



Welcome - Please turn off or silence all cell phones during the Study Session.

Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube

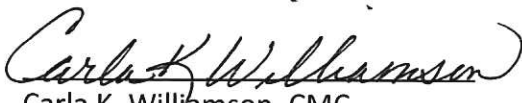
Study Session:

1. Quarterly Report-Leavenworth USD 453 (pg. 2)
2. Leavenworth USD 453 Property Proposal (pg. 3)
3. Present Comprehensive Plan Request for Qualifications (pg. 13)
4. Convention and Visitors Bureau Website Demonstration (pg. 20)
5. Review Codification Changes (pg. 21)

**STUDY SESSION POLICY REPORT
PRESENTATION BY
LEAVENWORTH UNIFIED SCHOOL DISTRICT NO. 453**

August 20, 2019

Prepared by:


Carla K. Williamson, CMC
City Clerk

Reviewed by:

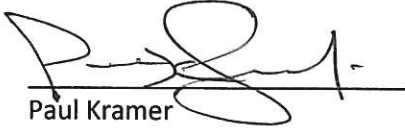

Paul Kramer
City Manager

ISSUE:

Superintendent Mike Roth with Leavenworth Unified School District No. 453 will provide a quarterly update to the City Commission.

Policy Report
USD 453 property proposal
Aug. 20, 2019

Prepared by:



Paul Kramer
City Manager

Issue:

USD 453 has submitted a proposal to the City Manager's Office regarding the City's interest in proposal that would grant City property at 10th Avenue Park, west of the Warren Middle School football field, to the district for future use as a baseball and softball complex.

Background:

Over the last few years, there have been informal discussions related to the above-mentioned property. Discussions have ranged from a land swap (related to the USD 453 owned, but City maintained Brewer Park) to portions of the property mentioned in the proposal, to all of the property.

Considerations:

Various considerations include:

- The City has a contract with the Leavenworth Soccer Association to provide practice space. The area included in the proposal is used for that purpose.
- The City's 25-year lease for Brewer Park expires in January 2020.

Attachments:

- USD 453 proposal, submitted by Dr. Mike Roth
- The Brewer Park lease

July 22, 2019

City of Leavenworth
100 N 5th St
Leavenworth, KS 66048

Mr. Paul Kramer and City Commissioners,

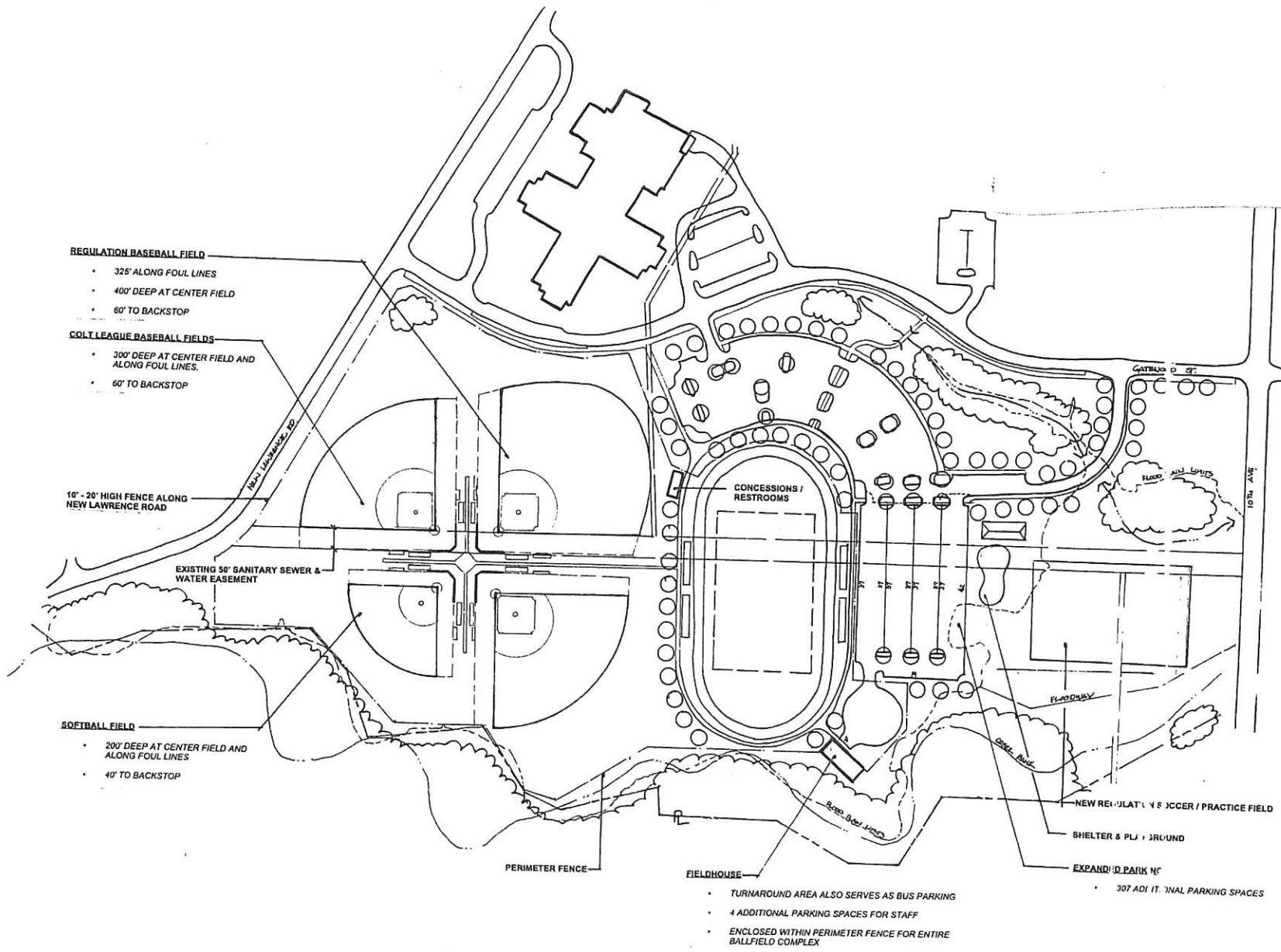
I am writing this letter to inquire if the City of Leavenworth would consider a proposal from Leavenworth USD 453 Board of Education, requesting a land donation to construct a competition baseball/softball complex. This would also include a concession/restroom/shelter facility to be phased in over time on the requested land. The purpose of acquiring this land would be to serve as practice and competition fields for the Leavenworth High School baseball and softball teams. In addition, this complex would be eligible to serve as a host site to area high school baseball/softball playoff competitions and youth baseball/softball activities. Leavenworth USD 453 would request that you consider a portion of the land adjacent to the west of the Warren football field and south of Richard Warren Middle School for the purpose mentioned above. I have attached a drawing that would give a perspective of what could be possible within that plot of land.

Leavenworth USD 453 values its partnership with the city, as we continue to look for ways to enhance our patrons recreational opportunities.

Respectfully,



Mike Roth Ed.D.
Superintendent USD 453



REAL ESTATE LEASE

THIS LEASE MADE AND ENTERED INTO THIS 27th day of December, 1994, by and between Unified School District No. 453, a municipal corporation, Leavenworth County, Kansas, as Lessor, and hereinafter referred to as Lessor, and the City of Leavenworth, Kansas, a municipal corporation, Leavenworth County, Kansas, as Lessee, and hereinafter referred to as Lessee.

WITNESS, the Lessor hereby agrees to lease to the Lessee, and the Lessee agrees to lease from the Lessor, the following described real estate, hereinafter called "the premises", located in the City of Leavenworth, Leavenworth County, Kansas, legally described as:

*David Brown
Park*

A part of Budd Tract of the Gist survey according to the recorded plat thereof, described as follows: Beginning at a point of the south line of Ottawa Street, as laid out, opened and used in the City of Leavenworth, Kansas, six hundred eighty-two and five tenths (682.5) feet west of the west line of Seventeenth Street as laid out, opened and used in said City of Leavenworth, Kansas, which point of beginning is the northwest (NW) corner of the tract conveyed to the Board of Education of the City of Leavenworth, Kansas, by Peter Fellman and wife; thence south parallel with west line of Seventeenth Street and along the west line of said Board of Education tract six hundred forty-two (642) feet to a point; thence west parallel with the south line of Ottawa Street, six hundred five (605) feet more or less to the east line of the land now owned by Leo C. Wacker and Frances Wacker by warranty deed dated July 2, 1935, and recorded in the office of the Register of Deeds of Leavenworth County, Kansas, in book 307, page 578; hence north along the east line of said Wacker land, and parallel with the west line of said Seventeenth Street six hundred forty-two (642) feet to the south line of said Ottawa Street; thence east six hundred five (605) feet more or less to the point the place of beginning. Except land dedicated for streets on 18th Street, 19th Street and Osage Street.

IT IS FURTHER AGREED BY AND BETWEEN THE PARTIES that this Lease is to have a term of Twenty-five (25) years, beginning on the first day of January, 1995,

and ending on the first day of January, 2020, and the Lessee agrees to pay the Lessor the sum of One Dollar (\$1.00) per year, for a total rental for the term of said lease in the amount of Twenty-five (\$25.00), the receipt of which is hereby acknowledged, and the further consideration that the Lessor, and its authorized agents have a priority of use of the leased premises.

IT IS FURTHER AGREED BY AND BETWEEN THE PARTIES hereto, as follows, to-wit:

1. **POSSESSION OF THE PREMISES:** Lessor shall give possession of the premises to the Lessee on or before January 1, 1995.
2. **LIABILITY FOR PERSONAL PROPERTY OR IMPROVEMENTS ON THE PREMISES:** All of the Lessee's personal property, in, on, or about said premises, and any improvements, of any nature made thereon, shall be at the Lessee's sole risk, and the Lessee does hereby now and forever release the Lessor from any claims for damages of any kind or nature whatsoever.
3. **LIABILITY FOR INJURIES TO PERSONS:** The Lessee does hereby now and forever release the Lessor from any liability or claims for injury to any person occurring on the said leased premises.
4. **USE OF THE PREMISES BY THE LESSEE:** The Lessee agrees to use said premises as a public park only, and for no other reason, and in the event that, at any time during the term of this lease, said premises cease to be used as a public park, this lease shall automatically terminate, cease, and be considered null and void by all parties, and possession of said premises shall immediately revert to the Lessor.

5. PAYMENT OF SPECIAL BENEFITS, TAXES, OR ASSESSMENTS: The Lessee agrees to assume and pay any special benefits, taxes, or assessments on the leased premises during the term of this lease as long as the Lessee is in possession of said premises.

6. SUB-LEASING: The Lessee is prohibited from sub-leasing the premises or any part thereof.

7. RIGHT OF ENTRY: The Lessor, or his agent, may go onto said premises at reasonable times to examine the same, and may require the Lessee to do anything which may be required of it under the terms of this lease.

8. IMPROVEMENTS TO SAID PREMISES: Any improvements, which are attached, or become a part of the leased premises, shall at the termination of this lease revert to and become the property of the Lessor.

9. UTILITIES: Lessee shall furnish and pay for all electricity, gas, water, fuel, and other service used in or assessed against the premises, unless otherwise specifically expressed herein.

10. LAWS, ORDINANCES, AND REGULATIONS: Lessee shall comply with all laws, ordinances, and other public requirements now or hereafter affecting the premises, or the use thereof, and further save and make harmless the Lessor from any expense or damage resulting from the Lessee's failure to so comply.

11. CARE OF THE PREMISES BY THE LESSEE: Lessee agrees to take good care of the premises and appurtenances thereto and keep them in good repair, free from filth, overloading, danger of fire, explosion, or any nuisance, and

return the same to the Lessor at the expiration of this lease, or extension thereof, in as good as condition as when received; normal wear, usage, acts of God, or other casualty excepted. If the Lessee fails to do so, the Lessor may enter the premises and cause the same to be done, and the Lessee agrees to repay the Lessor the actual cost of such work on demand.

12. FIXTURES AND EQUIPMENT: All buildings, repairs, alterations, additions, improvements, installations, fixtures, and attached equipment by whosoever installed or erected (except such fixtures and equipment belonging to the Lessee and which can be removed without damage to or leaving incomplete the premises shall belong to the Lessor and shall remain on and be surrendered with the premises as a part thereof at the termination of this lease.

13. DEFAULT: If there be any default or failure by the Lessee to perform any other obligation hereunder, or if the premises shall be abandoned or vacated, and if such condition broken or default shall continue after ten (10) days notice in writing from Lessor to Lessee to make good such condition, Lessor may at Lessor's option at anytime thereafter, without further notice or demand, declare this lease terminated and enter and repossess the premises. Provided that if any such default be for other than non-payment of rent and it would take more than ten (10) days to correct the same, Lessor shall not enter the premises nor declare this lease terminated, if the Lessee begins to correct said default within ten (10) days and prosecutes the cure thereof with due diligence to completion.

14. WAIVER: A Waiver of any default or breach hereunder by either party

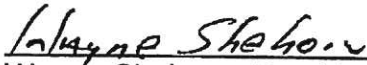
shall not be construed to be a continuing waiver of such default or breach, nor as a waiver or permission, expressed or implied, of any other or subsequent default or breach.

15. **TIME:** It is further agreed that time is of the essence of this agreement and the failure of either party to act within the times specified herein will result in specific acts or actions being taken by the party so harmed by said time lapse as herein set out.

IT IS FURTHER AGREED by and between the parties that the provisions, covenants, and conditions of this lease shall extend to and be binding upon the legal representatives, successors, and assigns of each of the parties hereto.

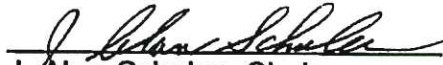
IN WITNESS WHEREOF the said parties have hereunto set their hands to this lease of seven (7) pages, and only seven (7) pages, the day and year first above written.

LESSOR,



Wayne Shehorn, President
Board of Education
Unified School District No. 453
a Municipal Corporation

Attest:



J. Alan Schuler, Clerk
Board of Education
Unified School District No. 453
a Municipal Corporation

LESSEE,

Frank Minnis

Frank Minnis, Mayor
City of Leavenworth
Leavenworth, Kansas
a Municipal Corporation

Attest:

Carol Sadler

Carol Sadler, City Clerk
City of Leavenworth, Kansas
a Municipal Corporation

STATE OF KANSAS)
) §
COUNTY OF LEAVENWORTH)

Be it remembered that on this 21st day of December, 1994, before me the undersigned, a notary public in and for the County and State aforesaid, came Wayne Shehorn, President of the Board of Education of Unified School District No. 453, a Municipal Corporation, duly organized and existing under the laws of the State of Kansas, and also appeared J. Alan Schuler, Clerk of said Board, both who are personally known to me to be the same persons who executed the above instrument on behalf of said corporation, and said persons duly acknowledged the execution of the same to be the act and deed of said corporation.

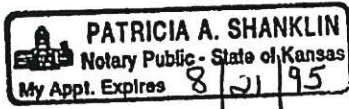
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 21st day of December, 1994.

Patricia A. Shanklin

Notary Public

My Appointment Expires:

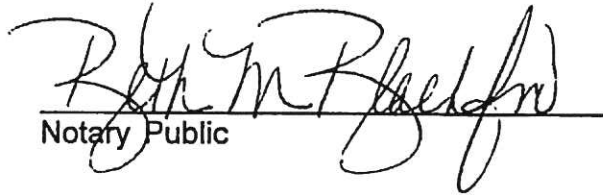
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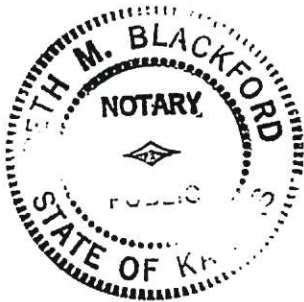
STATE OF KANSAS)
) §
COUNTY OF LEAVENWORTH)

Be it remembered that on this 27 day of December, 1994, before me the undersigned, a notary public in and for the County and State aforesaid, came Frank Minnis, Mayor, City of Leavenworth, Kansas, a Municipal Corporation, and Carol Sadler, City Clerk, both of whom are personally known to me to be the same persons who executed the above instrument on behalf of said corporation, and said persons duly acknowledged the execution of the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 27 day of December, 1994.


Notary Public

My Appointment Expires: 4-6-1996



POLICY REPORT
Comprehensive Plan RFQ

AUGUST 20, 2019



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

The city is preparing to release a Request for Qualifications (RFQ) for update of the Comprehensive Plan. The Comprehensive Plan is the document which will guide development in the city for the next 10 years. The Plan was last updated in 2011. It is anticipated that the update process will involve significant public participation and involvement from the City Commission and other community stakeholders.

ACTION/OPTIONS:

Consensus to move forward with release of RFQ as submitted.



Leavenworth, Kansas

Request for Qualifications

Comprehensive Plan Update

City of Leavenworth
8-23-2019

Introduction

Purpose

The City of Leavenworth, Kansas is seeks consulting services to prepare an updated comprehensive land use plan (“Project”). The new, updated plan will provide vision, goals, objectives and policies to guide the city’s development and redevelopment for the next 10 years. The plan will guide the City Commission, various advisory boards, planning commission, staff, developers, property owners, and residents on the appropriate growth and redevelopment for Leavenworth.

It is anticipated that work will begin in late 2019 and the finished product will be adopted by City Commission in late 2020.

History

Leavenworth is a community of approximately 37,000 in the rolling hills of northeastern Kansas on the Missouri River. Located on the outskirts of the Kansas City metropolitan area, Fort Leavenworth is home to the Combined Arms Center, the intellectual center of the Army; The U.S. Army Command and General Staff College; National Simulation Center and the Army Corrections Complex. Leavenworth is home to The University of Saint Mary; the Dwight D. Eisenhower Veterans Affairs Medical Center and the Leavenworth Federal Penitentiary. Leavenworth has a small-town, historic atmosphere with access to the amenities of a larger city. In addition to the large federal presence and large private employers such as Hallmark Cards, the Leavenworth community is home to many smaller, family-owned businesses. The 28 blocks of Downtown Historic Leavenworth still contain many of the buildings that were present in the early-1900s. Vintage homes are scattered throughout the city.

Current Plans

Leavenworth has had four comprehensive plans since its incorporation. The plans were approved in 1950, 1987, 1998 and 2011. The 2011 plan is the current land use plan. While the 2011 plan is relatively recent, market conditions have changed significantly and the plan is in need of extensive update and revision.

In addition to the current comprehensive plan, Leavenworth has adopted a number of other smaller area plans.

Project Scope

Expectations

The Project will create a comprehensive plan that will guide the development and redevelopment of Leavenworth for the next 10 years. Because of this, it is imperative that the update process engages and gives the community the opportunity to provide input and feedback. A key aspect to this will be establishing the community’s vision for Leavenworth’s future. The result of the update process will be a comprehensive plan that provides guidance to the community on how to reach that vision.

Services

The consultant firm engaged for the Project is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

1. An evaluation of the city's existing comprehensive plan and area plans and any other city plans that guide and/or impact development.
2. Provide innovative ideas to address the future trends in land use and community development.
3. Evaluation of existing land use map and categories and recommendation on a revised/new map and categories.
4. Analysis of population, economic, and land use trends and integrate them into the comprehensive plan update.
5. Identify opportunities for development and redevelopment that will strengthen the city's housing, industry, and commercial land uses.
6. Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners.
7. Attend and coordinate public meetings as needed.
8. Final updated comprehensive plan preparation and document.

Community Involvement/Engagement

Involving and engaging the community's residents, leaders, workers, businesses, etc., is a critical component to the success of the Project. The city expects the consulting firm to design and implement a robust public outreach program that insures the public is given the opportunity to participate in the process and provide feedback and direction on the Project.

Project Schedule

The city anticipates the Project to occur in 2019 and 2020. The Project will begin in late 2019 and be completed by the end of 2020. Project completion is defined as final updated comprehensive plan draft to be considered by the City Commission.

Firms responding to this RFQ should include an anticipated Project schedule.

Deliverables

The purpose of this Project is the update of the comprehensive plan that provides goals, objectives and a vision to guide Leavenworth's next 10 years of development and redevelopment. In order to accomplish this, the following quantitative deliverables must be included in the proposal:

1. Public outreach program and implementation;
2. Planning Commission presentations;
3. City Commission presentations;
4. Updated comprehensive land use plan ready for adoption by the city;
5. Electronic copy of the plan in pdf and Word format;
6. Data and analysis used to create the plan update.

Submittal Requirements

Submittal

To be eligible for consideration, one electronic and five hard copies of the response to the RFQ must be received and date stamped by the City of Leavenworth no later than **4:00pm, October 11, 2019**. Late submittals will not be considered, and will be returned to the submitter unopened.

Unless specified in the submittals, the City will assume that the professional fee schedule will include any cost associated with complying with the City's insurance requirements as specified in Appendix A of this RFQ. The City will also assume that any work product developed as a result of contracting with the City will become property of the City.

Sealed submittals can be mailed to:

Comprehensive Plan Update - RFQ
City of Leavenworth
Attn: Stephanie Alexander, Accountant
100 N. 5th St.
Leavenworth, KS 66048

Consultants are encouraged to use professional discretion to determine the best information to submit in order to be responsive to the RFQ. However, please be sure to include the following:

1. Provide background information on your practice and your work with comprehensive planning. Identify the project manager, sub-consultants, and other key personnel who will work on the project with the city.
2. Explain your general approach to comprehensive planning and particularly how you work with the city elected officials and staff during the process. Discuss and explain the methodology proposed to satisfactorily achieve the required services for the Project.
3. Provide a proposed schedule from the start to completion of the Project. The schedule should include phasing, key tasks, milestones and approximate completion dates.
4. Provide contact references from three other local government comprehensive planning clients, along with work samples in electronic format (web link or pdf) for projects completed within the last five years.

Tentative Schedule

• Release of RFQ	August 23, 2019
• Deadline for questions	September 20, 2019
• Response to questions posted	September 27, 2019
• Submission deadline	October 11, 2019
• Selection group review complete and finalists notified	October 25, 2019
• Firm presentations to City Commission	November 19, 2019
• Award recommendation to City Commission	November 26, 2019
• Contract awarded	December 3, 2019

Questions

Any questions must be emailed to Julie Hurley at jhurley@firstcity.org. The deadline for the receipt of questions is September 13, 2019. The city's response to the questions will be posted on the Bid Notices and Results web page, located at www.leavenworthks.org/cityclerk

Communications

Following the Release of RFQ date, all questions and communications related to the RFQ must be directed to Julie Hurley, Director of Planning and Community Development. Firms are not to discuss the RFQ with any other city staff member. All communications concerning this RFQ are to be in written form via email to Ms. Hurley, and responses to questions will be emailed to all firms submitting. City staff will not communicate with firms or their agents to entertain any communications related to marketing or regarding the status of the selection process.

Selection Procedure***Selection process***

City staff will review and score the RFQ responses. The RFQ scores will be used to identify a "short list" of firms that will make a presentation to the City Commission during a regularly scheduled Study Session meeting. Based on the RFQ responses and presentations, the city will select a preferred firm to enter into negotiations and award a contract for services to the firm for the Project.

Evaluation Criteria

Selection will be based on a comparative evaluation of firm's professional qualifications including:

- A. Past performance on similar projects;
- B. Understanding of the Project scope;
- C. Approach in completing the objectives of the Project;
- D. Knowledge and experience in creating and updating comprehensive plans;
- E. Knowledge of Leavenworth and the Kansas City Metropolitan area;
- F. Ability to bring unique ideas and perspectives to the Project;
- G. Firm's ability to meet schedules.

Additional Information

Required Documentation

The firm selected for the Project will be required to provide the following documents:

- Fully executed contract
- Completed W-9 form
- Proof of insurance per contract with the city named as additional insured
- Kansas Tax Clearance Letter

Project Award Process

Once a preferred firm has been identified, staff will enter negotiations with the firm to finalize a scope and fee. The firm that is selected for the Project will be required to execute a contract for services with the city. The firm's response to this RFQ will be attached to the contract.

This Request for Qualifications does not commit the City of Leavenworth to award a contract or pay any cost incurred in preparation or for travel. Any contract that may be awarded in response to this Request for Qualifications shall be considered, selected and offered at the complete and sole discretion of the City. The City reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. The City reserves the right to waive any and all irregularities or informalities in the proposal content, manner or method of delivery, or consideration of proposals.

The identified budget for the project is \$100,000 to be allocated over 2019 and 2020.

Reference Information

The following documents can be accessed via the city's website at:

www.leavenworthks.org/cd/page/planning-and-community-development-documents

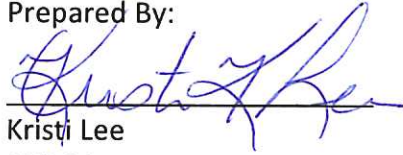
- 2011 Comprehensive Plan
- Downtown and North Leavenworth Redevelopment Area Master Plan
- Leavenworth County Transit Plan
- Development Regulations
- Zoning Map

Addendums

- Standard Contract Terms and Conditions
- Non-Collusion Affidavit

Policy Report
Leavenworth Convention and Visitors Bureau – CVB Website Demonstration
August 20, 2019

Prepared By:



Kristi Lee
CVB Manager

Reviewed By:



Taylour Tedder
Assistant City Manager

Reviewed By:



Paul Kramer
City Manager

BACKGROUND:

Leavenworth Convention and Visitors Bureau (CVB) Manager Kristi Lee will provide an update and overview of the new CVB's website.

The CVB's website was identified as a priority to replace during the 2018 budget process as our website at the time was built using a free program available online and did not have the background safety features as the new site has installed.

The City Commission approved a contract on August 9th, 2018 to move forward with a Municode website, who has also provided municipal code services for over 40 years to the City.

The new website is now up and running across our various domain names with our main URL of www.visitleavenworthks.com. Staff continues to master the new platform and has worked diligently with Municode developers to bring it to where it is now.

Key functionality points of the new design include:

- Featured keyword search functionality.
- A home page that places more enfases on our Calendar of Events, Bloggers and travel writers.
- Large dropdown menus for ease of navigation.
- A language button at the bottom of the home page to translate it into other languages.
- A clean and standardized look throughout the whole site.

**STUDY SESSION POLICY REPORT
REVIEW CODIFICATION CHANGES**

August 20, 2019

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:



Paul Kramer
City Manager

Staff will give a review of the re-codification process and a recap of items by chapter.

The codification process began in late February 2019. The code was reviewed by the editing staff of MuniCode and history of our code was noted. The process was then turned over to Sandra Fox, Senior Code Attorney for MuniCode for a legal review. During that time, Ms. Fox relayed suggestions as to how the new code would be compiled by combining chapters and re-organizing. Unnecessary language, duplications and sections that did not conform to current state or federal regulations were noted to be removed along with suggestions on reorganizing for better flow and readability.

The legal review took about a month. A pdf version of the draft was provided to city staff with markups, recommendations and comments. At that point, the draft was reviewed by staff to make additional changes beyond those noted by the editor. This was the opportunity to clean up old and outdated processes.

Over the next six-weeks, staff reviewed the draft making edits, discussing sections with the city attorney, city manager and when there was an opportunity, bringing chapters to the city commission to be amended in full such as the alcohol, vehicle for hire and parks and recreation chapters.

Staff edits were submitted back to MuniCode. MuniCode incorporated the edits and performed another edit, taking a little over 2 months. A final draft (proof) was returned back on July 31. Over the next week, the entire code was re-checked by staff and proofed for any additional changes. All changes were submitted back to MuniCode on August 9th.

At this time, the changes are being implemented by MuniCode staff. After the review of the changes on August 20th by the commission, we will give the okay to proceed with the final review and quality control by MuniCode staff. The final stages of production, including preparation of tables and indices will take place and then printing. Our new code books will ship within two to four months and a model ordinance will be provided for the commission to adopt and approve the new code book.

The purpose of a recodification is not to get every aspect of the code corrected all at once but

to perform a review, amending some sections and identifying chapters and sections that need a more in depth review.

Throughout the code liability, insurance requirements were updated or added as needed based on recommendations from our insurance broker.

Removed historical references such as "effective January 1, 1999"

Attached is an overview of each chapter.

Chapter 1 – General Provisions

- General cleanup of duplication
- Added definitions as needed
- The Fee Schedule will no longer be an appendix to the code. Changes can be made by the City Commission as needed by a simple motion without going through the process of changing by an ordinance requiring first and second consideration.

Chapter 2 – Administration

- General cleanup of duplication
- Legal review of State Statutes referenced
- Regular Meetings: changed to read that meetings “shall ordinarily” be held on the 2nd and 4th Tuesdays of every month
 - This ties into another subsection that allows for Cancellations or modifications which states:
 - The governing body may cancel or modify any ordinarily-established meetings by motion and approval by a majority of a quorum at any regularly scheduled or special meeting. **Notwithstanding the foregoing, the mayor (and, in the absence of the mayor, the mayor pro tem), after consulting with the city manager, shall be authorized to cancel a meeting and make a temporary change in a meeting date when such actions are reasonably necessary due to reasons of health, safety, or welfare, or the known inability to obtain a quorum. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and commission members.**
- Call for a Special Meeting redefined to a confirm to actual process that is currently in place
- Added a bond requirement for the City Manager of \$50,000.00 to match that of the City Treasurer/Finance Director
- Removed the article related to Employee Benefits from the code
 - All are included in the Personnel Manual which is adopted by reference in the code and therefore not necessary to duplicate in the code
- Removed the article related to the Fire Fighters Relief Association
 - Information in the code was out of date
 - FRA is a non for profit organization with its own laws and constitution
 - Should not be a part of the city code
- Article IV – Boards and Commissions:
 - Removed Port Authority under this article
 - The Port Authority is a board established by a mutual agreement between the City and County and not needed to be a part of the city code
- Division 3 – Public Improvements Fund removed
 - Unnecessary and not required
 - We have not followed this process in many year
 - Processed covered by county wide sales tax funds and the CIP process
 - Funding is allocated to the project and paid for by one of the capital project funds

Chapter 3 Reserved

Chapter 4 – Adult Businesses

- General cleanup of duplication

- Legal review of State Statutes referenced
- This chapter will require a more in depth review by the Commission after the codification of any changes to be made

Chapter 5 – Reserved

Chapter 6 – Alcoholic Beverages and Cereal Malt Beverages

- This chapter was completely amended and revised in March 2019 due to state statute changes and as part of preparing for the re-codification

Chapter 7 – Reserved

Chapter 8 – Animals

- General cleanup of duplication
- Legal review of State Statutes referenced
- Minor changes to update out of date language and to reflect current processes
- Rearranged for better flow
- Updated sections to conform with state regulations
- Minor changes to match current practices with the written code
- Removal of the provision allowing for residential kennels
 - There has not been a residential kennel license issued in about 10 years
 - There are few properties in the city that would allow for a residential kennel license to be issued based on lot size requirements

Chapter 9 – Reserved

Chapter 10 – Building Construction

- General cleanup of duplication
- Legal review of State Statutes referenced
- Rearranged for better flow
- Staff is currently working on the process of adopting all new Code Reference Books
 - ICC International Building Code, Electrical Code, Plumbing Code, Fuel Gas Code, Mechanical Code, Residential Code, (all are currently the 2006 edition)
 - Housing Code & Property Maintenance Code (current edition is from 1985)
 - This is a lengthy process to review and made amendments
 - This will come to the Commission later this fall for revisions to these sections
- The Fire Zones-that section was deleted as they were completely out of date and not needed as part of a municipal code
- Historic Preservation code was removed
 - These are addressed in the Development Regulations
 - Those listed in the code were out of date
- Article X – Moving of Structures
 - This section to be addressed at a later time
- Article XI – Dangerous Structures
 - Requires a more extensive review by staff and city attorney and then will bring to the commission for amendments at a later date
- Article XII – Manufacturing, Assembly, and Fabrication Entities
 - This section has been removed

- Section was out of date and covered in the Development Regulations and other sections of the Code

Chapter 11 – Reserved

Chapter 12 – Businesses

- Painter Permit removed
 - Removed outdated requirements for Painters to obtain a permit prior to painting on a building
- Ambulance Services
 - Amended to comply with state regulations
 - We have no current fee for these permits listed in the fee schedule
 - Will need to establish fees for business and operators
 - Does the City Commission wish to regulate and license Ambulance Service?
 - Could just let state regulate
 - If the commission would like to take that route we could remove now during codification
- Tree Trimmers
 - Changed licensing date from 1 year from application to March 1-February 28
- Building Movers
 - Additional review by staff and amendments to come back to the Commission
- Lodging Establishments
 - This will come back to the commission to discuss accommodation brokers (Airbnb type rentals)

Chapter 13 – Reserved

Chapter 14 – Elections

- Minor Language changes to conform to State Statutes
- Sent to County Clerk to review Wards and Precincts
- One minor change to Seventh Ward/Third precinct
 - Combined Seventh Ward/Third B precinct

Chapter 15 – Reserved

Chapter 16 - Emergency Management & Services

- General cleanup of duplication
- Legal review of State Statutes and references

Chapter 17 – Reserved

Chapter 18 – Environment

- General cleanup of duplication
- Legal review of State Statutes and references
- Land Disturbance permit requirement moved to this chapter

Chapter 19 – Reserved

Chapter 20 – Fire Prevention & Protection

- General cleanup of duplication
- Legal review of State Statutes and Federal regulation and references
- Changed any reference of Fireman to Fire Fighter
- Will adopt new fire code this fall
 - Current code is the 2006 ICC International Code
- Article IV – Fireworks amended
 - Definitions out of date
 - Class C fireworks are no longer defined by federal regulations
 - Code was revised to define “Consumer Fireworks”

Chapter 21 - Reserved

Chapter 22 – Health & Sanitation

- General cleanup of duplication
- Legal review of State Statutes and Federal regulation and references

Chapter 23 – Reserved

Chapter 24 – Library

- General cleanup of duplication
- Remove section on loitering PD has authority to address issues of disorderly conduct, but loitering is not a crime
- Removed an old section regarding Employee Benefits, since Library employees are not city employees

Chapter 25 – Reserved

Chapter 26 – Manufactured Home & Parks

- Some terms of Manufactured Homes, Recreational Vehicle, Travel Trailer are used incorrectly. Staff did some cleanup of the language used
- Chapter is in conflict with Development Regulations & Zoning
- Needs a complete re-write, staff will review and this will come back for changes after codification.

Chapter 27 – Reserved

Chapter 28 – Nuisances

- General cleanup of duplication
- Weeds and other vegetation
 - Editor suggested this article be further reviewed to be in line with the State noxious weed act; Staff will review and this will come back for changes after codification
- Ms. Hurley did a general cleanup of the Junk on Property section to conform to State Regulations and current practices; Staff will review further and this will come back for changes after codification

Chapter 29 – Reserved

Chapter 30 – Offenses

- Updated and Removed sections covered by the Uniform Public Offense Code

Chapter 31 – Reserved

Chapter 32 – Parks & Recreation

- Commission approved new chapter June 2019

Chapter 33 – Reserved

Chapter 34 – Peddler, Solicitor & Transient Merchant

- This was updated in 2018 - no revisions other than insurance language

Chapter 35 – Reserved

Chapter 36 – Planning & Community Development

- General cleanup of duplication
- Removal of a section regarding a redevelopment district that is not necessary to have in the code
- Removed a section referring to the Planning Commission Budget
- Removal of a section regarding the Comprehensive Plan and approval of public improvements by the Planning Commission

Chapter 37 – Reserved

Chapter 38 – Solid Waste

- General cleanup of duplication

Chapter 39 – Reserved

Chapter 40 – Storm Water Management

- No changes
- Chapter was new in 2018 and amended June 2019

Chapter 41 – Reserved

Chapter 42 – Streets, Sidewalks, & Other Public Places

- Removed a lot of old language
- General cleanup of duplication
- Driveway construction permit
 - Code says get a permit, there is no fee, establish a small fee
- Remove section reference on Street Address Review Committee; there is no longer a Street Address Review Committee
- Article previously titled “Parades” change to “Special Events”
- Removed article VIII Sound Trucks
 - Addressed under Nuisances/Noise

Chapter 43 – Reserved

Chapter 44 – Old Chapter 44 Telecommunication

- Has been removed entirely
 - Discussion with City Attorney
 - Contained old FCC information and items cities can no longer regulate

Chapter 44 – Traffic & Vehicles

- General cleanup of duplication
- Change to conform to state regulations
- Removals of items covered under the Standard Traffic Ordinance
- Police Department reviewed update Article II Street Use Designations
- Section regarding School Zone in need of a more extensive audit and update
 - Will be addressed after codification
- Removal of “Railroads” section as we have no authority to enforce

Chapter 45 – Reserved

Chapter 46 – Utilities

- A lot of unnecessary out of date sections removed (example meters)
 - The city has no utility meters