



## City of Clearwater Council Meeting Notice

Tuesday, June 14, 2016 at 6:30pm

129 E Ross Clearwater, KS 67026

[www.clearwaterks.org](http://www.clearwaterks.org)

Please call the Clerk's office at 620-584-2311 or the Kansas Relay Service 800-8766-3777 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

### AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

**1. Call meeting to order and welcome**

Burt Ussery, Mayor

**2. Invocation and flag salute**

**3. Roll Call**

Courtney Meyer, City Clerk

Burt Ussery, Mayor

Laura Papish, Councilmember President

Austin Wood, Councilmember

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

**4. Action: Approve June 14, 2016 meeting agenda**

**5. Public Forum**

Pursuant to Ordinance No. 917 and Section 2.08.010 adopted by the governing body and approved by the Mayor on November 24, 2009, members of the public are allowed to address the Mayor and City Council for a period of time limited to not more than five minutes.

**6. Mayoral Recognition: Lifeguard Nathan Sizemore**

**7. Action: Approve Consent Agenda**

TAB A

a. Minutes 05/24/16 Council Meeting

b. Appoint Jeremiah Berntsen – Fire Department

c. Special Event Permit – Block Party

**8. Action: 2016 Employee Personnel Manual Adoption**

9. **Action:** Appoint Members to the 2016 Clearwater Strategic Planning Committee TAB B

10. **Discussion:** Consider Amending the Court Costs for the Municipal Court for the City of Clearwater TAB C

11. **Discussion:** 2017 Budget TAB D

- a. Library
- b. Police / Court
- c. EMS

12. **Discussion:** 2016 City Hall Renovations

13. **Action:** Claims and Warrants  
Courtney Meyer, City Clerk

14. **City Administrator Report**  
Justin Givens, City Administrator

15. **Council Reports**

16. **Executive Session:**

17. **Adjournment**

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:00 and 6:30 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**Honorable Mayor and City Council**

**From: Justin S. Givens,  
City Administrator**

**Re: Agenda Summary 06 14 2016**

**Item 6:** Recognize Lifeguard Nathan Sizemore. On June 1, 2016, Nathan Sizemore, a veteran lifeguard at the Clearwater Aquatic Facility was forced into action after observing a swimmer not come up while playing in the water. Nathan rescued the swimmer from the water and performed rescue breathing after observing the young swimmer unconscious and not breathing. After resuscitation, the swimmer regain conscious and began to breathe on their own. Nathan's actions as well as those of the other pool staff who handled the situation in a profession manner including crowd control are to be commended.

- Item 7:**
- a. Approval of Minutes as submitted 05/24/16
  - b. Appoint Jeremiah Bernsten to the Clearwater Fire Department – CFD recently had two members step down and this appointment will fill one of those spots. Mr. Bernsten works close to town and is a Clearwater resident.
  - c. Residents at 430 Janet have requested that the street be closed for 4<sup>th</sup> of July Celebrations. They have requested that it be closed from 7:00pm to 12:00pm on July 2<sup>nd</sup> thru the 5<sup>th</sup>

-----end of Consent Items

**Item 8:** Ryan Peck, HR Attorney will be on hand to review any questions on the Personnel Manual. If there are no further questions or comments the manual is ready for adoption by the Governing Body.

**Item 9:** The first action item for the Strategic Plan is to create a Steering Committee that will assist in the development of the plan and serve as a liaison between the community and the city. The Steering Committee will play a vital role in assisting WSU in working with the community to ensure that the plan is community driven. Staff has prepared a list of members to be appointed to the committee.

**Item 10:** The Court Clerk was informed of another increase in funds that are required to be submitted to the state for judicial and law enforcement training. Staff is seeking direction from the Governing Body to craft an appropriate ordinance for the next meeting if any changes are desired.

**Item 11:** Staff will present initial budget information for the Library, Police/Court and EMS.

- Item 12:** A full report on proposed renovations and technological improvements for City Hall will be presented at the meeting on Tuesday. In 2016, approximately \$23,000 was allocated for improvements for City Hall and the building next door.
- Item 13:** Claims and Warrants. A full list of Claims and Warrants will be presented at the meeting on Tuesday.
- Item 14:** A full City Administrators Report will be presented to the Governing Body at the meeting.

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
May 24, 2016  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order**

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

**2. Invocation and Flag Salute**

Mayor Ussery gave the invocation which was followed by the pledge of allegiance and flag salute.

**3. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers Ron Marsh, Chris Griffin, Laura Papish and Paul Clark were present.

Austin Wood was absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Ernie Misak, Public Works Director; Pamela Riggs, Community Center Director; Bill Hisle, Police Chief.

Others present: Lyle Berntsen, Seth Kraft, David Obeney, Luke Hubl, Damon Kraft, Lonnie Stieben.

**4. Approval of the Agenda**

Mayor Ussery called for a motion to approve the May 10<sup>th</sup> agenda with the modification.

**Motion: *Papish* moved, *Clark* seconded to accept the May 24, 2016 agenda as presented. Voted and passed unanimously.**

**5. Public Forum**

None

**6. Consent Agenda**

Mayor Ussery called for a motion to approve the consent agenda with added appointments to Planning Commission, Firefighter and Library Board.

**Motion: *Clark* moved, *Papish* seconded to approve the consent agenda as presented. Voted and passed unanimously.**

**7. Authorize the Mayor to Sign an Agreement for Personal Services with the WSU Hugo Wall School for the Clearwater Strategic Plan**

At the March 22, 2016 meeting the Governing Body did approve a proposal from the Hugo Wall School for a Strategic Plan. The plan would be a community based initiative designed to help the Council allocate resources and serves as a guide for the future.

Upon approval of the plan WSU sent a formal agreement to be signed by the Mayor as a separate document several weeks later. The contract was submitted to legal counsel for review and several negotiated changes were made. The contract has been resubmitted for approval and it was suggested that formal action authorizing the Mayor to sign be given.

There are no direct financial costs for this item. The council authorized approximately \$15,000 for the Strategic Plan to be completed by WSU.

**Motion: Marsh moved, Clark** seconded to authorize the Mayor to sign an agreement for personal services with the WSU Hugo Wall School for the Clearwater Strategic Plan. Voted and passed unanimously.

#### **8. Appoint Members to the 2016 Clearwater Strategic Planning Committee**

Mayor Ussery and Administrator Givens asked council to think of people they would like to see of the strategic planning committee and inform either one of them who they chose. Mayor Ussery stated he would contact the individuals himself and he would like the appointments ready for the June 14<sup>th</sup> meeting.

#### **9. Authorize the Mayor to Enter Into a Contract with Rainbow Fireworks for the July 4<sup>th</sup> Firework Display**

Yearly, the city sponsors a fireworks display for the community on the 4<sup>th</sup> of July. Revenues from Fireworks Tent Permits are used to fund the show. Up in till 2013, the city received \$10,000 from two fireworks tent permits. In 2014 and 2015, only one tent permit was issued for the city. That reduced the amount of funds that the city dedicated to the fireworks show by \$5,000.

Issues with previous fireworks display vendors caused staff to look for alternatives for the 2016 show. Staff was able to locate a vendor that could provide a licensed display operator as well as a custom commercial fireworks show. Commercial fireworks show cost approximately \$500 to \$1,000 per minute. Rainbow Fireworks has proposed a show that would be 10 to 12 minutes in length. Rainbow also provides their own liability insurance in the amount of \$5 million dollars.

The city dedicates the revenue from Fireworks Tent Permits for the show. In 2016, that revenue is \$5,000 and that is what was budgeted for the 2016 4<sup>th</sup> of July Fireworks Show.

**Motion: Clark** moved, **Papish** seconded to authorize the Mayor to enter into contract with Rainbow Fireworks. Voted and passed unanimously.

#### **10. 2017 Budget**

Staff presented initial budget information for the Senior/Community Center and static funds that include the Museum Building, Street Lights, Special Liability, and Bond and Interest Fund.

#### **11. 2016 City Hall Renovations**

In 2016, approximately \$23,000 was programed in for building renovations. Those renovations included work for an expansion of offices in the building next to City Hall. When proposed during the budget work for 2016, it was anticipated that a new chamber position, the cemetery secretary and based on recommendations from Library Staff that the Recreation Director would move into the new building. This move would free up space in City Hall as well as the Library for expansion.

Since that time, the Chamber position has been granted space at the Executive Center and the Library has reevaluated its needs and feels that traffic to the Library is increased with the Recreation Director on site and at the present time does not have funds or the need to expand into the space currently occupied by the Recreation Director.

Based on these factors staff has looked at space needs as well in relationship to the Cemetery Secretary and feels that the space that would be used is not necessary at the present time with the present level of staffing and occupying the building next door for one entity is not cost effective.

Having stated the background information, staff reevaluated the needs of remodeling in City Hall as well as technological improvements that were programmed in for 2016. The following is staff's recommendation for improvement to City Hall for 2016.

| Improvement  | Cost     | Type                 |
|--|----------|----------------------|
| Dual Display System  | \$11,120 | Technological        |
| Panel Removal and Drywall Installation/Sliding Curtain Removal | \$5,000  | Cosmetic/ Functional |
| Sliding Window in Cemetery Office                              | \$502    | Energy Efficiency    |

The Dual Display System will include two 65" commercial class displays that would be viewable from the entirety of the Council Chambers once the curtains are removed. The displays will be mounted to the east and west walls and a Wi-Fi enabled device will share information to each display from a computer stationed at the staff table. This coupled with the purchase of tablets will help modernize council meetings and other events that are held in City Hall.

Staff is recommending the installation of a sliding glass window in the Cemetery Office. The office currently sits in the vestibule between Council Chambers and City Administrative Offices. The office currently has an open window, which is not very energy efficient, especially in the winter months. A sliding window would allow the counter to remain functional when used by either Cemetery staff or Administrative staff such as when swimming lesson sign-ups are occurring.

Staff is also recommending the removal of the sliding curtains in Council Chambers as well as the wood paneling and installing drywall throughout the Chambers and into the Conference area. Those improvements would be cosmetic but a welcomed update to City Hall.

Council discussed and would like to look into costs for completely closing in the council chambers and requests to have drawings of a plan for the next meeting.

## **12. Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$39,179.49.

**Motion:** *Griffin* moved, *Marsh* seconded to pay the claims and warrants in the amount of \$39,179.49. Voted and passed unanimously.

## **13. City Administrators Report**

- Public Works
  - Staff is working on correcting building related items that were included on the KDOL Safety Audit.
  - The Pool has been filled and is ready for opening day – May 28<sup>th</sup>. Items include ADA improvements in the bathrooms to the showers and other small items.
  - Staff was able to put hot mix on the parking lot at the Public Works building. The hot mix was left over from the work on 103<sup>rd</sup> west of town.

- Started receiving millings from the 135<sup>th</sup> St. Project. The millings are going to the brush dump.
- Staff is trying to keep up with mowing but the weather has been a deterrent.
- Flags will be put up this week for Memorial Day.
  
- Parks and Recreation
  - Rain has been a big impact so far this season. 8 nights of games have been scheduled but only 3 nights of games have actually been played.
  - Is looking at adding Pickle ball lines to the tennis courts based on citizen input.
  
- Library
  - The Summer Reading Program starts on Wednesday. 100 K-6<sup>th</sup> graders are registered with another 19 teens and 17 adults participating.
  - The Library will be closed on Tuesday for Memorial Day.
  
- Community Center
  - The lunch program is fully staffed with regular drivers but is looking for some substitutes that could help out on occasion. The numbers in the program eating at the Community Center are actually going up.
  - Will be hosting a Painting Event on May 25<sup>th</sup>. Registration for the event was very successful and actually filled up. A second event will be scheduled to help accommodate those who were not able to get in for this class. The participants will be painting a custom Clearwater Indian.
  - The Matter of Balance Class starts on Thursday. The two-hour class will last for 8 weeks. It was limited to 10 participants. Staff is looking at having another class again as there were several people that were not able to enroll this time.
  
- Police
  - The new Ford SUV is in service.
  - Officer Adams graduated from the Kansas Law Enforcement Academy last Friday and started Field Training Sunday.
  - Chief and other officers attended the Law Enforcement Memorial Service in Wichita last Friday as well.
  
- Administration
  - Staff has processed all lifeguard information for this season. The guards were given a presentation on sun protection from the University of Kansas Medical Center and that program will be implemented into the Learn to Swim Program. The pool also received a bulk supply of sunscreen as well as other items to make staff and patrons aware of the damage that overexposure to the sun can cause.
  - Swimming lesson sign up continues but some of the classes are full and others are close to being full.
  - Staff is continuing to meet with departments on the upcoming budget.
  - The Personnel Manual will be presented at the June 14<sup>th</sup> meeting with the attorney who reviewed the manual present for questions and comments. We will also email both red line and a clean copy of the manual.
  - Staff will be attending the state's budget workshop on June 14<sup>th</sup>.

- Staff will be sitting in on an FLSA update webinar presented by AGH on the new changes to the law.

The American Legion will host a Memorial Day Service at the Clearwater Cemetery at 10:00am. Budget Workshop will be held on June 25<sup>th</sup> from 8:00am to 12:00pm

#### **14. Council Reports**

Clark had nothing to report.

Marsh updated council that there will be no access north of the tracks on 4<sup>th</sup> street until early July. Sedgwick County expects to have the 4<sup>th</sup> Street project done by August 13.

Griffin asked for an update on the Park Usage group. Givens stated there was miss-communication last meeting and he needs to reschedule it.

Papish mentioned the tree debris is still on Kansas and Byers.

Ussery would like an update on Chisholm Ridge lots.

#### **15. Executive Session**

Mayor Ussery called for a motion to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship and Financial affairs or trade secrets of second parties to include the City Attorney, the City Administrator, and Public Works Director. The meeting is to reconvene in the City Council Chamber at 8:50pm

**MOTION: Griffin** moved, **Clark** seconded to recess into executive session. Voted and passed unanimously

Mayor Ussery called the meeting back to order at 8:50pm and stated there was no action taken.

#### **16. Adjournment**

With no further discussion Ussery called for a motion to adjourn.

**MOTION: Papish** moved, **Marsh** seconded to adjourn the meeting. Voted and passed unanimously

The meeting adjourned at 8:51 p.m.

**CERTIFICATE**

State of Kansas     }  
County of Sedgwick }  
City of Clearwater  }

I, Courtney Meyer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the May 24, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14<sup>th</sup> day of June 2016.

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Courtney Meyer, City Clerk



**CITY OF CLEARWATER, KANSAS  
SPECIAL EVENT PERMIT  
ON PUBLIC PROPERTY WITHIN  
THE CLEARWATER CORPORATE LIMITS**

Permitee: Garrett McMillon



Permitee Group or Organization (if any):

Permitee Address: 430 Janet

Permit Date(s): July 2-5

Permit Hours: 7:00 pm - 12:00

**Description of the Area to be Utilized Pursuant to this Permit:**

Street

**Description of Special Event Activities Permitted Pursuant to this Permit:**

Party

**Permit Conditions:**

1. Hours of Operation: Pursuant to this permit, the above-described Area to be Utilized Pursuant to this Permit is permitted to be utilized for the above-described Special Event Activities on the Permit Date(s) during the Permit Hours.

2. Street Closure: The following street(s) are to be closed to non-emergency traffic on the Permit Date(s) during the Permit Hours: 1st - Janet to Janet Ct

3. Parade: One parade spanning from NA to NA shall be permitted on one of the Permit Date(s) during the Permit Hours. In accordance with Section 8 below, Permittee, in conjunction with the Permittee Group or Organization (if any), is responsible for the removal of any trash or other debris generated during the course of such parade.

4. Posting: During the entire time this special event permit is in effect, it shall be conspicuously posted within the above-described Area to be Utilized Pursuant to this Permit.

5. Emergency Vehicle Access: A clear path for emergency vehicle access should be maintained across and through the above-described streets on the Permit Date(s) during the Permit Hours.

6. Setbacks: All carnival rides, amusements, midway games, concessionaire stands and equipment as well as all other temporary structures erected in the above-described Area to be Utilized Pursuant to this Permit shall be set back not less than forty (40) feet from all street rights-of-way not closed to non-emergency traffic as set forth above.

7. Adequate Sanitary Facilities: Permittee, in conjunction with the Permittee Group or Organization (if any), is responsible for assuring that the above-described Area to be Utilized Pursuant to this Permit

contains adequate sanitation facilities. Adequate sanitation facilities shall be determined on the basis of one (1) temporary restroom facility per one hundred (100) estimated people in attendance per hour. In this regard, Permittee, in conjunction with the Permittee Group or Organization (if any), shall provide \_\_\_\_\_ ( ) porta potties, properly secured by stakes to the ground, to be utilized in conjunction with the above-described Special Event Activities within the above-described Area to be Utilized Pursuant to this Permit. Additionally, the City of Clearwater will also open its public restroom facilities located within the above-described Special Event Activities on the Permit Date(s) during the Permit Hours.

8. Trash: Permittee, in conjunction with the Permittee Group or Organization (if any), is responsible for providing the appropriate number of trash containers to contain any trash or other debris generated during the above-described Special Event Activities within the Area to be Utilized Pursuant to this Permit, including the placement of containers by all concession areas. Permittee, in conjunction with the Permittee Group or Organization (if any), is also responsible for the removal of any trash or other debris generated during the course of the above-described Special Event Activities from the Area to be Utilized Pursuant to this Permit as well as its surrounding vicinity.

9. Indemnification: Permittee, in conjunction with the Permittee Group or Organization (if any), shall assure that the City of Clearwater is indemnified against any and all losses incurred in connection with the above-described Special Event Activities by procuring and attaching to this Permit the following insurance coverage which names and indemnifies the City from any and all liability in this regard on a primary and non-contributory basis and includes a waiver of subrogation in favor of the City of Clearwater:

- General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 per aggregate;
- Workers' compensation coverage for all event employees or volunteers; and
- Umbrella insurance with limits no less than \$1,000,000.

10. Permits: A Special Event Permit fee of \$0.00 is required to be paid to the City of Clearwater prior to Permit issuance. The Permittee, in conjunction with the Permittee Group or Organization (if any), is responsible for filing and obtaining all additional necessary and/or appropriate permits and licenses. All costs of such permits and licenses will be the responsibility of the Permittee, in conjunction with the Permittee Group or Organization (if any).

11. Compliance: Strict compliance with all applicable state and local statutes, codes, ordinances, resolutions, rules and regulations as well as the terms and conditions of this Special Event Permit is a condition precedent to the continued validity of this Permit. Any failure to comply immediately nullifies the validity of this Permit. Upon written notice of such nullification to the Permittee or any other member of the Permittee Group or Organization (if any) from the Mayor of the City of Clearwater, all of the above-described Special Event Activities shall immediately terminate. Any continuation of the above-described Special Event Activities in violation of such written notice of nullification may constitute violation(s) of applicable state and local statutes, codes, ordinances, resolutions, rules and regulations.

ISSUED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

SEAL  
ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK, COURTNEY MEYER

**City of Clearwater  
City Council Meeting  
June 14, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Appointment of the 2016 Clearwater Strategic Plan Steering Committee  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** Earlier this year, the Governing Body approved a contract with WSU to craft a strategic plan to help guide the City of Clearwater. A crucial element for that plan is the creation of a Steering Committee that will assist WSU and help create a sense of community involvement for the plan.

**Analysis:** Staff and the Mayor reached out to various members of the community to solicit member for the Steering Committee. The design of the committee is to bring a cross section of the community together to help promote the plan and provide local buy in for the plan. The intent of the plan is to be community driven and not pushed by the Governing Body or staff. The following members of the community have volunteered to serve on the committee:

| Name                | Group Represented                            |
|---------------------|--|
| Shawn Weaver        | Business Interest                            |
| Shirley Palmer-Witt | Business Interest                            |
|                     | Business Interest                            |
| Pam Riggs           | Chamber of Commerce                          |
| Becky Schivelbein   | Community At Large                           |
| Peggy Brockman      | Community At Large (Senior)                  |
| Gene Eason          | Ministerial Alliance / Other Community Group |
| Bob Mellen          | School                                       |
| Jennifer Clark      | Planning Commission                          |
| Justin Givens       | City   |
| Bill Hisle          | City   |

A final member representing the business community will be added to the list on Tuesday.

**Financial:** There are no financial implications for this item.

**Legal Considerations:** Review and Comment as Necessary

**Recommendations/Actions:** It is recommended the City Council:

- 1) Appoint Members as Submitted to the Strategic Planning Committee
- 2) Appoint Members as Modified to the Strategic Planning Committee
- 3) Take No Action

**Attachments:** None

**City of Clearwater  
City Council Meeting  
June 14, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Consider Amending the Court Fees for the Clearwater Municipal Court  
**INITIATED BY:** Court Clerk  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** On every municipal ticket the Clearwater Municipal Court collects a fee that goes to the state. A small portion of that fee goes to training of judges while the majority of the fee goes to support the Law Enforcement Training Fund. At the December 22, 2015 meeting the Governing Body approved a change in the court fee's collected by the Municipal Court to reflect an increase in the amount of monies collected by the state. That fee increase was \$.50 from \$20.50 to \$21.00.

**Analysis:** The Court Clerk was informed by the state that the fees collected would once again increase. Starting on July 1, 2016, the state will now collect an additional \$2.50 per ticket. To date, the Municipal Court has received \$10,700 in court fines and has submitted \$1,158 to the state for judicial and law enforcement training.

These fines are paid by those who are found or plead guilty to a municipal violation or enter a plea of no lo contedre to a municipal offense.

The Governing Body could:

- 1) Adopt an Ordinance that would cover only the cost of the increase;
- 2) Adopt an Ordinance that would cover the cost of the increase as well as an additional \$.50 to create a whole dollar amount;
- 3) Leave the fines at their current level and subsidize the increase from the state.

**Financial:** Based on projecting and additional 55 tickets for 2016, the total cost of the increase would amount to \$137.50.

**Legal Considerations:** Review and Comment as Necessary.

**Recommendations/Actions:** It is recommended the City Council:

- 1) Direct Staff on an appropriate action:
- 2) Take No Action;

**Attachments:** None

**ESTIMATED STARTING BALANCE**

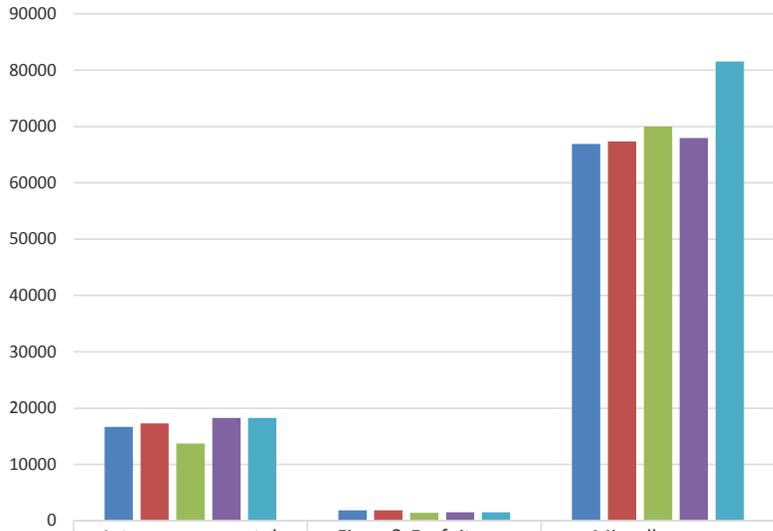
**Fund: 216 - LIBRARY OPERATING**

| Revenues                       |  | YTD Actual          |                     |                     | BUDGET              | YTD Actual          |                      | Variance            |               |
|--------------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------|
| CLASS                          | Dept: 000.000                          | 2013                | 2014                | 2015                | 2016                | 2016                | 2017                 | 2016/2017           | % Difference  |
| 3050                           | 415.001 CLEARWATER REC GRANT           | \$ -                | \$ 3,829.73         | \$ 1,022.27         | \$ 4,100.00         |                     | \$ 4,100.00          | \$ -                |               |
| 3050                           | 416.100 STATE LIBRARY OF KANSAS        | \$ 3,053.00         | \$ 1,393.26         | \$ 843.28           | \$ 800.00           | \$ 794.28           | \$ 800.00            | \$ -                |               |
| 3050                           | 417.000 SO CENTRAL KS LIBRARY SYSTEM   | \$ 13,607.00        | \$ 5,446.00         | \$ 5,273.00         | \$ 13,350.00        |                     | \$ 13,350.00         | \$ -                |               |
| 3050                           | 417.001 SCKLS GRANT IN AID             | \$ -                | \$ 4,831.00         | \$ 5,238.00         |                     |                     |                      | \$ -                |               |
| 3050                           | 417.002 SCKLS TECHNOLOGY               | \$ -                | \$ 1,603.00         | \$ 863.00           |                     |                     |                      | \$ -                |               |
| 3050                           | 417.003 SCKLS EBOOKS                   | \$ -                | \$ -                | \$ -                |                     |                     |                      | \$ -                |               |
| 3050                           | 417.004 SCKLS CONTINUING EDUCATION     | \$ -                | \$ 175.00           | \$ -                |                     |                     |                      | \$ -                |               |
| 3050                           | 417.005 SCKLS SUMMER READING           | \$ -                | \$ -                | \$ -                |                     |                     |                      | \$ -                |               |
| 3050                           | 417.006 SCKLS - Program Grant          |                     | \$ -                | \$ 500.00           | \$ -                |                     |                      | \$ -                |               |
| <b>Intergovernmental</b>       |  | <b>\$ 16,660.00</b> | <b>\$ 17,277.99</b> | <b>\$ 13,739.55</b> | <b>\$ 18,250.00</b> | <b>\$ 794.28</b>    | <b>\$ 18,250.00</b>  | <b>\$ -</b>         | <b>0.00%</b>  |
| 3250                           | 418.000 LIBRARY FINES & FEES           | \$ 1,883.16         | \$ 1,851.64         | \$ 1,425.29         | \$ 1,500.00         | \$ 683.69           | \$ 1,500.00          | \$ -                |               |
| <b>Fines &amp; Forfeitures</b> |  | <b>\$ 1,883.16</b>  | <b>\$ 1,851.64</b>  | <b>\$ 1,425.29</b>  | <b>\$ 1,500.00</b>  | <b>\$ 683.69</b>    | <b>\$ 1,500.00</b>   | <b>\$ -</b>         | <b>0.00%</b>  |
| 3350                           | 462.000 INTEREST ON IDLE MONEY         | \$ 47.98            | \$ 65.22            | \$ 117.07           | \$ 55.00            | \$ 57.49            | \$ 55.00             | \$ -                |               |
| 3350                           | 474.000 REIMBURSED EXPENSES            | \$ 3,045.03         | \$ 124.93           | \$ -                |                     |                     |                      | \$ -                |               |
| 3350                           | 475.000 TRANSFER IN                    | \$ 63,623.90        | \$ 65,656.77        | \$ 67,395.00        | \$ 67,395.00        | \$ 60,097.11        | \$ 81,486.00         |                     |               |
| 3350                           | 476.000 OTHER                          | \$ 173.48           | \$ 1,492.16         | \$ 2,460.09         | \$ 500.00           | \$ -                |                      | \$ (500.00)         |               |
| <b>Miscellaneous</b>           |  | <b>\$ 66,890.39</b> | <b>\$ 67,339.08</b> | <b>\$ 69,972.16</b> | <b>\$ 67,950.00</b> | <b>\$ 60,154.60</b> | <b>\$ 81,541.00</b>  | <b>\$ 13,591.00</b> | <b>16.67%</b> |
| <b>Revenues</b>                |  | <b>\$ 85,433.55</b> | <b>\$ 86,468.71</b> | <b>\$ 85,137.00</b> | <b>\$ 87,700.00</b> | <b>\$ 61,632.57</b> | <b>\$ 101,291.00</b> | <b>\$ 13,591.00</b> | <b>13.42%</b> |
| <b>BUDGETED</b>                |  | <b>\$ 78,019.00</b> | <b>\$ 82,004.00</b> | <b>\$ 85,842.00</b> |                     |                     |                      |                     |               |
| <b>VARIANCE</b>                |  | <b>\$ 7,414.55</b>  | <b>\$ 4,464.71</b>  | <b>\$ (705.00)</b>  |                     |                     |                      |                     |               |
| Expenditures                   |  | YTD Actual          |                     |                     | BUDGET              | YTD Actual          |                      | Variance            |               |
| CLASS                          | Dept: 000.000                          | 2013                | 2014                | 2015                | 2016                | 2016                | 2017                 | 2016/2017           | % Difference  |
| 4001                           | 711.001 SALARIES                       | \$ 53,218.42        | \$ 56,894.05        | \$ 56,657.68        | \$ 60,000.00        | \$ 18,939.89        | \$ 65,591.00         | \$ 5,591.00         |               |
| <b>Personnel Services</b>      |  | <b>\$ 53,218.42</b> | <b>\$ 56,894.05</b> | <b>\$ 56,657.68</b> | <b>\$ 60,000.00</b> | <b>\$ 18,939.89</b> | <b>\$ 65,591.00</b>  | <b>\$ 5,591.00</b>  | <b>8.52%</b>  |
| 4020                           | 721.002 POSTAGE                        | \$ 535.12           | \$ 685.79           | \$ 1,218.39         | \$ 1,400.00         | \$ 60.55            | \$ 1,000.00          | \$ (400.00)         |               |
| 4020                           | 721.005 OTHER PRINTING                 | \$ 13.25            | \$ -                | \$ -                | \$ -                |                     |                      | \$ -                |               |
| 4020                           | 723.001 MILEAGE/TURNDPIKE              | \$ 188.15           | \$ 466.79           | \$ 204.08           | \$ 500.00           |                     | \$ 500.00            | \$ -                |               |
| 4020                           | 723.004 MEALS & MEETING EXPENSES       | \$ 101.70           | \$ 150.68           | \$ 115.22           | \$ 500.00           | \$ 44.55            | \$ 250.00            | \$ (250.00)         |               |
| 4020                           | 725.000 SUBSCRIPTIONS, DUES, REG. ETC. | \$ 685.00           | \$ 489.00           | \$ 493.24           | \$ 650.00           | \$ 1,551.40         | \$ 650.00            | \$ -                |               |
| 4020                           | 730.004 CLEANING SUPPLIES              | \$ 292.45           | \$ 528.07           | \$ 183.38           | \$ 300.00           |                     | \$ 300.00            | \$ -                |               |
| 4020                           | 730.010 DEPARTMENTAL SUPPLIES          | \$ 286.78           | \$ 657.85           | \$ 497.37           | \$ 2,350.00         | \$ 941.81           | \$ 2,350.00          | \$ -                |               |

|  |    |                   |    |                   |    |                   |    |                  |    |                 |    |                  |    |                 |                |
|--|----|-------------------|----|-------------------|----|-------------------|----|------------------|----|-----------------|----|------------------|----|-----------------|----------------|
| <b>Supplies &amp; Materials</b>            | \$ | <b>2,102.45</b>   | \$ | <b>2,978.18</b>   | \$ | <b>2,711.68</b>   | \$ | <b>5,700.00</b>  | \$ | <b>2,598.31</b> | \$ | <b>5,050.00</b>  | \$ | <b>(650.00)</b> | <b>-12.87%</b> |
| 4100 720.005 COMPUTER SUPPORT              | \$ | 2,184.75          | \$ | 22.17             | \$ | 198.34            | \$ | 1,300.00         | \$ | 108.60          | \$ | 1,300.00         | \$ | -               |                |
| 4100 720.007 OFFICE EQUIPMENT-LEASE/RENTAL | \$ | 1,797.94          | \$ | 2,336.99          | \$ | 2,546.83          | \$ | 2,388.00         | \$ | 198.59          | \$ | 2,388.00         | \$ | -               |                |
| 4100 720.014 CONTRACT LABOR                | \$ | 2,160.00          | \$ | 1,985.00          | \$ | 2,165.00          | \$ | 2,160.00         | \$ | 1,104.29        | \$ | 2,160.00         | \$ | -               |                |
| 4100 721.003 TELEPHONE                     | \$ | 1,525.02          | \$ | 1,536.52          | \$ | 1,876.53          | \$ | 1,620.00         | \$ | 499.12          | \$ | 1,620.00         | \$ | -               |                |
| 4100 721.008 EQUIPMENT REPAIRS             | \$ | -                 | \$ | 165.00            | \$ | -                 | \$ | 200.00           | \$ | 330.41          | \$ | 200.00           | \$ | -               |                |
| 4100 725.001 CONSOTIUM MAINT FEE           | \$ | -                 | \$ | 1,801.12          | \$ | 2,177.71          | \$ | 2,250.00         | \$ | -               | \$ | 2,250.00         | \$ | -               |                |
| 4100 779.000 SURPLUS/ RESERVE              |    |                   |    |                   |    |                   |    |                  |    |                 |    |                  |    |                 |                |
| <b>Contractual</b>                         | \$ | <b>7,667.71</b>   | \$ | <b>7,846.80</b>   | \$ | <b>8,964.41</b>   | \$ | <b>9,918.00</b>  | \$ | <b>2,241.01</b> | \$ | <b>9,918.00</b>  | \$ | <b>-</b>        | <b>0.00%</b>   |
| 4150 720.015 EQUIPMENT                     | \$ | 598.34            | \$ | 1,065.14          | \$ | -                 |    |                  |    |                 |    |                  | \$ | -               |                |
| 4150 741.001 CAPITAL OUTLAY                | \$ | -                 | \$ | -                 | \$ | -                 | \$ | 13,918.00        | \$ | 1,743.75        | \$ | 13,918.00        | \$ | -               |                |
| <b>Capital Outlay</b>                      | \$ | <b>598.34</b>     | \$ | <b>1,065.14</b>   | \$ | <b>-</b>          | \$ | <b>13,918.00</b> | \$ | <b>1,743.75</b> | \$ | <b>13,918.00</b> | \$ | <b>-</b>        | <b>0.00%</b>   |
| 4200 771.000 TRANSFER OUT                  | \$ | 548.00            | \$ | -                 | \$ | -                 |    |                  | \$ | -               |    |                  | \$ | -               |                |
| <b>Transfers Out</b>                       | \$ | <b>548.00</b>     | \$ | <b>-</b>          | \$ | <b>-</b>          | \$ | <b>-</b>         | \$ | <b>-</b>        | \$ | <b>-</b>         | \$ | <b>-</b>        | <b>0.00%</b>   |
| Dept: 000.000                              | \$ | 64,134.92         | \$ | 68,784.17         | \$ | 68,333.77         | \$ | 89,536.00        | \$ | 25,522.96       | \$ | 94,477.00        | \$ | 4,941.00        | 5.23%          |
| <b>BUDGETED</b>                            | \$ | <b>70,650.00</b>  | \$ | <b>73,350.00</b>  | \$ | <b>71,351.00</b>  |    |                  |    |                 |    |                  |    |                 |                |
| <b>VARIANCE</b>                            | \$ | <b>(6,515.08)</b> | \$ | <b>(4,565.83)</b> | \$ | <b>(3,017.23)</b> |    |                  |    |                 |    |                  |    |                 |                |

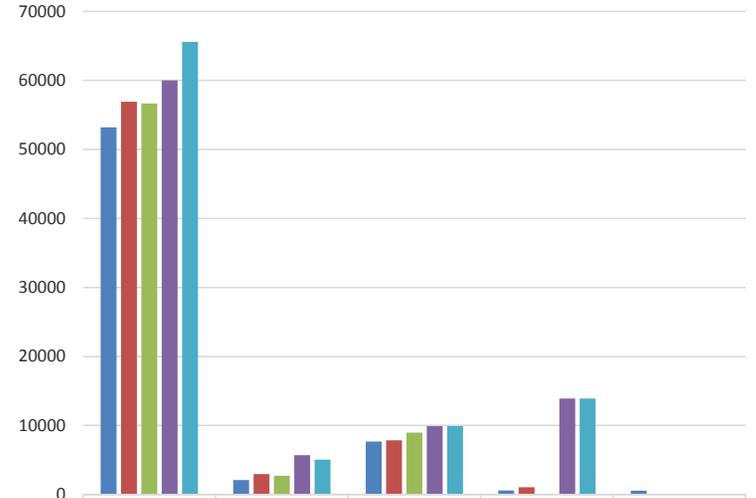
| ACCT CLA Dept: 411.000 LIBRARY SYSTEM   |    | YTD Actual      |      |                   |      | BUDGET<br>2016    | YTD Actual<br>2016 | 2017             | Variance  |                  |    |                   |    |                   |                |
|---|----|-----------------|------|-------------------|------|-------------------|--------------------|------------------|-----------|------------------|----|-------------------|----|-------------------|----------------|
|   |    | 2013            | 2014 | 2015              | 2016 |                   |                    |                  | 2016/2017 | % Difference     |    |                   |    |                   |                |
| 4020 730.011 CHILDREN'S PROGRAM         | \$ | 261.96          | \$   | 367.70            | \$   | 293.30            | \$                 | 540.00           | \$        | 206.41           | \$ | 540.00            | \$ | -                 |                |
| 4020 730.015 ADULT PROGRAMS LIBRARY     | \$ | 25.00           | \$   | 186.43            | \$   | 20.91             | \$                 | 650.00           | \$        | 36.29            | \$ | 650.00            | \$ | -                 |                |
| 4020 730.023 SUMMER READING             | \$ | -               | \$   | -                 | \$   | -                 | \$                 | -                | \$        | -                | \$ | -                 | \$ | -                 |                |
| 4020 731.009 MATERIALS                  | \$ | 984.36          | \$   | (138.36)          | \$   | -                 | \$                 | -                | \$        | -                | \$ | -                 | \$ | -                 |                |
| 4020 731.901 MATERIALS-Print            | \$ | 4,959.47        | \$   | 3,912.40          | \$   | 3,584.24          | \$                 | 7,191.00         | \$        | 1,579.96         | \$ | 5,000.00          | \$ | (2,191.00)        |                |
| 4020 731.902 MATERIALS-Nonprint         | \$ | 1,554.34        | \$   | 1,120.81          | \$   | 1,184.46          | \$                 | 2,000.00         | \$        | 1,377.69         | \$ | 2,000.00          | \$ | -                 |                |
| 4020 731.903 MATERIALS-Subscriptions    | \$ | 462.33          | \$   | 234.00            | \$   | 37.50             | \$                 | 1,500.00         | \$        | 222.00           | \$ | 750.00            | \$ | (750.00)          |                |
| 4020 731.904 MATERIALS-eBooks           | \$ | -               | \$   | -                 | \$   | 98.98             | \$                 | 3,000.00         | \$        | -                | \$ | 1,000.00          | \$ | (2,000.00)        |                |
| 4020 731.905 MATERIALS-Audiobooks       | \$ | 531.77          | \$   | 1,065.96          | \$   | 1,470.48          | \$                 | 1,500.00         | \$        | 314.96           | \$ | 1,500.00          | \$ | -                 |                |
| <b>Library Programs &amp; Materials</b> | \$ | <b>8,779.23</b> | \$   | <b>6,748.94</b>   | \$   | <b>6,689.87</b>   | \$                 | <b>16,381.00</b> | \$        | <b>3,737.31</b>  | \$ | <b>11,440.00</b>  | \$ | <b>(4,941.00)</b> | <b>-43.19%</b> |
| <b>LIBRARY SYSTEM</b>                   | \$ | <b>8,779.23</b> | \$   | <b>6,748.94</b>   | \$   | <b>6,689.87</b>   | \$                 | <b>16,381.00</b> | \$        | <b>3,737.31</b>  | \$ | <b>11,440.00</b>  | \$ | <b>(4,941.00)</b> | <b>-43.19%</b> |
| <b>BUDGETED</b>                         | \$ | <b>7,369.00</b> | \$   | <b>8,269.00</b>   | \$   | <b>13,091.00</b>  |                    |                  |           |                  |    |                   |    |                   |                |
| <b>VARIANCE</b>                         | \$ | <b>1,410.23</b> | \$   | <b>(1,520.06)</b> | \$   | <b>(6,401.13)</b> |                    |                  |           | <b>CARRYOVER</b> | \$ | <b>(4,626.00)</b> |    |                   |                |

### LIBRARY OPERATING REVENUES



|      | Intergovernmental | Fines & Forfeitures | Miscellaneous |
|------|-------------------|---------------------|---------------|
| 2013 | 16660             | 1883.16             | 66890.39      |
| 2014 | 17277.99          | 1851.64             | 67339.08      |
| 2015 | 13739.55          | 1425.29             | 69972.16      |
| 2016 | 18250             | 1500                | 67950         |
| 2017 | 18250             | 1500                | 81541         |

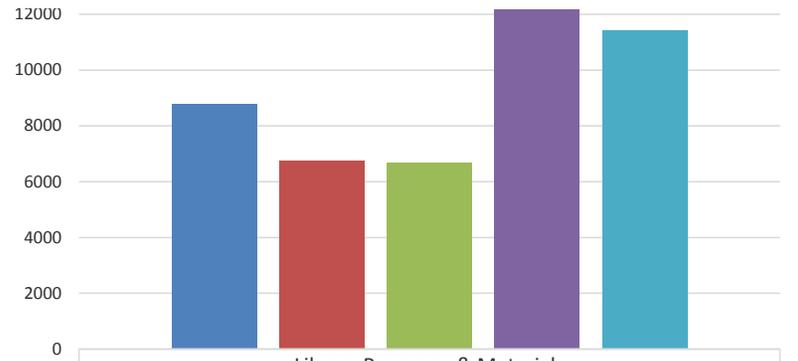
### LIBRARY OPERATING EXPENDITURES



|      | Personnel Services | Supplies & Materials | Contractual | Capital Outlay | Transfers Out |
|------|--------------------|----------------------|-------------|----------------|---------------|
| 2013 | 53218.42           | 2102.45              | 7667.71     | 598.34         | 548           |
| 2014 | 56894.05           | 2978.18              | 7846.8      | 1065.14        | 0             |
| 2015 | 56657.68           | 2711.68              | 8964.41     | 0              | 0             |
| 2016 | 60000              | 5700                 | 9918        | 13918          | 0             |
| 2017 | 65591              | 5050                 | 9918        | 13918          | 0             |

### LIBRARY SYSTEMS EXPENDITURES



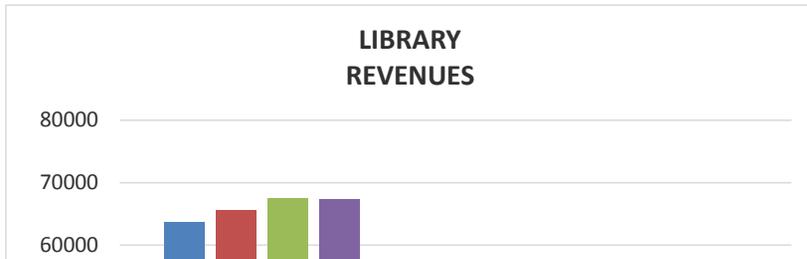


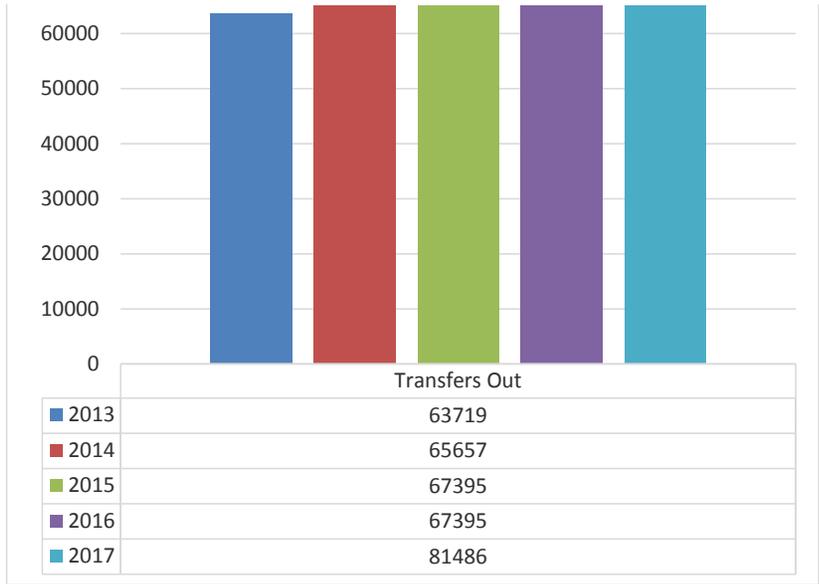
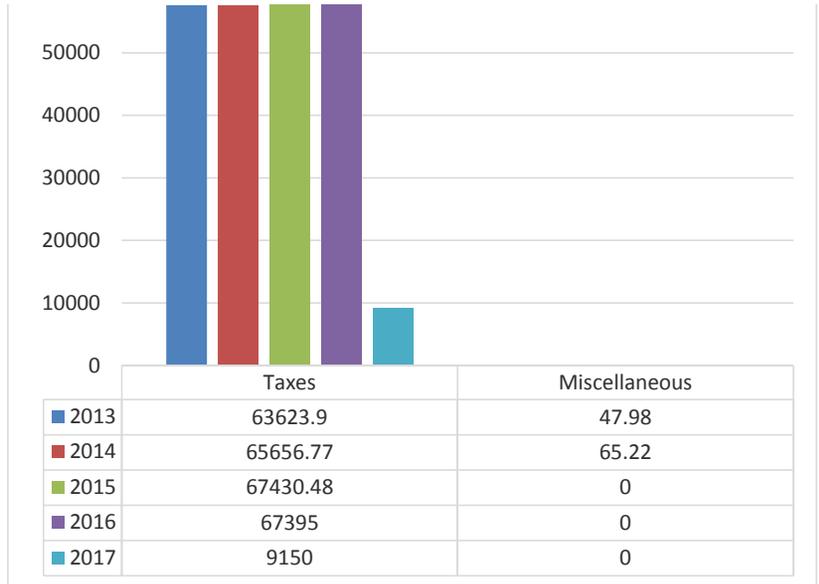
|        | Library Programs & Materials |
|--------|------------------------------|
| ■ 2013 | 8779.23                      |
| ■ 2014 | 6748.94                      |
| ■ 2015 | 6689.87                      |
| ■ 2016 | 16381                        |
| ■ 2017 | 11440                        |

ESTIMATED STARTING BALANCE \$ -

**Fund: 204 - LIBRARY**

| Revenues             |               | YTD Actual                   |                     |                     | BUDGET              | YTD Actual          |                       | Variance            |                       |                 |
|----------------------|---------------|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|
| CLASS                | Dept: 000.000 | 2013                         | 2014                | 2015                | 2016                | 2016                | 2017                  | 2015/2016           | % Difference          |                 |
| 3001                 | 401.000       | ADVALOREM PROPERTY TAX       | \$ 53,942.78        | \$ 55,479.10        | \$ 58,020.48        | \$ 58,530.00        | \$ 35,177.87          | \$ -                | \$ (58,530.00)        |                 |
| 3001                 | 402.000       | DELINQUENT TAXES             | \$ 810.65           | \$ 939.00           | \$ -                |                     |                       | \$ -                |                       |                 |
| 3001                 | 403.000       | M & E DISTRIBUTION           | \$ -                | \$ -                | \$ -                |                     |                       | \$ -                |                       |                 |
| 3001                 | 405.000       | MOTOR VEHICLE TAX            | \$ 8,669.05         | \$ 8,923.73         | \$ 8,982.48         | \$ 8,549.00         | \$ 881.43             | \$ 8,800.00         | \$ 251.00             |                 |
| 3001                 | 406.000       | RECREATIONAL VEHICLE TAX     | \$ 165.44           | \$ 179.27           | \$ 277.62           | \$ 181.00           | \$ 78.63              | \$ 176.00           | \$ (5.00)             |                 |
| 3001                 | 407.000       | 16/20 M TRUCKS               | \$ 35.98            | \$ 135.67           | \$ 6.10             | \$ 28.00            | \$ 10.77              | \$ 23.00            | \$ (5.00)             |                 |
| 3001                 | 407.100       | CMV DISTRIBUTION             | \$ -                | \$ -                | \$ 143.80           | \$ 107.00           | \$ 20.08              | \$ 151.00           | \$ 44.00              |                 |
| <b>Taxes</b>         |               |                              | <b>\$ 63,623.90</b> | <b>\$ 65,656.77</b> | <b>\$ 67,430.48</b> | <b>\$ 67,395.00</b> | <b>\$ 36,168.78</b>   | <b>\$ 9,150.00</b>  | <b>\$ (58,245.00)</b> | <b>-636.56%</b> |
| 3350                 | 462.000       | INTEREST ON IDLE MONEY       | \$ 47.98            | \$ 65.22            | \$ -                |                     |                       | \$ -                |                       |                 |
| <b>Miscellaneous</b> |               |                              | <b>\$ 47.98</b>     | <b>\$ 65.22</b>     | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>           | <b>#DIV/0!</b>  |
| <b>Revenues</b>      |               |                              | <b>\$ 63,671.88</b> | <b>\$ 65,721.99</b> | <b>\$ 67,430.48</b> | <b>\$ 67,395.00</b> | <b>\$ 36,168.78</b>   | <b>\$ 9,150.00</b>  | <b>\$ (58,245.00)</b> | <b>-636.56%</b> |
| <b>BUDGETED</b>      |               |                              | <b>\$ 63,919.00</b> | <b>\$ 64,304.00</b> | <b>\$ 66,647.00</b> |                     |                       |                     |                       |                 |
| <b>VARIANCE</b>      |               |                              | <b>(\$247.12)</b>   | <b>\$1,417.99</b>   | <b>\$783.48</b>     |                     |                       |                     |                       |                 |
| Expenditures         |               | YTD Actual                   |                     |                     | BUDGET              | YTD Actual          |                       | Variance            |                       |                 |
| CLASS                | Dept: 000.000 | 2013                         | 2014                | 2015                | 2016                | 2015                | 2017                  | 2015/2016           | % Difference          |                 |
| 4200                 | 771.000       | TRANSFER OUT (APPROPRIATION) | \$ 63,719.00        | \$ 65,657.00        | \$ 67,395.00        | \$ 67,395.00        | \$ 36,168.78          | \$ 81,486.00        | \$ 14,091.00          |                 |
| <b>Transfers Out</b> |               |                              | <b>\$ 63,719.00</b> | <b>\$ 65,657.00</b> | <b>\$ 67,395.00</b> | <b>\$ 67,395.00</b> | <b>\$ 36,168.78</b>   | <b>\$ 81,486.00</b> | <b>\$ 14,091.00</b>   | <b>0.00%</b>    |
| <b>Dept: 000.000</b> |               |                              | <b>\$ 63,719.00</b> | <b>\$ 65,657.00</b> | <b>\$ 67,395.00</b> | <b>\$ 67,395.00</b> | <b>\$ 36,168.78</b>   | <b>\$ 81,486.00</b> | <b>\$ 14,091.00</b>   | <b>17.29%</b>   |
| <b>BUDGETED</b>      |               |                              | <b>\$ 63,719.00</b> | <b>\$ 65,372.00</b> | <b>\$ 67,395.00</b> |                     |                       |                     |                       |                 |
| <b>VARIANCE</b>      |               |                              | <b>\$0.00</b>       | <b>\$285.00</b>     | <b>\$0.00</b>       | <b>CARRYOVER</b>    | <b>\$ (72,336.00)</b> |                     |                       |                 |





| Fund: 100 - GENERAL             |                                     | YTD Actual         |                    |                    | BUDGET             | YTD Actual         |                    | Variance         | % Difference |
|---------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------|
| ACCT CL/                        | Dept: 408.000 LIBRARY               | 2013               | 2014               | 2015               | 2016               | 2016               | 2017               | 2016/2017        |              |
| 4020                            | 720.013 DEPARTMENTAL OPERATING      | \$ 107.73          | \$ 33.00           | \$ 126.44          | \$ -               | \$ -               | \$ -               | \$ -             |              |
| 4020                            | 730.005 BUILDING REPAIRS/SUPPLIES   | \$ 113.04          | \$ 188.84          | \$ -               | \$ 500.00          | \$ -               | \$ 500.00          | \$ -             |              |
| 4020                            | 730.010 DEPARTMENTAL SUPPLIES       | \$ 384.87          | \$ 68.78           | \$ 68.12           | \$ -               | \$ -               | \$ -               | \$ -             |              |
| <b>Supplies &amp; Materials</b> |                                     | <b>\$ 605.64</b>   | <b>\$ 290.62</b>   | <b>\$ 194.56</b>   | <b>\$ 500.00</b>   | <b>\$ -</b>        | <b>\$ 500.00</b>   | <b>\$ -</b>      | <b>0.0%</b>  |
| 4100                            | 721.006 INSURANCE                   | \$ 946.00          | \$ 1,029.00        | \$ 1,018.56        | \$ 1,030.00        | \$ 1,479.00        | \$ 1,600.00        | \$ 570.00        |              |
| 4100                            | 721.008 EQUIPMENT REPAIRS           | \$ 656.00          | \$ 56.97           | \$ 168.20          | \$ 1,000.00        | \$ -               | \$ 1,000.00        | \$ -             |              |
| 4100                            | 722.001 WESTAR & KANSAS GAS SERVICE | \$ 5,754.95        | \$ 5,426.49        | \$ 4,274.82        | \$ 5,800.00        | \$ 2,019.85        | \$ 5,800.00        | \$ -             |              |
| <b>Contractual</b>              |                                     | <b>\$ 7,356.95</b> | <b>\$ 6,512.46</b> | <b>\$ 5,461.58</b> | <b>\$ 7,830.00</b> | <b>\$ 3,498.85</b> | <b>\$ 8,400.00</b> | <b>\$ 570.00</b> | <b>6.8%</b>  |
| LIBRARY                         |                                     | \$ 7,962.59        | \$ 6,803.08        | \$ 5,656.14        | \$ 8,330.00        | \$ 3,498.85        | \$ 8,900.00        | \$ 570.00        | 6.4%         |
| BUDGETED                        |                                     | \$ 7,400.00        | \$ 8,600.00        | \$ 8,700.00        |                    |                    |                    |                  |              |
| VARIANCE                        |                                     | \$562.59           | (\$1,796.92)       | (\$3,043.86)       |                    |                    |                    |                  |              |

|                       |             |
|-----------------------|-------------|
| Average Revenues      | \$ -        |
| Budgeted Expenditures | \$ 8,900.00 |

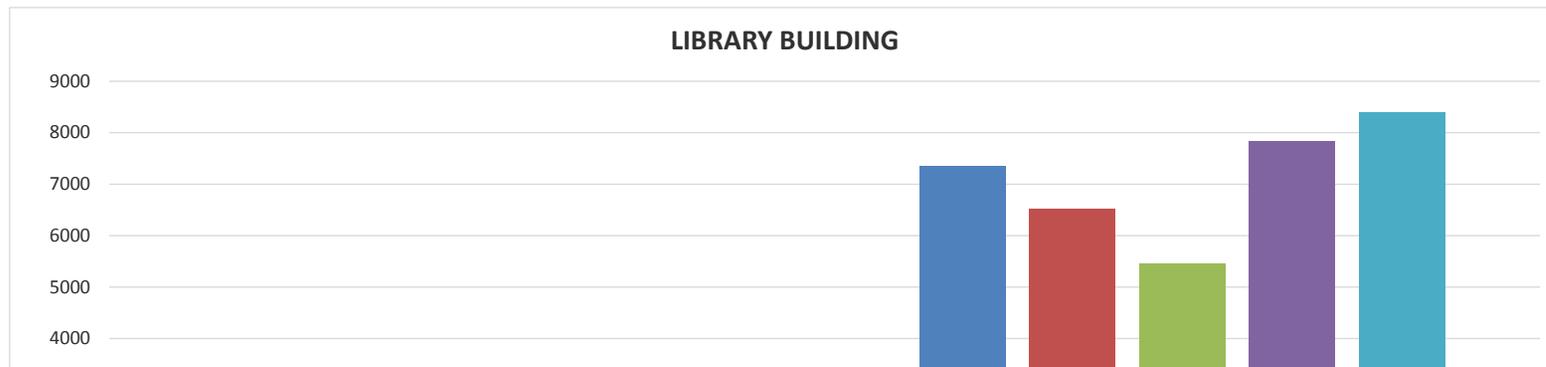
PERSONNEL SERVICES NONE

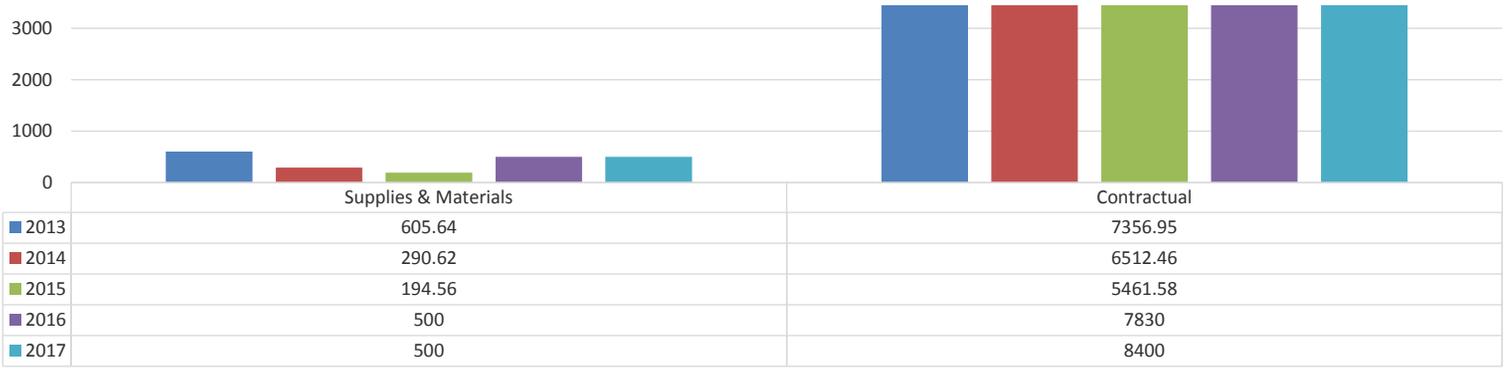
SUPPLIES & MATERIALS:

CONTRACTUAL: Insurance on the building increased

CAPITAL OUTLAY:

TRANSFER OUT: NONE





- 2013
- 2014
- 2015
- 2016
- 2017

Supplies & Materials

Contractual

605.64

290.62

194.56

500

500

7356.95

6512.46

5461.58

7830

8400

## Preliminary EMS Billing Information

One of the proposals from the WSU EMS study was to go to a paid director and paid volunteer staff for EMS. In order to do that it has been proposed to move to a fee based EMS System. Staff has compiled information to supplement the discussion on moving forward with a fee based EMS Service.

### Options for Paid Staff

- A) EMS Director – a paid full time EMS Director would be employed by the City of Clearwater. This person would be responsible for the administration of the EMS Department as well as the training, organization and coordination of paid volunteers. Under this type of position the person would be responsible solely for the EMS Department.
- B) Emergency Services Director – a paid full time Director would be responsible for the Clearwater EMS as well as the Clearwater Fire Departments. Again the primary responsibility would to be train, organize and coordinate paid volunteers as well as the administration of both departments. This person would function as the Fire Chief as well as the EMS Director.
- C) EMS Director / Fire Chief – two full or part time positions. The EMS Director would be responsible for EMS Service while the Fire Chief would be responsible for the Fire Department.

### Salary

EMS Director - \$40,000 to \$55,000 per year plus benefits

Emergency Services Director - \$45,000 - \$60,000 per year plus benefits

Fire Chief

Full Time: \$40,000 - \$55,000 per year plus benefits

Part Time: \$20,000 - \$27,500 per year plus benefits

Ambulance Service

Paramedic: \$16.00 per hour

Advanced EMT: \$12.50 per hour

EMT: \$10.00 per hour

Estimated Ambulance Service Cost per Year: \$18,000 per year

Estimated Fire Service Costs per Year: \$15,000 per year

Current Salary - \$15,000 in Fire Chief and EMS Director

## Fee Based EMS Revenues

Revenues to pay for the EMS service would be received by charging for calls. Most of the calls would bill against an insurance or Medicare type policy. Those charges not covered by either insurance or Medicare would be charged back against the person who received the service.

It is estimated that based on 2015 call volumes that a fee based EMS service would generate approximately \$70,000 a year in ran calls and an additional \$45,000 in mileage charges.

Runs would be charged based on the services that were provided in five classes.

| Call Type      | Service Provided  | Fee Charged      |
|----------------|---|------------------|
| ALS 2          | Advanced Life Saving with more than 3 medications given during the run        | \$600            |
| ALS 1          | Advanced Life Saving that would include administrating an IV and Hear Monitor | \$500            |
| BLS2           | Advanced 1 <sup>st</sup> Aid with no life support treatment                   | \$400            |
| BLS1           | Basic 1 <sup>st</sup> Aid treatment in route to hospital                      | \$300            |
| Transfer       | Transportation of patients from one location to another                       | \$275            |
|                |   |                  |
| Mileage Charge | Per Mile Fee for all Calls  | \$10.80 per mile |

Of an average of 300 calls, approximately 210 of those calls would be charged calls. Roughly 30% of calls will refuse service. Approximately 75% of charged calls would be of the BLS1 and BLS2 type calls with a total estimated revenue generated of \$45,000 from these calls. The remaining 25% of charges would come from the ALS 1 and 2 type calls. EMS would run approximately 50 of those calls per year and generate roughly \$25,000 per year. Mileage charges are only applied when loaded and based on 210 calls at 20 miles would generate \$45,000 per year.

Based on the information from the WSU study for Fire and EMS the collection rate of for EMS services in Sedgwick County is approximately 47%. That would create actual revenues of \$54,050 for EMS services.

Calls would have to be detailed and recorded in a similar fashion as they are now and submitted to insurance carriers for payment. Most EMS services use a third party vendor for payment processing and dealing with the insurance company. The estimated cost on a per year basis for services from a third party vendor is \$8,000 or 15% of revenue. For a final total of \$46,000 per year. One area that could provide additional revenue would be for scheduled transports. Clearwater as a volunteer service does not provide scheduled transports at this time and does not track those calls. If 50 transports are made during the year that would generate an additional \$13,000 for the department.

One of the biggest issues facing the EMS Department is training and the coordination of training. New state laws have increased the amount of hours and areas that an EMT is required to have during the year. The additional revenue would assist in being able to provide training close to home or alternatively have a Director who would be certified as a trainer who could provide that training in house for EMS personnel.

**Budget Impacts**

Obviously increasing staff and paying volunteers at a higher level would have an impact on the budget. Below is an overview budget comparison on what the budget could look like with a paid EMS Director.

| 2016      | Item                          | 2017      |
|-----------|-------------------------------|-----------|
| Expenses  |                               | Expenses  |
| \$8,600   | Personnel Services            | \$75,000  |
| \$22,870  | Supplies & Materials          | \$24,000  |
| \$28,100  | Contractual                   | \$42,000  |
| \$35,000  | Capital Outlay/Equipment Res. | \$35,000  |
| \$23,085  | Ambulance Payment             | \$23,085  |
| \$117,655 | Total Operating               | \$199,000 |
|           |                               |           |
| Revenue   |                               |           |
| \$25,000  | Ambulance Fee                 | \$25,000  |
|           | Charges For Services          | \$67,000  |
| \$92,000  | General Fund Mill Levy        | \$94,700  |
| \$117,000 | Total Revenue                 | \$186,700 |
|           |                               |           |
| -0-       | +/-                           | -\$13,000 |

| <b>Fund: 100 - GENERAL</b>      |  | <b>YTD Actual</b>   |                     |                     | <b>BUDGET</b>       | <b>YTD Actual</b>   |                      | <b>Variance</b>       | <b>% Difference</b> |
|---------------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|---------------------|
| CLASS                           | <b>Dept: 404.100 EMS</b>               | <b>2013</b>         | <b>2014</b>         | <b>2015</b>         | <b>2016</b>         | <b>2016</b>         | <b>2017</b>          | <b>2016/2017</b>      |                     |
| 4001                            | 711.001 SALARIES                       | \$ 6,981.48         | \$ 7,548.80         | \$ 7,680.76         | \$ 7,963.00         | \$ 2,737.97         | \$ 43,000.00         | \$ 35,037.00          |                     |
| 4001                            | 712.000 SOCIAL SECURITY                |                     | \$ -                | \$ -                | \$ 493.70           | \$ 169.72           | \$ 2,666.00          | \$ 2,172.30           |                     |
| 4001                            | 712.100 MEDICARE                       |                     | \$ -                | \$ -                | \$ 115.50           | \$ 39.71            | \$ 623.50            | \$ 508.00             |                     |
| 4001                            | 714.000 HEALTH INSURANCE               | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ 8,000.00          | \$ 8,000.00           |                     |
| 4001                            | 715.000 WORKMEN'S COMPENSATION         | \$ -                | \$ -                | \$ -                | \$ -                | \$ 261.20           | \$ 4,407.50          | \$ 4,407.50           |                     |
| 4001                            | 716.000 UNEMPLOYEMENT TAXES            |                     |                     |                     | \$ -                | \$ 7.10             | \$ 111.80            |                       |                     |
| <b>Personnel Services</b>       |  | <b>\$ 6,981.48</b>  | <b>\$ 7,548.80</b>  | <b>\$ 7,680.76</b>  | <b>\$ 8,572.20</b>  | <b>\$ 3,215.70</b>  | <b>\$ 58,808.80</b>  | <b>\$ 50,236.60</b>   | <b>85.42%</b>       |
| 4020                            | 720.013 DEPARTMENTAL OPERATING         | \$ 1,761.17         | \$ 1,064.00         | \$ 464.37           | \$ 1,500.00         | \$ 25.00            | \$ 1,500.00          | \$ -                  |                     |
| 4020                            | 720.016 COMPUTER SOFT/HARDWARE         | \$ -                | \$ 588.17           | \$ -                | \$ 300.00           | \$ -                | \$ 300.00            | \$ -                  |                     |
| 4020                            | 721.002 POSTAGE                        | \$ 51.75            | \$ 43.35            | \$ 41.00            | \$ 100.00           | \$ 29.56            | \$ 100.00            | \$ -                  |                     |
| 4020                            | 724.001 TRAINING/SEMINARS              | \$ 1,199.21         | \$ 407.83           | \$ 881.33           | \$ 2,000.00         | \$ 844.94           | \$ 2,000.00          | \$ -                  |                     |
| 4020                            | 725.000 SUBSCRIPTIONS, DUES, REG. ETC. | \$ 343.00           | \$ 177.50           | \$ 374.80           | \$ 400.00           | \$ 413.00           | \$ 400.00            | \$ -                  |                     |
| 4020                            | 730.004 CLEANING SUPPLIES              | \$ 67.45            | \$ 66.13            | \$ 40.76            | \$ 70.00            | \$ -                | \$ 70.00             | \$ -                  |                     |
| 4020                            | 730.009 COMMUNICATION SUPPLIES         | \$ -                | \$ -                | \$ 440.00           | \$ 500.00           | \$ -                | \$ 500.00            | \$ -                  |                     |
| 4020                            | 730.010 DEPARTMENTAL SUPPLIES          | \$ 1,198.11         | \$ 1,955.24         | \$ 1,650.45         | \$ 2,000.00         | \$ 500.75           | \$ 2,000.00          | \$ -                  |                     |
| 4020                            | 733.002 MEDICAL SUPPLIES               | \$ 11,463.40        | \$ 10,868.70        | \$ 9,217.78         | \$ 10,000.00        | \$ 4,888.57         | \$ 10,000.00         | \$ -                  |                     |
| 4020                            | 734.001 GAS, OIL, DIESEL               | \$ 5,005.00         | \$ 6,791.84         | \$ 2,994.07         | \$ 6,000.00         | \$ 1,091.39         | \$ 6,000.00          | \$ -                  |                     |
| <b>Supplies &amp; Materials</b> |  | <b>\$ 21,089.09</b> | <b>\$ 21,962.76</b> | <b>\$ 16,104.56</b> | <b>\$ 22,870.00</b> | <b>\$ 7,793.21</b>  | <b>\$ 22,870.00</b>  | <b>\$ -</b>           | <b>0.00%</b>        |
| 4100                            | 720.005 COMPUTER SUPPORT               | \$ 240.06           | \$ 674.15           | \$ 630.11           | \$ 700.00           | \$ 160.04           | \$ 700.00            | \$ -                  |                     |
| 4100                            | 720.009 COMMUNICATION EQUIPMENT        | \$ 208.01           | \$ 495.15           | \$ -                | \$ 2,000.00         | \$ 2,000.00         | \$ 2,000.00          | \$ -                  |                     |
| 4100                            | 720.014 CONTRACT LABOR                 | \$ 3,421.92         | \$ 2,245.99         | \$ 3,858.37         | \$ 10,000.00        | \$ 602.75           | \$ 10,000.00         | \$ -                  |                     |
| 4100                            | 721.003 TELEPHONE                      | \$ 3,392.12         | \$ 3,320.00         | \$ 3,255.00         | \$ 3,900.00         | \$ 1,896.10         | \$ 3,900.00          | \$ -                  |                     |
| 4100                            | 721.006 INSURANCE                      | \$ 6,870.50         | \$ 7,175.10         | \$ 7,354.08         | \$ 4,500.00         | \$ 3,460.00         | \$ 4,500.00          | \$ -                  |                     |
| 4100                            | 721.008 EQUIPMENT REPAIRS              |                     |                     | \$ 47.62            |                     | \$ -                |                      |                       |                     |
| 4100                            | 721.010 VEHICLE REPAIRS/SERVICE        | \$ 6,131.63         | \$ 522.89           | \$ 2,392.83         | \$ 3,000.00         | \$ 283.39           | \$ 3,000.00          | \$ -                  |                     |
| 4100                            | 722.001 WESTAR & KANSAS GAS SERVICE    | \$ 3,510.69         | \$ 4,225.41         | \$ 2,944.55         | \$ 4,000.00         | \$ 1,921.28         | \$ 4,000.00          | \$ -                  |                     |
| 4100                            | 726.004 CONSULTING FEES                | \$ -                | \$ -                | \$ 6,425.00         | \$ -                | \$ -                |                      | \$ -                  |                     |
| <b>Contractual</b>              |  | <b>\$ 23,774.93</b> | <b>\$ 18,658.69</b> | <b>\$ 26,907.56</b> | <b>\$ 28,100.00</b> | <b>\$ 10,323.56</b> | <b>\$ 28,100.00</b>  | <b>\$ -</b>           | <b>0.00%</b>        |
| 4150                            | 741.001 CAPITAL OUTLAY                 | \$ 27,476.12        | \$ -                | \$ 30,735.61        | \$ 35,000.00        | \$ 27,814.77        | \$ -                 | \$ (35,000.00)        |                     |
| <b>Capital Outlay</b>           |  | <b>\$ 27,476.12</b> | <b>\$ -</b>         | <b>\$ 30,735.61</b> | <b>\$ 35,000.00</b> | <b>\$ 27,814.77</b> | <b>\$ -</b>          | <b>\$ (35,000.00)</b> | <b>#DIV/0!</b>      |
| 4200                            | 771.000 TRANSFER OUT                   |                     |                     |                     |                     | \$ -                | \$ 5,000.00          | \$ 5,000.00           |                     |
| <b>Transfer Out</b>             |  | <b>\$ -</b>         | <b>\$ 5,000.00</b>   | <b>\$ 5,000.00</b>    | <b>100.00%</b>      |
| <b>AMBULANCE</b>                |  | <b>\$ 79,321.62</b> | <b>\$ 48,170.25</b> | <b>\$ 81,428.49</b> | <b>\$ 94,542.20</b> | <b>\$ 49,147.24</b> | <b>\$ 114,778.80</b> | <b>\$ 20,236.60</b>   | <b>17.63%</b>       |
| <b>BUDGETED</b>                 |  | <b>\$ 74,329.00</b> | <b>\$ 49,490.00</b> | <b>\$ 72,080.00</b> |                     |                     |                      |                       |                     |

VARIANCE

\$4,992.62

(\$1,319.75)

\$9,348.49

Average Revenues \$ 25,300.00

Budgeted Expenditures \$ 114,778.80

PERSONNEL SERVICES

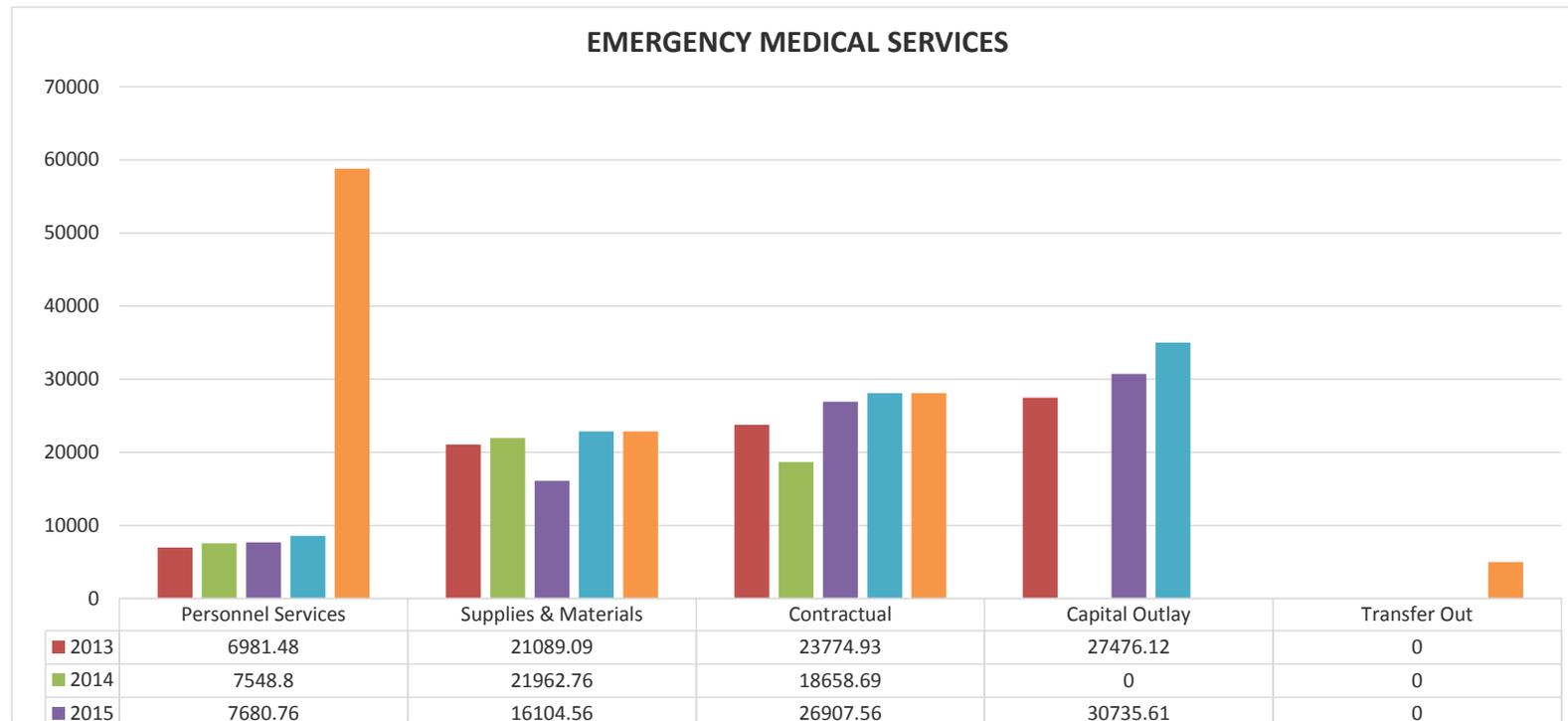
SUPPLIES & MATERIALS:

CONTRACTUAL:

CAPITAL OUTLAY:

TRANSFER OUT: Equipment Reserve \$ 5,000.00 Medical Equipment

EMERGENCY MEDICAL SERVICES



|        | 1000000 | 2000000 | 3000000 | 4000000 | 5000000 |
|--------|---------|---------|---------|---------|---------|
| ■ 2016 | 8572.2  | 22870   | 28100   | 35000   | 0       |
| ■ 2017 | 58808.8 | 22870   | 28100   | 0       | 5000    |

**Fund: 215 - AMBULANCE - \$2.00**

| Revenues                    |  | YTD Actual           |                      |                       | BUDGET              | YTD Actual         |                     |
|-----------------------------|--|----------------------|----------------------|-----------------------|---------------------|--------------------|---------------------|
| ACCT                        | CLASS Dept: 000.000                    | 2013                 | 2014                 | 2015                  | 2016                | 2016               | 2017                |
|                             | 3200 416.000 EVS ASSESSMENT            | \$ 25,666.96         | \$ 25,787.00         | \$ 25,612.38          | \$ 25,000.00        | \$ 8,666.00        | \$ 25,000.00        |
| <b>Charges for Services</b> |  | <b>\$ 25,666.96</b>  | <b>\$ 25,787.00</b>  | <b>\$ 25,612.38</b>   | <b>\$ 25,000.00</b> | <b>\$ 8,666.00</b> | <b>\$ 25,000.00</b> |
|                             | 3350 462.000 INTEREST ON IDLE MONEY    | \$ 129.29            | \$ 49.24             | \$ 76.09              | \$ 50.00            | \$ 28.01           | \$ 50.00            |
|                             | 3350 477.000 UNENCUMBERED CASH BALANCE | \$ 23,659.15         | \$ 23,659.15         | \$ -                  | \$ -                |                    |                     |
| <b>Miscellaneous</b>        |  | <b>\$ 23,788.44</b>  | <b>\$ 23,708.39</b>  | <b>\$ 76.09</b>       | <b>\$ 50.00</b>     | <b>\$ 28.01</b>    | <b>\$ 50.00</b>     |
|                             | Dept: 000.000                          | \$ 49,455.40         | \$ 49,495.39         | \$ 25,688.47          | \$ 25,050.00        | \$ 8,694.01        | \$ 25,050.00        |
|                             | <b>BUDGETED</b>                        | <b>\$ 59,250.00</b>  | <b>\$ 53,128.00</b>  | <b>\$ 48,453.00</b>   |                     |                    |                     |
|                             | <b>VARIANCE</b>                        | <b>\$ (9,794.60)</b> | <b>\$ (3,632.61)</b> | <b>\$ (22,764.53)</b> |                     |                    |                     |

| Expenditures          |                                   | YTD Actual          |                       |                     | BUDGET              | YTD Actual          |                     |
|-----------------------|-----------------------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| ACCT                  | CLASS Dept: 000.000               | 2013                | 2014                  | 2015                | 2016                | 2016                | 2017                |
|                       | 4100 779.000 SURPLUS/ RESERVE     |                     |                       |                     |                     |                     |                     |
| <b>Contractual</b>    |                                   | <b>\$ -</b>         | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
|                       | 4150 761.007 LEASE PURCHASE/LEASE | \$ 41,286.00        | \$ 23,085.00          | \$ 23,085.00        | \$ 23,500.00        | \$ 11,542.50        | \$ 23,500.00        |
| <b>Capital Outlay</b> |                                   | <b>\$ 41,286.00</b> | <b>\$ 23,085.00</b>   | <b>\$ 23,085.00</b> | <b>\$ 23,500.00</b> | <b>\$ 11,542.50</b> | <b>\$ 23,500.00</b> |
|                       | Dept: 000.000                     | \$ 41,286.00        | \$ 23,085.00          | \$ 23,085.00        | \$ 23,500.00        | \$ 11,542.50        | \$ 23,500.00        |
|                       | <b>BUDGETED</b>                   | <b>\$ 34,000.00</b> | <b>\$ 34,000.00</b>   | <b>\$ 23,085.00</b> |                     |                     |                     |
|                       | <b>VARIANCE</b>                   | <b>\$ 7,286.00</b>  | <b>\$ (10,915.00)</b> | <b>\$ -</b>         |                     | <b>CARRYOVER</b>    | <b>\$ 27,448.39</b> |



