

CITY OF VALLEY CENTER

FINAL AGENDA

DECEMBER 15, 2016

THE CITY COUNCIL SHALL HOLD ITS REGULAR MEETINGS IN THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN, BEGINNING AT 7:00 P.M.

DECEMBER 20, 2016

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION: MINISTERIAL ALLIANCE**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA p 3**
- 6. ADMINISTRATION AGENDA p 4**
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- E. Check Reconciliation – November 2016 p 94
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- 15 GOVERNING BODY REPORTS p 105**
- 16. ADJOURN**

All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.

At any time during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel and security).

This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Clerk in a timely manner, at cityclerk@valleycenter-ks.gov or by phone at (316)755-7310.

For additional information on any item on the agenda, please visit www.valleycenter-ks.gov or call (316) 755-7310.

APPROVAL OF AGENDA

RECOMMENDED ACTION:

Staff recommends motion to approve the agenda as presented / amended.

ADMINISTRATION AGENDA

A. MINUTES:

Attached are the Minutes from the December 6, 2016 Regular City Council Meeting as prepared by the City Clerk.

REGULAR COUNCIL MEETING
December 6, 2016
CITY HALL
121 S. MERIDIAN

Mayor Laurie Dove called the meeting to order at 7:00 p.m. with the following members present: Dale Kerstetter, Lou Cicirello, Gina Gregory, Marci Maschino, Lionel Jackson and Al Hobson.

Members Absent: Brendan McGettigan and Ben Anderson

Staff Present: Kristine Polian, Finance and Admin Director
Mark Hephner, Police Chief
Neal Owing, Parks and Public Buildings Director
Ryan Shrack, Community Development Director
Joshua Golka, City Engineer
Rob Tormey, Fire Captain
Barry Arbuckle, City Attorney
Scott Hildebrand, City Administrator
Kristi Carrithers, City Clerk

Press present: The Ark Valley News

APPROVAL OF THE AGENDA -

Mayor Dove requested the addition of Employee recognition under Presentations 7-B. Maschino moved to approve the Agenda as amended, seconded by Kerstetter. Vote Yea: Unanimous. Motion carried.

ADMINISTRATION AGENDA -

A. MINUTES – NOVEMBER 15, 2016 REGULAR CITY COUNCIL MEETING

Hobson moved to accept the minutes of the November 15, 2016, regular City Council meeting, seconded by Gregory. Vote Yea: Unanimous. Motion carried.

PRESENTATIONS/PROCLAMATIONS –

A. RETAIL STRATEGIES

Matt Petrol and Justin Lindsey, with Retail Strategies, addressed Council. Their company contracts with communities to assist in bringing retail development to the city by conducting research and analytics, real estate analysis and gathering community input. A benefit of partnering with Retail Strategies is their extensive contacts with retail companies. However, they stress that such retail recruitment is not an event, but a process that takes time. They recommend a 3 year timeline to contract with them based on a flat fee.

B. EMPLOYEE RECOGNITION

Mayor Dove presented a certificate of appreciation to Kristine Polian to recognize her completion/graduation of the Certified Public Manager Program.

PUBLIC FORUM – None

APPOINTMENTS – Hildebrand reported to Council that Judge Keith has resigned his position effective December 31, 2016. A staff panel has been formed to conduct interviews for the appointment of a new

Municipal Judge. In addition to himself, Kristine Polian and Court Clerk S. Shay, Council member Jackson volunteered to serve on the interview panel.

COMMITTEES, COMMISSIONS –

A. LIBRARY/COMMUNITY BUILDING DESIGN COMMITTEE

Hildebrand reported that the Library/Community Building Design Committee met November 22, 2016. Following the meeting he met with SPT architects. The Committee will meet again December 13, 2016.

B. WSU STRATEGIC PLAN

Department Heads met to discuss and provide input regarding the WSU Strategic Plan. The sub-committee will meet again on December 12, 2016 to finalize details. Hildebrand plans on final presentation of the plan on December 20, 2016.

OLD BUSINESS –

A. OLD PUBLIC WORKS BUILDING

Hildebrand reported the staff has begun a process of cleaning and organizing the equipment stored at the old public works building. They hope to optimize the space and utilize it fully in light of Council's decision to keep it.

No action was taken by Council.

NEW BUSINESS –

A. SET PUBLIC HEARING FOR FY 2016 BUDGET AMENDMENT

Polian reported that a budget amendment was necessary to pay a portion of the internal loan for the Meridian Street/Ford Street project as well as increase the Library Fund expenditures that are estimated to exceed the original budget. In order to remain in compliance with State regulations the 2016 Budget must be amended.

Maschino moved to set 7:00pm, December 20, 2016 at City Hall as the time, date and location to conduct a Public Hearing regarding Amendments to the 2016 Budget. The motion was seconded by Hobson. Vote Yea: Unanimous. Motion carried.

B. DOG PARK DISCUSSION

Hildebrand presented to Council several locations that have been considered for a Valley Center dog park. For various reasons many have been eliminated. Caden Lewis, an intern working with PEC, presented to Council preliminary plans for a dog park located in Lions Park. Hildebrand explained that the estimated cost to City to be \$10,000-\$15,000. This would be for fencing that could be removed and the space returned to park use if needed. Additional costs could possibly be paid in partnership with the Valley Center Animal League for additional improvements to the dog park.

Maschino asked Parks Director Owings for his input if it is located in Lions Park. Owings stated that he is not opposed to a dog park located in Valley Center but he wasn't sure that this is the best location. He appreciates that it would not be built as a permanent structure and could be removed if needed. He noted that the proposed area is used by groups throughout the year and during Oktoberfest.

Hobson stated that he likes the central location and that it's usage would be 365 days a year, not just a few times throughout the year.

Kristy Bruns, 106 N. Ash, addressed Council with history of the City and the Animal League working together to find available land for a dog park. Dog parks have been identified as one of the fastest growing developments in parks. Cities that have dog parks usually have higher compliance with lease and tag regulations. She urged Council to proceed with project.

Dawn Taylor, 5721 N. Athenian, with the Animal League spoke of her knowledge of the community and their desires. A need has been identified and if it is built it will be used. Lions Park is the heart of the community and will become even more so, with the addition of the Library/Community Building.

Discussion was held regarding additional amenities, cost, noise, insurance and Park committee approval.

Jackson move to direct staff and PEC to move forward with dog park designs. The motion was seconded by Hobson. Vote Yea: Unanimous. Motion carried.

CONSENT AGENDA -

- A. APPROPRIATION ORDINANCE DECEMBER 6, 2016
- B. CEREAL MALT BEVERAGE LICENSE
- C. FY 2016 VALLEY CENTR POOL REPORT AND PAY REQUEST

Maschino moved, seconded by Hobson to approve the Consent Agenda as presented. Vote Yea: Unanimous. Motion carried.

STAFF REPORTS -

FINANCE AND ADMINISTRATION DIRECTOR POLIAN

Polian thanked Mayor Dove and the governing body for the recognition.

Polian reported that the City did experience a computer security breach earlier in the day. She stressed that no customer personal information or employee payroll information was compromised. Someone outside the City accessed a server at the Public Works and downloaded a ransomware program that began encrypting files. Damage to files were minimized because all files are back-upped every 15 minutes. She will meet with our IT tomorrow morning. After the investigation is complete regarding how they accessed our system, Polian might need to recommend investing in a monitoring system for all computers.

Polian reported that employee health insurance will be a partial self-funded plan beginning January 1, 2017. She reported that risk is minimal and strong health plans have been designed. The City would also have more control in future years. There is a stop loss of 80k in place. A separate bank account will need to be set up that claims will be paid from.

POLICE CHIEF HEPHNER

Hephner reported officers logged 160 regular hours and 80 overtime hours working the homicide investigation last month.

Another Coffee with a Cop will be held at the Valley Center Library at 6:30pm on December 29, 2016.

CITY ENGINEER GOLKA

Golka reported work on Butler Street is still behind schedule.

Bids for Emporia Bicycle and Pedestrian Path were opened and were \$50,000.00 below estimates.

93rd. Street is now open to traffic.

PEC is committed to assisting with the design to the dog park at no cost to the City.

CITY ADMINISTRATOR HILDEBRAND

Hildebrand reported that he was been in contact with another group regarding the public safety study.

GOVERNING BODY REPORTS –

MAYOR DOVE

Reminded Council that the holiday party will be Friday, December 9, 2016. A ribbon cutting with Sedgwick County for the 93rd Street project will be December 16, 2016. Mayor Dove requested the February 7, 2017 regular Council meeting be moved to January 31, 2017. Item will be place on the next agenda for discussion and motion.

COUNCIL MEMBER JACKSON

Excited about the prospect of a dog park in Valley Center.

COUNCIL MEMBER HOBSON

Hobson reported that he is still witnessing many drivers making left turns out of the north Leeker's driveway or making U-turns on Meridian to head north. Requested that police monitor and enforce the no left turn sign.

ADJOURN -

Hobson moved to adjourn, seconded by Jackson. Vote Yea: Unanimous.

Meeting adjourned at 8:31 PM.

Kristi Carrithers, City Clerk

ADMINISTRATION AGENDA
RECOMMENDED ACTION

A. MINUTES:

RECOMMENDED ACTION:

Staff recommends motion to approve the minutes of the December 6, 2016 Regular Council Meeting as presented / amended.

ADMINISTRATION AGENDA

A. MINUTES:

Attached are the Minutes from the December 12, 2016 Special City Council Meeting as prepared by K. Polian, Finance and Admin Director.

SPECIAL COUNCIL MEETING
DECEMBER 12, 2016
CITY HALL
121 S. MERIDIAN

Mayor Dove called the meeting to order at 7:00 p.m. with the following members present: Dale Kerstetter, Lou Cicirello, Gina Gregory, Marci Maschino, Lionel Jackson, and Benjamin Anderson and Al Hobson

Members Absent: None.

Staff Present: Scott Hildebrand, City Administrator
 Kristine Polian, Finance and Administration Director

Press present: None

Jackson moved to approve Agenda. Kerstetter seconded the motion. Vote Yea; Unanimous. Motion carried.

EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL

Cicirello moved, seconded by Anderson to recess into Executive Session to include Administrator Hildebrand for a period of 20 minutes to discuss non-elected personnel. Vote Yea: Unanimous. Motion carried.

Recess began at 7:01 pm
Recess ended at 7:21 pm

Cicirello reported no official action was taken during Executive Session.

Cicirello moved, seconded by Kerstetter to recess into another Executive Session to include Administrator Hildebrand for a period of 20 minutes to discuss non-elected personnel. Vote Yea: Unanimous. Motion carried.

Recess began at 7:22 pm
Recess ended at 7:42 pm

Cicirello reported no official action was taken during Executive Session.

Maschino moved, seconded by Kerstetter, to adjourn the meeting. Vote yea: unanimous. Motion carried. Meeting adjourning at 7:42pm

Kristine A. Polian, Finance and Administration Director

ADMINISTRATION AGENDA
RECOMMENDED ACTION

A. MINUTES:

RECOMMENDED ACTION:

Staff recommends motion to approve the minutes of the December 12, 2016 Special Council Meeting as presented / amended.

PRESENTATIONS / PROCLAMATIONS

A. WSU Strategic Plan Presentation

PUBLIC FORUM

APPOINTMENTS

COMMITTEES, COMMISSIONS

OLD BUSINESS

A. PUBLIC HEARING TO AMEND 2016 BUDGET

- Finance & Administrator Polian's December 6, 2016 Memo
- Amended Certificate for FY 2016

1. Open Public Hearing for the purpose of Hearing and answering objections of taxpayers relating to the proposed amended use of funds.
2. Close Public Hearing

MEMO

December 6, 2016

TO: Honorable Mayor Dove & Valley Center City Council

FROM: Kristine A. Polian, Finance and Administration Director

RE: *FY16 Budget Amendment*

Municipalities are authorized by K.S.A. 79-2929a to amend budgets to spend money not in the original budget. The additional expenditures are to be made from existing revenue and cannot require additional tax levies.

In December 2015, Council authorized an internal loan from the Water Fund to the Capital Projects Fund to pay cash for the Meridian Street/ Ford Street Drainage project. This loan would total \$1.3M, and would be paid back in 3 years. This amendment to the Water Fund budget provides the authority necessary to complete the loan to the Capital Projects Fund. This loan will come from a portion of the Water Fund fund balance in the amount of \$479,113.

Water Fund- Original Budget

Budgeted Revenues	1,604,000
Budgeted Expenditures	1,604,150
Total 2016 Budget	-150

Water Fund- Expected Actual Revenue and Expenditures

Expected Actual Revenues	1,695,972
Expected Actual Expenditures	2,175,085
Total 2016 Exp. Actual Budget Shortfall	-479,113

Water Fund- Amended Budget Revenues

2016 original budget	1,604,000
2016 Estimated excess Revenues	91,972
2016 fund balance appropriation	479,113

2016 Total amended Revenues	\$2,175,085
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Water Fund- Amended Budget Expenditures

2016 Original Budget	\$1,604,150
2016 Estimated Actual	\$2,175,085
2016 Estimated Contingency	\$20,000
2016 Total amended Expenditures	\$2,175,085

Water Fund balance

End of year FY2016 balance	\$1,040,079
End of year FY2016 budgeted balance	\$1,039,929
End of year expected actual balance	\$564,225
Fund balance % of 2016 expenditures	26%

The second budget amendment is with the Library Fund. A cash balance remained in the fund from FY 2015 that exceeded budget authority, so January 1, 2016 the amount of \$14,941 was paid to the Library. Therefore it is recommended the budget amendment increase fund expenditures by \$15,000.

Library Fund- Amended Budget Expenditures

2016 Original Budget	\$235,495
2016 Estimated Actual	\$250,495
2016 Estimated Contingency	\$0
2016 Total amended Expenditures	\$250,495

Staff would recommend a budget amendment for Water and Library Funds be adopted, providing additional spending authority to adequately cover expenditures for the FY2016 budget.

Schedule for Budget Amendment:

December 6 Council Meeting- Vote to Set Public Hearing for Amended Budget.

December 20 Council Meeting- Public Hearing and Vote to approve 2016 Amended Budget.

Kristine A. Polian, Finance and Administration Director

2016

**Amended
Certificate
For Calendar Year 2016**

To the Clerk of SEDGWICK, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
CITY OF VALLEY CENTER
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 expenditure for the various funds for the year.

		2016 Amended Budget			
Table of Contents:		Page No.	Amount of 2015 Tax that was Levied	Adopted 2016 Expenditures	Proposed Amended 2016 Expenditures
Fund	<u>K.S.A.</u>				
WATER UTILITY		1		1,604,150	2,175,085
LIBRARY		2		235,495	250,495
Totals		xxxxxxx	0	1,839,645	2,425,580
Summary of Amendments		0			

Attested date: _____

County Clerk

Assisted by:
Kristine A. Polian

Finance and Admin. Director

Address:
City of Valley Center City Hall

121 S. Meridian

Valley Center, KS 67147Valley Center, KS 67147

Email:
kpolian@valleycenterks.org

Governing Body

OLD BUSINESS
RECOMMENDED ACTION

A. PUBLIC HEARING TO AMEND 2016 BUDGET:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion to approve amendments to the 2016 Budget as presented.

OLD BUSINESS

B. MASTER DRAINAGE STUDY:

- Golka will follow up with the presentation of Master Drainage Study and answer any questions.

Should Council choose to proceed,

RECOMMENDED ACTION:

For discussion only.

NEW BUSINESS

A. PUBLIC SAFETY STUDY PROPOSAL;

- Hildebrand will present information received from Matrix Consulting Group

Proposal to Develop Police and Fire Department Staffing and Facility Plans

CITY OF VALLEY CENTER, KANSAS



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December 6, 2016

Scott Hildebrand
 City Administrator
 City of Valley Center
 121 S. Meridian
 Valley Center, KS 67147

Dear Mr. Hildebrand:

The Matrix Consulting Group is pleased to submit our proposal to develop Police and Fire Staffing and Facility Plans for Valley Center. Our proposal is based on a discussion we had yesterday, a previous discussion with the Fire Chief at a conference, research conducted to develop this proposal, and our experience analyzing hundreds of public safety agencies in the Midwest and across the country for over 30 years.

We have worked extensively with public safety agencies of all sizes, operating environments and communities – in all, over 600 police and fire departments in 40 different states, including many smaller agencies such as the following:

Aztec, New Mexico
 Beverly, Massachusetts
 Brattleboro, Vermont
 Carlisle, Pennsylvania
Columbia, MO
Des Peres, MO
 East St. Louis, IL
 Elko, Nevada
 Franklin Township, NJ

Haverhill, Massachusetts
 Hilton Head Island, SC
 Jupiter, Florida
 Keene, New Hampshire
 Lincoln, Rhode Island
 Meriden, Connecticut
 Monrovia, California
 Montpelier, Vermont
 Newburgh, New York

Pompano Beach, Florida
Raymore, MO
 Redding, California
 Seaside, California
 Southlake, Texas
 Venice, Florida
 W. Springfield, Massachusetts
 Wilbraham, Massachusetts
 York, Pennsylvania

In addition we are currently working to complete police studies for Wichita (KS), Wyandotte County (KS) and Midwest City (OK). We have also just been selected to conduct a police study in Kansas City (MO).

We appreciate this opportunity to submit this proposal to the City of Valley Center. If you have any questions, please do not hesitate to contact me at 650-858-0507 or at rbrady@matrixcg.net.

Richard P. Brady
Matrix Consulting Group

Richard P. Brady
 President

1. QUALIFICATIONS OF THE FIRM AND PROJECT TEAM

The Matrix Consulting Group has extensive experience conducting staffing, management, operations and efficiency studies in Public Safety (police, fire, emergency medical and dispatch) services.

1. HISTORY AND DESCRIPTION OF THE MATRIX CONSULTING GROUP

The following describes our firm's formation, staffing and other required information:

- While our company was formed in 2002, our founders have worked together in this and other firms for over 30 years. We provide management operations studies only for government.
- While we provide a wide range of analytical services for local government, our core focus is the analysis of public safety operations (fire / EMS, police and dispatch services). We have personally served over 300 fire agencies and over 300 police agencies in our careers.
- Our firm maintains its headquarters in Mountain View, California. However, we also have offices in Edwardsville (IL), Keller (TX), Portland (OR), CARY (NC), Spokane (WA) and Worcester (MA). We currently have 17 full-time and 7 part-time employees.
- We are a 'fact based' firm, providing detailed data collection and analysis so that our clients see the 'audit trail' for our findings, conclusions and recommendations and have immense power over their public safety choices.

Our team has worked together on hundreds of public safety staffing, management and efficiency studies throughout the United States.

2. PRIOR PUBLIC SAFETY PROJECT EXPERIENCE

Our team's fire service experience includes over 300 prior projects, many of which were for smaller agencies. The table below is an illustrative list of **fire and emergency medical services** studies conducted by our proposed project team::

CITY OF VALLEY CENTER, KANSAS
Proposal to Develop Police and Fire Staffing and Facility Plans

Amesbury, Massachusetts	Glenview, Illinois	Peachtree City, Georgia
Athens, Texas	Haverhill, Massachusetts	Peoria, Illinois
Augusta, Maine	Hermosa Beach, California	Pompano Beach, Florida
Barnstable, Massachusetts	Highland, California	Red Bluff, California
Bedford, New York	Keene, New Hampshire	Ridgewood, New Jersey
Cedar Rapids, Iowa	Kettering, Ohio	Southlake, Texas
Coventry, Connecticut	Meriden, Connecticut	Sterling, Illinois
Des Peres, Missouri	Middleborough, Massachusetts	Suffolk, Virginia
Dinuba, California	Montpelier, Vermont	Wilbraham, Massachusetts

We are currently also conducting fire studies for Big Bear (CA) and Sonoma and Merced Counties (CA), Grants Pass (OR) as well as Westport (CT).

Our team's police service experience includes over 300 prior projects, many of which were for smaller agencies. The table below is an illustrative list of **law enforcement** studies conducted by our proposed project team:

Americus, Georgia	Greenbelt, Maryland	Raymore, Missouri
Aztec, New Mexico	Hilton Head Island, SC	Redding, California
Brattleboro, Vermont	Jupiter, Florida	Ridgewood, New Jersey
Carlisle, Pennsylvania	Manchester, New Hampshire	Southlake, Texas
Clearwater, Florida	Mendham, New Jersey	St. Petersburg, Florida
Columbia, Missouri	Millbrae, California	Suffolk, Virginia
Corvallis, Oregon	Montpelier, Vermont	Watertown, Massachusetts
Des Peres, Missouri	Napa, California	W. Springfield, Massachusetts
Elko, Nevada	Peachtree City, Georgia	York, Pennsylvania

In addition we are currently working to complete police studies for **Wichita (KS)**, **Wyandotte County (KS)** and **Midwest City (OK)**. We have also just been selected to conduct a police study in **Kansas City (MO)**.

3. REFERENCES

This section provides references for recent public safety studies conducted.

(1) Fire References

Client	Project	Reference
Peachtree City, GA	Organizational and Operational Efficiency Study of the Fire and Police Departments	Joseph O'Connor Fire Chief (770) 631-2526
Auburn, ME	Fire Department Performance and Management Analysis Study	Geoff Low Deputy Fire Chief (207) 333-6633 ext. 5
Dinuba, CA	Third update to the Fire Department Master Plan we initially developed in 1994.	Chad Thompson Fire Chief (559) 591-5931

CITY OF VALLEY CENTER, KANSAS
Proposal to Develop Police and Fire Staffing and Facility Plans

(2) Police References

Client	Project Summary	Reference
Carlisle, Pennsylvania	Police Department Organizational Review	Matthew Candland Borough Manager (717) 240-6921
Arlington, Washington	Police Department Study	Allen Johnson City Administrator (360) 403-3441
Suffolk, Virginia	Police (and Fire) Department Staffing Study	Jeff Gray Administrative Analyst (757) 514-4037

4. PROJECT TEAM QUALIFICATIONS

The Matrix Consulting Group proposes to utilize a very senior project team,. The senior-most team members of the team have between 10 and 30+ years of professional experience as consultants and/or public safety managers. Summary resumes for each of the project team members are provided below.

Name / Title	Summary of Professional Background, Experience, and Education
Richard Brady President Project Manager	<ul style="list-style-type: none"> • President and Project Manager • Overall responsibility for the firm's management studies. • 35 years of police and fire / emergency services consulting. • BA Cal State University, Hayward; PhD, Oxford University, UK. • Project manager and would be a participative analyst. • Extensive experience conducting over 200 police and fire / EMS studies nationwide, including all of our police and fire studies.
Robert Finn Senior Manager Lead Analyst – Fire	<ul style="list-style-type: none"> • 25+ years of combined experience as a fire executive and consultant. • Previous experience as a Fire Chief – including work as a police officer, training officer, paramedic and shift commander. • Lead Analyst on the Fire and EMS portions of the study. • Extensive experience evaluating fire, rescue, and emergency medical services. Most recently, his police and fire clients have included Auburn (ME), Chelsea (MA), Peachtree City (GA), Springdale (AR), Perrysburg (OH) and Rio Rancho (NM). • MBA, BS in Public Safety Management. Grand Canyon University.

CITY OF VALLEY CENTER, KANSAS
Proposal to Develop Police and Fire Staffing and Facility Plans

Name / Title	Summary of Professional Background, Experience, and Education
Byron Pipkin Senior Manager Lead Analyst – Police	<ul style="list-style-type: none"> • Senior Manager with the Matrix Consulting Group. • Has over 32 years of experience as a consultant and a public safety officer (trained as both a police officer and firefighter) through the rank of Deputy Chief in the Sunnyvale Department of Public Safety. • Lead Analyst on the Police portion of the study. • His recent public safety analytical experience includes studies for Newburgh (NY), Arlington (WA), Berkeley (CA), Portland (OR), Birmingham (AL) and Hennepin County (MN). • Graduate of the FBI National Academy; BA from San Jose State University in Justice Administration.
Ian Brady Senior Consultant Resource Analyst	<ul style="list-style-type: none"> • Ian Brady is a Senior Consultant with the Matrix Consulting Group. • Mr. Brady would lead our assessment of patrol operations and fire deployments and service capabilities. • Mr. Brady has recently worked on public safety management and staffing studies in comparable roles for Winnipeg (MB), Hennepin County (MN), DeKalb County (GA), Berkeley (CA), Raleigh (NC), Birmingham (AL), Portland (OR), and Hayward (CA). • He received his BA in Political Science from Willamette University.
Terry Lewis Senior Consultant Resource Analyst	<ul style="list-style-type: none"> • 30+ years of experience in the fire service. • Experience at all levels of the fire service, including Fire Chief. • Peer Assessor/Team Leader/Mentor for Center for Public Safety Excellence. • BS degree in Fire Science and AA in Accounting from the University of Cincinnati. Executive Fire Officer (EFO) program graduate.

More extensive resumes for senior members of the proposed project team are provided in the Attachment to this qualifications statement.

2. METHODOLOGY AND WORK PLAN

This section of our proposal provides a detailed work plan for completing the scope of services requested for this Police and Fire Staffing and Facility Plan.

1. SCOPE OF WORK

The City of Valley Center is a small city but is about to enter a period of transformational growth in which its population could double. The scope of work for this project, then, is comprehensive, resulting in the evaluation of the most appropriate level of Police and Fire services and the staff and facility resources needed in the City now and in the future.

Currently, public safety services are provided through the following staff resources:

- The Valley Center Police Department is staffed with 15 full time and 3 part time officers.
- The Valley Center Fire Department is staffed with 2 full time fire personnel (with 2 more being added in next year's budget) and supplemented by many volunteers.

The scope includes assessments of Police and Fire, then, is comprehensive and includes the following:

- How growth will impact current service philosophies involving the use of volunteers and part time personnel. Moreover, as a larger community how will service needs change in the future?
- Staffing levels in all public safety functions needs now and in the future when service needs may change.
- How growth in staff and services will impact facility needs.

The following section provides a summary description which describes how the Matrix Consulting Group would develop this assessment of Police and Fire Department staffing and facility needs.

2. PROPOSED WORK PLAN FOR THE POLICE AND FIRE DEPARTMENT STAFFING AND FACILITY PLANS.

The following paragraphs provide a description of the tasks the project team can complete in this assignment for the assessment of the Valley Center Police and Fire Departments.

CITY OF VALLEY CENTER, KANSAS
Proposal to Develop Police and Fire Staffing and Facility Plans

Task 1 Initiate the Project and Document Law Enforcement and Fire Service Trends and Issues That Led to This Study.

The purpose of this first task is to develop a thorough understanding of issues and expectations of all key parties to the study. Completion of this task will include:

- Interview the City Manager and, if desired, elected officials. During the course of these interviews, the project team will explore the following:
 - Attitudes toward current service levels and service responsiveness of the police and fire departments.
 - Issues associated with the current and long term viability in the availability and use of volunteers and part time personnel.
 - Views toward any unmet law enforcement and fire related needs.
 - An understanding of cost of service trends and issues.
 - An understanding of emergency medical services response in the City.
 - Growth prospects for the City and surrounding areas over the next 20 years, including traffic projections.
- Interview the Chief officers in the Valley Center Police and Fire Departments. These interviews would review and discuss such issues as the following:
 - How the each department currently serves the City.
 - Trends and issues that have arisen over the past few years in providing emergency services in the City.
 - Budget and resource allocation issues facing the departments that could further impact service delivery in the City.

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • On-site initial meetings with executive staff to review goals, objectives, and project management plans and gain understanding of the project needs. • Kick-Off presentation to appropriate staff. • Detailed project management plan – outlining dates for meetings and interim deliverables. 	<ul style="list-style-type: none"> • Attendance at kick-off presentation and initial executive staff meetings.

Task Result: The result of this task would be a weekly schedule and task plan for the project.

CITY OF VALLEY CENTER, KANSAS
Proposal to Develop Police and Fire Staffing and Facility Plans

Task 2 Document the Police and Fire Departments' Staffing, Organization Management, Equipment, Technology and Facilities in Valley Center.

To establish a basis for structuring and comprehensively evaluating the police and fire resource issues, we will develop a portrait of the two Departments. We will gather and analyze detailed information about the organizational structure, operations and service levels and management systems from the Police and Fire Departments. In order to understand the system of law enforcement and fire service delivery and the basis for organizational alternatives, we will document the following:

- An overview of the service delivery systems in terms of service levels, deployments and scheduling and operational management of these systems.
- The organization of the Departments and lines of authority that run through them.
- The number of staff and volunteers by type authorized in each function of the Police and Fire Departments.
- Workloads and service level performance indicators for each function.
- Roles and responsibilities of staff.
- Basic and in-service training provided to police officers and firefighters as well as any cross training among functions.
- Recruitment, hiring, promotional and retention programs of the Department.
- The technologies in place to facilitate the management of information and effective communications.
- Statistics related to attrition (turnover) for the past three years.
- Overtime and on call utilization for the past three years.
- Inventory current vehicles, equipment and facilities in use by the Departments.
- All costs for the two Departments.

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • Data collection and compilation for analysis of the current law enforcement and fire service organization and management. • Development of a draft profile detailing our understanding of the current situation in terms of organizational structure, facilities, deployment, performance, budgets. 	<ul style="list-style-type: none"> • Provide consultant with data as requested. • Review profile to ensure accuracy.

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Task Result: The result of this task would be a narrative and statistical profile or summary of the Valley Center Police and Fire Departments.

Task 3 Assess Current Police and Fire Departments' Staffing and Other Resource Needs and Project These Needs into the Future.

By this point, the project team will have the data needed to evaluate the current staffing levels and deployments. This task will involve the following approaches:

- Evaluate existing Police and Fire call response and service levels.
- Compare call and service demands and identify opportunities for changes in resource deployments.
- Based on an understanding of demand and field unit deployment, evaluate existing staffing policies, scheduling, unit deployment and response approaches.
- Evaluate the current and expected use of overtime and on call utilization to meet daily staffing needs.
- Evaluate the impact of the growth in call demand the availability and reliability of volunteer and part time resources in the future.
- Analyze opportunities to adjust the mutual aid and automatic aid response system in the region.
- Evaluate any opportunities to share services between Police and Fire as well as, potentially, with other public safety departments in the regions.
- The project team would evaluate projected staffing in the following process:
 - Development of ratios of workload per capita.
 - Project population and development for a 20 year planning period.
 - Utilize the per capita work / population to project workloads.
 - For support functions develop ratios of these staff to core functions.
 - Project staffing based on per capita workloads and staff relationships.

The results of this critical project task are described below:

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • Analysis of staffing requirements and deployment options • Project staffing for each police and fire function. 	<ul style="list-style-type: none"> • Evaluation of staffing and deployment options. • Availability for follow up questions or additional interviews. • Provision of population and non-residential development for the next 20 years.

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Task Result: The result of this task would be an assessment of current and projected staff and volunteer resources in the Police and Fire Departments.

Task 4 Assess the Organizational Structure of the Departments.

In this work task, the study team will continue to document and validate how the Police and Fire Departments in Valley Center are organized from the perspectives of staff and volunteer mixes as well as command staffing. Strengths of the existing organizational structure, as well as changes in organizational philosophy, will be identified.

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • Analysis of the current organizational structure in place in the departments. • Assessment of the long term viability of the volunteer program as call loads grow. 	<ul style="list-style-type: none"> • Provide personnel for interviews with the project team.

Task Result: The result of this task would be an analysis of the organizational approaches of the Police and Fire Departments as well as management staffing.

Task 5 Assess Facilities' Needs of the Two Departments.

Based upon the outcomes of the tasks noted above, we will be able to identify various facility needs as well as the equipment and technology needs that should be addressed in both the near-term as well as over the planning horizon. Efforts in this task would include:

- On-site evaluations of police and fire operations in existing facilities.
- Develop an understanding of population, demographic, developmental and transportation related factors which will impact police and fire operations and facility requirements in the future.
- Identify potential future programmatic changes which could impact facility configuration and equipment needs over the planning period.
- Issues associated with the usability of existing facilities versus new facilities.
- Issues associated with further decentralization of services.
- Assessment of current key equipment in place (e.g. fleets) including age, usage, useful life remaining, etc.
- Analyze opportunities to improve services through changes in equipment and technology.

CITY OF VALLEY CENTER, KANSAS
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- The needs of this assessment for the coming facility and equipment capital improvement plans (CIP).

In evaluating the facility needs for the two Department the project team will apply the firm's space standards to projected number of staff by type of position to project space requirements and compute space needs for other functions like reception areas, training facilities, employee parking, space, prevention and other programmatic space. These requirements will be compared to existing space and viability to reconfigure space to meet future requirements. This analysis will not be at the architectural level, rather a preliminary assessment of space needs and the usefulness of existing space.

These various issues will be addressed in the final report with supporting tables and narratives describing our assessments.

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • Analysis of facilities and equipment now and over the 20 year planning horizon. 	<ul style="list-style-type: none"> • Provision of existing inventories of space and equipment. Drawings of existing facilities to include square footage.

Task Result: The product of this task will be a set of tables and narratives which display facility and equipment needs now and over the 20 year planning horizon.

Task 6 Develop a Final Report for the City.

Once the work tasks noted above have been completed, our findings, conclusions, and recommendations will be documented in the form of a draft and final report to the City together with detailed plans for implementation.

Project Deliverables / Objectives	Client Participation Required
<ul style="list-style-type: none"> • Development of the draft project report. • Conduct necessary edits and answer questions for the City and departments. • Deliver the final report. • Make a presentation of the final report to the City and departments. 	<ul style="list-style-type: none"> • Provide the agency representatives for review of the draft report to provide comments and feedback on any required edits. • Schedule a mutually acceptable date for the presentation of the final report.

Task Result: The results of this task would be draft and final reports which would be reviewed internally prior to making them final. We would be prepared to make a public presentation of the results.

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3. PROPOSED PROJECT SCHEDULE.

The Matrix Consulting Group believes that this project can be completed in a 16 week timeframe. The following table shows the projected schedule by major task.

Task / Week	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16
1. Initiation	■							
2. Public Safety Profiles			■	■	■			
3. Staffing Analysis				■	■	■		
4. Organizational Analysis					■	■		
5. Facility and Equipment						■	■	■
6. Draft / Final Report							■	■

3. PROJECT COST

The Matrix Consulting Group proposes to conduct this assignment for a total not-to-exceed fixed price of **\$45,000**. A task breakdown is presented below based upon our proposed work plan noted previously.

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to alternative invoicing arrangements, upon agreement with the City.

CITY OF VALLEY CENTER, KANSAS
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RICHARD P. BRADY
President, Matrix Consulting Group
Project Manager

BACKGROUND

Richard Brady is the Matrix Consulting Group's President. Mr. Brady has been a management consultant to local government for more than 35 years. Prior to joining the Matrix Consulting Group, he was the MAXIMUS national Vice President in charge of its local government consulting practice, and before that the managing partner of the California-based management consulting firm of Hughes, Heiss & Associates. Mr. Brady has conducted numerous studies of every local government function. However, the vast majority of his work is in the law enforcement, criminal justice and public safety areas.

FIRE RESCUE EXPERIENCE

- Management audits, each of which have included evaluation of all departmental programs (e.g., Hazmat; public education; plan check and development review, etc.); service level analysis for fire suppression and emergency medical services; financial analysis of all fees and revenues; and training program evaluation. Also included staffing level evaluation and revenues; and training program evaluation of all functions and review of departmental management practices. For example:
 - Alachua County, Florida
 - Albany, New York
 - Americus, Georgia
 - Augusta-Richmond County, Georgia
 - Bellingham, Washington
 - Boston, Massachusetts
 - Brattleboro, Vermont
 - Bremerton, Washington
 - Broward County, Florida
 - Burlington, Massachusetts
 - Charlotte County, Florida
 - Chelsea, Massachusetts
 - Hilton Head Island, South Carolina
 - Lansing, Michigan
 - Newark, California
 - Norwalk, Connecticut
 - Omaha, Nebraska
 - Palo Alto, California
 - Peoria, Illinois
 - Polk County, Florida
 - Reno, Nevada
 - Salt Lake City, Utah

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- San Rafael, California
 - Sarasota County, Florida
 - Tallahassee, Florida
 - Venice, Florida
- Developed comprehensive fire master plans for the following clients. Each project included evaluation of service levels for both fire protection and emergency medical services; recommendation of service level standards related to response times; company staffing; fire flow capabilities; and built-in protection. Also included development of multi-year facilities plans; capital equipment requirements; and detailed program recommendations involving prevention programming and hazardous materials control.
 - Anchorage, Alaska
 - Redmond, Washington
 - Woodinville, Washington
 - Monroe, Washington
 - Orange County, California
 - Corte Madera, California
- Regional analyses of fire service systems to identify consolidation opportunities; potential to improve service cost-effectiveness by contracting for service in specific areas; and assessing the feasibility of multi-agency cooperation in such areas as training; communications and dispatch; and hazmat response and control. Projects include:
 - Burlingame and Hillsborough, California
 - Carlsbad; Oceanside; Vista, California
 - Dixon and Dixon FPD, California
 - La Mesa and Lemon Grove, California
 - Lee County, Florida
 - Montpelier, Vermont
 - Monterey County – Three studies (LAFCO)
 - North Utah County, Utah
 - San Mateo County, California
 - Sonoma County, California (LAFCO)
 - Stanislaus County, California (LAFCO)
 - Santa Cruz County, Capitola and Central FPD, California (LAFCO)
 - South Snohomish County, Washington
 - Tiburon and Alto-Richardson in Marin County, California
 - Tulare County, California (LAFCO)
- Station location studies/plans for:
 - Broward County, Florida
 - Dougherty Regional Fire Authority (Dublin-San Ramon), California

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- Fort Lauderdale, Florida
 - Fulton County, Georgia
 - Hanford, California
 - Monterey, California
- Fire Department feasibility studies which involved projecting service demand; recommending service level standards and objectives; identifying revenue sources; and developing detailed facilities, staffing and apparatus requirements including budgets for in-house fire departments for cities which contract for service or are served by a larger fire protection district or other fire department. Each project also included evaluation of service contracts and recommendation of the most cost-effective alternative. Clients include:
 - Cupertino, California
 - San Ramon, California
 - Scottsdale, Arizona
 - Emergency medical service feasibility studies which also involved projecting service demand; recommending service level standards and objectives; identifying revenue sources and cost recovery strategies. Clients include:
 - Coral Springs, Florida
 - Escambia County and Pensacola, Florida

LAW ENFORCEMENT EXPERIENCE

The following points summarize Mr. Brady's project experience.

- **Law enforcement management and operations studies** covering workload, staffing, service levels, and internal procedures and policies. Clients served include:

State	Illustrative Law Enforcement Management and Staffing Studies
Alabama	Birmingham
Alaska	Anchorage
Arizona	Goodyear, Phoenix, Prescott Valley
California	Alameda County, Anaheim, Berkeley, Butte County, Chula Vista, Citrus Heights, Contra Costa County, Galt, Gilroy, Goleta, Glendale, Hayward, Kern County, Laguna Hills, Los Angeles, Los Angeles County, Los Gatos, Lynwood, Monrovia, Napa, Ontario, Orange County, Palmdale, Palo Alto, Patterson, Pittsburg, Poway, Roseville, San Jose, Pasadena, San Bernardino, San Bernardino County, San Mateo County, San Rafael, Santa Ana, Santa Barbara County, Santa Monica, Sonoma County, Sunnyvale
Colorado	Aurora

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State	Illustrative Law Enforcement Management and Staffing Studies
Connecticut	Stamford
Florida	Alachua County, Coral Gables, Jacksonville, Jupiter, North Miami Beach, Orange County, Pasco County, Pinellas County, Port Richey and Venice
Georgia	Americus, Augusta-Richmond County, DeKalb County, Fulton County, Gainesville, Hall County, Chatham County.
Illinois	Lansing
Louisiana	Alexandria
Massachusetts	Beverly, Boston, Lawrence, Milford, Mansfield, Burlington, Pelham, Watertown, Wayland, Westwood, Whitman
Minnesota	Anoka and Hennepin Counties
Missouri	Columbia, Des Peres and Raymore
Nebraska	Omaha
Nevada	Las Vegas Metropolitan Police Department, Elko, Sparks and Reno
New Hampshire	Portsmouth
New Jersey	Park Ridge, Mahwah, Mendham, Montvale and Woodcliff Lake
New York	Albany, Carthage, Endicott, Newburgh, Vestal and Briarcliff Manor
North Carolina	Burke County and Durham
Michigan	Alpena and Detroit
Missouri	Columbia, Des Peres and Raymore
Ohio	Fairborn
Oregon	Portland, Clackamas County and Grants Pass
Pennsylvania	Carlisle, Mount Lebanon and York
South Carolina	Beaufort County, Charleston County, Hilton Head Island, Spartanburg County
Tennessee	Nashville-Davidson County and Knox County
Texas	Arlington, San Antonio, Terrell, El Paso, Grand Prairie and Southlake
Utah	Salt Lake City
Vermont	Brattleboro and Montpelier
Virginia	Richmond, Leesburg and Loudoun County

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State	Illustrative Law Enforcement Management and Staffing Studies
Washington	Arlington, Spokane, Kirkland and Snohomish County
Wisconsin	Sun Prairie, Milwaukee, Dane County

Law Enforcement Program Studies: Mr. Brady has performed a wide variety of studies of law enforcement programs and services. Selected studies have included the following:

- **Emergency Communications** – over 75 studies of existing communications centers (e.g., Monterey County, CA) as well as consolidation alternatives (e.g., San Mateo County, CA).
- **Personnel policies and procedures** studies for Escondido (CA), Danville (VA) and Fluvanna County (VA). Secondary employment policy development for all San Mateo County (CA) police agencies and the Sheriff's Office.
- **Regional Law Enforcement Feasibility Studies:** Mr. Brady has been involved or managed several law enforcement regionalization studies. These have included the following:
 - **Regionalization Opportunities in Training and Communications for the Boston Metropolitan Area.** The Regionalization Commission chose members of this project team to work with over 110 agencies on public safety regional issues.
 - **Law Enforcement Consolidation Feasibility Study for Broome County, New York:** all police Services have begun to consolidate all support functions (communications, records, information systems, training) as well as shift supervision as a first step to consolidation.
 - **Regional Law Enforcement Feasibility Study for San Bernardino County, California Contract Cities:** Nine cities receive contracted law enforcement services from the San Bernardino County Sheriff's Office. Because the County changed its philosophy of contracting, costs increased dramatically.
 - **Three Community Police Consolidation Feasibility Study** – for Montvale, Woodcliff Lake and Park Ridge (NJ).

EDUCATION

BA, California State University, Hayward
 Ph.D., Oxford University, United Kingdom

CITY OF VALLEY CENTER, KANSAS
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BYRON K. PIPKIN
Senior Manager, Matrix Consulting Group
Project Lead – Police Study

BACKGROUND

Byron Pipkin brings a public safety manager's perspective to the project team. He has thirty-two years of experience in law enforcement and fire service, including fourteen years in management positions in the Sunnyvale Service of Public Safety (CA) – a fully integrated police and fire agency. During his career he managed every major law enforcement and administrative function, including patrol operations, investigations, narcotics/vice operations, internal affairs, records, recruiting and hiring, training, administration, school resource officers, traffic operations, crime prevention, emergency preparedness, the mobile field force, and the SWAT team. He is also currently and instructor for the California Peace Officer Standards and Training Executive Development Course, teaching a course on effective management of law enforcement organizations. Mr. Pipkin is a Senior Manager with the Matrix Consulting Group.

EXPERIENCE IN POLICE STUDIES

Mr. Pipkin has experience as a lead with the following law enforcement agencies.

- Arlington, TX
- Arlington, WA
- Aurora, CO
- Beverly Hills, CA
- Carlisle, PA
- Dublin, CA
- Cotati, CA
- Galt, CA
- Gilroy, CA
- Goodyear, AZ
- Grants Pass, OR
- Gresham, OR
- Laguna Hills, CA
- La Quinta, CA
- Mahwah, NJ
- Newburgh, NY
- Omaha, NE
- Phoenix, AZ
- San Antonio, TX
- Springdale, AR
- Spokane, WA
- University of Missouri, Kansas City, MO
- Vancouver, WA

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MANAGEMENT ASSIGNMENTS

Command of Sunnyvale DPS Special Operations Bureau, 2001-2005
Liaison with the FBI and the Joint Terrorism Task Force 2004-2005
Command of Police Field Operations Bureau, 2000-2001
Special Assistant to the Chief, 1999-2000
Fire Marshal, managed the Fire Prevention Bureau, 1997-1999
Command of Police Field Operations Bureau, 1994-1997
Community Services Bureau, Recruitment and Hiring, Training and Records, 1991-1994

EDUCATION

Graduate of the FBI National Academy, Quantico, Virginia
B.S. in Administration of Justice, California State University, San Jose

PROFESSIONAL CERTIFICATES

P.O.S.T. Management Certificate, 1993
P.O.S.T. Supervisory Certificate, 1986
California Community College Lifetime Teaching Credential, 1983
P.O.S.T. Advanced Certificate, 1980

CITY OF VALLEY CENTER, KANSAS
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ROBERT FINN
Senior Manager, Matrix Consulting Group
Project Lead – Fire Study

BACKGROUND

Robert Finn is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships.

PROJECT EXPERIENCE

Clients for whom Mr. Finn has served as the lead project analyst on fire service studies include the following:

Anchorage, Alaska	Mesa County, Colorado
Auburn, Maine	Monterey, California
Bedford, New York	North Utah County, Utah
Boston, Massachusetts	Pacific Grove, California
Chelsea, Massachusetts	Peachtree City, Georgia
Cleveland, Ohio	Perrysburg, Ohio
DeKalb County, Georgia	Redding, California
Dinuba, California	San Antonio, Texas
Hanford, California	Springdale, Arkansas
Huntington Beach, California	Sterling, Illinois
Lincoln, Rhode Island	Suffolk, Virginia
Mat Su Borough, Alaska	Winter Garden, Florida

EXPERIENCE AS A PUBLIC SAFETY PROFESSIONAL

Mr. Finn has served at many levels in public safety, including as the following:

- Chief of Police (2008 to 2011)
- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999)
- Coordinator of Emergency Medical Services (1993 to 1995)
- Firefighter / Driver / Paramedic (1987 to 1993)

PUBLIC SAFETY ASSOCIATION AFFILIATIONS

Center for Public Safety Excellence as a Peer Assessor, Team Leader and Technical Reviewer (2006 to Present).

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EDUCATION AND TRAINING

He has a Master of Business Administration in Executive Leadership and a Bachelor of Science in Public Safety Administration from the Grand Canyon University, Phoenix (AZ).

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GREG MATHEWS
Senior Manager, Matrix Consulting Group

BACKGROUND

Greg Mathews has over 27 years of private and public sector experience, performing as both a senior management consultant and executive manager. As Deputy Director of Auditing for the Los Angeles City Controller's Office, he managed the day-to-day functions of the Performance Auditing, Follow-up, and Management Assessment sections in the Performance Audit Division. He has participated as project manager or lead consultant in over 90 consulting engagements with emphasis in public safety.

PUBLIC SAFETY / CRIMINAL JUSTICE SYSTEM EXPERIENCE

Completed numerous law enforcement management and operations studies covering workload, staffing, and service levels for:

- Aurora, Colorado
- Beverly Hills, California
- Birmingham, Alabama
- Corvallis, Oregon
- Chula Vista, California
- Dane County, Wisconsin
- Eastpointe, Michigan
- Hayward, California
- Milwaukee, Wisconsin
- Montville, New Jersey
- Omaha, Nebraska
- Orange County, Florida
- San Clemente, California
- San Rafael, California
- Suffolk, Virginia
- S. Pasadena, California
- Stamford, Connecticut
- Sherwood, Oregon

Completed several specialized feasibility studies involving scheduling options, alternative service delivery, policy and procedure reviews, specialized enforcement unit design, overtime usage assessments, or contract service options for:

- Burbank, California
- Glendale, California
- Goleta, California
- Inglewood, California
- Kenmore, Washington
- Laguna Beach, California
- Laguna Niguel, California
- Lake Forest, California
- Los Angeles, California
- Orange County, California
- San Juan Capistrano, CA
- Santa Monica, California
- Simi Valley, California
- Tacoma, Washington
- University of Missouri, KS
- Mission Viejo, California
- Cleveland, Ohio
- Vacaville, California

Performed a variety of E911 Communications Studies of E911 dispatch operations for both small and large agencies including operational reviews, technology assessments, staffing level analysis, consolidation feasibility studies, organizational review, recruitment and selection best practices, and other E911 service areas. Agencies include:

- Aurora, Colorado
- Beverly Hills, California
- Birmingham, Alabama
- Corvallis, Oregon
- Modesto, California
- Monterey County, CA
- Montville, New Jersey
- Reno and Sparks, Nevada

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- Chula Vista, California
- Eastpointe, Michigan
- Glenn County, California
- Greene County, California
- Jackson County, Oregon
- Medford, Oregon
- Washoe County, Nevada
- Placer County, California
- Republic, Missouri
- San Mateo County, CA
- Snohomish County, WA
- Stanislaus County, CA

EDUCATION

University of California, Davis
University of Southern California

B.A. 1982
M.P.A., 1984

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IAN BRADY
Senior Consultant, Matrix Consulting Group

BACKGROUND

Ian Brady is a Senior Consultant with the Matrix Consulting Group as part of our Management Services Division, and is based in our Mountain View (CA) office. He began with the firm as an intern but now has 4 years of consulting experience. He specializes in public safety and is dedicated to providing analytical support for all of our police, fire, emergency communications and criminal justice system studies. Mr. Brady also developed the firm's GIS analytical tools for analyzing field service workloads and service levels, beat design and efficiency, and alternatives to deployment and scheduling of resources.

EXPERIENCE IN POLICE STUDIES

Mr. Brady has experience conducting law enforcement management, staffing and operations studies, including recently for the following clients:

Adams County, CO	Laguna Hills, CA
Arlington, WA	Lansing, Illinois
Berkeley, CA	Mahwah, NJ
Birmingham, AL	Newburgh, NY
Carlisle, NJ	Orange County, FL
Chula Vista, CA	Patterson, CA
Columbia, MO	Portland, Oregon
Cooper City, FL	Raleigh, NC
DeKalb County, GA	Redding, CA
Dublin, CA	Rio Rancho, NM
Hanford, CA	Rockingham County, NH
Hayward, CA	Roseville, CA
Hennepin County, MN	Sherwood, OR
Huntington Beach, CA	Suffolk, VA
La Quinta, CA	Winnipeg, MB (CA)

EDUCATION

Mr. Brady received his BA in Political Science from Willamette University in Oregon.

CITY OF VALLEY CENTER, KANSAS
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TERRY LEWIS
Manager, Matrix Consulting Group

SUMMARY OF PROFESSIONAL QUALIFICATIONS

Terry Lewis has over 30 years of experience in the fire service. He began his career in 1980 with the Loveland-Symmes Fire Department in Ohio, where he worked until 1999, advancing through the ranks from Firefighter/Paramedic to Battalion Chief. While in Loveland Symmes, Chief Lewis worked in a variety of capacities including financial management, fire prevention, public education and managing the operations division. Terry was appointed Fire Chief in Henderson, Kentucky in 1999 until retiring in 2009.

EXPERIENCE

Consultant, Matrix Consulting Group

Recent fire service regional analytical studies include Matanuska-Susitna Borough (AK), King William County (VA) and Mesa County (CO).

Fire Chief, City of Henderson, Kentucky

Provided overall management and direction of fire suppression and risk reduction services, utilizing 60 personnel covering eighteen square miles and approximately 30,000 customers. Administered an annual operating budget of \$4.5 million along with various capital improvement projects. He has also composed Standard of Cover Documents and developed and served on the Board of a regional hazmat and technical rescue team.

Peer Assessor and Technical Advisor:

Served as a Peer Assessor and Technical Advisor (Mentor) during the Accreditation process for the following agencies:

- King of Prussia, PA
- Lenexa, KS
- Fort Lee, VA
- McChard AFB, WA
- Menasha, WI
- Wilson, NC
- Clearwater, FL
- Edmonton, Alberta, Canada
- Winter Park, FL
- Country Side Fire District, IL
- Southlake, TX
- Santa Clara County, CA
- Port Huron, MI
- Fenton, MO
- Searcy, AR
- Summit, NJ

EDUCATION

Bachelor of Science in Fire and Safety Engineering Technology and Associate of Science in Accounting from the University of Cincinnati.

NEW BUSINESS
RECOMMENDED ACTION

A. PUBLIC SAFETY STUDY PROPOSAL;

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion to hire Matrix Consulting Group to conduct the Public Safety Study.

NEW BUSINESS
RECOMMENDED ACTION

B. EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion that Council recess to executive session to discuss non-elected personnel.

NEW BUSINESS
RECOMMENDED ACTION

C. APPOINTMENT OF MUNICIPAL JUDGE;

Should Council choose to proceed,

RECOMMENDED ACTION:

**Staff recommends motion to approve appointment of
Municipal Judge effective January 1, 2017**

NEW BUSINESS

D. MONITOR SERVICE FOR I.T.:

- Finance and Admin Director Polian Memo
- Statement of Work for Monitoring and IT Support Services
- IT Services Agreement



December 13, 2016

Honorable Mayor Laurie Dove
Members of City Council
Valley Center, KS

RE: Security Breach and recommendation

Background

On December 6, 2016 at approximately 2:40 pm, one of the City's servers were infiltrated and a ransomware program was installed. The program was able to encrypt several files within three different software programs used by the City; specifically InCode, SEMS and NVRS. A vulnerability was identified due to employees accessing a terminal server externally with tablets used in the field. The specific means of infiltrating our system stemmed from the ransomware program continuously attempting to find the right username and password combination to gain access, which ultimately was successful after thousands of attempts. Fortunately very little data was lost through this breach; however, the need for additional security was brought to the forefront. A meeting was held between our IT consultant, Councilmember Cicirello and myself, to go through the events leading up to the breach and identify the best approach to providing the necessary security.

City Position and Recommendation

After identifying the City's point of vulnerability, IT recommended a monitoring service was the most secure means of protecting the City's proprietary data moving forward. Had a service such as this been in place at the time of our security breach, it could have identified the ransomware through tracking failed login attempts and immediately identified and shut down the virus. Additionally, the monitoring can provide real-time data on each workstation, thus providing immediate response when an error or infiltration occurs and rectify the issue. This service will also provide a risk management tool that will allow us to review our risk as it pertains to data and future possible exposure.

The cost of the service is \$1529.50 per month, which includes 14 servers, 53 workstations, 3 sonic walls and 60 mail user accounts. Though the cost associated with this service is high, the cost of losing sensitive data is much higher. Security breaches can cost millions, and though we have cyber insurance

under our general liability policy, several intangible losses will occur, such as public confidence and employee and customer security.

Therefore City Staff recommends contracting with Professional Software, Inc to begin the immediate monitoring of all City data systems.

Funding

Given staff recommends immediate implementation of the monitoring service, It is recommended the cost for this service for the remainder of 2016 and 2017 come from operation budgets (where available) and reserve funds across the General Fund and enterprise funds, allocated according to workstation/server locations. Moving forward into 2018 and in perpetuity, this cost will be allocated appropriately within each department's annual budget.

Staff looks forward to answering any questions.

Sincerely,

Kristine A. Polian
Finance and Administration Director



Professional Software, Inc.
Statement of Work for Monitoring and IT Support Services

Customer:	City of Valley Center	
Contact Name:	Kristine Polian	
Revision Date:	12/6/2016	
Service Type:	Monitoring and IT Support Services	
Term of Project:	Initial term of 1 year; Auto renew 1 year increments.	
Initial Setup Fee*:	\$1,199.00	Terms: Due Prior to Project start.
Monthly Monitoring Service Fee*:	\$1,544.45	Terms: ACH or Check. Due on the 10th of each month.
Monthly System Backup Service Fee*:	N/A	Terms: ACH or Check. Due on the 10th of each month.
IT Support Services Time & Material Rate*:	\$130.00	Terms: ACH or Check. Due on the 10th of each month.
* Sales Tax will be added to all service fees.		

Summary Description

This Agreement is for Monitoring Services, System Backup Services, and/or IT Support Services as declared in this Agreement and determined by the fee schedules included in this Statement of Work (SOW). This Agreement is subject to the additional terms and conditions found in the "IT Support Services Agreement" as authorized and agreed to by Customer and PSI.

Summary of Services

1. Monitoring Services include monitoring software and remote monitoring services for system logs, anti-virus software updates, Windows and Microsoft Office updates, and backup systems. Monitoring software will be active on your servers and workstations to continuously oversee the Microsoft diagnostic logs for potentially harmful events and sends an alert to our technicians for preventative and early response follow up.
2. System Backup Services include software and technical services necessary to capture images of servers and/or workstation storage devices and to replicate these images to one or more electronic storage devices. The storage devices may be connected directly to the Customer's local servers for on-site image replication and/or offsite storage devices for remote image replication.
3. IT Support Services will be performed by PSI or its agents to establish and maintain the security and reliability of the Customer's local area network or wide area network. IT Support Services includes, but is not limited to, phone support, troubleshooting, research, remediation, and follow up.

4. Unlimited phone support for questions related to Work covered in this Agreement is included only with the selection of an active Monitoring Service or System Backup Service. Phone support covers telephone discussions only and does not include remote access review, troubleshooting, research, remediation, and follow up services. Services provided beyond phone support will be billed at the IT Support Services Time and Material rate.
5. Monthly on-site system review and system planning discussion with Customer.
6. Establish and maintain documentation of Customer's system software and hardware components.
7. This Agreement includes services mentioned in this document for the equipment listed and will be adjusted as existing equipment is removed from service or new equipment is added.

Device Counts:

Servers	11
NAS/Backup Server	3
Workstations	53
Sonic Wall	4
Mail User Count	60

				Cost Per	
				Month	Year
Server & NAS Management					
Monitoring & AntiVirus	\$41.95	X	11	\$ 587.30	\$ 7,047.60
SonicWall/Firewall Management					
Firmware Updates	\$14.95	X	3	\$ 59.80	\$ 717.60
Workstation Management					
Monitoring	\$14.95	X	53	\$ 792.35	\$ 9,508.20
Antivirus					
Web Monitoring					
Mail Hosting (Per Mailbox)	\$1.75	X	60	\$ 105.00	\$ 1,260.00
Facility Monitoring Total				\$ 1,544.45	\$ 18,533.40

<System Backup Services is not selected for this SOW>



Terms and Conditions

In order to document the understanding between us as to the scope of the work that Professional Software (PSI) will perform, we are entering into this Agreement.

Service Guarantee

Our work is guaranteed to meet or exceed the solution proposed in this Agreement.

Professional Software will deploy and maintain current industry practices to prevent virus and malware attacks. This Agreement does not include charges for labor or software products required to clean and restore PC's or Servers after an attack, or for problems related to electrical malfunctions or acts of nature. This Agreement does not cover loss of data or recovery from damages for any reason.

Unanticipated Services

Within the terms of this Agreement the Customer is entitled to unlimited phone support with us. If your question or issue requires additional research and analysis beyond the scope of this SOW, that Work will be subject to an additional cost at our IT Support Services Time and Material Rate.

This Agreement does not include computer hardware, replacement parts, cables, patch panels, system software, or labor charges related to equipment repair or replacement.

Project resolution standards and operational specifics, unless specified in this document, will be determined at the sole discretion of Professional Software.

If Customer agrees that the above adequately sets forth our mutual understandings and responsibilities please authorize below and return it to our office.

We would like to express our appreciation for the opportunity to serve you.

Agreed to and Authorized:

X _____

Date: _____

Doug Jenkins - President
Professional Software, Inc.

X _____

Date: _____

Kristine Polian
City of Valley Center



IT Support Services Agreement

THIS AGREEMENT is made this 14th day of December, 2016, by and between PSI ("Professional Software, Inc.") and City of Valley Center ("Customer") in connection to PSI's provision of IT Support Services.

Whereas, PSI offers IT Support Services; and

Whereas, Customer desires to purchase IT Support Services from PSI;

Now, therefore, in consideration of the foregoing and mutual covenants and agreements herein contained, the parties agree as follows:

1. Definitions

- 1.1 "Agreement" means these terms and conditions, together with all schedules, attachments, and exhibits.
- 1.2 "Customer" means the party to this Agreement purchasing IT Support Services from PSI.
- 1.3 "Customer Data" means information submitted by, or entered by Customer including without limitation credit card information, bank account information, accounting information, transactions, and reports.
- 1.4 "Effective Date" means the date identified as such on the first page of this Agreement.
- 1.5 "IT Support Services" means technical services provided by PSI or its agents to establish and maintain the security and reliability of the Customer's local area network or wide area network as required by the Statements of Work.
- 1.6 "Statement of Work" means one document or more than one document that accompanies this Agreement and is used to describe the specific technical services and software products used by PSI to deliver the IT Support Services. It may become necessary to execute more than one Statement of Work over the term of this Agreement. The terms and conditions of this Agreement will apply to any Statement of Work or Statements of Work if there are more than one.
- 1.7 "Monitoring Service" means the technical service and software used to track logged activities that occur on the Customer's servers and workstations that reveal the current and past operational state of the customer's servers and workstations. Monitoring Services are selected by the customer and listed in detail in the Statements of Work.
- 1.8 "Backup Service" means software and technical services necessary to capture images of servers and/or workstation storage devices and to replicate these images to one or more electronic storage devices. Backup Services are selected by the customer and listed in detail in the Statements of Work.

1.9 "Intellectual Property Rights" means any intellectual property or proprietary rights recognized in any country or jurisdiction in the world including without limitation copyrights, moral rights, trademarks (including logos, slogans, trade names, and service marks), patent rights (including without limitation patent applications and disclosures). Know-how, invention, rights of priority, and trade secret rights.

1.10 "User" means the Customer's employees or agents who are approved and designated to have access to work stations or servers on the Customer's local area network or wide area network.

1.11 "System" means the software and hardware used by Customer and is covered in this Agreement and in the Statements of Work.

1.12 "Confidential Information" means any and all information disclosed by either party (the "Disclosing Party") to the other (the "Receiving Party"), which is marked "confidential" or "proprietary" or which should reasonably be understood by the Receiving Party to be confidential or proprietary, including without limitation the terms and conditions of this Agreement, and any information that relates to prices, business plans, services, marketing, finances, processes, designs, drawings, engineering, formulae, markets, software (including source and object code), hardware configuration, computer programs, and algorithms of the Disclosing Party.

2. Services. It is agreed that PSI will provide to the Customer IT Support Services and or Monitoring Services as described herein and in the accompanying Statements of Work.

3. Payment and Fees.

3.1. Payment Terms. PSI's payment terms are set forth in the accompanying and subsequent Statements of Work and must be signed by Customer prior to start of IT Support Services and Monitoring Services. Customer agrees to pay the recurring monthly fees and any additional charges as performed by PSI in accordance with the terms stated in this Agreement and associated Statements of Work.

3.2. Billing Policy. PSI will prepare and submit an invoice to Customer for 1 month in advance for recurring IT Support Services and Monitoring Services as outlined in this Agreement and associated Statements of Work. In addition, PSI will prepare and submit an invoice to Customer for IT Support Services that are not included in the recurring monthly services but are considered over and above the services described in the Statements of Work. Invoices for said additional charges will be billed on the last business day of each month with payment terms of Net 10 days.



IT Support Services Agreement

- 3.3. Late Fees. In the event that Customer's payment account is thirty (30) days or more overdue, in addition to any of its other rights or remedies, PSI reserves the right to terminate the applicable Services and or associated Statements of Work and this Agreement. Any late payments will accrue late charges at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower.
- 3.4. Taxes. All fees listed in this Agreement and associated Statements of Work are exclusive of any taxes. Customer will be responsible for all sales and or use taxes, imposed on such amounts.
4. Customer Covenants and Obligations
- 4.1. Reporting. Customer will report promptly to PSI all suspected and actual material problems with the System environment, including any errors;
- 4.2. Access. Customer will maintain broadband internet access and make available to PSI for remote support.
- 4.3. Application License. Customer will provide each User with a paid, or otherwise valid, license to use the application software stored on the customer's servers and or workstations.
- 4.4. Operating License. Customer will provide each User with a paid, or otherwise valid, license to use the operating system software stored on the customer's servers and or workstations.
- 4.5. Compliance. Customer, and all related Users, shall comply with all applicable laws and regulations.
5. Confidentiality and Security
- 5.1. Confidential Information. Each party hereby agrees that it will not use or disclose any Confidential Information received from the other party other than as expressly permitted under the terms of the Agreement or as expressly authorized in writing by the other party. Each party will use the same degree of care to protect the other party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances less than reasonable care. Neither party will disclose the other party's Confidential Information to any person or entity other than its officers, principals, employees, and subcontractors who need access to such Confidential Information in order to affect the intent of this Agreement and who are bound by confidentiality terms no less restrictive than those in the Agreement.
- 5.2. Exceptions. The restrictions set forth in Section 5.1 will not apply to any Confidential Information that the Receiving Party can demonstrate (a) was known to it prior to its disclosure by the Disclosing Party; (b) is or becomes publicly known through no wrongful act of the Receiving Party; (c) has been rightfully received from a third party authorized to make such disclosure without restriction; (d) is independently developed by the Receiving Party without use of the Confidential Information of the Disclosing Party; (e) has been approved for release by the Disclosing Party's prior written authorization; or (f) has been disclosed by court order or as otherwise required by law, provided that the party required to disclose the information provides prompt advance notice thereof to enable the Disclosing Party to seek a protective order to otherwise prevent such disclosure.
- 5.3. Customer Data. Customer Data will be treated as Confidential Information under this Agreement.
- 5.4. Security. PSI uses commercially reasonable practices, including encryption and firewalls, to ensure that Customer Data is secured from outside threats. However, Customer acknowledges that the internet is an open system and PSI cannot and does not warrant or guarantee that third parties cannot or will not intercept or modify Customer data.
- 5.5. Passwords. Each party hereby agrees to maintain the confidentiality of passwords, and Customer agrees that PSI has no liability with regards the use of such passwords by third parties. Each party agrees to notify the other party immediately if Customer has any reason to believe that the security of any User Account has been compromised.
6. Term and Termination
- 6.1. Term. The initial term of this Agreement will be one (1) year from the Effective Date, and will automatically renew for successive one (1) year periods unless one party notifies the other party that it does not wish to renew this Agreement at least thirty (30) days prior to the end of the then-current term, in which case it will terminate at the end of the then-current term. If, prior to any renewal, PSI desires to modify this Agreement, PSI will provide the amended terms to Customer at least sixty (60) days prior to the end of the then-current term. If Customer communicates its acceptance of such modified terms prior to the end of the then-current term, this Agreement will renew for an additional one (1) year period in accordance with this paragraph, otherwise this Agreement will terminate at the end of the then-current term.
- 6.2. Termination for Cause. Either party may terminate this Agreement at any time, if the other party breaches any material term of this Agreement and fails to cure such breach within thirty (30) days following notice thereof from the non-breach party. In addition, PSI may terminate this Agreement immediately for any failure of Customer to (i)



IT Support Services Agreement

pay amounts due by Customer that are thirty (30) or more days past due, or (ii) failure of Customer to comply with Customer's obligations under this Agreement.

- 6.3. Effect of Termination. Termination will not relieve Customer of the obligation to pay any fees due or payable to PSI prior to the date of termination.
7. Disclaimer of Warranty. THE WARRANTIES STATED IN THIS AGREEMENT ARE THE SOLE WARRANTIES MADE BY PSI UNDER THIS AGREEMENT. PSI MAKES AND CUSTOMER RECEIVES NO OTHER WARRANTY, EXPRESS OR IMPLIED. PSI HEREBY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, WARRANTY FOR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER WARRANTIES NOT OTHERWISE SPECIFICALLY SET FORTH HEREIN.
8. Limitation of Liability. IN NO EVENT SHALL PSI BE LIABLE IN CONTRACT, TORT OR OTHERWISE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, INDIRECT OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST PROFITS, OR DAMAGE OR DESTRUCTION OF DATA, EVEN IF PSI HAS BEEN ADVISED OF THE POSSIBILITY OF THE SAME. THE MAXIMUM LIABILITY OF PSI TO CUSTOMER SHALL BE LIMITED IN ALL EVENTS TO A MAXIMUM AGGREGATE LIABILITY OF THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER IN THE ONE(1) YEAR PERIOD LEADING UP TO THE EVENT GIVING RISE TO CUSTOMER'S CLAIM. CUSTOMER AGREES TO PROVIDE PSI WITH PROMPT WRITTEN NOTIFICATION AS TO THE SPECIFICS OF ANY CLAIM FOR DAMAGES AND TO PROVIDE PSI WITH A REASONABLE OPPORTUNITY TO INVESTIGATE SUCH CLAIM.
9. Force Majeure. PSI shall not be liable for any failure to perform its obligations under this Agreement resulting directly or indirectly from or contributed to by acts of God; acts of Customer; acts of civil or military authority; criminal acts or acts of terrorism.
10. Choice of Law. The laws of the State of Kansas shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.
11. Arbitration. The parties agree that any disputes or controversies arising out of or related to this Agreement shall be settled and determined by arbitration in accordance with the rules of the American Arbitration Association in Sedgwick County, Kansas, in accordance with the terms set forth in PSI's Terms and Conditions. The arbitrators, in their discretion, may award specific performance or injunctive relief and reasonable attorneys' fees and expenses to any party in any such arbitration. The arbitration award shall be final and binding upon the parties and judgment thereon may be entered in any court having jurisdiction thereof.
12. Assignment. The Agreement may not be assigned by either one of the parties by operation of law or otherwise, without the prior written consent of the other party, which consent will not be unreasonably withheld. Customer consent is not required in connection with PSI's assignment of the Agreement pursuant to a merger, acquisition, or sale of all or substantially all of the assigning party's assets.
13. Indemnification. Customer agrees to indemnify and hold PSI, and its employees, officers, directors, shareholders, agents and representatives (collectively, "Indemnitees") harmless from and against any loss, claim, demand, liability, damage, suit, cost or expense, including attorneys' fees, suffered or incurred by indemnitees in connection with (a) any action or omission of Customer, its employees, officers, directors, shareholders, agents and representatives, relating to the services and the license provided to Customer under this Agreement, (b) the falsity of or omission in any matter represented, warranted or certified by Customer to PSI, (c) the nonfulfillment by Customer of any covenant, obligation or agreement of Customer to be performed under this Agreement or any agreement between Customer and PSI, or (d) any claim or allegation by a third party that any materials created by Customer for advertising or otherwise infringe the intellectual property rights of such third party except to the extent that any claim for infringement arises from the use of the name PSI.
14. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.



IT Support Services Agreement

Customer represents that it has reviewed the above referenced Terms and Conditions and expressly agrees to their incorporation into this Agreement as of the Effective Date.

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized officers as of the Effective Date which is defined as the last signature date below.

City of Valley Center

Name: Kristine Polian

Title: Finance Director

Sign: _____

Date: _____

Professional Software, Inc.

Name: Doug Jenkins

Title: President

Sign: _____

Date: _____

NEW BUSINESS
RECOMMENDED ACTION

D. MONITOR SERVICE FOR I.T.;

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion to approve agreement with Professional Software Incorporated.

CONSENT AGENDA

- A. **APPROPRIATION ORDINANCE – DECEMBER 20, 2016**
- B. **TREASURER’S REPORT, NOVEMBER 2016**
- C. **REVENUE AND EXPENSE SUMMARIES, NOVEMBER 2016**
- D. **DELINQUENT ACCOUNTS FOR COLLECTION, SEPTEMBER 2016**
- E. **CHECK RECONCILIATION, NOVEMBER 2016**
- F. **2017 G.A.A.P. WAIVER RESOLUTION**

RECOMMENDED ACTION:

Staff recommends motion to approve the Consent Agenda as presented.

12/13/2016 4:08 PM
 VENDOR SET: 02 City of Valley Center
 BANK: * ALL BANKS
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0009	VERIZON WIRELESS SERVICES, LLC							
	C-CHECK	V	12/02/2016			047143		141.76CR
	C-CHECK	V	12/02/2016			047156		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2	0.00		
	VOID DEBITS	141.76CR		
	VOID CREDITS		0.00	

TOTAL ERRORS: 0

VENDOR SET: 02	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	141.76CR	0.00	0.00
BANK: *		TOTALS:	2	141.76CR	0.00	0.00

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 VENDOR SET: 02 City of Valley Center
 BANK: APBK INTRUST CHECKING
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 2

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0009	VERIZON WIRELESS SERVICES, LLC							
I-201611308293	VERIZON WIRELESS SERVICES, LLC	V	12/02/2016	70.88		047143		
I-201611308297	VERIZON WIRELESS SERVICES, LLC	V	12/02/2016	70.88		047143		141.76
0009	VERIZON WIRELESS SERVICES, LLC							
M-CHECK	VERIZON WIRELESS SERVICEVOIDED	V	12/02/2016			047143		141.76CR
0035	BARRY ARBUCKLE							
I-201611308302	BARRY ARBUCKLE	R	12/02/2016	800.00		047144		800.00
0099	CCMFOA OF KANSAS							
I-201611298278	CCMFOA OF KANSAS	R	12/02/2016	50.00		047145		50.00
0107	KPOA - KANSAS PEACE OFFICERS A							
I-201611298279	KPOA - KANSAS PEACE OFFICERS A	R	12/02/2016	280.00		047146		280.00
0127	HAMPEL OIL DISTRIBUTIONS, INC.							
I-201611308303	450 GALLONS DIESEL FUEL	R	12/02/2016	864.00		047147		864.00
0156	BEALL & MITCHELL, LLC							
I-201611308300	BEALL & MITCHELL, LLC	R	12/02/2016	1,850.00		047148		1,850.00
0162	CIVIC PLUS							
I-201611298280	CIVIC PLUS	R	12/02/2016	2,005.00		047149		2,005.00
0196	P E C (PROFESSIONAL ENGINEERIN							
I-201611308294	P E C (PROFESSIONAL ENGINEERIN	R	12/02/2016	59,700.00		047150		
I-201611308295	P E C (PROFESSIONAL ENGINEERIN	R	12/02/2016	1,762.50		047150		
I-201611308296	P E C (PROFESSIONAL ENGINEERIN	R	12/02/2016	9,855.00		047150		
I-201611308298	P E C (PROFESSIONAL ENGINEERIN	R	12/02/2016	2,097.04		047150		73,414.54
0198	P S I							
I-201611298289	P S I	R	12/02/2016	59.25		047151		59.25
0457	CHRISTOPHER MICHAEL LEE DAVIS,							
I-201611308301	CHRISTOPHER MICHAEL LEE DAVIS,	R	12/02/2016	125.00		047152		125.00
0587	DELL BUSINESS CREDIT AKA FINAN							
I-201611308292	DELL BUSINESS CREDIT AKA FINAN	R	12/02/2016	13,610.71		047153		13,610.71
0601	JOY K. WILLIAMS, ATTORNEY AT L							
I-201611308299	JOY K. WILLIAMS, ATTORNEY AT L	R	12/02/2016	1,350.00		047154		1,350.00

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 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 3

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0662	QUALITY TURF MANAGEMENT LLC							
I-201611298281	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	350.00		047155		
I-201611298282	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	70.00		047155		
I-201611298283	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	60.00		047155		
I-201611298284	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	170.00		047155		
I-201611298285	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	60.00		047155		
I-201611298286	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	80.00		047155		
I-201611298287	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	60.00		047155		
I-201611298288	QUALITY TURF MANAGEMENT LLC	R	12/02/2016	60.00		047155		910.00
0685	EPP'S SERVICE INC.							
I-201611308291	EPP'S SERVICE INC.	R	12/02/2016	4,458.10		047157		
I-201611308305	EPP'S SERVICE INC.	R	12/02/2016	3,602.58		047157		8,060.68
0740	KANZA COOPERATIVE ASSOCIATION							
I-201611298290	KANZA COOPERATIVE ASSOCIATION	R	12/02/2016	521.03		047158		521.03
0769	LAWN SPRINKLER SERVICES, LLC							
I-201611308304	SPRINKLER REPAIR - 700 W GOFF	R	12/02/2016	89.50		047159		89.50
0085	CARL B DAVIS, TRUSTEE							
I-REB201612078320	CASE # 13-12943	R	12/09/2016	200.00		047160		200.00
0210	SECURITY BENEFIT							
I-SCB201612078320	DEFERRED COMPENSATION	R	12/09/2016	50.00		047161		50.00
0009	VERIZON WIRELESS SERVICES, LLC							
I-201612068314	VERIZON WIRELESS SERVICES, LLC	R	12/09/2016	800.24		047162		
I-201612068315	VERIZON WIRELESS SERVICES, LLC	R	12/09/2016	70.88		047162		871.12
0092	TYLER TECHNOLOGIES INC							
I-201612068319	TYLER TECHNOLOGIES INC	R	12/09/2016	738.73		047163		738.73
0110	LKM - LEAGUE OF KANSAS MUNICIPAL							
I-201612068311	LKM - LEAGUE OF KANSAS MUNICIPAL	R	12/09/2016	3,444.46		047164		3,444.46
0153	THE ARK VALLEY NEWS							
I-201612058307	THE ARK VALLEY NEWS	R	12/09/2016	148.08		047165		148.08
0179	INTERLINGUAL SERVICE							
I-201612068316	INTERLINGUAL SERVICE	R	12/09/2016	53.50		047166		53.50
0198	P S I							
I-201612058308	P S I	R	12/09/2016	2,590.00		047167		
I-201612088342	P S I	R	12/09/2016	681.50		047167		3,271.50

12/13/2016 4:08 PM
 VENDOR SET: 02 City of Valley Center
 BANK: APBK INTRUST CHECKING
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0306	I-201612088338							
	SEDGWICK COUNTY	R	12/09/2016	208.56		047168		208.56
	SEDGWICK COUNTY							
0315	I-201612068310							
	WASTE MANAGEMENT OF WICHITA	R	12/09/2016	31,790.40		047169		31,790.40
	WASTE MANAGEMENT OF WICHITA							
0530	I-201612068312							
	GALLAGHER BENEFIT SERVICES, IN	R	12/09/2016	2,357.00		047170		2,357.00
	GALLAGHER BENEFIT SERVICES, IN							
0542	I-201612068318							
	GIANT COMMUNICATIONS	R	12/09/2016	1,518.64		047171		1,518.64
	GIANT COMMUNICATIONS							
0629	I-201612088340							
	CUMMINS CENTRAL POWER, LLC	R	12/09/2016	501.81		047172		501.81
	PARTS, LABOR AT WWTP							
0656	I-201612088339							
	DRAGONFLY LAWN & TREE CARE LLC	R	12/09/2016	350.00		047173		350.00
	WINTERIZING ARROWHEAD PARK							
0770	I-201612088341							
	KANSAS CHILDFIRST	R	12/09/2016	350.00		047174		350.00
	KANSAS CHILDFIRST							

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	30	149,985.27	0.00	149,843.51
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00		
	VOID DEBITS	0.00		
	VOID CREDITS	141.76CR		
		141.76CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 02	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			31	149,843.51	0.00	149,843.51

12/13/2016 4:08 PM
 VENDOR SET: 03 City of Valley Center
 BANK: APBK INTRUST CHECKING
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0074	KRISTI CARRITHERS							
I-201612058306	KRISTI CARRITHERS	R	12/09/2016	78.30		047175		78.30

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	78.30	0.00	78.30
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 03 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	1	78.30	0.00	78.30

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 VENDOR SET: 04 City of Valley Center
 BANK: APBK INTRUST CHECKING
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0079	MELISSA GRANDSTAFF							
I-201612058309	MELISSA GRANDSTAFF	R	12/09/2016	60.00		047176		60.00
0108	CHARLES SMITH							
I-201612068317	CHARLES SMITH	R	12/09/2016	10.00		047177		10.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	70.00	0.00	70.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 04 BANK: APBK TOTALS:	2	70.00	0.00	70.00
BANK: APBK TOTALS:	34	149,991.81	0.00	149,991.81
REPORT TOTALS:	34	149,991.81	0.00	149,991.81

SELECTION CRITERIA

VENDOR SET: * - All
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 047143 THRU 047177
DATE RANGE: 0/00/0000 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

CONSENT AGENDA

B.TREASURER'S REPORT, NOVEMBER 2016

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CITY OF VALLEY CENTER
MTD TREASURERS REPORT
AS OF: NOVEMBER 30TH, 2016

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FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
010-GENERAL FUND	843,805.62	121,414.84	260,062.75	705,157.71	0.00	(2,716.26)	702,441.45
020-SPECIAL PARKS AND REC	19,471.58	0.00	15,985.00	3,486.58	0.00	0.00	3,486.58
030-SPECIAL ALCOHOL AND DRUGS	31,759.28	0.00	0.00	31,759.28	0.00	0.00	31,759.28
110-EMPLOYEE BENEFITS	833,514.09	0.00	21,763.03	811,751.06	0.00	0.00	811,751.06
111-FLEXIBLE SPENDING ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
125-FIRE VEHICLE REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
126-BUILDING EQUIP RESERVE	119,805.14	0.00	0.00	119,805.14	0.00	0.00	119,805.14
127-EQUIPMENT RESERVE	149,840.16	0.00	0.00	149,840.16	0.00	0.00	149,840.16
128-PUBLIC WORKS BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140-LIBRARY	3,942.74	0.00	3,942.74	0.00	0.00	0.00	0.00
150-SPECIAL HIGHWAY	837,957.77	57,087.61	30,599.87	864,445.51	0.00	(123.31)	864,322.20
160-EMERGENCY EQUIPMENT	159,418.93	0.00	462.47	158,956.46	0.00	0.00	158,956.46
210-PAYROLL CLEARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220-ACTIVE AGING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225-PARK BEAUTIFICATION FUND	3,186.56	0.00	0.00	3,186.56	0.00	0.00	3,186.56
230-BUSINESS IMPROVEMENT DIST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240-D.A.R.E.	1,006.83	13.33	458.52	561.64	0.00	0.00	561.64
245-VETERANS FLAG REWARD FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250-DRUG TAX DISTRIBUTION	5,346.73	0.00	0.00	5,346.73	0.00	0.00	5,346.73
260-LAW ENFORCE BLOCK GRANT	2,500.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00
280-ADSAP	3,159.80	0.00	0.00	3,159.80	0.00	0.00	3,159.80
340-CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350-CAPITAL PROJECTS FUND	2,332,447.56	19.72	18,064.04	2,314,403.24	0.00	0.00	2,314,403.24
410-BOND & INTEREST	2,205,469.51	0.00	1,753,542.52	451,926.99	0.00	0.00	451,926.99
610-WATER OPERATING	917,445.81	142,618.04	66,725.73	993,338.12	(7,361.36)	6,307.50	1,007,006.98
611-METER DEPOSIT	87.60	0.00	0.00	87.60	0.00	0.00	87.60
612-STORMWATER UTILITY FUND	443,200.80	19,168.35	20.00	462,349.15	285.19	0.00	462,063.96
613-SOLID WASTE UTILITY	181,867.52	35,569.27	31,689.35	185,747.44	(593.34)	0.00	186,340.78
614-WATER MAINTENANCE RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
615-WATER IMPROVEMENT FUND	79,048.37	0.00	0.00	79,048.37	0.00	0.00	79,048.37
616-WATER LOAN PRIN & INT	162,580.88	0.00	0.00	162,580.88	0.00	0.00	162,580.88
617-07 WATER LOAN P & I	43,864.54	0.00	0.00	43,864.54	0.00	0.00	43,864.54
619-WATER SURPLUS RESERVE	444,672.54	0.00	0.00	444,672.54	0.00	0.00	444,672.54
620-SEWER OPERATING	743,578.51	95,717.34	52,244.85	787,051.00	45.86	296.52	787,301.66
621-SEWER OPERATION & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
623-07 SEWER LOAN P & I	53,469.60	0.00	0.00	53,469.60	0.00	0.00	53,469.60
625-1993 SEWER BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
626-1993 SEWER BOND P & I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
627-1993 SEWER DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
628-SEWER SURPLUS RESERVE	125,672.23	30.00	0.00	125,702.23	0.00	0.00	125,702.23
629-1997 SEWER BOND P & I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
630-1997 SW BOND DEPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
631-1997 SW BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
633-2001 SW BOND P & I	138,753.31	0.00	0.00	138,753.31	0.00	0.00	138,753.31
634-2001 SW REV BOND DEPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
635-2001 SW BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	10,886,874.01	471,638.50	2,255,560.87	9,102,951.64	(7,623.65)	3,764.45	9,114,339.74

*** END OF REPORT ***

CONSENT AGENDA

C.REVENUE AND EXPENSE SUMMARIES, NOVEMBER 2016

- *GENERAL FUND*
- *EMPLOYEE BENEFITS FUND*
- *LIBRARY*
- *SPECIAL HIGHWAY*
- *EMERGENCY EQUIPMENT RESERVE*
- *BOND AND INTEREST*
- *WATER OPERATING*
- *STORMWATER UTILITY FUND*
- *SOLID WASTE UTILITY*
- *SEWER OPERATING*

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CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
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010-GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	1,753,683.00	0.00	0.00	1,712,166.18	0.00	41,516.82	97.63
INTERGOVERNMENTAL	575,000.00	51,078.62	0.00	547,937.68	0.00	27,062.32	95.29
LICENSES & PERMITS	619,650.00	59,127.80	0.00	556,632.02	0.00	63,017.98	89.83
CHARGES FOR SERVICES	6,600.00	0.00	0.00	5,400.00	0.00	1,200.00	81.82
FINES & FORFEITURES	127,100.00	9,697.40	0.00	120,251.90	0.00	6,848.10	94.61
USE OF MONEY & PROPERTY	12,000.00	915.00	0.00	9,645.00	0.00	2,355.00	80.38
OTHER REVENUES	75,200.00	75.57	0.00	55,595.45	0.00	19,604.55	73.93
MISCELLANEOUS	139,000.00	520.45	0.00	23,135.65	0.00	115,864.35	16.64
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,308,233.00	121,414.84	0.00	3,030,763.88	0.00	277,469.12	91.61
EXPENDITURE SUMMARY							
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	365,400.00	34,366.45	0.00	379,887.73	0.00 (14,487.73)	103.96
CONTRACTUAL SERVICES	174,474.00	14,262.75	0.00	222,275.01	6.00 (47,807.01)	127.40
COMMODITIES	10,000.00	261.26	0.00	5,446.44	0.00	4,553.56	54.46
CAPITAL OUTLAY	14,300.00	0.00	0.00	5,320.71	0.00	8,979.29	37.21
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	823,541.00	254.97	0.00	603,626.18	0.00	219,914.82	73.30
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	986.93	0.00 (986.93)	0.00
TOTAL ADMINISTRATION	1,387,715.00	49,145.43	0.00	1,217,543.00	6.00 (170,166.00)	87.74
LEGAL & MUNICIPAL COURT							
PERSONNEL SERV. & BENEF.	54,400.00	4,875.21	0.00	54,763.96	0.00 (363.96)	100.67
CONTRACTUAL SERVICES	56,300.00	4,885.34	0.00	56,093.17	5.43	201.40	99.64
COMMODITIES	730.00	1,993.34	0.00	2,710.54	0.00 (1,980.54)	371.31
CAPITAL OUTLAY	1,000.00	0.00	0.00	127.50	0.00	872.50	12.75
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	19,000.00	2,725.50	0.00	17,487.06	0.00	1,512.94	92.04
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LEGAL & MUNICIPAL COURT	131,430.00	14,479.39	0.00	131,182.23	5.43	242.34	99.82

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CITY OF VALLEY CENTER
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010-GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PARKS & PUBLIC BLDG	418,058.00	33,552.47	0.00	370,006.23	1,083.87	46,967.90	88.77
ENVIRONMENTAL SERVICES							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	20,780.00	76.35	0.00	11,250.79	412.61	9,116.60	56.13
COMMODITIES	2,750.00	254.66	0.00	3,122.22	0.00 (372.22)	113.54
CAPITAL OUTLAY	7,800.00	0.00	0.00	0.00	0.00	7,800.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ENVIRONMENTAL SERVICES	31,330.00	331.01	0.00	14,373.01	412.61	16,544.38	47.19
PUBLIC WKS STORAGE BLDG							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC WKS STORAGE BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,308,233.00	260,062.75	0.00	3,073,374.90	1,707.61	233,150.49	92.95
** REVENUE OVER (UNDER) EXPENDITURES **	0.00 (138,647.91)	0.00 (42,611.02) (1,707.61)	44,318.63	0.00
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	0.00 (138,647.91)	0.00 (42,611.02) (1,707.61)	44,318.63	0.00

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CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
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110-EMPLOYEE BENEFITS
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	511,598.00	0.00	0.00	497,022.80	0.00	14,575.20	97.15
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	3,500.00	0.00	0.00	30.00	0.00	3,470.00	0.86
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	515,098.00	0.00	0.00	497,052.80	0.00	18,045.20	96.50
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	727,000.00	21,763.03	0.00	251,300.29	0.00	475,699.71	34.57
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	14,000.00	0.00	0.00	1,296.00	0.00	12,704.00	9.26
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	741,000.00	21,763.03	0.00	252,596.29	0.00	488,403.71	34.09
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	741,000.00	21,763.03	0.00	252,596.29	0.00	488,403.71	34.09
** REVENUE OVER (UNDER) EXPENDITURES *	(225,902.00)	(21,763.03)	0.00	244,456.51	0.00	(470,358.51)	108.21-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(225,902.00)	(21,763.03)	0.00	244,456.51	0.00	(470,358.51)	108.21-

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CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
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140-LIBRARY
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	235,998.00	0.00	0.00	230,549.06	0.00	5,448.94	97.69
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	235,998.00	0.00	0.00	230,549.06	0.00	5,448.94	97.69
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
OTHER COSTS/MISC.	235,495.00	3,942.74	0.00	245,489.09	0.00 (9,994.09)	104.24
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	235,495.00	3,942.74	0.00	245,489.09	0.00 (9,994.09)	104.24
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	235,495.00	3,942.74	0.00	245,489.09	0.00 (9,994.09)	104.24
** REVENUE OVER (UNDER) EXPENDITURES **	503.00 (3,942.74)	0.00 (14,940.03)	0.00	15,443.03	2,970.18-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	503.00 (3,942.74)	0.00 (14,940.03)	0.00	15,443.03	2,970.18-

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150-SPECIAL HIGHWAY
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL	833,120.00	51,078.61	0.00	819,899.88	0.00	13,220.12	98.41
LICENSES & PERMITS	0.00	150.00	0.00	625.00	0.00	(625.00)	0.00
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	9,000.00	5,859.00	0.00	7,961.11	0.00	1,038.89	88.46
MISCELLANEOUS	131,000.00	0.00	0.00	153.00	0.00	130,847.00	0.12
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	973,120.00	57,087.61	0.00	828,638.99	0.00	144,481.01	85.15
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	306,203.00	21,486.45	0.00	258,504.05	0.00	47,698.95	84.42
CONTRACTUAL SERVICES	63,500.00	1,659.80	0.00	61,404.67	19.98	2,075.35	96.73
COMMODITIES	82,800.00	7,453.62	0.00	59,114.85	1,355.96	22,329.19	73.03
CAPITAL OUTLAY	601,000.00	0.00	0.00	68,951.75	0.00	532,048.25	11.47
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	24,000.00	0.00	0.00	0.00	0.00	24,000.00	0.00
DEBT SERVICE	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,097,503.00	30,599.87	0.00	447,975.32	1,375.94	648,151.74	40.94
TOTAL EXPENDITURES	1,097,503.00	30,599.87	0.00	447,975.32	1,375.94	648,151.74	40.94
** REVENUE OVER (UNDER) EXPENDITURES *	(124,383.00)	26,487.74	0.00	380,663.67	(1,375.94)	(503,670.73)	304.94-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(124,383.00)	26,487.74	0.00	380,663.67	(1,375.94)	(503,670.73)	304.94-

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160-EMERGENCY EQUIPMENT
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	51,945.00	0.00	0.00	50,728.56	0.00	1,216.44	97.66
OTHER REVENUES	0.00	0.00	0.00	2,500.00	0.00 (2,500.00)	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	51,945.00	0.00	0.00	53,228.56	0.00 (1,283.56)	102.47
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
CAPITAL OUTLAY	53,487.00	462.47	0.00	33,636.46	268.03	19,582.51	63.39
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	53,487.00	462.47	0.00	33,636.46	268.03	19,582.51	63.39
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	53,487.00	462.47	0.00	33,636.46	268.03	19,582.51	63.39
** REVENUE OVER (UNDER) EXPENDITURES *(1,542.00) (462.47)	0.00	19,592.10 (268.03) (20,866.07)	1,253.18-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES) (1,542.00) (462.47)	0.00	19,592.10 (268.03) (20,866.07)	1,253.18-

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410-BOND & INTEREST
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(465,791.00)	(1,753,542.52)	0.00	(767,016.00)	0.00	301,225.00	164.67

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CITY OF VALLEY CENTER
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610-WATER OPERATING
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	1,602,000.00	142,618.04	0.00	1,692,740.07	0.00 (90,740.07)	105.66
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	0.00	0.00	0.00	3,230.78	0.00 (3,230.78)	0.00
MISCELLANEOUS	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,604,000.00	142,618.04	0.00	1,695,970.85	0.00 (91,970.85)	105.73
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	359,500.00	31,693.48	0.00	361,578.06	0.00 (2,078.06)	100.58
CONTRACTUAL SERVICES	735,150.00	31,727.62	0.00	468,953.40	0.00	266,196.60	63.79
COMMODITIES	39,000.00	2,802.71	0.00	25,862.27	0.00	13,137.73	66.31
CAPITAL OUTLAY	116,000.00	460.60	0.00	86,375.33	0.00	29,624.67	74.46
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	354,500.00	0.00	0.00	800,000.00	0.00 (445,500.00)	225.67
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00 (16.60)	0.00 (551.72)	0.00	551.72	0.00
OFFSET	0.00	57.92	0.00	57.92	0.00 (57.92)	0.00
TOTAL NON-DEPARTMENTAL	1,604,150.00	66,725.73	0.00	1,742,275.26	0.00 (138,125.26)	108.61
ADMINISTRATION							
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,604,150.00	66,725.73	0.00	1,742,275.26	0.00 (138,125.26)	108.61
** REVENUE OVER (UNDER) EXPENDITURES *	(150.00)	75,892.31	0.00 (46,304.41)	0.00	46,154.41	869.61
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(150.00)	75,892.31	0.00 (46,304.41)	0.00	46,154.41	869.61

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612-STORMWATER UTILITY FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	205,000.00	19,168.35	0.00	198,955.37	0.00	6,044.63	97.05
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	205,000.00	19,168.35	0.00	198,955.37	0.00	6,044.63	97.05
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	26,400.00	20.00	0.00	8,908.19	0.00	17,491.81	33.74
COMMODITIES	50,200.00	0.00	0.00	4.79	0.00	50,195.21	0.01
CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00	0.00	100.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	100,000.00	0.00	0.00	(10,000.00)	0.00	110,000.00	10.00-
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	186,600.00	20.00	0.00	8,912.98	0.00	177,687.02	4.78
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	186,600.00	20.00	0.00	8,912.98	0.00	177,687.02	4.78
** REVENUE OVER (UNDER) EXPENDITURES **	18,400.00	19,148.35	0.00	190,042.39	0.00	(171,642.39)	1,032.84
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	18,400.00	19,148.35	0.00	190,042.39	0.00	(171,642.39)	1,032.84

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613-SOLID WASTE UTILITY
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
CHARGES FOR SERVICES	456,800.00	35,377.27	0.00	388,363.70	0.00	68,436.30	85.02
OTHER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	1,500.00	192.00	0.00	1,886.00	0.00 (386.00)	125.73
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	458,300.00	35,569.27	0.00	390,249.70	0.00	68,050.30	85.15
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	448,000.00	31,689.35	0.00	370,295.38	0.00	77,704.62	82.66
COMMODITIES	0.00	0.00	0.00	4.79	0.00 (4.79)	0.00
CAPITAL OUTLAY	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	478,000.00	31,689.35	0.00	370,300.17	0.00	107,699.83	77.47
ADMINISTRATION							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	478,000.00	31,689.35	0.00	370,300.17	0.00	107,699.83	77.47
** REVENUE OVER (UNDER) EXPENDITURES *(19,700.00)	3,879.92	0.00	19,949.53	0.00 (39,649.53)	101.27-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES) (19,700.00)	3,879.92	0.00	19,949.53	0.00 (39,649.53)	101.27-

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620-SEWER OPERATING
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES & PERMITS	0.00	50.00	0.00	50.00	0.00	(50.00)	0.00
CHARGES FOR SERVICES	1,112,000.00	95,667.34	0.00	1,034,847.82	0.00	77,152.18	93.06
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	6,000.00	0.00	0.00	3,858.70	0.00	2,141.30	64.31
MISCELLANEOUS	138,753.00	0.00	0.00	0.00	0.00	138,753.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,256,753.00	95,717.34	0.00	1,038,756.52	0.00	217,996.48	82.65
EXPENDITURE SUMMARY							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	236,700.00	13,588.50	0.00	165,051.24	0.00	71,648.76	69.73
CONTRACTUAL SERVICES	380,550.00	14,956.11	0.00	257,757.72	84.00	122,708.28	67.76
COMMODITIES	28,500.00	495.16	0.00	9,722.78	0.00	18,777.22	34.12
CAPITAL OUTLAY	58,500.00	23,205.08	0.00	75,977.19	0.00	(17,477.19)	129.88
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	550,653.00	0.00	0.00	210,000.00	0.00	340,653.00	38.14
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,254,903.00	52,244.85	0.00	718,508.93	84.00	536,310.07	57.26
ADMINISTRATION							
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,254,903.00	52,244.85	0.00	718,508.93	84.00	536,310.07	57.26
** REVENUE OVER (UNDER) EXPENDITURES **	1,850.00	43,472.49	0.00	320,247.59	(84.00)	(318,313.59)	7,306.14
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	1,850.00	43,472.49	0.00	320,247.59	(84.00)	(318,313.59)	7,306.14

CONSENT AGENDA

**D. DELINQUENT ACCOUNTS FOR COLLECTION,
SEPTEMBER 2016**

ZONE: ALL
STAT: Disconnect, Final, Inactive
START DATES: 0/00/0000 THRU 99/99/9999
LAST BILL DATES: 0/00/0000 THRU 99/99/9999
FINAL DATES: 9/01/2016 THRU 9/30/2016

CONTRACTS: NO

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
**** BOOK # :0001	TOTAL ACCOUNTS:	0		0.00	0.00	0.00	0.00	0.00	0.00
03-0010-09	DAHL, CHAD	7/01/2016	F			48.88	89.60	88.64	227.12
**** BOOK # :0003	TOTAL ACCOUNTS:	1		0.00	0.00	48.88	89.60	88.64	227.12
04-0066-05	BOYLES, ERIC	9/12/2016	F		6.20	6.20	6.20		18.60
**** BOOK # :0004	TOTAL ACCOUNTS:	1		0.00	6.20	6.20	6.20	0.00	18.60
05-0111-02	PEREZ, ANNETTE	10/17/2016	F		44.65				44.65
**** BOOK # :0005	TOTAL ACCOUNTS:	1		0.00	44.65	0.00	0.00	0.00	44.65
06-0024-90	JOHNSON, JAKE	9/07/2016	F			43.69			43.69
06-0117-05	GUTIERREZ, NEOMI	8/05/2016	F			74.31	154.16	136.47	364.94
**** BOOK # :0006	TOTAL ACCOUNTS:	2		0.00	0.00	118.00	154.16	136.47	408.63
**** BOOK # :0007	TOTAL ACCOUNTS:	0		0.00	0.00	0.00	0.00	0.00	0.00
08-0020-00	STEPHENS, KARI	9/15/2016	F			83.08			83.08
08-0060-01	COULTIS, MONICA	8/08/2016	F			69.79	106.60	141.43	317.82
**** BOOK # :0008	TOTAL ACCOUNTS:	2		0.00	0.00	152.87	106.60	141.43	400.90
09-0102-00	MORROW, SHIRLEY J.	9/13/2016	F			96.71			96.71

ZONE: ALL
STAT: Disconnect, Final, Inactive
START DATES: 0/00/0000 THRU 99/99/9999
LAST BILL DATES: 0/00/0000 THRU 99/99/9999
FINAL DATES: 9/01/2016 THRU 9/30/2016

CONTRACTS: NO

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
20-0055-01	TEPPE, TIMMIE	9/13/2016	F			6.20			6.20

=====
 **** BOOK # :0020 TOTAL ACCOUNTS: 1 0.00 0.00 6.20 0.00 0.00 6.20
 =====

=====
 **** BOOK # :0080 TOTAL ACCOUNTS: 0 0.00 0.00 0.00 0.00 0.00 0.00
 =====

=====
 REPORT TOTALS TOTAL ACCOUNTS: 12 0.00 57.05 610.77 530.40 366.54 1564.76
 =====

===== R E P O R T T O T A L S =====

REVENUE CODE:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
100-WATER	0.00	15.64	237.32	201.38	140.25	594.59
200-SEWER	0.00	27.34	263.41	200.49	145.96	637.20
300-PROT	0.00	0.02	0.44	0.43	0.38	1.27
400-RECONNECT FEE	0.00	0.00	5.09	10.56	9.35	25.00
600-STORMWATER UTILITY FEE	0.00	10.99	51.89	37.50	17.42	117.80
610-SOLID WASTE	0.00	1.01	37.87	56.55	35.07	130.50
850-PENALTY	0.00	2.05	14.75	23.49	18.11	58.40
TOTALS	0.00	57.05	610.77	530.40	366.54	1564.76

TOTAL REVENUE CODES: 1,564.76
 TOTAL ACCOUNT BALANCE 1,564.76
 DIFFERENCE: 0.00

ERRORS: 000

SELECTION CRITERIA

REPORT OPTIONS

ZONE: * - All
ACCOUNT STATUS: DISCONNECT, FINAL, INACTIVE
CUSTOMER CLASS: ALL
COMMENT CODES: All

BALANCE SELECTION

SELECTION: APPLY AGES TO TEST
RANGE: 0000000.00 THRU 9999999.99
AGES TO TEST: ALL
INCLUDE ZERO BALANCES: Include Accts w/Revenue Code balances

DATE SELECTION

CUSTOMER DATES: YES
START DATE: 0/00/0000 THRU 99/99/9999
LAST BILL DATE: 0/00/0000 THRU 99/99/9999
FINAL DATE: 9/01/2016 THRU 9/30/2016

TRANSACTION DETAIL

PRINT TRANSACTION DETAIL: NO
OLDEST TRANSACTION DATE: 99/99/9999

PRINT OPTION

TOTALS ONLY: NO
CONTRACTS: NO
PRINT SEQUENCE: ACCOUNT NUMBER
COMMENT CODES: None
*** END OF REPORT ***

CONSENT AGENDA

E. CHECK RECONCILIATION, NOVEMBER 2016

12/13/2016 4:34 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1000-001.000 POOLED CASH
 TYPE: Check
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1
 CHECK DATE: 11/01/2016 THRU 11/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1000-001.000	11/04/2016	CHECK	047023	VERIZON WIRELESS SERVICES, LLC	871.12CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047024	MIKE JOHNSON SALES, INC.	50.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047025	BARRY ARBUCKLE	800.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047026	CITY OF WICHITA	3,840.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047027	EDNA BUSCHOW	3,942.74CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047028	LKM - LEAGUE OF KANSAS MUNICI	160.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047029	BEALL & MITCHELL, LLC	1,850.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047030	INTERLINGUAL SERVICE	53.50CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047031	P E C (PROFESSIONAL ENGINEERIN	7,239.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047032	SOUTH CENTRAL KANSAS	150.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047033	CITY OF WICHITA	24,628.23CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047034	CRAIN CHEMICAL COMPANY	104.56CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047035	CHRISTOPHER MICHAEL LEE DAVIS,	125.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047036	GIANT COMMUNICATIONS	1,533.64CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047037	JOY K. WILLIAMS, ATTORNEY AT L	1,350.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047038	DRAGONFLY LAWN & TREE CARE LLC	1,420.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047039	LE VENUE	550.00CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047040	MANNECO, INC	1,203.55CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047041	MIDWEST ELECTRIC & MACHINE	23,205.08CR	POSTED	A	11/30/2016	
1000-001.000	11/04/2016	CHECK	047042	SCOTT HILDEBRAND	150.66CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047043	CARL B DAVIS, TRUSTEE	200.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047044	SECURITY BENEFIT	50.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047045	ERIC LEEKER	140.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047046	DAVID A ADAMS	140.00CR	POSTED	A	11/30/2016	
***	1000-001.000	11/11/2016	CHECK	047049	SHELLEY JOHNSON	18.63CR	POSTED	A	11/30/2016
1000-001.000	11/11/2016	CHECK	047050	KANSAS OFFICE OF THE TREASURER	1,010.34CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047051	TYLER TECHNOLOGIES INC	1,692.53CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047052	LKM - LEAGUE OF KANSAS MUNICI	100.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047053	HACH COMPANY	473.67CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047054	THE ARK VALLEY NEWS	590.32CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047055	KANSAS ONE-CALL SYSTEM, INC	151.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047056	P S I	5,215.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047057	SEDGWICK COUNTY	2,725.50CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047058	WASTE MANAGEMENT OF WICHITA	31,669.35CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047059	M & M REPAIR, INC.	165.00CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047060	GALLAGHER BENEFIT SERVICES, IN	300.50CR	POSTED	A	11/30/2016	
1000-001.000	11/11/2016	CHECK	047061	SPANGENBERG PHILLIPS TICE ARCH	3,750.00CR	POSTED	A	11/30/2016	
1000-001.000	11/18/2016	CHECK	047062	HOLMES, JASON A VOIDED	200.00CR	VOIDED	A	11/18/2016	
1000-001.000	11/18/2016	CHECK	047063	MARY COLLINS	200.00CR	POSTED	A	11/30/2016	
1000-001.000	11/18/2016	CHECK	047064	INTRUST CARD CENTER	39,861.84CR	POSTED	A	11/30/2016	
1000-001.000	11/21/2016	CHECK	047065	SILHAN, LUKE A	670.30CR	POSTED	P	11/30/2016	
1000-001.000	11/23/2016	CHECK	047066	CARRITHERS, KRISTI L	100.00CR	POSTED	P	11/30/2016	
1000-001.000	11/23/2016	CHECK	047067	HILDEBRAND, SCOTT W	100.00CR	POSTED	P	11/30/2016	
1000-001.000	11/23/2016	CHECK	047068	JOHNSON, SHELLEY R	100.00CR	POSTED	P	11/30/2016	

12/13/2016 4:34 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1000-001.000 POOLED CASH
 TYPE: Check
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
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 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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1000-001.000	11/23/2016	CHECK	047072	SMITH, BARRY T	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047073	SHAY, STACY R	100.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047074	RUBENICH, KATRINA S	100.00CR	POSTED	P	11/30/2016
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1000-001.000	11/23/2016	CHECK	047076	WRIGHT, JOHN E	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047077	ADAMS, DAVID A	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047078	BERRY, RASHEED A	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047079	DELGADO, THOMAS J	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047080	DESSENBERGER, JOE A	50.00CR	OUTSTND	P	0/00/0000
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1000-001.000	11/23/2016	CHECK	047082	GORDON, MICHAEL G	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047083	HEPHNER, MARK V	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047084	KIRK, JEREMIAH C	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047085	LEEKER, ERIC P	100.00CR	POSTED	P	11/30/2016
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1000-001.000	11/23/2016	CHECK	047092	NYGAARD, ERIK J	100.00CR	OUTSTND	P	0/00/0000
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1000-001.000	11/23/2016	CHECK	047094	TEDESCO, PHYLLIS K	100.00CR	POSTED	P	11/30/2016
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1000-001.000	11/23/2016	CHECK	047098	ARNOLD, BRANT J	50.00CR	OUTSTND	P	0/00/0000
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1000-001.000	11/23/2016	CHECK	047100	HOLDAWAY, JONATHAN A	50.00CR	POSTED	P	11/30/2016
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1000-001.000	11/23/2016	CHECK	047102	LUDLUM, LEE A	50.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047103	TENNISSEN, PHILIP A	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047104	TORMEY, CHAD W	50.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047105	TORMEY, JOSHUA W	50.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047106	TORMEY, LONNIE	50.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047107	TORMEY, ROBERT L	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047108	VALES, CHRISTOPHER J	50.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047109	BODDINGTON, BLAKE E	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047110	FRYE, TIMOTHY S	100.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047111	NORDICK, MATTHEW J	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047112	OWINGS, NEAL	100.00CR	POSTED	P	11/30/2016

12/13/2016 4:34 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1000-001.000 POOLED CASH
 TYPE: Check
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 3
 CHECK DATE: 11/01/2016 THRU 11/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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1000-001.000	11/23/2016	CHECK	047115	CLARK, TOBY L	100.00CR	POSTED	P	11/30/2016
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1000-001.000	11/23/2016	CHECK	047117	ORME, STEVE A	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047118	SMITH, HERSHEL R	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047119	BURKHOLDER, SAMUEL G	100.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047120	JACKSON, ROSEMARY F	100.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047121	LECHNER, KATHERINE E	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047122	MERTINS, STEVE A	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047123	TURNER, GEORGIA L	100.00CR	OUTSTND	P	0/00/0000
1000-001.000	11/23/2016	CHECK	047124	WESTERFIELD, ERIC R	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047125	EKSTROM, RONALD D	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/23/2016	CHECK	047126	WILLIAMS, SHAWN K	100.00CR	POSTED	P	11/30/2016
1000-001.000	11/21/2016	CHECK	047127	D&D PLUMBING, INC.	350.00CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047128	PITNEY BOWES	604.50CR	OUTSTND	A	0/00/0000
1000-001.000	11/21/2016	CHECK	047129	A T & T KANSAS	1,571.55CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047130	CRAIN CHEMICAL COMPANY	125.81CR	OUTSTND	A	0/00/0000
1000-001.000	11/21/2016	CHECK	047131	DRAGONFLY LAWN & TREE CARE LLC	3,674.00CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047132	VOGTS-PARGA CONSTRUCTION, LLC	24,315.00CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047133	EKSTROM ENTERPRISES	3,900.00CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047134	CUTTING EDGE LAWN & LANDSCAPE	1,000.00CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047135	MABCD	9,460.87CR	POSTED	A	11/30/2016
1000-001.000	11/21/2016	CHECK	047136	KRISTINE POLIAN	249.35CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047137	AFLAC	279.76CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047138	DELTA DENTAL OF KANSAS, INC.	2,000.27CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047139	SURENCY LIFE AND HEALTH	348.85CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047140	UNITED HEALTHCARE	34,011.92CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047141	CARL B DAVIS, TRUSTEE	200.00CR	POSTED	A	11/30/2016
1000-001.000	11/25/2016	CHECK	047142	SECURITY BENEFIT	50.00CR	POSTED	A	11/30/2016
TOTALS FOR ACCOUNT 1000-001				CHECK	TOTAL:	250,042.94CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	250,042.94CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

12/13/2016 4:37 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1000-001.000 POOLED CASH
 TYPE: Bank Draft
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1
 CHECK DATE: 11/01/2016 THRU 11/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
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 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

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1000-001.000	11/04/2016	BANK-DRAFT	092612	EMPOWER FINANCIAL	25.00CR	POSTED	A	11/30/2016
1000-001.000	11/04/2016	BANK-DRAFT	092613	IRS- DEPARTMENT OF THE TREASUR	2,091.43CR	POSTED	A	11/30/2016
1000-001.000	11/04/2016	BANK-DRAFT	092614	KANSAS DEPT OF REVENUE	271.37CR	POSTED	A	11/30/2016
1000-001.000	11/10/2016	BANK-DRAFT	092627	EMPOWER FINANCIAL	731.04CR	POSTED	A	11/30/2016
1000-001.000	11/10/2016	BANK-DRAFT	092628	IRS- DEPARTMENT OF THE TREASUR	19,119.43CR	POSTED	A	11/30/2016
1000-001.000	11/10/2016	BANK-DRAFT	092629	KANSAS DEPT OF REVENUE	2,576.49CR	POSTED	A	11/30/2016
1000-001.000	11/10/2016	BANK-DRAFT	092630	KANSAS PAYMENT CENTER	1,266.00CR	POSTED	A	11/30/2016
1000-001.000	11/10/2016	BANK-DRAFT	092631	KPERS	11,982.12CR	POSTED	A	11/30/2016
1000-001.000	11/11/2016	BANK-DRAFT	092615	KPERS	212.97CR	POSTED	A	11/30/2016
1000-001.000	11/11/2016	BANK-DRAFT	092617	IRS- DEPARTMENT OF THE TREASUR	7,117.36CR	POSTED	A	11/30/2016
1000-001.000	11/11/2016	BANK-DRAFT	092618	KANSAS DEPT OF REVENUE	512.71CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092619	COX COMMUNICATIONS KANSAS LLC	197.95CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092620	COX COMMUNICATIONS KANSAS LLC	174.04CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092621	COX COMMUNICATIONS KANSAS LLC	59.95CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092622	COX COMMUNICATIONS KANSAS LLC	68.75CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092623	COX COMMUNICATIONS KANSAS LLC	20.29CR	POSTED	A	11/30/2016
1000-001.000	11/16/2016	BANK-DRAFT	092624	COX COMMUNICATIONS KANSAS LLC	143.95CR	POSTED	A	11/30/2016
1000-001.000	11/22/2016	BANK-DRAFT	092626	KANSAS GAS SERVICE	550.83CR	POSTED	A	11/30/2016
1000-001.000	11/22/2016	BANK-DRAFT	092632	WESTAR ENERGY, INC.	17,104.04CR	POSTED	A	11/30/2016
1000-001.000	11/23/2016	BANK-DRAFT	092651	IRS- DEPARTMENT OF THE TREASUR	939.62CR	POSTED	A	11/30/2016
1000-001.000	11/23/2016	BANK-DRAFT	092652	KPERS	808.68CR	POSTED	A	11/30/2016
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1000-001.000	11/28/2016	BANK-DRAFT	092616	KANSAS DEPT OF REVENUE	793.60CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092611	KANSAS OFFICE OF THE TREASURER	1,753,542.52CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092658	IRS- DEPARTMENT OF THE TREASUR	595.45CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092659	KANSAS DEPT OF REVENUE	17.57CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092665	GALLAGHER BENEFIT SERVICES, IN	182.10CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092666	GALLAGHER BENEFIT SERVICES, IN	1,333.28CR	POSTED	A	11/30/2016
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1000-001.000	11/30/2016	BANK-DRAFT	092668	GALLAGHER BENEFIT SERVICES, IN	551.28CR	POSTED	A	11/30/2016
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1000-001.000	11/30/2016	BANK-DRAFT	092672	GALLAGHER BENEFIT SERVICES, IN	490.92CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092673	GALLAGHER BENEFIT SERVICES, IN	255.51CR	POSTED	A	11/30/2016
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1000-001.000	11/30/2016	BANK-DRAFT	092675	GALLAGHER BENEFIT SERVICES, IN	329.71CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092676	GALLAGHER BENEFIT SERVICES, IN	22.29CR	POSTED	A	11/30/2016
1000-001.000	11/30/2016	BANK-DRAFT	092677	GALLAGHER BENEFIT SERVICES, IN	126.26CR	POSTED	A	11/30/2016

12/13/2016 4:37 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1000-001.000 POOLED CASH
 TYPE: Bank Draft
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
 CHECK DATE: 11/01/2016 THRU 11/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
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1000-001.000	11/30/2016	BANK-DRAFT	092681	GALLAGHER BENEFIT SERVICES, IN	25.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1000-001				CHECK	TOTAL:	0.00		
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				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	1,863,095.37CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	0.00		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	1,863,095.37CR		

CONSENT AGENDA

F. 2017 G.A.A.P. WAIVER RESOLUTION

RESOLUTION 658-16

A RESOLUTION FINDING THAT FINANCIAL STATEMENTS AND REPORTS PREPARED IN CONFORMITY TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES ARE NOT RELEVANT TO THE REQUIREMENTS OF THE CASH BASIS AND BUDGET LAWS OF THE STATE AND ARE OF NO SIGNIFICANT VALUE TO THE GOVERNING BODY OR MEMBERS OF THE GENERAL PUBLIC OF THE CITY OF VALLEY CENTER.

WHEREAS the Governing Body of the City of Valley Center, Kansas, has determined that the financial statements and financial reports for the year ended 2017 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Governing Body or the members of the general public of the City of Valley Center and

WHEREAS there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with. K.S.A. 75-1120a(a) for the year ended 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY CENTER:

SECTION 1. That the Governing Body waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Valley Center for the year ended 2017.

SECTION 2. That the Governing Body shall cause the financial statements and financial reports of the City of Valley Center to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED AND APPROVED by the governing body of the City of Valley Center, Kansas this 20th day of December, 2016.

{SEAL}

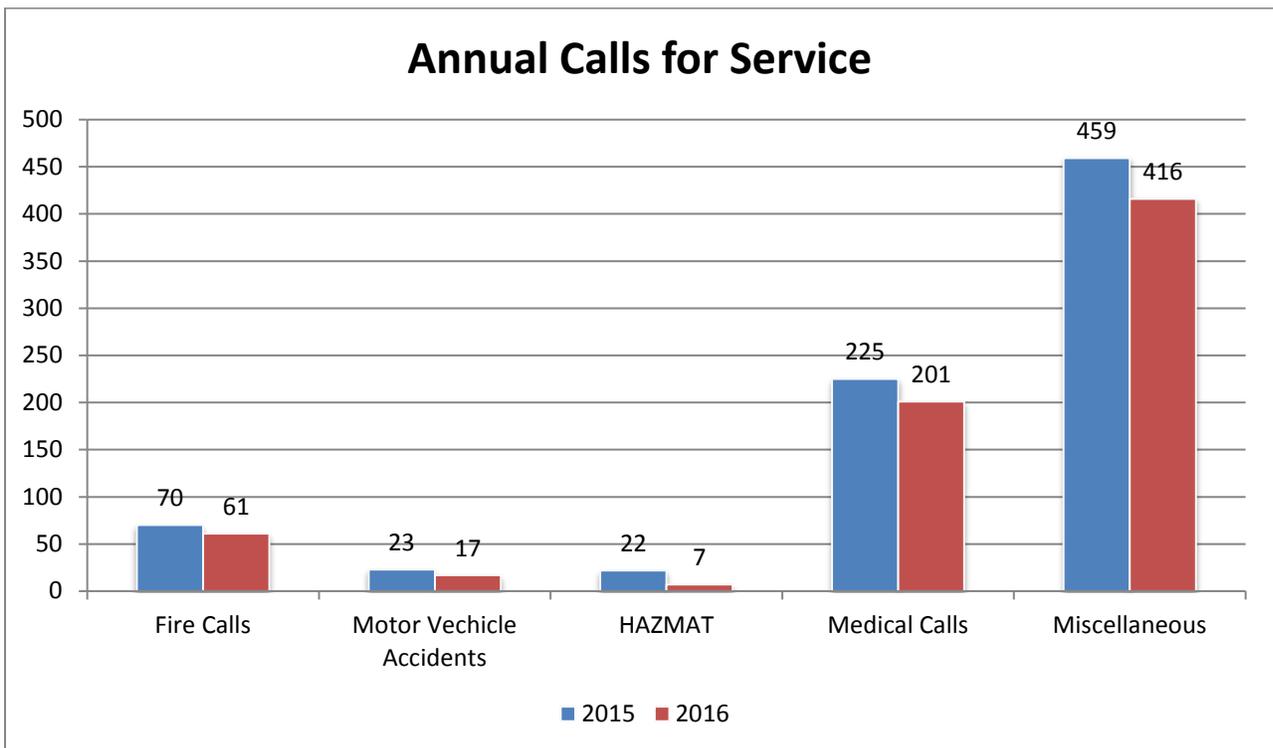
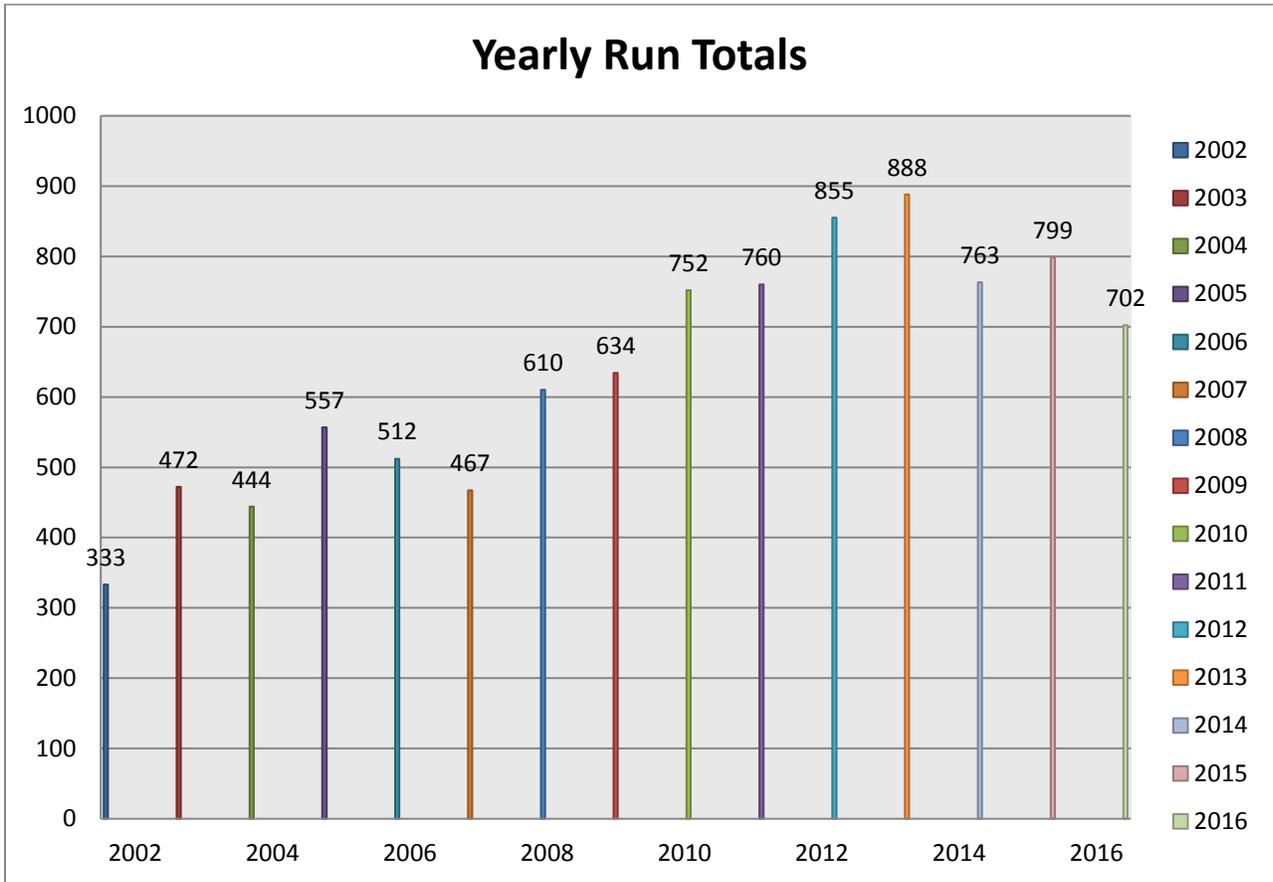
Laurie Dove, Mayor

ATTEST:

Kristi Carrithers, City Clerk

STAFF REPORTS

- A. Finance and Administration Director Polian**
- B. Chief of Police Hephner**
- C. Fire Chief Tormey**
- D. Community Development Director Ryan Shrack**
- E. Parks & Public Buildings Superintendent Owings**
- F. City Engineer Golka**
- G. City Attorney Arbuckle**
- H. City Administrator Hildebrand**



MEMO



TO: City of Valley Center

DATE: December 20, 2016

PROJECT NO.: 35-13208-2502

PROJECT: Valley Center – City Engineer

ATTENTION: Mayor Dove and Members of Council

FROM: Josh Golka, P.E.

REFERENCE: Project Status Update

COPIES TO: Scott Hildebrand, MDK

Please advise immediately of any misconceptions or omissions you believe to be contained herein.

Shown below is a list of current PEC projects with status updates:

Projects:

Butler Paving Improvements (160447)

- Storm sewer construction complete. Crushed rock base with curb and gutter construction to follow.
- Delay to paving construction based on AT&T line relocation.

Goff, Fieldstone, and Clover Safe Routes to School (13692)

- Concrete work nearing completion. Fine grading and seeding to follow.

Emporia Bicycle and Pedestrian Path (13800)

- Start construction early 2017.

5th Street Paving Improvements (14323)

- Field check plans submitted to KDOT and City staff.
- Utility relocation and easement acquisition considerations being coordinated with utilities and City.

Raw Water Well Replacement (15454-002)

- Reviewing well placement options with staff.
- Schedule meeting with Groundwater Associates to discuss additional geohydrological study.

Master Drainage Plan (15665)

- Presentation to Council November 15, 2016.
- Awaiting final feedback to finalize the report.

Waste Water Treatment Plant Phase 3 Improvements

- Developing proposal for staff review.

Miscellaneous Items:

- Attended public works staff meeting.
- Preparing proposal for survey and geotechnical services at Community Center.
- Reviewed additional signing options at Leeker's drive with staff.
- Scheduled warranty walkthrough on 93rd Street.

Warranty Dates for Construction Projects:

May 8, 2017 Valley Creek Waterline and Sanitary Sewer (14899-001/002)

July 8, 2017 Valley Creek Paving and Drainage (14899-000)

November 9, 2017 Ford and Meridian Paving, Storm Sewer, and Pond Grading (12486-002)

February 4, 2018 Ford Street Pond Pump Station (12486-003)

February 12, 2018 Waterline Improvements along Emporia Avenue (14122-005)

December 13, 2018 High Point Paving

GOVERNING BODY REPORTS

A. Mayor Dove

B. Councilmember Kerstetter

C. Councilmember Cicirello

D. Councilmember Gregory

E. Councilmember McGettigan

F. Councilmember Maschino

G. Councilmember L. Jackson

H. Councilmember Anderson

I. Councilmember Hobson

ADJOURN