

To: Mayor and City Council
From: Adam Ledford, City Administrator
Re: Agenda Description
Date: April 17, 2017

Call to Order
Public Comments

Business Agenda

I. Approval of Minutes 3/20/17 Council Meeting

Description:

A council member does not have to be present at the previous meeting in order to approve the minutes for that meeting. A copy of the minutes is included in your packet.

II. 2nd Reading of Junked or Unused Mobile or Manufactured Home Ordinance

Description:

Included in your packet is a copy of a proposed amendment to the city's nuisance ordinance (Chapter 92). You might remember this amendment is being proposed by the Marion Code Enforcement Board. The current ordinances do not address concerns related to mobile or manufactured homes that are abandoned, left vacant for long periods of time, or simply in a state of disrepair. Terri Hart recently address that over 200 homes fall into this style of home in Marion, and that over 50 are currently long-term vacant as described by the state laws. This amendment is roughly a word-for-word inclusion of RKS 381.770. The only minor change made since the last meeting was to include a reference to the penalty provisions of the City code.

III. Review of Proposed Marion Employee Handbook

Description:

In your packet is an advanced copy of a handbook which will be presented to the Council for consideration at the May meeting. The handbook is directly based on a 180 plus page model provided by the Kentucky League of Cities. The current employee manual is insufficient to address many of today's modern issues surrounding staff and the law. While extensive, the manual is intended to eliminate biases in decision making circumstances while clearly identifying expectations for staff. It is also intended to make sure our current practices are consistent with Federal and State law.

IV. Review of Preliminary 2017-18 Budget

Description:

As of today, the City is awaiting our mid-April update from Kentucky League of Cities on the likely cost of health insurance. According to the League, the cost models have been received and are currently being incorporated into their offered programs. We are planning to have these numbers by Monday and perform as same day turnaround of including the numbers in the final proposed budget. If possible, the budget sheets will be provided at your seats during the Council meeting. A follow-up budget meeting will be arranged next week to review the changes with the department heads and council subcommittee. I will be asking the Mayor to approval a schedule that will include 1st Reading of the budget on May 15th and a special called council meeting to approve the 2nd Reading the week of May 22nd so that the City can meet the deadline to have it approved by the end of May and turn our documentation in on time.

V. Review of Preliminary Annual Pay Plan

Description:

Annually, as part of the budget process, the City Council must approve a payment plan for all staff, elected officials, and boards. In your packet is a draft ordinance and the additional exhibits which are being presented to you in advance of the official consideration in May. My proposal is a freeze on salaries for a 2nd year while we all make commitments to focus on making our organization financial healthy. This is not a long-term plan, but is being driven by a need to reevaluate our priorities this summer and establishing some stability with healthcare cost. I will be looking into HSA (Health Savings Account) plans in anticipation of next year's budget. These plans have a track record of stabilizing cost.

VI. Intro & 1st Reading of Truck Traffic Prohibition on Country Club Drive

Description:

As requested, your packet includes an ordinance designed to eliminate heavy traffic on Country Club Drive between Autumn Lane and West Gum Street. Without an exception for governmental, commercial vehicles the Council would be prohibiting the use of school buses within the area. The reason Autumn Lane was used as the distance was due to the fact that after that point Country Club Drive becomes Collins Street and at Chapel Hill becomes Industrial Drive.

VII. Mayor/Council/Staff Forum

- This would be the time for any Council Member to share activities or issues going on at the liaison meetings they have attended.
- The new City website developed by Sophicity is currently in the process of being organized to include all the data and forms required to go live. As my time has been focused on other issues this has not received enough resources lately. I will put more effort into completing this process for May.
- After 6 weeks of the 2-month process, the City needs about 100 more of the 350-survey sample group to complete the CDBG process. To date, the City has received roughly 200 surveys back.

- Paperwork for the potential summer goal setting event are ready, a June timeframe is being organized.
- The Mayor and I are starting plans for the development of a 501(c) entity commonly known as a community foundation. Additional information will come in future meetings.
- I was approach by representatives from the country club about moving 1 of the 3 meters currently located on another private property. As offered in January, the City is planning to move the meter if the private line is brought up to minimum City specifications prior (the City will receive ownership of a short area of line which is currently on the property owner's side of the meter).
- Titles & Easements for the Carlise Sewer Project have all been signed less one. That owner does not live in town so effort is being made to arrange completion. Once this is done the documents will be records leading to contractor action at the site.
- I met with Crittenden Livingston County Water District about their water purchase program. For now, this was educational on my part to see what our future options might involve.
- I am working with Chamber on the development of a new Citywide Event coming in early March 2018.

VIII. Adjournment