

# MANAGER'S REPORT

**DATE:** February 24, 2026  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, City Manager  
**RE:** March 3, 2026 Agenda



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## **Proclamation – American Red Cross Month (Item V)**

Red Cross Month is observed every March. The American Red Cross uses this month to honor and celebrate all the volunteers who support the mission of the organization. Local churches and civic groups often host blood drives in March. Those interested in donating blood can call [1-800-RED CROSS](tel:1-800-RED-CROSS) or go to [www.Redcrossblood.org](http://www.Redcrossblood.org) to find a local blood drive. This proclamation supports the Red Cross in the great work they do.

## **Appropriations Ordinance (Item VI)**

This appropriation ordinance encompasses 02/11/2026 through 02/24/2026 expenses and one payroll cycle. Expenditures amounted to \$242,905.66. No infrastructure costs paid by special assessments were incurred during this period.

## **Consent Agenda (Item VIII)**

The consent agenda contains the Minutes of the February 17<sup>th</sup> City Council meeting and one appointment. John Sutherland has volunteered to fill the open position on the Planning Commission left by the resignation of Brian Stuart. If confirmed by the Council, Mr. Sutherland's term will be for 3 years, expiring on March 3, 2029.

## **City Requested Appearances (Item IX)**

Chief Atteberry will speak about the 2025 Willard Garvey Crime Prevention Officers of the Year Award, which was recently presented to the Bel Aire Police Department. He will also give a presentation on Emergency Management.

## **Fireworks Ordinance (Item A)**

The City's current fireworks ordinance contains vague language regarding dates and times for the sale and detonation of fireworks. This has resulted in confusion among residents and retailers, and challenges for police officers in determining when a violation has occurred. Maria has provided a draft Ordinance and staff report in your packet. Staff recommends approving the Ordinance.

## **Zoning Map Update (Item B)**

City staff worked with Professional Engineering Consultants (PEC) to update the City of Bel Aire Zoning Map to reflect current information as of December 2025. The Zoning Map is updated each year to include changes in zoning districts and zoning types. The updated Zoning Map reflects changes from August 2024 (date of last zoning map end date) and December 2025. The City of Bel Aire zoning code section 18.6.1 provides information on the Official Zoning Map. Full descriptions of each zoning type can be found in the Bel Aire City Code Chapter 18, Article 7. Zoning Districts. The City Code is available on the City of Bel Aire website- Government tab, City Clerk page. On February 12, 2026, the Planning Commission reviewed the Zoning Map and

approved the proposed zoning map changes as presented, 5-0. Staff recommend that City Council approve the 2025 Bel Aire Zoning Map.

**2026 Street Maintenance Bids (Item C)**

The bid letting for the 2026 Street Maintenance Project was held on Wednesday, February 18<sup>th</sup> at City Hall. Three contractors responded, with Kansas Paving providing the lowest bid. This project was budgeted and will be paid for out of the Street Maintenance Fund. Staff recommends that the Council accept the bid from Kansas Paving in the amount of \$675,243.00.

**Amendment to Master Service Agreement with PEC (Item D)**

In February 2024, the City Council approved a Master Services Agreement (MSA) with Professional Engineering Consultants (PEC) to provide strategic planning, land use, GIS, and engineering support services. The agreement was part of the City's phased approach to managing rapid growth while maintaining service levels without significantly expanding internal staffing. Since that time, Bel Aire has continued to experience sustained development activity with multiple residential, industrial, and infrastructure projects moving simultaneously through planning, engineering, and construction phases. The MSA has allowed staff to leverage specialized expertise while continuing to manage the day-to-day operations of the City. The City has fully utilized the initial \$10,000 retainer allocation with more times than not over \$10,000.

The requested amendment increases the retainer by \$5,000. This remains more cost-effective than adding full-time staff while maintaining flexibility as development activity fluctuates. The City of Bel Aire charges a 5% fee to each subdivision project. In 2025, this revenue source generated \$391,851. As development activity increases, so does the associated workload. This 5% fee structure more than offsets both the current and proposed amended MSA agreement. Staff recommends approval of an additional \$5,000 allocation to the existing PEC Master Services Agreement retainer to support continued project management and engineering coordination.

**Executive Session (XIII)**

There are one executive session on the agenda.

**Discussion And Future Issues – Water Conservation (Item XIV)**

See staff report.