

STAFF REPORT

DATE: December 16, 2025

TO: Ted Henry, City Manager

FROM: Barry Smith, Finance Director

RE: 2026 Fee Schedule Update



BACKGROUND:

Near the end of each fiscal year, the Bel Aire City Council reviews and approves updates to the City's fee schedule.

SUMMARY:

The attached fee schedule is being presented with minor updates for 2026. Updates include:

- Section 1: Enhanced Cereal Malt Beverage Retail
 - 1.1.1 General Retailer
 - *This fee was reduced from \$225 to \$200. The \$25 State fee is now collected by the state at the time of application. The City does not need to collect this and remit to the state.*
 - 1.1.2 Limited Retailer
 - *This fee was reduced from \$75 to \$50. The \$25 State fee is now collected by the state at the time of application. The City does not need to collect this and remit to the state.*
- Section 3: Utility Billing and Administration
 - 3.1.2 Account Transfer Fee
 - *A \$25 increase to this fee is being requested for 2026. This fee was increased from \$25 to \$50 to match the move in connection fee. The account transfer process includes the same steps as the move in connection fee process. This increase will also match the proposed increase in the updated water code.*
- Section 5: General Fees
 - 5.1.2 through 5.1.5 – KORA Related Fees
 - *The fees for copies related to Kansas Open Records Act requests have been removed. This practice is no longer allowed by state statute.*
- Section 7: Recreation
 - 7.3.8 Day Camp
 - *Increase Non-Resident Day Camp fee from \$180 per week to \$190 per week. This change will make it more beneficial for living in the city limits.*

- Section 8: Police/Court
 - The fees for copies related to Kansas Open Records Act requests have been removed. This practice is no longer allowed by state statute.
 - Court fines have been removed from the fee resolution. Incorporating court fines in a fee schedule, can conflict with the statutory authority granted to municipal judges. An ordinance will be created in 2026, that adheres to specific statutory and procedural requirements, when court fines are imposed and collected.
- Utility rate increases per utility policy.
 - *All water rates are increased by 3% per resolution R-2013-03.*
 - *All sewer rates are increased by 3% per resolution R-2013-04.*

LEGAL IMPLICATIONS:

Municipalities have authority to establish fees for services they provide and fee schedules to outline the various set fees. They must do so in compliance with state and federal laws, ensure transparency, and provide reasonable justification for the fees imposed.

RECOMMENDATION:

Approve and adopt the updated fee schedule 2026 as presented.