

MANAGER'S REPORT

DATE: December 12, 2024
TO: Mayor Benage and City Council
FROM: Ted Henry, City Manager
RE: December 17, 2024 Agenda



Consent Agenda (Item VI)

Minutes of December 3, 2024 regular meeting.

Applications for License to Sell Cereal Malt Beverage (beer) - Two businesses have applied to renew their licenses; Seiko, LLC (dba Mirai Ramen and Sushi) and DG Retail, LLC (dba Dollar General).

Appropriations Ordinance (Item VII)

This appropriation ordinance encompasses 11/27/2024 through 12/10/2024 expenses and one payroll cycle. Expenditures amounted to \$784,855.30. Of the reported expenses, \$183,749.03 are infrastructure costs for new developments. These costs are paid through special assessments.

City Requested Appearances

Jesse Miller will give an update on the Steering Council for Fire District No. 1.

Annexation Ordinance (Item A)

On October 23, 2024, the Sedgwick County Board of County Commissioners passed resolutions requesting 11 cities to annex certain roads right-of-way. Sedgwick County's Resolution 223-2024, requests the City of Bel Aire to annex certain highways. At the Bel Air City Council meeting on November 14, 2024, some council members shared concerns, regarding the additional costs of road maintenance and whether Sedgwick County would enter into a shared road maintenance agreement. City Attorney Maria Schrock has provided a detailed report in your packet and will be available at the meeting for any questions. Staff recommends that the Council adopt the Annexation Ordinance.

Resolution Declaring City Boundaries (Item B)

Any year in which territory has been added or excluded from the city boundaries, the Governing Body is required to declare by resolution the entire new boundary of the City. Staff has prepared a survey and resolution including the new boundaries for your consideration. Upon approval, the resolution will be filed with the County Register of Deeds, State Transportation Engineer, County Engineer and Election Commissioner.

Work Order No 24-13 for Construction Drawings for Skyview Park (Item C)

In 2022, the City Council accepted three vacant lots from the developer of Skyview with plans to build a new park. In 2023, the City issued an RFP for park design and construction but received only one proposal, with a total cost of \$672,000. After further discussions in 2024, the Council decided to pursue a phased hybrid approach to reduce costs. The first step will focus on obtaining construction drawings, which are necessary for the next step of issuing an RFP for playground equipment and construction services.

Resolution to Adopt Fee Schedule (Item D)

The fee schedule is being presented with minor updates for 2025. Barry Smith, Director of Finance, has provided a detailed report in your packet. He will be at the meeting to answer any questions. Staff recommends adopting the Fee Schedule.

Consideration Of An Ordinance Establishing Compensation For The Mayor And City Council And Repealing Conflicting Ordinances. (Item E)

Added new Item E. Ordinance 477, which establishes compensation for the Mayor and City Council, has not been updated since 2009. The Bel Aire City Code, updated and adopted in 2023, states that 'Mayor and City Council salaries shall be set forth in the salary schedule'; however, it also references Ordinance 477. In 2019, the City Council approved updates to the Mayor and City Council salaries by revising the salary schedule, but no new ordinance was passed to formalize these changes. To resolve this inconsistency, staff requests approval of a new ordinance establishing compensation. The ordinance included in your updated packet is for current levels of pay. If the Council wishes to adjust these amounts, those changes can also be incorporated at this meeting.

Salary Schedule (Item F)

During the 2025 budget process, the City Council approved a 3% cost of living adjustment (COLA) for all full-time and part-time employees. The updated pay scale in your packet reflects these changes.

In the November workshop, we discussed the Mayor/Council pay. The last adjustment to the pay was made in 2019, and since then, inflation has increased by 23%. During the agenda review process, Maria requested that any changes to the Mayor/Council pay be made through an ordinance.

Executive Session

Staff is not aware of a need for executive session at this time.