



EL DORADO

THE FINE ART OF LIVING WELL

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TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Work Session Meeting Agenda
DATE: January 9, 2017

A Work Session is scheduled for January 10, 2018 at 4:00 pm in the Commission Chambers at City Hall, 220 E. First Avenue. The following items will be presented:

I. Items to be Placed on the Consent Agenda

- a. City Commission Minutes from January 8, 2018

II. Items to be Placed on the Regular Agenda

- a. Annual Department Reports from Public Utilities and Public Works
- b. Application to Rezone Lots 10-16 in Block A of the Adlesperger-Smith Addition from R-1 to R-2
- c. Vice Mayor Appointment
- d. Approval of Roll-off Truck Bid

III. Items for Presentation and Discussion

- a. Executive Session
Commissioner _____ moved to recess into executive session pursuant to the attorney client privilege exception under K.S.A. 75-4319(b)(2), to discuss pending legal matters and to reconvene the meeting at ____ p.m. in the City Commission Room.

Commissioner _____ seconded the motion.
- b. Advisory Boards
- c. Budget Calendar Review
- d. Recycling Survey Results Discussion

IV. Reports

- a. City Commission Reports
- b. City Manager's Report

2017 Commission Priorities

Water Sales • Parks & Recreation Master Plan • Housing • Roads • Drainage Plan • Community Image

TO: City Commission
 FROM: Tabitha Sharp, City Clerk
 SUBJ: Advisory Board Appointments
 DATE: January 5, 2018

Background:

The following board appointments must be made after the new Commission is sworn in.

Advisory Board	Number of Seats	Commissioner Responsible
Board of Appeals/Code Review	3	Mayor Haines and Commissioners Guthrie and Badwey
El Dorado Inc.	3	Mayor Haines and Commissioners Guthrie and Badwey
Sales Tax Committee	7	Mayor Haines – Appoints 2 seats, Commissioners each appoint 1, Planning Commission appoints 1

The following seats are filled by the City Commission, please review and recommend changes if needed.

Advisory Board	Commissioner Currently Serving	Recommendation
Airport	Commissioner Wilkinson	
CTC	Commissioner Wilkinson	
EFABC	Mayor Haines, Vacant	
El Dorado Inc.	Mayor Haines and Commissioner Lewis	
Inc. Housing	Mayor Haines and Commissioner Lewis	
Library	Mayor Haines	Mayor Haines (State Statute)
Prairie Trails	Commissioner Badwey	
Main Street	Mayor Haines	Mayor Haines (per by-laws)
REAP	Mayor Haines	
Parks and Rec	Commissioner Wilkinson	
Youth Commission	Vacant	

The following boards have open positions currently, the City does not have any applications for these boards at this time.

Advisory Board	Number of Seats	Term
Convention & Tourism	2	2018-2020 2018-2019 (seat vacated by Commissioner Guthrie)
Library	1	2018 – 2021
Parks and Recreation Board	1	2018 – 2020 (seat vacated by Commissioner Guthrie, but expired in 2018)

The following boards will have seats that come available in May in addition to the previous three vacant positions. Staff will be contacting current members to determine their interest in serving another term unless specified in the notes.

Advisory Board	Number of Seats	Notes
Airport	1	
BOZA	2	
CTC	5	At least 2 of the 5 must be representatives of the Hotel industry
Library	1	
Planning Commission	3	
Prairie Trails	4	Two of the current members are not eligible for re-appointment due to term limits.
Parks and Recreation	4	

Policy Issue:

Each Commissioner is responsible for certain board appointments once they take office.

Alternatives:

Not applicable.

Fiscal Impact:

Each advisory board has the ability to influence decisions regarding the budget, the Commission must ensure that they choose individuals who will be responsible board members who will consider the ramifications of their recommendations on the citizens.

Trade-offs:

None

Staff Recommendation:

The Commission should provide the names of individuals who would be willing to serve on these Advisory Boards and Committees.

Commission Actions:

The Commission will take official action on these nominations at a regular meeting.

BUDGET CALENDAR

December 4 th – January 26 th	Preliminary Revenue Projections (GAPP Basis) (8 weeks)
January 2 nd	Install 2018 Operating Budget
January 22 nd	Copy 2018 Operating Budget to First Draft
January 25 th	Budget worksheets open for entry
January 29 th – March 23 rd	Departments Prepare Preliminary Operational Budgets (8 weeks)
February 26 th	Send letters to Outside Agencies informing them of the date to present budget request to City Manager and Finance Director.
March 30 th	Outside Agency budget requests due to the Finance Director.
April 2 nd – April 6 th	Outside Agency Request Review
April 9 th – April 27 th	Staff First Review Operational Budget
May 16 th	City Commission workshop for – First Review of Operational Budget (No Notice of Publication Required).
May 14 th – June 22 nd	Staff Second Review Operational Budget (6 weeks)
May 28 th – June 22 nd	Revised Revenue Projections (4 weeks)
June 27 th	City Commission workshop for Second Review of Operational Budget (No Notice of Publication Required).
June 28 th – July 13 th	Staff Final Review Operational Budget
July 11 th	City Commission workshop for Final Review of Operational Budget
July 23 rd	Send Notice of City Commission Public Hearing of the budget to the Times Gazette
August 6 th	Budget Public Hearing (Notice of Public Hearing Required)
August 20 th	City Commission adoption of the budget