

City of



City of Clearwater Council Meeting Notice

Tuesday, August 23, 2016 at 6:30pm

129 E Ross Clearwater, KS 67026

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

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

4. Action: Approve August 23, 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. Action: Approve Consent Agenda

TAB A

a. Minutes 08/09/16 Council Meeting

7. Report: Audit Presentation – FY 2015

Gary George, George, Bowerman and Noel

8. Action: Consider the Adoption of an Employee Manual

- a. **Consider the Adoption of Ordinance #1013 Repealing Certain Sections of the Clearwater City Code**
***Roll Call needed for adoption TAB B
- b. **Consider the Adoption of Resolution #2016-06 Adopting the City of Clearwater Employee Manual** TAB B
- 9. **Discussion: Consider a Request for Angle Parking in the 200 Block of East Ross** TAB C
- 10. **Action: Approve a Position Description for EMS Director & Authorize the Posting of a Vacancy Announcement** TAB D
- 11. **Action: Authorize Staff to Release a Request for Proposals for EMS Billing Services** TAB E
- 12. **Action: Claims and Warrants**
Carol Reitberger, Deputy City Clerk
- 13. **City Administrator Report**
Justin Givens, City Administrator
- 14. **Council Reports**
- 15. **Executive Session:**
- 16. **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 08 23 2016

Item 6: a. Approval of Minutes as submitted 08/09/16

-----end of Consent Items

Item 7: Gary George, of George, Bowerman and Noel will be on hand to review the audit of 2015. No issues were discovered in the audit but he will provide a detailed analysis of the audit and financial standing of the city.

Item 8: Staff and attorneys have discussed and modified the Personnel Manual to reflect the requested changes including a more detailed drug testing policy and grievance policy changes. Both attorneys will be on hand to discuss the manual. An ordinance is required to repeal sections of code that conflict with the manual and a resolution is required to adopt the manual.

Item 9: At the August 9, 2016 meeting, Shaun Weaver, the owner of the Clearwater Executive Center at 226 East Ross requested that the city look at allowing angle parking in front of his building. Staff has reviewed what seemed at first to be a simple request but there are more issues involved. Staff is seeking guidance as to what the Council's wish is for parking in the area.

Item 10: Staff has prepared a Position Description for the EMS Director and has prepared a vacancy announcement for advertising the position.

Item 11: Staff has prepared a Request for Proposals for EMS Billing Administration. A key part to the funding of the EMS Director and pay to the volunteers is to transition to a paid EMS service. Staff is requesting that a third party be used initially to process and collect payment for services provided by the EMS department.

Item 12: Claims and Warrants – a full list of payables will be presented for approval at the Meeting.

Item 13: A full City Administrators report will be presented at the meeting on Tuesday.

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
August 9, 2016
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

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 Deputy 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.

The following staff members were present:

Justin Givens, City Administrator; Carol Reitberger, Deputy City Clerk; Bill Hisle, Police Chief; Ernie Misak, Public Works Director.

Others present: Shaun Weaver & Alicia Lange

4. Approval of the Agenda

Mayor Ussery stated that he asked to revise the agenda to add an executive session at the end of the meeting. Mayor Ussery called for a motion to approve the August 9th revised agenda as presented with the change.

Motion: *Marsh* moved, *Clark* seconded to accept the revised August 9, 2016 agenda as presented with the change. Voted and passed unanimously.

5. Public Forum

Shaun Weaver with Clearwater Executive Center would like angle parking painted on the street in front of his building. Mayor Burt Ussery stated they could not take action on that but could take it under advisement and put it on a future agenda. Weaver thanked the Council for their time.

6. Consent Agenda

Mayor Ussery called for a motion to approve the consent agenda. On the consent agenda there is the minutes from July 26th.

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

7. Consider a Request for a Temporary CMB Permit for the Fall Festival

Alicia Lange with First and Last Bar asked the City Council about having a beer garden at the Fall Festival like they did last year. The two possible venues would be either the basketball courts, 2015 location, or

the tent that will be set up in the park for other activities. The beer garden would be from 5:00 – 11:00 p.m. on Saturday September 17, 2016.

Mayor Burt Ussery expressed concern about having the beer garden in the City Park with other activities going on during that same time frame. Ussery thought that area should be family friendly.

The Council discussed and agreed that the beer garden should not be located in the park under the tent that is used for other activities.

Motion: Marsh moved, **Clark** seconded to have the beer garden at the basketball court for the 2016 Fall Festival. Voted and passed 3-1. Griffin no

8. Consider a Request for a Temporary Extension of CMB Sales -First and Last Bar

Alicia Lange stated that she would like to have a patio area behind First and Last Bar during Fall Festival on Saturday night September 17, 2016. She did this year and would like to do again.

Council discussed and it was stated there was not problems in the past.

Motion: Clark moved, **Papish** seconded to have a patio area behind First and Last Bar on Saturday September 17, 2016 for Fall Festival. Voted and passed. 3-1 Griffin no

9. Consider Ordinance #1014 Amending and Adopting the Standard Traffic Ordinance

Administrator Givens stated the city, on a yearly basis, incorporates the Standard Traffic Ordinance that is published by the League of Kansas Municipalities.

Motion: Griffin moved, **Marsh** seconded to Adopt the Standard Traffic Ordinance Voted and passed unanimously. Roll Call vote: Griffin, yes; Marsh, yes; Clark, yes; Papish, yes. 4-0

10. Consider Ordinance #1015 Amending and Adopting the Uniform Public Offense Code

Givens stated the city, on a yearly basis, incorporates the Uniform Public Offense Code that is published by the League of Kansas Municipalities.

Motion: Griffin moved, **Clark** seconded to Adopt the Uniform Public Offense Code Roll call vote: Griffin, yes; Marsh, yes; Clark, yes; Papish, yes 4-0

11. 2016 Amended Budget Adoption

Givens stated the 2016 amended budget will allow for additional expenditures in the bond and interest fund as well as the city building fund from \$116,000 to \$150,000 for 2016 road projects. There is no additional revenue that will be needed for the 2016 year. This only increases the budget authority for each fund.

MOTION: Papish moved, **Marsh** seconded to approve the 2016 Amended Budget. Voted and passed unanimously 4-0

12. 2017 Budget Adoption

Givens stated the 2017 budget features a 2 mill increase from 54 to 56. The total budget for General Fund Expenditures will be \$2,475,673 and including the utility funds the total operating budget for the City in 2017 will be \$4,362.761.

MOTION: *Marsh* moved, *Clark* seconded to approve the 2017 Budget. Voted and passed unanimously 4-0

13. Discussion: City Wide Sales Tax

Givens reported to the Council information about City Wide Sales Tax including the process necessary to implement the ballot question and implement the tax if approved.

Mayor Burt Ussery stated he would like to wait on any decisions about a Sales Tax increase until after the Strategic Planning Committee comes up with a plan for the city and projects they would like to see implemented. Council discussed possible vote in 2017.

Council Member Papish asked for this item to be placed on Old Business for the future.

14. Consider the Adoption of an Employee Manual

Council reviewed recommendation from the City Attorney, Parker, and asked if the changes needed to be in the manual for legal reasons or if it was a personal opinion of the City Attorney. Parker stated that some of the items were necessary but not all.

After discussion, Council gave staff direction to exchange attorney contact information in order for the HR Attorney and City Attorney to be able to communicate in order to create the final draft of the employee manual. Council would like a clean copy of the manual by next meeting and both attorneys present.

Ordinance 1013 and Resolution 6-2016 were tabled until the next meeting.

15. Claims and Warrants

Givens presented the claims and warrants in the amount of \$41,444.07

Motion: *Marsh* moved, *Griffin* seconded to pay the claims and warrants in the amount of \$41,444.07. Voted and passed unanimously.

16. City Administrator Report

- Public Works
 - Staff is investigating an inflow issue between the lagoon discharge and the river. River water or debris may have damaged the check valve and was allowing water to flow into the ponds. Once river waters recede we will be able to see what caused the issue.
 - Staff has been and will continue to stripe cross walks, parking stalls and other areas around town.
 - We received and lightning strike to the irrigation pump and controls at the Chisholm Trail Sports Complex. The damaged items were repaired and submitted to insurance.
 - APAC has begun work again at the Ross and Tracy intersection. An issue with the grates over the inlets slowed construction.
 - Staff repaired a leak on the Garvey Water Line last week.
 - Staff collected water samples and submitted them to the state for analysis.
 - Well 8 has been having communication errors. Comm Tronics will be out this week to trouble shoot the issue.
- Parks and Recreation
 - Volleyball and Football Sign Ups are currently ongoing
 - Had approximately 30 kids take part in the Kids Program at City Park yesterday.

- Library
 - Librarian, Taylor Wilkens, has submitted her resignation to the board. The Library Board will be meeting tomorrow night to discuss options for hiring a new librarian.
- Community Center
 - Will be hosting some history based programs in September based on feedback from the Senior Group
 - The lunch program passed a surprise inspection last week and is in need of a Friday Volunteer Driver as well as a Substitute driver
 - Staff will be hosting in conjunction with the Nursing Home a Community Healthcare event on October 8th. More details will come for that event.
- Police
 - Officers have arrested two individuals in connection with the rash of bike thefts and have recovered several bikes based on being registered with the Police Department
 - Officer Harp will return to SRO duties next week
 - Officer Robertson started today.
 - Sean Zernicow, a part-time officer has left the force. He has moved to Colorado for his regular job.
- Administration
 - Renovations to City Hall will begin after the August 23rd meeting.
 - Staff is waiting on paperwork back for another lot sale in Chisholm Ridge
 - Staff has received a revised bid from a contractor for the Chisholm Trail Sports Complex and will be providing that information back to the Sunflower Foundation.
 - Staff is getting revised numbers for a proposal for a fishing dock at the Chisholm Ridge Ponds.
 - Staff received an application for a Zoning Change in Indian Lakes. The request is for the lots on Mesa Court from R-2 Two and Three Family Dwellings to R-3 Multi-family Dwellings. The applicant is wanting the flexibility to build units with more than three doors per unit. The request will be heard by the Planning Commission on September 6th and if approved brought before the City Council on the 13th.
 - The City along with the Chamber, SKT, and Emprise Bank will be hosting a movie night in the City Park on Friday, August 19th with events starting at 7:30 and the movie beginning at approximately 8:30pm. We will be showing “The Wizard of Oz”
 - The Strategic Planning Committee will be meeting on Thursday, August 18th at 6:30pm.

17. Council Reports

Griffin had nothing to report

Marsh had nothing to report

Clark had nothing to report

Papish asked if there was an EMS update. Papish asked about incentives for the Business Park similar to the ones used for the Chisholm Ridge Addition. Papish would like Block Party taken off of Old Business.

Ussery would like solid numbers on the mowing bids for the next meeting.

18. Executive Session:

Mayor Ussery asked for a motion to recess into executive session pursuant to non-elected personnel to

discuss specific personnel matters and for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship, to include the City Attorney and the City Administrator for 25 minutes. The City Council will reconvene the open meeting in the City Council Chambers at 8:25 p.m.

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

Mayor Ussery called the meeting back to order at 8:25 p.m. and stated no action was taken.

19. Adjournment

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

MOTION: *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:30 p.m.

CERTIFICATE

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

I, Carol Reitberger, Deputy 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 August 9, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 23rd day of August 2016.

Carol Reitberger, Deputy City Clerk

(Summary First Published in the Times Sentinel
on the ____ day of August, 2016.)

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1013

AN ORDINANCE REVISING POLICIES AND PROCEDURES CONCERNING OFFICERS AND EMPLOYEES OF THE CITY OF CLEARWATER, KANSAS BY AMENDING SECTION 2.40.040 AND REPEALING SECTIONS 2.40.041 THROUGH 2.40.045 AND SECTIONS 2.50.010 THROUGH 2.50.050 OF THE CODE OF THE CITY OF CLEARWATER, KANSAS; AND REPEALING ALL OTHER CONFLICTING ORDINANCES.

WHEREAS, the City of Clearwater has adopted various Ordinances related to municipal officers and employees and their benefits; and

WHEREAS, the City of Clearwater has determined that Title 2, Chapter 2.40, Section 2.40.040 of the Code of the City of Clearwater, Kansas related to municipal employee compensation should be amended for clarity; and

WHEREAS, the City of Clearwater has determined that other municipal officer and employee policies and procedures should be addressed exclusively in the City's Personnel Policies and Guidelines document(s); and

WHEREAS, the City of Clearwater has determined that Title 2, Chapter 2.40, Sections 2.40.041 through 2.40.045 and Title 2, Chapter 2.50, Sections 2.50.010 through 2.50.050 of the Code of the City of Clearwater, Kansas should be repealed.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS:

Section 1. Title 2, Chapter 2.40, Section 2.40.040, Compensation of Employees, amended.

Section 2.40.040 of the Code of the City of Clearwater, Kansas shall be amended to read as follows:

“All municipal employees will be compensated pursuant to a pay plan approved by the city council, which will be reviewed at least annually in January of each year.”

Section 2. Repeal.

Title 2, Chapter 2.40, Sections 2.40.041 through 2.40.045 and Title 2, Chapter 2.50, Sections 2.50.010 through 2.50.050 of the Code of the City of Clearwater, Kansas are hereby repealed. All other ordinances or parts of other ordinances in conflict herewith are repealed. However, any section of an existing ordinance not in conflict herewith is not repealed and remains in full force and effect.

Section 3. Effective Date.

This Ordinance shall take effect and be in force from and after publication in the official city newspaper.

Passed by the City Council this 9th day of August, 2016.

Approved by the Mayor this 9th day of August, 2016.

MAYOR, BURT USSERY

SEAL

ATTEST:

CITY CLERK, COURTNEY MEYER

THE CITY OF CLEARWATER, KANSAS

RESOLUTION NO. 06-2016

A RESOLUTION ADOPTING THE CITY OF CLEARWATER EMPLOYEE MANUAL

WHEREAS, Section 2.10.041 of the Clearwater City Code provides for the promulgation of personnel rules and regulations;

WHEREAS, the City Administrator has presented such personnel rules and regulations to the Governing Body;

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS:

Section 1. Employee Manual Adopted.

That said proposed Employee Manual be hereby adopted as the official policy of the City of Clearwater, Kansas and;

That this this Employee Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

Section 2. Effective Date.

This Resolution shall take effect and be in force from and after September 1, 2016.

ADOPTED by the City Council this 9th day of August, 2016.

APPROVED by the Mayor this 9th day of August, 2016.

MAYOR, BURT USSERY

SEAL

ATTEST:

CITY CLERK, COURTNEY MEYER

**City of Clearwater
City Council Meeting
August 23, 2016**

TO: Mayor and City Council
SUBJECT: Consider a Request for Angle Parking in the 200 Block of East Ross
INITIATED BY: City Administrator
PREPARED BY: City Administrator
AGENDA: New Business

Background: At the August 9, 2016 City Council meeting, Shaun Weaver, owner of property located at 226 E Ross, requested that the city allow angle parking in front of his property.

Areas of angle parking are designated by ordinance in the Clearwater Municipal Code. Section 10.20.141 allows for angle parking on Ross between Grant and Lee, on Ross between around 1st Avenue, on Lee around the Ross intersection, on Gorin in the downtown area as well as a few other areas off of Ross.

Analysis: The initial request was reasonable, but as staff researched the specifics of angle parking in the area, some points of consideration were discovered. A typical 60-degree angle parking stall is approximately 9' x 21'. There is ample space to provide for parking at an angle in this area without affecting thru traffic on Ross Street. However specific conditions exist to create a further detailed discussion of the request.

1. The retaining wall adjacent to the roadway. There is an approximately 3' tall retaining wall directly opposite the curb. This wall is within the public right of way and could be deemed the responsibility of the city to maintain.
2. The difference in height between the roadway and the curb. Over the years several layers of asphalt have been added to the roadway. This has created a situation that leaves an approximately 3" to 4" difference between the curb and roadway.
3. Site restrictions. While there is room to park at an angle on Ross, motorists on Gorin could be required to creep into the intersection to see eastbound traffic.
4. Car Stops. Normally, when no curb is provided a car stop is used to allow cars to park properly. Those stops are generally only used in off street parking and provide maintenance issues when placed in the roadway.

The concern from staff would be that if angled parking were allowed a car could roll forward damaging the retaining wall and the vehicle itself. Also, the concern that motorist, would have to go into the intersection to see cross traffic if vehicles were parked in the area.

If the area was striped for parallel parking, that layout could see 5 maximum vehicles parked in front of the property. Angled parking would allow for 8 vehicles to park in the

area. The challenge is to determine if potential damage to the wall is an acceptable trade-off for three additional spaces in front of the property.

As angle parking is determined by ordinance, if directed staff would prepare an ordinance that would amend section 10.20.141 to allow for angle parking in this area.

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) Direct Staff in an appropriate manner.

Attachments: None

**EMS DIRECTOR
CITY OF CLEARWATER**

BACKGROUND:

The City of Clearwater has maintained a volunteer Fire and EMS Department since 1976. The departments have operated separately over that time with several volunteers being members of both services though. In 2016, the Governing Body approved a paid full time EMS Director position as well as the implementation of billing for ambulatory services. The Governing Body also approved a pay rate per run for EMS volunteers. Currently, there are 13 volunteer ambulance members and approximately 25 fire members.

POSITION SUMMARY:

Under the supervision of the City Administrator, the EMS Director is a full-time employee that works in a non-exempt position under FLSA. The EMS Director performs administrative duties for the EMS Department. Supervising the management of the department, budget administration, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This position is responsible for the operation of all ambulances and medical equipment. The employee in this position performs emergency life-saving services and other incident management in the performance of their duties. This employee should be in excellent physical condition and have the ability to remain poised under extremely difficult and hazardous circumstances. This employee should possess a strong organizational and management aptitude, with excellent communication and public relation skills.

ESSENTIAL FUNCTIONS:

- Provides emergency medical care for the sick and injured;
- Directs the daily activities of the EMS Department;
- Responsible for the maintenance, operation, and testing of ambulances and other related equipment;
- Makes recommendations to the City Administrator concerning personnel;
- Assists in budgeting, and monitors all expenses;
- Develops, Provides and Monitors all EMS training for volunteer personnel;
- Develops and administers departmental policy and procedures;
- Administers personnel policy and procedures;
- Fields questions, concerns, and complaints from the general public;
- Maintains compliance with all state and federal regulations;
- Handles accounts receivable and reimbursements;
- Manages all departmental records;
- Maintains confidentiality of all medical and patient information;
- Documents all response and patient contacts;
- Monitors vehicle maintenance and repairs;
- Directs emergency operations at accidents and natural disasters, in the Clearwater emergency services response district;
- Works closely with the City Clerk on billing and accounts receivable;

POSITION REQUIREMENTS:

Experience: Five years of similar or related experience in the Emergency Medical Services field is preferred with three years of supervisory position required.

Education: This employee must possess a valid Kansas Driver's License or have the ability to obtain one. The applicant must be a state board Certified Paramedic, Training Officer I (Instructor Coordinator preferred), with at least a minimum of an Associate's Degree in Health Science or Business Administration (Bachelor's Degree preferred).

Technical Skills: This position requires a thorough knowledge of emergency medical techniques, local geography, and the ability to operate the various life-saving equipment. This employee must be competent in the delivery of emergency medical treatment and emergency scene management. The ability to act quickly and calmly in emergencies, to understand and anticipate problems, to perform equipment maintenance, and to read and interpret written instructions, reports, manuals, maps, and instructional materials is required. This employee should possess a strong mechanical aptitude, and effective public relation, oral, and written communication skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with emergency medical treatment, personnel issues, and hazardous scene situations. Serious problems are reported to the City Administrator.

Decision Making: Frequent independent decision-making is involved in this position. This employee makes decisions about maintaining department equipment, providing medical assistance, emergency scene operations, citizen complaints and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the City Administrator, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of department equipment, does have authority to purchase necessary equipment and supplies, and shares in the responsibility for administration of the department budget.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, and at times the public in extremely tense and stressful situations. The EMS Director interacts with co-workers and subordinates in a non-traditional workplace.

Environmental Conditions:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- Exposure to hazardous materials and areas with high noise levels.
- Subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- Subject to working extended periods ranging from 24 hour shifts or longer, and under fatigue and physical exhaustion.
- Requires extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as medical equipment and victims.

- Required to operate emergency response vehicles.
- Exposure to, or contact with, individuals having infectious and/or communicable diseases.

Physical Conditions:

- Individuals can be exposed to hazards associated with rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils.
- While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use of personal protective equipment including masks or respirators, gloves, gowns and extrication gear is required.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate, except during certain emergency activities when noise levels may be loud.
- Usual working days/hours: 24/7

Residency Requirement:

It is the policy of the City to employ its residents whenever possible. However, the City recognized that employment of persons outside its geographic boundaries is sometimes necessary and desirable. Except where residency within the city is required by state law or city code, employees may reside outside the city.

Employees subject to frequent call out for emergency services are expected to reside within fifteen miles (15 miles) of their place of employment.

I PURPOSE OF REQUEST

The City is requesting proposals from qualified firms experienced in providing emergency medical transport billing and collection services.

II RFP PROCESS TENTATIVE SCHEDULE

The City will attempt to follow this timetable, which should result in a final selection by October 1, 2016.

Issue RFP	August 24, 2016
Deadline for questions – 4:00 pm	September 7, 2016
Answers to questions released - Noon	September 9, 2016
Deadline for submittal of proposals – 4:00 pm	September 16,
2016 Selection of successful proposal	September 27,
2016	
Implementation of agreement	October 1, 2016

These dates are estimates and subject to change by the City.

III SUBMITTAL INSTRUCTIONS

Proposals must be submitted no later than **4:00 pm on September 16, 2016.**

We encourage that proposals be submitted by email. Emailed proposals should include “EMS Billing Services RFP” in the subject line and be addressed to: jgivens@clearwaterks.org. (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

As an alternate to email, proposals can be mailed or

delivered to: City of Clearwater
Attn: Justin Givens – EMS Billing Services
RFP PO Box 453
Clearwater, KS 67026

Questions:

Questions regarding the RFP process should be addressed to Justin Givens, City Administrator, at jgivens@clearwaterks.org or by phone to 620.584.2311.

IV BACKGROUND

Clearwater EMS is a progressive type 2A volunteer service that operates with two ambulances. One equipped with Advanced Life Support supplies and the other with Basic Life Support supplies. Clearwater EMS runs approximately 315 calls a year.

V SCOPE OF SERVICES

This section outlines minimum contract requirements for billing, collection, financial, and analytical services. Minimum requirements are listed here; however, the City of Clearwater is open to alternatives to meet the requirements described below.

A. General

The City of Clearwater and the Clearwater EMS Department have earned the trust and respect of the Clearwater community through decades of service and commitment to those who live, work, and play here. The EMS transport fee program was developed to be consistent with the following overarching principles; successful firms will demonstrate how their organization is aligned with, and will support, the following principles:

1. The Clearwater EMS Department will provide exceptional emergency medical services to the community.
2. Emergency medical care will be provided without regard for a patient's ability to pay user fees.
3. Policies and procedures, regarding user fees for EMS transportation, will be fair, equitable, and consistent.

B. Billing:

1. Receive electronic billing files and other billing related information via connection to secure FTP server
2. Provide and support any software tools necessary to extract billing files from the City's electronic patient care records system and create batch files that meet any regulatory agency's requirement for verification of level of service, individual fees, and date of service.
3. Prepare and distribute invoices
 - a. According to the rates and policies established by the City
 - b. In compliance with all applicable laws and regulations including, but not limited to, those relating to Medicare and Medicaid services (CMS).
 - c. Bill all invoices in compliance with all Federal and State law, including the Fair Debt Collection Practices Act
4. Electronic filing is the preferred method of filing invoices to appropriate parties.
5. Utilize available resources and databases to obtain billing and insurance information on private pay accounts.
6. Initial invoices will be processed within three (3) business days of receipt by the contractor.

C. Collections

1. Process all claims according to timelines defined and agreed to by the City and the contractor. Claims should be divided into four categories
 - a. Medicare
 - b. Medicaid
 - c. Insurance
 - d. Private Pay
2. Re-categorize claims appropriately after receiving payment from the primary payer and bill any remaining balance according to City policy.
3. Process denials for Medicare, Medicaid, and insurance according to a

schedule agreed to by the City and the contractor.

4. Provide customer service by toll-free phone line, maintained by the biller, from 8:00 AM to 5:00 PM, Monday through Friday Central Time (except federal holidays).
5. All payments for EMS transport service shall be deposited in a bank account specified by the City of Clearwater. The contractor shall deposit checks not less than weekly. Funds may be deposited electronically to the City of Clearwater's bank account directly by the Contractor, insurance payors, Medicare, or Medicaid.
6. Process all refunds and overpayments in a timely manner agreed upon by the City of Clearwater and the Contractor.
7. Upon receipt of a written notice from the City, signed by the Program Administrator, the contractor shall immediately suspend any invoicing and/or collection efforts on an account.
8. The Contractor shall establish and maintain internal controls to ensure that transport billing is in conformance with applicable laws and regulations, and that transactions are accurate, properly recorded, and executed in accordance with policies and procedures established by the City and the Contractor. The City of Clearwater may audit or investigate the system of internal controls, and the Contractor shall cooperate with any audit or investigation. The City may require the Contractor to institute and maintain additional reasonable internal controls regarding City accounts.

D. Reporting

Detailed reports are required to monitor billing and collection progress. Reports shall include, but are not limited to:

1. Monthly reports shall include the following:

- a. A monthly report showing all transports billed. The report shall include date of service, incident number, patient name, origin, destination, service level, mileage, and gross charges.
- b. A monthly report showing aged accounts receivable sorted by category (Medicare, Medicaid, insurance, and private pay) and payer. The report should show accounts receivable at 30, 60, 90, and 120 days. The report should also show the last date of activity on the account and where next dollar payment is expected from.
- c. A monthly report of payments received
- d. A monthly report of all refunds processed during the month
- e. A monthly report of all accounts referred back to the City for referral to delinquent debt collection services contractor or write off.
- f. A monthly report of all account denials broken down by payer and then by reason.

2. Other reports as needed for monitoring and evaluating the EMS transport program

E. Analytical Services

1. Provide analysis and expertise in all issues related to EMS transport billing. This includes analysis of EMS billing system program performance, analysis of trends, and other issues that may arise.
2. Meet at least quarterly to review billing system performance and issues related to EMS transport billing.
3. Prepare a written report that addresses strengths, weaknesses, opportunities

and threats to the EMS transport billing program. The report should be prepared quarterly, and identify strategies to capitalize on opportunities and mitigate threats.

F. Other Requirements

1. Provide and support all software required for EMS transport billing
2. Provide for secure FTP data transfer of batch files from the City of Clearwater computer network
3. Provide for remote computer access to patient account information and reports by authorized City staff during regular business hours.
4. Provide and maintain a security and disaster recovery plan/system to ensure uninterrupted service and preserve security and continuity of data. Provide a copy of the plan for review by the City.
5. Execute a business associate agreement, with the City of Clearwater, that shall govern the use and disclosure of protected health information in compliance with applicable federal law, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA).
6. Retain records in accordance with applicable Kansas state law and City of Clearwater policy. Provide a copy of records retention policy as well as a detailed description of how and where records will be stored.

VI STATEMENT OF QUALIFICATIONS

The following items are to be clearly addressed in the proposal in the order shown here.

A. Firm Information

1. Describe the experience of you firm in providing public sector Emergency Medical Transport Billing, Collection, Reporting and Analytical Services.
2. Provide information on your organization's philosophy, mission statement and operating procedures.
3. Provide your organization's hours of operation and contact information.
4. Identify the location of the base office for the individuals who will be assigned services to the City.
5. Is your organization a member of ACA International or some other organization representing professionals in the billing and collections industry?

B. Ability to Meet Requirements

1. Describe your billing and collection process and include information as to how your firm will meet the minimum requirements requested by the City
2. Describe how your process may differ from the processes used by your competition.
3. Describe how your firm will meet the reporting requirements requested by the City
4. Describe your firm's experience and expertise in providing analytical services as requested by the City.
5. Describe your firm's disaster recovery plan/system.

C. Fee Proposal

1. Provide specifics for the billing fee and how it is calculated, including any additional fees that are applicable.

D. Summary

1. Provide a detailed transition plan and timeline necessary to integrate billing and collection services for the City.
2. Explain in one page or less the unique features of your firm and how your proposed package of services will differentiate your firm from other's responding to this request.

VII TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within 30 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the City's standard Professional Services Agreement is provided (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting or presenting its response to the RFP.

Contract: A contract reflecting the terms of this proposal will be required and will remain in effect for one-year from the date of signing by both the City and the Contractor. Should either party breach said contract, the other party shall have the privilege of terminating the contract, with a thirty (30) day written notice. Contract will be bid on a one (1) year and three (3) year service rate.

Compliance with Laws: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.