

# CITY OF VALLEY CENTER

**FINAL AGENDA**

**MAY 2, 2013**

*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.*

**May 7, 2013**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION: MINISTERIAL ALLIANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA** p 3
6. **CLERK'S AGENDA** p 4
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    - April 16, 2013 Regular Council Meeting p 5
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17. **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, 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](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 April 16, 2013 Regular City Council Meeting as prepared by the City Clerk.

### **RECOMMENDED ACTION:**

Staff recommends motion to approve the Minutes of the April 16, 2013 Regular Council Meeting Minutes as presented / amended.

REGULAR COUNCIL MEETING  
APRIL 16, 2013  
CITY HALL  
121 S. MERIDIAN

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

Members Absent:

Staff Present: Joel Pile, City Administrator  
Kristine Polian, City Clerk  
Richard Dunn, City Superintendent  
Lonnie Tormey, Fire Chief  
Mark Hephner, Police Chief  
Neal Owings, Parks and Public Buildings Superintendent  
Warren Utecht, Community Development Director  
Mike Kelsey, City Engineer  
Barry Arbuckle, City Attorney

Press present: The Ark Valley News

**APPROVAL OF THE AGENDA**

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

**CLERK'S AGENDA**

MINUTES- APRIL 2, 2013 REGULAR COUNCIL MEETING

Ishman moved, second by Cicirello, to approve the Minutes from the April 2, 2013 Regular Council Meeting as presented. Vote yea: unanimous. Motion carried.

APPROPRIATION ORDINANCE- 04/16/2013

Hobson moved, second by Cicirello, to approve Appropriation Ordinance No. 04/16/2013 as presented. Vote yea: unanimous. Motion carried.

TREASURER'S REPORT- MARCH 2013

Maschino moved, second by Ishman, to receive and file the March 2013 Treasurer's Report as presented. Vote yea: unanimous. Motion carried.

**PRESENTATIONS AND PROCLAMATIONS**

Mayor McNown proclaimed April 26, 2013 as Arbor Day in the City of Valley Center, Kansas.

Maschino moved, second by Cicirello, to adjourn the meeting at 7:07 pm. Vote yea: unanimous.

**SWEARING IN OF NEW COUNCIL**

City Clerk Polian swore in Lou Cicirello, Ward I; Laurie Dove, Ward II; Lionel Jackson, Ward III; and Al Hobson, Ward IV as newly elected Council members for Election Year 2013.

**CALL TO ORDER**

Mayor McNown called the meeting to order at 7:10 p.m. with the following members present: Judith Leftoff, Lou Cicirello, Terry Ishman, Laurie Dove, Marci Maschino, Lionel Jackson, Kate Jackson, and Al Hobson.

Members Absent:

Staff Present: Joel Pile, City Administrator  
Kristine Polian, City Clerk  
Richard Dunn, City Superintendent  
Lonnie Tormey, Fire Chief  
Mark Hephner, Police Chief  
Neal Owings, Parks and Public Buildings Superintendent  
Warren Utecht, Community Development Director  
Mike Kelsey, City Engineer  
Barry Arbuckle, City Attorney

Press present: The Ark Valley News

**NEW BUSINESS**

ELECTION OF COUNCIL PRESIDENT

Ishman nominated Councilmember L. Jackson as Council President. All in favor.

CONSIDERATION OF PEDESTRIAN & BICYCLE FACILITIES MASTER PLAN

Mitch Kauffman with Professional Engineering Consultants went through the Plan with Council, highlighting the importance of having a Master in place in order to try to secure grant funding in the future if the Council chooses to move forward with one of the projects in the Master Plan.

Councilmember K. Jackson expressed concerns about the legitimacy of some of the arguments listed in the Master Plan, such as the opportunity to decrease air pollution with less driving on the streets and more people walking with the addition of sidewalks; the majority of residents in Valley Center drive outside of Valley Center to work.

Councilmember Leftoff has objections to accepting all projects in the Plan as it is presented.

Jerry Hawkins, 401 Fiddlers Creek, Valley Center, spoke on the issue stating he was in favor of the Master Plan and adding more sidewalks to the community. Stated he believes that air pollution can be decreased by allowing more students to walk safely to school as opposed to parents being stuck in line waiting to drop off their kids every morning and afternoon. He quoted the 2010 survey that was completed

by random residents of Valley Center, stating one of the most desired improvements was the addition of more sidewalks.

K. Jackson stated she wanted to retract her stated concerns minus the financial concerns, which she felt could be addressed at a later time.

Cicirello moved, second by Ishman, to accept the recommendation of the Valley Center Planning Commission and approve the Pedestrian and Bicycle Facilities Master Plan. Vote yea: Dove, K. Jackson, Maschino, Cicirello, Hobson, Ishman and L. Jackson. Opposed: Leftoff. Motion carried.

#### DISCUSSION RE: WETLAND PARK TRAIL

Community Development Director Utecht went through the history of Wetland Park up through the inception of the Wetland Park Trail.

Councilmember Maschino asked which came first- Valley Creek Estates or Wetland Park. Parks and Public Buildings Director Owings stated New Hope donated the land in 1990; in the late 1990's the land was name West Horizon Park; and in 2004 the land was named Wetland Park by the recommendation of the Park and Tree Board.

K. Jackson expressed concerns regarding the possibility of the material the trail is made up of will be washed away, given the area.

Utecht stated the material has not yet been decided.

Councilmember Ishman stated he walked Wetland Park recently and found no issue with the secrecy or lack of view in the area; said he thinks the area can be cleared of brush quite easily.

Mayor McNown announced he would take comment from anyone wanting to speak on the issue.

Cicirello moved, second by Maschino, to decrease the time allowed for public to speak from 5 minutes to 3 minutes in order to accommodate everyone. Vote yea: Dove, Maschino, Cicirello, Ishman and L. Jackson. Opposed: K. Jackson, Leftoff and Hobson. Motion carried.

#### **The following from the public signed up to speak: (O- opposition; S- support; U- unknown)**

|  |                                      |
|--|--------------------------------------|
| Don Driskill- 411 Valley Creek- O        | Valerie Neslage- 201 Valley Creek- O |
| Cheryl Plucker- 241 Valley Creek- O      | Tim Neslage- 201 Valley Creek- O     |
| Warren Kennedy- 420 Valley Creek- O      | Ty Smith- 130 Redbud Lane- O         |
| Bill Plucker- 241 Valley Creek- O        | Jerry Hawkins- 401 Fiddlers Creek- S |
| Susan Driskill- 411 Valley Creek- O      | Don Bosken- 311 Fieldstone- O        |
| Larry Hoetmer- 1001 Meadowlake Circle- S | Kyle Schaffer- 922 Parkway Drive- S  |
| Pete Bastian- 625 W. Greenfield- S       | Charles Fair- unknown address- U     |
| David Harrison- 515 Valley Creek- O      | Barry Carroll- unknown address- S    |
| Justin Schielke- 6 Maple Court- O        | Roger Stewart- Valley Center- S      |
| Randall Wood- 3 Maple Court- O           | Tom Neil- Bel Aire- S                |
| Heather Wood- 3 Maple Court- O           |                                      |
| Rick Sunderland- 200 Valley Creek- O     |                                      |
| Gary Janzen- 301 Goff Road- S            |                                      |
| Bennie Lee- 2 Willow Creek- O            |                                      |
| Lynda Woods- 221 Valley Creek- O         |                                      |
| Ray Woods- 221 Valley Creek- O           |                                      |

Justin Schielke spoke of the concerns of the residents near the proposed Trail, to include the ecological impact of the area; increased criminal activity potential; and privacy issues. Stated City Officials had been contacted by the residents of Valley Creek Estates on several occasions to express their concerns of the proposed Trail, but those concerns seem to be continually ignored.

Several in the audience asked to yield their time to Mr. Schielke, as he ran out of time and wished to speak on behalf of several of the residents opposed to the Trail.

Cicirello moved, second by Leftoff, to allow residents to yield their time to Mr. Schielke as additional speaking time for him, with the understanding they would lose their opportunity to speak. Vote yea: K. Jackson, Leftoff, Cicirello, Hobson and Ishman. Opposed: Dove, Maschino and L. Jackson. Motion carried.

Schielke continued to speak against the Trail, also including the most recent discovery by the HOA that the deed to the land recorded with the Register of Deeds specifically prohibits use of the land for anything other than drainage purposes.

Several residents in opposition of the Trail also spoke to the safety concerns of the residents nearest the Trail.

Pete Bastion, Principle of West Elementary, stated he is in support of a Trail close to West Elementary, but only if it safe for the children. He recommends a committee be formed to address the safety of the trail that has City, School District and HOA members sitting on said committee.

Gary Janzen, resident of Valley Center and City Engineer for the City of Wichita stated in his twenty years of experience as a city engineer, having dealt with trails such as this one, that crime is not increased due to increased public access; crime has statistically decreased in areas where there is an increase of public access.

In response to questions raised from Council regarding the deed, City Attorney Arbuckle stated it was his legal opinion the courts would not rule the City was in violation of the covenants of the deed; he further said this deed was between the City and Medical Lodges, so it would be Medical Lodges' burden to fight the City on the matter.

Cicirello moved, second by Hobson, to table the issue until a document is provided by New Hope stating no deed covenants have been violated. Vote yea: Dove, Leftoff, Cicirello, Hobson and L. Jackson. Opposed: K. Jackson, Maschino and Ishman. Motion carried.

\*\*\*Mayor McNown called for a break at 9:12 for 10 minutes.\*\*\*

#### CONSIDERATION OF REVISED FEE SCHEDULE FOR ANIMALS

K. Jackson stated she felt the revised fee schedule, which increased fees for fowl and livestock licenses, affects the annexed areas the most and is unfair.

Maschino moved, second by Cicirello, to adopt the revised fee schedule with the following changes: lowering the proposed license cost for livestock from \$125 to \$75; the livestock proposed license renewal cost from \$100 to \$50; and the fowl proposed license cost from \$25 to \$15. Vote yea: Dove, Maschino, Cicirello and L. Jackson. Opposed: K. Jackson, Leftoff, Hobson and Ishman. Mayor broke tie in favor. Motion carried.

#### **CONSENT AGENDA**

Cicirello moved, second by L. Jackson, to approve the Consent Agenda as presented. Vote yea: unanimous. Motion carried.

#### **STAFF REPORTS**

##### PUBLIC WORKS SUPERINTENDENT DUNN

Reminded everyone of the two clean-up days coming in the near future: Household Hazardous Waste Clean-up on April 20 and the Citywide Clean-up on April 27.

## **GOVERNING BODY REPORTS**

### MAYOR MCNOWN

He congratulated everyone who ran in the City election; welcomed Councilmember Dove. Also reminded Council of the upcoming Governing Body Institute on May 10 and 11; those interested in attending need to see the City Clerk.

### COUNCILMEMBER ISHMAN

He congratulated Dove on winning the election; also congratulated the audience on the very positive presentations given.

### COUNCILMEMBER K. JACKSON

(As provided by K. Jackson) I did not plan on making a statement, but as this is my last meeting, I will. Mr. Utecht referenced Utah in his plan for Wetland Park. Utah is a subject near and dear to my heart. While I do not understand the relevance in using a 280 mile long bike trail (Bonneville Shoreline Trail) to compare to a 530 foot walking path in Valley Center; nor how quoting Utah liability laws can apply to Kansas, it did point out differences. Being a property owner in Utah I can state that while commercials state Texas is a whole other country, I found Utah truly is. Utah protects its Prairie Dogs. There is serious jail time if you harm a hair of a prairie dog, much less kill one and one city (Virgin UT) has an ordinance that requires all citizens to own a gun and ammunition maintain it and know how to use it. With that said I will welcome Ms. Dove to the council and I am done.

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

**Meeting adjourned at 9:56 p.m.**

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**Kristine A. Polian, City Clerk**

## CLERK'S AGENDA

### B. APPROPRIATION ORDINANCE:

Below is the proposed Appropriation Ordinance for May 7, 2013 as prepared by City Staff.

#### May 7, 2013 Appropriation

Total \$ 207,103.23

### RECOMMENDED ACTION:

Staff recommends motion to approve the May 7, 2013 Appropriation Ordinance as presented / amended.

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

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

| VENDOR I.D.          | NAME                                    | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|---|--------|------------|----------------|----------|----------|--------------|--------------|
| 0006                 | AT&T                                    |        |            |                |          |          |              |              |
| I-3/25-4/24/13       | SRVCS 3/25-4/24/2013 SERVICES           | R      | 4/12/2013  | 917.01         |          | 043625   |              | 917.01       |
| 0061                 | EDNA BUSCHOW                            |        |            |                |          |          |              |              |
| I-2013               | LIBRARY DISTR 2013 LIBRARY DISTRIBUTION | R      | 4/12/2013  | 8,809.95       |          | 043626   |              | 8,809.95     |
| 0074                 | KANSAS MUNICIPAL UTILITIE               |        |            |                |          |          |              |              |
| I-11775              | 2013 KMU MEMBERSHIP DUES                | R      | 4/12/2013  | 850.00         |          | 043627   |              | 850.00       |
| 0077                 | KANSAS OFFICE OF THE TREASURER          |        |            |                |          |          |              |              |
| I-MARCH 2013         | FEES MARCH 2013 FEES                    | R      | 4/12/2013  | 942.88         |          | 043628   |              | 942.88       |
| 0092                 | TYLER TECHNOLOGIES INC                  |        |            |                |          |          |              |              |
| I-025-65161          | ANNUAL SOFTWARE MAINTENAN               | R      | 4/12/2013  | 15,473.88      |          | 043629   |              |              |
| I-025-65714          | APRIL'13 ONLINE MONTHLY                 | R      | 4/12/2013  | 205.00         |          | 043629   |              | 15,678.88    |
| 0117                 | B & B KLASSEN ENTERPRISES               |        |            |                |          |          |              |              |
| I-130413             | NR ROAD GRAVEL                          | R      | 4/12/2013  | 142.25         |          | 043630   |              | 142.25       |
| 0133                 | MAYER SPECIALTY SERVICES                |        |            |                |          |          |              |              |
| I-INV 2013120        | JET TRUCK SERVICE                       | R      | 4/12/2013  | 412.50         |          | 043631   |              | 412.50       |
| 0154                 | ASSESSMENT STRATEGIES, LLC              |        |            |                |          |          |              |              |
| I-A MAUL TESTING     | PERSONNEL TESTING                       | R      | 4/12/2013  | 175.00         |          | 043632   |              | 175.00       |
| 0156                 | BEALL, MITCHELL AND SULLIVAN,           |        |            |                |          |          |              |              |
| I-MARCH 2013         | CONTRAC PUBLIC DEFENDER CONTRACT        | R      | 4/12/2013  | 1,000.00       |          | 043633   |              | 1,000.00     |
| 0183                 | KANSAS ONE-CALL SYSTEM, INC             |        |            |                |          |          |              |              |
| I-3030483            | 65 LOCATES MARCH 2013                   | R      | 4/12/2013  | 68.25          |          | 043634   |              | 68.25        |
| 0198                 | P S I                                   |        |            |                |          |          |              |              |
| I-1303030-IN         | MARCH'13 NETWORK SRVCS                  | R      | 4/12/2013  | 1,653.75       |          | 043635   |              | 1,653.75     |
| 0221                 | VERLIN A. INGRAM                        |        |            |                |          |          |              |              |
| I-12-4199            | CASE VC 12000433                        | R      | 4/12/2013  | 150.00         |          | 043636   |              |              |
| I-CASE VC 12-448     | CASE VC 12-448                          | R      | 4/12/2013  | 150.00         |          | 043636   |              |              |
| I-CASE VC 12-768     | CASE VC 12-768                          | R      | 4/12/2013  | 150.00         |          | 043636   |              | 450.00       |
| 0233                 | IIMC - INT'L INSTITUTE                  |        |            |                |          |          |              |              |
| I-JOSE SANTIAGO 2013 | 2013 MEMBERSHIP RENEWAL                 | R      | 4/12/2013  | 85.00          |          | 043637   |              | 85.00        |
| 0254                 | CITY OF WICHITA                         |        |            |                |          |          |              |              |
| I-ACCT 273174-162006 | WATER 2-11THRU3-22-2013                 | R      | 4/12/2013  | 27,861.76      |          | 043638   |              | 27,861.76    |

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

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

| VENDOR I.D. | NAME   | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
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| 0284        | KDHE BUREAU OF ENVIRONMENTAL R                 |        |            |                |          |          |              |              |
|             | I-FACILITY ID 08781 SEWAGE '13 TANK PERMIT     | R      | 4/12/2013  | 10.00          |          | 043639   |              |              |
|             | I-FACILITY ID 29306 2013 STORAGE TANK REGISTR  | R      | 4/12/2013  | 20.00          |          | 043639   |              | 30.00        |
| 0306        | SEDGWICK COUNTY                                |        |            |                |          |          |              |              |
|             | I-1800036242 MARCH'13 JAIL HOUSING FEE         | R      | 4/12/2013  | 2,102.54       |          | 043640   |              | 2,102.54     |
| 0315        | WASTE MANAGEMENT OF WICHITA                    |        |            |                |          |          |              |              |
|             | I-5845637-2738-0 MARCH 2013 SERVICES           | R      | 4/12/2013  | 28,453.62      |          | 043641   |              | 28,453.62    |
| 0382        | LEEKERS FAMILY FOODS                           |        |            |                |          |          |              |              |
|             | I-INV05052010-4 RESTITUTIONS                   | R      | 4/12/2013  | 704.95         |          | 043642   |              | 704.95       |
| 0527        | B & B ELECTRIC MOTOR CO.                       |        |            |                |          |          |              |              |
|             | I-JOB # H34278 MIXER IN ANOXIC BASIN           | R      | 4/12/2013  | 3,636.80       |          | 043643   |              | 3,636.80     |
| 0533        | DELL CATALOG SALES L.P. C/O DE                 |        |            |                |          |          |              |              |
|             | I-QUOTE# 649778631 DELL SOFTWARE TAG RENEWAL   | R      | 4/12/2013  | 1,772.00       |          | 043644   |              | 1,772.00     |
| 0534        | ROY ANDREWS                                    |        |            |                |          |          |              |              |
|             | I-05052010-4 RESTITUTIONS                      | R      | 4/12/2013  | 60.00          |          | 043645   |              | 60.00        |
| 0085        | Laurie B Williams                              |        |            |                |          |          |              |              |
|             | I-BJE201304175129 CASE # 09-14039              | R      | 4/19/2013  | 55.00          |          | 043646   |              |              |
|             | I-GJB201304175129 CASE # 11-13654              | R      | 4/19/2013  | 172.00         |          | 043646   |              | 227.00       |
| 0210        | SECURITY BENEFIT                               |        |            |                |          |          |              |              |
|             | I-SCB201304175129 DEFERRED COMPENSATION        | R      | 4/19/2013  | 63.00          |          | 043647   |              | 63.00        |
| 0313        | VANTAGEPOINT TRANS AGENTS                      |        |            |                |          |          |              |              |
|             | I-ICM201304175129 RETIREMENT 457 DEFERRED COMP | R      | 4/19/2013  | 65.00          |          | 043648   |              | 65.00        |
| 0372        | U S DEPT OF EDUCATION                          |        |            |                |          |          |              |              |
|             | I-JED201304175129 ACCT # 1002461211            | R      | 4/19/2013  | 175.37         |          | 043649   |              | 175.37       |
| 0421        | FAMILY SUPPORT PAYMENT CENTER                  |        |            |                |          |          |              |              |
|             | I-JHC201304175129 CASE # 11LWAD00059           | R      | 4/19/2013  | 67.00          |          | 043650   |              | 67.00        |
| 1           | WRIGHT, EDWARD RAY JR                          |        |            |                |          |          |              |              |
|             | I-000201304155128 WRIGHT, EDWARD RAY JR:       | R      | 4/19/2013  | 1,825.00       |          | 043651   |              | 1,825.00     |
| 0059        | CITY OF WICHITA                                |        |            |                |          |          |              |              |
|             | I-MAR'13 BIOSOLIDHAU MAR'13 BIOSOLIDS HAULED   | R      | 4/19/2013  | 5,460.00       |          | 043652   |              | 5,460.00     |

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

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

| VENDOR I.D.          | NAME                                  | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|---------------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 0077                 | KANSAS OFFICE OF THE TREASURER        |        |            |                |          |          |              |              |
| I-GOBOND             | SERIE 2013-1 G.O. BONDS 2013-1        | R      | 4/19/2013  | 5,330.00       |          | 043653   |              | 5,330.00     |
| 0133                 | MAYER SPECIALTY SERVICES              |        |            |                |          |          |              |              |
| I-2013144            | CLEANED SEWER LINES                   | R      | 4/19/2013  | 437.50         |          | 043654   |              |              |
| I-SEAL QSR           | MATERIAL 50LBS STRONG SEAL QSR MAT    | R      | 4/19/2013  | 175.00         |          | 043654   |              | 612.50       |
| 0153                 | THE ARK VALLEY NEWS                   |        |            |                |          |          |              |              |
| I-MAR'13             | LEGALS MAR'13 LEGAL PUBLICATIONS      | R      | 4/19/2013  | 90.12          |          | 043655   |              | 90.12        |
| 0162                 | CIVIC PLUS                            |        |            |                |          |          |              |              |
| I-133326             | JUNE-AUG'13 QTRLY FEES                | R      | 4/19/2013  | 1,125.00       |          | 043656   |              | 1,125.00     |
| 0229                 | SEDGWICK CO. HEALTH DEPT - BIL        |        |            |                |          |          |              |              |
| I-JHILL,FMILLER,KROB | HEP A&B SHOT3 OF 3                    | R      | 4/19/2013  | 212.61         |          | 043657   |              | 212.61       |
| 0239                 | A T & T KANSAS                        |        |            |                |          |          |              |              |
| I-31675520750409     | VALLEY CREEK PUMP STATION             | R      | 4/19/2013  | 54.69          |          | 043658   |              |              |
| I-31675535049227     | DES SUBSTATION                        | R      | 4/19/2013  | 58.69          |          | 043658   |              |              |
| I-31675573037209     | AT&T SRVCS 4/9-5/8/2013               | R      | 4/19/2013  | 1,333.79       |          | 043658   |              | 1,447.17     |
| 0270                 | INTRUST CARD CENTER                   |        |            |                |          |          |              |              |
| I-MARCH 2013         | TRANSAC MARCH 2013 TRANSACTIONS       | R      | 4/19/2013  | 31,453.68      |          | 043659   |              | 31,453.68    |
| 0295                 | PETTY CASH                            |        |            |                |          |          |              |              |
| I-MAR'13REIMBURSEMEN | PETTY CASH                            | R      | 4/19/2013  | 58.65          |          | 043660   |              | 58.65        |
| 0299                 | PITNEY BOWES INC                      |        |            |                |          |          |              |              |
| I-MAR'13             | POSTAGE POSTAGE MACHINE RENTAL        | R      | 4/19/2013  | 195.74         |          | 043661   |              |              |
| I-MARCH REFILL       | MAR'13 POSTAGE REFILL                 | R      | 4/19/2013  | 600.00         |          | 043661   |              | 795.74       |
| 0312                 | VALLEY CENTER RECREATION              |        |            |                |          |          |              |              |
| I-2012               | SWIMPOOL MGMT 2012 POOL MANAGEMENT    | R      | 4/19/2013  | 10,501.31      |          | 043662   |              | 10,501.31    |
| 0445                 | DELTA DENTAL OF KANSAS, INC.          |        |            |                |          |          |              |              |
| I-APR 2013           | SRVCS DELTA/DENTAL APRIL 2013         | R      | 4/19/2013  | 3,215.01       |          | 043663   |              | 3,215.01     |
| 0511                 | COVENTRY HEALTH CARE, INC.            |        |            |                |          |          |              |              |
| I-47173054           | MAY 2013 PREMIUM                      | R      | 4/19/2013  | 46,029.82      |          | 043664   |              | 46,029.82    |
| 0530                 | GALLAGHER BENEFIT SERVICES, IN        |        |            |                |          |          |              |              |
| I-APR'13             | FSA/COBRA F APR'13FSA&COBRA ADMIN FEE | R      | 4/19/2013  | 175.50         |          | 043665   |              | 175.50       |

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

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

| VENDOR I.D.          | NAME                           | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 0535                 | NORTHRIDGE SAND, L.L.C.        |        |            |                |          |          |              |              |
| I-SAND(RD GRAVEL)    | SAND FOR ICE ON ROADS          | R      | 4/19/2013  | 96.38          |          | 043666   |              | 96.38        |
| 0536                 | INTEGRATED ELECTRICAL TECHNOLO |        |            |                |          |          |              |              |
| I-NEW PHONE SET UP   | NEW PHONE SET UP               | R      | 4/19/2013  | 579.23         |          | 043667   |              | 579.23       |
| 0537                 | SCOTT MERRIMAN INC             |        |            |                |          |          |              |              |
| I-KS-17-4 DPS KS UNI | KS UNIFORM CITATION            | R      | 4/19/2013  | 516.00         |          | 043668   |              | 516.00       |

| * * T O T A L S * * | NO | INVOICE AMOUNT    | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS:     | 44 | 205,928.23        | 0.00      | 205,928.23   |
| 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: 02 BANK: APBK TOTALS: 44 205,928.23 0.00 205,928.23

VENDOR SET: 03 City of Valley Center

BANK: APBK INTRUST CHECKING

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

| VENDOR I.D. | NAME                      | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 0027        | JAMES D GRAYSON           |        |            |                |          |          |              |              |
|             | I-MAY6-10 TRAINING        |        |            |                |          |          |              |              |
|             | MAY6-10 TRAINING PER DIEM | R      | 4/19/2013  | 200.00         |          | 043669   |              | 200.00       |
| 0050        | LLOYD C. NEWMAN           |        |            |                |          |          |              |              |
|             | I-STATISTIC IN CRIMI      |        |            |                |          |          |              |              |
|             | CENTRAL CHRISTIAN TUITION | R      | 4/19/2013  | 975.00         |          | 043670   |              | 975.00       |

\* \* T O T A L S \* \*

|                 | NO           | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|-----------------|--------------|----------------|-----------|--------------|
| REGULAR CHECKS: | 2            | 1,175.00       | 0.00      | 1,175.00     |
| 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      |              |

TOTAL ERRORS: 0

|                |            |         |    |            |      |            |
|----------------|------------|---------|----|------------|------|------------|
| VENDOR SET: 03 | BANK: APBK | TOTALS: | 2  | 1,175.00   | 0.00 | 1,175.00   |
| BANK: APBK     | TOTALS:    |         | 46 | 207,103.23 | 0.00 | 207,103.23 |
| REPORT TOTALS: |            |         | 46 | 207,103.23 | 0.00 | 207,103.23 |

SELECTION CRITERIA

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

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CHECK SELECTION

CHECK RANGE: 043625 THRU 043670  
 DATE RANGE: 0/00/0000 THRU 99/99/9999  
 CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
 INCLUDE ALL VOIDS: YES

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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

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## **PRESENTATIONS / PROCLAMATIONS**

### **A. 2013 LAW ENFORCEMENT MEMORIAL DAY PROCLAMATION:**

**PUBLIC FORUM**

**PROCLAMATIONS**

Proclamation for Law Enforcement Memorial Day

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the law enforcement agency of Valley Center play an essential role in safeguarding the rights and freedoms of the citizens of Valley Center, Kansas; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the Police Department of Valley Center has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

**NOW, THEREFORE**, I, Michael D. McNown, Mayor, call upon all citizens of Valley Center and upon all patriotic, civil and educational organizations to observe the week of May 12 through 18<sup>th</sup>, 2013, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of Valley Center, Kansas to observe May 15<sup>th</sup>, 2013 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Valley Center to be affixed.

Done at the City of Valley Center, Kansas this May 7, 2013.

\_\_\_\_\_  
Michael D. McNown, Mayor

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

## **APPOINTMENTS**

### **A. APPOINTMENT TO VALLEY CENTER PLANNING COMMISSION / BOARD OF ZONING APPEALS:**

Matt Stamm  
305 Valley Park Drive  
Valley Center, Kansas 67147

Term expires - October 2014

## **COMMITTEES, COMMISSIONS**

### **A. ITEMS FOR COUNCIL REVIEW:**

- Valley Center Public Library, March 11, 2013 Minutes
- Valley Center Public Library Financial Report

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
March 11, 2013

The meeting was called to order by Amy Stamm, President. Those in attendance were: Matt Cox, Chad Dove, Amy Stamm, Ashley Royal, Marsha Huebert, Matt Cox, Spencer Percival, Janice Sharp and Terry Foster.

Marsha made a motion to approve the agenda; Ashley seconded. Motion carried; vote was unanimous.

Matt made a motion to approve the minutes from the February 11 meeting; Marsha seconded. Motion carried; vote was unanimous.

Ashley made a motion to approve the financial report and pay bills; Chad seconded. Motion carried; vote was unanimous.

In the Director's report, Janice shared information about our workmen's comp insurance coverage. After receiving a call from the library director at Goddard Public regarding their workmen's comp coverage, Janice called Kristine to verify our coverage. Kristine reported back that we had not had coverage for 10 years. She could not explain why coverage had been cancelled or any other information. We had been undergoing payroll audits each year for this coverage with the expectation that it was being paid by the City. Janice talked to the auditor who suggested a call to the administrator of the Kansas Municipal Insurance Trust. He verified our audits and reported that we had been covered until Dec. 31, 2012. Janice contacted Kellet Insurance for a bid for the coverage and Conrade Insurance in Newton. (In a workshop several years ago, Janice learned that Conrade deals in insurance for non-profit organizations.) Initially, the bid from Kellet was \$8,200 per year; then after more detailed information from the library, the bid was \$6,700. Conrade provided two bids – the first was for \$445 per year but would require a review process since we had not had coverage for the last three years; the second bid was for \$521 with coverage beginning immediately. It turns out the drastic difference in the premiums is due to the coding of duties – museum/library rates (higher) vs. clerk rates (lower).

Janice requested approval for sponsorship of Chamber events. It was decided to only sponsor Fall Festival for \$100.

Janice presented information for a technology grant through the Library System. The board approved applying for a disc cleaner/repair machine. The grant will pay half up to a maximum of \$1,000. The deadline for the application is April 15.

Janice has been contacted by a Boy Scout working on his Eagle badge. He would like to rework the landscaping around the open side of the building. Janice will talk to Neal at the City for specifications from the City before giving approval.

In the Office Manager's report, Terry shared that our statistics are down but eBook usage has increased. We are almost finished with our weeding process in preparation for the annual book sale.

Marsha made a motion to move into executive session at 7:35 to discuss land/real estate issues for 10 minutes; Ashley seconded. Upon exiting from the executive session, no action was taken.

Marsha made a motion to adjourn the meeting; Ashley seconded. Motion carried; vote was unanimous.

Valley Center Public Library  
Financial Summary  
2013

|                                   | Year to Date<br>Actual -- 2013<br>04/08/2013 | Year to Date<br>Budget -- 2013 |
|-----------------------------------|--|--------------------------------|
| Revenues                          |  |                                |
| City of Valley Center             | \$ 105,055.55                                | \$ 226,300.00                  |
| State Aid                         |  | \$ 3,500.00                    |
| SCKLS Grant                       |  | \$ 12,500.00                   |
| Summer Reading Grant              | \$ 5,138.57                                  | \$ 4,500.00                    |
| Other income                      | \$ 1,235.09                                  | \$ 8,200.00                    |
| <br>Total Revenues                | <br>\$ 111,429.21                            | <br>\$ 255,000.00              |
| <br>Expenses                      |  |                                |
| Wages, P/R Taxes & Benefits       | \$ 44,162.84                                 | \$ 150,414.00                  |
| Collection Development Materials  | \$ 15,869.18                                 | \$ 35,700.00                   |
| Utilities                         | \$ 1,041.14                                  | \$ 5,800.00                    |
| Janitorial, Repairs & Maintenance | \$ 1,952.10                                  | \$ 7,200.00                    |
| Programs - all ages               | \$ 1,603.70                                  | \$ 6,600.00                    |
| Capital Improvements              |  | \$ 23,080.00                   |
| Other expenses                    | \$ 4,047.86                                  | \$ 26,206.00                   |
| <br>Total Expenses                | <br>\$ 68,676.82                             | <br>\$ 255,000.00              |
| <br>Net Income (Loss)             | <br>\$ 42,572.39                             |                                |

## **OLD BUSINESS**

### **A. EXECUTIVE SESSION:**

- 15 minute Executive Session to consult with the City Attorney concerning privileged communication.

Should Council choose to proceed,

### **RECOMMENDED ACTION:**

Staff recommends motion that the City Council recess into Executive Session for 15 minutes pursuant to the Attorney - Client Exception, in order to discuss privileged communications.

**OLD BUSINESS**

**B. DISCUSSION RE: WETLAND PARK:**

- Medicalodges, Inc. Letter

Should Council choose to proceed,

**RECOMMENDED ACTION:**

Staff recommends motion to include Wetland Park Trail in the Valley Center Pedestrian & Bicycle Facilities Master Plan.



# MEDICALODGES, INC.

April 19, 2013

Mr. Warren Utecht, CFM  
Community Development Director  
P.O. Box 188  
Valley Center, KS 67147

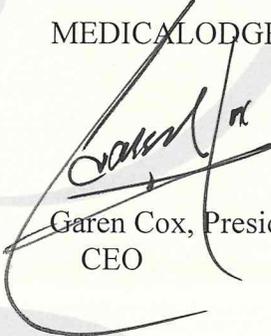
RE: Wetlands Park Walking Trail

Dear Mr. Utecht:

We support the proposed "Wetlands Project" and feel that it would benefit all residents as well as the community.

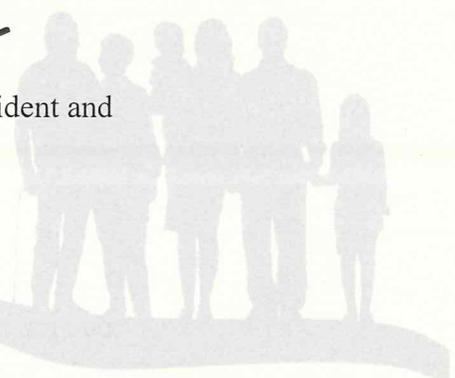
Respectfully,

MEDICALODGES, INC.

  
Garen Cox, President and  
CEO

GC/pm

Writer's Code: J\LCM\VC\City-Wetlands-sup



**NEW BUSINESS**

**A. APPROVAL of 2014 FINANCIAL POLICIES:**

- 2014 Financial Policies of the City of Valley Center

Should Council choose to proceed,

**RECOMMENDED ACTION:**

Staff recommends motion to approve the Financial Policies of The City of Valley Center.

## **Financial Policies of the City of Valley Center** (Revised & Adopted May, 2013)

**The City of Valley Center will manage its financial assets in a sound and prudent manner, and maintain and further develop programs to ensure its ability to pay for city services to enhance economic opportunities and the quality of life of residents.**

Elected officials and city staff are representatives of the people of Valley Center and are expected to manage the City of Valley Center for the economic and social benefit of everyone. We have a fiduciary responsibility for the assets we manage on behalf of the people who are here today and those who come after us.

**The City of Valley Center will maintain its financial records in accordance with generally accepted accounting principles (GAAP) and comply with all laws, regulations, contracts, grants and other legal requirements.**

This policy is self-explanatory. We sometimes hear stories of how public or private entities use "creative accounting" to paint a more positive picture than might really exist. Staff will always conduct the City's financial affairs and maintain records in accordance with accounting principles generally accepted in the United States of America as established by the Government Accounting Standards Board. This process should help in maintaining accuracy and public confidence in the City's financial reporting systems.

**It is the policy of the City of Valley Center to fund current expenditures for operating budgets with current revenues. The City Administrator's Budget Message shall explain any deviation from this policy.**

This policy requires that in any given fiscal year we do not budget recurring appropriations in excess of the revenue we expect to receive in the same year. This "pay as you go" approach mandates that any increase in expenditures, decreases in revenues, or combination of the two that would result in a budget imbalance will require cost cutting and/or revenue enhancement, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Cost cutting measures may include reductions in staff (either through eliminating vacant positions, attrition, hiring freezes, or actual lay-offs), or reductions in expenditures for materials, services, and supplies. Expenditure reductions may very well result in reduced service levels. Revenue enhancement would generally be in the form of new or increased taxes and fees. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining policy-set reserve levels, and the remaining balances will be available for one-time carry-over expenditures, including capital improvement projects, or limited term expenditures. Any apparent exception to this policy would be explained by the City Administrator with the proposed action that would bring this policy into apparent conflict. An example might be the State being late in some payment to the City, but the adopted State budget includes those late payments. In such circumstances, short term use of reserves would not be an actual violation of this policy.

**It is the policy of the City of Valley Center to establish and maintain at least a reserve fund balance for the General Fund equal to 25% of the current year's expenditure appropriations and adequate operating reserves for all other funds to be reviewed at least annually.**

Unforeseen developments and crises occur more often than not in any given budget year. Maintaining reserves is considered a prudent management practice and can be used for numerous unforeseen situations. Examples of potential uses and draw-downs include:

- Federal/State/County budget cuts;
- Local revenue shortfall due to major business closures or relocations;
- Increase in demand for a specific service;
- Legislative or judicial mandate to provide a new/or expanded service or programs;
- One-time City Council approved expenditure;
- Unexpected increase in inflation (CPI); and,
- Natural disaster (tornado, flood, etc.)

In an effort to ensure the continuance of sound financial management of public resources, this policy of the City Council directs staff to maintain an unappropriated General Fund reserve amount equal to 25% of current year appropriations in the fund account. If unforeseen circumstances occur which cause the reserves to drop below their prescribed levels, then staff will immediately present the City Council with various options for curing the deficiency(ies).

**The annual budget shall present a three year revenue and expenditure projection for the General Fund and other major funds of the City.**

A long-range financial perspective is essential to provide a more comprehensive and thorough overview of the City's long-term financial needs. Components of this plan include the use of an annual operating budget and a three-year financial forecast with revenue and expenditure projections. The approach will be supported by staff's use of historical data, current economic trends and identification of future financial events.

**The City will estimate revenues using an objective, analytical process; in the case of economic uncertainty, conservative projections will be utilized.**

Many General Fund revenues are based on volatile revenues that rise and fall with the strength of the economy. Examples include fee revenue from planning and building permits; sales taxes; and Utility Access Fees. In addition, even when economic growth is occurring, it can vary from just barely keeping up with inflation to a genuine economic boom. It is most fiscally prudent to budget these revenues conservatively, using the lower end of the expected range. All revenue projections will be carefully reviewed using historical data of actual city revenues and knowledge of local factors; regional economic forecasts; and state and national projections. Staff will balance these factors before making any projections.

**The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue generation.**

Among the most stable revenues are property taxes and utility user fees, and these two revenues are both stronger in their contribution to our tax base than sales taxes. We are fortunate to have a diversified revenue base today, without a major reliance on any one employer. Economic development policies that encourage this type of diversified revenue base are in the best interests of our fiscal health.

**Development process costs and related administrative expenses will be totally offset by development fees.**

New development is part of the economic diversification that is desirable in the City. However, new development has major costs associated with it, not least of which is the processing of the permits to insure compliance with Federal, State and local laws and ordinances. It is unfair for existing residents and businesses to pay these costs. The City shall develop a policy of full cost recovery from fees for new development costs.

**Fee supported services shall be reviewed and fees adjusted to reduce public subsidies and move toward full cost recovery where deemed appropriate. This shall be done in conjunction with the annual budget process.**

In addition to development fees, the City offers a wide variety of other services which could be totally offset by fees, including library costs, park and recreation costs, and special programs for seniors and others. However, very few jurisdictions charge full costs for these services. Nevertheless, some fees must be charged for most of these services, and those fees should be reviewed annually as part of the annual budget process and recommendations for any changes could be made to council at the same time services provided by the budget are considered. In addition to these fees, the City charges a wide variety of other fees, from contractor licensing and permitting, to copies of documents. In general, these fees should have full cost recovery, and should be reviewed annually to insure that all costs are being considered.

**The City supports a financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions. Major capital projects will be reviewed and included in the City's 10-Year Capital Improvement Plan. Annual budgets shall identify all new and on-going capital improvement projects.**

The City is currently updating its Capital Improvement Plan (CIP) and all the elements of it, including a long range fiscal plan for the city. Many of the major infrastructure projects of the City have important capital needs and deferred maintenance requirements. This includes the City's water and sewer systems, and the need for major improvements to the storm water system. We also have major street repair requirements and related street improvements of sidewalks, signals and trees.

**The City shall maintain an inventory of and assess the condition of all major capital assets. This information will be used to plan for adjustments to enterprise fund fees and a long term capital improvement plan.**

As required by GASB 34 for capital assets and common sense for City assets, the City shall maintain an inventory and assess the condition of its major capital assets. The capital plans for the City shall include this information as part of its planning and implementation process.

**It shall be the policy of the City to not use one-time revenues for ongoing expenditures.**

One time revenues, if in excess of the required reserve, are appropriate for one-time expenses, such as a capital project. However, it is fiscally irresponsible to use any windfall revenues to expand the base budget by adding staff or negotiating salary increases using these revenues alone as the basis for the action.

**General Obligation Bonds will normally be issued only for equipment, land acquisition, and public improvements.**

General Obligation Bonds may be rated by a national credit rating agency or agencies if deemed financially advantageous. The maximum maturity shall not exceed the anticipated useful life of the capital item as authorized by law. As a general practice, the City will structure normal capital improvement projects to mature over 10 to 15 years, or the useful life of the project, whichever is less with at least 60% of the debt service amortization in the first 10 years of the issue.

Generally, tax levy supported debt will be structured to provide level debt service payments. Payment of long term debt shall be budgeted in the Bond & Interest Fund.

Where possible, special assessment revenues or other self-supporting funds will be pledged for the payment of general obligation bonds thereby reducing the burden of debt for the City at Large.

**The City shall comply with the debt limits of the state of Kansas, and seek to minimize debt when it is used.**

The City will not engage in debt financing unless the proposed obligation, when combined with all existing debts, will result in debt ratios throughout the life of the proposed obligation that are less than the following benchmarks.

- Per capita direct debt will not exceed \$500
- Per capita direct, overlapping and underlying debt will not exceed \$3,000
- Direct debt as a percentage of estimated full market value will not exceed 1.5%
- Direct, overlapping and underlying debt as a percentage of estimated full market value will not exceed 6.0%
- Annual debt service will not exceed 20% of budgeted expenditures

The computation of these ratios will use the following variables:

- Per capita measures will be based on the most recent annual estimate of City population for the year in question.
- Direct debt will be the total of all then outstanding General Obligation, special assessment, and Public Building Commission bonded debt plus all authorized but unissued bonded debt plus the amount of debt financing being proposed.
- Annual debt service will be the total principal and interest payments due on direct debt in the year in question plus the estimated maximum annual principal and interest payment on the proposed long term obligation.
- Budgeted expenditure will be the total original adopted budget of the General Fund and debt service fund for the year in question

**The City will consider refinancing outstanding debt when legally permissible and financially advantageous.**

In addition, the City may consider refinancing outstanding debt for restructuring purposes where revenue streams have declined and it is necessary to avoid default. When refinancing outstanding debt to reduce interest costs, the City shall seek to achieve a net present value benefit of at least 3% of the present value of refunded debt service for advance refundings. This 3% level is only a minimum target when refinancing to reduce interest costs – the City may elect not to refinance outstanding debt even if the 3% savings can be achieved. On an individual basis, the City will evaluate the present value benefit of potential current refunding transactions.

**The City will adhere to its adopted Investment Policy and comply with all State and Federal requirements concerning investments.**

It is the policy of the City that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with legal and administrative guidelines and, to the maximum extent possible, at the highest rates obtainable at the time of investment. The City may utilize the services of a consultant/registered investment advisor to assist the City with proper cash and investment management procedures and for the purpose of training City personnel.

Effective cash management is recognized as essential to good fiscal management. An aggressive cash management and investment policy will be pursued to take advantage of investment interest as a viable and material revenue source for all operating and capital funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Earnings from investments will be used in a manner that will best serve the interest of the City and that will comply with applicable law.

**Once the annual budget is adopted, the City Administrator shall conduct periodic budget reviews and report on any significant deviations and present a corrective action plan to manage the adopted budget in accordance with adopted city policies.**

City staff nearly constantly reviews expenditures and revenues of the current fiscal year and compare them to the adopted budget. On a monthly basis the previous month's financial records are closed, and expenditure and revenue reports are provided to Departments. On a periodic basis, generally at the mid-point of the fiscal year, the Budget staff does a formal mid-year review with departments comparing budgets to actuals.

**NEW BUSINESS**

**B. APPROVAL of 2014 BUDGET CALENDAR:**

- 2014 Budget Calendar

Should Council choose to proceed,

**RECOMMENDED ACTION:**

Staff recommends motion to approve FY 2014 Budget Calendar.

## **2014 Budget Process Calendar**

*Updated May 2013*

### **2013**

|   |   |
|---|---|
| June 11 <sup>th</sup>                         | Council Goal Setting & Health Insurance Review –<br>Department Heads / City Council / Mayor - 6:00pm<br>( <i>special workshop</i> )                           |
| June 19 <sup>th</sup>                         | Department Budgets Requests & Outcomes Due to City<br>Administrator (Presentations at Staff Meeting)  |
| June 24 <sup>th</sup> – June 28 <sup>th</sup> | Individual Meetings with Departments / City Administrator   |
| June 21 <sup>st</sup>                         | Statement of Bonded Indebtedness Due to County Clerk  |
| June 26 <sup>th</sup>                         | Budget Meeting (Review Draft Budget) – Department<br>Heads (Staff Meeting)  |
| July 2 <sup>nd</sup>                          | Budget Update (City Administrator Presentation) – Full<br>Council (Council Mtg.)7:00pm  |
| July 16 <sup>th</sup>                         | Presentation of Draft Budget & Approve Publication of<br>Notice of Hearing (Council Mtg.) 7:00pm  |
| July 17 <sup>th</sup>                         | Budget material to Ark Valley News for official<br>publication. (Notice of Hearing Published 7/18/2013)<br><i>*10 days prior to hearing (K.S.A. 79-2929).</i> |
| August 6 <sup>th</sup>                        | Public Hearing (Council Mtg.) 7:00pm  |
| August 20 <sup>th</sup>                       | Approval 2014 Budget (Council Mtg.) 7:00pm  |
| August 23 <sup>rd</sup>                       | Last Day for Filing Budget (K.S.A. 79-1801, 79-2930)  |
| September 13 <sup>th</sup>                    | Budget posted on the web  |
| October 28 <sup>th</sup>                      | Budget Submitted to GFOA for review   |

**NEW BUSINESS****C. ORDINANCE 1260-13:**

An Ordinance of the Valley Center City Council amending Chapter 9.75 of the Valley Center, Kansas Municipal Code “Fireworks”.

- Provided at the request of Council
- Defines / prohibits the sale, use and discharge of “Sky Lanterns” in The City.

Should Council choose to proceed,

**RECOMMENDED ACTION:**

Staff recommends motion to adopt Ordinance 1260-13, amending Chapter 9.75 of the Valley Center, Kansas, Municipal Code “Fireworks”, for 1<sup>st</sup> reading.

**ORDINANCE NO. 1260-13**

**AN ORDINANCE OF THE VALLEY CENTER CITY COUNCIL AMENDING CHAPTER 9.75 OF THE VALLEY CENTER, KANSAS, MUNICIPAL CODE "FIREWORKS".**

**WHEREAS**, Valley Center Municipal Code Title 9, Chapter 9.75 governs the sale, use and discharge of fireworks; and

**WHEREAS**, sky lanterns create a danger to the public health, safety and general welfare because they have an unpredictable flight path and can travel several miles before landing with the potential of starting a fire if they land on combustible materials while their fuel cell is still burning;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VALLEY CENTER, KANSAS, HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** There is hereby added to the Municipal Code of Valley Center, Kansas, Section 9.75.070 which is to read as follows:

**9.75.070 Sky lantern defined**

As used in this chapter, the term "Sky Lantern" means any sky candles, fire balloons and other airborne lanterns made of paper or other combustible material with a frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat the air inside the device to cause it to lift into the air.

**Section 2.** There is hereby added to the Municipal Code of Valley Center, Kansas, Section 9.75.075 which is to read as follows:

**9.75.075 Sale and use of sky lanterns unlawful**

It is unlawful for any person to sell, use, transfer, discharge or ignite any Sky Lantern within the city or to cause a lighted Sky Lantern to float into the city.

**Section 3. Severability.** Those chapters, sections, paragraphs, and provisions of Chapter 9.75 of the City of Valley Center Municipal Code which are not expressly added, amended or repealed by this Ordinance are hereby reenacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the City of Valley Center Municipal Code other than those expressly added, amended or repealed in Sections 1 and 2 of this Ordinance.

**Section 4. Effective Date.** This ordinance shall be in full force and effect from and after its passage and after publication according to law.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_\_ day of \_\_\_\_\_ 2013.**

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

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

{SEAL}

\_\_\_\_\_

Michael McNow, Mayor

ATTEST:

\_\_\_\_\_

Kristine A. Polian, City Clerk

## **CONSENT AGENDA**

### **A. AUTHORIZATION of MOONLIGHT SWIM EVENTS:**

#### **RECOMMENDED ACTION:**

Staff recommends motion to approve the Consent Agenda as presented.

## **CONSENT AGENDA**

### **A. AUTHORIZATION of MOONLIGHT SWIM EVENTS:**

- The Valley Center Recreation Commission is requesting to hold a Moonlight Swim on:
  - June 1, 2013
  - July 6, 2013 and
  - August 3, 2013.
  
- The request includes an extension of designated City Park/ Pool hours, allowing the Park/ Pool to remain open until Midnight on the specific dates.

# Moonlight Swim



**Saturday June 1<sup>st</sup>**

**Saturday July 6<sup>th</sup>**

**Saturday August 3<sup>rd</sup>**

**8:00 p.m. – 12:00 a.m.**

Burgers, hot dogs, chips, drinks, and our regular concession will be available for purchase.

\$2.00 / individual

Or

\$5.00 / family

(\$4.00 / family if you have a family season pass)

## **STAFF REPORTS**

**A. City Clerk Polian**

**B. Chief of Police Hephner**

**C. Fire Chief Tormey**

**D. Community Development Director Utecht**

- Code Enforcement March 2013 Report

**E. City Superintendent Dunn**

**F. Parks & Public Buildings Superintendent Owings**

**G. City Engineer Kelsey**

**H. City Attorney Arbuckle**

**I. City Administrator Pile**

**Code Enforcement March 2013**  
**Reported by Officer Cindy Plant, Code Enforcement Officer**

- Impounding activity that occurred March 2013 is as follows:

| Date | Time  | Type of Animal                      | Results   |
|------|-------|-------------------------------------|---|
| 4    | 10:26 | Male Husky                          | Taken to the Valley Center Vet Clinic at 10:37. Dog was claimed the same day.                           |
| 8    | 1:06  | Male Corgi                          | Taken to Valley Center Vet Clinic at 1:12. Dog was surrendered to the city and transferred to the VCAL. |
| 8    | 1:06  | Male Chihuahua mix                  | Taken to Valley Center Vet Clinic at 1:12. Dog was claimed on March 11, 2013.                           |
| 18   | 2:45  | Neutered Male Flat Coated Retriever | Taken to Valley Center Vet Clinic as 2:50. Dog was claimed the same day.                                |
| 18   | 4:30  | Male Terrier mix                    | Dog was returned to the owner.  |
| 20   | 1:33  | Female Pit Bull                     | Taken to the Valley Center Vet Clinic at 1:37. Dog was transferred to the VCAL.                         |

- Answered sixty-five calls for service during the month of March.
- Six dogs were impounded.
- Twelve complaints were filed for dogs running loose.
- One bite report was filed and addressed.
- Two barking reports were filed and addressed.
- Four chicken permits were issued.
- Nine dead animals were disposed of.
- One complaint of an injured animal was received. The animal was unapproachable.
- Five traps were set for wildlife.
- One complaint was received of a skunk out in the daytime.
- Two citations were issued for failure to provide for solid waste collection.
- Seventy-four dog license renewal letters were sent to dog owners.
- Three letters were sent to property owners for inoperable vehicles.
- Seventeen letters were sent to homeowners for trash and debris in their yards.
- Received a complaint of a horse trainer running a business without a permit.
- A citation was issued to home owner for no fence around their pool.
- Two minimum housing complaints were addressed.
- One dangerous structure complaint was addressed.
- One lack of fencing around a swimming pool issue was addressed.

## **GOVERNING BODY REPORTS**

**A. Mayor McNown**

**B. Councilmember Leftoff**

**C. Councilmember Cicirello**

**D. Councilmember Ishman**

**E. Councilmember Dove**

**F. Councilmember Maschino**

**G. Councilmember L. Jackson**

**H. VACANT**

**I. Councilmember Hobson**

**ADJOURN**