

Memorandum

TO: Mayor and City Council
From: Austin Gilley, City Administrator
RE: Notes to accompany agenda packet for City Council meeting **Tuesday, January 17, 2017**

6 p.m. Workshop

Council meeting procedures (p. 2 to 3 of 89)

The Mayor requested a workshop to review and discuss the City Council's supplemental Code of Procedure adopted in 2014. This workshop will be in the large conference room but can be moved to the Council chambers if more seating is needed.

Consent Agenda (Minutes, Claims, Routine Business)

Council Expense Approval Report (p. 6 to 16 of 89)

If you have any questions about any specific payment, please feel free to contact me prior to the meeting for more information. If there are any items that you believe deserve further consideration or debate by Council, those items can be added to the agenda at the meeting.

Action Items

1: Neighborhood Revitalization Plan (Vote required) (p. 18)

The Plan included in the packet is based on the feedback from the Council. The Council held a public hearing at its January 3 meeting. Following the hearing, the Council voted to table the Plan until this meeting to allow more time for citizens to review. If the plan is approved, I recommend the Council designate a representative(s) to seek approval of an interlocal agreement for other overlapping taxing jurisdictions to join in this plan and decide which jurisdictions it wants to include. Since the January 3 meeting and this writing, the City has had one request for a copy of the plan, but the person did not want to pay the copying fees. I also met with resident Don Waller at his request at City Hall on Monday, January 10, to discuss the plan and other aspects of City governance.

2: Resolution to document censure of Council Member Bill Baker (Vote required) (p. 69)

City Attorney Andrew Marino prepared the resolution in the packet to document the censure from the January 3 City Council meeting.

3: Annual update to Water Emergency Plan (Vote required) (p. 71)

Included in the packet is the 2017 update of the Water Emergency Plan. This plan is required by the Kansas Department of Health and Environment, and it is primarily a summary of actions to be taken and contact information to be used in the event of a water supply emergency. This revision only updates contact information and dates; and there are no substantive changes from the previous year. The plan is required to be updated annually.

4: Ordinance to amend City Code with regard to filling City Council vacancies (Vote required) (p. 88)

After the Council adopted the Charter Ordinance recommended by the League of Kansas Municipalities, the Council requested the City Attorney draft an ordinance to amend the City's process for filling City Council seat vacancies to establish a deadline for the Mayor. A draft ordinance is included in the packet.

5: Approval of surplus public works items (Vote required)

The City's financial policy Section VII: Capital Assets (B) requires City Council approval to dispose of property valued in excess of \$1,000. As previously reported, the Public Works department has identified a number of well-used and obsolete items and is planning to surplus the equipment on the Purple Wave internet auction site. You can learn more about Purple Wave at the following video link: https://media.purplewave.com/videos/About_Purple_Wave.mp4. Staff is not sure if any of the following items would sell for more than \$1,000. As such, Council's general approval is requested. All of the items are located at the Resource Management facility behind the administration building. If you would like to see them, please let me know so that we can schedule a time to view them.

- 1) 1980 Ford F-800 Dump Truck
- 2) 1989 Ford L8000 Dump Truck w/ Sander & Plow
- 3) 1995 Ford Sunvac III Street Sweeper
- 4) 2000 Chevy S-10
- 5) 2000 Caterpillar 416C Loader/Backhoe
- 6) Bushog TD1500 15' Mower Deck
- 7) 1995 New Holland CM274 Mower
- 8) 2008 Exmark Front Runner 60" Mower
- 9) 6' Rotary Cutter 3 Pt.
- 10) 1982 Chevy Step Van
- 11) Leroi Air Compressor
- 12) FMC Sewer Cleaner
- 13) Hawk Bilt 1500 Gallon Water Tank
- 14) Fox Sand Spreader
- 15) Trailer Weed Sprayer
- 16) Home Built Trailer
- 17) Concession Trailer
- 18) Lime/ Fertilizer Spreader
- 19) Bobcat Box Sweeper Attachment
- 20) Three-point generator

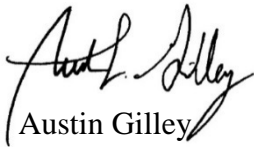
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6: Review of 2018 Budget Process Plan (*Discussion only*)

The following table is a tentative schedule for the proposed budget process. My hope is that Council will provide direction on this plan and process.

Meeting	Topic	Notes
January 17	Budget Process	Last year I received feedback that the process did not work
February 6	Financial Review	Review 2016, debt service, and personnel expenses
February 21	Compensation Review	Review of market data
March 6	Priority List	Review of priorities, add/remove, and rank items
March 20	Priority List	Continued
April 3	“Big Expenses”	Using direction on priorities, compile a tentative list of capital projects and equipment needs to consider incorporating into the budget
April 17	“Big Expenses”	Continued
May 1	Utility Operations	Review water and sewer operation plans
May 15	Utility Rate Review	Update third-party rate review, confirm multi-year approach
June 5	Police, Library	Review police department and library operation plans
June 19	Streets	Review street maintenance plans
July 3	Fee Schedule	Review and adopt fee schedule for upcoming year
July 17	Property Tax Funds	Keep in mind new tax lid law is in effect
August 7	Public Hearing, Adoption	

Thank you,



Austin Gilley
City Administrator
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