

AGENDA REPORT

February 12, 2018

TO: Abilene City Commission
FROM: Austin Gilley, City Manager
RE: **City Manager's notes to accompany agenda**

PURPOSE

This report is intended to provide brief summaries of each agenda item with staff input to assist in the deliberation, discussion, and decision of each agenda item.

CONSENT AGENDA

The consent agenda is a meeting tool to allow for the approval with one vote items that are routine business, non-controversial, or do not require debate by the Commission. Any item may be removed from this list to be discussed further by a separate motion and vote. The minutes from the previous meeting are a standing agenda item here.

6. CVB Board Appointment (page 6): The Convention and Visitors Bureau is recommending the Commission appoint Elizabeth Weese to fill the position vacated by Sharon Petersen due to her being elected to the City Commission.
7. Right-of-way vacation of Spruce Street (p. 8): The grounds that make up what was Garfield Elementary School were comprised of multiple parcels and the original platted Spruce Street right-of-way. About 100 years ago, the City conveyed the right-of-way to the School with the condition that if the School ever sold the properties then the right-of-way would return to the City. This ordinance releases the right-of-way once and for all since there are no plans to convert the grounds to an actual street and allows the School to proceed with selling all of the grounds.
8. **Water line project materials purchase** (p. 10): This item was not on the pre-agenda study session as the final pricing was received later. On January 22, 2018, the Commission approved the low bid of five bids for \$79,548.40 for two phases of water main rehabilitation project. It was explained that the City would be providing all construction materials. After receiving three price quotes, the cost of those materials is now known to be \$42,929.91. That price point requires Commission approval. There is no change in the overall cost of the project, and it has been accounted for in the operating budget. This is only a procedural matter to maintain strict compliance with the City's purchase policy.

AGENDA

12. 2019 Budget: Debt Service review

Finance Director Marcus Rothchild has prepared a presentation detailing the City's overall debt picture. He plans to provide some background information on how the City uses different methods to pay for projects, which will include some brief remarks by Public Works Director Lon Schrader as an example of how lease purchases are used. This information is essential to understanding how long-term planning is critical to the overall financial health of the City, and Development Director James Holland will provide a brief update on the status of the City's comprehensive plan. In upcoming meetings, the Commission will be discussing in greater detail projects and priorities that would potentially impact multiple budget years.



13. Ordinance to amend zoning regulations for bulk chemical storage in I-1 zone (p. 11)

This item is carried over from the previous agenda after some procedural questions raised in public comment required further evaluation. That review is complete and the Commission may proceed to decide on the Planning Commission's recommending the adoption of the ordinance included in the agenda packet on page 11 to amend the City's regulations to more clearly define what constitutes bulk chemical storage and allow it as a Conditional Use in the I-1 zone. The amendment was published, and a public hearing was held. This decision does not bind the City in any future Conditional Use Permit application, and such an application is pending and will be before the Planning Commission and possibly City Commission in due course.

14. Ryan Wedel's Abilene Highlands lot request follow up (Land Bank). (p. 12)

Included in the packet on page 12 is a follow-up request for a contract to accompany the already adopted resolution in support of an application to the Kansas Housing Resource Commission for a subsidized housing development in the Highlands Addition. The contract on page 13 would commit the City to providing 14 lots free and clear of any special assessments or recovery fees. In exchange the applicant would proceed with its application to construct duplex rental units. The waiving of fees requires a vote by the City Commission, and the approval of the contract will require a vote by the Land Bank Board – this can be confusing since both boards are comprised of the same members, which will require additional meeting procedures to close the Commission meeting, open-vote-close the Land Bank Board meeting, and then resume the regular Commission meeting. If the Commission believes that this is the only development possible, then approving the contract may be the appropriate action. Offering lots with no fees, however, appears to be a significant change in direction on the management of the Highland Addition lots. If the Commission is willing to waive all recovery fees, it may be appropriate to see what other types of development may be possible with that level of incentive. In any case, it appears this request is bringing to the forefront the fact that the City doesn't have a clear plan or consensus for how it would like to deal with this issue. I found on the City's web site a memorandum prepared by the City Manager, but I have not located yet any subsequent action plans: <http://abilenecityhall.com/documentcenter/view/1725>

15. Dog impoundment ordinance to amend City Code (p. 17)

At the end of October of 2017, the City received a letter from the Abilene Animal Hospital advising a fee increase for 2018. Working with the hospital, Police Chief Mohn identified the current City Code stated that canines would be held for five (5) days, while State Statute requires only three (3) full business days. The ordinance on page 17 amends the City Code to reflect what the state statute says and also replaces some outdated language. This change will help with consistency and reduce fees, which will lessen the fiscal impact of the unexpected fee increase.

16. Lease purchase for in-car cameras for police vehicles (p. 18)

In 2017 an in-car camera system was determined to be a priority. The system is vital to the police department's operation as it provides evidence capturing capabilities as well as it serving as a management tool where command staff can review incidents or complaints. The system is included in the 2018 budget. Three banks provided lease-purchase financing options per the table below packet with Astra Bank providing the lowest interest rate of 3.3 percent. The cost of the system is \$45,700 (see page 18), and the total cost with this financing is \$47,251.95, which is slightly under budget. At this price point, a Commission vote is required to proceed.

Bank	Rate	Annual Payment (3-year term)	Total Cost
Astra Bank (p. 20)	3.3%	\$15,750.65	\$47,251.95
First Bank Kansas (p. 21)	4.1%	\$15,900.00	\$47,619.68
Lease Finance Partners (p. 22)	7.92%	\$18,096.00	\$54,288.00

17. Special event request by Arts Council (p. 23)

In accordance with City Code 3-701, on page 23 is the resolution to authorize a temporary permit for alcohol consumption in association with an Arts and Ales event planned for April 28, 2018, sponsored by the Arts Council of Dickinson



County. Representative Rob Wild plans to attend the meeting and provide additional details on the event plans.

18. Dickinson County Economic Development request for funding (p. 30)

On page 30 is a request from the Dickinson County Economic Development Corporation for the City to contribute \$10,000 per year for five years to the organization to assist with retention and growth of the economic base in our area. Representative Doug Smart plans to attend the meeting provide more details on the request and the status of the organization.

19. 2019 Budget: Pay Plan resolution (p. 32)

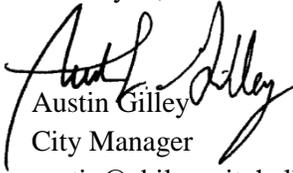
Included on page 32 is a resolution to authorize the 2019 salary ranges in accordance with the City's Governance and Ends Policy, Personnel Policy, and Pay Plan. This action would include a two percent adjustment to the overall schedule and provide for the possibility of step increases based on performance evaluations. Given that personnel costs account for a large portion of City expenses, this direction is important to the overall budget preparation process.

OTHER INFORMATION

Payroll and Accounts Payable (p. 35 to 43)

These reports are provided as information with each meeting agenda.

Thank you,


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