

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager
SESSION DATE: December 19, 2011
TIME: 4:30 pm
PLACE: City Council Chambers

AGENDA:

- **REDISTRICTING BOUNDARIES**
- **REVIEW 2012 AGENDA** (Study Session Topics/Meeting Calendar)
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTER (includes miscellaneous topics)**

REDISTRICTING BOUNDARIES

Redistricting is the redrawing of legislative and congressional district lines following the U.S. decennial census. The U.S. and Missouri Constitutions require the lines be redrawn to create districts that are almost equal in population.

In December of last year, the US Census Bureau announced the 2010 Census population count. The census count showed a population increase of almost 10% over the 2000 census. As required, the total population is divided amongst the 435 seats in the House of Representatives. This means that each member of the House will represent approximately 710,000 people.

The following is information on the results of redistricting for our congressional district, and our state representatives for both the House and Senate.

US Congressional District

The state of Missouri, though gaining population, did not increase as much as other states, and therefore will lose one seat in the House of Representatives, reducing the number of Districts from 9 to 8.

The average number of people per congressional district based on the 2010 census is 748,616. Kirksville will now be in District 6 (current District 9) which puts us with 34 counties and a portion of 2 other counties in northern Missouri. This district is comprised of 748,616 people. Of those, 75.4% are of voting age.

State of Missouri

For the state of Missouri, the responsibilities of drawing the boundaries for the house and the senate fall with each legislative body. There is a commission established for each, and each commission has to try and reach an agreement on how to redraw the district lines. Both house and senate commissions had until August 18 to complete their task, and if unable to do so then the responsibility to redistrict falls to a 6 person appellate commission

appointed by the Missouri Supreme Court.

Neither commission was able to complete the work in the time allotted, August 18, 2010. The task to draw the boundaries fell to an Appellate Commission appointed by the Missouri Supreme Court.

This new district includes both Senators Blaine Luetkemeyer (District 9) and Sam Graves (District 6).

House

The House of Representatives shall consist of one hundred sixty-three members elected at each general election. The commission shall reapportion the representatives by dividing the population of the state by the number one hundred sixty-three and shall establish each district so that the population of that district shall, as nearly as possible, equal that figure. Each district shall be composed of contiguous territory as compact as may be. See House Apportionment Map.

The average number of people per house district based on the 2010 census is 36,742. Adair County is divided between District 3 and 4. Kirksville is now found in District 3 (current District 2) which puts us with all or a portion of Mercer, Sullivan and Putnam counties. This district is comprised of 36,537 people. Of those, 79.6% are of voting age.

Our new district includes both Representative Zachary Wyatt and current District 3 Representative Casey Guernsey who represents Mercer County and lives in Harrison County.

Senate

The senate shall consist of thirty-four members elected by the qualified voters of the respective districts for four years. For the election of senators, the state shall be divided into convenient districts of contiguous territory, as compact and nearly equal in population. See Senate Apportionment Map.

The average number of people per senate district based on the 2010 census is 176,145. Kirksville and all of Adair County is included in District 18 which includes 16 counties Mercer, Grundy, Linn, Sullivan, Putnam, Schuyler, Adair Macon, Randolph, Monroe, Shelby, Knox, Clark, Lewis and Marion counties. This district is comprised of 179,836 people. Of those, 76.54% are of voting age. Current district map for District 18 includes 13 counties. The new District includes counties currently represented by District 18 Senator Munzlinger (Lewis County), District 12 Senator Lager (Andrews Co.), District 19 Senator Schaefer (Boone Co.), and District 21 Senator Stouffer (Saline Co.)

Recommendation – It is important that we know and understand how the boundaries have been drawn and where Kirksville is included.

REVIEW 2012 AGENDA (Study Session Topics/Meeting Calendar)

Before the start of the 2012 Fiscal Year, we want to take time to make sure that we set out a plan for our year by outlining potential study session topics that reflect the direction of the budget, and the goals and directives of the City Council.

In addition, the City Council will need to discuss Council meeting calendars and partner meetings for 2012.

Recommendation – Complete review of documents and discuss direction for 2012.

REVIEW COUNCIL AGENDA

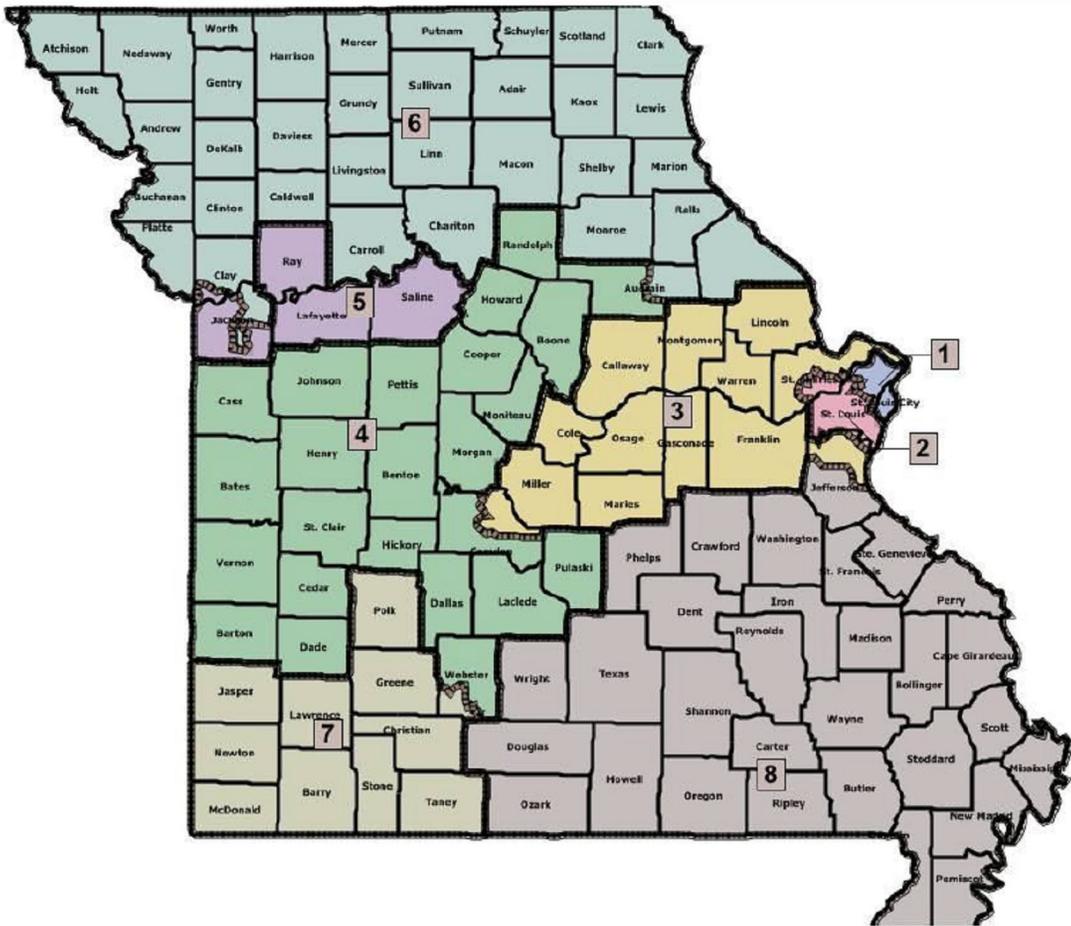
REVIEW NEWSLETTER – December 16, 2011

Attachments

- Map – US Congressional Districts for Missouri
- Map – Current District 9
- Map – State House Apportionment Plan
- Map – District 18
- Map – 2001 House Apportionment
- Map – State Senate Apportionment Plan
- Map – District 3
- Map – 2001 Senate Apportionment Plan
- Study Session Topics
- Council Meeting Calendar and Partner Meetings
- 2012 Council Goals

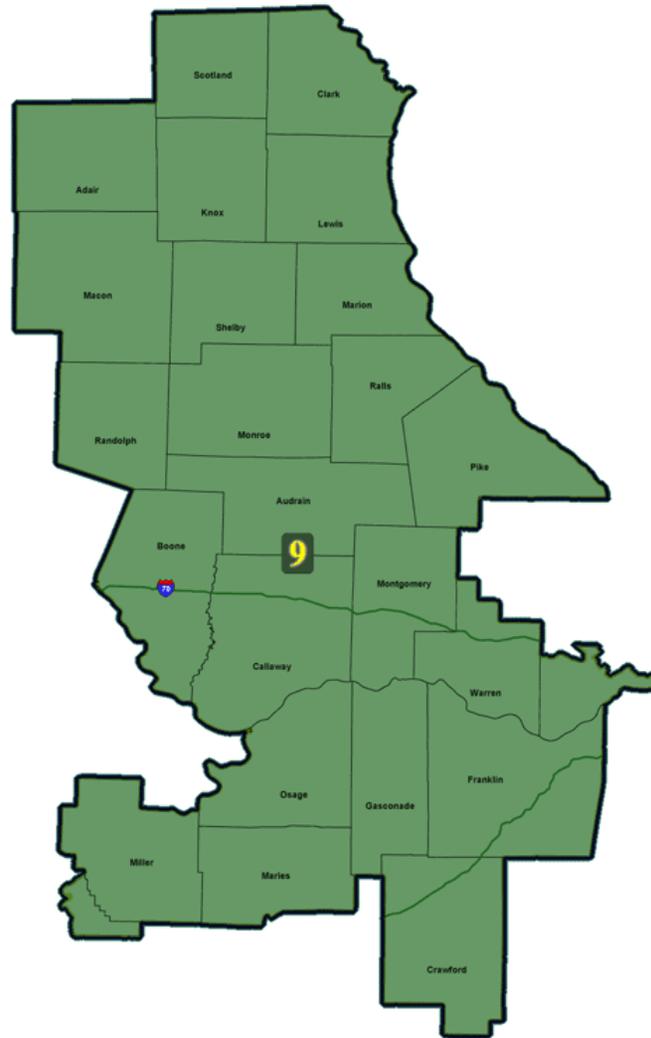
Grand Compromise

District	Population	Deviation	% Deviation	White	% White	Black	% Black	Hispanic Origin	% Hispanic Origin	18+ Pop
1	748616	0	0%	336258	44.12%	370546	49.5%	22786	3.04%	575747
2	748616	0	0%	675749	90.27%	25215	3.37%	17729	2.37%	572953
3	748616	-1	-0%	698355	93.29%	24048	3.21%	15883	2.12%	563121
4	748616	0	0%	674153	90.05%	34424	4.6%	24261	3.24%	573148
5	748616	0	0%	515002	68.79%	164763	22.01%	62451	8.34%	569092
6	748616	0	0%	686754	91.74%	28619	3.82%	24969	3.34%	564604
7	748616	0	0%	686569	91.71%	12149	1.62%	32310	4.32%	571294
8	748616	0	0%	691936	92.43%	33627	4.49%	12981	1.61%	573532



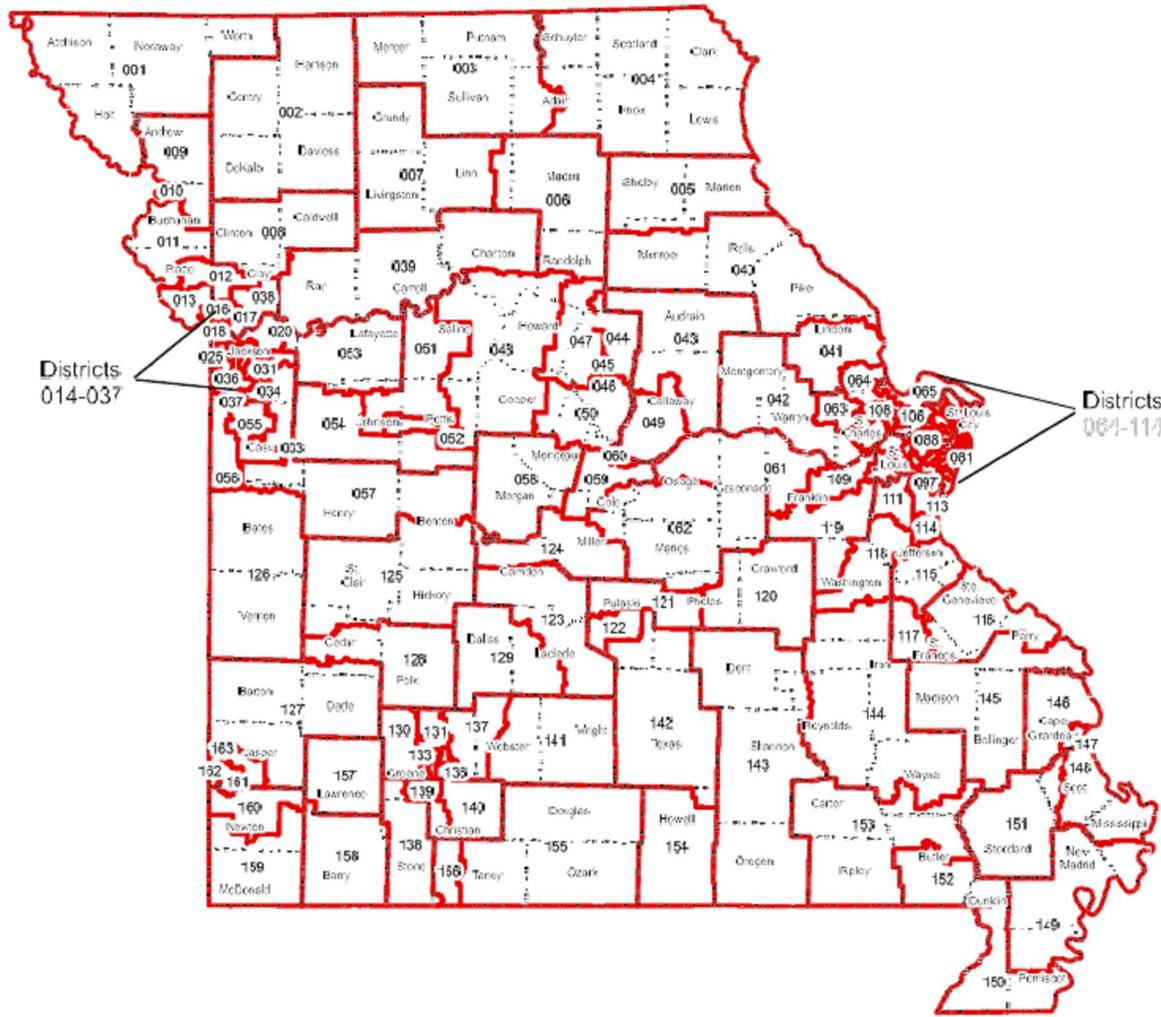
Missouri's 108th Congressional Districts

District 9



House Apportionment Plan 2011

Missouri Appellate Apportionment Commission

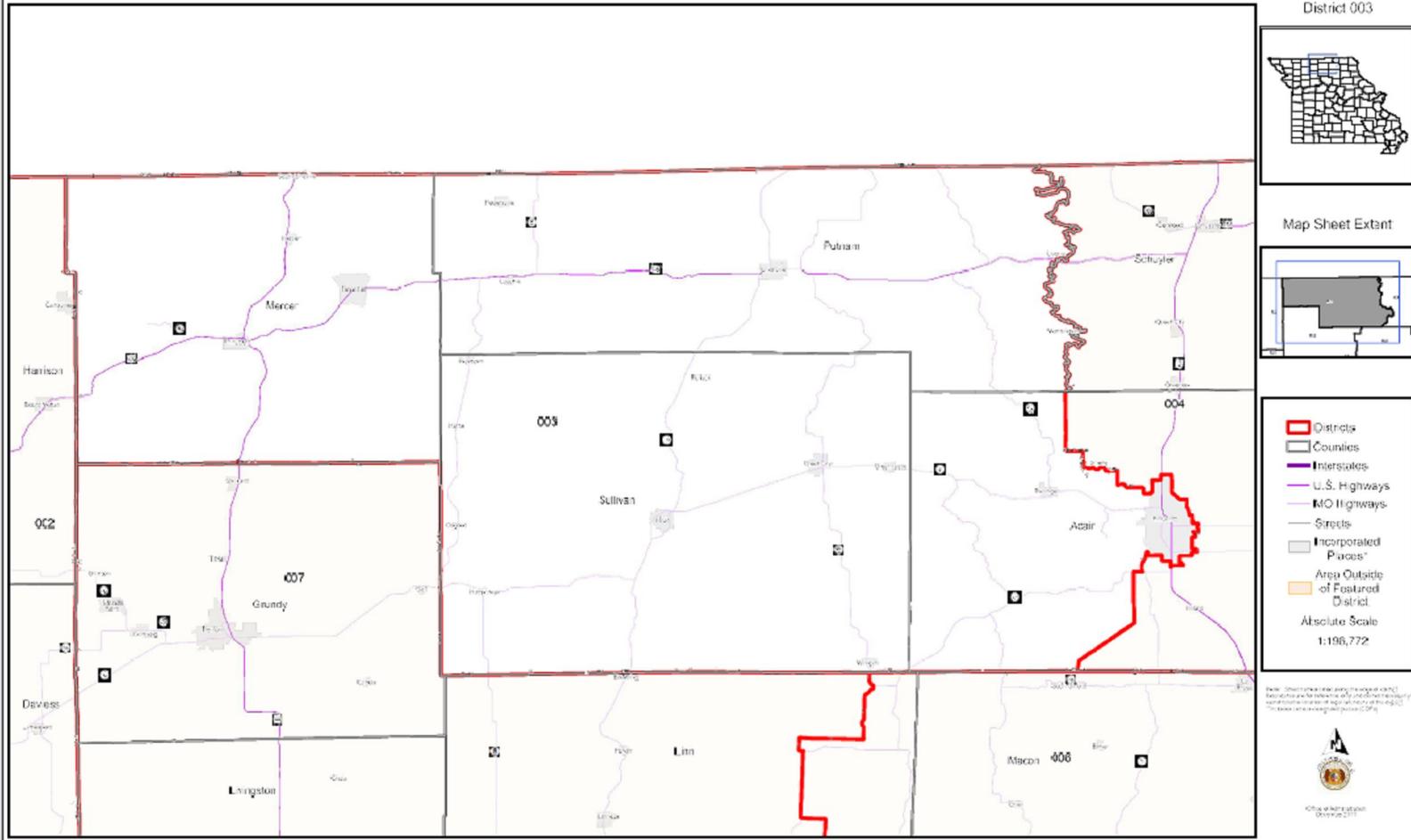


District Lines
 Counties

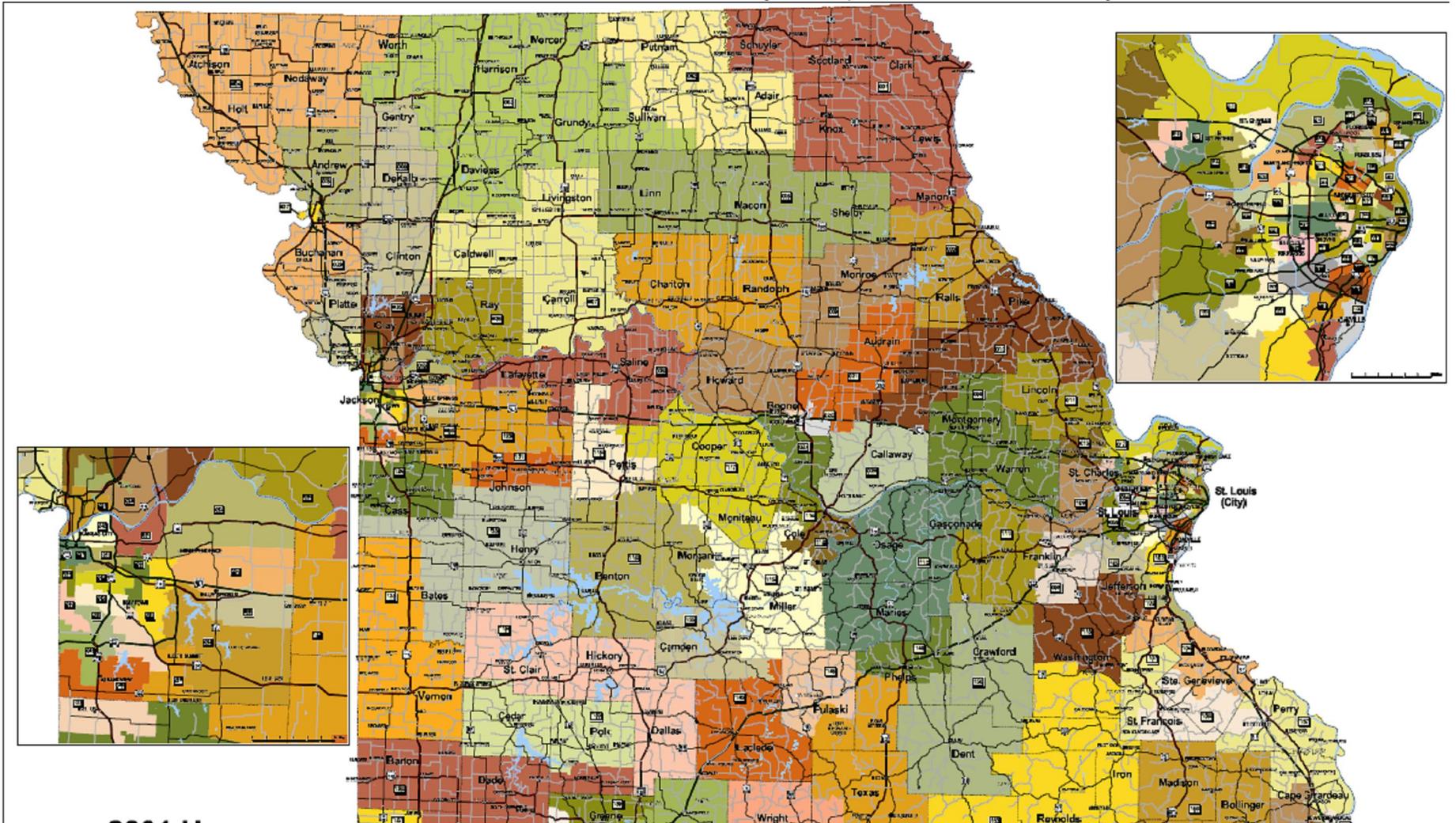
Redistricting Office

Office of Administration Redistricting Office, December 2011

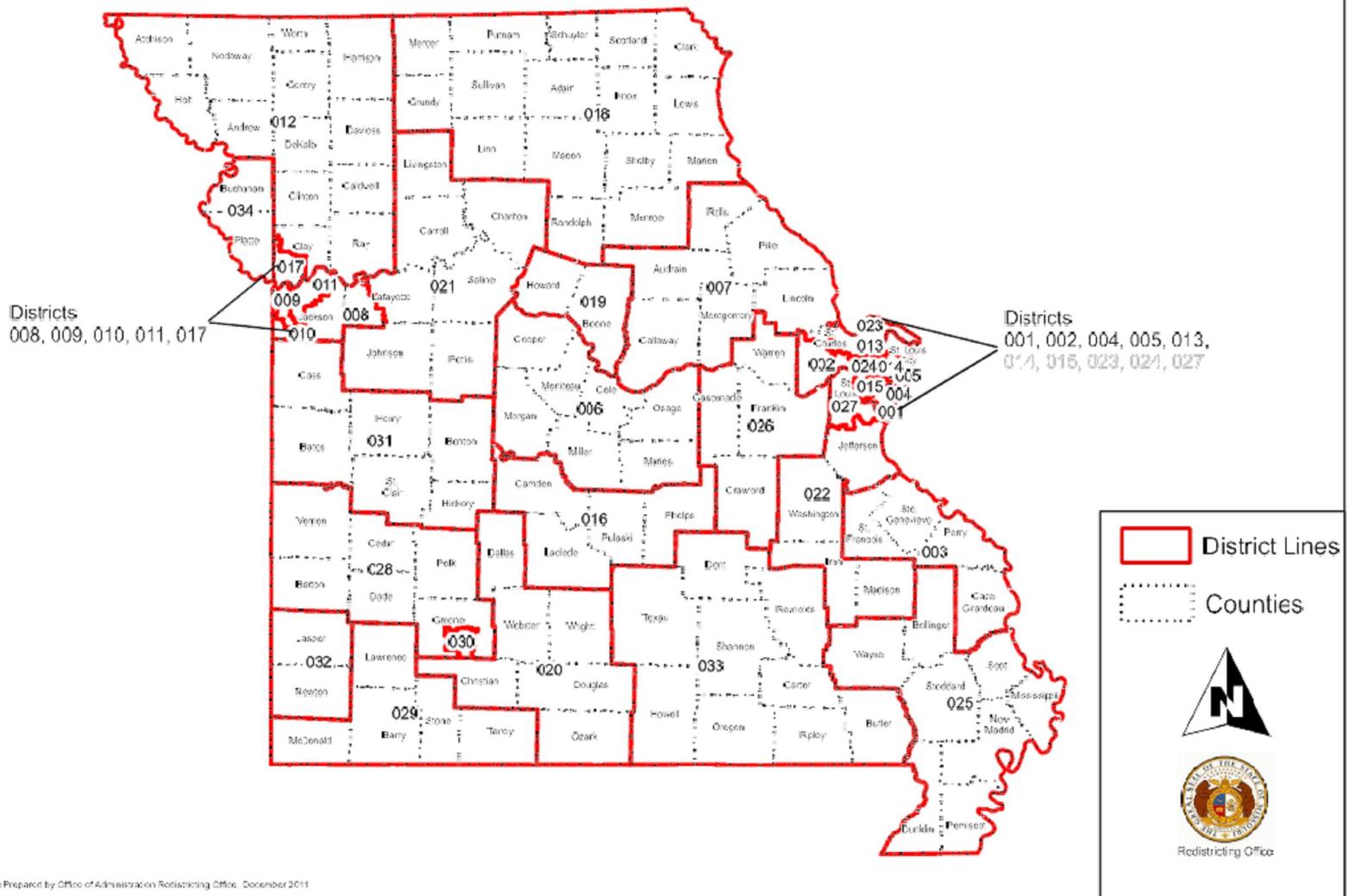
Missouri State House District Number 003
House Apportionment Plan 2011



2001 Apportionment for House
Kirksville included with Putnam County and a portion of Sullivan County



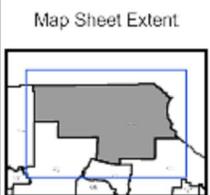
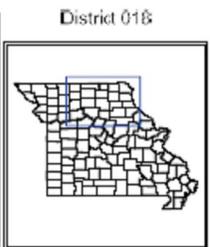
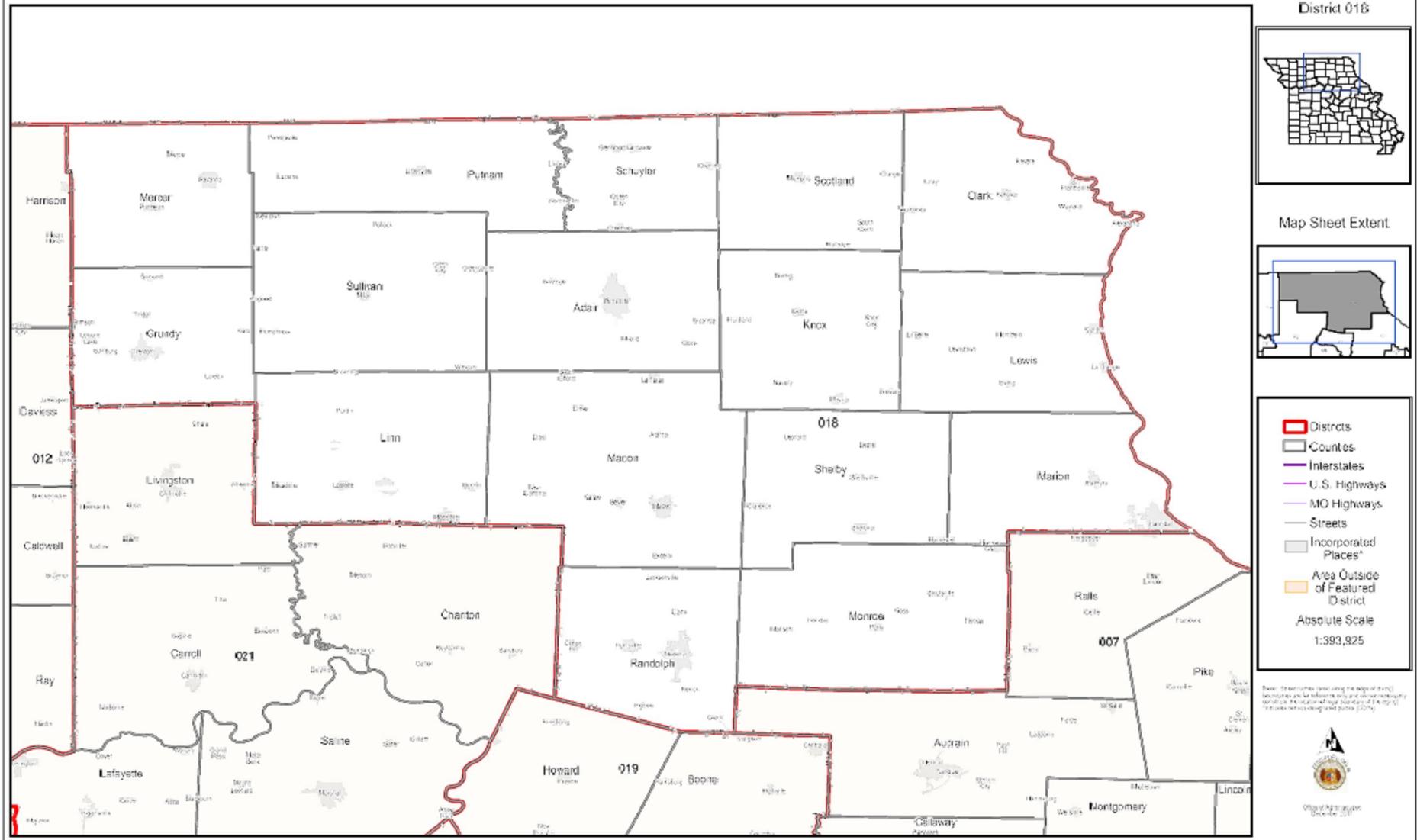
Senate Apportionment Plan Missouri Appellate Apportionment Commission



Map Prepared by Office of Administration Redistricting Office, December 2011

Missouri State Senate District Number 018

Senate Apportionment Plan

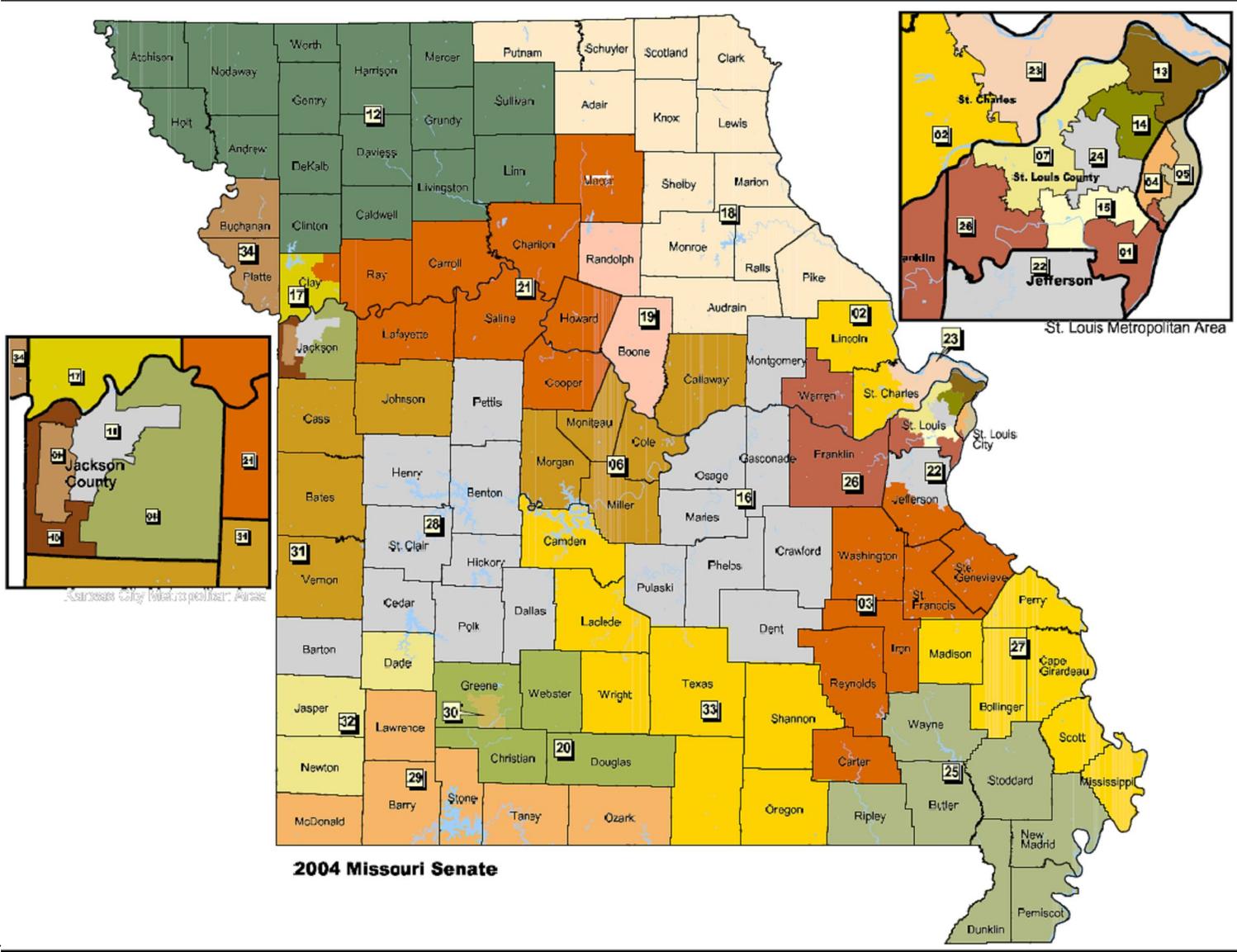


- ▬ Districts
 - Counties
 - ▬ Interstates
 - ▬ U.S. Highways
 - ▬ MO Highways
 - ▬ Streets
 - Incorporated Places*
 - Area Outside of Featured District
- Absolute Scale
1:393,925

*Based on 2010 Census data using the legal city limits. Incorporated places are defined as any area with a population of at least 5,000 people as of the 2010 Census. This includes unincorporated places with a population of at least 5,000 people.



2001 Apportionment for Senate
 Kirksville in District 18 (includes 13 counties)



other

2012 Study Session Topics

January - December

- ***Community Center Needs Assessment Result***
- ***Community Strategic Plan – Council Review***
- ***KDIC Policies***
- ***KREDI and City Partnership – evaluation of KREDI Direction***
- ***Storm Drainage Progress***
- ***Wastewater Treatment Plant***
- ***Tour City***
- ***Recycling / Environmental Issues / HHW***
- ***NEMO RPC – function and annual report***
- ***Performance Measures***
- ***New Fire Truck and Police Department new Records System***
- ***City Controls – policies, procedures, inventory***
- ***Partnership Ideas – water/wastewater personnel, other ideas***
- ***2012 Street Program***
- ***Capital Projects – status report***
- ***Stormwater Project Report***
- ***Annual Planning Meeting***
- ***Audit and Comprehensive Annual Financial Report***
- ***Quarterly Review of Performance Measures***
- _____
- _____

2012 City Council Meetings

January
2: News Year's Observed
16: Martin Luther King Day
February
6: City Council Meeting
20: Presidents' Day
March
5: City Council Meeting
19: City Council Meeting
April
2: City Council Meeting
9: Special Council Meeting
16: City Council Meeting
May
7: City Council Meeting
21: City Council Meeting
June
4: City Council Meeting
18: City Council Meeting
July
2: City Council Meeting
16: City Council Meeting
August
6: City Council Meeting
20: City Council Meeting
27: Special Council Meeting
September
3: Labor Day
17: City Council Meeting
October
1: City Council Meeting
15: City Council Meeting
November
5: City Council Meeting
19: City Council Meeting
December
3: City Council Meeting
24: Christmas Eve

PARTNER MEETINGS - Off Mondays March through October (14 available)

Two meetings each year – County Commissioners and Kirksville R-III

Annual meetings - Representative Wyatt; ATSU President; TSU President; Adair County Library; MoDOT

Company Meetings: Wire Rope; Cenveo; Adair Foods; Hollister; Preferred Family; **NRMC**; Ortech; Reliant Hardwoods;

City of Kirksville

2012 GOALS

Economic Development

Insure that the community's comprehensive economic development programs are retained

- Coordinate/encourage quarterly meetings with all economic development operations
- Understand the budgets of each economic development organization within the community
- Facilitate partnerships whenever possible between the economic development organizations
- Work to establish a one-stop economic development shop using the former TCRC Building

Expand economic development efforts to include other areas of focus specific to the City's efforts, excluding industrial recruitment and tourism

- Meet with Major Employers annually
- Work with local realtors, building owners to market available commercial buildings
- Inventory existing businesses to determine gaps in services and work to attract franchising businesses to the community
- Attend the monthly Chamber of Commerce Economic Development Committee meeting
- Develop a low interest loan program that would provide funds to downtown building owners to improve the store fronts/facades of downtown businesses
- Include in the City's airport layout plan locations for business development projects
- Identify businesses ideal for location at the municipal airport and work to recruit these businesses
- Explore concept of an incubator with Truman State University to provide on-campus services to students
- Work with educational institutions to find out how to retain workforce to adapt to new work environment

Continue to work with the Kirksville Regional Economic Development Incorporated (K-REDI), Kirksville Area Chamber of Commerce, and the Missouri Rural Enterprise and Innovation Center to attract and expand business in Kirksville

- Support day-to-day operations through use of city facilities, access to staff expertise, etc.
- ~~Maintain property listings~~
- Maintain Community Profile, keep website up to date including property listings, develop flyers, brochures when needed,
- ~~Encourage KREDI to enhance and expand existing economic development website~~
- ~~Gather and update information for website~~
- ~~Maintain Community Profile~~
- Provide up-to-date information on airport services and improvements

~~Continue to work with K-REDI on recruitment efforts as prospects are identified~~

- Identify incentives based upon criteria established in City Council Policy #9 Economic Development
- Assist with the preparation of individualized presentations under direction of Director of Job Creation
- ~~Arrange details of meetings~~
- Pursue state and federal incentives available for projects as recommended by KREDI and staff
- ~~Develop ideas to move the DNA Laboratory forward~~

~~Work with Innovation Center Board encouraging entrepreneurial ventures~~

- ~~Work to develop bylaws and articles of incorporation that will work to promote job creation~~
- Explore how the TCRC might serve as a potential incubator ~~role of city in relation to available building space for use by of Innovation Center activities that would serve as an incubator~~ for start-up businesses

Continue to work with the Tourism Office to develop a tourism program expanding the number of visitors to Kirksville

- City Manager and a **Council appointee** will serve on Tourism Board
- Assist in identifying target organizations, events and activities
- Provide City support in planning, organizing and hosting events
- ~~Identify what Kirksville can do to be part of the Silver Rail Developments~~
- Encourage a comprehensive marketing plan that includes benchmarks for success
- Support efforts to promote Kirksville along new Highway 63.

Work with the State of Missouri, TIF Commission, downtown partners, KDIC, downtown businesses, property owners, residents and the community on DREAM

- Continue to work with the State of Missouri on DREAM process
- Identify programs and projects that could benefit from DREAM
- Maximize TIF Funds by securing other funds through DREAM
- Identify projects key for collaboration
- Work with KDIC to insure compliance with CDBG funding for Executive Director
- Meet with the KDIC to discuss DREAM and Downtown Progress including membership/fundraising status

City should focus on retail and service sector attraction and retention

- Identify potential retail companies that are needed to meet community needs soliciting interest through mail, email and telephone contacts
- Identify potential service providers that are needed to meet community needs soliciting interest through mail, email and telephone contacts
- Assemble list of available properties through local real estate offices that would be placed on City website and marketed to targeted retail and service companies
- Develop low interest loan program including application requirements to include financial information, focus of the loans, and process for review and approval
- Help businesses develop a web presence
- Develop a shop local campaign – include success stories
- Conduct surveys to find out why people shop in Kirksville, why businesses chose to locate to Kirksville
- Identify retail, service and entertainment ideas for Kirksville that would enhance Silver Rails project

Quality of Life

Develop Survey instruments throughout the year that focus on timely community issues.

- Use Kirksville Connection to ask questions of citizens seeking input on a variety of topics. Questions in the Connection should be limited to no more than 3
- Work with other organizations and community groups to determine interest of citizens on topics of mutual interest (similar to Day Care and Community Needs Assessment)

Continue to identify infrastructure needs within existing areas of the City of Kirksville

- Periodically Annually evaluate the quality of existing streets using paver system, water working with Missouri DNR on owner supervised program, sewer, storm drainage, and lighting
- Identify future needs for each community park through the creation of park plans
- Work to eliminate sub-standard housing conditions as identified using low interest loan funds
- Explore the possibility of implementing a wireless network for the community
- Provide support to the Adair County Humane Society to guarantee the sustainability of these animal care services
- Evaluate the need for a community center
- Evaluate the existing hike/bike trail plans and develop a complete streets plan to implement

Continue to implement and enforce beautification efforts to promote community pride

- Work with Community Groups to encourage a focus on “Community Pride”
- Implement a plan to maintain the downtown public spaces identifying those areas that are the responsibility of the City’s Public Works Department
- Complete a review of existing Identify rights of ways that are the City’s responsibility to maintain
- Enforce City property maintenance codes
- Expand the City’s Adopt-a-Street Program, evaluate an Adopt-a-Spot Program—Encourage community groups and citizens to adopt city streets and parks for cleanup.
- Use loan repayment funds to provide low interest loans to qualifying home owners for housing renovations including roofs, windows, siding, etc.
- Create a Community Day to reinvest back into the community

Sponsor community-wide events – include all events whether cash or in-kind support given

- Red, White and Blue Festival
- Friday Nights on the Square
- Art in the Park program
- Cape Air Airfest
- NEMO Triathlon

- TSU Parade
- KHS Parade
- St. Patricks Day Parade
- Provide staff and equipment support to Truman, ATSU and public school for special events

Establish Open Communications

- Promote events
- Create a robust online presence through website
- Respond to citizen comments through use of electronic medium
- Develop surveys that provide feedback to the City

Work with Community and Community Organizations on Items of Mutual Interest

- Work with Human Resource Group on Day Care Needs
- Complete Community Center Needs Assessment

Fiscal Responsibility and Efficiency in Government

Cost Saving Ideas

- Produce cost savings ideas on how to reduce the budget – focusing on increments of \$5,000 or more
- Track cost savings measures and carry implemented ideas over year after year including the evaluation of savings using OPIS (oil price information service)
- Encourage employees to come up with cost savings measures

Long Range Planning

- Develop long range plan for the former TCRC building
- Analyze costs compared to benefits for new projects or programs, as part of the research process
- Develop long range plans of 5 years and 10 years plus for all city owned buildings and facilities
- Develop a five-year rolling revenue projections for each of the following funds: General, Capital Improvements, Transportation Sales Tax, Airport, Aquatic Center
- **Continue to develop** an action plan to address upcoming state regulations for the wastewater treatment plant to insure compliance with new State and Federal regulations

Staff Retention

- Provide orientation to all new employees including review of personnel benefits and job responsibilities
- Complete performance assessments **within 30 days of employee's anniversary date** timely
- Explore incentives for those individuals who perform beyond expectations
- Continue recognition of work by City Manager providing small incentives
- Minimize recruitment and training costs and lost productivity by increasing retention levels of employees through improved wages
- Improve communications at all levels of the organization through newsletters, payroll stuffers, employee meetings, email correspondence, department meetings
- ~~Work to Provide~~ necessary training needed to maintain required certifications
- ~~and to work with~~ **Develop a plan to encourage** employees interested in advancement

Build Partnerships

- Continue the implementation of joint purchasing for office supplies and building maintenance supplies. Work to identify other possible internal purchases **to include common items like safety equipment, herbicides, etc.**
- Explore with other governmental groups – i.e. school district, county, etc. on potential joint purchasing projects
- Explore technology enhancements that would allow citizens more access to City services online such as bill payments, permit purchasing, license renewals
- Continue partnership meetings with Adair County Commission, Kirksville R-III, Truman State University and ATSU
- Develop partnerships with other organizations – Arts Association, KDIC, Chamber of Commerce, etc.
- Identify other partnerships, hosting meetings to identify shared goals and agendas
- Continue to foster strong relations with existing community partners – Chamber of Commerce, **Kirksville Airport Association**, Kirksville Arts Association, KDIC, KBSA, service clubs and other organizations

- Continue to work with State and Federal partners on shared goals and agendas – DNR, MDC, MoDOT, FAA, and state and local representatives
- Build partnerships with citizens on shared issues of concern
- Continue to work within Region B **RHSOC** of the state of Missouri

Protect City Owned Assets

Asset Inventory

- **Insure that responsible city purchasing practices are in place and followed**
- Determine what are the City's assets – people, property, equipment, services, etc.
- Analyze the overall value of experience and training that is currently in place for city positions
- Determine the effectiveness of establishing a city-wide Inventory system to track all city-owned property
- ~~➤ Secure engineering firms to complete a Wastewater Facility Plan Update~~
- Secure an engineering firm to work with the City on future Airport projects

Asset Protection

- Complete a survey of peer cities including list of services provided to determine how we compare
- Continue to implement and update long-range plans for capital assets – water, sewer, streets, buildings, parks and airport
- Prepare a comprehensive document that includes the five-year plans for water, sewer and streets, incorporate the long range plans of the City's Comprehensive Plan into this document
- Develop long-range plans for public buildings, parks and airports
- Determine costs of long-range plans, calculate costs and outline funding plans to support efforts
- Work with other partners of the E911 Joint Services Board to develop a long-term sustainability plan for the E911 Center

Community Pride

- ~~➤ Develop a consistent format for each Department Manager responsible for developing long range plans to include projects, costs, funding sources and timelines~~
- Communicate capital plans to the citizens through the Kirksville Connection, hosted public venues, website and cable channel 3
- Communicate this information to the general public through City Council meetings, Commission Meetings
- Work with citizen groups to establish ways to address issues that arise through collaborations identifying responsibilities of all concerned and determining appropriate course of action for each
- Support the efforts of organizations who are focusing on a community pride campaign