

# MANAGER'S REPORT

**DATE:** May 29, 2025  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, City Manager  
**RE:** June 6, 2025 Agenda



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## **Proclamation (Item V)**

*National Flag Week* - Flag Day occurs every year on June 14<sup>th</sup>, the date the United States Flag was created. The week of June 14<sup>th</sup>, which will be June 8-14, 2025, is traditionally designated as "National Flag Week".

## **Consent Agenda (Item VII)**

The City Council Minutes from the May 20<sup>th</sup> regular meeting and the May 27<sup>th</sup> special meeting are on the consent agenda. In addition, one new appointment is on the agenda for the Tree Board. If confirmed, Julie Hopkin's term will begin on June 3<sup>rd</sup> and end on June 3, 2029.

## **Appropriations Ordinance (Item VIII)**

This appropriation ordinance encompasses 05/14/2025 through 05/27/2025 expenses and one payroll cycle. Expenditures amounted to \$1,750,519.23. Of the reported expenses, \$325,874.91 are infrastructure costs for new developments. These costs are paid through special assessments.

## **City Requested Appearances (Item IX)**

President Greg Dane, Bel Aire Area Chamber of Commerce, will give a quarterly update.

## **Resolution Authorizing Property Tax Exemption, WAM Investments #11 (Item A)**

In 2019, the City issued an Industrial Revenue Bond (IRB) for WAM Investments LLC. The Letter of Intent (LOI) required WAM to make a capital investment of \$1,750,000 and add 12 full-time employees. The IRB and associated tax abatements were granted for a total of 10 years, with a 95% ad valorem property tax exemption for the first 5-year term, followed by a 50% ad valorem property tax exemption for the additional 5-year term. The LOI stipulated that at the 5-year mark, the City would review WAM's compliance. If the capital investment and job creation targets were met, the Council would consider extending the tax abatements for the final 5 years.

As of today, Phase 1 of WAM Investments has an appraised value of \$2,425,200, and 48 new jobs have been created, well beyond the initial projection. Overall, the project has been a success. WAM Investments has provided valuable services to our city by constructing medium-sized mixed-use commercial spaces. For example, home-based businesses that have outgrown their initial setups can expand in Bel Aire instead of relocating to Wichita or other areas. WAM has met the capital investment and job creation requirements. Therefore, I recommend approving the additional 5-year tax abatement extension.

### **Amendment with Tyler Technologies for Service Fee Option (Item B)**

On February 4th, 2025, the City Council and staff discussed updates regarding payment processing fees for card transactions. Staff presented three options provided by the sales team at Tyler Technologies: the Absorbed method, Convenience Fee method, and Service Fee option. After more careful research and discussion, on May 6<sup>th</sup> the Council approved a quote from Tyler Technologies to institute the Service Fee option. Tyler Technologies then provided an amendment to the City's agreement with them. City Attorney Maria Schrock has reviewed the Amendment and it now comes before the Council for consideration.

### **Purchase Contract for Hard Rock, Aurora Park Gravel Roads Project (Item C)**

This action will enable improvements to the gravel roads in Aurora Park. The rock quoted was recommended by the Gravel Roads Task Force. We are currently performing ditch work in the area, and once completed, we will proceed with installing the new rock.

### **Change Order Request No. 1 from Mies, Chapel Landing 6<sup>th</sup> (Item D)**

As the Developer of Chapel Landing 6th was constructing homes on their other properties, they stockpiled the soil from the excavations at the entrance to Chapel Landing 6th. Now that construction is ready to get started on Chapel Landing 6th, the dirt stockpile needs to be removed. The stockpile was not included in the original bid plans/project documents so Mies will need a change order to excavate and move the material out of the way of construction and incorporate into the mass grading. This change order will be added to the street project portion of the contract. The costs associated with this change order will be included in the contract costs for the grading project and will be financed through a bond and spread as special assessments against the benefiting lots. Staff recommends that the Council accept Change Order No. 1 for the removal of the dirt stockpile in the amount of \$34,500.00.

### **Engagement Letters for 2024 Annual Audit and CSLFRF Audit Services (Item E-F)**

The audit engagement letter outlines the terms and scope of the annual audit services provided by the our auditing firm. (AGH) This includes reviewing the City's financial statements, ensuring compliance with accounting standards, and providing an independent assessment. The audit will also cover any updates to the City's internal controls, procedures, and financial reporting.

Additionally, the City will be engaging AGH for specific audit services related to the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF). This service ensures that the funds received from the federal government are being managed and spent in compliance.

### **Ordinance & Resolution, Residential Recycling & Solid Waste Collection Fees (Items G-H)**

The solid waste collection and recycling agreement with Waste Connections, approved in 2016, allows for an annual 2% fee increase upon request by Waste Connections. At the May 20<sup>th</sup> meeting, Council approved a 2% increase in fees. This resolution will similarly increase fees passed onto customers by 2%. The administrative fee charged will remain unchanged. The Ordinance will amend the City Code accordingly.

**Executive Session (Item XIII)**

There is one Executive Session on the agenda.

**Discussion And Future Issues (Item XIV)**

- A. Discussion on 2025 Street Maintenance Program**
- B. Review and Provide Feedback on the Skyview Park Conceptual Plan**