

MANAGER'S REPORT

DATE: August 26, 2026
TO: Mayor Benage and City Council
FROM: Ted Henry, City Manager
RE: September 1, 2026 Agenda



Consent Agenda

- Minutes of August 18, 2026
- Petitions for Phase 2 Improvements in Bel Aire Lakes Addition
- Resolutions Authorizing Phase 2 Improvements in Bel Aire Lakes Addition
- Petitions for Phase 3 Improvements in Bel Aire Lakes Addition
- Resolutions Authorizing Phase 2 Improvements in Bel Aire Lakes Addition

The consent agenda includes the minutes from the previous regular City Council meeting.

In addition, the consent agenda includes petitions for Phase 2 and Phase 3 improvements (Paving & Drainage, Sanitary Sewer, and Waterline installation) in Bel Aire Lakes Addition. The cost of these improvements will ultimately be bonded and spread as special assessments to the benefiting lots. The Petitions detail how the costs will be divided among the benefiting lots and the Resolutions authorize the improvements.

Appropriations Ordinance

This appropriations ordinance encompasses 08/12/2026 through 08/25/2026 expenses and one payroll cycle. Expenditures amounted to \$762,943,86. Of the reported expenses, \$23,401.67 are infrastructure costs for new developments. These costs are paid through special assessments.

City Requested Appearances

- Presentation of Promotion
- Annual Audit Presentation

In this section, Tara Laughlin from Allen, Gibbs, & Houlik, L.C. will give a presentation on the City's annual audit.

But first, Chief Darrell Atteberry will present promotions to two officers, Officer Trumbull and Lieutenant Foxx.

Officer Trumbull has served the City of Bel Aire for the past 10 years and brings investigative experience from his prior military service. Throughout his time with the Bel Aire Police Department, he has applied those skills to criminal investigations and is already performing many of the responsibilities associated with the Detective position. Officer Trumbull has demonstrated a strong ability to investigate cases, develop leads, and solve crimes. He also serves as a member of the Property Crimes Reduction Task Force, working with other law enforcement agencies to

investigate and reduce property crimes throughout the area. His experience, proven investigative skills, and continued commitment to the department make this a well-deserved promotion to Detective.

Lieutenant Foxx has been a constant presence within the Bel Aire Police Department for the past 19 years. He began his career with the City as a Police Officer and has steadily moved through the ranks, serving under several Police Chiefs and providing consistency and leadership through many years of change. Lieutenant Foxx serves as the Police Chief's second-in-command and has played an important role in the day-to-day leadership of the department. His quality of service, experience, and steady leadership have helped build the strong culture we have within the Police Department today. His 19 years of dedicated service and proven leadership make his promotion to Captain both well-earned and well-deserved.

Public Hearing & Resolution regarding property tax levy in excess of RNR (Item IX.A.)

Per state legislation, if a local government entity intends to levy a tax rate greater than the Revenue Neutral Rate (RNR), the entity must hold a hearing. The RNR is provided by the County Clerk and sent to each unit of local government on or before June 15th of each year. Director of Finance Barry Smith has provided a detailed description of this procedure in the staff report in your packet.

Please Note: State law requires that the RNR hearing be held separately, and prior to, the Annual Budget Hearing.

Public Hearing regarding 2027 City of Bel Aire Budget (Item IX. B.)

Since February, the City Council has discussed the proposed budget over several workshops. On August 18th, the Council approved publication of Notice of Hearing for the budget. The Notice was published in the Ark Valley News and on the City's website. Tonight, the Council will hold the public hearing. After everyone has been given an opportunity to speak, the Council may close the hearing with a motion and vote. Later in the meeting, the Council will consider approving the budget.

Adoption of 2027 City of Bel Aire Budget (Item XII.A.)

Earlier in the meeting the Council will hold a public hearing on the budget, per state statute. Following the hearing, the Council may consider approving the budget. This will require a roll call vote of all Councilmembers.

Special Assessments for 2026 Bond, Approve Statement of Final Costs and other actions

The City is beginning the formal special assessment process for previously authorized infrastructure projects, including Homestead Senior Landing, Cozy Drive, Aurora Park, Arthur Heights, Sunflower Commerce Park 3rd Addition, and Bel Aire Lakes. The projects include street paving, water, sanitary sewer, and stormwater improvements.

Council is being asked to approve the final cost statements and proposed assessment rolls and establish a public hearing for September 15, 2026, at 7:00 p.m. Following approval, notice of the hearing will be published and mailed directly to affected property owners.

At the September 15 hearing, affected property owners will have an opportunity to provide written or oral objections to the proposed assessments. Following the hearing, Council will consider an ordinance formally levying the assessments. Property owners will then have 30 days to pay all or a portion of their assessment. Any remaining balance will be collected over 20 annual installments, plus interest based on the City's general obligation bond rate.

I've included two staff reports for the Aurora Park and Cozy Drive assessments.

Ordinance for PUD-26-03 Preliminary Plat, Casey's in Cedar Pass Addition

This lot is currently zoned C-1- Neighborhood Commercial Office which does not provide for convenience stores and vehicle fueling stations. The PUD Preliminary Plat application was submitted to create a C-2 Planned Unit Commercial Office and Retail District that allows for that use. The property, once the PUD case is approved, will request a lot split to create two parcels, allowing Parcel B to be sold by the property owner. The requested use is in line with commercial development zoning for the intersection and suitable for the property. The property was platted in 2022 as part of the Rock Springs 5th Addition, currently Cedar Pass addition and has remained vacant since that time. The signage, landscape and setback relief being requested meets the spirit of the code and all other codes will be followed on the project.

On August 13th, the Planning Commission held a public hearing for this case. Following the hearing, the Commission voted 4-1 to approve the request. In your packet, Paula Downs has provided a detailed report on the case. Also included in the packet are the Planning Commission's draft minutes from August 13, 2026, which include a summary of the hearing. Because this is a zoning matter, certain procedures will need to be followed for the City Council's consideration of this case. Paula Downs, Director of Community Development, will present the staff report for the case. Maria has provided options for motion language on the agenda and she will be present to answer any questions from the Council.

Contract RFP for Janitorial Services

The City maintains four facilities requiring recurring custodial and janitorial services: City Hall, the Police Department, the Recreation Center, and Public Works. The prior custodial arrangement concluded, and on July 28, 2026 the City issued RFB No. 2026-003 to solicit competitive sealed bids for a single, consolidated three-year contract across all four facilities. James Miller, Facilities Director, has provided a detailed report of the RFB process and submissions in the agenda packet.

Harris Dream Clean LLC, doing business as Harris Facility Solutions, of Wichita, Kansas, submitted the lowest evaluated annual price. The recommended contract provides for base recurring service at Option 1 frequency (twice weekly) across all four facilities at \$33,019.56 annually, plus recurring monthly services (exterior entrance glass cleaning, Recreation Center gymnasium floor deep clean, and return air vent cleaning) totaling \$30,804.00 annually, for an estimated total annual contract value of \$63,823.56. The Option 1 base service also includes up to 1 additional inclement weather cleaning per week to assist during times of snow, ice, and rain. All cleaning equipment and supplies are provided by Harris Facility Solutions and included in the annual total.

The initial contract term is three years with no change in pricing for the three-year term. Two optional one-year renewals are available if agreed upon by the City and Harris Facility Solutions. The price increase for each additional one-year period is capped at the current three-year average CPI-U for the Midwest Region. Three bid alternates (carpet deep clean, hard tile floor scuff and

buff, and complete exterior window washing at City Hall) are held at the bid prices as options exercisable at the City's discretion.

The FY27 budget includes \$72,650 for full janitorial services. The contract is compliant with the Kansas Cash Basis law, allowing the City to exit the contract if future funding for janitorial services is no longer available. In your packet, City staff have included the recommended contract with Harris Facility Solutions. City staff recommend approving the contract as presented.

Contract for Design Services, Bel Aire Lakes Phases 2 & 3

The Developer worked with Certified Engineering Design (CED) on Phase 1 of the subdivision and has asked them to provide an agreement for Engineering Design and Staking services for the phases 2 and 3 of the development of the subdivision. The fees included are for a full design and construction documents for Phase 2 and a preliminary/base design for Phase 3. This is to ensure the remaining development works harmoniously. There will be an additional contract for the final design and construction plan preparation once the Developer is ready to move onto Phase 3. Construction Observation services are not included in this contract and will be secured separately and provided for in a separate agreement closer to the time of construction. The costs associated with the project will be financed through a bond and spread as special assessments against the benefiting lots. In your packet, a staff report with a breakdown of the costs has been provided. The recommended contract with CED has also been provided in your agenda packet. Staff recommend approval of the contract as presented. City Engineer Anne Stephens will be present for any questions.

Ordinance Establishing a City Records Management Program

The proposed ordinance establishes a formal City Records Management Program to provide a consistent process for the creation, maintenance, preservation, retention, and disposition of City records while ensuring compliance with applicable federal and Kansas law.

The ordinance establishes responsibilities for the City Manager, City Attorney, and designated Official Custodians. It also creates an Administrative Schedule for records retention and disposition that can be reviewed and updated as needed without requiring future amendments to the ordinance.

The program will be administered using existing City personnel and resources, with no additional staffing proposed.