

To: Mayor and City Council

From: Adam Ledford, City Administrator

Re: Agenda Description

Date: June 19, 2017

Call to Order
Public Comments

Business Agenda

- I. Approval of Minutes 5/15/17 Council Meeting & 5/23/17 Special 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 Budget Amendment
Description:
In your packet is a proposed year end budget amendment for the current fiscal year ending on June 30, 2017. Budget Amendments are required to reflect to the Council any changes in expected expenditures throughout a current fiscal year.

Here are the expense highlights:

- \$140,000 increase in Administration expenses for General Fund for fund transfers
- \$10,000 increase in Fire expenses for General Fund for addition approved to purchase the \$29,000 fire truck
- \$14,500 increase in Planning & Zoning expenses for General Fund for abatement and legal fees
- \$6,000 increase in Lights expenses for General Fund for additional electricity cost
- Over \$10,00 increase in Administration expenses for General Fund for prepaid insurance premium (which was reimbursed early in the fiscal year)
- \$50,000 increase in Administration expenses for Water Fund for partial sharing of cost with Sewer Fund (which should have been reflected in original budget)

Here are the revenue highlights:

- \$140,000 increase in Miscellaneous revenue for General Fund to match the expenditures

- \$40,000 increase in Miscellaneous revenue for General Fund to reflect refund of prepaid insurance premium (which was canceled early in fiscal year) and loan funds for fire truck.
- \$25,000 increase in Tax collections for General Fund partially due to underestimating payroll revenues.

III. Consideration of Bad Debt List

Description:

Twice a year the Council considers the release of aging utility debts to remove them from our financial books. The current list is for debts that have failed to be paid prior to December 2015. A copy of the list is in your packet.

IV. Update on Telecom Issue Related to AT&T and E911

Description:

In your memo last month, I notified the Council that during the 3rd quarter of this fiscal year billing for the City's T-line for E911 had changed from roughly \$400 monthly to over \$4,000 monthly. Since that report we have received a description on why this occurred and how it will be resolved.

V. Discussion on 2017 City of Marion Goal Setting Session

Description:

On July 13 at 5 pm, the City will conduct a goal setting session. This event is designed to be the 1st step in developing a 5-year capital improvement plan. Copies of a preliminary survey have been mailed to each elected city official and city staff have had them distributed for their consideration. Additional copies have been left at different locations in town for anyone else to take part (Crittenden County Library, the Crittenden Press, and City Hall). The survey results will be used to do an initial SWAT analysis during the goal setting session. This data will then be discussed and incorporated into a final review by the Council of a priority list for local action items. The priority list will then aid in developing a capital plan.

VI. 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 has been moving forward. I am scheduled to take training on using and altering the website on the 29th of this month. Data has been shared with the vendor to preload certain information.
- The \$1,000,000 CDBG grant application will be submitted to the State next week.
- The Mayor and I are starting plans for the development of a 501(c) entity commonly known as a community foundation. I have contacted the Community Foundation of Western Kentucky out of Paducah. They are a great prospect to be a partner or parent organization to our local foundation. The CEO has indicated that he would be willing to come speak to the City and other potential stakeholders sometime later this year.

- The Carlise Sewer Project is close to being completed. We are still on schedule for the end of this month.
- I am working with Chamber on the development of a new Citywide Event coming in early March 2018. Story drafting is currently underway.
- The public hearing for the sewer plant project rescheduled for Thursday, May 18, 2017 at 10 a.m. was rescheduled for Friday, June 2, 2017. The hearing was conducted and no public questions or comments were recorded.
- The new 911E software system is currently in the testing phase. The goal is to have the software ready for live us by this Summer.

VII. Adjournment