

# City of Arkansas City Board of City Commissioners

## Agenda

### Regular Meeting

Monday, August 15, 2016 @ 5:30 PM

Commission Room, City Hall — 118 W. Central Ave. — Arkansas City, KS

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#### I. Routine Business

1. Roll Call
2. Opening Prayer and Pledge of Allegiance
3. Additions or Deletions to the Agenda (Voice Vote)
4. Approval of the Agenda (Voice Vote)
5. Recognition of Visitors

#### II. Comments from the Audience for Items Not on the Agenda

- *Each speaker will state his or her name and address before making any comments.*
- *Each speaker will have three (3) minutes to present his or her comments.*
- *Comments or questions will be directed only to the City Commission.*
- *Debate or argument between parties in the audience will not be allowed.*
- *Repeated reiterations by speakers will not be allowed.*
- *Violations of comment procedure will result in being directed to cease speaking or resume sitting.*

#### III. Awards and Proclamations

#### IV. Consent Agenda (Voice Vote)

1. Approve the July 26, 2016 special meeting and August 2, 2016 regular meeting minutes as written.
2. Ratify Mayor Duane Oestmann's appointments of Mary Benton, and Carl Mills to the Planning Commission.
3. Approve audit engagement letter with Jarred, Gilmore & Phillips, PA for audit of the financial statement of the City of Arkansas City, Kansas as of and for the year ended December 31, 2016.

#### V. Old Business

1. Hold a public hearing to receive public comment regarding the proposed 2017 budget.
  - (Optional) Consider first reading of an Ordinance adopting the 2017 Budget for the City of Arkansas City. (Roll Call Vote)
  - Consider funds request from Springhill Golf Course. (Voice Vote)
2. Consider second reading of an Ordinance modifying Municipal Code part II, Chapter 38, Article II, Sec. 38-21 concerning the composition and functions of the City Historic Preservation Board. (Roll Call Vote)
3. Consider second reading of a Charter Ordinance exempting the City from the provisions of K.S.A. § 12-4207 regarding public officials with the authority to sign and serve a municipal court notice to appear. (Roll Call Vote)

#### VI. New Business

1. Consider first reading of an Ordinance amending Ordinance No. 2015-12-4401 regarding the City's Compensation Plan. (Roll Call Vote)
2. Hospital Discussion.

**VII. City Manager Updates**

**VIII. Other Business**

**Adjourn**



# Item for City Commission Action

## Section IV Item 1

**Meeting Date**  
08/15/2016

**Department/Division**  
City Manager

**Staff Contacts**  
Lesley Shook /  
Andrew Lawson

**Title:**

Consent Agenda Item: Approve the July 26, 2016 special meeting and August 2, 2015, regular meeting minutes as written.

**Description:**

Please see attached document.

**Commission Options:**

1. Approve with the consent agenda.
2. Remove item from the consent agenda for consideration as new business.

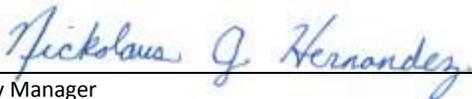
**Fiscal Impact:**

Amount: N/A

Fund: Department: Expense Code:

Included in budget       Grant       Bonds       Other (explain)

**Approved for Agenda by:**



City Manager

# City Commission of Arkansas City Special Meeting Minutes

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The Arkansas City Board of City Commissioners met in special session at 6 p.m. Tuesday, July 26, 2016, in the Commission Room at City Hall, 118 W. Central Ave., in Arkansas City.

Mayor Duane L. Oestmann called the meeting to order. Those also present at roll call were Commissioner Charles Tweedy III, Commissioner Jay Warren and Commissioner Karen Welch. Commissioner Dan Jurkovich joined the meeting in progress at 6:04 p.m.

City employees present at roll call were City Manager Nick Hernandez, City Attorney Tamara Niles, Public Information Officer Andrew Lawson, City Clerk Lesley Shook, Finance Director Kathy Cornwell, City Treasurer Jennifer Waggoner, Public Works Director Eric Broce, Assistant Public Works Director Mike Crandall, Fire Chief Bobby Wolfe and Human Resources Manager Marla McFarland.

The Arkansas City Area Chamber of Commerce was represented by board chair Sarah Long. Citizens in attendance included Ken Harader, CourierTraveler reporter John Shelman and Daily Bytes reporter Jeni McGee.

## **Agenda Changes and Approval**

City Manager Hernandez asked to add a 20-minute executive session to discuss confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships.

Commissioner Warren moved to amend the agenda as requested. Mayor Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the agenda amended.

## **Business**

### **Notice of Budget Hearing** **Resolution No. 2016-07-3040**

City Clerk Shook presented for discussion a resolution approving the notice of budget hearing for publication and setting the date for a public hearing for the 2017 budget for the City of Arkansas City.

City Manager Hernandez said the preliminary budget was in front of the commissioners and there were several discussion points that needed to be addressed. All of the ideas from the budget retreat had been incorporated.

Many of those items simply were carried over from the 2016 budget, Hernandez explained, because the City was not able to fund most of them due to the expenses incurred by South Central Kansas Medical Center (SCKMC).

Commissioner Jurkovich joined the meeting in progress at 6:04 p.m.

Hernandez then went through most of the expenditures in the General Fund, line by line, starting with general government and administration, which will go from \$2 million in 2016 to \$1.2 million in 2015.

He explained the decline is due to the 2016 transfers to South Central Kansas Medical Center rolling off.

There only very minor changes to court and legal costs, but increases of about \$200,000 apiece are present in the Fire-EMS and Police department funds (to catch up on projects delayed from 2016 to 2017).

## City Commission of Arkansas City Special Meeting Minutes

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The Neighborhood Services Division budget increases by \$25,000, to account for \$100,000 in budgeted demolitions, while the Parks and Facilities Division is up by \$400,000 to account for 2016's delayed projects.

The streets budget is up by about \$55,000, while the Northwest Community Center gains an additional \$32,000 for a new roof. The Senior Citizens Center will receive only minor increases for salaries and benefits.

Spending in 2016 is projected at \$9,021,317, Hernandez said, while it could increase to \$9,550,546 in 2017.

Property taxes to be levied, however, only would rise slightly from \$2.5 million in 2016 to \$2,523,043 in 2017.

Commissioner Jurkovich asked about the sources of funds beyond that \$2.5 million mark in the General Fund.

Hernandez and Finance Director Cornwell showed that a projected \$625,531 would come from cash carryover (a little on the hopeful side), \$1.66 million from sales tax, \$1.19 million from franchise tax, \$338,456 from motor vehicle tax, and the rest from other taxes, fees, fines, forfeitures, special assessments, grants and other receipts.

In addition, she budgeted for possible transfers of \$400,000 from the Water Fund, \$550,000 from the Sewer Fund and \$200,000 from the Sanitation Fund, which would represent about 10 percent of each fund.

Cornwell said she and Hernandez would prefer that the actual number come in somewhere closer to 5 percent. They think most revenues generated by those funds need to stay there in order to address infrastructure needs.

Commissioner Warren asked what compensating use tax is. Cornwell said it is assessed on purchases made online or from outside of the state, to compensate for the sales tax that would have been paid within the state.

Cornwell also said she is projecting SCKMC to pay its special assessment payments next year, but just in case it doesn't, she budgeted for a cash basis reserve of \$400,000 to account for any shortfall.

She also included some budget authority under bond and interest debt in case any street projects are bonded.

Hernandez said one of his and Cornwell's goals is to continue to raise the unencumbered cash balance year to year, but the uncertainty about SCKMC's ability to pay back the City makes that difficult this year and next.

Cornwell said the City could last 23 to 24 days on its current cash reserves. That timeframe needs to be closer to three months before she would feel comfortable, she indicated. Just getting to 10 percent means doubling cash.

Hernandez said they try to estimate 6 mills as closely as possible for the Arkansas City Public Library's budget.

Commissioner Jurkovich asked if it would be statutorily OK for the City to withhold some of that money and apply it to capital improvements, such as a new roof or new windows. Hernandez and City Attorney Niles said they didn't know, but Hernandez suggested a charter ordinance to add an additional half-mill or 1 mill for that.

Alternatively, he said, the City could issue debt for capital improvements, raise the mill levy for a few years to pay off that debt, and then drop the mill levy back down when paid off, all within the current debt service fund.

Hernandez and Cornwell explained what was happening with the phasing out of the old Cherokee Strip Land Rush Museum fund. After 2017, those disbursements will be present entirely in the General Government fund.

## City Commission of Arkansas City Special Meeting Minutes

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Commissioner Warren asked how much the museum would receive in 2017. Hernandez said they would have to have that conversation later that night. Cornwell passed out his recommendations for external agency funding.

Hernandez recommended funding all agencies at their requested amounts, which basically are the same as in 2016, save for two: The museum requested \$150,000 and the Arkansas City Area Chamber of Commerce \$30,000, but Hernandez recommended funding them at \$100,000 and \$0, respectively.

Commissioner Warren said the museum already took a 34.5-percent cut in 2016 (\$58,000) due to the SCKMC loans and a further reduction would be even more damaging. He requested the full \$150,000 be budgeted.

Hernandez said one reason for his recommendation was the three-year transition period to full independence.

During that period, he said, the museum's disbursement is supposed to decline steadily until it can be weaned off City property tax funds entirely. He also said the museum's available cash on hand is nearly a year's worth of operating expense, which is substantially more than the 5 percent the City has been able to maintain in 2016.

Finally, Hernandez said, budgeted \$150,000, but disbursing \$100,000, provides commissioners with the ability to reduce the projected mill levy of 70.511 and hold it flat from 2016's mill levy of 69.795 mills.

Regarding the chamber of commerce, Hernandez said there has been no agreement between the two entities for the last three years. Its disbursement was supposed to decline steadily from \$30,000 in 2012, he said, but that has not occurred. Since it was cut to zero in 2016 due to SCKMC's loans, he recommended continuing that.

Commissioner Tweedy asked what the City's chamber membership dues were. Hernandez couldn't remember offhand, but it was several thousand dollars a year. He said he was not proposing the City end its membership.

Commissioner Tweedy asked about the Cowley County Humane Society, which has a contractual agreement.

Commissioner Jurkovich asked about the City-Cowley County Health Department, which never has been charged rent for its building. Niles said the latest contract with that entity requires it to pay for building maintenance.

The Cowley County Economic Development Partnership (Cowley First) also was discussed. It receives \$45,000 a year from Arkansas City, Winfield and Cowley County. Hernandez said City residents actually pay twice for it.

Commissioner Jurkovich said he was OK with Cowley First's disbursement, but he suggested reducing the health department's requested \$17,200 to \$15,000. He said he still felt like the City was in "cut mode" due to SCKMC.

Hernandez admitted he and Cornwell still have reservations about the medical center's ability to make its February 2017 bond payment, even with the passage and collection of the new one-cent SCKMC Sales Tax.

Commissioner Tweedy asked about the services provided by the South Central Kansas Economic Development District (SCKEDD). Hernandez said City Planner Josh White would be the best person to answer that question.

City Attorney Niles and Hernandez said being a member entitles the City to be eligible for certain housing grants, for which SCKEDD then acts as a grant administrator. Some of the money has been used to rehabilitate housing.

Hernandez said SCKEDD also helps with energy efficiency projects. He said White can give an overview Aug. 15.

## City Commission of Arkansas City Special Meeting Minutes

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Hernandez mentioned the proposed neighborhood cleanup program, which remains unfunded in 2017, but he said he really would like to see it started. Funds would be set aside to assist community members with cleanup.

His end goal is \$5,000 per year, but he wants to start with \$2,000 as a pilot program. Those funds would have to come from another fund in 2017, however, if the program is to be kicked off.

Commissioner Warren said Cherokee Strip Museum took a pretty big cut in budgeted funds this year and it is trying to build its cash balance in order to help fund its budget after City funding ceases in a few years.

Mayor Oestmann asked where the money is going. Commissioner Warren said it takes about \$100,000 a year to pay salaries and the operational expenses of keeping the museum open on a daily basis.

Mayor Oestmann said he hated to see the chamber of commerce cut. Hernandez said that money originally was intended for economic development and business recruitment, a role that has been taken over by Cowley First.

A stepdown in funding from \$30,000 to \$0 was supposed to begin in 2012, Hernandez said, but no reductions occurred until this year's revocation of the \$30,000. He said that money could be used to offset other costs.

Commissioner Tweedy mentioned that the Convention and Visitors Bureau, which is being funded at \$70,000, helps the chamber with the expenses of their shared office and employees, so there still is some support there.

Chamber board chair Sarah Long addressed the commissioners, pleading for funding to be restored in 2016 and continued in 2017 as the organization searches for a new director and deals with unplanned expenses.

She said the chamber was tightening its belt, had reduced its staff and office hours, and hoped to hire a new director — likely at a salary lower than that of the new director's predecessor — by September 1.

Commissioner Tweedy said he liked Hernandez's recommendations down the line regarding external agencies.

Commissioner Warren asked Long how much cash the chamber had on hand. She said it had about \$66,000 of its budgeted \$113,000. Before all expenses were paid, this year's golf tournament fundraiser generated \$5,900.

Mayor Oestmann and Commissioner Warren asked how much was needed for the new CEO. Long indicated the salary would be in the low \$40,000 range, down from Sydney Bland's \$47,000 salary (insurance is not included).

Mayor Oestmann asked how much the heating improvements at the chamber office might cost. Long said she didn't have the exact estimate, but thought it would be in the range of \$8,000 to replace the unit and tie it in.

Hernandez asked how much the chamber generated annually in dues. Long said the \$66,000 came from dues.

Mayor Oestmann asked what the minimum amount was that the chamber needed to get by in 2016 and 2017.

Long estimated the chamber is about \$22,000 short for this year. Hernandez said he met with Bland before she left and told her the \$30,000 cut was a possibility in 2016 due to SCKMC. He said she was aware of it in January.

Commissioner Jurkovich said the two agencies that stepped up most to help in 2016 are being cut again the next year, while no other entity is taking a cut either year. Hernandez said most of them are contractual obligations.

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Commissioner Tweedy asked about the possibility of giving the chamber \$15,000 and the museum \$115,000 in 2017. Hernandez said that could occur within the proposed budget, but it would keep the mill levy at 70 mills.

He said he brought his recommended reductions as a possibly way to reduce the mill levy and keep it under 70 mills. The 2017 budget, as currently presented, represents an increase of about 1.5 mills from the 2016 mill levy.

Hernandez also said it was his goal, over time, eventually to reduce those contractual obligations to zero.

Mayor Oestmann suggested giving the chamber \$20,000, not \$15,000, and the museum \$115,000. Hernandez said that \$35,000 increase could be shifted from the emergency reserve, keeping the mill levy at 2016 levels.

Commissioner Tweedy said he would prefer to fund the two entities at a smaller level in 2017 — in case something else comes up with SCKMC and further cuts have to be made, they'd already have reduced funding.

Commissioner Jurkovich said that if the extra \$35,000 is given to the two entities, but the mill levy remains comparable to 2016, he would be comfortable with that.

He and Hernandez asked Long if the chamber board knew about the \$30,000 reduction in 2016. She said Bland did not inform the board. Hernandez asked what the chamber absolutely needed in 2016.

Long said they didn't need the full amount and she understands the need for a reduction. She did not want to speak for the whole board, but thought \$20,000 to \$25,000 would allow the chamber to break even.

Hernandez said he would recommend asking the chamber board to decide at its next regular meeting what that necessary dollar amount is for 2016. Mayor Oestmann and Commissioner Jurkovich asked Long to do so.

Hernandez praised the entire community, especially the agencies facing budget cuts, for sharing in the pain.

He asked Long if there had been any discussion of consolidating the two chambers of commerce since many members hold membership in both chambers. The general consensus was that idea is unlikely to happen.

Mayor Oestmann asked if the commissioners were OK with \$20,000 for the chamber and \$115,000 for the museum. Commissioner Tweedy said he could live with that. Commissioner Warren also assented.

Hernandez said staff is estimating anywhere from a 10- to 20-percent increase in health insurance premiums, but it budgeted for 10 percent. There will be a slight reduction in KPERS and KP&F contributions.

The merit pay pool, which averages 3.5 percent across the board, is still budgeted, as is another 2-percent cost-of-living adjustment, Hernandez said. Commissioner Warren asked if wages still were behind Winfield's wages.

Hernandez said it depends on the job. Human Resources Manager McFarland wants to do a salary survey, at a cost of \$30,000, to find where adjustments need to be made, but Hernandez said the problem is that once the City does such a survey, it is obligated to fix deficiencies, even though adequate funding may not be available.

Mayor Oestmann asked if this COLA would make a bigger impact, since the one in 2016 merely offset recent increases in KPERS and KP&F contributions. McFarland said she thought it would help as long as health insurance doesn't go up 20 percent. She added it will help with hiring by raising the all the starting wage rates.

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Commissioner Tweedy asked if the City would shop for new insurances. McFarland said it would depend on the quote that comes back. She, Hernandez and Commissioner Welch all agreed Blue Cross Blue Shield of Kansas offers terrific insurance benefits, though, and expressed a desire to keep them if at all financially feasible.

McFarland said that is especially true because if the City loses its “grandfathered” status, it can immediately expect a 5- to 7-percent increase in annual premiums just from having to offer preventative care in its plans.

She and Hernandez said the increase in premiums would be known in time for the budget hearing August 15.

Commissioner Tweedy asked about premium increases in previous years. McFarland said they rose 21.53 percent in 2010, another 1.45 percent in 2011, dropped 9.2 percent in 2012, increased by 2.2 percent in 2013, declined 2.84 percent in 2014 and another 5.77 percent in 2015, and dropped again by 4.7 percent in 2016.

Hernandez wrapped up his presentation by giving an overview of the scheduled capital outlay purchases included in the 2017 budget. Most of them were delayed from the 2016 budgets due to the SCKMC loans.

In order of expense, they are a new “one-armed bandit” packer unit for Sanitation curbside recycling (\$250,000, and Hernandez said another trash truck will be needed the next year, too); a Pista grit removal system for the Wastewater Treatment Facility (\$200,000); a new roof for the Agri-Business Building (\$100,000); a new elevator control panel for City Hall (\$92,000); a new tanker for the Fire-EMS Department (\$84,000); \$72,000 in software upgrades for the Police Department, including a \$2,000 increase for annual records management system maintenance, a \$7,341 increase for mobile computer-aided dispatch and \$4,500 for predictive analysis software; two new SUV patrol vehicles for the Police Department (\$65,000); a new 100-horsepower 4x4 tractor with a 15-foot batwing mower for Stormwater (\$65,000, although this may be purchased later in 2016); a detachable low-boy trailer for Sanitation (\$57,000); an easement machine for Wastewater Collection (\$50,000); a day cab semi-tractor and a 1-ton flatbed diesel truck for Sanitation (\$50,000 apiece); five new overhead bay doors, a renovation of the apparatus bay walls and a remodel of the kitchen at the Fire-EMS Department (\$46,000); a new battalion vehicle for the Fire-EMS Department (\$39,000); a 1-ton flatbed truck for Streets (\$30,000); a new roof for the Northwest Community Center (\$28,000); a new crew-cab pickup truck for the Parks and Facilities Division (\$25,000); and 13 other purchases of less than \$25,000 apiece for various departments and divisions.

Regarding the new tanker, Hernandez said the City absolutely had to have it and Fire Chief Wolfe said the City’s current lack of an adequate tanker absolutely has led to a reduction in the quality of the department’s service.

Wolfe added that he is trying to establish a regular replacement schedule for such equipment as portable radios, fire hose and new sets of personal protective equipment. In addition, he is seeking grant funding for the radios.

After discussion of four-day sanitation routes and curbside recycling, Mayor Oestmann asked for a study session.

He also asked about street projects. Hernandez and Broce gave an overview of the City’s planned work in 2017.

Commissioner Jurkovich made a motion to approve the budget resolution and schedule a budget hearing at 5:30 p.m. Monday, August 15 in the Commission Room at City Hall. Commissioner Warren seconded the motion.

Mayor Oestmann made a motion to approve the notice of budget hearing, with the maximum property tax to be capped at 70.511 mills, or \$3,812,166. Commissioner Tweedy seconded the motion. A voice vote was unanimous in favor of both motions. Mayor Oestmann declared them approved and given Resolution No. 2016-07-3040.

# City Commission of Arkansas City Special Meeting Minutes

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## Executive Sessions

City Manager Hernandez asked for a 15-minute executive session to discuss confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships.

Commissioner Jurkovich made a motion to enter the executive session, to include Hernandez and City Attorney Niles. Commissioner Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Oestmann declared the executive session started at 7:53 p.m. The session ended at 8:08 p.m.

Mayor Oestmann made a motion to re-enter executive session for an additional 10 minutes. Commissioner Tweedy seconded the motion. A voice vote was unanimous in favor of the motion.

Mayor Oestmann declared the second executive session started at 8:10 p.m. The session ended at 8:20 p.m.

## Adjournment

Mayor Oestmann moved to adjourn the meeting. Commissioner Tweedy seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the meeting adjourned at 8:22 p.m.

THE ARKANSAS CITY  
BOARD OF CITY COMMISSIONERS

\_\_\_\_\_  
Duane L. Oestmann, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

Prepared by:

\_\_\_\_\_  
Andrew Lawson, Public Information Officer

# City Commission of Arkansas City Meeting Minutes

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The Arkansas City Board of City Commissioners met in regular session at 5:30 p.m. Tuesday, August 2, 2016, in the Commission Room at City Hall, 118 W. Central Ave., in Arkansas City.

Mayor Duane L. Oestmann called the meeting to order. Those also present at roll call were Commissioners Charles Tweedy III, Jay Warren and Karen Welch. Commissioner Dan Jurkovich was absent from the meeting.

City employees present at roll call were City Manager Nick Hernandez, City Attorney Tamara Niles, Public Information Officer Andrew Lawson, City Clerk Lesley Shook, Finance Director Kathy Cornwell, Public Works Director Eric Broce, Assistant Public Works Director Mike Crandall, Neighborhood Services Superintendent Richard Brown, Police Chief Dan Ward, Fire Chief Bobby Wolfe and Human Resources Manager Marla McFarland.

South Central Kansas Medical Center officials in attendance were chief executive officer Virgil Watson and chief financial officer Holly Harper.

The Arkansas City Area Chamber of Commerce's Membership Services and Awards Committee was represented by Kelly Dillner, Sarah Long, and Mendy Pfannenstiel.

Citizens in attendance included Albert Brown, Ken Harader, Bob Mathews, Dr. Scott Rogers, CourierTraveler reporter Cody Griesel and Daily Bytes reporter Jeni McGee.

Commissioner Warren offered the opening prayer. Mayor Oestmann led the pledge of allegiance.

## **Agenda Changes and Approval**

Commissioner Tweedy moved to approve the agenda as presented. Commissioner Warren seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the agenda approved.

## **Audience Comments**

Bob Mathews, 900 North D St., asked for special permission to speak now, even though his item of concern appeared on the agenda. He said he had a meeting to chair at 6:30 p.m. Mayor Oestmann allowed him to speak.

Mathews continued his objection to the proposed merger of the Board of Zoning Appeals and Planning Commission. He said he had 10 applications with him, as promised, and a 11<sup>th</sup> had been turned in to staff earlier.

Eligible applicants who live inside the City limits are Dale Eggen, Brett House, Ted Kadau, Mell Kuhn, Sue Lancaster, Mathews, Harvey Owens and Chris Tackett. Currently ineligible applicants who live outside the City limits are Darrin Green, Steve Moore and Colin Taylor. Both seats for outside members are filled at this time.

Mathews challenged the listing of the proposed ordinance as a second reading and said he recalled the first reading of the ordinance being postponed during the July 19 meeting. He gave the forms to City Clerk Shook.

Commissioner Tweedy said even if no action is taken, the simple discussion of the item makes it a first reading. City Attorney Niles said there was no draft ordinance the first time this was on the agenda and thus Mathews was right, but she later corrected herself — that initial discussion was July 5, while the first reading was July 19.

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## **Awards and Proclamations**

Mendy Pfannenstiel explained why ACPD was chosen for the Open Arms Award, which is presented quarterly by the Arkansas City Area Chamber of Commerce's Membership Services and Awards Committee.

The award is given to nonprofit organizations for their contributions to the Arkansas City community. Recipients are eligible for the annual Open Arms of the Year Award, which is given at the chamber's annual banquet.

The committee chooses the winner of the award for "exemplary achievement in community aid, advancement, development, expansion, involvement or other outstanding accomplishments."

Pfannenstiel, Kelly Dillner and Sarah Long presented the Open Arms Award to Police Chief Dan Ward. He said he wished his officers could be there to accept it, but they were too busy working, so he accepted it on their behalf.

## **Consent Agenda**

Commissioner Tweedy made a motion to approve the consent agenda as presented, including the following:

1. Approving the July 19, 2016, regular meeting minutes as written.
2. Ratifying Mayor Oestmann's reappointments of Arty Hicks, Shawn Silliman, and Dena Ward to the Convention and Tourism Committee.
3. Approving Resolution 2016-08-3041, authorizing the rescheduling of a City Commission meeting from 5:30 p.m. August 16, 2016, to 5:30 p.m. August 15, 2016, in the Commission Room at City Hall, 118 W. Central.

Mayor Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the consent agenda approved.

## **Old Business**

### **Traffic Engineering Services**

City Clerk Shook presented for discussion a resolution authorizing the City to enter into a contract agreement with TranSystems, of Wichita, for a traffic engineering services study on First Street, from Birch to Kansas avenues, including how traffic interacts with Family Dollar and Summit, for an amount not to exceed \$9,500.

City Manager Hernandez said this item was a carryover from the last couple of meetings and nothing had changed in this iteration. Mayor Oestmann asked the other commissioners if they had any concerns.

Commissioner Tweedy asked if the study actually would accomplish anything or generate anything the City actually could use to address the problems raised by Ken Harader and other citizens who live in the area.

Hernandez said there are a lot of potential solutions internally and asked Public Works Director Broce to address the commission. He said Broce is somewhat familiar with the Manual on Uniform Traffic Control Devices, although obviously not as familiar as a firm such as TranSystems that does traffic studies for a living.

Hernandez said there have been no accidents and there is no way to know if the study will prevent future wrecks.

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He said the decision will come down to commissioners determining whether the study is a wise use of public funds or whether those funds could be applied to a better purpose and cheaper alternatives explored first.

Warren said he drove around the area and had come to agree with Harader's concerns. He also agreed with Harader that making First Street one-way northbound from Poplar to Kansas avenues was a sound idea.

Broce said northbound one-way traffic would create additional problems that do not exist currently. It also could exacerbate existing problems at the intersection of First Street and Kansas Avenue with extra traffic.

He said he would prefer to hear from a better representation of the neighborhood, especially others who live north of the proposed one-way cutoff, and not just rely on Harader's complaints to the City Commission.

Broce said he struggled most with the fact that there are no indicators in the area — such as collisions, congestion, a high volume of traffic or high rates of speed — that normally would warrant such a traffic study.

Commissioner Welch asked if commercial trucks were allowed southbound on First Street. Broce said no trucks weighing more than 5 tons are allowed on First Street.

Mayor Oestmann asked Broce what the difference or difficulty would be if the commissioners simply enacted no parking on the west side of First Street (because those residents have access to an alley).

Hernandez said it would take a simple ordinance and appropriate signage. Broce said he thinks it would help traffic by basically widening a narrow street. On-street parking is eating up 14 feet, leaving just 11 feet for travel.

He said a good single lane is 13 feet, so the 11 feet allowed is narrow, even for a one-way street, as long as parking is allowed on both sides of the street. Eliminating one side would add 7 feet, for a total of 18 feet across.

Hernandez said starting a one-way street at a T-intersection, as exists at First and Poplar, risks drivers ignoring or missing the signage, creating the possibility of a head-on collision further down the street, especially at night.

He said the City also would have to add complicated striping and probably a three-way stop at the intersection.

Broce pointed out that Warren's proposal could force Union State Bank customers to drive all the way to Second Street, south to Poplar and then north on First just to use the ATM previously accessible to southbound traffic.

Warren said the study should look at that. Broce said he was not comfortable making that recommendation.

He predicted Harader would say there are problems on First Street, but Broce said the data do not support that conclusion. But he also acknowledged that TranSystems might see some things he has overlooked.

Mayor Oestmann said that with all the financial problems concerning the hospital, \$9,500 seemed like too much to spend on a traffic study. The signage required by restricting parking would be much cheaper.

Broce said the traffic study probably would help with public buy-in if it confirms what staff already knows about the area, and it also could help with offering concrete solutions to dealing with the long-term problems.

Commissioner Tweedy asked how long the study would be conducted. Hernandez said it would be eight weeks.

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Commissioner Warren asked if the study would look at the Kansas-Summit intersection at all. Broce said it would focus only on how First Street traffic ties into that. Commissioner Warren said if the study is going to look at all of First Street, it probably also should look at that intersection and the impact any changes would have.

Hernandez said the City would have to change the scope of the agreement to do that. Broce said the entire intersection would be looked at as part of a study prior to the Summit project between Kansas and Radio Lane.

Commissioner Tweedy said Commissioner Warren's scope exceeds a simple traffic study — it's a planning study.

Broce said staff has responded four times to suggestions brought to commission meetings regarding this issue and tried to implement them. Hernandez said adding the intersection could increase the price tag substantially.

He said Kansas Avenue bears about 17,000 vehicles per day, while First Street has just 300. The increased volume of data would drive up the cost. Mayor Oestmann observed it would be even worse during Arkalalah.

He said he didn't want to wait another eight weeks to do something different and suggested that banning parking on the west side of First Street would be a cheaper alternative before doing the wider-scope study.

Commissioner Warren said he would want to see the study ahead of time before restricting First Street parking.

Broce said TranSystems came down to view the area, and its representatives told him and Hernandez that one-way traffic northbound would be a disaster because it would make existing problems at the intersection worse.

Commissioner Warren suggested looking at a roundabout intersection. Hernandez said that actually was mentioned and the Kansas-Summit intersection should have been a roundabout, but the cost to do that now would be prohibitive because of all the land acquisition that would be required surrounding the intersection.

Commissioner Warren asked what it costs the City to maintain the traffic signal. Hernandez said they are very expensive up front, but maintaining them after they are installed is not very expensive, comparatively speaking.

Commissioner Tweedy said he was not in favor of the study, but after listening to Broce, he had come to feel the need for the study was inevitable in order to convince area residents that Broce's parking option is the best one.

Hernandez asked if the resolution should be approved as currently written or if should be modified to include recommendations concerning traffic congestion at the intersection of Kansas Avenue and Summit Street.

Commissioner Warren said he wanted to add the intersection. Hernandez said that would enhance the scope and he couldn't estimate the cost until Broce talks to TranSystems. Commissioner Warren asked Broce to do so.

Commissioner Tweedy said the commission could make a motion not to exceed a certain amount. Hernandez suggested \$15,000. Commissioner Tweedy said he was thinking more like \$12,000.

Broce said he wanted to be clear and asked if the commissioners were requesting that geometric traffic improvements at the Kansas-Summit intersection be included in the study. Commissioner Warren said yes.

Broce said looking at the possibility of a roundabout at least would double the cost of the study. Mayor Oestmann said it still wouldn't solve Harader's problem and the expenditure could wait until the larger project.

## City Commission of Arkansas City Meeting Minutes

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Ken Harader, 1313 N. First St., addressed the commission and handed out pictures of various trucks congesting First Street and executing improper turning maneuvers in or out of Family Dollar's west entrance/exit.

He asked the commissioners why they wanted to punish the people who park on the west side of the street and said parking should be stopped on the east because those properties eventually would be bought by developers.

Harader said Broce was not telling commissioners that Broce and Chief Ward will not enforce the signage on the west entrance/exit because it is a private drive. He showed a picture of a City truck entering the wrong way.

Commissioner Welch asked if one of the trucks was a rock hauler. Harader said either that, or it was hauling sand and asphalt. He said the truck had come by at noon earlier that day and it was fully loaded at the time.

He said the truck proceeded south on First all the way to Birch Avenue and it happens regularly. Commissioner Welch asked if Harader reported the truck's license plate number. Harader said he did not report it.

He said he did report a truck parked in front of a fire hydrant several weeks ago and the police responded, but he doesn't feel that is the answer to the problem and citizens shouldn't have to report these issues constantly.

Hernandez asked Harader if he would be satisfied with any recommendation from the traffic study other than making First Street one-way north of Poplar Avenue, assuming commissioners move forward with funding it.

Harader said he thinks the City is afraid of the site study and what information might come out of it. He said the decision to build Family Dollar there never should have happened and the traffic he is seeing shouldn't be there.

He also said he had called Public Information Officer Lawson on July 28 to report pallets stacked behind the store and Lawson had said he would refer the matter to Neighborhood Services Superintendent Brown.

Harader said he feels like First Street has been turned into an alley. He criticized the management and employees of Family Dollar for not taking more pride in the external appearance of their store.

Commissioner Tweedy asked Chief Ward if it was true that the signs couldn't be enforced. Ward said signs on private property are not enforceable, but the "no parking" signs are. The police have responded to such calls.

He reminded the commission that officers are deployed to the areas with the highest accident and crime rates in order to use limited resources effectively. Other than that, police rely on citizens to notify them of traffic issues.

Mayor Oestmann said he didn't propose eliminating parking on the west side of First Street to hurt those residents, but it is one of the more economical solutions to the problem. He asked Harader if he would be OK with losing the parking if the study recommends that. Harader asked again about eliminating it on the east side.

Commissioner Warren said he thought the study was important and he wanted to add the Kansas-Summit intersection. Hernandez said that intersection really needs to be looked at as part of the entire Summit corridor.

He was asked how to pay for the study. He said it would have to come out of the general fund somewhere.

Commissioner Welch said she was concerned they would be paying for an expensive study just to make one citizen happy. She said more people would benefit from a study of the Summit Street corridor instead.

# City Commission of Arkansas City Meeting Minutes

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Commissioner Welch also said the police are too busy with higher-priority matters to monitor traffic signs that some people will disobey, so they do need citizens to report license plate numbers and help the officers out.

Harader said he wasn't going to report tag numbers on every car and pickup truck that drives by his house.

Commissioner Welch said she was concerned about the high volume of truck traffic. If Harader had time to take pictures of the trucks, she said, he also needed to take pictures of the license plate numbers.

He said that her desire for a study that impacts people communicates to him that the City doesn't care about the 10 or 12 people who are highly impacted by Family Dollar. Commissioner Welch denied saying that.

Commissioner Warren made a motion to approve the resolution as written. Commissioner Tweedy seconded the motion. Mayor Oestmann said he was concerned about where the City would find the money for the study.

A voice vote resulted in two aye votes and two nay votes, with Mayor Oestmann and Commissioner Welch dissenting. Mayor Oestmann declared the resolution failed.

Mayor Oestmann made a motion to add the study to the agenda of the next meeting and consider it again, with the addition of the Kansas-Summit intersection portion. Commissioner Tweedy seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the motion approved.

## **Combining Planning Commission and Board of Zoning Appeals** **Ordinance No. 2016-08-4412**

City Clerk Shook presented for discussion a second reading of an ordinance modifying Article 25 of the Zoning Regulations to combine the Board of Zoning Appeals and the Planning Commission, and amending Municipal Code to so reflect.

City Attorney Niles corrected her earlier statement and said this item was a discussion item on the July 5 agenda, then a first reading of the ordinance was held at the July 19 meeting, contrary to what Bob Mathews had said.

Public Information Lawson, standing in for City Planner Josh White, gave a presentation about the respective duties, responsibilities, and appeals processes for both the Board of Zoning Appeals and Planning Commission.

He said the two boards do not really act as a check and balance of each other. The Planning Commission is an advisory board that makes recommendations to the City Commission, which is the body that actually acts on it. The Board of Zoning Appeals hears appeals of City Commission decisions, not Planning Commission decisions.

The Planning Commission is more of a "big picture," long-term planning board, but the Board of Zoning Appeals is more detail-oriented. The Commission hears qualitative appeals regarding the nature and use of certain properties, while the Board hears quantitative appeals of the amount of setback or other measurement allowed.

Lawson said that since the Planning Commission held a public hearing concerning the proposed changes and voted unanimously twice to recommend them, it would take a vote of two-thirds of the commissioners (four) to overturn those recommendations. Only three commissioners needed to vote to approve them, however.

## City Commission of Arkansas City Meeting Minutes

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Decisions of the Board of Zoning Appeals are final, but may be appealed to Cowley County District Court within 30 days of the decision. The Board does not set broad policy. It only meets to consider variance requests.

The combined board would fulfill both functions, but do so separately. Kansas has allowed this since the 1990s.

It still will have separate meetings, but they could be on the same night, with one board voting to recess or adjourn sine die to the other board's proceedings and two members either leaving or returning to the dais.

The two boards, with overlapping membership, can elect separate sets of officers. Lawson said that should help to establish and maintain their independence from each other, as well as not overburden one individual as chair.

Lawson said Mathews claimed the Board would be unwilling to overturn decisions of the Commission. He cited consultant Jim Kaup as saying that is preferable — while up to 90 percent of appeals are granted currently, Kaup said that number should be closer to 10 percent. Otherwise, you end up with a hodgepodge of exceptions.

Lawson said the Board now will have "ownership" of the Zoning Regulations, since its members will have helped to create them and those members will have a greater understanding of how the regulations came to be.

He also said White sometimes has to "coach" the Board on how to go through the hearing process, and since the Board is technically hearing appeals of White's decisions, this puts him in a position of a conflict of interest.

The two boards do not hear appeals of each other's decisions. Appeals of the Planning Commission are made to the City Commission (and appeals of it, to district court) and appeals of the Board go straight to district court.

Lawson said Mary Benton, chair of the Board of Zoning Appeals, regretted not be able to attend the meeting — she was at the same Board of Health meeting as Mathews — but she said she fully supported the proposal.

Planning Commission chair Dr. Scott Rogers said this proposal was never about numbers or filling seats. He said it just makes sense because the planning commissioners have the necessary expertise. He also said this will improve the streamlining of communication between the two boards regarding the background of regulations.

He said he liked the idea that if the Board of Zoning Appeals keeps hearing the same kind of appeals, it will help the Planning Commission to know what areas of the Zoning Regulations might need to be amended.

Mayor Oestmann asked if there had been any discussion about conflicts of interest. Rogers said the only discussion was about encouraging more diversity in the applicants to both boards and possibly reducing seats.

Planning Commissioner Albert Brown also spoke in favor of the proposal, saying it would help to fill vacancies on both boards. He pledged to listen to anyone who has any idea that will better the community.

He said Lawson and White had done good work on the combination proposal, and he urged the commissioners not to delay action on it any further because it was pushing back other work to address issues on City boards.

Brown asked where the 12 new applicants were six months ago when there were vacancies. He questioned why they suddenly were expressing interest. Commissioner Warren agreed, saying volunteers shouldn't have to be recruited by someone. Those people are not likely to have good attendance for very long, he said. He also said he took the board recommendations seriously and he didn't see any conflicts of interest to speak of.

# City Commission of Arkansas City Meeting Minutes

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Commissioner Tweedy said this idea had been proposed years ago, but the same reasoning of conflict of interest was used to defeat the proposal. There has been no improvement in the vacancy situation since then, he said.

Mayor Oestmann made a motion to approve the ordinance. Commissioner Tweedy seconded the motion, saying it finally was time to try this idea. A roll call vote was unanimous in favor of the motion.

Mayor Oestmann declared the ordinance approved and given Ordinance No. 2016-08-4412.

## **New Business**

### **South Central Kansas Medical Center Loan**

City Manager Hernandez asked to move New Business Item 5, concerning a loan to South Central Kansas Medical Center for payment of the Public Building Commission Series 2009 bond payment.

SCKMC chief financial officer Holly Harper presented two letters from chief executive officer Virgil Watson and the SCKMC Board of Trustees, one requesting release of the sales tax funds and the other requesting a loan of \$654,977.50. Hernandez and Harper said the funds needed to be available this week and certified by Aug. 10.

Commissioner Tweedy made a motion to approve the requested loan. Commissioner Welch seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the motion approved.

Commissioner Tweedy asked Harper about the Rural Health Clinic survey for South Central Kansas Clinic. She said there are a few things to fix, but the status was approved and full reimbursement should start in 90 days.

Hernandez asked Watson how it was going with Quorum's review. Harper said she has sent off more data to them and they are analyzing it before they begin scheduling specific site visits with hospital staff members.

Commissioner Warren asked how long Quorum would take. Harper said it would be within the next 75 days.

### **Personnel Policy Updates**

City Clerk Shook presented for discussion the following personnel policy updates: Residency and Telephone Requirements, Loyalty Oath, Workplace Violence, and Weapons in the Workplace.

Human Resources Manager McFarland briefly described each of the policies, several of which are just minor updates of those already in place. Weapons in the Workplace is a new policy, however, which is being approved in response to new Kansas laws concerning the concealed carrying of firearms by City employees on the job.

Commissioner Welch asked for the response times, which McFarland provided. Commissioner Tweedy asked what would happen if employees couldn't carry their weapons somewhere. Hernandez said they to be secured somewhere other than in City-owned vehicles. He expressed concerns about securing City buildings, as well.

Commissioner Tweedy made a motion to approve the personnel policies. Commissioner Welch seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the motion approved.

# City Commission of Arkansas City Meeting Minutes

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## Historic Preservation Board Ordinance

City Clerk Shook presented for discussion a first reading of an ordinance modifying Municipal Code Part II, Chapter 38, Article II, Sec. 38-21, concerning the composition and functions of the Historic Preservation Board.

Public Information Lawson, again standing in for City Planner Josh White, gave a brief overview of the changes included in the ordinance, which mainly removes strict membership requirements from the Board bylaws.

He said the board voted unanimously on July 18 to recommend the changes because the requirements aren't being met currently by its membership. The changes would make it easier to appoint interested members.

Lawson said staff still would strive to represent the Planning Commission and the downtown entities in future appointments because of their expertise and interest in the decisions being made, but interest and experience in historic preservation and related occupations would be the primary consideration for any appointment.

Mayor Oestmann asked if members had to live within the City limits. Lawson said there is no such requirement.

He said a reference was changed from "state historical society" to State Historic Preservation Office. The SHPO was notified by White of the changes and also has approved of them.

Commissioner Tweedy asked if the Certified Local Government status has improved matters for local control.

Lawson said White would have to address that Aug. 15, but his sense from attending meetings was that it has.

Commissioner Tweedy and Mayor Oestmann asked about the library's windows. Lawson said White would have to address that process in greater detail.

Commissioner Warren made a motion to table the ordinance until Aug. 15. Commissioner Tweedy seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the motion approved.

## Notices to Appear Ordinance

City Clerk Shook presented for discussion a first reading of a charter ordinance exempting the City from the provisions of K.S.A. 12-420, regarding public officials with the authority to sign and serve an Arkansas City Municipal Court notice to appear.

City Manager Hernandez said the ordinance had been in the works for a long time and it was time to proceed.

Ken Harader asked if passing the charter ordinance would make it possible enforce codes better at Family Dollar.

Mayor Oestmann said it might make it easier to write citations. Hernandez said City Attorney Niles had put a lot of work into this ordinance. Neighborhood Services Superintendent Brown and Police Chief Ward have a lot of experience in administering this sort of process, as does Fire Chief Wolfe. Citations still can be written long-form.

This would speed up the process considerably, though. Niles explained how municipal court would handle the increase in notices to appear and said the municipal court judge is comfortable with hearing these cases.

# City Commission of Arkansas City Meeting Minutes

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Hernandez and Niles said past City practice was not in accordance with Kansas law concerning law enforcement officers, so the charter ordinance is needed to grant that exception. She said she tried to narrowly construe who can write these notices and why, restricting it to people who have training and expertise in only select areas.

Thus, she said, a fire inspector only could write a citation for a fire violation, a code enforcement officer for a code violation, a public service officer for an animal control violation, and so on and so forth.

Commissioner Warren asked Niles about Harader's concerns. She said that as long as it is an actual violation of the City's property maintenance code, a code enforcement officer could write a notice to appear on the spot.

Commissioner Welch asked if the notice would be written to the property owner or the actual occupant of the property. Niles said that would depend on the nature of the violation.

Mayor Oestmann asked Brown about the Family Dollar situation. Brown said he didn't have any authority to enforce the laws and codes on the books, but this ordinance would give him the teeth to handle problems.

He said he would be able to serve a notice in person or send it by certified mail, but he tries other avenues first.

Hernandez said he wanted to ease into this process, with a particular focus being given each month to a specific issue and public notification of that being released beforehand. But the City still would respond to complaints.

Brown said this also would help with enforcing codes. Hernandez mentioned a couple of businesses downtown.

Niles said the charter ordinance will have to be published two consecutive weeks after its passage and take effect 61 days after that. Commissioner Tweedy said he wanted a second reading and no action was taken.

## **Conveyance of Property to Avsar**

### **Resolution No. 2016-08-3042**

City Clerk Shook presented for discussion a resolution authorizing the sale and conveyance of certain property at 3232 N. Summit St. (Quality Inn) to Avsar Hotel Enterprise, Inc.

City Manager Hernandez said now that the Industrial Revenue Bonds on the hotel have been paid off, the City needs to transfer the property back to the hotel's ownership. The item is administrative in nature, he indicated.

Commissioner Tweedy made a motion to approve the resolution. Commissioner Warren seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the resolution approved and given Resolution No. 2016-08-3042.

## **Summit Street/Radio Lane Improvements**

### **Resolution No. 2016-08-3043**

City Clerk Shook presented for discussion a resolution authorizing the City to enter into a contract agreement with Cornejo and Sons LLC, of Wichita, for the Summit Street paving and water line improvements from Walnut Avenue to Kansas Avenue, including a mill and overlay of Radio Lane from 15<sup>th</sup> Street to Summit Street, for an amount not to exceed \$1,800,693.05.

# City Commission of Arkansas City Meeting Minutes

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Public Works Director Broce said he had been working on this project for a long time. In addition to the street improvements, it includes new concrete intersections, curb and gutter improvements, and access control.

The water line would be moved to the west side, out from under the street, in order to better deal with water main breaks without disrupting traffic or adding to their expense by tearing up the street.

The \$300,000 mill and overlay of Radio Lane, in lieu of chip sealing, was added by commissioners last month.

Broce explained how some of the funds would come from the street sales tax fund for the Summit Street portion, some from the water fund for the water line and some from the special streets fund for Radio Lane.

Mayor Oestmann asked about other upcoming projects. Broce said once the Skyline Road project is closed out, he will know how much is left in the sales tax funds for 15<sup>th</sup> Street and the South Summit Street KLINK project.

Commissioner Tweedy asked for the completion date on Summit Street. Broce said paving is weather-dependent and he will have to converse with Cornejo about that. He said the company is trying to complete Radio Lane and the water line this fall, then finish the Summit Street paving and improvements next spring.

Commissioner Tweedy asked if this project would impact Arkalalah or the Last Run Car Show. Broce said Cornejo would try to work around those events, as well as the Arkansas City High School schedule.

Hernandez said the water line and side intersections could impact those events slightly. He said trying to work around the schedules for everything else would add some expense to the overall project. He also said he wants to look at striping Summit Street so there are bicycle, parking, travel and turning lanes.

Mayor Oestmann asked how many services would be affected by the new water line. Broce said 40. Hernandez said it would be easier to work on the line, too, because the new valves will allow crews to turn off the pressure.

Commissioner Warren made a motion to approve the resolution. Commissioner Tweedy seconded the motion.

A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the resolution approved and given Resolution No. 2016-08-3043.

Commissioner Tweedy observed that it would be good to have visible stripes on North Summit Street again.

## **City Manager Updates**

City Manager Hernandez said he had visited with the Arkansas City Area Chamber of Commerce, which is requesting \$22,500 for this year and \$20,000 in 2017. It potentially could go back to zero in 2018 and beyond.

He said they needed a few years to ease into a new director and straighten their budget out. Commissioner Tweedy asked about the new director. Hernandez said it probably would be announced within a few weeks.

He also said it was time for renewing audit services and potentially signing an engagement letter with the same firm. Commissioner Warren asked how long it had been since bids were sought. Finance Director Cornwell said it had been three years. Hernandez said the current firm has come in under budget each of the last two years.

# City Commission of Arkansas City Meeting Minutes

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But he also said staff could open the auditing up for bids if the commissioners preferred. Commissioner Warren said that might be best for the public interest. Cornwell said staff would put together a request for proposals.

Hernandez said one thing to be emphasized will be a quick turnaround, similar to what the City experienced in 2016. Commissioner Welch praised the firm for coming in under budget each of the past two years. Cornwell said some of that was its efficiency and some of that was staff's efficiency.

Hernandez said the lowest bidder might not necessarily be selected as a result of this process. The fit will matter.

Mayor Oestmann asked how long bids would take. Hernandez said about two months, which he thought would be OK for the City's timeline. Commissioner Tweedy said he wouldn't have a problem staying with this firm.

He suggested one more year with the current firm and opening it up for bids earlier next year. Cornwell said the firm might be flexible with just a one-year contract.

Commissioner Warren asked Hernandez for his opinion. He said he was a proponent of switching auditors periodically because it puts fresh eyes on the numbers, but it also can be disruptive because staff and the new firm would take time to get to know each other's preferences. He said either option could be workable.

Commissioner Warren said it wouldn't hurt to send it out for bids. Hernandez said the request will tell bidders what has been paid the last three years and insist that they come close to matching it.

Cornwell asked if the general consensus was to put an RFP out for bid. Commissioner Welch asked what would be easiest. Cornwell and Hernandez said renewing for one more year, then putting it out for bid in 2017.

The other commissioners indicated that was an acceptable alternative, but no formal vote was taken.

## **Other Business**

City Manager Hernandez asked Assistant Public Works Director Crandall to come to the podium. Crandall said the budget allows for the purchase of a semi-tractor and a low boy trailer. He wants to get a used tractor.

The current truck has more than 600,000 miles on it and is 23 years old. It has rolled over previously, Crandall said. He was seeking \$45,000 in spending authority to go after a used vehicle, possibly before the next meeting.

Commissioner Tweedy asked how the vehicle would be used. Crandall said it hauls a trailer that carries heavy equipment, such as the City's excavator. Hernandez said the purchase is necessary, but probably not urgent.

Hernandez said they could look for a semi and bring it back up in two weeks, but if it looks like the desired vehicle could be gone, he might ask for a special meeting. He said the current vehicle runs and can be traded in.

## **Adjournment**

Commissioner Tweedy moved to adjourn the meeting. Commissioner Welch seconded the motion. A voice vote was unanimous in favor of the motion. Mayor Oestmann declared the meeting adjourned at 7:46 p.m.

# City Commission of Arkansas City Meeting Minutes

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THE ARKANSAS CITY  
BOARD OF CITY COMMISSIONERS

\_\_\_\_\_  
Duane L. Oestmann, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

Prepared by:

\_\_\_\_\_  
Andrew Lawson, Public Information Officer

DRAFT



# Item for City Commission Action

## Section IV Item 2

**Meeting Date**  
08/15/2016

**Department/Division**  
City Manager

**Staff Contacts**  
Lesley Shook /  
Andrew Lawson

**Title:**

Consent Agenda Item: Ratify Mayor Duane Oestmann’s appointments of Mary Benton and Carl Mills to the Planning Commission.

**Description:**

Mary Benton and Carl Mills recently were reappointed by the City Commission to three-year terms on the Board of Zoning Appeals that would have expired May 1, 2019.

However, their Board effectively was eliminated Aug. 2 by the decision of the City Commission to designate the seven members of the Planning Commission who live within the City limits to act as the Board of Zoning Appeals. There currently are five such members and two vacancies on the Commission.

The Planning Commission indicated in June, as part of its recommendation to combine the boards, that it would welcome the appointments of Benton and Mills to fill those two vacancies and lend their expertise.

Other than Charles Jennings, who was a member of both boards, none of the current Planning Commissioners has any expertise in hearing zoning appeals. Both Benton, who has been chairing the Board of Zoning Appeals, and Mills have years of experience and can help the Commission to transition.

Neither Benton nor Mills have any noted attendance problems. Benton’s new term would expire May 1, 2019. Mills’ new term would expire May 1, 2017. He has indicated he does not want a full 3-year term.

The names of other new applicants eligible for the vacant positions also are included later in the packet.

**Commission Options:**

1. Approve with the consent agenda.
2. Remove items from the consent agenda for consideration as new business.

**Fiscal Impact:**

Amount: N/A

Fund: Department: Expense Code:

- Included in budget       Grant       Bonds       Other (explain)

**Approved for Agenda by:**

*Nicklaus J. Hernandez*

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City Manager

## Board Vacancies as of August 10, 2016

Boards/Commissions/Committees/Councils	Board/Commission Recommendations	Applications Received/ <i>Interest Expressed</i>
Cowley County Council on Aging — 1 Vacancy		Accepting applications
Equal Opportunity and Accessibility Advisory Board — 5-7 Vacancies		Accepting applications
Historic Preservation Board — 1 Vacancy		Accepting applications
Outstanding Young Student Award Committee — 4 Vacancies		<i>Melody Morris</i>
Planning Commission — 2 Resident Vacancies	Mary Benton, Carl Mills	Jill Wineinger, Harvey Owens, Mell Kuhn, Bob Mathews, Dale Eggen, Ted Kadau, Chris Tackett, Sue Lancaster
Public Building Commission — 1 Vacancy		Accepting applications

\* Mayor's Recommendation

## Reappointments

Boards/Commissions/Committees/Councils	Member(s) / Term Expiration Date	Notes:
Convention and Tourism Committee	Arty Hicks, Shawn Silliman, Dena Ward / August 1, 2016	All three members desire reappointment.

## Applications Received / No Current Vacancies

Name	Interest in serving on:
Michael Bergagnini	South Central Kansas Medical Center Board of Trustees
Kay Cartee	South Central Kansas Medical Center Board of Trustees
Michelle Dykes	Arkansas City Recreation Commission
Dr. Mauricio Herrera	South Central Kansas Medical Center Board of Trustees
Derek Koller	South Central Kansas Medical Center Board of Trustees
Mell Kuhn	South Central Kansas Medical Center Board of Trustees
Dr. John Seitz	South Central Kansas Medical Center Board of Trustees
Don Ward	South Central Kansas Medical Center Board of Trustees



# Item for City Commission Action

## Section IV Item 3

**Meeting Date**  
8/15/2016

**Department/Division**  
Finance

**Staff Contact**  
Kathy Cornwell  
Finance Director

**Title:**

Consent Agenda Item - Approve audit engagement letter with Jarred, Gilmore & Phillips, PA for audit of the financial statement of the City of Arkansas City, Kansas as of and for the year ended December 31, 2016.

**Description:**

The City went through a Request For Proposal (RFP) process for audit services in the fall of 2013 after a 3 year contract with Edward B Stephenson & Co. expired. The audit of the 2015 financial statement was the third year of a 3 year contract with Jarred, Gilmore & Phillips, PA (JGP).

It's good practice to occasionally change audit firms to ensure independence, adequate qualifications, and value. Some best practice standards recommend 3 – 5 year contracts while others recommend 5 year minimum. Multi-year agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multi-year agreements can also help reduce audit costs by allowing auditors to recover certain start-up costs over several years, rather than over a single year.

JGP currently performs approximately 30 City audits per year, works with the Kansas Municipal Audit and Accounting Board (KMAAG), is efficient and works well with the schedule that we need. Therefore, staff recommends them for the 2016 audit.

**Commission Options:**

1. Approve with the consent agenda.
2. Remove items from the consent agenda for consideration as new business.

Staff recommends option 1.

**Fiscal Impact:**

Amount: \$20,300 + \$1,900 for Single Audit = \$22,200 Total

Fund: 01 General

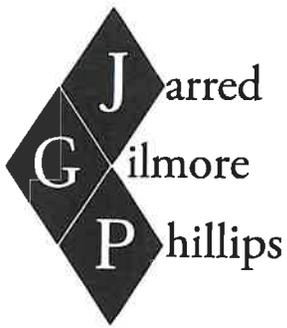
Department: 209 Finance

Expense Code: 6211 Auditing

Included in budget (2017 Budget)     Grant     Bonds     Other (explain)

**Approved for Agenda by:**

City Manager



July 22, 2016

City Commission  
City of Arkansas City  
118 W. Central Ave.  
Arkansas City, KS 67005

We are pleased to confirm our understanding of the services we are to provide City of Arkansas City, Kansas for the year ended December 31, 2016. We will audit the financial statement of the City of Arkansas City, Kansas as of and for the year ended December 31, 2016. It is agreed that the basis of presentation of the financial statement will demonstrate compliance with the regulatory basis of accounting. It is further agreed that the municipality shall pass, by resolution, a waiver of the requirements of the law relating to the preparation of financial statements and financial reports that conform to generally accepted accounting principles as provided by K.S.A. 75-1120a (c).

We have also been engaged to report on supplementary information that accompanies City of Arkansas City's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditors' report on the financial statement:

- 1) Summary of Expenditures – Actual and Budget – Regulatory Basis (Budgeted Funds Only)
- 2) Schedule of Receipts and Expenditures – Actual and Budget – Regulatory Basis
- 3) Schedule of Receipts and Disbursements – Agency Funds – Regulatory Basis

#### **Audit Objective**

The objective of our audit is the expression of an opinion as to whether your financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statement as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of City of Arkansas City's financial statement. Our report will be addressed to the Mayor and City Commission of City of Arkansas City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

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**Jarred, Gilmore & Phillips, PA**  
CERTIFIED PUBLIC ACCOUNTANTS

412 W. MAIN, P.O. BOX 97  
NEODESHA, KANSAS 66757  
(620) 325-3430

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(620) 365-3125

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**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.

**Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of City of Arkansas City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

**Other Services**

We will also assist in preparing the financial statement of City of Arkansas City in conformity with the regulatory basis of accounting based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statement in conformity with the regulatory basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statement with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Jarred, Gilmore & Phillips, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Kansas or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jarred, Gilmore &

Phillips, PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Kansas or its designee. The State of Kansas or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Neil L. Phillips, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

It is our understanding that your intent in engaging us is that the financial statement we render to you under this agreement will be made available to the State of Kansas Division of Accounts and Reports. Moreover, as of the time of this engagement, we have not been notified, in writing or otherwise, that the professional accounting services rendered under this agreement will be made available to any other person, firm, or corporation for any purpose not specified hereinabove. Consequently, no other person, firm, or corporation is entitled to rely upon these professional services for any purpose without our express, written agreement. This engagement letter embodies the entire agreement and understanding between the parties hereto and there are no promises, warranties, covenants or conditions made by any of the parties except as herein expressly contained. The terms and conditions of this engagement shall be governed and construed in writing signed by all the parties. It is agreed that venue and jurisdiction involving any matters arising out of this engagement letter is in the State of Kansas.

Disputes arising under this agreement (including the scope, nature, and quality of services to be performed by us, our fees, and other terms of the engagement) shall be submitted to mediation. A competent and impartial third party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses, and are payable on presentation. We will perform the audit services for an amount not to exceed:

Audit of City as of December 31, 2016

\$20,300.00

The City may be subject to a Single Audit in 2016 if Federal expenditures exceed \$750,000.00. If so, additional audit procedures will be required by the Single Audit Act. Our estimated fee for these additional services will be \$1,900.00, and a new engagement letter must be obtained.

These fees are based upon anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. The following are examples of circumstances which could result in an increase in fees:

- a significant change in the amount or type of accounting records maintained,
- change in personnel with a corresponding change in level and quality of work performed,
- additional significant state and/or federal grants not identified previously,
- issuance of long-term debt not identified previously for the purposes of new financing or refunding of previously issued long-term debt, or
- new GASB pronouncements that require additional compliance work.
- a greater than expected risk of material misstatement due to fraud.

We would like to point out that we expect the proposal fee to be a maximum charge. As can be seen above, the additional charges would only be necessary due to unusual circumstances not foreseen when the audit proposal was prepared. If significant additional time is necessary, we would discuss it with you and arrive at a new fee estimate.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to City of Arkansas City, Kansas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



JARRED, GILMORE & PHILLIPS, PA

Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the **City of Arkansas City, Kansas.**

Signature \_\_\_\_\_

Title \_\_\_\_\_



# Item for City Commission Action

## Section V Item 1

**Meeting Date**  
8/15/2016

**Department/Division**  
Finance

**Staff Contact**  
Kathy Cornwell  
Finance Director

**Title:**

1) Hold a public hearing to receive public comment regarding the proposed 2017 budget.

1a) (Optional) Consider first reading of an Ordinance adopting the 2017 Budget for the City of Arkansas City. (Roll Call Vote)

**Description:**

The final two steps of the budget process is to hold the public hearing and adopt the budget. August 15 is the final date to hold the public hearing and the budget must be adopted and certified to the County Clerk on or before August 25.

Kansas State Statute requires a public hearing be held at least 10 days after the publication of Notice of Hearing is published in the official City paper. The Notice of Hearing for the 2017 budget was published in The Cowley Courier Traveler on July 28, 2016. The public hearing is held to allow taxpayers an opportunity to be heard regarding the proposed budget. The publication set the maximum amount of expenditures and amount of ad valorem tax to be levied. The adopted budget cannot be more than the published budget in any fund.

**Commission Options:**

The Commission has the following options:

1. Hold the public hearing and then approve the budget either as presented or as modified.
2. Hold the public hearing. Have further discussion on the budget at another meeting (recommended on or before August 23, 2016) at which time the ordinance would be approved and the budget would be adopted.
3. Open the public hearing and then continue the public hearing to another date to allow for additional public input (recommended on or before August 23, 2016) at which time the ordinance would be approved and the budget would be adopted.

**Fiscal Impact:**

Amount: None

Fund: Department: Expense Code:

Included in budget       Grant       Bonds       Other (explain)

**Approved for Agenda by:**

City Manager

- 2. Table the ordinance.
- 3. Disapprove the ordinance.

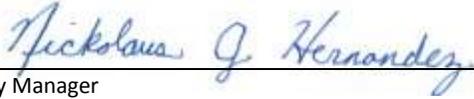
**Fiscal Impact:**

Amount: Cost of publication

Fund: Department: Expense Code:

Included in budget       Grant       Bonds       Other (explain)

**Approved for Agenda by:**



\_\_\_\_\_  
City Manager

**ORDINANCE NO. 2016-08-\_\_\_\_\_**

**APPROVING, ADOPTING, AND APPROPRIATING BY FUND THE BUDGET FOR THE CITY OF ARKANSAS CITY FOR THE YEAR BEGINNING JANUARY 1, 2017.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY:**

**SECTION ONE:** The proposed budget and financial statement as shown on the Standard State Budget Forms and subsequent to Notice of Hearing and Public Hearing is approved, adopted and appropriated by fund as the maximum amount to be expended for the budget year starting January 1, 2017; and

**SECTION TWO:** The governing body certifies that the amounts to be raised by Ad Valorem Property Tax Levies are within statutory or duly adopted Charter Ordinance Limitations.

<u>Funds</u>	<u>Adopted Budget of Expenditures</u>	<u>Amount of 2016 Tax to be Levied</u>
General	9,550,246	2,523,043
Debt Service	1,731,100	964,725
Library	365,000	324,398
Cherokee Strip Museum	0	0
Special Highway	1,170,605	
Special Recreation 20	14,130	
Tourism 23	143,500	
Special Alcohol 26	20,000	
Hospital Improvement 42	2,734,685	
CID Sales Tax 57	40,000	
Street Improvement 58	657,861	
Stormwater 15	326,294	
Water 16	15,616,661	
Sewer 18	2,275,855	
Sanitation 19	1,783,990	
	<hr/>	<hr/>
Total All Funds	<u><u>\$36,429,927</u></u>	<u><u>\$3,812,166</u></u>

**SECTION THREE:** The City Clerk shall cause this Ordinance to be published one time in the official City newspaper, and said Ordinance shall be in effect upon publication.

**PASSED AND APPROVED** by the Governing Body of the City of Arkansas City, Kansas, this \_\_\_\_ day of August, 2016.

\_\_\_\_\_  
Duane L. Oestmann, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

**CERTIFICATE**

I, hereby certify that the above and foregoing is a true and correct copy of the Ordinance No. 2016-08-\_\_\_\_\_ of the City of Arkansas City, Kansas adopted by the governing body on August \_\_\_\_\_, 2016.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Lesley Shook, City Clerk

**CERTIFICATE**

To the Clerk of Cowley County, State of Kansas

We, the undersigned, officers of

**City of Arkansas City**

- certify that: (1) the hearing mentioned in the attached publication was held;  
 (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2017; and  
 (3) the Amounts(s) of 2016 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2017 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2017		2			
Allocation of MVT, RVT, 16/20M Veh Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Computation to Determine State Library Grant		7			
<b>Fund</b>	<b>K.S.A.</b>				
General	12-101a	8	9,550,246	2,523,043	
Debt Service	10-113	9	1,731,100	964,725	
Library	12-1220	9	365,000	324,398	
Cherokee Strip Museum	Ch. Ord	10			
Special Highway		11	1,170,605		
Special Recreation 20		11	14,130		
Tourism 23		12	143,500		
Special Alcohol 26		12	20,000		
Hospital Improvement 42		13	2,734,685		
CID Sales Tax 57		13	40,000		
Street Improvement 58		14	657,861		
Stormwater 15		14	326,294		
Water 16		15	15,616,661		
Sewer 18		15	2,275,855		
Sanitation 19		16	1,783,990		
Non-Budgeted Funds-A		17			
<b>Totals</b>	xxxxxx		36,429,927	3,812,166	
Resolution required? Notice of the vote to adopt required to be published?			Yes		County Clerk's Use Only
Budget Summary		18			
Neighborhood Revitalization Rebate		19			
Assisted by:					Nov 1, 2016 Total Assessed Valuation

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Attest: \_\_\_\_\_, 2016

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Governing Body

City of Arkansas City

2017

**Computation to Determine Limit for 2017**

	<b>Amount of Levy</b>
1. Total tax levy amount in 2016 budget	+ \$ <u>3,598,312</u>
2. Debt service levy in 2016 budget	- \$ <u>789,864</u>
3. Tax levy excluding debt service	\$ <u>2,808,448</u>

**2016 Valuation Information for Valuation Adjustments**

4. New improvements for 2016:	+ <u>304,634</u>	
5. Increase in personal property for 2016:		
5a. Personal property 2016	+ <u>1,683,337</u>	
5b. Personal property 2015	- <u>1,593,078</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>90,259</u>	
	(Use Only if > 0)	
6. Valuation of annexed territory for 2016		
6a. Real estate	+ <u>0</u>	
6b. State assessed	+ <u>0</u>	
6c. New improvements	- <u>0</u>	
6d. Total adjustment (sum of 6a, 6b, and 6c)	+ <u>0</u>	
7. Valuation of property that has changed in use during 2016	<u>60,234</u>	
8. Total valuation adjustment (sum of 4, 5c, 6d & 7)	<u>455,127</u>	
9. Total estimated valuation July 1, 2016	<u>54,065,247</u>	
10. Total valuation less valuation adjustment (9 minus 8)	<u>53,610,120</u>	
11. Factor for increase (8 divided by 10)	<u>0.00849</u>	
12. Amount of increase (11 times 3)	+ \$ <u>23,843</u>	
13. 2017 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 12)	\$ <u>2,832,291</u>	
14. Debt service levy in this 2017 budget	<u>964,725</u>	
15. 2017 budget tax levy, including debt service, prior to CPI adjustment (13 plus 14)	<u>3,797,016</u>	
16. Consumer Price Index for all urban consumers for calendar year 2015	<u>0.125%</u>	
17. Consumer Price Index adjustment (3 times 16)	\$ <u>3,511</u>	
18. Maximum levy for budget year 2017, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (15 plus 17)	\$ <u>3,800,527</u>	

If the 2017 adopted budget includes a total property tax levy exceeding the dollar amount in line 18 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will such resolution or published notice of the vote be required if the total budget year tax levy is \$1,000 or less.

City of Arkansas City

2017

**Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates**

Budgeted Fund for 2016	Ad Valorem Levy Tax Year 2015	Allocation for Year 2017				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	2,500,158	338,456	3,104	1,910	7,419	0
Debt Service	789,864	106,927	981	603	2,344	0
Library	308,290	41,734	383	236	915	0
Cherokee Strip Museum						
TOTAL	3,598,312	487,117	4,468	2,749	10,678	0

County Treas Motor Vehicle Estimate	<u>487,117</u>					
County Treas Recreational Vehicle Estimate		<u>4,468</u>				
County Treas 16/20M Vehicle Estimate			<u>2,749</u>			
County Treas Commercial Vehicle Tax Estimate				<u>10,678</u>		
County Treas Watercraft Tax Estimate					<u>0</u>	
Motor Vehicle Factor	<u>0.13537</u>					
Recreational Vehicle Factor		<u>0.00124</u>				
16/20M Vehicle Factor			<u>0.00076</u>			
Commercial Vehicle Factor				<u>0.00297</u>		
Watercraft Factor					<u>0.00000</u>	



City of Arkansas City

2017

**STATEMENT OF INDEBTEDNESS**

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1,2016	Date Due		Amount Due 2016		Amount Due 2017	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
2008A	09/01/2008	12/01/2018	Various	2,545,000	890,000	6/1, 12/1	12/1	34,445	285,000	23,758	295,000
2009A	07/01/2009	12/01/2019	Various	1,950,000	895,000	6/1, 12/1	12/1	30,755	210,000	24,455	220,000
2013A	04/01/2013	12/01/2032	Various	6,015,000	4,670,000	6/1, 12/1	12/1	84,585	455,000	77,760	470,000
<b>Total G.O. Bonds</b>					<b>6,455,000</b>			<b>149,785</b>	<b>950,000</b>	<b>125,973</b>	<b>985,000</b>
Revenue Bonds:											
<b>Total Revenue Bonds</b>					<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other:											
KDHE Water Fund Loan	07/31/2010	08/01/2030	3.12	885,368	698,408	2/1, 8/1	2/1, 8/1	21,510	36,195	20,371	37,462
<b>Total Other</b>					<b>698,408</b>			<b>21,510</b>	<b>36,195</b>	<b>20,371</b>	<b>37,462</b>
<b>Total Indebtedness</b>					<b>7,153,408</b>			<b>171,295</b>	<b>986,195</b>	<b>146,344</b>	<b>1,022,462</b>



**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND  
REGIONAL LIBRARY SYSTEMS**

**Budgeted Year: 2017**

Library found in: City of Arkansas City  
Cowley County

Two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year <u>2016</u>	Proposed Year <u>2017</u>
Ad Valorem	\$300,089	\$324,398
Delinquent Tax	\$18,883	\$11,250
Motor Vehicle Tax	\$42,768	\$41,734
Recreational Vehicle Tax	\$416	\$383
16/20M Vehicle Tax	\$254	\$236
LAVTR	\$0	\$0
	<u>\$0</u>	<u>\$0</u>
TOTAL TAXES	\$362,410	\$378,001
Difference in Total Taxes:	\$15,591	
Qualify for grant:	Qualify	

Second test:

Assessed Valuation	\$51,556,762	\$54,065,247
Did Assessed Valuation Decrease?	No	
Levy Rate	5.98	6.000
Difference in Levy Rate:	0.020	
Qualify for grant:	Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>General</b>			
Unencumbered Cash Balance Jan 1	550,307	524,808	625,531
Receipts:			
Ad Valorem Tax	2,102,962	2,433,654	xxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax	63,750	55,000	45,000
Motor Vehicle Tax	325,325	320,000	338,456
Recreational Vehicle Tax	2,955	3,031	3,104
16/20M Vehicle Tax	1,663	3,900	1,910
Commercial Vehicle Tax			7,419
Watercraft Tax			0
Gross Earning (Intangible) Tax			0
LAVTR			0
City and County Revenue Sharing			0
Local Alcoholic Liquor	10,545	10,000	11,416
Compensating Use Tax	328,899	300,000	315,000
Local Sales Tax	1,713,360	1,660,000	1,660,000
Franchise Tax	1,153,375	1,180,000	1,190,000
Special Assessments	52,251	5,000	8,000
Grants	28,002	38,158	13,600
Licenses and Permits	159,336	57,782	83,300
Charges for Service	22,422	17,861	18,400
Rural Fire Contracts	294,308	291,200	300,000
County Ambulance Fees	158,925	154,186	160,000
Other Ambulance Fees	520,348	552,000	550,000
Fines, Forfeitures and Penalties	449,224	449,000	492,500
Use of Money and Property	38,262	34,296	35,800
Other Receipts	615,892	412,589	126,000
Transfers:			
Transfer from Water	0	400,000	400,000
Transfer from Sewer	300,000	550,000	550,000
Transfer from Sanitation	100,000	200,000	200,000
Transfer from Museum	0	37,225	0
In Lieu of Taxes (IRB)			
Interest on Idle Funds	2,336		
Neighborhood Revitalization Rebate	-64,589	-42,842	-42,859
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>8,379,551</b>	<b>9,122,040</b>	<b>6,467,046</b>
<b>Resources Available:</b>	<b>8,929,858</b>	<b>9,646,848</b>	<b>7,092,577</b>



City of Arkansas City

2017

Adopted Budget <b>General Fund - Detail Page 1</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Expenditures:			
<b>General &amp; Administration</b>			
Salaries	692,903	741,575	756,812
Contractual	584,352	1,259,130	444,460
Commodities	51,813	25,720	26,450
Capital Outlay	16,797	18,400	17,500
<b>Total</b>	<b>1,345,865</b>	<b>2,044,825</b>	<b>1,245,222</b>
<b>Court &amp; Legal</b>			
Salaries	137,358	126,660	131,966
Contractual	69,549	69,330	69,330
Commodities	1,710	1,250	1,250
Capital Outlay	2,409	3,512	3,512
<b>Total</b>	<b>211,026</b>	<b>200,752</b>	<b>206,058</b>
<b>Fire/EMS Department</b>			
Salaries	1,754,336	1,789,693	2,034,261
Contractual	91,228	93,850	97,690
Commodities	160,502	185,100	214,800
Capital Outlay	184,573	40,500	95,500
Debt Service	151,125	150,275	151,000
<b>Total</b>	<b>2,341,764</b>	<b>2,259,418</b>	<b>2,593,251</b>
<b>Police Department</b>			
Salaries	2,114,257	2,225,151	2,350,347
Contractual	108,926	108,500	114,800
Commodities	169,503	99,500	123,000
Capital Outlay	168,990	164,000	179,500
<b>Total</b>	<b>2,561,676</b>	<b>2,597,151</b>	<b>2,767,647</b>
<b>Neighborhood Services</b>			
Salaries	52,016	126,535	138,444
Contractual	31,628	31,000	34,700
Commodities	49,465	113,400	111,200
Capital Outlay	31,688	5,250	18,500
<b>Total</b>	<b>164,797</b>	<b>276,185</b>	<b>302,844</b>
<b>Parks &amp; Facilities</b>			
Salaries	540,083	538,196	633,761
Contractual	113,365	136,635	143,600
Commodities	176,419	165,250	405,500
Capital Outlay	69,712	3,500	49,000
<b>Total</b>	<b>899,579</b>	<b>843,581</b>	<b>1,231,861</b>
<b>Streets</b>			
Salaries	287,150	269,215	319,075
Contractual	239,703	235,270	235,300
Commodities	37,318	31,600	37,600
Capital Outlay	42,523	900	0
<b>Total</b>	<b>606,694</b>	<b>536,985</b>	<b>591,975</b>
<b>Northwest Community Center</b>			
Salaries	41,651	43,951	44,792
Contractual	7,602	8,400	8,475
Commodities	4,062	4,600	34,850
Capital Outlay	1,297	1,200	2,400
<b>Total</b>	<b>54,612</b>	<b>58,151</b>	<b>90,517</b>
<b>Page 1 - Total</b>	<b>8,186,013</b>	<b>8,817,048</b>	<b>9,029,375</b>

City of Arkansas City

2017

Adopted Budget <b>General Fund - Detail Page 2</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Expenditures:			
<b>Senior Center</b>			
Salaries	152,228	159,369	165,971
Contractual	24,980	27,700	29,200
Commodities	40,663	16,000	24,500
Capital Outlay	1,166	1,200	1,200
<b>Total</b>	<b>219,037</b>	<b>204,269</b>	<b>220,871</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Page 2 -Total	219,037	204,269	220,871
Page 1 -Total	<b>8,186,013</b>	<b>8,817,048</b>	<b>9,029,375</b>
<b>Grand Total</b>	<b>8,405,050</b>	<b>9,021,317</b>	<b>9,250,246</b>

(Note: Should agree with general sub-totals.)

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>Debt Service</b>			
Unencumbered Cash Balance Jan 1	356,960	154,921	314,286
Receipts:			
Ad Valorem Tax	760,819	768,854	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Delinquent Tax	23,011	25,000	10,000
Motor Vehicle Tax	116,415	112,750	106,927
Recreational Vehicle Tax	1,044	1,096	981
16/20M Vehicle Tax	1,000	670	603
Commercial Vehicle Tax		0	2,344
Watercraft Tax		0	0
In Lieu of Tax - Hosiptal Special Assessment	53,802	212,356	215,209
Reimbursed Expense	60,508	0	0
Special Assessments	0	0	7,410
Operating Transfers:			
Transfer from Water Utility	15,000	75,000	75,000
Transfer from Sewer Utility	90,000	75,000	75,000
Transfer from Sanitation	45,000	0	0
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(22,688)	-11,361	-16,388
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,143,911</b>	<b>1,259,365</b>	<b>477,086</b>
<b>Resources Available:</b>	<b>1,500,871</b>	<b>1,414,286</b>	<b>791,372</b>
Expenditures:			
Debt Service Principal	1,165,000	950,000	985,000
Debt Service Interest	180,950	150,000	126,000
Projected Future Debt - Loan Principal	0	0	220,000
Postage	0	0	100
Cash Basis Reserve	0	0	400,000
Cash Basis Reserve (2017 column)			
Miscellaneous			
Does miscellanous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,345,950</b>	<b>1,100,000</b>	<b>1,731,100</b>
Unencumbered Cash Balance Dec 31	154,921	314,286	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2015/2016/2017 Budget Authority Amount:	1,661,550	1,500,100	1,731,100
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	1,731,100
		Tax Required	939,728
Delinquent Comp Rate:	2.7%	Amount of 2016 Ad Valorem Tax	24,997
			964,725

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>Library</b>			
Unencumbered Cash Balance Jan 1	982	0	0
Receipts:			
Ad Valorem Tax	288,618	300,089	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Delinquent Tax	8,139	18,883	11,250
Motor Vehicle Tax	44,976	42,768	41,734
Recreational Vehicle Tax	408	416	383
16/20M Vehicle Tax	259	254	236
Commercial Vehicle Tax			915
Watercraft Tax			0
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(8,665)	-4,410	-5,511
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>333,735</b>	<b>358,000</b>	<b>49,007</b>
<b>Resources Available:</b>	<b>334,717</b>	<b>358,000</b>	<b>49,007</b>
Expenditures:			
Appropriations	334,717	358,000	365,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>334,717</b>	<b>358,000</b>	<b>365,000</b>
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2015/2016/2017 Budget Authority Amount:	353,779	358,000	365,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	365,000
		Tax Required	315,993
Delinquent Comp Rate:	2.7%	Amount of 2016 Ad Valorem Tax	8,405
			324,398

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget

**Cherokee Strip Museum**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax	147,712	0	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax	3,807	15,000	
Motor Vehicle Tax	28,744	21,882	
Recreational Vehicle Tax	265	213	
16/20M Vehicle Tax	42	130	
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate	-3,562	0	0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>177,008</b>	<b>37,225</b>	<b>0</b>
<b>Resources Available:</b>	<b>177,008</b>	<b>37,225</b>	<b>0</b>
Expenditures:			
Appropriations	177,008		
Close to General Fund		37,225	
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>177,008</b>	<b>37,225</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	182,008	37,225	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
Delinquent Comp Rate:		2.7%	0
		Amount of 2016 Ad Valorem Tax	0

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>Special Highway</b>			
Unencumbered Cash Balance Jan 1	248,296	444,955	506,665
Receipts:			
State of Kansas Gas Tax	321,893	320,230	316,780
County Transfers Gas	54,027	47,480	47,160
Grant-Connecting Links	266,859	144,000	300,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>642,779</b>	<b>511,710</b>	<b>663,940</b>
<b>Resources Available:</b>	<b>891,075</b>	<b>956,665</b>	<b>1,170,605</b>
Expenditures:			
Contractual Services	4,300		5,000
Commodities	290,856	375,000	370,000
Capital Outlay	150,964	75,000	795,605
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>446,120</b>	<b>450,000</b>	<b>1,170,605</b>
Unencumbered Cash Balance Dec 31	444,955	506,665	0
2015/2016/2017 Budget Authority Amount:	525,000	450,000	1,170,605

Adopted Budget

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>Special Recreation 20</b>			
Unencumbered Cash Balance Jan 1	19,972	19,283	2,714
Receipts:			
Local Alcoholic Liquor Tax	10,545	10,655	11,416
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>10,545</b>	<b>10,655</b>	<b>11,416</b>
<b>Resources Available:</b>	<b>30,517</b>	<b>29,938</b>	<b>14,130</b>
Expenditures:			
Commodities	11,234	5,000	5,000
Capital Outlay		22,224	9,130
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>11,234</b>	<b>27,224</b>	<b>14,130</b>
Unencumbered Cash Balance Dec 31	19,283	2,714	0
2015/2016/2017 Budget Authority Amount:	20,000	27,224	14,130

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget

**Tourism 23**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	52,294	43,865	30,365
Receipts:			
State Guest Tax	120,633	130,000	130,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>120,633</b>	<b>130,000</b>	<b>130,000</b>
<b>Resources Available:</b>	<b>172,927</b>	<b>173,865</b>	<b>160,365</b>
Expenditures:			
Contractual Services			
Best Western	59,062	71,500	71,500
CVB	70,000	70,000	70,000
Commodities	0	2,000	2,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>129,062</b>	<b>143,500</b>	<b>143,500</b>
Unencumbered Cash Balance Dec 31	43,865	30,365	16,865
2015/2016/2017 Budget Authority Amount:	135,000	143,500	143,500

Adopted Budget

**Special Alcohol 26**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	57,375	59,043	53,698
Receipts:			
Local Alcoholic Liquor Tax	10,545	10,655	11,416
Donations	8,872	0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>19,417</b>	<b>10,655</b>	<b>11,416</b>
<b>Resources Available:</b>	<b>76,792</b>	<b>69,698</b>	<b>65,114</b>
Expenditures:			
Contractual Services	1,000	1,000	1,000
Commodities	16,749	15,000	19,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>17,749</b>	<b>16,000</b>	<b>20,000</b>
Unencumbered Cash Balance Dec 31	59,043	53,698	45,114
2015/2016/2017 Budget Authority Amount:	22,000	16,000	20,000

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Hospital Improvement 42</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	466,968	359,334	209,434
Receipts:			
Sales Tax	856,551	850,000	850,000
Debt Service Sales Tax	0	0	1,660,000
Bond Payment Proceeds from Hospital			850,000
Interest on Idle Funds	231	100	100
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>856,782</b>	<b>850,100</b>	<b>3,360,100</b>
<b>Resources Available:</b>	<b>1,323,750</b>	<b>1,209,434</b>	<b>3,569,534</b>
Expenditures:			
Appropriations to Hospital Board	964,416	1,000,000	850,000
PBC Principal	0	0	465,000
PBC Interest	0	0	1,419,685
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>964,416</b>	<b>1,000,000</b>	<b>2,734,685</b>
Unencumbered Cash Balance Dec 31	359,334	209,434	834,849
2015/2016/2017 Budget Authority Amount:	1,314,500	1,000,000	2,734,685

Adopted Budget

<b>CID Sales Tax 57</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Sales Tax	12,833	38,000	40,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>12,833</b>	<b>38,000</b>	<b>40,000</b>
<b>Resources Available:</b>	<b>12,833</b>	<b>38,000</b>	<b>40,000</b>
Expenditures:			
Contractual Services	12,833	38,000	40,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>12,833</b>	<b>38,000</b>	<b>40,000</b>
Unencumbered Cash Balance Dec 31	0	0	0
2015/2016/2017 Budget Authority Amount:	20,000	0	40,000

**See Tab C**

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget

**Street Improvement 58**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	1,813,571	1,356,638	457,861
Receipts:			
Sales Tax	0	0	0
State Grant	988,368	1,700,000	200,000
Other Receipts	690	0	0
Interest on Idle Funds	1,272	1,223	0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>990,330</b>	<b>1,701,223</b>	<b>200,000</b>
<b>Resources Available:</b>	<b>2,803,901</b>	<b>3,057,861</b>	<b>657,861</b>
Expenditures:			
Capital Outlay		0	
Contractual Services	1,447,263	2,600,000	657,861
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,447,263</b>	<b>2,600,000</b>	<b>657,861</b>
Unencumbered Cash Balance Dec 31	1,356,638	457,861	0
2015/2016/2017 Budget Authority Amount:	2,200,000	3,616,010	657,861

Adopted Budget

**Stormwater 15**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	496,536	452,818	458,969
Receipts:			
Charges for Service	189,050	200,000	200,000
Penalties	2,030	2,100	2,100
Reimbursed Expense			
Transfer from Sewer Fund	0	50,000	50,000
Interest on Idle Funds	387	400	400
Miscellaneous	623		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>192,090</b>	<b>252,500</b>	<b>252,500</b>
<b>Resources Available:</b>	<b>688,626</b>	<b>705,318</b>	<b>711,469</b>
Expenditures:			
Personnel Services	160,125	182,649	192,594
Contractual Services	6,601	58,700	58,700
Commodities	4,122	0	10,000
Capital Outlay	64,960	5,000	65,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>235,808</b>	<b>246,349</b>	<b>326,294</b>
Unencumbered Cash Balance Dec 31	452,818	458,969	385,175
2015/2016/2017 Budget Authority Amount:	296,695	307,107	326,294

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget

**Water 16**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	2,931,116	1,982,017	4,757,422
Receipts:			
Water Receipts	3,620,736	3,500,000	3,600,000
Connection Fees	80,821	84,000	81,000
Sale of Assets	25,409	60	0
Other Receipts	28,077	27,100	27,100
Loan Proceeds	0	12,000,000	10,000,000
Interest on Idle Funds	2,344	2,752	2,500
Miscellaneous	484	26,900	7600
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>3,757,871</b>	<b>15,640,812</b>	<b>13,718,200</b>
<b>Resources Available:</b>	<b>6,688,987</b>	<b>17,622,829</b>	<b>18,475,622</b>
Expenditures:			
Personnel Services	886,439	946,426	991,641
Contractual Services	936,052	2,344,100	1,344,300
Commodities	433,294	746,650	701,700
Capital Outlay	262,546	273,111	23,900
Debt Service	60,119	60,120	60,120
Transfer to General Fund	0	400,000	400,000
Transfer to Capital Improvement Reserve	2,113,520	8,000,000	12,000,000
Transfer to Bond & Interest Fund	15,000	75,000	75,000
Distribution to Other Agency		20,000	20,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>4,706,970</b>	<b>12,865,407</b>	<b>15,616,661</b>
Unencumbered Cash Balance Dec 31	1,982,017	4,757,422	2,858,961
2015/2016/2017 Budget Authority Amount:	7,094,534	4,860,334	15,616,661

**See Tab C**

Adopted Budget

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
<b>Sewer 18</b>			
Unencumbered Cash Balance Jan 1	2,310,240	2,830,582	2,170,732
Receipts:			
Wastewater Receipts	1,872,255	1,882,085	1,890,000
Sale of Assets	46	0	
Penalties	18,391	20,000	19,000
Reimbursed Expenses	72	0	
Interest on Idle Funds	2,176	1,356	2,100
Miscellaneous	23,195	20,500	20,500
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,916,135</b>	<b>1,923,941</b>	<b>1,931,600</b>
<b>Resources Available:</b>	<b>4,226,375</b>	<b>4,754,523</b>	<b>4,102,332</b>
Expenditures:			
Personnel Services	519,205	567,374	592,365
Contractual Services	190,521	519,450	518,300
Commodities	148,450	241,800	213,950
Capital Outlay	147,617	580,167	276,240
Transfer to Debt Service Fund	90,000	75,000	75,000
Transfer to General Fund	300,000	550,000	550,000
Transfer to Stormwater Fund	0	50,000	50,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,395,793</b>	<b>2,583,791</b>	<b>2,275,855</b>
Unencumbered Cash Balance Dec 31	2,830,582	2,170,732	1,826,477
2015/2016/2017 Budget Authority Amount:	2,381,068	2,584,053	2,275,855

City of Arkansas City

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget

**Sanitation 19**

	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	547,126	776,342	415,985
Receipts:			
Sanitation Fees	1,443,788	1,458,743	1,470,000
Service Fees	15,793	500	10,000
Penalties	13,583	8,000	13,500
Sale of Assets	482	0	0
Interest on Idle Funds	696	492	600
Miscellaneous	187	400	200
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,474,529</b>	<b>1,468,135</b>	<b>1,494,300</b>
<b>Resources Available:</b>	<b>2,021,655</b>	<b>2,244,477</b>	<b>1,910,285</b>
Expenditures:			
Personnel Services	551,210	681,492	700,740
Contractual Services	306,008	405,750	369,200
Commodities	112,923	126,750	107,050
Capital Outlay	130,172	414,500	407,000
Transfer to Debt Service	45,000	0	0
Transfer to General Fund	100,000	200,000	200,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,245,313</b>	<b>1,828,492</b>	<b>1,783,990</b>
Unencumbered Cash Balance Dec 31	776,342	415,985	126,295
2015/2016/2017 Budget Authority Amount:	1,719,500	1,828,632	1,783,990

City of Arkansas City

**NON-BUDGETED FUNDS (A)**  
*(Only the actual budget year for 2015 is to be shown)*

2017

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
<b>Equipment Reserve 54</b>		<b>Capital Improvement 68</b>								
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		<b>Total</b>
Cash Balance Jan 1	225,648	Cash Balance Jan 1	311,031	Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		536,679
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
		Interest Income	78							
		Donations	53,974							
		Reimbursed Expenses	96,528							
		Transfer from Water Fund	2,113,520							
		Transfer from PBC	448,938							
Total Receipts	0	Total Receipts	2,713,038	Total Receipts	0	Total Receipts	0	Total Receipts	0	2,713,038
Resources Available:	225,648	Resources Available:	3,024,069	Resources Available:	0	Resources Available:	0	Resources Available:	0	3,249,717
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
		Capital Outlay	2,736,013							
Total Expenditures	0	Total Expenditures	2,736,013	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	2,736,013
Cash Balance Dec 31	225,648	Cash Balance Dec 31	288,056	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	<b>513,704</b> **
										<b>513,704</b> **

\*\*Note: These two block figures should agree.

**NOTICE OF BUDGET HEARING**

2017

The governing body of

**City of Arkansas City**

will meet on August 15, 2016 at 5:30 PM at City Hall Commission Chambers for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax. Detailed budget information is available at City Manager's Office at City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2017 Expenditures and Amount of 2016 Ad Valorem Tax establish the maximum limits of the 2017 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2015		Current Year Estimate for 2016		Proposed Budget Year for 2017		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	Estimate Tax Rate *
General	8,405,050	43.718	9,021,317	48.494	9,550,246	2,523,043	46.667
Debt Service	1,345,950	15.817	1,100,000	15.321	1,731,100	964,725	17.844
Library	334,717	6.000	358,000	5.980	365,000	324,398	6.000
Cherokee Strip Museum	177,008	3.070	37,225				
Special Highway	446,120		450,000		1,170,605		
Special Recreation 20	11,234		27,224		14,130		
Tourism 23	129,062		143,500		143,500		
Special Alcohol 26	17,749		16,000		20,000		
Hospital Improvement 42	964,416		1,000,000		2,734,685		
CID Sales Tax 57	12,833		38,000		40,000		
Street Improvement 58	1,447,263		2,600,000		657,861		
Stormwater 15	235,808		246,349		326,294		
Water 16	4,706,970		12,865,407		15,616,661		
Sewer 18	1,395,793		2,583,791		2,275,855		
Sanitation 19	1,245,313		1,828,492		1,783,990		
Non-Budgeted Funds-A	2,736,013						
Totals	23,611,299	68.605	32,315,305	69.795	36,429,927	3,812,166	70.511
Less: Transfers	3,112,459		9,387,225		13,350,000		
Net Expenditure	20,498,841		22,928,080		23,079,927		
Total Tax Levied Assessed Valuation	3,483,215		3,598,312		XXXXXXXXXXXXXXXXXXXX		
Outstanding Indebtedness, January 1,	2014		2015		2016		
G.O. Bonds	8,745,000		7,620,000		6,455,000		
Revenue Bonds	0		0		0		
Other	767,167		733,379		698,408		
Lease Purchase Principal	783,735		659,256		529,700		
Total	10,295,902		9,012,635		7,683,108		

\*Tax rates are expressed in mills

Kathleen Cornwell  
City Official Title: Finance Director

**2017 Neighborhood Revitalization Rebate**

Budgeted Funds for 2017	2016 Ad Valorem before Rebate**	2016 Mil Rate before Rebate	Estimate 2017 NR Rebate
General	2,479,044	45.853	42,859
Debt Service	947,901	17.533	16,388
Library	318,741	5.895	5,511
Cherokee Strip Museum	0		0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
<b>TOTAL</b>	<b>3,745,686</b>	<b>69.281</b>	<b>64,758</b>

2016 July 1 Valuation: 54,065,247

Valuation Factor: 54,065.247

Neighborhood Revitalization Subj to Rebate: 934,707

Neighborhood Revitalization factor: 934.707

\*\*This information comes from the 2017 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.

**2017 External Agencies**

Last Updated: 07/27/2016

Fund	Account	Organization	2016 Approved	2016 UPDATED	2017 Request	City Manager Recommendation	Commission Proposed	%	Notes
General	01-201-6217	Chamber of Commerce	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 20,000	0%	
General	01-201-6217	City-Cowley County Health Department	\$ 17,270	\$ 17,270	\$ 17,200	\$ 17,200	\$ 17,200	0%	
General	01-201-6217	Municipal Band	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0%	
General	01-201-6217	Fireworks Show- Fraternal Order of Police	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0%	
General	01-201-6217	Outstanding Student- City Commission	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0%	
General	01-201-6217	Cowley First: Cowley County Economic Development Partnership	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	0%	
General	01-201-6217	SCKEDD - South Central Kansas Economic Development District (Yearly Membership Dues)	\$ 2,060	\$ 2,060	\$ 2,060	\$ 2,060	\$ 2,060	0%	
General	01-201-6217	Neighborhood Cleanup Program- City Commission	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
General	01-201-6217	ACHS After Prom	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0%	
Museum	01-201-6217	Cherokee Strip Museum	\$ 168,000	\$ 110,000	\$ 150,000	\$ 100,000	\$ 115,000	-11%	
General	01-201-6217	Hospital Loan		\$ 450,000	\$ -	\$ -	\$ -		2016: \$275,000 (3/1 B&I Pmt) \$175,000 (Quorum)
<b>General</b>	<b>01-201-6217</b>	<b>Total General Fund - Commission Contributions</b>	<b>\$ 269,830</b>	<b>\$ 631,830</b>	<b>\$ 251,760</b>	<b>\$ 171,760</b>	<b>\$ 206,760</b>	<b>-7%</b>	
General	01-421-6224	Cowley County Humane Society	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	0%	Interlocal Agreement \$28,000 annually plus \$2,000 Cap Impr.
Tourism	23-773-6217	Convention Visitors Bureau	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0%	
Special Alcohol	26-100-7101	Arkansas City After Prom Event- DARE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0%	
Library	27-100-8110	Library	\$ 360,000	\$ 360,000	\$ 358,000	\$ 360,000	\$ 360,000	-1%	(6 Mills limit by Chtd Ord)
		<b>Total Community Contributions</b>	<b>\$ 730,830</b>	<b>\$ 1,092,830</b>	<b>\$ 710,760</b>	<b>\$ 632,760</b>	<b>\$ 667,760</b>	<b>-3%</b>	

August 9, 2016

**TO: City Commission of Arkansas City, Kansas**  
**FROM: Spring Hill Golf & Recreation Association Board of Directors**  
**SUBJECT: Request for Monetary Assistance**

We are presenting this letter to the City Commission of Arkansas City because we have found our Association to be in serious financial trouble.

It is our hope that with your assistance, we will be able to keep Spring Hill Golf Course from closing.

We request the City Commissioners consider monetary assistance of the following amounts:

From the present time thru December 31, 2016 -	\$12,855.42
From January 1, 2017 thru December 31, 2017 -	\$34,227.25
<b><u>Total -</u></b>	<b><u>\$47,082.67</u></b>

Please find attached the income/expense projections for the rest of 2016 and all of 2017.

We appreciate any assistance you can provide. Thank you for your consideration.

Sincerely,



Tim Orman, President



Lee Velasquez, Member



Dale Kuhn, Treasurer



Eric Puchalla, Member



Roger Fox, Secretary



Willie Hall, Member

Spring Hill Golf Course					
Income	16 Aug	16 Sep	16 Oct	16 Nov	16 Dec
9 Hole Cart	2,500.00	2,000.00	1,500.00	750.00	400.00
18 Hole Cart					
Beverage	600.00	600.00	600.00	25.00	25.00
Food	50.00	50.00	50.00	25.00	20.00
Gift Certificate					
9 Hole Grn Fee	3,000.00	3,000.00	2,100.00	800.00	300.00
18 Hole Grn Fee					
\$5 Greens Fee					
Passport \$99					
Men Leagues	60.00	80.00			
Ladies League	30.00	30.00			
Couple League					
Electric Fee					1,000.00
Grp Shed Fee					
Locker					
Pvt Shed Fee					
Trail Fee Yearly					
Merchandise	100.00	100.00	75.00	50.00	50.00
Misc Receipts					
Pull Cart					
Range Balls					
Rental Clubs					
Daily Trail					
Tournaments	2,400.00	3,000.00	1,400.00	0.00	0.00
Membership Dues	1,060.00	1,665.00	1,500.00	940.00	3,080.00
Ark City Rec	1,000.00				
Mid School					
Cred Payment					
Signs			1,420.00		
Overage					
Sub Recd CK	10,800.00	10,525.00	8,645.00	2,590.00	4,875.00
Minus Lady PO					
Minus Men PO					
Minus Payouts					
Minus Torun PO					
- CC Sales	4,000.00	4,100.00	3,700.00	2,500.00	1,900.00
Minus Void					
Minus Over ring					
Sub Total	6,800.00	6,425.00	4,945.00	90.00	2,975.00
Direct Dep	3,850.00	3,950.00	3,600.00	2,350.00	1,400.00
Loan Deposit					
Trans From Savings					

Spring Hill Golf Course	16 Aug	16 Sep	16 Oct	16 Nov	16 Dec
Expenses					
<b>COURSE MAINT</b>	<b>16 Aug</b>	<b>16 Sep</b>	<b>16 Oct</b>	<b>16 Nov</b>	<b>16 Dec</b>
Chemicals					
Irrigation					
Seed					
Course					
Parts & Repairs	250.00	1,500.00	200.00	200.00	200.00
Fuel					
Sand & Gravel					
Equip Rent					
Outside FT	4,329.00	2,886.00	2,886.00	2,886.00	2,886.00
Outside PT	600.00				
Equip Purchase					
Shop Supplies	42.17				
Consultants					
Misc Maint					
<b>SUB</b>	<b>5,221.17</b>	<b>4,386.00</b>	<b>3,086.00</b>	<b>3,086.00</b>	<b>3,086.00</b>
<b>CLUB HOUSE</b>					
Clubhouse					
Drink	400.00	200.00	200.00	50.00	0.00
Food	25.00	25.00	25.00	0.00	0.00
Gift Cert					
Signs					
Misc					
Merchandise					
Legal & Accting					
Clubhouse Repair					
Office Supplies	150.00	150.00	150.00	150.00	100.00
Other Supplies					
Cart Rental	1,044.00	1,044.00	1,044.00	0.00	0.00
League					
Inside FT	2,272.00	1,516.00	1,516.00	1,516.00	1,516.00
Inside PT	2,000.00	1,073.00	1,000.00	900.00	400.00
License					
Posting & Ship					
Remodel					
Tourn	880.00	0.00	0.00	0.00	0.00
Misc Club house					
<b>SUB</b>	<b>6,771.00</b>	<b>4,008.00</b>	<b>3,935.00</b>	<b>2,616.00</b>	<b>2,016.00</b>

MISC	16 Aug	16 Sep	16 Oct	16 Nov	16 Dec
Dues & Subsc					
Equip Ins & Liab	406.00	406.00	406.00	406.00	406.00
Refund					
Advertising					
Ship & Post					
Misc					
SUB	406.00	406.00	406.00	406.00	406.00
Expenses					
SERVICE CHARGES					
Bank					
Credit Card Fees	200.00	200.00	175.00	150.00	125.00
Fines					
Return Ck					
Misc					
SUB	200.00	200.00	175.00	150.00	125.00
EMPLOYEE					
2014 Fed WH					
2015 Fed WH					
2014 Fed Unempl					
2016 Fed	1,760.00				
2017 Fed					
Emp 2014					
Emp WH					
2015 Fed Unem					
Misc					
SUB	1,760.00	0.00	0.00	0.00	0.00
TAXES					
Sales/2015					
Property					
2016 & 2017 Sales	382.00	400.00	375.00	250.00	200.00
2016 Ks WH	136.00				
2015 Ks WH					
2014 Ks WH					
2016 Unemp					
2017 Unemp					
2015 Ks Unempl	29.00		29.00		
2014 Sales					
2014 Ks Unempl					
Misc					
SUB	547.00	400.00	404.00	250.00	200.00

UTILITIES	16 Aug	16 Sep	16 Oct	16 Nov	16 Dec
Gas	41.25	41.25	45.00	50.00	125.00
Electric	579.69	579.69	500.00	500.00	475.00
Telephone	25.00	25.00	25.00	25.00	25.00
Water	193.00	193.00	193.00	150.00	150.00
Internet	50.00	50.00	50.00	50.00	50.00
Misc - Porta-Potties	100.00	100.00	100.00	100.00	200.00
SUB	988.94	988.94	913.00	875.00	1,025.00
OTHER EXPENSES					
Interest					
Bad Check					
Fin Chrg					
Debt Pay Trans	852.61	852.61	426.35	426.35	426.35
CC Fees					
Misc					
Cereal Lic					
Loan Payment		5,115.63			
SUB	852.61	5,968.24	426.35	426.35	426.35
Tot Exp	\$16,746.72	\$16,357.18	\$9,345.35	\$7,809.35	\$7,284.35



	17 Jan	17 Feb	17 Mar	17 Apr	17 May	17 Jun	17 Jul	17 Aug	17 Sep	17 Oct	17 Nov	17 Dec
Total Deposit	4,190.00	2,430.00	4,555.00	\$15,340.00	\$16,139.00	\$16,578.00	\$10,945.00	10,650.00	10,375.00	8,545.00	2,440.00	4,375.00
Expenses	7,473.35	7,084.35	11,177.35	17,519.85	12,461.42	14,486.37	16,207.05	16,131.29	15,935.92	9,350.35	7,809.35	7,284.35
Beg Bal \$2,131.75												
End Bal	(1,151.60)	(5,805.95)	(12,428.30)	(14,608.15)	(10,930.57)	(8,838.94)	(14,100.99)	(19,582.28)	(25,143.20)	(25,948.55)	(31,317.90)	(34,227.25)

Spring Hill Golf Course Expenses	17 Jan	17 Feb	17 Mar	17 Apr	17 May	17 Jun	17 Jul	17 Aug	17 Sep	17 Oct	17 Nov	17 Dec
COURSE MAINT												
Chemicals				4,000.00	475.00	350.00	200.00					
Irrigation				15.15								
Seed				250.00								
Course												
Parts & Repairs	200.00	200.00	2,000.00	300.00	100.00		750.00	250.00	1,500.00	200.00	200.00	200.00
Fuel				600.00	600.00	600.00	600.00					
Sand & Gravel				1,300.00								
Equip Rent												
Outside FT	2,886.00	2,886.00	4,329.00	1,945.24	1,945.24	1,945.24	1,945.24	4,329.00	2,886.00	2,886.00	2,886.00	2,886.00
Outside PT					400.00	400.00	400.00	400.00				
Equip Purchase												
Shop Supplies				100.00	50.00		50.00	50.00				
Consultants												
Misc Maint				71.33								
SUB	3,086.00	3,086.00	6,329.00	\$8,581.72	\$3,570.24	\$3,295.24	\$3,945.24	5,029.00	4,386.00	3,086.00	3,086.00	3,086.00
CLUB HOUSE												
Clubhouse												
Drink	0.00	0.00	350.00	900.00	315.00	630.00	1,205.00	400.00	200.00	200.00	50.00	0.00
Food	0.00	0.00	50.00	220.00	300.00	55.00	165.00	25.00	25.00	25.00	0.00	0.00
Gift Cert												
Signs				250.00			37.36					
Misc												
Merchandise					105.00	300.00	375.00					
Legal & Accting												
Clubhouse Repair					225.00	700.00						
Office Supplies	100.00	100.00	200.00		300.00		96.31	150.00	150.00	150.00	150.00	100.00
Other Supplies							30.00	38.62				
Cart Rental					1,044.00	1,044.00	1,044.00	1,044.00	1,044.00	1,044.00	0.00	0.00
League												
Inside FT	1,516.00	1,516.00	1,516.00	1,161.31	1,177.39	1,253.94	1,253.94	2,272.00	1,516.00	1,516.00	1,516.00	1,516.00
Inside PT	400.00	400.00	750.00	1,039.64	1,068.62	1,582.43	1,404.46	2,000.00	1,073.00	1,000.00	900.00	400.00
License							40.00					
Posting & Ship												
Remodel												
Tourn				1,430.00	770.00	1,280.00	1,625.00	880.00	0.00	0.00	0.00	0.00
Misc Club house												
SUB	2,016.00	2,016.00	2,866.00	\$5,000.95	\$5,305.01	\$6,875.37	\$7,284.69	6,771.00	4,008.00	3,935.00	2,616.00	2,016.00

MISC	17 Jan	17 Feb	17 Mar	17 Apr	17 May	17 Jun	17 Jul	17 Aug	17 Sep	17 Oct	17 Nov	17 Dec
Dues & Subsc												
Equip Ins & Liab	406.00	406.00	406.00	406.00	406.00	405.07	405.07	406.00	406.00	406.00	406.00	406.00
Refund												
Advertising												
Ship & Post												
Misc				100.00			45.00					
SUB	406.00	406.00	406.00	\$506.00	\$406.00	\$405.07	\$450.07	406.00	406.00	406.00	406.00	406.00
Expenses						June 16	Jul 16					
SERVICE CHARGES												
Bank												
Credit Card Fees	125.00	125.00	150.00	175.00	185.00	205.00	240.00	200.00	200.00	175.00	150.00	125.00
Fines												
Return Ck												
Misc												
SUB	125.00	125.00	150.00	\$175.00	\$185.00	\$205.00	\$240.00	200.00	200.00	175.00	150.00	125.00
EMPLOYEE												
2014 Fed WH												
2015 Fed WH												
2014 Fed Unempl												
2016 Fed												
2017 Fed				1,572.96	1,212.30	1,352.34	1,640.38	1,760.00				
Emp 2014												
Emp WH												
2015 Fed Unem	360.00											
Misc												
SUB	360.00	0.00	0.00	\$1,572.96	\$1,212.30	\$1,352.34	\$1,640.38	1,760.00	0.00	0.00	0.00	0.00
TAXES												
Sales/2015							656.23					
Property												
2016 & 2017 Sales	200.00	200.00	200.00	430.00	438.00	470.00	662.00	385.00	405.00	380.00	250.00	200.00
2016 Ks WH				143.21	107.04	114.00	125.92	136.00				
2015 Ks WH												
2014 Ks WH												
2016 Unemp												
2017 Unemp				28.66			31.17					
2015 Ks Unempl	29.00							29.00		29.00		
2014 Sales												
2014 Ks Unempl												
Misc												
SUB	229.00	200.00	200.00	\$601.87	\$545.04	\$584.00	\$1,475.32	550.00	405.00	409.00	250.00	200.00

	17 Jan	17 Feb	17 Mar	17 Apr	17 May	17 Jun	17 Jul	17 Aug	17 Sep	17 Oct	17 Nov	17 Dec
<b>UTILITIES</b>												
Gas	125.00	125.00	100.00	65.00	45.00	40.00	40.00	41.25	41.25	45.00	50.00	125.00
Electric	475.00	475.00	475.00	350.00	335.00	370.00	500.00	579.69	579.69	500.00	500.00	475.00
Telephone	25.00	25.00	25.00	50.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Water	150.00	150.00	150.00	140.00	140.00	145.00	125.00	193.00	193.00	193.00	150.00	150.00
Internet	50.00	50.00	50.00	50.00	50.00	50.00	55.00	50.00	50.00	50.00	50.00	50.00
Misc - Porta-Potties	0.00	0.00	0.00		216.48			100.00	100.00	100.00	100.00	200.00
<b>SUB</b>	<b>825.00</b>	<b>825.00</b>	<b>800.00</b>	<b>\$655.00</b>	<b>\$811.48</b>	<b>\$630.00</b>	<b>\$745.00</b>	<b>988.94</b>	<b>988.94</b>	<b>913.00</b>	<b>875.00</b>	<b>1,025.00</b>
<b>OTHER EXPENSES</b>												
Interest												
Bad Check						713.00						
Fin Chrg												
Debt Pay Trans	426.35	426.35	426.35	426.35	426.35	426.35	426.35	426.35	426.35	426.35	426.35	426.35
CC Fees												
Misc												
Cereal Lic												
Loan Payment									5,115.63			
<b>SUB</b>	<b>426.35</b>	<b>426.35</b>	<b>426.35</b>	<b>\$426.35</b>	<b>426.35</b>	<b>1,139.35</b>	<b>426.35</b>	<b>426.35</b>	<b>5,541.98</b>	<b>426.35</b>	<b>426.35</b>	<b>426.35</b>
<b>Tot Exp</b>	<b>\$7,473.35</b>	<b>\$7,084.35</b>	<b>\$11,177.35</b>	<b>\$17,519.85</b>	<b>\$12,461.42</b>	<b>\$14,486.37</b>	<b>\$16,207.05</b>	<b>\$16,131.29</b>	<b>\$15,935.92</b>	<b>\$9,350.35</b>	<b>\$7,809.35</b>	<b>\$7,284.35</b>



# Item for City Commission Action

## Section V Item 2

**Meeting Date**  
08/15/2016

**Department/Division**  
City Manager /  
Public Works

**Staff Contacts**  
Andrew Lawson /  
Josh White

**Title:**

Consider second reading of an ordinance modifying Municipal Code Part II, Chapter 38, Article II, Sec. 38-21 concerning the composition and functions of the Arkansas City Historic Preservation Board. (Roll Call Vote)

**Description:**

The Historic Preservation Board met July 18 and voted 3-0 to recommend the following changes to the section of Municipal Code that governs that board (Part II, Chapter 38, Article II, Sec. 38-21).

This item was tabled Aug. 2 by the City Commission for a second reading at this meeting.

The biggest change contained in this ordinance would be the strikethroughs in Sec. 38-21(a), which remove the requirement that four out of five members must represent another board or an external agency (one of which no longer is part of the City).

City Planner White and the board agree that those requirements are limiting and should be eliminated to widen the pool of potential applicants. Furthermore, the City is not meeting those requirements currently anyway. There is a Planning Commissioner on the board, but no other representatives.

Even if this ordinance is approved, staff will strive to include on the board a Planning Commissioner and hopefully at least one representative of the downtown historic district (whether Arkansas City Area Arts Council, Convention and Visitors Bureau or Arkansas City Area Chamber of Commerce), but that won't be required in order to have meetings. One such person has been approached already.

All involved agreed that the second part of subsection (a) is more important, as far as qualifications go.

City Planner White also wanted to eliminate the "60 days to appoint a replacement" clause. Ideally, replacement would occur much more quickly, but it also could take longer than 60 days.

With these more technical advisory boards, it sometimes can take a while to find suitable replacements and staff didn't want to mandate a timeframe when no other board has such a provision in its code.

All other changes are basically just grammatical or first/second reference cleanup items.

City Attorney Tamara Niles has reviewed and approved this draft ordinance.

The State Historic Preservation Office in Topeka also has signed off on the changes.

**Commission Options:**

1. Approve the ordinance on second reading.

**AN ORDINANCE MODIFYING MUNICIPAL CODE PART II, CHAPTER 38, ARTICLE II, SEC. 38-21 CONCERNING THE COMPOSITION AND FUNCTIONS OF THE HISTORIC PRESERVATION BOARD.**

**WHEREAS**, current Municipal Code establishes the creation, operation and responsibilities of the Historic Preservation Board; and

**WHEREAS**, the board met July 18 and voted unanimously to recommend the following changes to Municipal Code concerning its composition and functions, namely the qualifications of its members; and

**WHEREAS**, the State Historic Preservation Office has reviewed and recommends approval of the changes; and

**WHEREAS**, the Governing Body desires to amend Municipal Code to effect said recommended changes.

**NOW, THEREFORE, IN CONSIDERATION OF THE AFORESTATED PREMISES, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE: AMENDMENT TO MUNICIPAL CODE PART II, CHAPTER 38, ARTICLE II, SEC. 38-21.**

The Governing Body of the City of Arkansas City hereby amends Part II, Chapter 38, Article II, Section 38-21 of the Arkansas City Municipal Code to read as follows (deleted provisions struck through, new provisions in italics):

**Sec. 38-21. - Creation, operation and responsibilities of *city* historic preservation board.**

- (a) *Creation and composition.* The board of city commissioners hereby creates a *city* historic preservation board to consist of five members ~~comprised of a nominee from each of the following: the Arkansas City Area Arts Council; the Arkansas City Convention and Tourism Board; the Arkansas City Planning Commission; the Cherokee Strip Land Rush Museum Board, with the remaining board member, a representative from the public.~~ All members of the board shall be appointed by the mayor with the consent of the board of city commissioners, ~~within 60 days of a vacancy on the board.~~ The mayor shall make every reasonable effort to appoint persons with a demonstrated interest, knowledge, or training in fields closely related to historic preservation, such as history, architecture, landscape architecture, architectural history, archeology, planning, engineering, real estate, law, finance, building trades, urban design, ~~and or~~ geography. At least two members shall be in a preservation-related profession, such as archeology, architectural history, conservation, cultural anthropology, curatorship, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning, historic preservation, or history, unless the board of city commissioners provides written documentation to the state historic preservation office that it has been unsuccessful, despite reasonable efforts, ~~to appoint~~ *in appointing* such members. The state historic preservation office shall be provided with the *résumé* and/or qualifications of all board members.
- (b) *Term of office.* Each member of the historic preservation board shall be appointed for a three-year term. Such terms shall be staggered. In the event a vacancy shall occur during the term of any member, the successor shall be appointed to serve *the remainder* of the unexpired term.
- (c) *Operation.* The *historic preservation* board shall choose its own officers, establish its own rules and regulations, and keep a record of its meetings. ~~A majority of the Three~~ *Three* appointed members shall be considered a quorum for the transaction of any business. ~~The board of City commissioners or their~~

designees shall be considered ex officio members entitled to attend all meetings, ~~and having~~ an opportunity to provide input, but shall not have ~~ing~~ *the* authority to vote.

- (d) *Continuing education.* The *historic preservation* board shall participate in continuing education as required by the board of city commissioners.
- (e) *Duties and responsibilities.* All of the powers and duties enumerated herein are subject to ~~the~~ approval, denial, or modification by the board of city commissioners. Further, all funds necessary to carry out the purpose of this article shall be approved and appropriated by the board of city commissioners. In addition to other responsibilities specified in this article, the historic preservation board may:
- (1) Adopt its own bylaws and procedures related to the conduct of meetings subject to the laws of the state, ~~and~~ the policies and ordinances of the city, *and the policies of* ~~and~~ the state historic preservation office.
  - (2) Recommend to the board of city commissioners that the city conducts an ongoing survey to identify historically and architecturally significant properties, structures, and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state, or city.
  - (3) Identify historic structures, historic sites, and historic districts eligible for listing in the city register of historic places.
  - (4) Make recommendations to the board of city commissioners on applications for designation and the adoption of ordinances designating properties having historic, community, or architectural value as historic structures, historic sites, or historic districts.
  - (5) Research and recommend to the board of city commissioners an appropriate system of markers for designated historic structures, historic sites, and historic districts.
  - (6) Review all proposed national register of historic places and state register of historic places nominations for properties within the city, pursuant to the guidelines established by the state ~~historical society~~ *historic preservation office*.
  - (7) Recommend that the board of city commissioners inform and educate the citizens of Arkansas City concerning the historic and architectural heritage of the city, and advise and assist owners of designated historic structures, historic sites, or historic districts of physical and financial aspects of preservation, rehabilitation, and restoration by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs, workshops, and seminars.
  - (8) Review applications for certificates of appropriateness pursuant to this article.
  - (9) Make recommendations to the board of city commissioners regarding funding for the purpose of carrying out the duties and powers of the historic preservation board, and the purposes of this article.
  - (10) Make recommendations to the board of city commissioners regarding retaining such specialists or consultants, or recommend appointing such citizen advisory committees, as may be required from time to time.

- (11) Advise other city boards and commissions on any matter affecting significant historic structures, historic sites, and historic districts.
- (12) Periodically make recommendations to the board of city commissioners regarding actions it deems appropriate for the protection and continued use of significant historic structures, historic sites, and historic districts.
- (13) Recommend to the board of city commissioners that board members be encouraged to participate in a historic preservation-related educational program each year.
- (14) Undertake any other action or activity necessary or appropriate to the implementation of its powers and duties, or to the implementation of the purpose of this article.
- (15) Review and make recommendations upon all actions requiring building or demolition permits on properties listed on the national, state, and/or city register of historic places.

**SECTION TWO:** The Governing Body of the City of Arkansas City hereby authorizes the Mayor and/or City Manager of the City of Arkansas City to take such further and other necessary actions that are required to effectuate the intent and purposes of this Legislative Enactment.

**SECTION THREE: PUBLICATION; EFFECTIVE DATE.** This ordinance, or a summary thereof, shall be published one time in the official City newspaper, and shall take effect and be in force from and after said publication.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas, on this \_\_\_\_ day of August, 2016.

(Seal)

\_\_\_\_\_  
Duane L. Oestmann, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara L. Niles, City Attorney

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of the Ordinance No. 2016-08-\_\_\_\_ of the City of Arkansas City, Kansas, adopted by the Governing Body thereof on \_\_\_\_\_, 2016, as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Lesley Shook, City Clerk



# Item for City Commission Action

## Section V Item 3

**Meeting Date**  
08/15/2016

**Department/Division**  
City Attorney

**Staff Contact**  
Tamara Niles

**Title:**

Consider second reading of a Charter Ordinance exempting the City from the provisions of K.S.A. § 12-4207 regarding public officials with the authority to sign and serve a municipal court notice to appear. (Roll Call Vote)

**Description:**

Last discussed in March of 2016, this Ordinance is back for Commission consideration due to citizen request. Currently, only police officers can issue a notice to appear in Municipal Court. This means when an animal control officer or code enforcement officer, for example, observe violations of the animal or fire code, they must locate a police officer to issue the notice to appear.

The police department is understaffed, so it is difficult for them to make time to address these issues. The attached ordinance would expand the employees that can issue notices to appear in municipal court: it would authorize the fire chief or duly appointed representative to issue notices to appear for violations of fire-related code, public service officer and animal control officer to issue notices to appear for violations of animal-related code, building inspector for violations of building codes, zoning inspector or official for violations of zoning codes, and code enforcement officer for violations of technical codes, nuisance, property maintenance and other such codes. It is anticipated that this would reduce the burden on our police officers.

**Commission Options:**

1. Approve the Charter Ordinance on second reading.
2. Disapprove the Charter Ordinance.
3. Table the Charter Ordinance for further review.

**Fiscal Impact:**

Amount:

Fund:

Department:

Expense Code:

Included in budget

Grant

Bonds

Other (explain)

**Approved for Agenda by:**

City Manager

CHARTER ORDINANCE NO. \_\_\_\_\_

**A CHARTER ORDINANCE EXEMPTING THE CITY FROM THE PROVISIONS OF K.S.A. § 12-4207 REGARDING PUBLIC OFFICIALS WITH THE AUTHORITY TO SIGN AND SERVE A MUNICIPAL COURT NOTICE TO APPEAR.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**Section 1. Election to exempt.** The City of Arkansas City, Kansas (the "City"), by virtue of the powers vested in it by Article 12, Section 5 of the Constitution of the State of Kansas, hereby elects to exempt itself from the provisions of Section 12-4207, Kansas Statutes Annotated, that apply to the City, but do not apply uniformly to all cities, and provide substitute provisions as set forth below.

**Section 2. Substitute provisions.**

The City hereby adopts the following substitute provisions for the above Kansas statutes, and incorporates them into Arkansas City Municipal Code as set forth below (additions to state law in italics; deletions crossed through):

**2-362 Service of Notice to Appear**

A. The notice to appear shall be served upon the accused person by delivering a copy to him or her personally, or by leaving it at the dwelling house of the accused person or usual place of abode with some person of suitable age and discretion then residing therein, or by mailing it to the last known address of said person. A notice to appear may be served by any ~~law enforcement~~ Officer within the ~~City state~~ and, if mailed, shall be mailed by an ~~law enforcement~~ Officer of the municipality of its issuance or the clerk of the municipal court. Upon service by mail, the ~~law enforcement~~ Officer shall execute a verification to be filed with a copy of the notice to appear. Said verification shall be deemed sufficient if in substantially the following form:

The undersigned hereby certifies that on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, a copy of notice to appear was \_\_ *hand-delivered or* \_\_ mailed to \_\_\_\_ at \_\_\_\_, \_\_\_\_, \_\_\_\_.

Signature of ~~Law Enforcement~~ Officer or Clerk of Municipal Court

B. *For purposes of this Section, the term Officer shall mean: a law enforcement officer, clerk of the municipal court or duly appointed representative, city attorney, fire chief or duly appointed representative (for violations of fire-related code), public service officer and animal control officer (for violations of animal-related code), building inspector (for violations of building codes), zoning inspector or official (for violations of zoning codes), code enforcement officer (for violations of technical codes, nuisance, property maintenance and other such codes), or such other employee or agent of the City of Arkansas City as may be designated by ordinary ordinance.*

**Section 3. Publication of ordinance.** This Charter Ordinance shall be published once each week for two consecutive weeks in the Arkansas City Traveler, the official city newspaper.

**Section 4. Effective date.** This Charter Ordinance shall take effect sixty (60) days after final publication, unless a sufficient petition is filed and a referendum held on the ordinance as provided in Article 12, Section 5(c) of the Kansas Constitution, in which case this Charter Ordinance shall become effective upon approval by a majority of the electors voting thereon.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas with a not less than two thirds of the members elect voting in favor thereof, this \_\_\_\_ day of \_\_\_\_\_, 2016, with City Officials being authorized and directed to execute any and all documents necessary to consummate the purposes and intents as expressed in this Ordinance and if executed by the Mayor (or other person authorized by law to act in the event of the absence or inability of the Mayor to act) and the City Clerk is directed to attest to and affix the official seal of the City thereon.

(Seal)

---

Duane L. Oestmann, Mayor

ATTEST:

---

Lesley Shook, City Clerk

DRAFTED AND APPROVED AS TO FORM

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Tamara Niles, City Attorney

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**CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of the original ordinance; that said Charter Ordinance was passed on \_\_\_\_\_, 2016; that the record of the final vote on its passage is found in the City journal recording legislation, in chronological order; and that it was published in the **Cowley Courier Traveler** on \_\_\_\_\_ and on \_\_\_\_\_.

DATED: \_\_\_\_\_, 2016.

\_\_\_\_\_  
Lesley Shook, City Clerk

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**CERTIFICATE OF NO PROTEST**

STATE OF KANSAS                    )  
  ) ss:  
COUNTY OF COWLEY    )

The undersigned, Clerk of the City of Arkansas City, Kansas (the "City"), does hereby certify that the governing body of the City duly adopted Charter Ordinance No. \_\_\_\_ (the "Charter Ordinance"), on \_\_\_\_\_, 2016, that the Charter Ordinance was duly published once a week for two consecutive weeks in the official City newspaper; that more than sixty (60) days has elapsed from the date of the last publication; and that there has been no sufficient written protest filed in my office against the Charter Ordinance, as provided in Article 12, Section 5, of the Kansas Constitution.

WITNESS my hand and official seal on \_\_\_\_\_, 2016.

(Seal)

\_\_\_\_\_  
Lesley Shook, City Clerk



# Item for City Commission Action

## Section VI Item 1

**Meeting Date**  
August 15, 2016

**Department/Division**  
Human Resource Division

**Staff Contact**  
Marla McFarland,  
Human Resource  
Manager

**Title:**

Consider first reading of an Ordinance amending Ordinance No. 2015-12-4401 regarding the City's Compensation Plan. (Roll Call Vote)

**Description:**

Staffing has reached a critical state for the Arkansas City Police Department and a near critical state for the Arkansas City Fire/EMS Department. In an effort to improve recruiting outcomes for the Police and Fire/EMS Departments entry level wages for Police Officers and Firefighter/Emergency Medical Technicians (EMTs) will be increased. The following shall become effective August 20, 2016:

1. Police Officer Range will move from a Range 21 (\$15.02/hour) to a Range 23 (\$16.56/hour)
2. Master Police Officer will move from a Range 23 (\$16.56/hour) to a Range 24 (\$17.39/hour)
3. Firefighter/Emergency Medical Technician (FF/EMT) will move from a Range 20F (\$10.19/hour) to a Range 21F (\$10.70/hour)

**Commission Options:**

1. Approve the Ordinance on first reading.
2. Take no action and consider second reading on September 6, 2016.
3. Disapprove the Ordinance.

**Fiscal Impact:**

- \$3,649.79 through 2016 for current employees (approximately \$10,543.78 annually).
- Each new Police Officer will cost approximately \$4,522.96 in additional wages, payroll burdens and benefits annually. There are currently four open positions.
- Each new Firefighter/EMT will cost approximately \$2,003.12 in additional wages, payroll burdens and benefits annually. There are currently three open positions.

Amount:

Fund: 01

Department: 310 (Fire/EMS)  
421 (Police)

Expense Code: 5100 (Full Time Salary)

Included in budget

Grant

Bonds

Other (explain)

Mid-year implementation for affected, current employees and all new hires.

**Approved for Agenda by:**

City Manager

(First Published in the Arkansas City Traveler, \_\_\_\_\_)

**ORDINANCE NO. 2016-08**

**AN ORDINANCE AMENDING ORDINANCE NO. 2015-12-4401, BY FIXING THE COMPENSATION FOR AMENDED JOB TITLES PURSUANT TO THE PROVISION OF SECTION 12-1001 ET. SEQ OF THE KANSAS STATUTES ANNOTATED.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**SECTION ONE:** Compensation of City Officers and Employees was previously established by the Governing Body on the 15th day of December 2015, when it adopted Ordinance No. 2015-12-4401. The Governing Body hereby amends that Ordinance as follows (new provisions in italics; deleted provisions struck through):

<b>RANGE</b>	<b>JOB TITLE</b>
<del>21</del> 23	Police Officer
<del>23</del> 24	Master Police Officer
<del>20F</del> 21F	Firefighter/Emergency Medical Technician (FF/EMT)

**SECTION TWO:** Except as specifically modified herein, the Governing Body hereby ratifies and confirms all other provisions of Ordinance No. 2015-12-4401. Further, the provisions of that Ordinance are equally applicable to the positions created herein, such as payment terms, job titles, and other matters, as if these positions were originally included within Ordinance No. 2015-12-4401.

**SECTION THREE:** This ordinance, or a summary thereof, shall be published one time in the official City newspaper, and shall take effect on August 20, 2016.

**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas this 15th day of August, 2016.

\_\_\_\_\_  
Duane L. Oestmann, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Shook, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Niles, City Attorney

**CERTIFICATE**

I, hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 2016-08-\_\_\_\_ of the City of Arkansas City, Kansas adopted by the governing body on August 15, 2016 as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Lesley Shook, City Clerk



**CITY OF ARKANSAS CITY, KANSAS**  
**FINANCIAL SUMMARY**  
 Year-To-Date Ending July 31, 2016

Fund	Cash Summary				Budget Summary			
	1/1/2016			07/31/2016			Budget Variance	%
	Beginning Cash	Receipts	Disbursements	Ending Cash	Budget	Encumbrances	Favorable (Unfavorable)	Remaining (42%)
01 - GENERAL FUND	\$ 691,027	\$ 5,773,528	\$ 5,225,576	\$ 1,238,978	\$ 9,460,748	\$ 8,056	\$ 4,227,116	45%
15 - STORMWATER FUND	\$ 456,629	\$ 114,838	\$ 116,432	\$ 455,035	\$ 307,107	\$ 178	\$ 190,496	62%
16 - WATER FUND	\$ 2,217,295	\$ 2,193,875	\$ 3,124,073	\$ 1,287,096	\$ 4,860,334	\$ 241,010	\$ 1,495,251	31%
18 - SEWER FUND	\$ 2,928,710	\$ 1,145,007	\$ 639,597	\$ 3,434,120	\$ 2,584,053	\$ 2,791	\$ 1,941,664	75%
19 - SANITATION FUND	\$ 852,276	\$ 903,016	\$ 700,677	\$ 1,054,615	\$ 1,828,632	\$ 646	\$ 1,127,309	62%
20 - SPECIAL RECREATION FUND	\$ 19,283	\$ 6,921	\$ -	\$ 26,204	\$ 27,224	\$ -	\$ 27,224	100%
21 - SPECIAL STREET FUND	\$ 464,148	\$ 279,281	\$ 83,731	\$ 659,699	\$ 450,000	\$ 3,946	\$ 362,324	81%
23 - TOURISM/CONVENTION FUND	\$ 43,864	\$ 99,069	\$ 99,069	\$ 43,864	\$ 143,500	\$ -	\$ 44,431	31%
25 - CHEROKEE STRIP MUSEUM	\$ -	\$ 12,566	\$ -	\$ 12,566	\$ 37,225	\$ -	\$ 37,225	100%
26 - SPECIAL ALCOHOL FUND	\$ 61,527	\$ 9,177	\$ 9,703	\$ 61,000	\$ 16,000	\$ -	\$ 6,297	39%
27 - PUBLIC LIBRARY FUND	\$ -	\$ 304,000	\$ 304,000	\$ -	\$ 358,000	\$ -	\$ 54,000	15%
29 - SPECIAL LAW ENF TRUST FUND	\$ 17,204	\$ 1,605	\$ 478	\$ 18,331	Not a budgeted fund			
42 - HOSPITAL IMPROVEMENT FUND	\$ 359,335	\$ 479,753	\$ 427,813	\$ 411,275	\$ 1,000,000	\$ -	\$ 572,187	57%
43 - BOND & INTEREST FUND	\$ 154,922	\$ 781,432	\$ 74,893	\$ 861,461	\$ 1,500,100	\$ -	\$ 1,425,208	95%
51 - DRUG TASK FORCE FUND	\$ 12,789	\$ 16,423	\$ 6,335	\$ 22,877	Not a budgeted fund			
53 - MUNICIPAL COURT FUND	\$ 14,101	\$ -	\$ 3,193	\$ 10,908	Not a budgeted fund			
54 - EQUIPMENT RESERVE FUND	\$ 225,648	\$ -	\$ -	\$ 225,648	Not a budgeted fund			
57 - CID SALES TAX FUND	\$ -	\$ 23,042	\$ 23,042	\$ -	\$ -	\$ -	\$ (23,042)	0%
58 - STREET IMPROVEMENT FUND	\$ 1,356,638	\$ 1,464,861	\$ 1,711,202	\$ 1,110,298	\$ 3,616,010	\$ 5,921	\$ 1,904,808	53%
68 - CAPITAL IMPROVEMENT FUND	\$ 505,727	\$ 1,133,169	\$ 1,231,961	\$ 406,936	Not a budgeted fund			
<b>TOTALS</b>	<b>\$ 10,381,121</b>	<b>\$ 14,741,562</b>	<b>\$ 13,781,774</b>	<b>\$ 11,340,910</b>	<b>\$ 26,188,933</b>			

INDEBTEDNESS:

GO SERIES 2008A BONDS	\$	890,000
GO SERIES 2009A BONDS	\$	895,000
GO SERIES 2013A BONDS	\$	4,670,000
KDHE WATER LOAN	\$	662,213
2013 PUMPER FIRE TRUCK LEASE	\$	394,846
<b>TOTAL</b>	<b>\$</b>	<b>7,512,059</b>

Note: Information is Unaudited