

OSAWATOMIE CITY COUNCIL

AGENDA

December 22, 2016

6:30 p.m., Memorial Hall

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Consent Agenda
  - Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action.*
  - A. December 22 Agenda
  - B. 2017 CMB Permit
6. Comments from the Public
  - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Presentations & Proclamations
8. Public Hearings – Proposed 2016 Budget Amendments
9. Unfinished Business
  - A. Street Name Signs
  - B. Utility Billing Policy
  - C. Utility Ordinance Amendments
10. New Business
  - A. Senior Housing Tax-Credit Application to KS Housing Resources Corporation
  - B. Annual Fee Resolution
  - C. Employee Salary Increases
11. Council Report
12. Mayor's Report
13. City Manager & Staff Reports
14. Executive Session – Consideration of Acquisition of Real Estate and Attorney-Client Matters
15. Other Discussion/Motions
16. Adjourn

*NEXT REGULAR MEETING – January 12, 2016*

# CITY OF OSAWATOMIE



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*L. Mark Govea, Mayor*

## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22<sup>nd</sup>, 2016

**AGENDA ITEM:** **2017 CMB Permit**

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** Cereal Malt Beverage licenses are issued on a calendar basis and will expire December 31, 2016. The following establishment has filed for renewal for 2017.

- GNS LLC dba Gasmart Quickstop

**COUNCIL ACTION NEEDED:** Review and vote on the proposed license.

**STAFF RECOMMENDATION TO COUNCIL:** Approve the CMB license as presented.

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** **Street Name Sign Discussion Revisited**

**PRESENTER:** Blake Madden, Director of Public Works and Utilities

**PREFACE:** The following issue summary was provided to the Council at the October 27, 2016, meeting. The Council tabled a decision until additional information was provided. Included with this current memorandum are pictures representing both configurations and standard details from Lenexa and Overland Park illustrating the combination of street name signs with a stop sign on a perforated square post. City staff requests that the Council revisit this issue and provide guidance for future street name sign installations. In addition, staff requests that the Council discuss and provides guidance on two additional issues. First, whether to continue with black lettering on a white background or change to another combination. Second, whether to continue the City's current practice of spelling out numbered street names or change to a numeric format. Illustrations of the various color combinations and naming formats are included for reference.

**ISSUE SUMMARY:** The current City practice for displaying street name signs at intersections is to mount them atop a round galvanized post. At intersections with a stop condition for cross streets, the City's current practice is to install a separate perforated square post for mounting of the stop sign. Department staff is aware of the discussion had by City Council several years back where a determination was made to mount street name signs with black lettering on a white background atop the round posts. The Department requests that the City Council revisit this determination considering the additional information presented below.

The following tables present the associated costs related to mounting street name signs on a separate post versus mounting the signs atop the stop sign post. The items are listed in order from the ground up.

<b>SIGNS MOUNTED ON SEPARATE POSTS</b>		
	<b>Item Description</b>	<b>Cost Each</b>
Stop Sign Post	Perforated Square Anchor	\$16.55
	Perforated Square Post	\$25.80
	Stop Sign	\$44.00
Street Name Sign Post	Concrete Footing	\$15.00
	Galvanized Round Post	\$19.25
	Round Post Cap	\$10.95
	Street Name Sign	\$30.00
	90° Crosspiece	\$10.95
	Street Name Sign	\$30.00
	<b>TOTAL</b>	<b>\$202.50</b>

<b>SIGNS MOUNTED ON SAME POST</b>	
<b>Item Description</b>	<b>Cost Each</b>
Perforated Square Anchor	\$16.55
Perforated Square Post	\$25.80
Stop Sign	\$44.00
Square Post Cap	\$10.95
Street Name Sign	\$30.00
90° Crosspiece	\$10.95
Street Name Sign	\$30.00
<b>TOTAL</b>	<b>\$168.25</b>

As shown in these tables, the cost to install the stop sign and street name signs on a single post saves approximately \$35 per intersection with a stop condition. In addition to the cost savings, mounting all signs on one post eliminates the labor necessary to install the additional street name sign post and avoids “cluttering up the corner” with more posts than is necessary.

**COUNCIL ACTION NEEDED:**

Review, discuss, and determine whether to continue mounting street name signs on their own post or begin mounting the signs atop the stop sign posts.

Review, discuss, and determine whether to continue with black lettering on a white background or change to another color combination.

Review, discuss, and determine whether to continue spelling out numbered street names or change to a numeric format.

**STAFF RECOMMENDATION TO COUNCIL:**

Staff recommends mounting the street name signs atop the stop sign posts.

Staff recommends, over time, changing the street name signs to white lettering on a green background. Since this color combination has become standard in a majority of cities, motorists have become accustomed to searching for this color of sign when looking for street names.

Staff recommends changing to a numeric format, with or without the suffix, on all new numbered street name signs. Staff feels that motorists more easily identify the numeric format than the spelled out format.

**EXAMPLES OF SIGNS MOUNTED ON SEPARATE POSTS**





**EXAMPLES OF SIGNS MOUNTED ON SAME POST**



# LENEXA STANDARD DETAIL

**TABLE 1 (ALPHA STREETS)**

STANDARD ABBREVIATION LIST	
Avenue	Av
Boulevard	Bvd
Circle	Cr
Court	Ct
Creek	Crk
Drive	Df
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Plaza	Pz
Road	Rd
Street	St
Terrace	Tr
Trail	Trl
Way	Way

**TABLE 2 (NUMBERED STREETS)**

STANDARD ABBREVIATION LIST	
First	1 <sup>st</sup>
Second	2 <sup>nd</sup>
Third	3 <sup>rd</sup>
Fourth to Ninth	th

\* NOTE: SERIES B 2000 LETTERS SHALL BE USED FOR ALL LETTERS EXCEPT C TO AVOID EXCEEDING A 42" SIGN BLANK.

**STREET NAME SIGN QUANTITY TABLE**

Sign Designation	Size	Area (S.F.)	Number	Quantity (S.F.)
D3-1 (SP-1)	12" X			
D3-1 (SP-2)	12" X			
D3-1 (SP-3)	12" X			
D3-1 (SP-4)	12" X			
D3-1 (SP-5)	12" X			
D3-1 (SP-6)	12" X			
<b>TOTAL</b>				

**STREET NAME SIGN ASSEMBLY (MOUNTED WITH OTHER SIGN)**

**STREET NAME SIGN ASSEMBLY (MOUNTED SEPARATELY)**

**SIGN MOUNTING-HOLE DETAIL (FOR MOUNTING ON SQUARE TUBULAR SUPPORTS)**

**PROJECT SIGN DETAILS**

**NAMED STREET SIGN DETAIL**

**NAMED STREET SIGN DETAIL - DIRECTIONAL**

**NUMBERED STREET SIGN DETAIL**

**SIGN MATERIALS:**

SIGN BLANK: 0.090 GAUGE ALUMINUM 6061-T6 OR 5052-H39

LETTERS: WHITE (NO BORDERS)

BACKGROUND: GREEN (FEDERAL COLOR STD. 565A, COLOR NO.14109)

TEXT SERIES: SERIES C 2000 AS INDICATED IN THE EXAMPLES

SHEETING: MICRO-ENCAPSULATED, RETRO-REFLECTIVE PRISMATIC SHEETING (TYPE 2)

PROCESS: ELECTRO-CITABLE FILM

REVISION DATE: \_\_\_\_\_  
 DETAILED: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_

**Lenexa**  
K A N S A S

STREET NAME SIGNS

SHEET  
D-807

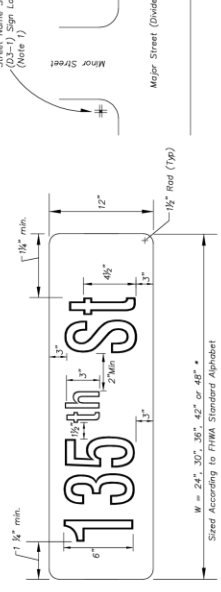
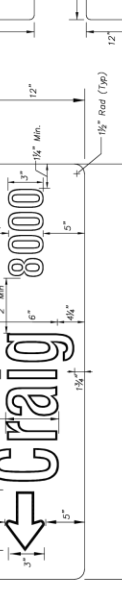
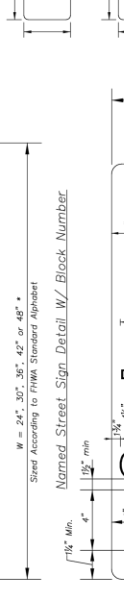
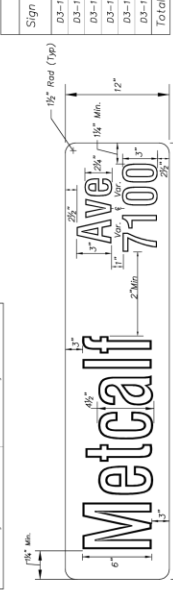


# OVERLAND PARK STANDARD DETAIL

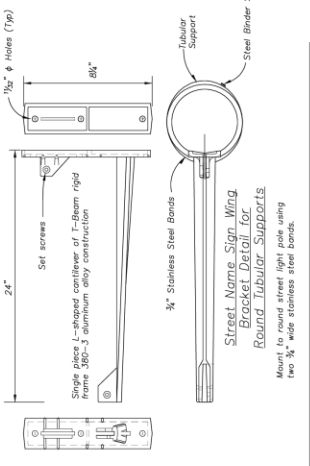
Standard Abbreviation List	Standard Abbreviation List
Avenue	st
Boulevard	rd
Circle	rd
Court	th
Creek	
Dr	
Drive	
Highway	
Lane	
Parkway	
Place	
Plaza	
Road	
Street	
Terrace	
Trail	
Way	

Standard Abbreviation List	Standard Abbreviation List
First	st
Second	rd
Third	rd
Fourth to Ninth	th

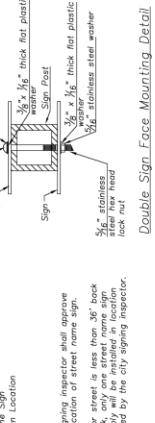
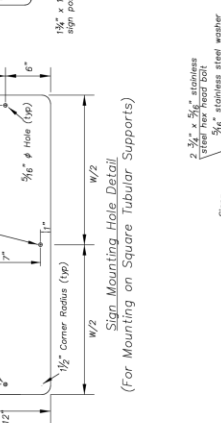
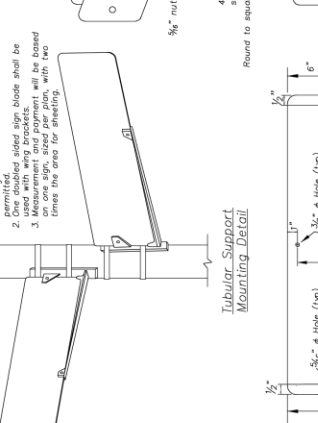
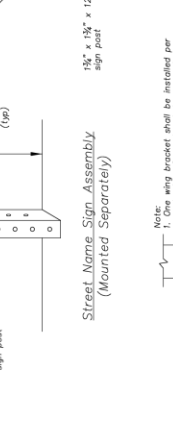
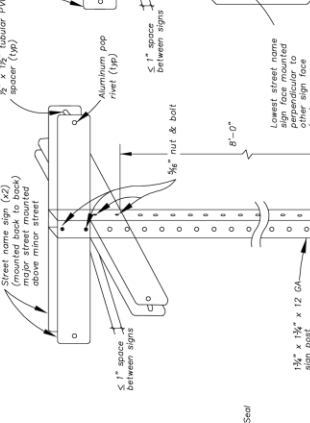
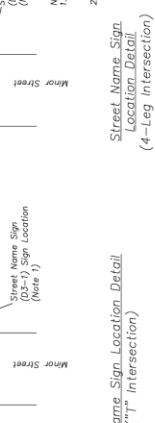
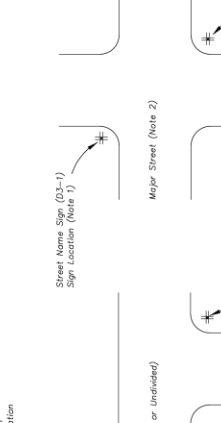
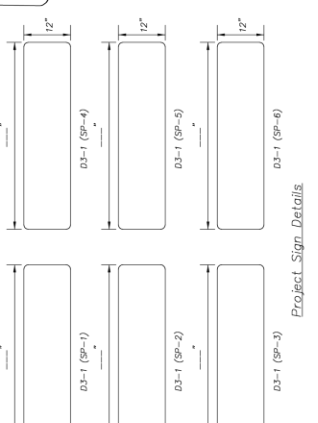
\*Note: Series B 2000 letters shall be used for all characters to avoid confusion.



Street According to FHWA Standard Alphabet  
 W = 24", 30", 36", 42", or 48"  
 Named Street Sign Detail / Block Number  
 W = 24", 30", 36", 42", or 48"  
 Street According to FHWA Standard Alphabet  
 Sign Material Notes:  
 Sign Blank: 0.080 Gauge, Anodized 6061-T6 or 5052-H38  
 Legend: White (No Border)  
 Background: Green (Federal Color: STDS 595A, Color No. 4109)  
 Text Series: Series C 2000 as indicated in the examples  
 Sheeting: Micro-Encapsulated, Retro-Reflective Prismatic Sheeting (Type X)  
 Process: Electro-Optable Film



Sign Designation	Size (W x H)	Area (S.F.)	Number	Quantity (S.F.)
D3-1 (SP-1)	X 12"			
D3-1 (SP-2)	X 12"			
D3-1 (SP-3)	X 12"			
D3-1 (SP-4)	X 12"			
D3-1 (SP-5)	X 12"			
D3-1 (SP-6)	X 12"			
Total				



NO	DATE	REVISIONS
1	03/09/15	2015 Standard Details
2		
3		

DEPARTMENT OF PUBLIC WORKS  
CITY OF OVERLAND PARK

**STREET NAME SIGNS – TEXT (CURRENT CITY FORMAT)**



**STREET NAME SIGNS – NUMERIC**



**STREET NAME SIGNS – NUMERIC WITH SUFFIX**



# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** Utility Billing Policies and Ordinance

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** In the interest of maintaining fair and consistent billing practices we have decided it is necessary to document the policies and procedures that have long been applied to the process of utility billing. Another major desire is to have these policies presented to the public in a manner that is transparent and consistent.

In order to cleanly implement these changes, an ordinance has also been drafted which cleans up some of the duplicate provisions and also clearly states the authority of staff to make such policies and to charge fees that have been set through the fee resolution.

The major changes include (1) a rearrangement of the billing cycle, (2) changes to the connection and disconnection process and associated fees, and (3) an automatic extension to every customer current on their utility bill.

**Extensions.** Section 15-120 of the City Code grants every customer receiving a delinquency notice the right to a hearing and to request an extension on their bill. The new policy will automatically grant an automatic extension from the due date (15<sup>th</sup>) through the end of business on the delinquency date (4<sup>th</sup>), but will also leave in a provision for a hearing in case it is needed in special circumstances. The city will continue to disconnect utilities to all delinquent bills beginning on the 5<sup>th</sup> of every month.

**Late Fees.** Late payments may be assessed two separate penalties if not paid by the termination date. Bills not paid by the end of business on the due date will be charged a late penalty and bills not paid by the end of business on the termination date will be charged a termination fee. This termination fee is intended to cover the costs of preparing the disconnect list and any subsequent efforts to disconnect the account. Furthermore, we propose that we charge an interest/penalty rate on outstanding balances that are more than a month old. The 1.0% rate charged monthly which serves as a disincentive to leaving balances on accounts.

**Deposits.** A high-risk deposit was considered in cases where customers have been routinely disconnected for non-payment. This deposit along with some other desired changes are not included in the policy because of the difficulty of implementing with the current software. However, we have included language in the ordinance to specifically authorize some deposit changes if the City so desires to at a late date.

**Account Changes.** Customers will also now be given the opportunity to add or remove authorized account users on the utility account. Customers wishing to make an accounting change will be required to complete an account change request. The request will need to be filled out and signed by all adults over the age of 18.

**Not Included.** I desperately want to do pro-rated bills for partial months, but our system isn't set up to be able to easily handle that ability at this time. We will add this once we have the capability.

**COUNCIL ACTION NEEDED:** Review and discuss.

**STAFF RECOMMENDATION TO COUNCIL:** Approve the Ordinance and Policy in separate motions. Staff is recommending summary publication of the ordinance because of its length.



# CITY OF OSAWATOMIE



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Subject <b>Utility Billing Rules and Procedures</b>		Draft No. <b>2016-01</b>
Adopted	Revised	Rescinded
Authorization		Date

## A. Statement of Purpose

Section 15-116 of the City Code authorizes the City Manager to establish rules and regulations to “efficiently accomplish the billing and collection of payments” for the City’s utilities. The purpose of this policy is to provide those rules and procedures for the benefit of both the public and staff to allow for a transparent and fair process for all involved. Although these rules and procedures may cause difficulty for some customers, the staff of the City of Osawatomie will follow the written policy and maintain a professional behavior with customers during the connection, disconnection, billing, and payment collections of utility services.

## B. Definitions

1. **Account Holder** - the person(s) who has applied for service and whose name appears on the bill from the City of Osawatomie.
2. **Business**- applies to business enterprises.
3. **Electric Service**- refers to those accounts who receive electrical service, most accounts are monitored through a meter
4. **Landlord**- refers to the owner of a rental property
5. **Restaurant**- An establishment whose primary purpose is for the sale, dispensing or service of food, refreshments, or beverage
6. **Tenant**- One who possessed or occupies land or buildings by title, under a lease, or through payment of rent
7. **Water Service**- refers to those accounts who receive water service, most accounts are monitored through a meter

## C. Rules & Procedures

### 1. Establishing an Account

When a customer requests utility services with the City of Osawatomie, they are agreeing to abide by the terms and conditions. Utilities shall be turned on only if the customer has no other outstanding utility accounts. The accounts must be paid in full prior to connection.

#### Requesting Utility Service

A request for utility service must be made at City Hall or may be done through the City's website once that functionality is available. Customers will need to provide all of the applicable information:

- Name
- Service Address
- Mailing Address
- Phone Number
- Photo I.D.
- Social Security Number
- Signed lease agreement
- A signed Utility Agreement

In the event a new tenant is moving in from out of town, applications may be completed, notarized, and faxed to 913-755-4164.

#### Security Deposit

The City of Osawatomie requires a customer utility deposit for establishing water, sewer, and electric service at the time of application. The deposit shall be conditioned to hold the City free from loss occasioned by the customer's failure to pay any bills legally rendered against the customer for utility services provided to the premises.

The security deposit shall accrue simple interest at the annual rate set forth by the Kansas Corporation Commission. Such interest to be credited on the first day of January thereafter at the office of the City Clerk. A refunded security deposit will include interest accrued to the date of the refund. Deposits will be refunded after 24 months of continuous service or will be applied to the utility account upon the closeout of the account with any remaining balance will be refunded to the customer, whichever comes first.

The security deposit amounts are listed in the City's fee resolution. At the time of the publication of this policy, the amounts were as follows:

Residential	\$200.00
Senior Citizen Housing	\$75.00
Business	Approximate average monthly bill; \$300.00 minimum
Tavern	\$300.00
Restaurant	\$1,000.00
Landlord Deposit	\$200.00

**2. Rates**

Rates will be billed in accordance with those established by the most recent applicable fee resolution. A copy of the most recent fee resolution is available on the City’s website or are available for review at City Hall.

**3. Meter Charges**

The City retains ownership of all water and electric meters. If the resident believes there is a problem with their meter, and after routine inspection, the customer can request the meter be tested by a third party service. If the customer requests this third party testing, the following applies:

- If testing reveals a problem with the meter, the City will pay for the associated costs and make an adjustment in the bill, however;
- If testing reveals a correctly functioning meter, the resident is responsible for the associated costs of testing.

In the event of water leaks or faulty metering equipment the City Manager is authorized to make appropriate adjustments to customer bills. Refer to Water Leak Adjustment Policy.

**4. Billing Cycle**

The following table outlines the billing cycle and process, with definitions below.

<b>Cycle</b>	<b><u>Month A</u></b> <i>July</i>	<b><u>Month B</u></b> <i>August</i>	<b><u>Month C</u></b> <i>September</i>	<b><u>Month D</u></b> <i>October</i>
<b>ACTIVITIES:</b>	Usage Begins <i>(17<sup>th</sup>)</i>	Usage Read <i>(17<sup>th</sup>)</i>	Bill Received <i>(1<sup>st</sup>)</i>	Termination Date <i>(4<sup>th</sup>)</i>
		Bill Mailed <i>(31<sup>st</sup>)</i>	Bill Due <i>(15<sup>th</sup>)</i>	Disconnect Date <i>(5<sup>th</sup> or Later)</i>
			Delinquent Date <i>(20<sup>th</sup>)</i>	

*\*Examples in italics*

**Reading Date** – The date the bill is read for usage, typically within a couple days before and after 17<sup>th</sup> of each month (Month B).

**Billing Date** – Bills will be mailed on the last working day of each month (Month B).

**Due Date** – Payment for utility services will be due on or before the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend or holiday, bills will be due by the close of business the following business day (Month C).

**Delinquent Date** – Any bill not paid as of five (5) days after the due date will be considered delinquent (Month C). A delinquent notice will be mailed to the owner at this time.

**Termination Date** – Payment for delinquent services will be due on or before the 4<sup>th</sup> day of the month following the Delinquent Date (Month D). If the 4<sup>th</sup> falls on a weekend or holiday, bills will be due by the close of business the following business day (Month D).

**Disconnect Date** – The next business day following the Termination Date.

## 5. Delinquency Notice & Process

**Late Payments.** Any bill paid after the Due Date but before the Delinquent Date is considered late. A late penalty, as established by the fee resolution, will be applied to all such bills not paid by the Due Date.

**Delinquent Payments.** Bills not paid in full by the Delinquent Date will be mailed a noticed to advise them their bill is overdue and that if not paid within ten (10) days, will be subject to disconnection, additional fees, and the closing of the account. All bills not paid as of this date are deemed to have exercised their right to a hearing (see below) and are given until the Termination Date to pay the past due amount.

A monthly interest/penalty rate will accrue on all past due amounts over 30 days until the past due amount is paid in its entirety. The interest/penalty rate will be set in the fee resolution.

**Hearing and Automatic Extension.** Section 15-120 of the City Code grants every customer receiving a delinquency notice the right to a hearing to request an extension on their bill. In lieu of this hearing, customers are automatically granted an extension from the delinquent date (5 days after the due date), to the Termination Date (as defined above) which in the shortest possible circumstance would be 10 days. In no manner does the automatic extension prohibit any individual from requesting a hearing as outlined in Section 15-120 of the City Code.

**Termination.** All delinquent bills not paid by the close of business on the Termination Date will be scheduled for disconnection and charged a termination fee.

**Disconnection.** All disconnections will occur on days where the City is open for business the following business day, in order for customers to be able to reconnect the following day, subject to the required payment. When disconnections are occurring, staff will be directed to disconnect services and not wait for account holders to go to City Hall to make payments. Reconnection will occur subject to the procedures below.

Disconnection will occur in two steps:

**Partial Disconnection.** On Disconnection Day or shortly thereafter, staff will partially disconnect the electric service and take a reading of the meter. At the time of disconnection, a notice will be left on the front door notifying the owner that unless the account, all associated fees, a new high-risk deposit, are paid in full, all other services will be disconnected in approximately five business days.

In some cases the City may elect to disconnect water service in lieu of electric service, depending on mitigating circumstances.

**Complete Disconnection.** Should the account not be paid in full within five business days of the initial disconnection, a complete disconnection will occur where all water,

electric and refuse services will be disconnected by the City. At this time the City Building Official should be notified by the Utility Billing Office that a complete disconnect has occurred.

Upon complete disconnection, staff will collect the final readings, close the account, liquidate the deposit, and any reconnection of services will be subject to all applicable fees and deposits for establishing a new account, including any high-risk deposit required as a result of the disconnection for non-payment.

**Vacation of Premises.** Approximately five days after the complete disconnection of utilities, City Building Official the property be posted as “Do Not Occupy” and the property must be vacated because of the lack of basic sanitary services.

## **6. Reconnection.**

Payment must be received before 3:30 PM for same day reconnection to allow staff adequate time to finish current business and be able to reconnect service within the work day.

**Reconnection from a Partial Disconnection.** To be reconnected from a partial disconnection, the customer must pay the outstanding balance due (including subsequent balances due if past the Due Date), including the delinquency fee.

**Reconnection from a Complete Disconnection.** To be reconnected after a complete disconnection and/or a vacation, the customer must pay any outstanding balance from the now closed account and the account will be re-established with all applicable fees and deposits.

## **7. Payments**

**Types of Payments.** Utility services may be paid by cash, check, credit card, money orders, or ACH Direct Payment at [www.osawatomiaks.org](http://www.osawatomiaks.org). Bills may be paid in-person, by mail, or by using the city drop box located in the city parking lot next to the post office on 5<sup>th</sup> street. In person payments may be made at City Hall between 8:00 AM- 4:30 PM, Monday through Friday.

**Mailing Address.** If you choose to pay by mail, please include your bill stub for more accurate service. Checks may be mailed to: City of Osawatomie, PO Box 37, Osawatomie, KS 66064.

**Credit Card Payment.** Both online and in-person credit card payments are available to customers for payment. They are accompanied by a fee based on amount charged. Fee amounts are provided at the time of payment. A direct link for online payment may be found on the City’s website at [www.osawatomiaks.org](http://www.osawatomiaks.org) under the help tab.

**Automatic Bank Payments.** Customers may choose to have utility payments be directly withdrawn from their account. If payments are directly withdrawn, customer accounts will be charged on the 14<sup>th</sup> of every month for the full amount due.

**Dropbox.** The drop box may be used for payments of any kind, but any payments dropped after 3:30 pm will not be credited to that day’s business. It will only apply to the following day, meaning that all payment that must be in before the close of business to avoid penalties or fines, should be brought into City Hall by 4:30 pm and not placed in the drop



box. Cash payments should not be left in the drop box as they may be separated from identifying information and may sit in the box for several days depending on when the payment is deposited.

**Insufficient Fund Payments.** Payments made via check or auto payment that are returned for insufficient funds, will follow the process for the City's handling of such payments. In addition, any returned payment will be reflected in the billing system upon notification by the bank as a non-payment and all such due dates, deadlines and penalties will be enforced as if they payment was never received.

Insufficient Funds Payments which occur after the Termination Date is cause for immediate disconnection of services without warning.

## **8. Collection of Payments.**

The City, at any time, may forward the debts of current or former customers that are over 60-days delinquent to a private collection contractor or the Kansas State Debt Setoff Program for collection.

## **9. Account Changes**

In cases of which only one party on the account wishes to remove their name from the account, all parties will have to sign an account change request. There will be no partial deposits returned. The original deposit will remain on the account until closed.

If an account holder fails to notify the Utility Billing Clerk to discontinue service, the account holder will continue to be responsible for any and all charges incurred until such time the Utility Billing Clerk is notified of a request to terminate utility service.

Any transfer requests taken after 2:30 PM may not occur until the following business day. The lease agreement between the owner and the tenant does not represent an agreement for utility services between the City of Osawatometie and the tenant.

## **10. Account Transfers**

Once request is made for an account to be disconnected or transferred to another customer's name, a final reading will be conducted on the date specified. Account transfer requests must be made at City Hall. The final bill will reflect usage to this point. Only an account holder may request a termination or transfer of service. A transfer fee will be required prior to the transfer date as established by the annual fee table.

In the case of a death of the account holder, immediate family members will be allowed to transfer the account into their name without a transfer fee or security deposit. Any person wishing to transfer the account will be required to present proof in the form of an obituary or death certificate.

Landlords will have the option to sign a landlord agreement giving them the option to automatically transfer utility services into their name when a tenant moves out. This can be done without requiring a separate deposit. If a landlord requests a service address to be physically disconnected, the landlord will be required to pay a reconnection fee as established by the fee resolution.

## **11. Equitable Application**

There are also circumstances where apartment complexes, shared meters, or other logistical circumstances require deviation from these rules and procedures. In such cases, those exceptions will be required to be in a written agreement with the City of Osawatomie and signed by the City Manager to be exempt from any of these policies.

Except for the logistical reasons, all business and residential accounts will be required to comply with the rules and procedures regulations set forward in this policy. Under no circumstance will any customer be given preferential treatment or exception without prior approval by the City Manager **and** City Council, except that current active accounts with outstanding balances and payment plans will be honored under this agreement, until default occurs. Should default occur, all provisions of these procedures will be applicable and no further arrangements will be made.

## **D. Attachments**

- Appendix A: Application for Utility Service- Residential
- Appendix B: Application for Utility Service- Business
- Appendix C: Landlord Agreement
- Appendix D: Service Transfer Request
- Appendix E: Water Service Turn-On Release Agreement
- Appendix F: Utility Account Change Request

ORDINANCE NO. 3744

AN ORDINANCE PERTAINING TO THE OPERATION AND MAINTENANCE OF MUNICIPAL UTILITIES; BY AMENDING ARTICLES 1, 2 AND 3 OF CHAPTER 15 OF THE MUNICIPAL CODE OF THE CITY OF OSAWATOMIE, KANSAS AND REPEALING EXISTING ARTICLES; AND BY ADDING A NEW SECTION TO ARTICLE 4 OF CHAPTER 15.

WHEREAS, the City of Osawatomie operates and maintains water, wastewater and electric utility systems for the benefit of its citizens and to ensure the on-going economic vitality of the community; and

WHEREAS, the City must establish rules, rates and operational procedures for the efficient and effective operation of the electric system.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OSAWATOMIE, KANSAS:

SECTION ONE. Article 1 of Chapter 15 of the Code of the City of Osawatomie is hereby amended to read as follows:

**ARTICLE 1. GENERAL PROVISIONS**

**15-101. Definition.**

As used in this title, the following words and phrases shall be construed as defined unless from the context a different meaning is intended or unless a different meaning is specifically defined:

- (a) "Customer" means the utility service account holder(s) of record.
- (b) "Person" means natural persons and all corporations, partnerships, associations and all other types and kinds of organizations and entities, without limitation.
- (c) "Utility services" means water service, electric service, refuse service, and sanitary sewer service and any other utility services provided by the city.
- (d) "Customer service line" means, as follows:
  - (1) with reference to sewer lines, that portion of the line or pipe between the point of use and where the service line connects with the city's main line;
  - (2) with reference to water lines where the meter is located inside of a building, that portion of the line or pipe between the point of use and the city right-of-way line or easement;
  - (3) with reference to water lines where the meter is located outside a building, that portion of the line or pipe between the point of use and the meter; and
  - (4) with respect to electric lines, that portion of the electric line between the point of use and the meter, except where ownership is modified by a net metering or parallel generation agreement.

(e) "Utility services" means water service, electric service, refuse service, and sanitary sewer service and any other utility services provided by the city.

**15-102. Emergency power to limit; Interruption of service.**

The governing body may, in the event of any present or threatened emergency, limit the use of any utility, under such conditions as it may prescribe. The city reserves the right to interrupt any utility service for the purpose of making repairs or extensions to service lines or equipment.

**15-103. Access to meters, utility equipment.**

It is unlawful for any consumer to deny admittance to the premises of such consumer, during reasonable hours, to any employee of the city for the purpose of meter reading, examination of pipes, lines, equipment and connections of the utility services.

**15-104. Un-metered utility use prohibited—Exception.**

It is unlawful for any person knowingly and willfully to use or take, or to permit any person to use or take, any water, electricity, sewer, refuse, or any other utility service from the city, which has not been metered or applied for by the person, except water used for firefighting purposes.

**15-105. Theft of utility services; Tampering with meter; Unauthorized Use**

(a) It is unlawful for any person to obtain utility services from the city by deception, threat, coercion, stealth, mechanical tampering or use of false token or device.

(b) It shall be unlawful for any person to break the seal of any meter, to alter the register or mechanism of any meter, or to make any outlet or connection in any manner so that the water or power supplied by the city may be used or wasted without being metered. It shall be unlawful for any person except an authorized employee of the city to turn any curb cock on or off. (c)

It shall be unlawful for any person, firm, or corporation, other than duly authorized city officials or employees to turn water on or off at the water meter or curb cock shut off, with a key or in any other manner.

**15-106. Reserved for future use.**

**15-107. Maintenance—Customers' and owners/landlords' responsibilities.**

Customers and owners of leased or rented premises served by city utilities shall keep service pipes, lines, equipment and connections in such condition as to remain operable. In the event such persons shall permit such lack of maintenance, such as leakage, broken service lines, or dangerous or improper use of service, such utility may be discontinued until such deficiencies have been repaired.

**15-108. Unauthorized opening of hydrant prohibited.**

It is unlawful for any person other than a member of the water department or the fire department of the city, to open any fire hydrant within the city.

**15-109. Disconnection for misuse.**

Any utility service which is misused under this Chapter may be disconnected.

**15-110. Violation—Penalty.**

Any person who shall violate any of the provisions of this Chapter shall, upon conviction thereof, be fined in any sum not to exceed \$500.00, in addition to any restitution ordered by the court.

**15-111. Reserved for future use.****15-112. Reserved for future use.****15-113. Reserved for future use.****15-114. Reserved for future use.****15-115. Application for utility services required.**

Every person requesting utility services from the city shall make an application for service to the city. If at the time of application for utility service the applicant has an outstanding balance or unpaid fees or charges for utility services provided by the city, the application shall not be accepted until all fees or charges are paid in full.

**15-116. Administration; Regulations.**

(a) The city manager or his or her designee is authorized to establish through written policy such rules and regulations as will efficiently accomplish the billing and collection of payments for water, electric, refuse and sewer, or other utility service furnished consumers;

(b) The governing body of the city shall have at all times the right to direct amendment, deletion or addition to any such rules and regulations;

(c) Such rules and regulations shall be available and furnished to consumers on request in the utility business office.

**15-117. Payments; When due.**

Any billing for utility services shall be due, payable, received and paid in full by the due date listed in the billing notice, which shall be established by city rules or regulations. Cash payment may be required. All delinquent bills must be paid prior to transferring service to another location.

**15-118. Reserved for future use.****15-119. Reserved for future use.****15-120. Delinquent notice; Hearing and termination.**

(a) When any utility account shall become delinquent as herein provided, the utility office shall cause a written notice of such to be mailed by regular mail to the customer's current mailing address, stating:

(1) The amount due on the unpaid balance;

(2) The customer's right to a hearing to request an extension before the department if made at least 3 working days (Saturdays, Sundays and holidays excluded) before scheduled termination of service.

(3) Notice that service will be terminated if the account is not fully paid within 10 days thereafter;



(4) If service is terminated, service will not be reinstated without payment of the account in full, payment of any applicable administrative fee, payment of collection charges and furnishing of an adequate utility deposit as established by the city's fee resolution or the city's rules and regulations.

(b) The request for hearing must be made to the utility department at least 3 working days prior to the scheduled date of termination.

(c) Such hearing shall be conducted by the city clerk, utilities supervisor, or such other representative as may be appointed by the city manager.

**15-121. Discontinuance of utility service.**

(a) The city may discontinue or refuse a particular utility service to any customer without notice or hearing for any of the following reasons:

(1) When the customer so requests;

(2) When it is determined by the city manager or his or her designee that the continuance of a particular utility service constitutes a dangerous condition presenting a likely immediate threat to health or safety of persons or property on or near the customer's premises;

(3) When the customer refuses to grant employees of the city utility department access to equipment installed upon the premises of the customer for the purpose of inspection, meter reading, maintenance or replacement;

(4) When the customer violates any rule, regulation or ordinance of the city pertaining to utility services which adversely affects the safety of the customer or other persons, or the integrity of the city's utility services delivery system; and

(5) When the customer attempts, causes or permits unauthorized interference, diversion, theft, tampering, damage or use of utility services or the utility services delivery system situated or delivered on or about the customer's premises.

(b) The city may discontinue or refuse a particular utility service to any customer for any of the following reasons; provided, notice to the customer is given an opportunity for hearing granted in accordance with the provisions of this article:

(1) Nonpayment of utility bills and charges; and

(2) When the customer misrepresents his or her identity or otherwise intentionally provides false information for the purpose of obtaining utility services from the city.

**15.122. Suspension of discontinuance of utility service during inclement weather.**

(a) From November 1st through March 31st the city's normal policy for disconnection of utilities for non-payment is modified as follows:

(1) If temperatures are forecast to fall below 35 degrees during the next 24 hours, the City of Chanute will suspend residential electric service disconnections.

(2) The city, following a cold weather suspension, will not resume service disconnection activities until there is a forecast of temperatures above 35 degrees for 48 continuous hours.

(3) Nothing in this policy shall prohibit the City from disconnecting or terminating water service, or other non-electric utility services, in accordance with its policies during this time period.

**15-123. Reserved for future use.****15-124. Reserved for future use.****15-125. Utility account responsibility.**

(a) All charges for utility services shall be the responsibility of the applicants or persons in whose name the account is carried by the utility office. In addition, any adult person residing at the location receiving the utility service shall be equally responsible for payment.

(b) If at the time of application for utility service the customer has an outstanding balance or unpaid fees or charges for utility services provided by the city, the application shall not be accepted until all fees or charges are paid in full.

(c) If utility service is furnished to leased premises on the application and request of the lessor of the premises, then all billings for utilities furnished to such leased premises shall be made directly to the lessor, and the lessor shall be fully liable for the cost of service furnished.

(d) In the event any person, partnership, corporation or business occupying the real property and having a legal, equitable or purchase option interest therein shall neglect, fail or refuse to pay the utility billing and delinquency charges due the city within 15 days following notice of discontinuance, such billings and charges shall constitute a lien upon the real property served by the connection to the utility service, and shall be certified by the city clerk to the County Clerk of Miami County, Kansas, to be placed on the tax rolls for collection, subject to the same penalties and collected in like manner as other taxes are by law collectible.

(e) The lien, described in subsection (d) of this section, shall not attach to property for unpaid utility fees or charges when the utility services have been contracted for by a tenant and not by the landlord or owner of the property to which the utility service is provided.

**15-126. Service fees and charges.**

The city may establish such service fees and charges necessary to effectively operate the city's utility services. Such fees may include, but are not limited to: late fees, penalties and interest, service disconnection charges, reconnection charges, and service transfer fees. Any service disconnected for nonpayment of delinquent bill shall be reconnected only upon payment of the delinquent bill, interest penalty thereon, and any applicable services fees established by the governing body in the city's fee resolution.

**15-127. Reconnection; Payment requirements.**

In the event of termination of utility services as provided in this chapter, no customer so terminated shall be reinstated or reconnected as a utility customer of the city until:

- (a) Any unpaid accounts attributable to the customer shall have been paid in full; and
- (b) All applicable administrative or service fees, such as delinquency fees or penalties and interest, as established in the City's fee resolution are paid in full; and
- (c) A paid a deposit has been provided as provided in this article.

**15-128. New applicant; Payment requirements.**

Any new applicant for sewer, water and electric utility service to a dwelling or residence shall pay to the utilities office of the city, prior to the furnishing of any such service to such location, the following fees as established in the City's fee resolution:

- (a) A refundable deposit fee, in accordance with this article;
- (b) a service initiation fee for each such service requested; and
- (c) any other such utility administration fees as included in the fee resolution.

**15-129. Reserved for future use.**

**15-130. Utility security deposits.**

(a) The city will establish through its fee resolution and written policy the standard deposit amount for each type of city account, such as residential, commercial or other categories of accounts.

(b) The city may establish a higher utility deposit for those applicants that have a prior record of utility turn-offs by the city. The criteria for the higher deposit and the amounts shall be established in the city's written policy regarding utility billing rules and procedures. In no case shall the deposit(s) exceed an amount equal to the expected average bill for a three month period for such utility service.

(c) The city may also establish written rules to establish the following for applicants or previous customers with accounts in good standing with the city:

(1) a reduced deposit for those accounts that establish automated bank draft for the payment of services; and

(2) the waiver of a deposit for previous customers who had an account in good standing and with a good payment record.

**15-131. Utility security deposits; Use.**

Deposits collected pursuant to this article shall be governed by the provisions of K.S.A. 12-822 as amended. In the event of nonpayment of the account for which any deposit is made, such deposit and interest accrued thereon shall be applied by the city clerk to payment of such unpaid account. If there shall remain any surplus of such deposit, the same shall be returned to the customer.

**15-132. Utility security deposits; Records; Interest; Refunds after 12 months; Conditions.**

The utility office shall keep records of all utility security deposits. Existing customer deposits and all deposits hereafter made pursuant to this title, together with any accrued interest thereon as provided by law, shall be refunded to the depositor when it shall have been determined by the utility office manager that such utility customer has established an experience of payment of billings on the account by the timely and full payment of accounts, when due, for a prior period of 12 full, consecutive months. In the event a subsequent utility bill is not paid when due, the city may require a new security deposit.

**15-133. Utility security deposits; Refund upon termination of service.**

All utility security deposits held by the city shall be refunded upon termination of service and payment for utility services furnished by the city, together with surrender of the receipt covering such deposit. In the event the receipt has been lost or destroyed, the utility office manager may require other sufficient evidence of the entitlement of claimant to any such deposit.

**15-134. Unclaimed deposits; Notice; Disposition.**

Deposits received from customers under the provisions of this title as security for payment of utility bills, together with interest accrued thereon, and which remain on deposit for a period of 3 years or more after discontinuance of service to said customers shall be disposed of as provided by Kansas Statutes Annotated 12-822 and any amendments thereto.

**15-135. Deposit; Required after refund when terminated.**

In the event a utility customer shall have previously received a deposit refund as provided in this article and shall subsequently have service to that account terminated as herein provided, utility services of the city shall not be reinstated until and unless a new deposit shall have been made by such customer as herein provided and required of all new utility customers.

**15-136. Reserved for future use.****15-137. Petty cash fund.**

A petty cash fund in the amount of \$1,000 is established for the use of the city utilities department, for the purpose of paying postage, freight, temporary labor, and other emergency expenses, including refund of deposits made to secure payment of accounts.

**15-138. Same; deposits.**

The petty cash fund shall be deposited in the regular depository bank of the city and paid out on the order of the city clerk by check which shall state clearly the purpose for which issued.

**15-139. Same; vouchers.**

Whenever the petty cash fund becomes low or depleted, the city clerk shall prepare vouchers covering expenses as have been paid from the petty cash fund and shall submit such vouchers together with the paid checks to the governing body for review and allowance of the amounts from the regular funds of the utilities. Warrants issued therefor shall be payable to the petty cash fund and shall be deposited therein to restore said petty cash fund to its original amount.

SECTION TWO. Article 2 of Chapter 15 of the Code of the City of Osawatomie is hereby amended to read as follows:

**ARTICLE 2. WATER****15-201. Regulations; Administration of utility.**

In addition to the regulations set out in this article, the city manager shall adopt, in accordance with this chapter, such administrative and operational policies as necessary to allow for the efficient and effective metering, billing and collecting of payments from customers of the electric utility.

**15-202. Service not guaranteed.**

The city does not guarantee the delivery of water through any of its mains and connecting services at any time except only when its mains, pumping machinery, power service connection are in good working order, and the supply of water is sufficient for the usual demand of its consumers.

**15-203. Service connections required.**

(a) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purpose, situated within the city abutting on any street, alley, or right-of-way in which there is now located or may in the future be located near public water mains, is hereby required at his or her own expense to make connection to such public water main.

(b) Before any connection is made to the city's water system an application must be made in writing to the city by the owner of the premises, or his or her authorized representative, for a permit to make such connection.

**15-204. Application for service.**

(a) Any person, firm or corporation desiring a connection with the municipal water system shall apply in writing to the city, on a form furnished by the city for that purpose, for a permit to make the connection.

(b) The application shall:

- (1) Contain an exact description including street address of the property to be served;
- (2) State the size of tap required;
- (3) State the size and kind of service pipe to be used;
- (4) State the full name of the owner of the premises to be served;
- (5) State the purpose for which the water is to be used;
- (6) State any other pertinent information required by the city clerk;
- (7) Be signed by the owner or occupant of the premises to be served, or his or her authorized agent.

(c) Each application for a connection permit shall be accompanied by payment of fees and/or costs as specified in the city's fee resolution as adopted by the governing body.

**15-205. City to make connections.**

All taps shall be given, street excavations made, corporation cocks inserted, pipes installed from main to curb, and the curb cock installed in a meter box to which the service pipe is to be connected by city employees only.

**15-206. Connection fees.**

The fees for connection to the city waterworks system shall be established by the fee resolution of the governing body.

**15-207. Curb cocks.**

There shall be a curb cock in every service line attached to the city main, the same to be placed within the meter box. Curb cocks shall be supplied with strong and suitable "T" handles.

**15-208. Check valves.**

Check valves are required on all connections to steam boilers or on any other connection deemed necessary by the water utility. Safety and relief valves shall be placed on all boilers or other steam apparatus connected with the water system where the steam pressure may be raised in excess of 40 pounds per square inch.



**15-209. Reserved for future use.**

**15-210. Meters.**

(a) All water furnished to customers shall be metered.

(b) Meters shall be located between the sidewalk or property line and curbing when the service main is located in the street, and on private property within three feet of the alley line when the service main is located in the alley. In the business district the meters may be installed in the basement at a location specified by the city.

**15-211. Same; testing.**

Meters shall be tested before being set and at any other time thereafter when they appear to be measuring incorrectly. If a test is requested by the customer and the meter is found to be accurate within two percent, the meter will be deemed correct and the cost of the test will be assessed to the customer.

**15-212. Leaks prohibited; penalty.**

No allowances shall be made for water used or lost through leaks, carelessness, neglect or otherwise after the same has pass through the meter. However, every customer shall have the right to appeal to the city from water bill or meter reading which he or she may consider excessive.

**15-213. Reserved for future use.**

**15-214. Prohibited acts.**

It shall be a violation of this article for any unauthorized person to:

(a) Perform any work upon the pipes or appurtenances of the city's waterworks system beyond a private property line unless such person is employed by the city or authorized or permitted by the City to do such work;

(b) Make any connections with any extension of the supply pipes of any consumer without written permission to do so having been first obtained from the city manager or his or her designee;

(c) Remove, handle or otherwise molest or disturb any meter, meter lid, cutoff, or any other appurtenances to the water system of the city.

**15-215. Wasting water.**

Water users shall prevent unnecessary waste of water and shall keep sprinklers, hydrants, faucets and all apparatus, including the service line leading from the property to the meter in good condition at their expense.

**15-216. Reserved for future use.**

**15-217. Rates.**

The rates per month for the use of water in the city shall be set by the governing body in its fee resolution.

**15-218. Reserved for future use.**

**15-219. Reserved for future use.**

**15-220. Cross-connections prohibited.**

No person shall establish or permit to be established or maintain or permit to be maintained, any cross connection whereby a private, auxiliary, or emergency water supply other than the regular public water supply of the city may enter the supply and distributing system of the city unless specifically approved by the Kansas Department of Health and Environment and the governing body.

**15-221. Same; protective backflow devices required.**

Approved devices to protect against backflow or backsiphonage shall be installed at all fixtures and equipment where backflow and/or backsiphonage may occur and where there is a hazard to the potable water supply in that polluted water or other contaminating materials may enter into the public water supply. Any situation in which a heavy withdrawal of water, such as a sudden break in the main or water being used from a fire hydrant, may cause a negative pressure to develop which could lead to backsiphonage of polluted water into the system shall be improper and must be protected by approved backflow preventive valves and systems as determined by the superintendent.

**15-222. Same; inspection.**

The city building inspector or other designee of the city manager shall have the right of entry into any building or premises in the city as frequently as necessary in his or her judgment in order to ensure that plumbing has been installed in accordance with the laws of the city so as to prevent the possibility of pollution of the water supply of the city.

**15-223. Same; protection from contaminants.**

Pursuant to the city's constitutional home rule authority and K.S.A. 65-163a, the city by its utility superintendent may refuse to deliver water through pipes and mains to any premises where a condition exists which might lead to the contamination of the public water supply system and it may continue to refuse the delivery of water to the premises until that condition is remedied. In addition, the city utility superintendent may terminate water service to any property where the cross connections or backsiphonage condition creates, in the judgment of the superintendent, an eminent danger of contamination to the public water supply.

SECTION THREE. Article 3 of Chapter 15 of the Code of the City of Osawatomie is hereby amended to read as follows:

**ARTICLE 3. ELECTRICITY****15-301. Regulations; Administration of the utility.**

In addition to the regulations set out in this article, the city manager shall adopt, in accordance with this chapter, such administrative and operational policies as necessary to allow for the efficient and effective metering, billing and collecting of payments from customers of the electric utility.

**15-302. Meter regulations.**

(a) All electricity furnished by the municipal electric utility shall be measured by electric meters furnished, installed and maintained by the city for that purpose and every consumer shall provide a suitable place for the installation of the same.

**15-303. Connections.**

All connections to the municipal electric system shall be made by city employees only. Each application for a connection shall be accompanied by payment of fees and/or costs as specified in the city's fee resolution as adopted by the governing body.

**15-304. Same; separate connections.**

Unless special permission is granted by the city, each premise shall have a separate and distinct service connection, and where permission is granted for branch service connections, each branch service connection shall have its own separate meter.

**15-305. Reserved for future use.****15-306. Meter testing.**

If a test is requested by the customer and the meter is found to be accurate within two percent, the meter will be deemed correct and the cost of the test will be assessed to the customer.

**15-307. Reserved for future use.****15-308. Electric rates.**

The rates per month for the use of electricity shall be set by the governing body at least annually in a fee resolution. Said rates may include, but are not limited to, the following types of classes, services and fees:

- (a) Residential
- (b) Small General
- (c) Large General
- (d) City Use
- (e) Outside City Limits
- (f) Energy Cost Adjustment (ECA) Charge
- (g) Security/Yard Lights
- (h) Late Charges & Penalties
- (h) Connection, Disconnect & Reconnect Charges

**15-309. Property easements for electric utilities.**

The easement is to be kept clear of any obstructions that would prevent city crews from maintaining service.

**15-310. Declaration of an electric emergency.**

Whenever the governing body of the city finds that an emergency exists by reason of a shortage of electric supply at a reasonable price, it shall be empowered to declare by resolution that an electric supply emergency exists and that it will encourage voluntary electric conservation or

impose mandatory restrictions on electrical use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of an electrical supply emergency shall be effective upon their publication in the official city newspaper.

**15-311. Emergency electric rates.**

Upon the declaration of an electrical supply emergency as provided in Section 15-310, the governing body of the city shall have the power to adopt emergency electric rates by ordinance designed to conserve electric supplies. Such emergency rates may provide for, but are not limited to:

- (a) Higher charges for increasing usage per unit of use (increasing block rates);
- (b) Uniform charges for electric usage per unit of use (uniform unit rate); or
- (c) Extra charges in excess of a specified level of electric use (excess demand surcharge).

**15-312. Energy Cost Adjustment (ECA).**

(a) All electric bills are subject to a monthly Energy Cost Adjustment (ECA) and shall be calculated as follows:

The rate for energy to which this adjustment is applicable shall be adjusted by \$.0001 per kilowatt-hour (kWh) in the aggregate cost of energy as computed by the following formula:

$$[(P + G + O)/(K + C)] \times L - (B) = \text{Adjustment}$$

P = The current month actual total cost of power purchased.

G = The current month actual total cost of City generation.

O = The current month actual total cost of any other associated power supply expenses.

K = The current month actual total kWh of the delivered purchased power.

C = The current month actual total kWh of the delivered City generation power.

L = The current City losses determined annually (((Purchased Power+City Generation)- City Billed))/City Billed).

B = The Base will be established by a fee resolution, as specified in Section 15-308.

**15-313. Tree trimming; Electric department's authority.**

The electric department may trim trees which shall create a hazard to, or interfere with, the lines of the electric distribution system of the city.

SECTION FOUR. Article 4 of Chapter 15 of the Code of the City of Osawatomie is hereby amended by adding new section 426, which shall read as follows:

**15-426. Rates.**

The rates per month for the use of the city's wastewater collection and treatment system shall be set by the governing body in its fee resolution.

SECTION FIVE. Articles 1, 2, and 3 of Chapter 15 of the Code of the City of Osawatomie as adopted prior to the passage of this Ordinance is hereby repealed.

SECTION SIX. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its adoption and publication in the official city newspaper.

ADOPTED AND APPROVED by the Governing Body this 22nd day of December, 2016.

(SEAL)

\_\_\_\_\_  
L. Mark Govea, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Seamands, City Clerk

DRAFT



CITY OF OSAWATOMIE

**FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE**

**Ordinance No. 3744:** AN ORDINANCE PERTAINING TO THE OPERATION AND MAINTENANCE OF MUNICIPAL UTILITIES; BY AMENDING ARTICLES 1, 2 AND 3 OF CHAPTER 15 OF THE MUNICIPAL CODE OF THE CITY OF OSAWATOMIE, KANSAS AND REPEALING EXISTING ARTICLES; AND BY ADDING A NEW SECTION TO ARTICLE 4 OF CHAPTER 15.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

(Published in the Osawatomie Graphic, December 28, 2016) 1t

**Summary of Ordinance No. 3744**

On December 22, 2016, the City of Osawatomie, Kansas adopted Ordinance No.3744, an ordinance amending sections of the municipal code of the City of Osawatomie related to operation of the City’s utilities, The ordinance clarifies provisions related to all utilities concerning operation, maintenance, billing, metering, deposits, connections to service, supply emergencies, and rates. The ordinance also clarifies that the city manager may adopted policies to operate the utilities, but also provides clarifications that the City Council can make changes to those policies. Changes to the City Code are made by amending Articles 1, 2 and 3 of Chapter 15 of the Code and by adding a new section to Article 4 of Chapter 15. A complete copy of this ordinance is available at [www.osawatomieks.org](http://www.osawatomieks.org) or at City Hall, 439 Main St., Osawatomie, Kansas. This summary is certified by Richard Wetzler, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: December 22, 2016

\_\_\_\_\_  
/s/  
Richard S. Wetzler, City Attorney

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** **Low Income Housing Tax Credit Program**

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** The City of Osawatomie and the Builders Development Corporation have partnered with each other in an effort to bring quality affordable housing to Osawatomie. In November we submitted an application for a Moderate Income Housing grant and in January the Builders Development Corporation (BDC) would like to submit an application for the Low Income Housing Tax Credit (LIHTC) program through Kansas Housing Resources Corporation (KHRC). BDC is a non-profit based in Kansas City, MO with experience in affordable housing developments. If selected for LIHTC, this proposal would build a 30 unit maintenance free senior housing community. The application will be submitted in January of 2017.

The City would be able to aid development by reducing development costs, such as water tap fees, building permit fees, plan review costs, etc. The Builders Development Corporation will also submit an application for the Neighborhood Revitalization Act Tax Abatement Program to help fund this development.

The aim of this project will be to provide seniors with a quality affordable housing to seniors. Osawatomie's current senior housing communities are full or near full capacity. This project will seek to address the market demand for quality senior housing in Osawatomie. This development will give longtime residents the opportunity to move from their larger residence to a smaller maintenance-free senior community and increase the amount of single family residence around Osawatomie.

Attached is a draft letter of support to be sent to Kansas Housing Resources Corporation on behalf of the City of Osawatomie City Council in support of the LIHTC application.

**COUNCIL ACTION NEEDED:** Review and discuss. Provide direction to staff.

**STAFF RECOMMENDATION TO COUNCIL:** approve the submission of the LIHTC application and offer support to the application through a letter on behalf of the Osawatomie City Council.



# CITY OF OSAWATOMIE



439 Main Street  
P.O. Box 37  
Osawatomie, Kansas 66064

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913.755.4146 (f)  
ozcity@osawatomieks.org  
www.osawatomieks.org

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*L. Mark Govea, Mayor*

January 20, 2017

Mr. Fred Bentley  
Kansas Housing Resources Corporation  
611 S. Kansas Avenue, Suite 300  
Topeka, KS 66603

Dear Mr. Bentley:

The City Council of the City of Osawatomie, Kansas, met on December 22, 2016 to discuss the proposed Section 42 Tax Credit project submitted by Builders Development Corporation for thirty (30) units of senior housing in Osawatomie. Quality housing for all incomes ranges is much needed in Osawatomie.

The City Council unanimously approved the project on December 22, 2016 for submission to KHRC. The City of Osawatomie has offered their full support to the project, which may include possible rezoning. Furthermore, if approved by KHRC, the City agrees to the Neighborhood Revitalization Act Tax Abatement for the project and the possible waiving and/or discount of identified development fees, such as water tap fees, building permit fees, plan review costs, etc.

Please give this application your utmost consideration.

Sincerely,

Mark Govea  
Mayor, City of Osawatomie

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** **Fee Table & Resolution**

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** The fee table has been amended to reflect proposed changes in rates, as well as clarification or re-wording of existing fees in the table. The following changes are proposed to fees for 2017:

- Adoption Fees – Clarification that fees are not charged to authorized adoption organizations. We currently don't charge them any fees and anything we can do to keep them working to place animals is beneficial to us.
- Utility Deposits – Simplify the rate categories. Includes eliminating the Tavern designation and including it in with other commercial deposits.
- Interest - Addition of the interest on past-due utility balances.
- Termination Fee - Renaming the reconnection trip charge.
- Updating references for Ordinance 3744.

**COUNCIL ACTION NEEDED:** Review and discuss.

**STAFF RECOMMENDATION TO COUNCIL:** Approve the resolution.

**RESOLUTION NO. 735**

**A RESOLUTION REVISING THE ANNUAL  
FEE RESOLUTION NO. 720.**

**WHEREAS**, a “comprehensive fee listing” promotes efficiency and expediency regarding City fees and charges; and

**WHEREAS**, the Governing Body shall at least annually review prior to the next fiscal year’s budget all fees and charges.

**BE IT RESOLVED BY THE CITY OF OSAWATOMIE, KANSAS**, that the fees and charges in “Exhibit A” attached be established.

**SECTION ONE:** Resolution No. 720 and all fees that are in conflict with this Resolution regarding fees and charges are hereby repealed.

**SECTION TWO:** This Resolution shall take effect the 1<sup>st</sup> day of January, 2017.

**PASSED AND APPROVED** by the Governing Body of the City of Osawatomie, Kansas this 22<sup>nd</sup> day of December, 2016, a majority being in favor thereof.

**APPROVED AND SIGNED** by the Mayor.

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L. Mark Govea  
Mayor

(SEAL)

ATTEST:

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Tammy Seamands  
City Clerk

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>ADMINISTRATIVE:</b>						
<b>ALCOHOL &amp; CEREAL MALT BEVERAGE</b>						
3-215	Ord. 3690	Alcoholic Consumption on Public Property	\$100.00 deposit	28-Jul-05	\$100.00 deposit	
		Cereal Malt Beverage				
		general retailer/consumption	\$100.00*	13-Dec-07	\$50.00 per calendar year *	
		limited retailer/retail sales	\$50.00*	13-Dec-07	\$50.00 per calendar year *	
		change location application fee		13-Dec-07	\$25.00	
		* plus any state assessed costs/taxes				
3-302		Occupational Tax – Retail Liquor sales off premises consumption	\$300.00		\$300.00 per year	
		Private Club License - Class A Club			\$250.00 per year	
		Private Entertainment Event			\$100.00	
3-502		Drinking Establishment License - Class B Club	\$100.00		\$250.00 per year	
3-215	Special Event Cereal Malt Beverage Permit		12-Jan-12	\$50 + \$25 State Fee		
	Temporary Liquor License - by the drink		28-Jul-05	\$50.00 per day + state license		
<b>BUILDING RENTALS</b>						
	Governing Body Nov-05	Auditorium				
		per hour		17-Dec-15	\$10.00	
		per day		17-Dec-09	\$150.00	
		deposit			\$100.00	
		microphone deposit			\$25.00	
		Memorial Hall				
		Monday - Friday	7:00 a.m. - 3:00 p.m.	\$35.00	13-Dec-07	\$40.00
			4:00 p.m. - midnight	\$45.00	13-Dec-07	\$50.00
			all day	\$55.00	13-Dec-07	\$60.00
		Saturday, Sunday, Holidays	7:00 a.m. - 3:00 p.m.	\$40.00	13-Dec-07	\$50.00
			4:00 p.m. - midnight	\$50.00	13-Dec-07	\$60.00
			all day	\$60.00	13-Dec-07	\$70.00
		Grandfathered organizations		\$25.00 per year		\$35.00 per year
		deposit		\$100.00		\$100.00
		Old Stone Church		\$50 rent + \$50 deposit	17-Dec-15	\$50 rent + \$100 deposit
	Rental Waivers					
	USD #367 & Chamber of Commerce		no rent/no deposit	14-Dec-06	no rent/no deposit	
	Osawatomi Alumni Association				no rental charge	
	Benefit for someone with severe illness				no rental charge	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>CEMETERY</b>						
12-304	Ord. 3600	Opening & closing grave, reopening or disinterment	contractor's cost		contractor's cost	
		Single grave space				
		City Limits	\$100.00	9-Jan-14	\$150.00	
		Osawatomi Zip Code	\$0.00	9-Jan-14	\$250.00	
		All Other	\$200.00	9-Jan-14	\$400.00	
		Permit for setting monument				
		single/double/corner markers	\$30.00	14-Dec-06	\$40.00	
		reset	\$0.00	9-Jan-14	no charge	
		repair			no charge	
		Burial Permit				
during business hours	\$25.00	14-Dec-06	\$30.00			
after business hours	\$75.00	14-Dec-06	\$80.00			
Permit for disinterment		\$10 + cost + 10%	14-Dec-06	\$80.00		
Stone Setting Bond		\$300.00	14-Dec-06	\$300 w/liability ins of \$1M		
<b>FIREWORKS</b>						
7-305	Ord 3582	Permit for sale of fireworks	\$750.00	11-Dec-08	\$1,000.00	
		Permit for public display	none		none	
<b>LIBRARY</b>						
		Collection Fee - Additional fee for all delinquent accounts sent to a collection agency		12-May-16	\$20.00	
		Late Fees		12-May-16	Established by Library Board	
		Printing-Copy-Faxing Charges		12-May-16	Established by Library Board	
<b>MISCELLANEOUS/OTHER</b>						
		Insufficient check charge for checks returned unpaid by a bank (KSA 21-3707(b)(1))			\$30.00	
<b>MUNICIPAL COURT</b>						
9-111	Ord. 3706	Court Cost - plus any state assessed costs	\$55.50 + State costs	17-Dec-15	\$60.00 + State costs	
		Other Court Fees not to exceed \$500		13-Dec-12	As assessed by the Judge	
		Court Fines			fine schedule determined by Judge	
<b>OPEN RECORDS FEES</b>						
		Copies	\$0.20	28-Jul-05	\$.60 per page	
		Research fee per employee	\$13/hr.		\$20.00 hr. w/ \$20.00 min.	
		Utility Histories	150% of cost	9-Jan-14	\$.60 per page or \$10 per mutli-family housing complex	
		Letters of Credit	150% of cost	9-Jan-14	\$.60 per page	
		Maps, postage, manuals, misc.	manuals - \$10		150% of City cost including labor	
<b>SOLICITORS, CANVASSERS, PEDDLERS (ETC. City Code 5-201)</b>						
5-207		License fee per person	\$10/day/person	14-Dec-06	\$30.00 per day per person	
		License fee for Ice Cream Street Vendors		12-Jul-12	\$50.00 per year per vehicle	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>BUILDING, ZONING &amp; NUISANCES:</b>						
<b>BUILDING PERMITS</b>						
	Ord 3577	Residential Structures New, Additions, Remodel, or Accessory Structures over 120 ft <sup>2</sup> , including unfinished basements & garages	\$.27/sq ft (annual increase of \$.03/yr)+ Utilities as required	12-Jan-12	\$.30 per sq. ft., minimum \$40 + UTILITIES as required	
		Non-Residential & Public Projects (Other than City) New, Alterations or Additions with a Construction Value less than \$300,000 New, Alterations or Additions with a Construction Value of \$300,000 or greater	\$.22 per sq. ft., \$100 minimum + UTILITIES as required	12-Jan-12	\$.25 per sq. ft., \$100 minimum + UTILITIES as required Adopted Building Code Rates	
		Accessory Structures Residential/Commercial 120 sf and greater Agricultural All square footage	\$.27/sq ft (\$40 min) \$25.00	12-Jan-12 13-Dec-07	\$.30 per sq. ft. - min of \$40 \$30.00	
		Re-roof/New Roof/fences over 6' in height	\$25.00	13-Dec-07	\$30.00	
		Demolition Free Standing Building with Shared Wall	\$25.00 \$100.00	13-Dec-12	\$30.00 \$100 + engineer review costs	
		Electric Wiring replacement (of existing wiring only) new structures (expansion of existing system)	\$25.00 \$40.00	13-Dec-07	\$30.00 \$50.00	
		Plumbing replacement (of existing plumbing only) new structures (expansion of existing system)	\$25.00 \$40.00	13-Dec-07	\$30.00 \$50.00	
		Mechanical, Heating, Venting & AC replacement (of existing HVAC only) new structures (expansion of existing system)	\$25.00 \$40.00	13-Dec-07	\$30.00 \$50.00	
		Earthwork - excavation or fill 18" or more	\$40 + actual cost		\$50 plus actual City cost	
		Towers, Generating Stations, & Generating Plants			Adopted Building Code Rates	
		Temporary Occupancy Permit		17-Dec-09	\$25.00	
		Decks	\$25.00		\$30.00	
		Signs	\$25.00		\$30.00	
		Structure Moving Fee <i>* does not include all cost of required new structure permits</i>	\$40 + cost - \$300 ...	13-Dec-07	\$50 + cost of City labor - \$500 in escrow prior to permit - total cost = actual City cost*	
	Street excavation fee per occurrence or street/curb damage fee <i>(permit required for each occurrence)</i>	\$300 escrow ...		\$1,000 escrow held up to 1 year, 48 hr response to trigger escrow		
15-702	Ord 3320	Oil or gas drilling permit fee	\$100.00	13-Dec-07	\$1,000.00	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
		Plan Review Fee Non-Residential & Public Housing* <i>* may include (but not limited to) all plans such as utility site plans, storm water plans, traffic flow plans, outside lighting plans, landscaping plans, building plans, etc.</i>	\$250 or adopted building code rates if value is over \$300,000	17-Dec-15	\$250 or actual cost of third-party review	
		Residential Homes and Accessory Structures	\$50/hour w/1 hour min./3 hour max. or Adopted Building Code Rate for Buildings valued over \$300,000	17-Dec-15	\$50 minimum up to \$150, based on \$50/hr, or Actual Cost of Third-Party Review, if necessary	
		Working without building permit (in addition to any citation)	double permit fee		triple permit fee	
<b>CONTRACTOR REGISTRATION FEES*</b>						
4-219		* All must present proof of required insurance				
		General Builder or Limited Building Contractor Engages in general contract work, except house moving	\$30.00	13-Dec-07	\$50.00 per calendar year	
		General Electrician or Electrical Contractor Engages in more than one kind of electrical construction work	\$30.00	13-Dec-07	\$50.00 per calendar year	
		General Plumber or Plumbing Contractor Engages in more than one kind of plumbing work	\$30.00	13-Dec-07	\$50.00 per calendar year	
		Mechanical Contractor Engages in more than one kind of mechanical work	\$30.00	13-Dec-07	\$50.00 per calendar year	
		Tree Trimmers	\$30.00	13-Dec-07	\$50.00 per calendar year	
		House Movers	\$30.00	13-Dec-07	\$50.00 per calendar year	
		Sign Hangers and Panel Posters	\$30.00	13-Dec-07	\$50.00 per calendar year	
		Operating without being registered		14-Dec-06	maximum \$500.00	
<b>MOWING ASSESSMENT</b>						
		Mowing of Nuisance Lots - each occurrence	\$150/hour	17-Dec-09	\$200.00/hr, 1 hr minimum (round up to next hour)	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>ZONING*</b>						
	Ord 3577	<i>* All zoning requests will be fees plus actual City costs for publication, notifications, legal costs</i>		28-Jul-05		
		Rezoning – All districts				
		0 - 5 acres	\$150.00 + \$5.00		\$250.00	
		5.1 - 50 acres	per owner		\$300.00	
		50.1 and up			\$400.00	
		Special Use Permit – Initial Application				
		0 - 5 acres	\$100.00 + \$5.00		\$200.00	
		5.1 - 50 acres	per owner		\$300.00	
		50.1 and up			\$400.00	
		Land use permit			\$400.00	
		Board of Zoning Appeals				
		Variances	\$300.00	9-Feb-06	\$150.00	
		Appeals	\$150.00		\$300.00	
		Subdivision Application				
		Per lot, 10 or less	\$75 + \$5/lot	14-Dec-06	\$200.00 + \$5.00 per lot	
		Per lot, 11 or more	\$75 + \$3.50/lot		\$200.00 + \$3.50 per lot	
		Preliminary Plat	\$600.00		\$300.00	
		Final Plat - not combined with preliminary plat			\$300.00	
		Lot Splits	\$75.00		\$150.00	



**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>PUBLIC SAFETY:</b>						
<b>ADMINISTRATIVE</b>						
		Fee for Police Responses to Party* * Fees including but not limited to: Officer salaries, pro rate cost of equipment, cost of repairing City equipment or property, officer medical treatment, reasonable attorney fees, etc.		28-Jul-05	Actual Cost*	
	Ord 3482	Adult entertainment licenses				
		Business license	\$500.00 per year*	13-Dec-07	\$1,000.00 per year*	
		Manager's license	\$100.00 per year*	13-Dec-07	\$250.00 per year*	
		Entertainer's license	\$250.00 per year*	"	\$1,000.00 per year*	
		Server's license	\$50.00 per year*	"	\$50.00 per year*	
		* plus investigation costs	\$50.00 per year*	"	\$50.00 per year*	
		Access/ Copy Fees*				
		Copies	\$4.00 per report	18-Dec-14	\$5.00 per report	
		Mail Charge		"	\$2.00 per report	
		Fax Charge		"	\$1.00 per report	
		Search Charge		"	\$20.00 per hour	
		Computer Time		"	\$40.00 per hour	
		Video Reproduction	\$20.00 per copy	"	\$20.00 per hour	
		*No charge for law enforcement agencies or victims of crimes				
<b>ANIMALS</b>						
2-301	Ord 3709	Dog or Cat License (registered for first time after Nov 1 will apply to the following year)				
		sexually altered	\$7.00 per animal per year	13-Jun-13	\$5.00 per animal per year	
		unaltered	\$10.00	13-Dec-07	\$10.00 per animal per year	
		updated micro-chip discount (must provide proof)	not available	13-Jun-13	Free, one tag (if not picked up unlicensed)	
		duplicate tag	\$2.00	13-Dec-07	\$2.50	
		Pickup Fee per licensed non-aggressive animal (in lieu of citation)				
		1st Pickup per animal	not available	13-Jun-13	\$0 (Warning)	
		2nd Pickup (within 12 months of 1st)	not available	"	\$10.00	
		3rd Pickup (within 12 months of 1st)	not available	"	\$25.00	
		4th Pickup (within 12 months of 1st)	not available	"	Pickup + at large citation	
		Unlicensed Animal Pickup Fee (in lieu of citation)				
		1st Pickup per owner	not available	13-Jun-13	\$25 + license	
		2nd Pickup (within 24 months of 1st)	not available	"	\$50 + license	
		3rd Pickup (within 24 months of 1st)	not available	"	\$100 + license	
		4th Pickup (within 24 months of 1st)	not available	"	Pickup + license + at large citation	
		General Pickup fee	\$25.00	13-Jun-13	\$25.00 with at large citation	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
2-209     2-124	3709	Boarding fee (paid if animal is checked into pound)	\$20.00 per day	13-Jun-13	\$7.00 per day	no charge for authorized placement organization
		Euthanization Fee	\$20.00	13-Dec-07	\$50.00	
		Vaccination fee	\$10.00	13-Dec-07	\$15.00 per animal	
		Vaccination deposit		13-Jun-13	\$10.00	
		Live Trap Rental		12-May-16	\$15 rental for 5 days minimum; \$3 per day late fee; \$50 deposit.	
		Dead Animal Removal				
		Small animal from private property (commercial operation)	\$30.00 per animal	13-Jun-13	Not Available	
		Small animal from private property		14-Dec-06	\$25.00	
		Large animal from private property (over 50 lbs.)	Actual cost of removal	13-Jun-13	\$50.00 or Actual Cost if higher	
		Animal Adoption, dog or cat				
License Fee	Same as above		Same as above			
Adoption fee	\$20.00 per animal	14-Dec-06	\$25.00 per animal			
Spay/neuter fee		14-Dec-06	\$100.00			
Vaccination fee	Same as above		Same as above			
<b>RECREATION:</b>						
<b>CAMPING</b>						
12-108	Ord. 3277	Individuals				
		no hook-up	\$7.00			
		electric	--	13-Dec-07	\$10.00 per day with 7-day limit combined with all City parks	
		air conditioning or heat	--			
Organizations						
no hook-up	\$7.00					
electric	--	13-Dec-07	\$10.00 per day with 7-day limit combined with all City parks			
air conditioning or heat	--					
<b>GOLF COURSE FEES</b>						
	Ord 3552	Memberships, Greens Fees and Golf Carts			All Rates To Be Established by the Operator Subject to City Manager Approval	
		Tournament Rates			Tournament Rates to be Negotiated by the Operator	

**OSAWATOMIE FEE SCHEDULE**  
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**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>UTILITIES:</b>						
<b>ADMINISTRATIVE</b>						
15-126	3744	Customer utility service fee (connections & transfers)	\$15.00	13-Dec-07	\$20.00 + tax	
15-130	3744	Utility Desposits		13-Dec-07		
		Residential - single family or unit	\$100.00		\$200.00	
		Commercial - average of previous 12 mos or similar business	\$150.00 min		<del>\$300.00</del>	make 3 mo and \$300 min
		<del>Rental Units—residential</del>	<del>\$100.00</del>		<del>\$200.00</del>	delete
		Senior citizen housing unit	\$50.00		\$75.00	
		<del>Tavern</del>	<del>\$250.00</del>		<del>\$300.00</del>	delete
		<del>Restaurant</del>	<del>\$1,000.00</del>		<del>\$1,000.00</del>	delete
15-126	3744	Late charge for delinquent utility bills	3%	11-Dec-08	7% of amount billed	
		<del>Monthly interest rate for unpaid balances over one month past due</del>				1.0% on balance due
15-126	3744	Reconnection Trip Charge for services delinquent for non-payment				delete
		during business hours	\$20 + tax		\$25.00 + tax	delete
		after business hours	\$40 + tax		NO AFTER HOURS RECONNECT	delete
		Termination Fee				\$25.00 + tax
<b>ELECTRIC SERVICE RATES</b>						
15-308	3744	Residential*				
		Meter Charge	\$10.00	13-Dec-12	\$9.00	
		First 100 kwh per month	\$0.156	25-Sep-08	0.150/kwh	
		Next 400 kwh per month	\$0.100	"	\$0.096/kwh	
		Next 1,000 kwh per month	\$0.079	"	\$0.076/kwh	
		All over 1,500 kwh per month	\$0.077	"	\$0.074/kwh	
		Small General*				
		Meter Charge	\$15.00	13-Dec-12	\$14.00	
		First 100 kwh per month	\$0.137	25-Sep-08	\$0.126/kwh	
		Next 400 kwh per month	\$0.121	"	\$0.111/kwh	
		Next 1,500 kwh per month	\$0.103	"	\$0.095/kwh	
		Next 3,000 kwh per month	\$0.100	"	\$0.092/kwh	
		Next 5,000 kwh per month	\$0.088	"	\$0.081/kwh	
		All over 10,000 kwh per month	\$0.082	"	\$0.075/kwh	
		Large General (Demand Meters)*				
		Demand			Minimum kW demand or 60% of highest summer kW demand	
		Demand Charge	\$5.81	25-Sep-08	\$5.35/kW of Demand	
		First 150 demand kWh (150 x demand)	\$0.068		\$0.063/demand kWh	
		Next 150 demand kWh (150 x demand)	\$0.062		\$0.057/demand kWh	
		All additional kWh	\$0.053		\$0.049/kWh	
		Customer Charge	\$75.00		\$75.00/mo	
		Minimum bill	demand + cc		demand + customer chg	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
		School District* Demand Meters		17-Dec-15	Minimum kW demand or 60% of highest summer kW demand \$5.35/kW of Demand \$0.059/demand kWh \$0.053/demand kWh \$0.049/kWh \$75.00/mo demand + customer chg	
		City Use & School District Non-Demand* First 100 kwh per month All over 100 kwh per month	\$0.115 \$0.083	17-Dec-15 12-Oct-95	(school added) \$0.115 per kwh \$0.083 per kwh	
		Outside City Limits		14-Dec-06	50% over rates listed above	
15-312	3744	Energy Cost Adjustment (ECA) Charge* Base Rate for Calculation (Calculation in Ordinance) ECA Calculation Period * ECA applied to all electric rates	\$0.05/kWh thru Jan 2016 Based on 3 month rolling average of actual costs	17-Dec-15 17-Dec-15	\$0.04/kWh beg. Feb 2016 billing Based on energy costs for actual billing period	
15-126	3744	Service Connection Regular meter - res. & small commercial - 200 amps & less Demand meter - 400 amps & more Padmount transformer			\$500.00 \$750.00 cost + labor + 10%	
15-126	3744	Temporary Electric Hookup rate installation deposit	as applicable  as applicable		as applicable \$100.00 \$100.00	
15-126	3744	Security/Yard Lights Monthly Rate 175 watt 400 watt Installation Pole 30' 35' After Hours Repair	\$7.50  \$60.00 \$60.00	14-Dec-06 14-Dec-06  13-Dec-12	\$9.50 per month \$20.00 per month \$100 per light \$100 per pole \$150 per pole \$125/hr equipment charge + \$75/hour per employee	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>REFUSE SERVICE RATES</b>						
15-517	Ord 3533	Residential* per family unit	\$17.20 per family unit	14-Jan-16	\$17.68 per family unit	
		Business* ** Based on Volume				
		Less than 1/2 yard** 2x	\$17.10	14-Jan-16	\$17.58	
		5x	\$39.81	"	\$40.75	
		1/2 yard** 2x	\$31.41	"	\$32.18	
		5x	\$76.47	"	\$78.14	
		1 yard** 2x	\$42.94	"	\$43.94	
		5x	\$105.29	"	\$107.54	
		2 yard** 2x	\$61.86	"	\$63.24	
		4x	\$98.13	"	\$100.23	
		5x	\$122.33	"	\$124.92	
		6x	\$146.52	"	\$149.59	
		4 yard** 2x	\$98.13	"	\$100.23	
		4x	\$194.88	"	\$198.92	
		5x	\$243.26	"	\$248.27	
		6x	\$291.65	"	\$297.62	
		6 yard** 2x	\$146.52	"	\$149.59	
		4x	\$291.65	"	\$297.62	
		5x	\$363.07	"	\$370.47	
		6x	\$436.75	"	\$445.63	
		8 yard** 2x	\$194.88	"	\$198.92	
		4x	\$388.40	"	\$396.31	
		5x	\$485.13	"	\$494.97	
		6x	\$581.88	"	\$593.66	
		Fuel Surcharge Adjusts every 6 months per contract * Fuel Surcharge applied to all refuse rates		1-Jan-14	3% for each \$0.20 increase in fuel over \$3	
		Billing Charge - Administraton fee inlucded in rates	\$0.50	17-Dec-15	\$0.65	
		Collection outside City limits	no additional chg		50% over rates listed above	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>SEWER SERVICE CHARGES</b>						
15-126	3744	Inside City Limits				
		Fixed Charges				
		Monthly user charge	\$4.33	18-Dec-14	\$5.00	
		Monthly net capital charge	\$21.75	"	\$23.25	
		Minimum monthly charge (user charge + net capital charge)	\$28.00 per housing unit	12-May-16	\$28.25 per housing unit	
		Volume Charges				
		Volume charge per 100 gallons of metered water	\$0.27 per 100 gallons	12-May-16	\$0.29 per 100 gallons	
		Residential Charge		12-May-16	Based on two month winter average Bill based on 4,000 gallon usage	
		Non-Residential Charge		"	Based on Actual Usage	
		Outside City limits		14-Dec-06	50% over rates listed above	
15-403	Ord 3496	Service to the State Hospital				
		Monthly user charge	\$2.33	18-Dec-14	\$5.00	
		Monthly net capital charge	\$5,953.37	"	\$9,545.93	
		Minimum monthly charge (user charge + net capital charge)	\$5,955.70	"	\$9,550.93	
		Volume charge per 100 gallons of metered water	\$.27 per 100 gallons	12-May-16	\$0.29 per 100 gallons	
		Extra Strength Sewage Surcharge	S=Vs x 0.00624 [\$.2364 (BOD-300) + \$.1734 (SS-350)]	18-Dec-14	S=Vs x 0.00624 [\$.2647 (BOD-300) + \$.1942 (SS-350)]	
		BOD	\$0.2364 per pound	"	\$0.2647 per pound	
		Suspended Solids	\$0.1734 per pound	"	\$0.1942 per pound	
		Service Connection		13-Dec-07		
		connection within existing districts	\$250.00		\$350.00	
		reconnection	\$50.00		\$50.00	
	Ord 3457	Amortization Assessment fee - outside the bounds of an assessed improvement district	\$1,000.00	14-May-98	\$1,000.00	
15-403		Private system inspection & permit fee - does not include regular plumbing permit fee		28-Jul-05	\$50.00	

**OSAWATOMIE FEE SCHEDULE**  
**Proposed 05/12/2016; Resolution No. \_\_\_\_**  
**Changes Effective - January 1, 2017**

CODE REF.	ORD. #	DESCRIPTION	PREVIOUS FEE(S)	LAST CHANGED	CURRENT FEE	PROPOSED
<b>WATER SERVICE RATES</b>						
15-217	3744	Residential First 1,500 gallons per month Next 2,200 gallons per month	\$9.50 meter fee \$.42 per 100 gallons	12-May-16 "	\$10.50 meter fee \$.45 per 100 gallons	
		Commercial Meter Fee Up to 75,000 gallons per month Over 75,000 gallons per month <i>* top tier increase per 100 gal each year until tier is eliminated</i>	\$9.50 \$.42 per 100 gal \$.34 per 100 gal \$.02 per 100 gal	12-May-16 " " ";	\$10.50 \$.45 per 100 gal \$.36 per 100 gal \$.02 per 100 gal	
		Outside City Limits		14-Dec-06	50% over rates listed above	
		State Hospital and Rural Water Districts Meter Charge Usage Rate	\$25.00 \$2.90 per thousand	12-May-16 "	\$26.00 \$3.10 per thousand	
		Bulk Water Sales Per Thousand Gallons Per 100 Gallons Hydrant Meter Fee	\$5.50 \$0.55	12-May-16 " 17-Dec-09	\$5.80 \$0.58 \$25.00	
		State Water Protection Fee - State mandated	\$0.032		\$0.032 per thousand gallons	
		15-204	3744	New Service Connection - tap, service line & meter 3/4 inch meter or 5/8 inch meter meter larger than 3/4 inch		
		Temporary Water Service rate installation deposit fire hydrant water meter deposit			bulk water rate \$25 + installation cost \$500 meter deposit \$1,200.00	

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** 2017 Employee Increases

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** During the budget process, on my recommendation, the City Council did not set aside any funding for raises in 2017. The primary reasons were unexpected expenses in the General Fund for 2016, low sales for all utilities in 2016. Based on current projections, the General Fund ending balance should increase by at least \$100,000 over the revised budgeted amount and the balance for the year will not change much from the beginning to the end.

Based on the minimum savings I would expect for this year and the projections for 2016, I have attached a sheet with a recommended salary increase option for 2017, along with the options I included in the 2017 budget.

**COUNCIL ACTION NEEDED:** Review and discuss.

**STAFF RECOMMENDATION TO COUNCIL:** Staff recommends a 1.5% COLA and a \$400 bonus for 2017. In 2016 the City provided a one-time bonus of \$650 and an across the board \$0.20/hour increase for all employees. An employee making \$15.50 an hour will see a \$.23 per hour increase. An employee making \$27.50 an hour will see a \$.43 per hour increase. With a few exceptions, the handful of employees over \$25 per hour are salaried, so the increase on overtime is lessened. Overall, it has the effect of a 2.1% average increase for 2016, across all salaries.



**2017 Pay Increase Scenarios**  
*No Increases in Approved Budget*

	<b>Current</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>	<b>Option 6</b>	<b>Rec</b>
		.35 Rate Inc	\$500 Bonus	2.0% COLA	1.0% COLA, & \$.15 Rate Inc	1.25% COLA & \$300 Bonus	.5% COLA, \$.10 Rate Inc & \$400 Bonus	1.50% COLA & \$400 Bonus
Salaries	2,651,855	2,696,323	2,695,899	2,697,341	2,693,672	2,696,912	2,697,996	2,708,041
Benefits	887,285	895,693	895,792	896,129	895,313	896,023	896,158	898,179
Total	3,539,140	3,592,016	3,591,691	3,593,470	3,588,985	3,592,935	3,594,154	3,606,220
<b>2017 Increase</b>		<b>52,876</b>	<b>52,550</b>	<b>54,330</b>	<b>49,845</b>	<b>53,795</b>	<b>55,014</b>	<b>67,080</b>
<i>Salaries Only</i>		1.7%	1.7%	1.7%	1.6%	1.7%	1.7%	2.1%
<i>w/ Benefits</i>		1.5%	1.5%	1.5%	1.4%	1.5%	1.6%	1.9%
<b>2018 Increase</b>		<b>52,876</b>	-	<b>54,330</b>	<b>49,845</b>	<b>34,087</b>	<b>28,742</b>	<b>40,808</b>

	<b>General Fund</b>	<b>Emp Ben</b>	<b>Water</b>	<b>Electric</b>	<b>Sewer</b>	<b>Golf</b>	<b>TOTAL</b>
<b>Option 1</b>	31,286	6,418	4,716	4,423	2,568	3,466	<b>52,876</b>
<b>Option 2</b>	30,776	6,261	4,404	6,258	2,419	2,432	<b>52,550</b>
<b>Option 3</b>	31,362	6,515	4,801	5,912	2,997	2,742	<b>54,330</b>
<b>Option 4</b>	29,093	6,006	4,431	4,887	2,587	2,841	<b>49,845</b>
<b>Option 5</b>	31,259	6,443	4,644	6,043	2,772	2,634	<b>53,795</b>
<b>Option 6</b>	32,177	6,593	4,757	5,904	2,689	2,894	<b>55,014</b>
<b>Recommended</b>	38,955	8,022	5,804	7,578	3,462	3,260	<b>67,080</b>

**2016 Pay Increase Scenarios**  
*No Increases in Proposed Budget*

		<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>	<b>Option 6</b>
	<b>Current</b>	.25 Rate Inc	\$500 Bonus	1.25% COLA	1% COLA & \$.15 Rate Inc	\$.20 Rate Inc & \$650 Bonus	1.5% COLA, & 500 Bonus
Salaries	2,545,512	2,578,732	2,574,322	2,576,080	2,589,906	2,609,547	2,611,021
Benefits	884,561	891,233	890,436	890,865	893,608	897,537	898,002
Total	3,430,073	3,469,965	3,464,758	3,466,946	3,483,514	3,507,084	3,509,023
<b>2016 Increase</b>		<b>39,892</b>	<b>34,685</b>	<b>36,873</b>	<b>53,441</b>	<b>77,011</b>	<b>78,950</b>
<i>Salaries Only</i>		1.3%	1.1%	1.2%	1.7%	2.5%	2.6%
<i>w/ Benefits</i>		1.2%	1.0%	1.1%	1.6%	2.2%	2.3%
<b>2017 Increase</b>		<b>39,892</b>	-	<b>36,873</b>	<b>53,441</b>	<b>24,285</b>	<b>31,147</b>

	<b>General Fund</b>	<b>Emp Ben</b>	<b>Water</b>	<b>Electric</b>	<b>Sewer</b>	<b>Golf</b>	<b>TOTAL</b>
<b>Option 1</b>	23,065	4,982	3,234	4,538	1,754	2,319	<b>39,892</b>
<b>Option 2</b>	20,155	4,421	2,746	3,833	1,555	1,975	<b>34,685</b>
<b>Option 3</b>	20,588	4,450	3,060	5,613	1,776	1,386	<b>36,873</b>
<b>Option 4</b>	30,333	6,556	4,377	7,202	2,466	2,508	<b>53,441</b>
<b>Option 5</b>	44,076	9,621	6,060	8,472	3,385	4,356	<b>75,969</b>
<b>Option 6</b>	44,871	9,767	6,409	10,567	3,665	3,671	<b>78,950</b>

**CITY OF OSAWATOMIE - BUDGET REPORT**

<i>DATE:November 2016</i>	<b>BUDGETED</b>	<b>REIMBS</b>	<b>EXPENDITURES</b>	<b>UNEN BALANCE</b>
<b>GENERAL</b>				
Administration	543,507.00		440,009.57	103,497.43
Codes Enforcement	158,772.00		109,671.09	49,100.91
Police	872,693.00	23,578.67	795,938.04	100,333.63
John Brown Cabin	37,388.00		31,474.87	5,913.13
Public Works	230,694.00		154,111.17	76,582.83
Swimming Pool	-		-	-
Properties & Maintenance	299,614.00	895.30	257,191.96	43,317.34
Fire	63,210.00	1,800.00	61,141.09	3,868.91
Municipal Court	175,338.00		145,366.29	29,971.71
Levees & Storm Water	36,950.00		34,815.11	2,134.89
Library	142,092.00	2,361.70	126,729.84	17,723.86
<b>TOTAL</b>	<b>2,560,258.00</b>	<b>28,635.67</b>	<b>2,156,449.03</b>	<b>432,444.64</b>
<b>WATER</b>				
Administration	289,341.00		274,065.98	15,275.02
Water Treatment	330,275.00		259,527.35	70,747.65
Water Distribution	271,201.00		198,881.46	72,319.54
<b>TOTAL</b>	<b>890,817.00</b>	<b>-</b>	<b>732,474.79</b>	<b>158,342.21</b>
<b>ELECTRIC</b>				
Administration	1,445,476.00		1,364,174.00	81,302.00
Electric Production	1,799,890.00		1,559,743.52	240,146.48
Elect Transmission	574,524.00		487,252.71	87,271.29
<b>TOTAL</b>	<b>3,819,890.00</b>	<b>-</b>	<b>3,411,170.23</b>	<b>408,719.77</b>
EMPLOYMENT BENEFIT	745,687.00	126,987.15	810,243.28	62,430.87
REFUSE	431,500.00		334,319.09	97,180.91
LIBRARY	11,000.00		13,341.96	(2,341.96)
RECREATION	2,000.00		223.85	1,776.15
RURAL FIRE	20,250.00		15,364.89	4,885.11
INDUSTRIAL	20,500.00		13,406.06	7,093.94
REVOLVING LOAN	-		-	-
SPECIAL PARKS & REC	40,300.00		31,515.24	8,784.76
ST IMPROVEMENT	178,024.00		132,551.11	45,472.89
BOND & INTEREST	751,020.00		798,564.58	(47,544.58)
PUBLIC SAFETY EQUIP.	47,100.00		126,312.47	(79,212.47)
FIRE INS PROCEEDS	-		-	-
SEWER	973,126.00		915,448.47	57,677.53
REC EMP BENEFITS	1,000.00		28.04	971.96
GOLF COURSE	300,619.00	49.68	288,450.41	12,218.27
SPECIAL REV (FIRE EQUIP)	-		-	-
SPECIAL REVENUE (911)	-		-	-
LLEBG GRANT	-		-	-
TOURISM	58,082.00	1,060.00	59,481.05	(339.05)
EVIDENCE LIABLITIY	2,000.00		-	2,000.00
CAPITAL - GENERAL	123,150.00		42,475.92	80,674.08
CAPITAL IMP. - STREET	1,618,426.00		1,380,129.66	238,296.34
CAPITAL IMP - SEWER	10,000.00	-	(368.00)	10,368.00
CAPITAL IMP - GRANTS	822,113.00		285,683.36	536,429.64
CAPITAL IMP - WATER	569,576.00		305,357.42	264,218.58
ELECTRIC REVENUE BOND	3,504,054.00		680,207.01	2,823,846.99
ELECTRIC UTILITY DEBT SER	287,290.00		287,291.60	(1.60)
CAFETERIA 125 #50	47,500.00		32,333.68	15,166.32
COURT ADSAP #51	-		-	-
COURT BONDS #52	15,000.00		15,070.87	(70.87)
FOREITURES #53	-		2,850.00	(2,850.00)
PAY PAL #55	-		-	-
<b>GRAND TOTAL</b>	<b>17,850,282.00</b>	<b>156,732.50</b>	<b>12,870,376.07</b>	<b>5,136,638.43</b>

## CITY OF OSAWATOMIE - CASH FLOW REPORT

Date: November 2016	BEGINNING BALANCE	REVENUE	EXPENDITURES	CASH BALANCE	ENCUMBERANCES (ORD.)	CASH BALANCE 11/30/2016
GENERAL OPERATING	422,151.52	2,343,996.04	2,127,813.56	638,334.00		638,334.00
WATER	179,812.64	816,994.25	732,474.79	264,332.10		264,332.10
ELECTRIC	581,707.49	3,407,613.62	3,411,170.23	578,150.88		578,150.88
EMPLOYEE BENEFIT	69,806.10	722,255.59	683,256.13	108,805.56		108,805.56
REFUSE	4,941.92	370,168.17	334,319.09	40,791.00		40,791.00
LIBRARY	106,246.95	15,425.37	13,341.96	108,330.36		108,330.36
RECREATION	-	223.85	223.85	-		-
RURAL FIRE	7,399.18	10,447.59	15,364.89	2,481.88		2,481.88
INDUSTRIAL	60,641.06	30,720.00	13,406.06	77,955.00		77,955.00
REVOLVING LOAN	-	-	-	-		-
SPECIAL PARKS & REC	94,867.01	22,055.01	31,515.24	85,406.78		85,406.78
STREET IMPROVEMENTS	111,836.75	173,786.23	132,551.11	153,071.87		153,071.87
BOND & INTEREST	156,240.81	845,815.37	798,564.58	203,491.60		203,491.60
PUBLIC SAFETY EQUIP.	3,673.08	151,063.80	126,312.47	28,424.41		28,424.41
FIRE INS PROCEEDS	0.84	-	-	0.84		0.84
SEWER	245,326.31	784,484.81	915,448.47	114,362.65		114,362.65
RECREATION BENEFIT	-	28.04	28.04	(0.00)		(0.00)
GOLF COURSE	5,600.86	289,587.83	288,400.73	6,787.96		6,787.96
SPECIAL REVENUE (911)	9,897.41	-	-	9,897.41		9,897.41
LLEBG GRANT	-	-	-	-		-
TOURISM	39,737.00	58,027.61	58,421.05	39,343.56		39,343.56
EVIDENCE LIABILITY	12,899.79	-	-	12,899.79		12,899.79
CAPITAL - GENERAL	41,003.09	140,011.39	42,475.92	138,538.56		138,538.56
CAPITAL IMP. - STREETS	913,026.66	398,000.00	1,380,129.66	(69,103.00)		(69,103.00)
CAPITAL IMP - SEWER	(368.00)	4,000.00	(368.00)	4,000.00		4,000.00
CAPITAL IMP - GRANTS	121,346.09	377,694.00	285,683.36	213,356.73		213,356.73
CAPITAL IMP - WATER	569,576.78	-	305,357.42	264,219.36		264,219.36
ELECTRIC REVENUE BONDS	3,858,287.35	97,572.98	680,207.01	3,275,653.32		3,275,653.32
ELECTRIC BOND RESERVE	95,766.45	311,111.13	287,291.60	119,585.98		119,585.98
CAFETERIA 125 # 50	32,174.07	44,949.32	32,333.68	44,789.71		44,789.71
COURT ADSAP # 51	7,401.00	-	-	7,401.00		7,401.00
COURT BONDS # 52	13,666.54	14,673.87	15,070.87	13,269.54		13,269.54
FORFEITURES # 53	2,928.42	900.00	2,850.00	978.42		978.42
PAYPAL # 55	0.01	-	-	0.01		0.01
<b>TOTALS</b>	<b>7,767,595.18</b>	<b>11,431,605.87</b>	<b>12,713,643.77</b>	<b>6,485,557.28</b>	<b>-</b>	<b>6,485,557.28</b>

CASH TRANSACTIONS REPORT

YEAR: THROUGH NOVEMBER  
City of Osawatomie

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12/19/2016  
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Account Number		Beginning Balance	Debit	Credit	Ending Balance
<b>100.101 CASH &amp; INVESTMENTS</b>					
100.101 CASH & INVESTMENTS					
01-000-100.101	CASH & INVESTMENTS	422,151.52	2,585,200.34	2,369,017.66	638,334.20
02-000-100.101	CASH & INVESTMENTS	179,812.64	826,547.59	742,028.13	264,332.10
03-000-100.101	CASH & INVESTMENTS	581,707.49	3,500,855.78	3,504,412.39	578,150.88
04-000-100.101	CASH & INVESTMENTS	69,806.10	869,305.58	830,306.12	108,805.56
05-000-100.101	CASH & INVESTMENTS	4,941.92	370,168.17	334,319.09	40,791.00
06-000-100.101	CASH & INVESTMENTS	106,246.95	15,461.67	13,378.26	108,330.36
07-000-100.101	CASH & INVESTMENTS	0.00	223.85	223.85	0.00
08-000-100.101	CASH & INVESTMENTS	7,399.18	10,447.59	15,364.89	2,481.88
09-000-100.101	CASH & INVESTMENTS	60,641.06	30,720.00	13,406.06	77,955.00
10-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
11-000-100.101	CASH & INVESTMENTS	94,867.01	22,260.06	31,720.29	85,406.78
12-000-100.101	CASH & INVESTMENTS	111,836.75	255,877.48	214,642.36	153,071.87
13-000-100.101	CASH & INVESTMENTS	156,240.81	845,820.93	798,570.14	203,491.60
14-000-100.101	CASH & INVESTMENTS	3,673.08	155,748.50	130,997.17	28,424.41
15-000-100.101	CASH & INVESTMENTS	0.84	22,605.00	22,605.00	0.84
16-000-100.101	CASH & INVESTMENTS	245,326.31	789,350.27	920,313.93	114,362.65
17-000-100.101	CASH & INVESTMENTS	0.00	28.04	28.04	0.00
18-000-100.101	CASH & INVESTMENTS	5,600.86	331,856.41	330,669.31	6,787.96
19-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
20-000-100.101	CASH & INVESTMENTS	9,897.41	0.00	0.00	9,897.41
21-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
22-000-100.101	CASH & INVESTMENTS	39,737.00	62,486.15	62,879.59	39,343.56
23-000-100.101	CASH & INVESTMENTS	12,899.79	0.00	0.00	12,899.79
24-000-100.101	CASH & INVESTMENTS	41,003.09	186,588.39	89,052.92	138,538.56
25-000-100.101	CASH & INVESTMENTS	913,026.66	398,000.00	1,380,129.66	-69,103.00
26-000-100.101	CASH & INVESTMENTS	-368.00	4,368.00	0.00	4,000.00
27-000-100.101	CASH & INVESTMENTS	121,346.09	377,694.00	285,683.36	213,356.73
28-000-100.101	CASH & INVESTMENTS	569,576.78	0.00	305,357.42	264,219.36
30-000-100.101	CASH & INVESTMENTS	0.00	7,951,959.71	7,951,959.71	0.00
33-000-100.101	CASH & INVESTMENTS	3,858,287.35	151,162.65	733,796.68	3,275,653.32
43-000-100.101	CASH & INVESTMENTS	95,766.45	311,111.13	287,291.60	119,585.98
50-000-100.101	CASH & INVESTMENTS	32,174.07	45,040.57	32,424.93	44,789.71
51-000-100.101	CASH & INVESTMENTS	7,401.00	0.00	0.00	7,401.00
52-000-100.101	CASH & INVESTMENTS	13,666.54	14,673.87	15,070.87	13,269.54
53-000-100.101	CASH & INVESTMENTS	2,928.42	900.00	2,850.00	978.42
54-000-100.101	CASH & INVESTMENTS	0.00	0.00	0.00	0.00
55-000-100.101	CASH & INVESTMENTS	0.01	0.00	0.00	0.01
Total for 100.101		7,767,595.18	20,136,461.73	21,418,499.43	6,485,557.48
<b>Total for 100.101</b>		<b>7,767,595.18</b>	<b>20,136,461.73</b>	<b>21,418,499.43</b>	<b>6,485,557.48</b>
Grand Totals:		7,767,595.18	20,136,461.73	21,418,499.43	6,485,557.48

# CITY OF OSAWATOMIE



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## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** December 22, 2016

**AGENDA ITEM:** Capital Improvement Projects Update

**PRESENTER:** Don Cawby, City Manager

### **2016 Completed Projects**

Main Street Waterline

Main Street Phase I & CDBG Sidewalks

7<sup>th</sup> Street Substation (almost) and Generators

John Brown Park Concert Area Drainage & Improvements

Sports Complex Courts & Bleachers

West Lake Road Chip & Seal – East Lake Road regrading

6<sup>th</sup> Street and Lincoln Intersection

Pool Utilities Relocations

Police Station Parking Lot

Library Entrance

11<sup>th</sup> Street Sidewalk

Salt & Material Storage Building

6<sup>th</sup> Street Sewer Main

7<sup>th</sup> & Brown Waterline

### **Current - Future Projects**

**City Hall and Auditorium.** Staff has drafted an RFP for exterior improvements with the hopes of getting it out to contractors in early January. We are still making changes on interior improvements, but again hope to move on this shortly.

**Main Street – Phase 2.** The CDBG application for Phase 2 was complete by GAS and submitted on November 2. We will hear in mid-January on whether or not the grant was awarded.

**New Electric Shop & Public Works Yard.** As part of the electric generation project, we intend to consolidate Dept. of Public Works and Utilities staff at the 9<sup>th</sup> & Lincoln shop. This will also free up the current electric shop to become a much needed larger fire station.

**Wastewater Treatment Plant – Phase 2.** Staff has decided to wait until the Main Street and Electric Generation projects are under construction before engaging in an engineer selection process for Phase 2. The optimization study completed in 2015 provides guidance for the next steps, but we believe staff needs to be able to concentrate more on the project to make sure it is handled correctly.

**Water Treatment Plant.** As with the Wastewater Plant, we also are waiting for our load to even out before engaging an engineer or consultant to help us make some macro-level evaluations of whether or not we should (1) rehab the plant; (2) build a new plant; or (3) look at regionalization options.

**Levee.** We believe we will see new flood plain maps sometime next year, which will provide us with some ammunition for seeking federal assistance for funding the necessary improvements. Staff continues to look at alternatives to the estimated \$1.5 million reconstruction of the SW tieback levee.