



AGENDA REPORT

Monday, March 25, 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.

BUDGET WORK PLAN CALENDAR

I plan to include this calendar each meeting so we can keep track of where we have been, where we are going, and any revisions that we make along the way.

| Date | Topic | Date | Topic |
|-------------|---|-----------|---|
| January 14 | State of City Financial Review | April 22 | Utility Operations |
| January 28 | Revised | May 6 | Tour CVB, Recycling |
| February 4 | Leadership Meeting | May 13 | Special Revenue Operations |
| February 11 | Debt service/Compensation review | May 20 | Tour Senior Center, Storm Water |
| February 18 | City/County MOU, Engineer-led tour of City Hall | May 28 | Public Safety Operations |
| February 25 | Project priorities and budget objectives | June 3 | Tour of Public Works |
| March 4 | Tour Water Treatment Plant | June 10 | Streets |
| March 11 | Project priorities | June 17 | Tour Library |
| March 18 | Tour Sewer Plant | June 24 | General Operations |
| March 25 | Capital Plan | July 8 | Property tax review, draft budget documents |
| April 1 | Tour Community Center and Parks | July 22 | Final Budget Draft |
| April 8 | Utility Rate Review, Fee Schedule | August 12 | Public Hearing, Adoption of 2020 Budget |
| April 15 | Tour Airport | | |

CONSENT AGENDA

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

6. 14th Street bid rejection (p. 4)

Public Works Director Lon Schrader planned to reconstruct 14th from Buckeye to Cedar and received bids on February 27, 2019. Unfortunately, the low bid of two was about 25 percent over engineering estimates. According to the City’s purchasing policy, the City Commission has the authority to reject bids. Mr. Schrader has included a memo in the packet explaining the research he did to reach the recommendation to reject the bid and take a different approach on the project. Also included



in the packet are the engineering recommendation and the bid tab. This action will delay the planned improvements west of Buckeye but have no effect on the intersection project, which is being managed and executed by the Kansas Department of Transportation.

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

7. Ordinance granting special event permit to allow alcohol/CMB consumption on public property for Arts Council's "Arts and Ales" fundraiser event (p. 7)

Included in the packet is the ordinance necessary to authorize the plans of this event. Also included in the packet are the event assistance documents that provide details on the event.

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

8. Waiving building permit fees for Dickinson County Courthouse project (p. 24)

Dickinson County has requested the City waive permit fees for the inspection of the pending courthouse expansion and renovation. My understanding is the fee could exceed approximately \$40,000. [City Code 2-204\(f\)](#) provides that the County is not exempt, but Code is silent on whether fees can be waived. City Attorney Aaron Martin advises that the Commission has the authority to waive said fees. The County's Register of Deeds and Sheriff's Office, for example, charge the City fees, but County Administration has been very willing to assist and work with us without exacting fees. Staff's recommendation is that it is in the City's best interest to reciprocate on this professional courtesy.

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

9. Ordinance to amend conditional use permit for Kwik Shop (p. 25)

Included in the packet is an amended conditional use permit for Kwik Shop, Inc., to expand its gasoline fueling station. The original permit was issued in 2015. The company's plans were delayed due to ownership changeover. Upon renewed activity, nearby homeowner Casey Callis approached the City to point out discrepancies in the official Planning Commission minutes and the final adopted permit. We reached out to the company with this amended permit and was able to get the company's cooperation in honoring the correct conditions for the project that were originally agreed upon but were missing in the permit document.

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

10. Approving Superior Sanitation proposal for providing trial free curbside clean up (p. 34)

Public Works Director Lon Schrader secured a proposal from local trash hauler Superior Sanitation to execute the free curbside cleanup program. The proposal is included in the packet. The free program will cost about \$15,000 but will save the City money overall and reduce risk exposure. This is not a budgeted item for 2019, and no formal bid process was conducted. Staff is proposing this as a trial run to determine if this is the right approach to meet the community's desires. Dates and specific provisions will be determined later.

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

11. Approval of 8th street quitclaim deed and right-of-way deed with Hocker (p. 36)

These deeds are part of the land acquisition necessary for the completion of the 8th street expansion project. Included in the packet are the legal instruments necessary for the transactions. City Engineer Mark Bachamp has met with the property owners and is continuing to meet with the others involved. To expedite the process, these will be brought to the Commission as they are available.



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

12. Resolution authorizing USDA grant application for Destination Business BootCamp (p. 43)

The City has been unsuccessful so far partnering with the Chamber of Commerce or Dickinson County EDC to become a [Network Kansas](#) E-community (state entrepreneurship program) to give our downtown businesses access to the internationally recognized business expert [Jon Schallert](#). (You may recall the City’s Economic Development Specialist Jim Rowland referencing this program about making small businesses consumer destinations.) CVB Director Julie Roller organized a trip for 15 folks to attend recently a mini-session with Schallert in Hays. The feedback was so positive, staff found an avenue to bring Mr. Schallert to Abilene through a USDA-Rural Development grant program. The total cost is about \$18,000, and the City will be committing a match amount of about \$5,000 – while these are within operating purchase limits, USDA-RD will not process the application without a resolution by the Governing Body.

AGENDA

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13. Resolution to approve position schedule and pay ranges for 2020 (p. 45)

Included in the packet is a copy of the resolution to approve positions and pay ranges for 2020. This includes a 2 percent increase in the total pay plan. This also includes added and revised positions of Utilities Director, Water Operator, Fire Fighter, Zoning Administrator, and Court Administrator. This resolution also includes the intent to fund step increases/merit pay and enhance health savings account contributions by \$50 per month in accordance with the health insurance plan revisions approved for 2019. This resolution is non-binding but provides important direction and authorization for staff to budget according to this. Funding decisions will be made with the budget process. Staff held a preliminary meeting with the Austin Peters Group, the firm that did the 2006 Pay Plan and 2009 Market Study update – and we have agreed to look at the following priority issues: Utility Director, Pay Ranges, Job Scoring validation, and overall pay compression. The hope is that this saves money by not doing a comprehensive overhaul of the pay system but still provides the technical assistance necessary to address the problems and concerns.

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

14. Proposal to amend pay plan step schedule by Commissioner Marshall (p. 48)

Included in the packet is a revised step schedule for the City’s Pay Plan prepared by Commissioner Marshall. This would result in 0.5% increase and require revisions to the proposed pay plan resolution.

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

15. 2020 Budget: Review draft 2020 Capital Plan (p. 50)

This is a new document for the City, and it is very much a working document. Much of this structure is specified in the 2011 Financial Policies, and some of the detail is still pending and may be for some time. The hope is that this begins to build the framework for almost all non-operating expenditures – providing a clear connection to the Comprehensive Plan, Strategic Plan, Debt Service Plan, Priority Projects, and Annual Budget. A vote is not sought at this meeting, but it is staff’s intent in the next few meetings to get this document to a place where it can be voted on.

2019-2020 Strategy

- Establish comprehensive vision
- Collaborate strategically
- Focus on tax base (invest wisely)
- Correct utility issues
- Housekeeping
- Facility planning
- Succession planning
- **Embrace opportunity!**



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

16. Executive session for City Manager performance evaluation

This session is for the Mayor to lead a conversation with the Commission and City Manager to review feedback from the performance evaluation process. At the following meeting, the Commission will act on a resolution to conclude the process.

OTHER INFORMATION

Round Table report: [Click here to see the summary report](#) of the Round Table discussion on City Hall.

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

For questions, please contact City Manager Austin Gilley

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