

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: October 5, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **UTILITY RATE REVIEW**
- **FLUORIDE LEVEL REDUCTION PROPOSAL**
- **REVIEW 2016 CAPITAL EQUIPMENT REPLACEMENT**
- **SIDEWALK REPLACEMENT PLAN**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

UTILITY RATE REVIEW

It is the responsibility of the City to review the rates charged for water and sewer, and a requirement as outlined by City Ordinance. When the Council hired HDR as its engineering firm to work toward the construction of a new wastewater treatment plant, it became HDR's responsibility to evaluate the costs of operations to treat the waste and meet Department of Natural Resources requirements. HDR established a seven year rate structure to insure we had sufficient funds to repay the \$18 million bonds needed to make the necessary improvements to the wastewater treatment plant. We are in year three of that rate structure.

The City has also evaluated our rates each year for water operations. The City Engineer had completed this evaluation for many years, and last year the City hired former City Engineer and Public Works Director John Buckwalter to complete the evaluation. This year, the City Council hired Carl Brown and Associates to not only review the rates but to review the rate structure. Mr. Brown has completed his work.

Included is a summary report from Finance Director Lacy King that outlines the history of the utility fund rates, and the proposed rates. For the most part the rate structure that was in place has been retained, with the exception of the service availability fee. Mr. Brown has proposed charging the service availability fee based on the size of the meter, which makes sense.

A public hearing is scheduled for Monday, October 19. It is our plan to have Mr. Brown in attendance at the public hearing to explain the rate structure and the proposed rates.

FLUORIDE LEVEL REDUCTION PROPOSAL

The City Council has been asked in the past to remove fluoride from the water. The reality is that our raw water from both Hazel Creek and Forest Lake both have low levels of fluoride. The City currently adds fluoride in the water treatment process. Water Superintendent Blaise Brazos has provided a more detailed report on specific levels.

The U.S. Department of Health and Human Services (HHS) issued a final recommendation for community water fluoridation. The HHS has lowered the levels to 0.7 milligrams of fluoride per liter of water. The previous recommended range dates back to 1962. The HHS lowered the limits citing the access that we have to more sources of fluoride, and because of that access, there has been an increase in fluorosis, which is a chronic condition caused by excessive fluoride.

According to Mr. Brazos, the level of fluoride in the water supply is a local decision. It is suggested that the City lower the level to maintain the 0.7 milligrams of fluoride per liter of water. Included with this Study Session cover is a report from Mr. Brazos and a copy of the HHS final report.

REVIEW 2016 CAPITAL EQUIPMENT REPLACEMENT

During the Annual Planning Meeting, the City Council had the opportunity to review the list of all Capital requests submitted by all of the Departments as part of the budget process. It was during that review that the Council asked why we needed to replace vehicles and equipment each year and what would happen if we went a year without replacing equipment.

One of the toughest issues facing fleet maintenance supervisors is determining the ideal time to replace vehicles and equipment. Dispose of it too soon and you waste productive fleet life and capital funds. Wait too long and you will be burdened with an unreliable unit that can strain your maintenance budget. Certainly there would be upfront savings from that sort of decision. What we are not able to project is what additional maintenance costs there would be or the difference in trade-in values postponing the replacement.

The decisions on what capital equipment is replaced and what isn't starts with City Council Policy #12, Vehicle Replacement. This Policy establishes replacement based on several factors including initial cost, trade-in value, mileage, type of use, effects of down time relating to the provision of services, maintenance costs and age of the vehicle.

Bill Hennke, Fleet Maintenance Supervisor has provided a list of the capital that he proposes to be replaced. This list is reduced from the Capital list and is based on his evaluation using Council Policy #12 and the guidelines established through the American Public Works Association (APWA). The APWA is referenced in the Policy.

Ultimately, decisions like this lie with the Council, but it is staff's responsibility to provide you with recommendations based on evaluation and in compliance with policies set forth by the Council.

We spend a tremendous amount of money on capital equipment each year. I encourage the Council to review the policy, the list provided and the balance of the information and provide direction to staff on changes, if any you wish to make.

Please keep in mind that you can change the Policy. Also, due to the uniqueness of the equipment, the fire trucks are not evaluated in this process. The City's replacement plan for the fire trucks, due to their costs, is to fund \$100,000 each year and replace vehicles as the funds allow.

SIDEWALK REPLACEMENT PLAN

At the last City Council meeting a question was raised concerning sidewalks. One of the properties identified was within the downtown. It was communicated that the City had a Sidewalk Replacement Policy, which is Council Policy #4. This Policy outlines how the City will work with property owners on the replacement of sidewalks. The Policy also provides for a special partnership for those properties within the downtown area.

In 2007, Codes and Planning Director Brad Selby presented a ten-year sidewalk replacement plan that would target different sections of the City each year for 10 years. The plan was approved. Next year will be year nine of the Plan and will include the downtown area.

With all things proposed for the downtown, utility work, street work, façade improvements, there is no certainty of how much sidewalk work can be done. But there is an issue that we need to resolve. This issue has been brought forward to previous City Council. The last direction given to staff was to not repair any sidewalks within the downtown area that have awning attached to the sidewalks.

So that is the issue. The downtown awnings/canopies were installed in the 1970s. They are owned by the property owners but are attached to the sidewalk. The sidewalk between McPherson and Washington on the east side has been the only sidewalk that has been improved, but the work was done around the canopies. Obviously, with the façade program, it is intended that improvements be made and the canopies be changed.

If we are successful with the façade program and the funds available to complete all areas, then this issue will be resolved. But if it is not, then how should we proceed.

I suggest that we focus the sidewalk replacement plan for next year on those areas outside of the immediate downtown.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

- Utility Rate Summary Report – Lacy King, Finance Director
- Fluoride Report – Blaise Brazos, Water Treatment Plant Superintendent

HHS Press Release on Fluoride
Equipment Replacement Report - Bill Henke, Fleet Maintenance Supervisor
Equipment Photos
APWA Evaluation Scores
Vehicle Replacement Policy #12
Sidewalk Report – Brad Selby, Codes and Planning Director
City Sidewalk Code
Sidewalk Policy #4
Ten-Year Sidewalk Map

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Utility Rate Review

STUDY SESSION MEETING DATE: October 5, 2015

CITY DEPARTMENT: Finance Department

PREPARED BY: Lacy A. King, Finance Director

In 2007, the City Council determined the need to evaluate utility rates on an annual basis. This was decided based on the City's previous past practice of not increasing the rates to cover costs and using other funds to subsidize the utility fund. For financial purposes, utility services are considered enterprise operations. This means that the cost of doing business should be covered by the fees for service.

Prior to this time, the City had not raised rates sufficiently to cover costs, and used funds from the Capital Improvement Sales tax to pay for utility operation capital projects. In an attempt to begin addressing the rate structure, the City implemented a five-year rate structure beginning in 2003, with the idea that there would be no additional review until the end of this five-year period. This approach did not work and in 2007 the City Council could see that this approach was still not acceptable as the five year plan did not allow for any adjustments or review.

Now a required annual process, the City Council reviews the user charge system for utilities on an annual basis (Sec. 25-60.4 of the Municipal Code).

In order to participate in the State Revolving Loan Fund (SRF) the user charges we use must be set at a level which will:

- a. Pay the costs of the operation and maintenance of the systems.
- b. Pay the principal and interest on the SRF bonds as they become due
- c. Ensure that net operating revenues are equal to or greater than 110% of the annual debt service,
- d. Provide sufficient reserves to pay debt service and to ensure protection and integrity of the systems.

In 2008 both water and sewer user charges were divided into two components, a fixed service availability fee and a volume charge based on the amount of water used. Increases have occurred since 2010 for components of both water and sewer to meet our requirements of the State Revolving Loan Program and to pay the costs of operating and capital improvements.

In 2011, the City hired HDR Engineering to assist us with the development of a facility plan for our wastewater treatment plant, a requirement of the State Revolving Loan

program; work with the Missouri Department of Natural Resources on our plant permit, design the facilities for our plant necessary to keep us in compliance and establish a sewer rate structure to pay the costs of these improvements.

Carl Brown, President of Getting Great Rates.com, LLC was hired to complete a comprehensive water rate analysis report which includes comparing City practices to industry-wide practices, revenues vs. expenses for both operating and capital improvements, service fees, and overall usage compared to required infrastructure. He plans on attending the hearing October 19th for any discussion.

The current rates for both water and sewer are as follows:

Water:

Service Availability Fee: \$9.50 per month
 Tier 1 Volume fee: \$3.45/hundred cubic feet (ccf)
 Tier 2 \$3.03/ccf
 Tier 3 \$2.79/ccf
 Special Industrial \$0.8592/ccf for use over 400,000 cf/month

Sewer:

Service Availability Fee: \$10.50/Month
 Volume fee \$3.93/ccf

The proposed rates for 2016 are as follows:

Water:

Service Availability Fee will be charged monthly based on meter size as follows:

Water Meter Size in Inches	Monthly Fee
0.625	\$10.24
0.750	\$10.24
1.000	\$11.47
1.500	\$13.52
2.000	\$22.52
3.000	\$45.04
4.000	\$70.83
6.000	\$140.41
8.000	\$238.65

Tier 1 Volume fee: \$3.59/hundred cubic feet (ccf)
 Tier 2 \$3.14/ccf
 Tier 3 \$2.90/ccf
 Special Industrial \$0.8284/ccf for use over 400,000 cf/month

Sewer:

Service Availability Fee: \$11.50/Month
 Volume fee \$4.46/ccf

This chart shows the numbers for both years and assumes a meter size of 0.625 which is the most common residential size.

Year	Minimum	Water Fixed	Water by Tier			Sewer Fixed	Sewer
	Billing	Rate	1	2	3	Rate	
	cf	per month	per ccf			per month	per ccf
2015	200	\$9.50	\$3.45	\$3.03	\$2.79	\$10.50	\$3.93
2016	200	\$10.24	\$3.59	\$3.14	\$2.90	\$11.50	\$4.46

The City Council will be hosting a public hearing on the proposed rates for the utility operations on October 19th with the expectation that the new rates will go into effect with the bill that is sent out at the end of February.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Drinking Water Fluoridation

STUDY SESSION MEETING DATE: October 5, 2015

CITY DEPARTMENT: Public Works

PREPARED BY: Blaise Brazos

Drinking water fluoridation is the controlled addition of fluoride to a public water supply to reduce tooth decay. Community water fluoridation is the single most effective public health measure to prevent dental cavities. Community water fluoridation has been proclaimed by the Centers for Disease Control and Prevention as one of the 10 greatest public health achievements of the 20th century. Fluoridation of community water supplies is the precise adjustment of the existing naturally occurring fluoride levels in drinking water to the optimum level recommended by the U.S. Public Health Service (0.7 – 1.2 parts per million) for the prevention of dental decay. Over two-thirds of the population in the United States (170 million people) are served by public water systems that are fluoridated.

The average cost for a community to fluoridate its water ranges from \$0.50 a year per person in large communities to \$3.00 a year per person in small communities. Kirksville spends \$15,000 per year to fluoridate its drinking water at a level of 1.0 ppm, which is just under \$1.00 per person.

The raw water in both lakes contain an ambient level of approximately 0.3 – 0.4 ppm of fluoride. The water treatment plant currently adds approximately 0.6 - 0.7 ppm of fluoride to achieve a finished water level of 1.0 ppm of fluoride. In January of 2011 Health and Human Services (HHS) replaced the fluoride range of 0.7 – 1.2 ppm. HHS has determined that 0.7 ppm is adequate in preventing dental cavities. This level was lowered due to more fluoride being available in foods, toothpaste, mouthwash and bottled drinks. If Kirksville decides to lower the drinking water fluoride level to 0.7 ppm the cost to fluoridate its drinking water could be reduced by almost half, saving approximately \$7,000 per year. Other cities have already made this decision.

Fluoridate in the water supply is a local decision, and the Missouri Department of Natural Resources is neutral on the fluoridation issue as long as it is maintained at 0.7-1.2 PPM. To remove all fluoride from the finished water would not be economically feasible as the treatment technique on a full plant scale would be prohibitively expensive. An individual can remove all of the fluoride from their drinking water if they chose by purchasing a Reverse Osmosis Unit that can remove fluoride.

News

FOR IMMEDIATE RELEASE

April 27, 2015

Contact: HHS Press Office

202-690-6343

HHS issues final recommendation for community water fluoridation

Adjusted level seeks to maintain dental health benefits of fluoride

The U.S. Department of Health and Human Services today released the final Public Health Service (PHS) recommendation for the optimal fluoride level in drinking water to prevent tooth decay. The new recommendation is for a single level of 0.7 milligrams of fluoride per liter of water. It updates and replaces the previous recommended range (0.7 to 1.2 milligrams per liter) issued in 1962.

The change was recommended because Americans now have access to more sources of fluoride, such as toothpaste and mouth rinses, than they did when water fluoridation was first introduced in the United States. As a result, there has been an increase in fluorosis, which, in most cases, manifests as barely visible lacy white marking or spots on the tooth enamel. The new recommended level will maintain the protective decay prevention benefits of water fluoridation and reduce the occurrence of dental fluorosis.

"While additional sources of fluoride are more widely used than they were in 1962, the need for community water fluoridation still continues," said U.S. Deputy Surgeon General Rear Admiral Boris D. Lushniak, M.D., M.P.H. "Community water fluoridation continues to reduce tooth decay in children and adults beyond that provided by using only toothpaste and other fluoride-containing products."

For the past 70 years, communities across the United States have found that fluoride in their public water systems significantly improved their residents' oral health. Fluoride occurs naturally in most water systems, but often at levels too low to prevent tooth decay. The practice of adding fluoride to a community's water system to reach the optimal level for preventing tooth decay has grown steadily over the years. Nearly 75 percent of Americans who are served by public water systems receive fluoridated water.

Community water fluoridation has led to such dramatic declines in both the prevalence and severity of tooth decay that the Centers for Disease Control and Prevention named it one of 10 great public health achievements of the 20th century.

"Community water fluoridation is effective, inexpensive and does not depend on access or availability of professional services. It has been the basis for the primary prevention of tooth decay for nearly 70 years," said Dr. Lushniak.

The U.S. Public Health Service Recommendation for Fluoride Concentration in Drinking Water for the Prevention of Dental Caries was published today in Public Health Reports:

<http://www.publichealthreports.org/fluorideguidelines.cfm> [↗](#).

For more information about community water fluoridation, as well as information for health care providers and individuals on how to prevent tooth decay and reduce the chance of developing dental fluorosis: <http://www.cdc.gov/fluoridation>.

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Note: All HHS press releases, fact sheets and other news materials are available at <http://www.hhs.gov/news>.

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Last revised: April 27, 2015

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: 2016 Vehicle Replacement Schedule

STUDY SESSION MEETING DATE: October 5, 2015

CITY DEPARTMENT: Public Works

PREPARED BY: Bill Henke, Fleet Maintenance Supervisor

The Public Works Department develops an annual vehicle/equipment replacement schedule using City Policy #12 and American Public Works Association (APWA) guidelines. Many factors are taken into consideration to include age, miles, hours, maintenance cost, trade values, down times, condition, etc. Just because all factors are met and the vehicle/equipment grades out for replacement does not always mean replacement is necessary. Some equipment that is not heavily used or is estimated to last longer is kept until replacement is required.

The list this year was heavily scrutinized to assure replacement is necessary. Not replacing any vehicles/equipment annually will develop a backlog that may become insurmountable and be very costly in two to three years. Some equipment, although it appears in good shape, is experiencing mechanical issues and accumulating extensive down time. Due to the City's Maintenance Program and cleaning requirements almost all vehicles/equipment, no matter the age or operating condition, will appear to be in good working order.

Maintenance records are maintained on all City equipment and every piece on the replacement list meets the requirements for replacement. The City has 129 pieces of drivable equipment and 84 pieces of non-drivable equipment. The 2016 replacement schedule replaces less than 10% of the driving stock and less than 5% of the non-drivable stock. Some heavily used equipment is maintained on a stricter replacement program but most equipment is kept past the replacement dates. Based on the numbers of vehicles/equipment, the City maintains and keeps rolling stock, on average, for over 12 years and non-rolling stock over 10 years.

The following contains the list of the equipment scheduled for replacement. Included at the end of the list is the explanation for the four different conditions ratings: Good, Fair, Poor, and Bad.

Following this document is a rating sheet for each piece using the APWA guidelines.

2016 Central Garage Equipment Replacement Condition Report

Unit Number and Type	Age/Year	Miles/Hours	Maintenance Issues	Condition	APWA Score
#231- Chevrolet 1 Ton 4X4 Utility Truck	2007	42,248 Miles	Diesel powered truck, needs replaced with gas.	Fair	21
#248- Ford 1 Ton 4X4 Utility Truck	2008	42,040 Miles	Diesel powered truck, needs replaced with gas. Has had mechanical issues with excessive down time.	Poor	23
#250- Ford 1 Ton 4X4 Utility Truck	2008	45,682 Miles	Diesel powered truck, needs replaced with gas. Has had mechanical issues with excessive down time.	Poor	24
#265- Chevrolet ½ Ton 4X4 Pickup	2002	55,552 Miles	Truck has excessive rust in body and chassis.	Poor	26
#309- John Deere Grader	1983	4,404 Hours	Unit has excessive wear, parts hard to find.	Bad	63
#316- Case Backhoe	2010	2,160 Hours	Unit is used to load salt in the winter, is starting to	Fair	23
#317- John Deere Tractor	2001	3,959 Hours	Excessive mechanical wear, has had excessive down time.	Bad	38
#320- Hustler Zero Turn Mower	2011	1,165 Hours	Hydraulic systems on zero turn units can be problematic, need to replace before we have trouble.	Fair	17

2016 Central Garage Equipment Replacement Condition Report

#323- John Deere Tractor/Mower	2006	1,316 Hours	Unit has excessive wear in both tractor and deck as well as bent deck.	Bad	26
#328- Case Trackloader	2013	668 Hours	This unit has had constant problems and has accumulated 712 hours in the few years we have had it.	Bad	15
#347- Case Trackhoe	2006	2,121 Hours	Unit is depended on every day, showing excessive wear.	Bad	34
#352- John Deere Riding Mower	2008	409 Hours	Excessive wear in mowing deck.	Fair	18
#402- Joy Air Compressor	1982	1,352 Hours	Unit is not dependable, parts hard to find due to age of unit.	Bad	46
#411- Sullair Air Compressor	1998	585 Hours	Parts hard to find due to age.	Bad	35
#415- Pothole Patching Machine	1994	3,560 Hours	Excessive wear, parts hard to find due to age, depended on in summer months for pothole patching.	Bad	46
#474- Gorman Rupp 4" Water Pump	1991	N/A	Unit has reached the point it is barely functional.	Bad	26

Condition:

Good: no rust, no damage, low maintenance cost, mechanically sound, low hours/mileage

Fair: some rust, limited damage, incurring maintenance cost, decent trade value, showing wear, meets city replacement criteria

Poor: rusted and/or bad body condition, extensive maintenance cost, value is low but saleable, parts are limited due to age, high hours/mileage, APWA score is high (above 23)

Bad: incurring more maintenance than it is worth, body condition is bad, parts are difficult to find, maintenance down time is extensive, high hours/mileage, APWA score is very high (above 28)

2016 Vehicle/Equipment Replacement Photos



#231 - Chevrolet 1 Ton 4x4 used



#248 – Ford F350 - One Ton 4x4 - Water



#250 – Ford F350 - One Ton 4x4 - Water



#265 – Chevy 1/2 Ton 4x4 - Engineering



#309 – Grader - Street Maintenance



#316 – Backhoe - Street Maintenance



#317 – John Deere Tractor - Airport



#320 – Mower - Street and Park Maintenance



#323 – John Deere tractor - Water



#328 - Case Track loader – Street Maintenance



#347 – Case Track Hoe - Water



#352 – John Deere Mower - Wastewater



#402 – Air Compressor – Water



#411 – Sullair Air Compressor



#415 – Durapatcher - Street Maintenance



#474 – Gorman Rupp Water Pump - Water

2016 APWA Scores For Kirksville Vehicles And Equipment

Unit #	Age	Miles/Hours	Type of Service	Reliability	M&R Costs*	Condition	Total
231	9	5	3	1	1	2	21
248	8	5	3	3	2	2	23
250	8	5	3	3	2	3	24
265	13	6	2	1	1	3	26
309	33	18	4	3	2	3	63
316	5	9	4	1	1	3	23
317	14	16	2	3	1	2	38
320	5	5	1	2	2	2	17
323	9	5	2	4	2	4	26
327	5	2	4	2	1	1	15
328	3	3	4	5	2	3	20
347	10	14	4	3	1	1	34
352	7	2	3	2	1	3	18
402	33	5	2	2	1	3	46
411	27	2	2	1	1	2	35
415	21	14	4	2	2	3	46
474	15	4	1	2	1	3	26

*M&R = Maintenance and Repair Costs

CITY COUNCIL POLICY #12

DATE: June 5, 1995

AMENDED: July 7, 2003, Dec 18, 2007, Aug 18, 2014

VEHICLE REPLACEMENT

This “Vehicle Replacement Policy” which includes all vehicles and equipment, is structured to provide the City of Kirksville with the most cost-effective method to maintain its fleet. It is generally recognized that sound fleet maintenance and management of vehicle replacement will give the City the best return on its investment. Vehicle replacement is based on several factors including initial cost, trade-in value, mileage, type of use, effects of down time relating to the provision of services, maintenance costs and age of the vehicle.

Vehicles will be purchased in accordance with the City’s Purchasing Policy. Used vehicles will be considered where such acquisition is found to be cost effective. This will be in areas where usage is low and down time is not considered a critical factor for maintaining service delivery. Where appropriate, the City will also consider leasing vehicles if a life-cycle cost analysis, including purchase, indicates that leasing would be more cost effective. If a vehicle’s condition at the time of replacement is determined to be sufficient to allow for its continued use within the City’s fleet, retention shall be considered as a primary option.

As an alternative to the purchase of used vehicles, consideration will be given to in-house transfers. Vehicles may be transferred from high-use to low-use areas within the City. Since the City maintains a complete maintenance history of each vehicle, more is known about a vehicle’s condition in-house than is known about used vehicles outside the organization.

The City will attempt to obtain the highest sale value for its vehicles. This may be achieved through trade-in by direct or indirect sales through authorized dealers as a part of the bid process during purchase or by the closed bid process when a vehicle is to be sold. The method chosen will depend on the type of vehicle being sold. During the bidding process for new vehicles, the City will consider bids for comparable vehicles purchased on state contract, as outlined in Council Policy #2, Section 4.2.

Used vehicles will be considered for replacement of units which have limited day to day use, and are not available locally by rent or short-term lease.

Vehicles will be evaluated for replacement using the APWA replacement scoring system. If a vehicle score exceeds 28 points, it may be recommended for replacement. It is understood that the preferred vehicle replacement schedule is subject to change based on City needs and changing industry or manufacturing standards.

Deviations from the vehicle replacement policy may occur during periods of revenue shortages; however, short-term capital savings may result in higher long-term maintenance costs. Replacement delays will be evaluated on a case-by-case basis to determine long-term implications of retaining each vehicle.

Vehicles which have been transferred or rotated out of their original division and are past the replacement criteria may be temporarily retained to supplement authorized vehicles (temporary addition to fleet) or retained to replace an older or damaged vehicle which was removed from the fleet. They shall be individually evaluated for replacement with vehicles rotated from the primary fleet or with new vehicles when funds are available.

REPLACEMENT SCHEDULE

Administrative Vehicles: Sedans, station wagons, vans, mini-vans and light trucks used by Department Heads, Police Detectives, Fire Battalion Chiefs and Public Works Supervisors. 10 years or 75,000 miles

Light Trucks: Pickup trucks and vans, 1-ton and less used by Inspectors, Technicians, Customer Service Representatives and others which are not included in administrative or utility service groups. 10 years or 75,000 miles

Utility Service Trucks: Trucks one ton and less outfitted with utility beds, refueling tanks or contact maintenance equipment, and trucks one-ton and less equipped with snow plows. 8 years or 60,000 miles

Police Squad Cars: Marked vehicles used for police patrol and response, excluding the vehicle used by the School Resource Officer. 3 years or 120,000 miles

Fire and Emergency Response Vehicles: Includes fire apparatus assigned to the Fire Department and Airport Department, as well as all vehicles obtained thru homeland security, law enforcement and similar grants. They shall be individually evaluated on a case-by-case basis, as well as the special appropriation needs required for unit replacement.

Heavy Trucks:

Single Axle Dump Trucks over 1 ton without snow plows – 10 years

Single Axle Dump Trucks over 1 ton with snow plows and spreaders – 8 years

Tandem Axle Dump Trucks without snow plows – 10 years

Tandem Axle Dump Trucks with snow plows and spreaders – 8 years

Sludge Trucks – 10 years

Fuel Tankers – 20 years

Construction Equipment:

Backhoes – 5 years

End Loaders – 5 years

Skid-steer Loaders – 5 years

Track Excavators – 10 years or 4,000 hours

Graders – 25 years

Dozers – 15 years

Forklifts – 20 years

Trailers, heavy duty – 20 years

Trailers, medium duty – 15 years

Rollers – 25 years
Asphalt Paving Machine – 15 years

Grounds Maintenance Equipment:

Tractor/Mower, under 35 HP – 5 years or 1,500 hours
Tractor/Mower, over 35 HP – 10 years or 3,000 hours
Trailers, for mower transport – 20 years

Special Purpose Equipment:

Pot-hole Patcher – 10 years
Asphalt Distributor – 10 years
Paint Striper – 10 years
Sign Truck – 8 years
High Lift Bucket Truck – 15 years
Street Sweeper – 5 years
Portable Generator, over 250 KW – 10 years or 2,000 hours
Portable Pump, 4-inch and larger – 10 years or 2,000 hours

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: 2016 Sidewalk Replacements & Special Downtown Area

STUDY SESSION MEETING DATE: October 5, 2015

CITY DEPARTMENT: Codes Department

PREPARED BY: Brad Selby, Codes & Planning Director

The City's Cooperative Sidewalk Policy for replacement and for new sidewalks has been in place for 8 years. This is a 10-year program to repair our city sidewalks and bring them up to an acceptable condition. It has gone well, having spent over \$126,000 to-date, helping Kirksville citizens pay for their repairs.

Next year, the area where we will be assisting with sidewalk repairs includes the downtown area as well as sidewalks to the south, west, and north of downtown. When this program began, downtown sidewalks were a concern, and part of the problem downtown was the canopy/awning legs that were mounted on the sidewalks. A project was underway to try to remove the downtown awnings to improve the downtown appearance and to free up the space on the sidewalks, so we left that section towards the end of the sidewalk project. Now that it is time to work on sidewalks in this area, we still have the awnings.

The Special Downtown Sidewalk Zone (SDSZ) is bounded by the railroad right of way, to the center of Marion Street, to the south side of Jefferson Street and to the north side of Missouri Street. This area has separate requirements for the type of sidewalk that must be poured, and separate payment reimbursements. The Kirksville Engineering Department has specifications on the sidewalk design and construction. The SDSZ policy allows us to deny or delay requests for these sidewalk repairs, or to prioritize multiple requests, all depending on the funds available. \$25,000 has been requested for the 2016 budget.

It is unknown at this time if the TIFF will be able to designate funds for the sidewalks in parts of this area.

We need to determine if we will still pay cooperative costs if the old awnings are still in place for these areas. Most of the original brick sidewalks in the downtown area are in a condition where there are dips and trip points that would require repair or replacement. I would expect that the \$25,000 requested in the 2016 budget would not be enough to do all the repairs needed in this downtown area. Some would probably carry over to 2017.

Sec. 22-27. - Sidewalks.

(a) When subdivisions are developed within the city limits or when large projects cover a block or more of land the following standards for sidewalks shall be required: Major subdivisions: Principal streets shall have sidewalks constructed on one side of the street. In addition, streets that have over three (3) streets connecting shall have sidewalks on one (1) side. The determination of which side of the street the sidewalk is to be constructed shall be made at the preliminary plat approval stage. Sidewalks shall be constructed and accepted by the city at the time of final construction of the street servicing the lots under development. Sidewalks shall be completed in block length fashion. The sole costs for sidewalk construction shall be borne by the owner/developer of the subdivided tract. In determining where new subdivision sidewalks should be located, the planning and zoning commission shall consider where they will connect to planned or existing hiking and biking trails and other arterial sidewalks. Variances to this requirement shall only be issued where connection to a planned or existing hiking and biking trail or other arterial sidewalk is not possible, or where the subdivision includes no principal interior street.

(b) Sidewalk specifications:

(1) Sidewalks shall be a minimum of four (4) feet wide and four (4) inches thick. Sidewalks shall have control joints every four (4) lineal feet. Where sidewalks intersect with a street, they shall conform to the A.D.A. standards for handicapped accessibility. Sidewalks will be constructed on a subgrade compacted to the same specified density of the applicable subgrade standards for street construction. Large rocks and boulders found in the subgrade shall be removed to a minimum of six (6) inches below the bottom of the proposed concrete and the space filled with suitable materials. All sidewalks shall be required to have reinforcements installed in all concrete. Reinforcements shall be a minimum of #3 rebar (three-eighths (3/8) inch diameter bar) on no more than twenty-four (24) inch centers. If using fiber mesh in the concrete mix, the rebar reinforcement can be placed at no more than forty-two (42) inch centers. Sidewalks shall have the option of using a six (6) inches by six (6) inches welded wire mesh of ten gauge steel, minimum, for its reinforcement.

(2) Sidewalks shall be constructed of Class B concrete (six (6) bag mix). Concrete for sidewalks shall have a maximum slump of four (4) inches. Concrete shall have a minimum compressive strength of 3,000 psi within twenty-eight (28) days of placement.

(3) Sidewalks shall be placed approximately within one (1) foot of the street right-of-way line (private sector's property line), unless determined otherwise by the city planning and zoning commission or the city engineer.

(c) Large projects/developments and subdivisions other than residential subdivisions: Where large projects involve a great amount of land (one (1) block or more of street frontage) the city may require that sidewalks be constructed, if the expected volume of pedestrian traffic so warrants.

(1) If sidewalks are required, they shall be located on the side of the street fronting the development unless otherwise determined by the city.

(2) If the city determines that sidewalks are necessary for a large project, the requirements and standards for construction shall be the same as aforementioned for subdivisions. However, the developer need not meet with the planning and zoning commission; locations of large project sidewalks shall be determined by the city code administrator or city engineer.

(d) Any required public sidewalk on each lot in new city subdivisions can be delayed for construction up to one (1) year after the final occupancy permit is issued for a completed house. However, all of the required public sidewalks in the subdivision must be completed within five (5) years from the date the city council approved the final plat for the new subdivision.

(Ord. No. 11367, 2-1-99; Ord. No. 11813, 11-6-2007; [Ord. No. 12156](#), § 4, 4-20-2015)

CITY COUNCIL POLICY #4

DATE: July 1, 1994

AMENDED: August 18, 1997; July 6, 1998; May 21, 2001; July 7, 2003; Dec 18, 2007

COOPERATIVE SIDEWALK POLICY FOR NEW, REPLACEMENT AND REMOVAL

In order to encourage compliance with the sidewalk repair provisions of the Kirksville Code, it is the policy of the city of Kirksville to cooperatively assist property owners adjoining city sidewalks with the costs of the improvement, repair or replacement of said sidewalks which are determined to be in need of repair or replacement, and/or which constitute a threat to public safety.

I. COSTS

In order to help bring all sidewalks into compliance in the City, city staff has divided the City into ten different districts. By concentrating on one district each year, at the end of the ten years, all city sidewalks should be in relatively good condition. A map has been made to show the ten districts.

Where existing sidewalks are determined by the city to be a safety hazard, and where the city has not yet invoked the mandatory repair orders provided in Sections 21-146 through 21-148 of the Kirksville Code, the city will share in the cost of repair, removal and replacement of sidewalks. The city will determine, on an annual basis the average cost of removing, repairing and replacing existing sidewalks in the city of Kirksville, excluding labor costs. This amount shall be set each year by the City Manager after a reassessment of materials and other non-labor components of the costs of sidewalk repair and replacement, and this amount shall be expressed in terms of dollars per square foot of sidewalk replaced. Additionally, the City Council has recognized a need for new sidewalks in residential neighborhoods. New sidewalk construction shall be eligible for city cost participation and will be subject to the same construction and eligibility criteria.

The amount of city participation shall be calculated to include the average costs of Portland cement concrete, expansion materials, reinforcement, concrete forms, fill material, sand, tree removal and in the case of replacement, old sidewalk removal.

The city will reimburse participating property owners for the non-labor costs of new sidewalks, sidewalk repair and replacement, based on the fixed unit rate described above, after they have independently arranged for a contractor of their own choosing to perform the work, and after the contractor selected has performed the work in accordance with city requirements.

II. ELIGIBILITY CRITERIA

In order for an existing section to be eligible for the reimbursement program, it must substantially meet the following criteria:

Sidewalks will be eligible for replacement if the sidewalk has cracked, has gaps or breakages which could reasonably cause pedestrians to trip or fall and result in liability

against the City. Five (5) squares per application shall be the minimum replacement, due to concrete company delivery requirements. A square is defined as a four (4) foot wide section of sidewalk that is four (4) foot long and four (4) inches deep. Five of these would be 20 feet long x 4 foot wide x 4 inches deep. This is approximately one (1) yard of concrete, which is the minimum that most concrete companies will deliver.

Exception to the five (5) squares minimum: Several neighbors who may have small sections of sidewalk that need replacement may go together as a group in order to meet the concrete company delivery requirements. Or, a neighbor with a small section may partner with a neighbor who has a large section of sidewalk to replace. The City will work to consider and authorize these combinations of sidewalk replacements.

In addition, new sidewalk construction shall be subject to the following criteria:

- A. The minimum length of new sidewalk (parts of the City with no current sidewalk) that the City will require to be installed in order to be eligible for participation in the reimbursement program shall be one full block, i.e. from one dedicated public street right-of-way to another.
- B. Reimbursements for new sidewalk construction shall be limited to residential areas only. Residential areas are those zoned residential or where a preponderance of the structures participating in the program are used for residential purposes. Reimbursements shall be further limited to collector and arterial streets and on one side of the street only.
- C. Notwithstanding the provisions of paragraphs 1 and 2 above, reimbursements under this policy shall not be permitted in new subdivisions, approved after the date of this policy amendment, where the developer should have provided sidewalks on at least one side of the road on collector and arterial sections. Subdivisions installed prior to the effective date of this policy amendment shall be eligible for participation if all adjoining property owners participate in the initial cost of the new sidewalks.
- D. The square foot reimbursement rate for new sidewalks shall be the same as the reimbursement rate for replacement of existing sidewalks. The reimbursement shall be for a minimum of four (4') foot width, and no more than five (5') foot width, and four (4') inches depth, regardless of the actual width and depth of sidewalk poured.
- E. Streets with no outlet shall be excluded from participation in the reimbursement program for new sidewalk installations.

III. SPECIAL DOWNTOWN SIDEWALK ZONE

Sections I and II of this policy statement shall apply to all parts of the city of Kirksville with the exception of an area to be designated as the "special downtown sidewalk zone

(SDSZ)", said zone being described as follows: an area bounded by the centerline of the former Norfolk-Southern Railway to the center of Marion Street, and the south side of Jefferson Street to the north side of Missouri Street. Section III of this policy statement shall govern sidewalk and related curb and right-of-way improvements in the SDSZ.

Inside the SDSZ, described above, the city will develop a unique pattern and layout for public sidewalks and other uses of the public right-of-way. No cooperative sidewalk reimbursements will be made to adjoining property owners unless the proposed improvements conform to the pattern and layout for sidewalks and related right-of-way uses prescribed by the city. Persons and firms desiring to make improvements to the public right-of-way in the SDSZ should contact the city engineer or codes administrator to discuss their proposed project. City standards for the SDSZ may change from time to time.

The city will exercise design control over sidewalk and related right-of-way improvement projects; improvement plans must first be approved by the city to verify conformance with the City Council's current sidewalk pattern and layout designs in the SDSZ. If the city approves a SDSZ cooperative sidewalk project, then the city will reimburse the adjoining property owner(s) for fifty percent (50%) of the costs of all sidewalks, decorative bricks laid into the sidewalks, curbs, gutters and the one-time costs of installing tree and landscaping boxes. The entire cost (100%) of street lighting will be paid by the city, and no portion of landscaping costs will be reimbursed by the city to adjoining non-city property owners, with the exception of street trees. Additional storm drainage improvements other than sidewalks, curbs and gutters will be negotiated by the city and the adjoining land owner, since the public and private benefit portions of most storm water drainage projects vary widely.

The application and inspection requirements delineated in Sections I and II of this policy statement shall apply to sidewalks and other public right-of-way improvements in the SDSZ. Crosswalks and intersection treatments on city streets, between curbs and gutters on public property, will be the exclusive financial and design responsibility of the city of Kirksville.

The city reserves the right to deny and/or delay any or all requests for sidewalk reimbursement in the SDSZ based on the availability of public funds, design discrepancies and/or other factors unique to each project, and to establish per square foot maximum reimbursement amounts for sidewalk improvements, and linear foot maximum reimbursement amounts for curb and gutter improvements, based on current construction costs. The city also reserves the right to prioritize multiple requests in the event that eligible requests received exceed the annual allocation of funds for these downtown improvements.

IV. LICENSING

All construction contractors performing sidewalk work under this program must be licensed by the city in accordance with the provisions of Chapter 14 of the Kirksville Code

prior to building new sidewalks or performing sidewalk repairs and replacements. Generally, reimbursement shall also require the property owner to observe the following procedure:

- A. Citizens contact the Code Enforcement Office, 2nd floor, City Hall, 201 South Franklin, phone 627-1272, and complete a form which includes the following information:
 1. Applicant's name
 2. Applicant's address
 3. Address of property where sidewalk replacement is requested.
 4. Phone number for daytime and evening contact.
 5. Approximate footage of sidewalk, and a drawing of the lot(s) showing the location of proposed improvements.

City sets appointment with owner or owners to meet to discuss new sidewalks, sidewalk replacement, determine eligibility, amount of sidewalk to be constructed or replaced with city subsidy, special conditions, etc. Although portions of sidewalk can be repaired, at a minimum, the entire width of sidewalk panels will be replaced, and removal and replacement shall be to the nearest control joint.

When the cost forms are filled out and signed by the property owner and the City representative, stating the amount that the City will pay, the contract is complete, and the owner is authorized to get the permit and to begin the work. The City's share shall be the same dollar amount per square foot for all sidewalk projects and will include concrete, tree removal, expansion materials, reinforcement, sand, concrete forms and miscellaneous materials.

Property owner hires a qualified and licensed contractor to do the new sidewalk, or the sidewalk removal and replacement.

Existing sidewalk must be removed from the property and disposed of in an approved manner, either by the property owner, or by the owner's contractor. Where there are trees located adjacent to the existing sidewalks in the right-of-way, City staff will assess the location and condition of such trees and determine whether or not the trees and/or tree roots should be removed prior to the replacement of the sidewalk. The City will be responsible for the removal of any trees in the public right-of-way, and the property owner and/or property owner's contract will be responsible for the removal of any tree roots prior to the replacement of the sidewalk.

New sidewalks shall be constructed at the necessary elevations to allow proper drainage.

All concrete must meet City specifications. Sidewalks need to be four inches (4") thick, and driveways must have a six inch (6") thickness. A minimum of #3 rebar (3/8") must be used as reinforcement on no more than 24" centers. Wire mesh of 6" by " ten gauge steel minimum, may be substituted for the rebar. Any concrete 6" thick or more does not require any reinforcement. Control joints must be cut every four (4) lineal feet. Expansion

joints will be necessary as deemed by Code. Minimum sidewalk width is four (4) foot. To qualify for this program, any time a sidewalk meets a street, a wheelchair ramp must be installed to comply with Federal ADA regulations.

The Code Enforcement Office must be called to inspect the concrete after forming, but before it is scheduled to be poured. A one to two-hour time notice is preferred. Substantial sub-base shall be required per City of Kirksville concrete codes.

After sidewalk is inspected and final approval is obtained, the property owners must submit copies of the paid concrete bills to the Code Enforcement Department. The City will then issue a purchase order for the amount noted in the signed contract. Payment should be received by the property owner not later than three weeks after submission of bills.

**STREET RIGHT-OF-WAY
CITY OF KIRKSVILLE, MISSOURI
2007
SIDEWALK MAP**

LEGEND	SURVEY	REPAIRS	
AREA 1	2007	2008	
AREA 2	2008	2009	
AREA 3	2009	2010	
AREA 4	2010	2011	
AREA 5	2011	2012	
AREA 6	2012	2013	
AREA 7	2013	2014	
AREA 8	2014	2015	
AREA 9	2015	2016	
AREA 10	2016	2017	

