

# MANAGERS REPORT

**DATE:** June 15, 2023  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, Assistant City Manager  
**RE:** May 2, 2023 Agenda



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## **Consent Agenda (VI)**

The Consent Agenda contains the minutes of the June 2<sup>nd</sup> City Council meeting.

In addition, the Consent Agenda contains Petitions and associated Resolutions for infrastructure improvements to Bel Aire Heights Estates. As you may remember, the Planning Commission accepted a PUD final plat for this development in April. Then at the May 2<sup>nd</sup> meeting, City Council accepted the dedications for the plat. The Developer is now ready to install paving, sanitary sewer, and water distribution system improvements on the property. The petitions will set limits for the costs of the improvements. The associated Resolutions on the agenda tonight will authorize the improvements. The costs associated with these improvements will ultimately be bonded and then special assessed to the property owners.

## **AP Ordinance (VII)**

This reporting period includes one payroll period. Annual payment to Payne Township is included in this report. Harding Street gravel project expenses to Foley Equipment rental and Northridge Sand for roller rental and 225.46 tons gravel totaled \$10,378.16.

## **City Requested Appearances (VIII)**

Gary O'Neal, President of the Bel Aire Area Chamber, will give an update on Chamber activities.

## **Quote for Lawn Mower (Item A)**

Public Works is requesting Council approve the purchase of a zero-turn lawn mower. The 2023 equipment replacement budget includes \$20,000 for the purchase of a new lawn mower. Staff researched a variety of models and requested quotes from three suppliers. Staff recommends Council accept the quote from Kansas Golf & Turf in the amount of \$14,100.

## **Amendment to PUD for Tierra Verde South Addition (Item B)**

At their May 11<sup>th</sup> meeting, the Planning Commission considered an amendment to the Tierra Verde South Addition PUD to allow for R-5 and R-6 Zoning, as well as C-1 as originally plated. At that meeting, the Commission conducted a public hearing. There were two citizen concerns addressed during the open hearing. Both were concerned with

the proximity of the development to Sawmill Creek in Wichita. There was concern that Lot 3, which abuts Sawmill Creek on the east side, could have an apartment or hotel built. They were also concerned with Skragg Street becoming a through street from Sawmill to Tierra Verde. Phil Meyer with Baughman Company spoke on behalf of the applicant and addressed concerns. The applicant thought that providing more options for land use could encourage development of the property, which has been vacant for some time. After the hearing was closed, the Commission studied the material provided by the applicant, including the proposed amended PUD language. After deliberation, it was stated that allowing R-5 was a reasonable request as multi-family homes are located north of Tierra Verde and development of the property would benefit the city and the property owner. After review, the Planning Commission voted (by passing a 5-0 motion) to recommend approval to amend the Tierra Verde South Addition PUD to include R-5 and R-6 multi-family zoning with the condition that R-6 not be allowed in Lot 3. The recommendation now comes before City Council for final approval.

### **InfoSend Contract (Item C)**

The Utility Billing Department currently prints, folds, stuffs and mails about 2,280 bills monthly. Although many customers have enrolled in email billing (about 1,479), we will always have a group of customers who need to have their bills mailed. The in-house printing and mail preparation is both time consuming and costly. Equipment and employees are tied up for the better part of two days when they could be put to better use on other tasks, such as direct customer service or account management. As our City grows and the demand for Utility Billing services grows, it is important that we utilize our full-time staff in the most efficient manner. In your packet, the City Treasurer, Deb Appel, has provided a detailed description of the current mailing process and cost comparison for outsourcing this task. Many other cities have struggled with the same inefficiencies and have ultimately outsourced mailing to a private company. These private mailing companies have the equipment, resources, and scale, to finish mailings in a more efficient and cost-effective manner. In addition, a private company may provide capabilities that the in-house system currently lacks, such as bill reprinting and retention. The finance department requested quotes and demos from two companies. Based on the lower cost and wider range of services, staff recommends contracting with InfoSend for the printing and mailing of utility bills and notices. The City Attorney has reviewed the contract provided by InfoSend. Staff recommends that Council approve the contract with InfoSend.

### **Executive Session (XII)**

No executive session is needed at this time.