

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: November 16, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **TEAP GRANT AND DOWNTOWN PARKING REGULATIONS**
- **FIRE TRUCK APPARATUS REPLACEMENT AND USE OF FIRE TRUCKS**
- **FRANCHISE FEE AND LIQUOR LICENSE INFORMATION**
- **GIS AERIAL PHOTOGRAPHY**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

TEAP GRANT AND DOWNTOWN PARKING REGULATIONS

The Missouri Department of Transportation has offered the Traffic Engineering Assistance Program (TEAP) for several years. The City applied unsuccessfully in 2014 for a TEAP. That application was focused on evaluating the availability of parking, duration of parking users, and an inventory of parking within the downtown area. This year the successful application was focused on intersection safety, pedestrian safety and bicycle safety allowing us to determine the most economical way to direct traffic in and out of the downtown square.

Funds received from MoDOT will fund 80% up to \$8,000 per traffic study project. The purpose of the program is to improve communities by addressing traffic safety issues. Since the City is going to be spending a significant amount of money on downtown streets sidewalks and parking areas next year, it will be good to make sure that we the best traffic plan in place.

The City Council will be considering approving an agreement for the TEAP project. There is a very specific timeline which we must follow. One question for the Council to consider is if you would be agreeable with waving City purchasing requirements to allow us to meet MoDOT timelines and standards?

We want to discuss this project with the Council. In addition to the traffic flow evaluation, staff will also be looking at the parking regulations including where and how many handicap parking spaces there should be within the downtown area.

FIRE TRUCK APPARATUS REPLACEMENT AND USE OF FIRE TRUCKS

The City Council established an annual allocation for fire equipment of \$100,000 with the passage of the ¼ cent Capital Improvement Sales Tax. The allocation of these funds was the first time that this equipment was guaranteed a specific funding source dedicated for use for the replacement of fire trucks and other apparatus that is used.

Funding for the fire trucks, prior to 2006, were allocated in the Capital Improvement Sales Tax fund. But due to other projects, the fire trucks were regularly pushed back delaying replacement. When the City purchased the former Standard Register building, all of the funds from the Capital Improvement Sales Tax were allocated toward the payment of this purchase for several years.

As the Fire Department staff begin to look toward preparing the bid specifications for the replacement of the next fire truck apparatus, it is important that any questions the City Council might have are addressed and that staff provide an explanation of the purpose of the equipment.

Fire Trucks are expensive. The first purchase after the implementation of the Allocation Plan was the aerial ladder truck. The City chose to purchase a 1996 E-One 105' platform truck from Brindlee Mountain Fire Apparatus, LLC in the amount not to exceed \$339,200. This truck was purchased with 13,204 miles. The second truck was ordered in 2011 for the amount of \$594,543. We took possession of the truck in 2012 and will make our final payment at the end of 2016.

FRANCHISE FEE AND LIQUOR LICENSE INFORMATION

During the budget meeting, there was a brief discussion concerning franchise fees and gross receipt fees that are assessed by the City to those entities that are allowed to use city infrastructure and right-of-way for the operation of their business.

Currently, all of these entities pay 5% fee to the City with the exception of Advanced Disposal and Ameren Missouri. Unless the Council changes its mind, the necessary steps to change the fees charged to both of these entities will be increased to 5%. The following sections of City Code will need to be changed.

Trash Contractor - All trash service contractors shall obtain and assume the cost of all licenses and permits and promptly pay all taxes required by the city. All contractors shall, within thirty (30) days of the end of the month following each calendar quarter, pay the city a franchise fee equal to **four (4)** percent of the gross quarterly receipts for all accounts serviced by the contractor within the city limits during that period.

Ameren - Every person engaged in the business of supplying electricity for compensation for any purpose in the city shall pay to the city as a license tax a sum equal to **4.76** percent of the gross revenue derived from such business, exclusive of sales to the municipality.

In addition to these changes, it was asked what would an additional ¼ cent generate if the fee was increased an additional ¼ cent. Based on current revenues, the amount is about \$64,000. It was further stated that the funds generated from this additional ¼ cent would go toward streets and storm water projects.

The City also charges fees for liquor licenses. Information was presented asking that the City Council discuss and consider possible increases in our liquor license fees. The current fees charged by the City for these licenses may be the maximum that can be charged by State law. Missouri Revised Statute 311.220.1 states “wherein said premises are located, a license fee in such sum, not exceeding one and one-half times the amount by this law required to be paid to the state treasury . . .” It is not clear whether this statute is for the City of St. Louis only, or for all cities within the State of Missouri. Regardless, the City is currently charging one and one-half times the fees outlined by the State.

If the City is able to charge more than one and one-half times the state rate, is the Council interested in considering increases?

<u>Type of License</u>	<u>Current Charge</u>	<u>State Charge</u>	<u>1-1/2 Times</u>
Retail Sale by the Drink – intoxicating liquor	\$450	\$300	\$450
Malt Liquor and Wine	\$ 75	\$ 50	\$ 75
Malt Liquor not too exceed 5%	\$ 75	\$ 50	\$ 75
Sunday Sales – Restaurant bar	\$300	\$200	\$300
Sale in Original Package – Liquor	\$150	\$100	\$150
Sale in Original Package – Sunday Sales	\$300	-----	
Wholesale Solicitor	\$150	\$100	\$150
Twenty-two percent Liquor	\$300	\$200	\$300
Intoxicating liquor of all kinds	\$750	\$500	\$750
Non-intoxicating beer	\$ 75	\$ 50	\$ 75
Wine Tastings	\$ 75	\$ 50	\$ 75
Malt Liquor and non-intoxicating beer	\$ 75	\$ 50	\$ 75
Picnic License	\$37.50	\$ 25	\$37.50
Microbrewery license - barrel	\$ 7.50	\$ 5	\$ 7.50
Microbrewery license – maximum	\$375	\$250	\$375

GIS AERIAL PHOTOGRAPHY

At the end of last year, the City Council discussed a proposal from the County to partner together on purchasing aerial photography services. The Council was agreeable to share in the project agreeing to pay 30% of the fee. The City’s annual commitment for this project is \$15,000 each year for three (3) years. This year marked the first year for the repayment. Midland GIS was the company selected by the County to provide GIS mapping service. This service will update our maps and allow us to continue with our geographical information system. The GIS mapping technology allows the City to create and interact with a variety of maps and data sources.

Len Kollars has provided a few samples found in this Study Session packet to show the difference in clarity between the old GIS system and the new one.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

- Staff Report – TEAP Grant
- Staff Report – Fire Trucks
- Capital Improvement Allocation Plan
- GIS Aerial Photographs

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Downtown Parking/Traffic Issues

STUDY SESSION MEETING DATE: November 16, 2015

CITY DEPARTMENT: Kirksville Police Department

PREPARED BY: Chief Jim Hughes

For a number of years there has been ongoing discussion(s), by any number of different entities (including the City), concerning downtown parking (especially in regards to handicapped accessibility) and the overall downtown traffic flow.

The point of many of these discussions centered on how to maximize the traffic flow for everyone within the confines of the downtown area. It included concerns for safety, access, business support, and parking.

The City applied for, and was recently awarded, a TEAP Grant (Traffic Engineering Assistance Program) from MDOT. The timing of the grant, and the work that will ensue from that grant, is perfect to solidify those previous discussions, obtain objective data, and develop a comprehensive plan prior to any changes/construction.

Traffic Flow –

What is the safest, most economical way to direct traffic in and out of Downtown?

Parking Issues –

How many parking spaces are needed (including handicapped accessible) and are they currently in the proper locations/managed appropriately to maximize utilization-business access?

In regard to handicapped parking, how do we guarantee consistency in evaluating need/requests for changes, and ultimately how do we ensure compliance with ADA guidelines?

Staff wanted to take to advantage of the current Study Session to inform Members of Council of the upcoming traffic study, with related conversations, and answer any questions they may have.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Truck Replacement

STUDY SESSION MEETING DATE: 11/19/2015

CITY DEPARTMENT: Fire

PREPARED BY: Tom Collins, Fire Chief

History: The Kirksville Fire Department currently has 3 engines and 1 aerial platform. One of the engines also has an aerial device on it.

- 501(an engine) is a 1998 Pierce, runs first out on all fires.
- 504(a rescue engine) is 2012 Ferrara, runs first out on medical calls and all car wrecks including those in the county.
- 502 is a 1994 Seagrave (quint) with a 75' Snorkel device on top, runs second out on residential fire calls.
- 506 is a 1996 E One 105' Aerial platform, runs second out on commercial fires.

At the present time, our crews jump back and forth between trucks depending on the type of alarm.

At the start of each shift the personnel are given assignments as to which apparatus they take on each type of call.

An example is that two personnel would be assigned to 504 for medicals and car wrecks. This same crew will move their gear over to 502 or 506 depending on the type of fire call that they are responding to.

We feel this causes undue delays in response because of the need to move gear from one truck to the other. In addition, 504 sits in the station on fire calls when it is an Engine and has all the same equipment as 501.

Part of the reason for this practice has been the type of apparatus available.

In the apparatus replacement schedule, 502, the oldest engine, is due to be replaced. Public Works, who maintains our fleet, feels that that if we move 501 into reserve status it should provide several more years of service with reduced maintenance cost due to a reduced run load.

What we are proposing replacing 502 with a similar Quint apparatus (pump, hose, ground ladders, aerial ladder and water tank), moving 501 into reserve status and running the new 502 (with aerial device) first out on all fires with the second out being

504. We will also run the new quint out on every commercial fire with call in crews responding 506 for the longer reach.

This will have an added benefit of allowing the crews to stay on one apparatus, thus decreasing out the door times for response and getting the most use out of the newest trucks.

We will make the last payment for 504 at the end of 2016. The Kirksville Fire Department would like to specify and order a quint, with delivery as early in 2017 as possible. This will require us to submit specifications in early 2016.

The cost of a typical Fire Engine/pumper runs from \$400,000 to \$600,000 depending on many different options.

The cost of a quint apparatus runs from \$650,000 to \$850,000 depending on ladder length and many of the same options as the engines.

**CAPITAL IMPROVEMENTS SALES TAX
Allocation Plan**

Below is the listing of annual allocations and eligible capital uses as supported by the City Council. There are four categories of funding – equipment, projects, community needs and fund balance. In the event revenues decrease, reductions will be made in the following order – Category 3, Category 2, Category 4, and Category 1. Increases in revenue will may result in additional allocations starting with Category 1, Category 2, Category 3, and Category 4.

Category 1. Equipment – funds are required to be budgeted each year as transfers to fund 10 and 87 in each of the following categories in the amount shown to the left.

<u>Allocation</u>	<u>Ongoing Capital</u>
\$200,000	Capital Equipment – police cars, street equipment and vehicles for general fund operations – streets, engineering, codes, fire and community services
\$100,000	Fire Trucks – aerial ladder truck purchased first with estimated cost of \$900,000 – will take nine plus years to pay-off
\$50,000	Airport Capital – city match for projects, airport improvements and equipment purchases to reduce subsidy from General Fund

***Category 2. Projects** - funds are required to be budgeted to allow for the completion of specific maintenance and improvement projects and capital such as computers and communications equipment. Some projects may require more or less than the annual allocations show on an annual basis. It is the intent to average the allocations to allow for the continued use of funds as opposed to delaying projects until the desired amount of funds are available for each project.

<u>Allocations</u>	<u>Project Specific</u>
\$60,000	Parks and Recreation – fields, parks, trails, shelters, recreation venues (skate parks, soccer fields), and facility maintenance
\$50,000	Storm Drainage – drainage improvement projects
\$50,000	Other Capital – roof repairs, building maintenance, communications equipment, computer enhancements

***Category 3. – Community Needs** – funds are required to be budgeted annually in the amounts shown for the completion of specific community requested projects. The amount of funds will be limited to the annual allocation. Funds not used at year end will go into the fund balance to be used for projects and equipment found in category 1

<u>No Carryover</u>	<u>Based On Need and Interest</u>
\$25,000	Housing Rehabilitation and Housing Demolition
\$25,000	Sidewalk Replacement – 50/50 program residential and business
\$15,000	Business Improvement Loan – downtown facades

Category 4 – Fund Balance – funds are required to be budgeted in the fund balance in the amount shown each year. The minimum fund balance should be set at \$100,000 to insure funds available should the City experience a failure in a necessary component of operations including but not limited to facility maintenance or equipment replacement.

\$25,000	<u>Fund Balance</u> – could be used toward grant matches and to fund other projects
\$600,000	Annual Collection

* Economic Development Projects – The City Council may choose to allocate the funds from Category 2 and 3 to specific economic development projects that result in job creation.



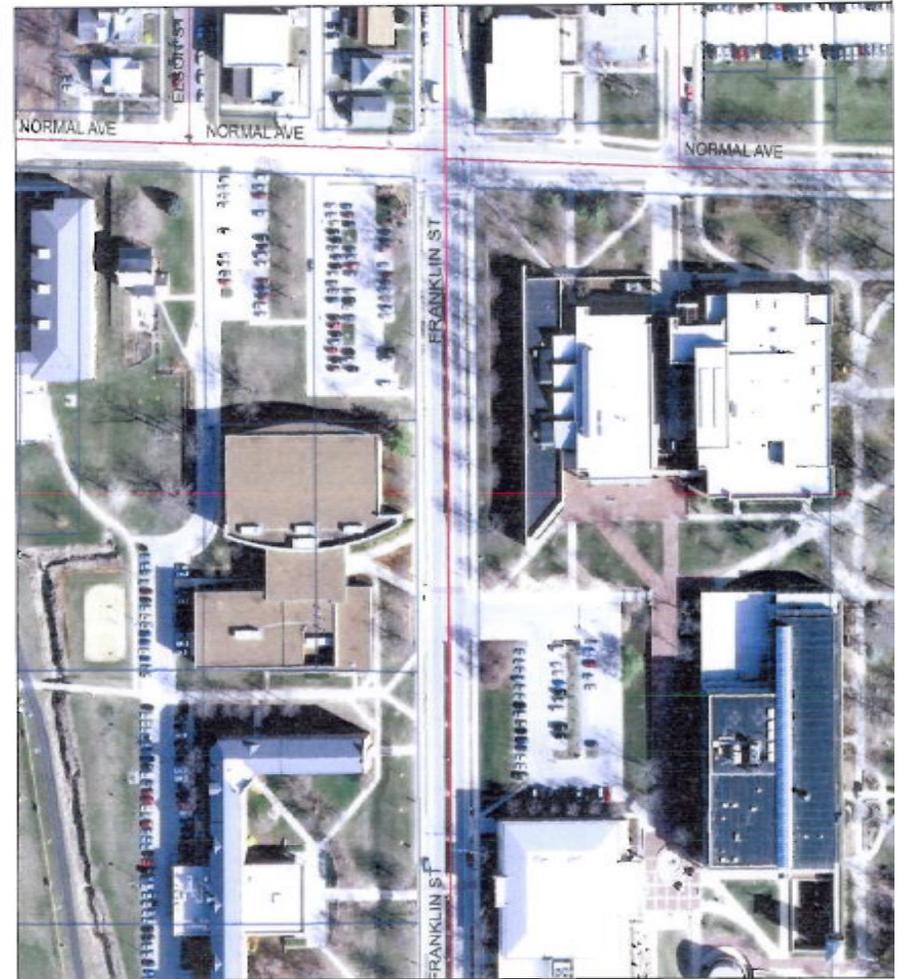
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