

# MANAGERS REPORT



**DATE:** November 10, 2022  
**TO:** Mayor Benage and City Council  
**FROM:** Ty Lasher, City Manager  
**RE:** November 15, 2022 Agenda

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## **Consent Agenda (Item VI)**

The consent agenda contains the Minutes of the November 1, 2022 City Council meeting. Also included is an amended Petition for Phase 2 Sanitary Sewer Improvements to serve Bristol Hollow and an Amended Resolution for the same improvement. Petitions for water and sewer for this phase were approved earlier this year. However, sewer bids came in higher than the original petition amount, creating the need for the amended petition and amended resolution. These costs have been accepted by the Developer and will eventually be bonded and spread as special assessments against the benefiting lots.

## **Appropriations Ordinance (Item VII)**

This reporting period includes one payroll period. Utility Maintenance Contractors was paid for the 41st Water Main Replacement project, lift station cleaning and 10 new water service installs. The new 2022 Chevy 3500 for public works was paid out of Equipment Reserve fund. Bond and interest payments totaled \$2.8 million during this period.

## **Agreement to Dedicate Lots for City Park (Item A)**

Last year the City approved a plat for Skyview at Block 49 that obligated the developer, Andrew Reese, to dedicate a single lot for a park that the City would build, own, and maintain. As the development has taken shape, the developer has decided that it would be more appropriate and beneficial to the surrounding lots to have a larger park. He is proposing to dedicate more land to the City for a larger park than initially proposed. Council will consider entering an agreement to accept those lots and maintain them as a City park. If the agreement is approved, Andrew will deed over the lots to the City via a separate deed instrument. The Developer will be at the meeting to present his concept and answer questions Council may have.

**2022 Budget Amendment (Item B)**

Once a budget has been adopted, expenses cannot increase above the published amounts. If expenses exceed that adopted amount, a budget amendment must be approved. This process requires a public hearing and governing body approval. Due to the items outlined in Ted's report, expenses in the water, sewer and general funds will exceed the published amount. All of these expenses were discussed and approved by the Council. Each fund has received revenues in excess of budgeted amounts and have substantial reserves. There are no financial concerns but simply needed to meet state requirements.

**2023 Pay Scale (Item C)**

In 2021, the city hired WSU to complete a salary and benefits study. They found that our benefits were above average however many positions were under average in pay. Police had the greatest disparity with all positions needing increased. The study also identified a number of supervisors and other staff that were below the market. Council felt the police department was an immediate need and had an impact on the budget, so they concentrated on putting those positions at the top for the market. The result was all police positions were filled and we have had no issues in retaining or hiring since that time.

Over the last year, the job market has changed dramatically, and we are now finding that the positions which were not addressed in the last salary schedule have fallen farther behind. Cities in our region are giving anywhere from 10% - 15% salary adjustments and revising their pay schedules to reflect that. We have several positions open with few applicants. I have heard some staff are looking at other cities due to the higher wages. We know there is a cost to hiring and training good employees, making retainment key. Ted and I have spent the last few months reviewing the WSU study, pacing the market, and trying to speculate the future. As a result, we have drafted a revised salary schedule that we feel matches the market and will allow us to retain our good employees as well attract new staff to our open positions.

Council discussed the proposed changes and subsequent impacts to both employees as well as the budget at the November workshop. Consensus was the revisions were needed and ready for adoption.

### **Quote For New Truck For Building Inspections (Item D)**

The Community Development Department currently has two vehicles that are used for Code Enforcement and Building Inspections. The current inspections vehicle is a 2007 Chevrolet Silverado. This vehicle experiences more than usual wear as it idles a significant amount of time as well as being turned off and on more than a typical vehicle. A request for quotes was sent to multiple dealerships, and 3 returned quotes. All three quotes are for a 3.3L V6 4X4 Ford F-150 Crew Cab. The crew cab is needed for building inspection equipment. Funding for the replacement truck was planned with funds available in the Equipment Reserve Fund.

While the F150 quoted by Rusty Eck Ford is the cheapest option, the PD's use of TCS and the upfitting by TCS that will need to take place on the vehicle makes TCS the best option. The Building Inspector will begin to use a laptop in the field and will need TCS to fit a stand on the vehicle once it is purchased. Due to the constraints of finding vehicles and the longer wait times once a vehicle is ordered, paying extra for a known delivery date is both an economical and logical choice. Therefore, staff is recommending council accept the quote from TSC.

### **Bids for Utilities, Bristol Hollow Phase 2 (Item E)**

The Developer of Bristol Hollows is ready to begin Phase 2 construction of water and sewer. The cost of the improvements for these projects will be financed through a bond and spread as special assessments against the benefiting lots. Five contractors submitted bids, with Nowak being the lowest bidder. Staff recommends that Council accept the bid from Nowak for \$335,288.20.



### **Ordinance Amending Fireworks Regulations (Item F)**

Two ordinances are included in the packet for your consideration.

#### **Option A:**

- Does not have any requirements for a fireworks applicant to own a business in Bel Aire or affiliate with a Bel Aire nonprofit.
- Amends the application deadline from June 16<sup>th</sup> to May 5<sup>th</sup> to allow more time for review and processing.
- Amends the detonation dates to correspond with the sale date – June 27<sup>th</sup> to July 4<sup>th</sup>.

#### **Option B:**

- Requires that fireworks applicants affiliate with a Bel Aire nonprofit.
- Amends the application deadline from June 16<sup>th</sup> to May 5<sup>th</sup> to allow more time for review and processing.
- Amends the detonation dates to correspond with the sale dates- June 27<sup>th</sup> to July 4<sup>th</sup>

### **Media Policy 2022 (Item G)**

The original media policy adopted in 2007 addressed only the cable channel but has been revised several times to include new communication tools being utilized by the City. Over the last four years, the City has added YouTube and other social media tools, so staff felt it was important to update the current policy. This item was considered at the last Council meeting and was tabled for formatting revisions. The requested changes have been made and the final draft now comes before Council for approval.

### **Executive Session (Item XII)**

Staff has no need for an executive session.

### **Discussion And Future Issues (Item XIII)**

December is typically busy with the holidays, parties, and family events. The week before Christmas often contains travel plans or vacations. I have heard from a number of governing body members that canceling the regular meeting on the 20<sup>th</sup> would be preferred. In order to conduct any needed business, I am recommending moving the second meeting to December 13<sup>th</sup> and then holding the workshop right after. If everyone agrees, we can have the official action on the December 6<sup>th</sup> agenda.