-cards use and further maintains the City Council & staff's fiduciary obligation to the taxpayer. I hope to have a final document and contract presented to the governing body at the October 16<sup>th</sup> meeting. The banking agreement with UMB is based upon the agreement between UMB & the State of Kansas.

199<sup>th</sup> Street West Road Widening: This Sedgwick County Public Works project has been progressing nicely with the final layers of asphalt scheduled to be laid this week.

Water & Sewer Rate Analysis: I am continuing to work on the rate analysis for the water & sewer funds. Upon review by the Mayor and Council Member Todd Wentz the proposals should be presented to the City Council for review & comment within the next couple of meetings.

Monthly Utility Billing: Staff is meeting on Thursday, October 8<sup>th</sup> to determine the steps necessary to transition to monthly utility billing for the City's water & sewer utilities.

Maple Street & 199<sup>th</sup> Street West Annexations: Staff has temporarily tabled this series of annexations as efforts have shifted to the properties located to the north of town along 183<sup>rd</sup> Street North.

183<sup>rd</sup> Street West Annexations: Staff is working on an annexation service plan for these subject properties. On Friday, October 2, 2009 received verification of the legal descriptions for all properties in located in the first phase of unilateral annexation. The City Engineer is reviewing cost estimates for the delivery of municipal services to the area. These services include and are not limited to the delivery of water, sewer, and the pavement of 183<sup>rd</sup> Street West from Maple Street to 13<sup>th</sup> Street North.

Transient Guest Tax: At the request of the local hotel owner, Mr. Patel I am researching the necessary items for the levying of a transient guest tax on hotel guests visiting Goddard's hotel. Under state statute the city may levy up to 2% and may create a charter ordinance to levy additional percentages if desired. According to the statute

these monies are for marketing the community and attracting visitors. The tax is authorized under K.S.A. 12-1692 *et seq.*

*Community Center Rental Rate Review:* Staff is conducting a review of the community buildings rental rates. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

*Street Improvements:* The milling and overlay of Main Street & Swanee is scheduled to occur the week of October 12<sup>th</sup> – 16<sup>th</sup>. Residents will be notified of the repairs at least 48 hours prior to the street repairs commencing. A copy of the notification will also be posted on the web page, through the e-news service and on twitter. The Council authorized the work during the September 21, 2009 meeting.

*Police Officers:* The department is to be commended for assisting the Sedgwick County Sherriff's Office by covering calls in western Sedgwick County during the funeral of Sheriff Deputy Brian Etheridge on Friday, October 2, 2009. Officer Mark Herron will return to duty on October 26, 2009. Officer Herron returns to us from active duty after deploying to Iraq and recovering from injuries he sustained while serving our nation.

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 October 5<sup>th</sup> – October 19<sup>th</sup>  
Date: October 19, 2009

*Sedgwick County Commission Invitation:* County Commission Chairperson Kelly Parks has invited members of governing bodies across the county to attend an introductory class on incident management. The class is being held on Saturday, November 1, 2009 from 9 am to noon in the Sedgwick County Emergency Operations Center at 714 North Main Street in Wichita. Please see the attached letter from Sedgwick County Commission Chairperson Parks for more information on the event.

*Water Transmission Line:* The governing body unanimously directed staff secure the necessary and previously identified right-of-way for the project in an amount not to exceed \$225,000 for all parcels. The right-of-way acquisition is progressing and staff has met with 19 of the 29 property owners. To date sixteen (16) easements have been secured at a cost of \$132,094.48 there is an estimated \$83,008.56 remaining to be secured. Staff anticipates securing additional easements within the next couple of weeks. Please see attachment for itemized property detail.

*199<sup>th</sup> Street West Road Widening:* This Sedgwick County Public Works project is progressing nicely and the final layers of asphalt was laid last week.

*Water & Sewer Rate Analysis:* I have not had an opportunity to work on the rate analysis for the water & sewer funds over the past week or so. I will refocus my energies on this important issue in the coming week. The focus on the rate review will be in meeting the needs to the next five to six years. Another review of the rate structure will need to occur in late 2013 or early 2014. Upon completion and review by the Mayor and Council Member Todd Wentz the proposals should be presented to the City Council for review & comment shortly.

*Monthly Utility Billing:* Staff met on Thursday, October 8<sup>th</sup> to determine the steps necessary to transition to monthly utility billing for the City's water & sewer utilities.

*Maple Street & 199<sup>th</sup> Street West Annexations:* Staff has temporarily tabled this series of annexations as efforts have shifted to the properties located to the north of town along 183<sup>rd</sup> Street North.

*2009 3<sup>rd</sup> Quarter Housing Foreclosures:* In response to an earlier inquiry from City staff Sedgwick County Director of Community Development Irene Hart passed along the 2009 3<sup>rd</sup> quarter foreclosure numbers. I will present a full report for the November 2<sup>nd</sup> regular meeting. There were only 2 foreclosures in the 3<sup>rd</sup> quarter both south of US-54 bringing the total number of 2009 foreclosures to 12 homes with a total appraised value of \$1,321,140.

*Transient Guest Tax:* At the request of the local hotel owner, Mr. Patel I am researching the necessary items for the levying of a transient guest tax on hotel guests visiting Goddard's hotel. Under state statute the city may levy up to 2% or may create a charter ordinance to levy additional percentages if desired. According to the statute

these monies are for marketing the community and attracting visitors. The tax is authorized under K.S.A. 12-1692 *et seq.* I hope to have a draft policy & ordinance before the governing body in December.

Community Center Rental Rate Review: Staff is conducting a review of the community buildings rental rates. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

167<sup>th</sup> Street West Upgrade: A meeting was held on Friday, October 16, 2009 in Wichita City Hall with representatives from the Kansas Department of Transportation (KDOT), Sedgwick County, the Cities of Goddard & Wichita, and the Goddard School district to address the necessary improvements for the segment of 167<sup>th</sup> Street West from Maple to US-54/Kellogg. The Goddard school district has petitioned the City of Wichita for the construction of turn lanes into the school and has requested the Cities of Goddard & Wichita place a traffic signal at 167<sup>th</sup> Street & US-54/Kellogg. As the City of Goddard representative (Mayor Gregory was representing Goddard at the areas visioning session which was occurring during this time) I reaffirmed the Council's directive on June 16, 2008 that the City will partner with Sedgwick County for signalization of Maple & 167<sup>th</sup> Street West at an estimated cost of \$137,000. The City of Wichita & Goddard School district reaffirmed their desire for Goddard's participation in a traffic light at US-54 & 167<sup>th</sup> Street West. KDOT has agreed to place a traffic signal at this intersection but will not participate in the construction of the turn lane desired by the school and the City of Wichita. I reiterated the City of Goddard is not interested in participating in signalization of this intersection.

An interlocal agreement with Sedgwick County for participation in the signalization will be presented in the near future. The exact date for consideration is unknown at this time and is dependent upon receipt of the documents from Sedgwick County Public Works. Construction for the signalization is expected to occur in the summer of 2010 in an effort to minimize the impact of construction on school traffic. The School Superintendent Charlie Edmonds stated the elementary and middle schools will be open for the 2010-2011 school year and the high school should be open for the 2011-2012 school year. Any signalization of 167<sup>th</sup> Street West & US-54/Kellogg will occur in the summer of 2011. I also informed those in attendance that given the current & anticipated traffic counts on 23<sup>rd</sup> Street South which serves the current high school site that the City of Goddard has undertaken a study to construct turn lanes to serve the current campus site and that any additional participation from the City of Goddard on improvements other than the traffic signalization at 167<sup>th</sup> Street West & Maple Street would likely entail an assessment on the school district.

Street Improvements: The milling and overlay of Main Street & Swanee was scheduled to occur the week of October 12<sup>th</sup> – 16<sup>th</sup> but due to weather days on other jobs LaFarge estimates the first week of November before they can begin the work. Residents will be notified of the repairs at least 48 hours prior to the street repairs commencing. A copy of the notification will also be posted on the web page, through the e-news service and on twitter. The Council authorized the work during the September 21, 2009 meeting.

Police Department: Officer Mark Herron will return to duty on October 26, 2009. Officer Herron returns to us from active duty after deploying to Iraq and recovering from injuries he sustained while serving our nation.

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 October 19<sup>th</sup> – November 2<sup>nd</sup>  
Date: November 2, 2009

Utility Bill Error: The September/October utility bills contained an error on the due date. The error, which was system wide stated the due date is November 1<sup>st</sup> rather than November 20<sup>th</sup> in accordance with municipal code.

Water Transmission Line: The governing body unanimously directed staff secure the necessary and previously identified right-of-way for the project in an amount not to exceed \$225,000 for all parcels. The right-of-way acquisition is progressing and staff has met with 19 of the 29 property owners. To date sixteen (16) easements have been secured at a cost of \$132,094.48 there is an estimated \$83,008.56 remaining to be secured. Staff anticipates securing additional easements within the next couple of weeks. Please see attachment for itemized property detail.

199<sup>th</sup> Street West Road Widening: This Sedgwick County Public Works project is completed.

Water & Sewer Rate Analysis: I have not had an opportunity to work on the rate analysis for the water & sewer funds over the past week or so. I will refocus my energies on this important issue in the coming week. The focus on the rate review will be in meeting the needs to the next five to six years. Another review of the rate structure will need to occur in late 2013 or early 2014. Upon completion and review by the Mayor and Council Member Todd Wentz the proposals should be presented to the City Council for review & comment shortly.

Monthly Utility Billing: Staff met on Thursday, October 8<sup>th</sup> to determine the steps necessary to transition to monthly utility billing for the City's water & sewer utilities.

Transient Guest Tax: At the request of the local hotel owner, Mr. Patel I am researching the necessary items for the levying of a transient guest tax on hotel guests visiting Goddard's hotel. Under state statute the city may levy up to 2% or may create a charter ordinance to levy additional percentages if desired. According to the statute these monies are for marketing the community and attracting visitors. The tax is authorized under K.S.A. 12-1692 *et seq.* I hope to have a draft policy & ordinance before the governing body in December. Before bringing this item before the governing body staff is waiting for a formal written request from Mr. Patel before proceeding.

Community Center Rental Rate Review: Staff will present a review of the community buildings rental rates on the December 7, 2009 regular Council meeting. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

167<sup>th</sup> Street West Upgrade: The City has not received any additional information on this project since the October 16, 2009 meeting.

Street Improvements: The milling and overlay of Main Street & Swanee is currently underway and should be completed by Thursday, November 5, 2009. Please reference the attached contractor notice to property owners. The Council authorized the work during the September 21, 2009 meeting.

Police Department: Officer Mark Herron returned to duty on October 26, 2009. Officer Herron returns to us from active duty after deploying to Iraq and recovering from injuries he sustained while serving our nation.

Centennial of Incorporation: The next steering committee meeting is scheduled for Wednesday, November 4<sup>th</sup>. The tentative agenda includes a proposed itinerary for events/activities/entertainment, space utilization for the carnival, and creating a short list of Park fixtures (lights, trash receptacles, park benches, banners, & utility service provisions) for consideration by the governing body.

US-54 Corridor Management Projects: Sedgwick County Public Works is in the process of assembling their files on the project and will relay the information this week. After a review of the files KDOT will be contacted and I hope to report on the likelihood of completing more corridor projects in the next several meetings.

Library Improvements: A meeting & site visit is scheduled with Steve Shepherd of DESCOR, Inc. for the morning of Friday, November 6<sup>th</sup> to review alternatives for expansion of the Goddard Public Library.

Future Agenda Items: Items on the agenda for the November 16<sup>th</sup> meeting include considering a speed ordinance on 23<sup>rd</sup> Street South, League of Municipalities codification of city code, annual investment resolution for Emprise Bank, here a report on the Eagle Scout project for the linear trail, and receive the 3<sup>rd</sup> Quarter report. The December 7<sup>th</sup> regular meeting has discussion of fireworks ordinances and the aforementioned Community Center rental fee discussion.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

*Make Goddard home, your family deserves quality!*

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 2<sup>nd</sup> – November 16<sup>th</sup>  
Date: November 16, 2009

*Monthly Utility Billing:* The conversion of residential water customers to radio read water meters is complete and most commercial customers have also transitioned to radio read water meters also. Should the City Council desire to transition from bi-monthly to monthly utility billing, now is the appropriate time to transition. The computer may be changed at no cost to the City; the governing body will need to consider new utility billing ordinances for the water & wastewater utilities respectively.

*Water Transmission Line:* The governing body unanimously directed staff secure the necessary and previously identified right-of-way for the project in an amount not to exceed \$225,000 for all parcels. The right-of-way acquisition is progressing and staff has met with the 28 property owners. To date 18 easements have been secured at a cost of \$142,766.68 there is an estimated \$72,336.66 remaining to be secured. Staff has received commitments from 5 additional property owners which would secure at total of 23 properties and 82.1% of the total right-of-way required. Staff anticipates securing additional easements within the next couple of weeks. Please see attachment for itemized property detail.

*Water & Sewer Rate Analysis:* I have not had an opportunity to work on the rate analysis for the water & sewer funds over the past week or so. I will refocus my energies on this important issue in the coming week. The focus on the rate review will be in meeting the needs to the next five to six years. Another review of the rate structure will need to occur in late 2013 or early 2014. Upon completion and review by the Mayor and Council Member Todd Wentz the proposals should be presented to the City Council for review & comment shortly.

*Community Center Rental Rate Review:* Staff will present a review of the community buildings rental rates on the December 7, 2009 regular Council meeting. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

*167<sup>th</sup> Street West Upgrade:* The City has not received any additional information on this project since the October 16, 2009 meeting.

*Street Improvements:* The milling and overlay of Main Street & Swanee is currently underway and should be completed November 6, 2009. The Council authorized the work during the September 21, 2009 meeting. The project's total cost is \$243,803.75 and was completed \$6,196.25 under budget (\$250,000). Striping will occur in the next several weeks, please note this is weather dependent.

*Centennial of Incorporation:* The next steering committee meeting is scheduled for Wednesday, December 3<sup>rd</sup>. The tentative agenda includes a proposed itinerary for events/activities/entertainment, space utilization for the carnival, and creating a short list of Park fixtures (lights, trash receptacles, park benches, banners, & utility service provisions) for consideration by the governing body.

US-54 Corridor Management Projects: Sedgwick County Public Works is in the process of assembling their files on the project and will relay the information this week. After a review of the files KDOT will be contacted and I hope to report on the likelihood of completing more corridor projects in the next several meetings.

Library Improvements: The November 6<sup>th</sup> meeting to review alternatives for expansion of the Goddard Public Library was postponed due to unforeseen circumstances and will be occur this week.

Future Agenda Items: The December 7<sup>th</sup> regular meeting has discussion of fireworks ordinances, League of Municipalities codification of city code, annual investment resolution for Emprise Bank, discussion of the cancellation of the December 21<sup>st</sup> meeting, and the aforementioned Community Center rental fee discussion. The January 7<sup>th</sup> meeting will include the annexation public hearing.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator



# City of Goddard

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To: Honorable Mayor & City Council  
From: Brian W. Silcott, City Administrator  
Re: City Administrator Report for November 18<sup>th</sup> – December 7<sup>th</sup>  
Date: December 7, 2009

*Fireworks Ordinance Review & History:* A review and discussion of fireworks was originally planned for this meeting and after consultation with Mayor Gregory the item has been tabled until the Sedgwick County Board of County Commissioners considers the matter, which may occur in January. Should the County Commission not consider the issue the City will revisit the issue in February or March 2010.

*Water Transmission Line:* There is nothing new to report on the issue. The governing body unanimously directed staff secure the necessary and previously identified right-of-way for the project in an amount not to exceed \$225,000 for all parcels. The right-of-way acquisition is progressing and staff has met with the 28 property owners. To date 18 easements have been secured at a cost of \$142,766.68 there is an estimated \$72,336.66 remaining to be secured. Staff has received commitments from 5 additional property owners which would secure at total of 23 properties and 82.1% of the total right-of-way required. Community Development Director Justin Givens will meet be visiting with property owners located within the water line's route who have not granted easement over the next two weeks.

*Water & Sewer Rate Analysis:* I have not had an opportunity to work on the rate analysis for the water & sewer funds over the past week or so. I will refocus my energies on this important issue in the coming week. The focus on the rate review will be in meeting the needs to the next five to six years. Another review of the rate structure will need to occur in late 2013 or early 2014. Upon completion and review by the Mayor and Council Member Todd Wentz the proposals should be presented to the City Council for review & comment shortly.

*Community Center Rental Rate Review:* Staff has completed a rate review and will present options to improve the cost recovery of the community buildings rental rates on the January 4, 2009 regular Council meeting. Current ½ day rates are \$10 for Goddard residents and \$20 for out of town renters with a full day rental at \$20 for residents and \$30 for non-residents. A similar sized facility located 5 miles from Goddard rents for \$150 per day. In 2008 the Community Center lost \$8,465 with 86 rentals.

*167<sup>th</sup> Street West Upgrade:* The City has not received any additional information on this project since the October 16, 2009 meeting.

*US-54 Corridor Management Projects:* Staff is reviewing the documents which were forwarded by Sedgwick County on the project. After the review KDOT will be contacted and I hope to report on the likelihood of completing more corridor projects in the next several meetings.

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 December 7<sup>th</sup> – December 21<sup>st</sup>  
Date: December 21, 2009

2010 IRS Mileage Reimbursement Rate: The Internal Revenue Service has defined the 2010 standard mileage rate at \$0.50 per mile, a decrease of \$0.005 (\$0.505) from 2009.

Police Department Cruiser#17: Chief Houston will be requesting authorization at the January 4, 2010 meeting to purchase a new modem for unit 17. In addition to unit 17 there is the need to purchase an additional modem for Unit 16 (Chief's vehicle) so that it can be placed into the patrol rotation. Additionally, consideration for the purchase of a spare modem and data link with antenna should be considered. Modems cost \$3,260 each. A full agenda report will be provided for the January 4<sup>th</sup> meeting.

Annexation of residential subdivisions north of Maple between Maple and 13<sup>th</sup> Street: In accordance with K.S.A. 12-519 the resolution of intent to annex will be published this week in the Times-Sentinel (Please refer to the attached copy with this report) At the January 4<sup>th</sup> meeting the governing body will consider an ordinance annexing only the first nine platted properties adjacent to the city's current boundary. These parcels are identified in the resolution of intent and in accordance with the Council's directive staff is preparing a resolution of intent for consideration at the January 18<sup>th</sup> regular City Council meeting for the remaining platted parcels in the quarter section that is immediately adjacent to the current City boundary. The public hearing will be conducted on January 4<sup>th</sup> at 7pm in the City Council Chambers.

January 4<sup>th</sup> Agenda Items: Due to the public hearing scheduled for January 4, 2010 agenda items will be limited to necessary items, which includes consideration of the police cruiser modems mentioned above and establishing a workshop day to discuss water rates (*please see below*).

Council Workshop on Water Rates: Staff requests a workshop in January to discuss water rate increase options with the governing body. As you're aware from the 2010 budget workshop the current water rates are lower than in 1988 and are 337% lower than the regional (9 counties) average based on 5,000 gallons usage. Please check your calendars for possible dates in January (*please see attachment*).

167<sup>th</sup> Street West Upgrade: The City has not received any additional information on this project since the October 16, 2009 meeting.

Respectfully Submitted,

*Brian*

Brian W. Silcott,

City Administrator