



City of VALLEY FALLS

Incorporated May 17, 1869

City Council Agenda

The City Council meeting is open to the public and will be held at City Hall.

Meetings will be streamed via Facebook Live (<https://www.facebook.com/cityofvalleyfalls>) Please email questions to cityadmin@valleyfalls.org before the meeting.

July 19, 2023 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of July 5, 2023

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Budget Presentation
2. Auditor Proposals
3. RV Park
 - a. Kevin Campbell Extended Stay - 1 month
 - b. Kayla Page Extended Stay - 1 month
4. 207 Sycamore Status Update
5. 2024 RV Park Rent Increase
 - a. Current Rate - \$8.50
 - b. Proposed Rate - \$18.00
 - c. Surrounding Comparisons
 - i. Lake Perry - \$26/ day
 - ii. Banner Creek - \$20/ day

INVOICES - \$ 68,801.08

REPORTS:

CITY ADMINISTRATOR: Audree Guzman
PUBLIC WORKS: Bill McCoy
POLICE: Carrie Clark
POOL: Lori Glissman
MAYOR: Jeanette Shipley
FIRE DISTRICT: Salih Doughramaji
COMMUNITY DEVELOPMENT COMMITTEE: Audree Guzman
PLANNING & ZONING COMMISSION: Audree Guzman
CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

ANNOUNCEMENTS/ COMMUNICATIONS:

Jefferson County 4- H Fair - July 24th - 28th. Full schedule available on city Facebook Page.

EXECUTIVE SESSION
ADJOURNMENT

CITY OF VALLEY FALLS

July 5, 2023

Open Meeting

The meeting was called to order at 6:30 pm by Mayor Jeanette Shipley. Council members present were, Gary McKnight, Matt Frakes, Salih Doughramaji, Jennifer Ingraham and Judy Rider.

Staff present: Audree Guzman, City Administrator, Bill McCoy, Public Works, Police Chief Carrie Clark, and Leonard Buddenbohm, City Attorney.

Others present: Dianne Heinen

Minutes:

The minutes from the June 21, 2023, meeting was presented.

Salih moved to approve the minutes. Gary seconded the motion. Salih requested more detail of discussions be included in future minutes. Motion carried 4-0.

Public Comments & Guests:

No public comment.

BUSINESS ITEMS:

1. Notice to County to Exceed Revenue Neutral Rate Resolution #2023-04
The Resolution to Exceed Revenue Neutral Rate is to establish a public hearing on September 6th. Jennifer made a motion to approve the resolution #2023-04. Salih second the motion. Motion carried 5-0.
2. Community Development Committee – By Laws
The Community Development Committee bylaws were presented. Letters to past members of the Economic Development Committee will be sent out and membership advertised on Facebook. Salih made a motion to approve the bylaws for the Community Development Committee. Gary second the motion. Motion carried 5-0.
3. SS4A KDOT Grant Agreement
The agreement is for the KDOT cost share program for the Safe Streets for All Grant(SS4A). Salih made a motion to approve the SS4A KDOT Grant Agreement. Jennifer seconded the motion. Motion carried 5-0.
4. SS4A USDOT Grant Agreement
The agreement is for the USDOT 80% Grant for the Safe Streets for All Grant (SS4A).
5. Salih made a motion to approve the SS4A USDOT Grant Agreement. Jennifer seconded the motion. Motion carried 5-0.
6. 1009 Francis -Street Light/ Blacktop Request
The owner of 1009 Francis St requested a street light be placed on the 1000 block of Francis and the road be paved and storm drainage installed. For such request a Benefit District would be used to cover cost. Due to the house at 1009 Francis being vacant no action was taken to move forward with the request. However, the Public Works Department will grade the street.

VOUCHERS:

July 5, 2023, vouchers. Salih moved to approve vouchers in the amount of \$78,586.14. Jennifer seconded the motion. Motion carried 5-0.

REPORTS:

City Administrator:

Daily Operations

1. Codification First draft of update code is anticipated by mid-July.
2. Budget Working on the 2024 budget. This process starts in May and is generally completed by September.
3. Storm Siren Working with Blue Valley to get storm siren installed at City Park. Will be completed in July.
4. Ford Truck The new truck for the public works department is anticipated to be here in mid-July.
5. Barnes Addition Plot PEC has completed the draft. County appraiser not responding to PEC. The plot will be recorded this month.
6. Utility Mapping The update water maps have been sent to PEC. We should be fully functional on PEC Maps by July.
7. 207 Sycamore St Condemnation Next update June 21st.
8. 204 Walnut St Condemnation Next update August 23rd.
9. 419 Broadway St Condemnation Next update August 23rd.
10. Community Development Board – Collaborative meeting over by-laws on June 28th. Sending letters out for membership.
11. Planning Commission – Met on May 30 for variance. Next meeting July 6th.

Grants & Projects

1. CDBG Sewer Project Phase 1- Construction began May 1st. Anticipated completion by October 2023.
2. KDHE Waste Tire Grant – Awarded grant of \$2,600 for benches and tables. Received first half of payment. Benches and tables have been received.
3. SS4A Grant – Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Working on completing RFQ for consultant. Awaiting final grant contract from USDOT.
4. LSSE Grant Application submitted. To be used for radios and Enterpol RMS. Anticipated award notice in September.
5. T-Mobile Grant Application submitted on behalf of Valley Falls Historical Society. Anticipated award notice in September.
6. K-4 / K-16 Street Lights – Safety study is anticipated to be finalized with recommendations by June. \$30,000 estimated to add lighting. If warranted by KDOT study, the light cost will be covered by KDOT.
7. Opioid Settlement – Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds and application of opioid settlement grant.
8. American Rescue Plan Act (ARPA) – Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.

9. Automatic Water Meters – 16 meters left to install. Waiting on more meters. Anticipated delivery is September.
10. KDHE Lead & Copper Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

Public Works:

Water:

Located the beginning of the spring line at the city lake (Walked 3 miles) Need to make access route to them at some point in the future

Capped the spring line coming from the lake until they finish putting in the new power poles

Ordered the security camera system for the water plant

Sewers:

Sewer project going well. Assisting them when and where I can, do locates as needed

Streets:

Painted the parking lines on Broadway and will be doing the park as soon as we get more supplies in

Fixed the alley behind the post office

Regraded the alley between Oak and Walnut 600 block

Working on the brick repair by the Methodist church Poured 8 yards of concrete. Weather depending we should be finished this week

Parks:

Sprayed the grass/weeds along the parade route

Going to be cleaning the parade route soon as needed

Police:

Read a book to the Summer Reading kids at the Delaware Township Library. After reading, the kids went outside and climbed into the JFCO ambulance and one of the patrol cars

Charger is in getting new brakes

Received the new access point from Motorola for the wireless cameras. The charger and explorer will be taken to TFM to have the equipment installed to make those cameras wireless as well

Completed all the necessary paperwork for Cary Brosa as a new Part Time Police Officer. Brosa is currently the IT

Director for the USD 338 School District. He comes with previous law enforcement, corrections, and dispatch experience. He competes in shooting competitions on the civilian side, and is our firearms lead officer

Pool:

Public swim lessons are now completed. Due to weather, the last day of Winchester class was canceled. The town contact (Judy Scott) made the decision not to return on Friday. The kids received their class information and treats. The kids rode the bus on Thursday but the weather prevented them from having class. Lessons at 10 and 11 went as planned. Providing private lessons. Not taking any additional private lessons until we can get more off the list. There will be an evening Preschool class in July, but no other public lessons. This class is full. Have sold 77 family passes this season. The first community pool party was June 25th. John organized with a few staff members. There were 48 people in attendance. Next community party is in the works - Christmas in July for the 25th. Pool parties are picking up. Have at least 6 for July and 5 already for August. Water Aerobic attendance is

also picking up. May need to purchase additional equipment to replace some that is getting worn out. (Noodles, belts and weights) Ice cream stocked up for July 4th free swim. 1:00-5:00. Purchases -small basketball goal for smaller children to play with in zero entry area -wheeled mesh cart to hold water aerobic equipment for the noon adult swimmers. -outdoor clock to replace the old clock that was no longer working.

Donations ● Received a smaller outdoor clock from Julie Craft. ● Received 2 new bar stools from Steve and Lana Pruett. ● Picked up an extra umbrella stand for the deck from a state co-worker. ● Spencer Doughramaji used his welding skills to repair the older umbrella stand. I asked if he needed to purchase any supplies. He said no. I did give him ice cream for his work and asked if he wanted to swim. ● Donated an air compressor from my dad's (Merle Strole) belongs. This will be handy for pool parties to air up any inflatables. This will be stored in the shed.

Issues/Concerns -Getting chemical and water test kit from Hawkins. Suppose to be delivered July 3rd. Took over two weeks. Still waiting on the kit that was ordered on Amazon. -The wooden benches that came from the old pool need to be replaced or refinished. There are at least 6 benches at the pool. Three on deck and three in the shelter house area. -The staff have already started discussing their plans for next season. Several of the experienced staff will not be returning. This will have a huge impact on swim lessons. Closing Saturday, August 12th. Currently there are parties scheduled for the 8th, 10th, 11th and 12th (morning).

Mayor: No Report.

Fire District: No Report.

Economic Development Board: No Report

Planning & Zoning Commission: No Report

City Council Comments: None.

EXECUTIVE SESSION

Jennifer made the motion to recess into executive session to discuss an individual's employee's performance pursuant to non-elected personnel matter exception KSA 75-4319 (b) (1) to include: the city administrator. The open meeting resumed at 7:50 PM.

ADJOURNMENT

Gary made a motion to adjourn the meeting. Judy seconded the motion. Motion carried 5-0 adjourning the meeting at 7:53 PM.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

This is a business meeting of the governing body for the City of Valley Falls. We strive to run a smooth and efficient meeting.

Public Comment is limited to 3 minutes per person. Speakers shall state their name and address. This is intended for citizens to express their views. City Council Members will not engage in dialogue with the speaker. Belligerent, rude, and offensive speakers will be stopped immediately. Citizen should reach out to City Council Members to have personal discussion of their concerns outside of City Council Meetings.

Any comment for agenda items shall be taken only during the specific agenda item. All questions posed during public forum should be answered within the specific agenda item by any City Council Member or followed up as needed by staff in a timely manner during regular business hours following the meeting.

Citizens desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting & shall provide name and address, and the purpose or nature of the request. This request should be received by the City Administrator before Friday at noon preceding the meeting. No action or formal comment will be taken on such request at the council meeting. Staff will follow up in a timely manner during regular business hours following the meeting.

2024

CERTIFICATE

To the Clerk of Jefferson, State of Kansas

We, the undersigned, officers of

Valley Falls

- certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2024; and
 (3) the Amount(s) of 2023 Ad Valorem Tax are within statutory limitations.

		2024 Adopted Budget		
		Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Table of Contents:		Page No.		
Allocation of MVT, RVT, and 16/20M Vehicle T		2		
Schedule of Transfers		3		
Statement of Indebtedness		4		
Statement of Lease-Purchases		5		
Fund	K.S.A.			
General	12-101a	6	893,624	122,145
Debt Service	10-113	7		
Library	12-1220	7		
Bond & Interest		8	345,000	
		8		
		9		
		9		
		10		
		10		
		11		
		11		
		12		
		12		
Special Highway		13	329,307	
RHID		13		
Water Utility		14	581,175	
Sewer Utility		14	564,778	
Solid Waste Utility		15	295,000	
		15		
		16		
		16		
		17		
		18		
		19		
		20		
Non-Budgeted Funds-A		21		
Non-Budgeted Funds-B		22		
Totals		xxxxx	3,008,884	122,145
Budget Hearing Notice				County Clerk's Use Only
Combined Rate and Budget Hearing Notice		23		
RNR Hearing Notice				
Neighborhood Revitalization				Nov 1, 2023 Total Assessed Valuation

Revenue Neutral Rate 24.563

Assisted by: _____

 Address: _____

 Email: _____

 Attest: _____ 2023

 County Clerk Governing Body

CPA Summary



**City of Valley Falls
2024 Budget**

Tax & Levy Breakdown

Total Final Assessed Valuation		One Mill Levy	Delq %									
7,826,143		\$7,826.14	2.00%									
Fund	# of Mills	Delq %	MVT	CMVT	RVT	16/20 MVT	Ad Valorem	LAVTR	City/County Rev Sharing	Liquor Tax	Fuel Tax.	
General Fund 100	28.949	\$4,531.18	\$22,396	\$2,404	\$340	\$76	\$226,559	\$0		\$0	\$3,622	\$31,200

Taxing Entities	Total Mills	Percentage
Jefferson County	72.235	42%
USD 338	56.649	33%
City of Valley Falls	28.949	17%
Delaware Fire District No. 11	5.127	3%
Delaware Township Library	2.854	2%
State of Kansas	1.500	1%
Delaware Township	1.638	1%
Valley Falls Rec Commission	1.000	1%
Meadowlark Extension District	1.556	1%
Total	171.508	100%

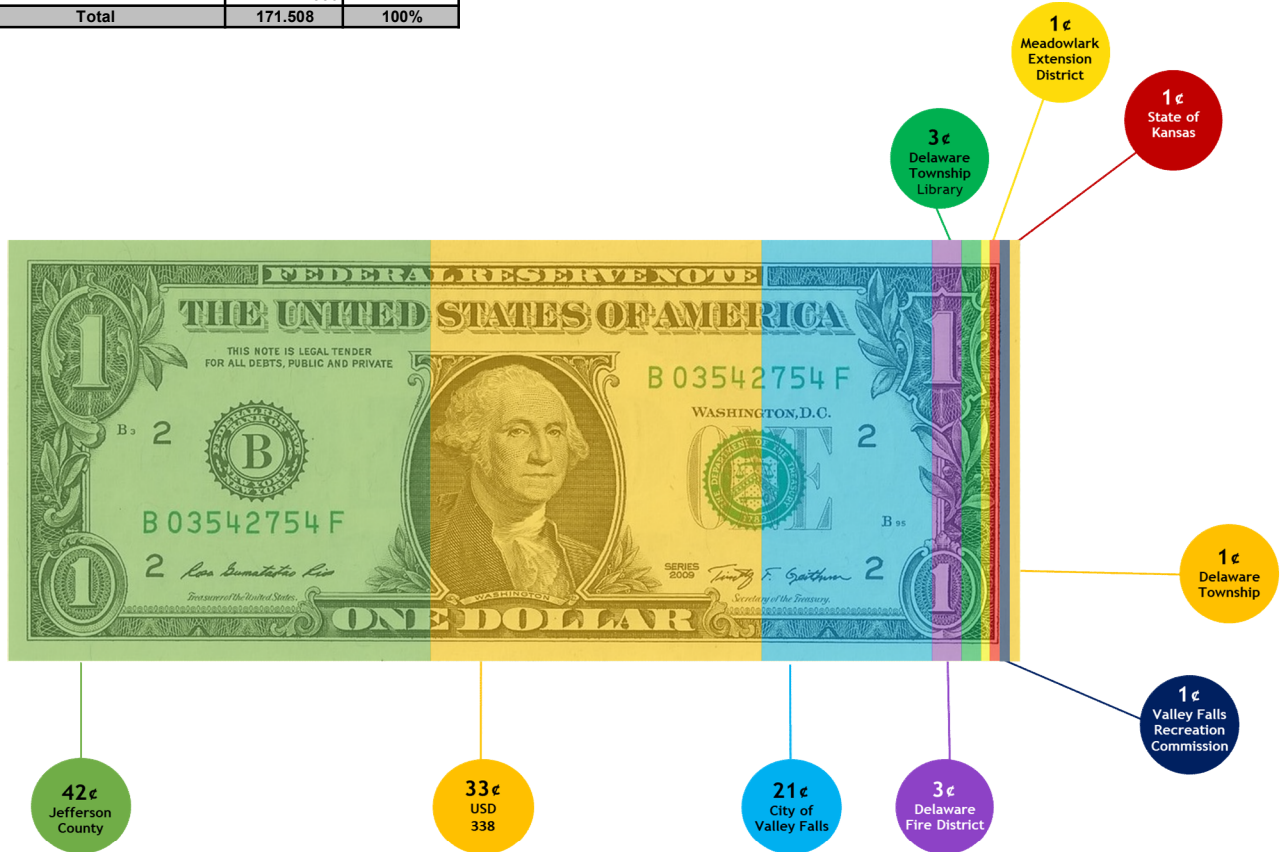


Chart of Accounts

Fund	Fund Name	Fund Type	Departments	Name
100	General Fund	Tax Levy Fund	000	Assets
160	Swimming Pool Reserve	Non-Budgeted	050	Liabilities
200	Capital Improvement	Non-Budgeted	100	Revenue
300	Special Highway & Streets	Non-tax Levy Fund	110	General Administration
400	Municipal Equipment Reserve	Non-Budgeted	120	Police
500	Bond & Interest	Tax Levy Fund	130	Court
600	Rural Housing Development Incentive (RHID)	Non-tax Levy Fund	140	Street
720	Water Utility	Non-tax Levy Fund	150	Parks
721	Water Reserve	Non-Budgeted	160	Pool
730	Sewer Utility	Non-tax Levy Fund	200	Capital Improvement
731	Sewer Reserve	Non-Budgeted	300	Special Highway
740	Solid Waste (Trash)	Non-tax Levy Fund	400	Equipment Reserve
790	Insurance Reserve	Non-Budgeted	500	Bond & Interest
			600	RHID
			720	Water
			730	Sewer
			740	Solid Waste

Revenue Line Items		Expense Line Items	
4000	Ad Valorem Property Tax	5010	Full-time Wages
4010	Motor Vehicle Tax	5020	Part-time Wages
4020	Recreation Tax	5030	Contract Labor
4030	16/20 Trucks	5040	Overtime
4040	Delinquent Personal Tax	5050	Benefits
4050	Sales Tax	5100	Insurance - GL, WC, and Property
4060	Liquor Tax	5110	Training/ Conferences
4062	Fuel Tax	5120	Dues/ Memberships
4064	Connecting Links	5130	Equipment/ Uniforms
4068	In Lieu of Tax	5140	Utilities and Phone
4070	City/ County Revenue Sharing	5150	Facilities Maintenance
4080	LAVTR	5160	Vehicle Maintenance/ Fuel
4090	Special Assessment	5170	Postage/ Stationary
4100	Grants & Donations	5180	Commodities
4110	Service Fees	5190	Contractual
4120	Permits/ Licenses	5200	Grants
4130	Franchise Fees	5300	Utility Costs
4310	Meter Setting	5310	High Volume Sales
4320	Meter Connection	5360	Utility Sales Tax
4330	Utility Reciepts	5320	RV Park Rental Reimbursement
4340	High Volume Sales	5330	Concessions
4350	Utility Penalties	5340	Animal Control
4360	Utility Sales Tax	5350	Jail Fees
4370	Restitution	5360	Landbank/ Planning Commission
4380	Court Fines and Fees	5400	Principal Payment
4390	RV Park Rent	5410	Interest Payment
4400	Swimming Pool Receipts	5900	Payment Plans
4410	Swim Pool - Snack Concession	5910	Transfer to General
4420	Swimming Pool- Pool Parties	5911	Transfer to Equip. Reserve
4430	Swimming Pool Leasons	5912	Transfer to Fund Reserve
4440	Lifeguard/ CPR/ First Aid	5913	Transfer to Bond & Interest
4450	Season Tickets	5930	In Lieu of Taxes - County
4460	Landbank/ Planning Commission	5940	Reimbursement / Miscellaneous
4900	Payment Plans	5950	Capital Outlay/ Carryover
4910	Transfers		
4920	Interest Income		
4930	AR/ Reimbursed Income		
4940	Micellaneous Income		
4950	Carryover		

TOTAL BY FUND

Fund Code	Name	Total
100	General Fund	\$893,624
160	Swimming Pool Reserve	\$5,500
200	Capital Improvement	\$193,000
300	Special Highway & Streets	\$329,307
400	Municipal Equipment Reserve	\$142,000
500	Bond & Interest	\$345,000
600	Rural Housing Development Incentive (RHID)	\$128,000
720	Water Utility	\$581,175
721	Water Reserve	\$90,000
730	Sewer Utility	\$564,778
731	Sewer Reserve	\$95,000
740	Solid Waste	\$295,000
790	Insurance Reserve	\$0
Total Budget		\$3,662,384

		ANNUAL TRANSFERS													
From	→ To	Annual Amt.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Sewer Fund 730	Sewer Reserve 731	\$50,000	\$4,900	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$50,000
Sewer Fund 730	Municipal Equipment Res. 400	\$55,000	\$5,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$55,000
Sewer Fund 730	Bond & Interest Fund 500	\$75,000	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$75,000
Water Fund 720	Water Reserve 721	\$50,000	\$4,900	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100	\$50,000
Water Fund 720	Municipal Equipment Res. 400	\$55,000	\$5,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$55,000
Capital Improve 200	Special Highway 300	\$152,107	\$152,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152,107
General Fund 100	Municipal Equipment Res. 400	\$30,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$1,250	\$28,750
General Fund 100	Capital Improvement Fund	\$25,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$25,000
Total Transfers		\$492,107	\$184,657	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$27,950	\$26,700	\$465,857

Fund	Transfer In	Transfer Out
100	General Fund	\$ 55,000.00
160	Swimming Pool Reserve	\$ -
200	Capital Improvement	\$ 152,107.00
300	Special Highway & Streets	\$ -
400	Municipal Equipment Reserve	\$ -
500	Bond & Interest	\$ -
600	RHD	\$ -
720	Water Utility	\$ 105,000.00
721	Water Reserve	\$ -
730	Sewer Utility	\$ 180,000.00
731	Sewer Reserve	\$ -
740	Solid Waste (Trash)	\$ -
790	Insurance Reserve	\$ -

Bond & Debt Amortization Schedule

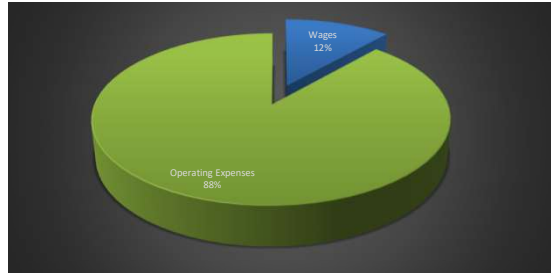
Type of Debt	Date of Issue	Date of Retirement	Interest Rate	Total Amount
Swimming Pool - GO Bond Series 2016	10/26/2016	4/1/2037	3.75%	\$1,535,000.00
Year	Interest	Principal	Service Fee	Total
2024	\$37,107.50	\$70,000.00	\$0.00	\$107,107.50
2025	\$35,497.50	\$70,000.00	\$0.00	\$105,497.50
2026	\$33,747.50	\$70,000.00	\$0.00	\$103,747.50
2027	\$31,787.50	\$75,000.00	\$0.00	\$106,787.50
2028	\$29,612.50	\$75,000.00	\$0.00	\$104,612.50
2029	\$27,187.50	\$80,000.00	\$0.00	\$107,187.50
2030	\$24,587.50	\$80,000.00	\$0.00	\$104,587.50
2031	\$21,906.25	\$85,000.00	\$0.00	\$106,906.25
2032	\$19,037.50	\$85,000.00	\$0.00	\$104,037.50
2033	\$15,975.00	\$90,000.00	\$0.00	\$105,975.00
2034	\$12,825.00	\$90,000.00	\$0.00	\$102,825.00
2035	\$9,468.75	\$95,000.00	\$0.00	\$104,468.75
2036	\$5,812.50	\$100,000.00	\$0.00	\$105,812.50
2037	\$1,968.75	\$105,000.00	\$0.00	\$106,968.75
	\$306,521.25	\$1,170,000.00	\$0.00	\$1,476,521.25

Type of Debt	Date of Issue	Date of Retirement	Interest Rate	Total Amount
Sewer - KDHE Loan	3/1/2024	9/1/2043	93%	\$1,329,729.00
Date	Interest	Principal	Service Fee	Total
2024	\$12,231.00	\$58,738.00	\$4,603.00	\$75,572.00
2025	\$11,683.00	\$59,492.00	\$4,397.00	\$75,572.00
2026	\$11,128.00	\$60,256.00	\$4,189.00	\$75,573.00
2027	\$10,566.00	\$61,030.00	\$3,977.00	\$75,573.00
2028	\$9,996.00	\$61,814.00	\$3,762.00	\$75,572.00
2029	\$9,420.00	\$62,607.00	\$3,545.00	\$75,572.00
2030	\$8,835.00	\$63,411.00	\$3,325.00	\$75,571.00
2031	\$8,244.00	\$64,223.00	\$3,103.00	\$75,570.00
2032	\$7,645.00	\$65,050.00	\$2,878.00	\$75,573.00
2033	\$7,038.00	\$65,886.00	\$2,649.00	\$75,573.00
2034	\$6,423.00	\$66,732.00	\$2,418.00	\$75,573.00
2035	\$5,800.00	\$67,589.00	\$2,183.00	\$75,572.00
2036	\$5,170.00	\$68,456.00	\$1,946.00	\$75,572.00
2037	\$4,531.00	\$69,336.00	\$1,706.00	\$75,573.00
2038	\$3,884.00	\$70,226.00	\$1,462.00	\$75,572.00
2039	\$3,229.00	\$71,128.00	\$1,216.00	\$75,573.00
2040	\$2,565.00	\$72,041.00	\$966.00	\$75,572.00
2041	\$1,893.00	\$72,966.00	\$713.00	\$75,572.00
2042	\$1,213.00	\$73,903.00	\$457.00	\$75,573.00
2043	\$523.00	\$74,852.00	\$197.00	\$75,572.00
	\$132,017.00	\$1,329,736.00	\$49,692.00	\$1,511,445.00

Donations			
Organization	2024 Budgeted	2023 Budgeted	2022 Budgeted
Valley Falls Hometown Christmas	\$ 100.00	\$ 50.00	\$ 50.00
Fireworks	\$ 1,500.00	\$ 750.00	\$ 500.00
Centenarian Easter Egg Hunt	\$ 150.00	\$ -	\$ -
Jan McKnight Flower Pots	\$ 50.00	\$ -	\$ -
Misc	\$ 200.00	\$ 350.00	\$ 325.00
TOTAL	\$ 2,000.00	\$ 1,150.00	\$ 325.00

Expense Distribution		
Fund	Account	Amount
General	100-110-4100	\$ 500.00
Water	720-720-4100	\$ 750.00
Sewer	730-730-4100	\$ 750.00
TOTAL		\$ 2,000.00

Wages										
Title	Department	Status	Pay Type	Base Rate	Annual Pay	Admin	Streets	Water	Sewer	Total
City Administrator	Administration	Full-Time	Salary	\$ 32.61	\$67,823.11	40%		30%	30%	100%
City Clerk	Administration	Full-Time	Hourly	\$ 18.61	\$38,708.80	40%		30%	30%	100%
Chief of Police	Police	Full-Time	Salary	\$ 24.52	\$51,000.00	100%				100%
Officer 1	Police	Full-Time	Hourly	\$ 20.14	\$41,891.20	100%				100%
Officer 2	Police	Full-Time	Hourly	\$ 19.00	\$39,520.00	100%				100%
Public Works Director	Public Works	Full-Time	Salary	\$ 28.39	\$59,060.25		20%	40%	40%	100%
Public Works Laborer 1	Public Works	Full-Time	Hourly	\$ 22.18	\$46,134.40		20%	40%	40%	100%
Public Works Laborer 2	Public Works	Full-Time	Hourly	\$ 19.10	\$39,728.00		20%	40%	40%	100%
Officers Part-Time	Police	Part-Time	Hourly	\$ 17.25	\$10,000.00	100%				100%
Mayor	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Council Member	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Council Member	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Council Member	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Council Member	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Council Member	Administration	Elected	Monthly	\$ 40.00	\$480.00	100%				100%
Code Enforcement Director	Administration	Contract	Monthly	\$ 195.00	\$2,340.00	100%				100%
City Attorney	Administration	Contract	Monthly	\$ 1,000.00	\$12,000.00	100%				100%
Judge	Court	Contract	Monthly	\$ 360.00	\$4,320.00	100%				100%
City Prosecutor	Court	Contract	Monthly	\$ 500.00	\$6,000.00	100%				100%
					\$421,405.76					



Fund 100 - GENERAL

Fund	Dept	Line	2024 Budget
100	General	100 Revenue 4000	Ad Valorem Property Tax \$226,559
100	General	100 Revenue 4010	Motor Vehicle Tax \$22,396
100	General	100 Revenue 4020	Recreation Tax \$340
100	General	100 Revenue 4030	16/20 Trucks \$76
100	General	100 Revenue 4040	Delinquent Personal Tax \$4,531
100	General	100 Revenue 4050	Sales Tax \$300,000
100	General	100 Revenue 4060	Liquor Tax \$3,622
100	General	100 Revenue 4068	In Lieu of Taxes \$6,000
100	General	100 Revenue 4070	City/ County Revenue Sharing \$0
100	General	100 Revenue 4080	LAVTR \$0
100	General	100 Revenue 4090	Special Assessments \$0
100	General	100 Revenue 4100	Grants & Donations \$0
100	General	100 Revenue 4110	Service Fees \$2,000
100	General	100 Revenue 4120	Permits/ Licenses \$2,000
100	General	100 Revenue 4130	Franchise Fees \$70,000
100	General	100 Revenue 4370	Restitution \$0
100	General	100 Revenue 4380	Court Fines and Fees \$40,000
100	General	100 Revenue 4390	RV Park Rent \$4,000
100	General	100 Revenue 4400	Swimming Pool Receipts \$15,000
100	General	100 Revenue 4410	Swim Pool - Snack Concession \$11,000
100	General	100 Revenue 4420	Swimming Pool- Pool Parties \$5,000
100	General	100 Revenue 4430	Swimming Pool Lessons \$8,000
100	General	100 Revenue 4440	Lifeguard/ CPR/ First Aid \$0
100	General	100 Revenue 4450	Season Tickets \$9,000
100	General	100 Revenue 4460	Landbank/ Planning Commission \$100
100	General	100 Revenue 4910	Transfers \$0
100	General	100 Revenue 4920	Interest Income \$6,000
100	General	100 Revenue 4930	AR/ Reimbursed Income \$4,000
100	General	100 Revenue 4940	Micellaneous Income \$4,000
100	General	100 Revenue 4950	Carryover \$150,000
Total Revenue			\$893,624

Fund 100 - GENERAL

Fund	Dept	Line	2024 Budget
100	General	110 Administration 5010 Full-time Wages	\$44,317
100	General	110 Administration 5020 Part-time Wages/ Elected Officials	\$2,880
100	General	110 Administration 5030 Contract Labor	\$14,340
100	General	110 Administration 5040 Overtime	\$500
100	General	110 Administration 5050 Benefits	\$33,000
100	General	110 Administration 5100 Insurance - GL, WC, and Property	\$3,500
100	General	110 Administration 5110 Training/ Conferences	\$4,000
100	General	110 Administration 5120 Dues/ Memberships	\$3,000
100	General	110 Administration 5130 Equipment/ Uniforms	\$0
100	General	110 Administration 5140 Utilities and Phone	\$3,500
100	General	110 Administration 5150 Facilities Maintenance	\$5,000
100	General	110 Administration 5160 Vehicle Maintenance/ Fuel	\$500
100	General	110 Administration 5170 Postage/ Stationary	\$1,500
100	General	110 Administration 5180 Commodities	\$8,000
100	General	110 Administration 5190 Contractual	\$23,000
100	General	110 Administration 5200 Grants	\$400
100	General	110 Administration 5360 Landbank/ Planning Commission	\$500
100	General	110 Administration 5911 Transfer to Equip. Reserve	\$30,000
100	General	110 Administration 5912 Transfer to Capital Improvement	\$25,000
100	General	110 Administration 5930 In Lieu of Taxes - County	\$0
100	General	110 Administration 5940 Reimbursement / Miscellaneous	\$100
100	General	110 Administration 5950 Capital Outlay/ Carryover	\$245,615
General Administration Sub-total			\$448,652

100	General	120 Police Department 5010 Full-time Wages	\$137,708
100	General	120 Police Department 5020 Part-time Wages	\$10,000
100	General	120 Police Department 5030 Contract Labor	\$0
100	General	120 Police Department 5040 Overtime	\$1,000
100	General	120 Police Department 5050 Benefits	\$42,000
100	General	120 Police Department 5100 Insurance - GL, WC, and Property	\$12,000
100	General	120 Police Department 5110 Training/ Conferences	\$5,000
100	General	120 Police Department 5120 Dues/ Memberships	\$500
100	General	120 Police Department 5130 Equipment/ Uniforms	\$4,000
100	General	120 Police Department 5140 Utilities and Phone	\$5,000
100	General	120 Police Department 5150 Facilities Maintenance	\$0
100	General	120 Police Department 5160 Vehicle Maintenance/ Fuel	\$21,000
100	General	120 Police Department 5170 Postage/ Stationary	\$300
100	General	120 Police Department 5180 Commodities	\$6,000
100	General	120 Police Department 5190 Contractual	\$8,000
100	General	120 Police Department 5200 Grants	\$0
100	General	120 Police Department 5340 Animal Control	\$500
100	General	120 Police Department 5350 Jail Fees	\$0
100	General	120 Police Department 5940 Reimbursement / Miscellaneous	\$300
100	General	120 Police Department 5950 Capital Outlay	\$0
Police Department Sub-total			\$253,308

100	General	130 Municipal Court 5010 Full-time Wages	\$0
100	General	130 Municipal Court 5020 Part-time Wages	\$4,320
100	General	130 Municipal Court 5030 Contract Labor	\$6,000
100	General	130 Municipal Court 5040 Overtime	\$100
100	General	130 Municipal Court 5050 Benefits	\$200
100	General	130 Municipal Court 5100 Insurance - GL, WC, and Property	\$0
100	General	130 Municipal Court 5110 Training/ Conferences	\$500
100	General	130 Municipal Court 5120 Dues/ Memberships	\$100
100	General	130 Municipal Court 5130 Equipment/ Uniforms	\$0
100	General	130 Municipal Court 5140 Utilities and Phone	\$0
100	General	130 Municipal Court 5150 Facilities Maintenance	\$0
100	General	130 Municipal Court 5160 Vehicle Maintenance/ Fuel	\$0
100	General	130 Municipal Court 5170 Postage/ Stationary	\$0
100	General	130 Municipal Court 5180 Commodities	\$100
100	General	130 Municipal Court 5190 Contractual	\$1,200
100	General	130 Municipal Court 5200 Grants	\$0
100	General	130 Municipal Court 5940 Reimbursement / Miscellaneous	\$0
100	General	130 Municipal Court 5950 Capital Outlay	\$0
Municipal Court Sub-total			\$12,520

Fund 100 - GENERAL

Fund		Dept		Line		2024 Budget
100	General	140	Streets Department	5010	Full-time Wages	\$30,144
100	General	140	Streets Department	5020	Part-time Wages	\$4,000
100	General	140	Streets Department	5030	Contract Labor	\$0
100	General	140	Streets Department	5040	Overtime	\$0
100	General	140	Streets Department	5050	Benefits	\$11,000
100	General	140	Streets Department	5100	Insurance - GL, WC, and Property	\$3,500
100	General	140	Streets Department	5110	Training/ Conferences	\$0
100	General	140	Streets Department	5120	Dues/ Memberships	\$0
100	General	140	Streets Department	5130	Equipment/ Uniforms	\$0
100	General	140	Streets Department	5140	Utilities and Phone	\$25,500
100	General	140	Streets Department	5150	Facilities Maintenance	\$0
100	General	140	Streets Department	5160	Vehicle Maintenance/ Fuel	\$10,000
100	General	140	Streets Department	5170	Postage/ Stationary	\$0
100	General	140	Streets Department	5180	Commodities	\$2,500
100	General	140	Streets Department	5190	Contractual	\$2,000
100	General	140	Streets Department	5200	Grants	\$0
100	General	140	Streets Department	5940	Reimbursement / Miscellaneous	\$100
100	General	140	Streets Department	5950	Capital Outlay	\$1,000
Streets Department Sub-total						\$89,744
100	General	150	Parks Department	5010	Full-time Wages	\$0
100	General	150	Parks Department	5020	Part-time Wages	\$8,600
100	General	150	Parks Department	5030	Contract Labor	\$0
100	General	150	Parks Department	5040	Overtime	\$0
100	General	150	Parks Department	5050	Benefits	\$1,500
100	General	150	Parks Department	5100	Insurance - GL, WC, and Property	\$5,500
100	General	150	Parks Department	5110	Training/ Conferences	\$0
100	General	150	Parks Department	5120	Dues/ Memberships	\$0
100	General	150	Parks Department	5130	Equipment/ Uniforms	\$0
100	General	150	Parks Department	5140	Utilities and Phone	\$4,500
100	General	150	Parks Department	5150	Facilities Maintenance	\$500
100	General	150	Parks Department	5160	Vehicle Maintenance/ Fuel	\$500
100	General	150	Parks Department	5170	Postage/ Stationary	\$0
100	General	150	Parks Department	5180	Commodities	\$1,000
100	General	150	Parks Department	5190	Contractual	\$0
100	General	150	Parks Department	5200	Grants	\$0
100	General	150	Parks Department	5320	RV Park Rental Reimbursement	\$0
100	General	150	Parks Department	5940	Reimbursement / Miscellaneous	\$100
100	General	150	Parks Department	5950	Capital Outlay	\$0
Parks Department Sub-total						\$22,200
100	General	160	Municipal Pool	5010	Full-time Wages	\$0
100	General	160	Municipal Pool	5020	Part-time Wages	\$35,000
100	General	160	Municipal Pool	5030	Contract Labor	\$0
100	General	160	Municipal Pool	5040	Overtime	\$0
100	General	160	Municipal Pool	5050	Benefits	\$2,800
100	General	160	Municipal Pool	5100	Insurance - GL, WC, and Property	\$8,900
100	General	160	Municipal Pool	5110	Training/ Conferences	\$1,100
100	General	160	Municipal Pool	5120	Dues/ Memberships	\$0
100	General	160	Municipal Pool	5130	Equipment/ Uniforms	\$700
100	General	160	Municipal Pool	5140	Utilities and Phone	\$5,000
100	General	160	Municipal Pool	5150	Facilities Maintenance	\$0
100	General	160	Municipal Pool	5160	Vehicle Maintenance/ Fuel	\$1,000
100	General	160	Municipal Pool	5170	Postage/ Stationary	\$0
100	General	160	Municipal Pool	5180	Commodities	\$5,000
100	General	160	Municipal Pool	5190	Contractual	\$1,300
100	General	160	Municipal Pool	5200	Grants	\$0
100	General	160	Municipal Pool	5330	Concessions	\$5,900
100	General	160	Municipal Pool	5940	Reimbursement / Miscellaneous	\$500
100	General	160	Municipal Pool	5950	Capital Outlay	\$0
Municipal Pool Sub-total						\$67,200
Total Expense						\$893,624

Fund 200 - CAPITAL IMPROVEMENT

Fund	Dept	Line	2024 Budget	2023 Budget
200	Capital Improvement	200 Revenue 4050	Sales Tax \$0	\$0
200	Capital Improvement	200 Revenue 4100	Grants & Donations \$0	\$0
200	Capital Improvement	200 Revenue 4910	Transfers \$25,000	\$25,000
200	Capital Improvement	200 Revenue 4920	Interest Income \$0	\$0
200	Capital Improvement	200 Revenue 4930	AR/ Reimbursed Income \$0	\$0
200	Capital Improvement	200 Revenue 4940	Micellaneous Income \$0	\$0
200	Capital Improvement	200 Revenue 4950	Carryover \$168,000	\$25,000
Capital Improvement Total Revenue			\$193,000	\$50,000

200	Capital Improvement	200 Expense 5180	Commodities \$18,000	\$0
200	Capital Improvement	200 Expense 5190	Contractual \$0	\$25,000
200	Capital Improvement	200 Expense 5200	Grants \$0	\$0
200	Capital Improvement	200 Expense 5912	Transfer to Fund Reserve \$152,107	\$0
200	Capital Improvement	200 Expense 5940	Reimbursement / Miscellaneous \$0	\$0
200	Capital Improvement	200 Expense 5950	Capital Outlay/ Carryover \$22,893	\$25,000
Capital Improvement Total Expense			\$193,000	\$50,000

\$0

Budgeted		
Dept	Item	Amount
Pool	Diving Board	\$12,000
Pool	Shade Structure	\$6,000
TOTAL		\$18,000

UNFUNDED DEFICIENCIES		
Dept	Item	Amount
Admin	Planning & Zoning Update	\$35,000
Police	Police Dept Building	\$80,000
Admin	CDBG/ MIH Grant Admin	\$15,000
TOTAL		\$130,000

Fund 300 - SPECIAL HIGHWAY

Fund	Dept	Line	2024 Budget	2023 Budget
300	Special Highway	140 Revenue 4062 Fuel Tax	\$31,200	\$32,060
300	Special Highway	140 Revenue 4064 Connecting Links	\$65,000	\$60,350
300	Special Highway	140 Revenue 4100 Grants & Donations	\$0	\$0
300	Special Highway	140 Revenue 4910 Transfers	\$152,107	\$0
300	Special Highway	140 Revenue 4920 Interest Income	\$0	\$0
300	Special Highway	140 Revenue 4930 AR/ Reimbursed Income	\$0	\$0
300	Special Highway	140 Revenue 4940 Micellaneous Income	\$0	\$0
300	Special Highway	140 Revenue 4950 Carryover	\$81,000	\$80,431
Special Highway Total Revenue			\$329,307	\$172,841

300	Special Highway	140 Expense 5180 Commodities	\$0	\$0
300	Special Highway	140 Expense 5190 Contractual	\$0	\$0
300	Special Highway	140 Expense 5200 Grants	\$322,107	\$0
300	Special Highway	140 Expense 5940 Reimbursement / Miscellaneous	\$0	\$0
300	Special Highway	140 Expense 5950 Capital Outlay/ Carryover	\$7,200	\$172,841
Special Highway Total Expense			\$329,307	\$172,841

\$0

Budgeted		
Dept	Item	Amount
	Crack Seal	\$15,000
	TOTAL	\$15,000

UNFUNDED DEFICIENCIES		
Dept	Item	Amount
Streets	Street CIP	
Streets	Storm Drainage Improvement	
Streets	Remove & Replace Approaches	\$1000/ Approach
Streets	Mill & Overlay Linn (9th - 4th)	
Streets	Mill & Overlay Oak (9th - K4)	

Fund 400 - MUNICIPAL EQUIPMENT RESERVE

Fund	Dept	Line	2024 Budget	2023 Budget
400	Municipal Equipment Reserve	400 Revenue 4050	\$0	\$0
400	Municipal Equipment Reserve	400 Revenue 4100	\$0	\$0
400	Municipal Equipment Reserve	400 Revenue 4910	\$140,000	\$60,000
400	Municipal Equipment Reserve	400 Revenue 4920	\$0	\$0
400	Municipal Equipment Reserve	400 Revenue 4930	\$0	\$0
400	Municipal Equipment Reserve	400 Revenue 4940	\$0	\$0
400	Municipal Equipment Reserve	400 Revenue 4950	\$2,000	\$3,000
Total Municipal Equipment Reserve Fund Revenue			\$142,000	\$63,000

400	Municipal Equipment Reserve	400 Expense 5180	\$100,000	\$42,500
400	Municipal Equipment Reserve	400 Expense 5190	\$0	\$0
400	Municipal Equipment Reserve	400 Expense 5200	\$0	\$0
400	Municipal Equipment Reserve	400 Expense 5940	\$0	\$0
400	Municipal Equipment Reserve	400 Expense 5950	\$42,000	\$20,500
Total Municipal Equipment Reserve Fund Expense			\$142,000	\$63,000

\$0

Budgeted		
Dept	Item	Amount
PW	Dump Truck (Lease)	\$70,000
PW	Mower	\$15,000
PW	Flat Bed	\$15,000
TOTAL		\$100,000

UNFUNDED DEFICIENCIES		
Dept	Item	Amount
	See Equipment Replacement Plan	
TOTAL		\$810,000

Fund 500 - BOND & INTEREST

Fund		Dept		Line		2024 Budget	2023 Budget
500	Bond & Interest	500	Revenue	4050	Sales Tax	\$170,000	\$108,000
500	Bond & Interest	500	Revenue	4910	Transfers	\$75,000	\$30,000
500	Bond & Interest	500	Revenue	4920	Interest Income	\$0	\$0
500	Bond & Interest	500	Revenue	4930	AR/ Reimbursed Income	\$0	\$0
500	Bond & Interest	500	Revenue	4940	Micellaneous Income	\$0	\$0
500	Bond & Interest	500	Revenue	4950	Carryover	\$100,000	\$44,393
Bond & Interest Total Revenue						\$345,000	\$182,393

500	Bond & Interest	500	Expense	5400	Principal Payment	\$128,738	\$65,000
500	Bond & Interest	500	Expense	5410	Interest Payment	\$49,431	\$39,000
500	Bond & Interest	500	Expense		Service Fee	\$4,603	\$0
500	Bond & Interest	500	Expense	5940	Reimbursement / Miscellaneous	\$0	\$0
500	Bond & Interest	500	Expense	5950	Capital Outlay/ Carryover	\$162,228	\$78,865
Bond & Interest Total Expense						\$345,000	\$182,393

Fund 600- RHID (Rural Housing Incentive District)

Fund	Dept	Line	2024 Budget	2023 Budget
600	RHID	600 Revenue 4090 Special Assessment/ RHID	\$50,000	\$30,000
600	RHID	600 Revenue 4910 Transfers	\$0	\$0
600	RHID	600 Revenue 4920 Interest Income	\$0	\$0
600	RHID	600 Revenue 4930 AR/ Reimbursed Income	\$0	\$0
600	RHID	600 Revenue 4940 Miscellaneous Income	\$0	\$0
600	RHID	600 Revenue 4950 Carryover	\$78,000	\$30,000
Total Public Safety Equipment Fund Revenue			\$128,000	\$60,000

600	RHID	600 Expense 5180 Commodities	\$0	\$0
600	RHID	600 Expense 5190 Contractual	\$0	\$0
600	RHID	600 Expense 5200 Grants	\$0	\$0
600	RHID	600 Expense 5940 Reimbursement / Miscellaneous	\$0	\$0
600	RHID	600 Expense 5950 Capital Outlay/ Carryover	\$128,000	\$60,000
Total Public Safety Equipment Fund Expense			\$128,000	\$60,000

\$0

\$0

Fund 720 - WATER

Fund		Dept		Line	2024 Budget	
720	Water	720	Revenue	4100	Grants & Donations	\$0
720	Water	720	Revenue	4110	Service Fees	\$500
720	Water	720	Revenue	4310	Meter Setting	\$500
720	Water	720	Revenue	4320	Meter Connection	\$2,000
720	Water	720	Revenue	4330	Utility Receipts	\$418,975
720	Water	720	Revenue	4340	High Volume Sales	\$50,000
720	Water	720	Revenue	4350	Utility Penalties	\$5,000
720	Water	720	Revenue	4360	Utility Sales Tax	\$3,200
720	Water	720	Revenue	4900	Payment Plans	\$0
720	Water	720	Revenue	4910	Transfers	\$0
720	Water	720	Revenue	4920	Interest Income	\$0
720	Water	720	Revenue	4930	AR/ Reimbursed Income	\$500
720	Water	720	Revenue	4940	Micellaneous Income	\$500
720	Water	720	Revenue	4950	Carryover	\$100,000
Water Fund Total Revenue						\$581,175

720	Water	720	Expense	5010	Full-time Wages	\$57,969
720	Water	720	Expense	5020	Part-time Wages	\$4,000
720	Water	720	Expense	5030	Contract Labor	\$0
720	Water	720	Expense	5040	Overtime	\$5,000
720	Water	720	Expense	5050	Benefits	\$21,000
720	Water	720	Expense	5100	Insurance - GL, WC, and Property	\$21,500
720	Water	720	Expense	5110	Training/ Conferences	\$1,500
720	Water	720	Expense	5120	Dues/ Memberships	\$700
720	Water	720	Expense	5130	Equipment/ Uniforms	\$2,000
720	Water	720	Expense	5140	Utilities and Phone	\$32,000
720	Water	720	Expense	5150	Facilities Maintenance	\$18,000
720	Water	720	Expense	5160	Vehicle Maintenance/ Fuel	\$6,000
720	Water	720	Expense	5170	Postage/ Stationary	\$4,000
720	Water	720	Expense	5180	Commodities	\$41,000
720	Water	720	Expense	5190	Contractual	\$11,000
720	Water	720	Expense	5200	Grants	\$750
720	Water	720	Expense	5310	High Volume Sales	\$50,000
720	Water	720	Expense	5360	Utility Sales Tax	\$3,200
720	Water	720	Expense	5900	Payment Plans	\$0
720	Water	720	Expense	5910	Transfer to General	\$0
720	Water	720	Expense	5911	Transfer to Equip. Reserve	\$55,000
720	Water	720	Expense	5912	Transfer to Fund Reserve	\$50,000
720	Water	720	Expense	5940	Reimbursement / Miscellaneous	\$1,000
720	Water	720	Expense	5950	Capital Outlay/ Carryover	\$195,556
Water Fund Total Expense						\$581,175

Fund 721 - WATER RESERVE

Fund		Dept		Line		2024 Budget	2023 Budget
721	Water Reserve	720	Revenue	4100	Grants & Donations	\$0	\$0
721	Water Reserve	720	Revenue	4910	Transfers	\$50,000	\$50,000
721	Water Reserve	720	Revenue	4920	Interest Income	\$0	\$0
721	Water Reserve	720	Revenue	4930	AR/ Reimbursed Income	\$0	\$0
721	Water Reserve	720	Revenue	4940	Micellaneous Income	\$0	\$0
721	Water Reserve	720	Revenue	4950	Carryover	\$40,000	\$0
Water Reserve Total Revenue						\$90,000	\$50,000

721	Water Reserve	720	Expense	5180	Commodities	\$0	\$0
721	Water Reserve	720	Expense	5190	Contractual	\$31,000	\$28,100
721	Water Reserve	720	Expense	5200	Grants	\$0	\$0
721	Water Reserve	720	Expense	5940	Reimbursement / Miscellaneous	\$0	\$0
721	Water Reserve	720	Expense	5950	Capital Outlay/ Carryover	\$59,000	\$21,900
Water Reserve Total Expense						\$90,000	\$50,000

\$0

Budgeted		
Dept	Item	Amount
Water	Water Master Plan Update	\$15,000
Water	Paint Water Plant (Exterior)	\$1,000
Water	Turbidity Meter	\$8,000
Water	UPS Battery Backup	\$2,000
Water	Generator Mount at Water Plant	\$5,000
TOTAL		\$31,000

UNFUNDED DEFICIENCIES		
Dept	Item	Amount
Water	Water Source Engineering (2025)	\$15,000
Water	Paint Water Plant (Interior)	\$45,000
Water	Waterline Replacement Project	\$1,200,000
Water	Spring Line from lake repair	\$10,000
Water	Valves Additions - hydrants/ system	\$80,000
Water	Valves Replacement/ Exercise Program	\$120,000
Water	Retaining wall at water plant	\$10,000
TOTAL		\$1,480,000

1/ year. Approx 10
1/ year. Approx 15

Fund 13 - SEWER

Fund		Dept		Line	2024 Budget	
730	Sewer	730	Revenue	4100	Grants & Donations	\$0
730	Sewer	730	Revenue	4110	Service Fees	\$0
730	Sewer	730	Revenue	4310	Meter Setting	\$0
730	Sewer	730	Revenue	4320	Meter Connection	\$2,000
730	Sewer	730	Revenue	4330	Utility Reciepts	\$358,278
730	Sewer	730	Revenue	4340	High Volume Sales	\$50,000
730	Sewer	730	Revenue	4350	Utility Penalties	\$3,500
730	Sewer	730	Revenue	4360	Utility Sales Tax	\$0
730	Sewer	730	Revenue	4900	Payment Plans	\$0
730	Sewer	730	Revenue	4910	Transfers	\$0
730	Sewer	730	Revenue	4920	Interest Income	\$0
730	Sewer	730	Revenue	4930	AR/ Reimbursed Income	\$500
730	Sewer	730	Revenue	4940	Micellaneous Income	\$500
730	Sewer	730	Revenue	4950	Carryover	\$150,000
Sewer Fund Total Revenue						\$564,778

730	Sewer	730	Expense	5010	Full-time Wages	\$57,969
730	Sewer	730	Expense	5020	Part-time Wages	\$4,000
730	Sewer	730	Expense	5030	Contract Labor	\$0
730	Sewer	730	Expense	5040	Overtime	\$5,000
730	Sewer	730	Expense	5050	Benefits	\$21,000
730	Sewer	730	Expense	5100	Insurance - GL, WC, and Property	\$6,000
730	Sewer	730	Expense	5110	Training/ Conferences	\$1,500
730	Sewer	730	Expense	5120	Dues/ Memberships	\$700
730	Sewer	730	Expense	5130	Equipment/ Uniforms	\$2,000
730	Sewer	730	Expense	5140	Utilities and Phone	\$6,500
730	Sewer	730	Expense	5150	Facilities Maintenance	\$1,000
730	Sewer	730	Expense	5160	Vehicle Maintenance/ Fuel	\$6,000
730	Sewer	730	Expense	5170	Postage/ Stationary	\$4,000
730	Sewer	730	Expense	5180	Commodities	\$8,000
730	Sewer	730	Expense	5190	Contractual	\$8,500
730	Sewer	730	Expense	5200	Grants	\$750
730	Sewer	730	Expense	5310	High Volume Sales	\$50,000
730	Sewer	730	Expense	5360	Utility Sales Tax	\$0
730	Sewer	730	Expense	5900	Payment Plans	\$0
730	Sewer	730	Expense	5910	Transfer to General	\$0
730	Sewer	730	Expense	5911	Transfer to Equip. Reserve	\$55,000
730	Sewer	730	Expense	5912	Transfer to Fund Reserve	\$50,000
730	Sewer	730	Expense	5913	Transfer to Bond & Int	\$75,000
730	Sewer	730	Expense	5940	Reimbursement / Miscellaneous	\$1,000
730	Sewer	730	Expense	5950	Capital Outlay/ Carryover	\$200,859
Sewer Fund Total Expense						\$564,778

Fund 731 -SEWER RESERVE

Fund		Dept		Line		2024 Budget	2023 Budget
731	Sewer Reserve	730	Revenue	4100	Grants & Donations	\$0	\$0
731	Sewer Reserve	730	Revenue	4910	Transfers	\$50,000	\$50,000
731	Sewer Reserve	730	Revenue	4920	Interest Income	\$0	\$0
731	Sewer Reserve	730	Revenue	4930	AR/ Reimbursed Income	\$0	\$0
731	Sewer Reserve	730	Revenue	4940	Micellaneous Income	\$0	\$0
731	Sewer Reserve	730	Revenue	4950	Carryover	\$45,000	\$0
Sewer Reserve Total Revenue						\$95,000	\$50,000

731	Sewer Reserve	730	Expense	5180	Commodities	\$0	\$0
731	Sewer Reserve	730	Expense	5190	Contractual	\$40,000	\$10,000
731	Sewer Reserve	730	Expense	5200	Grants	\$0	\$0
731	Sewer Reserve	730	Expense	5940	Reimbursement / Miscellaneous	\$0	\$0
731	Sewer Reserve	730	Expense	5950	Capital Outlay/ Carryover	\$55,000	\$40,000
Sewer Reserve Total Expense						\$95,000	\$50,000

\$0

Budgeted		
Dept	Item	Amount
Sewer	Fence at Lagoon	\$40,000
TOTAL		\$40,000

UNFUNDED DEFICIENCIES		
Dept	Item	Amount
Sewer	Pump Shed at Lagoon	\$2,000
Sewer	PLC Install - Linn & Sewer Ponds	\$10,000
Sewer	Add Shutoff at Sewer Ponds	\$8,000
Sewer	Dirt Work at Lagoon	\$250,000
Sewer	Phase 2 Sewer Rehab	\$1,600,000
Sewer	Lift Station Upgrade on Linn	\$50,000
Sewer	Fix/ Replace Valves at Sewer Ponds	\$3,000
Sewer	Sewer Pond Fence/ Grading	\$150,000
TOTAL		\$2,073,000

Fund 740 - SOLID WASTE

Fund		Dept		Line	2024 Budget	2023 Budget	
740	Solid Waste	740	Revenue	4100	Grants & Donations	\$0	\$0
740	Solid Waste	740	Revenue	4110	Service Fees	\$0	\$0
740	Solid Waste	740	Revenue	4310	Meter Setting	\$0	\$0
740	Solid Waste	740	Revenue	4320	Meter Connection	\$0	\$0
740	Solid Waste	740	Revenue	4330	Utility Receipts	\$175,000	\$145,000
740	Solid Waste	740	Revenue	4340	High Volume Sales	\$50,000	\$50,000
740	Solid Waste	740	Revenue	4350	Utility Penalties	\$2,000	\$2,000
740	Solid Waste	740	Revenue	4360	Utility Sales Tax	\$0	\$0
740	Solid Waste	740	Revenue	4900	Payment Plans	\$0	\$0
740	Solid Waste	740	Revenue	4910	Transfers	\$0	\$0
740	Solid Waste	740	Revenue	4920	Interest Income	\$0	\$0
740	Solid Waste	740	Revenue	4930	AR/ Reimbursed Income	\$500	\$500
740	Solid Waste	740	Revenue	4940	Micellaneous Income	\$500	\$500
740	Solid Waste	740	Revenue	4950	Carryover	\$67,000	\$60,000
Sanitation Fund Total Revenue						\$295,000	\$258,000

740	Solid Waste	740	Expense	5010	Full-time Wages	\$0	\$0
740	Solid Waste	740	Expense	5020	Part-time Wages	\$0	\$0
740	Solid Waste	740	Expense	5030	Contract Labor	\$0	\$0
740	Solid Waste	740	Expense	5040	Overtime	\$0	\$0
740	Solid Waste	740	Expense	5050	Benefits	\$0	\$0
740	Solid Waste	740	Expense	5100	Insurance - GL, WC, and Property	\$0	\$0
740	Solid Waste	740	Expense	5110	Training/ Conferences	\$0	\$0
740	Solid Waste	740	Expense	5120	Dues/ Memberships	\$0	\$0
740	Solid Waste	740	Expense	5130	Equipment/ Uniforms	\$0	\$0
740	Solid Waste	740	Expense	5140	Utilities and Phone	\$0	\$0
740	Solid Waste	740	Expense	5150	Facilities Maintenance	\$0	\$0
740	Solid Waste	740	Expense	5160	Vehicle Maintenance/ Fuel	\$0	\$0
740	Solid Waste	740	Expense	5170	Postage/ Stationary	\$0	\$0
740	Solid Waste	740	Expense	5180	Commodities	\$0	\$0
740	Solid Waste	740	Expense	5190	Contractual	\$170,000	\$130,000
740	Solid Waste	740	Expense	5200	Grants	\$0	\$0
740	Solid Waste	740	Expense	5300	Utility Costs	\$0	\$0
740	Solid Waste	740	Expense	5310	High Volume Sales	\$50,000	\$50,000
740	Solid Waste	740	Expense	5360	Utility Sales Tax	\$0	\$0
740	Solid Waste	740	Expense	5900	Payment Plans	\$0	\$0
740	Solid Waste	740	Expense	5910	Transfer to General	\$0	\$0
740	Solid Waste	740	Expense	5911	Transfer to Equip. Reserve	\$0	\$0
740	Solid Waste	740	Expense	5912	Transfer to Fund Reserve	\$0	\$0
740	Solid Waste	740	Expense	5940	Reimbursement / Miscellaneous	\$500	\$500
740	Solid Waste	740	Expense	5950	Capital Outlay/ Carryover	\$74,500	\$77,500
Sanitation Fund Total Expense						\$295,000	\$258,000

Fund 790 -INSURANCE RESERVE

Fund		Dept		Line		2024 Budget	2023 Budget
790	Insurance Reserve	790	Revenue	4100	Grants & Donations	\$0	\$0
790	Insurance Reserve	790	Revenue	4910	Transfers	\$0	\$0
790	Insurance Reserve	790	Revenue	4920	Interest Income	\$0	\$0
790	Insurance Reserve	790	Revenue	4930	AR/ Reimbursed Income	\$0	\$0
790	Insurance Reserve	790	Revenue	4940	Micellaneous Income	\$0	\$0
790	Insurance Reserve	790	Revenue	4950	Carryover	\$0	\$0
Insurance Reserve Total Revenue						\$0	\$0

790	Insurance Reserve	790	Expense	5180	Commodities	\$0	\$0
790	Insurance Reserve	790	Expense	5190	Contractual	\$0	\$0
790	Insurance Reserve	790	Expense	5200	Grants	\$0	\$0
790	Insurance Reserve	790	Expense	5940	Reimbursement / Miscellaneous	\$0	\$0
790	Insurance Reserve	790	Expense	5950	Capital Outlay/ Carryover	\$0	\$0
Insurance Reserve Total Expense						\$0	\$0

\$0

\$0

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City of Valley Falls
417 Broadway St
Goodland, KS 67735

REQUEST FOR PROPOSALS
AUDITING SERVICES

PROPOSAL COVER SHEET

ACCOUNTING FIRM: Adams Brown, LLC

SUBMITTED BY: Danielle Hollingshead, CPA

ADDRESS: 2006 Broadway, Suite 2A Great Bend, KS 67530

CONTACT PERSON: Danielle Hollingshead

PHONE NUMBER: 620-792-2428

The proposed term of agreement for the services and costs quoted in this submittal is for a period of three (3) years, for the audits of FY2023, FY2024, and FY2025.

The undersigned hereby certifies that this proposal meets or exceeds all of the requirements as specified in the City of Valley Falls' Request for Proposal except as otherwise indicated and supported by supplemental schedules or attachments included with this proposal.

Danielle Hollingshead

Signature

7/14/23

Date



ADAMS BROWN

Strategic Allies and CPAs



PROPOSAL TO PERFORM
PROFESSIONAL AUDIT SERVICES FOR

City of Valley Falls, Kansas



July 14, 2023

AdamsBrown, LLC

2006 Broadway, Suite 2A

Great Bend, KS 67530

Danielle M. Hollingshead, CPA

Phone: (620) 792-2428

dhollingshead@adamsbrowncpa.com

above + beyond

adamsbrowncpa.com

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July 14, 2023

City of Valley Falls, Kansas
Attn: Audree Guzman, City Administrator
417 Broadway St
Valley Falls, KS 66088

Re: Proposal for Audit Services – December 31, 2023, 2024 and 2025

City of Valley Falls, Kansas is seeking audit services from a firm with experience in the governmental industry under the provisions of the *Kansas Municipal Audit and Accounting Guide* who will also provide timely services to meet the needs of its management team. The audit draft, copy of the audit detailed adjusted trial balance and audit adjusting journal entries shall be available for review no later than May 1 of each year. The final audit report and management letters must be completed and delivered to the City Council no later than June 1 of each year.

Working with organizations like yours to provide timely audit services is our top priority. Adams Brown currently serves over 280 clients in an audit or other attest service capacity. Founded in 1945, Adams Brown is a regional CPA firm of auditors, accountants and strategic allies. With a team of over 300 professionals, the firm serves clients throughout the Midwest and beyond with offices in Great Bend, Hays, WaKeeney, Colby, Atwood, Wichita, El Dorado, Overland Park, McPherson, and Hutchinson, Kansas and Jonesboro and Little Rock, Arkansas.

We are licensed to practice in Kansas and Arkansas and are a member of the American Institute of Certified Public Accountants (AICPA) Private Company Practice Section, which requires our firm to have a peer review of our policies and procedures. The peer review ensures that our quality control meets the standards established by our profession. This monitoring by our profession ensures that our staff maintains expertise in all areas of auditing and accounting and provides clients with quality service. In addition, the firm belongs to the AICPA Governmental Audit Quality Center that specializes in governmental accounting and auditing standards. This Center ensures the firm has met the criteria to perform governmental audits.

Adams Brown currently serves 30 cities and 51 other municipalities in Kansas. Of the previously mentioned clients, approximately 20 also receive single audit services from us. In addition to the traditional services provided, the following specialized services are also available:

- Internal Control and Workflow Analysis
- Operation of Efficiency Audits
- Cost Controls
- Budgets and Forecasts
- Strategic Planning
- Consulting

All professional staff are required to acquire annually a minimum of 40 hours of continuing professional education, and all CPAs hold memberships in both the American Institute of Certified Public Accountants and the Kansas Society of Certified Public Accountants.

Danielle M. Hollingshead, Assurance Principal, is a member of the Kansas Municipal Audit and Accounting Board of Editors and assists with the Kansas Society of Certified Public Accountants' annual conference for governmental audits. Alexis Crispin, Senior Audit Staff, has obtained the Single Audit Certificate offered through the AICPA.

The following individual is authorized to make representations for and to bind the firm:

Danielle M. Hollingshead, CPA, Assurance Principal, Governmental Industry Leader
2006 Broadway, Suite 2A
Great Bend, KS 67530
(620) 792-2428
dhollingshead@adamsbrowncpa.com

This audit proposal is a firm and irrevocable offer for a period of ninety (90) days after the date of the proposal.

In closing, we are confident our team will meet your needs efficiently, cost-effectively and with great enthusiasm. City of Valley Falls, Kansas would be an important client to Adams Brown, and we are genuinely eager to serve you. Based on our involvement with the KMAAG Board of Editors as well as our extensive experience with governmental and single audits, City of Valley Falls, Kansas would receive the service and experience it deserves in an audit firm.



ADAMSBROWN, LLC
Certified Public Accountants
Great Bend, Kansas

Independence and License

LICENSE

AdamsBrown, LLC is licensed to practice in Kansas. The anticipated key professional staff on this engagement are Certified Public Accountants licensed to practice in Kansas.

INDEPENDENCE

AdamsBrown, LLC is independent with respect to City of Valley Falls, Kansas in accordance with professional standards promulgated by the American Institute of Certified Public Accountants, Government Auditing Standards issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes, and other regulatory agencies where applicable.

It is the policy of our firm that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, Government Auditing Standards issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes, and other regulatory agencies where applicable. The procedures listed below are followed to ensure compliance with this policy:

1. An Independence, Integrity and Objectivity Representation is completed by all professional personnel when hired (and annually thereafter). The Audit and Assurance Service Line Leader is responsible for obtaining the representation letters.
2. Additions to our client list are communicated to all personnel on a timely basis by a memorandum from the office manager.
3. For clients of whom the firm is not independent, only compilation services are performed, and our lack of independence is noted in the report.
4. Current copies of all applicable independence, integrity, and objectivity requirements are maintained by the Audit and Assurance Service Line Leader.
5. The work programs and standard forms in the accounting and auditing manuals used by the firm include steps that require:
 - a. A determination of independence and objectivity on each new and recurring client.
 - b. A consideration of unpaid fees.
 - c. An annual confirmation of the independence of another accountant performing work on a segment of an audit, review, or attestation (including forecast and projection) engagement.
 - d. Appropriate reporting on compilations in which the firm is not independent.
6. All independence, integrity, and objectivity questions are resolved by the Audit and Assurance Service Line Leader.

Firm Profile

BACKGROUND AND QUALIFICATIONS

Founded in 1945, Adams Brown is a leading regional CPA firm of auditors, accountants and strategic allies. With a team of nearly 300 professionals, the firm serves clients throughout Kansas and the Midwest with offices in Great Bend, Hays, WaKeeney, Colby, Atwood, Wichita, El Dorado, Overland Park, McPherson, and Hutchinson, Kansas and Jonesboro and Little Rock, Arkansas. The firm is licensed to practice in Kansas and Arkansas.

All anticipated employees assigned to perform services for City of Valley Falls, Kansas are independent in accordance with professional standards promulgated by the American Institute of Certified Public Accountants, Government Auditing Standards issued by the Comptroller General of the United States, the State of Kansas Board of Accountancy, the State of Kansas CPA Society, state statutes and other regulatory agencies where applicable. All professional staff are required to acquire annually a minimum of 40 hours of continuing professional education, and all CPAs hold memberships in both the American Institute of Certified Public Accountants and the Kansas Society of CPAs. In addition, professional staff are required to complete 24 hours of governmental continuing education every two years. The firm is also a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants.

Adams Brown currently serves over 280 clients in an audit and other attest services capacity. This includes 30 cities and 51 other municipalities in Kansas. Single audits are performed on approximately 20 of these entities annually. The average retention of our municipal clients is approximately 20 years.

There are 10 professional staff who dedicate 100% of their time and approximately 3 additional professional staff who dedicate 50% of their time to municipal audits. The audit work for all engagements is completed by a dedicated audit team rather than a specific office.

For a complete list of services and personnel, visit our website at www.AdamsBrownCPA.com.

Staff Qualifications

Meagan M. Wellbrock, CPA

mwellbrock@adamsbrowncpa.com

Position – Assurance Partner, Audit and Attestation Service Line Leader

Meagan joined Adams Brown as a full-time staff member in 2007. Since that time, she has primarily focused on providing audit and assurance services, being promoted to audit and assurance service line leader in 2016. Meagan is responsible for managing audit and assurance engagements in a variety of industries, including governmental entities and Uniform Guidance audits.

Danielle M. Hollingshead, CPA

dhollingshead@adamsbrowncpa.com

Position – Assurance Principal, Governmental Industry Leader

Danielle joined the firm in 2009. She currently devotes 100% of her time to audit work, with her primary focus on governmental entities. Danielle currently sits on the Kansas Municipal Audit and Accounting Board of Editors and has also served on the Kansas Society of Certified Public Accountants' conference committee for the annual governmental conference for the past several years.

Jami I. Benyshek, CPA

jbenyshek@adamsbrowncpa.com

Position – Assurance Senior Manager

Jami joined the firm in 2012. She currently devotes 100% of her time to audit work, with her primary focus on governmental entities.

Alexis Crispin, CPA

acrispin@adamsbrowncpa.com

Position – Assurance Senior Staff

Alexis began her career with Adams Brown in 2019. Alexis currently devotes 100% of her time to audit work, with her primary focus on governmental and nonprofit entities, as well as Uniform Guidance audits. She has obtained the Single Audit Certificate offered through the AICPA.

Delaney Smith

dsmith@adamsbrowncpa.com

Position – Assurance Staff

Delaney joined the firm in 2021. She currently devotes 100% of her time to audit work, with her primary focus on governmental entities.

Prior Municipal Audit Experience

<u>Name of Entity</u>	<u>Contact Person</u>
City of Oakley	Leann Hughes, 785-671-3611
City of Osborne	Hanna Eilert, 785-346-5611
City of Holyrood	Stephanie Petermann, 785-252-3652
City of Rose Hill	Warren Porter, 316-776-2712
City of Lindsborg	Kristi Northcutt, 785-227-3355
City of Ellinwood	Kim Schartz, 620-564-3161
City of Stafford	Jami Downing, 620-234-5011
City of Pratt	Bruce Pinkall, 620-672-6446
City of Hays	Kim Rupp, 785-628-7300
City of Colby	Debbie Zerr, 785-460-4400
City of Lincoln Center	Heather Hillegeist, 785-524-4280
City of Hillsboro	Matt Stiles, 620-947-3162
City of Junction City	Lindsay Miller, 785-238-3103
City of Lansing	Beth Sanford, 913-727-2487
City of Ellis	Amy Burton, 785-726-4812
City of Anthony	Cyndra Kastens, 620-842-5434
City of Little River	Sue Peters, 620-897-6260
City of Ellsworth	Dustin Stambaugh, 785-472-4088

Additional audit experience can be provided if requested.

Audit Approach

Our audit approach is designed to achieve compliance with all applicable auditing and financial reporting standards in the most efficient manner possible. A comprehensive approach to complete the audit will be established through collaboration between our leaders and City of Valley Falls, Kansas' management.

Work will be scheduled to minimize disruption of the day-to-day responsibilities of your personnel and to meet your deadlines to allow for adequate time for submission to your appropriate recipients.

Auditing standards generally accepted in the United States of America require evaluation of internal accounting controls. This evaluation will assist in designing the nature, timing, and extent of further audit procedures to allow for us as auditors to express an opinion on the financial statements based on the work performed. The primary purpose of the audit is to express an opinion on the financial statements while understanding that there is an inherent risk within an audit that errors or irregularities may not be detected. During the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, as well as any conditions discovered which lead to belief that material errors, defalcation or other irregularities may exist.

The audit engagement will be segmented into 3 parts: initial fieldwork, final fieldwork, and wrap-up procedures. Both the initial fieldwork and wrap-up procedures segments will be completed at Adams Brown office locations. The initial fieldwork and wrap-up procedures will be conducted primarily by the principal and manager on the job. An electronic engagement organizer is utilized to transmit reports needed for the initial fieldwork to be completed remotely.

An understanding of the City's internal control structure will take place primarily during the initial fieldwork through inquiry of City staff. Once documented by us as auditors, the control structure will be reviewed by City staff to ensure all parties are in agreement. While out for final fieldwork, various controls will be observed further to ensure the controls are operating as designed.

Approximately three auditors will complete final fieldwork either remotely or at the City's office, whatever is agreed to by the City and the firm. Final fieldwork will be conducted by all levels of staff. Adams Brown utilizes a risk-based approach to conducting audits which allows for us to focus on the most significant risks of the City. In general, testing for these areas noted is substantive in nature using sampling techniques. Third-party confirmations may also be utilized.

If final fieldwork is conducted at the City's office, the required space should allow for three auditors, as well as laptops and second monitors for each auditor present. All required auditing supplies will be provided by the auditors.

Substantive procedures will make up most of the audit procedures utilized on this engagement, excluding procedures surrounding compliance with Federal laws and regulations. These procedures will include inquiry, observation, and analytical techniques established to provide insight into the most significant risks of the City. A detailed review of year-end accounts payable and encumbrances will occur as well. City staff are expected to provide information to accurately complete confirmations, as well as to pull and provide support files for items requested by the auditors.

Audit Approach

As part of the audit, we will assist with the preparation of your financial statements and related notes in compliance with the regulatory basis and budget laws of the State of Kansas, which is a comprehensive basis of accounting other than generally accepted accounting principles. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions.

In addition to review by the engagement supervisor, City of Valley Falls, Kansas' audit report and work papers will include a second review by a qualified audit reviewer at AdamsBrown, LLC prior to issuance. Meagan M. Wellbrock will be conducting this quality control review. Meagan's classification and qualifications can be found in the Staff Qualification section, page 5. Additional activities performed by AB's Audit and Attestation Service Line Leader are outlined in the Independence and Licensing section, page 3.

Communication throughout the engagement is critical to a successful outcome. Work for the City's audit begins well in advance of final fieldwork and is expected to begin as soon as information is available from City personnel. Final fieldwork will be scheduled at a time convenient for City of Valley Falls, Kansas, usually between February and April, dependent on final reports being provided at least two weeks prior to fieldwork. During a wrap-up meeting during final fieldwork, we will discuss with City personnel the remaining timeline for the wrap up of the audit.

The audit draft, copy of the audit detailed adjusted trial balance, and audit adjusting journal entries shall be available for review no later than May 1 of each year. We will review the audit draft with City management before the final report is prepared. The final audit report and management letters will be completed and delivered to the City Council no later than June 1 of each year. We will have a representative present at a City Council meeting to discuss the audit and management letters.

Management letters are critical pieces of an audit. It is the firm's philosophy to ensure that controls, policies, and procedures are developed and executed in ways that protect both the City and the people employed by the City. It is firm policy to work with the City during this process, highlighting areas that are working well and recommending solutions that will benefit the City and employees alike.

At the time of this proposal, there are no anticipated potential audit problems pertaining to the City's audit.

Should a Single Audit be required, it will be conducted in accordance with auditing standards of the cognizant agency or with other applicable standards. Necessary procedures will be selected to test compliance with specific laws and regulations.

The firm is a member of the American Institute of Certified Public Accountants Private Company Practice Section, which requires our firm to have a peer review of our policies and procedures. The peer review ensures that our quality control meets the standards established by our profession. This monitoring by our profession ensures that our staff maintains expertise in all areas of auditing and provides clients with quality service. No other federal or state reviews of Adams Brown have occurred within the last three years.

Compensation

We strive to provide the highest quality service for a fair and competitive fee. To be a satisfied client of the firm, we must bring you value beyond your investment. Below is an estimate of our professional fees for audit services to be provided for the year indicated. We expect that our initial audit of the financial statements of City of Valley Falls, Kansas will not exceed the following:

YEAR ENDED	CITY AUDIT FEE*	SINGLE AUDIT FEE PER MAJOR PROGRAM, IF NEEDED
December 31, 2023	\$11,180	\$5,000
December 31, 2024	\$11,400	\$5,000
December 31, 2025	\$11,625	\$5,000

* The fees stated above are for a fully remote audit, including a remote delivery to the City Council. Should auditors be requested to conduct fieldwork and/or deliver the audit in person, travel costs will be billed separately from the fees stated above. An additional \$500 delivery fee will be charged as well for in person Council delivery.

Fees for this engagement are based on our standard rates and estimate of the number of professional hours required. Work performed will be assigned to various staff levels to keep your costs to a minimum and will not exceed the quoted fees above. Fees for the above services assume full and timely cooperation and assistance by your management team. Fees noted above are inclusive of our expenses.

During the fiscal year, City of Valley Falls, Kansas may have technical questions that arise. At such times, you should contact us to ensure that all technical issues are handled correctly throughout the year. The costs for these questions are included in the fees noted above. Should items come up during the year that are not within the scope of the items listed in the initial Request For Proposal and outlined in this proposal, we will work together to arrive at an agreed-upon price for these new items prior to any time being incurred on the additional project.

While we are cognizant of your investment, our goal is not to be the firm with the lowest fee, but rather to be the firm that provides the best service at a fee commensurate with the value of the services provided. Considering that many of our clients have been clients for 20 to 30 years and that fees are seldom an issue for any of our clients, we are confident that you will find our fees reasonable based on the services received. In establishing our fees for recurring services and in charging for our services for special engagements, our goal is to establish and maintain a long-term relationship. We believe the fees we have quoted are within a range that will enable us to provide you with the quality services that you desire and expect.

References

<u>Name and Address of Entity</u>	<u>Contact Person</u>
City of Ellinwood 104 East 2 nd Street Ellinwood, KS 67526	Kim Schartz, 620-564-3161
City of Osborne 128 N First Osborne, KS 67473	Hanna Eilert, 785-346-5611
City of Holyrood 110 S Main Holyrood, KS 67450	Stephanie Petermann, 785-252-3652
City of Stafford 112 W Broadway Stafford, KS 67578	Jami Downing, 620-234-5011
City of Ellis 815 Jefferson Street Ellis, KS 6763	Amy Burton, 785-726-4812

Completed audit reports for any of the references listed above can be found in the Municipal Audits – FY 2021, FY 2021 - Cities folders at the following website:

<https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services/municipal-audits>

City of Valley Falls
417 Broadway St
Goodland, KS 67735

REQUEST FOR PROPOSALS
AUDITING SERVICES

PROPOSAL COVER SHEET

ACCOUNTING FIRM: Vonfeldt, Bauer & Vonfeldt, Chtd.

SUBMITTED BY: Aaron Vonfeldt

ADDRESS: 2306 Anderson Ave, Manhattan KS 66502

CONTACT PERSON: Aaron Vonfeldt

PHONE NUMBER: 785-320-2555

The proposed term of agreement for the services and costs quoted in this submittal is for a period of three (3) years, for the audits of FY2023, FY2024, and FY2025.

The undersigned hereby certifies that this proposal meets or exceeds all of the requirements as specified in the City of Valley Falls' Request for Proposal except as otherwise indicated and supported by supplemental schedules or attachments included with this proposal.

Aaron Vonfeldt
Signature

7/10/2023
Date



VONFELDT, BAUER & VONFELDT, CHTD
Certified Public Accountants

2306 Anderson Ave
Manhattan, KS 66502

Telephone: (785) 320-2555
Fax: (785) 371-1665

July 10th, 2023

Audree Guzman
City of Vally Falls, Kansas
417 Broadway St.
Valley Falls, Kansas 66088

Dear Audree,

We are pleased to provide you with a proposal for the auditing services you detailed in your request for proposal. As you are aware, VonFeldt, Bauer & VonFeldt Chtd. (VBV) is a certified public accounting firm that specializes in municipal auditing and accounting. We look forward to assisting you in a cost-efficient and timely manner and utilizing a team of professionals who are dedicated to helping you achieve your organization's mission.

On the following page is a list of municipal clients across the State of Kansas for which we provide a wide-range of services. Working with this base has afforded us the opportunity to work with several different types of organizations regarding the specific issues and situations that arise in the municipal sector. We are constantly seeking to expand our audit and accounting practice, but not at the sacrifice of providing quality service.

Our firm goal is to provide the highest quality of service possible to our clients and to develop long-term relationships with them. We have various policies and procedures for staff training and development. On average, our audit staff annually takes 40 hours of continuing education (CPE) in the accounting and auditing fields on topics relevant to the types of engagements they perform. To remain abreast of recent auditing and accounting developments, we attend the annual governmental accounting and auditing conference sponsored by the Kansas Society of Certified Public Accountants and we also attend other budgeting and accounting meetings. Additionally, we are required by professional standards to hire another CPA firm to review our accounting and auditing work every three years. Our most recent peer review report resulted in no issued comments and is attached.

In addition to providing a high level of quality with our engagements, with VBV, you will receive topnotch service. At our firm, we believe in a high level of partner and manager contact. This ensures a connected approach to dealing with issues and situations that matter and affect your organization. Additionally, every employee has signed and understands our privacy policy regarding client information. We keep your information confidential. Our professionals understand that your trust comes first.

Thank you again for taking the time to consider VonFeldt, Bauer & VonFeldt Chtd. Please let me know if there is any additional information that might assist you in this decision-making process.

We look forward to hearing from you.

Sincerely,

Aaron VonFeldt
Certified Public Accountant
VonFeldt, Bauer & VonFeldt Chtd.



VONFELDT, BAUER & VONFELDT, CHTD

Certified Public Accountants

2306 Anderson Ave
Manhattan, KS 66502

Telephone: (785) 320-2555
Fax: (785) 371-1665

CLIENT

SERVICES

YEARS OF SERVICE

COUNTIES:

Pawnee County
Sherman County
Ness County

Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit, Budget & Various Accounting

More than 5
More than 5
1 year

CITIES:

City of Larned
City of Coldwater
City of Haviland
City of Kinsley
City of Macksville
City of Rozel
City of Burdett
City of Lewis
City of Westmoreland
City of Riley
City of St. George
City of Wakefield

Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit, Single Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Agreed Upon Procedures & Various Accounting
Agreed Upon Procedures & Various Accounting
Agreed Upon Procedures & Various Accounting
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Audit, Budget & Various Accounting

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More than 5
More than 5
More than 5

UNIFIED SCHOOL DISTRICTS:

USD 106, Western Plains
USD 254, Medicine Lodge
USD 274, Oakley
USD 300, South Central
USD 303, Ness City
USD 347, Kinsley
USD 349, Stafford
USD 351, Macksville
USD 371, Montezuma
USD 422, Greensburg
USD 468, Healy
USD 474, Haviland
USD 476, Copeland
USD 482, Dighton
USD 495, Larned
USD 496, Pawnee Hights
USD 502, Lewis

Audit, Budget & Various Accounting
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RECREATION COMMISSIONS:

USD 300 Recreation Commission, Coldwater
USD 347 Recreation Commission, Kinsley
USD 351 Recreation Commission, Macksville
USD 371 Recreation Commission, Montezuma
USD 495 Recreation Commission, Larned

Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit, Budget & Various Accounting

More than 5
More than 5
More than 5
More than 5
More than 5

SPECIAL DISTRICTS:

Pawnee Watershed Joint District #81
Big Bend Groundwater Management District
Russell Rural Water District
Sunflower Extension District No. 6
Rural Water District No. 2, Wabaunsee Co.

Audit, Budget & Various Accounting
Audit, Budget & Various Accounting
Audit & Various Accounting
Audit & Various Accounting
Audit & Various Accounting

More than 5
More than 5
More than 5
More than 5
4 years



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INDEPENDENCE AND LICENSE

We do hereby certify that we are not aware of any existing relationships that would constitute an independence issue with respect to the City of Valley Falls, Kansas in accordance with the professional standards and ethics promulgated by the AICPA.

We affirm that we have no conflict of interest with regards to the City of Valley Falls, Kansas.

We also certify that VonFeldt, Bauer & VonFeldt Chtd. and all key professional staff are licensed to practice in the State of Kansas.



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FIRM PROFILE

VonFeldt, Bauer & VonFeldt, Chtd. is a full-service accounting firm formed in 1967 by G.L. VonFeldt. We have been providing our clients with quality service at reasonable rates for over 50 years. Our growth has been a result of the personalized customer service and the relationships we build with them.

We have offices in Larned, Manhattan and Burdett, Kansas and would be staffing the audit with employees out of both of our Manhattan and Larned offices. Our audit team consists of eleven experienced professionals. Please see our professional staff qualifications on the following page and audit team below.

Our major services include municipal audits, tax consulting and preparation, business consulting, and accounting and payroll services. Our municipal clients include counties, cities, school districts, rural water districts and other quasi-municipalities. The scope of this engagement, which includes auditing services, fits perfectly with the services we provide to many of our current clients.

PERSONNEL

Aaron C. VonFeldt, Partner

- Certified Public Accountant for over 15 years
- Experience in counties, cities, school districts and Single Audits
- Billing rate \$200 per hour

Aaron D. Koehn, Partner

- Certified Public Accountant for over 10 years
- Experience in counties, cities, school districts and Single Audits
- Billing rate \$200 per hour

Alex Mittie, Accountant

- Certified Public Accountant for over 4 years
- Experience in counties, cities, and school districts
- Billing rate \$150 per hour

Braden Deyoe, Accountant

- Certified Public Accountant for over 3 years
- Experience in counties, cities and school districts
- Billing rate \$150 an hour



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STAFF QUALIFICATIONS

Aaron C. VonFeldt: Certified Public Accountant
Counties, Cities, School Districts and Single Audits
Years of Experience: over 10

Houston J. Pierce: Public Accountant
Counties, Cities, School Districts and Special Districts
Years of Experience: over 10

Mark L. Bauer: Certified Public Accountant
Counties, School Districts and Special Districts
Years of Experience: over 25

Aaron D. Koehn: Certified Public Accountant
Counties, Cities, School Districts and Single Audits
Years of Experience: over 10

Kathryn Couchman: Certified Public Accountant
Counties, Cities, School Districts and Special Districts
Years of Experience: Over 5

Sarah Johnson: Certified Public Accountant
Counties, Cities, School Districts and Special Districts
Years of Experience: Over 5

Eric Spiess: Certified Public Accountant
Nonprofits, Cities, Special Districts
Years of Experience: Over 5

Alex Mittie: Certified Public Accountant
Counties, Cities, School Districts and Nonprofits
Years of Experience: 4

Braden Deyoe: Certified Public Accountant
Cities, School Districts and Special Districts
Years of Experience: 3

Kaitlin Sill: Public Accountant
Cities, School Districts and Special Districts
Years of Experience: 1

Isabelle Klein: Public Accountant
Cities, School Districts and Special Districts
Years of Experience: 1



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AUDIT APPROACH

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the Cash Basis and Budget Laws of the State of Kansas. Our audit will be conducted in accordance with the KANSAS MUNICIPAL AUDIT GUIDE and auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

AUDIT PROCEDURES-GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

The first step of the audit is planning, which consists of us providing you with a list of preliminary items needed in order to gain a better understanding of your organization and assess risks related to the audit areas. After we receive all requested items, we will schedule a meeting with management to discuss any further questions our team might have, and to gain an understanding of client operations. Obtaining an understanding of the client is a very important step in the audit process. We obtain our understanding by interviewing your personnel and management team. Throughout the audit process the auditor will ask pertinent questions regarding the entity. These include questions regarding the nature, mission, revenue sources, major expenses, operations, background of personnel, and current and future plans of your organization to name a few. Additionally, we will review the current and past financials with your personnel to gain an understanding of changes in account balances, revenues, expenses, and selected financial ratios.

In order to ensure that our final audit is of the highest quality, the files and reports will pass through two reviews. Upon completion of our reviews, we will provide you with a draft of the audit report for management's approval. At the end of the engagement, we will meet with the City Council to present our audit report, and management letter.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters. The assistance of City personnel will only be used to assist in the audit when needed. There is no time requirement needed.



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AUDIT APPROACH, CONTINUED

AUDIT PROCEDURES-INTERNAL CONTROL

Our audit will include obtaining an understanding of internal control enough to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

AUDIT PROCEDURES-COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.



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FEES FOR SERVICES

It is our understanding that your needs are an annual financial statement audit. We anticipate performing our field work audit procedures in April. This will involve our staff working in your offices for two to three days.

Our fees for our services will be based on the actual time spent at our hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, etc.). Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our proposal constitutes a firm and irrevocable offer valid for 90 days from the date of this letter.

We agree that our gross fees, not including expenses, for the following services will not exceed the amounts detailed below:

For a three-year audit period:

December 31, 2023

- Regulatory financial statement audit in accordance with auditing standards generally accepted in the United States of America and the guidance in the Kansas Municipal Accounting & Audit Guide \$9,500

December 31, 2024

- Regulatory financial statement audit in accordance with auditing standards generally accepted in the United States of America and the guidance in the Kansas Municipal Accounting & Audit Guide. \$9,500

December 31, 2025

- Regulatory financial statement audit in accordance with auditing standards generally accepted in the United States of America and the guidance in the Kansas Municipal Accounting & Audit Guide. \$9,500

If the actual billing amounts using the rates outlined above are less than these maximum amounts, the City will be billed for the lesser amount. We do not charge for phone consultations in relation to the audit and encourage our clients to call whenever they have questions.

Also, as a part of this engagement we would be willing to provide additional accounting, budget and consultation services outside the scope of the audit at our standard hourly rates.



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REFERENCES

City of Larned
Bradley Eilts, City Manager
417 Broadway
Larned, KS 67550
(620) 285-8500
lmasey@cityoflarned.com

City of St. George
Rebel Eichelberger, Treasurer
PO Box 33
St. George, KS 66535
(785) 494-2558
treasurer@stgeorgeks.gov

City of Wakefield
Julie Murphy, City Clerk
PO Box 326
Wakefield, KS 67487
(785) 461-5886
cityofwakefield@twinvalley.net

City of Coldwater
Kristal Sherman, City Clerk
239 E Main
Coldwater, KS 67029
(620) 582-2940

Sherman County
Ashley Mannis, County Clerk
813 Broadway
Goodland, KS 67735
(785) 890-4802
amannis@shermancountyks.gov



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: July 19, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$68,801.08

APPROVED:

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just, correct, and remain unpaid, and that the amount therein is actually due and owing according to law.

Approved by:

City Administrator

Subscribed and sworn to before me this _____ day of July, 2023

City Clerk

CLAIMS REPORT
Check Range: 7/06/2023- 7/19/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CARA NOLTING	Swimming Lesson Reimbursement		30.00	23528	7/19/23
COUNTRY HARVEST APPLE MARKET	ice		59.30	23529	7/19/23
EFTPS	FED/FICA TAX		5,534.43	22073424	7/19/23
ESRI	Water and Sewer Maps		1,155.00	23530	7/19/23
EVERGY	ELECTRIC		5,565.28	22073411	7/07/23
HAWKINS	Chemicals for Water Plant		2,556.74	23531	7/19/23
HOLLIE VANDYKE	Swimming Lesson Reimbursement		80.00		
JAN JOHNSON	SWIM LESSON REFUND		65.00	23532	7/19/23
JEPSON & ASSOCIATES INSURANCE	PROPERTY/ GL INSURANCE		16.00	23533	7/19/23
KDHE LABORATORIES	Water Samples		983.00	23534	7/19/23
KDOR MISC TAX SECTION	Unemployment Tax		324.57	23535	7/19/23
KDOR ST-36	2nd Qtr 2023		1,332.52	22073422	7/19/23
KDOR UNEMPLOYMENT	2nd Qtr 23		32.94	22073421	7/19/23
KPERS	KPERS TIER III		2,507.97	22073426	7/19/23
KPERS457	KPERS ROTH		910.00	22073427	7/19/23
KSDOR PAYROLL	STATE TAX		811.38	22073425	7/19/23
LEONARD L. BUDDENBOHM	City Attorney Charges		1,000.00	23536	7/19/23
LKM	LKM CONFERENCE		375.00	23537	7/19/23
MID-AMERICAN RESEARCH CHEMICAL	PAINT		1,015.06	23538	7/19/23
MIDWAY AUTO SUPPLY	TAIL LIGHT, GREASE		33.33	23539	7/19/23
MIDWEST CONCRETE MATERIALS	Concrete for Frazier Repair		1,264.00	23540	7/19/23
MIDWEST OFFICE TECHNOLOGY	Printing		99.49	23541	7/19/23
PEC	Sewer Phase 1 - Inspection		24,184.78	23542	7/19/23
PETRO VALLEY FALLS	FUEL		669.15	23543	7/19/23
CITY OF VALLEY FALLS PETTYCASH	Car Wash		30.00	23544	7/19/23
RUBBLE REPROCESSING LLC	ROCK		745.35	23545	7/19/23
TARWATER FARM & HOME	WEED SPRAY		185.50	23546	7/19/23
TFM COMM INC	ANTENNAIN CHARGER		600.89	23547	7/19/23
TURNER DESIGNS	TSHIRTS		50.00	23548	7/19/23
WASTE MANAGEMENT	Trash Service		12,486.30	23549	7/19/23
WERRING LAW LLC	City Prosecutor Services		500.00	23550	7/19/23
WESTERN CONSULTANTS	CDBG Sewer Grant Admin		3,137.50	23551	7/19/23
WESTERN HARDWARE & AUTO	CHAIN, SPLICE		460.60	23552	7/19/23
			=====		
	Accounts Payable Total		68,801.08		
	Invoices: Paid		68,721.08		
	Invoices: Scheduled		80.00		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	16,017.24
160	POOL RESERVE	80.00
720	WATER UTILITY	10,259.55
730	SEWER UTILITY	29,957.99
740	SOLID WASTE (TRASH)	12,486.30

	TOTAL FUNDS	68,801.08



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council July 19, 2023**

Daily Operations

1. **ICMA** Finished credentialing process to become a Certified City Manager with the International City Manager Association.
2. **Welcome Sign** Put together some design options for Chamber to update the Welcome Sign on the hill.
3. **Codification** First draft of update code is anticipated by mid-July.
4. **Budget** Completed budget presentation and entry into state budget form.
5. **Storm Siren** Storm siren has been installed at the park. Will work with Evergy to get connected to power. Once power is connected then BVPS will return to program the siren. Talked with Jepson's to remove old noon whistle. It is his understanding it belongs to the city. He is in agreement to remove the siren at city's cost.
6. **Website** Updated and organized the website.
7. **Ford Truck** The new truck for the public works department is anticipated to be here by the end of this week.
8. **Barnes Addition Plot** PEC has completed the draft. County appraiser not responding to PEC. The plot will be recorded this month.
9. **Utility Mapping** PEC has starting adding the new maps on the GIS system. Maps should be ready by end of July.
10. **207 Sycamore St Condemnation** Waiting to put on tax sale.
11. **204 Walnut St Condemnation** Next update August 23rd.
12. **419 Broadway St Condemnation** Next update August 23rd.
13. **Community Development Board** - Collaborative meeting over by-laws on June 28th. Sent letters out for membership to past EDC members and posted on Facebook page.
14. **Planning Commission** - Met on July 6th variance was approved for 920 Walnut St. In addition a ordinance is being drafted to change setback regulations on double frontage lots. Next meeting is August 10, 2023 at 6:30 PM.

Grants & Projects

1. **CDBG Sewer Project Phase 1** - Construction began May 1st. Anticipated completion by October 2023.
2. **KDHE Waste Tire Grant** - Awarded grant of \$2,600 for benches and tables. Received first half of payment. Benches and tables have been received.
3. **SS4A Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Working on completing RFQ with PEC for consultant. Final grant agreements received from KDOT and USDOT.
4. **LSSE Grant** Application submitted. To be used for radios and Enterpol RMS. Anticipated award notice in September.
5. **T-Mobile Grant** Application submitted on behalf of Valley Falls Historical Society. Anticipated award notice in September.
6. **K-4 / K-16 Street Lights** - Safety study is completed. Will meet with KDOT on July 18th to review recommendations.
7. **Opioid Settlement** - Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds.
8. **American Rescue Plan Act (ARPA)** - Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.
9. **Automatic Water Meters** - 16 meters left to install. Waiting on more meters. Anticipated delivery is September.
10. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

CITY OFFICE

417 Broadway • Valley Falls, Kansas 66088-1200
Phone 785-945-6612 • Fax 785-945-3341

FUND GL	BANK NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	INVOICES PAID	BANK BALANCE	2023 BUDGET	YTD BILLS	BUDGET REMAINING
GENERAL OPERATING FUND										
100	CASH - CHECKING	239,835.03	13,571.23	61,593.08	191,813.18	8,921.92		729,701.00	432,014.75	297,686.25
160	CASH - CHECKING	5,069.19	52.00	0.00	5,121.19			6,500.00		6,500.00
200	CASH - CHECKING	159,327.12	0.00	0.00	159,327.12			50,000.00	196.90	49,803.10
300	CASH - CHECKING	66,973.82	0.00	0.00	66,973.82			172,841.00	6,500.00	166,341.00
400	CASH - CHECKING	64,831.71	0.00	0.00	64,831.71			63,000.00		63,000.00
500	CASH - CHECKING	147,462.68	0.00	0.00	147,462.68			182,393.00	84,588.75	97,804.25
600	CASH - CHECKING	77,999.21	0.00	0.00	77,999.21			60,000.00		60,000.00
720	CASH - CHECKING	48,884.23	10,615.09	19,544.04	39,955.28	6,769.12		543,500.00	251,201.42	292,298.58
721	CASH - CHECKING	15,800.00	0.00	0.00	15,800.00			50,000.00	1,400.00	48,600.00
730	CASH - CHECKING	181,932.67	7,789.12	59,164.70	130,557.09	49,825.07		3,821,000.00	266,274.48	3,554,725.52
731	CASH - CHECKING	24,000.00	0.00	0.00	24,000.00			50,000.00	1,400.00	48,600.00
740	CASH - CHECKING	66,751.27	4,750.16	13,997.73	57,503.70	13,997.73		258,000.00	87,013.57	170,986.43
790	CASH - CHECKING	0.00	0.00	0.00	0.00					
GENERAL OPERATING FUND TOTALS		1,098,866.93	36,777.60	154,299.55	981,344.98	79,513.84	901,831.14	5,986,935.00	1,210,103.71	4,776,831.29
CHECKING - POOL										
160	CASH - CHECKING POOL	0.00	0.00	0.00	0.00			6,500.00		6,500.00
CHECKING - POOL TOTALS		0.00	0.00	0.00	0.00	0.00		6,500.00		6,500.00
VF PUBLIC BUILDING COMMISSION										
500	MONEY MARKET- PUBLIC BUILDING	12,182.42	0.00	0.00	12,182.42			182,393.00	84,588.75	97,804.25
VF PUBLIC BUILDING COMMISSION		12,182.42	0.00	0.00	12,182.42	0.00	12,182.42	182,393.00	84,588.75	97,804.25
KENALL BANK CD'S										
300	CD X1565	0.00	0.00	0.00	0.00			172,841.00	6,500.00	166,341.00
500	CD X0971	153,500.00	0.00	0.00	153,500.00			182,393.00	84,588.75	97,804.25
720	CD X0503	0.00	0.00	0.00	0.00			543,500.00	251,201.42	292,298.58
720	CD X0524	0.00	0.00	0.00	0.00					
720	CD X0535	0.00	0.00	0.00	0.00					
721	CD X0503	0.00	0.00	0.00	0.00			50,000.00	1,400.00	48,600.00
721	CD X0504	0.00	0.00	0.00	0.00					
721	CD X0535	0.00	0.00	0.00	0.00					
731	CD X2279	91,083.20	0.00	0.00	91,083.20			50,000.00	1,400.00	48,600.00
KENALL BANK CD'S TOTALS		244,583.20	0.00	0.00	244,583.20	0.00	244,583.20	998,734.00	345,090.17	653,643.83



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
July 19, 2023

Water:

Got the generator partially installed at Hurst tower they still need to connect it to the gas service. Once completed we will test run the unit to ensure that everything is in proper working order

Spent 2 days chasing the Spring line that comes from the city lake and have it temporarily capped we will evaluate the viability of repairing the line once the power crews are finished working in the area

Streets:

The brick repair in front of the methodist church and clothes closet will be finished soon (weather depending)

Regraded the alley behind the post office and a couple other alleys

Sewers:

Continuing to assist the sewer crews and doing locates as needed

General:

Added 15 more grass carp to the pond on oak St we will be spraying the pond once we have a 4 day window with no rain to allow the chemicals to work effectively

Will be spraying for mosquitos the weekend of the 22-23 before the 4-H fair



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
July 19, 2023

Officers Taylor and Officer Brosa attended training on Mobile Dect test kits that was provided by the Jefferson County Sheriff's Department. The company supplied a few samples of their test kits, which are able to receive drug identification on mobile devices. The test kits are KBI approved reagent, provide better officer safety when handling the illegal drugs and paraphernalia. The class attendees are certified Instructors for the test kits

-Officer Rivera completed training on Search Warrants for Digital Evidence

-I completed the (CHTI) Certified Human Traffic Investigator course thru McAfee. The course provided detailed information on what signs are important to identify human trafficking victims, what resources are provided to human trafficking victims, etc.

-I was able to attend the Human Trafficking Advisory Board meetings for Victims Services, Data, Public Awareness and Prevention, and Law Enforcement. The meetings are new to the state, and the members discuss various topics regarding the Human Trafficking issues their areas and how are dealing with in each topic. The HTAB meets quarterly, and includes Attorney General's office, Kansas Bureau of Investigation, law enforcement agencies task force members, and police department administrators

-TFM completed the install on the older camera systems, and Motorola completed the process with the configuring. So, in short, all the camera in the patrol vehicles are able to park near the access point and download all video from the parking lot

Calls for service:

06/30- Building Checks

06/30-Park checked

06/30-Vicious dog citation issued

06/30- Traffic Stop

06/30-Traffic Stop

06/30- Harassment complaint

06/30- Weather watch

07/01- Assist outside agency

07/01- Medical call

07/04 Traffic stop/Arrest Recovery of Stolen Vehicle/Altered, Destroyed, or Removed VIN

07/05- Traffic Stop (verbal warning)

07/05-Traffic Stop (verbal warning)

07/05- Building checks

07/05-Park check

07/05- Cemetery check

07/06 Park check

07/07 Suicidal subject

07/06 Building check

07/07 Building check

07/07 Park check

07/07 DG/Petro check

07/08 Checks-building/park/Petro/DG
07/08 Medical Clinic fair
07/08 Traffic Stop
07/12 Delivered patrol vehicle to Topeka
07/12 Traffic stop
07/12 Traffic Stop (verbal warning)
07/12 Traffic Stop (verbal warning)
07/12 Traffic Stop (verbal warning)
07/12 Trespass complaint
07/12 Trespass complaint
07/12 Trespass complaint
07/12 Business checks
07/13 Training
07/13 Funeral escort
07/13 Traffic Stop
07/13 Traffic Stop
07/14 Traffic Stop (verbal)
07/14 Building checks
07/14 Criminal Damage to Property complaint
07/14 Traffic Stop (verbal warning)
07/14 Traffic Stop (Citation issued)
07/14 Traffic Stop (verbal warning)
07/14 Traffic Stop
07/14 Traffic Stop (verbal warning)
07/15 Recovery of stolen property
07/15 Business checks/Park
07/15 Traffic Stop (verbal warning)
07/15 Traffic Stop (verbal warning)
07/15 Traffic Stop (written warning)
07/15 Business checks/Park



*Incorporated May 17,
1854*

Swimming Pool Report July 19, 2023

- No additional pool passes have been sold. #75 is the next number for a pass.
- Finishing up on private swimming lessons. Preschool class started this week at 6:30 pm.
- Community Pool Party - Christmas in July - July 25th, \$2.00 admission.
- Closing at 5:00 on July 26th for the 4H parade
- Closing Saturday, August 12th at 7:00 pm. If there is bleach available may continue with water aerobics.
- On Saturday, July 15th after some trouble shooting, called Bill to come look at the chem-box as it was indicating the bleach was feeding, but it wasn't working. Bill did come look at the box on Saturday. He contacted me Sunday morning to let me know the issued had been fixed.
- Starting a list of items for repair or consideration for purchase for next season.

Items to Replace or Repair for Season 2024

- ❖ Awning over concession stand
- ❖ Replace basketball goal or look to get new feature to attach to the pool bottom
- ❖ Paint line on the pool bottom to separate 5ft from the deep end.
- ❖ After draining the pool, tighten the drain cover.
- ❖ Attach new floats in the pit area.
- ❖ Order at least 2 new umbrellas to have on hand for the guard stands.
- ❖ Remove and replace the wood benches. Not all benches need to be replaced.
- ❖ More rock may be needed for the parking lot.
- ❖ Spray the parking lot and around the pool prior to season several times to kill weeds and grass that is growing in the areas around the pool.
- ❖ Find a place for the large piece of tin that is for the carport/pit cover to be moved to or used. This will allow the bike rack to be used.
- ❖ Could use some plastic plugs for the pool wall holes. Several are missing.
- ❖ What maintenance, if any, needs to be done to the backwash filter container?
- ❖ What maintenance needs to be done on the exhaust fans?

EXECUTIVE SESSION MOTIONS

There is no standard format for the motion to recess into executive session which will apply to all situations. Because the statutory language requires the motion contain both the "justification" and the "subjects" to be discussed, the motion should include the statutory reason for recessing into executive session and a more specific description of the topic for discussion.

1. **Statutory reason for non –elected personnel needs a more specific reason which could be Individual employee's performance**

I move the city council recess into executive session to discuss an individual employee's performance pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

2. **Statutory reason for Attorney – Client privilege needs a more specific reason which could be discuss contract, Litigation, Claim, or other such more specific item.**

I move the city council recess into executive session to discuss a claim pursuant to **Attorney – Client privilege** matter exception, K.S.A. 75-4319(b)(2) to include: the City Attorney and (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

3. **For employer-employee negotiations a more specific description could be salary.**

I move the city council recess into executive session to discuss salary pursuant to **employer-employee negotiations** matter exception, K.S.A. 75-4319(b) (3) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

4. **For property acquisition matters a more specific description could be purchase cost.**

I move the city council recess into executive session to preliminary discuss purchase cost pursuant to **property acquisition** matter exception, K.S.A. 75-4319(b)(6) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

K.S.A. 75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure. (a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion. (b) No subjects shall be discussed at any closed or executive meeting, except the following:

- (1) Personnel matters of nonelected personnel;
- (2) consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
- (3) matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
- (4) confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- (5) matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
- (6) preliminary discussions relating to the acquisition of real property;