

## AGENDA REPORT

Monday, February 25, 2019

TO: Abilene City Commission  
 FROM: Austin Gilley, City Manager  
 RE: City Manager’s notes to accompany agenda

### PURPOSE

This report is intended to provide brief summaries of each agenda item with staff input to assist in the deliberation, discussion, and decisions to be made.

### BUDGET WORK PLAN CALENDAR

I plan to include this calendar each meeting so we can keep track of where we have been, where we are going, and any revisions that we make along the way.

Date	Topic	Date	Topic
January 14	State of City Financial Review	April 22	Utility Operations
January 28	Revised	May 6	Tour CVB, Recycling
February 4	Leadership Meeting	May 13	Special Revenue Operations
February 14	Debt service/Compensation review	May 20	Tour Senior Center, Storm Water
February 18	City/County MOU, Engineer-led tour of City Hall	May 28	Public Safety Operations
February 25	Project priorities and budget objectives	June 3	Tour of Public Works
March 4	Tour Water Treatment Plant	June 10	Streets
March 11	Project priorities	June 17	Tour Library
March 18	Tour Community Center and Parks	June 24	General Operations
March 25	Capital Plan	July 8	Property tax review, draft budget documents
April 1	Tour Sewer Plant	July 22	Final Budget Draft
April 8	Utility Rate Review, Fee Schedule	August 12	Public Hearing, Adoption of 2020 Budget
April 15	Tour Airport		

### CONSENT AGENDA

IDEA   »  SUPPORT   »  STUDY   »  WRITING   »  VOTE   »  **EXECUTE**   »  EVALUATE

*6. Approval of Ordinance amending zoning regulations to allow for retail storage sheds in all commercial districts (p. 4)*

The Planning Commission voted Tuesday, February 12, 2019, to recommend approval of this ordinance, which clarifies that retail sale of storage sheds is a permitted use in commercial zones.





7. *Approval of engagement with City Auditor for 2018 audit (p. 8)*

This engagement is the formal document necessary to proceed with the 2018 City Audit.



8. *Approval of agreement for Financial Advisor services (p. 13)*

This is the document necessary to confirm and to continue with the City’s Financial Advisor as we prepare financing options and instruments for upcoming capital projects.

**PRESENTATIONS**



10. *Presentation of water operations audit by City Engineer (Olsson)*

As I explained in my correspondence on July 13, 2019, due to our challenges in the water department, we commissioned an operations audit/assessment. City Engineer Mark Bachamp and the Olsson team are prepared to present the findings of this effort, which I believe will have an impact on our project priority and capital planning discussions. My understanding from reviewing the draft report is similar to my initial assessment that we do not have an emergency, but it is not a good situation and needs attention. I believe the report provides us with important details that will give us assurance and confidence in our oversight roles, and it will help provide assistance to the operators who handle our most priceless commodity and resource. The document is 200-plus pages and is not conducive for inclusion with the packet. A summary will be provided at the meeting, and we will make a digital copy of the entire report available on the City’s web site as soon as possible. I also have revised the facility tour schedule to provide for a tour of the water plant next Monday.



11. *2020 Budget: Presentation of first draft for Project Priorities/Capital Planning (p. 24)*

Included in the packet is a draft project priority list. I plan to review this at the meeting. This is a first draft for this year’s list as we work toward establishing our priorities and a capital plan. No decision is expected at this meeting, and we will be looking for anything that needs to be added or included in this discussion as we continue our budget process.

**2019-2020 Strategy**

- Establish comprehensive vision
- Collaborate strategically
- Focus on tax base (invest wisely)
- Correct utility issues
- Housekeeping
- Facility planning
- Succession planning
- **Embrace opportunity!**

**AGENDA**



12. *Resolution to approve memorandum of understanding with Dickinson County (p. 27)*

In line with our 2019-20 strategy of collaborating strategically, no partnership is probably more important to the future of the City than that of our working relationship with the County, particularly in the northwest industrial area. This memorandum sets forth the understandings that will be the foundation for many important projects and very important work to be addressed in the area. Since the February 11 study session conversation, the requested revision for annual review has been added, and I attended the County Commission’s workshop Thursday, February 21, 2019. The reception and support continue to be very positive about our working together in a focused and intentional manner. The memorandum is ready for formal adoption by resolution.



13. Cedar House Foundation donation request (p. 30)

As we discussed during last year’s budget process, we need a better-defined policy and procedure for appropriating monies from the Special Alcohol and Drug fund, which is funded by state taxes on private clubs and liquor drinking places that generates about \$15,000 per year. The use of these funds is generally governed by state law. The City does not have a policy to provide any further direction within those parameters or a procedure to

Year	Cedar House	Central Kansas Foundation	SNAP	N2N	Quality of Life Coalition	Total Donated	Tax Received
2016	\$ 5,000	\$ 6,000	\$ 1,500	\$ -		\$ 12,500	\$ 15,088
2017	\$ 7,000	\$ 6,000	\$ 1,500	\$ 20,000		\$ 34,500	\$ 14,326
2018	\$ 7,000	\$ 7,000	\$ 1,500	\$ -	\$ 7,500	\$ 23,000	\$ 13,212

\*\*In 2018 Central Kansas Foundation requested \$20,000 and the City Commission decided to give \$7,000.  
 \*\*In 2018 The Restoration Center requested \$10,000 to help open a facility in Abilene, but did not follow up after request was made and commission decided not to fund that request.  
 \*\*In 2017 Neighbor to Neighbor requested \$20,000 to help with start up costs of a new program/location in Abilene.  
 \*\*Fund Balance as of 12/31/2018 \$47,306 (unaudited)

handle applications and requests – possibly explaining the accumulated balance. Recent practice has been for applicants to present to the City Commission in December and the Commission makes awards at the same meeting for funds to be appropriated in January. Staff is working toward a clear policy and procedure but is not prepared to make a recommendation at this time. I met on Friday, February 8, 2019, with the Cedar House Foundation Executive Director Patty O’Malley and Board President Patricia Ackerman, who inquired about where we are at in the policy-making process and requested that they be allowed to apply for funds prior to the City’s adopting policy and procedure. Since staff likely will not be prepared in the timeframe suitable for their organization’s needs, I agreed to seek the City Commission’s direction by placing their request on the agenda. Included in the packet is their request for financial support. Above is a table of organizations that have received funding in the recent past, and only one has applied and not received funding.

14. Discussion of response to City Engineer letter regarding City Hall (p. 54)

Following the tour of City Hall during the February 11, 2019, study session, we agreed to digest this very complex issue a little more and discuss it further at this meeting. No formal action is expected at this meeting. Given the newspaper coverage, I have been receiving a fair amount of feedback and questions, which appears to confirm that this issue touches almost everyone in our community. The passionate and long-term nature of this issue seems to make it one of those items that may be best to discuss how we talk about it before we actually do talk about it. It might be in the City’s best interest to the ask the City Engineering firm to pause their study and give the community some time to reflect further on these initial findings.



**OTHER INFORMATION**

The additional reports are provided as information with each meeting agenda.

For questions, please contact City Manager Austin Gilley.

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