



AGENDA
CITY COUNCIL MEETING
7651 E. Central Park Ave, Bel Aire, KS
January 04, 2022 7:00 PM



I. CALL TO ORDER: Mayor Jim Benage

II. ROLL CALL

Greg Davied ____ Dr. Joel Schroeder ____ Justin Smith ____
John Welch ____ Diane Wynn ____

III. OPENING PRAYER: Father David Lies

IV. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

V. PROCLAMATION

A. Martin Luther King Jr. Day - January 17, 2022

VI. DETERMINE AGENDA ADDITIONS

VII. CONSENT AGENDA

A. Minutes of the December 7, 2021 City Council meeting.

B. Minutes of the December 14, 2021 City Council special meeting.

Action: Motion to (approve / table / deny) the Consent Agenda as (listed / amended) and authorize the Mayor to sign.

Motion _____ Second _____ Vote _____

VIII. DISCUSSION AND APPROVAL OF APPROPRIATIONS ORDINANCE

A. Consideration of Appropriations Ordinance 21-23 in the amount of \$1,823,405.11.

Action: Motion to (approve / deny / table) Appropriations Ordinance 21-23.

Motion _____ Second _____ Vote _____

IX. CITY REQUESTED APPEARANCES: None

- X. CITIZEN CONCERNS:** *Persons who wish to speak should fill out a "Request to Speak" card at the podium and give it to the City Clerk before the meeting begins. When you are called on by the Mayor, please go to the podium, speak into the microphone, and state your name and address before giving your comments. Please limit your comments to 3 minutes in the interest of time.*

XI. REPORTS

- A. Council Member Reports**
- B. Mayor's Report**
- C. City Attorney Report**
- D. City Manager Report**

XII. ORDINANCES, RESOLUTIONS AND FINAL ACTIONS

A. Consideration of the Bel Aire Chamber Funding Agreement.

Action: Motion to (approve / deny / table) the Bel Aire Chamber Funding Agreement as (amended / presented) and authorize the Mayor to sign.

Motion _____ Second _____ Vote _____

B. Consideration of selecting a provider for outsourced IT and managed service. Four companies responded to the Request for Proposal:

| Company | Monthly Fee | Yearly Total | One-Time Fee |
|----------------------------|-------------|--------------|--------------|
| Gilmore Solutions | \$4,750 | \$57,000 | \$13,500 |
| Digital Office Systems | \$4,451 | \$53,412 | \$5,000 |
| Galaxie Business Equipment | \$4,058 | \$48,696 | \$0 |
| TkFast Inc. | \$3,995 | \$47,940 | \$0 |

Action: Motion to (accept/ deny / table) the proposal from _____ as presented and authorize the Mayor to sign.

Motion _____ Second _____ Vote _____

C. Consideration of proposed Change Order #001 from Dondlinger Construction (through Pearson Construction as General Contractor) for Woodlawn – 37th to 45th Street Reconstruction in the approximate amount of \$22,000.00.

Action: Motion to (approve / deny / table) Proposed Change Order #001 from Dondlinger Construction (through Pearson Construction as General Contractor) in the approximate amount of \$22,000.00 for Woodlawn from 37th to 45th Street Reconstruction, and authorize the Mayor to sign all related documents.

Motion _____ Second _____ Vote _____

D. Consideration of proposed Change Order #002 from Dondlinger Construction (through Pearson Construction as General Contractor) for Woodlawn – 37th to 45th Street Reconstruction.

Action: Motion to (approve / deny / table) Option ___ of Proposed Change Order #002 from Dondlinger Construction (through Pearson Construction as General Contractor) in the approximate amount of \$_____ for Woodlawn from 37th to 45th Street Reconstruction, and authorize the Mayor to sign all related documents.

Motion _____ Second _____ Vote _____

E. Consideration of the Woodlawn Critical Path Policy.

Action: Motion to (accept / deny / table) the Woodlawn Critical Path Policy as (presented / amended).

Motion _____ Second _____ Vote _____

XIII. EXECUTIVE SESSION

Action: Motion to go into executive session for the sole purpose of discussing the subject of Attorney-Client consultation regarding contractual obligations pursuant to the KSA 75-4319 exception for attorney-client privilege. Invite the City Manager, City Attorney and Jennifer Hill. The meeting will be for a period of ___ minutes, and the open meeting will resume in City Council Chambers at _____ p.m.

Motion _____ Second _____ Vote _____

XIV. DISCUSSION AND FUTURE ISSUES

A. Workshop – January 11th at 6:30 pm?

XV. ADJOURNMENT

Action: Motion to adjourn.

Motion _____ Second _____ Vote _____

Additional Attachments

A. Planning & Zoning Staff report, November 2021

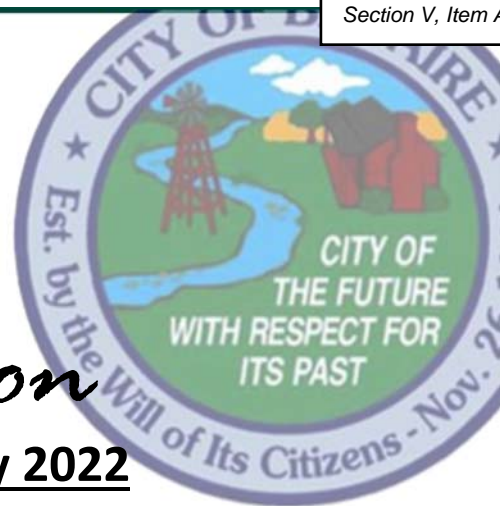
B. Police Department Report - November 2021

C. Manager's Report - January 4, 2022

Notice

It is possible that sometime between 6:30 and 7:00 PM immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the Council Chambers or the lobby of City Hall. No one is excluded from these areas during these times. Video of this meeting

can be found on Cox Cable Channel 7, YouTube, and at www.belaireks.gov. Please make sure all cell phones and other electronics are silenced.



Proclamation

Martin Luther King Jr. Day 2022

TO THE CITIZENS OF BEL AIRE, KANSAS, GREETINGS:

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of a volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

Whereas, citizens of Bel Aire, KS have the opportunity to participate in events throughout our city on the King Day of Service, January 17, 2022, as well as create and implement community service projects where they identify the need;

NOW, THEREFORE, I, Jim Benage, Mayor of Bel Aire proclaim January 17, 2022 as Martin Luther King Jr. Day and a Day of Service in Bel Aire, and call upon the people of our City to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of Bel Aire, Kansas this 4th day of January, 2022.

Jim Benage, Mayor





MINUTES

CITY COUNCIL MEETING

7651 E. Central Park Ave, Bel Aire, KS
December 07, 2021 7:00 PM



I. CALL TO ORDER: Mayor Jim Benage called the meeting to order at 7:00 p.m.

II. ROLL CALL

Present were Jeff Elshoff, Dr. Joel Schroeder, Justin Smith, John Welch, and Diane Wynn.

Also present were City Manager Ty Lasher, City Attorney Jacqueline Kelly, City Engineer Anne Stephens and City Clerk Melissa Krehbiel.

III. OPENING PRAYER: Dr. Robert Lindsted provided the opening prayer.

IV. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Mayor Benage led the pledge of allegiance.

V. DETERMINE AGENDA ADDITIONS – There were no additions.

VI. CONSENT AGENDA

- A. Approval of the Minutes of the November 16, 2021 City Council meeting.**
- B. Acceptance of Petitions for Paving, Sanitary Sewer, Storm Water Drain, and Water Distribution System Improvements to serve Chapel Landing Addition Phase 2.**
- C. Approval of Resolutions Authorizing Paving, Sanitary Sewer, Storm Water Drainage, and Water Distribution System Improvements to serve Chapel Landing Addition Phase 2**
- D. Appoint Greg Davied to the Bel Aire Land Bank. The Land Bank consists of all members of the Bel Aire Governing Body.**
- E. Reappoint Mayor Jim Benage to the Wichita Area Metropolitan Planning Organization (WAMPO) Policy Board**
- F. Reappoint City Engineer Anne Stephens as an alternate official to the WAMPO Policy Board.**
- G. Reappoint Mayor Jim Benage to the Bel Aire Public Building Commission (PBC). The Mayor is one member.**

- H. **Reappoint Dr. Joel Schroeder to the Bel Aire Public Building Commission. A Governing Body member is another position and was previously held by Dr. Schroeder.**

- I. **Approval of a 2022 Limited Retailer Cereal Malt Beverage License for Dollar General, located at 45th and Woodlawn.**

City Attorney Kelly requested that consent agenda items D, E, and G be added to the regular agenda after item XV G.

MOTION: Councilmember Smith moved to approve Consent Agenda Items A, B, C, F, H, and I and authorize the Mayor to sign. Councilmember Schroeder seconded the motion. *Motion carried 5-0.*

VII. DISCUSSION AND APPROVAL OF APPROPRIATIONS ORDINANCES

- A. **Consideration of Appropriations Ordinance 21-22 in the amount of \$1,073,604.52.**

MOTION: Councilmember Elshoff to approve Appropriations Ordinance 21-22. Councilmember Smith seconded the motion. *Motion carried 5-0.*

VIII. SPECIAL RECOGNITION FOR OUTGOING GOVERNING BODY MEMBER - Jeff Elshoff

Mayor Benage presented Jeff Elshoff with a plaque for his service on the Council. Mr. Elshoff thanked his family, God, and Bel Aire citizens for supporting him during his time on the Council.

IX. SEATING OF NEW GOVERNING BODY MEMBERS

Mayor Jim Benage and Council Members Justin Smith, John Welch, and Greg Davied took the oath of office, administered by the City Clerk.

X. RECESS FOR 15 MINUTES

MOTION: Councilmember Wynn moved to take a 15-minute recess. Councilmember Welch seconded the motion. *Motion carried 5-0.*

XI. ROLL CALL OF NEW COUNCIL

Mayor Benage called the meeting back to order at 7:25 p.m. Present were Greg Davied, Dr. Joel Schroeder, Justin Smith, John Welch, and Diane Wynn.

XII. CITY REQUESTED APPEARANCES

- A. **Bel Aire Lions Club presentation**

Members of the Bel Aire Lions Club presented a check in the amount of \$3,300 to the City to be used for a disc golf course in Alley Park.

B. Dakota Zimmerman, Garver - Woodlawn Construction Update

Mr. Zimmerman provided an update on construction progress on Woodlawn.

XIII. CITIZEN CONCERNS: No one spoke.

XIV. REPORTS

A. Council Member Reports

Councilmember Smith reported he attended the Christmas event at City Hall on Saturday and he thanked staff for their work on the event.

Councilmember Welch thanked the businesses that donated for the fireworks at the Christmas event. He also noted that Bel Aire residents are receiving their annual property tax statements. The taxes collected will be dispersed among many different entities. The City of Bel Aire is the only local entity that lowered their tax rate this year. Regarding recent increases in cases of COVID-19, he urged people to take precautions.

Councilmember Davied reported he attended the November 17th Woodlawn Construction meeting at Isely Elementary School.

B. Mayor's Report

- Mayor Benage noted that today is the 80th Anniversary of the attack on Pearl Harbor. He also noted the passing of World War II veteran and former Kansas Senator Bob Dole over the weekend. He asked that citizens remember the family of Senator Dole and all World War II veterans.
- On December 1st he spoke at the Bel Aire Chamber's meeting regarding his outlook on his new term of office.
- Mayor Benage met with Wichita Mayor Brandon Whipple on December 2nd regarding issues of road maintenance.
- Regarding COVID-19, KDHE reports a 1.9 percent increase in vaccinated Kansans. Sedgwick County reports a positive test rate of 9.25%. He asked residents to continue to support each other and continue to follow guidelines to prevent the spread of the disease.

C. City Attorney Report – No report was given.

D. City Manager Report

City Manager Lasher reported that City Hall will be closed for Christmas on December 23rd and 24th and for New Year's on December 31st.

XV. ORDINANCES, RESOLUTIONS AND FINAL ACTIONS

A. Consideration of An Ordinance Authorizing The City Of Bel Aire, Kansas To Issue Its Taxable Industrial Revenue Bonds, Series 2021 (Speculative Buildings Project) For The Purpose Of The Acquisition, Construction And Equipping Commercial Facility; And Authorizing Certain Other Related Documents And Actions.

Kevin Cowan of Gilmore and Bell, Bond Counsel for the City, stood for questions from the Council.

MOTION: Councilmember Smith moved to approve An Ordinance Authorizing The City Of Bel Aire, Kansas To Issue Its Taxable Industrial Revenue Bonds, Series 2021 (Speculative Buildings Project) For The Purpose Of The Acquisition, Construction And Equipping Commercial Facility; And Authorizing Certain Other Related Documents And Actions and authorize the Mayor to sign. Councilmember Welch seconded the motion.

Roll Call Vote:

Greg Davied - Aye Dr. Joel Schroeder - Abstain
Justin Smith - Aye John Welch - Aye Diane Wynn - Aye

Motion carried 4-0-1 with Councilmember Schroeder abstaining from the vote.

B. Consideration of confirming the Mayor's appointment of Heath Travnichek to the Planning Commission.

MOTION: Councilmember Schroeder moved to approve the Mayor’s appointment of Heath Travnichek to the Planning Commission. Councilmember Smith seconded the motion. *Motion carried 4-0-1* with Councilmember Welch abstaining from the vote.

C. Consideration of An Ordinance Changing The Zoning Classification From AG Agricultural To R-5 Residential And C-1 Neighborhood Commercial On Certain Property Located Within The Corporate City Limits Of The City Of Bel Aire, Kansas (Rock Spring 5th).

City Engineer Anne Stephens stood for questions from Council.

MOTION: Councilmember Schroeder moved to approve An Ordinance Changing The Zoning Classification From AG Agricultural To R-5 Residential And C-1 Neighborhood Commercial On Certain Property Located Within The Corporate City Limits Of The City Of Bel Aire, Kansas and authorize the Mayor to sign. Councilmember Wynn seconded the motion.

Roll Call Vote:

Jim Benage – Aye Greg Davied - Aye Dr. Joel Schroeder - Aye
Justin Smith - Aye John Welch - Aye Diane Wynn - Aye

Motion carried 6-0.

D. Consideration of accepting a bid for Deer Run Sidewalk Improvements. Three bids were received:

| Contractor | Total Bid |
|-----------------|-------------|
| Opp Concrete | \$25,900.00 |
| PPJ | \$20,000.00 |
| Rochel Concrete | \$22,000.00 |

City Engineer Anne Stephens stood for questions from Council.

MOTION: Councilmember Schroeder moved to accept the bid from PPJ in the amount of \$20,000.00 for Deer Run Sidewalk Improvements and authorize the Mayor to sign all related documents. Councilmember Smith seconded the motion. ***Motion carried 5-0.***

E. Consideration of appointing Greg Davied as a Governing Body representative to the Chisholm Creek Utility Authority (CCUA) Board.

MOTION: Councilmember Smith moved to appoint Greg Davied as a Governing Body representative to the CCUA Board. Councilmember Welch seconded the motion. ***Motion carried 5-0.***

F. Consideration of electing a Council President. The term is for one year and was previously held by Justin Smith.

MOTION: Councilmember Schroeder moved to elect Justin Smith as Council President for 2022. Council Member Wynn seconded the motion. ***Motion carried 4-0-1*** with Councilmember Smith abstaining from the vote.

G. Consideration of A Resolution Of The City Of Bel Aire, Kansas, Approving The Execution And Delivery Of An Agreement To Release And Assign The City’s Opioid Claims To The Kansas Attorney General And Certifying Costs Attributable To Substance Abuse And Addiction Mitigation In Excess Of \$500.

City Attorney Jacqueline Kelly answered questions from Council.

MOTION: Councilmember Smith moved to approve A Resolution Of The City Of Bel Aire, Kansas, Approving The Execution And Delivery Of An Agreement To Release And Assign The City’s Opioid Claims To The Kansas Attorney General And Certifying Costs Attributable To Substance Abuse And Addiction Mitigation In Excess Of \$500, and authorize the Mayor to sign. Councilmember Davied seconded the motion. ***Motion carried 5-0.***

H. Appoint Greg Davied to the Bel Aire Land Bank. The Land Bank consists of all members of the Bel Aire Governing Body.

MOTION: Councilmember Welch moved to Appoint Greg Davied to the Bel Aire Land Bank. The Land Bank consists of all members of the Bel Aire Governing Body. Councilmember Smith seconded the motion. ***Motion carried 5-0.***

I. Reappoint Mayor Jim Benage to the Wichita Area Metropolitan Planning Organization (WAMPO) Policy Board.

MOTION: Councilmember Welch moved to reappoint Mayor Jim Benage to the Wichita Area Metropolitan Planning Organization (WAMPO) Policy Board. Councilmember Schroeder seconded the motion. *Motion carried 5-0.*

J. Reappoint Mayor Jim Benage to the Bel Aire Public Building Commission (PBC). The Mayor is one member.

MOTION: Councilmember Schroeder moved to Reappoint Mayor Jim Benage to the Bel Aire Public Building Commission. Councilmember Davied seconded the motion. *Motion carried 5-0.*

XVI. EXECUTIVE SESSION

MOTION: Councilmember Smith moved to go into executive session for the sole purpose of discussing the subject of Attorney-Client consultation regarding contractual obligations pursuant to the KSA 75-4319 exception for attorney-client privilege. Invite the City Manager and the City Attorney. The meeting will be for a period of 20 minutes, and the open meeting will resume in City Council Chambers at 8:34 p.m. Councilmember Welch seconded the motion. *Motion carried 5-0.*

The Council then adjourned to executive session. At 8:47 p.m. the Council returned to the Council Chambers. Mayor Benage called the meeting back to order in open session and stated no binding action was taken.

MOTION: Councilmember Smith moved to extend the executive session for 15 minutes, and the open meeting will resume in Council Chambers at 9:03 p.m. Councilmember Welch seconded the motion. *Motion carried 5-0.*

The Council then adjourned to executive session. At 9:03 p.m. the Council returned to the Council Chambers. Mayor Benage called the meeting back to order in open session and stated no binding action was taken.

MOTION: Councilmember Schroeder moved to add agenda item XVI. K. “CCUA water allocation agreements”. Councilmember Smith seconded the motion. *Motion carried 5-0.*

MOTION: Councilmember Schroeder moved to terminate any and all existing legally valid water allocation agreements signed in 2012 and 2015 between Bel Aire and Park City as of December 31, 2021. Bel Are shall request that Park City/ CCUA install meters to accurately determine both parties usage. Councilmember Smith seconded the motion. *Motion carried 5-0.*

XVII. DISCUSSION AND FUTURE ISSUES

A. December Workshop – December 14th at 6:30 pm?

B. December 21st City Council Meeting?

The Council briefly discussed the upcoming meeting schedule. There was consensus to hold the December 14th workshop at 7:00 p.m. and cancel the December 21, 2021 regular City Council meeting.

MOTION: Councilmember Welch moved to cancel the December 21st City Council meeting. Councilmember Wynn seconded the motion. ***Motion carried 5-0.***

XVIII. ADJOURNMENT

MOTION: Councilmember Welch moved to adjourn. Councilmember Davied seconded the motion. ***Motion carried 5-0.***

The meeting adjourned at 9:19 p.m.



MINUTES CITY COUNCIL SPECIAL MEETING

7651 E. Central Park Ave, Bel Aire, KS
December 14, 2021 6:45 PM



I. CALL TO ORDER: Mayor Jim Benage called the meeting to order at 6:45 p.m.

II. ROLL CALL

Present were Greg Davied, Dr. Joel Schroeder, Justin Smith, and John Welch. Diane Wynn was absent.

Also present were City Manager Ty Lasher and City Attorney Jacqueline Kelly.

III. ORDINANCES, RESOLUTIONS AND FINAL ACTIONS

Dakota Zimmerman and Ken Lee, Garver, stood for questions from the Council.

A. Consideration of approving a Change Order from Pearson Construction for Sanitary Sewer Repair (Woodlawn Reconstruction Project).

MOTION: Councilmember Welch moved to accept the Change Order from Pearson Construction for expenses related to the repair and replacement of the 18" Sanitary Sewer line underneath the Reinforced Concrete Box structure in the amount of \$42,000.00 and authorize the Mayor to sign. Councilmember Smith seconded the motion. ***Motion carried 3-1***, with Councilmember Davied voting against the motion.

IV. ADJOURNMENT

MOTION: Councilmember Welch moved to adjourn. Councilmember Schroeder seconded the motion. ***Motion carried 4-0.***

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/202

Payroll Checks:

Section VIII, Item A.

1

AP ORD 21-23

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK CHECK# | CHECK DATE |
|--------------------------------|--------------------------------|-----------|-----------------|-----------------|---------------|
| GENERAL | | | | | |
| ADOBE SYSTEMS, INC | ADOBE SUBSCRIPTION:PD | | 16.11 | 1279578 | 12/20/21 |
| AFLAC | EMPLOYEE MONTHLY PREMIUM | | 642.82 | 1279580 | 12/13/21 |
| AIR CAPITOL EXTERMINATING | RODENT/INSECT EXTERMINATION | | 18.75 | 67324 | 12/06/21 |
| AMAZON CAPITAL SERVICES, INC | AMAZON INVOICES | 826.39 | | 1279486 | 12/07/21 |
| AMAZON CAPITAL SERVICES, INC | PZ SUPPLIES | 37.54 | 863.93 | 1279581 | 12/27/21 |
| STRUNK PUBLISHING, LLC | BREEZE AD;LEGAL PUBLICATIONS | | 695.84 | 67325 | 12/06/21 |
| AT&T | INTERNET BACKUP | | 105.00 | 1279579 | 12/27/21 |
| AXIS TELESOLUTIONS INC | COURT CAMERA REPAIR | | 797.74 | 67327 | 12/06/21 |
| BEALL & MITCHELL, LLC | 12/21 JUDGE TERRY BEALL | | 971.29 | 67386 | 12/21/21 |
| JAMES BENAGE | 12/21 MAYOR SALARY | | 500.00 | 67387 | 12/21/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 12/21 ID:0421210 | 31,451.86 | | 1279487 | 12/06/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 01/22 ID:0421210 | 33,960.41 | 65,412.27 | 1279587 | 12/27/21 |
| BOTANICA, THE WICHITA GARDENS | VOLUNTEER GIFTS | | 600.00 | 1279578 | 12/20/21 |
| CABELAS RETAIL WICHITA | EMPLOYEE OF QTR-3RD | | 25.98 | 1279578 | 12/20/21 |
| CANVA | CANVA SUBSCRIPTION | | 119.99 | 1279578 | 12/20/21 |
| CINTAS CORPORATION | PD MAT RENTAL | 98.29 | | 1279488 | 12/06/21 |
| CINTAS CORPORATION | PD MAT RENTAL | 98.29 | | 1279489 | 12/06/21 |
| CINTAS CORPORATION | PD MAT RENTAL | 98.29 | | 1279490 | 12/06/21 |
| CINTAS CORPORATION | MAINT SHOP TOWELS | 41.93 | | 1279491 | 12/06/21 |
| CINTAS CORPORATION | PD MAT RENTAL | 98.29 | | 1279492 | 12/06/21 |
| CINTAS CORPORATION | PD MAT RENTAL | 98.29 | 533.38 | 1279493 | 12/06/21 |
| CITY OF WICHITA | SUMMER DAY CAMP ORIENTATION | | 50.00 | 1279578 | 12/20/21 |
| CLERK OF THE DISTRICT COURT | ANNUAL REGISTRATION FEE 2022 | | 100.00 | 67329 | 12/06/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 679.45 | 1279499 | 12/16/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 79.59 | 1279501 | 12/16/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 194.64 | 1279500 | 12/16/21 |
| CREATIVE AWARDS & SCREEN PRINT | PLAQUE:ELSHOFF | 99.40 | | 67331 | 12/06/21 |
| CREATIVE AWARDS & SCREEN PRINT | TREE PLAQUE-SHUMARD OAK | 35.00 | 134.40 | 67389 | 12/21/21 |
| DAYLIGHT DONUTS | EMPLOYEE OF QUARTER-3RD | | 19.64 | 1279578 | 12/20/21 |
| DELTA DENTAL PLAN of KANSAS | 12/21 MONTHLY PREMIUM | | 1,904.51 | 67366 | 12/09/21 |
| DIGITAL OFFICE SYSTEMS | KONICA MINOLTA C224: | | 111.30 | 67390 | 12/21/21 |
| DILLONS #0056 | FOOD GIFT TO SEDG CO FIRE | | 66.64 | 1279578 | 12/20/21 |
| DOLLAR GENERAL #21238 | EMPLOYEE PUMPKIN CONTEST | | 18.00 | 1279578 | 12/20/21 |
| ECITY TRANSACTIONS, LLC | 11/21 ONLINE PYT SERVICE | | 270.00 | 67332 | 12/06/21 |
| ELECTRICAL SYSTEMS INC | COUNCIL CHBR NOTIFICATION SYST | | 3,282.00 | 67392 | 12/21/21 |
| EMPLOYERS MUTUAL CASUALTY CO | LIABILITY INSURANCE PREM | | 913.00 | 1279588 | 12/20/21 |
| EMPOWER RETIREMENT 457 | EMP VLNTRY 457 | 150.00 | | 1279485 | 12/08/21 |
| EMPOWER RETIREMENT 457 | EMP VLNTRY 457 | 250.00 | 400.00 | 1279524 | 12/22/21 |
| EPIC SPORTS, INC. | BASKETBALLS | | 97.11 | 1279578 | 12/20/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:PUBLIC AREAS | | 616.39 | 1279503 | 12/06/21 |
| EVERGY | ELEC SVC:CITY BLDGS | | 972.52 | 1279502 | 12/06/21 |
| FASTENAL COMPANY | PW FENCE PROJECT | | 45.60 | 67333 | 12/06/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 30,448.48 | | 1279481 | 12/08/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 17,748.14 | 48,196.62 | 1279520 | 12/22/21 |
| BRIDGESTONE AMERICAS, INC | FLEET MAINTENANCE #29 | | 758.72 | 67334 | 12/06/21 |
| HALSTEAD FLORAL AT THE P | FUNERAL FLOWERS | | 44.95 | 1279578 | 12/20/21 |
| HASTY AWARDS | REC PROGRAM AWARDS | | 34.47 | 67336 | 12/06/21 |
| HAWKS INTER-STATE PESTMASTERS | REC CENTER TERMITE INSPECTION | | 434.28 | 67394 | 12/21/21 |
| THEODORE HENRY | KACM PER DIEM:HENRY | | 259.32 | 67337 | 12/06/21 |
| MARTY A HESS | YOGA INSTRUCTOR | | 120.00 | 67338 | 12/06/21 |
| HOBBY-LOBBY #0009 | CH CHRISTMAS DECOR | | 51.44 | 1279578 | 12/20/21 |
| ICON STRUCTURES INC | PD SHOWER REMODEL | | 13,719.00 | 67368 | 12/09/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/202

Payroll Checks:

Section VIII, Item A.

1

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK CHECK# | CHECK DATE |
|--------------------------------|--------------------------------|-----------|-----------------|-----------------|---------------|
| IDEATEK TELECOM | 12/21 HOSTED PHONE SERV | | 570.93 | 1279507 | 12/06/21 |
| RICHARD VARGAS | COURT INTERPRETER 09/01/21 | | 40.00 | 67339 | 12/06/21 |
| MANDJ, LLC | PD BATTERIES | | 22.95 | 67340 | 12/06/21 |
| KANSAS GENERAL WIRE & SUPPLY | PW FENCE PROJECT:GATE | | 272.45 | 67369 | 12/09/21 |
| KANSAS RECREATION & PARK ASSOC | KRPA MARKETING WORKSHOP | | 75.00 | 1279578 | 12/20/21 |
| KTA - TRANSA TEMP - RET | TOLLS | | 8.85 | 1279578 | 12/20/21 |
| KANZA CO-OPERATIVE ASSOCIATION | FUEL | | 412.59 | 67341 | 12/06/21 |
| KEFAH RAMADAN | COMMUNITY RM DEPOSIT REFUND | | 150.00 | 67395 | 12/21/21 |
| JACQUELINE KELLY | PER DIEM:LKM CONF AND ATTY MTG | | 316.44 | 67342 | 12/06/21 |
| KANSAS DEPARTMENT OF REVENUE | 2022 CMB LIC:DOLLAR GENERAL | | 25.00 | 67396 | 12/21/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 5,520.50 | | 1279484 | 12/08/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 3,219.62 | 8,740.12 | 1279523 | 12/22/21 |
| KANSAS GAS SERVICE | GAS SVC:MAINT SHOP | | 116.12 | 1279593 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:REC | | 335.34 | 1279590 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:CH | | 342.22 | 1279591 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:POOL | | 38.95 | 1279594 | 12/27/21 |
| K P E R S | KPERS 2 | 16,974.17 | | 1279483 | 12/08/21 |
| K P E R S | KPERS | 11,364.87 | 28,339.04 | 1279522 | 12/22/21 |
| KANSAS STATE TREASURER | 10/21:COURT FEES | 2,815.50 | | 67345 | 12/06/21 |
| KANSAS STATE TREASURER | 12/21:COURT FEES | 1,821.85 | 4,637.35 | 67397 | 12/21/21 |
| LARRY JARRETT | COMM ROOM DEPOSIT REFUND | | 270.00 | 67346 | 12/06/21 |
| TY LASHER | MTG MEAL EIMBURSEMENTS | | 217.20 | 67398 | 12/21/21 |
| LAUTZ LAW LLC | CRT APPTD DEFENSE ATTY | | 240.00 | 67399 | 12/21/21 |
| MICHAEL D FERGUSON | CPR CERT:WEIKAL, HARDWICK | | 140.00 | 67400 | 12/21/21 |
| LINSTAR INC | ID CARDS:CITY EMPLOYEES | | 332.80 | 67401 | 12/21/21 |
| LEAGUE OF KS MUNICIPALITIES | 2022 CITY MEMBERSHIP DUES | | 4,395.09 | 67347 | 12/06/21 |
| LOGMEIN USA, INC | REMOTE SOFTWARE:HENRY-REMOTE | | 132.00 | 1279578 | 12/20/21 |
| MENARDS WICHITA EAST | CH CHRISTMAS DECOR | | 134.72 | 1279578 | 12/20/21 |
| MOORE WATER TREATMENT | 11/21 WATER SERVICE | | 88.85 | 67404 | 12/21/21 |
| SPORTS ENGINE | BACKGROUND CHECKS | | 17.50 | 67350 | 12/06/21 |
| ONE BEAT CPR LEARNING CENTER | PD DEFIBRILLATORx7 GRANT FUNDE | | 11,123.00 | 67376 | 12/09/21 |
| ONESOURCE TECHNOLOGY, INC | MONTHLY I.T.SUPPORT SVC | | 3,796.00 | 67351 | 12/06/21 |
| O'REILLY AUTOMOTIVE, INC | AUTO REPAIRS/SUPPLIES | | 38.19 | 1279508 | 12/06/21 |
| PAYLOCITY CORPORATION | FSA EMPLOYEE EXPENSE | 159.01 | | 1279510 | 12/03/21 |
| PAYLOCITY CORPORATION | FSA EMPLOYEE EXPENSE | 25.50 | | 1279595 | 12/15/21 |
| PAYLOCITY CORPORATION | FSA EMPLOYEE EXPENSE | 4.06 | | 1279596 | 12/17/21 |
| PAYLOCITY CORPORATION | FSA EMPLOYEE EXPENSE | 76.09 | | 1279597 | 12/24/21 |
| PAYLOCITY CORPORATION | FSA EMPLOYEE EXPENSE | 191.48 | 456.14 | 1279598 | 12/10/21 |
| PITNEY BOWES GLOBAL FINANCIAL | L/P POSTAGE METER:12/21 | | 261.45 | 1279511 | 12/06/21 |
| PITNEY BOWES GLOBAL FINANCIAL | MONTHLY POSTAGE | 500.00 | | 1279599 | 12/13/21 |
| PITNEY BOWES GLOBAL FINANCIAL | MONTHLY POSTAGE | 500.00 | 1,000.00 | 1279600 | 12/20/21 |
| PIZZA HUT 029874 | HOLIDAY MEAL | | 41.52 | 1279578 | 12/20/21 |
| PORTER LEE CORPORATION | BEAST SOFTWARE 2022 | | 2,179.00 | 67377 | 12/09/21 |
| QUILL | OFFICE SUPPLIES | | 1,230.09 | 1279512 | 12/06/21 |
| RAYMOND DAVIS SR | COMM ROM DEPOSIT REFUND | | 150.00 | 67353 | 12/06/21 |
| RESTREAM, INC. | LIVE STREAM SERVICE | | 15.20 | 1279578 | 12/20/21 |
| SAMSLUB #6418 | OFFICE REMODEL-TV | | 712.17 | 1279578 | 12/20/21 |
| SEDGWICK CO DEPT OF FINANCE | 11/21 PRISONER HOUSING FEES | | 589.11 | 67380 | 12/09/21 |
| SEDGWICK COUNTY TREASURER | 2021 1ST HALF CITYOWNED SPECIA | | 76,572.38 | 67364 | 12/06/21 |
| SEWING & EMBROIDERY WORKS LLC | K254 SHIRT:DAVIDE | 42.98 | | 67355 | 12/06/21 |
| SEWING & EMBROIDERY WORKS LLC | BEL AIRE APRONS X8 | 96.00 | 138.98 | 67406 | 12/21/21 |
| WITHERS ENTERPRISES, INC | CHRISTMAS FEST SIGNS | | 218.13 | 1279578 | 12/20/21 |
| RASHELL D LASHBROOK | 01/22 JANITORIAL SVC:CH | | 2,618.19 | 67407 | 12/21/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/202

Payroll Checks:

Section VIII, Item A.

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| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|-------------------------------|-------------------------------|--------|--------------|---------|------------|
| SNAP RESTYLING, LLC | PD GRAPHICS #34,35,36 | | 750.00 | 67381 | 12/09/21 |
| SPECTRUM PROMOTIONAL PRODUCTS | YOUTH SPORTS SHIRTS | | 155.70 | 67408 | 12/21/21 |
| SPROUT SOCIAL | SOCIAL MEDIA TOOL | | 50.15 | 1279578 | 12/20/21 |
| SUMNER GROUP INC | KYOCERA TA 3553CI CONTRACT | | 283.28 | 67409 | 12/21/21 |
| SUN LIFE & HEALTH INS CO | 12/21 VOLUNTARY LIFE PYMNT | | 364.86 | 67356 | 12/06/21 |
| SURENCY LIFE & HEALTH INS CO | VISION INSURANCE | | 230.14 | 1279513 | 12/06/21 |
| TRISTIN TERHUNE | CHAMBER OF COMMERCE MEALS | | 18.00 | 67357 | 12/06/21 |
| THE HOME DEPOT 2204 | CITY HALL CHRISTMAS IGHTS | | 208.69 | 1279578 | 12/20/21 |
| TIMBER PRODUCTS INC | PW FENCE PROJECT | | 773.31 | 67410 | 12/21/21 |
| TREE TOP NURSERY & LANDSCAPE | CONTRACT MOWING | | 2,365.26 | 67358 | 12/06/21 |
| TSYS MERCHANT SOLUTIONS | CREDIT CARD PROCESSING FEE | | 1,948.95 | 1279514 | 12/10/21 |
| UTURN RENTALS | PW FENCE PROJECT | | 130.77 | 67359 | 12/06/21 |
| ICMA RETIREMENT 304804 | CITY MGR 457 | 986.53 | | 1279482 | 12/08/21 |
| ICMA RETIREMENT 304804 | CITY MGR 457 | 986.53 | 1,973.06 | 1279521 | 12/22/21 |
| VERIZON | CELL PHONE SVC | | 751.65 | 1279515 | 12/05/21 |
| VERIZON | TABLET/S:SVC | | 215.99 | 1279516 | 12/05/21 |
| VERIZON | TABLET/S:SVC | | 71.02 | 1279517 | 12/05/21 |
| VISTA PRINT | PD CHRISTMAS CARDS | | 41.66 | 1279578 | 12/20/21 |
| TERESA WADE | TAEKWONDO INSTRUCTOR | | 160.00 | 67361 | 12/06/21 |
| WALL STREET JOURNAL | ANNUAL SUBSCRIPTION | | 116.97 | 1279578 | 12/20/21 |
| WAL-MART #1507 | EMPLOYEE OF QTR-3RD | | 22.86 | 1279578 | 12/20/21 |
| WASTE CONNECTIONS OF KANSAS | TRASH DISPOSAL SVC:MAINT SHOP | | 44.26 | 1279518 | 12/06/21 |
| WEX BANK | FUEL | | 2,065.18 | 1279603 | 12/20/21 |
| WICHITA EAGLE | MONTHLY SUBSCRIPTION | | 24.99 | 1279578 | 12/20/21 |
| JOY K WILLIAMS, ATTY AT LAW | PROSECUTOR SVC | | 437.50 | 67363 | 12/06/21 |
| WIRED WATTS | CHRISTMAS LIGHTS CONTROLLER | | 62.00 | 1279578 | 12/20/21 |
| ZIPS CAR WASH | CAR WASH | | 140.00 | 1279578 | 12/20/21 |
| 01 GENERAL TOTAL | | | 309,834.00 | | |

WATER UTILITY

| | | | | | |
|--------------------------------|--------------------------------|-----------|------------|---------|----------|
| AIR CAPITOL EXTERMINATING | RODENT/INSECT EXTERMINATION | | 18.75 | 67324 | 12/06/21 |
| ASCE WICHITA | 2022 MEMBERSHIP DUES | | 269.00 | 1279578 | 12/20/21 |
| BANK OF NEW YORK MELLON TRUST | 12/21 WATER DEBT SVC | 60,746.55 | | 1279582 | 12/20/21 |
| BANK OF NEW YORK MELLON TRUST | 541071:11/21 O&M WATER | 29,681.24 | | 1279584 | 12/20/21 |
| BANK OF NEW YORK MELLON TRUST | 541071:12/21 O&M WATER | 29,681.24 | 120,109.03 | 1279585 | 12/20/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 12/21 ID:0421210 | 4,846.74 | | 1279487 | 12/06/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 01/22 ID:0421210 | 5,234.77 | 10,081.51 | 1279587 | 12/27/21 |
| CHISHOLM CREEK UTILITY AUTH. | 12/21 CCUA CONTINGENCY | | 3,000.00 | 67388 | 12/21/21 |
| CINTAS CORPORATION | MAINT SHOP TOWELS | | 41.92 | 1279491 | 12/06/21 |
| CORE & MAIN LP | WATER SYS MAINT/REPAIR SUPPLIE | 370.00 | | 1279494 | 12/06/21 |
| CORE & MAIN LP | WATER SYS MAINT/REPAIR SUPPLIE | 1,710.68 | | 1279495 | 12/06/21 |
| CORE & MAIN LP | WATER SYS MAINT/REPAIR SUPPLIE | 1,516.50 | | 1279496 | 12/06/21 |
| CORE & MAIN LP | WATER SYS MAINT/REPAIR SUPPLIE | 3,247.46 | 6,844.64 | 1279497 | 12/06/21 |
| COX COMMUNICATIONS, INC | I.T.BACKUP:WATER TOWER | | 77.48 | 1279498 | 12/14/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 46.33 | 1279499 | 12/16/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 79.59 | 1279501 | 12/16/21 |
| DELTA DENTAL PLAN of KANSAS | 12/21 MONTHLY PREMIUM | | 305.94 | 67366 | 12/09/21 |
| ECITY TRANSACTIONS, LLC | 11/21 ONLINE PYT SERVICE | | 90.00 | 67332 | 12/06/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:PUBIC AREAS | | 298.92 | 1279503 | 12/06/21 |
| EVERGY | ELEC SVC:CITY BLDGS | | 145.64 | 1279502 | 12/06/21 |
| FASTENAL COMPANY | PW FENCE PROJECT | | 45.60 | 67333 | 12/06/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 4,883.90 | | 1279481 | 12/08/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/202

Payroll Checks:

Section VIII, Item A.

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| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK CHECK# | CHECK DATE |
|--------------------------------|-------------------------------|-----------|-----------------|-----------------|---------------|
| FICA/FEDERAL W/H | FED/FICA TAX | 2,333.82 | 7,217.72 | 1279520 | 12/22/21 |
| FLEETPRIDE, INC. | F350 TIRE NOISE | | 145.60 | 1279506 | 12/06/21 |
| FREMAR CORPORATION | BUNKER PROJECT | | 1,325.04 | 67335 | 12/06/21 |
| IDEATEK TELECOM | 12/21 HOSTED PHONE SERV | | 21.55 | 1279507 | 12/06/21 |
| KANSAS GENERAL WIRE & SUPPLY | PW FENCE PROJECT:GATE | | 272.45 | 67369 | 12/09/21 |
| KANSAS ONE-CALL SYSTEM, INC. | LOCATE FEES:406 FOR 11/21 | | 243.60 | 67370 | 12/09/21 |
| KANZA CO-OPERATIVE ASSOCIATION | FUEL | | 347.89 | 67341 | 12/06/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 827.49 | | 1279484 | 12/08/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 397.91 | 1,225.40 | 1279523 | 12/22/21 |
| KANSAS DEPT OF REVENUE | 11/21 SALES TAX | | 1,631.24 | 1279589 | 12/20/21 |
| KANSAS GAS SERVICE | GAS SVC:MAINT SHOP | | 116.12 | 1279593 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:PUMPHOUSE | | 56.40 | 1279592 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:CH | | 23.33 | 1279591 | 12/27/21 |
| K P E R S | KPERS | 2,463.86 | | 1279483 | 12/08/21 |
| K P E R S | KPERS | 1,342.66 | 3,806.52 | 1279522 | 12/22/21 |
| O'REILLY AUTOMOTIVE, INC | AUTO REPAIRS/SUPPLIES | | 249.01 | 1279509 | 12/06/21 |
| POSTMASTER | #9 FIRST CLASS PRESORT PERMIT | 132.50 | | 67352 | 12/06/21 |
| POSTMASTER | 12/21 POSTAGE:UTILITY BILLS | 424.01 | 556.51 | 67383 | 12/17/21 |
| PUBLIC WORKS & UTILITIES | 470,250 GAL:10/26-11/24/21 | | 2,321.02 | 1279601 | 12/20/21 |
| QUILL | OFFICE SUPPLIES | | 33.59 | 1279512 | 12/06/21 |
| RURAL WATER DISTRICT NO 1 | 11/21 WATER:WELL #66 & #67 | | 24.00 | 67354 | 12/06/21 |
| RASHELL D LASHBROOK | 01/22 JANITORIAL SVC:PW | | 103.22 | 67407 | 12/21/21 |
| SUN LIFE & HEALTH INS CO | 12/21 VOLUNTARY LIFE PYMNT | | 9.96 | 67356 | 12/06/21 |
| SURENCY LIFE & HEALTH INS CO | VISION INSURANCE | | 44.85 | 1279513 | 12/06/21 |
| THE HOME DEPOT 2204 | TOILET KIT | | 32.90 | 1279578 | 12/20/21 |
| TIMBER PRODUCTS INC | PW FENCE PROJECT | | 773.31 | 67410 | 12/21/21 |
| UTURN RENTALS | PW FENCE PROJECT | | 130.77 | 67359 | 12/06/21 |
| USPS PO 1946750085 | MAIL WATER SAMPLES | | 55.20 | 1279578 | 12/20/21 |
| VERIZON | CELL PHONE SVC | | 88.59 | 1279515 | 12/05/21 |
| VERIZON | TABLET/S:SVC | | 10.15 | 1279517 | 12/05/21 |
| WASTE CONNECTIONS OF KANSAS | TRASH DISPOSAL SVC:MAINT SHOP | | 45.60 | 1279518 | 12/06/21 |
| WEX BANK | FUEL | | 108.90 | 1279603 | 12/20/21 |
| BERRY COMPANIES, INC | SAFETY FENCE | | 79.98 | 67362 | 12/06/21 |
| 02 WATER UTILITY TOTAL | | | 162,554.77 | | |
| SEWER UTILITY | | | | | |
| AIR CAPITOL EXTERMINATING | RODENT/INSECT EXTERMINATION | | 18.75 | 67324 | 12/06/21 |
| BANK OF NEW YORK MELLON TRUST | 12/21 WASTEWATER DEBT SVC | 48,152.53 | | 1279583 | 12/20/21 |
| BANK OF NEW YORK MELLON TRUST | 541071:12/21 O&M WASTEWATER | 28,906.35 | 77,058.88 | 1279586 | 12/20/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 12/21 ID:0421210 | 4,026.49 | | 1279487 | 12/06/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 01/22 ID:0421210 | 4,348.85 | 8,375.34 | 1279587 | 12/27/21 |
| CHISHOLM CREEK UTILITY AUTH. | 12/21 CCUA CONTINGENCY | | 2,820.00 | 67388 | 12/21/21 |
| CINTAS CORPORATION | MAINT SHOP TOWELS | | 41.92 | 1279491 | 12/06/21 |
| COX COMMUNICATIONS, INC | I.T.BACKUP:WATER TOWER | | 77.47 | 1279498 | 12/14/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 46.33 | 1279499 | 12/16/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 79.59 | 1279501 | 12/16/21 |
| DELTA DENTAL PLAN of KANSAS | 12/21 MONTHLY PREMIUM | | 93.88 | 67366 | 12/09/21 |
| ECITY TRANSACTIONS, LLC | 11/21 ONLINE PYT SERVICE | | 90.00 | 67332 | 12/06/21 |
| EMPOWER RETIREMENT 457 | EMP VLNTRY 457 | 200.00 | | 1279485 | 12/08/21 |
| EMPOWER RETIREMENT 457 | EMP VLNTRY 457 | 200.00 | 400.00 | 1279524 | 12/22/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:PUBIC AREAS | | 1,159.85 | 1279503 | 12/06/21 |
| EVERGY | ELEC SVC:CITY BLDGS | | 145.64 | 1279502 | 12/06/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/2021

Payroll Checks:

Section VIII, Item A.

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| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-------------------------------|----------|--------------|---------|------------|
| FASTENAL COMPANY | PW FENCE PROJECT | | 45.60 | 67333 | 12/06/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 4,802.90 | | 1279481 | 12/08/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 2,561.64 | 7,364.54 | 1279520 | 12/22/21 |
| IDEATEK TELECOM | 12/21HOSTED PHONE SERV | | 21.72 | 1279507 | 12/06/21 |
| KANSAS GENERAL WIRE & SUPPLY | PW FENCE PROJECT:GATE | | 272.46 | 67369 | 12/09/21 |
| KANSAS ONE-CALL SYSTEM, INC. | LOCATE FEES:406 FOR 11/21 | | 243.60 | 67370 | 12/09/21 |
| KANZA CO-OPERATIVE ASSOCIATION | FUEL | | 197.74 | 67341 | 12/06/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 856.52 | | 1279484 | 12/08/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 460.23 | 1,316.75 | 1279523 | 12/22/21 |
| KANSAS GAS SERVICE | GAS SVC:MAINT SHOP | | 116.12 | 1279593 | 12/27/21 |
| KANSAS GAS SERVICE | GAS SVC:CH | | 23.35 | 1279591 | 12/27/21 |
| K P E R S | KPERS TIER 3 | 2,817.20 | | 1279483 | 12/08/21 |
| K P E R S | KPERS TIER 3 | 1,742.48 | 4,559.68 | 1279522 | 12/22/21 |
| MAYER SPECIALTY SERVICES,LLC | ROCK RD LIFT STATION LINING | | 26,480.00 | 67373 | 12/09/21 |
| OFFICE MAX | PLANNERS | | 59.98 | 1279578 | 12/20/21 |
| POSTMASTER | #9 FIRST CLASS PRESORT PERMIT | 132.50 | | 67352 | 12/06/21 |
| POSTMASTER | 12/21 POSTAGE:UTILITY BILLS | 424.00 | 556.50 | 67383 | 12/17/21 |
| PUBLIC WORKS & UTILITIES | BULK SEWER 10/31-11/30 | | 10.75 | 1279602 | 12/20/21 |
| QUILL | OFFICE SUPPLIES | | 7.79 | 1279512 | 12/06/21 |
| RASHELL D LASHBROOK | 01/22 JANITORIAL SVC:PW | | 103.19 | 67407 | 12/21/21 |
| SURENCY LIFE & HEALTH INS CO | VISION INSURANCE | | 17.23 | 1279513 | 12/06/21 |
| TIMBER PRODUCTS INC | PW FENCE PROJECT | | 773.31 | 67410 | 12/21/21 |
| UTURN RENTALS | PW FENCE PROJECT | | 130.77 | 67359 | 12/06/21 |
| UTILITY MAINTENANCE CONTRACTOR | LIFT STATION CLEANING | | 4,727.00 | 67360 | 12/06/21 |
| VERIZON | CELL PHONE SVC | | 88.59 | 1279515 | 12/05/21 |
| VERIZON | TABLET/S:SVC | | 10.15 | 1279517 | 12/05/21 |
| WASTE CONNECTIONS OF KANSAS | TRASH DISPOSAL SVC:MAINT SHOP | | 44.26 | 1279518 | 12/06/21 |
| 03 SEWER UTILITY TOTAL | | | 137,578.73 | | |
| SPECIAL STREET & HIWAY | | | | | |
| AFLAC | EMPLOYEE MONTHLY PREMIUM | | 138.08 | 1279580 | 12/13/21 |
| AIR CAPITOL EXTERMINATING | RODENT/INSECT EXTERMINATION | | 18.75 | 67324 | 12/06/21 |
| ATLAS ELECTRIC LLC | | | 225.00 | 67326 | 12/06/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 12/21 ID:0421210 | 1,994.99 | | 1279487 | 12/06/21 |
| BLUE CROSS & BLUE SHIELD OF KS | 01/22 ID:0421210 | 2,154.71 | 4,149.70 | 1279587 | 12/27/21 |
| CINTAS CORPORATION | MAINT SHOP TOWELS | | 41.92 | 1279491 | 12/06/21 |
| COX COMMUNICATIONS, INC | INTERNET/PHONE SVC | | 79.58 | 1279501 | 12/16/21 |
| CRAFCO, INC | STREET MATERIALS SUPPLIES | | 96.00 | 67330 | 12/06/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:PUBIC AREAS | | 106.65 | 1279503 | 12/06/21 |
| EVERGY | ELEC SVC:CITY BLDGS | | 85.14 | 1279502 | 12/06/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:STREET LIGHTING | 224.56 | | 1279504 | 12/06/21 |
| EVERGY KANSAS CENTRAL INC | ELEC SVC:STREET LIGHTING | 7,345.78 | 7,570.34 | 1279505 | 12/16/21 |
| FASTENAL COMPANY | PW FENCE PROJECT | | 45.62 | 67333 | 12/06/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 808.37 | | 1279481 | 12/08/21 |
| FICA/FEDERAL W/H | FED/FICA TAX | 351.43 | 1,159.80 | 1279520 | 12/22/21 |
| KANSAS GENERAL WIRE & SUPPLY | PW FENCE PROJECT:GATE | | 272.47 | 67369 | 12/09/21 |
| KANZA CO-OPERATIVE ASSOCIATION | FUEL | | 866.72 | 67341 | 12/06/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 136.59 | | 1279484 | 12/08/21 |
| KANSAS DEPT OF REVENUE | STATE TAX | 43.16 | 179.75 | 1279523 | 12/22/21 |
| KANSAS GAS SERVICE | GAS SVC:MAINT SHOP | | 116.13 | 1279593 | 12/27/21 |
| K P E R S | KPERS | 522.58 | | 1279483 | 12/08/21 |
| K P E R S | KPERS | 266.94 | 789.52 | 1279522 | 12/22/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/202

Payroll Checks:

Section VIII, Item A.

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| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|---------------------------------|--------|--------------|---------|------------|
| KU TRANSPORTATION CENTER | PAVING CONFERENCE | | 180.00 | 1279578 | 12/20/21 |
| NATIONAL SIGN COMPANY, INC. | SIGNS, MATERIALS/SUPPLIES | | 207.22 | 67349 | 12/06/21 |
| SUN LIFE & HEALTH INS CO | 12/21 VOLUNTARY LIFE PYMNT | | 63.96 | 67356 | 12/06/21 |
| SURENCY LIFE & HEALTH INS CO | VISION INSURANCE | | 17.23 | 1279513 | 12/06/21 |
| THE HOME DEPOT 2204 | FENCING LAG BOLTS | | 152.32 | 1279578 | 12/20/21 |
| TIMBER PRODUCTS INC | PW FENCE PROJECT | | 773.31 | 67410 | 12/21/21 |
| UTURN RENTALS | PW FENCE PROJECT | | 130.78 | 67359 | 12/06/21 |
| VERIZON | CELL PHONE SVC | | 88.58 | 1279515 | 12/05/21 |
| WEX BANK | FUEL | | 210.03 | 1279603 | 12/20/21 |
| | | | ----- | | |
| | 04 SPECIAL STREET & HIWAY TOTAL | | 17,764.60 | | |
| | | | | | |
| CAPITAL IMPRV RESERVE | | | | | |
| GARVER | 53RD OLIVER/WOODLAEN DESIGN | | 2,835.00 | 67393 | 12/21/21 |
| | | | ----- | | |
| | 05 CAPITAL IMPRV RESERVE TOTAL | | 2,835.00 | | |
| | | | | | |
| EQUIPMENT RESERVE | | | | | |
| MAXIMUM OUTDOOR EQUIPMENT/SVC | REC CENTER MOWER GRHW | | 6,438.25 | 67372 | 12/09/21 |
| MIDWEST GARAGE LLC | #37 GRAPHICS | | 250.00 | 67402 | 12/21/21 |
| | | | ----- | | |
| | 06 EQUIPMENT RESERVE TOTAL | | 6,688.25 | | |
| | | | | | |
| CAPITAL PROJECTS | | | | | |
| KANSAS DEPT OF TRANSPORTATION | RAIL SPUR LOAN PYMNT #76 | | 3,877.06 | 67343 | 12/06/21 |
| | | | ----- | | |
| | 09 CAPITAL PROJECTS TOTAL | | 3,877.06 | | |
| | | | | | |
| LAND BANK FUND | | | | | |
| SEDGWICK COUNTY TREASURER | 2021 1ST HALF LANDBNK SPECIALS | | 145,103.51 | 67364 | 12/06/21 |
| | | | ----- | | |
| | 10 LAND BANK FUND TOTAL | | 145,103.51 | | |
| | | | | | |
| SOLID WASTE UTILITY | | | | | |
| WASTE CONNECTIONS OF KANSAS | 11/21 RECYCLE OR TRASH SVC | | 36,545.58 | 1279519 | 12/06/21 |
| | | | ----- | | |
| | 12 SOLID WASTE UTILITY TOTAL | | 36,545.58 | | |
| | | | | | |
| COP & PBC TRUSTEE FUND | | | | | |
| CITY OF WICHITA | FRANCHISE FEES:WILLOWBEND GREY | | 2,475.40 | 67328 | 12/06/21 |
| | | | ----- | | |
| | 20 COP & PBC TRUSTEE FUND TOTAL | | 2,475.40 | | |
| | | | | | |
| CAPITAL PROJECTS #2 FUND | | | | | |
| STRUNK PUBLISHING, LLC | BREEZE AD;LEGAL PUBLICATIONS | | 40.32 | 67325 | 12/06/21 |
| BAUGHMAN COMPANY, P.A. | 20-11-E784 CHAPEL 3RD:PH1 STRT | | 64,900.00 | 67385 | 12/21/21 |
| COLUMBIA CAPITAL MANAGEMENT,LL | G02021C COI | | 17,441.25 | 67365 | 12/09/21 |
| DUTTON CONSTRUCTION/PLUMBING | VILLAS PRESTWICK SS WDS | | 55,521.00 | 67391 | 12/21/21 |
| GARVER | CHAPEL 4:ENGINEERING CONSTRUCT | | 23,104.80 | 67393 | 12/21/21 |
| GRANT STREET GROUP, INC | G02021C COI | | 1,750.00 | 67367 | 12/09/21 |
| CONSPEC INC | ROCK SPR 3RD1PH2 SWD | | 300,775.05 | 67371 | 12/09/21 |
| KANSAS STATE TREASURER | COI:G02021C | | 3,380.00 | 67344 | 12/06/21 |
| MCCULLOUGH EXCAVATION, INC. | SKY VIEW STORM DRAIN | | 219,470.73 | 67374 | 12/09/21 |

CLAIMS REPORT

Vendor Checks: 12/01/2021-12/27/2021

Payroll Checks:

Section VIII, Item A.

21

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-----------------------------------|-----------|--------------|--------|------------|
| MKEC ENGINEERING, INC | VILLAS PRESTWICK SS:PH2 | 2,999.75 | | 67348 | 12/06/21 |
| MKEC ENGINEERING, INC | VILLAS PRESTWICK ADD:PH2 | 22,335.00 | 25,334.75 | 67403 | 12/21/21 |
| MUNIGROUP, LLC | G02021 COI | | 1,125.00 | 67375 | 12/09/21 |
| PEARSON CONSTRUCTION LLC | VILLAS PRESTWICK PH2:PAVE/STOR | | 36,250.20 | 67405 | 12/21/21 |
| S&P GLOBAL MARKET INTELLIGENCE | G02021C COI | | 717.00 | 67378 | 12/09/21 |
| S&P GLOBAL RATINGS | G02021C COI | | 11,025.00 | 67379 | 12/09/21 |
| TREE TOP NURSERY & LANDSCAPE | PRESTWICK LANDSCAPING | | 55,256.00 | 67411 | 12/21/21 |
| | | | | | |
| | 33 CAPITAL PROJECTS #2 FUND TOTAL | | 816,091.10 | | |
| | | | | | |
| | Accounts Payable Total | | 1,641,348.00 | | |

Payroll Checks

| | | |
|----|-------------------------|--------------|
| 01 | GENERAL | 83,927.34 |
| 02 | WATER UTILITY | 10,818.63 |
| 03 | SEWER UTILITY | 13,062.52 |
| 04 | SPECIAL STREET & HIWAY | 2,411.39 |
| | | |
| | Total Paid On: 12/08/21 | 110,219.88 |
| | | |
| 01 | GENERAL | 56,135.43 |
| 02 | WATER UTILITY | 6,134.08 |
| 03 | SEWER UTILITY | 8,353.46 |
| 04 | SPECIAL STREET & HIWAY | 1,214.26 |
| | | |
| | Total Paid On: 12/22/21 | 71,837.23 |
| | | |
| | Total Payroll Paid | 182,057.11 |
| | | |
| | Report Total | 1,823,405.11 |



12-27-2021

CITY OF BEL AIRE
BEL AIRE CHAMBER FUNDING POLICY

Organization:

- The City of Bel Aire can provide space for the Chamber Director at City Hall.
- A City of Bel Aire representative shall be appointed annually to the Chamber Board as an Officer, if so elected, or as a regular appointee while the grant is in place.
- The Chamber shall create a job description, hire, fire, evaluate, supervise and accept all other responsibilities for a Chamber Executive Director.
- The Chamber shall supply the Director a computer or laptop, printer / copier, cell phone or stipend and all other materials and office supplies required for this position.
- The Chamber shall pay the salary and all other expenses for this position.
- The Chamber Board, or Director, shall create a monthly report for the City detailing marketing, membership and all other activities for that month.
- The Chamber will create its own website and social media outlets which will be the responsibility of the Chamber Director. The City will provide links in its website and assist in social media sharing.
- The Chamber Board, or Director, shall assist the Rec Center with three community events as outlined below:
 - The Community events shall be determined by the City.
 - Chamber Director shall pledge a minimum of 40 hours of assistance to the Recreation Department for each event.
 - The Chamber will provide at least 4 volunteers for each event.
 - The Chamber will raise funds to cover expenses for each event. (Budget for each event shall be agreed upon by the Rec Department and Chamber).
 - Chamber may plan other events for fundraising but will receive no assistance from the Recreation Department.

Finances:

- The City will provide a \$20,000 grant for 2022. Payment will be made in January.
- The City will reevaluate this grant for the 2023 budget and determine its success.
- The Chamber will provide the City with an annual financial report detailing incomes and expenses.
- The City will also be responsible for its annual membership fee.
- If the Chamber dissolves during the period of this grant, the chamber will return an amount equal to \$1,650 per month from dissolution to the end of the year.
-

Adopted this ____day of January, 2022 by the Bel Aire City Council and approved by the Bel Aire Area Chamber of Commerce on January ____, 2022

Jim Benage, Mayor

Bel Aire Chamber President



DATE: December 28, 2021
TO: Ty Lasher, City Manger
FROM: Ted Henry, Assistant City Manager/ Finance Director
SUBJECT: Outsourced IT & Managed Service Report

The City has historically contracted with an outside service provider for information technology (IT) services. In addition to systems support, this has consisted of a technician on site with additional work as needed or for special projects and major upgrades. The City has used the same IT service provider for the past 5 years. It is sound management practice to put out a Request for Proposals (RFP) to see what the market would offer in comparison to the current vendor.

Summary of IT Services:

- Network and Server Administration and
- System Security
- Desktop Applications Support
- Initial Assessment
- Strategic Planning
- Help Desk Support and End User Training
- Inventory and Disposal

In October 2021, the City published an RFP and received four (4) responses. Municipal governments are unique in their IT needs, and this varies from the standard administrative functions to the 24/7/365 police department and public water and sewer utilities. For this reason, RFP responses were evaluated by a committee of senior level employees who handle the day-to-day IT related issues for their departments. The selection committee understands firsthand, when an employee’s computer screen goes black or a software program fails, the calls to supervisors start. Without quality service and communication from our IT provider, small problems add up and eventually take away serious staff time.

The committee evaluated each submittal based on the following criteria:

- Industry expertise and experience
- Demonstrated customer service quality and support
- Previous relevant experience
- Vendor strength and stability
- Reporting capabilities
- Financial considerations

The selection committee determined that Gilmore Solutions (Gilmore) was the best qualified firm based on their industry expertise and experience. Gilmore is one of the most experienced government IT companies in the area with more than 20 public sector clients including: the City of Valley Center, Newton, Goddard, and Hesston. These types of communities are very similar to Bel Aire and have similar IT infrastructures, IT needs and IT goals.

Each RFP respondent had similar IT expertise credentials, but most respondents utilized large call centers or employed a very low number of staff. The selection committee found Gilmore is a local mid-sized company that employs 21 technical team members with 12 of those members being senior engineers.

Additionally, Chief Atteberry requested that all IT technicians who work on PD computers and equipment can pass a KBI background check. Gilmore and TK Fast Inc. are the only respondent who indicated they met that requirement.

After expertise and experience, the selection committee reviewed each proposal and called on references to determine who would deliver the best customer service. Not surprising, most references provided by the companies gave high scores in this area. However, the selection committee decided to call on other employees inside the organization to provide their insights. The selection committee found Gilmore Solutions to have proven customer service quality throughout the organization.

Bel Aire’s RFP asked each respondent to answer the following question “What differentiates your organization from your competitors in the marketplace and how will this be relevant to us?”

The selection committee received answers ranging from mission statements to sales pitches but Gilmore’s response to the question impressed us and was as follows:

- “ Our 3 Differentiators:
- 1. Trusted Communication
 - 2. Enterprise Level Security
 - 3. Proven Strategic Process

Our company was built on the firm belief of customer service – it is our foundation and something we keep a focus on at every level of our company. From response times to our high level of communication, our attention to the details sets us apart and provides communication you can trust. A lot of frustrations with IT companies has very little to do with technology – your staff will enjoy being in the loop, can trust and working with IT people they enjoy being around. We understand that this is a people business and how important each relationship is. It isn’t Gilmore and the client; we are all in this together working towards the same goals.

That level of service combined with our proactive approach to security and dedication to a company’s strategy to help them reach their goals, makes our packaged offering different from our competitors. We do not believe there is an IT managed service provider in Kansas that has put the time and resources into driving client strategy and making sure those strategy meetings take place. From a security standpoint, we strive to make sure that you understand what you have in place, where your gaps are, and the level of risk involved with those gaps to allow you to make an informed decision about how to priorities and plan for future improvements. Based on those conversations, roadmaps and budgets are built out, so you know where you’re going, and we connect the dots for how each initiative helps you reach your goals and prepares the city for the future.” (Page 10 of Gilmore’s RFP Response)

Our 2022 Budget includes \$75,000 (\$6,250 per month) for the City’s IT Service contract. Each proposal is under the allocated budget amount. Below, you will find a cost summary of the four (4) applicants:

| Company | Monthly Fee | Yearly Total | One-Time Fee |
|---|-------------|--------------|--------------|
| Gilmore Solutions | \$4,750 | \$57,000 | \$13,500 |
| Digital Office Systems (DOS) | \$4,451 | \$53,412 | \$5,000 |
| Galaxie Business Equipment Inc. | \$4,058 | \$48,696 | \$0 |
| TkFast Inc. | \$3,995 | \$47,940 | \$0 |
| *Amounts only include the standard data backup services | | | |

The agreement, should Council approve it, includes a “onboarding fee” of \$13,500. After questioning why this fee was necessary the selection committee learned how Gilmore Solutions onboarding process works. A Gilmore technician will take the time to meet with each employee individually. They will install helpdesk tools, train employees how to use them and (most importantly) evaluate each piece of equipment that employee manages.

Bel Aire has operated on the “put a band aid on it” philosophy for years. As we grow, we need to turn to a more professional philosophy of strategic planning. Assessment of what we have, is the first step in the process.

Other Financial Considerations:

Hourly rate for support from 8:00AM to 5:00PM

| Company | Monthly Fee |
|---------------------------------|--|
| Gilmore Solutions | \$0 (unlimited) |
| Digital Office Systems (DOS) | \$0 (unlimited) |
| Galaxie Business Equipment Inc. | 1 visit per week (8 hours) free, \$95/hr after |
| TkFast Inc. | \$0 (unlimited) |

Hourly rate for project work or labor not covered by the agreement.

| Company | Monthly Fee |
|---------------------------------|-------------|
| Gilmore Solutions | \$135 |
| Digital Office Systems (DOS) | \$100 |
| Galaxie Business Equipment Inc. | \$95 |
| TkFast Inc. | \$140 |

NOTE: All agreement may be terminated with a 30-day notice by either party.

Recommendation:

The Selection Committee recommends that the City Council accept the bid from Gilmore Solutions.



October 22, 2021

REQUEST FOR PROPOSAL
Outsourced IT & Managed Services

Carefully review this Request for Proposals (the “RFP”). It provides specific information necessary to aid participating firms in formulating a response. Should firms elect to participate, all responses must be submitted to the City of Bel Aire **by email no later than 5:30pm on November 19, 2021**, and subject line as “Response to Outsourced IT & Managed Services RFP”:

Ted Henry
thenry@belaireks.gov
316-744-2451 ext. 220

Request for Proposal (RFP)

The City of Bel Aire invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization to provide IT managed services to the City of Bel Aire.

The City seeks a full IT services partner to act as its Technology Department to manage a full range of technology services including but not limited to technology and communications hardware and software, onsite and offsite monitoring and repair, backups, disaster recovery (DR), networking and monitoring, emergency response and proactive improvements for efficient service delivery.

Background

The City of Bel Aire, Kansas has an estimated population of 8,500. The City has 41 full time employees and maintains offices at three locations including City Hall, Recreation Center and Public Works. All locations should be included in a service agreement.

Network Summary

- Approximately 70 devices (desktops, laptops, servers)
- 3 physical sites, connected via SonicWALL site to site VPN
- 1 Windows Server running to Hyper-V guests
- 1 Windows Server for PD in car videos
- VOIP phone system (managed by vendor)
- Cox fiber Internet with AT&T backup
- Offsite backup for approximately 12TB of data.

Scope of Work

As part of this RFP, the following details the minimum services to be provided to the City of Bel Aire:

1) Initial Assessment

With the assistance of city staff, compile an inventory of all information technology related assets, assess system assets, and make recommendations for improved city-wide IT system performance.

2) Desktop Applications Support

Perform basic support functions including installation of PC's, laptops, printers, and software; diagnose and correct desktop application problems; configure laptops and desktops for standard applications; and identify and correct hardware problems, performing advanced troubleshooting; Manage Cloud back-up software for specific workstations. Assist designated City personnel with hardware and software purchases as needed. Assist with warranty and other technical support.

3) Server Administration Services

Manage computer network and associated hardware, software, communications, and operation system necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Monitor server performance and capacity management services. Ensure scheduled preventative maintenance for equipment is promptly performed; develop back-up plans and procedural documentation for active servers. Confidentiality of information is vital. The selected vendor and their employees will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law. *The selected vendor and their employees working on our system will be required to pass a KBI background check.*

4) Network Administration Services

Scope of activity includes all City network equipment including switches, firewalls, routers, and other security devices. Manage backup and disaster recovery systems. The scope also includes primary installation and maintenance of printers, network copiers/scanners, group policy, software updates, etc. as deemed necessary. Monitor network performance and capacity management services. Maintain city-wide network diagram.

5) Security

Maintenance of virus/malware detection and spam reduction programs on City servers, email and all other City computers, laptops. Perform security audits as requested and notify the Assistant City Manager of suspected breaches of security. Assist the City of Bel Aire in complying with best practices as well as CJIS requirements.

6) Strategic Planning

Provide technical leadership for all technology issues. Make recommendations for future purchasing and technology needs. Keep City up to date on new technology changes and uses that will enable the City to increase efficiency and reduce costs. Install equipment including

new servers, software, and hardware and transfer data when required. Assist with policy formulation and application.

7) Onsite and Held Desk Support

End user support must be timely, friendly, and professional. Urgent and emergent support must be available 24/7/365. Routine support must be available Monday – Friday from 7:30 a.m. to 5:00 p.m.

8) End User Training

Provide training for various technologies as needed. This would normally be common for software or hardware used in a business setting or new equipment installed. This can be at the request of the City or when a need is identified by the vendor.

9) Public Records

Provide assistance in public records key word searches through active and archived email and network files of current and former employees. Preserve original metadata of emails and network files while saving contents to electronic files. Vendor must be knowledgeable with requirements of the Kansas Open Records Act.

10) Computer Inventory and Disposal

Vendor must maintain an inventory of PC's and related hardware with recommended replacement dates to assist with the City's asset management program. Vendor must provide monthly hardware inventory and proper and legal electronic disposal of surplus electronic equipment.

Submittal Requirements

The following information shall be required in the RFP submittal:

11) General Vendor Information, to include:

- a. Length of time in business
- b. Total number of clients and total number of public sector clients
- c. Summarize the experience and technical expertise of these staff. The local availability of the staff providing these services will be an important consideration.
- d. Will you subcontract any components of the proposed solution to third party organizations? If so, please describe the components to be subcontracted.

12) Describe your approach to providing these services and your methodology for providing ongoing support.

13) Provide the name, title, address, and contact information of three (3) references (preferably municipalities) for whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length of time you have provided services to this client.

14) Support Services – Please answer the following:

- a. Is help desk support available?
- b. When is support available? (Indicate XX a.m. to XX p.m. and the days of the week)
- c. How are support requests documented and tracked?
- d. Describe your problem escalation process, including:
 - i. Initial problem identification
 - ii. Determination of priority and severity of problem
 - iii. Steps for resolving problem escalation when a solution is not forthcoming, or an implemented solution is unsatisfactory.
- e. Indicate your response time goals and your statistics regarding meeting that goal.
- f. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process?

15) As a municipal government, City departments include Police, Public Works, Utility Billing, Water and Sewer. Explain your familiarity and experience in the support of the specialized technology requirements of these departments. With the understanding that these departments operate on a 24/7/365 day per year schedule, what would your availability be in the event of any technology issues requiring immediate attention during any non-routine business hours?

16) What differentiates your organization from your competitors in the marketplace and how will this be relevant to us?

17) Beyond the scope of the RFP, what services (related or otherwise) does your organization provide that could benefit and/or may be of interest to the City?

18) Cost of Services:

- a. The proposal must include a fee schedule that indicates either hourly rates and/or a flat monthly rate for the proposed services.
- b. Define any additional charges: startup or onboarding costs, antivirus, patch management, spam filtering, anti-phishing protection, offsite backup for approximately 12TB of data, and travel time.

Selection Criteria

Staff will make a recommendation to the City Council for their review and award of the contract. Staff will evaluate and rate each submittal based on the following criteria:

- Industry expertise and experience
- Demonstrated customer service quality and support
- Previous relevant experience
- Vendor strength and stability
- Reporting capabilities
- Financial considerations

Contract

All fees should be set for an annual term and clearly state that in the proposal. The City expects all submitting firms to consent to the City Scope of Work and Specifications. Exceptions desired must be noted in the proposal submittal. The City reserves the right to revise the stated contract terms and conditions prior to contract signature. The contract may be terminated by mutual agreement in writing, or it may be terminated at any time by either party by delivery of a 30 day written notice to the other party.

Rules of Preparation

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all bids. Failure to comply with any portion of this request may result in rejection of a proposal.

Vendor Inquiries

For any information relative to this RFP, please direct all inquiries to the contact information as follows:

Ted Henry
Assistant City Manager/ Director of Finance
thenry@belaireks.gov
316-744-2451 ext. 220

Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the vendor by formal written notice prior to the final due date and time specified for proposal submission. Otherwise, proposals, to include pricing schedule, will be considered valid for at least ninety (90) days from the proposal submission deadline. Submitted proposals will become the property of the City of Bel Aire after the proposal submission deadline.

Contractual Obligations

The successful vendor will be required to accept a purchase order from the City of Bel Aire in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

Insurance – The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000.

Costs – All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the proposal; no additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expense, etc.) will be allowed unless so specified in the bid.

Selection – The final award is subject to the City of Bel Aire’s purchasing policy.

Right of the City of Bel Aire to Reject Proposals

The City of Bel Aire reserves the right to reject any and all proposals or any part of any proposal, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a

modified project which may include portions of the originally proposed project as the City of Bel Aire may deem necessary in its best interest. The City also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the City.

Non-limitations to RFP

The format of the RFP must be followed and all requested information must be submitted as indicated; however, the City of Bel Aire is receptive to any additional suggestions pertaining to services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

Interpretations and addenda

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the City of Bel Aire unless repeated in writing and distributed as an addendum by the City of Bel Aire. Interpretations and/or clarification shall be requested in writing.

Confidentiality of Documents

All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the City of Bel Aire. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Bel Aire to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

Legal Notice

The City of Bel Aire reserves the right to reject any and all proposals and waive any or all technicalities, as determined by the Assistant City Manager of the City of Bel Aire.

The City of Bel Aire expects a professional job, done commensurate with the standards and practices of the profession and/or business.

All persons awarded and/or entering purchase orders with the City of Bel Aire shall be subject to and required to comply with all applicable City, State and Federal provisions.



115 S Broadway Ave, Suite B
Sterling, KS 67579

1601 E Mary, Suite 1
Garden City, KS 67846

515 E Douglas
Wichita, KS 67202

Tel: 866-978-3600

INFOCUS ONSITE SERVICE SUB-AGREEMENT

Version 2021.1

This inFocus Onsite Service Sub-Agreement, ("OSA") between Gilmore Solutions, Inc. ("GILMORE"), and the City of Bel Aire ("CLIENT") further refines the existing Master Services Agreement. All terms and conditions are governed by the Master Services Agreement.

CLIENT desires to have GILMORE perform the Services described in this OSA. Therefore, the parties hereby agree as follows:

1. TERM OF AGREEMENT

- a. This OSA is effective 3/1/2021 ("Effective Date") and shall remain in force for a period of one year unless either party provides thirty (30) days written notification of its intent not to renew this agreement. This agreement may be reviewed annually to address any necessary adjustments or modifications.
- b. This OSA automatically renews for a subsequent one-year term beginning on the day immediately following the end of the initial term.

2. FEES AND PAYMENT SCHEDULE

- a. Fees will be \$4,750 per month, invoiced to CLIENT on a quarterly basis, and will become due and payable on the first day of each quarter.
- b. Services will be suspended if payment is not received within 5 days following due date.
- c. It is understood that all services requested by CLIENT that fall outside of the terms of this OSA will be considered projects and will be quoted and billed as separate, individual services.

3. COVERAGE

Remote Helpdesk, Onsite Service and Vendor Management of CLIENT'S IT networks will be provided to the CLIENT by GILMORE through remote or onsite means between the hours of 8:00 am – 5:00 pm, CST, Monday through Friday, excluding designated Federal holidays. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as services that fall outside this scope will fall under the provisions of Appendix B. Hardware costs of any kind are not covered under the terms of this OSA.

Service Calls Prior to OSA Effective Date

If CLIENT requests service, remote or onsite, prior to the OSA effective date, Gilmore may assist as needed. This service time shall be considered billable time and will be invoiced according to the Service Rates table in Appendix C.

Support and Escalation

GILMORE will respond to CLIENT'S Service Request under the provisions of Appendix A. Service requests must be opened by email or phone to our Help Desk. Each call will be assigned a Service Request Ticket number for tracking. Our escalation process is detailed in Appendix A.

Service Outside Normal Working Hours

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding designated Federal holidays, shall be provided only on an as-available basis, and invoiced according to the Service Rates table in Appendix C, except as outlined in Optional After-Hours Coverage.

This agreement including any attachments are property of Gilmore Solutions, Inc. and is considered confidential information not to be disclosed or distributed without written authorization by an officer of Gilmore Solutions, Inc..

Initials

CLIENT

GILMORE

Service Calls Where No Trouble is Found

If CLIENT requests onsite service and no problem is found or reproduced, CLIENT shall be billed at the current applicable rates as indicated in Appendix C.

Covered Locations

This OSA covers all locations listed in Appendix C.

4. ADDITIONAL MAINTENANCE SERVICES

Hardware/System Support

- a. GILMORE shall provide support of all hardware and systems specified in Appendix B, provided that all hardware is covered under a currently active vendor support contract; or replaceable parts be readily available, and all software be genuine, currently licensed and vendor-supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this OSA. GILMORE does not provide support for operation of line-of-business software but may facilitate communication between vendor support and CLIENT. Should 3rd party vendor support charges be required to resolve any issues, these will be passed on to the CLIENT after first receiving the CLIENT'S authorization to incur them.
- b. If it is determined that a computer reformat is needed to get to operational standards, the service time to complete those services will be covered under this agreement, provided the hardware is under warranty. If, however, the hardware is no longer under warranty, the service time required for the reformat will be billed at the then-current service rate.

Monitoring Services

GILMORE will provide ongoing monitoring and security services of all critical devices as indicated in Appendix B. GILMORE will provide monthly reports, as well as documentation of critical alerts, scans and event resolutions to CLIENT. Should a problem be discovered during monitoring, GILMORE shall make every attempt to rectify the condition in a timely manner through remote means.

5. SUITABILITY OF EXISTING ENVIRONMENT – MINIMUM STANDARDS REQUIRED FOR SERVICES

In order for CLIENT'S existing environment to qualify for GILMORE'S Managed Services, the following requirements must be met:

- a. All servers with Microsoft Windows operating systems must be running a version of the operating system under current support by Microsoft and have the latest Microsoft service packs and critical updates installed.
- b. All desktop PC's and notebooks/laptops with Microsoft Windows operating systems must be running a version of the operating system under current support by Microsoft and have the latest Microsoft service packs and critical updates installed.
- c. All server and desktop software must be genuine, licensed and vendor-supported.
- d. The environment must have a currently licensed, up-to-date and vendor-supported antivirus solution and OpenDNS protecting all servers, desktops, notebooks/laptops, and email (provided by GILMORE under this OSA).
- e. The environment must have a currently licensed, vendor-supported backup solution that can be monitored, and send notifications on job failures and (provided by GILMORE under this OSA).
- f. The environment must have a currently licensed, vendor-supported hardware firewall with gateway security services enabled between all internal networks and the internet (Gateway services are provided under this OSA given Client's use of GILMORE-supported firewall device).
- g. All Wireless data traffic in the environment must be securely encrypted, or sufficiently isolated from the internal network for which monitoring and support is being provided.

- h. CLIENT must utilize an enterprise-level email hosting solution approved by Gilmore, including centralized administration, managed and configurable SPAM filtering features, and antivirus filtering at a minimum.
- i. CLIENT end users will not have administrative privileges on any machines or other networked devices unless approved by Gilmore.

Costs required to bring CLIENT'S environment up to these minimum standards are not included in this OSA. Labor to remediate any malicious activity prior to having these standards in place is not covered by this OSA.

6. EXCLUDED SERVICES

Service rendered under this OSA does not include:

- 1) Parts, equipment or software not covered by vendor/manufacturer warranty or support.
- 2) The cost of any parts, equipment, or shipping charges of any kind.
- 3) The additional cost of remote backup above 50 gigabytes per month.
- 4) The additional cost of local disaster recovery workstation images above quantity 0 workstation(s).
- 5) The additional cost of local disaster recovery server images above quantity 3 server(s).
- 6) The additional cost of remote disaster recovery server images above quantity 3 server(s).
- 7) The additional cost of managed workstations over 67 and servers over 3.
- 8) The cost of any software, licensing, or software renewal or upgrade fees of any kind, other than those specifically mentioned in this agreement.
- 9) The cost of any 3rd party vendor or manufacturer support or incident fees of any kind.
- 10) The cost to bring CLIENT'S environment up to minimum standards required for services.
- 11) Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- 12) Service and repair made necessary by the alteration or modification of equipment other than that authorized by GILMORE, including alterations, software installations or modifications of equipment made by CLIENT'S employees or anyone other than GILMORE.
- 13) Maintenance of applications software packages, whether acquired from GILMORE or any other source unless as specified in Appendix B.
- 14) Programming (modification of software code) and program (software) maintenance unless as specified in Appendix B.
- 15) Training services of any kind.
- 16) Service to install any new hardware whether it's being added to the environment or replacing current hardware. If such hardware is purchased from GILMORE, the then-current discounted service rate will apply. If the hardware was available for purchase through GILMORE, but was purchased elsewhere, service time will be billed at the current non-discounted service rate.
- 17) Service to upgrade software. Updates and patches are provided, but upgrades are considered projects.
- 18) All services related to regulatory compliance or audit functions, including but not limited to checklists and questionnaires not specifically outlined in this agreement.
- 19) Service to reformat a computer that is no longer under warranty.
- 20) Services to rectify damages or lingering issues resulting from malware, crypto locker infection, or similar, occurring prior to inception of this OSA.
- 21) Services related to recovery from any form of IT security incident. GILMORE highly recommends consulting with your insurance provider to determine appropriate coverage.

7. OPTIONAL AFTER-HOURS COVERAGE

The following provisions set forth the conditions by which GILMORE shall provide services and support for CLIENT’S technology systems outside of normal business hours (defined as Monday through Friday, 8:00 am – 5:00 pm, CST, excluding designated Federal holidays).

_____ By initialing here, CLIENT indicates the intention to accept the optional after-hours services provided for herein by GILMORE, as an extension to the coverage of this OSA.

GILMORE shall provide CLIENT with support services for issues that occur and for which notification is provided to GILMORE outside normal business hours. Parties agree that after-hours services shall be provided with the following assumptions:

- a. Initial response will be received by Client’s contact within one (1) hour of request for after-hours service.
- b. Services shall be requested using the designated Emergency After-Hours procedure provided to CLIENT. Requests for service otherwise-communicated to GILMORE will not be guaranteed to receive a response within one hour.
- c. A one-hour minimum charge for service time shall be applied to all after-hours support requests.
- d. Service time associated with after-hours requests will be invoiced to CLIENT at the applicable multiple for such service based on the then-current base rate and time of service (1.5 x base per hour Monday-Friday from 5:01 pm to 9:00 pm, CST, and 2 x base per hour any other time and on designated Federal Holidays).

Fees of \$350 per month shall be invoiced to CLIENT on the same billing cycle as the OSA to provide this after-hours support response for all technology assets as outlined in this OSA.

_____ By initialing here, CLIENT indicates the intention to decline the after-hours coverage offered as an extension to the coverage of this OSA.

- a. CLIENT acknowledges that GILMORE provides no guarantee of response time in the event of an after-hours service request submitted by CLIENT.
- b. A one-hour minimum charge for service time shall be applied to all after-hours support requests.
- c. CLIENT acknowledges that per-hour rates for any services provided by GILMORE outside of normal business hours (defined as Monday through Friday, 8:00 am to 5:00 pm, CST, excluding designated Federal holidays) will be invoiced to CLIENT at the applicable multiple for such service based on the then-current base rate and time of service (2 x base per hour Monday-Friday from 5:01 pm to 9:00 pm, CST, and 3 x base per hour any other time and on designated Federal Holidays).

8. ACCEPTANCE OF INFOCUS ONSITE SERVICE SUB-AGREEMENT

This OSA covers only those services and equipment in service at the signing of this OSA and referenced in Appendix B. GILMORE must deem acceptable any equipment services CLIENT may want to add to this OSA after the effective date for inclusion under this OSA. The addition of equipment or services not in service at the signing of this OSA, if acceptable to GILMORE, shall result in an adjustment to the CLIENT’S monthly charges.

By agreeing to these terms, CLIENT agrees to receive alerts and notifications, including automated, from GILMORE.

IN WITNESS WHEREOF, the parties have executed this Sub-Agreement as of the date indicated above.

ACCEPTED FOR THE CITY OF BEL AIRE:

ACCEPTED FOR GILMORE SOLUTIONS, INC.:

BY: Printed Name, Title & Date

BY: Printed Name, Title & Date

Signature

Signature

Response and Escalation Times

The following table shows the targets of response and escalation times for each priority level:

| Issue | Priority | Response time (in hours) * | Escalation threshold (in hours) |
|--|----------|----------------------------|---------------------------------|
| Service not available (all users and functions unavailable) | 1 | Within 1 business hour | 2 hours |
| Significant degradation of service (large number of users or business critical functions affected) | 2 | Within 2 business hours | 4 hours |
| Limited degradation of service (limited number of users or functions affected, business process can continue). | 3 | Within 24 business hours | 48 hours |
| Small service degradation (business process can continue, one user affected). | 4 | Within 48 business hours | 96 hours |

Support Tiers

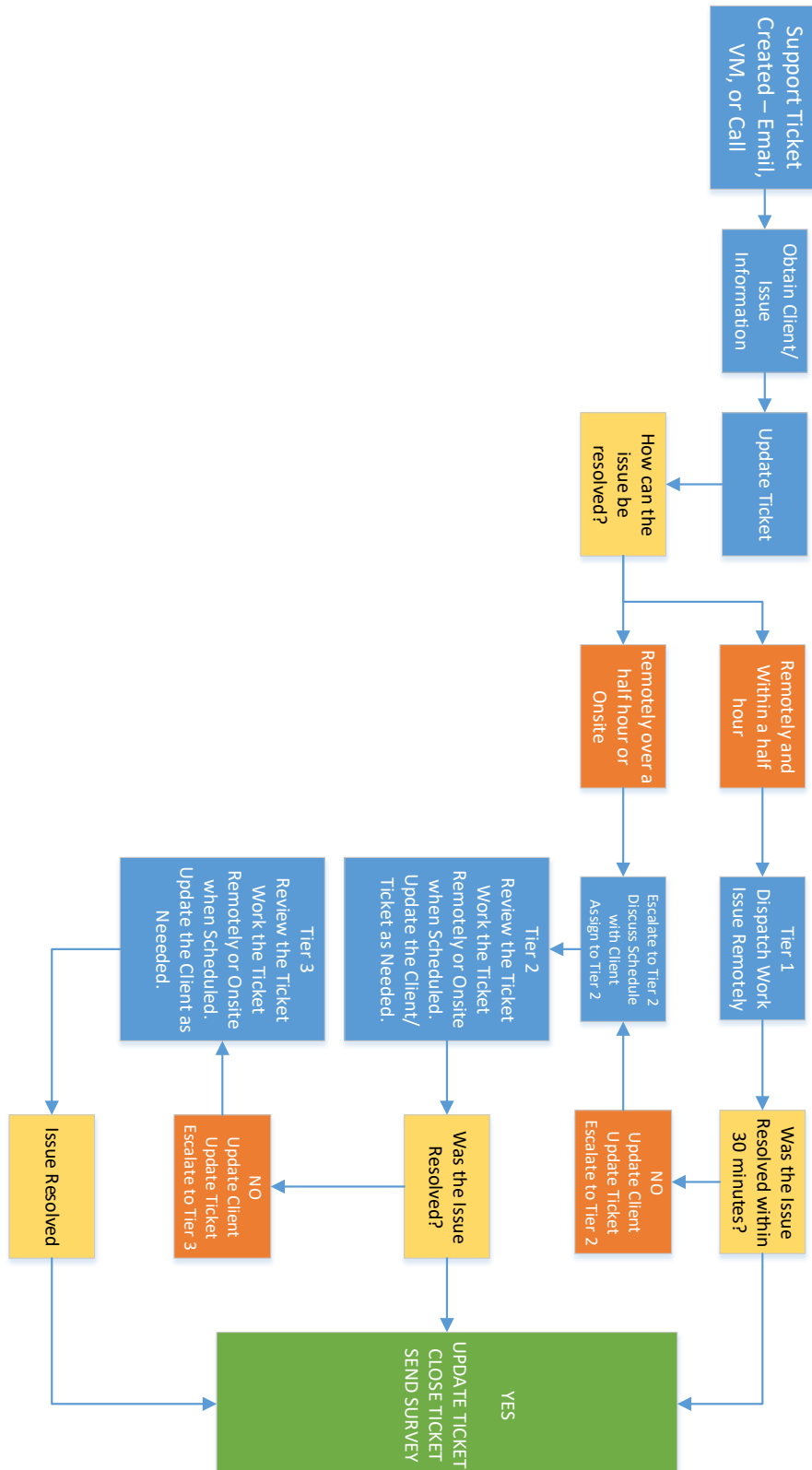
The following details and describes our Support Tier levels:

| Support Tier | Description |
|----------------|--|
| Tier 1 Support | All support incidents begin in Tier 1, where the initial service request is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated. |
| Tier 2 Support | All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced engineers. |
| Tier 3 Support | Support Incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced engineers who have the ability to collaborate with 3 rd party (vendor) support engineers to resolve the most complex issues. |

Appendix A (Continued)

Section XII, Item B.

Service Request Escalation Procedure



Appendix B

Description Frequency Included in maintenance

General

| | | |
|--|--------------|-----|
| Document software and hardware changes | As performed | YES |
| Test backups with restores | Quarterly | YES |
| Monthly reports of work accomplished, work in progress, etc. | Monthly | YES |

Servers

| | | |
|---|------------------|-----|
| Manage Servers | Ongoing | YES |
| Check print queues | As needed | YES |
| Monitor all Server services | Ongoing | YES |
| Keep Service Packs, Patches and Hotfixes current as per company policy | Monthly | YES |
| Check event log of every server and identify any potential issues | As things appear | YES |
| Monitor hard drive free space on server | Ongoing | YES |
| Exchange Server user/mailbox management | As needed | YES |
| Monitor Active Directory replication | As needed | YES |
| Monitor WINS replication | As needed | YES |
| SQL server management | As needed | YES |
| Reboot servers if needed | As needed | YES |
| Run defrag and chkdsk on all drives | As needed | YES |
| Scheduled off time server maintenance | As needed | YES |
| Install supported software updates (NOT upgrades) | As needed | YES |
| Determine logical directory structure, Implement, MAP, and detail | As needed | YES |
| Set up and maintain groups (accounting, admin, printers, sales, warehouse, etc) | As needed | YES |
| Check status of backups | Daily | YES |
| Alert Client to dangerous conditions -Memory running low -Hard drive showing sign of failure -Hard drive running out of disk space -Controllers losing interrupts -Network Cards report unusual collision activity | As needed | YES |
| Educate and correct user errors (deleted files, corrupted files, etc.) | As needed | YES |
| Clean and prune directory structure, keep efficient and active | As needed | YES |

Disaster Recovery

| | | |
|--------------------------------|-----------|-----|
| Disaster Recovery of Server(s) | As Needed | YES |
|--------------------------------|-----------|-----|

Appendix B (Continued)

Description Frequency Included in maintenance

Devices

| | | |
|--------------------------------|---------|-----|
| Manage Desktops and Notebooks | Ongoing | YES |
| Manage Network Printers | Ongoing | YES |
| Manage Other Networked Devices | Ongoing | YES |
| Manage Tablets/Smartphones | Ongoing | YES |

Networks

| | | |
|---|-----------|-----|
| Check router logs | As needed | YES |
| Performance Monitoring/Capacity Planning | Ongoing | YES |
| Monitor DSU/TSU, switches, hubs and internet connectivity, and make sure everything is operational (available for SNMP manageable devices only) | Ongoing | YES |
| Maintain office connectivity to the Internet | As needed | YES |

Security

| | | |
|--|-----------|-----|
| Check firewall logs | As needed | YES |
| Confirm that antivirus virus definition auto updates have occurred | As needed | YES |
| Confirm that antispyware updates have occurred | As needed | YES |
| Confirm that backup has been performed on a daily basis | Daily | YES |
| Create new directories, shares and security groups, new accounts, disable/delete old accounts, manage account policies | As needed | YES |
| Permissions and file system management | As needed | YES |
| Set up new users including login restrictions, passwords, security, applications | As needed | YES |
| Set up and change security for users and applications | Ongoing | YES |
| Monitor for unusual activity among users | As needed | YES |

Applications

| | | |
|--|-----------|-----|
| Ensure Microsoft Office Applications are functioning as designed | As needed | YES |
| Ensure Microsoft ActiveSync Applications are functioning as designed | As needed | YES |
| Ensure Data Backup systems and applications are functioning | As needed | YES |
| Ensure core business client applications are functioning as designed and are able to access server resources | As needed | YES |

Minimum Standards

| | | |
|--|--|----------|
| Fortinet Firewall or Gilmore approved UTM hardware at all locations | | YES |
| Firewall Services Enabled | | included |
| GILMORE installed Security Suite covering all devices, which includes Trend Micro antivirus, our Gilmore agents, and OpenDNS | | included |
| Office365 or Gilmore approved professional level email platform | | YES |

Appendix C

Standard Service Rates

inFocus-Discounted Base Rate as of 1/2020 - \$135/Hour

The table below indicates the professional service rates to be expected, assuming no After-Hours Service Addendum overriding these rates has been executed.

| Labor | Rate Multiplier |
|---|-----------------|
| inFocus Covered Service 8am-5pm M-F, CST | INCLUDED |
| Onsite or Remote Service 5:01pm – 9pm M-F & 8am – 5pm Sat., CST | 2 X Base |
| Onsite or Remote Service All Other Times including Designated Federal Holidays | 3 X Base |

Locations

City of Bel Aire, Kansas



STAFF REPORT

DATE: December 29, 2021
TO: Ty Lasher, City Manager
FROM: Anne Stephens, Public Works Director
RE: Woodlawn Project – Proposed Change Orders 1 and 2

Proposal Focus:

Our Mission

- Attractive growth and safe living – Encourage attractive neighborhoods and new developments.

Our Values

- Working Together – Departments working together as one team. Staff working with residents, HOA’s and neighborhoods. Citizens working with each other.

Current Situation:

As the Contractor prepares for the water line bore underneath the railroad, they ran into a potential conflict with the installation of the new casing as it is too close to the existing casing to execute the bore as proposed. Additionally, when researching the proposed shutdown for the bore, they noticed that there is no clean way to shut off this area of main without disrupting the water service to a large number of houses.

Goals:

- To grow the City in an attractive, safe manner that is consistent with City standards.

Discussion:

The installation of the water line underneath the railroad was always planned to occur during the road construction project to avoid the need for additional temporary pavement or closure of the roadway which would be necessary for the bore pit on either side of the railroad property.

As the Contractor was preparing for the bore and the construction foreman was reviewing the plans, it came to their attention that there is potentially a conflict with the installation of the water line casing pipe as shown in the plans. It is the opinion of the foreman that the existing casing and proposed casing are too close together to execute the bore as proposed – there needs to be a certain amount of separation to ensure the safety and integrity of the existing water line as it remains in service. The second concern is the number of houses and businesses that will have their service interrupted due to the work and the proximity of the two lines.

Dondlinger has proposed two change orders that will help to address the concerns raised around the water line installation.

The first is the installation of two water valves on either side of the bore. These valves would allow us to isolate the water line underneath the railroad, while allowing customers on either side of the railroad to remain in service. Dondlinger’s proposal for this change order is \$22,000.00.

The second change order provides two options for addressing the concern about the proposed and existing casing being too close together to be able to safely install. The first option is to utilize the existing casing, remove the existing waterline and thread a new waterline through the existing casing. This is largely determinant on the state of the existing casing and the ease of finding spacers or suitable interstitial fill material to allow the new water main pipe to be suspended in the casing pipe. This option will include a deduct for the new steel casing pipe minus the cost of the restocking fee since the pipe has already been purchased. The second option for addressing the concern is to lower the new water line below the existing casing pipe so a safe distance is achieved for the boring of the new casing pipe. Dondlinger's proposal for Option 1 is \$22,500.00. Their proposal for Option 2 is \$9,250.00.

Financials:

The additional cost associated with this Change Order will be included in the bonds for non-participating expenses and paid for out of the sanitary sewer fund.

Recommendation:

Staff recommends Council approve Proposed Change Order #1 for the 8" Gate Valves on either side of the railroad bore. The gate valves would provide additional flexibility to the water system and could prevent prolonged water outages for approximately 16 customers that are directly served by this area.

Staff also recommends that Council approve Proposed Change Order #2 – Option 2 for the re-use of the existing casing pipe – provided that it is in good condition and works with the available materials. This option will presumably save both time and cost by allowing the Contractor to repurpose some of the existing infrastructure.

Staff is working with KDOT to have this work performed on a "Force Account" basis, which would track labor and materials specifically utilized in the performance of both of these items. Since KDOT is the administrator of this contract, they will have the final say in how the work is performed. Council should also be aware that KDOT does allow a "Prime Contractor Markup" for administrative expenses incurred in additional sub-contractor work. This amount is not included in the proposed change orders submitted with this report as the formal change orders have not yet been received from Pearson.

November 19, 2021

Pearson Construction
Attn: Brian Boutwell
Project Manager

Ref: Woodlawn – 37th Street North to 45th Street North; **PCO #: 001**

Dear Brian:

As requested, below is our change order proposal for the discussed potential problem areas on the water line installation for the above referenced project:

Add:

New Item – Cut in & Install (2) 8” Gate Valves 1 LS @ \$22,000.00/LS = \$22,000.00

Total Add for this Change Order +\$22,000.00

Inclusions:

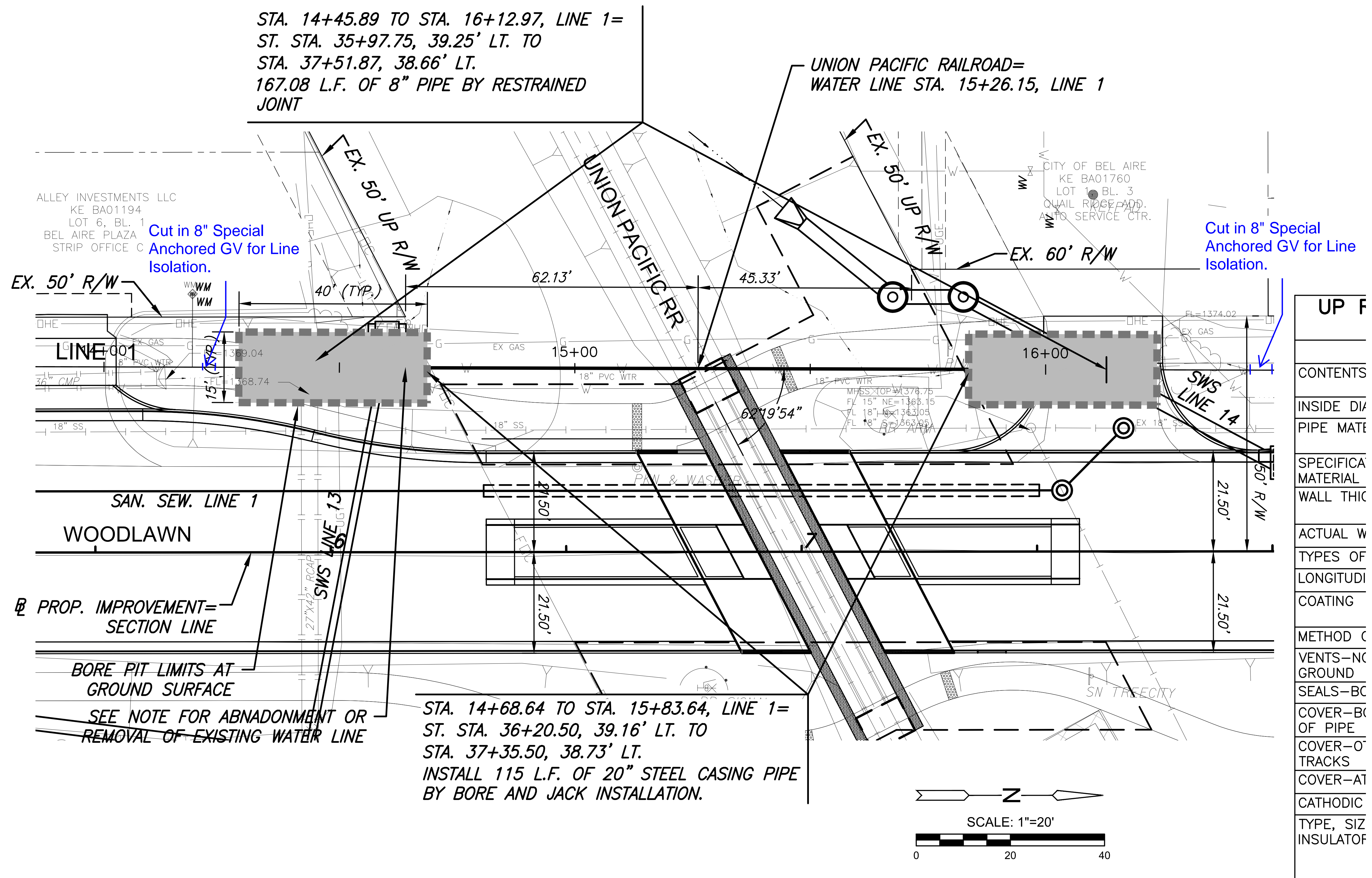
8” MJ Gate Valves, Valve Boxes, Flush Stations, Tracer Connectors, and Anodes.
Anchoring Materials for the two New Special Type Gate Valves.
Small Section of DICL Pipe, Polywrap, Poly Tape, DI and PVC Restraints, and Sleeves.
Bedding materials for New Pipe Components and Fittings.
Fill Sand for Approx 20ft on Each Side of Pipe Next to Cut In Location.
Labor and equipment cost to cut in and install the (2) Gate Valves and all Components.

If you have any questions, please feel free to email me at blysen@dondlingerconst.com or contact me at 316-945-0555.

Respectfully Submitted,



Braden Lysen
Dondlinger Construction





November 19, 2021

Pearson Construction
Attn: Brian Boutwell
Project Manager

Ref: Woodlawn – 37th Street North to 45th Street North; **PCO #: 002**

Dear Brian:

As requested, below is our change order proposal for the discussed potential problem areas on the water line installation for the above referenced project:

OPTION 1

New Item – Lower 8” Waterline Below Existing Casing 1 LS @ \$22,500.00/LS = \$22,500.00

TOTAL ADD **+ \$22,500.00**

TOTAL ORIGINAL CONTRACT AMOUNT PLUS OPTION 1 = \$95,525.00

**Original Bid Item Cost: \$73,025.00

Inclusions:

(4) 8” MJ 45 Deg Restrained Bends, Routing WL below Existing Casing.
Small Sections of DICL Pipe, Polywrap, Poly Tape, DI and PVC Restraints.
Sand Fill Flush and Vibrate for New Pipe Components and Fittings.
Labor & equipment cost to cut in and install new above components for new routing.

OPTION -2

Line Item #2 – WL: Re-using of the Existing 20” Steel Casing Pipe <\$15,380.00>
(Atkinson Pipe Cost, Already Purchased: \$5,750.00)

New Item – Demo Existing Materials in Casing 1 LS @ \$24,630.00/LS = \$24,630.00

TOTAL ADD **+ \$9,250.00**

TOTAL ORIGINAL CONTRACT AMOUNT PLUS OPTION 2 = \$88,025.00

**Original Bid Item Cost: \$73,025.00

Inclusions:

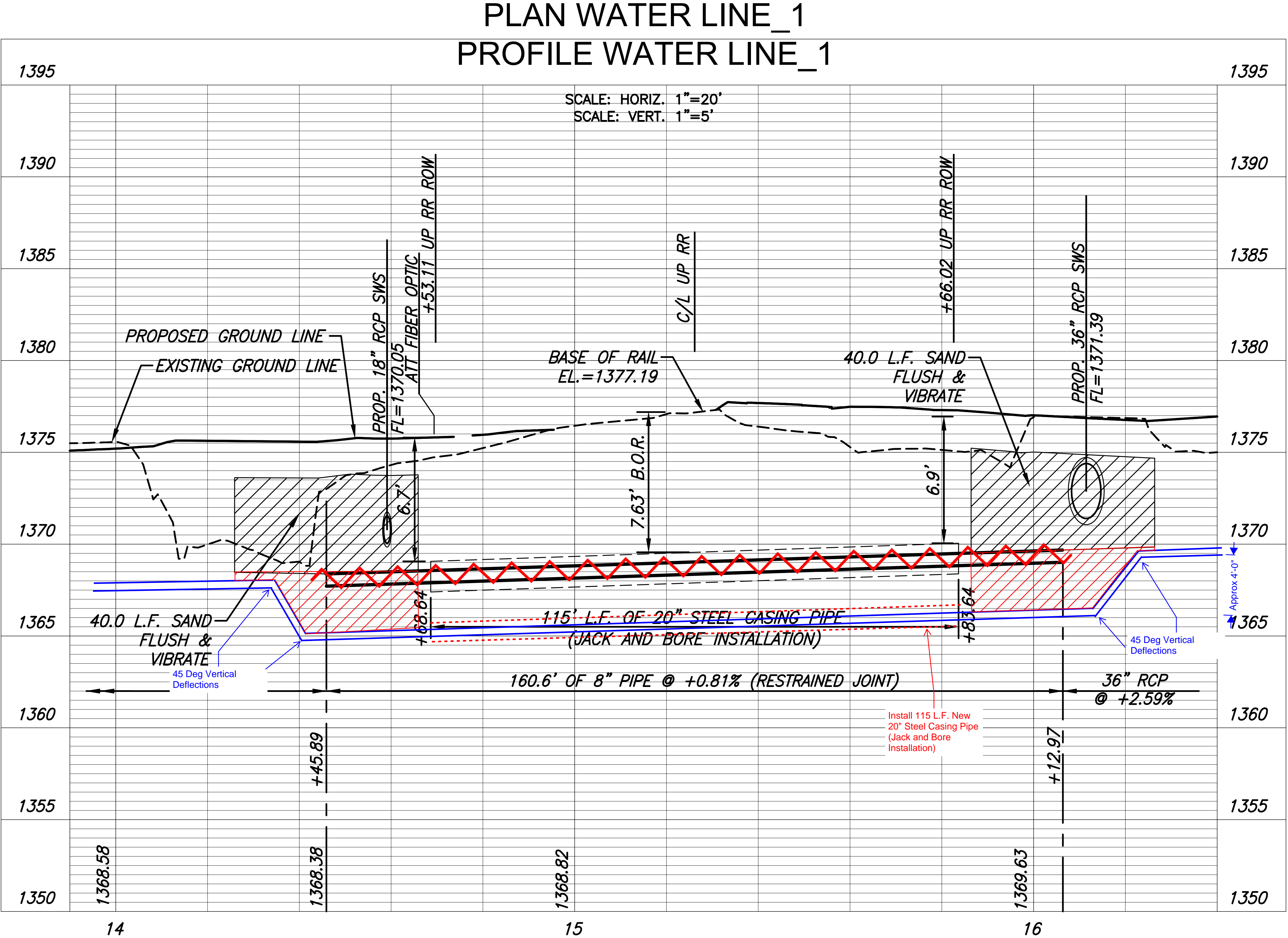
Cut Existing Waterline and Pull Out Existing WL Piping and Spacers.
Vacuum out and Clean Up of Existing Blow Sand inside of Casing.
Labor & equipment cost to cut out and remove components for WL routing.

If you have any questions, please feel free to email me at blysen@dondlingerconst.com or contact me at 316-945-0555.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Braden Lysen', with a long horizontal flourish extending to the right.

Braden Lysen
Dondlinger Construction



CITY OF BEL AIRE

WOODLAWN CRITICAL PATH POLICY

PURPOSE

To provide guidelines and procedures for addressing matters needing immediate attention and having been identified as critical path impact to the completion of the Woodlawn project. The goal is to minimize the impact of the overall project length.

INTRODUCTION

The purpose of this policy is to address any issues that arise during this project that are on the critical path. Those need immediate attention by staff and, if change order is required, city council.

AUTHORIZATION

The City Council shall adopt the policy and the City Manager shall enforce as well as address any issues that are not covered specifically within the policy.

POLICY

Once Garver or Contractor identifies an issue having a critical path impact the following steps shall be taken:

1. The City Engineer shall review the issue and make recommendation(s) for resolution. Take action if needed actions are within the scope of the authority of the City Engineer. In all cases, advise the City Manager of the actions taken or needed.
2. The City Manager shall review the recommendations of the city engineering. If such actions need approval of City Council take steps to have a Special meeting of the City Council be called and scheduled.
3. Special meetings shall be called within 48 hours of problem identified if the City Council needs to approve changes. Such meeting can be virtual or virtually attended, if needed.

Adopted this ____ day of _____, 2022 by the Bel Aire City Council.

Jim Benage, Mayor

Attest:

Melissa Krehbiel, City Clerk

Revision Date: _____



STAFF REPORT

DATE: 12/27/21

TO: City Council and City Manager

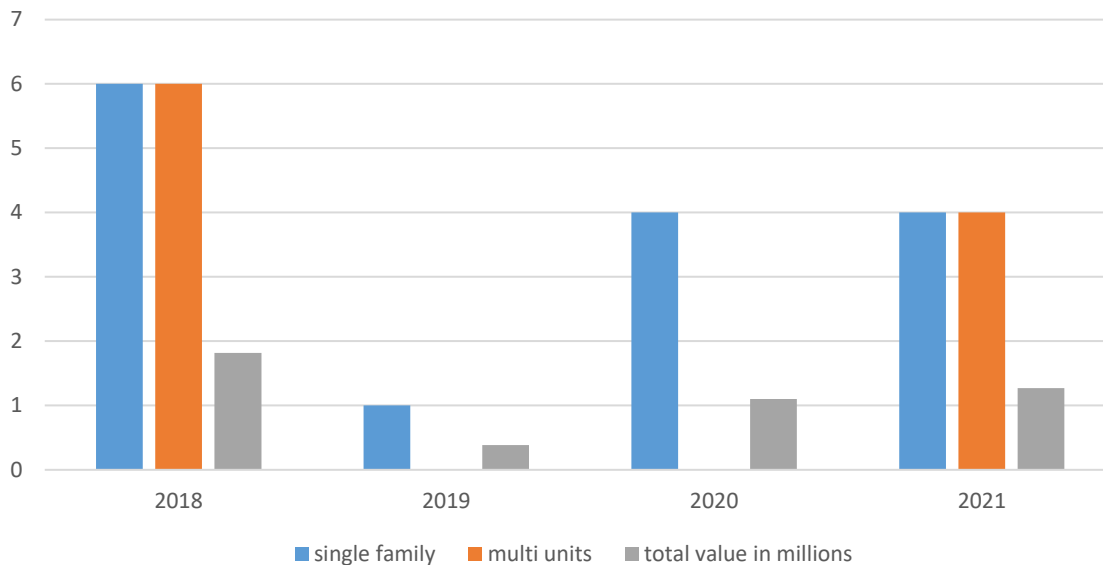
FROM: P&Z Department

RE: November Monthly report



Residential Construction update

November Housing Permits



NAHB report-

Single-family and multifamily housing production accelerated in November, due to strong demand for new construction. Overall housing starts increased 11.8% to a seasonally adjusted annual rate of 1.68 million units, according to a report from the U.S. Department of Housing and Urban Development and the U.S. Census Bureau.

The November reading of 1.68 million starts is the number of housing units builders would begin if development kept this pace for the next 12 months. Within this overall number, single-family starts increased 11.3% to a 1.17 million seasonally adjusted annual rate. The multifamily sector, which includes apartment buildings and condos, increased 12.9% to an annualized 506,000 pace.

"Mirroring gains in the HMI reading of builder sentiment, single-family housing starts accelerated near the end of 2021 and are up 15.2% year-to-date as demand for new construction remains strong due to a lean inventory of resale housing," said NAHB Chairman Chuck Fowke. "Policymakers need to help alleviate ongoing building material supply chain bottlenecks that are preventing builders from keeping up with buyer demand."

"Breaking an eight-year trend, in recent months there have been more single-family homes under construction than multifamily units," said NAHB Chief Economist Robert Dietz. "Moreover, despite some cooling earlier this year, the continued strength of single-family construction in 2021 means there are now 28% more single-family homes under construction than a year ago. These gains mean single-family completions will increase in 2022, bringing more inventory to market despite a 19% year-over-year rise in construction material costs and longer construction times."

On a regional and year-to-date basis (January through November of 2021 compared to that same time frame a year ago), combined single-family and multifamily starts are 24.4% higher in the Northeast, 9.6% higher in the Midwest, 15.4% higher in the South and 19.4% higher in the West.

Overall permits increased 3.6% to a 1.71 million unit annualized rate in November. Single-family permits increased 2.7% to a 1.10 million unit rate. Multifamily permits increased 5.2% to an annualized 609,000 pace.

Looking at regional permit data on a year-to-date basis, permits are 13.6% higher in the Northeast, 16.3% higher in the Midwest, 19.3% higher in the South and 22.4% higher in the West.

New MABCD code update

Resolution 232-2021 has adopted the new 2021 code cycle of the Uniform Plumbing Code for the city of Wichita and some of the surrounding jurisdictions. This code will be enforceable January 1st, 2022. The code has made some provisions to accept certain designs approved by the International Plumbing Code.

One example is the use of the air admittance valve is currently not approved by the Bel Aire adopted code but will be allowed in Wichita next year. Bel Aire did allow the use of an air admittance valve prior to 2016 on island sinks, bar sinks, and remodels where it wasn't feasible to vent to the exterior. Another code section has changed the lawn irrigation code.

Staff will be reviewing the code and the many pages of amendments adopted by MABCD. If there is a reason to update, the data will be provided for a future workshop.

Code violations

Fall protection with the city's current code require a guard rail with balusters on the interior side of the step and the rise of step to limit the size of opening when greater than 30" from grade.



City of Bel Aire, Kansas Police Department Monthly Report



November 2021

Department Staffing

The Bel Aire Police Department personnel:

| | |
|----------------------------|-----------------------------------|
| Chief Darrell G. Atteberry | Lieutenant Robey Foxx |
| Sergeant Shaun Davis | Officer Grant Greenwood |
| Officer Virginia Crice | Officer Mason Schell |
| Officer Tessa Smithwick | |
| Officer Tyler Langford | Part-time Officer Joseph Trumbull |
| Officer Kimberly Lopez | Part-time Officer James Toomey |
| Officer Brandon Gibson | Part-time Officer Braden Moore |
| Officer Philip Mast | |
| Officer Michael Gordon | |

Municipal Court Administrator

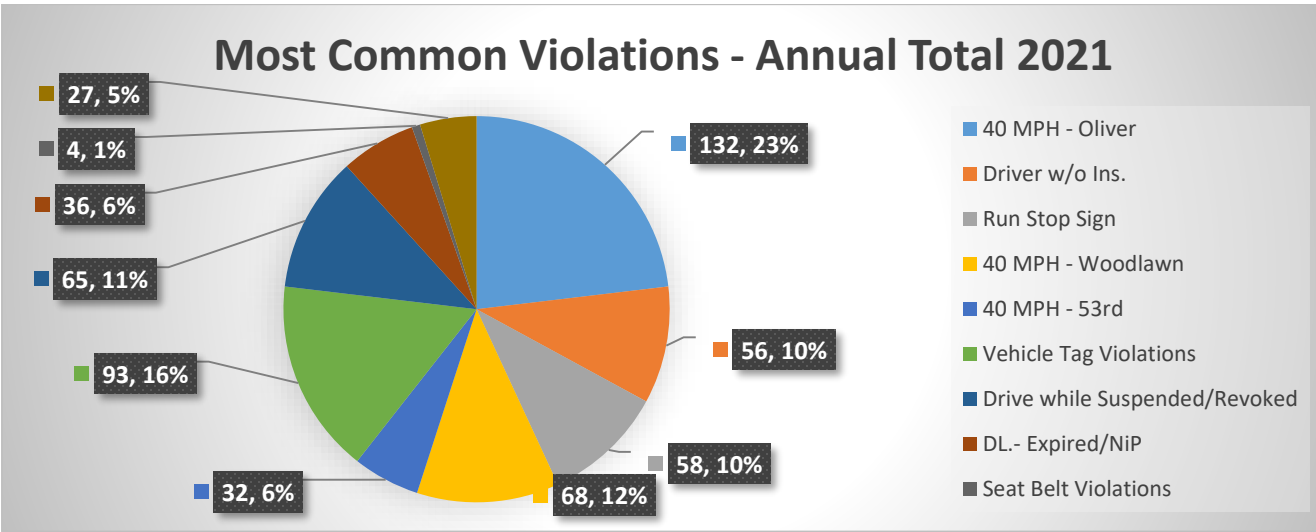
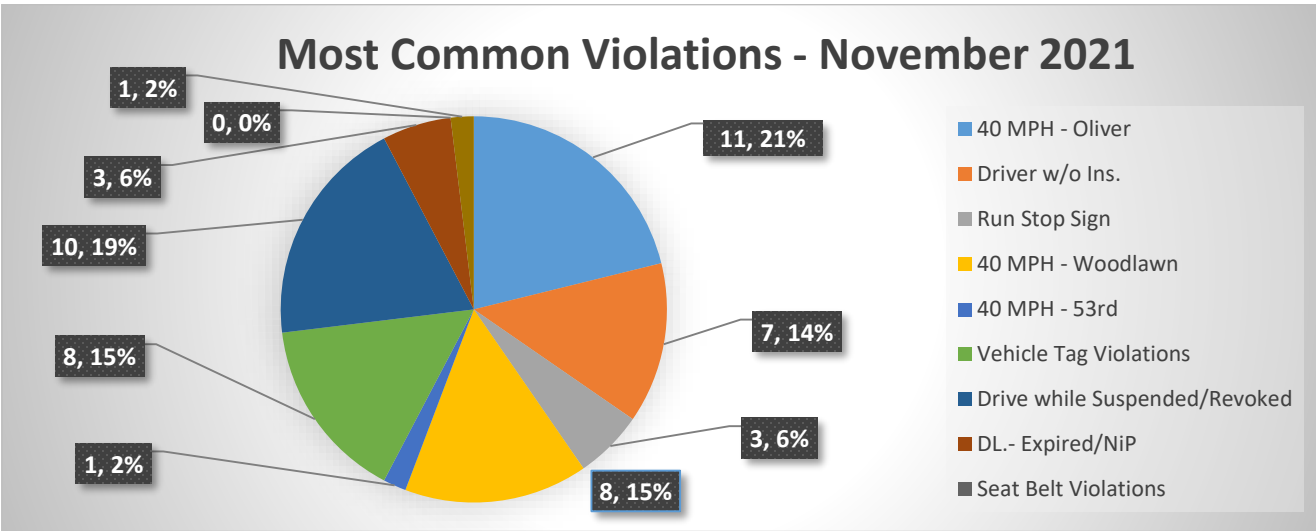
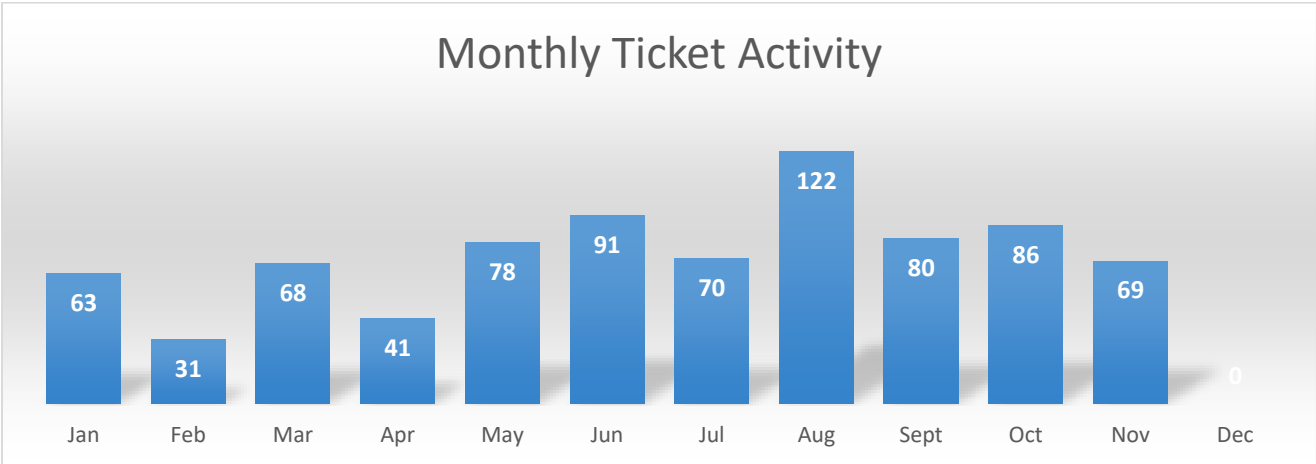
Lindsie Nygaard

Traffic Enforcement:

The Bel Aire Police Department recognizes the importance of enforcing traffic laws to help make streets safer for motorists and pedestrians. Enforcing speed zones and other traffic laws helps reduce factors associated with traffic crashes that cause personal injury as well as property damage.

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------|
| Traffic Related Arrests | | | | | | | | | | | | | |
| Drive While Suspended/Revoked | 0 | 0 | 6 | 3 | 3 | 2 | 4 | 7 | 5 | 3 | 7 | 0 | 40 |
| DUI | 0 | 1 | 2 | 1 | 1 | 1 | 1 | 13 | 3 | 0 | 0 | 0 | 14 |
| Total | | | | | | | | | | | | | 54 |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
| Traffic Crashes | | | | | | | | | | | | | |
| Vehicle Crashes | 6 | 9 | 15 | 9 | 5 | 2 | 5 | 8 | 10 | 8 | 9 | 0 | 86 |

Traffic Enforcement



Community Event:

11-02-21 Officer Gibson was awarded the Employee of the Quarter Award by Manager Lasher.

11-17-21 Chief Atteberry, Lt. Foxx, and Officer Crice attended the community meeting at Isley Elementary School regarding the upcoming Woodlawn Project.

Vehicles:

The Bel Aire Police Department currently has seven vehicles. All are fully-marked patrol vehicles equipped with audio/visual recording devices, and used for patrol duties. Below are the year, make, model, and current mileage. As some of the most used vehicles gain mileage, the police department efforts to move the vehicles around to balance out the mileage. As vehicles get to the end of their life cycle, they require more maintenance and it is a challenge, sometimes, to keep the vehicles in operation.

- 2016 Dodge Charger (29) – 110,000 – to be replaced
- 2017 Ford Explorer (30) – 92,000
- 2017 Ford Explorer (32) – 50,000
- 2019 Ford Explorer (33) – 31,500
- 2020 Ford Explorer (34) – 15,000
- 2020 Ford Explorer (35) – 12,000
- 2020 Ford Explorer (36) – 11,100

Warrant Service

When Bel Aire Police Department personnel encounter people with outstanding warrants, they are required by the court to take the person into custody to answer for the warrants. The warrants can be for juveniles or adults, misdemeanor or felony, local, state, or federal. Each requires the officer to serve the warrant.

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|------------|
| Warrants/Arrests/Commitments | | | | | | | | | | | | | |
| Outside Warrants | 1 | 3 | 3 | 2 | 3 | 2 | 2 | 5 | 8 | 3 | 2 | 0 | 34 |
| Bel Aire Warrants | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 4 |
| Felony Arrests | 2 | 1 | 2 | 0 | 0 | 1 | 1 | 2 | 3 | 1 | 0 | 0 | 13 |
| Misdemeanor Arrests | 4 | 6 | 7 | 3 | 7 | 3 | 5 | 11 | 11 | 5 | 8 | 0 | 70 |
| Juvenile Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Court Commitments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | | | | | | | | | | | | 122 |

Crime Statistics

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------|
| Part One Calls for Service | | | | | | | | | | | | | |
| Homicide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Burglary | 3 | 2 | 1 | 1 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 10 |
| Larceny/Theft | 8 | 9 | 9 | 9 | 8 | 8 | 3 | 5 | 10 | 13 | 0 | 0 | 81 |
| Auto Theft | 0 | 4 | 1 | 0 | 1 | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 9 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | | | | | | | | | | | | 107 |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Total |
| Part Two Calls for Service | | | | | | | | | | | | | |
| Simple Assault | 0 | 2 | 3 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 8 |
| Assault/Battery/LEO | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 4 |
| Domestic Battery | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 3 |
| Battery/Resist LEO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Forgery | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fraud | 6 | 6 | 3 | 0 | 2 | 4 | 1 | 2 | 2 | 0 | 0 | 0 | 27 |
| Embezzlement | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 |
| Weapons Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prostitution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 4 |
| Offense Against Family and Children | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Narcotic and Drug Law Violations | 5 | 1 | 0 | 0 | 2 | 1 | 3 | 0 | 4 | 3 | 4 | 0 | 23 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Disorderly Conduct | 5 | 0 | 2 | 2 | 1 | 1 | 4 | 2 | 1 | 1 | 0 | 0 | 19 |
| Vagrancy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gambling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Violation of Road and Driving Laws | 1 | 0 | 1 | 2 | 1 | 2 | 1 | 0 | 2 | 0 | 0 | 0 | 10 |
| Parking Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Traffic Violations | 3 | 3 | 9 | 5 | 10 | 5 | 5 | 17 | 7 | 8 | 0 | 0 | 72 |
| Vandalism | 1 | 1 | 2 | 1 | 3 | 1 | 4 | 3 | 1 | 1 | 0 | 0 | 18 |
| Miscellaneous Offense | 1 | 1 | 5 | 3 | 2 | 5 | 7 | 0 | 4 | 1 | 0 | 0 | 29 |
| Total | | | | | | | | | | | | | 224 |

Darrell Atteberry
Chief of Police
City of Bel Aire



MANAGERS REPORT

DATE: December 30, 2021
TO: Mayor Benage and City Council
FROM: Ty Lasher, City Manager
RE: January 4, 2022 Agenda

Proclamation – Martin Luther King Jr. Day

Legislation was signed in 1983 creating a federal holiday marking the birthday of Rev. Dr. Martin Luther King, Jr. This federal holiday was first observed in 1986. In 1994, Congress passed the King Holiday and Service Act, designating the Martin Luther King Jr. Federal Holiday as a National Day of Service and charged the Corporation for National and Community Service with leading this effort. Taking place each year on the third Monday in January, the MLK Day of Service is the only federal holiday observed as a National Day of Service – a "day on, not a day off." The MLK Day of Service is a part of United We Serve, the President's national call to service initiative. It calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems. The MLK Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision of a "Beloved Community."

Consent Agenda

Contains only the Minutes of the December 7th City Council meeting and the December 14th City Council special meeting.

Appropriations Ordinance

This AP reporting period spans 27 days and includes two payroll periods as well as year-end bonuses. A few expenses to point out are: payment for the Police Department shower remodel (\$13,719), Rock Rd lift station lining (\$26,480), Land Bank Specials taxes (\$145,103), City-Owned Specials taxes (\$76,572), and all bonded capital project expenses (\$816,091).

Bel Aire Chamber Funding Agreement (Item A)

The Bel Aire Area Chamber of Commerce was formed in 2009 and has been functioning since. Like many service organizations, they are struggling to

stay relevant, obtain volunteers and increase participation at their monthly meetings. The chamber has 22 paid members and brings in \$1,550 in dues. The board members are volunteers who struggle with spending time growing the organization, getting speakers, fundraising, and creating value. Current President, Gary O'Neal, has met with me on two occasions sharing his concern for the chamber to stay or dissolve. The board has determined it needs roughly \$30,000 annually to hire a part time director who can grow the organization, create value, and keep it viable. As a result, I have drafted a funding agreement between the Chamber and the City. The request from the chamber is for \$20,000 and they will assist with community events and fundraising. They will also increase the dues structure. The 2022 city budget contains \$10,000 for a Chamber grant and \$12,000 for community events. Gary O'Neal will be at the meeting to discuss their goals and answer questions.

Selecting IT and Managed Service Provider (Item B)

Bel Aire has contracted out IT services since the beginning. Staff looked at hiring a full-time employee but determined getting the right person who is qualified would cost more than contracting with a company. In 2016, the city accepted RFP's for IT services at which time OneSource was brought on board. Over the last 5 years, there have been customer service issues that departments have struggled with, resulting in several requests for Ted to look at other vendors. Often times we look at the market after 5 years of service, so Ted sent out RFP's for IT services and created a committee to help interview as well as evaluate each company. As a result, staff is recommending a change in IT firm based on service, expertise, and references. Included in your packet is a detailed staff report outlining the costs and services. Ted will be at the meeting to discuss the committee's recommendation as well as answer questions.

Change Orders for Woodlawn Reconstruction (Items C & D)

The need for these change orders came up as the contractor (Dondlinger) was preparing to install the waterline under the railroad. There is potentially a conflict with the installation of the water line casing pipe as shown in the plans. It is the opinion of the foreman that the existing casing and proposed casing are too close together. To ensure the safety and integrity of the existing water line there needs to be a certain amount of separation. The second concern is the number of houses and businesses that will have their service interrupted due to the work. Dondlinger has proposed two change orders that will help to address these concerns.

Change Order #001 – This change order is for the installation of two water valves on either side of the bore. These valves would allow us to isolate the water line underneath the railroad, while allowing customers on either side of the railroad to remain in service. Dondlinger’s proposal for this change order is \$22,000.00. Staff recommends Council approve Proposed Change Order #1 for the 8” Gate Valves on either side of the railroad bore. The gate valves would provide additional flexibility to the water system and could prevent prolonged water outages for approximately 16 customers that are directly served by this area.

Change Order #002 -The second change order provides two options for addressing the concern about the proposed and existing casing being too close together. Council will need to choose which option to proceed with. Staff recommends that Council approve Proposed Change Order #2 – Option 2 for the re-use of the existing casing pipe – provided that it is in good condition and works with the available materials. This option will presumably save both time and cost by allowing the Contractor to repurpose some of the existing infrastructure.

Staff is working with KDOT to have this work performed on a “Force Account” basis, which would track labor and materials specifically utilized in the performance of both of these items. Since KDOT is the administrator of this contract, they will have the final say in how the work is performed. Council should also be aware that KDOT does allow a “Prime Contractor Markup” for administrative expenses incurred in additional sub-contractor work. This amount is not included in the proposed change orders submitted with this report as the formal change orders have not yet been received from Pearson. The additional cost associated with this Change Order will be included in the bonds for non- participating expenses and paid for out of the sanitary sewer fund. MKEC and Anne will be at the meeting to explain the work and answer any questions.

Change Order Policy for Woodlawn (Item E)

Understanding the importance of Woodlawn for traffic, it is important the project stay on schedule. Mayor Benage suggested we create a policy that would allow staff to approve smaller change orders to limit work stoppages or delays. The proposed policy allows Anne to approve up to \$5,000 in change orders with the City Manager having the authority up to \$10,000. Anything more would come to council at a regular or special meeting.

Executive Session

We will need to have an executive session for attorney client matters.

Discussion And Future Issues – January Workshop

Council has set aside the second Tuesday of every month, at 6:30 p.m., for workshops. This month, the workshop will fall on January 11th at 6:30 p.m. Items I have for discussion include the Senior Funding Policy, 2022 City of Bel Aire Legislative agenda, 2022 curbside cleanups and Council may have others to add.