

# CITY OF VALLEY CENTER

## FINAL AGENDA

July 14, 2011

*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.*

**July 19, 2011**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION: MINISTERIAL ALLIANCE**
4. **PLEDGE OF ALLEGIANCE**
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6. **CLERKS AGENDA** p 4
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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 anytime during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, not-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](mailto: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](http://www.valleycenter-ks.gov) or call (316) 755-7310.*

## **APPROVAL OF AGENDA**

### **RECOMMENDED ACTION:**

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

## **CLERK'S AGENDA**

### **A. MINUTES:**

Attached are the Minutes from the July 5, 2011 Regular Council Meeting as prepared by the City Clerk.

### **RECOMMENDED ACTION:**

Staff recommends motion to approve the minutes of the July 5, 2011 Regular Council Meeting as presented / amended

REGULAR COUNCIL MEETING  
 JULY 5, 2011  
 CITY HALL  
 121 S. MERIDIAN

Mayor McNown called the meeting to order at 7:00 p.m. with the following members present: Kate Jackson, Judith Leftoff (arrived at 7:02), Marci Maschino, Lou Cicirello, Harrison Gerling, Al Hobson, Lionel Jackson, and Dan Smith.

Absent: None

Staff Present: Joel Pile, City Administrator  
 Kristine Polian, City Clerk  
 Richard Dunn, City Superintendent  
 Lonnie Tormey, Fire Chief  
 Matt Vogt, Patrol Sergeant  
 Warren Utecht, Community Development Director  
 Barry Arbuckle, City Attorney  
 Mike Kelsey, City Engineer

Press present: The Ark Valley News

**APPROVAL OF THE AGENDA**

Mayor McNown added Resolution 581-11 regarding the Library Land Agreement extension as requested by the Library Board.

Cicirello moved, second by Leftoff, to approve the Agenda as amended. Vote yea: unanimous. Motion carried.

**CLERK'S AGENDA**

MINUTES- JUNE 21, 2011 REGULAR COUNCIL MEETING

L. Jackson moved, second by Maschino to approve the Minutes from the June 21, 2011 Regular Council Meeting as presented. Vote yea: K. Jackson, Leftoff, Maschino, Cicirello, Gerling, L. Jackson and Smith. Abstained: Hobson. Motion carried.

APPROPRIATION ORDINANCE- 07/05/2011

Cicirello moved, second by Maschino, to approve Appropriation Ordinance No. 07/05/2011 as presented. Vote yea: Leftoff, Maschino, Cicirello, L. Jackson and Smith. Opposed: K. Jackson, Gerling and Hobson. Motion carried.

**COMMITTEES AND COMMISSIONS**

REPORT FROM VETERANS COMMITTEE

Councilmember K. Jackson reported that Valley Center had been chosen as a 2010 Regional Site from the Department of Veteran's Affairs; this is the third year in a row the City has been designated as a Regional Site.

**NEW BUSINESS**

ORDINANCE 1228-11: POLICY ADOPTION OF EEOC AND TUITION REIMBURSEMENT, 1<sup>ST</sup> READING

Cicirello moved, second by Maschino, to adopt Ordinance 1228-11 for 1<sup>st</sup> reading with certain language being taken out regarding book reimbursement from the Tuition Policy, as amended. Vote yea: Leftoff, Maschino, Cicirello, L. Jackson and Smith. Opposed: K. Jackson, Gerling and Hobson. Motion carried.

RESOLUTION 581-11: LIBRARY LAND DEDICATION

Hobson moved, second by Cicirello, to adopt Resolution 581-11 showing support for the Library fundraising efforts and extending the land dedication of Lion's Park for 5 years. Vote yea: K. Jackson, Leftoff, Maschino, Cicirello, Gerling, Hobson and L. Jackson. Abstained: Smith. Motion carried.

**STAFF REPORTS**

CITY ENGINEER KELSEY

Stated the cemetery road is constructed and the contractor has a few things to finish then the project will be complete.

**GOVERNING BODY REPORTS**

LEFTOFF

Asked if it was possible to have a 21-gun salute at a funeral in the City.

Mayor responded yes.

Asked if the City allows out-of-state vendors a permit to sell within the City.

Pile stated there are procedures in place to provide all vendors a permit, provided they pass a background check and are in good standing with the City.

Thanked the Police Department for their hard working during the setting of fireworks around the City. Asked if the sales of fireworks are monitored.

Fire Chief Tormey stated that the sales are regulated by the State of Kansas.

COUNCILMEMBER L. JACKSON

Thanked Staff for attending the County Commission meeting earlier in the month, and was appreciative of the outcome of the hearing regarding annexation.

COUNCILMEMBER HOBSON

Asked if the City would consider donating the chain-linked fence in storage to the Animal League.

Mayor McNown stated Staff could look into the conversion of property and let Council know.

Maschino moved, second by K. Jackson, to adjourn the meeting. Vote yea: unanimous. Motion carried.

**Meeting adjourned at 7:45 p.m.**

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**Kristine A. Polian, City Clerk**

## CLERK'S AGENDA

### B. APPROPRIATION ORDINANCE:

Below is the proposed Appropriation Ordinance for July 19, 2011 as prepared by City Staff.

#### July 19, 2011 Appropriation

• Packet #1	\$	6,384.55
• Packet #2	\$	<u>1,168.21</u>
Total	\$	<b>7,552.76</b>

#### RECOMMENDED ACTION:

Staff recommends motion to approve the July 19, 2011 Appropriation Ordinance as presented / amended.

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CENTRAL CONSTRUCTION	MLP DRAINAGE MCLAUGHLIN	GENERAL FUND	PARKS AND PUBLIC GROUN	3,729.37
			TOTAL:	3,729.37
COX COMMUNICATIONS	06/21 THRU 7/20/11 INTERN	GENERAL FUND	PARKS AND PUBLIC GROUN	19.99
	06/21 THRU 7/20/11 INTERN	SPECIAL HIGHWAY	SPECIAL HIGHWAY	19.98
	06/21 THRU 7/20/11 INTERN	WATER OPERATING	NON-DEPARTMENTAL	20.00
	06/21 THRU 7/20/11 INTERN	SEWER OPERATING	NON-DEPARTMENTAL	19.98
			TOTAL:	79.95
HEINZ CONSTRUCTION	POLES & FRAME POOL SHADE	GENERAL FUND	PARKS AND PUBLIC GROUN	2,400.00
			TOTAL:	2,400.00
VERIZONS WIRELESS	06/23 THRU 07/22 BROADBAN	GENERAL FUND	ADMINISTRATION	95.21
	06/23 THRU 07/22 BROADBAN	GENERAL FUND	ADMINISTRATION	40.01
	06/23 THRU 07/22 BROADBAN	GENERAL FUND	COMMUNITY DEVELOPMENT	40.01
			TOTAL:	175.23

===== FUND TOTALS =====

010	GENERAL FUND	6,324.59
150	SPECIAL HIGHWAY	19.98
610	WATER OPERATING	20.00
620	SEWER OPERATING	19.98
-----		
	GRAND TOTAL:	6,384.55
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SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 02-CVC - VENDOR ACCOUNTS  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 7/01/2011 THRU 7/11/2011  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL MTG PKT #1 7-19-2011  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
-----

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
AMANDA PARK	4/1/2011 THRU 6/30/2011	GENERAL FUND	ADMINISTRATION	23.21_
			TOTAL:	23.21
CATHY SEXTON	7/2011 SR COORD-CONTRACT	SPECIAL PARKS AND	NON-DEPARTMENTAL	1,125.00_
			TOTAL:	1,125.00
MATTHEW VOGT	PER DIEM TRAINING	GENERAL FUND	POLICE	20.00_
			TOTAL:	20.00

===== FUND TOTALS =====

010	GENERAL FUND	43.21
020	SPECIAL PARKS AND REC	1,125.00
-----		
	GRAND TOTAL:	1,168.21
-----		

SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 03-CVC - EMPLOYEE A/P ACCOUN  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 7/01/2011 THRU 7/11/2011  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----  
PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----  
PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL MTG PKT #2 7-19-2011  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
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## **CLERK'S AGENDA**

### **C. TREASURER'S REPORT, June 2011:**

#### **RECOMMENDED ACTION:**

Staff recommends motion to receive and file the June 2011 Treasurer's Report.

7-14-2011 04:14 PM

CITY OF VALLEY CENTER  
 PERIOD CASH FLOW REPORT  
 AS OF: JUNE 30TH, 2011

PAGE: 1

FUND	BEGINNING CASH BALANCE	RECEIVABLES & NET ASSETS	PERIOD REVENUES	PAYABLES & NET LIABILITIES	PERIOD EXPENDITURES	ENDING CASH BALANCE	Y-T-D ENCUMBRANCE	UNENCUMBERED CASH BALANCE
GENERAL FUND	433,426.35	0.00	387,146.56 (	16,076.44)	263,188.44	573,460.91	8,123.93	565,336.98
SPECIAL PARKS AND REC	9,470.80	0.00	0.00	1,125.00	0.00	8,345.80	0.00	8,345.80
SPECIAL ALCOHOL AND DRUG	10,595.76	0.00	0.00	0.00	0.00	10,595.76	0.00	10,595.76
EMPLOYEE BENEFITS	107,313.65	0.00	248,291.86	3,414.44	54,100.62	298,090.45	0.00	298,090.45
FLEXIBLE SPENDING ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIRE VEHICLE REPLACEMENT	640.30	0.00	0.00	0.00	0.00	640.30	0.00	640.30
BUILDING EQUIP RESERVE	111,177.90	0.00	0.00	0.00	0.00	111,177.90	0.00	111,177.90
EQUIPMENT RESERVE	289,081.24	0.00	0.00	0.00	0.00	289,081.24	0.00	289,081.24
PUBLIC WORKS BUILDING	8,627.24	0.00	0.00	0.00	0.00	8,627.24	0.00	8,627.24
LIBRARY	16,457.48	0.00	85,214.77	0.00	0.00	101,672.25	0.00	101,672.25
SPECIAL HIGHWAY	464,414.96	0.00	19,130.97 (	701.87)	37,833.40	446,414.40	19.98	446,394.42
EMERG EQUIPMENT RESERVE	92,918.21	0.00	18,930.65	0.00	3,061.42	108,787.44	0.00	108,787.44
PAYROLL CLEARING FUND	37.62	0.00	0.00	0.00	0.00	37.62	0.00	37.62
ACTIVE AGING GRANT	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
PARK BEAUTIFICATION	2,963.55	0.00	0.00	0.00	0.00	2,963.55	0.00	2,963.55
BUSINESS IMPROVEMENT DIST	1,143.50	0.00	0.00	0.00	0.00	1,143.50	0.00	1,143.50
D.A.R.E.	2,792.93	0.00	131.43	0.00	0.00	2,924.36	0.00	2,924.36
VETERANS FLAG REWARD FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DRUG TAX DIST	5,061.73	0.00	0.00	0.00	0.00	5,061.73	0.00	5,061.73
LAW ENFORCEMENT BLOCK GR	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
ADSAP	2,209.80	0.00	200.00	0.00	0.00	2,409.80	0.00	2,409.80
CAPITAL IMPROVEMENT FUND	3,354.07	0.00	0.00	0.00	0.00	3,354.07	0.00	3,354.07
PROJECTS FUND	870,043.39	0.00	171,500.00	0.00	279,720.92	761,822.47	0.00	761,822.47
G O BOND & INTEREST	669,740.61	0.00	521,603.24	0.00	715.00	1,190,628.85	0.00	1,190,628.85
WATER OPERATING	537,113.97 (	5,548.06)	127,173.99	10,721.55	98,426.78	549,591.57	20.00	549,571.57
METER DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STORMWATER	38,879.51	231.00	2,981.00	0.00	46.29	42,045.22	0.00	42,045.22
WATER MAINTENANCE RESERVE	7,780.37	0.00	0.00	0.00	0.00	7,780.37	0.00	7,780.37
WATER IMPROVEMENT FUND	146,497.48	0.00	0.00	0.00	0.00	146,497.48	0.00	146,497.48
WATER LOAN P & I 2000	26,965.92	0.00	0.00	0.00	0.00	26,965.92	0.00	26,965.92
WATER LOAN P & I 2007	670.05	0.00	0.00	0.00	0.00	670.05	0.00	670.05
WATER SURPLUS RESERVE	535,721.38	0.00	0.00	0.00	0.00	535,721.38	0.00	535,721.38
SEWER OPERATING	238,421.95	1,406.42	84,089.78 (	1,551.97)	40,473.00	284,997.12	1,519.98	283,477.14
SEWER OPERATION & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07 SEWER LOAN P & I	46,040.28	0.00	0.00	0.00	0.00	46,040.28	0.00	46,040.28
1993 SEWER BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1993 SEWER BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER BOND RESERVE	201,995.51	0.00	0.00	0.00	0.00	201,995.51	0.00	201,995.51
1997 SEWER BOND P & I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997 SW BOND DEPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997 SW BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001 SW BOND P & I	138,753.31	0.00	0.00	0.00	0.00	138,753.31	0.00	138,753.31
2001 SW REV BOND DEPR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001 SW BOND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	5,027,810.82 (	3,910.64)	1,666,394.25 (	3,069.29)	777,565.87	5,915,797.85	9,683.89	5,906,113.96
	=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

**PRESENTATIONS / PROCLAMATIONS**

**PUBLIC FORUM**

**APPOINTMENTS**

**COMMITTEES, COMMISSIONS**

## **OLD BUSINESS**

### **A. ORDINANCE 1128-11; POLICY ADOPTION, 2<sup>nd</sup> Reading:**

AN ORDINANCE OF THE CITY OF VALLEY CENTER,  
KANSAS, ADOPTING CERTAIN POLICIES TO GUIDE THE  
VARIOUS MUNICIPAL FUNCTIONS OF THE CITY

Should Council choose to proceed,

### **RECOMMENDED ACTION:**

Staff recommends motion to adopt Ordinance 1228-11, adopting certain policies to guide the various municipal functions of the City, for 2<sup>nd</sup> Reading.



## MEMO

July 7, 2011

**TO:** Honorable Mayor McNown & Valley Center City Council  
**FROM:** Joel Pile, City Administrator  
**RE:** *Employee Tuition Reimbursement Policy*

As requested at the July 5, 2011 City Council Meeting, below is a comparison table of other Kansas municipalities which offer a tuition reimbursement to employees:

City	Benefit
Derby	\$1,000 per year
Mulvane	\$500 per year
Lansing	\$1,300 per year
Wichita	\$900 (undergrad) \$1,200 (grad) per year
Bel Aire	\$500 (benefit on hold due to budget)
Manhattan	18 credit hours per year
Park City	\$1,000 per year
El Dorado	50% up to \$5,250 per year
Goddard	3 grad credits or 6 undergrad credits

For reference, below are the current undergrad tuition rates for select Kansas Regent's Universities:

University / College	Tuition (3 credit hours)
Kansas University	\$836.40
Wichita State	\$500.55
Butler Community College	\$255.00
Friends University	\$1,386.00

**ORDINANCE NO. 1228-11**

**AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS,  
ADOPTING CERTAIN POLICIES TO GUIDE THE VARIOUS  
MUNICIPAL FUNCTIONS OF THE CITY.**

**WHEREAS,** As the legislative body of the City of Valley Center, the City Council is charged with the responsibility of establishing and updating policies to guide the various municipal functions of the City and, where necessary, to establish procedures by which functions are performed;

**NOW THEREFORE BE IT ORDAINED, by the Governing Body of Valley Center, Kansas:**

**Section 1.** Set forth and attached hereto and made part of this Ordinance, commonly known as *Part 3* of the Policy and Procedure Manual.

Part 3, Chapter 1, Section 5 Equal Employment Opportunity/Affirmative Action  
Part 3, Chapter 6, Section 11 Tuition Reimbursement

**Section 2.** That policies referenced in Section 1 of this Ordinance shall be incorporated into *Part 3* of the Policy and Procedure Manual of the City of Valley Center, and is hereby adopted.

**Section 3.** This ordinance shall be in full force and effect from and after its passage and adoption.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_\_ day of \_\_\_\_\_ 2011.**

First Reading: July 5, 2011

Second Reading: \_\_\_\_\_

{SEAL}

\_\_\_\_\_  
Michael McNown, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Polian, City Clerk

<p><b>TITLE:</b> Tuition Reimbursement Policy</p>	<p><b>POLICY NO.</b> Part 3 Chapter 6 Section 11</p>
<p><b>POLICY CUSTODIAN</b> City Clerk</p>	<p><b>EFFECTIVE DATE</b></p>

**ADOPTING ORDINANCE(S):**

**BACKGROUND:** The City recognized tuition reimbursement programs can be an effective way to recruit and retain good workers. An effective program can improve job satisfaction, improve productivity and contribute to the City’s overall success.

**PURPOSE:** The City believes there is mutual benefit derived from the personal growth and increased work competence that an education can bring. Because of this, the City may provide financial assistance to employees interested in furthering their education.

**POLICY:**

**1. ELIGIBILITY**

- a. Employees must be employed with the City on a regular full-time basis for at least one year prior to the beginning of the course.
- b. The employee must be satisfactorily performing the duties and responsibilities of his/her current job.
- c. The employee must fulfill all regular work obligations. Classes may not interfere with an employee’s job responsibilities/duties and must be arranged around work schedules. Deviations from the employee’s regular schedule must be approved in advance by the Department Head and not result in additional costs to the department.

**2. COURSE ELIGIBILITY**

- a. All course work must be obtained by a post-secondary, Kansas Board of Regents accredited academic institution, unless prior approval is received by the City Administrator.
- b. All courses must be pre-approved.
- c. Course work must be deemed of value to the city operations.
- d. Successful completion is defined as an official transcript reporting a final grade of “C” or better for undergraduate course work and “B” or better for graduate course work.

**3. ELIGIBLE EXPENSES**

- a. The City will provide tuition reimbursement up to 100% of eligible expense not to exceed \$1,200 each calendar year, per employee.
- b. Eligible expenses are restricted to tuition, registration and lab fees.
- c. Ineligible expenses include, but are not limited to: books, manuals, other supplementary materials, school supplies, parking tickets/passes, miscellaneous fees, meals or mileage.

**4. REIMBURSEMENT**

- a. Reimbursement is subject to the availability of funds. Employees are encouraged to consult with their Department Head and/or City Administrator.
- b. Reimbursements are granted on a first-come-first-served basis.
- c. The employee is responsible for selecting the school and course work.
- d. The employee must submit an Application for *Tuition Reimbursement Authorization Form* and receive pre-approval from the Department Head and City Administrator.
- e. The employee is responsible for the initial payment of tuition and fees.
- f. Within four weeks after successfully completing an approved course the employee shall provide the City Clerk with an official report card or transcript and receipts to support eligible expenses. Reimbursement requested more than four weeks after course completion must be approved by the City Administrator.
- g. Reimbursement amounts shall be determined by the final grade the employee earns in the course and the amount to be reimbursed shall be calculated according to the following table:

<b>Undergraduate Grade</b>		<b>Graduate Grade</b>	
A	100%	A	100%
B	75%	B	75%
C	50%		

- h. Any reimbursement received may be considered a taxable fringe benefit by the IRS and be subject to tax withholdings.
- i. The Tuition Reimbursement Program is intended to help reimburse employees for education expenses that they have paid from their own resources. It does not cover expenses underwritten by other forms of financial aid, including scholarships, grants fellowships, the G.I. Bill, etc. Only expenses not covered by other sources of financial aid are eligible for reimbursement.

**5. LIMITATIONS**

- a. Approval of a course of study for tuition reimbursement, or the receipt of tuition reimbursement funds in no way obligates the City of Valley Center to change an employee’s job description, work assignments, provide salary adjustments or reclassifications within the pay matrix.

- b. No reimbursement will be paid after an employee voluntarily ends City employment or is dismissed with or without cause.
- c. The Tuition Reimbursement Program is dependent on funding in the annual budget. Any change or discontinuance will not adversely affect approved applications for the semester in which the change is made.

**6. REPAYMENT**

- a. If an employee voluntarily leaves the employment of the City of Valley Center within twelve (12) months of receiving reimbursement he or she shall repay the reimbursement received within the prior twelve (12) months using the following scale:

<b>Leave Within Months</b>	<b>Leave of Service Reimbursement</b>
1-3	100%
4-6	75%
7-9	50%
10-12	25%

**IMPLEMENTATION:** The City Administrator shall monitor those provisions of this policy. Disagreement in interpretation shall be resolved by the City Council. The City Administrator shall institute administrative policy to implement this policy.

**SEVERABILITY:** If any provision of this Policy shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

## **NEW BUSINESS**

### **A. FY 2012 BUDGET DISCUSSION / REVIEW:**

- See 2012 Budget Insert

Should Council choose to proceed,

### **RECOMMENDED ACTION:**

For Council Discussion / Review

## **NEW BUSINESS**

### **B. APPROVE 2012 BUDGET PUBLIC HEARING NOTICE:**

Should Council choose to proceed,

#### **RECOMMENDED ACTION:**

Staff recommends motion to set August 2, 2011 at 7 P.M. at City Hall as the date, time and place for the 2012 Budget Public Hearing.

## **NEW BUSINESS**

### **C. ORDINANCE 1229-11, ADOPTING CITY POLICY REGARDING UTILITY LOCATES:**

- Ordinance 1229-11
- Utility Locating Policy

Should Council choose to proceed,

### **RECOMMENDED ACTION:**

Staff recommends motion to adopt Ordinance 1229-11, adopting certain policies to guide the various municipal functions of the City, for 1<sup>st</sup> Reading.

**ORDINANCE NO. 1229-11**

**AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS,  
ADOPTING CERTAIN POLICIES TO GUIDE THE VARIOUS  
MUNICIPAL FUNCTIONS OF THE CITY.**

**WHEREAS,** As the legislative body of the City of Valley Center, the City Council is charged with the responsibility of establishing and updating policies to guide the various municipal functions of the City and, where necessary, to establish procedures by which functions are performed;

**NOW THEREFORE BE IT ORDAINED, by the Governing Body of Valley Center, Kansas:**

**Section 1.** Set forth and attached hereto and made part of this Ordinance, commonly known as *Part 5* of the Policy and Procedure Manual.

Part 5, Chapter 1, Section 5 Utility Locating Policy

**Section 2.** That policies referenced in Section 1 of this Ordinance shall be incorporated into *Part 5* of the Policy and Procedure Manual of the City of Valley Center, and is hereby adopted.

**Section 3.** This ordinance shall be in full force and effect from and after its passage and adoption.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_\_ day of \_\_\_\_\_ 2011.**

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

{SEAL}

\_\_\_\_\_  
Michael McNown, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Polian, City Clerk

<p><b>TITLE:</b>  Utility Locating Policy</p>	<p><b>POLICY NO.</b>  Part 5 Chapter 1 Section 5</p>
<p><b>POLICY CUSTODIAN</b> City Administrator</p>	<p><b>EFFECTIVE DATE</b></p>

**ADOPTING ORDINANCE(S):**

**REFERENCE(S):** K.S.A. 66-1802-1815 (Kansas Underground Utility Damage Prevention Act)

**STATEMENT OF PURPOSE:** The purpose of this policy is to outline the requirement for City of Valley Center employees to properly locate utility lines before beginning any project which involves digging or excavation (i.e. planting trees or shrubs, installing street signs, building construction, etc.). The policy will help promote an environment of safety and to eliminate utility service interruptions in the City of Valley Center.

**DEFINITION:** Utility locates are required prior to commencing work for almost any excavation and per Kansas law an excavation is defined as the following:

"Excavation" means any operation in which earth, rock or other material below the surface is moved or otherwise displaced by any means.

**POLICY:** No City of Valley Center employee or representative thereof conducting work on behalf of the City shall engage in excavation near the location of any underground facility without first having ascertained, in the manner prescribed herein, a location of all underground facilities in the proposed area of the excavation.

- a. Except in the case of an emergency, all City employees shall serve notice of intent of excavation at least two full working days, but not more than 15 calendar days before the scheduled excavation start date.
- b. The notice of intent to excavate or any subsequent updates shall be valid for 15 calendar days after the excavation start date and such notice shall only describe an area in which the proposed excavation reasonably can be completed within the 15 calendar days.
- c. When serving a notice of intent, City employees shall provide the name, address and telephone number of the person filing the notice of intent, the name of the excavator, the date the excavation activity is to commence and the type of excavation being planned. The notice shall also contain the specific location of the excavation.
- d. In the case of an emergency which involves danger to life, health or property or which requires immediate correction in order to continue the operation of an industrial plant or to assure the continuity of public utility service, excavation, maintenance or repairs may be made without using explosives, if notice and advice thereof, whether in writing or otherwise are given to the operator or notification center as soon as reasonably p

- e. When any contact with or damage to any underground facility occurs, the operator of such utility shall be informed immediately by the City. The City employee responsible for the excavation shall also immediately notify the Public Works Director, who shall notify the City Administrator. If the protective covering of an electrical line is penetrated or dangerous gases or fluids are escaping from a broken line, the employee immediately shall inform emergency personnel and take any other action as may be reasonably necessary to protect persons and property and to minimize hazards until arrival of the operator's personnel or public safety responders.

City employees shall exercise such reasonable care as may be necessary for the protection of any underground facility in and near the construction area when working in close proximity to any such underground facility. Any employee or agent of the City found by competent evidence to have violated this policy shall be presumed negligent of their duty and be subject to termination or dismissal.

**IMPLEMENTATION:** The City Administrator shall monitor those provisions of this policy. Disagreement in interpretation shall be resolved by the City Council. The City Administrator shall institute administrative policy to implement this policy.

**SEVERABILITY:** If any provision of this Policy shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

## **CONSENT AGENDA**

### **A. REVENUE and EXPENSE FINANCIAL SUMMARIES** **for JUNE 2011**

#### **RECOMMENDED ACTION:**

Staff recommends motion to approve the Consent Agenda as presented.

## **CONSENT AGENDA**

### **A. REVENUE and EXPENSE FINANCIAL SUMMARIES for JUNE 2011:**

- *GENERAL FUND*
- *EMPLOYEE BENEFITS FUND*
- *LIBRARY*
- *SPECIAL HIGHWAY*
- *EMERGENCY EQUIPMENT RESERVE*
- *BOND AND INTEREST*
- *WATER OPERATING*
- *STORMWATER OPERATING*
- *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
<u>REVENUE SUMMARY</u>							
TAXES	927,350.00	347,146.41	0.00	802,591.50	0.00	124,758.50	86.55
INTERGOVERNMENTAL	470,500.00	0.00	0.00	195,076.74	0.00	275,423.26	41.46
LICENSES & PERMITS	476,750.00	31,801.56	0.00	263,638.70	0.00	213,111.30	55.30
CHARGES FOR SERVICES	6,900.00	150.00	0.00	3,648.00	0.00	3,252.00	52.87
FINES & FORFEITURES	65,000.00	5,973.83	0.00	44,105.00	0.00	20,895.00	67.85
USE OF MONEY & PROPERTY	21,200.00	275.00	0.00	2,929.25	0.00	18,270.75	13.82
OTHER REVENUES	60,000.00	1,719.76	0.00	20,060.31	0.00	39,939.69	33.43
MISCELLANEOUS	142,000.00	80.00	0.00	8,626.98	0.00	133,373.02	6.08
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,169,700.00</b>	<b>387,146.56</b>	<b>0.00</b>	<b>1,340,676.48</b>	<b>0.00</b>	<b>829,023.52</b>	<b>61.79</b>
<u>EXPENDITURE SUMMARY</u>							
<u>ADMINISTRATION</u>							
PERSONNEL SERV. & BENEF.	228,000.00	37,549.20	0.00	141,216.21	0.00	86,783.79	61.94
CONTRACTUAL SERVICES	148,095.00	11,705.42	0.00	69,200.70	6.00	78,888.30	46.73
COMMODITIES	9,000.00	882.45	0.00	4,807.90	0.00	4,192.10	53.42
CAPITAL OUTLAY	17,000.00	0.00	0.00	3,415.53	0.00	13,584.47	20.09
OTHER COSTS/MISC.	106,000.00	2,974.12	0.00	27,678.07	0.00	78,321.93	26.11
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
<b>TOTAL ADMINISTRATION</b>	<b>508,095.00</b>	<b>53,111.19</b>	<b>0.00</b>	<b>246,318.41</b>	<b>6.00</b>	<b>261,770.59</b>	<b>48.48</b>
<u>LEGAL &amp; MUNICIPAL COURT</u>							
PERSONNEL SERV. & BENEF.	89,325.00	9,840.90	0.00	35,608.23	0.00	53,716.77	39.86
CONTRACTUAL SERVICES	16,270.00	916.90	0.00	7,089.06	5.43	9,175.51	43.60
COMMODITIES	850.00	96.35	0.00	454.74	0.00	395.26	53.50
CAPITAL OUTLAY	300.00	0.00	0.00	1,000.00	0.00	700.00	333.33
OTHER COSTS/MISC.	25,000.00	687.61	0.00	2,785.97	0.00	22,214.03	11.14
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
<b>TOTAL LEGAL &amp; MUNICIPAL COURT</b>	<b>131,745.00</b>	<b>11,541.76</b>	<b>0.00</b>	<b>46,938.00</b>	<b>5.43</b>	<b>84,801.57</b>	<b>35.63</b>
<u>COMMUNITY DEVELOPMENT</u>							
PERSONNEL SERV. & BENEF.	54,075.00	4,203.16	0.00	21,108.48	0.00	32,966.52	39.04
CONTRACTUAL SERVICES	29,800.00	3,812.37	0.00	17,596.47	129.95	12,073.58	59.48
COMMODITIES	500.00	199.50	0.00	638.02	0.00	138.02	127.60
CAPITAL OUTLAY	3,000.00	0.00	0.00	11,302.50	0.00	8,302.50	376.75
OTHER COSTS/MISC.	15,000.00	5,901.59	0.00	12,451.83	0.00	2,548.17	83.01
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
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>102,375.00</b>	<b>14,116.62</b>	<b>0.00</b>	<b>63,097.30</b>	<b>129.95</b>	<b>39,147.75</b>	<b>61.76</b>





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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
<hr/>							
<u>PUBLIC WKS STORAGE BLDG</u>							
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PUBLIC WKS STORAGE BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
TOTAL EXPENDITURES	2,266,985.00	263,188.44	0.00	1,120,115.85	8,123.93	1,138,745.22	49.77
** REVENUE OVER(UNDER) EXPENDITURES *	( 97,285.00)	123,958.12	0.00	220,560.63	( 8,123.93)	( 309,721.70)	218.37-
OTHER FINANCING (USES)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OTHER SOURCES/(USES)	0.00		0.00	0.00	0.00	0.00	0.00
<hr/>							
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	( 97,285.00)	123,958.12	0.00	220,560.63	( 8,123.93)	( 309,721.70)	218.37-

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CITY OF VALLEY CENTER  
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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
<u>REVENUE SUMMARY</u>							
TAXES	639,120.00	241,464.16	0.00	557,073.14	0.00	82,046.86	87.16
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	15,000.00	6,827.70	0.00	16,447.06	0.00 (	1,447.06	109.65
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
<b>TOTAL REVENUES</b>	<b>654,120.00</b>	<b>248,291.86</b>	<b>0.00</b>	<b>573,520.20</b>	<b>0.00</b>	<b>80,599.80</b>	<b>87.68</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
PERSONNEL SERV. & BENEF.	608,825.00	54,100.62	0.00	314,550.86	0.00	294,274.14	51.67
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.	30,000.00	0.00	0.00	0.00	0.00	30,000.00	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
<b>TOTAL NON-DEPARTMENTAL</b>	<b>638,825.00</b>	<b>54,100.62</b>	<b>0.00</b>	<b>314,550.86</b>	<b>0.00</b>	<b>324,274.14</b>	<b>49.24</b>
<u>ADMINISTRATION</u>							
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
<b>TOTAL ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>638,825.00</b>	<b>54,100.62</b>	<b>0.00</b>	<b>314,550.86</b>	<b>0.00</b>	<b>324,274.14</b>	<b>49.24</b>
<b>** REVENUE OVER(UNDER) EXPENDITURES **</b>	<b>15,295.00</b>	<b>194,191.24</b>	<b>0.00</b>	<b>258,969.34</b>	<b>0.00 (</b>	<b>243,674.341,693.16</b>	
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
<b>REVENUE &amp; OTHER SOURCES OVER/ (UNDER) EXPENDITURES &amp; OTHER (USES)</b>	<b>15,295.00</b>	<b>194,191.24</b>	<b>0.00</b>	<b>258,969.34</b>	<b>0.00 (</b>	<b>243,674.341,693.16</b>	

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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
<u>REVENUE SUMMARY</u>							
TAXES	226,900.00	85,214.77	0.00	196,277.11	0.00	30,622.89	86.50
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>226,900.00</b>	<b>85,214.77</b>	<b>0.00</b>	<b>196,277.11</b>	<b>0.00</b>	<b>30,622.89</b>	<b>86.50</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
OTHER COSTS/MISC.	225,000.00	0.00	0.00	111,062.34	0.00	113,937.66	49.36
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
<b>TOTAL NON-DEPARTMENTAL</b>	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>111,062.34</b>	<b>0.00</b>	<b>113,937.66</b>	<b>49.36</b>
<u>ADMINISTRATION</u>							
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
<b>TOTAL ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>111,062.34</b>	<b>0.00</b>	<b>113,937.66</b>	<b>49.36</b>
<b>** REVENUE OVER(UNDER) EXPENDITURES **</b>	<b>1,900.00</b>	<b>85,214.77</b>	<b>0.00</b>	<b>85,214.77</b>	<b>0.00</b>	<b>( 83,314.774,484.99</b>	
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
<b>REVENUE &amp; OTHER SOURCES OVER/ (UNDER) EXPENDITURES &amp; OTHER (USES)</b>	<b>1,900.00</b>	<b>85,214.77</b>	<b>0.00</b>	<b>85,214.77</b>	<b>0.00</b>	<b>( 83,314.774,484.99</b>	

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CITY OF VALLEY CENTER  
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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
<u>REVENUE SUMMARY</u>							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL	718,950.00	19,130.97	0.00	321,911.49	0.00	397,038.51	44.78
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	1,079.12	0.00	1,079.12	0.00
MISCELLANEOUS	60,500.00	0.00	0.00	0.00	0.00	60,500.00	0.00
<b>TOTAL REVENUES</b>	<b>779,450.00</b>	<b>19,130.97</b>	<b>0.00</b>	<b>322,990.61</b>	<b>0.00</b>	<b>456,459.39</b>	<b>41.44</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
PERSONNEL SERV. & BENEF.	222,500.00	26,179.90	0.00	108,851.81	0.00	113,648.19	48.92
CONTRACTUAL SERVICES	47,100.00	1,421.59	0.00	11,441.12	19.98	35,638.90	24.33
COMMODITIES	75,300.00	10,231.91	0.00	28,862.40	0.00	46,437.60	38.33
CAPITAL OUTLAY	398,500.00	0.00	0.00	10,005.89	0.00	388,494.11	2.51
OTHER COSTS/MISC.	71,000.00	0.00	0.00	0.00	0.00	71,000.00	0.00
DEBT SERVICE	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>824,400.00</b>	<b>37,833.40</b>	<b>0.00</b>	<b>159,161.22</b>	<b>19.98</b>	<b>665,218.80</b>	<b>19.31</b>
<b>TOTAL EXPENDITURES</b>	<b>824,400.00</b>	<b>37,833.40</b>	<b>0.00</b>	<b>159,161.22</b>	<b>19.98</b>	<b>665,218.80</b>	<b>19.31</b>
** REVENUE OVER(UNDER) EXPENDITURES *	( 44,950.00)	( 18,702.43)	0.00	163,829.39	( 19.98)	208,759.41	364.43-
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) ( 44,950.00)( 18,702.43) 0.00 163,829.39 ( 19.98)( 208,759.41 364.43-

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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
<u>REVENUE SUMMARY</u>							
TAXES	49,910.00	18,930.65	0.00	43,603.04	0.00	6,306.96	87.36
OTHER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>49,910.00</b>	<b>18,930.65</b>	<b>0.00</b>	<b>43,603.04</b>	<b>0.00</b>	<b>6,306.96</b>	<b>87.36</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
CAPITAL OUTLAY	54,000.00	3,061.42	0.00	52,738.95	0.00	1,261.05	97.66
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
<b>TOTAL NON-DEPARTMENTAL</b>	<b>54,000.00</b>	<b>3,061.42</b>	<b>0.00</b>	<b>52,738.95</b>	<b>0.00</b>	<b>1,261.05</b>	<b>97.66</b>
<b>TOTAL EXPENDITURES</b>	<b>54,000.00</b>	<b>3,061.42</b>	<b>0.00</b>	<b>52,738.95</b>	<b>0.00</b>	<b>1,261.05</b>	<b>97.66</b>
** REVENUE OVER(UNDER) EXPENDITURES *	( 4,090.00)	15,869.23	0.00	( 9,135.91)	0.00	5,045.91	223.37
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
<b>REVENUE &amp; OTHER SOURCES OVER/ (UNDER) EXPENDITURES &amp; OTHER (USES)</b>	<b>( 4,090.00)</b>	<b>15,869.23</b>	<b>0.00</b>	<b>( 9,135.91)</b>	<b>0.00</b>	<b>5,045.91</b>	<b>223.37</b>

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CITY OF VALLEY CENTER  
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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
<u>REVENUE SUMMARY</u>							
TAXES	729,961.00	225,661.76	0.00	520,001.24	0.00	209,959.76	71.24
USE OF MONEY & PROPERTY	2,500.00	0.00	0.00	304.45	0.00	2,195.55	12.18
OTHER REVENUES	793,000.00	295,941.48	0.00	720,862.01	0.00	72,137.99	90.90
MISCELLANEOUS	98,000.00	0.00	0.00	0.00	0.00	98,000.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	7,196.93	0.00	7,196.93	0.00
MISC TRANSFERS	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
MISC TRANSFERS	180,500.00	0.00	0.00	0.00	0.00	180,500.00	0.00
<b>TOTAL REVENUES</b>	<b>1,833,961.00</b>	<b>521,603.24</b>	<b>0.00</b>	<b>1,248,364.63</b>	<b>0.00</b>	<b>585,596.37</b>	<b>68.07</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
CONTRACTUAL SERVICES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0.00
OTHER COSTS/MISC.	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00
DEBT SERVICE	1,641,700.00	715.00	0.00	197,287.29	0.00	1,444,412.71	12.02
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,871,700.00</b>	<b>715.00</b>	<b>0.00</b>	<b>197,287.29</b>	<b>0.00</b>	<b>1,674,412.71</b>	<b>10.54</b>
<u>ADMINISTRATION</u>							
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
<b>TOTAL ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,871,700.00</b>	<b>715.00</b>	<b>0.00</b>	<b>197,287.29</b>	<b>0.00</b>	<b>1,674,412.71</b>	<b>10.54</b>
<b>** REVENUE OVER(UNDER) EXPENDITURES *</b>	<b>( 37,739.00)</b>	<b>520,888.24</b>	<b>0.00</b>	<b>1,051,077.34</b>	<b>0.00</b>	<b>( 1,088,816.34)</b>	<b>785.12-</b>
OTHER FINANCING SOURCES	180,500.00	0.00	0.00	0.00	0.00	180,500.00	0.00
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET OTHER SOURCES/(USES)</b>	<b>180,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>180,500.00</b>	<b>0.00</b>
<b>REVENUE &amp; OTHER SOURCES OVER/ (UNDER) EXPENDITURES &amp; OTHER (USES)</b>	<b>142,761.00</b>	<b>520,888.24</b>	<b>0.00</b>	<b>1,051,077.34</b>	<b>0.00</b>	<b>( 908,316.34)</b>	<b>736.25</b>

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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
<u>REVENUE SUMMARY</u>							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	1,121,100.00	127,173.99	0.00	649,580.29	0.00	471,519.71	57.94
USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	0.00	500.00	0.00
OTHER REVENUES	0.00	0.00	0.00	10.00	0.00	10.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES	1,121,600.00	127,173.99	0.00	649,590.29	0.00	472,009.71	57.92
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EXPENDITURE SUMMARY

NON-DEPARTMENTAL

PERSONNEL SERV. & BENEF.	295,300.00	40,529.42	0.00	169,767.29	0.00	125,532.71	57.49
CONTRACTUAL SERVICES	540,100.00	53,291.97	0.00	172,016.79	20.00	368,063.21	31.85
COMMODITIES	41,500.00	4,605.39	0.00	11,920.98	0.00	29,579.02	28.73
CAPITAL OUTLAY	49,000.00	0.00	0.00	855.36	0.00	48,144.64	1.75
OTHER COSTS/MISC.	296,970.00	0.00	0.00	0.00	0.00	296,970.00	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
TOTAL NON-DEPARTMENTAL	1,222,870.00	98,426.78	0.00	354,560.42	20.00	868,289.58	29.00

ADMINISTRATION

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
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES	1,222,870.00	98,426.78	0.00	354,560.42	20.00	868,289.58	29.00
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** REVENUE OVER(UNDER) EXPENDITURES *	( 101,270.00)	28,747.21	0.00	295,029.87	( 20.00)	( 396,279.87)	291.31-
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)	( 101,270.00)	28,747.21	0.00	295,029.87	( 20.00)	( 396,279.87)	291.31-
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CITY OF VALLEY CENTER  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
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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
<u>REVENUE SUMMARY</u>							
USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUES	62,000.00	2,981.00	0.00	17,628.80	0.00	44,371.20	28.43
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>62,000.00</b>	<b>2,981.00</b>	<b>0.00</b>	<b>17,628.80</b>	<b>0.00</b>	<b>44,371.20</b>	<b>28.43</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	35,000.00	46.29	0.00	6,342.09	0.00	28,657.91	18.12
COMMODITIES	0.00	0.00	0.00	54.35	0.00 (	54.35	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	22,500.00	0.00	0.00	434.85	0.00	22,065.15	1.93
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
<b>TOTAL NON-DEPARTMENTAL</b>	<b>57,500.00</b>	<b>46.29</b>	<b>0.00</b>	<b>6,831.29</b>	<b>0.00</b>	<b>50,668.71</b>	<b>11.88</b>
<b>TOTAL EXPENDITURES</b>	<b>57,500.00</b>	<b>46.29</b>	<b>0.00</b>	<b>6,831.29</b>	<b>0.00</b>	<b>50,668.71</b>	<b>11.88</b>
** REVENUE OVER(UNDER) EXPENDITURES **	4,500.00	2,934.71	0.00	10,797.51	0.00 (	6,297.51	239.94
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
<b>REVENUE &amp; OTHER SOURCES OVER/ (UNDER) EXPENDITURES &amp; OTHER (USES)</b>	<b>4,500.00</b>	<b>2,934.71</b>	<b>0.00</b>	<b>10,797.51</b>	<b>0.00 (</b>	<b>6,297.51</b>	<b>239.94</b>

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CITY OF VALLEY CENTER  
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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
<u>REVENUE SUMMARY</u>							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	1,011,800.00	83,889.78	0.00	476,318.79	0.00	535,481.21	47.08
USE OF MONEY & PROPERTY	200.00	0.00	0.00	0.00	0.00	200.00	0.00
OTHER REVENUES	3,500.00	200.00	0.00	1,117.75	0.00	2,382.25	31.94
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,015,500.00</b>	<b>84,089.78</b>	<b>0.00</b>	<b>477,436.54</b>	<b>0.00</b>	<b>538,063.46</b>	<b>47.01</b>
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
PERSONNEL SERV. & BENEF.	234,600.00	22,584.58	0.00	94,933.94	0.00	139,666.06	40.47
CONTRACTUAL SERVICES	299,400.00	13,837.08	0.00	83,323.41	1,519.98	214,556.61	28.34
COMMODITIES	26,200.00	4,051.34	0.00	6,344.07	0.00	19,855.93	24.21
CAPITAL OUTLAY	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0.00
OTHER COSTS/MISC.	449,500.00	0.00	0.00	0.00	0.00	449,500.00	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
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,028,700.00</b>	<b>40,473.00</b>	<b>0.00</b>	<b>184,601.42</b>	<b>1,519.98</b>	<b>842,578.60</b>	<b>18.09</b>
<u>ADMINISTRATION</u>							
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
<b>TOTAL ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,028,700.00</b>	<b>40,473.00</b>	<b>0.00</b>	<b>184,601.42</b>	<b>1,519.98</b>	<b>842,578.60</b>	<b>18.09</b>
** REVENUE OVER(UNDER) EXPENDITURES *	( 13,200.00)	43,616.78	0.00	292,835.12	( 1,519.98)	( 304,515.14)	206.93-
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) ( 13,200.00) 43,616.78 0.00 292,835.12 ( 1,519.98) ( 304,515.14) 206.93-

## **STAFF REPORTS**

### **A. City Clerk Polian**

### **B. Chief of Police Hephner**

- Police Department June 2011 Report
- Municipal Court June 2011 Report
- Employee Customer Service Award Recognitions
  - Officer Easley
  - Officer Shrag

### **C. Fire Chief Tormey**

- Fire Department June 2011 Report

### **D. Interim Community Development Officer Utecht**

### **E. City Superintendent Dunn**

### **F. Environmental Services Officer Plant**

### **G. Parks & Public Buildings Superintendent Owings**

### **H. City Engineer Kelsey**

### **I. City Attorney Arbuckle**

### **J. City Administrator Pile**

Officer's Report                      July 12, 2011                      Chief Mark V. Hephner #1

Attention:        Joel Pile  
                      City Administrator  
                      Valley Center Kansas

Subject:            Valley Center Police June Monthly Report

The Police Department answered 302 calls for service during June 2011. Of those calls, 71 generated police cases. Emergency Communications/Records recorded 101 Fire Department calls for service, 54 records dissemination requests, 952 telephone calls and 352 citizen contacts. The following is a break down of the police department cases:

**Calls for Service:** Five 911 hang up calls; one abuse call; fourteen alarm calls; one assault report; nine animal calls; one assault report; thirteen assist citizen/motorist calls; fourteen assist EMS calls; six assist fire; twenty-three assist other agency calls; two attempt burglary reports; three auto thefts cases; three burglary reports; five criminal damage to property cases; sixteen check business/residence calls; eleven check the welfare calls; one check for gunshots call; two child custody calls; two curfew violation; fourteen disorderly conduct/disturbance calls; sixteen driving/parking complaints; one DUI arrest; three DV calls; one fireworks calls; one found property case; one fraud report; two harassment/phone call complaints; three injury accident; one found juvenile case; twelve larceny cases; four loud music/noise calls; twenty-one misc reports; seven non injury accidents; one runaway report; four suicidal person call; twenty suspicious activity/persons/vehicle calls; eight traffic hazard calls; two trespassing calls and one worthless check call. Officers wrote fifty-five citations with one seventy-seven violations during the month.

During the month of June, Sedgwick County Emergency 911 Dispatch covered for the City of Valley Center 288 hours.

The chief attended the Vet ribbon cutting at 122 N. Park on June 1. The chief attended a CIP meeting with a builder on cost estimates for a courtroom addition to the Public Safety Building. The chief attended the ribbon cutting at the new bridge. He met with school official at Abilene School regarding marked parking for busses. He attended a special budget meeting for City Council on the 14. The chief and Sgt Newman met with clerk and assistant clerk on budget issues.

During the month, Detective Sergeant Lloyd Newman II completed the monthly fuel report. He along with Sgt Vogt supervised Municipal Court sessions during the month. He attended the monthly KIA meeting. He worked on several complaints of door-to-door sales solicitors violating city ordinances. He assisted in employment interviews for dispatch and completed a background investigation on one applicant.

Sgt Vogt attended an Operation Impact meeting on June 1. He signed two DUI complaints at the DA's Office. He arrested a DUI while on patrol. He attended training in Salina regarding the new laws on Intox Records. He also worked on the state CLICK Program.

Detective Grayson interviewed a suspect in Sumner County regarding an auto theft case. He recovered a stolen auto. He wrote two affidavits and presented to DA's office. He testified in district court on a domestic aggravated battery case.

Officer Easley was on light duty during the month of June. He has been assisting with follow-up investigations and working on grants. He was able to obtain charges on one person through municipal court and three juveniles were charged through juvenile court. He also did seven background checks on potential dispatch applicants.

**Training:** The department held the monthly safety meeting on June 9. A safe driving/seatbelt DVD from IACP was shown and a refresher on stop-sticks deployment was presented. Several officers reviewed incidents which they were injured and offered ideas on how to avoid future injuries from similar type calls. Officer Easley demonstrated stretching exercises for officers to help avoid knee injuries. We had a second safety meeting at the new high school on June 13. We became familiar with the building and practiced active shooter training.

All of the full time dispatchers went to a Critical Incident Dispatch training at Harvey County Communications Center. The monthly safety meeting for dispatchers was a demonstration of stretching exercises.

**Community Outreach Programs:** Detective Grayson continues to work with management and residents at Sunflower Garden. He assisted with re-keying the locks and put up a new lock box for emergency response access. He talked with all residents and handed out keychain flashlights with the Valley Center emergency number on them. Detective Grayson also met with the CEO of Mennonite Housing. The CEO is interested in using some of Detective Grayson's ideas for community involvement at his other locations.

Officer Schrag continues to work with employees at the pool in an effort to reduce vandalisms and other problems.

Officer Adams spent twelve hours on the Cadet related programs including meetings. We had three cadets graduate from the Kansas Highway Patrol Law Camp during the month.

**Response Times Average:**

Priority calls-6 minutes

Non-priority calls (Report calls)-9 minutes

**Miscellaneous items:** We have a new full time dispatcher hired. Cortney Harp is currently in training. We plan to have her on her own by the first of August. Several more dispatchers have been identified for part time work. This will pretty much eliminate the rollover time to Sedgwick County 911.

The VC Police Department participated in the state run CLICK Program. This program pays the department for working overtime targeting specific traffic problems. At the end of the program the state pays out reward money for equipment based on how successful your department was with the program. We were rewarded with over \$1100 dollars in equipment, including the following: PBT (Preliminary Breath Testing device-\$385), three traffic wheels used to measure distance on traffic accidents (\$150), one set of Stop Sticks (tire deflation device-\$416), one digital camera (\$130) and one tint meter (\$65).

**Officer Justin Switzer has resigned his fulltime position as a police officer, he will remain as a part-time officer. We have begun the process of hiring a replacement for him.**

Chief Mark Hephner  
Valley Center Police Chief  
July 12, 2011

**MUNICIPAL COURT**

6-8-2011

113 TOTAL CASES

65 TOTAL PERSONS

8 CASES WITH NO STATUS CHG.  
 1 TRIAL TO NEW DATE  
 3 TRIAL  
 4 DISMISSED/JUDGE ORDERED  
 5 PAYMENT PLAN  
 23 CONTINUED TO NEW DATE  
 8 CONTINUED  
 1 DISMISSED HAD DL  
 6 DISMISSED/PRESENTED INSURANCE  
 2 EXTENSION OF TIME TO PAY  
 25 FINALIZED - FOUND GUILTY  
 2 DIVERSION  
 1 INITIAL APPEARANCE TO NEW DATE  
 1 REVIEW HEARING TO NEW DATE  
 2 REVIEW HEARING  
 3 TRANSFER TO FELONY COURT  
 2 LATE NOTICE TO NEW DATE  
 9 LATE NOTICE  
 6 DISMISSED WITHOUT PREJUDICE  
 1 APPEALED

6-22-2011

89 TOTAL CASES

65 TOTAL PERSONS

1 CASES WITH NO STATUS CHG.  
 1 DISMISSED/JUDGE ORDERED  
 4 PAYMENT PLAN  
 18 FINALIZED - FOUND GUILTY  
 16 CONTINUED TO NEW DATE  
 6 CONTINUED  
 8 INITIAL APPEARANCE TO NEW DATE  
 9 EXTENSION OF TIME TO PAY  
 3 TRIAL TO NEW DATE  
 2 TRIAL  
 3 DISMISSED/PRESENTED INSURANCE  
 10 LATE NOTICE  
 2 DISMISSED WITHOUT PREJUDICE  
 3 REVIEW HEARING  
 1 DISMISSED HAD DL  
 2 TRANSFER TO FELONY COURT



# CUSTOMER SERVICE AWARD

Employee/Employees' Being Recognized: Officer Easley

Reason for Recommendation: Hard Work for Obtaining Records Grant

Officer Easley deserves recognition for his hard work in writing the records management grant. Officer Easley received word that the V.C. Police Department was awarded a \$39,000 grant for records management. Officer Easley deserves recognition for his hard work.

Person Making Recommendation: Officer Gordon

Supervisor Comments: Great Job Jason. We appreciate all the hard work and long hours you put toward writing this grant.

Signatures—Employee [Signature]  
Chief [Signature]

Supervisor [Signature]

Copies to: Employee  
Employees' File

GREAT JOB JASON!  
[Signature]

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YOUR PLACE TO GROW!



# CUSTOMER SERVICE AWARD

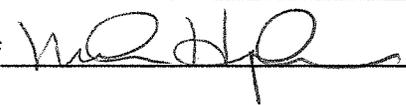
Employee/Employees' Being Recognized: OFFICER DUANE SHRAG

Reason for Recommendation: SEE ATTACHED LETTER FROM  
CITIZEN

Person Making Recommendation: CHIEF WEPNER

Supervisor Comments: GREAT JOB DUANE! I APPRECIATE  
YOUR EFFORT. CHIEF

Signatures—Employee  #10

Chief 

Supervisor 

Copies to: Employee  
Employees' File

**Chief Hephner**

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**From:** support@civicplus.com  
**Sent:** Friday, June 03, 2011 4:28 PM  
**To:** policechief@valleycenterks.org  
**Subject:** Online Form Submittal: Contact Chief of Police (email) Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Contact Chief of Police (email) Form**

Please complete the online form below to submit your email.

**Contact Information**

Name:*	Roger Hudlin
Address:	216 W. Main St.
City:	Valley Center
State:	KS Zip: 67147
Phone Number:	3162014141
Daytime Phone Number:	3162014141
Email Address:*	roger@hudlinlaw.com
I prefer to be contacted by:*	<input checked="" type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Phone

**Message**

Your email message goes here.\*

Chief, I just wanted to take a moment to give props to the officer who responded to a call at our office today. I believe his name was Officer Schrag. We called in when an elderly women came into our office obviously confused and distressed. I was able to determine that she had been in an automobile accident. The officer was patient and compassionate with her. Kudos. Roger Hudlin

\* indicates required fields.

The following form was submitted via your website: Contact Chief of Police (email) Form

Name:: Roger Hudlin

Address:: 216 W. Main St.

City:: Valley Center

State: : KS

Zip:: 67147

Phone Number:: 3162014141

**June 2011 Activity Report**

The Fire Department responded to 103 calls for service in June; these are broken down as follows.

<b><u>Calls For Service</u></b>	<b><u>City</u></b>	<b><u>Townships</u></b>
House Fire Automatic Aid Received	1	0
Grass Fire	0	1
Outside Rubbish Fire, Other	0	1
Smoke Scare Odor of Smoke	1	0
Authorized Controlled Burn	1	1
Motor Vehicle Accident With Injuries	1	2
Motor Vehicle Accident With no Injuries	1	0
Medical Assist, Assist EMS Crew	15	0
EMS Call	14	0
Assist Invalid	2	0
Severe Weather or Natural Disaster, Other	2	0
Wind Storm, Tornado, Hurricane Assessment	1	0
Search For Lost Person, Other	2	0
Arcing Shorted Electrical Equipment	2	0
Electrical Wiring Equipment Problem, Other	1	0
Power Line Down	1	0
Smoke Detector Activation Due to Malfunction	1	0
CO Detector Activation Due to Malfunction	1	0
Natural Gas Leak or LPG, Other	1	0
Water Problem Other	1	0
Public Service Assistance, Other	1	0
Good Intent Call Other	3	1
Automatic Aid Given Dispatched & Cancelled En Route	0	2
Dispatched & Cancelled En Route	6	3
Burn Permit	33	0

6 Firefighters Attended EMT Transition Course on (June 2<sup>nd</sup> 2011).

6 Firefighters Attended EMT Transition Course on (June 7<sup>th</sup> 2011)

16 Firefighters Attended Training in Valley Center  
Training Consisted of New Engine Pump Operator Training and  
Pump and Rolling on Wild Land Fires (June 13<sup>th</sup> 2011).

6 Firefighters Attended EMT Transition Course on (June 16<sup>th</sup> 2011)

6 Firefighters Attended EMT Transition Course on (June 23<sup>rd</sup> 2011).

11 Firefighters Attended Training in Valley Center  
Training Consisted of a Self Contained Breathing Apparatus Drill  
and Apparatus Familiarization Training (June 27<sup>th</sup> 2011).

7 Firefighters Attended EMT Transition Course on (June 28<sup>th</sup> 2011).

**CHIEF TORMEY**

## **GOVERNING BODY REPORTS**

**A. Mayor McNown**

**B. Councilmember Leftoff**

**C. Councilmember Cicirello**

**D. Councilmember Smith**

**E. Councilmember Gerling**

**F. Councilmember Maschino**

**G. Councilmember L. Jackson**

**H. Councilmember K. Jackson**

**I. Councilmember Hobson**

**ADJOURN**