CITY MANAGER REPORT

TO: Mayor and City Council
FROM: David Watson, City Manager
DATE: March 17, 2011
RE: City Manager Report

COPIER IN POLICE DEPARTMENT
The Police Department has informed me that their two copiers and fax machine are experiencing considerable amount of down time and maintenance costs. They own 2 copiers that cost $227.40 per month or $682.20 per quarter in maintenance fees. One is networked and used as the department printer the other is not and is in the records office. These are B/W copiers only and they average 5,644 copies per month. The maintenance fee is based on 7,500 copies per month. Toner is included in the cost of the maintenance.

In order to decrease overall costs and copier down time, the department proposes a lease purchase of one copier/fax/printer on a contract rate of $98 per month or $294 per quarter. This printer will be networked and a telephone line will be attached for the fax machine. This would be a 5 yr lease purchase agreement and includes all maintenance and toner.

Because copiers are normally purchased and authorized as a capital item, I want to let you know. In the past most lease purchases did not work out financially as we cannot depreciate equipment like private businesses. However, now we have to contend with higher maintenance costs making lease purchase a better option.

JIM CLINE COMPLAINT
The City Attorney did hear from Attorney Proctor that Mr. Cline does not accept the City's proposal. We are expecting a response letter that may not arrive until after the meeting. We do not know if the letter will have a counter proposal. Staff continues to work toward a favorable solution.

Future Agenda Items:

- Bill: (Second Reading) Professional Services Agreement with GBA (architects/engineers) for New Electric Yard – ***Gaugh*** This bill allows the City to engage an engineer/architect to design the site layout for a proposed combined electric service yard.
- Bill: Amending Snow Removal Ordinance - ***Bontrager***
  Staff is working on some changes to better provide snow removal services.
- Bill: Accepting bid for Grave Services – ***O'Connor***
  It has been over two years since we bid the service and the renewal came in with a greater than 15% increase.
- Bill: Declare elections results (second meeting in April) – ***O'Connor***
  It is required of Council to certify elections.
- Bill: Band Contract 2011 – ***O'Connor***

This bill will approve the annual contract for the Free Summer Band series with the Municipal band.

- Bill: Certifying delinquent taxes as of April 1 – ***O'Connor***
  Council will be asked to certify delinquent taxes owed to the City of Cameron.
- Resolution: Accepting $75,000 Homeland security grant – ***Sloan/O'Donnell***
  We are waiting on the State to release funds.
- Bill: Adding new Dangerous and Dilapidated Structures Ord. – ***Han, Watson, Hendee***
  Companion Bill: Transfer of Mack Porter money from the CDBG Fund to a new D and D Program. Since the City will soon have Mack Porter funds for demolition, staff has been asked to explore programs that would acquire property (donated or at low cost) that need demolition. Once acquired and demo is complete, the City would sell to developers for new infill residential construction.
- Bill: Accepting bid for Tree Inventory (TRIM Grant) – ***Bontrager***
  The City recently received a grant to conduct a tree inventory from the State of Missouri. The grant requires that a certified Arborist conduct the tree identification and inspection.
- Bill: Amending Sign Regulations – ***Hendee***
  During some recent code interpretations, staff found some errors in the numbering system that created a missing section. Staff also believes we need an overhaul of this section that may include a more comprehensive matrix for user friendliness. With the recent letter from ACLU, staff will conduct a more thorough review and will be using services recently added by MPR to help communities in Planning and Zoning issues.
- Bill: Conditional Use Regulations – ***Hendee***
  P and Z has completed their review on the conditional use regulations and forwarded a recommendation. However, they also added some language to allow the City Manager the authority to extend or exempt certain requirements for overseas military service. Staff is reworking the proposed Military exemption/extension language to place them in the correct areas. This item will be on the April 4th agenda.
- Bill: Allowing Row Crops in Commercial Districts - ***Hendee***
  Within the City are several properties zoned commercial that are being used as row crop production. Row crops are not specifically allowed in this district but allowed in the lesser residential districts. Additionally, staff is working with Soil Conservation to create a usable document that controls sediment runoff within Cameron.
- Bill: Automated Meter Reading System and Rate Adjustment – ***Gaugh***
  The system improvement would replace all water meters and all older model electric meters and then link them wirelessly to City Hall.
- Bill: Back to School Sales Tax Holiday - ***Watson***
  City Council and staff has been asked to consider joining the State in helping our citizens with school age children. In the past, the City has not elected to participate in any state sales tax holidays. As you may know, not all sales tax is forgiven, only those items identified for school can be eligible for forgiveness. The loss of revenue to Cameron may in fact be minimal and provide goodwill in the Community. This item will need to be acted on by May in order to be in place with the Department of Revenue.

- Resolution: Accepting bid for Public Safety Building generator (Jan)– ***Sloan/O'Donnell***
  Within the 2010-2011 budget is a capital request for a permanent generator to support the Public Safety building during loss of power situations.