

## AGENDA REPORT

Monday, November 26, 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 decisions to be made.

### 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. Any item may be removed from this list to be discussed further by a separate motion and vote. The agenda approval and minutes from the previous meeting are standing agenda items here.

IDEA   ▶▶   SUPPORT   ▶▶   STUDY   ▶▶   WRITING   ▶▶   VOTE   ▶▶   
 EXECUTE   ▶▶   EVALUATE

- Approval of longevity pay:** Section 13.16 of the [City's personnel policy](#) provides for discretionary longevity pay. It is my understanding that this was budgeted for this year. The amounts and number of employees receiving this incentive pay is included in the table below with the total estimated cost:

Years	Amount	Employee Count	Total estimated cost
0 through 5	\$0.00	16	\$0.00
5 through 9	\$200.00	12	\$2,400.00
10 through 14	\$400.00	15	\$6,000.00
15 through 19	\$600.00	7	\$4,200.00
20 through 24	\$800.00	3	\$2,400.00
25 and over	\$1,000.00	5	\$5,000.00
		58	\$20,000.00
with FICA, Medicare & retirement			<b>\$ 24,221.57</b>

IDEA   ▶▶   SUPPORT   ▶▶   STUDY   ▶▶   WRITING   ▶▶   VOTE   ▶▶   
 EXECUTE   ▶▶   EVALUATE

- Approval of satellite garage for Police Department:** The department does not have a suitable secure location for processing investigations that involve vehicles and large items that cannot be brought into the current police facility. Both the police and public works departments have worked together to identify space available at the City owned facility on South Cherry Street to install a new post framed building. The installation process helps bring electricity to the site to meet other immediate public works needs, and the garage could be repurposed in the future for public works. The City has secured bids from local builders and electricians with Build-Rite Construction Inc. and Koffman Electric Service providing the low bids totaling \$24,726.14. Operating funds are available for this purchase due to pro-longed vacancies in the police department. The public works crew is off-setting some construction and installation cost – adding those unspecified expenses would place the total cost over \$25,000, which according to the City's purchasing policy requires Commission approval.



## AGENDA

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IDEA >> **SUPPORT** >> STUDY >> WRITING >> VOTE >> EXECUTE >> EVALUATE

### 10. Public hearing for right of way vacation for Dickinson County (p. 5)

City Code [section 6-403](#) governs the process for vacating streets and alleys and is essentially a reference to the state law [KSA 12-504](#). In accordance with those provisions, the City received a petition to vacate Court Street, which runs east of the Dickinson County courthouse, and a connecting alley. The petition and documents are included in the packet. The County is planning to proceed with the construction of the new jail facility that will be connected to the existing courthouse, thus requiring some additional space. County Administrator Brad Homman plans to attend the meeting. The statute requires that the Commission holds a public hearing prior to acting.



IDEA >> SUPPORT >> STUDY >> WRITING >> **VOTE** >> EXECUTE >> EVALUATE

### 11. Ordinance ordering the vacation of the right of way and alley for Dickinson County (p. 13)

Following the public hearing, the Commission can act on the ordinance to proceed. I suggest reviewing specifically section 2 of the ordinance that lists the findings and conclusions you are to make from your review – these are essentially the standards for approval.

IDEA >> SUPPORT >> **STUDY** >> WRITING >> VOTE >> EXECUTE >> EVALUATE

### 12. Police department and Court facility analysis (p. 15)

It is my understanding the City for several years has been attempting to deal with facility limitations and significant security risks associated with the Police and Court operations at City Hall. A comprehensive study was conducted of the overall facility leading to the City's eventually pursuing a plan jointly with Dickinson County for a combined justice facility. That plan was rejected by the voters in 2017, and the County proceeded without the City with a plan that voters approved this year. It is now time for the City to develop its own plan for addressing the issues that remain, and it appears to me there is no support for the construction of a new facility – leaving us to be creative with our existing space. Recognizing the complexities of operating a modern police department out of a repurposed historic community center, it became clear that this analysis is outside the scope of City staff. I asked City Engineer Mark Bachamp to prepare a work order to assist with this complicated analysis, and it is included in the packet – the cost requires Commission approval. This is a preliminary study effort and is not a commitment to a construction project. The City Engineer plans to attend the meeting.

## OTHER INFORMATION

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The additional reports are provided as information with each meeting agenda.

For questions, please contact City Manager Austin Gilley.

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