



**CITY OF BELTON  
CITY COUNCIL  
BUDGET WORK SESSION AND WORK SESSION  
TUESDAY, FEBRUARY 2, 2016 – 6:30 P.M.  
CITY HALL ANNEX  
520 MAIN STREET  
AGENDA**

- I. CALL BUDGET WORK SESSION TO ORDER – 6:30 P.M.
  - A. Review of Budget Message, Budget Assumptions, and Personnel Recommendations
  - B. Review of Estimated Revenue and Proposed Expenditures
    - 1. Special Revenue Funds
    - 2. Debt Service Funds
    - 3. Capital Projects Funds
    - 4. Review of Major Operating Funds
- II. ADJOURN BUDGET WORK SESSION – 7:30 P.M.
- III. CALL WORK SESSION TO ORDER – 7:30 P.M.
- IV. ITEMS FOR REVIEW AND DISCUSSION
  - A. PARK BOARD ANNUAL REPORT
  - B. DISCUSSION OF SEABEES PROPERTY ACQUISITION
  - C. REVIEW OF PETITION AND ORDINANCE FOR ESTABLISHMENT OF THE TXRH COMMUNITY IMPROVEMENT DISTRICT

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- D. REVIEW OF PROPOSED REVISIONS TO THE PROCEDURES FOR SALE/LEASE OF REAL PROPERTY OWNED BY THE CITY

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- E. STREET PRESERVATION REPORT

David Frazier and Jeff Fisher will present the report

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F. REPORT ON THE NORTH SCOTT CORRIDOR PLAN AND CONSULTANT RECOMMENDED INITIATIVES

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G. ECONOMIC DEVELOPMENT ANNUAL REPORT

H. CITY ATTORNEY ANNUAL REPORT

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I. OTHER BUSINESS

V. ADJOURN

**SECTION IV**  
**C**

**CITY OF BELTON, MISSOURI  
CITY COUNCIL MEETING**

Date: Tuesday, February 9, 2016  
Place: City Hall Annex, 520 Main Street, Belton, Mo

**STAFF REPORT REGARDING  
TXRH CID PETITION AND PUBLIC HEARING**

**1. Public Notice**

In accordance with the Community Improvement District Act, R.S.Mo. Sections 67.1401 *et seq.* (“CID Act”), Staff prepared, delivered and published all required notices of this public hearing to consider approval of the Petition For Establishment of the TXRH Community Improvement District (“Petition”), and creation of the TXRH CID (“CID District”). On January 19, 2016, notices were mailed via certified United States mail with a return receipt attached to the address of record of each owner of record of real property within the boundaries of the CID District. Notice was published in *The Cass County Democrat Missourian Newspaper* on January 29, 2016 and February 5, 2016.

**2. Introduction**

A new Texas Roadhouse restaurant is being constructed along Peculiar Drive, just north of Cunningham Industrial Parkway. The petitioners are requesting the formation of a CID in order to offset some of the development costs by the imposition of a sales tax (not to exceed 1 cent) for sales occurring at the Texas Roadhouse.

The CID Act provides for property owners within a specified area to form either a not-for-profit corporation or a political subdivision in order to impose a tax or special assessment to fund: (i) public improvements; (ii) certain activities; and (iii) in the case of blighted areas, costs associated with the remediation of blight. The Petition proposes that the CID District be a political subdivision.

On December 28, 2015, petitioners representing the owners of more than 50% of the assessed value of real property within the proposed CID District and more than 50% per capita of all owners of real property within the proposed CID District submitted the Petition to the City Clerk. Belton MO TXR Incorporated (“Developer”), has purchased the real estate located within the proposed CID District, and coordinated submittal of the Petition. The City Clerk has determined, following consultation with the City Attorney, that the Petition substantially complies with the requirements of the CID Act.

The formation of the CID District is to assist in the financing of CID qualifying costs. The Petition contemplates the imposition of a 1 cent sales tax.

Included in the Council's packet are: (i) the Petition; and, (ii) an ordinance approving the Petition and creating the CID District.

### 3. CID Area

Approximately 2.28 acres of property generally located on the west side of Peculiar Drive, north of Cunningham Industrial Parkway. A map of the proposed CID Area is attached as **Exhibit B** to the Petition.

### 4. General Description of the CID District Projects

The projects to be funded with CID Sales Tax (the "CID Projects") will be used to finance the first year's development expenses over a period of years needed to pay the District expenses in full. All costs associated with the issuance of obligations to finance Eligible Services, including capitalized interest and a debt service reserve fund related to issuance of bonds, are deemed District expenses. (The CID Budget is attached as part of **Exhibit C** to the Petition.)

### 5. Redevelopment Schedule

The Texas Roadhouse is currently under construction and will open in 2016. The expenses to be reimbursed through the CID Sales Tax are being incurred with the construction.

### 6. Finding of Public Purpose

The Petition requests that the City Council make findings that the CID Area will serve a public purpose.

- a. **Public Purpose.** Staff believes that funding of the CID District Projects will serve a public purpose by promoting the economic welfare and the development of the City of Belton and the State of Missouri through: (i) the creation of temporary and permanent jobs; (ii) stimulating additional development in the area near the CID Area; and, (iii) increasing local and state tax revenues; and, (iv) improving commercial property values. Accordingly, Staff believes the Council may make this finding of public purpose.
- b. **Impact on taxing opportunities in the future:** The sales tax level at the Texas Roadhouse restaurant will be 10.725% if the CID is approved. This may have a negative impact on future city-wide initiatives simply due to the fact that the tax level is over 10%.

### 7. Petition

The City Clerk in consultation with the City Attorney has determined that the Petition substantially complies with the CID Act's Petition requirements. The following are some of the more relevant terms of the Petition:

- a. **Board of Directors.** The CID District will be a political subdivision governed by a board of directors with five (5) members. The initial board members are (i) Tim Wahl, (ii) Brock Walpert, (iii) Karen Olgren, (iv) John Sheehy, and (v) Phillip D. Lawson.

- b. Duration of the CID District.** The proposed length of time for the existence of the District is twenty (20) years. Any extension would need to be granted by the City Council.
- c. CID Special Assessment.** The CID District may impose a sales tax, not to exceed one percent (1.00%) upon all eligible retail sales within the District (at the Texas Roadhouse restaurant).
- d. Obligations.** The CID District intends to issue bonds or other obligations.

***ACTIONS RECOMMENDED:***

- A. FOLLOWING PUBLIC HEARING, APPROVE A PETITION ESTABLISHING THE TXRH COMMUNITY IMPROVEMENT DISTRICT, GENERALLY LOCATED ON THE WEST SIDE OF PECULIAR DRIVE, NORTH OF CUNNINGHAM INDUSTRIAL PARKWAY, IN BELTON, CASS COUNTY, MISSOURI; DETERMINING THAT THE DISTRICT OBJECTIVES SERVE A PUBLIC PURPOSE; AND DIRECTING THE CITY CLERK TO REPORT THE CREATION OF THE DISTRICT TO THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT.
  
- B. DENY THE FORMATION OF THE TXRH CID.

Enclosures:

Petition For Establishment of the TXRH Community Improvement District  
Ordinance No. \_\_\_\_\_



AN ORDINANCE APPROVING THE PETITION TO ESTABLISH THE TXRH COMMUNITY IMPROVEMENT DISTRICT; ESTABLISHING THE TXRH COMMUNITY IMPROVEMENT DISTRICT, GENERALLY LOCATED ON THE WEST SIDE OF PECULIAR DRIVE, NORTH OF CUNNINGHAM INDUSTRIAL PARKWAY AND COMMONLY KNOWN AS THE TEXAS ROADHOUSE RESTAURANT PROPERTY, ALL IN THE CITY OF BELTON, MISSOURI; DETERMINING THAT THE DISTRICT OBJECTIVES SERVE A PUBLIC PURPOSE; AND DIRECTING THE CITY CLERK TO REPORT THE CREATION OF THE DISTRICT TO THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT.

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WHEREAS, on December 28, 2015, a Petition for establishment of the TXRH Community Improvement District (the "Petition") was filed by more than 50% per capita of the owners of the District Land and District Land owners collectively owning more than fifty percent (50%) by assessed value of the District Land; and

WHEREAS, pursuant to RSMo. § 67.1421.3, the City Clerk timely reviewed the Petition and, upon consultation with the City's attorney, determined that the Petition substantially complies with the requirements of RSMo. § 67.1421.2; and

WHEREAS, pursuant to and in accordance with RSMo. § 67.1431, notice of a February 9, 2016 public hearing to consider creation of the District was given as follows:

First and second publication notice of the public hearing was given by publication in a newspaper of general circulation within the City once a week for two consecutive weeks prior to the week of the public hearing, on January 29, 2016 and February 5, 2016;

Mailed notice on January 19, 2016 of the public hearing giving not less than fifteen days' notice prior to the public hearing, by sending the notice to the address of record of each owner of record of real property within the boundaries of the proposed District via certified United States mail with a return receipt attached;

WHEREAS, pursuant to and in accordance with RSMo. § 67.2725, the City gave notice that the City Council would vote upon creation of the District conforming with all the requirements of RSMo. § 610.020.1 at least four days before the public hearing and vote, exclusive of weekends and holidays when City Hall is closed;

WHEREAS, on February 9, 2016, after due notice, the City Council so constituted held a public hearing at which parties in interest, interested persons and citizens were afforded an opportunity to be heard;

WHEREAS, after closing said hearing on February 9, 2016, and after due deliberation, the City Council finds that establishing the District and approving the Petition would encourage and stimulate growth and development in the District Area, serve a public purpose and further the objectives of the Act.

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

Section 1. That the Petition to establish the District as a separate political subdivision in accordance with the Act, a copy of which is attached to this Ordinance as Attachment A, is hereby approved in its entirety.

Section 2. That the District is hereby established for the purposes set forth in the Petition, that the District shall have all the powers and authority authorized by the Petition, the Act, and by law, and shall continue to exist and function for the term described in the Petition following the effective date of this Ordinance.

Section 3. That the District shall annually submit its proposed budget, report and copies of written resolutions passed by the District's board to the City pursuant to RSMo. § 67.1471.

Section 4. That upon the effective date of this Ordinance, the City Clerk is hereby directed to report the creation of the District to the Missouri Department of Economic Development pursuant to RSMo. § 67.1421.6, by sending a copy of this Ordinance to said Department.

Section 5. All terms used in this Ordinance not otherwise defined herein shall be construed as defined in the Act.

Section 6. That if any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 7. That all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 8. That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

PUBLIC HEARING AND COUNCIL DISCUSSION:

READ FOR THE FIRST TIME:

READ FOR THE SECOND TIME AND PASSED: \_\_\_\_\_

\_\_\_\_\_  
Mayor Jeff Davis

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



\_\_\_\_\_  
Mayor Jeff Davis

Approved as to form and legality

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
Patricia A. Ledford, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI )  
CITY OF BELTON ) SS.  
COUNTY OF CASS )

I, Patricia A. Ledford, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton and that the foregoing ordinance was regularly introduced for first reading at a meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2016, and thereafter adopted as Ordinance No. \_\_\_\_\_ of the City of Belton, Missouri, as a regular meeting of the City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2016, after the second reading thereof by the following vote, to-wit:

AYES:                      COUNCILMEN:

NOES:                      COUNCILMEN:

ABSENT:                    COUNCILMEN:

\_\_\_\_\_  
Patricia A. Ledford, City Clerk  
of the City of Belton, Missouri

**SECTION IV**  
**D**

TO: City Council

FROM: Ron Trivitt  
Jay Leipzig  
Megan McGuire

SUBJECT: Code Revisions for Sales/Leasing of City Real Property

DATE: February 2, 2016

The current Belton City Codes addressing sale, leasing or disposing of surplus real property have proven cumbersome and at times irrelevant due to the fact that the City does not really hold “surplus” property. A review of several surrounding communities and their codes confirm that Belton’s codes are more burdensome and inflexible particularly when trying to market tracts for industrial development. The attached revised code was modeled from Columbia, Missouri and is more flexible and straight forward while maintaining safeguards to meet public property transfer requirements.

**Sec. 2-992. - Disposition of real property owned by the city.**

(a) **Applicability and Competitive Bidding.** Except as otherwise provided in this section, real property owned by the city may be sold, traded or leased only when authorized by ordinance and only after competitive bids have been obtained. The real property may be sold, traded or lease only to the person submitting the highest and best bid. The provisions of this section do not apply to disposal of the City of Belton's real property pursuant to sections 34-33 to 34-36 of the City of Belton's Unified Development Code – vacating public ways.

(b) **Definitions.**

*Appraisal* means a determination of the value of the subject parcel, as determined by a sufficient and acceptable appraisal performed either by city staff or by a qualified licensed appraiser using a commercially reasonable method of appraisal.

*Fair market value* means the most probable price expressed in terms of money that a property would bring if offered for sale in the open market at an arm's length transaction between a willing seller and a willing buyer.

*Subject parcel* means city-owned real property under consideration for sale or transfer.

(c) **Selling or Leasing City Property Without Soliciting Competitive Bids.** City property may be sold, traded or leased without competitive bids in the following circumstances:

- 1) To any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location, size or use;
- 2) To any adjacent property owner at fair market value as determined by an appraisal;
- 3) When use of the property is limited to public purposes specified by the council;
- 4) When the sale, trade or lease is part of a settlement in a condemnation proceeding; or
- 5) When the council determines that it is in the public interest to sell, trade or lease the property to a particular person (*at a fair market value as determined by an appraisal – optional language*).

(d) **Leasing Farm Land Owned by the City Without Soliciting Competitive Bids.** Farm land owned by the city may be leased by the City Manager without soliciting competitive bids and without further council authorization under the following circumstances:

- (1) The person seeking to lease the property conducts a farming operation adjacent to the property sought to be lease from the city;
- (2) The person seeking to lease the property has previously lease the property and has demonstrated good farming practices; or
- (3) The property was acquired by the city from the person seeking to lease the property.

(e) **Bidding Procedures for Sale, Trade or Lease of City Property.**

- (1) **Bid notice.** A bid notice (the "bid notice") shall be published in a newspaper of general circulation in the City of Belton once a week for two consecutive weeks and contain, at a minimum, the following information: 1) the location of the subject parcel by using both a legal description of the real property and a description that can be easily understood by the public; 2) the place the bid proposal must be submitted to the city manager; 3) the deadline for submittal of any and all bid proposals; 4) a statement that the city reserves the right to accept or reject any and all bid proposals; and 5) any other information deemed appropriate by the city manager. The city manager may issue the bid notice at any time so long as the bid proposals requested therein are provided to the city council prior to its consideration of an ordinance to approve the sale or transfer of surplus property.
- (2) **Bid proposal.** Any person or entity may submit a timely, written proposal to acquire the subject parcel ("bid proposal") after the City of Belton issues a bid notice. Every bid proposal must: 1) specifically identify the subject parcel as described in the bid notice; 2) include a statement that it is the bona fide intention of the bidder to purchase the subject parcel; 3) include a dollar amount that the bidder proposes to pay for the subject parcel; and 4) if the bidder wishes to bid something other than money as valuable consideration for the subject parcel, the bid shall specify the consideration that is being bid. The bid proposal must be submitted to the city manager at the time and place directed in the bid notice.
- (3) **Bid acceptance.** Bid proposals must contain all of the information requested in the bid notice, as well as the bid proposal requirements outlined in subsection (c)(4)b above, in order to be accepted by the city council. The city reserves the right to reject any and all bid proposals for any reason, and no bid proposal shall be deemed accepted until the city council passes an ordinance approving the final transfer or sale of the subject parcel pursuant to subsection (d)(2) below.
- (4) **Alternative process for the transfer or sale of real property.** The City Council may approve an alternative competitive process to the bidding procedures set forth herein for the sale or transfer of real property upon a determination that an alternative competitive process will provide the greatest public benefit.

- (f) **City Manager's Request for an Appraisal.** The City Manager may request that an appraisal be prepared at any time prior to the City Council's consideration and/or approval of an ordinance approving the sale or transfer of real property owned by city.

(g) **City Council's Approval to Sell, Trade or Lease Real Property.**

- (1) City manager or designee shall have purchase/sale agreement prepared, legal description confirmed and transfer documents prepared prior to presentation to City Council for review and approval.
- (2) Unless waived by the City Council or factored in to the purchase price, all costs incurred by the City related to the sale or disposition of surplus property shall be paid by the purchaser/transferee. The City Manager may require a deposit to cover such costs as a condition of the purchase/sales contract.

**SECTION IV**  
**E**





# CITY OF BELTON CITY COUNCIL INFORMATION FORM

**AGENDA DATE:** February 2, 2016

**DIVISION:** Transportation

**COUNCIL:**  Regular Meeting     Work Session     Special Session

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order	<input type="checkbox"/> Motion
<input type="checkbox"/> Agreement	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Presentation	<input type="checkbox"/> Both Readings

**ISSUE/RECOMMENDATION:**

Staff has been working to put together a Street Preservation proposal for the FY2017 budget with an anticipated \$750,000 of additional funding from the Capital Improvement Sales Tax Fund and typical budgeted funds for a total of \$1,247,000. This proposal includes 2" and 4" mill and overlay, reconstructs, and a small chip seal program. The attached report also includes information about the chip seal program. Staff will be prepared to discuss and answer questions related to the attached report and recommendations.

**PROPOSED CITY COUNCIL MOTION:**

None at this time

**BACKGROUND:**

See attached Street Preservation Report

**IMPACT/ANALYSIS:**

None at this time

**STAFF RECOMMENDATION, ACTION, AND DATE:**

Staff will bring ordinances related to contract approval once budget is approved.

**LIST OF REFERENCE DOCUMENTS ATTACHED:**

Street Report

# **MAINTENANCE REPORT**

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## **FY2017/18 Street Preservation Proposal**

**The City of Belton**

**Prepared by:**



**Transportation Division**

**520 Main Street**

**Belton, MO 64012**

**January 2016**

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**Maintenance Report**

**1.0 Introduction and Purpose**

A quality transportation system (streets, bridges, curbs, sidewalks and storm sewers) is important to a safe and vibrant community, and the City of Belton continues to develop strategies to improve in this area. Staff has been working diligently to methodically assess and evaluate the system routinely; document the work and describe the needs so effective strategies can be implemented. Staff has managed the stagnant revenues in the recent past by keeping employee costs stable and implementing many other cost-effective measures to reduce some expenditures so that as much actual on-the-ground work as possible may be performed each year. With revenues more recently trending up, more work will be accomplished. But it is uncertain if annual revenues from the half-cent local transportation sales tax and motor fuel taxes will trend high enough and remain high enough that the City can catch up.

The purpose of this report is to detail the proposed maintenance activities for the FY2017 and FY2018 Street Preservation Programs with an additional one-time \$750,000 of funding injected into the Transportation Divisions Capital Outlay account from Capital Improvements Sales Tax fund.

**2.0 Brief History**

Street Preservation is a term summarizing all activities involved in maintaining the transportation system and includes both in-house maintenance operations and out-sourced contracted services. The Transportation Divisions budget allocates funding of materials for in-house work in its Street Preservation account, typically \$100-\$150K annually. In-house activities include:

- Pothole Patching and larger asphalt repairs
- Crack Sealing
- Minor storm sewer repair
- Curb and sidewalk repair for the Cost-Share Program

The Transportation Divisions budget also allocates funding for out-sourced contracted services in its Capital Outlay/Improvement account, typically \$400-\$600K annually. Outsourced activities include:

- Overlay of varying depths per conditions
- Micro-Surfacing per appropriate condition rating



**Maintenance Report**

- Chip Seal (new in 2015) per appropriate condition rating
- Large curb repair/replacement projects

In October 2014, staff presented information to Council for street preservation maintenance activities that included several action items:

- ✓ Spend preservation money on out-sourced activities every other year. This maximizes the dollars spent
- ✓ Focus available resources on maintaining streets meeting current condition standards so they do not fall into the poor/failed range.
- ✓ Provide crews with equipment that is efficient and cost effective.
- ✓ Utilize technology to manage infrastructure and material usage.
- ✓ Development of citizen cost-share program
- ✓ Partner with neighboring cities in developing maintenance contracts that maximize dollars

Figure 2.1: details focus on different street preservation activities





**Maintenance Report**

Figure 2.2: details funding for Street Preservation in FY2016 (2015)

	<b>Miles completed</b>	<b>Total Cost</b>	<b>Cost per Mile</b>
<b>Overlay / Reconstruct</b>	0.9	\$247,775	\$275,306
<b>Chip Seal</b>	8.1	\$309,254	\$38,180
<b>Base Repair</b>	0	\$119,900	0

The information in figure 2.2 details the outsourced funding spent on overlay and chip seal and outlines the cost per mile for these maintenance activities.

2015 was the first year in many that the Public Works completed a chip seal program. This is a maintenance activity many cities have been utilizing, including Overland Park, Raytown and Kansas City. Some lessons were learned during the 2015 chip-seal program and although it is not a popular method, it is the technically preferred for maintaining streets not only in cost but also effectiveness. Chip Seal is not a long term fix for streets but can extend the life of the pavement several years before an overlay or even reconstruct is recommended for maintenance.

Chip-seal is generally preferred over micro-seal because it does get a couple of more years of life; it is more cost effective; and it can be used on streets that fall in the low side of the OCI range. Streets in this low side of the range will not be good micro-seal candidates, and instead would require the more expensive overlay if chip-seal is not an option.

**3.0 Analysis and Data**

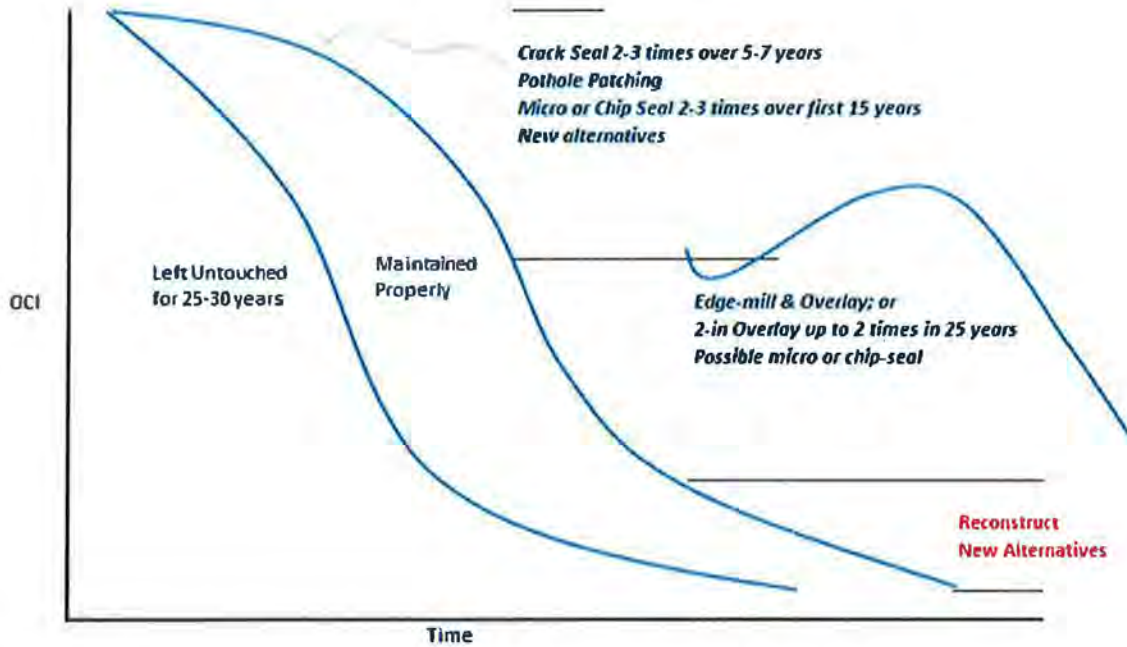
Preparation of a proposal for the annual street preservation program is challenging due to budget constraints, deteriorating conditions of streets, and the type of maintenance activities required to maintain streets at an acceptable level. The department continues to focus on the "Do Best First" approach which means maintaining the good streets so they don't fall into the poor / failed range of the Overall Condition Index (OCI) scale (55-0). See figure 2.1. The life cycle of a street is important to remember when decisions are being made to allocate funding for street preservation. Figure 3.1 describes how a street reacts when maintenance activities are applied at specific times. If these activities are not completed then the life of the street is shortened, thus requiring expensive



**Maintenance Report**

overlay and even reconstruction. The potential for additional funding in FY2017 is a welcomed proposal and will be very effective in this proposed plan, but future injections of similar levels of funding will be necessary.

Figure 3.1 Life cycle of street



Although additional dollars should be focused on the 0-55 range, there is concern about the street segments in the "Fair" category as many segments in this range are imminently going to fall below 55 in the near term.

Staff continues to focus on the data being collected through its asset management software, Cartegraph. Figure 3.2 details the condition of the entire street network including total miles, miles of streets with an OCI range between 0 and 55 and the percentage of the streets in relation to total miles.

The results of the data in Figure 3.2 detail the need to focus preservation funding on residential streets.





Maintenance Report

Figure 3.2 Street network by functional classification

	Ave OCI	Linear Miles	OCI 0-55 in miles	%
<b>Major Arterial</b>	75.7	13.5	0.1	0.9%
<b>Minor Arterial</b>	32.0	3.5	0.9	26.9%
<b>Commercial Collector</b>	82.1	11.7	1.9	15.9%
<b>Residential Access</b>	64.8	9.7	2.5	26.2%
<b>Residential Collector</b>	76.5	21.3	0.8	3.9%
<b>Residential Local</b>	65.1	56.5	15.2	26.8%
<b>Total</b>	66.0	116.1	21.5	18.5%

Staff utilized Cartegraph to look at all streets with an OCI range of 0-55. Figure 3.3 details those streets in red.

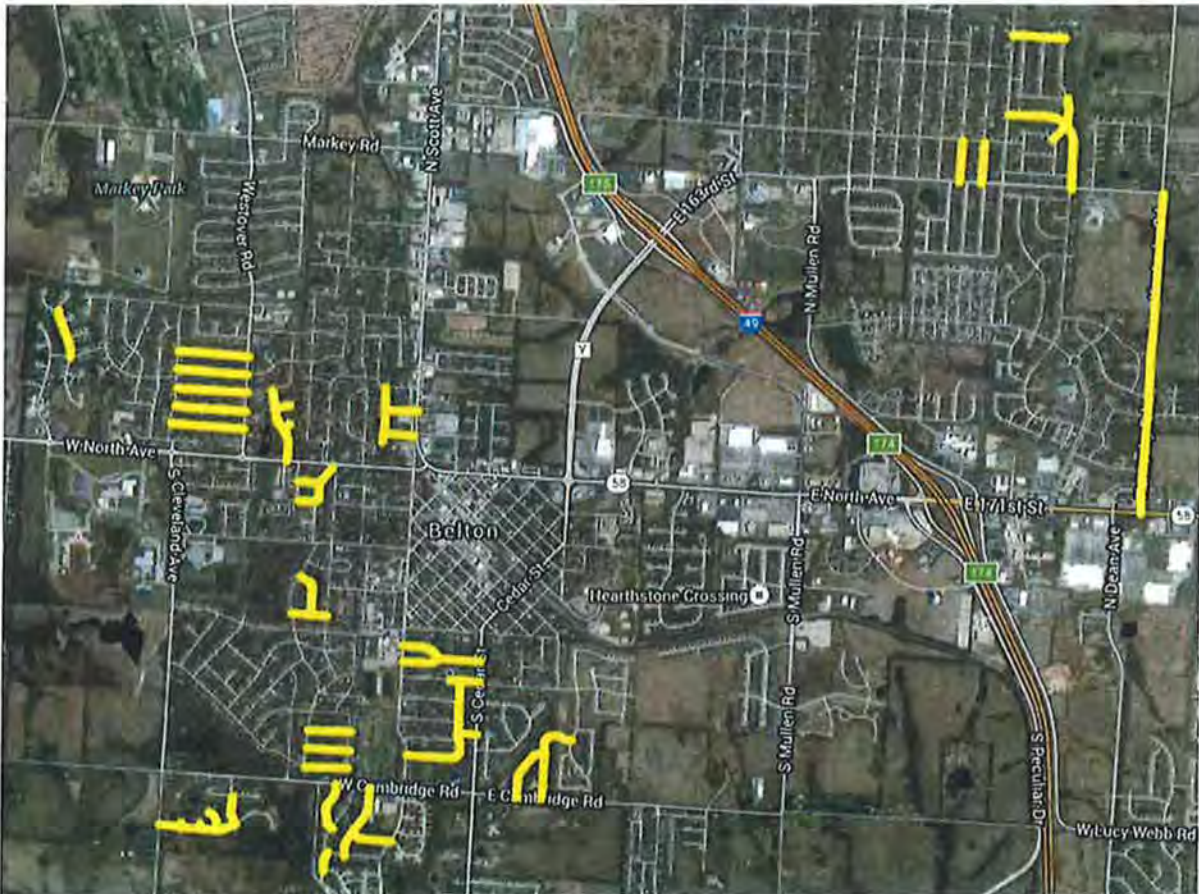
Figure 3.3 Condition Ratings 0-55



Maintenance Report

The OCI range along with expert staff knowledge of the system, street segments were selected initially to determine what type of maintenance could be performed and at what cost. Options included 2" mill and overlay and 4" overlay (both requiring some level of base patching as well); and full depth reconstruct with subgrade stabilization. **The underlying assumption for the following proposals is that the preservation fund in FY17 will be \$1,247,000.** Figure 3.3 depicts those streets proposed for an overlay (2-in and 4-in) and reconstructs. The streets proposed for reconstruction are listed in figure 3.4. The projected cost to complete this work is depicted in figure 3.5.

Figure 3.3 Overlay / Reconstruct Streets





Maintenance Report

Figure 3.4 Streets proposed for reconstruction

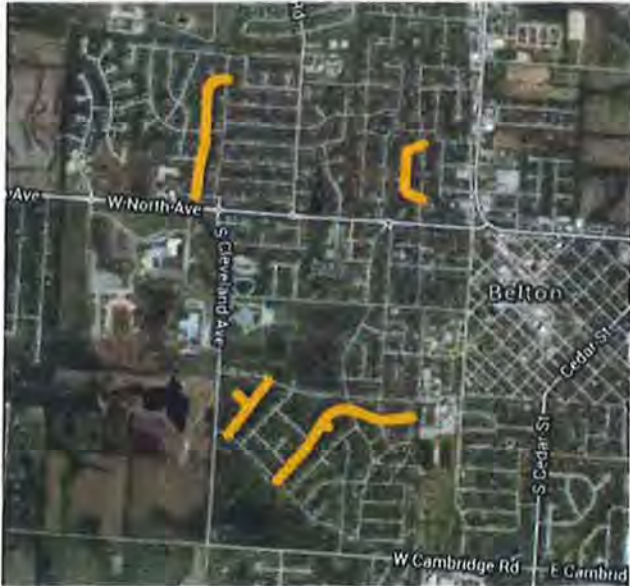
Westover / 178th Terr to Timbercreek Dr	Timbercreek Dr / Westover to Cleveland
Timbercreek Ct	Elm Ct
Crestview Ct	SpringValley Rd / Harris to 163rd
Mulberry / Gale to Melody	

Figure 3.5 Overlay / Reconstruct- Estimated Cost

<b>Total Cost</b>	<b>\$1,173,083</b>
<b>Miles Complete</b>	<b>8.6</b>
<b>Per Mile</b>	<b>\$136,405</b>
<b>Avg OCI</b>	<b>35.2</b>

The second component of the proposed preservation program for FY2017 includes chip seal. The four streets selected have a good base, however the streets were overlaid years ago above the curb and the top surface is deteriorating causing the OCI rating to be lower. Profile milling of these streets will be needed to lower the profile of the street followed by a double chip seal. Figure 3.6 depict these streets in orange. The projected cost to complete this project is detailed in Figure 3.7.

Figure 3.6 Proposed double chip seal



**Maintenance Report**

*Figure 3.7 Estimated cost for double chip seal*

<b>Total Cost</b>	\$86,603
<b>Miles Complete</b>	1.5
<b>Per Mile</b>	\$57,735
<b>Avg OCI</b>	36

The two FY17 proposed projects combine for a total of approximately \$1,259,686. If the City chooses not to use the chip-seal method, three streets proposed in Figure 3.6 would be eliminated, leaving only Pacific Drive that would then be overlaid.

Staff is recommending the City use all three methods [overlays, chip-seal, micro-seal] per the street segments OCI rating and appropriateness. If the City chooses to continue using chip-seal on appropriate segments, there will be a transition period over multiple years where staff will be overlaying and possibly micro-sealing streets based on their OCI in areas where chip-seal has been done or will be done in the future.

For example, if in a neighborhood a segment requires an overlay but other segments only need a chip-seal, then both will occur, and over time, it is possible the entire neighborhood will receive a chip-seal. This will establish a sort of baseline year for future applications.

Another example might include a neighborhood where an overlay is performed and a segment adjacent to it only needs a micro-seal; then both might occur, and over time, the entire neighborhood might receive a chip-seal to again establish that baseline for future applications.

A third likely example is that certain thoroughfares like North Scott and 163<sup>rd</sup> are micro-sealed again in the near future. Once the City's preservation program has been in this routine for some time, the overall system condition and management thereof will be relatively systematic - if a reasonable level of funding is in place on an annual basis.

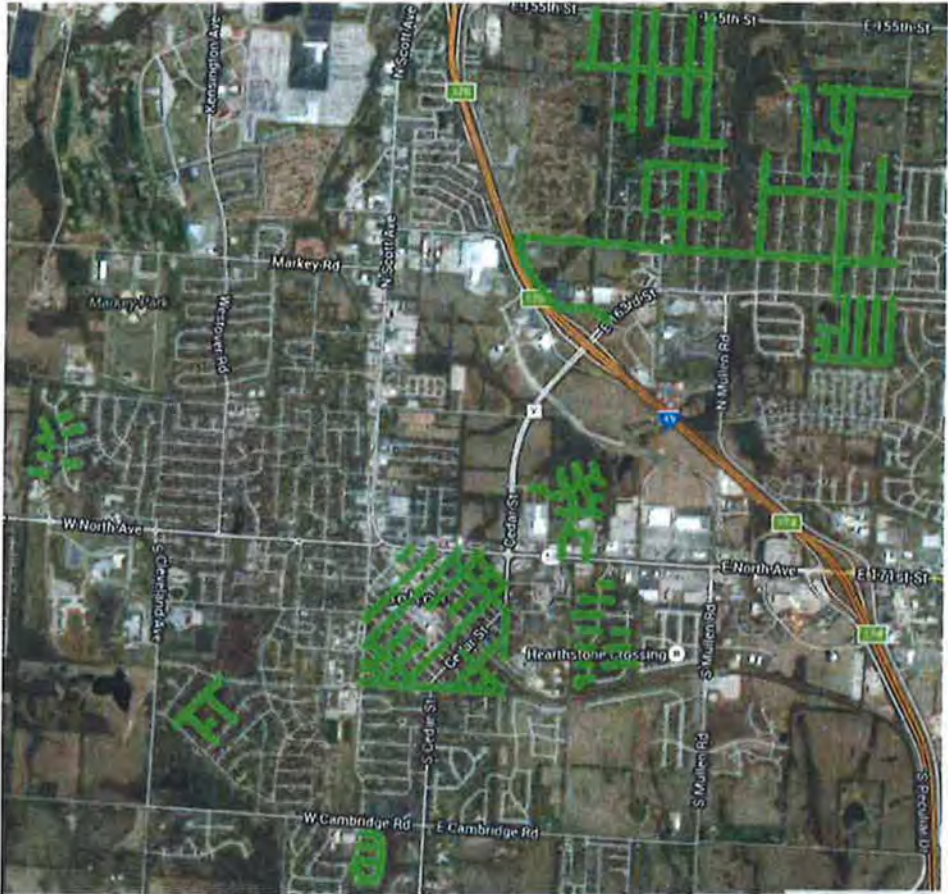
The following is an illustration, Figure 3.7, of the preservation program for FY18 proposing chip-seal at a normal funding level of \$600,000. If council chooses to only use overlays / reconstructs as an approved maintenance approach, 2/3 of the proposed streets would have to be eliminated. The purpose of the subsequent illustration, Figure 3.8, is to give Council an idea for what an additional injection of similar levels of funding could do in the future, if not too distant:





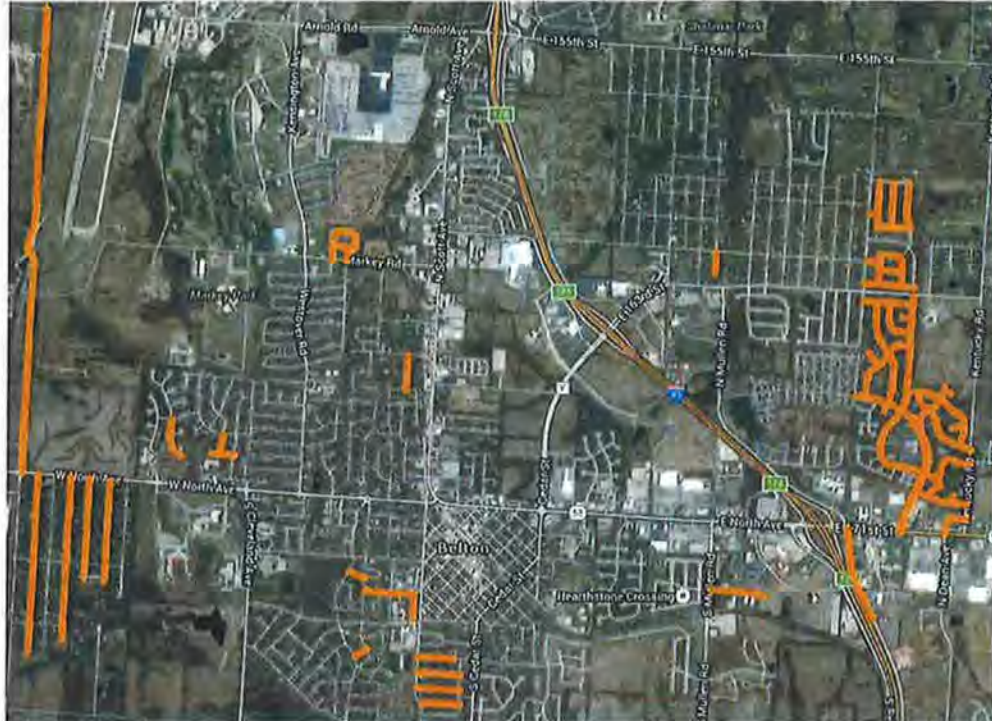
Maintenance Report

Figure 3.7 Proposed Chip Seal in FY2018



Maintenance Report

Figure 3.8 Future Overlay / Reconstruct if additional funding is allocated



If the City chooses not to use chip-seal, then those segments will be addressed by overlays and micro-seal methods. Micro-seal is slightly more expensive and can only be used on the segments in high side of the range. Overlays would then be used on the segments on the low side of the range, and would result in roughly 60% less miles repaired.

**4.0 Recommendation**

Staff’s recommendation is strictly based on expert knowledge of current system conditions, empirical evidence of the effectiveness of certain maintenance methods, and funding levels. See Attachment A for study commissioned by the City of Overland Park that evaluates chip-seal versus micro-seal.

As a follow up to this year’s chip-seal program, staff met with Gary Lyons and Shawn Brost of Vance Brothers and reviewed each segment of road. In their expert opinion the chip seal placed is not completely cured because the work was done later in the summer, however, the product is functioning like it should. There are areas that are thin,





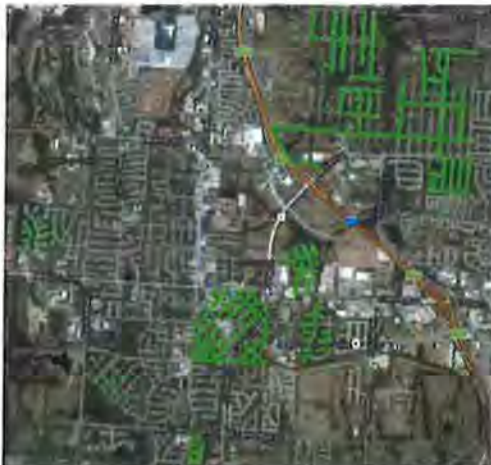
**Maintenance Report**

and they plan to come back late march to re-treat those areas per the contract. This is common practice; the difference is that the work was done in later summer and so that follow-up work is in the following spring. The loose gravel is attributed directly to the timing of the work and the lack of warm months after completion. It is typical that four rounds of sweeping is necessary and that is the case here, and until Spring temperatures have a chance to complete the process, staff will sweep as needed. Finally, the fact that the City chip-sealed later in the summer just means it will be April-May before the application has completely cured.

It is worth noting that the contractor used the design mix that best fit the streets conditions. On segments that fall in the lower end of the range, they use the larger gravel and more oil to fill in the cracks and deficiencies in the street. On streets with better ratings, they will recommend smaller gravel and less oil.

The two-part proposal displayed in Figures 3.3 and 3.6 for FY17 and figure 3.7 for FY18 is staff's recommendation going forward. Again, if chip-seal (with a few improvements) is not going to continue, then the proposals would be modified to conduct maintenance activities to include only overlays and micro-surfacing. This will reduce the amount of work with the anticipated budget in FY18 approximately 60%.

*Figure 3.9 Left photo shows proposed chip seal streets in FY2018 (17.5 miles). Right photo details streets that may be overlaid with same proposed funds in FY2018 (5.3 miles).*



**Attachment A**  
**Overland Park Study**



**STATISTICAL STUDY OF CHIP AND MICRO-  
SURFACING EFFECTIVENESS  
OVERLAND PARK PUBLIC WORKS DEPARTMENT  
OVERLAND PARK, KANSAS**

Prepared For:

**PUBLIC WORKS DEPARTMENT  
CITY OF OVERLAND PARK  
8500 Santa Fe Drive  
Overland Park, Kansas**

Prepared By:

**KAW VALLEY ENGINEERING, INC.  
14700 West 114<sup>th</sup> Terrace  
Lenexa, Kansas 66215**

February 26, 2013

Project No. **C12G6525**

February 26, 2013

C12G6525

Public Works Department  
c/o Mr. Michael Ross, P.E.  
City of Overland Park  
8500 Santa Fe Drive  
Overland Park, Kansas 66212

**RE: STATISTICAL STUDY OF CHIP AND MICRO-SURFACING EFFECTIVENESS  
OVERLAND PARK PUBLIC WORKS DEPARTMENT  
OVERLAND PARK, KANSAS**

Dear Mr. Ross:

Kaw Valley Engineering, Inc. is pleased to submit this report on the statistical study of chip and micro-surfacing effectiveness for the City of Overland Park, Kansas. This evaluation was performed in general accordance with the City of Overland Park agreement for pavement engineering services dated January 8, 2013.

This study involved a statistical analysis of the condition data from roadways that experienced chip and micro-surfacing over the last 20 years. This report contains our assessment, conclusions, and recommendations.

We appreciate the opportunity to perform this work for you, and look forward to answering any questions or comments which may have been generated as a result of this assessment.

If you have any questions, please do not hesitate to contact us at (913) 894-5150.

Respectfully submitted,  
**Kaw Valley Engineering, Inc.**

Jeffrey A Frantzen, Ph.D., P.E.  
Materials Engineer

James Barry, R.G.  
Geologist

Copies submitted: (3)  
Electronic Copies: (1)

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## **1.0 EXECUTIVE SUMMARY**

The results of this statistical study of chip seal and micro-surfacing effectiveness indicates chip seals provide better performance and will have longer effective lives than micro-surfacing treatments. The statistical study presented in this report shows that there is generally an observable average of 3 to 8 condition rating point improvement in the performance of chip seals over micro-surfacing. This improvement corresponds to a 2 to 4 year improvement in surface treatment life from a chip seal treatment when compared to micro-surfacing treatments.

## **2.0 INTRODUCTION**

The City of Overland Park's engineering staff has observed in their condition rating data apparent poorer performance from micro-surfacing projects when compared with maintenance projects that used chip sealing methods. The engineering staff has suggested that the observed apparent difference in performance behavior could be confirmed statistically by using the City's pavement condition data.

Kaw Valley Engineering, Inc. was requested by Michael Ross, Manager of Technical and Administrative Services and Tony Rome, Senior Civil Engineer of the Public Works Department to conduct a statistical study to answer the above question. The services subsequently provided were in general accordance with the City of Overland Park agreement for pavement engineering services dated January 8, 2013.

This report presents our evaluation of the effectiveness of chip and micro-surfacing methods of pavement preservation used on the Overland Park roadway system. Conclusions and recommendations presented in the report are based on pavement condition rating data provided by the Overland Park Public Works Department, pavement performance models developed by Kaw Valley Engineering for privately-owned pavement systems in the Kansas City metropolitan area, standard statistical methods of analysis, and the requirements outlined in the LIMITATIONS section of this report.

## **3.0 PAVEMENT CONDITION DATA FOR SEALING PROJECTS**

Historic pavement condition data from the Overland Park pavement management system was provided for analysis. This historic condition data consisted of pavement condition readings, location, and age data for both chip seal and micro-surfacing projects. This data was provided to Kaw Valley Engineering in Excel spreadsheet form for further analysis. The pavement condition data was originally organized in terms of pavement classes and rating segments. This organizational system was not conducive to a statistical analysis between pavement preservation types. Several ways of organizing the data were tried but the most effective method involved arranging it into groups on the basis of 1) sealing method, 2) pavement class (Pavement Classes 2, 4 and 5 were studied), and 3) age. Partitioning the condition data into segments by the age of the seal and sorting them into age segments of 1 year intervals facilitated statistical comparison.



The data sets were subsequently resorted by Mr. Rome into groups organized by pavement class, seal type, and age of preservation treatment. The data was also filtered to remove older chip-sealed pavement segments that had been reconstructed and were not statistically comparable to more recent pavements. This additional filtering provided data sets that were statistically consistent and representative of current pavement types and maintenance methods.

#### 4.0 STATISTICAL ANALYSIS PROCEDURE

After the condition rating data had been filtered, statistical analysis of the data was begun. The rating data was organized into groups for statistical comparison. The rating segments in each pavement class and seal type consisted of age groups from 0-1 years, 1-2 years, 2-3 years, 3-4 years, 4-5 years, and in the case of the Class 2 and 5 data, 5-6 years in age. Measures of central tendency (mean) and dispersion (standard deviation and variance) were then calculated for each year segment for both the chip seal and micro-surfacing condition data.

Since the analysis involves comparisons between the performance of chip seals and micro-surfacing, the pavement condition data frequency distributions for each year segment needed to be checked to see if they were normally distributed. Data must be normally distributed if tests involving comparisons between data sets are to be done (such as comparisons between means). Probability paper and the chi square test were used to determine if the condition data for each year-long segment was normally distributed. The chi-square test was conducted at a 1% significance level. Table 1 presents the results of the analysis of normality for the data sets.

Table 1 - Results from the Chi-Square Test for Normality			
Pavement Class	Segment Age	Distribution Type	
		Chip Seal	Micro-surfacing
Class 2	0-1 years	Non-normal Distribution	Non-normal Distribution
Class 2	1-2 years	Non-normal Distribution	Non-normal Distribution
Class 2	2-3 years	Non-normal Distribution	Non-normal Distribution
Class 2	3-4 years	Non-normal Distribution	Non-normal Distribution
Class 2	4-5 years	Non-normal Distribution	Non-normal Distribution
Class 2	5-6 years	Non-normal Distribution	Insufficient data
Class 4	0-1 years	Non-normal Distribution	Not-normal Distribution
Class 4	1-2 years	Normal Distribution	Near-normal Distribution
Class 4	2-3 years	Normal Distribution	Near-normal Distribution
Class 4	3-4 years	Normal Distribution	Near-normal Distribution
Class 4	4-5 years	Near-normal Distribution	Normal Distribution
Class 4	5-6 years	Near-normal Distribution	Insufficient data
Class 5	0-1 years	Near-normal Distribution	Near-normal Distribution
Class 5	1-2 years	Normal Distribution	Near-normal Distribution
Class 5	2-3 years	Normal Distribution	Near-normal Distribution
Class 5	3-4 years	Normal Distribution	Near-normal Distribution
Class 5	4-5 years	Normal Distribution	Normal Distribution
Class 5	5-6 years	Normal Distribution	Insufficient Data

If the chi-squared test indicated the data set was not normally distributed (the distribution was highly skewed or had a long tail) a square-root transformation was used to put the data into normal or near-normal form in order to run the statistical tests. Condition data sets for Class 2 and Class 4 pavements generally required a data transformation to place the data into normally-distributed form for analysis. Condition data for Class 5 pavements generally had a normal to near-normal distribution and the data was analyzed without resorting to a transformation.

Once the data sets had been placed in normal form, a statistical analysis could be conducted to determine if micro-surfacing and chip seals gave equivalent pavement performance. The statistical tests used to in the analysis were the t-test, to indicate if the data sets came from the same overall population (in other words, if they performed equally well), and the f-test, to determine if the data sets under consideration had the same variability. The f and t-tests were conducted at a 1% significance level. Table 2 presents the results of these analyses.

Table 2 - Results from the t-Test between Chip Seals and Micro-surfacing			
Pavement Class	Segment Age	t-Test	f-Test
Class 2	0-1 years	Means are different	Variance is different
Class 2	1-2 years	Means are different	Variance is different
Class 2	2-3 years	Means are different	Variance is different
Class 2	3-4 years	Means are different	Variance is different
Class 2	4-5 years	Means are different	Variance is different
Class 2	5-6 years	Means are different	Variance is different
Class 4	0-1 years	Means are different	Variance is different
Class 4	1-2 years	Means are different	Variance is different
Class 4	2-3 years	Means are the same	Variance is different
Class 4	3-4 years	Means are the same	Variance is different
Class 4	4-5 years	Means are the same	Variance is similar
Class 4	5-6 years	Insufficient data	Insufficient data
Class 5	0-1 years	Means are different	Variance is similar
Class 5	1-2 years	Means are the same	Variance is similar
Class 5	2-3 years	Means are different	Variance is different
Class 5	3-4 years	Means are different	Variance is different
Class 5	4-5 years	Means are different	Variance is different
Class 5	5-6 years	Insufficient data	Insufficient data

Examination of the results of the t-test in Table 2 indicates the performance of chip seals and micro-surfacing are in general not equivalent for Class 2 and 5 pavements. On Class 4 pavements, similar performance is achieved between the two sealing methods in the middle years of their effective life. Table 3 presents the average condition rating between the two maintenance methods.

Table 3 - Average Condition Rating for Chip Seals and Micro-surfacing				
Pavement Class	Segment Age	Chip Seal Rating	Micro-surfacing Rating	Rating Difference
Class 2	0-1 years	93.2	86.6	6.6
Class 2	1-2 years	87.1	80.9	6.2
Class 2	2-3 years	83.9	75.9	8.0
Class 2	3-4 years	80.2	71.7	8.5
Class 2	4-5 years	79.4	71.7	7.7
Class 2	5-6 years	78.0	71.8	6.2
Class 4	0-1 years	97.5	90.9	6.6
Class 4	1-2 years	92.4	85.3	7.1
Class 4	2-3 years	78.2	81.0	-1.3
Class 4	3-4 years	78.4	79.5	-1.1
Class 4	4-5 years	80.4	75.1	5.3
Class 4	5-6 years	86.1	Insufficient data	Insufficient data
Class 5	0-1 years	96.4	91.9	4.5
Class 5	1-2 years	94.5	92.1	2.4
Class 5	2-3 years	93.8	84.7	9.1
Class 5	3-4 years	92.3	81.9	10.4
Class 5	4-5 years	93.1	77.9	15.2
Class 5	5-6 years	93.2	Insufficient data	Insufficient data

#### 4.1 EFFECTIVENESS OF SEAL TREATMENTS

The results of the analysis clearly indicated that chip seals generally outperformed micro-surfacing. Examining the data presented in Table 3, it can be seen that for Class 2 pavements, chip seals had an average performance rating of 7.7 condition rating points better than micro-surfacing in all age groups. For Class 5 pavements, the chip seals outperformed the micro-surfacing by an average of 8.3 points. Only on the Class 4 pavements did the data show somewhat similar performance between the two types of seals (chip seals outperforming micro-surfacing by 3.3 condition rating points). Looking at an average improvement for all classes over a five year period, chip seals outperformed micro-surfacing by an average of 6.3 points.

These results can be converted to an equivalent surface treatment life by comparing the condition ratings for the roadways with a pavement condition rating curve such as that shown in Figure 1. This curve in Figure 1 is adapted from a pavement performance model for asphalt pavements developed by Kaw Valley Engineering for privately-owned pavement systems in the Kansas City metropolitan area. Using the graph presented in Figure 1, when one looks at the apparent pavement age for a given pavement condition rating, it can be seen that micro-surfaced roads appear to be aging more quickly than chip seals (generally appearing to be 7 to 9 years old for a 5 year old treatment). The trend of the observations from this study indicates micro-surfaced pavements will require re-application of a maintenance treatment to the pavement 2 to 4 years earlier than chip sealed roadways.

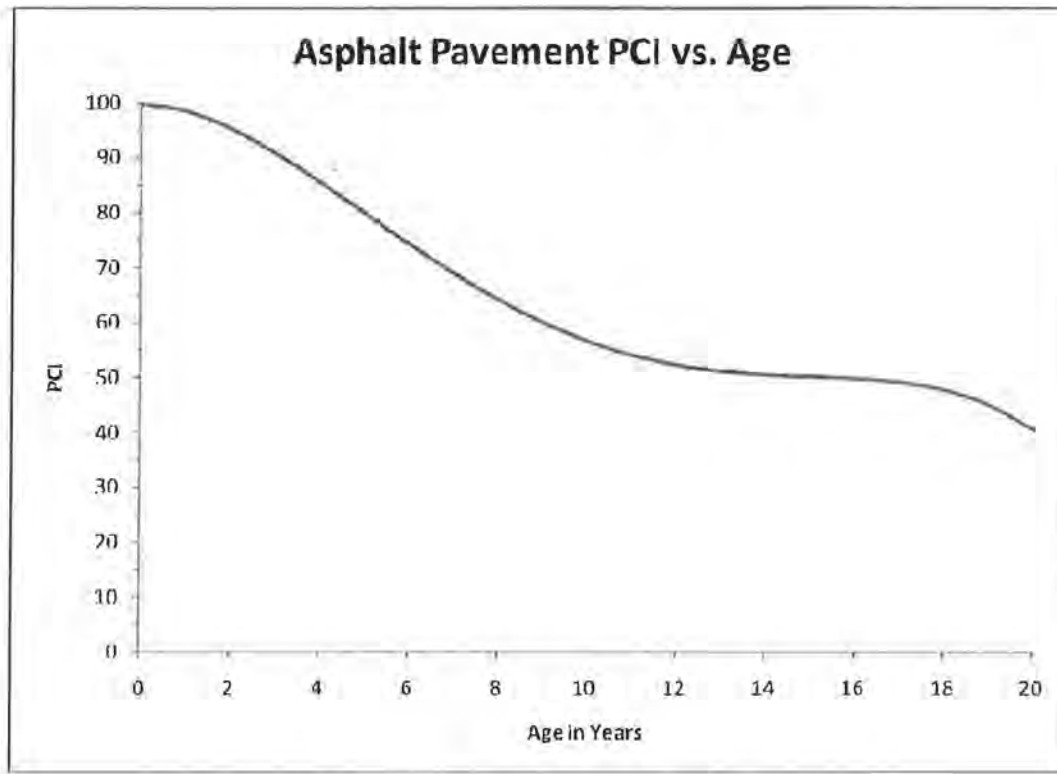


Figure 1. Asphalt Pavement Condition Rating versus Age

## 5.0 CONCLUSION

The results of this statistical study of chip seal and micro-surfacing effectiveness indicates chip seals provide better performance and will have longer effective lives than micro-surfacing treatments. There is generally an observable average of 3 to 8 condition rating point improvement in the performance of chip seals over micro-surfacing. This improvement corresponds to a 2 to 4 year improvement in surface treatment life from a chip seal treatment when compared to micro-surfacing treatments.

## 6.0 LIMITATIONS

The analyses, conclusions, and recommendations contained in this report are based on the site conditions at the time of the pavement condition survey. This report was prepared for the exclusive use of the City of Overland Park and their designated representatives as it relates to the pavement management aspects discussed herein. It should be made available to others for information on factual data only and not as a warranty of pavement or subsurface conditions included in the report.

**SECTION IV**  
**F**





CITY OF BELTON  
CITY COUNCIL INFORMATION FORM

**MEETING DATE:** February 2, 2016

**ASSIGNED STAFF:** Jay C. Leipzig, AICP, Director, Community and Economic Development

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order
<input type="checkbox"/> Agreement	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Public Hearing

**ISSUE**

As you are aware, the North Scott Corridor Plan was adopted by the City Council. As result of the adoption of this plan, City staff has been working on several initiatives and would like to provide an update, as well as discuss possible incentive programs that could help to spark redevelopment.

**REQUESTED COUNCIL ACTION**

No action at this time, discussion item only.

**BACKGROUND**

During the Work Session on February 2, 2016 the Community Planning and Economic Development Director will be providing a summary of consultant recommended initiatives, “next steps” and an overview of the initiatives currently in-the-works by City staff.

❖ **Summary of Next Steps Identified by the Plan:**

- Extend Markey Parkway,
- Create the Zoning Category of Flex-Industrial/Commercial Zoning & Update the Current Zoning Map,
- Update the Belton Comprehensive Plan to Include Flex Zoning Classification,
- Work with Belton Park Department and the Railroad to Provide Recreational opportunities,
- Implement Incentive Programs to Attract New Development,
- Provide Incentive Programs to Revitalize Existing Properties,
- Develop Design Guidelines for New Development.

❖ **Overview of City Staff initiatives, to Date:**

1. **Create Zoning Category of Flex-Industrial/Commercial Zoning, Update the Current Zoning Map, Update Belton’s Comprehensive Plan to Include Flex Zoning Classification and Develop Design Guidelines** - Pending FY2017 budget approval, Confluence will begin Phase 2 of the North Scott Corridor plan, which will create the zoning category of flex industrial, update the current zoning map, update Belton’s comprehensive plan to include flex zoning and develop the design guidelines for the corridor.
2. **Area Wide Environmental Site Assessment (ESA), Missouri Department of Natural Resources (MDNR), Brownfields / Voluntary Cleanup Section (BVCP) - Brownfields Inventory**



***Program Background*** –MDNR BVCP has completed a Brownfield Inventory of the North Scott Corridor. The definition of “brownfield” is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Typical contaminants found on Brownfield sites include: solvents, pesticides, heavy metals, asbestos, lead-based paint, petroleum products.

The Missouri Brownfield Redevelopment Program is administered by the Department of Economic Development and the Department of Natural Resources. The program’s purpose is to facilitate the redevelopment of blighted areas that have real or perceived contamination.

This inventory was performed by a grant funded by the Environmental Protection Agency (EPA) and was completed from the City right-of-way. The Area Wide ESA report concludes that 48 of the 245 parcels warrant further investigation. There is grant money available from the EPA to conduct further testing, known as Phase I and Phase II environmental testing. The City must apply on behalf of the property owner, with the property owner’s permission. By completing these assessments, risk is minimized for future investment.

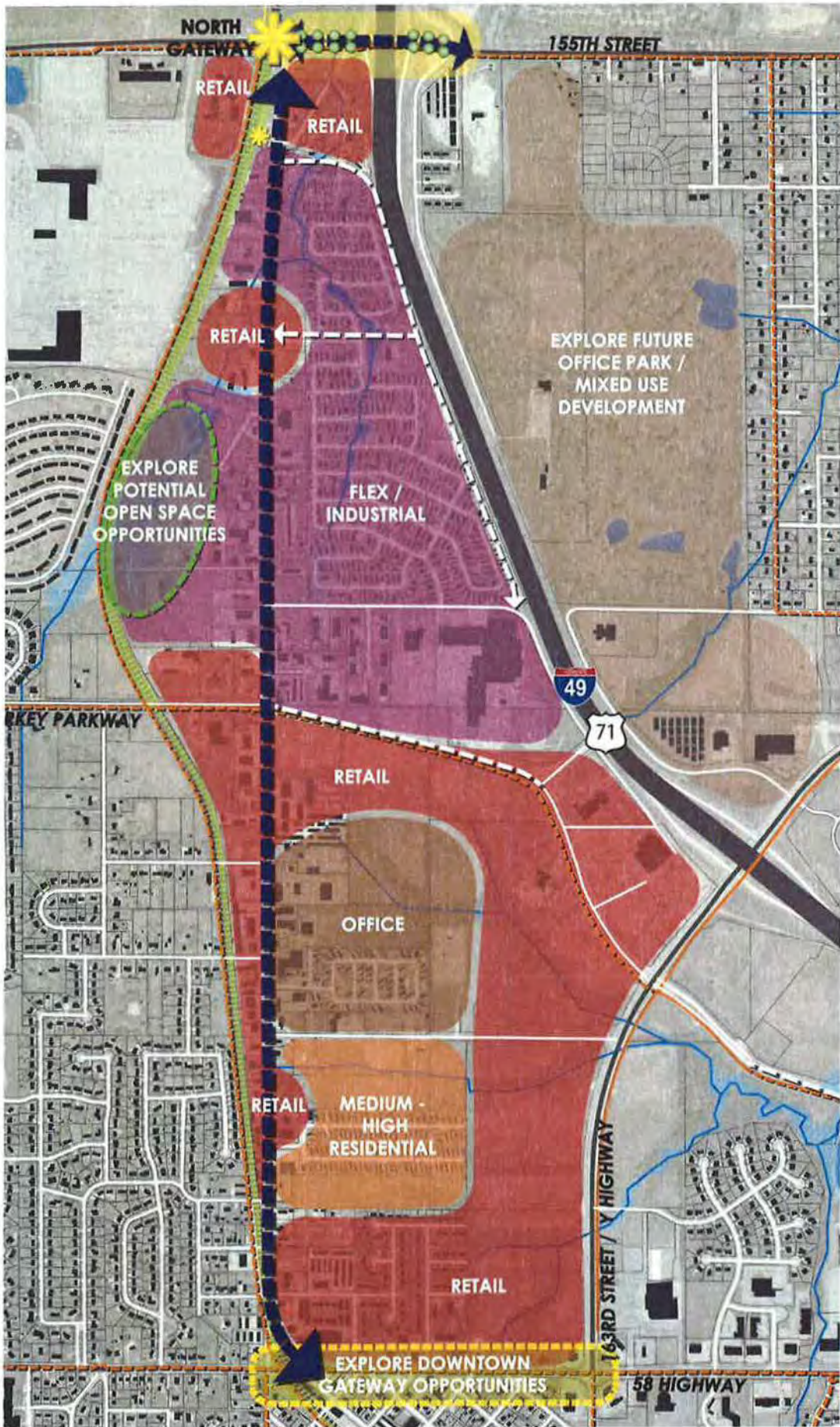
3. Staff is exploring various incentive programs, some of which are lengthy by nature. They include utilizing current code for the redevelopment of property, creating programs that reduce development fees, as well as the possible creation of a Chapter 353 Redevelopment Corporation.

#### **STAFF RECOMMENDATION**

No recommendation at this time.

#### **ATTACHMENTS**

North Scott Corridor Plan Map



**SECTION IV**  
**H**



**ANNUAL LEGAL DEPARTMENT REPORT  
COVERING AUGUST 18 TO DECEMBER 31, 2015  
Prepared and Presented by Megan B. McGuire, Esq.  
January 26, 2016**

**Department Assessments**

- Fire Department/Station No. 2 tour and review of organization with N. Larkey
- Emergency Services tour and review of organization with B. Miller
- Economic and Community Development organizational and policy review and community drive around with J. Leipzig
- Police Department tour and review of organization with J. Person
- Municipal Court tour and meeting with Judge Curry and Prosecutor Marshall  
Attended two Wednesday night sessions – arraignments and trials
- Orientation with Mayor Davis and community drive around.
- Orientation to Net Standard services for overall information technology services
- Parks facilities tour and organizational review with T. Spalding
- Golf Course facilities tour and organizational review with J. Kennedy

**Contracts/Agreements**

- Farm lease of city property
- Reimbursement agreement for Public Works
- Development agreements for Markey Parkway detention pond X2
- Tolling Agreement with Missouri Department of Natural Resources
- Club membership agreement for golf Course
- Mowing contract and bid package for Parks
- Sponsorship contracts for Parks
- Purple heart sign installation agreement with Missouri Highway and Transportation Commission
- Security camera/video maintenance agreement for Police/Municipal Court building
- Trash services contracts at city properties
- Public works project agreements, bid packages and bond documents
  - o Mullen Culvert (RCB) Replacement
  - o Markey Parkway Sanitary Sewer Phase II
  - o Cedar Tree Lift Station Abandonment
  - o Concrete Replacement
  - o Mullen Road Widening Phase I Appraisal Supplemental Agreement
  - o Mullen Road Widening Phase I Negotiator Supplemental Agreement
  - o Nexus Stream Relocation
  - o Roof Replacement Service Agreement
  - o Annual Street Striping Program Service Agreement
- Engineering contract templates and bid package standards
- Copy machine lease agreement for Fire Department
- Meetings and document review on Grand Hill CID



### **Ordinances/ Resolutions**

- Resolution for Emergency Management regional mitigation plan
- Ordinance for Vehicle Sales Tax
- Ordinance for election law revisions
- Ordinance for TXRH CID
- Ordinance for Grand Hill CID
- Ordinance for Kenton Brothers security agreement
- Ordinance for business tax continuation of KCP&L
- Reviewed ordinances prepared by others X32

### **Codes/Regulations/Policies/Procedures**

- Consultation on liquor violation and suspension of sales policy and letter
- Rewrote dangerous building codes in consultation with community development staff
- Consultation on code enforcement issues X6
- Consultation with Missouri Department of Natural Resources on hazardous material issue

### **Planning/Zoning/Economic Development**

- Special use permit on day care facility
- Review of City of Peculiar northern boundaries
- Administrative delay issues
- Floodplain management issues
- Access management and site re-development for local business
- Review economic development incentives X4
- Weekly meeting with Economic Developer Director
- Meeting with local title agent company
- Attended Cass County Economic Development meetings X2 and KCADC annual meeting

### **Sunshine Law**

- Consultation provided on record request X3
- Consultation on open meeting issue X2
- Meeting with local newspaper staff on best practices

### **Subpoenas**

- Subpoena review and/or response X2

### **Business Licenses**

- Consultation on business license eligibility X5
- Business license revocation letters X10

### **Employment/Union**

- Consultation on 6 employment issues
  - o FMLA issue
  - o Employment complaints
  - o Medical testing issue
  - o Department reorganization issue
  - o Collective bargaining ordinance and negotiations

### **Training**

- Training session for City Staff on bankruptcy procedures and limitations by outside attorney
- Conducted training session on ordinance writing for efficacy, validity and accuracy

### **Projects/Consultations**

- Seabee property document review
- Surplus construction equipment theft at auction house
- Review and consultation of potential development and redevelopment projects X6
- Downtown re-development
- Water line policy – public/private distinction
- Potential conflict of interest advise X2
- Review and approve all outside counsel billings
- Hotel/motel tax analysis and policy
- Americans with Disability Act compliance review and coordination of staff for improvements

### **Meetings**

- Attend these meetings regularly:
  - City Council
  - Planning and Zoning
  - Future Land Use Planning
  - Board of Adjustment
  - Economic Development update
  - Department Heads Meeting
  - TIF Commission
  - TDD Board
- Attend these meetings as needed:
  - Development Review Committee
  - Parks Board and Subcommittees
  - Tree Board
  - Code Enforcement Advisory Committee
  - Emergency preparedness group