**CITY OF OSAWATOMIE**
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# CITY OF OSAWATOMIE

CITY MANAGER'S REPORT

December 9, 2010

**2010 BUDGET AMENDMENT:**
Included with this packet, but not on the December 9, 2010 agenda is the draft 2010 budget amendment. Be aware that while revenues are down somewhat, we have also tackled some very ambitious projects without adding to our debt. Additionally, I want to caution the council that while the amount of the amendment looks significant, over half of it is a related to simply accounting for many of the increases twice: once as an expense to the electric fund as a transfer out, and a second time in the fund from which the expense was actually incurred. Additionally, not every dollar is expected to be spent. The actual need is estimated high in order to ensure we do not incur a budget violation. Barring any unforeseen expenses, I believe these amendments will suffice. These funds along with reasons why the amendment to that fund is necessary are as follows:

1.) General Fund – Partial streetscape expenses not covered by the grant, public works salaries originally planned for expenditure from the Street Improvement Fund, and levee certification expenses. Additionally, the 2011 budget planned for approximately a $100,000 beginning fund balance in the general fund and that fund balance needs to be preserved;
2.) Electric Fund – To allow for transfers from the electric fund to the general fund, golf course, recreation (this one will be repaid in January), employee benefits, and street improvement;
3.) Refuse – Increase due to revenue received beyond what was anticipated and owed to L & K Services. The city bills for and collects revenue on behalf of the contracted service and remits those monies at the end of each month.
4.) Library – This amendment is necessary to cover transfer of taxes collected to the general fund as well as expenditure of donations for work on Phase I and planning/preparation expenses for Phase II;
5.) Employee Benefits Fund – To cover increased health insurance costs;
6.) Public Safety Improvement Fund – To cover the cost of a used police car purchased from the City of Prairie Village ($6,000);
7.) Street Improvement Fund – Partial streetscape expenses as well as design work for the Pacific/14th/Brown street project;

**2010 FEE RESOLUTION:**
Also at the work session next week, the council will need to consider the 2010 fee resolution. The proposed/requested changes are as follows:

1.) Old Stone Church – Change from a simple $50 deposit and free usage to a $50 rental fee and a refundable $50 deposit;
2.) Building Permit Fees – The square footage charge for new construction and remodels increases annually and automatically by $.03 per square foot;
3.) Golf Course Fees – All membership fees have been increased on average by approximately $20 as well as we are recommending the implementation of a formal group rate and tournament rates based on number of participants in the tournament.

**PACIFIC/14TH/BROWN STREET PROJECT:**
City crews are working on relocating utilities to accommodate the new street. Additionally, we are nearly finished obtaining easements for storm water infrastructure and these will need to be accepted by the council. As was the case with the last street projects, these areas will be returned to a state at least equal to, if not better than they were found. Finally, Miami County has been authorized by the County Commission to build the box culvert for the city.

**AGREEMENT FOR SERVICES WITH CHAMBER OF COMMERCE:**
After the council work session on the 18th, I made adjustments to the Agreement for Services with the Chamber. Those changes have been tracked and included in this council packet for your review and discussion.

**DOWNTOWN STREETSCAPE CLOSEOUT:**
Brian Kingsley and/or Jason Hoskinson will be in attendance at this week's council meeting to discuss the streetscape project as well as provide an overview of final costs, savings achieved, etc. The Council will need to approve the final change order which is a reduction in cost to the city as well as the final pay request and accept the project.

**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:**
Representatives from Wilson & Co. and I will be meeting with FEMA in December to review progress being made on levee certification. I will update the council on the status of certification once this meeting is complete.

**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