

EL DORADO

K A N S A S

TO: City Commission
FROM: David Dillner, City Manager
SUBJ: Weekly Report
DATE: January 13, 2023

Items of Note:

- REMINDER: The Commission's regular meeting scheduled for Monday, January 16 will move to Tuesday, January 17 due to the Martin Luther King, Jr. holiday. Regular meetings will resume to the normal first and third Mondays beginning next month.
- The City Manager authorized the digitization of cemetery burial data in an effort to maximize the City's cemetery software. These services will cost \$15,750, which the City will pay from the General Fund. Once completed, cemetery visitors will have access to an online database that will make it easier to locate late family members. Staff has been working to input the cemetery burial data for several years, although will not complete the task for several years unless outside services proceed with inputting data. Pontem, the service provider, estimates the effort to take a few weeks following initiating services.
- The City received one proposal from Martens Appraisal in Wichita for commercial appraisal services for the Civic Center. The Request for Proposals was sent to fifteen appraisal companies in the greater El Dorado area. Martens' fee for the project came to \$3,000, which is within the city manager's spending authority under the City's purchasing policy. Therefore, I approved the services to get started with the appraisal as soon as possible.
- This week, employees are invited to complete an employee satisfaction survey to help management understand the current state of the municipal organization. Employee input will help the Executive Leadership Team consider ways to improve the organization's culture to retain existing employees and recruit new employees.
- The Public Utilities Department requests authorization of about \$150,000 from the Water Fund balance to implement Phase II of the Water Filter Console Project at the Water Treatment Plant. The item is scheduled for consideration during Tuesday's regular meeting agenda. The filter consoles regulate the filtration process at the water treatment plant and have reached their useful life. The City Commission authorized Phase I of the project last year.
- The cost of crack sealing material has increased from \$30 to \$45 per pound to \$65 to \$70 over the last few years. This increase in cost does not include the cost of labor, which has also amplified due to a hot labor market. An increase of this magnitude decreases the amount of crack sealing application the City can apply to City streets as part of its street maintenance program. The funding for crack sealing (and other methods of street maintenance) comes from the one-cent sales tax authorized every five years by voters since the 1990s. Unfortunately, the defined limit of \$600,000 for street maintenance

(\$500,000 for mill and overlays and \$100,000 for other maintenance such as crack sealing and pothole patching) has not kept up with increasing costs in materials.

- The Engineering Department continues to coordinate with Branches (formerly the Pregnancy Life Center) concerning its project in downtown El Dorado. You will recall that the State Historic Preservation Office determined that the proposed project will not conform to the historic district requirements. The applicant must demonstrate that conforming to the historic requirements will present a hardship to the project and that no other options exist before the City Commission can schedule a hearing.

Commission Follow-up:

- No items to report.

Personnel Update:

- *Vacant and advertised positions:* Public Works Maintenance Worker (4), Police Officer (8), Wastewater Superintendent, Assistant City Manager, Management Intern, and Executive Assistant.

Commission Calendar: *Upcoming City Commission Items (subject to change):*

- **January 17 Regular Meeting** – Code of Procedure; KDOT Cost Share Agreement; Water Filter Console Project Authorization
- **February 1 Work Session** – Appointed Committee Nominating Process (cont.); Downtown Street Plan
- **February 6 Regular Meeting** – Year in Review Presentation
- **February 15 Work Session** –