

# EL DORADO

## K A N S A S

TO: City Commission  
FROM: David Dillner, City Manager  
SUBJ: Weekly Report  
DATE: October 20, 2023

### **Items of Note:**

- The City Commission should consider individuals to appoint to the Excess Sales Tax Committee. Commissioner Lewis has provided a name for his appointment, and the Planning Commission has selected its representative. City staff have prepared proposals for funding and are ready for the committee to review and recommend projects to the governing body. City staff would like to have the City Commission make these appointments at the November 6 meeting.
- Experience El Dorado anticipates completion of the downtown mural project in mid-November. A ribbon-cutting ceremony is tentatively scheduled for November 30. Presently, the sculpture is being worked on by BrickMob.
- Three representatives from the Fire Department attended the Emergency Operations Center/Incident Command System Interface Course held in Augusta this week. The course reviews protocols for emergency operations, such as responsibilities and functions. The course helps ensure that first responders in the area operate on the same “sheet of music” during a critical incident.
- On Thursday, the Fire Department hosted the quarterly Butler County Fire Chiefs Association meeting. The meeting provides an opportunity for the fire chiefs in the county to discuss a variety of topics affecting fire department operations.
- The Fire Department was requested to serve on stand-by at the Friends of the Lake Annual Mud Run. A single incident occurred while personnel were there, although no injuries were reported.
- Construction continues on the McDonald Stadium fence. Staff estimates that the installation is approximately 85% completed.
- Park maintenance staff relocated an irrigation line at Central Park that would have been under the new restroom/concession facility if it had not been relocated prior to construction.
- The scoreboards for all fields arrived today. They are being stored at Public Works until installation occurs.
- Park staff completed the construction of a platform at the Mural Plaza (north of Willie’s) on First Avenue.
- Park staff will begin refurbishing and painting park equipment at Graham Park next week.
- Youth basketball registrations will continue until November 6.

- JEO, the consultant working on the Transportation Master Plan, will present to the City Commission at next week's work session. The group will also present at the next Planning Commission meeting.
- City staff continues to review field check plans for the Central Avenue Project. The plans include over 100 pages of details, so it will take some time to review.
- The Planning Commission held a public hearing on proposed amendments to the temporary/off-site signage regulations and recommended approval. The proposed regulations will come to the City Commission for review and consideration in November.
- The El Dorado Police Department is officially enrolled in the Kansas Accreditation Program through KLETC. The first year of accreditation will be a self-assessment process where the department will provide policies and procedures to the accreditation review panel for review. The panel will provide feedback to the department to help them improve.
- The Public Utilities Department recommends implementing an automated metering system from Core & Main. The installation will cost \$2.48 million and another \$42,000 per year in operational expenses. The next step is for the City Commission to authorize the project and temporary financing.
- The City asked BakerTilly, the City's financial advisor, to prepare a water and sewer rate analysis model to allow the City to evaluate the need for utility rate increases in conjunction with the proposed Capital Improvement Program. The model will allow the City Commission to understand how much of an increase is needed to implement proposed projects. It will also serve as a tool to enable the City to manage projects to minimize rate increases when accounting for expiring debt obligations and potential increases in General Fund revenues.

**City Manager's Priorities:**

1. Capital Improvement Planning
2. Annual Evaluations
3. BCC Facilities/Project Agreements

**Upcoming Milestones/Deadlines:**

- **October** – McDonald Stadium Turf and Fence Installation
- **October** – Preliminary Engineering Central Avenue Water Main Project
- **November 7** – General Election (City's one-cent sales tax)
- **December** – Completion of East Park Concession/Restroom Facility
- **December** – Constant Creek Sewer Interceptor Project Bid Opening
- **January 2024** – Completion of Central Park Concession/Restroom Facility
- **February 2024** – McDonald Stadium Scoreboard Installation

**Personnel Update:**

- *Vacant and advertised positions:* Public Works Maintenance Worker (4), Police Officer (2), Building Official, Management Analyst, Assistant City Manager/Finance Director
- *Conditional Offers (pending post-offer screening):* Police Officer (2)

- The Public Works Department conducted interviews and will offer employment to three potential employees.
- The Engineering Department interviewed candidates for the Building Inspector position and has offered the position to one of the candidates. A post-offer screening will follow once the candidate accepts the offer.
- The internal posting for a Master Firefighter position closed this week. Interviews will begin for this position soon.
- New police officers Kody Marvin and Kamaris Dickson are working with field training officers in anticipation of starting at the Kansas Law Enforcement Training Center on November 27.
- The Police Department has one certified officer going through the pre-employment process. This applicant should complete testing next week. Another two certified officers are coming in for testing on November 2.

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

- **November 1 Work Session** – Social Media Policy; Proclamation Policy; Public Comment Policy; Housing Needs Assessment; Moderate Income Housing Applications; Transportation Master Plan
- **November 6 Regular Meeting** – Moderate Income Housing Application; Water Conservation Plan Overview; Automated Meter System Project Authorization; Social Media Policy; Proclamation Policy; Public Comment Policy; Acceptance of Housing Needs Assessment; Excess Sales Tax Committee Appointments
- **November 15 Work Session** – Budget Amendment (if necessary); Annual Pay Plan Update; Purchasing Policy; Publication Charter Ordinance; Temporary/Off-Site Signage Regulations
- **November 20 Regular Meeting** – Special Assessment Hearings (Deer Run Addition and 5<sup>th</sup>, Hunton, Simpson, and 2<sup>nd</sup>); Publication Charter Ordinance; Temporary/Off-Site Signage Regulations