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CITY OF OSAWATOMIE

CITY MANAGER'S REPORT

October 14, 2010

LETTERS OF ENGAGEMENT FOR 2010 AUDIT:
It is time again to begin the process of gathering information for the 2010 audit. The city's auditor's, Lowenthal, Webb and Odermann typically begin this process in the fourth quarter of the year to be audited. This expedites the process after the first of the year when the primary focus shifts from reviewing council minutes, etc. to reviewing financial transactions. Staff recommends authorizing the Mayor to sign the letters of engagement with auditing firm. Total cost with the federally required "single audit" (OMB Circular A-133 – when the audited entity expends more than $500,000 in federal monies) is: $17,595. Cost of the 2009 Audit was $18,780.

PACIFIC/14TH/BROWN STREET PLANS:
City staff, engineers and other utility companies have met to discuss relocating various utilities and the timing of such relocation. Once the redesign is complete, each utility as well as USDA Rural Development will be provided with plans. Once Rural Development has approved the plans, the council will be asked to authorize initiating the bid process.

UPDATE ON OSAWATOMIE LIBRARY EXPANSION PROJECT:
Substantial completion has been reached. The Osawatomie Public Library is now open and only minor items are being addressed now and hopefully, all completed with the exception of a sign (which is our responsibility) to be constructed near the flag pole. As far as Phase II goes, fundraising continues to progress. A request for qualifications is being developed to seek architects to perform the design and construction administration processes for the second phase.

OSAWATOMIE STORMWATER UTILITY PROPOSAL:
Individual residential properties and commercial properties continue to be measured, the Equivalent Residential Unit (ERU) continues to be refined, and it is hopeful that by election day, all of the data will be compiled. However, as I stated at the last meeting, the ERU range is relatively certain, and any specific commercial property owner who wishes to know what the total ESTIMATED ERU is can obtain that information at City Hall.

TECHNICAL/FEASIBILITY REVIEW OF OSAWATOMIE SWIMMING POOL:
With the delivery of the first step in the review process of the pool, the consultants now move to the second report and as soon as a draft of that document is available, I will provide it to the council.

TECHNICAL/FEASIBILITY REVIEW OF OSAWATOMIE ELECTRIC UTILITY:
All information requested by Sawvel and Associates to begin the study has been provided. Additionally, the GPS mapping of the electric system has been completed and is currently being reviewed for accuracy. As progress is made with this study, I will provide the council with updates.

SCHEDULE FOR LEVEE CERTIFICATION STUDY PHASE II:
The USDA LIDAR aerial photos have been taken and are currently being evaluated by Wilson # Co. Wilson & Co. can begin performing their interior drainage studies and identifying elevations as part of the levee certification requirements. In a nutshell, everything is being held up due to the LIDAR data not being delivered at this point in time.

RECYCLING PROGRAM UPDATE:
Larry Smith contacted me some time ago and I told him I would check with the council but believed that the recycling program would be easily acceptable provided it was going to result in no additional cost to the customer. With regard to yard waste, an alternative must be found for the disposal of yard waste. The city's KDHE permitted burn pile might be an option (we would first want to check with KDHE), but we would have to monitor dumping at the site rigorously to ensure that trash is not disposed of. A couple of hours every day during the week might be acceptable since during those times, we almost always have two employees on duty at the water plant. One could remain at the water plant while the other monitors the dumping of yard waste. I believe council authorization would be necessary for this to occur, but could be incorporated into a larger recycling program. As of now and through the end of the year however, L & K can continue to dispose of yard waste.

UPDATE ON REALIGNMENT OF WARD BOUNDARIES:
At the request of the City Council, I checked with the County Clerk's Office regarding the redrawing of ward boundaries. Currently, each ward in the city corresponds to a voting precinct in the city. They subsequently checked with the Secretary of State's office and the recommendation from both offices is to hold off on redrawing the boundaries until after the 2010 Census data is released. This should be priority number one however, once that information is received.

UPDATE TO OSAWATOMIE COMPREHENSIVE PLAN:
I have spoken with Diane Binkley of Ochsner, Hare & Hare (OHH), regarding the update to the comprehensive plan. You will remember, that we received assistance from the Mid-America Regional Council (MARC) with a planning intern to gather all of the required information and do a lot of the "leg work" so we could save significant dollars on the professional review fees with OHH. No interns are available from MARC for the current year, which leaves us in a position of holding out completion of the comprehensive plan until additional resources are available to assist in the cost or contracting with OHH to complete the plan. I have received a proposal from OHH and the cost to complete the plan at this time is: $18,607. Absent any opportunity to significantly reduce the fee, it is my recommendation to hold off on this process until we dispose of some other, more pressing issues (i.e. levee certification).

Respectfully Submitted,

Bret Glendening
City Manager

Building Permit Activity for the Month of September 2010

Category	Total Permits	Total Value	Revenue received by City G.F.
New Single Family Dwellings	1	$88,000.00	$408.00
Re-roofs	6	$14,810.00	$180.00
Remodels	2	$52,000.00	$248.16
Accessory Buildings	4	$4,860.00	$63.36
Concrete	0	0	0
Mechanical	4	$7,800.00	$200.00
Repairs	1	$680.00	0
Decks & Porches	2	0	$60.00
Additions	0	0	0
Com. Buildings	0	0	0
Demolishing	0	0	0
Fences	1	$900.00	0
Plumbing	9	$2,000.00	$260.00
Electrical	8	$5,350.00	$340.00
Ag. Buildings	2	$27,310.00	$60.00
Penalties	0	0	0
Plan Review	2	$200.00	$200.00
Zoning	0	0	0
Totals	40	$203.910.00	$2,019.00
Sewer Taps	0	0	0
Water Meters	0	0	0
Electric Meters	0	0	0

Accessory list includes detached accessory structures, storage sheds, signs and carports.

Concrete list includes driveways, sidewalks, concrete pads, porches, basements foundations & patios.

Terry E. Anderson
Building Official

Building Permit Activity for the Third Quarter 2010

Category	Total Permits	Total Value	Revenue received by City G.F.
New Single Family Dwellings	1	$88,000.00	$408.00
Re-roofs	18	$60,550.00	$540.00
Remodels	3	$53,000.00	$348.16
Accessory Buildings	6	$20,860.00	$336.90
Concrete	3	$650.00	$30.00
Mechanical	10	$36,857.00	$420.00
Repairs	4	$11,380.00	0
Decks & Porches	7	$15,160.00	$180.00
Additions	1	$10,000.00	$179.00
Com. Buildings	1	$600,000.00	$1,900.00
Demolishing	3	$200.00	$90.00
Fences	5	$12,364.30	0
Plumbing	22	$7,300.00	$660.00
Electrical	15	$12,670.00	$650.00
Ag. Buildings	2	$27,310.00	$60.00
Penalties	2	$860.00	$860.00
Plan Review	3	$450.00	$450.00
Zoning	0	0	0
Totals	104	$957,731.30	$7,112.20
Sewer Taps	0	0	0
Water Meters	0	0	0
Electric Meters	0	0	0

Accessory list includes detached accessory structures, storage sheds, signs and carports.

Concrete list includes driveways, sidewalks, concrete pads, porches, basements foundations & patios.

Terry E. Anderson
Building Official