CITY MANAGER REPORT

TO: Mayor and City Council
FROM: David Watson, City Manager
DATE: June 3, 2011
RE: City Manager Report

BOARDS AND COMMISSIONS APPOINTMENTS
Staff is preparing a report on current membership and appointment processes. We also are preparing some recommendations for new procedures to make the process more transparent. This report will be delivered in draft form on Monday, June 6th and we will seek your guidance as to the next step.

SANITARY SEWER EVALUATION SURVEY (I&I)
Manhole inspection work on the sewer system basin serving Lift Station #1 will begin on Monday, June 6th. Letters were mailed to residents in the area where work will be taking place. We purchased two additional flow meters and pipe adapters for the study. The meters have been calibrated and our crew was trained to make sure we use the same procedures as Trekk, the company doing the manhole inspections. The City crew will be doing much of the flow monitoring for the study in order to keep costs as low as possible. We have already checked locations for setting the flow monitors and they are in place for this part of the study. They will be re-located as we progress with the survey.

RECYCLING: CURBSIDE AND DROP-OFF CENTER
Attended the May 10th meeting of the Clinco Board to present and discuss options for Clinco to provide our recycling programs. The presentation was to have Clinco operate our curbside program and to possibly close our drop-off center. We also discussed moving the drop-off center adjacent to Clinco to reduce logistics costs. Staff has several items to examine and analyze and will present to the Solid Waste Committee and then Clinco.

IMPACT FEE
Staff is preparing to present this discussion at a Water, Sewer and Storm Water Committee meeting. We will attempt to get that committee together next week and discuss this issue as well as a storm water improvement plan update and possible water and sewer rate adjustments. The Committee is made of Mayor Clark and Mayor Pro tem Buck.

PAY ADJUSTMENT FOR CITY COUNCIL
By Ordinance every year in April, City Council receives a pay increase equal to the Consumer Price Index. This quarter's payment reflects that increase of 3.2%. Because it is by Ordinance staff made that pay adjustment. If Council wishes to discuss that increase, it will need to be in open session since Council members are not considered employees and cannot discuss pay of Council in a closed session. If Council wishes to discuss their pay, staff would like to discuss where your pay comes from as we believe it should be divided the same way we pay administrative staff, divided across the utilities.

Future Agenda Items:

- Bill: Amending Snow Removal Ordinance - ***Bontrager***
  Staff is working on some changes to better provide snow removal services.
- 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,***
  Companion Bill: Transfer of Mack Porter money from the CDBG Fund to a new Dilapidated and Dangerous Structure 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: Amending Sign Regulations – ***Watson***
  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: (First Reading) Sewer rate increase – ***Gaugh***
  The Sewer Fund has not increased rates in over 15 years and costs have increased to the point where our fund balance is below acceptable levels. The Sewer, Water and Storm Water Committee will continue their review and make a recommendation soon.
- Bill: (First Reading) Alliance Water Contract – ***Gaugh***
  It is time to consider the annual contract with Alliance Water Resources operation of the Waste Water Treatment Plant.
- Bill: Approving a 10-Year Sales Tax Ballot for Storm Water – ***Watson***
  Sewer, Water and Storm Water Committee will be reviewing the Storm Water Management Plan being prepared by Mark Young. The draft plan will be delivered to all of Council on Monday, June 6, 2011.
- Bill: Approving a 5-Year Sales Tax Ballot for Transportation (Streets) - ***Watson***
  Street Committee will be reviewing a five year Maintenance and Improvement Plan on June 6, 2011. A recommendation to Council is expected soon.
- Bill: Accepting bid for soccer field irrigation project – ***Bontrager***
  The Park Board is in the process of a bid on this project.