

MANAGERS REPORT



DATE: December 29, 2022
TO: Mayor Benage and City Council
FROM: Ty Lasher, City Manager
RE: January 3, 2023 Agenda

Proclamations- (Item V)

Mayor Benage requested a proclamation be included on the agenda recognizing the Martin Luther King Holiday. Per workshop discussion on this topic, the Mayor has the authority to include proclamations at his discretion.

Consent Agenda (Item VII)

The consent agenda contains only the Minutes of the December 20, 2022 City Council meeting.

Appropriations Ordinance (Item VIII)

This reporting period covers 3 weeks and 2 payroll batches. Due to the end of the year processes, expenses are typically monthly operating expenses, annual subscriptions, and bonded project expenditures. Imagine IT expense of \$6,261.10 was for setting up of all of the new laptops for PD which was approved in 2021.

City Requested Appearances – Employee Recognition (Item IX)

Mayor Benage would like to recognize an employee who has reached 15 years of service with Bel Aire.

2023 Personnel Policy (Item A)

Staff annually reviews the personnel policy for any updates that may have affected the manual via organizational changes or government actions. When changes are required, staff presents the recommendation to Council for adoption. The current policy was amended in 2021 and contains a few items to be updated. Those include:

- General Formatting - Updated table of contents as well as used consistent language and formatting throughout the full document.

- Chain of Command - Updated to clarify chain of command.
- KPERS Retirement Benefits - Added information regarding KPERS retirement requirements for health and dental benefits.
- Shared Leave Program - Updated to be available after completion of training period.
- Promotion/Transfer/Reclassification/Demotion/Retirement - These sections were grouped together and had language that wasn't clear and consistent. They were updated to clearly communicate current processes.
- On Call Policy - For an unknown reason, this policy was removed from the 2010 policy update. Although, employees still utilize the on-call policy. It has been added back and now reflects the most current policy.
- Weapons - There was a small section addressing guns in the workplace violence section but was separated and expanded to include expectations by the City in accordance with the Kansas Personal Family and Protection Act.

Bid for Micro-Surfacing Street Repairs (Item B)

Per the PEC street maintenance program, micro-surfacing was to be completed on certain roads in 2022. Bids were solicited in October of last year with the cost of micro-surfacing coming in higher than the budget. Council tabled the action to January of 2023, with no price increase, for budgeting purposes. Staff recommends accepting the low bid from Vance Brothers at \$908,219.78

Order of Vacation, Rock Springs 3rd Addition (Item C)

The Developer requested the front yard setback be vacated by 5' from 25' to 20' due to easement constraints in the back for two lots in Rock Spring 3rd. The Planning Commission held a public hearing at their November 10th meeting. After consideration of all factors, the Planning Commission voted 5-0 to approve the vacation on both lots. It now comes before the City Council for final approval. Staff is supporting the vacation.

Garver Engineering Design (Item D)

Council decided to move forward on engineering design of 45th street from Oliver to Woodlawn. This project is on the list for future WAMPO funding meaning KDOT will be involved. Per KDOT requirements, engineers are selected using a Request for Qualifications. Our City Engineer drafted the RFQ and sent it to most of the engineering firms in the Wichita metro with three responding. Mayor Benage created an interview committee consisting

of City Engineer Anne Stephens, Councilmembers Greg Davied and Tyler Dehn, as well as himself. Interviews were held with Garver, PEC and MKEC. The Committee recommended Garver and the City Council accepted their recommendation at the December 6, 2022 meeting instructing staff to negotiate a fee. After meeting with Anne and Garver representatives, we have created two options for Council to consider. The first option is a basic version that simply designs the 3-lane road with a signalized intersection at Oliver. The second option is more extensive and what was presented to the committee looking at possible road realignment and a round-about at Oliver, access control along the road, as well as possible drainage improvements. For Council's information, MKEC charged \$570,000 for the design of Woodlawn from 45th to 37th including the signalized intersection of 45th. Using the consumer price index increase of 16% from 2019 – 2022, the estimated cost for engineering design of a mile of road similar to Woodlawn would be \$661,000 if all other things were equal. In addition, engineering fees are typically estimated at 8% for subdivision development work. 45th is most likely a \$12 million dollar project so would expect around \$960,000 in engineering design. Therefore, both Option A and B are in the ballpark. Council's decision focuses around a basic design or expanded scope with public input, alternatives, and other improvements.

Executive Session (Item XIII)

Staff is requesting an executive session with language contained on the agenda.

Discussion And Future Issues – January 10th Workshop (Item XIV)

The regularly scheduled workshop for January is set for the 10th at 6:30 pm. The agenda contains Bel Aire's 2023 legislative priorities, 2022 year-end financial summary, and introduction of the prioritized future capital projects.