

MANAGERS REPORT

DATE: July 12, 2024
TO: Mayor Benage and City Council
FROM: Ted Henry, City Manager
RE: July 16, 2024 Agenda



Consent Agenda (Item IV)

The Consent Agenda contains the minutes of the July 2nd regular City Council meeting as well as the minutes of the July 9th special City Council meeting.

AP Ordinance (Item VII)

This appropriation ordinance encompasses 6/24/2024 through 7/8/2024 expenses and one payroll cycle. Expenditures amounted to \$693,275.96. Of the reported expenses, \$31,126.73 are infrastructure costs for new developments. These costs are paid through special assessments.

City Requested Appearances (Item VIII)

None

Notice of Intent to Exceed Revenue Neutral Rate (Item A)

Every year, each taxing jurisdiction intending to exceed their calculated revenue neutral rate must notify the County Clerk's office by July 20th. This deadline gives the County ample time to prepare all revenue neutral rate notices and send them to all property owners in each taxing jurisdiction. As discussed at the 7/9/2024 Budget Workshop, the revenue neutral rate intent document does not set the mill levy for the 2025 budget, but it does set the maximum total mills the City is able to levy for the 2025 budget. The Bel Aire City Council still has the authority to levy less than 43.000 mills. For the 2025 budget, city staff is recommending the Revenue Neutral Rate Hearing be held on September 3rd, 2024 at 7:00 p.m. at Bel Aire City Hall, with a proposed mill levy of 43.000 Mills (the same mill levy as the 2024 budget). Staff recommends Council approve the Revenue Neutral Rate Intent document and authorize the Mayor to sign.

Owners Representative for Utilities & Public Works Facility project (Item B)

The City of Bel Aire was awarded BASE Grant funding for improvements to the Sunflower Commerce Park. Soon after the BASE Grant application was submitted, the Integra Technologies expansion project was announced (February 2023). Wichita-based company Integra Technologies announced it was going to build its combined headquarters and production facility in the City of Bel Aire, adding 2,500 + jobs in a community of 10,000 - a huge impact to the City. The move was dependent on Integra receiving a federal "CHIPS Act" grant, whose purpose is to shift the semiconductor supply chain and manufacturing system to the United States

in wake of events associated with supply chain disruptions during COVID. These awards are just now starting to be awarded in 2024; the Integra project is still waiting to be announced.

Given the current uncertainty surrounding the Integra decision, the timeline for the BASE Grant funds, and other factors, staff concluded that the proposed use of BASE grant funding needed to be redirected to another project. The new initiative, proposed and approved by the Kansas Department of Commerce, aims to enhance the reliability and service capabilities of critical infrastructure, supporting economic development efforts. Specifically, the City proposes to use the funding for a Utilities and Public Works Facility Expansion, which includes water and sewer infrastructure and an equipment storage facility, as well as added administrative space with increased cybersecurity measures.

As one of the fastest-growing communities in our region, staff has limited resources and expertise in constructing public facilities. With grant deadlines approaching, we have issued a Request for Qualifications (RFQ) to engage an owner's representative who will oversee and ensure the successful completion of this project.

The RFQ was distributed to seven reputable firms, receiving responses from three experienced companies: Burns and McDonnell, PEC, and SEH, all of whom we have previously worked with.

A selection committee was formed to evaluate each proposal and score each firm based on several key areas: their knowledge of Bel Aire, experience with grant management, and ability to handle the project in-house. Additionally, we considered their expertise in public building projects, the experience of their project teams, and their proposed processes and approaches. We also valued their project management skills, particularly in owner representation, as well as their capabilities in staff reporting, financial tracking, and construction. Finally, the local presence of each firm was an important factor in our decision-making process.

Based on the committee's scoring matrix, PEC had the best proposal, experience, and knowledge to represent the City. The action on the agenda is to accept the committee's recommendation and authorize staff to negotiate an agreement.

Kansas Paving Change Order, 53rd Street - Oliver to Woodlawn (Item C)

When the 53rd Street project was bid out for both construction and for construction inspection services, the Storm Water Pollution Prevention Program (SWPPP) Inspections were left out of both contracts. This change order adds them into the construction contract. SWPPP Inspections are a necessary part of any project over 1 acre in size. They are typically conducted by the Contractor (or their representative) with the Construction Inspector present. During the inspection, all of the erosion control devices (BMP's or Best Management Practices) are checked for viability and adequacy. Inspections are performed on a weekly basis and are required by KDHE as part of the Construction Site Stormwater Permit. When the project was getting started, several questions arose about who would be responsible for conducting the inspections. It took a bit of research and discussion to determine that the responsibility lay with the Contractor, with the Construction Inspector present. Staff recommends that Council approve the Change Order.

Street ROW dedication, Chapel Landing 3rd (Item D)

During the initial Platting of Chapel Landing 3rd, it was intended to have one main entrance and one “Emergency Access Only” entrance with a locked gate that emergency vehicles could access when needed. Since this access was only intended to be for Emergency Access and not a permanent point of access to the subdivision, a 10’ x 32’ Reserve was platted at the “end” of Colburn. During the 53rd Street Construction project, several residents approached the City asking if the eastern entry to the Chapel Landing 3rd subdivision (Colburn St) could be widened to match the rest of the street. Since the gate was never installed across this access, the City reached out to the Developer and they were agreeable to deeding the Reserve to the City for use as permanent street right-of-way, which is how the area is currently being used. The Street Right-of-Way dedication now comes before the Council for consideration.

Personnel Policy Manual (Item E)

At the July workshop, staff presented several changes to the personnel policy manual in preparation for the payroll ERP upgrade. After receiving input from the city council at the workshop, we summarized the changes and will present them to the city council at the upcoming meeting. Staff recommends approving these changes to provide guidance for employees and the system developers with a clear roadmap for implementation.

6th Supplemental Service Agreement with Chisholm Creek Utility Authority (Item F)

At a special meeting on July 9, 2024, the Bel Aire City Council tabled this action. Tonight, we will discuss and consider this agenda item.

Executive Session (XII)

Staff is requesting an executive session.