



CITY OF TONGANOXIE
321 S. DELAWARE 913-845-2620
February 3, 2014
7:00 Regular Meeting

Honorable Jason K. Ward, Mayor
Council Members
Chris Donnelly James Truesdell
Bill Peak Andy Gilner Kara Reed

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Consent Agenda

- a) Approval of Minutes – Regular Meeting dated January 21, 2014
- b) Consider Approval of Bills - Approve Pay Ordinance A-1725
- c) Consider approval of payment to Kansas Gas for gas line extension to the industrial park in the amount of \$260,000.00.
- d) Consider approval of payment to the Tonganoxie Library Board for ad-val taxes in the amount of \$141,590.58.

Open Agenda

“Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. Please wait to be recognized by the Mayor, then **state your name and address** and all comments are to be directed to the chair.”

III. Old Business

- a) Update on Chieftain Trail
- b) Update on utilities extension
- c) Update on Hwy 24-40 traffic signal improvements
- d) Discussion of the services of Water District #6 and #9

IV. New Business

a) City Administrator Agenda

Action Items:

1. Request to reclassify Utility Billing Clerk position to Administrative Assistant and recruit from the existing eligibility list

Discussion and Presentation Items:

1. Review of Kansas Open Meetings Act (KOMA)
2. Summary of 2014 state legislative bills
3. 2013 Year-End Budget explanation

b) City Attorney Agenda

1. Discussion of nuisance code revision

c) Mayor Agenda

d) Council President Agenda

e) City Council Agenda

1. Retail Commercial Development Committee – Bill Peak
2. Infrastructure Committee – Jim Truesdell
3. Industrial Park Committee – Chris Donnelly
4. Update on fireproof storage in city hall – Bill Peak

V. Information & Communications (No Action Required)

1. Recurring Nuisance Report

VI. Adjourn



City Council Meeting Minutes

January 21, 2014

7:00 p.m. Regular Meeting

The Mayor opened the agenda at 7 p.m. with the pledge of allegiance. Councilwoman Reed, Councilman Gilner, Councilman Donnelly, Councilman Truesdell, Councilman Peak and Mayor Ward were in attendance. Also in attendance were city staff Nathan McCommon, Jennifer Jones-Lacy, and City Attorney Michael Kelly.

Consent Agenda

Councilman Peak made a motion to approve the consent agenda, Councilwoman Reed seconded. All Ayes, the motion carried.

Open Agenda

Nothing for open agenda.

Old Business

- a) Update on Chieftain Trail
 1. Mr. McCommon said the bridge is on order for the trail. The City had a little push back from the County them not wanting the contractor to use the bridge to stage equipment. Mr. Heskett is working with the County on that issue.

- b) Update on utilities extension
 1. The Water line is about 85% installed.
 2. Approve agreement with One OK d/b/a Kansas Gas Service for the installation of a gas main line to the industrial park.
 - The agreement would commit the funds to pay for the installation. The price has gone up from \$260,000 to \$296,000. There may be additional costs to this project depending on what they find as they dig. The good news is that they will be installing next to the water line and our crews do not think that there would be additional difficulties that Kansas Gas would face.
 - Councilman Peak asked if Kansas Gas makes that determination of additional difficulties that would predicate additional cost. Mr. McCommon said our staff would be out monitoring the work as well. He said the contract does say that it's Kansas Gas's decision. Mr. Kelly said we're not in a position to negotiate.
 - Councilman Peak asked if Nathan was going to the Port Authority for the total fee of \$296,000.
 - Councilman Donnelly made a motion to approve the agreement with Kansas Gas, seconded by Councilman Peak. All Ayes, the motion carried.

- c) Update on Hwy 24-40 traffic signal improvements
 - Surveyors from BG think there will be a little bit of pedestrian easement the City will need to acquire because the sidewalk will curve in a little bit. BG suggests that the City add pedestrian right-of-way on the property of the gas station, on the west side of Stone Creek. BG said they will assess if that addition is doable within budget. There's concern about the cuing of traffic northbound on South Park. The majority of

the sidewalk would be installed in the road right-of-way, any additional would be mostly grass.

- Councilman Donnelly asked what the purpose of the sidewalk on the south side of the road. Mr. McCommon said the sidewalks would connect to existing sidewalks on South Park, one crosswalk would cross the highway and the other crosswalk would cross Stone Creek. Councilman Donnelly said he didn't understand the need for the additional sidewalk.
- Councilman Peak said he would like to see all of this illustrated.

d) Discussion of the services of Water District #6 and #9

- Received written consent from BPU that the City could be an additional source for district 6.
- Mr. Kelly said he reviewed the original agreement from 1982 and termination was allowed when any of the three entities ceased to exist. The addendum in 1984 said the agreement would last for 40 years. There was an additional addendum in 1987 that allowed any of the entities to be dissolved based on mutual agreement of all parties. The language in the original agreement is almost ancient. Mr. Kelly said we need to give notice to the attorney general but we would not need approval to dissolve.
- Jim Stuke said if the City approves the allowance of using the City as a backup source, they would be in favor of dissolving the consolidated water district.
- Councilman Donnelly asked what the liability would be if the agency dissolves and if there is any corporate protection that the wholesale provides. Mr. Kelly said not that he's aware of.

I. New Business

a) Request for waiver of special event permit fee of \$250.00 for the St. Patrick's Day Parade presented by Davo Howe

- Mr. McCommon asked introduced Davo Howe, owner and operator of Jammin' Java. He asked the Council to waive the fee of the special event permit. Team Clover is a group of volunteers who brought this together.
- Mayor Ward asked for a summary of the changes that were made in the new zoning ordinance regarding special events.
- Mr. McCommon said the new ordinances changed when a permit was required for a special event. This identifies when permits are needed if city services are required for an event. The base permit is \$50 and if City services are needed the permit is \$250. The goal is to recoup costs associated with staff time. Since this event is on a Saturday, staff would have to come in on overtime.
- Mr. Howe said that City crews drop the barricades off during the week and volunteers set them up.
- Councilman Peak asked if the Chamber paid a fee. Mr. Kelly said we gave them money for the event.
- Councilman Gilner asked if there would be vendors and Mr. Howe said he doesn't have any vendors now but if they do they would need to come to the City to fill out an application.
- Mayor Ward said the benefit to the City far outweighs the cost of the event. There are certain events that really improve the community and this is one of them. He encouraged the Council to set the events aside and determine which ones they want to cosponsor and set the fee aside for those.
- Councilman Donnelly said his concern was charging fees to nonprofit organizations. He said he's never heard of Team Clover.
- Mr. Howe said they created it and that they have an account at First State Bank.

- Councilman Donnelly asked if all the money would continue to go toward the event in the future. Mr. Howe said yes.
- Councilman Peak made a motion that the City will participate as a sponsor of the St. Patrick's Day Parade. Seconded by Councilwoman Reed. Event is March 19th at 9 a.m. All Ayes, the motion carried.

b) City Administrator Agenda

Action Items:

1. Inter-local agreement with USD 464
 - This agreement is with the school district and the agreement is to pay for the actual cost of the inspector, covering Design Energy Group actual cost. The School will provide a performance bond to the City. Once the construction is complete they would provide a warranty bond that's good for one year. The School currently has the correct copy that needs the Mayor's signature later.
 - Councilman Donnelly said if the City is out any money we should charge for those but we shouldn't be charging any additional fee to the school. He said he supports it.
 - The school board asked the City to waive the water and sewer tap fees and the excise tax. This agreement includes those waivers.
 - Peak asked if the School would be up \$25,000 by not paying those fees.
 - Councilwoman Reed asked if we were waiving the building permit fee.
 - Mr. McCommon said no.
 - She asked if the building permit fee would contribute to the salary for the new code enforcement officer. Mr. McCommon said that it would and that the acceptance of this agreement would not jeopardize that position.
 - Councilman Peak made a motion to enter into an agreement with USD 464, seconded by Councilman Truesdell. All Ayes, the motion carried.
 - Councilman Truesdell said he got some feedback from the school and gave really high praise to the City for their work.
2. Request approval to recruit for a full-time building inspector position
 - Mr. McCommon said this has been a long time coming. This is an opportunity to get the position correct. When Mark Lee was here he told us that there was no way he could get to every call so we had to prioritize based on need. This is a way to have a consistent voice and gain some credibility with the public on the code enforcement side and building inspection side.
 - He asked our neighbors about compensation and they suggested the low \$40,000 range would be appropriate for a qualified candidate.
 - Mr. McCommon thinks the revenue in 2014 would cover the cost of the position but there's no telling what the 2015 budget will bring. He sees this as an opportunity for the Council to commit to funding the position for benefit of the City.
 - Peak said he fully supports funding this position.
 - Truesdell asked when he expected to fill.
 - Mr. McCommon said he's asking to recruit and fill the position now.
 - Mayor Ward said we need to consider the gap between the part-time and full-time position plus benefits.
 - Councilman Peak made a motion to advertise for a full-time building inspector/code enforcement officer. Seconded by Councilwoman Reed. All Ayes, motion carried.

Discussion and Presentation Items:

1. Update on the Gallagher property work session

- Ms. Jones-Lacy said Brian Kingsley would be at the meeting to provide a mock up of the items they want to preliminarily include in the park which is tentatively set for February 4th at 6 p.m. at the Library.
- Councilman Peak asked for verification of the date.

2. December 2013 Financial Report and 4th Quarter Treasurer's Report

- Mr. McCommon said the report feels very good about where we ended. He walked through the fund balances of each fund. He explained that \$100,000 was deposited from the contractual agreement with Dean Oroke and \$106,000 from the fund balance of the Employee Benefits Fund.
- Councilman Donnelly said he wanted a reason behind why there were significant differences between the budget and preliminary figures versus what we actually spent or collected.
- Mr. McCommon said he would provide that to Council.
- Mr. McCommon said that he would recommend either replenishing the

3. Executive session to discuss confidential matters of non-elected personnel

- Councilman Gilner made a motion to enter into executive session for a period of 10 minutes.
- Councilman Gilner made a motion to return from closed session noting no action was taken, seconded by Councilwoman Reed. All Ayes, the motion carried.
- Councilman Truesdell made a motion to reclassify Deputy City Clerk from a Range 3 to Range 6, seconded by Councilman Peak. All Ayes, the motion carried.

c) City Attorney Agenda

1. Discussion of nuisance code revision

- Mr. Kelly said he should have available at the next meet the ordinance to amend the nuisance code. He's received additional feedback from the police department. He explained a recurring nuisance from the last court session and how that was addressed.
- Mr. Kelly said the Kansas Sampler had a strong showing last week. The event was thrown together in 10 days and they received excellent feedback from people across the state. Mayor Ward echoed Mike's sentiment. There's a lot of positive energy right now and we need to capture that.

d) City Council Agenda

1. Infrastructure Committee – Jim Truesdell

- Councilman Truesdell said Nathan came up with a cost estimate for the sidewalk on Washington. He explained that the goal is to have City crews do much of the work and the estimate is assuming that there will not be a need for a culvert under the driveway and sidewalk. He said this sidewalk would fit between the road and ditch and that no easement is needed.
- Mr. McCommon said there's a capital improvements discussion next Monday and this would be an opportunity to discuss this in greater detail.
- Councilman Truesdell said we need to do a survey as a first step and start to get the public involved.
- Mayor Ward asked what the last sidewalk was that we have used City forces for.
- Mr. McCommon said a new hire with the Public Works Department has a lot of experience in concrete and only since his hire in 2012 have the crews had the expertise to do this kind of work.

- Councilman Truesdell asked where the funding would come from. Nathan said the Capital Projects Fund is the traditional source. The General Fund is always an option. Mr. McCommon said he didn't know if Special Highway funds were available for use of a sidewalk.
- Mr. McCommon suggested that we wait until the utility extensions are complete to see what kind funds are available after that project is complete. Then we'll know if the General Fund has some availability.
- Councilman Truesdell asked if those attending next weeks' meeting could get that list of capital projects prior to the meeting.
- Councilman Peak asked if Mr. McCommon was going to ask for the additional \$36,000 from the Port Authority. Mayor Ward said he was hoping to attend the meeting as well.

Motion to adjourn by Councilman Gilner, seconded by Councilwoman Reed. All Ayes, the motion carried.

Respectfully Submitted,

Jennifer Jones-Lacy
Assistant City Administrator

Check Register Report

Pay Ordinance A-1725

Date: 01/30/2014

Time: 6:47 pm

Page: 1

City of Tonganoxie

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
38786	01/27/2014	Printed		SCHUB00	ANTHONY SCHUBERGER	1/31/14 Payroll	181.83
38787	01/27/2014	Printed		WHGR00	W. H. GRIFFIN, TRUSTEE	Toby Allen-12-21023-13	100.25
38788	02/01/2014	Printed		ALAM00	ALAMAR UNIFORMS	PD Uniforms	1,036.48
38789	02/01/2014	Printed		BLUE02	BLUE TARP FINANCIAL, INC.	RATCHET SET; TOOL SET	326.77
38790	02/01/2014	Printed		BOBH00	BOB HOSS DODGE	Vehicle Maintenance	50.81
38791	02/01/2014	Printed		BONN00	BONNER SPRINGS FORD	Auto Maintenance	7.28
38792	02/01/2014	Printed		BP00	BP	FUEL	199.06
38793	02/01/2014	Printed		BRAN00	JEFFERY BRANDAU	BOOTS - POLICE DEPT	938.94
38794	02/01/2014	Printed		CHER00	CHERYL HANBACK CONSULTING, LLC	ANNUAL DOMAIN NAME REGIS	20.00
38795	02/01/2014	Printed		CITY16	CITY OF LENEXA	NEK City/County Mgmt Meeting	25.00
38796	02/01/2014	Printed		CITY09	CITY OF SHAWNEE	TUITION-INVESTIGATION CLASS	295.00
38797	02/01/2014	Printed		CONSTR01	CONSTRUCTION & ABATEMENT	MOLD SAMPLES	300.00
38798	02/01/2014	Printed		DEPT01	DEPT OF HEALTH & ENVIRONMENT	WATER SAMPLE ANALYSIS	474.00
38799	02/01/2014	Printed		ELEC01	ELECTROLIFE BATTERY INC	DURACELL BATTERIES	7.98
38800	02/01/2014	Printed		ENVI00	ENVIRONMENTAL LABORATORIES INC	WASTEWATER SAMPLE ANALYSIS	276.00
38801	02/01/2014	Printed		FIRS00	FIRST STATE BANK & TRUST	Credit Card-Jeff	631.79
38802	02/01/2014	Printed		FORT00	FORT SCOTT COMMUNITY COLLEGE	Environmental Water Technology	1,275.00
38803	02/01/2014	Printed		HAYN00	HAYNES EQUIPMENT CO	SP-BAGS; PAC BAG CASSETTES	311.00
38804	02/01/2014	Printed		HIMP00	HIMPEL LUMBER & BUILDING SUPPL	BROOM HANDLE - FIRE DEPT	642.63
38805	02/01/2014	Printed		HOLL00	HOLLIDAY SAND & GRAVEL COMPANY	Ice Control Sand & Deco Gravel	1,211.35
38806	02/01/2014	Printed		ICMA00	ICMA 304682 TRUST - 457	Nathan McCommon Retirement	80.29
38807	02/01/2014	Printed		KANSG01	KANSAS GAS	Gas Line Extension	260,000.00
38808	02/01/2014	Printed		WOW00	KNOLOGY, INC.	Fire Department	129.33
38809	02/01/2014	Printed		LIB01	LIBERTY NATIONAL	Employee Elective Ins	510.57
38810	02/01/2014	Printed		LEAV03	LV COUNTY SHERIFF OFFICE	BOARD OF PRISONERS	192.50
38811	02/01/2014	Printed		MUTUAL00	MUTUAL OF OMAHA	FEB 2014 LIFE & ADD PREM.	170.50
38812	02/01/2014	Printed		NEBR00	NEBRASKA FURNITURE MART	Phone Accessories	39.99
38813	02/01/2014	Printed		NORT01	NORTHERN SAFETY CO	Safety Vest	278.61
38814	02/01/2014	Printed		OLAT00	OLATHE WINWATER WORKS	Uniflange Tees & Packs	697.26
38815	02/01/2014	Printed		PRAX00	PRAXAIR DISTRIBUTION, INC.	Oxygen & Acetylene	208.11
38816	02/01/2014	Printed		QUIL00	QUILL	FD Office Supplies	168.80
38817	02/01/2014	Printed		SECR00	SECRETARY OF STATE	Notary Fees	25.00
38818	02/01/2014	Printed		SHIL00	SHILLING ELECTRIC CO.	AIR RELIEF VALVE	285.00
38819	02/01/2014	Printed		SMITH1	ROBERT SMITH	Mileage to KBI Lab R/T	22.96
38820	02/01/2014	Printed		SPEEDPRO01	SPEEDPRO IMAGING	PD Car Vinyl Car Decals	1,066.96
38821	02/01/2014	Printed		TONG01	TONGANOXIE LIBRARY BOARD	AD VAL. TAX - EMP. BEN.	141,590.58
38822	02/01/2014	Printed		VISI00	VISION SERVICE PLAN	FEB. 2014 VISION SERVICE PREM.	408.91
38823	02/01/2014	Printed		WEST01	WESTAR ENERGY	Monthly Utility Bill	473.66

Total Checks: 38

Checks Total (excluding void checks): 414,660.20

Total Payments: 38

Bank Total (excluding void checks): 414,660.20

Total Payments: 38

Grand Total (excluding void checks): 414,660.20



City of Tonganoxie
Office of the City Administrator

City Hall
321 S. Delaware,
Tonganoxie, Kansas 66086
(913) 845-2620
www.tonganoxie.org

AGENDA STATEMENT

DATE: February 3, 2014
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jennifer Jones-Lacy, Assistant City Administrator
SUBJECT: Reclassify a Utility Billing Clerk to an Administrative Assistant and Fill from an existing eligibility list

DISCUSSION:

During the final meeting in 2013, the City Council approved the creation and recruitment of an Administrative Assistant position. The description provides a more broad description of the duties that an individual working in a front office position would incur. That position closed on Friday, January 24th.

Due to the recent resignation of a Utility Billing Clerk, I request that we reclassify this position to an Administrative Assistant and recruit from the existing eligibility list. City Hall administrative staff members are generalists and have duties that expand beyond the realm of utility billing clerk or court clerk. In addition to providing the convenience of using the same eligibility list to hire the recently vacated position, this position description more accurately reflects the duties the new hire would have.

BUDGET IMPACT:

No impact. The Utility Billing Clerk position was fully funded in 2014 and the Administrative Assistant position is classified in the same compensation range. The effect is expected to be neutral.

STAFF RECOMMENDATION:

That City Council authorize the reclassification of the Utility Billing Clerk to an Administrative Assistant and to recruit from the existing eligibility list.

cc: Nathan D. McCommon, City Administrator
Michael E. Kelly, City Attorney

REVIEW OF THE KANSAS OPEN MEETINGS ACT



Kansas Open Meetings Act (KOMA)

- KOMA applies to the governing bodies of state and local government agencies as well as any subordinate groups.
 - ▣ Examples include city council, planning commission, library board, rural water district boards, etc.
- It is specifically against public policy for meetings to be adjourned to another time or place to subvert policy of openness.



Groups not subject to KOMA

- Staff meetings where less than a quorum of the public body is in attendance
- Judicial bodies
- Public bodies acting in a quasi-judicial manner
 - ▣ If the body is deliberating on a case before it this is not public.
 - ▣ Example: zoning appeals board can meet privately
- Impeachment inquiries



What constitutes a meeting?

1. When a majority of the governing body are present (virtually or in person)
 2. There's an interactive communication
 3. The discussion of the business or affairs of the body
 - ▣ All three elements must be present to trigger KOMA
- K.S.A. 2012 Supp. 75-4317a



KOMA requires the following:

1. Meetings must be open to the public
2. Notice of meetings must be individually provided to those requesting it
3. Must allow the use of recording devices
4. Binding actions must be taken publicly
5. Executive sessions must be made by formal motion and no action can be taken
6. Bans secret ballots



KOMA does not require...

- ❑ Notice of the public meeting to be published in the paper, posted on the door of the facility, etc.
- ❑ An opportunity for public input
- ❑ Agendas to be prepared for public meetings
- ❑ Specific information be put into the minutes except motions to enter into executive session



Executive Session Subject Matters

- Personnel matters of non-elected personnel
- Consultation with attorney
- Employee-Employer negotiations
- Confidential matters of financial affairs or trade secrets of private companies
- Preliminary discussions on the acquisition of real property
- Security measures



Serial communication outside of a noticed meeting

- Collectively involve a majority of the membership outside of the body.
- Share a common topic of discussion, and
- Are intended by any or all participants to reach an agreement on a matter that requires a binding action be taken by the body.

K.S.A 2012 Supp. 75-4318(f)





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AGENDA STATEMENT

DATE: February 3, 2014
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Nathan D. McCommon, City Administrator
SUBJECT: Pending Legislative Items

DISCUSSION:

The Legislature of the State of Kansas will be considering laws that could have impact on local government. Below is a summary of items that I believe the City Council should understand. I plan to meet with Senator Tom Holland and Representative Connie O'Brien on Wednesday, February 5, 2014.

1. I already raised possible improvements to US 24-40 south of K-16, and Representative O'Brien agrees that new traffic patterns generated by the new elementary school prompt additional study for, at minimum a southbound left-turn lane if not widening to four lanes as far as a potential 14th Street. I also raised this concern to KDOT.
2. City elections are under consideration for A) becoming partisan and B) occurring in November of even years.
3. A bill proposes eliminating the Mortgage Registration Fee. This revenue from the sale of real estate funds the register of deeds office of every county. It is simply a filing fee and amounts to a couple hundred dollars at closing.
4. Proposed is the exemption of fixtures from ad valorem taxation, which would greatly reduce property tax revenue from commercial property.
5. One bill proposes to restrict lobbying by tax-supported organizations. Its passing would preclude groups like the League of Kansas Municipalities and the Kansas Association of Counties from advocating to the legislature on behalf of their constituents.
6. Proposed is a tax exemption to for-profit fitness centers. A Wichita fitness center owner is lobbying for this exemption because he claims that the YMCA has an unfair market advantage with its tax-exempt status.

7. There is an effort to reduce the personal property tax rate on motor vehicles from 20% to 12%. Some of our neighbors feel it is a nice gesture to the tax payer but they struggle to adjust for the potential loss in revenue.
8. There is a pending ruling on public school financing that could have very significant impact on the state budget, which is feared to trickle down to local jurisdictions by way of less project participation and unfunded mandates.

I want to encourage all City Council members to reach out to our representatives on any bill of concern, and I commit to providing the City Council of timely updates as issues come up for vote.

Our Local Representatives

Senator Tom Holland
Topeka State Capitol, Room 134-E
(785) 296-7372
Tom.Holland@senate.ks.gov

Representative Connie O'Brien
Topeka State Capitol, Room 187-N
(785) 296-7683
Connie.Obrien@house.ks.gov

To learn about any pending bill, see <http://www.kslegislature.org/li> and use the “Bill Search” option.

cc: Jennifer Jones-Lacy, Assistant City Administrator
Michael E. Kelly, City Attorney



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AGENDA STATEMENT

DATE: February 3, 2014
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Nathan D. McCommon, City Administrator
SUBJECT: Explanation of FY 2013 Year-End Financial Chart

DISCUSSION:

In the prior City Council meeting, members requested additional explanation of some significant differences between budgeted and actual figures.

General Fund

- › The adopted budget contemplated spending \$81,776 above estimated revenues to pay for employee raises, the Tonganoxie Days Festival, the reclassification of a maintenance position, and one police patrol vehicle. At the close of FY 2013, through close management of expenses, the overage was reduced to \$18,759.
- › Additional revenue of \$100,000 was collected as a result of shared proceeds from a property sale.
- › With the closing of the Employee Benefits Fund, its unspent balance of \$101,691 was moved into the General Fund.

Debt, Bond, and Interest Fund

- › Part of the estimated revenue was not true revenue but rather transfers from the Capital Projects Fund and the Special Highway Fund as supplemental sources to pay bonded debt service. Part of the debt payments were actually paid directly from Capital Projects and subsequently not transferred into Debt, Bond, and Interest.
- › Lower expenditures are a result of the method above plus one delayed payment into FY 2014 due to paying off state loans with a new bond issuance.

Water Park Fund

- › In March of 2013, staff discovered a historic posting error in the distribution of sales tax among municipal funds and made corrections, which actually added revenue to the Water Park Fund and reduced the General Fund subsidy.
- › All receipts are paid out for the debt service and leave negligible fund balance.

Fire Capital Reserve

- › This fund recognized an unexpected grant of \$145,000.

Police Equipment Reserve

- › This fund recognized a state grant for the purchase of Digiticket devices.

Capital Projects Fund

- › In addition to the County Sales Tax, this fund recognized state grant revenue for the construction of Chieftain Trail.

Attachment

cc: Jennifer Jones-Lacy, Assistant City Administrator
Michael E. Kelly, City Attorney

City of Tonganoxie
2013 Monthly Financial Update
As of December 31, 2013

Budgeted Funds	Beginning Balance	Budgeted Revenue	Projected Revenue	Revenues	Cummulative % of		Budgeted Expend.	Projected Expend.	Expenditures	Cummulative % of		Ending Balance
					Budget	Project.				Budget	Project.	
General	\$ 264,072	\$ 1,722,369	\$ 1,728,936	\$ 1,852,742	108%	107%	\$ 1,804,145	\$ 1,680,493	\$ 1,669,810	93%	99%	\$ 447,004
Water Operations	640,064	951,350	1,083,172	\$ 955,927	100%	88%	1,413,887	1,382,217	1,347,387	95%	97%	248,604
Sewer Operations	103,755	569,800	570,249	563,094	99%	99%	585,576	583,193	548,104	94%	94%	118,745
Sanitation	27,469	310,000	324,000	319,324	103%	99%	307,532	306,745	283,603	92%	92%	63,190
Employee Benefits (GF)	92,912	528,271	534,827	514,564	97%	96%	535,124	530,431	607,476	114%	115%	0
Transient Guest Tax	4,775	1,000	750	415	42%	55%	5,000	3,000	1,000	20%	33%	4,190
Debt - Bond & Interest	32,181	893,391	747,154	792,971	89%	106%	893,391	670,593	661,658	74%	99%	163,494
Water Park	32,760	275,000	356,770	349,639	187%	98%	275,000	356,770	381,480	139%	107%	919
Fire Equipment	310,135	74,500	241,402	222,296	298%	92%	276,517	429,268	416,764	151%	97%	115,667
Police Equipment	24,143	8,000	17,560	52,180	652%	297%	23,676	23,780	58,843	249%	247%	17,480
Sewer Capital	304,914	27,770	27,770	26,145	94%	94%	360,000	272,684	74,219	21%	27%	256,840
Special Parks & Rec	6,070	5,325	5,325	5,144	97%	97%	5,300	4,900	-	0%	0%	11,214
Special Highway	179,800	154,690	145,797	152,364	98%	105%	150,000	146,000	123,848	83%	85%	208,316
Capital Projects	352,748	350,000	350,000	612,380	175%	175%	502,418	580,709	708,422	141%	122%	256,706
Water Capital	174,777	457,600	460,600	478,115	104%	104%	590,000	610,000	168,147	28%	28%	484,745
Capital Reserve Fund	23,533	-	-	-	100%	100%	21,000	21,000	22,868	109%	109%	665
Law Enf Trust	16,491	2,000	3,000	2,410	121%	80%	-	3,010	2,466	0%	82%	16,435
Total Budgeted Funds	\$ 2,590,599	\$ 6,331,066	\$ 6,597,312	\$ 6,899,710	109%	111%	\$ 7,748,566	\$ 7,604,793	\$ 7,076,095	91%	90%	\$ 2,414,214

Notes:

Transfers from the Capital Projects Fund were postponed to the *Debt, Bond and Interest Fund* and actually paid debt from *Capital Projects*.

Revenues and expenditures in the *Fire Equipment Reserve Fund* exceeded original estimates due to the receipt and expenditure of grant funds for air packs for the fire department.

Revenues and expenditures in the *Police Equipment Reserve Fund* exceeded original estimates due to the receipt and expenditure of grant funds for electronic ticketing software.

Revenues and expenditures in the *Capital Projects Fund* exceeded original estimates due to the receipt and expenditure of grant funds for Chieftain Trail.

2014 Recurring Nuisance Violations

Code Violations						
Owner	Property Address	Violation	Citation Date	Notice returned	Time Limit to Abate	Last Action
Renne & Jimmy DeArman/ Caherine Shutts	504 Washington St.	junk vehicles	01/10/13	No	10 days	Being handled by municipal court
Stephen Stein	602 Yoeke St	Keeping small animals poultry/fowl	03/20/13	Yes	10 days	Sent registered letter, being handled by municipal court
Ace Properties	512/518 E. 1st St.	Dilapidated fence/tall grass & weeds	05/24/13	No	10 days	Code Enforcement Officer

2014 Recurring Nuisance Violations

Municipal Court Violations						
Defendant	Property Address	Violation	Citation Date	Court Date	Fine	Last Action
Stephen Stein	602 Yoeke St	Cars blocking street traffic	12/16/12	06/19/13	None	Plead Not Guilty - case dismissed due to two different officers issuing a citation on the same date
		Dogs/cats running at large	01/04/13	03/20/13	\$ 100.00	Judge found defendant guilty.
		Restraint of livestock	01/03/13	06/19/13		Found not guilty.
		Junk vehicles	05/29/13	01/15/14	\$ 100.00	Found guilty on 1/15/14, judge ordered to remediate and pay \$100/day if nuisance persists. If not remediated by 2/19/14, city crews will do it and assess charges to tax roles. Discussion docket for 2/19
		Maintaining a public nuisance	09/25/13	01/15/14	\$ 100.00	Found guilty on 1/15/14, judge ordered to remediate and pay \$100/day if nuisance persists.
Steve Trieb	204 Main Street	Junked vehicles/parts on	08/06/13	02/19/14		Continued to trial with witnesses on 2/19/2014
Derek Shutts	504 Washington St.	Junk vehicles	01/14/14	02/19/14		Awaiting arraignment
		Junk vehicles	06/06/13	07/17/13	\$ 150.00	Pled no contest -Paid Fine \$150
Dennis Shutts		Junk vehicles	06/06/13	07/17/13		Judge dismissed due to the vehicle in question not belonging to the property owner.
		Pets not licensed	05/29/13	07/17/13		Dismissed by the judge due to the property in the complaint belonging to another owner.