

Memorandum

TO: Mayor and City Council

From: Austin Gilley, City Administrator

RE: Notes to accompany agenda packet for City Council meeting **Monday, April 17, 2017**

Presentations

2017 Police Department Annual Report, Chief Mosley

The Police Department has completed the Annual Report for 2016, and the department has crafted a strategic plan for the future. Chief Mosley plans to present this information at Monday's meeting, and we may also get to see a demonstration by the K9 team. Handler DeShaun Smith and Urlo are wrapping up an advanced training in conjunction with Sedgwick County, where our K9 team has received high marks.

Consent Agenda (Minutes, Claims, Routine Business)

Council Expense Approval Report (p. 4 to 12 of 20)

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: Resolution to establish official City support of Project Graduation program (Vote required) (p. 13)

This resolution is the result of the consensus direction provided by the Council at the previous meeting.

2: Resolution to provide 2018 Budget expense planning direction (Vote required) (p. 14)

This resolution is the result of the consensus direction provided by the Council at the previous meeting. Below is the 2018 Budget process calendar.

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
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	

3: Resolution to confirm and approve employee benefits program (Vote required) (p. 16)

This resolution confirms the Council’s continued support and approval of the employee benefits program. Premium rates for health insurance are expected to increase on average about seven percent, which is what we forecasted in the 2017 budget process.

4: Approval of property and liability insurance renewal (Vote required)

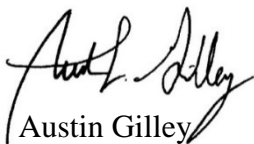
The City’s property and liability insurance total premium is remaining about the same. Below is a summary chart to compare the prior years’ cost of coverage. At this cost, City Council rules require City Council approval.

EMC - Property & Liability	2014-2015	2015-2016	2016-2017	2016-2017
Commercial	\$39,497	\$40,965	\$41,275	\$43,738
General Liability	\$13,963	\$8,617	\$8,674	\$9,064
Crime	\$268	\$241	\$241	\$216
Inland Marine	\$6,391	\$6,320	\$7,536	\$7,604
Business Auto	\$20,514	\$22,753	\$17,416	\$14,340
Umbrella-Commercial	\$9,019	\$9,124	\$8,902	\$8,531
Linebacker	\$2,475	\$2,546	\$2,639	\$2,639
Law Enforcement	\$4,089	\$4,089	\$3,938	\$4,090
Cyber solutions	\$420	\$990	\$1,337	\$1,337
Total	\$96,636	\$95,645	\$91,958	\$91,559

5: Approval of service contract for Anue System (Vote required) (p. 17)

The Council tabled this item for further clarification. Looking at this further, I do not understand the confusion. Perhaps it was not explained well, or it was just lost in translation. This is the same approach we take on our critical system components. For instance, we have a maintenance agreement on our sewer lift stations where a technician comes out, inspects, performs routine maintenance, and makes recommendations on repairs. The City still has to pay for repairs. Another example is the heating and air conditioning systems at City Hall. We have a maintenance agreement where a technician comes out, inspects, performs routine maintenance, and makes recommendations on repairs. The City still has to pay for repairs. Both the 2014 Strategic Plan and the 2015 Wastewater Operations Audit recommended that the City take a more proactive approach to planned and preventive maintenance. On items such as lifts stations, Trane RTUs, the Anue Ozone System, and many others we have to find service providers who have that expertise. The Anue Ozone System is particularly expensive and important for the reasons staff tried to explain for the previous meeting. We appreciate the Council’s support of staff’s effort to manage the City’s systems responsibly. While this is an operations issue, at this price City Council rules require City Council approval.

Thank you,



Austin Gilley
City Administrator
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