



MANAGERS REPORT

DATE: December 30, 2021
TO: Mayor Benage and City Council
FROM: Ty Lasher, City Manager
RE: January 4, 2022 Agenda

Proclamation – Martin Luther King Jr. Day

Legislation was signed in 1983 creating a federal holiday marking the birthday of Rev. Dr. Martin Luther King, Jr. This federal holiday was first observed in 1986. In 1994, Congress passed the King Holiday and Service Act, designating the Martin Luther King Jr. Federal Holiday as a National Day of Service and charged the Corporation for National and Community Service with leading this effort. Taking place each year on the third Monday in January, the MLK Day of Service is the only federal holiday observed as a National Day of Service – a "day on, not a day off." The MLK Day of Service is a part of United We Serve, the President's national call to service initiative. It calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems. The MLK Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision of a "Beloved Community."

Consent Agenda

Contains only the Minutes of the December 7th City Council meeting and the December 14th City Council special meeting.

Appropriations Ordinance

This AP reporting period spans 27 days and includes two payroll periods as well as year-end bonuses. A few expenses to point out are: payment for the Police Department shower remodel (\$13,719), Rock Rd lift station lining (\$26,480), Land Bank Specials taxes (\$145,103), City-Owned Specials taxes (\$76,572), and all bonded capital project expenses (\$816,091).

Bel Aire Chamber Funding Agreement (Item A)

The Bel Aire Area Chamber of Commerce was formed in 2009 and has been functioning since. Like many service organizations, they are struggling to

stay relevant, obtain volunteers and increase participation at their monthly meetings. The chamber has 22 paid members and brings in \$1,550 in dues. The board members are volunteers who struggle with spending time growing the organization, getting speakers, fundraising, and creating value. Current President, Gary O'Neal, has met with me on two occasions sharing his concern for the chamber to stay or dissolve. The board has determined it needs roughly \$30,000 annually to hire a part time director who can grow the organization, create value, and keep it viable. As a result, I have drafted a funding agreement between the Chamber and the City. The request from the chamber is for \$20,000 and they will assist with community events and fundraising. They will also increase the dues structure. The 2022 city budget contains \$10,000 for a Chamber grant and \$12,000 for community events. Gary O'Neal will be at the meeting to discuss their goals and answer questions.

Selecting IT and Managed Service Provider (Item B)

Bel Aire has contracted out IT services since the beginning. Staff looked at hiring a full-time employee but determined getting the right person who is qualified would cost more than contracting with a company. In 2016, the city accepted RFP's for IT services at which time OneSource was brought on board. Over the last 5 years, there have been customer service issues that departments have struggled with, resulting in several requests for Ted to look at other vendors. Often times we look at the market after 5 years of service, so Ted sent out RFP's for IT services and created a committee to help interview as well as evaluate each company. As a result, staff is recommending a change in IT firm based on service, expertise, and references. Included in your packet is a detailed staff report outlining the costs and services. Ted will be at the meeting to discuss the committee's recommendation as well as answer questions.

Change Orders for Woodlawn Reconstruction (Items C & D)

The need for these change orders came up as the contractor (Dondlinger) was preparing to install the waterline under the railroad. There is potentially a conflict with the installation of the water line casing pipe as shown in the plans. It is the opinion of the foreman that the existing casing and proposed casing are too close together. To ensure the safety and integrity of the existing water line there needs to be a certain amount of separation. The second concern is the number of houses and businesses that will have their service interrupted due to the work. Dondlinger has proposed two change orders that will help to address these concerns.

Change Order #001 – This change order is for the installation of two water valves on either side of the bore. These valves would allow us to isolate the water line underneath the railroad, while allowing customers on either side of the railroad to remain in service. Dondlinger’s proposal for this change order is \$22,000.00. Staff recommends Council approve Proposed Change Order #1 for the 8” Gate Valves on either side of the railroad bore. The gate valves would provide additional flexibility to the water system and could prevent prolonged water outages for approximately 16 customers that are directly served by this area.

Change Order #002 -The second change order provides two options for addressing the concern about the proposed and existing casing being too close together. Council will need to choose which option to proceed with. Staff recommends that Council approve Proposed Change Order #2 – Option 2 for the re-use of the existing casing pipe – provided that it is in good condition and works with the available materials. This option will presumably save both time and cost by allowing the Contractor to repurpose some of the existing infrastructure.

Staff is working with KDOT to have this work performed on a “Force Account” basis, which would track labor and materials specifically utilized in the performance of both of these items. Since KDOT is the administrator of this contract, they will have the final say in how the work is performed. Council should also be aware that KDOT does allow a “Prime Contractor Markup” for administrative expenses incurred in additional sub-contractor work. This amount is not included in the proposed change orders submitted with this report as the formal change orders have not yet been received from Pearson. The additional cost associated with this Change Order will be included in the bonds for non- participating expenses and paid for out of the sanitary sewer fund. MKEC and Anne will be at the meeting to explain the work and answer any questions.

Change Order Policy for Woodlawn (Item E)

Understanding the importance of Woodlawn for traffic, it is important the project stay on schedule. Mayor Benage suggested we create a policy that would allow staff to approve smaller change orders to limit work stoppages or delays. The proposed policy allows Anne to approve up to \$5,000 in change orders with the City Manager having the authority up to \$10,000. Anything more would come to council at a regular or special meeting.

Executive Session

We will need to have an executive session for attorney client matters.

Discussion And Future Issues – January Workshop

Council has set aside the second Tuesday of every month, at 6:30 p.m., for workshops. This month, the workshop will fall on January 11th at 6:30 p.m. Items I have for discussion include the Senior Funding Policy, 2022 City of Bel Aire Legislative agenda, 2022 curbside cleanups and Council may have others to add.