

Memorandum

TO: Mayor and City Council
 From: Austin Gilley, City Administrator
 RE: Notes to accompany agenda packet for City Council meeting **Monday, February 6, 2017**

Consent Agenda (Minutes, Claims, Routine Business)

Council Expense Approval Report (p. 4 to 14 of 62)

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.

Special Note: During end-of-year accounting procedures, it was discovered that the City underpaid 12 employees a combined total of \$255.14. Checks making up for the difference are included in this month's check run and range from the highest individual amount being \$58.32 to the lowest being \$2.68. This error occurred in February 2016 (last year) during the first payroll process with the City's new accounting system and was the result of the implementation consultant's incorrectly categorizing overtime earnings as they related to the tax status of earnings. While the amounts are fairly negligible, the Mayor, City Administrator, City Auditor and City Clerk all agreed that we should make every effort to correct the known error.

Presentations

2018 Budget: 2016 Financial Review by City Administrator

The 2018 Budget process calendar will remain in the memorandum for each meeting. For starters, I will be providing a brief overview of the City's financial status using the City's OpenGov transparency tool.

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	

Action Items

1: Resolution in support of Heritage Townhomes proposal (Vote required) (p. 15)

Jay Manske of Manske & Associates of Wichita is asking the City to adopt this resolution in support of their Federal Housing Tax Credit application filed with the Kansas Housing Resources Corporation for development of an affordable rental housing project known as Heritage Townhomes of Rose Hill II to be located at the northwest corner of Yeager Street and North Warren Avenue. Included in the packet on page 15 are an information flier, map, artist rendering, and floor plan layouts. Mr. Manske plans to attend the meeting to help answer any questions about this proposal.

2: Approval of interlocal agreement for Neighborhood Revitalization Plan (Vote required) (p. 21)

City Attorney Andrew Marino prepared the interlocal agreement on page 21 of the packet. I consulted the staffs of Butler County, USD 394, and Butler County Community College, and all have provided input on the form of this agreement – with consensus to proceed. Once the City Council approves this agreement, I will schedule the agreement to be on the board agendas of these three jurisdiction. It is my understanding from Council consensus at previous meetings that I will be responsible for providing a brief presentation or request to the boards of these jurisdictions, and the Mayor and City Council are encouraged to attend and offer support if called upon. Also, I have engaged Lee Media Group to create a landing page for the NRP program that better or more briefly explains the “ins and outs” rather than the actual legal plan document. This approach came as a result of a number of questions I was receiving from builders and realtors regarding the plan. The good news is that there appears to be great interest in the plan and in investing in our community. Please note that Exhibit A in the agreement refers to the actual plan that was adopted and is available on the City’s web site at:

<http://cityofrosehill.com/wordpress/wp-content/uploads/2017/01/20170117-CC-APPROVED-2016-Rose-Hill-NRP-2017-to-2019.pdf>

3: Resolution to consent to subordination agreement related to the City’s taxable IRBs for the Dynamic NC project (Vote required) (p. 26)

Included in the packet please find a Subordination Agreement and Resolution of the City consenting to the subordination of the bonds to the proposed loan from Equity Bank for construction of additions to Dynamic NC’s facility. This action of the City is necessary because the City has a leasehold interest in the property from issuing the IRBs as authorized in August 2016, and Dynamic NC needs to secure this new loan to build additions to the facility. There is no liability to the City as a result of this action.

4: Resolution in support of Butler County Emergency Operations Plan (Vote required) (p. 48)

The Butler County Commission adopted an updated Emergency Operations Plan and is requesting each jurisdiction’s chief administrative officer confirm receipt and affirm willingness to support the plan. The Mayor and City Attorney advise that the City Administrator position for the City of Rose Hill does not have the authority to execute the confirmation and affirmation without City Council approval. The resolution provides a one-time authorization. The County’s plan is available on the Butler County web site at <http://www.bucoks.com/DocumentCenter/View/3220> . The responsibilities of municipal governments are identified starting on page 12 of the plan. The City is not yet in a position to meet these obligations, but they have been identified in the City Council’s project priority lists in the past couple of years.

5: Resolution to establish advisory committee for Christmas light decorations (Vote required) (p. 49)

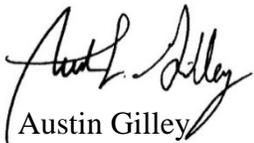
In January, a group of sponsors took the lead in holding a successful fundraiser for community Christmas light decorations. This resolution formally seeks community leadership and collaborative input on the future

of the effort. City Code 1-207 provides the Governing Body with the authority to create a committee to carry out any order. Also included in the packet on page 50 is the summary report of all of the feedback the City received using its Open Town Hall forum for the question: “Where should the next Christmas light display be located?” Depending on the action taken at the meeting, I plan to post the outcome results on the forum. We also have a question soliciting input on broadcasting City Council meetings. You can see that here: https://www.peakdemocracy.com/portals/265/Issue_4244

6: Direction on administration of open records request from Council member Baker (Mayor) (p. 62)

The City received another open records request from Council member Baker – requesting a copy of a PowerPoint presentation from eight months ago. Given recent confusion and controversies over records, I am seeking clarification from the Council on this matter. After discussing with the Mayor, she asked that I place this on the agenda. I have always considered record inspection a privilege of being an elected official and have provided those to all members without charge. I also have always been able to help Council members get the information they seek in an efficient and cost-effective manner; but without communication or cooperation from Mr. Baker, I am being put in an awkward position, which is wasting City resources. It may be in the City’s best interest to charge Mr. Baker the fees in accordance with the fee schedule, but if we do that, will I have to start charging all Council members in order to be consistent for any documents other than what is in the Council packet?

Thank you,



Austin Gilley
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