



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the January 16<sup>th</sup> Regular City Council Meeting  
Date: January 16, 2018

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

Stream Lined Code Enforcement: Staff will present this as a discussion item at the February 20<sup>th</sup> regular meeting. The intent of streamlining the code enforcement process is to consolidate the enforcement and adjudication of the various health & environmental codes under one umbrella.

Zoning Code Update: In response to an increasing number of variances for sheds more than 200 square feet, Director of Community Development Tim Johnson, is crafting an amendment to increase the allowance to 280 square feet. This will allow residents to construct sheds less than 280 square feet without seeking a zoning variance to do so. The Planning Commission will consider the amendment at their February 12<sup>th</sup> meeting with the Council considering an ordinance at the February 20<sup>th</sup> meeting.

Storm Response: Thank you to the Public Works team for the work in treating the City streets with brine and salt/sand mix during the past two winter weather events. Goddard was the only community to pretreat the roadway prior to the January 11<sup>th</sup> ice event. The diligent work of the Public Works team provided safe and relatively clear streets while other communities were dealing with slick and impassable streets.

Walkability Plan: On August 7, 2017 the City Council approved allocating \$14,204 to a WAMPO walkability grant totaling \$53,600. It was reported November that WAMPO's solicitation of bids was underway. 7 bids have been received to develop the walkability plan. We anticipate a bid award occurring the first half of February. A more detailed report will be provided once a contractor is formally selected by WAMPO. Thank you to Tim Johnson, Justin Constantino, Dane Baxa, and Sarah Gooding for their work representing the City and public at-large in this process.

Respectfully Submitted,

Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of January 22<sup>nd</sup> through January 28<sup>th</sup>  
Date: January 22, 2018

Please find a brief overview of city operations for this week. If you have questions, please give me a call or e-mail.

#### **Public Works**

- Today's average water table depth is 46 feet.
- Public Works crews are conducting daily and weekly scheduled checks and necessary permit compliance operations.
- Crews are working to extend water service in the 17900 block of West Maple. Public Works is also street sweeping the entire city. These two tasks will take the entirety of the week.
- The waste water crew will be cleaning probes in the basins. They will also repair the Spring Hill lift station. As part of the City's waste water operating permit from KDHE, Aaron Oliver and Mike Holmes are completing routine documentation for the City's sludge removal and application process.

#### **Administration**

- City staff is working on the 2017 annual report to the governing body, which will be presented at the February 5<sup>th</sup> regular meeting.

If you have questions over this report or any other items, please do not hesitate to give me a call. Have a happy and safe Halloween!

Respectfully Submitted,

Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of February 12<sup>th</sup> through February 19<sup>th</sup>  
Date: February 12, 2018

Please find a brief overview of City operations for this week. If you have questions, please give me a call or e-mail.

#### **Public Works**

- Today's average water table depth is 48 feet.
- Public Works crews are conducting daily and weekly scheduled checks and necessary permit compliance operations.
- City crews completed the water main repair in Goddard Galleria.
- It is time for the annual fire extinguisher inspection and maintenance for all public facilities. There is a water service repair in the 500 block of Sunrise Circle planned for Tuesday.
- A Public Works team will be repairing sidewalk in the 200 block of Swanee Drive.

#### **Public Safety**

- The Police Department has taken possession of one of the two police cruisers authorized for purchase at the February 5<sup>th</sup> regular City Council meeting. The second vehicle should be available over the next week or two. When the outfitting of each vehicle is complete, they will be available for inspection at the nearest regular City Council meeting. The public is welcome to view the vehicle as well.

#### **Administration**

- There is no Planning Commission meeting planned for Monday, February 12<sup>th</sup>. Please find three Notice of Public hearings for the March 12<sup>th</sup> Planning Commission meeting. The public hearings address a Planned Unit Development for the expansion of Dove Estates; the text amendment to the Zoning Code increasing the maximum allowable size of an accessory building (shed) from 200 sf to 280 sf.

- The Library Board will hold its regular meeting at 7pm in the Library Commons on Monday, February 12<sup>th</sup>. There is a Park Advisory Board meeting on Thursday, February 15<sup>th</sup> at 6pm. Please look for copies of the agenda in a forthcoming email from Assistant to the City Administrator Justin Constantino.
- Firework permits are due by March 1<sup>st</sup> for the 2018 fireworks season. To date, City Clerk Teri Laymon has received three of the six permits for renewal, which will be presented at the March 5<sup>th</sup> regular City Council meeting. If you are interested in reading more about the City's fireworks regulations, most provisions are located in Chapter VII, Article 3 of the municipal code. Section 7-302 allows for the "firing or discharge of fireworks in the City of Goddard between the hours of 8:00 a.m. and 10:00 p.m. on June 27<sup>th</sup> through July 3<sup>rd</sup> and July 5<sup>th</sup>, and 8:00 a.m. and 11 :00 p.m. on July 4<sup>th</sup>." Permitted sales may occur between the hours of 8:00 a.m. and 10:00 p.m. commencing June 27<sup>th</sup> and through July 4<sup>th</sup> of each year.
- WAMPO Bike & Pedestrian Master Plan continues with a contractor to be announced in the next couple of weeks as the contract between WAMPO and the desired contractor is finalized.
- New housing starts have begun with three new housing permits being issued last week. Total valuation for the new homes that are all located in St Andrews on Dory Ct and St Andrews Ct., totals \$647,800.
- The League of Kansas Municipalities is hosting its annual Governing Body Institute & Mayors Conference the third (3<sup>rd</sup>) weekend in April. Included as the final attachment of this report is the event flyer. The Mayors Conference is Friday, April 20<sup>th</sup> beginning at 1pm with the Governing Body Institute the following day beginning at 7:45 AM on Saturday, April 21<sup>st</sup>. Both events are in Topeka at the Maner Conference Center & Capitol Plaza Hotel. Please contact City Clerk Teri Laymon or I to schedule your event registration and accommodations.
- STAR Bond project update; you may have seen Friday, February 9<sup>th</sup> Facebook post regarding status of the project. It is obvious from the comments that many in the public and most of the individuals commenting on the post, lack an understanding of the project, its funding impact, and STAR Bond statutory authorization and limitations. I am developing an updated "What are STAR Bonds?" post generalizing the areas where a misunderstanding seems to persist. Some fast facts are provided below:
  - Overall, S&O requested (1) an increased incentive package that was not viable, and (2) a decrease in project scope.
  - S&O requested having a portion of its costs reimbursed with revenues that were already pledged to pay debt service on the STAR bonds. City is not contractually permitted to grant such a request.

- S&O requested real property tax abatement that the City is not willing to provide. The City has already provided STAR bond reimbursement and other infrastructure contributions. Adding a property tax abatement on top of our previous contributions is too large a request. Such a request in addition to the previous contributions is not a prudent use of our neighbor's taxpayer dollars.
- S&O refused to include all material components in the water park that was originally proposed to the Governing Body.
- STAR Bond repayment amounts for the entire STAR Bond District include: All State of Kansas, Sedgwick County (1%), and City of Goddard (1%) local sales tax. Any transient guest tax collections (6%) from within the district.
- Special taxes within the Goddard Destination parcel (western parcel) include a 1% Community Improvement District (CID) Tax, levied at the request of the property owner.
  - It is not unusual for a CID tax to be included as a STAR Bond repayment revenue stream.
  - The Goddard Galleria (eastern parcel) and Walmart are not subject to the CID tax as it was levied at the request of the property owner Goddard Galleria.
- **The 50/50 Rule**
  - STAR Bonds must generate;
    - at least \$50 million in taxable sales revenue and;
    - a minimum \$50 million in improvements such as buildings and facilities which generate property tax revenue for the City, County and School District.
- **It is important to note that all taxing jurisdictions continue to collect property taxes on the improvements within the district at their full value.**

If you have questions over this report or any other items, please do not hesitate to give me a call.

***PLEASE NOTE: City offices will be closed on Monday, 19, 2018 in observance of President's Day. The next City Council meeting will be Tuesday, February 20, 2018 at 7pm.***

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the February 20<sup>th</sup> Regular City Council Meeting  
Date: February 20, 2018

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

Planning Commission Items: There are several items on next month's Planning Commission agenda that will be addressed by the City Council, likely at the March 19<sup>th</sup> meeting. If approved by the Planning Commission, the Governing Body will be considering actions on a Planned Unit Development for the much-anticipated Dove Estates expansion; the zoning code text amendment increasing the square footage from 200 sq ft to 280 sq ft for a variance; and consider the vacation of utility right-of-way for the school bond project at Amelia Earhart Elementary. The City will receive offsetting right-of-way for continued utility service to the complex.

Annual Mowing Request for Bids: Assistant to the City Administrator, Justin Constantino will present the submittals to the City's request for bids (RFB) to mow the City's parks, grounds, and right-of-way. The City has approximately 38.3 acres of mowing. Questions from contractors are to be directed to Justin by the end of business on February 21<sup>st</sup>. To help insure that the City receives accurate bids and that potential bidders understand expectations, Staff will as in all previous years, escort potential bidders to the areas included in the RFB. The proposal deadline is Wednesday, February 28<sup>th</sup> by 2PM. In addition to a dozen potential bidders requesting an RFB packet, the RFB will be posted on the City's website at <http://goddardks.gov/223/Doing-Business-With-the-City-of-Goddard>

Video Public Meetings: Staff is working to test a low cost but good quality video stream for public meetings such as City Council, Planning Commission, Park Advisory Board, etc. We plan to go live in April, and ideally, at the April 2<sup>nd</sup> regular meeting. These meetings will be streamed on Facebook and Youtube and archived on Youtube. Links will be provided on the City's website agenda center.

Community Marketing: As I mentioned during the workplan overview, Staff is working on a community marketing program that will include flyers for handout at show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community.

Housing Incentives: Several members of the Governing Body have shared their concern regarding the lagging new home starts for Goddard, compared to other first tier suburbs. Staff is researching incentive programs of other communities in the metro area and identifying potential options and opportunities for discussion at the April 2<sup>nd</sup> regular City Council meeting.

Splash Pad & Pavilion Update: Work on the pavilion and splash pad continues with Wednesday, February 28<sup>th</sup> set as the project owner walk through and development of the final punch list. We anticipate a substantial completion date of March 7<sup>th</sup>. Please note, these dates are weather dependent, and subject to minor changes.

Community Crime Map: The Goddard Police Department's crime map is now available! You may have noticed the department's Facebook update promoting the webpage, which can be found at the following address: <http://communitycrimemap.com/> For additional information on how to access an email report please see the attachment accompanying this report.

Chamber Funding Request & Annual Report: The Chamber of Commerce annually receives \$15,000 from the City for operations. The Chamber also presents an annual report to the Governing Body on accomplishments and membership activities. This year's report and formal funding request is planned for the April 2<sup>nd</sup> regular City Council meeting.

Storm Prep: City crews did not respond the winter weather that rolled through Sunday (2/18) evening as the forecast called for the snow and ice to be several counties north of Goddard. However, Public Works is ready to respond to the latest forecast for wintry weather on Wednesday (2/21) night and Thursday (2/22) morning. Because of the lack of wintry weather this season, the City will also provide winter response updates on Facebook. The City's Facebook page can be found at the following address: [www.facebook.com/goddardkansas/](http://www.facebook.com/goddardkansas/)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Brian W. Silcott". The signature is fluid and cursive, with the first name "Brian" being the most prominent.

Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of February 26<sup>th</sup> through March 4<sup>th</sup>  
Date: February 26, 2018

Please find a brief overview of City operations for this week. If you have questions, please give me a call or e-mail.

### **Public Works**

- Today's average water table depth is 37 feet.
- Public Works crews are conducting daily and weekly scheduled checks and necessary permit compliance operations.
- The planter boxes in Linear Park are being removed and replaced with soil bedding to reduce the visual clutter in the Park. Staff is also removing the dead plants in Means Park in anticipation of the spring planting season.
- This week Crews will also be focused on Citywide pothole repair and maintenance of the dirt/gravel roads in Old town. In addition to the upkeep of our road surfaces, Crews will begin street sign replacement for compliance with federal reflectivity standards.
- The sidewalk repair in the 200 block of Swanee Drive that was reported in the February 12<sup>th</sup> City Administrator's report has been completed.
- On Thursday and Friday of this week, Public Works plans to perform water service repairs in the following locations: 1900 block of Sunset Ct., 1300 block of Harvest Lane, & 900 block of Southwind Ct.

### **Public Safety**

- The department is working on a "Coffee With Cops" program for March. Please look to future City Administrator reports as well as the City and Police Department Facebook pages for additional information.
- In response to several follow-up questions that I have received from City Council members regarding the GPD video system upgrade that was presented at the February 20<sup>th</sup> meeting;

staff is working on a follow-up agenda report to discuss purchasing the full complement of camera hardware. This will be presented for consideration at the March 5<sup>th</sup> regular meeting. Staff is also requesting that the cost of the entire purchase be amended to draw on the Equipment Reserve in stead of the General Fund.

- Also, at the March 5<sup>th</sup> meeting, Chief Farris will also be presenting an overview on the use of the City's crime reporting website. A link to the site will be placed on the City's webpage. You can access the website directly at <https://communitycrimemap.com/>
- The City's newest officer, Trey Roney, begins work on March 5<sup>th</sup>. Officer Roney comes to Goddard after serving several years with the City of Bel Aire. Officer Roney will be publicly sworn in at the March 5<sup>th</sup> regular City Council meeting.

### **Administration**

- The March 5<sup>th</sup> regular City Council meeting tentative agenda follows:
  - Administration of the Oath of Office to Officer Trey Roney
  - Video System Upgrade Authorization (*follow-up to the 2/20 agenda item*)
  - Award the 2018 mowing services contract
  - Receive & File Community Crime Map Website Demonstration
  - Authorize the Purchase of Security Cameras for the Pavilion & Splash Pad
- This past week the City received one (1) commercial construction building permit for an Auto-Zone located at 19950 West Kellogg Drive, in east portion of the Dollar Tree building.
- There are 15 existing homes currently for sale; 17 buildable lots are available in Elk Ridge; and 53 buildable lots available in St Andrews 4<sup>th</sup> Addition.
- A reminder that the League of Kansas Municipalities is hosting its annual Governing Body Institute & Mayors Conference the third (3<sup>rd</sup>) weekend in April. Included as the final attachment of this report is the event flyer. The Mayors Conference is Friday, April 20<sup>th</sup> beginning at 1pm with the Governing Body Institute the following day beginning at 7:45 AM on Saturday, April 21<sup>st</sup>. Both events are in Topeka at the Maner Conference Center & Capitol Plaza Hotel. Please contact City Clerk Teri Laymon or me to schedule your event registration and accommodations.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the March 5<sup>th</sup> Regular City Council Meeting  
Date: March 5, 2018

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

Planning Commission Items: As we've reported over the past month, there are several items on next month's Planning Commission agenda that will be addressed by the City Council, likely at the March 19<sup>th</sup> meeting. If approved by the Planning Commission, the Governing Body will be considering actions on a Planned Unit Development for the Dove Estates expansion; the zoning code text amendment increasing the square footage from 200 sq ft to 280 sq ft for a variance; and consider the vacation of utility right-of-way for the school bond project at Amelia Earhart Elementary. The City will receive offsetting right-of-way for continued utility service to the complex.

Video Public Meetings: Staff testing a low cost but good quality video stream for public meetings such as City Council, Planning Commission, Park Advisory Board, etc. We plan to go live in April, and ideally, at the April 2<sup>nd</sup> regular meeting. These meetings will be streamed on Facebook and Youtube and archived on Youtube. Links will be provided on the City's website agenda center.

Community Marketing: At the March 19<sup>th</sup> regular meeting, Staff will present a community marketing framework that will include flyers for handout at show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community.

Housing Incentives: At the April 4<sup>th</sup> regular meeting, there will be a discussion on options to address lagging new home starts for Goddard, compared to other first tier suburbs. Staff will present an overview of incentive programs used in the metro area and identify potential options and opportunities.

Splash Pad & Pavilion Update: Work is nearly complete on the splash pad and pavilion. Picnic tables are being ordered for the venues and the Linear Park's sprinkler system will be extended to cover the area around our new amenities. For the moment, the pavilion will not be available for private use, this may change in the future. When the picnic shelter in Means Park was available for reservation GPD and the City Administrator spent several after hour callouts to address user conflicts over reservations. It is likely

the pavilion would generate even more strife. The intent of the structure is to bring friends and neighbors together in harmony, friendship, and community. A ribbon cutting will be planned for late March or Early April. Once the amenities are open, the City will once again be holding regular Goddard Gatherings, including a kick-off gathering followed soon by the annual Jazz Appreciation concert by the EHS & GHS jazz bands.

Chamber Funding Request & Annual Report: The Chamber of Commerce annually receives \$15,000 from the City for operations. The Chamber also presents an annual report to the Governing Body on accomplishments and membership activities. This year’s report and formal funding request is planned for the April 2<sup>nd</sup> regular City Council meeting.

February Water Production: In the month of February, the City drew 12.96 million gallons of water from the equus bed wellfield. The water loss for this period was 5.8%. The average acceptable water loss is less than 10%. The City March 20<sup>th</sup> billing period will reflect 1,776 water customers and 1,711 sewer customers. Residential customers account for 92% of water users and 93% of sewer customers.

Building & Construction Code: Sedgwick County Code Enforcement’s merger with the City of Wichita Code Enforcement department creating the Metropolitan Area Building & Construction Department (MABCD) has created numerous amendments to the codes used for construction and trades. The City of Goddard uses MABCD as building & trade code inspectors. The City of Goddard needs to update at least four (4) of the seven (7) codes being used in our municipal code. Below is a chart comparing the current codes used by MABCD and the City of Goddard. Codes listed in red, bold, italic font should be amended to match the current code in use by MABCD.

CODE	MABCD CODE	GODDARD CODE
<b><i>UPC: Plumbing</i></b>	<b><i>2015</i></b>	<b><i>2000</i></b>
IRC: Residential Building	2012	2012
<b><i>IBC: Intl. Building</i></b>	<b><i>2012</i></b>	<b><i>2006</i></b>
IFC: Intl. Fire	2012	2012
<b><i>IMC/IRC/IFGC: Mech &amp; Gas</i></b>	<b><i>2015</i></b>	<b><i>2006</i></b>
<b><i>NFC: Electrical</i></b>	<b><i>2017</i></b>	<b><i>2008</i></b>
Manufactured Housing	2003	2003
Elevator Safety Code	2017	N/A

If you are interested in learning more about the City’s building and construction in Chapter IV of the municipal code, they may be accessed directly [HERE](#). Additional information may also be found the City’s website by selecting the Transparency drop down menu located at the top of every City webpage; or from the Community Development Department’s page located [HERE](#). Information on MABCD can be found [HERE](#), specific code information is located [HERE](#), and MABCD contracted community information may be found [HERE](#). Staff will present an ordinance incorporating automatic updates at the March 19<sup>th</sup> regular City Council meeting.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of March 12<sup>th</sup> through March 19<sup>th</sup>  
Date: March 12, 2018

Please find a brief overview of City operations for this week. If you have questions, please give me a call or e-mail.

#### **Public Works**

- Today's average water table depth is 44 feet.
- Public Works crews are conducting daily and weekly scheduled checks and necessary permit compliance operations.
- Staff is preparing the restroom & pool buildings for painting. The paint will match that of the splash pavilion. They are also preparing the pool for operations and focusing on landscape work around the water tower site.
- On Wednesday, March 14<sup>th</sup> Street sweeping will occur in Old Town.
- The water tower maintenance that was approved last autumn is tentatively planned for mid-April. I will forward the date once it is known.

#### **Public Safety**

- The department has scheduled its inaugural "Coffee With Cops" program for Saturday, March 31<sup>st</sup> at 9PM in the KWIK Shop seating area. Please look to future City Administrator reports as well as the City and Police Department Facebook pages for additional information (*Flyer Pending*)
- The newest police cruiser will be delivered by KHP later this week. The vehicle will then be outfitted to GPD specifications and ready for service in early to mid-April.
- The department's monthly all-agency meeting is being held this week and is used to disseminate information and answer officer questions related to department or city operations.

#### **Administration**

- The March 19<sup>th</sup> regular City Council meeting tentative agenda follows:

- Consider a Planned Unit Development for Dove Estates
- Consider a Zoning Code Amendment increasing the square footage allowed for secondary structures (sheds, etc.) from 200 sq. ft. to 280 sq. ft.
- Vacation of Utility Right-of-Way for Amelia Earhart Bond Project
- 2018-2024 Capital Improvement Program
- Two agenda items have been tentatively repositioned to the April timeframe. If you would like the community marketing program and the building and trades code update to be considered at the March 19<sup>th</sup> regular City Council meeting, please get in contact with me so the item(s) can be placed on the agenda.
- 2019-2020 Budget Calendar
  - Capital Improvement Program
    - March 19<sup>th</sup> & Finalize April 2<sup>nd</sup>
  - Water & Sewer Funds
    - April 16<sup>th</sup>, May 7<sup>th</sup> & Finalize May 21<sup>st</sup>
  - General & Property Tax Supported Funds
    - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
    - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)
- Included as attachments to this report is the League of Municipalities newsletter and the Kansas Municipal Utilities newsletter & legislative update.
- The City's WAMPO walkability study contract is being considered tomorrow at 3PM as on the Transportation Policy Body's consent agenda. The agenda item is attached.
- A reminder that the League of Kansas Municipalities is hosting its annual Governing Body Institute & Mayors Conference the third (3<sup>rd</sup>) weekend in April. The Mayors Conference is Friday, April 20<sup>th</sup> beginning at 1pm with the Governing Body Institute the following day beginning at 7:45 AM on Saturday, April 21<sup>st</sup>. Both events are in Topeka at the Maner Conference Center & Capitol Plaza Hotel. Please contact City Clerk Teri Laymon or me to schedule your event registration and accommodations.
- Assistant to the City Administrator Justin Constantino is moving on to the next phase of his professional career. He is assuming the position of Principal Planner for the City of College Station Texas. Justin's last day with us will be Friday, March 23<sup>rd</sup>. We will miss him all the best!

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



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Date: March 19, 2018

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Video Public Meetings: Staff testing a low cost but good quality video stream for public meetings such as City Council, Planning Commission, Park Advisory Board, etc. We plan to go live in April, and ideally, at the April 2<sup>nd</sup> regular meeting but this may be pushed back for the second meeting in April. These meetings will be streamed on Facebook and Youtube and archived on Youtube. Links will be provided on the City's website agenda center.

Community Marketing: Due to a heavy agenda load for tonight's meeting, this agenda item has been rescheduled for an April meeting. Staff will present a community marketing framework that will include flyers for handout at show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community.

Housing Incentives: At the April 4<sup>th</sup> regular meeting, there will be a discussion on options to address lagging new home starts for Goddard, compared to other first tier suburbs. Staff will present an overview of incentive programs used in the metro area and identify potential options and opportunities.

Splash Pad & Pavilion Update: Work is substantially complete on the splash pad and pavilion. Picnic tables should arrive this week and staff is soliciting bids for the Linear Park's sprinkler system to extended coverage to the area around the new amenities. **To recap the planned usage policy, the pavilion will not currently be available for private use.** When the picnic shelter in Means Park was available for reservation GPD and the City Administrator spent several after hour callouts to address user conflicts over reservations. It is likely the pavilion would generate even more strife. The intent of the structure is to bring friends and neighbors together in harmony, friendship, and community. A ribbon cutting is planned for the next regularly scheduled Park Advisory Board meeting, on April 19<sup>th</sup> at 6PM. Please be looking for information on "**Goddard Gatherings,**" including a kick-off gathering followed soon by the annual Jazz Appreciation concert by the EHS & GHS jazz bands.

Chamber Funding Request & Annual Report: The Chamber of Commerce annually receives \$15,000 from the City. At the April 16<sup>th</sup> meeting the Chamber will present an annual report and funding request.

Water Well #5 Repairs: Public Works is currently soliciting bids to assess and repair to Water Well #5. This item could cost as much as \$30,000 but we are holding out hope that it will be much less.

Building & Construction Code: To recap the upcoming agenda item that is the result of Sedgwick County Code Enforcement’s merger with the City of Wichita Code Enforcement department creating the Metropolitan Area Building & Construction Department (MABCD). This has created numerous amendments to the codes used for construction and trades. The City of Goddard uses MABCD as building & trade code inspectors. The City of Goddard needs to update at least four (4) of the seven (7) codes being used in our municipal code. Below is a chart comparing the current codes used by MABCD and the City of Goddard. Codes listed in red, bold, italic font should be amended to match the current code in use by MABCD.

CODE	MABCD CODE	GODDARD CODE
<b><i>UPC: Plumbing</i></b>	<b><i>2015</i></b>	<b><i>2000</i></b>
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IFC: Intl. Fire	2012	2012
<b><i>IMC/IRC/IFGC: Mech &amp; Gas</i></b>	<b><i>2015</i></b>	<b><i>2006</i></b>
<b><i>NFC: Electrical</i></b>	<b><i>2017</i></b>	<b><i>2008</i></b>
Manufactured Housing	2003	2003
Elevator Safety Code	2017	N/A

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Library Strategic Plan: Please get in touch with Teri or I to schedule your conversation with Wichita State’s Public Policy Center for input on the Library’s strategic planning process. Your input as a stakeholder is greatly appreciated.

**This is Justin Constantino’s last meeting with us as he moves to College Station, Texas to undertake the next stage of his career as Principal Planner for the community. Thank you to Justin for his 2 ½ years of service to Goddard and we wish him all the best in his career.**

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of March 26<sup>th</sup> through April 1<sup>st</sup>  
Date: March 26, 2018

Please find a brief overview of City operations for this week. If you have questions, please give me a call or e-mail.

### **Public Works**

- Today's average water table depth is 44 feet.
- Public Works crews are attending KRWA for certification and continuing education classes for their KDHE certifications. Additionally, they will be also conducting daily and weekly scheduled checks and necessary permit compliance operations.
- The water tower maintenance that was approved last autumn is tentatively planned for mid-April. I will forward the date once it is known.

### **Public Safety**

- The department has scheduled its inaugural "Coffee With Cops" program for Saturday, March 31<sup>st</sup> at 9 AM in the KWIK Shop seating area. Please look to future City Administrator reports as well as the City and Police Department Facebook pages for additional information ([\*\*Click Here to See Flyer\*\*](#))

### **Administration**

- The April 2<sup>nd</sup> regular City Council meeting tentative agenda follows:
  - Consider a Planned Unit Development for Dove Estates
  - Finalize 2018-2024 Capital Improvement Program
  - Resend of the STAR Bond Development Agreement #4
  - Consider 2018 Chamber of Commerce Funding Allocation
  - Discussion of Community Marketing & Incentive Programs
  - Receive & File GPD Community Survey Responses
  - Receive & File Q2 Work Plan Update

- 2019-2020 Budget Calendar
  - Capital Improvement Program
    - Finalize April 2<sup>nd</sup>
  - Water & Sewer Funds
    - April 16<sup>th</sup>, May 7<sup>th</sup> & Finalize May 21<sup>st</sup>
  - General & Property Tax Supported Funds
    - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
    - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)
- Included as attachments to this report is the League of Municipalities newsletter ([CLICK HERE](#)) and the Kansas Municipal Utilities newsletter ([CLICK HERE](#)) & legislative update ([CLICK HERE](#)).
- The 2018 Pool season is just around the corner. Information on pool hours and swim lessons may be found [BY CLICKING HERE](#).
- A reminder that the League of Kansas Municipalities is hosting its annual Governing Body Institute & Mayors Conference the third (3<sup>rd</sup>) weekend in April. The Mayors Conference is Friday, April 20<sup>th</sup> beginning at 1pm with the Governing Body Institute the following day beginning at 7:45 AM on Saturday, April 21<sup>st</sup>. Both events are in Topeka at the Maner Conference Center & Capitol Plaza Hotel. Please contact City Clerk Teri Laymon or me to schedule your event registration and accommodations. ([CLICK HERE FOR THE AGENDA](#))
- The position advertisement for the Assistant to the City Administrator has been placed with ICMA & ELGL, as well as, WSU & KU MPA programs. We plan to begin resume review on Monday April 9<sup>th</sup> with interviews planned for the following two weeks. [CLICK HERE](#) to view the position advertisement.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the April 2<sup>nd</sup> Regular City Council Meeting  
Date: April 2, 2018

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

Video Public Meetings: This item is a work in progress and has been reprioritized for a May soft rollout. This low cost, good quality video stream will enable the public to view public meetings such as City Council, Planning Commission, Park Advisory Board, etc. These meetings and events will be streamed on Facebook and YouTube and archived on YouTube. Links will be provided on the City's website agenda center.

Community Marketing: This is an item that will be either rolled into the incentive workshop or will be presented at the April 16<sup>th</sup> meeting, when we will present a possible community marketing framework. The immediate focus for the Spring of 2018 would include flyers for handout at show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The goal of the Fall 2018 & Spring 2019 program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community.

Splash Pad & Pavilion Update: A ribbon cutting is planned for the next regularly scheduled Park Advisory Board meeting, on April 19<sup>th</sup> at 6PM. Please be looking for information on "**Goddard Gatherings,**" including a kick-off gathering followed soon by the annual Jazz Appreciation concert by the EHS & GHS jazz bands.

Building & Construction Code: This agenda item will be presented at the May 21<sup>st</sup> Regular City Council meeting and is the result of Sedgwick County Code Enforcement's merger with the City of Wichita Code Enforcement department creating the Metropolitan Area Building & Construction Department (MABCD). This has created numerous amendments to the codes used for construction and trades. The City of Goddard uses MABCD as building and trade code inspectors. The City of Goddard needs to update at least four (4) of the seven (7) codes being used in our municipal code. Below is a chart comparing the current codes used by MABCD and the City of Goddard. Codes listed in red, bold, italic font should be amended to match the current code in use by MABCD.

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Manufactured Housing	2003	2003
Elevator Safety Code	2017	N/A

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City Facilities Tour: Staff is requesting that you reserve Monday, May 7<sup>th</sup> for a tour of City facilities. This tour would occur as the May 7<sup>th</sup> regular meeting, with the meeting being called to order at City Hall at our normal time, then adjourning to one of the many facilities, where the meeting would reconvene for a tour that includes a question and answer session with the staff members responsible for the facility. The meeting would then adjourn, in accordance with the pre-published agenda, to another location, and the process is repeated. Please let Teri or I know if you are unable to attend this meeting.

Upcoming April 16<sup>th</sup> Agenda Items: 1<sup>st</sup> Quarter Reports & 2<sup>nd</sup> Quarter Goals. 2019-2020 Water & Sewer Budget Presentation & Discussion.

- 2019-2020 Budget Calendar
  - Water & Sewer Funds
    - April 16<sup>th</sup>, May 7<sup>th</sup> & Finalize May 21<sup>st</sup>
  - General & Property Tax Supported Funds
    - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
    - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the April 16<sup>th</sup> Regular City Council Meeting  
Date: April 16, 2018

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

Community Marketing & Development Incentives: The discussion of development incentives was planned for the special meeting. However, due to time, the discussion was deferred to a future meeting. Staff has planned for the May 21<sup>st</sup> meeting to discuss the item. If there is a desire to have the discussion earlier, a special meeting can be held, or the May 7<sup>th</sup> facility tour can be relocated to another meeting date. We hope to present a possible community marketing framework with an immediate focus to include flyers for handout at model show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The goal of the Fall 2018 & Spring 2019 program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community as well as creating several attraction videos for online streaming and local television.

Splash Pad & Pavilion Update: A ribbon cutting will occur at the next regularly scheduled Park Advisory Board meeting, on April 19<sup>th</sup> at 6PM. We will have live acoustic performance 30 minutes before & after the event. Information will be distributed on social media over the next three days to advertise the event. We have also posted information on the latest "**Goddard Gathering**," to kick-off the "**Gathering**" in the pavilion with our annual Jazz Appreciation concert by the EHS & GHS jazz ensembles.

Building & Construction Code: This agenda item will be presented at the May 21<sup>st</sup> Regular City Council meeting and is the result of Sedgwick County Code Enforcement's merger with the City of Wichita Code Enforcement department creating the Metropolitan Area Building & Construction Department (MABCD). This has created numerous amendments to the codes used for construction and trades. The City of Goddard uses MABCD as building & trade code inspectors. The City of Goddard needs to update at least four (4) of the seven (7) codes being used in our municipal code. Below is a chart comparing the current codes used by MABCD and the City of Goddard. Codes listed in red, bold, italic font should be amended to match the current code in use by MABCD.

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IFC: Intl. Fire	2012	2012
<b>IMC/IRC/IFGC: Mech &amp; Gas</b>	<b>2015</b>	<b>2006</b>
<b>NFC: Electrical</b>	<b>2017</b>	<b>2008</b>
Manufactured Housing	2003	2003
Elevator Safety Code	2017	N/A

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City Facilities Tour: The next regular meeting is Monday, May 7<sup>th</sup>. Mayor Blubaugh will call the meeting to order at City Hall at our normal time, we will conduct a light business meeting before then adjourning to one of the many facilities, where the meeting would reconvene for a tour that includes a question and answer session with the staff members responsible for the facility. The meeting would then adjourn, in accordance with the pre-published agenda, to another location, and the process is repeated. Please let Teri or I know if you are unable to attend this meeting. Details of the planned agenda are below.

Upcoming May 7<sup>th</sup> Agenda Items:

- Award 2018 Street Maintenance Program Bid
- Authorize the Means Park Municipal Pool Shade Sail Project
- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Receive a Brief Overview of the Water & Sewer Utility Budgets (**May be Deferred Due to Time**)
- Tour of City Facilities
  
- 2019-2020 Budget Calendar
  - Water & Sewer Funds
    - May 7<sup>th</sup> & Finalize May 21<sup>st</sup>
  - General & Property Tax Supported Funds
    - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
    - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)

GPD Fleet Purchase: The Lt.'s vehicle is complete and in service. Cruiser 35 has been painted and the graphics have been applied, the upgraded WatchGuard system that was approved in February should arrive within the next week or two. Once the hardware is installed the cruiser

will be ready for service. The total project cost, for the two cruisers, was \$2,000 less than originally estimated. This unused portion remains in the Equipment & Fleet Reserve Fund (Fund 81) as it was a capital outlay and not an operating expenditure.

GPD Video Server & Storage Upgrade: The server equipment arrived last week, however we are waiting for the arrival of the remainder of the WatchGuard system, which is scheduled to ship tomorrow. Everything should be online the same time as GPD Cruiser #35 goes into service.

GPD Staffing Highlights: Officer Ogden has tendered his resignation effective Sunday, April 29<sup>th</sup> after nearly 7 years of service. Officer Ogden has served as a Field Training Officer and Firearms Instructor. We wish him well as a member of the USD 265 police service.

Linear Park Security Camera Installation: Work continues on the cameras that will cover Linear Park, including the splash pad, pavilion, playground, and surrounding area. The installation of the wiring for the cameras started today (4/16/18) and will take several days, after which the cameras will be installed.

City Hall Renovation: This project is progressing with City Engineer Harlan Foraker assisting in the preliminary plan development. With Justin Constantino's departure for College Station, TX, Chief of Police Farris has graciously volunteered to lead this project. Chief has met with several potential contractors for the project.

Water Tower Painting: The tower is scheduled for cleaning & painting the first week of May. The project was approved in the summer of 2017 with a budgeted cost of \$80,500 to McGuire Iron allocated to the Water Reserve Fund (82-830-6150). This date is subject to weather conditions at the contractor's current job. Any changes will be communicated in future reports.

167<sup>th</sup> & Kellogg Traffic Light: The traffic camera for the intersection has malfunctioned and will be repaired tomorrow. Because of this malfunction, the signal time for the eastbound turn lane off of Kellogg and onto 167<sup>th</sup> will be brief, allowing approximately 4 vehicles per light cycle to make the turn. This is the default signal duration for malfunctions. We will also post onto social media to make people aware of the short-term issue.

MABCD Fees: I am pleased to report that the Sedgwick County Commissioners unanimously voted to reduce the MABCD permit fees. The fees charged to Goddard, and other communities using their code inspection service will reduce by 10%. A 2,500 finished square foot residence will save \$95 and a \$1,000,000 commercial building will save \$632.80 on permit costs. More information may be found at [www.sedgwickcounty.org/MABCD](http://www.sedgwickcounty.org/MABCD)



Respectfully Submitted,  
Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
 From: Brian W. Silcott, City Administrator  
 Cc: Department Directors & Staff  
 Re: City Administrator Report for the May 7<sup>th</sup> Regular City Council Meeting  
 Date: May 7, 2018

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

Community Marketing & Residential Development Incentives: At the June 4<sup>th</sup> meeting, staff will present the Governing Body with a community marketing concept. The immediate target would include flyers for handout at model show homes throughout Goddard. The flyer will include community information, a map of the City, with neighborhoods highlighted for the seasonal parade of homes, with showcase homes flagged on the map. The goal of the Fall 2018 & Spring 2019 program would include costs for television, radio, print & social media, and billboard advertising. We anticipate the cost of the program running between \$15,000 to \$20,000. The City would also secure a domain name that will redirect to the City's website for potential, new, and existing residents in our community as well as creating several attraction videos for online streaming and local television.

Building & Construction Code: As has been previously reported, this agenda item will be presented at the May 21<sup>st</sup> Regular City Council meeting and is the result of Sedgwick County Code Enforcement's merger with the City of Wichita Code Enforcement department creating the Metropolitan Area Building & Construction Department (MABCD). This has created numerous amendments to the codes used for construction and trades. The City of Goddard uses MABCD as building & trade code inspectors. The City of Goddard needs to update at least four (4) of the seven (7) codes being used in our municipal code. Below is a chart comparing the current codes used by MABCD and the City of Goddard. Codes listed in red, bold, italic font should be amended to match the current code in use by MABCD.

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GPD Fleet Purchase: All vehicles are fully in service.

GPD Video Server & Storage Upgrade: The server and WatchGuard system is operational.

Neighborhood Policing Activities: It was a busy weekend for Officers who conducted a bike safety program for Holy-Spirit preschoolers on Friday and attended the annual First National Bank Safety Fair on Saturday.

City Staffing News: The City has received 21 applications for the vacant police officer position. This position will remain open until May 28<sup>th</sup>. Chief is optimistic with the quality of the applicant pool. Assistant to the City Administrator, interviews are occurring over the next week or two.

Upcoming May 21<sup>st</sup> Agenda Items:

- Award 2018 Street Maintenance Program Bid
- Authorize the Means Park Municipal Pool Shade Sail Project
- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Building & Construction Code Ordinance
- Pavilion Rental Policy
- Review Water & Sewer Utility Budgets
  
- 2019-2020 Budget Calendar
  - Water & Sewer Funds
    - May 7<sup>th</sup> & Finalize May 21<sup>st</sup>
  - General & Property Tax Supported Funds
    - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
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Respectfully Submitted,



Brian W. Silcott,  
City Administrator



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To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the May 21<sup>st</sup> Regular City Council Meeting  
Date: May 21, 2018

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

City Staffing News: I am pleased to announce that Craig Crossette will be joining us as the Assistant to the City Administrator on June 11th. Previously served with us in 2017 as a summer intern, working on the water tower painting & cleaning RFP as well as completing the draft for the City's development guide. Craig's first assignment will be the development of the community marketing program and a review of current residential incentive programs. In addition to these projects, he will also present the Building & Construction Code update at the June 18th regular meeting.

We are working to fill the Public Works vacancy. We are using the same budget allocation as the Waste Water Operator IV position but amending the position title to Public Works Director. This position will cost less than the budgeted amount, and we will continue to interview previous Public Works Budget/Management analysts for the vacancy. I hope to have an announcement by the next meeting.

Chief Farris is hosting the quarterly all-hands department meeting this week. In addition to departmental highlights and an update on City happenings, the officers are reviewing the process for the transition to a 10-hour shift schedule. This transition will allow more officers to be on the street without increasing budget pressure. Chief will provide a report at the June 18th or July 2nd Regular City Council meeting. GPD continues to receive a favorable response to its lone vacancy. We hope to have a position announcement in June.

City Hall Renovation: Work continues on the City Hall renovation, thank you to Chief Farris for his work as the project lead. We hope to have a recommended proposal within the next four to six weeks. The department is also conducting the annual review of our wireless service agreement, and if significant savings can be found, we will provide an update in a future report.

The Pedestrian & Bicycle Master Plan (WAMPO grant): There is a workshop planned for Thursday, May 24th from 6 pm to 8 pm at Pathway Church (18800 West Kellogg) to provide the public a project overview and receive their input. The Governing Body is welcome to attend. However, a separate stakeholder group meeting will be conducted later in the presence of City leadership.

Library Pocket Park: Thanks to the dedicated work of our neighbors and community members, the pocket park project is progressing. The Boy Scouts are finalizing their coordination, and the Lions Club will be installing the irrigation system and fescue sod with USD 260 providing topsoil for leveling. Dan Funke has reported that the original limestone that was part of the original foundation is being incorporated in the site as a flower bed circle.

City Mowing Contract: City Foreman Gary Medley and I have both been in contact with our mowing contractors regarding the lack of contract compliance. If full contract compliance is not met within the next two weeks, the City will be moving cancel the agreement and proceed with awarding the agreement to another bidder. The City has roughly 38 acres of right-of-way and public space contracted for mowing. To date, and after notification of non-compliance, the contractors increased their mowing to a total of 23 acres with 14 acres remaining un-mowed.

Wastewater Treatment Facility: A heads up that Blower Unit #1 has ceased operation and the Variable Frequency Drive experienced catastrophic failure and needs replaced. We are currently seeking at least three (3) quotes for the repair. I will present an agenda item at the June 4th regular meeting with an estimated price tag of \$35,000.

Water Storage Cross Connection: This project, which was approved at the May 7th meeting, should begin this week. I have included an image of the current work, where you can see the existing connection, where one of the valves will be installed.

Upcoming June 4<sup>th</sup> Agenda Items:

- Authorize the Means Park Municipal Pool Shade Sail Project (*Tentative*)
- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Adoption by Reference the MABCD Building & Construction Code Ordinance
- Authorize Repair to Blower Unit #1
- Finalize 2019-2020 Water & Sewer Utility Budgets
- 2019-2020 General Fund & Debt Service Fund Budget Discussion

2019-2020 Budget Calendar

- Water & Sewer Funds
  - Finalize June 4<sup>th</sup>
- General & Property Tax Supported Funds
  - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
- Finalized Budget & Direct Publication of the Notice of Public Hearing
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- July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)



Respectfully Submitted,  
Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the June 4<sup>th</sup> Regular City Council Meeting  
Date: June 4, 2018

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

City Staffing News: I am pleased to announce that Joseph Turner will be joining us as the Director of Public Works on July 9<sup>th</sup>. Joe joins us from California, having served the citizens of San Bernardino. His experience includes work as a Public Works analyst and communications specialist. His first day will be Monday, July 9<sup>th</sup>.

GPD is currently conducting interviews to fill the department's single vacancy. We hope to have a hiring announcement later this month.

Public Works employees Gary Medley and Mike Holmes have completed their annual Aquatic Facility Operator recertification. This certification is required to operate our municipal pool.

Also, a reminder that Craig Crossette begins his service as the Assistant to the City Administrator on Monday, June 11<sup>th</sup>.

Water Storage Cross Connection & Tower Cleaning & Painting: This project, which was approved at the May 7<sup>th</sup> meeting, has been completed. Work to clean & paint the water tower is scheduled to begin on Wednesday, June 6<sup>th</sup>. However, this is subject weather conditions at the Maguire Iron work crew's current location in Texas, where a slight delay looks possible. The tower's color will be white with the city logo, no school mascots or logos are planned. I would like to thank Gary Medley for his work on the cross connection project, where he played a critical role in helping to keep the water safely flowing to our neighbors and community members.

Library Grounds Greenspace Expansion: Work continues on this project. I am working with Library staff, board members, and the Lions Club to finalize the plan design. I will present a request for the City to fund in whole or in part a bronze sculpture to fill a portion of the space.

A meeting is planned for later this week to narrow down the sculpture selection with our community volunteers. The estimated cost of the sculpture is \$6,500 to \$10,000.

STAR Bond Development Agreement Amendment: I hope to have this item presented to the Governing Body in July. There is a framework meeting scheduled for later this week.

Upcoming June 4<sup>th</sup> Agenda Items:

- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Consider Library Greenspace Bronze Sculpture Purchase
- Adoption by Reference the MABCD Building & Construction Code Ordinance
- 2019-2020 General Fund & Debt Service Fund Budget Discussion

2019-2020 Budget Calendar

- General & Property Tax Supported Funds
  - June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
- Finalized Budget & Direct Publication of the Notice of Public Hearing
  - July 2<sup>nd</sup>
- Budget Hearing & Adoption
  - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of June 11<sup>th</sup> through June 17<sup>th</sup>  
Date: June 11, 2018

Please find a brief overview of City operations for this week. If you have questions, please give me a call or e-mail.

### **Public Works**

- Today's average water table depth is 43 feet.
- Mosquito Fogging will begin this week. The planned days are Mondays and Thursdays with the following day planned as the alternate day for inclement weather or when wind conditions exceed 17 mph. Notice will be made on Facebook and will continue until cooler temperatures arrive and/or mosquito activity diminishes.
- Flags will be displayed June 13<sup>th</sup> through the June 15<sup>th</sup> for Flag Day (6/14).
- Crews are currently working to repair the Walnut Street utility cuts. This repair should be concluded this week. All of Walnut Street is accessible, however the immediate work area (roughly 20'x20') will be restricted to one lane. The utility cuts are located in the 400 block and 600 block of Walnut.
- The water tower maintenance that was approved last autumn will begin tomorrow (6/12).
- Sedgwick County Public Works overlay projects for 199<sup>th</sup>, 183<sup>rd</sup>, and 167<sup>th</sup> Streets are underway.

### **Administration**

- Tonight's planning commission meeting begins at 7PM and will address the Dairy Queen plat in the Goddard Galleria. This item is planned for approval at the June 4<sup>th</sup> regular meeting agenda. The web address for the agenda packet follows:  
<http://www.goddardks.gov/AgendaCenter/Planning-Commission-3>
- The June 18<sup>th</sup> regular City Council meeting tentative agenda follows:
  - Consider the Purchase of Bronze Sculpture for the Library Open Space
  - Approval of the Dairy Queen Plat for Rocky Road Development

- Consider an ordinance waiving the Linear Park Curfew & Noise Ordinance for the Chamber's Goddard Gathering Event
- 2019-2020 Budget Calendar
  - General & Property Tax Supported Funds
    - June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
  - Finalized Budget & Direct Publication of the Notice of Public Hearing
    - July 2<sup>nd</sup>
  - Budget Hearing & Adoption
    - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)
- The 2018 Pool season is in full swing. Last year's daily average attendance was 75 and as of today the average daily attendance is 121. It seems the weather and the splash pad are drawing more people to the City' park corridor.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the June 18<sup>th</sup> Regular City Council Meeting  
Date: June 18, 2018

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

City Staffing News: GPD has identified three finalists for department's single vacancy. We hope to have a hiring announcement later this month. GPD's transition to the 10-hour shift system will occur on June 25<sup>th</sup>. Staff is beginning the individual employee file review, where employees review their personnel file and sign off that all information on health & benefits is current and complete. Additionally, Individual Development Plan (IDP) review and 3<sup>rd</sup> & 4<sup>th</sup> quarter employee goals will also occur over the next two weeks.

Water Storage Cross Connection & Tower Cleaning & Painting: The water tower cleaning and painting is underway. The tower has been cleaned and primed. It is currently receiving the first coat of paint. We plan to make some small repairs to reinforce small areas of the tanks exterior as well as making low cost modernization safety improvements to the tower's ladder and scaffold system. Due to costs, it's possible that some of these improvements may need to be authorized by the City Council. We will try to provide as much heads up as possible. Please see the attached photos of the improvements, courtesy of City Foreman Gary Medley.

STAR Bond Development Agreement Amendment: Work is continuing on the development agreement and the conditions for the assignability of master development rights. I hope to have this item presented to the Governing Body in July. There is a framework meeting scheduled for later this week.

KDOT Projects: I am currently working on updating the City's submittal for corridor management funding to align the 183<sup>rd</sup> & Kellogg north frontage road. The planned project realigns the existing frontage road from its current location on the south side of the First National Bank of Hutchinson to the north side of the bank. Under the corridor management agreement, the state will provide 75%-80% of the construction cost, and the City is to provide engineering/design, right-of-way, utility realignment, & inspection cost to the project. Work is also continuing on the proposed installation of a traffic signal to serve the STAR bond site. Any work on the intersection project **will not begin** until after construction is underway at the site.

City Hall Renovation: The project preparation continues as Chief is meeting with contractors to finalize scope and costs. Thank you to City Engineer Harlan Foraker for his work on design drawings to reflect renovation options. This item should be ready to present for final Council approval at an August regular meeting and possibly as soon as July 16<sup>th</sup>.

Industrial Park Signage: Assistant to the City Administrator Craig Crossette is leading the City's work with Industrial Park property owners on the design of a new sign. As it currently stands any new signage will need to meet the monument signage requirement on or before December 31, 2021. It is possible the Governing Body could be approached to ask for funding assistance for a high-quality monument sign.

Planning Commission Notes: At their July 9<sup>th</sup> regular meeting the Planning Commission will consider a site plan for the long anticipated Braum's store. The Dove Estates site plan could also be considered at that meeting. If not in July at the August 13<sup>th</sup> regular meeting. Note, I anticipate presenting a resolution of intent to issue IRB's to the Governing Body sometime this summer. It is possible that Dove Estates will request the same IRB structure as the Council approved in 2013.

Goddard Gathering: The Goddard Gathering movie night is planned for Friday, June 22<sup>nd</sup> from 9PM until Midnight. The movie is Jumanji and is rated PG-13. Please see the attached flyer. We hope that you can make it out!

Fireworks Season: Tis the season! [The code can be found in Chapter VII Article3 of the Goddard Municipal Code.](#) Fireworks can be discharged from June 27<sup>th</sup> through July 5<sup>th</sup> between 8am and 10pm. On July 4<sup>th</sup> they may be shot from 8AM until 11PM.

Pavement Preservation Underway: The Council approved street maintenance project is underway. The City is working with the contractor to improve advanced notification of property owners living on the streets receiving the improvements. The City has notified affected neighbors when we receive advanced notification of the work. The City has received several complaints from the lack of notification and mobility restrictions due to work occurring on both lanes of travel.

Upcoming July 2<sup>nd</sup> Agenda Items:

- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Consider an Ordinance Adopting MABCD Building & Construction Code by Reference
- Discussion of Community Marketing Program
- 2019-2020 General Fund & Debt Service Fund Budget Discussion

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the July 2<sup>nd</sup> Regular City Council Meeting  
Date: July 2, 2018

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

City Staffing News: We hope to announce GPD's newest officer within the next couple of weeks. The City's Public Works Director Joe Turner begins his service next Monday, July 9<sup>th</sup>.

Tower Cleaning & Painting: The water tower cleaning and painting is complete! Craig Crossette, Assistant to the City Administrator, is working with Maguire Iron and our Public Works team to prioritize repairs to the tank. We will present an overview of the findings and plan to address these items at the July 16<sup>th</sup> regular City Council meeting.

STAR Bond Development Agreement Amendment: Work is continuing on the development agreement and the conditions for the assignability of master development rights. I hope to have this item presented to the Governing Body in August. There is a framework meeting scheduled for later this week.

KDOT Projects: There is nothing new to report on the City's submittal for corridor management funding to align the 183<sup>rd</sup> & Kellogg north frontage road. The planned project realigns the existing frontage road from its current location on the south side of the First National Bank of Hutchinson to the north side of the bank. Under the corridor management agreement, the state will provide 75%-80% of the construction cost, and the City is to provide engineering/design, right-of-way, utility realignment, & inspection cost to the project.

Work is also continuing on the proposed installation of a traffic signal to serve the STAR bond site. Any work on the intersection project **will not begin** until after construction is underway at the site.

City Hall Renovation: The project preparation continues as Chief is meeting with contractors to finalize scope and costs. Thank you to City Engineer Harlan Foraker for his work on design drawings to reflect renovation options. This item should be ready to present for final Council approval at an August regular meeting and possibly as soon as July 16<sup>th</sup>.

Industrial Park Signage: Assistant to the City Administrator Craig Crossette is leading the City's work with Industrial Park property owners on the design of a new sign. As it currently stands any new signage will need to meet the monument signage requirement on or before December 31, 2021. It is possible the Governing Body could be approached to ask for funding assistance for a high-quality monument sign.

Planning Commission Notes: At the August 13<sup>th</sup> regular meeting, the Planning Commission will consider a site plan for Braum's. The potential project will be located within Goddard Galleria. The next bike/pedestrian plan open house will be September 25<sup>th</sup> at Pathway Church and will be between 6PM & 8PM, please attend if you are able.

Goddard Gathering: The Goddard Gathering movie night that was planned for Friday, June 22<sup>nd</sup> was cancelled due to weather. The next event will be July 13<sup>th</sup> from 6:30 PM to 10:30. The movie is Jumanji and is rated PG-13. The July 21<sup>st</sup> event will show the movie "Inside Out" and Rated PG. The August 10<sup>th</sup> Goddard Gathering will show the movie "A Bug's Life" and this event will be held at the Goddard Municipal Pool. All times are 6:30PM to 10:30 PM. We hope that you can make it out!

Fireworks Season: Tis the season! [The code can be found in Chapter VII Article3 of the Goddard Municipal Code](#). Fireworks can be discharged from June 27<sup>th</sup> through July 5<sup>th</sup> between 8am and 10pm. On July 4<sup>th</sup> they may be shot from 8AM until 11PM.

Pavement Preservation Underway: The Council approved street maintenance project continues and is nearing completion. Barring inclement weather, the project should be completed within the next the couple of weeks. Craig reports that he has received several "job well done" phone calls.

Dove Estates IRB: I am meeting with the principal partners and City Bond Counsel Kevin Cowan on Wednesday, July 11<sup>th</sup> to discuss the issuance of Industrial Revenue Bonds. As you are aware from the planned unit development agreement that was approved at the April 2<sup>nd</sup> regular meeting; it's Dove Estates intention to construct a memory care unit and 37 additional senior housing units.

Upcoming July 16<sup>th</sup> Agenda Items:

- Conduct the 2019 Budget Hearing (*Tentative*)
- Adopt the 2019 Operating Budget (*Tentative*)
- Discussion of Community Marketing Program
- 2019-2020 General Fund & Debt Service Fund Budget Discussion

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the July 16<sup>th</sup> Regular City Council Meeting  
Date: July 16, 2018

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

City Staffing News: I am pleased to announce the City's newest employee, Goddard Police Officer Devon Keith. Devon currently serves as a public safety officer (police officer/firefighter) with the Augusta Public Safety Department and has done so since 2015. Devon will be sworn in at the August 6<sup>th</sup> Regular City Council meeting. We look forward to Devon joining our team!

KDOT Projects: There is nothing new to report on the City's submittal for corridor management funding to align the 183<sup>rd</sup> & Kellogg north frontage road. The planned project realigns the existing frontage road from its current location on the south side of the First National Bank of Hutchinson to the north side of the bank. Under the corridor management agreement, the state will provide 75%-80% of the construction cost, and the City is to provide engineering/design, right-of-way, utility realignment, and inspection cost to the project.

City Hall Renovation: Thank you to Chief Farris for leading this project. I would also like to thank City Engineer Harlan Foraker for his work on design drawings to reflect renovation options. This item will be presented to Council at the August 6<sup>th</sup> regular meeting.

Planning Commission Notes: The Planning Commission approved the site plan for Braum's Ice Cream and Dairy Queen. The Commission acting as the Board of Zoning Appeals approved a variance on the Braum's signage for a height not to exceed of 35 feet. The potential project will be located within Goddard Galleria. The Planning Commission The link to the July 9<sup>th</sup> agenda packet may be reached: [HERE](#). Other packets can be loaded from the agenda center [HERE](#).

The next bike/pedestrian plan open house will be September 25<sup>th</sup> at Pathway Church and will be between 6PM & 8PM, please attend if you are able. The Governing Body will review the final draft of the plan later this autumn. A special meeting can be planned for Tuesday, August 28<sup>th</sup> from 7PM to 8PM with the Governing Body and the Park Advisory Board.

Goddard Gathering: The Goddard Gathering movie night that was planned for Friday, June 22<sup>nd</sup> was cancelled due to weather. The rescheduled event on Friday, July 13<sup>th</sup> was cancelled in progress due to severe weather. The event will be rescheduled. The July 21<sup>st</sup> event will show the movie "Inside Out" (Rated PG). The August 10<sup>th</sup> Goddard Gathering will show the movie "A Bug's Life" (Rated G) and this event will be held at the Goddard Municipal Pool. All times are 6:30PM to 10:30 PM. We hope that you can make it out!

Pavement Preservation Underway: The work on the 2018 maintenance program is complete. A final walk through is planned for later this week.

Dove Estates IRB: City Bond Counsel Kevin Cowan and I met with Dove Estate principal owners on Wednesday, July 11<sup>th</sup> to discuss the issuance of Industrial Revenue Bonds (IRBs), to include a sales tax and property tax abatement structure identically to the previous IRB for the core facility. The expansion's planned unit development agreement was approved at the April 2<sup>nd</sup> regular meeting. The expansion at Dove Estates is to construct a memory care unit followed by 37 additional senior housing units. A notice of public hearing to issue IRBs for the Dove Estates expansion will occur at the August 6<sup>th</sup> regular City Council meeting. The August 20<sup>th</sup> meeting agenda will include a public hearing and resolution of intent to issue IRBs. We do not anticipate the issuance of bond occurring until 2019 and should any property tax abatement be approved, the abatement would not take effect until 2020.

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. Staff will draft an ordinance for discussion, review, and comment to this effect. The discussion and draft ordinance will be included on the August 20<sup>th</sup> regular meeting agenda.

July 2<sup>nd</sup> Meeting Follow-Up: The street signage at the intersection of Pine & Oak has been replaced. The weeds along Main Street and around the parks have been removed and staff will be making a concerted effort to prevent their reemergence. It is the consensus of staff and several Council members that the spacing offset of the "Goddard" lettering on the water tower is due to sight perspective and has been properly applied.

Upcoming July 16<sup>th</sup> Agenda Items:

- City Hall Renovation Bid Award
- Dove Estates Notice of Public Hearing
- Chicken Ordinance Review & Comment
- Pool Shade Options

Respectfully Submitted,  
Brian W. Silcott,



City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the August 6<sup>th</sup> Regular City Council Meeting  
Date: August 6, 2018

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

WAMPO Project Funding: Community Development Director Tim Johnson and I attended a discussion on possible changes to KDOT's funding of local projects. The changes are due to the State's poor fiscal condition. The agency's fund balance has reached a point that they can no longer cover the cost of the projects from the start of construction through project closure. The changes will likely impact how cities participate in and administer WAMPO projects. We anticipate having additional information over the next month or two, and Staff will keep the Governing Body apprised.

National Night Out: Tomorrow is National Night Out event. The event will run from 6-9:00PM in Linear Park. We hope that you can make it out!

Main Street Horizontal Parking: After consulting with the contractor, we were unable to proceed with the parallel parking. After setbacks for driveways, there was insufficient space to allow for more than one parking stall. If the Governing Body is interested in proceeding with angled parking, we present an item for discussion as a future agenda item.

Dove Estates IRB: To follow up on last meeting's update, the City has received formal notification of a request for the issuance of Industrial Revenue Bonds (IRBs) for the Dove Estates Memory Care Facility. The bonds to bonds would total \$4,000,000 and include a sales tax and property tax abatement structure identically to the previous IRB for the core facility. The Council approved the planned unit development agreement at the April 2<sup>nd</sup> regular meeting. The expansion at Dove Estates is to construct a memory care unit followed by 37 additional senior housing units. Please see the attached Notice of Public Hearing to be published in the Times-Sentinel's August 9<sup>th</sup> edition. The August 20<sup>th</sup> meeting agenda will include a public hearing and resolution of intent to issue IRBs. We do not anticipate the issuance of bond occurring until 2019 and should any property tax abatement be approved; any property tax abatement would not take effect until 2020.

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. Staff will draft an ordinance for discussion, review, and comment to this effect, which will be included on the August 20<sup>th</sup> regular meeting agenda.

Library Strategic Plan: The Library's work on a strategic plan continues, please see the attached flyer for participation in the Library's planning process. If you would like to participate in the survey you may do so by completing a brief 3-minute survey: [Click here!](#) Wichita State University is administering the citizen survey, which will remain open until Friday, August 10<sup>th</sup>.

July 16<sup>th</sup> Meeting Follow-Up: The 2019 Operating budget that was adopted at the July 16<sup>th</sup> regular meeting was submitted to the County Clerk on August 17<sup>th</sup>. The City Hall flag pole installation will be scheduled as soon as the pole is delivered. We anticipate delivery occurring within the next 3-4 weeks. The Water Tower improvements are tentatively planned for September. The exact date is dependent on Maguire Iron's work schedule and any weather delays encounter between now and September. Craig and I continue working on the Farmers Market. A meeting is scheduled for Friday, August 10<sup>th</sup> to review the set-up and action items for a planned Thursday evening market. Staff continues to work on a possible Saturday market, we have been in contact with the Kansas Department of Agriculture on the market requirements, including insurance and health permit requirements for the City and vendors.

Upcoming August 20<sup>th</sup> Agenda Items:

- Goddard Women's Club Annual Report
- REAP Update from consultant John Waltner
- Dove Estates IRB Public Hearing & Resolution of Intent
- Wastewater Facility Wet Well Repairs
- Receive & File Q2 reports
- Executive Session Related to Attorney Client Privilege (*Tentative*)

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the August 20<sup>th</sup> Regular City Council Meeting  
Date: August 20, 2018

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

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1<sup>st</sup>, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. Staff will draft an ordinance for discussion, review, and comment to this effect, which will be included on the October 15<sup>th</sup> regular meeting agenda.

Farmer's Market: Assistant to the City Administrator Craig Crossette is working with the Farm Shop on the operation of a weekday Farmers Market in Linear Park. We will present a service agreement between the City and the Farm Shop at the September 17<sup>th</sup> regular meeting. We believe that Tuesday evening is the best time to conduct the weekly event. The tentative plan is beginning with a monthly, to bi-weekly, market beginning in October and increasing the frequency to every Tuesday in late winter or early spring of 2019. The event will also include a pop-up kitchen, musical entertainment, and possibly CSA pick-ups. We will advertise the event in local media, including the Times-Sentinel, West Side Story, Wichita Eagle, and possibly market favorable area radio and media outlets.

City Hall Flag Pole: The flag pole is scheduled for delivery on Friday (8/24) of this week. The footings will be poured on Monday, August 27<sup>th</sup> with a targeted installation date of August 31<sup>st</sup> or September 4<sup>th</sup>.

Public Works Equipment Items: **1995 Street Sweeper** As was reported in July, the City's 23-year-old street sweeper, purchased in July of 2001 has given up its ghost. Staff is currently assessing several makes and models, including several different types of technology. We hope to present a discussion item in September, with options for an outright purchase, a used purchase, and a lease purchase option. Prior to the sweeper's catastrophic failure, a segment of streets was swept weekly. We would like to continue with this frequency when its replacement is secure.

**1992 Sterling Dump Truck:** This truck was purchased used by the City in February of 2000. Parts for the truck are not longer made and have become difficult to replace. We are

currently working to secure or machine fabricate a part for the accelerator pedal. The vehicle has been placed out of service until the repair can be completed.

Utility Items: The wastewater plant's wet well pumps are in need of repair and will be presented at the September 17<sup>th</sup> meeting. The City's wireless meter read transmitters in our water meters is no longer manufactured and as we add new or replacement current meters a new transmitter will be to be purchased. The issues that a new wireless reader and software package will also need to be purchased. Staff is currently researching options and alternatives which will be reported in future administrator reports culminating as an agenda item requesting a purchase of new technology. We plan to run the current and future system concurrently until all meters are replaced over time as they wear out from age.

August 6<sup>th</sup> Meeting Follow-Up: Last meeting's agenda items have been scheduled for September and October agendas with the lone exception will be the pool shade item, and due to its seasonality, will be presented in the spring of 2019. The discussion of keeping chickens in the city will be discussed at the September 17<sup>th</sup> agenda. The City Hall renovation will be presented at the October 1<sup>st</sup> regular meeting.

Upcoming September 17<sup>th</sup> Agenda Items:

- Wastewater Facility Wet Well Repairs
- Receive & File Q2 reports
- Farmer's Market Management & Operation Agreement
- Discussion of Street Sweeper Purchase
- Appointment of LKM Voting Delegates
- Executive Session Related to Attorney Client Privilege (*Tentative*)

Respectfully Submitted,  
Brian W. Silcott,  
City Administrator

A handwritten signature in blue ink that reads "Brian W. Silcott". The signature is written in a cursive, flowing style.



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the September 17<sup>th</sup> Regular City Council Meeting  
Date: September 17, 2018

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

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1<sup>st</sup>, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. Staff will draft an ordinance for discussion, review, and comment to this effect, which will be included on the October 15<sup>th</sup> regular meeting agenda.

Farmer's Market: Assistant to the City Administrator Craig Crossette is working with the Farm Shop on the operation of a weekday Farmer's Market in Linear Park. We will present a service agreement between the City and the Farm Shop at the October 1st regular meeting. The current plan for a Farmer's Market to be held in Linear Park, at the Pavilion on Tuesday evenings. The tentative plan is beginning with a monthly, to bi-weekly, market starting in October and increasing the frequency to every Tuesday in late winter or early spring of 2019. The event will also include a pop-up kitchen, musical entertainment, and possibly CSA pick-ups. We will advertise the market in local media, including the Times-Sentinel, West Side Story, Wichita Eagle, and perhaps in other favorable area radio & media outlets.

City Hall Flag Pole: The flag pole complete! It is located at the southwest corner of City Hall on the Main Street walk. Please see the image below.



Public Works Equipment Items: **1995 Street Sweeper** As was reported in July, the City's 23-year-old street sweeper, purchased in July of 2001 has given up its ghost. Staff is currently assessing several makes and models, including several different types of technology. I intended to present this agenda item at today's meeting but will do so at the October 1st regular meeting. We will provide the Governing Body with options for an outright purchase, a used purchase, and a lease purchase option. Before the sweeper's catastrophic failure, a segment of streets was swept weekly. We want to continue with this frequency when its replacement is secure.

**1992 Sterling Dump Truck:** This truck has been placed back into service after Public Works staff was able to repair the dump truck. The total cost of the repair was less than \$120. The City purchased the vehicle used in February of 2000. Repairs take longer than on most vehicles because replacement parts are no longer made and the warehouse inventories have dwindled, becoming difficult to replace with machine tooling parts. The tooling of parts is costly.

Utility Items: The City's wireless meter read transmitters in our water meters is no longer manufactured. When a new meter is installed, or an existing utility meter is replaced staff is using the Sensus company's latest transmitter. The new meters must be read manually because a new wireless reader and software package is required. We will present the Governing Body with an agenda report to purchase the new wireless reader system and its software at the November 5<sup>th</sup> regular City Council meeting. The plan is to run the current and new wireless reader systems concurrently until all meters are replaced over time as they wear out from age.

183<sup>rd</sup> Street Frontage Road Realignment: This project is in the Capital Improvement Program and will realign the frontage road at 183<sup>rd</sup> Street and the north frontage. The project goal is to open access to the interior pad sites and to alleviate vehicle back-ups/stacking at the current intersection by moving the frontage road access to the north end of First National Bank of Hutchinson's northern property line. Staff is working with the affected property owners to secure additional right-of-way required by KDOT to move the project forward. I hope to present this project for construction project authorization in the fourth quarter of 2018.

Upcoming October 1<sup>st</sup> Agenda Items:

- Adopt a Master Fee Resolution
- Award City Hall Renovation Project Bid
- Authorize Execution of the Farmer's Market Management & Operation Agreement
- Discussion of Street Sweeper Purchase
- Executive Session Related to Attorney Client Privilege (*Tentative*)

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the October 15<sup>th</sup> Regular City Council Meeting  
Date: October 15, 2018

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

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. I had hoped to present this item tonight, however with the recent organizational realignment this item will be presented in 2019 Q1.

183<sup>rd</sup> Street Frontage Road Realignment: As I've mentioned in the previous handful of reports, this project is included in the Capital Improvement Program. Its purpose is to realign the frontage road at 183<sup>rd</sup> Street and the north frontage. The project will open access to the interior pad sites and alleviate vehicle back-ups/stacking at the current intersection by moving the frontage road access to the north end of First National Bank of Hutchinson's northern property line. Staff is working with the affected property owners to secure additional right-of-way required by KDOT to move the project forward. In addition to the additional KDOT imposed right-of-way requirements, there are utility conflicts that will need to be addressed. These costs are entirely at the expense of the City and are not eligible for KDOT funding reimbursement or assistance. I hope to present this project for construction project authorization in the fourth quarter of 2018.

Drainage Issues: Staff is working to assess the possible options to alleviate the standing water issue at 1<sup>st</sup> & Goddard Rd. We hope to schedule a television inspection of the culvert to determine if the at-grade drainage pipe is blocked or has collapsed. This determination will provide the best course of action to mitigate the drainage issue. Staff has provided a drainage and construction easement to the property owners being impacted by the stormwater runoff of the City Hall parking lot and alleyway. I will provide an update once more information is known about the easement.

Internal Policies: Staff is working to develop a streamlined development permitting form & fee process. We will also include concrete driveway standards, and a policy to address water meter cans located in driveways. The water meter cans are installed at the time of the watermain installation, essentially predetermining their location in relation to where the lot is located. We will create a standard that allows for a larger can and more durable meter lid.

Zoning Code Amendment: We often say that municipal codes and policies are living documents that evolve over time. With the recent realignment of the community development department, the need to

amend the City's recently adopted Planned Unit Development District zoning and site plan design and approval process has come to light. The current process requires a full design on the front end, thus limiting the intended purpose of the PUD zoning district. This purpose is to permit greater flexibility, and more creative and imaginative design for developments than generally is possible under conventional zoning regulations by establishing planned unit development districts which are in general harmony with the purpose and intent of the Zoning Regulations and with the Comprehensive Plan of the City, but in which permitted uses, densities, open space requirements and other elements may vary from those applicable in any other districts established in the Regulations. Most of the changes will be striking parts of the PUD section of the zoning code that are duplicated within the site plan approval process.

Bike/Ped Plan: The next open house for this project is tentatively slated for November 28<sup>th</sup> at 5pm at Pathway Church. The next steering committee meeting is scheduled for Tuesday, October 23<sup>rd</sup> from 5:30pm to 6:30pm. The approval of the plan will begin in December 2018 to January 2019. Assistant to the City Administrator Craig Crossette is the City's lead on this project. He is working with the consultants to revise the project webpage to include updates and action items from previous meetings, as well as, revising the consultant's social media campaign. Craig has also undertaken an inhouse approach to social media as well.

Clover Leaf Farms Preliminary Plat: Application: I am pleased to report that the City has received an application for a preliminary plat for Clover Leaf Farms, generally located at the northeast corner of Goddard Road and Martens Drive. This plat is for 144 platted properties, including eight commercial lots. The existing zoning is R-2 and C-2. The C-2 zoning district is classified as "C-2 General Business District" and is established to provide for retail businesses and for service establishments not generally in the Central Business District because of their need for space, the particular nature of their operations and their accessibility to the motoring public. Off- street parking is required and screening in order to reduce possible adverse environmental effects on adjacent residential properties. The R-2 zoning district is classified as "R-2 Two-Family Residential District and is established to permit medium density two- family dwelling units with both public sewerage and water supply and to allow certain community facilities. It is not intended generally for single-family residential use, except as incidental to the area. R-1 and R-1A Single Family and Medium Density Single Family use is allowed.

Industrial Revenue Bonds: There will be a special meeting on Monday, October 22 at 7pm for issuance of up to \$55,00,00 in sales and property tax exempt industrial revenue bonds. This action is being undertaken in accordance with STAR Bond development agreement and state statutes. In addition to this item, staff will also present an item for the refinancing of Dove Estates Phase I IRBs. This is not part of the recent resolution of intent that was approved at the August 20<sup>th</sup> regular meeting.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the November 5<sup>th</sup> Regular City Council Meeting  
Date: November 5, 2018

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

STAR Bond Development Rights: On Friday, November 2, 2018 the City's development agreement amendment #4 took effect. This transferred the development to Rodney Steven of Goddard Sports, LLC. As Master Developer, the City will now be working fully with Mr. Steven on this project. We anticipate rapid progress on the site. The next action will be vacating easement for the previous site plan, approving a new plat for Goddard Sports, finalizing a site plan, and issuing Industrial Revenue Bonds (IRBs).

Drainage Issues: Staff is working to assess the possible options to alleviate the standing water issue at 1<sup>st</sup> & Goddard Rd. We hope to schedule a television inspection of the culvert to determine if the at-grade drainage pipe is blocked or has collapsed. This determination will provide the best course of action to mitigate the drainage issue. Staff has provided a drainage and construction easement to the property owners being impacted by the stormwater runoff of the City Hall parking lot and alleyway. I will provide an update once more information is known about the easement.

Planning & Zoning: The Planning Commission will meet on Monday, November 12<sup>th</sup> at 7pm. The meeting will consider a preliminary plat for Clover Leaf Farms and the vacation of utility easement within the STAR Bond District. Clover Leaf Farms is +/- 76 acres with 136 residential lots and 8 commercial lots, for a total of 144 platted lots. The existing zoning is C-2 & R-2, which will not require any change in zoning.

The C-2 zoning district is classified as "C-2 General Business District" and is established to provide for retail businesses and for service establishments not generally in the Central Business District because of their need for space, the particular nature of their operations and their accessibility to the motoring public. Off- street parking is required and screening in order to reduce possible adverse environmental effects on adjacent residential properties. The R-2 zoning district is classified as "R-2 Two-Family Residential District and is established to permit

medium density two- family dwelling units with both public sewerage and water supply and to allow certain community facilities. It is not intended generally for single-family residential use, except as incidental to the area. R-1 and R-1A Single Family and Medium Density Single Family use is allowed. A small image of the location is below:



The STAR Bond site's utility easement vacation will remove easements established for the initial payout of the STAR Bond site. New easements will be established when the plat is presented to the Planning Commission & City Council for approval in December 2018 or January 2019.

Kellogg Corridor Projects: Staff continues working on the 183<sup>rd</sup> Street Frontage Road project. It is planned to present a right-of-way (ROW) acquisition agreement for the additional ROW required by KDOT. This item is planned to be presented at the November 19<sup>th</sup> regular City Council meeting. Staff is also working on the Kellogg intersection to serve the STAR Bond District. More information will be presented in December as this project progresses.

183<sup>rd</sup> Pathway Project: This project is progressing under the leadership of Assistant to the City Administrator Craig Crossette. We hope to present a right-of-way agreement to the City Council at the November 19<sup>th</sup> meeting.

Industrial Revenue Bonds: Now that the Master Development Rights for the STAR Bond project have been transferred to Rodney Steven, I anticipate presenting an ordinance authorizing the issuance of the IRBs in December 2018.

Respectfully Submitted,

Brian W. Silcott,  
City Administrator



P.O. Box 667 • 118 North Main Street • Goddard, Kansas 67052 • ph 316-794-2441 • fax 316-794-2401

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the December 17<sup>th</sup> Regular City Council Meeting  
Date: December 17, 2018

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

STAR Bond Project Update: The project is progressing with the Planning Commission approving the site's base grade and Phase I (baseball field complex) site plan. The site is currently being stripped of vegetation, which will take another week or so before progressing to work on base grade, detention ponds, and the baseball field complex in late December or Early January. The timeframe is very weather dependent and subject to potential delays. Staff anticipates presenting the Phase II site plan for the aquatic center, Genesis Health Club, childcare facilities, and potentially the hotel site at the January 7<sup>th</sup> regular City Council meeting. A special Planning Commission meeting may need to be held to expedite the development and construction process.

In late January or early February, we anticipate presenting the Governing Body with action items amending the existing CID ordinance to incorporate the Kellogg intersection project, a petition and ordinance creating a Transportation Development District for roadway and parking improvements serving the STAR Bond, and the necessary items related to the issuance and sale of IRBs. All of these items are included in the Development Agreement's 4<sup>th</sup> Amendment that was adopted at the October 1, 2018 regular City Council meeting.

Road & Drainage Issues: Staff will have the construction fence along 199<sup>th</sup> and 1<sup>st</sup> Street removed later this week, or early next as we work to mitigate issue at 1<sup>st</sup> & Goddard Rd. Additionally, work on the City's gravel roads will occur later this week. The reconstruction and cold mix overlay will be a high priority improvement in the 2019 road maintenance plan. Staff will be working to fill the potholes around town and focus on clean-up of the Kellogg corridor as we welcome holiday travelers through our wonderful little corner of the world.

Planning & Zoning: The Planning Commission will meet on Monday, January 14, 2019 at 7pm. The tentative agenda for this meeting includes: consideration of a final plat for Clover Leaf Farms, the vacation of utility easement within the Medical Lodge Senior Housing project,

located on the east side of Easy Street, concurrent consideration of a preliminary & final plat for Medical Lodges Senior Housing, and site plan approval of the Medical Lodges Senior Housing Project, Medical Lodge Senior Housing zoning change from R-1 to R-2, the aforementioned STAR Bond project site plan for Phase II, and Final Plat of Cedar Addition (Main Street Apartments).

The STAR Bond site's utility easement vacation will remove easements established for the initial payout of the STAR Bond site. New easements will be established when the plat is presented to the Planning Commission & City Council for approval in December 2018 or January 2019.

Kellogg Corridor Projects: I am pleased to report that we've made significant headway in both of these projects. Staff hopes to present a right-of-way purchase agreement at the January 7<sup>th</sup> regular City Council meeting. Also, in January, we hope to present a corridor management plan amendment and project authorization for the design & construction of the Kellogg intersection that will serve the STAR Bond District. More information will be presented as this project progresses. I would like to specially thank City Engineer Harlan Foraker for his diligent work and expeditious turnaround of documents to meet the seemingly ever-changing project requirements to facilitate a potential summer 2019 bid letting for the 183<sup>rd</sup> Street frontage road & eastbound Kellogg turn lane project.

183<sup>rd</sup> Pathway Project: This project is progressing under the leadership of Assistant to the City Administrator Craig Crossette. We hope to present a full project report in January.

Bike/Ped Master Plan: The advisory committee met for the last time on November 28<sup>th</sup> where they discussed overall bicycle pedestrian network and the challenges facing the barrier to crossing Kellogg. The celebratory open house and final public critique is planned for Tuesday, February 5<sup>th</sup> from 6 PM to 8 PM, dinner will be served.

Disc Golf Project: Today 8 of the 18-concrete tee-pads have been poured with the remaining 10 tee-pads being poured tomorrow and Wednesday. City staff will pour the concrete base work for the target baskets Wednesday, with netting being installed the next week, after the Christmas holiday.

Respectfully Submitted,



Brian W. Silcott,  
City Administrator