

## AGENDA REPORT

Monday, January 14, 2019

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.

### **ANNUAL MAYOR AND VICE MAYOR SELECTIONS (AND SEATING ARRANGEMENT)**

City Code 1-104 provides that “the Governing Body shall select a Mayor annually, on the second Monday of January, who shall preside at all meetings of the City Commission and shall serve as an official head of the city on formal occasions during the term of office. The Governing Body shall also select a Vice-Mayor annually on the same date, who shall preside and serve in the absence of the Mayor.” At the December 17, 2018, Study Session, the Commission by consensus asked that I help facilitate this inaugural effort. To do that, I plan for the following:

- Commissioners will be seated in alphabetical order from left to right (from audience view). Current Mayor (Commissioner Shafer) will call to order, ask for roll call, and lead the Pledge of Allegiance. I will then speak from the podium – for Mayor selection only. If any Commissioner is absent, I will work to contact by phone to include.
- You will receive a slip of paper that says “I, [your name], nominate [enter first and last name] to serve as Mayor.”
- Those slips will be collected. They will be randomly drawn and read one at a time to allow each of you to speak about your nomination. I will ask the City Clerk to keep a tally sheet for everyone to see the results of the nominations as they are read. After all nominations are heard, I will ask for a motion based on the following chart:

<b>Nomination outcome</b>	<b>Motion sought</b>
<b>5-0, 4-1, 3-2, or 3-1-1</b>	Motion for Commissioner with most nominations
<b>2-1-1-1 or 1-1-1-1-1</b>	Motion to re-do nomination process
<b>2-2-1</b>	Ask the minority nomination to change nomination by making motion for one of other two

- After the Mayor is selected, I will resume my normal seat. The selected Mayor will lead the nomination and selection of the Vice Mayor, followed by the designation of the seating arrangement. After seats are designated, Commissioners will move to their designated seat and proceed with the remainder of the agenda.



## 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

- **2019 GAAP Waiver Resolution (p. 4):** K.S.A. 75-1120a(a) requires municipalities to use GAAP (Generally Accepted Accounting Principles) in the preparation of their financial statements and reports but allows municipalities to waive this requirement to help save auditing cost of determining net worth annually of all infrastructure. The City has chosen every year to present statements and reports prepared on this cash basis system. This resolution is the formal waiver in compliance with statute.

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

- **Letter of support for proposed KDOT bus route (p. 5):** There is discussion occurring amongst service providers to create a new fixed-route bus service between Salina and Manhattan with stops in Abilene. KDOT has asked the City for a letter of support to assist with these talks. Included in the packet is a letter of support from the Commission. This route would not impact the City's current bus services.

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

- **FEMA's Levee Analysis acceptance (p. 6):** Included in the packet is a letter of acceptance requested by FEMA. This is the formal document to let FEMA know that the City does not plan to pursue FEMA's certification for the Mud Creek levee due to their proposed changes in the flood maps. Without certification and with the proposed flood map changes, a total of 28 properties would be required to obtain flood insurance once the maps are made final. FEMA certification is expensive and likely would require costly upgrades to the levee – with no guarantees. To help assess this tradeoff, the City Engineer surveyed all 28 properties and is prepared to produce elevation certificates for 24 properties that can be used to amend the map once it is complete to remove the insurance requirements. The remaining four properties are still being analyzed, but the cost to the City of certification outweighs the potential cost for resolving these, if necessary. This document simply confirms the City's desire not to pursue certification at this time – it does not preclude the City from pursuing it at any point in the future.

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

- **Approval of new fireworks vendor agreement (p. 7):** The regular vendor of the City's July 4<sup>th</sup> fireworks display notified the City that they can no longer provide this service. Parks and Recreation Director Jane Foltz solicited estimates from other vendors with the lowest estimate included in the packet. The cost is approximately double the budgeted expense, and the vendor has requested half be pre-paid with the signing of the agreement. There is some concern if a vendor is not scheduled soon, there may be challenges getting a vendor scheduled in time for the annual holiday celebration.

## AGENDA

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

### *12. State of the City Presentation/Discussion*

To kick off our 2019 Budget process, we plan to start with a "State of the City" update. We will review the City's financial performance, begin to chart our course, and review some recommendations for strategies going forward. Some key dates to keep in mind going forward: January 28 Compensation program review, February 4 Leadership Workshop, and February 11 Debt Service Review.



IDEA   »»   SUPPORT   »»   STUDY   »»   WRITING   »»   VOTE   »»   EXECUTE   »»   EVALUATE

*13. Annual board appointments (p. 10)*

City Code 1-901(e) provides that the Governing Body shall make all appointments to City Boards and Committees annually the second Monday in January. Included in the packet is the roster of board appointments. Staff asked all board members if they would like to continue or not and has incorporated those desires here. The seats for which there are no applications or recommendations are listed as vacant and will remain vacant until appointments are made.

IDEA   »»   SUPPORT   »»   STUDY   »»   WRITING   »»   VOTE   »»   EXECUTE   »»   EVALUATE

*14. Ordinance amending Zoning Regulations to clarify appointment of Zoning Administrator (p. 13)*

The Planning Commission voted unanimously on December 11, 2018, to recommend the Commission approve this ordinance – clarifying the Zoning Administrator appointment process and authority. Current policy requires the Governing Body to make that appointment, but there is no record of any such appointment. It appears to have been assumed that the Community Development Director served in this capacity. With a vacancy occurring in that position, this policy confusion was discovered. The City Attorney drafted this language, which essentially preserves the Governing Body’s ultimate authority but makes sure this oversight and transitional lapse does not occur again.

IDEA   »»   SUPPORT   »»   STUDY   »»   WRITING   »»   VOTE   »»   EXECUTE   »»   EVALUATE

*15. Ordinance establishing a mill levy cap for the Abilene Public Library (Marshall) (p. 15)*

During the 2019 Budget process Vice Mayor Marshall requested some study on the City’s ability to limit the Library Board’s authority to increase its mill levy. City Attorney Aaron Martin provided a review of options at the Commission’s Study Session on September 4, 2018. At the session, the Commission agreed by consensus for the City Attorney to draft an ordinance fixing a limit. The City received late last year (in normal course) the final 2019 budget certification from the County, and the City Attorney has prepared the ordinance included in the packet.

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**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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