



## **STAFF REPORT**

DATE: November 7, 2025  
TO: Ted Henry, City Manager  
FROM: Anne Stephens, PE, City Engineer  
RE: Bel Aire Boundary Resolution (PEC Work Order 25-11)

### **Current Situation:**

After the annexation at the November 4<sup>th</sup> City Council meeting, the City needs a new boundary description that encapsulates the new City boundaries.

### **Discussion:**

PEC assisted the City with the most recent boundary description. During the process of writing the description, it was discovered that the existing boundary description did not accurately reflect the existing City boundaries.

With the recent annexation, a new boundary description is needed. While we are in the process of creating a new boundary description, this is the best time to review the current one and ensure that it is reasonably correct. PEC will take the current description and trace it out on a map to see where the description differs from the known boundaries of the City and revise the description accordingly. This not-to-exceed fee also includes research time if it becomes necessary for PEC to look up any specific locations.

### **Financials:**

The cost of the boundary description will be paid for from the General Fund.

### **Recommendation:**

Staff recommends that the City Council accept Work Order 25-11 from PEC in the amount of \$15,000.00 for updating the written boundary description for the Bel Aire city limits to be used in the boundary resolution.

The City Attorney has reviewed and approved the agreement as presented.